



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

EXECUTIVE COMMITTEE MEETING

THURSDAY, MAY 12, 2022

8:15 A.M.

CareerSource South Florida Headquarters 7300 Corporate Center Drive
Conference Room 2
Miami, Florida 33126

The public may choose to view the session online via Zoom. **Registration is required:**
https://us02web.zoom.us/webinar/register/WN_ISSH7LAzTdywsrtfD2Q3IA

AGENDA

1. Call to Order and Introductions
2. Approval of Executive Committee Meeting Minutes
 - A. April 14, 2022
3. Information – SFWIB Committee Structure Overview
4. Information – CareerSource Florida Workforce System Evaluation Update
5. Information – One-Stop Operator Update
6. Recommendation as to Approval of Workforce Innovation and Opportunity Act Policies

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"Members of the public shall be given a reasonable opportunity to be heard on a specific agenda item, but must register with the agenda clerk prior to being heard."



SFWIB EXECUTIVE COMMITTEE MEETING

DATE: 05/12/2022

AGENDA ITEM: 2A

AGENDA TOPIC: MEETING MINUTES

SFWIB EXECUTIVE COMMITTEE MEETING MINUTES

DATE: April 14, 2022

LOCATION: Remote Via Zoom:

https://us02web.zoom.us/webinar/register/WN_ISSH7LAzTdywsrtfD2Q3IA

1. **CALL TO ORDER:** 8:21AM
2. **ROLL CALL:** 8 members; 5 required; 8 present: Quorum established.

SFWIB EXECUTIVE COMMITTEE MEMBERS PRESENT	SFWIB MEMBERS ABSENT	SFWIB STAFF
Gibson, Charles, Chair del Valle, Juan-Carlos, Vice-Chairman Chi, Joe Canales, Dequasia Glean-Jones, Camela Ferradaz, Gilda Loynaz, Oscar, M.D. Roth, Thomas “Tom”		Beasley, Rick Gilbert, David Morgan, Ebony Smith, Robert ADMINISTRATION/IT Almonte, Ivan (Zoom) Francis, Anderson
OTHER ATTENDEES		
Cooper, Jamie – New Horizons of South Florida		

Agenda items are displayed in the order they were discussed.

2A. Approval of Executive Committee Meeting Minutes – March 10, 2022

Vice-Chairman Gibson presented agenda items 2A for approval. Mr. Chi introduced a motion for approval of the March 10, 2022 Executive Committee Meeting minutes; motion



seconded by Vice-Chairman del Valle. **All in favor with no opposition. Motion Passed Unanimously**

3. Information – Early Childcare Internship Program Update

Chairman Gibson introduced the item; Mr. Smith further presented.

The Early Childcare Internship Program is designed to provide the education, skills, and experience necessary to create a career pathway to early childcare education. Eligible Workforce Innovation and Opportunity Act participants, ages 18-24, will receive the following:

- 20 hours of pre-employment skills training;
- 20 hours of pre-National Child Development Associate (CDA) training;
- 240 hours of paid work experience at a wage rate of \$13.88 an hour;
- 45 hours of required Department of Children and Families (DCF) training that includes first aid and CPR certification;
- An opportunity to complete and obtain high school or General Education Development (GED) certificate.

Mr. Gilbert further advised, the first cohort began on November 1, 2021 at Kids for Kids Academy with six interns. Of the six interns, four completed the 240 hours of paid work experience. Of the four interns who completed the paid work experience, three were hired and three are enrolled in the required 45-hour DCF course.

On March 7, 2022, a second cohort began, which consisted of 16 interns that will participate at seven of the internship worksites. CSSF staff is currently in the process of recruiting additional worksite, service providers and participants for the next cohort.

Mr. Smith shared with the Executive Committee that the ELC Apprenticeship Program has received approval; however, we are waiting to receive the State issued, raised seal certificate before we are able to begin.

Mr. Beasley advised that his discussions with Dr. Rolle, Director of Apprenticeship Programs at Miami-Dade College have been fruitful. We currently have five additional approved apprenticeship programs, including Warren Henry (a 2-year automotive program); FEIN (an MRO Aviation program); Larkin for a CNA program; and one in the construction field.

Mr. Gilbert shared that we are working with AATI, a training provider, to finalize an automotive apprenticeship program with Ford and Chevrolet. They recently added another employer, as such; they are reviewing and updating the related technical instruction (classroom instruction). Once complete, it will be sent to the State for approval.



Chairman Gibson asked for clarification on the term “Service Providers”. Mr. Beasley clarified that, in this case, we are referring to business owners.

Chairman Gibson asked about the timeframe to receive the certificates. Mr. Beasley advised that we will hopefully receive it within the next week or so.

4. Information – 2022-23 SFWIB Budget Example

Chairman Gipson introduced the item; Mr. Beasley further presented.

Mr. Beasley introduced the budgeting format to new FY 2022-2024 SFWIB leadership members. He advised that we have not yet received allocations from the state; however, he wanted to ensure members were briefed on the annual budget format and the sections associated with each category listed.

