Local Plan Modification

July 1, 2009 – June 30, 2010

Division of Employment and Workforce Solutions

NYS DEPARTMENT OF LABOR
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General Instructions for Modifying the Existing Local Plan

The Workforce Investment Act Local Plan Modification for Program Year 2009-2010, for Workforce Investment Act Title I-B and Wagner Peyser programs, must be submitted to the New York State Department of Labor (NYSDOL) no later than **September 18**, **2009,** in accordance with the Planning Guidelines issued by NYSDOL on behalf of the State Workforce Investment Board and the Governor. The Plan Modification must be developed by the Local Workforce Investment Board (Local Board) in partnership with the Local Chief Elected Official(s).

The Plan Modification, generated through this process, will amend and extend: the approved Local Plan, which originally covered the period July 1, 2005 – June 30, 2008; the local area's approved Functional Alignment Addendum; and the local area's previous plan modification, which extended the existing Plan and Addendum to June 30, 2009. Therefore, this Local Plan Modification will extend the existing Plan and Addendum to June 30, 2010 and will become the basis for local area policy and monitoring.

Plan Modification Guidelines

The Plan Modification Guidelines are available and can be downloaded on New York's Workforce Development System website at:
http://www.labor.state.ny.us/workforcenypartners/wfnyp_index.shtm
The guidelines are attached to Technical Advisory # 09-16, dated May 26, 2009.

Publication

The Local Board must make copies of the proposed Plan Modification available for public comment through such means as public hearings, local news media, and local websites. The general public must have access to the proposed Plan Modification; there must be 30 days from the date of publication and/or availability in which the general public may comment. When the Plan Modification is submitted for approval, any comments received in disagreement must be attached. In addition, the Plan Modification must explain how those disagreements were addressed.

Submission

The draft Plan Modification is due **September 18, 2009**. NYSDOL requests local areas to complete the submittal process electronically by posting the draft Plan Modification, any comments received and the manner in which the comments were addressed, to the local area's workforce website. Specifically, local areas are required to **send an e-mail by cob September 18, 2009** to WDTDLocalPlans@labor.state.ny.us, with a copy to your state representative, which includes the following:

- Notice that the local Plan Modification, any comments received and information on the manner in which comments were addressed, are posted on the local website and available for State review;
- Indication of the URL and location of the Plan Modification document(s) on the website;
- Statement of the dates the Plan Modification was made available for public comment;
- Provision of contact information in the event there are problems accessing the Plan Modification; and

- Affirmation that no changes will be made to the document once it has been posted for NYSDOL review.

Should a local area be unable to comply with this method of submission, email a request for assistance to: WDTDLocalPlans@labor.state.ny.us. Please use "Request for Assistance with Local Plan Submission" in the Subject line.

Time Table

Plan Modification Guidelines Issued	May 26, 2009
Latest Date for Publishing Plan for Public Comment	**August 20, 2009**
Local Plan Modifications due to NYSDOL	**September 18, 2009**
NYSDOL approval or request for information	No later than **December 17, 2009**

Required Attachments

The required Attachments include:

Attachment A: Signature of Local Board Chair
Attachment B: Signature of Chief Elected Official
Attachment C: Signature of WIB Director
Attachment D. Units of Local Government
Attachment E: Fiscal Agent/Grant Subrecipient
Attachment F: One Stop Operator Information
Attachment G: Federal and State Certifications

If any of the following have changed, please also attach:

Chief Elected Official Agreement (if applicable)
Local Board By-Laws
One Stop Operator Agreements

Note: Hard copies of the required attachments and signature pages must be mailed to the address below. These attachments and signature pages must be received no later than September 18, 2009.

Attn: Karen A. Coleman
Local Plan Modification

New York State Department of Labor
Division of Employment and Workforce Solutions
Building 12 ~ Room 450
W. Averill Harriman Office Building Campus
Albany, New York 12240

Instructions for Filling out the Plan Modification Document

There are two main sections of the Local Plan Modification, each beginning with a short narrative and followed by instructions and questions. **A shaded area is provided into which the details of your response should be typed.**

For the check boxes and forms, you may want to lock the form to easily tab from box to box and insert an **“X”** where appropriate. If the forms toolbar is not visible, click **“View” - “Toolbars” - “Forms”** and click on the  symbol to lock or unlock the form.

It is recommended that you save this document to your computer as your working document using the following naming convention: “LWIA NAME – Plan Modification.” Save your document frequently during its completion.

Technical assistance regarding the development of the Local Plan Modification should be directed to your State Representative. If you need any assistance with the form, please contact Sharon Zapp at (518) 457-5189.

Workforce Investment Act Local Plan Modification
July 1, 2009 – June 30, 2010

In compliance with the Workforce Investment Act (WIA), each local workforce investment area is required to have a Comprehensive Local Plan in place. With the passage of the federal American Reinvestment and Recovery Act (Recovery Act), NYSDOL has determined that each local Workforce Investment Board will develop a One-Year Plan Modification to extend the current plan to now cover the period July 1, 2005 - June 30, 2010. The Plan Modification will allow for short-term changes, development of strategies and efficiencies for effectively utilizing increases in funding, and alignment with updated Federal, State and local priorities.

New York State shares the vision outlined in the Recovery Act; creating and preserving jobs, promoting economic recovery, and assisting those most impacted by the recession. Workforce development activities will play an integral role in achieving these three goals for both New York State and the nation as a whole. As workers increasingly find themselves dislocated, unemployed, and underemployed, they will need assistance to find new jobs, better jobs, and training opportunities to prepare them for these jobs.

It is crucial to maintain transparency and accountability at all levels. Recovery Act funds must be tracked accurately and separately from other sources of funding, and frequent communication regarding the use of these funds will be required. Needless to say, the funding from the Recovery Act, used concurrently with normal sources of funding, will allow a substantial increase in the number of services provided to customers in the One-Stop system. In particular, the number and proportion of customers receiving training services will increase.

The need for economic recovery also comes with an opportunity to ensure economic competitiveness in the long term. To this end, New York State has designated three demand sectors which will provide many job openings and are believed to be important to economic growth in the future:

- Green and Renewable Resources

  This sector is comprised of a wide variety of industries and occupations; New York is primarily focused on Solar Power, Wind Power, and Weatherization. Each of these industries offer career paths, with solar and wind power focusing on the installation of small-scale power generation and weatherization providing construction and building renovation jobs. With rising energy costs and commitments on all levels of government to prevent environmental damage, green jobs are expected to grow substantially in the coming years. Furthermore, as the alteration of existing buildings and construction of new buildings cannot be performed overseas, these jobs are highly resistant to outsourcing.

- Health Care (including the Life Sciences and BioTech/BioScience Industries)

  A substantial amount of labor market information identifies health care as a rapidly growing sector, in part due to the aging population. There are a number of entry-level jobs with the potential for career advancement in this industry in fields such as nursing, pharmaceuticals, and home or hospice care.

- Advanced Manufacturing

  Manufacturing jobs that use high-tech processes, in industries such as Nanotechnology, Bioinformatics, and Medical Device manufacturing, are high growth and vital to the US economy, according to the US Department of Labor. The State also sees strong investment in such industries. This sector includes both high-tech jobs and lower-skill jobs that provide career ladders.

Many customers will have barriers to participating in training, such as transportation issues. It is expected that staff will work with customers to identify and remove barriers to participation through the provision of supportive services and needs-related payments. This is especially relevant for adults who are low-income, displaced, and under-skilled, as well as disconnected youth; in fact, many provisions in the Recovery Act are designed to target these populations, and there is a Priority of Service in effect for recipients of public assistance and other low-income individuals. These groups have been starkly affected by the economic recession and are greatly in need of assistance to get on a pathway out of poverty. Youth, also often at risk, can be served with a Summer Youth Employment Program. Given the fact that individuals up to age 24 can be considered "youth" for the purposes of spending Recovery Act funds, this presents an excellent opportunity to assist our young adult customers.

The Plan Modification will allow Local Boards the opportunity to re-evaluate their current system's delivery of employment and training services in light of funding considerations, new initiatives and performance. In developing those new strategies and policies, local areas should consult with their region's Labor Market Analyst to review updated data and trends that may impact planning efforts and to use demographic information provided to assure workforce related needs of special populations. In addition, occupational demand lists should be carefully reviewed with attention to current economic conditions. The Plan Modification consists of two parts, the Strategies and Policy Updates, and WIA Compliance sections.

<u>Section I: Strategies and Policy Updates</u>

The Strategies and Policy Updates section is in the form of questions that will address:

1. Priority of Service for recipients of public assistance, other low-income individuals, veterans, and eligible spouses of veterans;
2. Supportive services and needs-related payments;
3. Youth activities;
4. Reemployment services under the Wagner-Peyser Act;
5. Training; and
6. Continued emphasis on services for special needs populations.

<u>Section II: WIA Compliance</u>

The WIA Compliance section deals with the Local Board Policies that are regulated by the Workforce Investment Act. In this section, local boards are asked to verify that the policies contained in their current Plan and in their Functional Alignment Addendum remain in effect, or indicate that the policy has changed. Where policies have changed or new policies have been instituted, the policy must be attached.

During the State review process, local areas may be asked for clarification or additional information. **Responses will become part of the local plan, and will be considered policy.**

Section I. Strategies and Policy Updates

1. Priority of Service

Local Boards must incorporate priority of service for veterans and eligible spouses as mandated under federal regulations that went into effect on January 19, 2009. In addition, the Recovery Act requires a statutory priority for recipients of public assistance and other low-income individuals.

It is important to understand that veterans' priority of service is not intended to displace the core mission of any particular program. More specifically, a priority of service within a priority is created for those programs that are derived from a federal statutory mandate (such as the Recovery Act) that requires a priority or preference for a particular group of individuals. As an example, when you collectively compare recipients of public assistance and other low-income individuals with veterans and eligible spouses of veterans, the following priority order is applicable:

1. The first population to receive intensive and training services is public assistance and low-income veterans (or eligible spouses of veterans);
2. The second priority is for public assistance and low-income non-veterans;
3. The third priority is for veterans (or eligible spouses of veterans) who are not low-income or receiving public assistance;
4. The last priority is for adults who are non-veterans who are not low-income or receiving public assistance.

