Oyster Bay-North Hempstead-Glen Cove

Local Plan

July 1, 2014 - June 30, 2015

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**The following attachments are provided separately:**

Attachment C: Signature of Local Board Chair

Attachment D: Signature of Chief Elected Official

Attachment E: Signature of WIB Director

Attachment F: Federal and State Certifications

Attachment G: Career Center Operator Information

Attachment H: List of Career Center Centers

Attachment I: Budget

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# Labor Market Overview

*WIA §118 (b) The local plan shall include - (1) an identification of—*

*(A) the workforce investment needs of businesses, jobseekers, and workers in the local area;*

*(B) the current and projected employment opportunities in the local area; and*

*(C) the job skills necessary to obtain such employment opportunities;*

LWIB and Regional Demand Lists are now maintained online at: <http://www.labor.ny.gov/workforcenypartners/lwia/lmi-for-workforce-planning.shtm>. Any changes to these lists should be sent to [DEWS.WebpagePostings@labor.ny.gov](mailto:DEWS.WebpagePostings@labor.ny.gov).

1. I attest that the priority ranked list of local area’s demand occupations was last updated on April 29, 2014.

a. How was this information shared with the Board? The priority list of demand occupations was distributed to WIB members at a Board Meeting. On what date?May 29, 2014.

1. What factors were used in determining your demand list?

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| The list of demand occupations was developed through consultation with the other LI LWIBs and the Labor Market Analyst, and was based on the New York State Department of Labor's long term occupational projections for the Long Island Region, as well as the plans of the Long Island Regional Economic Development Council. It further reflects the occupational areas with positive placement results as a result of local ITA training. |

1. For PY 13, which industry recognized credentials and degrees, available from providers on the Eligible Training Provider List, have been achieved by utilizing WIA Funds?

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| The following industry recognized credential and degrees were achieved by utilizing WIA funds in Program Year 2013.  Adobe Graphics and Web Design Certification  ASQ Sigma Green Belt Certification  AutoCAD Certification  Auto Desk Certification  Certified Ethical Hacker  Certified Information Systems Security Professional  Certified Nursing Assistant  Certified Pharmacy Technician  Cisco Certified Network Associate  Cisco Certified Design Associate  Commercial Driver License Class A/Class B  CompTia Network Plus Certification  Computer Networking Certifications (Network +)  Computer Technician (A+)  Computerized Accounting  Design and Web Certification  Dialysis Technician  Electrical License/Master Electrical License  Human Resource Management Certificate  HVAC - EPA Certification 608  IT Certification  Medical Assistant  Medical Billing  Medical Office Administration  Object Oriented Programming  OSHA Certification  Paralegal Studies  Patient Care Technician/Assistant Certification  Project Management Certification  Security and Fire Alarm Installer Certification  Web Design and Development |

4. Identify any skills gaps in your local/regional area?

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| The Long Island region has skill gaps in mid-level jobs, or "Middle Skill" jobs, a category including positions that require more than a high school diploma, but not a four year degree, and represent a substantial share of future job opeinings. Included are jobs such as machinists in the the manufacturing sector, particularly because that workforce is aging. Skills gaps also exist in some middle-skill healthcare positions such as radiologic technicians, radiation therapists and surgical technicians. Other positions in this category include skilled tradesmen - the region is experiencing a construction boom that will increase the need for these workers. Retirements of large numbers of baby boomers, although delayed by economic conditions, will nonetheless impact the need for middle-skill workers for years to come.  The region is also experiencing a need for workers in STEM occupations - Science, Technology, Engineering and Math. Training in STEM occupations has been identified as a priority by the Regional Economic Development Council.The LWIB works collaboratively with the Town of Hempstead and Suffolk County LWIBs to assure the availability of skills training to address skill gaps in emerging sectors as identified by the Regional Economic Development Council, as described in the Long Island LWIB Regional Plan.  The LWIB also works closely with North Shore LIJ Health System (NSLIJ) to identify skills gaps and the need for training programs. NSLIJ is the largest private employer in New York State, with more than 48,000 employees, and hires more than 100 new people each week. The Director of Workforce Readiness for NSLIJ is a member of the LWIB, and has promoted a high level of coordination between the LWIB and Career Center staff with the NSLIJ Talent Acquisiton staff. |

a. Does the ETPL have sufficient providers to meet those needs? If no, explain:

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| The New York State Eligible Training Provider List (ETPL) includes sufficient providers to meet all significant identified needs. The WIB encourages training providers, including universities and colleges as well as proprietary schools, to work with business advisory groups to ensure that courses reflect skill demand in the labor market. The LWIB Director and the Career Center's Director of Employment and Training recently met with the North Shore LIJ Talent Acquisition Team Leaders to review certificate programs on the ETPL and identify skills in demand, as well as skill gaps. As a result of that discussion, the LWIB is better able to target resources. In addition, NSLIJ is coordinating with Adelphi University to develop a new course for entry level Nutrition Workers, which will soon be available on the ETPL.  LWIA staff also met CW Post University, in order to analyze the results of their recent survey to businesses, for the purpose of developing appropriate training offerings.  With respect to manufacturing skills gaps, Suffolk Community College's Manufacturing Training Program, a LIEDC-funded partnership between the College, the LWIBs, and the Community Resource Center in Wyandanch addresses this gap by preparing entry level workers for the manufacturing workforce and entry into a skills development pipeline.  From time to time Career Center customers request training in a highly specialized type of programming language, or for a certification required to work in a specialized field. In these cases, the Career Center staff works with the customer to identify appropriate training insitutions, and works with the training institution and the LWIB to add the course to the ETPL. |

# Performance

*WIA §118 (b) The local plan shall include - (3) a description of the local levels of performance negotiated with the Governor and chief elected official pursuant to section 136(c), to be used to measure the performance of the local area and to be used by the local board for measuring the performance of the local fiscal agent (where appropriate), eligible providers, and the one-stop delivery system, in the local area;*

Note: Information and documentation produced through the yearly Performance Indicator Negotiation Process will become part of this plan. No additional information is required.

**Planned Services and Expenditures**

## Adult and Dislocated Workers

*WIA §118 (b) The local plan shall include - (2) a description of the one-stop delivery system to be established or designated in the local area, including—*

1. *a description of how the local board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers and participants;*

*WIA §118 (b) The local plan shall include - (4) a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area;*

Please complete the charts entitled “PY 2013 Training” and “PY 2014 Training Projections” located in the Budget spreadsheet (Attachment I). In addition, if you procure service providers to provide Adult and Dislocated Worker or Business services, complete the Adult/Dislocated Worker and Business Services worksheets in the Service Provider spreadsheet (Attachment J).