Ms. Glean-Jones inquired about the timeline for the budget to be completed for the new fiscal year. Mr. Beasley advised that CSSF would strive to complete the budget process by the June board meeting; however, it depends upon when allocations are delineated from the state. This typically happens via an April CareerSource Florida board meeting; however, it that session has been transitioned to June for this year.

No further questions or comments presented from members.

5. Recommendation – Approval to Allocate Funds for the Miami-Dade County Public Schools Miami-Dade Pre-Apprenticeship Internship Program

Chairman Gipson introduced the item; Mr. Gilbert further presented.

Chairman Gibson presented agenda item #5 to the Executive Committee for approval. Mr. Roth introduced a motion to recommend to the Board; seconded by Ms. Canales. **All in favor with no opposition. Motion Passed Unanimously.**

Mr. Beasley clarified that Turner Tech has both in school and out of school offerings.

We are in conversation with the Superintendent because of the continued modification of the Affiliating Agreement. Each year with new attorneys is assigned to the project – each one introducing new changes. We are in conversations with the Chief Counsel to resolve.

Chairman Gibson asked for clarification on where training is provided. Mr. Beasley advised that school district provides the training. Each school has their own instructor. Students enter the program in their junior year and continue through their senior year. During the summer, participating students work with companies to get hands on experience.



We are aiming to increase the number of out of school program participants, between the ages of 16-24, to have them go directly into the trades.

New Business

1. Policy Forum – Potential Legislation

Mr. Beasley advised that both he and Mr. Gilbert attended a policy forum this week. During the session, potential legislation was presented that may affect workforce nationwide. Mr. Gilbert shared that the Infrastructure Agreement, which was discussed during the forum, requires that all mandated partners of WIOA pay into infrastructure cost for the creation of a comprehensive career center for the region. Each partner will need to contribute an equitable amount, which will require negotiations over time to finalize. Once the agreement has been executed, we will be able to receive payments for the comprehensive center.

Mr. Beasley further advised that the new legislation may provide a bit more flexibility; however, there is an obligation/de-obligation component at the state level that is of concern. If 80% of dollars received are not obligated, remaining funds may be removed from the region as opposed to allowing for carryover.

No further questions or comments from the Committee.

Process Clarification

Mr. Roth asked for clarification on the approval process; must items be presented to the sub-committees before being heard/approved by the Executive Committee?

Mr. Beasley clarified that the Executive Committee has the authority to approve funding items that require immediate attention. Once approved by the Executive Committee, the item(s) will be transitioned to the full board for review and approval.

Transition of Full Board Meeting to April 28, 2022

Home going services for Mr. Mike Finney have been finalized and is scheduled to take place on April 21st in Michigan. As Mr. Beasley will be attending the service, we would like to transition the full board/council meetings back to April 28, 2022.

Authorization to transition meetings approved accordingly.

With no further business presented to the Committee, the meeting adjourned at 9:08 am.



SFWIB EXECUTIVE COMMITTEE

DATE: 5/12/2022

AGENDA ITEM NUMBER: 3

AGENDA ITEM SUBJECT: SFWIB COMMITTEE OVERVIEW FOR CHAIR/VICE-CHAIRS

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A.

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

At the December 11, 2014 meeting the proposal to re-align the governance structure of the South Florida Workforce Investment Board (SFWIB) was approved. The new governance structure of the SFWIB consisted of the following Councils:

- Executive Committee
- Global Talent Competitiveness Council
- Performance Council
- Finance and Efficiency Council

The attached document provides an overview and responsibility of the Committee/Council.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 12/11/2014

AGENDA ITEM NUMBER: 5B

AGENDA ITEM SUBJECT: RE-ALIGNMENT OF THE GOVERNANCE STRUCTURE OF THE SFWIB

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: The Executive Committee to recommends to the board to approval to adopt the re-alignment of governance structure of the board.

STRATEGIC GOAL: Strong, Timely Reporting Standards for End User Customers and Providers of Services

STRATEGIC PROJECT: Raise the Bar/ One-Stop Performance Consistency

BACKGROUND:

With the passage of the Workforce Innovation and Opportunity Act, there are a number of changes that will impact the governance of the South Florida Workforce Investment Baord. The proposed governance structure, through which the board conducts its work, comprises the Board of Directors, an Executive Committee and three policy councils —Global Talent Competitiveness, Performance, and Finance and Efficiency Council. The Board and councils will place a heightened emphasis and focus on strategic initiatives, collaborations, measurements and outcomes that better position South Florida for today’s rapidly accelerating innovation economy and the dramatic technological advances that are shaping our future.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

PROPOSED SFWIB GOVERNANCE STRUCTURE

Global Talent Competitiveness Council

The Global Talent Competitiveness Council focuses on developing and delivering talent to meet marketplace needs to grow South Florida's legacy and infrastructure industries as well as those industries that hold promise and have been identified as economic development priorities for diversifying the regional economy with high-wage jobs. While concentrating on the region's economic development agenda and aligned strategic targets, the council leverages and invests in talent, resources and projects to benefit and strengthen every region of the state. It provides the leadership for several strategic initiatives of the board to support world-class talent development, youth and future talent pipeline development and special initiatives designed to bolster regional collaboration among economic development, workforce and education.