To this end, Local Boards are required to show evidence that strategies and policies are in place (or will be in place) addressing priority of service.

a. Public Assistance and Low-Income Populations:

Priority use of WIA Recovery Act funds for intensive and training services must apply to recipients of public assistance and other low-income individuals. This requirement is a major shift from current state guidance for non-Recovery Act WIA Adult formula funds which gives the Local Board discretion to enact priority of service.

In order to better understand current guidance regarding priority of service it is helpful to look back at historical guidance on this topic. The "Planning Guidelines for the Comprehensive Three-Year Local Plan (Program Year 2005 to 2007)" issued by the Department in February 2005 required Local Boards to describe the criteria used to determine whether funds allocated for employment and training activities are limited, and the process by which any priority of service will be applied. This guidance did not mandate that priority of service be enacted. Subsequently, the "Local Plan Modification for Program Year 2008" required the Local Board to submit any changes to current priority of service policy (if applicable) and to indicate if the Local Board has since declared a priority of service to be in effect.

Based on this historical guidance, it is possible that a Local Board has never declared priority of service to recipients of public assistance and other low-income individuals. The Recovery Act now requires every Local Board to declare priority of service to recipients of public assistance and other low-income individuals. Only WIA Adult funds are covered under this provision of the Recovery Act, as priority of service to recipients of public assistance and other low-income individuals does not apply to youth, dislocated worker, Wagner-Peyser, and Reemployment Services grant funds.

The Local Board must show clear evidence that priority of service is provided for intensive and training services under Recovery Act WIA Adult funds to recipients of public assistance and low-income individuals. As such, please respond to the questions below. Additionally, the Local Board is encouraged to develop a separate policy guidance document to be distributed to all impacted One-Stop Career Center staff members. Please find a sample policy provided in Attachment I.

1. Describe the method(s) that will be used to identify an individual as a priority customer. Please include:

a. A description of how the appropriate documentation is collected and maintained when an individual self-identifies as a public assistant recipient or other low-income individual;
b. The parameters to be used that qualifies someone as an low-income individual (note – income earned while on active duty status is required to be disregarded in eligibility determinations); and
c. The estimated percentage/number of WIA Adult customers that will qualify for priority of service during the program year.
d. If applicable, indicate how it was determined there are sufficient local resources for employment and training activities to serve all customers, so that a priority of service does not need to be applied for customers served by non-Recovery WIA Adult funds.

a. Collection and maintaining of appropriate documentation.

PUBLIC ASSSISTANCE RECIPIENTS

TANF Recipients Referred Directly by NCDSS
The Town of Oyster Bay is a vendor agency for the Nassau County Department of Social Services, providing Employment Services to TANF recipients. These services are based at the Workforce Partnership Career Center in Massapequa. Participants are referred directly by DSS for assessments and employment services. Services are funded directly by TANF and documentation is provided directly by DSS and maintained in the Welfare to Work Case Management System. All training services will be funded directly by TANF. If specific WIA intensive services are required, the PA case number will be recorded in OSOS for Priority of Service documentation.

Safety Net Customers and Other Public Assistance
Safety Net recipients are referred by DSS to the Career Centers to receive services from the on-site OTDA representative at the Hicksville Career Center. These participants also arrive with their documentation. Safety Net Customers, as well as other individuals who self-identify as public assistance recipients will be recorded in OSOS as public assistance based on documentation showing case number, or based on staff verification of data in the Welfare to Work Case Management System. They will given priority for service.

Non-Public Assistance Low Income
Non-public assistance low income individuals who self identify will be required to bring in documentation in order to receive priority for services. For intensive services (workshops, intensive one-on-one services) documentation will be viewed and case noted in OSOS. For

training services, documentation will be copied and maintained in files.
b. The parameters to be used that qualifies someone as an low-income individual

Low-income eligibility is based on maximum family income amount as noted below.

Definition of Family - A family is defined as two or more persons related by whole blood, half blood or by or through legal sanction, who are living in a single residence, and are included in one or more of the following categories: husband, wife, dependent children, domestic partners, parent, stepparent, guardian, grandparent, uncle, aunt, sister, brother.

Family Size	Last 6 months gross (amounts are effective as of 2/09)
1	$ 5,415.00
2	8,173.00
3	11,219.00
4.	13,850.00
5.	16,343.50
6.	19,116.50
7.	21,889.50
8.	24,662.50

Income does not include:
Income earned while the veteran was on active military duty and certain other veteran' benefits, i.e., compensation for service-connected disability, compensation for service-connected death, vocational rehabilitation, and education assistance
Up to 50% of Social Security Old Age Retirement benefits
Child support payments (including foster child care payments)
Welfare payments
Financial assistance under Title IV of the Higher Ed. Act, i.e. Pell Grants Federal Supplemental Educational Opportunity Grants and Federal Work Study (PLUS Stafford and Perkins loans like any other kind of loan are debt and not income)
Needs-based scholarship assistance
Capital gains
Any assets drawn down as withdrawals from a bank, the sale of property, a house or a car
Tax refunds, gifts, loans, lump sum inheritances, one-time insurance payments, or compensation for injury

Income includes:
Money wages and salaries before any deductions
Net receipts from self-employment
Regular payments from social security, railroad retirement, strike benefits from union funds, workers compensation, and training stipends
Alimony
Military family allotments, or other regular support from an absent family member or someone not living in the household
Pensions whether private, or government employee (including military retirement pay)
Regular insurance or annuity payments

College or university grants, fellowships, and assistantships
Dividends, interest, net rental income, net royalties, and periodic receipts from estates or trusts
Net gambling or lottery winnings
Unemployment compensation
Noncash benefits such as employer paid fringe benefits, food or housing received in lieu of wages, Medicare, Medicaid, Food Stamps, school meals, and housing assistance

c. The estimated percentage/number of WIA Adult customers that will qualify for priority of service during the program year.

The estimated number of public assistance recipients not receiving services through the subcontract with Nassau County DSS and eligible for priority services is fewer than 50 Safety Net clients per year. The low number is due to the DSS requirements that these individuals complete 35 hours per week of WEP (work experience.)

The estimated low income population is 4%. (explanation below)

According to American Community Survey estimates for 2005-2007, the family poverty levels in the Consortium region are estimated as follows:

Town of Oyster Bay - 3.5% (representing 54% of our Consortium)
Town of North Hempstead - 3.2% (representing 41% of our Consortium)
City of Glen Cove - 10.8% (representing 5% of our Consortium)

The estimated average poverty rate for the Consortium region is 3.72. Therefore, the estimated low income population is approximately 4%.

2. If your local area will not be applying priority of service to all adults, describe the procedure(s) that will be used to differentiate between Recovery WIA Adult and non-Recovery WIA Adult customers for purposes of Priority of Service. [Note: depending on local policy, priority of service may not be mandatory when services are provided with non-Recovery WIA Adult funds]

N/A

3. Describe the internal monitoring process, including subrecipient monitoring, that will be initiated to ensure federal priority of service requirements under the Recovery Act are successfully implemented and adhered to.

WIB oversight and monitoring to ensure that federal priority of services requirements are successfully implemented and adhered to will include both desk reviews and site reviews of Workforce Partnership Career Center services, and will be conducted jointly by the staff to the WIB and an ES Manager. The review will include monitoring of orientations to Career Center Services, review of information packets distributed to new customers, review of eligibility determinations for priority of service (paper files), review of priority of service determinations with regard to workshops, one-on-one services and training services, as well as signage and website information.

4. Describe the modifications to Functional Alignment and/or Customer Flow that will be made (if any) to enhance implementation of priority of service.

> N/A

5. Describe the methods of training and communication that will be implemented at the local level to ensure all impacted staff members are aware of and utilizing priority of service in the daily operations.

> The WIB policy with regard to priority of service has been distributed to all Workforce Partnership Career Center staff members. This policy was reviewed and discussed at staff meetings in both Career Centers so that all individuals are clear as to the practical applications of the policy. Career Center staff will develop a flyer describing priority of service to be included in the orientation packets. This flyer will have income guidelines as well as check-offs (low income, public assistance, veterans), so that customers can indicate the appropriate categories if they wish to be considered for priority of service.

6. Please include relevant information not mentioned above that supports the Local Board's strategy for providing priority of service to recipients of public assistance and other low-income individuals.

> The Workforce Partnership's role as an employment and training operator for the local Department of Social Services, together with the presence of an OTDA representative on-site, and an extensive network of supportive service providers enable the local area to provide comprehensive services to this priority group.

b. Veterans & Eligible Spouses of Veterans:

The United States Department of Labor implemented veterans' priority of service via regulation that went into effect on January 19, 2009. As a result of this regulation, all One-Stop Career Centers will need to have clear strategies for providing veterans and eligible spouses of veterans with the highest quality of service at every phase of services offered. Comprehensive guidance has been provided by the Department under the Workforce Development System Technical Advisory #09-14 released on April 29, 2009.

The federal regulation requires that Local Boards develop and include in their strategic local plans, policies implementing priority of service for the local One-Stop Career Centers and for service delivery by local workforce preparation and training providers. These policies must establish procedures to ensure that covered persons are given an opportunity to identify themselves as a veteran or eligible spouse at the point of entry thus allowing them to take full advantage of priority of service. Please note, federal regulations currently provide direction that verification of the status of an individual as a veteran or eligible spouse at the point of entry is not required.

More specifically, policies implementing priority of service shall ensure that covered persons are aware of: (1) their entitlement to priority of service; (2) the full array of employment, training, and placement services available under priority of service; and (3) any applicable eligibility requirements for those programs and/or services. Under this context, local policy should detail the strategies and procedures to be invoked that will satisfy the requirements as found in Federal regulation. For additional guidance, you are strongly encouraged to view the Federal regulations as found at 20 CFR Part 1010, published at *Federal Register* 78132 on December 19, 2008.

The Local Board must show clear evidence that priority of service is provided for veterans and eligible spouses of veterans. As such, please respond to the questions below. Responses become part of the local plan, and are considered policy. Additionally, the Local Board is encouraged to develop a separate policy guidance document to be distributed to all impacted One-Stop Career Center staff members.

1. Describe the policies that will be established to ensure covered persons are identified at the point of entry thus allowing them to take full advantage of priority of service. [Responses should include the procedures that are in place to ensure signage is properly displayed and the procedures that are in place to identify covered persons who physically access or virtually access service delivery points.]