1. Briefly describe the type and availability of Adult and Dislocated Worker services in your area.

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| The following is a list of core, intensive and training services available to Adult and Dislocated Workers in the local area. Individual options and levels of service for each job seeker are based upon Initial Assessment (triage), Comprehensive Assessment and the Individual Employment Plan.  CORE SERVICES  - Orientation  The purpose of the Orientation is to describe and show the full range of services available at the Hicksville and Massapequa Career Centers so that each person will make appropriate choices. Information is also provided on services available through partner agencies of the One-Stop System, as well as community resources and other services (health insurance, food stamps, child care, etc.) The orientation includes information on Equal Opportunity and Grievance complaint procedures.  - Initial Assessment  This key Core Service is conducted at a meeting with a Workforce Specialist following the orientation. It includes an evaluation of the customer's knowledge, skills and abilities to support their employment goal and to identify supportive service needs, based on analysis of information gathered from the customer through the registration form, resume and an interview. The initial assessment provides information for the development of a next step service plan. In accordance with NYS Department of Labor guidelines, customers are classified according to the level of service they need: Job Search Ready Services (JSRS) or Career Development Services (CDS). Job Search Ready Services are provided to customers who possess the following: an occupational goal with a favorable labor market outlook; the occupational knowledge, skills and abilities required for the occupational goals; and do not have barriers that prevent obtaining and retaining employment. Included under the heading of JSRS are core services such as Resume Preparation and/or Interviewing Preparation. Career Development Services are provided to customers who do not possess an occupational goal; and/or do not possess the requisite knowledge, skills and abilities to readily find work related to their occupational goal; and/or have barriers to employment; or who have indicated an interest in training.  - Use of the Resource Room  Resource rooms at the Hicksville and Massapequa Career Centers are equipped with computers with internet access, a variety of software (including resume-writing programs), photocopying and faxing services, telephone banks and a career library, as well as job search and labor market information.  - Resume Development  Workforce Specialists assist customers to write and design a resume that gets results. Customers will be shown how to tailor their resumes for firms that use resume scanning software. The SMART 2010 Resume Tool and program helps match Adult and Dislocated Worker customers to job openings.  - Job Search Resources and Job Placement Assistance  Employers throughout our region list diverse job openings with the NYS Department of Labor as well as with the Workforce Partnership Career Centers, and employers are encouraged to use our facilities to conduct on-site interviews. Workforce Specialists assist customers in a directed job search.  - Tutorials  A broad array of tutorials are available, including Word, Excel, PowerPoint, Access, Outlook, QuickBooks and a typing tutor  - Assessment Tests  Assessment tests are available through Kenexa Prove It!, which is an Internet-based skills assessment program that provides over 1,200 tests for clerical, software, industrial, healthcare, financial and technical job classifications. Reading and math literacy assessments necessary for successful entrance into employment are conducted as necessary.  - Provision of Information  Information is available to customers (job seekers and employers) in such areas as: the labor market and economic development, unemployment insurance, job training and employment assistance programs, education programs, civil service announcements, program performance and costs, availability of supportive services in the local area, including child care and transportation.  - Core Workshops  Through Core workshops, customers are able to explore many job search topics in a group setting. Workshops topics include:  resume development and cover letters  preparing a resume for the internet  job search strategies  interviewing techniques  networking  salary negotiations  finances and budgeting  using social media for job search (i.e., LinkedIn, FaceBook)  job search for the older worker  basic computer literacy  INTENSIVE SERVICES  These services are available to adults and dislocated workers who are unemployed, have received at least one core service, are unable to obtain employment through core services, and are determined to be in need of more intensive services to obtain employment, and to adults and dislocated workers who are underemployed, have received at least one core service, and are determined to be in need of intensive services to obtain employment that leads to self-sufficiency. Customers receiving intensive services are generally classified as CDS (Career Development Services.)  - Comprehensive Assessments  Comprehensive assessments include diagnostic testing, in-depth interviewing and other assessment tools.  - Development of an Individual Employment Plan  Workforce Specialists work jointly with customers to develop their Individual Employment Plans. Included is information on the customer's occupational goal, the labor market outlook, the customer's knowledge/skills/abilities (using tools such as Job Zone, Prove It!, and O'Net Assessment Tests), barriers to employment, the training justification, and the action plan.  - Counseling and Case Management  Workforce Specialists are available to guide customers through the step-by-step approach to their job search and individual employment plan for entry or re-entry into the workforce.  - Adult Education and Literacy  Classes in English as a Second Language are available in the Hicksville Career Center, or through the network of WIA Title II providers. Adult Basic Education and General Equivalency Diploma Preparation are available through Title II providers.  - Intensive Workshops  Career Exploration  Transferable Skills  Managing Change and Stress  Introduction to Word  Introduction to Excel  Introduction to PowerPoint  TRAINING  These services may be provided to unemployed and underemployed adults and dislocated workers who have met the eligibility requirements for intensive services, have received at least one intensive service, and have been determined to be unable to obtain or retain employment through such services. Any individual approved for training must be classified as CDS (Career Development Services), and must have a completed IEP (Individual Employment Plan.) The individual must have the capabilitity and qualifications to successfully complete the selected training program. All training must be linked to employment opportunities in the local area (see the list of Demand Occupations under Labor Market Overview, above.)  - Classroom Training through Individual Training Accounts (ITAs)  Local workforce area customers who have been identified as being in need of training are required to complete an Application for Training, along with an Occupational Research Form. During this exercise, they investigate the scope of the desired profession, such as typical duties, job mobility, salary range and employment opportunities in the local job market. The customer is also required to contact two employers in the desired field. Completed forms are submitted to the Classroom Training Committee for review. A participant may select any eligible program on the "New York State Eligible Training Providing List" if all other criteria relating to eligibility for training services are met. Training will be selected based on the labor market information, as well as performance and cost data regarding each Training Provider.  - On-the-Job Training (OJT)  Employers who hire OJT participants are reimbursed up to 50% of the individual's training wages during a specified training period. Training is provided to a paid participant while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance on the job. The reimbursement to the employer is based on the extraordinary costs of providing the training and additional supervision related to the training. The training is limited in duration as appropriate to the occupation for which the participant is being trained taking into account the content of the training, the prior work experience of the participant, and the service strategy (Training Plan) of the participant, as appropriate. |

1. Describe the steps the Workforce Investment Board takes to ensure the continuous improvement of Adult and Dislocated Worker services through the system. Describe the information that is reviewed to determine that providers are meeting the employment needs of local businesses and jobseekers.

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| To ensure continuous improvement, the LWIB evaluates training providers, as well as providers of intensive services (workshops.) The LWIB, at its meeting of February 21, 2013, instructed the Career Center staff to track and evaluate all training program completions and placements for Program Years 2012 - 2013 on a course by course basis. The results were subsequently analyzed by the WIB Subcommittee on Training, and presented at the May 29, 2014 WIB Meeting. The information derived from the analysis, along with staff monitoring reports, has been utilized in making decisions regarding maintaining courses on the ETPL, and making referrals to training programs. During the months of May through June, 2014, training providers were requested to submit documentation on consultation with businesses regarding course curriculum, and new financial agreements with training providers were written to include performance criteria, and a tuition "holdback" of 15% pending placement. Continuous improvement of providers of intensive services (workshops) is evaluated through a review of data generated from evaluation forms, and periodic monitoring by staff. |

1. How do you determine that Adult and Dislocated Worker jobseeker customers are satisfied with local Career Center services?