The council advises CareerSource South Florida's Board of Directors on the development and implementation of policies, strategies, programs, and activities affecting workforce development focusing on One Community One Goal (OCOG)'s identified targeted sectors:

- Aviation
- Creative Design
- Hospitality & Tourism
- Information Technology
- International Banking & Finance
- Life Science & Healthcare
- Trade & Logistics

While focusing on the region's economic development agenda and common strategic targets, the council leverages and invests its talent, resources and projects to benefit and strengthen the region. The council accomplishes this objective through three key activities:

- (1) World-Class Talent Development:** To provide advice and counsel on current and emerging business climate and workforce competitiveness issues that impact world-class talent development for South Florida's core industry clusters and infrastructure industries.
- (2) Youth and Future Talent Pipeline Development:** To evaluate and consider best approaches that build South Florida's talent pipeline and support the creation of world-class talent.

(3) Special Initiatives and Demonstration Projects: The council can developed and deploy initiatives and projects to strengthen regional collaboration between economic development, education and the business community.

Performance Council

The Performance Council's role is to ensure compliance with the federal common measures and to review and analyze Career Center, Youth and Refugee performance outcomes. These include both programmatic and financial outcomes on measures such as job placements, cost per placement and return-on-investment. While focusing on the region's shared workforce and economic development agenda, the council designs, recommends, and oversees statewide performance measures to include recommendations for policies and performance-based financial incentives. The council's recommendations result in greater collaboration, effectiveness and efficiencies.

The council provides oversight and accountability for positive outcomes of Florida's federal common measures. The common measures include:

(1) Career Center Measures

- a. Level of Service
- b. Training Completion Rate
- c. Training Related Placement
- d. Job Opening Index
- e. WP Entered Employment Rate
- f. WIA Adult & Dislocated Entered Employment Rate
- g. CAP Entered Employment Rate
- h. Short-Term Veteran Entered Employment Rate
- i. SNAP Entered Employment Rate
- j. Number of Training Enrollments
- k. Employment
- l. Employment Average Wage
- m. Employers Served
- n. Employers Served (Level 1)
- o. Cost Per Placement
- p. Net Economic Benefit
- q. Return-on-Investment

(2) Youth Common Measures

- a. Younger Youth Skill Attainment Rate – Basic Skills
- b. Younger Youth Skill Attainment Rate – Work Readiness
- c. Younger Youth Skill Attainment Rate – Occupational Skills
- d. Older & Younger Youth Outcome Rate
- e. In-School Youth Outcomes
- f. Older & Younger Youth Credentials
- g. WIA Follow-up

- h. Older Youth Employment Retention Rate (6 months)
 - i. Younger Youth Retention
- (3) Refugee Program Measures**
- a. Entered Employment Rate
 - b. Entered Employment Rate LTY
 - c. Employed on the 90th Day
 - d. Employed on the 180th Day
 - e. Health Benefits
 - f. Placements
 - g. Intakes
 - h. STT Placements within 90 Day

Finance and Efficiency Council

The Finance and Efficiency Council's primary goal is to work to ensure that the board is in good financial health, that its assets are protected, and the board's resources are used appropriately and accounted for sufficiently. Through this effort, the council assists the CareerSource South Florida Board of Directors in ensuring that the resources available to the region for workforce training programs and support services are used effectively and efficiently with utmost accountability to maintain public confidence and support.

To this end, the council directs the allocation of workforce funding and ensures policies and practices are in place to safeguard the system's assets and preserve the integrity of the system and the public's confidence.

The council continues to maintain the following primary areas of responsibility:

(1) Directing the Allocation of Statewide Workforce Funding

The Finance and Efficiency Council is responsible for proposing the budget and allocations of boards funding. In the event funding modifications occur during the course of the budget cycle, the Finance and Efficiency Council reviews and proposes modifications to the previous budgets to ensure that over-commitments do not occur.

An integral part of this responsibility is the charge of ensuring that the limited workforce funding is utilized appropriately and in accordance with federal, state, and CareerSource South Florida Board policies.

(2) Safeguarding the Workforce System's Resources and Assets

The Finance and Efficiency Council ensures that appropriate policies and practices are in place to protect the assets and integrity of the workforce system. The council is charged with the responsibility to protect the financial integrity of the regional workforce system and to promote full accountability among all workforce partners. Based external audits and state reviews, the council reviews corrective action plans which may require the establishment of financial/program policies or modifications of existing policies for consideration by the full Board.