> Signage regarding priority of services for covered persons will be displayed prominently at or near the entrance, in resource rooms and common waiting areas of the Workforce Partnership Career Centers in Hicksville and Massapequa. Priority of service will also be discussed during orientations, and a flyer describing Priority of Service will be included in each orientation packet. As described before, this flyer will provide customers with the opportunity to check off appropriate priority classifications, enabling customers to be identified as soon as possible, so that priority of services may be expedited. The flyer will also be utilized for Rapid Response events.

2. Describe the enhancements that will be made to local area websites advising self-service users of priority of service.

> The website for The Workforce Partnership Career Centers (thewp.org) will be redesigned to include language that clearly identifies the priority of service policy. This will include a priority of service notice on a Veterans tab on the home page, and links to programs of interest to Veterans.

3. Describe the procedures that are in place to ensure all contract templates, RFP, and sub-contract agreement language is revised to include priority of service language.

> Language regarding priority of service will be added to all contracts, public notices and RFPs.

4. Describe modifications to Functional Alignment and/or Customer Flow that will be made (if any) to enhance implementation of priority of service.

> Current customer flow procedures already provide for Veterans Priority. Customers are asked about Veterans status at Triage. Each Veteran or eligible spouse is offered the services of the Veteran's representative, and given priority in all services and programs.

5. Describe the methods of training and communication that will be implemented at the local level to ensure all impacted staff members are aware of and utilizing veterans' priority of service in the daily operations. [Training should include defining the terms "veteran", "eligible veteran", "covered

person", "eligible spouse", and "qualified job training program". Technical Advisory #-09-14 provides specific guidance on the information that should be shared with staff.]

The WIB policy with regard to priority of service (including veterans and eligible spouses, public assistance, low income, etc.) has been distributed to all staff members, and reviewed and discussed at staff meetings in Massapequa and Hicksville. An additional staff meeting will be held specifically to discuss priority of service for veterans and eligible spouses, definitions of all relevant terms, and Technical Advisory #09-14. The Veterans Representative will participate in this session, which will ensure that all individuals are clear as to the practical applications of the policy.

6. Describe the outreach strategies (if any) that will be incorporated into local policy in an effort to "get the word out" about veterans' priority of service. [Outreach strategies may also be targeted to employers in an effort to gain support and interest for the hiring of veterans. In addition to the existing Work Opportunity Tax Credit veteran target group, the Recovery Act added "unemployed veterans" as a targeted category. An employer who hires an unemployed veteran (defined as discharged from active duty in the Armed Forces at any time during the five-year period ending on the hiring date, and receiving unemployment compensation for at least four weeks during the year prior to being hired by the employer) may qualify for a federal tax credit incentive.]

A flyer regarding priority of service to veterans will be incorporated with other outreach brochures and distributed widely wherever outreach to job seekers is conducted. Business Services representatives will also distribute the flyer at all appropriate venues, and provide appropriate Tax Credit information.

Outreach and reciprocal referral strategies are also currently in place with the Nassau County Veterans Service Agency, and the Town of Oyster Bay Veterans Representatives (on-site in the Massapequa location) assisting veterans to access a myriad of federal, state and local programs and services.

7. Describe the internal monitoring process that will be initiated to ensure federal veterans' priority of service requirements are successfully implemented and adhered to.

The WIB Director and the ES Manager, both of whom are Veterans, will be responsible for internal monitoring to ensure that policies regarding Priority of Services for Veterans and Eligible Spouses are successfully implemented and adhered to. The monitoring will include the proper placement of signage, the wording in RFPs and contracts, the wording on flyers regarding priority located in information packets distributed to new customers, the review of OSOS activity and service records for identified Veterans, and participant interviews.

8. Please include relevant information not mentioned above that supports the Local Board's strategy for providing veterans and eligible spouses of veterans with priority of service.

All relavant information is included above.

2. Supportive Services and Needs Related Payments

The Recovery Act places a strong emphasis on providing increased services and training for workers in need. Further, the Recovery Act and New York State policy require the use of funds for supportive services and needs-related payments that are necessary to ensure that participants are able to fully avail themselves of appropriate employment and training opportunities. Needs related payments must be made available to enable participants to pursue training of sufficient duration to acquire skills and credentials of value that will connect them to emerging jobs as the economy recovers.

As USDOL – ETA has acknowledged, differentiating between individuals served with Recovery Act and non-Recovery Act funds is challenging, since eligibility requirements are the same, and the funds must be spent concurrently. Accordingly, it is expected that local areas will make supportive services and needs related payments available to participants served by both Recovery Act and non-Recovery Act funds.

Local areas are therefore directed to develop policy guidelines for the administration of supportive services which include the following:

Definitions and Descriptions of Local Policy:

a. Supportive Services:

WIA §663.800 (Ref: §101(46) and 134(e)(2)) defines supportive services for adults and dislocated workers as those that include transportation, child and dependent care, housing and needs related payments which are necessary to enable individuals to participate (or continue to participate) in activities authorized under WIA Title 1B and which are not available through other programs.

Supportive services for youth are defined in the WIA Rules and Regulations at §664.440 as including, but not limited to:

1. linkages to community services;
2. assistance with transportation costs;
3. assistance with childcare and dependent care costs;
4. assistance with housing;
5. referrals to medical services; and
6. assistance with uniforms or other appropriate work attire and work related tool costs, including such items as eyeglasses and protective eyewear.

Supportive Services can only be provided to individuals currently enrolled in a WIA program, except for Youth who may continue to receive Supportive Services during Follow Up at the discretion of the local area, per §664.450(a)(1).

1. Supportive service categories may be administered separately and distinctly from one another or disallowed completely by Local Boards. Describe how the Local Board will administer the following categories: Housing, Child and Dependent care, Transportation, Other payment categories, and Other supportive services specific to youth as defined in §664.440:

   The Local Board and the Workforce Partnership Career Centers maintain referral relationships with partner agencies as well as a wide array of public and private community resources in order to meet the supportive service needs of program participants. Workforce Specialists also utilize the Community Resource Database of Long Island to make referrals.

   Housing-
   Participants in need of housing services may be referred to the Department of Social

Services, to Catholic Charities or to the Salvation Army.

Child and Dependent Care-
Participants in need of child care and/or dependent care are referred to the Department of Social Services for programs funded under Title XX. Participants may also be referred to the Child Care Council of Nassau, Inc., the central planning and coordinating agency for child care, which provides childcare resources and referrals.

Transportation-
Economically eligible participants in need of transporation supportive service payments may receive WIA supportive service payments of $5 per day (guidelines provided in No. 2 below.)

Clothing –
Dress for Success is located in the Hicksville Career Center. Clothing and services are provided at no charge.

Other Payment Categories-
The policy of the local area also provides for the reimbursement of certain other expenses under the Supportive Services category. These include expenses such as certification and licensing fees, testing fees, uniforms and clothing, required course books, finger printing, and other costs. Based on the Comprehensive Assessment and Individual Employment Plan, the Workforce Specialists presents the recommended Supportive Services to the CRT Coordinator for approval. Payments to participants are made on a reimbursement basis.

Other Supportive Services Specific to Youth
Supportive services for youth including transportation costs, and other miscellaneous costs may be included in subrecipient agreements with youth agencies.

2. Describe how the LWIA will establish initial and continuing eligibility for Supportive Services:

Supportive service payments of $5 per day for transportation may be provided to low-income customers under the following circumstances:
Current pre-tax family income must be less than 200% of povertly or the lower living standard level
Participants must be enrolled in a training program.
Payments are based on actual attendance in class verified by timesheets.
Payments are contingent on the availability of funds under the Workforce Investment Act.
Payments will be provided only when they are not otherwise available from other sources. (Payments may be slightly higher for travel as far east as Stony Brook, or as far west an Manhattan.)
The Definition of Family and Income inclusions and exclusions are the same as those provided on pp 11-12, above.

3. Describe the following:

a. Timing and frequency of services;

b. Duration of services
c. Priority of funding;
d. Service adjustments;
e. Exceptions; and
f. Referrals to alternative sources of assistance, including use of local partnerships.

Transportation payments are needs-based, and are provided on a bi-weekly basis, while the participant is enrolled in training.

4. Describe the accountability measures and methods of documentation of supportive services (by funding category):

Documentation of low-income eligibility for Transportation payments is maintained in files in the Classroom Training Unit.

b. Needs-Related Payments (NRP):

The goal for One-Stop Career Centers should be that no individual approved to attend training should have to refuse or abandon such training because he or she cannot afford living expenses. Needs-related payments (NRPs), a sub-category of supportive services, are a means of allowing trainees to pursue or continue full-time training when they do not qualify for or have exhausted their Unemployment Insurance (UI) benefits. The Recovery Act and New York State policy require that these payments be made available to adult and dislocated worker trainees to enable them to complete the level of training that will make them more competitive in the job market.

Needs-related payments are defined in §663.815 as providing "financial assistance to participants for the purpose of enabling individuals to participate in training". To qualify for NRPs, "adults must be unemployed; not qualify for, or ceased to have qualified for, unemployment compensation; and be enrolled in a program of training services under WIA §134(d)(4)." Please note that needs-related payments are not considered taxable income, according to USDOL.

Dislocated workers (DW) are additionally required to "have ceased to qualify for TAA or NAFTA-TAA; and be enrolled in a program of training services under WIA §134(d)(4) by the end of the 13th week after the most recent layoff that resulted in a determination of the worker's eligibility as a dislocated worker, or if later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed six months." [Note: NYSDOL has requested a waiver to allow the dislocated worker requirements to be the same as the adult requirements. Upon approval, notice will be communicated to local areas.]

Needs-related payments may also be paid to youth who are enrolled in training, at the discretion of the local area.

A sample Training Support Analysis Form that can be used as a template when designing a method for determining an individual's qualifications for NRPs is included as Attachment H.

Local needs-related payment policy should include provisions that such payments will not be offered to individuals who have another means of financial support, such as TANF.

1. Regarding the eligibility of participants:

a. How many hours/credits must a participant be registered for in order to remain eligible for NRPs?
b. What academic and attendance standards will be required for payments to continue and how will this be verified?
c. Can and/or will payments be made to participants on sick, vacation, or holiday leave?
d. How will Extended UI Benefits affect receiving NRPs?
e. Will NRPs be suspended during periods of earned income and will participants have to re-qualify to start receiving NRPs again once the income ends? (How will income be calculated?)
f. If an individual receives NRPs at the same time as supportive services from another program/partner, how will this be coordinated and documented?