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| Customer satisfaction forms are utilized and analyzed to determine jobseeker satisfaction with career center services. Customer satisfaction questions are included in evaluations, which are distributed to customers who participate in workshops, as well as paticipant interview forms, which are utilized to evaluate training programs (ITAs); a suggestion complaint box is located in center of the resource room; the LWIA website TheWP.org allows customers to register suggestions, complaints and comments under the "contact us" link. All data is analyzed, and a quarterly report is generated for Career Center management to review. |

8. How do you determine that your business customers are satisfied with local Career Center services?

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| Career Center staff utilize various methods to determine business customer satisfaction:  Phone calls are made to employers after meetings with Business Services staff to ensure that service plans developed during these meetings have been implemented and adhere to prescribed time table;  Follow-up calls are made to business representatives after customers have been referred for employment;  Companies are surveyed following participation in job fairs, to determine their satisfaction with the process;  At the conclusion of on-site events, Business Services staff meet immediately with company representatives to assess the level of satisfaction in such areas as quality of venue, suitability of candidates interviewed, and if overall expectations and objectives of the employer were met.  Business Services surveys are mailed periodically to companies in the Long Island area to provide information on workforce services available to employers, and to encourage feedback regarding the types of services that would enhance recruitment efforts and allow companies to maintain their base of operation in this region. |

9. Briefly describe one positive practice in your local area which has improved services to customers.

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| Positive Practice in the Career Centers and Rapid Response sites - Social Media Workshops run by Social Media Expert  Social media is everywhere these days, so it's no surprise that social networking sites have infiltrated the job search. Savvy job-seekers can use sites like LinkedIn, Facebook and Twitter to their advantage, creating profiles that showcase their strengths and networks that can open doors. Our social media workshops, created and run by recognized social media expert Kevin S. Ryan, help even novice users understand how to create a digital brand that enhances their reputation and piques employer interest. Specific topics include maximizing LinkedIn profiles, learning how to network effectively online, and using Facebook in the job search.  Positve Practice for the Immigrant Population - Pathway to Citizenship  To address the need for re-credentialing foreign degrees or certifications that Lawful Permanent Residents may bring to United States, the local Workforce Investment Board will provide services including credential evaluation and training in coordination with the Citi Community Development Grant: Pathway to Citizenship on Long Island. The Long Island region includes an estimated 450,000 lawful permanent residents, with approximately 125,000 (28%) meeting basic eligibility for citizenship. According to “Investing in the Human Capital of Immigrants, Strengthening Regional Economies” published by the Brookings Institute in 2012, 28% of immigrants arrive to the US with a Bachelor’s Degree or higher, and 49% of immigrants work in jobs for which they are over-qualified. Partners in this grant include: Central American Refugee Center (CARECEN), Citi Community Development (CCD), United Way of Long Island (UWLI), United States Citizenship and Immigration Services (USCIS), New York State Department of State (NYSDOL), and New York State Department of Labor (NYSDOL). |

## **Youth**

*WIA §118 (b) The local plan shall include - (6) a description and assessment of the type and availability of youth activities in the local area, including an identification of successful providers of such activities;*

Please complete the Youth worksheet in the Service Provider spreadsheet (Attachment J).

*§664.405(4)(b) The local plan must describe the design framework for youth program design in the local area, and how the ten program elements required in §664.410 are provided within that framework.*

1. Describe how the Workforce Investment Board and/or Youth Council monitor Youth Program providers.

a. Program Monitoring:

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| Program quality and compliance monitoring of youth program providers includes youth eligibility review, participant case file (hard files) monitoring, verification of data in case management reporting system (OSOS); and verification that the activities of subrecipient staff and participants are appropriate under the Act, consistent with the approved proposals and the WIA Youth Program Contract, and accurately reflected in case files and in OSOS.  Youth Individual Record Review - Eligibility review is ongoing, as applications are received: Subrecipients submit folders for review by Youth staff. Youth staff verifies completeness of files and eligibility for WIA services. In cases of missing documentation, subrecipients are contacted to update or complete files prior to participant's registration in OSOS. All WIA Youth files are maintained on site at the Town of Oyster Bay. For additional verification, a random sample of Youth files is reviewed by WIB staff using a standard "Individual Record Review" form.  Verification of Data in Case Management and Reporting System - Participant data reported in OSOS is compared to data in the hard copies of participant files by WIB staff through the use of a standard "Verification of Data in Case Management and Reporting System" form. Corrective action is taken where indicated to resolve discrepancies.  Verification that the activities of subrecipient staff and participants are appropriate under the Act and consistent with the approved proposal and the WIA Youth Program Contract and accurately reflected in participant files and in OSOS - This monitoring is done on-site. Written monitoring reports are prepared based on site visits. A series of forms is completed as appropriate.  On-site monitoring forms include:  Worksite Evaluation Sheet - This form is used prior to placing youth at the site, to ascertain that all health and safety provisions are met; that there is an adequate amount of work for youth enrollees, that there is adequate supervision, and procedures are in place for time and attendance.  WIA Youth Subcontractor Monitoring Report - This form is used to evaluate adequacy of facility, equipment and supplies, lighting/heating/AC, accessibility, compliance with EEO requirements, participant file records, attendance records, adequacy of program coordination, quality of instruction, program activities consistent with contract, participant motivation/attitude.  Participant Interview Form (In-School/Out-of-School) - These forms are used by the monitor when visiting the youth at the program site to see that the youth are engaged in appropriate activities and gaining skills in accordance with the individual plan.  Worksite Review/Supervisor's Review Form - The Worksite Review Form is to be completed by the monitor when visiting the site to see that the youth is properly supervised, and gainfully occupied. The Supervisor's Review Form is to be used by the monitor to determine that the site supervisor has been told what the responsibilities are for the program, and to make sure that procedures are in place for alternative supervision when necessary.  Performance monitoring is conducted on a quarterly basis to determine that program activities are resulting in the achievement of program goals as established within each contract (Benchmark Charts,) and that programs are resulting in quality services and benefits received by participants. |