SFWIB EXECUTIVE COMMITTEE

DATE: 5/12/2022

AGENDA ITEM NUMBER: 4

AGENDA ITEM SUBJECT: CAREERSOURCE FLORIDA WORKFORCE BOARD SYSTEM EVALUATION UPDATE

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A.

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

At the April 28, 2022 board meeting, South Florida Workforce Investment Board (SFWIB) staff provided an informational item informing the board that CareerSource Florida had entered into a contract with Ernst & Young to evaluate the state's 24 Workforce Boards in an effort to ensure compliance with the Reimagining Education and Career Help (REACH) Act of 2021. SFWIB staff identified several key areas of concern related to the amount of information that would be shared throughout the evaluation process as well as the local board's ability to participate in a timely manner. The SFWIB would like to provide additional information that may help in addressing these concerns.

Ernst & Young is in the initial phase of the project and anticipate a multi-phase initiative with increased opportunities for state and local stakeholders to provide input to help shape the research, engagement, evaluation, and recommendations. The initial Statement of Work indicated the first report was due by the end of April 2022 with the second report due by the end of May 2022. To date, neither of the reports have been completed; however, upon completion the SFWIB will have access to the reports when presented.

There are two phases of the project. Phase I will be utilized as the discovery phase and is projected to take place from April through June 2022. There will be no recommendations or decisions made during Phase I. Phase II is slated to begin in July 2022 and will continue into the fall. Phase II will include in-person meetings, planning and evaluation with a larger group of stakeholders (local and state) as well as customers throughout Florida.

The Phase I findings are scheduled to be presented at the CareerSource Florida board meeting on June 9, 2022. The final report for Phase I is due to CareerSource Florida on June 30, 2022.

Lastly, CareerSource Florida has confirmed their commitment to keep the local workforce boards as well as the local elected officials informed throughout the process.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB EXECUTIVE COMMITTEE

DATE: 5/12/2022

AGENDA ITEM NUMBER: 5

AGENDA ITEM SUBJECT: RE-RELEASE OF A REQUEST FOR PROPOSALS FOR THE SELECTION OF ONE-STOP OPERATOR SERVICES

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

On January 17, 2022, SFWIB staff released an RFP for the selection of One-Stop Operator Services for program years 2022-2025. SFWIB failed to receive any respondent submissions for the One-Stop Operator solicitation.

Therefore, SFWIB Executive Director is authorizing staff to release a RFP for One-Stop Operator Services RFP for PY2022 to 2025 for all available centers.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB EXECUTIVE COMMITTEE

DATE: 5/12/2022

AGENDA ITEM NUMBER: 6

AGENDA ITEM SUBJECT: WORKFORCE INNOVATION AND OPPORTUNITY ACT POLICIES

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Executive Committee to recommend to the Board the approval of Workforce Innovation and Opportunity Act policies, as set forth below.

STRATEGIC GOAL: **STRENGTHEN THE ONE-STOP DELIVERY SYSTEM**

STRATEGIC PROJECT: **Develop specific programs and initiatives**

BACKGROUND:

On January 14, 2021, South Florida Workforce Investment Board (SFWIB) staff received a copy of the compliance report for a review conducted by the U.S. Department of Labor (USDOL) on November 16-20, 2020. The USDOL recommended that the Florida Department of Economic Opportunity (DEO) and the SFWIB establish and/or updated programmatic policies in several areas to ensure compliance with the Workforce Innovation and Opportunity Act (WIOA). On September 30, 2021, an exit meeting was held by the USDOL and the DEO at which time SFWIB staff was advised to create and/or update additional policies.


SFWIB staff completed the WIOA review process and is presenting the following policies to the Executive Committee for a recommendation to the Board for approval:

- WIOA Youth Eligibility Policy
- WIOA Youth Incentive Policy

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

		
POLICY TRANSMITTAL		
SUBJECT:	Workforce Innovation Opportunity ACT (WIOA) WIOA Title I Youth Eligibility Policy	Procedural/Guidance No.: # - PY
APPLIES TO:	WIOA Youth Workers and Service Providers	Effective Date:
		Revised Date:
		Expiration Date: Indefinite
REFERENCE:	<ul style="list-style-type: none"> • 20 Code of Federal Regulations (CFR) 681.200, 210, 220, 250(C), 290, 290(b), 300 310(b), • Training and Employment Guidance Letter (TEGL) 21-16 • Training and Employment Guidance Letter (TEGL) 08-15 • WIOA Sec.129(a)(3)(B); & WIOA Sec.133(a)(2) • WIOA Sec. 129 (c) (I) (B), and WIOA Sec. 129 (c) (I) (A) 	

PURPOSE:

The purpose of this policy is to establish the guidelines and requirements of the Workforce Innovation and Opportunity Act (WIOA) Title I Youth Program Eligibility; and to further define who falls under the barrier of who “Requires Additional Assistance”.

BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) requires that all local boards and its service providers determine youth eligibility and participation into the WIOA Title I Youth Program be made before enrollment. Therefore, CareerSource South Florida has established the following youth eligibility criteria that must be considered prior to serving and enrolling a youth in the WIOA Title I Youth Program. When determining eligibility of participation, service providers must include an initial eligibility determination of need of services to ensure that educational goals, employment goals and training opportunities are being provided to those who can benefit from and need such opportunities to obtain and retain employment.

POLICY:

To participate in WIOA Title I Youth Program, a youth must be enrolled in WIOA. The eligible participant must meet all of the following eligibility elements **before** participation takes place...

1. Eligibility determination
2. The provision of an Objective Assessment
3. Development of an Individual Service Strategy
4. Enrollment in any of the 14 Youth Program Elements (**20 CFR 681.320**)

Youth Eligibility Requirements:

Youth program requirements are distinguished by In-School youth (ISY) and Out-of-School youth (OSY), which have different eligibility requirements. CareerSource South Florida prioritizes the delivery of WIOA services to Out-of-School Youth.

A Youth must be determined eligible prior to program enrollment and eligibility documentation must be maintained in the participant file.

In School Youth (Ages 14-21):

An ISY is an individual who is:

- (a) Attending school (as defined by State law), including secondary and postsecondary school;
- (b) Not younger than age 14 and not older than age 21 at the time of enrollment.
- (c) A low-income individual; and

One or more of the following:

- (1) Basic skills deficient; (at or below 8th grade or unable to compute/read/write as defined by the WIOA Final Rule)
- (2) An English language learner;
- (3) An offender;
- (4) A homeless individual aged 14 to 21 who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), a homeless child or youth aged 14 to 21 who meets the criteria defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), or a runaway;
- (5) An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
- (6) An individual who is pregnant or parenting;
- (7) An individual with a disability; or
- (8) An individual who **requires additional assistance** to complete an educational program Or to secure or hold employment. (§681.220)
- (9) A youth who lives in a high poverty area (HPA) is automatically considered to be a Low-income individual. (CFR §681.260)

Free or Reduced Lunch: The individual must be an **in-school (ISY)** youth at the time of enrollment. If the youth is attending a school that provides free or reduced lunch to all students then the youth is considered to be receiving free lunch. Verification documentation for free or reduced lunch eligibility must be current or, in the case of youth enrolling during the summer; verify that the lunch eligibility was determined no more than one year (or previous school year) prior to WIOA eligibility determination.

Out of School Youth (Ages 16-24):

An OSY is an individual who is:

- (a) Not attending any school (as defined under State law);
- (b) Not younger than age 16 or older than age 24 at time of enrollment. and

One or more of the following:

- (1) A school dropout;
- (2) A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter.
- (3) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner;

- (4) An offender;
- (5) A homeless individual aged 16 to 24 who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), a homeless child or youth aged 16 to 24 who meets the criteria defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)) or a runaway;
- (6) An individual in foster care or who has aged out of the foster care system or who has Attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
- (7) An individual who is pregnant or parenting;
- (8) An individual with a disability; or
- (9) A *low-income* individual who **requires additional assistance** to enter or complete an educational program or to secure or hold employment. (§681.210)
- (10) *Low-income* and is a recipient of a high school diploma or its equivalent and is basic skills deficient (at or below 8th grade or unable to compute/read/write)
- (11) *Low-income* and is a recipient of a high school diploma or its equivalent, **and** is an English language learner.

Objective Assessment:

The Workforce Innovation and Opportunity Act (WIOA) requires that each youth participant be Provided an objective assessment of their academic levels, skill levels and service needs. Which Assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests an aptitudes (including interest and aptitudes for non-traditional jobs) Supportive service needs and developmental needs for the purpose of identifying appropriate Services and career pathways for each participant. **(WIOA Sec. 129 (c) (I) (A))**

WIOA requires all local areas to provide youth participants with an Individual Service Strategy (ISS) that is directly linked to one or more WIOA performance indicators and measures; and it shall identity career Pathways that include education and employment goals. **(WIOA Sec. 129 (c) (I) (B))**

- a. **Academic Levels**-Assessment of academic levels must include a review of the youth's basic skills. All youth must be assessed for basic skills utilizing a standardized assessment tool. Such assessment tools must crosswalk to educational functioning levels. Examples include the Test of Adult Basic Education (TABE), or The Comprehensive Adult Student Assessment Systems as known as CASAS.
- b. **Skill Levels**-Assessment of skills includes review of occupational skills, prior work experience, employability and interests and aptitude skills.
- c. **Supportive Service Needs**-Assessment of youth must include a review of the youth's supportive service needs and developmental needs for the purpose of identifying career pathways. Supportive services include transportation, child care, dependent care, needs-based payments and other needs that must be addressed to facilitate participation the WIOA youth program.

