

Mississippi Partnership Local Workforce Development Board 2020-2024 Strategic Plan

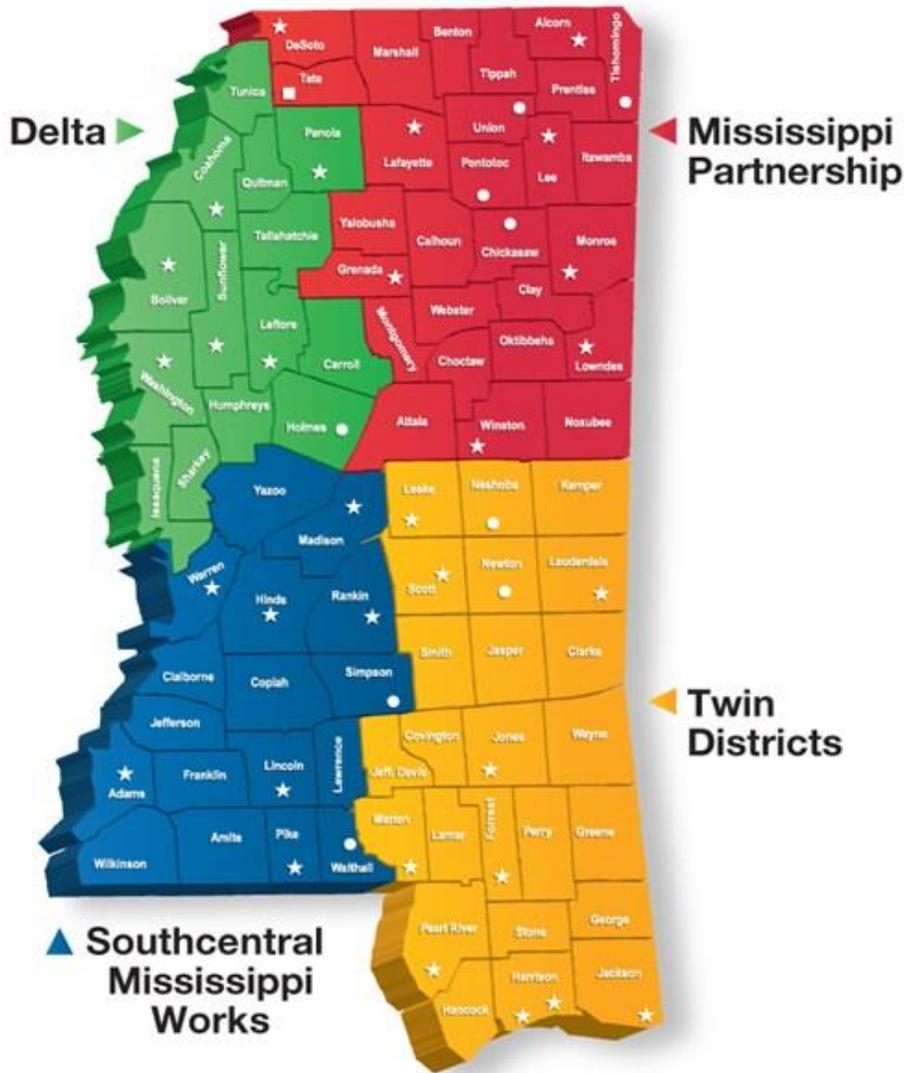


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List of Acronyms

AE	Adult Education
CBO	Community-based Organizations
CEO	Chief Elected Official
CMPDD	Central Mississippi Planning and Development District
DOL	United States Department of Labor
DVOP	Disabled Veteran Outreach Service Providers
DUNS	Data Universal Numbering System
EDC	Economic Development Councils
FBO	Faith-based Organizations
IHL	Institutions of Higher Learning
LWDA	Local Workforce Development Area
LWDB	Local Workforce Development Board
MCCB	Mississippi Community College Board
MDA	Mississippi Development Authority
MDE	Mississippi Department of Education
MDES	Mississippi Department of Employment Security
MDHS	Mississippi Department of Health and Human Services
MDOC	Mississippi Department of Corrections
MDOT	Mississippi Department of Transportation
MDRS	Mississippi Department of Rehabilitation Services
MOU	Memorandum of Understanding
OJT	On-the-Job Training
SAM	System for Award Management
SBDC	Small Business Development Center
SDPDD	South Delta Planning and Development District
SMPDD	Southern Mississippi Planning and Development District
SNAP	Supplemental Nutrition Assistance Program
SWIB	State Workforce Investment Board
TANF	Temporary Assistance for Needy Families
TRPDD	Three Rivers Planning and Development District
UI	Unemployment Insurance
WET	Workforce Enhancement Training Fund
WIOA	Workforce Innovation and Opportunity Act