b. Fiscal Monitoring:

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| Fiscal Monitoring of youth program providers includes periodic Desk Reviews, as well as on-site annual financial reviews. Annual reviews include an Entry and Exit Conference, and a 90-day follow-up visit in the event of any identified weaknesses.  i. Log of subrecipient audit information  The monitor maintains a log on subrecipient audit information, including the date of the audit, report issues, any major issues, and corrective action/resolution.  a) Determination of sub-recipients who are subject to OMB Circular A-133 audits or program-specific audits  Sub-recipients that have expended $500,000 or more in federal awards in any fiscal year are required to conduct a Single Audit. (Under certain circumstances, auditees may elect to have a program-specific audit.)  In the third quarter of the WIA program year, a sub-recipient log is generated, identifying all sub-recipients who received funding during the current fiscal year. An A-133 Certification letter is sent to all sub-recipients identified on the log, requesting information on funding level and audit requirements.  b) Tracking whether required audits have been conducted and reports issued  A control log is maintained to properly track reports for sub-recipients subject to Single Audit requirements. Audit reports are collected within the required timeframes, i.e., within nine months from the end of the audit period or 30 days after receipt of the audit report by the sub-recipient. Reminder notices are sent to sub-recipients on a scheduled basis as per the control log. The remainder notice will request that the sub-recipients notify the Town of any extensions granted, and the revised audit report due date.  c) Review of audit reports and follow-up on any required corrective action.  Audit reports are reviewed by the Department of Intergovernmental Affairs’ Division of Employment and Training. Included will be a review of corrective action requirements, and follow-up requirements and sanctions with regard to any WIA-funded program activities. Requests for corrective action are sent to the sub-recipient, as appropriate. Follow up is conducted to verify that corrective action has taken place.  Financial management reviews are conducted on an annual basis, and desk reviews of subrecipient expenditure reports are conducted on a monthly basis. Note that in accordance with policies, new subrecipients, or subrecipients with past records of noncompliance (or problems with corrective action) should be monitored no later than the end of the second quarter (or no later than the end of the first half of the contract, as appropriate) to verify the adequacy of the fiscal system and controls, and to provide technical assistance as needed. Monitoring for subrecipients with satisfactory records of past performance are conducted during the fourth quarter.  When the on-site monitoring review has been completed and the work papers have been fully prepared, a monitoring report is written. The report clearly identifies all findings and required corrective action including any necessary adjustments to the related financial reports. Written monitoring reports are structured to assist the Subrecipient in reaching their goal and processing reimbursement claims.  The monitor notifies the Fiscal Office Supervisor of any significant findings resulting from the review that may have a material impact on the financial reports submitted to the NYSDOL. The Fiscal Office Supervisor is responsible to forward these findings to the NYSDOL when deemed necessary because they may represent a violation of WIA statutory and regulatory requirements.  Monitoring documents are retained for six years following the date of the expenditure report containing the final expenditures charged to the Program Year allotment. Documents will be made available for review by the LWIB, NYSDOL, and Federal officials. |

1. Provide the name of your LWIA’s Youth Council Chair and Co-Chair. Please provide their **professional** contact information (title, address, phone, email).

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| Harold Mayer, Youth Council Chair, 977 Hicksville Road, Massapequa, NY 11758  516 797-4577  hmayer@oysterbay-ny.gov |

1. Do your Youth Program Providers have direct access to the One Stop Operating System (OSOS)?

Yes  No

1. If not, what process is in place to ensure youth activities are entered into OSOS in a timely manner?

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| The WIA Youth Coordinator is in regular phone contact with all youth sub-recipients. Sub-recipients are required to provide information and back-up documentation necessary for OSOS data entry. Included are casenotes (on a monthly basis or as data becomes available), as well as hard copies of all accomplishments (placement, diplomas, certificates, High School Equivalency, etc.) |

1. Describe *what* youth data is shared and *how* it is shared and reviewed with the Workforce Investment Board and the Youth Council. Please address each group specifically.