Individual Service Strategy:

The ISS is a distinct plan designed specifically for the WIOA Youth Program participants and is based on the information obtained during the objective assessment. The ISS will serve as the basis for the entire case management service strategy and as a guide for delivery of appropriate services. For each participant, the ISS will identify and document:

- a. Appropriate career pathway;

- b. Educational goal(s);
- c. Employment goal(s), including, when appropriate, non-traditional employment goals;
- d. Objective assessment of current academic and skills levels, basic and occupational skills, prior work experience, employability, interests & aptitudes, developmental, financial, social, and supportive service needs;
- e. Appropriate achievement of goals and objectives;
- f. Appropriate services, the sequence and mix of the services, and justification for the services to be provided;
- g. Any referral(s) to external services/community originations or programs; that's not directly provided by the youth service provider

The ISS must document all services that will be provided to the individual. If changes in the employment goals and/or services occur, the ISS must be updated accordingly, at least once every 90 days. Any information that describes an individual's medical condition or disability must be maintained in a separate file consistent with policies and procedures and reference made to the separate file.

14 Program Elements

In order to support the attainment of a secondary school diploma or its recognized equivalent, occupational training, unsubsidized employment or entry into postsecondary education, and career readiness for participants, a youth service provider must successfully enroll a participant in, at least (1) of the following elements consisting of—

1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
2. Alternative secondary school services, or dropout recovery services, as appropriate;
3. Paid and unpaid work experiences that have as a component academic and occupational education, which may include—
 - a. Summer employment opportunities and other employment opportunities available throughout school year;
 - b. (b) Pre-apprenticeship programs;
 - c. (c) Internships and job shadowing; and
 - d. (d) On-the-job training opportunities;
4. occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials aligned with in demand industry sectors or occupations in the local area involved.
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
7. Supportive services;
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
9. Follow-up services for not less than 12 months after the completion of participation, as appropriate;
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;

11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
14. Activities that help youth prepare for and transition to postsecondary education and training. **(WIOA Sec. 129 (c) (2).**

Career Pathways:

Career Pathway.—the term “career pathway” means a combination of rigorous and high quality education, training, and other services that enable individuals to secure industry relevant certification and obtain employment within an occupation and ultimately advance to higher levels of future education and employment; youth service providers must take the following into consideration when completing an objective assessment and when creating a youth’s ISS plan; every Individual Service Strategy plan must have a career pathway identified, that..

- a. aligns with the skill needs of industries in the economy of the State or regional economy Involved;
- b. prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships registered under the National Apprenticeship Act;
- c. includes counseling to support an individual in achieving the individual’s education and career goals;
- d. includes, as appropriate, education offered concurrently with and in the same context as Workforce preparation activities and training for a specific occupation or occupational cluster;
- e. organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
- f. enables an individual to attain a secondary school diploma or its recognized equivalent, and at least 1 recognized postsecondary credential; and
- g. Helps an individual enter or advance within a specific occupation or occupational cluster.

“An individual who requires additional assistance to enter, or to complete an educational program, or to secure and hold employment” is defined by CareerSource South Florida as a youth who meets ONE or MORE of the following criteria:

To qualify as someone who “Requires Additional Assistance” for the WIOA Title I Youth program, individuals must meet one or more conditions (youth eligibility barriers) listed in WIOA sec. 129(a)(1)(B)(iii) for OSY and (a)(1)(C)(iv) for ISY.

Determining Additional Assistance for OSY Only

- a) Has not enrolled in any Secondary or GED course or its equivalency, or Postsecondary school or entered a career path or occupational skills training within the last year or more since dropped out of secondary school or completion of secondary school to include lack of employment or history of employment with earnings below self-sufficiency.
- b) Has dropped out of postsecondary school and is documented by school records
- c) Has never held a full time job (30hrs or more in week) for more than 6 months (applies to 18 or older only)
- d) A youth who lives in public housing and household unit receives welfare or Cash assistance
- e) A youth who has currently or formerly had one or both parents incarcerated
- f) A youth who has been referred by a correctional facility, or by homeless shelter, or by an agency that treats substance abuse

Determining Additional Assistance for ISY Only

- a) A youth who has a letter from a guidance counselor asserting their needs of additional assistance to enter, or to complete an educational program or to secure and hold employment.
- b) A youth who lives in public housing and family receives welfare or Cash assistance
- c) A youth who has a GPA of 2.0 or lower
- d) A youth who has repeated one or more secondary grade level
- e) A youth who has been suspended from secondary school within the last 12 months
- f) A youth who has been expelled from secondary school and is attending an alternative school
- g) A youth who is confirmed at risk of failing a grade level or about to drop out of secondary school by a school official
- h) A youth who has been deemed, or required to take remedial or developmental coursework by a postsecondary school official or department
- i) A youth currently enrolled in postsecondary school who has failed an entire semester or has failed more than 2 credit bearing courses within the last 12 months.
- j) A youth who has been referred by a correctional facility, or by homeless shelter, or by an agency that treats substance abuse

Five-Percent Limitation for "Requires Additional Assistance":

(20 CFR 681.300, 310) (ISY ONLY)

Per **WIOA Section 129(a)(3)(B)**, in any single program year, no more than 5% of a local area's total ISY participants can be those who require additional assistance to complete an educational program or to secure or hold employment.