Eligibility for Needs-Related payments will be based on the following:
a. Minimum of 20 hours of class time per week
b. Minimum of 90% attendance record
Minimum of "C" average
c. Payments will not be made for sick, vacation or holiday leave
d. NRP will be suspended during payments of Extended UI benefits
e. Payments will be suspended during periods of earned income, and participants will have to requalify
Income eligibility will be calculated based on maximum of the poverty level or 70% of the lower living standard income level, and will includeall family income
f. Non-cash supportive services from another partner will not affect the NRP
Cash supportive services from another partner will be included in income calculations for the purpose of determining eligibility.
Payments will not be offered to individuals who have another means of financial support, such as TANF.

2. Regarding the payments of NRPs:
   a. How will the payment amount of NRPs be determined?
   b. What is the maximum allowable individual payment?
   c. What is the limit on number of payments per individual?
   d. How will overpayments (or the potential for overpayments) be monitored and recovered?
   e. What will the payment schedule for NRPs be?
   f. How will participants claim payments?

Needs-Related Payments will be made as follows:
a. Payment amount of NRP will be $10 per day for each eligible participant
b.The maximum allowable individual payment, when added to the participant's tuition, shall be no greater than the current ITA cap (which was increased to $5,000 as of March 12, 2009.)
c. Payments will continue until the combination of Tuition, Needs Related Payments, Books, Uniforms and fees reaches $5,000.
d. Payments will be made based on attendance sheets submitted on a bi-weekly basis. These sheets will be verified by the Classroom Training Unit and the Fiscal Department.
e. Payments will be made on a bi-weekly basis.
f. Participants will submit attendance sheets signed by an authorized school representative.

3. Regarding the administration of the NRP program:
    a. Who will have the authority to approve participant requests for NRPs?
    b. Who will manage the NRP program?
    c. Who will respond to questions and complaints?
    d. Who will handle NRP form distribution, payment accounting, and payment processing?
    e. How will the requirements for and payments of NRPs be documented?

a. Participant requests for NRPs may be made during the ITA application process, or while attending school, once Unemployment Insurance payments have ceased. Participants will be required to submit documentation of income to be used for eligibility determination
b. The NRP program will be managed by the Classroom Training Unit.
c. The Classroom Training Coordinator/School Monitor will respond to questions and complaints.
d. The Classroom Training Unit will prepare claim forms for NRPs based on attendance sheets. These forms will be reviewed by the Fiscal staff and sent to the Town of Oyster Bay Comptroller's Office for review and payment processing.
e. Requirements for NRP will be documented with proof of income and family size via income tax filing information or any other official federal or State documents. Bi-weekly payments will be registered on an individual encumbrance form in which payments made to customers will be debited from the total amount assigned.

3. Youth Activities and Summer Youth Employment Programs

As cited in TEGL #14-08, the Recovery Act does not limit the use of the funds to summer employment, but the Congressional explanatory statement for the Act states that "the conferees are particularly interested in these funds being used to create summer employment opportunities for youth." The Recovery Act also expands the eligibility criteria for the program to serve youth up to age 24.

ETA strongly encourages local areas to:

- Design age appropriate activities and work readiness goals;
- Establish worksites that offer meaningful work experience;
- Incorporate green work experiences;
- Develop connections to Registered Apprenticeship programs;
- Integrate work-based and classroom-based learning activities;
- Link summer employment to academic learning for summer employment participants who do not have a high school diploma;
- Offer continued services to support older, out-of-school youth during non-summer months; and
- Focus on the neediest youth, including out-of-school youth and those most at risk of dropping out, youth in and aging out of foster care, youth offenders and those at risk of court involvement, children of incarcerated parents, and migrant and farm worker youth.

With that in mind, please answer the following questions:

1. Describe your PY 2009 summer youth employment program design and include the following:
        a. Activities broken out by age groups:

i. 14 – 15
ii. 17 – 18
iii. 18 - 21
iv. 22 – 24
v. 18 – 24 for work experience only 10/1/09 through 3/31/10;

b. Work readiness component;
c. Definition of work readiness to be measured;
d. How measurable increases of work readiness will be determined;
e. How "green" work experience or training will be incorporated into your program;
f. Apprenticeship opportunities; and
g. Outreach and services to migrant and farm worker youth and other neediest youth populations. Describe the various strategies you employed to recruit these target populations.

a. Activities broken out by age groups:

The PY '09 Summer Youth Program design is different for each of the six subrecipients providing services under the ARRA. All worksite assignments are made in accordance with individual assessments as well as the Fair Labor Standards Act, which restricts the hours that children under age 16 can work and forbids the employment of children under age 18 in certain jobs deemed too dangerous. A complete list of worksites for each subrecipient is provided under section 4, below.

Concerned Citizens for Roslyn Youth- 15 out-of-school youth ages 18-24
Hicksville Teenage Council- 15 in-school youth ages 15-24
MercyFirst – 57 in-school Foster Youth Ages 14-19
Nassau BOCES – 15 out-of-school youth ages 17-19
Plainveiw-Old Bethpage – 20 in-school youth ages 14-19
Westbury UFSD – 61 In-school and out-of school youth ages 14-22

b. Work Readiness Component
Below is a description of the pre-employment/work readiness component for each of the subrecipient programs:

- Concerned Citizens for Roslyn Youth – *Intensive 3 day training emphasizing attitudinal development and job readiness skills.*
  Role playing and task performance in a simulated work environment where participants learn how to take personal initiative, follow instructions, accept criticism, and function as team members
  Participants will discuss dressing and speaking appropriately, with emphais placed on professional smiles and handshakes.
  Take part in a series of mock interviews
  Basic computer skills and the fundamental demands of the job market. Participants will also discuss financial literacy.

- Hicksville Teenage Council – *Nationally recognized program known as "Career Launch"*
  Goal setting – learn about understanding goals and develop a personal plan to achieve these goals
  Identify personal skills – determining their interests and the things they do well and why

Explore career opportunities – learn how to choose a career, and learn career barriers
Find a job - Prepare a resume and cover letter and learn how to distribute the resume, learn how to fill out job applications, and how to interview with results
Keep a job – Time management skills, communication skills and grooming

- MercyFirst – *a comprehensive series of pre-employment workshops*
  Preemployment workshops
  Icebreaker: Divide into groups of 2 and 3. Each group states a profession or a career that begins with each letter of the alphabet.
  Group discussion: How might someone feel on their first day at work? What are the benefits of having a job as a teenager?
  Second session: Handling conflicts or issues which may arise and developing appropriate communication skills.
  Icebreaker: The youth will break up into pairs and each interview the other using the same 3-4 employment related questions. They will then report back to the group what they learned about each other
  Group activity: (handouts for discussion) What to do if? (samples of conflicts that may come up in the job using situations that have really happened in previous years)
  Follow-up group activity: Communication in the workplace – discuss the difference between verbal and non-verbal communication and what it means
  Postemployment workshops
  Icebreaker: break up into pairs and each interview the other using the same 3-4 employment related lessons they learned for their worksite experience. They will then report back to the group what they learned about each others summer work experience.
  Group activity: break up into small groups.
  Create a sample resume with their summer employment experience
  List of references and contact numbers, etc
  Group activity: lessons learned

  Nassau BOCES – *Skill development sessions*
  Participants will practice interviewing skills, learn about work expectations and requirements, discuss time management, communication skills and other soft skills necessary to be successful in the world of work
  Understand their strengths in making appropriate vocational choices in summer employment
  All participants will develop a resume and learn how to fill out job applications, as well as seek employment
  Review travel training/transportation issues/time management and appropriate dress for summer employment

- Plainview-Old Bethpage CSD – *Preemployment/Job Readiness Training*
  Career Choices – short and long term
  Understanding Employment trends
  Assessing Your Strengths
  Searching and Applying for Jobs
  Interviewing for Jobs
  The Work Environment – Attitudes/Motivation/Social Skills, Taxes, W4/W2 forms, safety on the job, working with people, time management, keeping a job

- Westbury School District – *Individualized Pre-employment/Job Readiness Assignments*
  Each participant will also complete brief vocational assessment and career exploration assignments with the program's Work Readiness Trainer. This will be done in an effort to enable participants to develop realistic career goals and to make informed decisions about how to prepare themselves to achieve these goals. The Work Readiness Trainer will also assist participant with resume preparation and job searches in an effort to help them transition beyond work experience

c. Definition of work readiness to be measured;
Work readiness includes attitude (toward co-workers and supervisors), motivation and interest, following instructions, reliability (attendance and punctuality), personal appearance, communication skills, and responsibilty (dependable and trustworthy).

d. How measurable increases of work readiness will be determined;
Pre-test measures attitude, motivation and interest, following instructions, reliability , personal appearance, communication skills, and responsibility. Ratings are excellent, good, fair, poor and minimal. The youth will be evaluated 2 times by worksite supervisors, once in July and once at the end of the work experience activity. Improvement will be determined from these evaluation forms.

e. How "green" work experience or training will be incorporated into your program;

MercyFirst

"MercyFirst Goes Green" Project – youth will be involved in a variety of projects related to recycling (plastics, rain water harvesting), composting, gardening and weatherization, and installation of solar panels

Westbury School District

Building Weatherization Project – caulking windows, doors and skylights in each of the district buildings

Courtyard Revitalization Project – working to restore the structures and plant life in the courtyards on school grounds

f. Apprenticeship opportunities
N/A

g. Outreach and services to migrant and farm worker youth and other neediest youth populations. Describe the various strategies you employed to recruit these target populations.

The local Board's Request for Proposals included requirements for targeting and outreach to the neediest youth.

Youth program providers were selected based on their ability to recruit these target populations, including MercyFirst (resisdential home for Foster Youth), Roslyn (low-income youth in subsidized housing area), Westbury School District (high-poverty district), Nassau BOCES (low income and learning disabled), Hicksville Teenage Council (low-income youth), and Plainview-Old Bethpage (low income and learning disabled).