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| Youth Council  Data shared with the Youth Council includes enrollment numbers, data on coordination with various agencies (for example, ACCES-VR) and educational institutions (i.e., Nassau BOCES and Nassau Community College), numbers participating in various activities (Work Readiness Preparation, GED preparation, Certificate Training, Work Readiness Credential Preparation, Basic Skills Training, Work Experience, etc.,) and attainment of benchmark goals. This data is shared via email, and at Youth Council Meetings. These meetings also include reports from youth program providers on issues, successes and failures, and provide an opportunity for networking.  Workforce Investment Board  The Workforce Investment Board receives summary information on youth program operation (enrollment, performance) at one WIB meeting per year. The WIB also participates in the review process for proposals received in response to the annual Youth Request for Proposals.  Significant monitoring findings are communicated to the WIB. |

1. Do your WIA youth program providers have access to the Youth Management Reports?

Yes  No

a. If not, how do you share youth program data with your providers and how frequently do you

share this?

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| Data shared with Youth Program Providers includes information on WIA requirements, common measure and system indicator requirements, information on web-based resources for youth; information on submission of required data to the Division of Employment and Training; information on potential candidates for WIA enrollment (Foster Youth, Youth "counseled out" of Nassau Community College, youth referred by school districts, etc.); data on demand occupations for the local labor market area and available training programs for youth ITAs; data on performance against contract "Benchmark" goals on a quarterly basis. Data is shared with Youth Program Provider staff at periodic meetings, and by email. |

1. Which entit(ies) provide the WIA youth program design framework (including Intake and Eligibility, an Objective Assessment, and the Individual Service Strategy)?

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| Sub-recipients, selected through a Request for Proposals process, provide the WIA youth program design framework. Current sub-recipients for Program Year 2014 include:  Nassau BOCES (Out-of-School and In-School grants)  Career and Employment Options, Inc. (In-School)  Westbury Union Free School District (In-School) |

1. Describe how the WIA 10 Program Elements required in §664.410 are provided within your youth program design framework. In particular, discuss how each youth’s service strategy specifically identifies which program elements will be used to help the youth reach his/her goals.

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| Required WIA program elements are integrated into the programs by the Youth Program Sub-recipients. These elements are either directly funded under the grant, funded under a coordinating program (e.g. ACCES-VR,) or provided through referral. Each youth's service strategy includes a detailed plan of activities, including the WIA program elements that will assist the youth in attaining designated goals.  WIA Program Elements  1. Tutoring, study skills training, and instruction, leading to completion of secondary school, including dropout prevention strategies are integrated into both in-school and out-of-school grant programs operated by sub-recipients.  2. Alternative secondary school services, as appropriate are provided by Nassau BOCES for out-of-school youth.  3. Summer employment opportunities that are directly linked to academic and occupational learning are provided by all three sub-recipients. Summer employment integrates many of the required program elements. It is used as a vehicle to accomplish the other goals. Summer employment is designed to improve academics, career exploration and occupational learning.  4. Paid work experiences are provided by all three sub-recipients. Unpaid work experience and job shadowing may also be provided when appropriate.  5. Occupational skill training, as appropriate, is provided to youth through ITAs through out-of-school funding as well as adult funding. Occupational skills training for disabled youth is also provided through ACCES-VR programs operating in conjuction with WIA programs.  6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate is provided as part of the work experience program. For example, the tutoring of younger children by WIA youth participants.  7. Supportive services provided include counseling and referral, and transportation. The youth may also be referred to Nassau County Department of Social Services for additional services.  8. Adult mentoring is provided by sub-recipient grant staff.  9. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate are provided by sub-recipients. Referrals are made to other resources as needed.  10. Follow-up services for not less than 12 months after the completion of participation are provided by all sub-recipients. |

17. Attach the following policies and indicate when each was last reviewed by the LWIB.

a. Youth Needing Additional Assistance Last Reviewed October 16, 2002

b. Serious Barriers to Youth Employment Last ReviewedTBD

## **Staff Information**

Consulting with your Wagner-Peyser partners, please complete the charts entitled “PY 2013 FTE Staffing” and “Projected PY 2014 FTE Staffing” located in the attached Budget spreadsheet (Attachment I).