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Introduction

The Workforce Innovation and Opportunity Act (WIOA) requires each workforce development board to develop a comprehensive four-year plan, in partnership with the local chief elected official, and submit to the state. This Mississippi Partnership WIOA four-year plan will be effective July 1, 2020 - June 30, 2024. At the end of each year of the four-year local plan, each local board shall review the local plan and prepare and submit modifications to the local plan to the MDES Office of Grant Management. Modifications should reflect changes in labor market and economic conditions or in other factors affecting the implementation of the local plan.

The Mississippi Department of Employment Security (MDES), as designated by the Office of the Governor, is the coordinating body for approving local plans. The local plan shall support the alignment strategy described in the state plan in accordance with WIOA Section 102(b)(1)(E), and otherwise be consistent with the state plan. The Mississippi Partnership Workforce Development Board shall also comply with WIOA, Section 108 in the preparation and submission of the plan. Additional information about the WIOA, Public Law 113-128, enacted July 22, 2014, may be obtained from the U.S. Department of Labor Employment and Training Administration website: www.doleta.gov.

MDES provided guidelines to assist the Local Workforce Development Areas (LWDAs) in structuring their workforce plan to meet federal WIOA regulations and alignment with the overarching workforce goals of the state. Any future advisement will be provided by the Office of Grant Management (OGM) via WIOA communications.

Public Comment Requirements

In accordance with the Workforce Innovation and Opportunity Act, Section 108(d), the Mississippi Partnership Workforce Development Board shall make copies of the proposed local plan available to the public through electronic and other means, such as public hearings and local news media; allow for public comment not later than the end of the 30-day period beginning on the date the proposed plan is made available; and, include with submission of the local plan any comments that represent disagreement with the plan. The Mississippi Partnership local plan was made available for public comment for the 30-day period beginning on December 22, 2020, and ending January 22, 2021; any comments received will be submitted to the MDES Office of Grant Management.

Submission Requirements

Local plans must be submitted to the MDES Office of Grant Management no later than 5:00 PM CDT on January 31, 2021 and should be submitted electronically in PDF format and uploaded via JSCAPE with an email notification to rdeyoung@mdes.ms.gov that the plan has been uploaded. The original plan and attachments should be retained by each local area.

Plan Outline

A. Local Workforce Development Area Overview

This section provides an overview of the local area and identifies the individuals and entities responsible for general operations within the local area.

A.1. Local Area's official (legal) name established to administer the Workforce Innovation and Opportunity Act (WIOA).

MS Partnership	Mississippi Partnership for Workforce Development, Inc.
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See Appendix A for *Local Workforce Development Area Re-designation Approval Letter*.

A.2. Local Area Workforce Development Director Information.

MS Partnership	Bill Renick, Division of Workforce Development Director Three Rivers Planning and Development District P.O. Box 690 Pontotoc, MS 38863 662-489-2415 brenick@trpdd.com
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A.3. Local Workforce Development Area's Chief Elected Official Information.

MS Partnership	Wayne Stokes, Pontotoc County Supervisor P.O. Box 209 Pontotoc, MS 38863 662-489-3900 wstokes@pontotoccoms.com
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A.4. Individuals authorized to receive official mail for the Chief Elected Official in each LWDA.

MS Partnership	Vernon R. Kelley, III and Bill Renick Three Rivers Planning & Development District P.O. Box 690 Pontotoc, MS 38863 662-489-2415 vrk@trpdd.com / brenick@trpdd.com
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A.5. Administrative/Fiscal Agent responsible for disbursing Local Area WIOA grant funds.

MS Partnership	Three Rivers Planning and Development District 75 South Main Street Pontotoc, MS 38863 662-489-2415
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A.6. Administrative/Fiscal Agent's signatory official.

MS Partnership	Vernon Kelley III, Executive Director Three Rivers Planning and Development District 75 South Main Street Pontotoc, MS 38863 662-489-2415 vrk@trpdd.com
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A.7. See Appendix B for Administrative Entity/Local Workforce Development Area/Fiscal Agent's Organizational Chart.