2. Provide the following:
    a. What percentage of Recovery Act funds do you plan to spend on summer 2009 activities from 5/1/2009 through 9/30/2009 and how many participants will be served?
    b. What percentage of Recovery Act funds do you plan to spend on serving older youth participating in work experience only activities from 10/1/2009 through 3/31/2010 and how many participants will be served?

a. The local Board plans to spend 100% of Recovery Act funds on summer 2009 activities from 5/1/09 through 9/30/09. Services will be provided to a total of 185 participants.
b. No funds will be spent on older youth participating in work experience only activities from 10/1/09 through 3/31/10.

3. If the fiscal agent or grant recipient is not operating the summer employment program, please describe the Local Board's procedures for procuring summer employment providers.

- A Request for Proposals was issued on March 23, 2009.
- A Bidders' Meeting was held on March 31, 2009.
- The RFP due date was April 15, 2009.
- The contract period is May 1, 2009 through September 30, 2009.
- The RFP was published in Newsday, posted on the website, and mailed to an extensive list of youth services agencies and school districts, as well as member of the WIB and Youth Council
- Proposals were evaluated according to published review criteria
- Reviews were conducted by : Youth Council Review Committee, Full Youth Council and WIB
- Cost/price analysis was conducted

4. Describe the type of summer program worksites that were identified, recognizing that youth worksites could not include casinos or other gambling establishments, aquariums, zoos, golf courses, or swimming pools when funded with Recovery Act funds:

    a. How were/will worksites be selected?
    b. Identify the type of sites, i.e. public sector, private sector, non-profits that were/will be used.
    c. What is the local plan to ensure that adherence to current workplace safety guidance and applicable federal/state minimum wage requirements are observed?
    d. How will you ensure that the youth work experience does not unfavorably impact current employees and/or impair existing contracts for services or collective bargaining agreement, or replace laid off workers?
    e. Will youth be matched to work sites based on their goals and interest? If not, how will they be matched?
    f. Please identify the project-based or service learning that will be utilized.

a. Summer program worksites were developed by the six subrecipient programs. These were developed in accordance with the ARRA Youth Program Request for Proposals published by the Board. All worksites must have adequate, age-appropriate work in accordance with the Fair Labor Standards Act. Supervision must be adquate and back-up supervision must be available. Whenever possible, youth are placed in worksites in line with their employment goals. The RFP encouraged the development of special community “Green” projects including but not limited to environmental, weatherization, renovation or repair projects.

b. Below is a list of sites
MercyFirst – 57 Youth will work at the following sites:

MercyFirst
“MercyFirst Goes Green” Project – youth will be involved in a variety of projects related to recycling (plastics, rain water harvesting), composting, gardening and weatherization
“Rescue Ink” – address the problem of animal abuse or neglect on Long Island by building cat shelters
Other positions include clerical assistants, teacher aides, maintenance aides, recreation counselors, dog trainers for East Coast Assistance Dog program, etc.
Town of Oyster Bay General Services
Town of Oyster Bay Department of Parks
North Shore University Hospital at Syosset
Cold Spring Hills Center for Nursing and Rehabilitation

Plainview-Old Bethpage CSD – 20 youth will work at the following sites:

Fairway
Horseability
Marshalls Department Store
Plainview-Old Bethpage CSD
Sears Repair Center
Annie Sez
Total Health

Nassau BOCES – 15 youth will work at the following sites:

Kiddie Academy of Hicksville
Bethpage State Park
Long Island State Park Region/Jones Beach State Park
Meadowbrook Care Center
VSS LLC
Tilden
Science Museum of Long Island
Jacee, Inc
Sulzer Metco Inc.
Caprise – Amani Salon

Concerned Citizens for Roslyn Youth – 15 youth will work at the following sites:

Concerned Citizens for Roslyn Youth
Littig House Community Center
Bryant Library
Roslyn High School
Lazar Border Accountants LLP

Hicksville Teenage Council – 15 youth will work at the following sites:

Hicksville Teenage Council
Town of Oyster Bay Department of Parks
The Children's Center of Family Court
Hicksville Public Schools

Westbury School District – 50 youth will work at the following sites:

Westbury School District
Building Weatherization Project – caulking windows, doors and skylights in each of the district buildings
Courtyard Revitalization Project – working to restore the structures and plant life in the courtyards on school grounds
Building construction – assisting with the construction of a garage on the grounds of Westbury High School
Village of Westbury
New Cassel Park
North Shore Child and Family Guidance Center
Westbury United Methodist Church
Sherwood Gardens Civic Association

c. What is the local plan to ensure that adherence to current workplace safety guidance and applicable federal/state minimum wage requirements are observed?
Workplace safety guidance is covered in the Worksite Supervisor's Handbook, and covered during the Worksite Supervisor Training.
Payroll is administered directly by the Town of Oyster Bay in accordance with applicable federal/state minimum wage requirements. The appliable wage per hour for all youth particpants was $7.25 per hour.

d. How will you ensure that the youth work experience does not unfavorably impact current employees and/or impair existing contracts for services or collective bargaining agreement, or replace laid off workers?
Private Worksite agreements include the following clause
"No private sector work experience position created as a result of this agreement will have the effect of displacing any employee or non-economically disadvantaged youth from jobs they normally secure."

e. Will youth be matched to work sites based on their goals and interest? If not, how will they be matched?
Youth are matched to work sites based on their goals and interests, as well as their abilities and aptitudes, the special needs of each youth, the allowable activities in accordance with the Fair Labor Standards Act and the availability of transporation. In many cases, youth are placed at worksites within their communities due to the poor public transporation system.

f. Please identify the project-based or service learning that will be utilized.

The wide variety of work site assignments contribute to many different learning experiences. Some examples of project-based learning include:
Westbury High School –
Youth working in the "Green Earth Project" at the United Methodist Church work on a different Green-related project each week in conjunction with the Westbury Library.
MercyFirst –
Youth working in the East Coast Assistance Dogs Program learn communication skills, patience, self-control, vocational skills and teaching and motivation techniques.
Youth working in MercyFirst Goes Green learn about recycling of plastics, rain water harvesting, as well as weatherization, composting and gardening, as well as MS PowerPoint.
Concerned Citizens for Roslyn Youth –
Many of the youth worked in tutorial and recreational activities in community-based agencies. A youth placed in an accounting firm gained specific knowledge geared toward her chosen field. A youth placed in the library reclassified media materials, and gained knowledge of new systems.

5. Integration of Work-Based and Classroom-Based Learning Activities, Academic and Occupational Learning are two options to complement work experience. Describe the following:

a. Did your local area offer classroom-based learning along with the work experience during the summer youth employment program? If so, please detail to whom and how it was offered.
b. Did your local area provide a direct link between summer employment and academic learning? If so, how was this accomplished?

a. The local area did not offer classroom-based learning along with the work experience during the summer employment program. The policy of the Board does not allow for the payment of wages or stipends for classroom time, and it was determined that the best use of the funds was to provide work experience wages to needy youth.
b. The local area did not provide a direct link between summer employment and academic learning. However, all 57 MercyFirst youth are 12-month students, and many youth from other grants attended summer school part of the day.

6. Describe what your year-round program design for Recovery Act funds includes. Indicate whether you are reserving your Recovery Act funds to support summer youth employment and extended work experience only activities for older youth.

It is anticipated that All Recovery Act Youth funds will be expended by September 30, 2009.

7. Briefly describe how you are coordinating the expenditure of your WIA Formula funds and Recovery funds to optimize program flexibility and ensure adequate expenditure rates for both funding sources.

The local Board does not anticipate that funding will be available to continue program activities under the Recovery Act after September 30, 2009. In addition, since the Program

Year 2009 Formula Allocation for Youth was reduced by 14%, the year-round program will serve only out-of-school youth under two subrecipient programs – Nassau BOCES and Educational Assistance Corporation.

8. Describe your local strategy for continued services supporting older, out-of-school youth during non-summer months including:

a. Any supportive services, daycare, incentives, and needs-based payments; and
b. Co-enrolling youth in adult training services.
c. Promoting the availability of employer tax credits to hire disconnected youth, ages 16-24, during 2009 or 2010.

Most youth will be exited from the ARRA program no later than September 30, 2009. Subrecipient grant coordinators are working with out-of-school youth on Individual Employment Plans and determining whether enrollment in the WIA (Formula) Youth program or Adult Program will meet their needs. Several youth in the Nassau BOCES summer work experience program will be continuing in the formula WIA BOCES in the Fall for a a Certificate Program. Several youth from the Plainview program will be hired by the private sector worksite following participation in the summer program. Several youth will be referred to VESID

a. Supportive services and needs-based payments will be available to eligible youth participating in training programs under the Adult Program after the conclusion of the Summer Work Experience Program

b. Co-enrolling youth in adult training services.
Youth may be enrolled in adult training services following the Summer ARRA Employment Program.

c.Promoting the availability of employer tax credits to hire disconnected youth, ages 16-24, during 2009 or 2010.
The Career Center Business Services staff provides tax credit informaton to employers.

4. Reemployment Services under the Wagner-Peyser Act

The Recovery Act provides dedicated funding for allowable reemployment services including, but not limited to: occupational and labor market information, in-person staff assisted services, initial and comprehensive assessment; career guidance; group and individual counseling; development of individual employment plans/training plans; identification of skills gaps and transferable skills; as well as job search assistance and referral to jobs.

Local plans are required to address the following issues as they relate to reemployment services:

1. Describe how the LWIA will ensure that a full array of reemployment services is provided to UI customers, including skill assessment, career planning and training.

Funding for Wagner-Peyser services under the Recovery Act has enabled the local area to increase staff levels to address the increased volume of Unempoyment Insurance recipients. This has been done through the addition of 2 staff members to the Massapequa Career

Center, 4 staff members to the Hicksville Career Center, and 2 staff members assigned to Rapid Response. The new staff members will receive training to enable them to work as part of functional teams to assist these UI Customers to become reemployed and leave the UI roles as quickly and successfully as possible.

In order to expeditiously identify the reemployment needs of UI Customers, functionally aligned Wagner-Peyser and WIA staff members (Workforce Specialists) Triage new customers to determine the appropriate level of services and direct customers accordingly to “Job Search Ready Services”, “Career Development Services”, “Job Match Services” or “Self-Service.”

“Job Search Ready Services” customers are directed to employability workshops and other appropriate services. Some of these services are provided directly by Wagner-Peyser staff, and some through other resources.