18. Please explain the reasons for any changes between PY2013 and PY2014.

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| The reduction in WIA youth staff from 3.3 to 2.8 is due to the decrease in the services provided to youth by Career Center staff (and the corresponding increase in services provided by sub-recipients.)  The reduction in Wagner-Peyser staffing from 14.5 to 9.5, and the increase of REA staff from 3 to 5 is is due to NSYDOL staffing changes, and to the increased emphasis on the REA program. |

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# Procurement

*WIA §118 (b) The local plan shall include - (9) a description of the competitive process to be used to award the grants and contracts in the local area for activities carried out under this subtitle;*

19. Please describe the competitive bidding process that is used to award grants and contracts in your local area (including how vendors are made aware of opportunities to compete for these funding opportunities and how the process is being documented). Describe the process used for Adults/DW services, administrative services, and Youth services.

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| Services to be contracted out for the Adult and DW programs are limited to certain employability and computer literacy workshops as well as specialized professional counseling, which may not be available through the One-Stop System. In addition, the local area contracts out youth employment and training programs.  Below is a description of the competitive bidding process that is used to award grants and contracts.  WIA services are procured on a yearly or biannual basis through a Request for Proposals (RFP) process. Proposals are sought from public or private entities, as well as individuals with demonstrated effectiveness in the delivery of services to job seekers and/or experienced in the delivery of services to youth. RFPs are published in Newsday, posted on The Workforce Partnership website, and mailed to a list of organizations and individuals that are known to provide these services, as well as other interested parties. Proposals are rated according to published review criteria, including cost effectiveness, past record of successful program outcomes, qualifications of staff, etc.  For workshop and professional services proposals, the review process includes applicant interviews, review of sample workshops, either provided on-site at the Career Centers, or at another location. Proposals are reviewed and rated by the Workforce Investment Board.  For Youth Employment and Training services, the review process includes applicant interviews, and review and rating of proposals by the Youth Council as well as the Workforce Investment Board.  All documents relating to the procurements, including the RFP document, proof of public notice, copies of mailing lists, copies of all proposals, copies of rating sheets, acceptance/rejection letters, are maintained by the local area for a period of 6 years. |

# Waivers

The general statutory and regulatory waiver authority granted to the Secretary of Labor is a continuing authority granted by the Workforce Investment Act at section 189(i)(4), Public Law 105-220, and provides increased flexibility to states and local areas in implementing reforms to the workforce development system in exchange for state and local accountability for results, including improved programmatic outcomes. A list of the current waivers that are in effect for New York can be found in [Workforce Development System Technical Advisory #10.19.1](http://labor.ny.gov/workforcenypartners/ta/TA10-191.pdf). Changes to available waivers have been noted below. A new Technical Advisory for the available waivers with the will be issued at a later date.

20. Please indicate which waivers you requested for Program Year (PY) 2013 and which waivers you are requesting for PY 2014 by checking the appropriate boxes below.

* Waiver of the requirement for a 50 percent employer match for Customized Training, to permit a graduated scale match to increase employer connection with the One-Stop System.
* Did you request this waiver for PY 2013?  Yes  No
* Are you requesting this waiver for PY 2014 – PY 2016?  Yes  No
* Waiver to increase the employer reimbursement for On-the-Job Training for small- and medium-sized businesses.
  + Did you request this waiver for PY 2013?  Yes  No
  + Are you requesting this waiver for PY 2014 – PY 2016?  Yes  No
* Waiver to permit local areas to request the use of up to 10 percent of the local area’s formula allocation funds for Adult and Dislocated Workers to support incumbent worker training programs as part of layoff aversion. Adult funds must be restricted to serving low income adults.
  + Did you request this waiver for PY 2013?  Yes  No
  + Are you requesting this waiver for PY 2014 – PY 2016?  Yes  No
* Waiver to permit the Local Workforce Investment Board (LWIB) the ability to transfer up to 50 percent of a program year allocation for adult employment and training activities, and up to 50 percent of a program year allocation for dislocated worker employment and training activities between the two programs, with the approval of the governor. *This is a new waiver beginning with PY 2014.*
  + Are you requesting this waiver for PY 2014 – PY 2016?  Yes  No
* Waiver for the inclusion of Youth follow-up services and work experience as a Youth Program Framework Service. *For PY 2014, this waiver has been expanded to include supportive services in addition to follow-up services and work experience.*
  + Did you request this waiver for PY 2013?  Yes  No
  + Are you requesting the expanded waiver for PY 2014 – PY 2016?  Yes  No
* Waiver to allow use of work readiness as the sole performance indicator for Youth aged 14-21 that are co-enrolled under TANF and WIA for Summer Employment Activities.
  + Did you request this waiver for PY 2013?  Yes  No
  + Are you requesting this waiver for May 14, 2014 – Sept. 30, 2017?  Yes  No
* Waiver to apply program design flexibility for Youth aged 14-21 that are co-enrolled under TANF and WIA for Summer Employment Activities.
  + Did you request this waiver for PY 2013?  Yes  No
  + Are you requesting this waiver for May 14, 2014 – Sept. 30, 2017?  Yes  No
* Waiver of the Prohibition at 20CFR 664.520 on the Use of Individual Training Accounts (ITA) for Older and Out-of-School Youth.
  + Did you request this waiver for PY 2013?  Yes  No
  + Are you requesting this waiver for PY 2014 – PY 2016?  Yes  No

1. How many Youth ITAs did the LWIA procure in PY13?3
2. What specific certificates/degrees resulted from these ITAs in PY13?Medical Office Administration, Building Maintenance.