A.8. Administrative Entity's Data Universal Numbering System (DUNS) Number and Assurance of 'System for Award Management' (SAM) status is current.

MS Partnership	DUNS 03-0429567	SAM status is current.
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A.9. Local Workforce Development Board (LWDB) Chairperson's Information.

MS Partnership	Jack Savely, Owner/Broker Mechanics Insurance P.O. Box 238 Pontotoc, MS 38863 662-489-3300 jsavely@pontotoc.net
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A.10. See Appendix C for the LWDB Membership List.

A.11. See Appendix D for the LWDB By-laws including date adopted/amended.

A.12. See Appendix E for the Local Area Certification Regarding Debarment.

A.13. See Appendix F Local Area Signatory Submission Page.

B. Regional Strategic Planning

As outlined in the State Plan, the State Board and the local boards will work together to define regions that occupy space in one or more workforce areas. These regions will be defined according to industry and sector needs and these regional concerns will be taken into account in training and other local administration of WIOA priorities.

For the purpose of this plan, regions are currently identified as Local Workforce Development Areas.

The purpose of this section is to identify businesses and industries that operate within major enterprises that might cross jurisdictional boundaries (e.g., county boundaries, state borders) and might involve multiple LWDA. Through analysis of the regional needs and market trends, this section is designed to levy the strengths of the local areas in order to create strategies for meeting the needs of employers for in-demand industries across the region.

B.1. For the purpose of this section, regions are identified as the Local Workforce Development Areas (LWDA). The Delta, Mississippi Partnership, Southcentral Mississippi Works, and Twin Districts comprise the four LWDA. The four LWDA in Mississippi were defined in the Mississippi Comprehensive Workforce Training and Consolidation Act of 2004. The boundaries follow significant demographic and economic boundaries (See Figure 1).

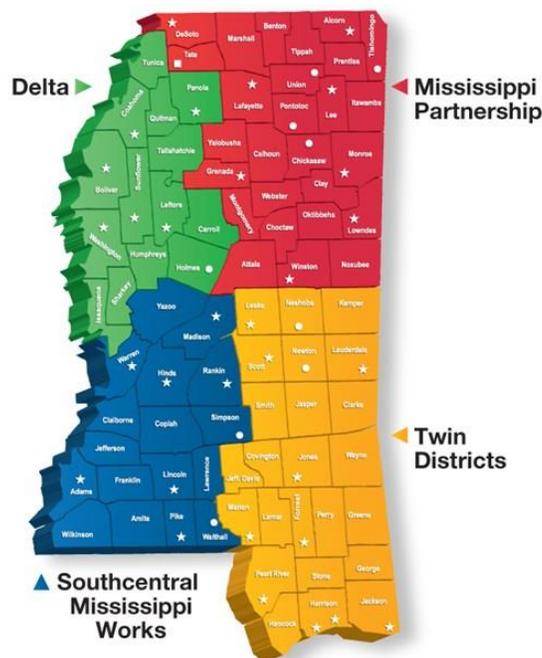


Figure 1. Local Mississippi Workforce Development Areas.

B.2. Each of the four Mississippi Local Workforce Development Areas (LWDA) has adopted the vision defined in the Mississippi WIOA Plan. The state’s strategic vision is to create a workforce system that

acts and functions as an ecosystem where all parts are connected and line up to achieve common goals and wherein every opportunity to be work- or career-ready and to secure his or her dream job right here at home. From the moment one enters the education and workforce system, he or she will be presented with the necessary tools to choose and pursue a career pathway that is relevant to current and future labor markets. Similarly, from the moment current and prospective businesses enter into a partnership with Mississippi’s education and workforce system, resources will be immediately aligned to cultivate the sustainable, high-performance workforce critical for maintaining and expanding businesses’ long-term economic viability, in turn creating better and more sustainable employment opportunities for Mississippians.

Key aspects of the strategic vision are to:

- Provide every Mississippian the opportunity to be work- or career-ready and to secure his or her dream job right here at home.
- Create a workforce ecosystem where all parts are connected and line up to achieve common goals.
- Develop a career pathway model that integrates programs and improves efficiency in service delivery across partners, with particular focus on individuals with barriers to employment.
- Strategically align programs with current and emerging high demand sectors.