“Career Development” Customers are given Comprehensive Assessments that lead to the development of Indiviual Employment Plans. Such assessments include determining barriers to employment, employment/occupational goals, and proficiency in the occupational knowledge, skills and abilities associated with the employment goal. To aid in the assessment process, Workforce Specialists may encourage the customers to utlize electronic applications such as Job Zone’s Interest Profiler, Ability Profiler and Skills Profiler, as well as Prove It!

“Career Development” customers in need of Skills Development are given the opportunity to participate in a broad array of training options, including Computer Literacy workshops (Basic Computers, MS Office, etc.), as well as tutorial software and online tutorials, prevocational training and vocational classroom training through Individual Training Accounts.

Under Functional Alignment, newly-hired Wagner-Peyser staff work in functional teams providing assessment services, career guidance, group and individual counseling.

2. With the emphasis on training in the Recovery Act, explain how you are promoting training to UI customers, including the Section 599 provisions of the UI Law.

All UI customers are provided with informaton on the availability of training and the 599 program during their first contact with the One-Stop Career Centers. They are invited to attend special information sessions on training, during which they learn about the New York State Eligible Training Provider List, the 599 application, and the process of applying for training. That process includes a comprehensive assessment and development of individual employment plan together with a Workforce Specialist, as well as the completing of an application for training by the customer.

Since customer participate in these information sessions early in the UI claim, in expediting the process of referrals to training, help customers in taking advantage of the 599 program.

3. Describe any specialized services or training opportunities that will be developed to meet the needs of UI Customers.

Under the 13N Connect Long Island Regional Transformation Strategy Grant in coordination with the other Long Island Workforce Investment Boards, a variety of training programs at area colleges are available to UI Claimants. Classroom–sized training is provided in areas including industry-specific skills and transferable skills. Examples of training this past year included Creativity and Innovation in Entrepreneurship, Project Management Foundations, Laboratory Aide Assistant, Mastering Information Technology, Mastering Project Management, Mastering Manufacutring Systems Engineering, Lab Test Techician, Basic Computer Skills, Critical Thinking and other subject areas. Plans are underway for the develoment of training in “Green” jobs.

The Board is also working with North Shore-Long Island Jewish Health System (NSLIJ)with regard to the development of training in Health occupations. NSLIJ is Long Island’s largest employer, with over 35,000 employees.

4. Explain how your area is dealing with increased numbers of UI customers in a functionally aligned/integrated manner.

The local area has increased the use of groups for service delivery while simultaneously strengthening triage, so that those customers most in need of one-on-one services are quickly identified and provided with appropriate services.

Functional teams at the Career Centers work together regardless of funding source.

5. What strategies is the LWIA using to keep UI customers engaged for an increased length of time as a result of the currently recessed job market? In particular, discuss the amount of time that is allowed to lapse before a call-back for services.

Utilizing the REOS system and the OSOS management reports, the One-Stop Operator has increased efforts to identify potential exiters and provide meaningful services to them, in order to decrease the number of UI Claimants who exit while still certifying for benefits. Customers who are not otherwise participating in Services through the Workforce Partnership are called in every six weeks for job search workshop services.

5. Individual Training Accounts (ITA), Customized Training and OJT

The American Recovery and Reinvestment Act provides an unprecedented opportunity for expanded access to training and related services for workers. This infusion of additional formula funds should result in a substantial increase in the number of adults and dislocated workers receiving training services. Additionally, LWIAs have the authority to enter into contracts with institutions of higher education, such as community colleges, or other eligible training providers to facilitate the training of multiple individuals in high-demand occupations, so long as the contract does not limit customer choice. As indicated in TEGL 14-08, institutions of higher education, including community colleges, do not need to be on the state list of eligible training providers. Other training providers, which are not institutions of higher education, must be on the state eligible training providers list in order to be awarded a contract.

In anticipation of the receipt of Recovery Act funding, the Department issued Technical Advisory #09-2, *Individual Training Account (ITA) Approval Policy*, which required every local area to develop a written ITA policy and procedures.

1. Provide a copy of your local area's written ITA policy and procedures (which should include the demand occupations/skills targeted for training services). Please reach out to all available resources, including your area Labor Market Analyst and business services representatives, to secure the most current local and regional labor market data on occupations that are in demand.

   A copy of ITA Policices and Procedures, including demand occupations/skills targeted for training services, is included as Attachment H.

2. Discuss how the ITA cap was established for the local area. Explain whether the cap was recently increased due to the receipt of additional funds through the Recovery Act and how this increase will impact training numbers and increase training opportunities in your area.

   The cap was increased from $2,500 to $5,000 at the March 12, 2009 WIB meeting. This increase was a direct result of the receipt of additional funds through the Recovery Act.

3. Discuss whether the local area intends to enter into contracts with institutions of higher education or other eligible training providers to facilitate the training of multiple individuals in high-demand occupations. If pursuing this option, describe the occupations and identify the training providers from which you will be purchasing training. If your area will not enter into such contracts, please explain why not.

   The local area has traditionally utilized contracts as a payment mechanism for Individual Training Accounts. All training will continue to be provided on an individual referral basis. In some cases, discounts are provided for multiple enrollments in high-demand courses. One example is courses in Project Management at Stony Brook State University and Hofstra University.

4. Describe how all career counseling staff that are conducting comprehensive assessment (both WIA-funded and non-WIA-funded) are developing Individual Employment Plans/Training Plans that include approval for ITAs.

   At the Workforce Partnership Career Centers, NYSDOL Labor Service Representatives and WIA staff members are all referred to as Workforce Specialists. Regardless of the funding source, all these individuals follow the same procedures in performing comprehensive assessments and developing Individual Employment Plans.

   The customer flow process for ITA approvals includes triage, classification as Career Development Services, comprehensive assessment, development of IEP, classroom training information session, development of application for training, and ITA approval process.

   Although the ideal process includes the comprehensive assessment and development of IEP (including skills gaps) prior to the Classroom Training Information Session, the sessions are open to all interested customers. This has had the effect of increasing ITA enrollments. As noted above, customers attending these sessions learn about the process of applying for training, which includes a comprehensive assessment and development of individual employment plans together with a Workforce Specialist, as well as the completing of an application for training by the customer.

Each potential trainee meets with a Workforce Specialist to discuss the application for training. Once the application for training is complete, the Workforce Specialist is responsible to present the request to the Training Review Committee, and to be able to discuss the Customer's need for/ability to benefit from training. The Training Review Committee will evaluate the customer's Priority Status for training together with the need for/ability to benefit from training, and approve/disapprove all training.

5. Describe the processes in place to determine Pell grant eligibility. Explain how the local area intends to utilize Pell grants and coordinate them with other financial aid resources. If the local area has processes in place to notify customers of Pell eligibility, please describe them.

The Workforce Partnership maintains agreements with local educational institutions for payments of Individual Training Accounts. These agreements state that "SCHOOL agrees to assist participants in applying for PELL/TAP, or any other financial assistance programs, and will submit copies of such applications to DET. SCHOOL must notify DET of any student financial assistance approvals as appropriate. A "Financial Aid Agreement" between the SCHOOL, participant and DET shall be completed for each participant. SCHOOL must provide DET with a copy of the "Student Aid Report" arising from such applications. For WIA participants, financial aid must be used to offset all costs owed by participant (student) prior to offsetting any costs owed by DET. Such costs shall include base tuition, as well as books, fees, supplies, uniforms, etc. which can be purchased on campus, or if the item is not available at the campus bookstore, at an approved off-campus bookstore.

6. Using the table below, provide the numbers of individuals that received training services in PY 2008 (see Attachment J for PY 2008 data to date provided by Research and Statistics) and project the number of participants that are anticipated to receive training services in PY 2009. Any planned training for participants through contracted classroom training and or through contracts with community based organizations for special populations should be counted under the ITA category.

PY 2008 Estimated Participants in Training Services				
	Adult	Dislocated Worker	Youth	
			In-School	Out-of-School
Total # of Participants in Training	156	336	0	0
Total # - ITA	156	336	0	0
Total # - OJT	0	0	0	0
Total # - Skill Upgrading	0	0	0	0
Total # -Customized	0	0	0	0
Total # - Rec'd NRPs	0	0	0	0
Total # - Rec'd Supp. Services	15	46	0	0
Total Training Expenditures (ITA, OJT and Customized)	$129,347	$326,696	0	0
PY 2009 Planned Participants in Training Services				
	Adult	Dislocated Worker	Youth	
			In-School	Out-of-School
Total # of Participants in Training	90	315	0	0
Total # - ITA	90	315	0	0
Total # - OJT	1	1	0	0
Total # - Skill Upgrading	0	0	0	0
Total # -Customized	0	0	0	0
Total # - Rec'd NRPs	25	25	0	0
Total # - Rec'd Supp. Services	40	40	0	0
Total Training Expenditures (ITA, OJT and Customized)	$80,212	$425,008	0	0

6. Service Delivery to Targeted Populations

Federal policy under the Recovery Act, as articulated in TEGL No. 14-08, recognizes the significant impact the recession has had on low-income, displaced and under-skilled adults and disconnected youth. Local policy under the Recovery Act should place emphasis on enabling these populations to acquire the knowledge and skills necessary for success in the workplace.

In addition, Program Year 2009 federal planning guidelines call for assurances that the full range of high quality employment and training services, delivered through the One-Stop delivery system, will be accessible to, and meet the needs, of the following groups: dislocated workers, displaced homemakers, low-income individuals, migrant and seasonal farm workers, women, minorities, individuals training for non-traditional employment, veterans, public assistance recipients and individuals with multiple barriers to employment, including older workers, individuals with limited English proficiency and persons with disabilities. In addition, LWIAs need to assure that effective outreach and recruitment strategies are in place through local partnerships to reach all targeted population groups.

LWIAs are requested to describe local priority of service to low income individuals and recipients of public assistance in Section 1 of this plan. Note that if the Local Board currently has such a policy in place, it should be reviewed for consistency with the guidelines established in TEGL No. 14-08, adjusted as necessary and submitted with this planning document. LWIAs are also asked to describe local priority of service to veterans and eligible spouses of veterans in Section 1.