Five-Percent Exception for Low-Income Eligibility:

(20 CFR 681.250(c)) - (ISY AND OSY)

WIOA allows a low-income exception where five percent of WIOA youth may be participants who ordinarily would be required to be low-income for eligibility purposes and meet all other eligibility criteria for WIOA youth except low-income criteria. The program administrator must calculate the five percent based on the percent of newly enrolled youth in the local area's WIOA youth program in a given program year who would ordinarily be required to meet low-income criteria.

The 5 percent "limitation" criterion only applies to the ISY youth who need additional assistance; whereas the 5 percent exception criterion applies to ISY and OSY who do not meet low-income criteria;

Determining Low-Income Eligibility:

The term "low-income individual" means an individual who—

- a) receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7U.S.C. 2011 et seq.), the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or State or local income-based public assistance;
- b) Is in a family with total family income that does not exceed the higher of— the poverty line; or 70 percent of the lower living standard income level;

- c) Is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)));
- d) Receives or is eligible to receive a free or reduced price lunch under the Richard B Russell National School Lunch Act. In schools where the whole school automatically receives free or reduced price lunch, WIOA programs must base low-income status on an individual student's eligibility to receive free or reduced price lunch or on meeting one of the other low-income categories under WIOA. Exception: While the free/reduced lunch low-income category primarily applies to ISY, if an OSY is a parent living in the same household as a child who receives or is eligible to receive free or reduced price lunch based on their income level, then such an OSY would meet the low-income criteria based on his/her child's qualification.
- e) is a foster child on behalf of whom State or local government payments are made; or is an individual with a disability whose own income meets the income requirement of clause (ii), but who is a member of a family whose income does not meet this requirement. SPECIAL RULE- For the purpose of this subsection, the term "low-income," used with respect to an individual, also includes a youth living in a high-poverty area. **[WIOA Sec. 3 (36) (A)]**

High Poverty Area Designation

For both ISY and OSY, a youth automatically qualifies as low income if they live in a high-poverty area. An area is designated as high poverty if it has a federal/state poverty rate of at least 25 percent as set every five years using American Community Survey five-year data. The Department of Economic Opportunity (DEO) developed a [Poverty Rate Map](#) as a tool to assist local staff in determining if an area meets the high poverty area criteria. Each youth service provide using the high poverty rate special rule to determine eligibility for WIOA Youth program services must still collect and record the appropriate documentation of a youth's income for federal data reporting purposes.

Basic Skills Deficiency:

The term BSD means, with respect to an individual – (20 CFR §681.290)

- Who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or
- Who is a youth, or adult, that the individual is unable to compute, or solve problems, or read, write or speak English, at a level necessary to function on the job, in the individual's family, or in society.

CareerSource South Florida ensures that any formalized testing method is fair, cost effective, appropriate for the target population, and reliable; our service providers use the Test of Adult Basic Education (TABE), or The Comprehensive Adult Student Assessment Systems as known as CASAS to determine BSD. Reasonable accommodations, based on the youth's assessment, is provided, if necessary, in order serve individuals with disabilities. Whenever a youth is determined to be BSD, it is recorded in the ISS/IEP, eligibility verification form and case noted in Employ Miami-Dade.

This policy provides maximum flexibility in capturing youth eligibility and additional barriers that youth in our region face. In addition, CareerSource South Florida's Local Workforce Development Board will follow established WIOA Youth 5% Eligibility and Limitation/Exception criteria guidelines as provided in TEGL 8-15.



POLICY TRANSMITTAL		
SUBJECT:	Workforce Innovation Opportunity ACT (WIOA) Incentive Policy	Procedural/Guidance No.: # - PY
APPLIES TO:	Workforce Services WIOA Youth Workers Service Providers	Effective Date:
		Revised Date:
		Expiration Date: Indefinite
REFERENCE:	<ul style="list-style-type: none"> • 20 Code of Federal Regulations (CFR) §681.640, • Training and Employment Guidance Letter (TEGL) 21-16; • 2 CFR Part 200 	

PURPOSE

The purpose of this policy is to provide guidance in the use of Workforce Innovation and Opportunity Act (WIOA) Youth funds for incentive payments.

BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) final rules specifically references incentive payments to youth. (CFR) §681.640 requires that local programs must have written policies and procedures in place governing the award of incentives. The following policy addresses local requirements for providing incentive payments to WIOA Title I Youth participants.

POLICY

An incentive is a payment given to an enrolled WIOA Title I youth participant for successful participation and achievement of expected outcomes as identified in the participant’s Individual Service Strategy (ISS). Incentive payments must be linked to achievement and must be related to a training and/or educational activity. Service providers must ensure that the incentive payments are properly documented in their cases notes, and in the youth’s ISS as the basis for an incentive payment.