B.3. This section includes regional economic conditions to include: a) existing and emerging in-demand industry sectors and occupations; and, b) knowledge and skills needed to meet the employment needs of employers in those industry sectors and occupations. Each LWDA contributes to Mississippi’s economic sector goals, identified by the Mississippi Development Authority’s (MDA) target industries (See Table 1).

Table 1. Mississippi LWDA’s and MDA Target Industries.

MDA Target Industry	MDA	Delta	MS Partnership	Southcentral MS Works	Twin Districts
Advanced Manufacturing	Target	Target	Target	Target	Target
Aerospace	Target		Target		Target
Agribusiness		Target		Target	
Automotive	Target			Target	
Data Centers & Information Technology	Target	Target	Target		
Transportation, Distribution, Logistics, & Warehousing	Target		Target		
Forestry, Energy, Chemical	Target		Target	Target	Target
Healthcare	Target	Target	Target	Target	Target
Shipbuilding	Target				Target
Tourism, Leisure, Accommodation, Film	Target				

A Description of the Mississippi Partnership Workforce Development Area

The Mississippi Partnership LWDA is home to diverse economic sectors: healthcare, information technology, energy, advanced manufacturing, and logistics. Being the largest LWDA (27 counties), uniquely positioned bordering three other states, this area is rich in economic opportunity and growth.

Within the Mississippi Partnership LWDA, are specialized hubs of concentrated industry. In the northeast part of the state sits the Chickasaw Trail Industrial Park. This park is home to many newcomers to the state of Mississippi including: Amazon, Nike, Cooper Tire & Rubber Company, Niagara, Asics and Volvo. In addition, this industrial park is the collocation of the Marshall County Workforce Training Center. Strategically, the Mississippi Partnership LWDA is adamant about workforce and technical training juxtapose industry such as manufacturing and logistics, thus the initiative to collocate these training resources near to the demand of these jobs.

Over 40% of Mississippi's manufacturing industries are located in the Mississippi Partnership LWDA. The manufacturing economy is vast consisting of but not limited to: aerospace, electronics/computer, automotive, furniture, chemical and metal fabrication. To meet the needs of some of the world's most technically advanced manufacturers, East Mississippi Community College created the EMCC Center for Manufacturing Technology Excellence 2.0, also known as the Communiversity. The Communiversity's 145,638 square-foot facility sits in the Golden Triangle Regional Global Industrial Aerospace Park in Lowndes County, born from strong partnerships between K-12, the community college, the technological university and area industry. The goal of this facility is to provide a consistent stream of highly specialized and technically competent individuals to work at advanced manufacturers in Mississippi.

The Mississippi Partnership LWDA emphasizes in-school youth programs, technical training and industry recognized apprenticeship programs. There are four industry recognized apprenticeship programs in the Mississippi Partnership LWDA. Industry specifically in the advanced manufacturing, information technology, and logistics sectors have grown to depend on these programs as part of their recruitment and training methodology. Mississippi Partnership LWDA industry recognized apprenticeship program partners include but are not limited to: APMM, Cyient, Syntron Material Handling, Southern Motion, TAG Truck Center, Keytronics, Moore Engineering and Toyota.

The Mississippi Partnership LWDA is home to the North Mississippi Medical Center, the state's largest, private, not-for-profit hospital in Mississippi and the largest non-metropolitan hospital in America. Combined with other hospitals in the Mississippi Partnership LWDA, there is a large demand for medical professionals. Community colleges in North Mississippi offer various technician degrees and certifications to meet this demand.

Within the Mississippi Partnership LWDA, there are numerous partners such as the North Mississippi Industrial Development Association (NMIDA), the Golden Triangle Development Link, Innovate Mississippi, and other county specific economic development communities such as The Alliance (Alcorn County), the DeSoto County Economic Development Council, the Winston Partnership, and the Community Development Foundation (CDF).

Current Industry

Table2: Employment by Industry in the MS Partnership LWDA

Industry	Employment	Percent	Earnings	Establishments
Manufacturing	59,915	18.5	\$47,363	985
Health Care and Social Assistance	50,638	15.7	\$48,007	1,868
Wholesale/Retail Trade	49,480	15.3	\$29,641	4,170
Accommodation/Leisure	35,683	11	\$15,393	1,893
Educational Services	33,874	10.5	\$34,853	343
Transportation and Warehousing	21,878	6.8	\$42,957	1,026
Administrative and Waste Services	18,651	5.8	\$25,006	834
Public Administration	11,286	3.5	\$39,272	427
Construction	10,701	3.3	\$47,366	1,225
Financial Activities	9,962	3.1	\$51,317	1,913
Professional, Scientific, and Technical Services	6,062	1.9	\$55,074	1,200
Other Services (except Public Administration)	5,341	1.7	\$35,784	1,119
Natural Resources	3,276	1	\$34,358	374
Information	2,587	0.8	\$43,254	243
Utilities	2,276	0.7	\$72,080	184
Management of Companies and Enterprises	1,477	0.5	\$64,012	85
Total	323,087	100	\$38,196	17,889

Source: Bureau of Labor Statistics, 2020.