The Other Service Strategies section of local planning guidance for Program Year 2008 requested an explanation of strategies and initiatives to serve various special populations, which included:

- Individuals with Limited English Proficiency
- Low Income, Low-Skilled Workers
- Other Individuals with Barriers to Employment
- Individuals with Disabilities (including the role of the Disability Program Navigator)

As noted above, federal policy as outlined in TEGL 14-08 continues the emphasis on providing high quality services to these groups. Local areas should review their current strategies and initiatives for service to these populations, update them as warranted under Recovery Act guidelines and attach them to this plan submission. In addition, describe local service delivery strategies that will address the workplace needs of:

1. **Dislocated Workers, including Displaced Homemakers:** Describe assistance provided to dislocated workers to assure they have the necessary skills to reconnect with the workplace. Describe how comprehensive One-Stop services are fully available to Displaced Homemakers and any linkages with area Displaced Homemaker Centers.

   Dislocated workers and displaced homemakers frequently benefit from the additional staff time provided during the comprehensive testing and assessment process as well as the development of individual employment plans designed to address barriers to employment.

   Workforce Specialists recommend the best combination of assessments for each person, and help them to evalaute skills, interests and work preferences, explore career options, and make decisions. It is also the responsibility of the Workforce Specialists to promote and recommend skills building and training options based on their knowledge of the regional labor market. Individual employment plans include both immediate and long-term goals, providing for progress along a career ladder toward higher income and self-sufficiency.

The Workforce Partnership has many workshops targeted to these populations. Dislocated workers and displaced homemakers can discover how to translate their skills in a "Transferable Skills" workshop. They can learn about different career options in a "Self Assessment/Career Exploration" workshop. For dislocated workers and displaced homemakers in need of basic computer literacy skills, several introductory workshops are available onsite. For older dislocated workers and displaced homemakers, workshops such as "Using Your Age to Your Reemployment Advantage" may also be useful. Skills development services, vocational classroom training programs and on-the-job training are all available to help these job seekers meet skills gaps necessary to meet their employment goals.

Many displaced homemakers also require additional assistance that is available through our extensive referral network (see above section on Supportive Services).

.

2. **Migrant and Seasonal Farm Worker Adults:** Explain the means by which the full range of WIA and Wagner-Peyser Services are available to Migrant and Seasonal Farm Worker adults in your area.

N/A

3. **Women:** Describe service strategies that assure women have access to labor market information and the skills development and supportive services necessary to enable them to acquire and retain high-wage jobs and maintain self-sufficiency. Include approaches used to eliminate possible barriers to employment in non-traditional occupations.

The Workforce Partnership provides access to all information and services equally to both women and men. All orientations include information on how to access labor market information, including websites, publications, and various resources. Access to labor market information is also available at Workforce Partnership resource rooms in the Massapequa and Hicksville Career Centers. These facilities are staffed with Workforce Specialists able to assist both women and men in accessing an array of labor market information, including information prepared by the NYS Department of Labor. Career Exploration workshops in both Centers also provide labor market information.

Labor Market information helps both women and men by providing the occupational data needed to set employment goals and develop training plans to achieve employment and progress toward self-sufficiency and greater income.

It is clear that women have fared better than men in the current economic climate. This is because the so-called "traditional" fields for women have had fewer job losses than the “nontraditional” fields. The 2.5 percent gap between the male and female unemployment nationally is the largest gap since World War II, and it is generally attributed to the layoffs in manufacturing and construction, where men made up roughly 70 and 85 percent of the workforce.

While women have suffered fewer job losses than men, overall they still earn only 78 cents for every dollar a man makes, according to Center for American Progress. College-educated women without children have made the largest advances in terms of closing the income gap, but women with less schooling and those with small children still earn substantially less than men.

Although the nontraditional fields for women are not currently thriving, information on these employment opportunities is provided equally to women and men. A referral relationship is in place with a pre-appenticeship program operated in Suffolk County by the Building Trades Council. This program assists women who are interested in entering nontraditional fields.

Rather than concentrating on nontraditional fields where employment is problematic, the women are encouraged to gain the skills needed to move ahead in variety of fields. For example, retail workers may be able to enter the marketing end of retail, or management. A hotel employee may enter hotel administration. A waitress may someday run a restaurant. Enrepreneurship opportunities are possible.

Skills Development services are available to all women and men based on their comprehensive assessments. Skills development classes are provided in computer laboratories equipped with Smart Boards at both Career Centers.

Supportive services are also available to both women and men based on their needs. Included are Transportation payments and Needs-Related payments, funding for child care through the Department of Social Services (Title XX) as well as referral to a wide range of community resources.

4. **Minorities:** Describe how services, including those provided through partner agencies, will be coordinated to assure that minority customers receive the full range of employment and training programs and services, especially those that lead to employment in high-wage, high-growth occupations.

The Workforce Partnership has mutual referral relationships with a broad range of community agencies serving minority populations, including the Urban League,the Long Island Equal Opportunity Center, Circulo de la Hispanidad and Catholic Charities.

5. **Individuals Training for Non-Traditional Employment:** Explain how information on area demand occupations, high-growth industries and related training opportunities, including occupational skills training, are made available to individuals interested in training for non-traditional employment.

All orientations include information on how to access labor market information listing area demand occupations and high-growth industries, including websites, publications, and various resources. Access to labor market information is also available at Workforce

Partnership resource rooms in the Massapequa and Hicksville Career Centers. The listing of local demand occupations will also be posted in the orientation rooms and the resource rooms. These facilities are staffed with Workforce Specialists able to assist both women and men in accessing an array of labor market information, including information prepared by the NYS Department of Labor. Career Exploration workshops in both Centers also provide labor market information. This information is also discussed during Classroom Training Information Sessions, along with information on related training opportunities.

Information on apprenticeship oppportunities is posted in the resource rooms. Workforce Specialists are available to discuss these opportunities, and to refer individuals to appropriate pre-apprenticeship services, which may include GED/ESL, training in specific skills (blueprint reading, math, etc), pre-apprenticeship training operated by the Building Trades Council.

This information is available to men and women interested in training for non-traditional occupations.

6. **Older Individuals:** Describe how services offered through your local One-Stop system are accessible to, and meet the needs of, older individuals (age 55+).

During the current economic climate, many older workers are encountering age discrimination. Workshops such as "Using Your Age to Your Reemployment Advantage" are designed to assist older workers in their job search. Some older workers also are in need of basic computer literacy skills. These individuals may benefit from a range of workshops, starting with Mouse Aerobics and including Basic Computers, to Word, Excel and Outlook.

Older workers who require Skills Development services proceed through testing and intensive assessment, leading to the development of an Individual Employment Plan. Workforce Specialists will recommend the best combination of assessments for each customer, and will utilize structured interviews to help them evaluate skills, interests and work preferences, explore career options, and make decisions. Skills development services, vocational classroom training programs and on-the-job training are all available to help older workers meet skills gaps necessary to meet their employment goals.

7. **Other:** Indicate any other population groups specifically targeted in your local area, such as persons in need of English as a Second Language (ESL) instruction, and individuals who are preparing to re-enter the workforce.

The Board coordinates with the Long Island Regional Adult Education Network (LI-RAEN) and other Workforce Development Partners to design strategies that effectively support workplace literacy, contextualized English for Speakers of Other Languages, cultural integration, and soft skills to be provided to both pre-and post-employment, which are key to better assimilating our immigrant population and meeting the workforce needs of businesses.

Section II WIA Compliance

The Local Plan Modification will extend the existing Local Plan and Functional Alignment Addendum to June 30, 2010 and will become the basis for local area policy and monitoring.

It is anticipated that many of the local board's policies and procedures have remained constant since implementing the approved 2005-2009 Plan and Functional Alignment Addendum. Therefore, the purpose of this Compliance Section is to capture and publish local information about policies that may have changed or been updated. The local board is asked to certify as to whether a policy change has occurred and, where that has happened, provide the new policy.

Please complete the following chart (which follows the same order as the Compliance Section of the 2005-2009 Plan) indicating the status of your governing policies and attach new policy where appropriate.

Required Policy	***Is current policy, definition, design or provision of services different from that in the approved 2005-2009?***	***Is changed or new policy, definition, design or provision of services description attached?***
1. Selecting and Certifying One Stop Operators	☐ Yes ☒ No	☐ Yes ☒ No
2. Contracting for Service Providers	☐ Yes ☒ No	☐ Yes ☒ No
3. Priority of Service	Updated Policy attachment required	☒ Yes
4. Self-Sufficiency	☐ Yes ☒ No	☐ Yes ☒ No
5. Supportive Services and Needs-Related Payments	Updated Policy attachment required	☒ Yes
6. Grievances and Complaints	☐ Yes ☒ No	☐ Yes ☒ No
Provide the name, title, and contact information of the EO Officer.		
7. Youth Services		
Eligibility Definitions	☐ Yes ☒ No	☐ Yes ☒ No
Performance	☐ Yes ☒ No	☐ Yes ☒ No
Design Framework	☐ Yes ☒ No	☐ Yes ☒ No
Youth Council	☐ Yes ☒ No	☐ Yes ☒ No
Recovery Act Provisions	Policy attachment required	☒ Yes
8. Adult, Dislocated Worker and Wagner-Peyser Services		
Eligibility Definitions	☐ Yes ☒ No	☐ Yes ☒ No
Performance	☐ Yes ☒ No	☐ Yes ☒ No
Rapid Response	☐ Yes ☒ No	☐ Yes ☒ No
Business Services	☐ Yes ☒ No	☐ Yes ☒ No

Integration of Services	☐ Yes ☒ No	☐ Yes ☒ No
Reemployment Services Recovery Act Provisions	Policy attachment required	☒ Yes
9. Training		
Individual Training Accounts (ITA)	Updated Policy attachment required	☒ Yes
Customized Training	☐ Yes ☒ No	☐ Yes ☒ No
OJT		
Trade Act Strategies	☐ Yes ☒ No	☐ Yes ☒ No
10. WIA IB & Wagner-Peyser PY 09 Performance and System Indicators	NA	NA
11. Local Monitoring	☐ Yes ☒ No	☐ Yes ☒ No
12. Open Meetings	☐ Yes ☒ No	☐ Yes ☒ No
13. Public Comment on Local Plan	NA	NA

Required Signatures

	Required Signatures	*Attached?*
Attachment A	Signature of Local Board Chair	☒ Yes ☐ No
Attachment B	Signature of Chief Elected Official(s)	☒ Yes ☐ No
Attachment C	Signature of WIB Director	☒ Yes ☐ No
Attachment D	Units of Local Government	☒ Yes ☐ No
Attachment E	Fiscal Agent/Grant Subrecipient	☒ Yes ☐ No
Attachment F	One Stop Operator Information	☒ Yes ☐ No
Attachment G	Federal and State Certifications	☒ Yes ☐ No

If any of the following documents have changed in whole or in part, please attach.