Youth Service Providers (20 CFR §681.640):

- a) Must outline in writing before the commencement of the program that it may provide incentive payments for certain achievements, and/or other youth activities that achieves an outcome for a specific goal

- b) Must tie incentive payment to specific program goals (Training, Education and Employment)
- c) Must align incentive payments with the local and organizational policies
- d) Must provide incentive payments in accordance with the requirements and cost principles in **(20 CFR part 200)**

In compliance with the Cost Principles in **(2 CFR part 200)** and as such incentive payments cannot be spent on entertainment costs, such as movie or sporting event tickets, gift cards to movie theaters, or other venues whose sole purpose is entertainment.

Additionally, as per **(TEGL 21-16)**, incentive payments with WIOA funds must be connected to the recognition of achievements of milestones in the program tied to work experience, education, or training. Such incentives for achievements could include improvements marked by acquisition of a credential or other successful outcomes.

Incentives may not be used for recruitment purposes or returning eligibility documentation to the case manager. The following is a list of incentives that may be awarded in accordance with this policy based on funding availability:

1. **Credential Attainment (Successfully passing and obtaining a GED or High School Diploma or Training Certification):**

a) (OSY) Passing all five portions of the GED or achieving a High School Diploma: \$200 (OSY) participants may receive \$40 per section for a total of \$200;

b) (ISY) Achieving a High School Diploma \$100

Documentation Required: Youth may be eligible for a one-time incentive following submission of the appropriate Certificate and/or Official HS Diploma/GED from either the school or the Test site.

2. **Industry-recognized credential:**

a) (OSY) Receiving an industry recognized credential within a career pathway may be eligible to receive \$100

b) (ISY) Receiving an industry recognized credential within a career pathway may be eligible to receive \$100

Documentation Required: Youth may be eligible for a one-time incentive following submission of the appropriate industry recognized credential from either the school or the Test site.

3. **Measurable Skills Gain:**

a) (OSY) may receive a \$50 incentive for achieving one measurable skills gain per program year as defined in TEGL 10-16.

b) (ISY) may receive a \$50 incentive for achieving one measurable skills gain per program year as defined in TEGL 10-16.

c) (OSY and ISY) Education Functioning Level, amount may not exceed \$50.

Documentation Required: Youth may be eligible for a one-time incentive per program year following submission of the appropriate documentation as documented in TEGL10-16.

Follow up Incentive Payments:

1. (OSY and ISY) Obtained and retained unsubsidized employment for six months after exit- \$100

Documentation Required: Youth may be eligible for a one-time incentive payment for obtaining and retaining employment during the 2nd Quarter after exit. Youth providers must verify employment and documents. This must be recorded during the 2nd quarter of the follow up period.

2. (OSY and ISY) Obtained and retained unsubsidized employment for twelve months after exit- \$100

Documentation Required: Youth may be eligible for a one-time incentive payment for obtaining and retaining employment during the 4th Quarter after exit. Youth providers must verify employment and documents. This must be recorded during the 4th quarter of the follow up period.

3. (OSY and ISY) Participants placed in Post-Secondary Education or Training for six months after exit-\$100

Documentation Required: Youth may be eligible for a one-time incentive payment for placement in post-secondary education or training during the 2nd Quarter after exit. Youth providers must verify documents. This must be recorded during the 2nd quarter of the follow up period.

4. (OSY and ISY) Participants placed in Post-Secondary Education or Training for twelve months after exit-\$100

Documentation Required: Youth may be eligible for a one-time incentive payment for placement in post-secondary education or training during the 4th Quarter after exit. Youth providers must verify supporting documentation. This must be recorded during the 4th quarter of the follow up period.

A full WIOA Title I eligibility determination and enrollment into a WIOA Title I youth program is required to receive an incentive payment. Additionally, incentive payments may only be awarded for recognition of success in an educational program, training career pathway or employment.

Youth service providers must document the justification for each participant who receives an incentive payment. This justification must include:

- The reason for the incentive payment's contribution to the participant's success and
- How the incentive payment was calculated

Data entry requirements – information regarding the incentive payment must be entered into EMD/EM as follows:

- A case note documenting the justification to receive an incentive payment and details of
- The incentive provided must be entered into EMD/EM, and
- Expenditure records of the incentive payments must be stored locally in the participants file
- Service Providers must obtain documentation of achievement prior to dispensing the incentive to the youth participant. Documentation may include a copy of the GED, High School Diploma, a recognized credential and measurable skills gains

WFMS Requirements

Youth Service Providers must:

1. Issue the support service voucher in WFMS under the incentive service code and funding stream.
2. Service Provider will create Vendor Invoice Service Details for the incentive service(s) in WFMS.
3. The reimbursement package is then submitted to Support Services Unit with the following

Supporting Documentation:

- a. Vendor Invoice Service Details
- b. Vouchers(signed)
- c. Copy of Canceled Check