New and Emerging Sectors

There are five major sectors that are clearly emerging in the Mississippi Partnership: advanced manufacturing, healthcare support, information technology, energy, and logistics. Healthcare Industry is the largest employment in The Mississippi Partnership accounting for approximately 36,500 jobs with average earnings of \$49,020. Logistics sector is the next largest employment with approximately 21,800 employed with earnings of \$43,864. Advanced manufacturing accounts for approximately 14,000 jobs in the manufacturing sector and has an average earnings potential of \$64,246. Tables 3-8 provides detailed information regarding the new and emerging sectors in The Mississippi Partnership.

Table 3: Target Advanced Manufacturing Industry Structure in the MS Partnership LWDA

Industry	Employment	Percent	Earnings	Establishment
Machinery Manufacturing	7,805	58.1	\$48,996	72
Primary Metal Manufacturing	2,877	21.4	\$79,195	24
Electrical Equipment, Appliance, and Component Manufacturing	1,000	7.4	\$47,697	10
Miscellaneous Manufacturing	977	7.3	\$40,605	49
Computer and Electronic Product Manufacturing	665	4.9	\$45,992	15
Petroleum and Coal Products Manufacturing	105	0.8	\$121,365	<10
Other Transportation Equipment Manufacturing	12	0.1	\$56,214	<10
Total	13,441	100	\$55,177	177

Notes: State WIOA Plan defined Advanced Manufacturing to certain Aerospace, Chemical, and Energy manufacturing occupations; this Regional Plan highlights these industries and occupations in separate categories.

Source: Bureau of Labor Statistics, 2020.

Table 4: Target Aerospace Industry Structure in the MS Partnership LWDA

Industry	Employment	Percent	Earnings	Establishment
Aerospace Product and Parts Manufacturing	601	100	\$73,904	<10
Total	601	100	\$73,904	<10

Source: Bureau of Labor Statistics, 2020.

Table 5: Target Data Center & IT Industry Structure in the MS Partnership LWDA

Industry	Employment	Percent	Earnings	Establishment
Professional, Scientific, and Technical Services	5,927	80.6	\$55,897	1,200
Telecommunications	1,134	15.4	\$56,557	78
Other Information Services	293	4	\$23,661	53
Data Processing, Hosting, and Related Services	<10	-	-	<10
Total	7,358	100	\$54,717	1,338

Source: Bureau of Labor Statistics, 2020.

Table 6: Target Forestry, Energy, & Chemical Industry Structure in the MS Partnership LWDA

Industry	Employment	Percent	Earnings	Establishment
Utilities	1,920	34.6	\$72,956	184
Chemical Manufacturing	1,783	32.1	\$68,147	37
Forestry and Logging	781	14.1	\$41,087	116
Support Activities for Agriculture and Forestry	684	12.3	\$37,363	70
Mining (except Oil and Gas)	357	6.4	\$64,171	17
Support Activities for Mining	25	0.5	\$58,647	13
Total	5,550	100	\$61,910	437

Source: Bureau of Labor Statistics, 2020.

Table 7: Target Healthcare Industry Structure in the MS Partnership LWDA

Industry	Employment	Percent	Earnings	Establishment
Hospitals	14,519	39.8	\$50,663	42
Ambulatory Health Care Services	13,973	38.3	\$59,599	1,207
Nursing and Residential Care Facilities	8,021	22	\$27,618	124
Total	36,513	100	\$49,020	1,373

Source: Bureau of Labor Statistics, 2020.