	Changed?	*Attached?*
Chief Elected Official Agreement	☐ Yes ☒ No	☐ Yes ☒ No
Local Board By-Laws	☐ Yes ☒ No	☐ Yes ☒ No
One Stop Operator Agreement	☐ Yes ☒ No	☐ Yes ☒ No

ATTACHMENT A: SIGNATURE OF LOCAL BOARD CHAIR

Workforce Investment Act Local Plan Modification for Program Year 2009-2010, for Workforce Investment Act Title 1-B and Wagner Peyser Programs

In compliance with the provisions of the Workforce Investment Act of 1998, the Interim Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan Modification is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the composition of the Local Board is in compliance with the law, rules and regulations and is approved by the State
- affirm that this Plan Modification was developed in collaboration with the Local Board and is jointly submitted with the Chief Elected official(s) on behalf of the Local Board
- Affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

Date:	September 15, 2009	Signature of Local Board Chair:	
Mr. X Ms. ___ Other ___		Typed Name of Local Board Chair: Harold B. Mayer, Jr., Esq.	
Name of Board:	Oyster Bay-North Hempstead-Glen Cove Workforce Investment Board		
Address 1:	977 Hicksville Road		
Address 2:			
City:	Massapequa		
State:	New York	Zip: 11763	
Phone:	(516) 797-4575	E-mail: hmayer@oysterbay-ny.gov	

Submittal directions: Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as directed on page 2 of the Instructions.

ATTACHMENT B: SIGNATURE OF CHIEF ELECTED OFFICIAL

Workforce Investment Act Local Plan Modification for Program Year 2009-2010, for Workforce Investment Act Title 1-B and Wagner Peyser Programs

In compliance with the provisions of the Workforce Investment Act of 1998, the Interim Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan Modification is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in **§667.705** of the rules and regulations
- affirm that the composition of the Local Board is in compliance with the law, rules and regulations and is approved by the State
- affirm that the Chair of the Local Board was duly elected by that Board
- Affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

Note: A separate signature sheet is required for each local Chief Elected Official.

Date:	September 15, 2009	Signature of Local Chief Elected Official (CEO):	
Mr. X Ms. ___ Other ___		Typed Name of Local CEO: John Venditto	
Title of Local CEO:	Town of Oyster Bay Supervisor		
Address 1:	Oyster Bay Town Hall		
Address 2:	54 Audrey Avenue		
City:	Oyster Bay		
State:	New York	Zip: 11771	
Phone:		E-mail:	

Submittal directions: Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as described on page 2 of the Instructions.

ATTACHMENT C: SIGNATURE OF WIB DIRECTOR

Workforce Investment Act Local Plan Modification for Program Year 2009-2010, for Workforce Investment Act Title 1-B and Wagner Peyser Programs

In compliance with the Planning guidelines and instructions developed by the Governor, this Plan Modification was developed through consultation and dialogue between the local area's representative(s) and the New York State Department of Labor's Regional Labor Market Analyst.

By virtue of my signature, I:

- attest that dialogues were conducted between the WIB's representatives and the LMA which provided the WIB with data and the demographic characteristics of the LWIA's resident population
- assure that service delivery and design, resource allocation, and other planning decisions were made by the WIB as a result of a careful consideration of the implications of the data and demographics as provided

Date:	September 15, 2009	Signature of Local WIB Director:
Mr. X Ms. ___ Other ___		Typed Name of Local WIB Director: Eugene L. Faber
Name of Board:		Oyster Bay-North Hempstead-Glen Cove Workforce Investment Board

Submittal directions: Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as directed on page 2 of the Instructions.

ATTACHMENT D: UNITS OF LOCAL GOVERNMENT

Where a local area is comprised of multiple counties or jurisdictional areas, provide the names of the individual governmental units and identify the grant recipient.

Unit of Local Government	**Grant Recipient**	
	Yes	**No**
Town of Oyster Bay	☒	☐
Town of North Hempstead	☐	☒
City of Glen Cove	☐	☒
	☐	☐
	☐	☐

ATTACHMENT E: FISCAL AGENT/GRANT SUBRECIPIENT

Identify the Fiscal Agent or a Grant Recipient to assist in the administration of grant funds. Provide the names of the agent and/or subrecipient.

Entity	Fiscal Agent	
	Yes	No
Town of Oyster Bay Department of Intergovernmental Affairs' Division of Employment and Training	☒	☐
	☐	☐
	☐	☐

Entity	Grant Subrecipient	
	Yes	No
Town of Oyster Bay Department of Intergovernmental Affairs' Division of Employment and Training	☒	☐
	☐	☐
	☐	☐

ATTACHMENT F: ONE STOP OPERATOR INFORMATION

Complete the following information for each locally certified One Stop Operator in your Workforce Investment Area.

OPERATOR: The Workforce Partnership	
Method of Selection	***Type of Operator***
[X] Consortium [ ] Competitive Bid	[X] System [ ] Center(s)
Operator Address:	303 West Old Country Road, Hicksville, NY 11801 and 977 Hicksville Road, Massapequa, NY 11758
Operator Phone: (516) 797-4560	
E-Mail: gparaninfo@oysterbay-ny.gov	

Attach a list of all One Stop centers overseen by this Operator and include for *each* center:

- Name/Address/Phone of Center(s)
- Identify Full-Service or Certified Affiliate Site
- Identify Partners On-Site and Frequency On-Site (e.g., half day/week; two days/week)
- Identify Center Hours of Operation

OPERATOR CERTIFICATION STATUS

Indicate status of Local Level Operator Recertification:

[X] Granted
[ ] Application Submitted/Pending LWIB Review
[ ] Application Not Yet Due
[ ] Other (explain)

ATTACHMENT G: FEDERAL AND STATE CERTIFICATIONS

The funding for the awards granted under this contract is provided by either the United States Department of Labor or the United States Department of Health and Human Services which requires the following certifications:

A. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statement in this certification, such prospective participant shall attach an explanation to this proposal.

B. CERTIFICATION REGARDING LOBBYING - Certification for Contracts, Grants, Loans, and Cooperative Agreements

By accepting this grant, the signee hereby certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The signer shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of facts upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. **<u>Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.</u>**

C. DRUG FREE WORKPLACE. By signing this application, the grantee certifies that it will provide a Drug Free Workplace by implementing the provisions at 29 CFR 98.630, Appendix C, pertaining to the Drug Free Workplace. In accordance with these provisions, a list of places where performance of work is done in connection with this specific grant will take place must be maintained at your office and available for Federal inspection.

D. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE:

For contracts funded by the U.S. Department of Labor

As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

(1) Section 188 of the Workforce Investment Act of 1998 (WIA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I - financially assisted program or activity;

(2) Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;

(3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

(4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

(5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I - financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance. For grants serving participants in work activities funded through the Welfare-to-Work block grant programs under Section 407(a) of the Social Security Act, the grant applicant shall comply with 20 CFR 645.255.

For contracts funded by the U.S. Department of Health and Human Services

As a condition to the award of financial assistance from the Department of Labor under Title IV-A of the Social Security Act, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws including but not limited to:

(1) Title VI of the Civil rights Act of 1964(P.L. 88-352) and Executive Order Number 11246 as amended by E.O. 11375 relating to Equal Employment Opportunity which prohibits discrimination on the basis of race, color or national origin;

(2) Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations issued pursuant thereto contained in 45 CFR Part 84 entitled “Nondiscrimination on the Basis of Handicap in Programs and Activities Reviewing or Benefiting from Federal Financial Assistance” which prohibit discrimination against qualified individuals with disabilities;

(3) The Age Discrimination Act of 1975, as amended, and the regulations at 45 CFR Part 90 entitled “Nondiscrimination on the Basis of Age in Programs and Activities Reviewing Federal Financial Assistance”, which prohibits discrimination on the basis of age;

(4) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and

(5) The Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. Section 12116, and regulations issued by the Equal Employment Opportunity Commission which implement the employment provisions of the ADA, set forth at 29 CFR Part 1630.

The grant applicant also assures that it will comply with 45 CFR Part 80 and all other regulations implementing the laws listed above. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

STATE CERTIFICATIONS

E. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND OUTSTANDING DEBTS

The undersigned, as a duly sworn representative of the contractor/vendor, hereby attests and certifies that:

1) No principle or executive officer of the contractor’s/vendor’s company, its subcontractor(s) and/or successor(s) is presently suspended or debarred; and

2) The contractor/vendor, its subcontractor(s) and/or its successor(s) is not ineligible to submit a bid on, or be awarded, any public work contract or sub-contract with the State, any municipal corporation or public body for reason of debarment for failure to pay the prevailing rate of wages, or to provide supplements, in accordance with Article 8 of the New York State Labor Law.

3) The contractor/vendor, its subcontractor(s) and/or its successor do not have any outstanding debts owed to the Department, including but not limited to, contractual obligations, fines related to Safety and Health violations, payments owed to workers for public works projects or the general provisions of the Labor Law, unemployment insurance contributions or other related assessments, penalties or charges.

F. CERTIFICATION REGARDING "NONDISCRIMINATION IN EMPLOYMENT IN NORTHERN IRELAND: MacBRIDE FAIR EMPLOYMENT PRINCIPLES"

In accordance with Chapter 807 of the Laws of 1992 the bidder, by submission of this bid, certifies that it or any individual or legal entity in which the bidder holds a 10% or greater ownership interest, or any individual or legal entity that holds a 10% or greater ownership interest in the bidder, either:

(answer Yes or No to one or both of the following, as applicable.)

1. Has business operations in Northern Ireland:

_____ Yes X No

If Yes:

2. Shall take lawful steps in good faith to conduct any business operations they have in Northern Ireland in accordance with the MacBride Fair Employment Principles relating to nondiscrimination in employment and freedom of workplace opportunity regarding such operations in Northern Ireland, and shall permit independent monitoring of its compliance with such Principles.

_____ Yes _____ No

G. NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit to bid for the purpose of restricting competition.

I, the undersigned, attest under penalty of perjury that I am an authorized representative of the Bidder/Contractor and that the foregoing statements are true and accurate.

Signature of Authorized Representative:
Title:
Date: September 15, 2009