21. Please suggest future WIA waivers that may be useful to your local area and which you would like NYS to consider requesting (optional).

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# Contracts, MOUs, and Appendices

*WIA §118 (b) The local plan shall include - (2) a description of the one-stop delivery system to be established or designated in the local area, including—a copy of each memorandum of understanding described in section 121(c) (between the local board and each of the one-stop partners) concerning the operation of the one-stop delivery system in the local area;*

22. Is each Memorandum of Understanding for the local area up-to-date?

Yes  No

If not, when will they be updated?

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# Policy

23. Does the LWIA have written policies on each of the following topics? If yes, indicate when each was last updated by the Board (or a board subcommittee).

|  |  |  |  |
| --- | --- | --- | --- |
| **Policy** | **Yes** | **No** | **Date of Last Update** |
| A. On the Job Training (OJT) |  |  | Sept 11, 2014 |
| B. Individual Training Account (ITA) |  |  | May 29, 2014 |
| C. Competitive Procurement Policy |  |  | Sept 11, 2014 |
| D. Customized Training |  |  | Sept 11, 2014 |
| E. Supportive Services |  |  | Sept. 19, 2013 |
| F. Budget Modifications |  |  | Sept 11, 2014 |
| G. Sub Recipient Monitoring Policy and Plan |  |  | Sept 11, 2014 |
| H. Unsatisfactory Youth Providers |  |  | Sept 11, 2014 |

a. Describe how staff are made aware of these policies?WIB Policies are provided to staff in written form when implemented or revised.

**Attachments:**

*WIA §118 (b) The local plan shall include - (8) an identification of the entity responsible for the disbursal of grant funds described in section 117(d)(3)(B)(i)(III), as determined by the chief elected official or the Governor under section 117(d)(3)(B)(i);*

*WIA §118 (b) The local plan shall include - (10) such other information as the Governor may require.*

Please complete all of the required attachments and include copies of policies listed in the Youth section. Hard copies of signature pages must be delivered to NYSDOL per the instructions at the beginning of these guidelines.

If any of the following documents have changed in whole or in part since the submittal of your PY 2013 Local Plan, please email any updated documents with your Local Plan:

|  |  |  |
| --- | --- | --- |
|  | ***Changed?*** | ***Attached?*** |
| Chief Elected Official Agreement | Yes  No | Yes  No |
| Local Board By-Laws | Yes  No | Yes  No |
| Career Center Operator Agreement(s) | Yes  No | Yes  No |
| Memorandum(s) of Understanding | Yes  No | Yes  No |

Please provide a copy of your WIB-approved budget for PY2014. This budget should include any carry-in funds as well as PY2014 funds. Note that the WIB-approved budget should total to the PY2014 Planned Budget included in Attachment I.

Indicate the date of the meeting when the WIB budget was approved: September 11, 2014

ATTACHMENT A:  UNITS OF LOCAL GOVERNMENT

*Please list the unit or units (multiple counties or jurisdictional areas) of local government included in the local area. If the CEO Grant Recipient has designated a local grant subrecipient to administer WIA pursuant to WIA § 117(d)(3)(B)(I – ii), please indicate the unit of local government that is the grant subrecipient. However, if instead, the CEO Grant Recipient has designated a fiscal agent, please indicate this on Attachment B.*

|  |  |  |
| --- | --- | --- |
| **Unit of Local Government** | **Grant Subrecipient** | |
|  | **Yes** | **No** |
| Town of Oyster Bay |  |  |
| Town of North Hempstead |  |  |
| City of Glen Cove |  |  |
|  |  |  |
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*§667.705(c) - When a local workforce area is composed of more than one unit of general local government, the liability of the individual jurisdictions must be specified in a written agreement between the chief-elected officials.*

If your local workforce area is composed of more than one unit of general local government, is there a written agreement between local officials that details the liability of the individual jurisdictions?

Yes  No

ATTACHMENT B: FISCAL AGENT

*WIA §117(d)(3)(B)(i)(II) indicates that the chief elected official Grant Recipient may designate a local fiscal agent as an alternative to a local grant subrecipient. Such designation to a grant subrecipient or fiscal agent shall not relieve the chief elected official or the Governor of the liability for any misuse of grant funds.* If the CEO has identified a fiscal agent to assist in the administration of grant funds, please provide the name of the agent**.**

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| **Fiscal Agent** |
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| Town of Oyster Bay, Department of Intergovernmental Affairs |