Table 8: Target Transportation, Distribution, Logistics, & Warehousing Industry Structure in the MS Partnership LWDA

Industry	Employment	Percent	Earnings	Establishment
Warehousing and Storage	8,811	40.4	\$43,518	143
Truck Transportation	6,621	30.4	\$47,019	533
Couriers and Messengers	2,361	10.8	\$26,977	36
Support Activities for Transportation	2,073	9.5	\$53,910	126
Postal Service	1,324	6.1	\$50,080	126
Transit and Ground Passenger Transportation	499	2.3	\$19,903	42
Pipeline Transportation	86	0.4	\$97,160	16
Air Transportation	34	0.2	\$53,784	<10
Total	21,809	100	\$43,864	1,027

Source: Bureau of Labor Statistics, 2020.

Occupations in Emerging Industries

Of all occupations within advanced manufacturing, assemblers and fabricators are at the top with more than 1,340 employed, followed by machinist, welders, first line supervisors, and electrical assemblers that, combined, employ over 2,200 people.

Customer Service Representatives top all of the occupations within information technology and account for almost 300 people. Software developers, secretaries, and telecommunication equipment installers and repairers combined employ over 1,000 people.

Of all occupations within the energy industry, logging equipment operators are at the top with almost 400 employed, followed by tractor/trailer operators, electrical power line installers and repairers, chemical equipment operators, and water/wastewater treatment plant operators employing more than 960 people.

Of all occupations within the healthcare industry, registered nurses are at the top with more than 4,500 employed, followed by nurse assistants, licensed practical nurses, medical assistants, and personal care aids that, combined, employ over 7,900 people.

Heavy tractor/trailer drivers top all occupations within the logistics sector and employ approximately 4,800 people. The next top occupations employ almost 7,400 people and laborer, light truck drivers, industrial truck/tractor operators, and stock clerk occupations.

Table 9: Top 10 Occupations in the Advanced Manufacturing Industry in the MS Partnership LWDA

Occupation	Employment	Percent*	Hourly Wage		
			Minimum	Median	Maximum
Assemblers and Fabricators, All Other, Including Team Assemblers	1,345	10.6	\$9.82	\$14.21	\$20.77
Machinists	702	5.6	\$11.86	\$20.36	\$28.54
Welders, Cutters, Solderers, and Brazers	559	4.4	\$12.69	\$17.46	\$25.60
First-Line Supervisors of Production and Operating Workers	545	4.3	\$15.72	\$24.50	\$40.74
Electrical, Electronic, and Electromechanical Assemblers, Except Coil Winders, Tapers, and Finishers	438	3.5	\$8.62	\$11.81	\$20.46
Mechanical Engineers	419	3.3	\$24.29	\$31.76	\$53.36
Inspectors, Testers, Sorters, Samplers, and Weighers	377	3	\$10.03	\$15.72	\$24.96
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	364	2.9	\$10.64	\$22.15	\$48.66
Laborers and Freight, Stock, and Material Movers, Hand	293	2.3	\$8.98	\$12.05	\$18.51
Industrial Engineers	286	2.3	\$20.80	\$33.76	\$50.36
Total	5,328	42.2	\$13.35	\$20.38	\$33.20

Notes: State WIOA Plan defined Advanced Manufacturing to certain Aerospace, Chemical, and Energy manufacturing occupations; this Regional Plan highlights these industries and occupations in separate categories.

Source: Bureau of Labor Statistics, 2020.

*Percent of all Industry jobs.

Table 10: Top 10 Occupations in the Aerospace Industry in the MS Partnership LWDA

Occupation	Employment	Percent*	Hourly Wage		
			Minimum	Median	Maximum
Aircraft Structure, Surfaces, Rigging, and Systems Assemblers	50	9.1	\$15.18	\$20.86	\$28.39
Industrial Engineers	33	6	\$20.80	\$33.76	\$50.36
Aerospace Engineers	32	5.8	\$35.32	\$52.88	\$64.44
"Inspectors, Testers, Sorters, Samplers, and Weighers"	29	5.3	\$10.03	\$15.72	\$24.96
Software Developers, Systems Software	25	4.5	\$9.98	\$28.51	\$46.66
Machinists	24	4.3	\$11.86	\$20.36	\$28.54
Aircraft Mechanics and Service Technicians	21	3.8	\$13.21	\$39.92	\$58.12
Mechanical Engineers	18	3.3	\$24.29	\$31.76	\$53.36
Assemblers and Fabricators, All Other, Including Team Assemblers	16	2.9	\$9.82	\$14.21	\$20.77
Computer-Controlled Machine Tool Operators, Metal and Plastic	15	2.7	\$13.27	\$19.36	\$23.20
Total	263	47.7	\$16.38	\$27.73	\$39.88

Source: Bureau of Labor Statistics, 2020.

*Percent of all Industry jobs.

Table 11: Top 10 Occupations in the Data Center & IT Industry in the MS Partnership LWDA

Occupation	Total	Percent*	Hourly Wage		
			Minimum	Median	Maximum
Customer Service Representatives	292	6.2	\$8.71	\$13.13	\$20.19
Software Developers, Applications	291	6.1	\$9.98	\$28.51	\$46.66
Office Clerks, General	278	5.9	\$8.76	\$13.61	\$20.95
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	255	5.4	\$9.89	\$15.20	\$23.26
Telecommunications Equipment Installers and Repairers, Except Line Installers	249	5.3	\$9.23	\$17.32	\$36.72
Bookkeeping, Accounting, and Auditing Clerks	235	5	\$10.63	\$17.20	\$26.46
General and Operations Managers	216	4.6	\$10.58	\$29.77	\$55.94
Legal Secretaries and Administrative Assistants	190	4	\$13.37	\$18.96	\$25.40
Civil Engineers	168	3.5	\$22.26	\$35.71	\$50.93
Receptionists and Information Clerks	148	3.1	\$9.08	\$12.31	\$17.06
Total	2,322	49.1	\$11.25	\$20.17	\$32.36

Source: Bureau of Labor Statistics, 2020.

*Percent of all Industry jobs.

Table 12: Top 10 Occupations in the Forestry, Energy, & Chemical Industry in the MS Partnership LWDA

Occupation	Employment	Percent*	Hourly Wage		
			Minimum	Median	Maximum
Logging Equipment Operators	398	6.4	\$13.57	\$21.08	\$29.06
Heavy and Tractor-Trailer Truck Drivers	279	4.5	\$11.92	\$20.11	\$30.49
Electrical Power-Line Installers and Repairers	238	3.8	\$16.09	\$27.72	\$38.74
Chemical Equipment Operators and Tenders	225	3.6	\$17.47	\$22.34	\$28.61
Water and Wastewater Treatment Plant and System Operators	197	3.2	\$12.53	\$19.80	\$28.19
First-Line Supervisors of Production and Operating Workers	193	3.1	\$15.72	\$24.50	\$40.74
Farmworkers and Laborers, Crop, Nursery, and Greenhouse	172	2.8	\$7.95	\$9.93	\$16.39
Customer Service Representatives	158	2.6	\$8.71	\$13.13	\$20.19
General and Operations Managers	154	2.5	\$10.58	\$29.77	\$55.94
Industrial Machinery Mechanics	141	2.3	\$15.66	\$22.20	\$32.03
Total	2,155	34.8	\$13.02	\$21.06	\$32.04

Source: Bureau of Labor Statistics, 2020.

*Percent of all Industry jobs.

Table 13: Top 10 Occupations in the Healthcare Industry in the MS Partnership LWDA

Occupation	Employment	Percent*	Hourly Wage		
			Minimum	Median	Maximum
Registered Nurses	4,519	13.9	\$20.43	\$27.75	\$37.26
Nursing Assistants	3,491	10.7	\$8.63	\$11.20	\$15.18
Licensed Practical and Licensed Vocational Nurses	1,572	4.8	\$14.80	\$18.66	\$23.90
Medical Assistants	1,474	4.5	\$10.89	\$14.93	\$20.76
Personal Care Aides	1,381	4.2	\$8.11	\$14.77	\$20.34
Medical Secretaries and Administrative Assistants	1,176	3.6	\$10.21	\$14.07	\$21.53
Receptionists and Information Clerks	1,146	3.5	\$9.08	\$12.31	\$17.06
Home Health Aides	919	2.8	\$7.90	\$9.36	\$12.10
Physicians and Surgeons, All Other	693	2.1	\$22.96	\$67.03	-
Dental Assistants	664	2	\$11.68	\$15.10	\$20.75
Total	17,035	52.1	\$12.47	\$20.52	\$20.99

Source: Bureau of Labor Statistics, 2020.

*Percent of all Industry jobs.

Table 14: Top 10 Occupations in the Transportation, Distribution, Logistics, & Warehousing Industry in the MS Partnership LWDA

Occupation	Employment	Percent*	Hourly Wage		
			Minimum	Median	Maximum
Heavy and Tractor-Trailer Truck Drivers	4,795	21.9	\$11.92	\$20.11	\$30.49
Laborers and Freight, Stock, and Material Movers, Hand	3,380	15.4	\$8.98	\$12.05	\$18.51
Light Truck Drivers	1,584	7.2	\$8.89	\$15.44	\$28.50
Industrial Truck and Tractor Operators	1,578	7.2	\$10.68	\$15.14	\$23.21
Stock Clerks and Order Fillers	855	3.9	\$8.76	\$13.61	\$20.95
First-line supervisors of transportation and material moving workers, except aircraft cargo handling	775	3.5	\$14.67	\$22.76	\$37.20
Postal Service Mail Carriers	764	3.5	\$17.78	\$23.06	\$32.42
Packers and Packagers, Hand	597	2.7	\$8.36	\$11.58	\$15.42
Shipping, Receiving, and Inventory Clerks	518	2.4	\$10.07	\$13.74	\$19.86
Office Clerks, General	446	2	\$8.76	\$13.61	\$20.95
Total	15,292	69.7	\$10.89	\$16.11	\$24.75

Source: Bureau of Labor Statistics, 2020.

*Percent of all Industry jobs.

Employers' Employment Needs

Information on employers' employment needs was derived from three sources of data as described in the State Plan.

1. A focus group of representatives from established and emerging industries. More than 20 employers participated in the focus group.
2. The state's Priority One project administered by the Mississippi Development Authority gathered from hundreds of employers.
3. The state's wage and benefits survey that asks employers questions about the skills and knowledge required for the business to succeed

The LWDA's support the findings of the SWIB. Across these three sources of data, a general consensus is that businesses are expecting to grow and that recruitment and retention of a qualified workforce is a critical issue for sustainability, viability, and growth. On the whole, businesses reported needing workers with labor and trade skills and those with basic work skills (e.g., reading, writing, appropriate workplace conduct). The consensus among businesses in 2014 was that employees, across the board, lacked core competency skills such as:

- Critical Thinking/Problem Solving—Exercise sound reasoning and analytical thinking; obtain, interpret, and use knowledge, facts, and data; demonstrate originality and inventiveness.

- Oral/Written Communication—Articulate thoughts and ideas clearly and effectively; demonstrate public speaking skills; communicate new ideas to others through writing and editing.
- Teamwork/Collaboration—Build collaborative relationships; work in team structure; negotiate and manage conflicts.
- Information Technology Application—Select and use appropriate technology; apply computing skills to problem solving.
- Leadership—Leverage the strengths of others; use interpersonal skills and emotions effectively; organize, prioritize, and delegate work.
- Professionalism/Work Ethic—Demonstrate personal accountability, effective work habits, integrity, and ethical behavior; act responsibly; learn from mistakes.
- Career Management—Identify and articulate skills, strengths, and experiences; identify areas for professional growth and self-advocacy; explore job options and pursue opportunities.

Specifically, when asked about the competencies desired in a potential employee at low-, middle-, and high-skill levels, 93 percent rated dependability and reliability as the most important qualities for low-skill employees, 77.6 percent reported that initiative and a willingness to learn were the most important qualities for middle-skill employees, and 72 percent of participants specified leadership, communication, and interpersonal skills as the most important qualities for high-skill employees.

Employers also indicated that they are not fully aware of the resources and services available to them. Thirty-nine percent of employers stated that their employees receive training from community colleges, technical schools, or vocational schools; 37 percent reported that their employees receive training from universities; and the remainder indicated that their employees receive external training from other federal programs. Mississippi employers would like to expand their use of community colleges and universities in the delivery of training for basic trades and skills along with fundamental competency skills for low-, middle-, and high-skill workers.

B.4. This section provides an analysis of the workforce in the region, including current labor force employment and unemployment data, and information on labor market trends, and the educational and skill levels of the workforce in the region, including individuals with barriers to employment.

A review of workforce indicators was conducted in early 2020. Changes in unemployment, population trends, and workforce participation rates were noted. The changes further reinforce the state’s goals and strategies outlined in the State plan.

The Mississippi Partnership Workforce Area has steadily seen in an increase in population from 2000-2019 while the State of Mississippi began to see a decline (see Figure 2). After struggling with a high unemployment rate, Mississippi has experienced a recovery that offers new economic opportunities for workers and job seekers. According to data from the Bureau of Labor Statistics, Mississippi’s

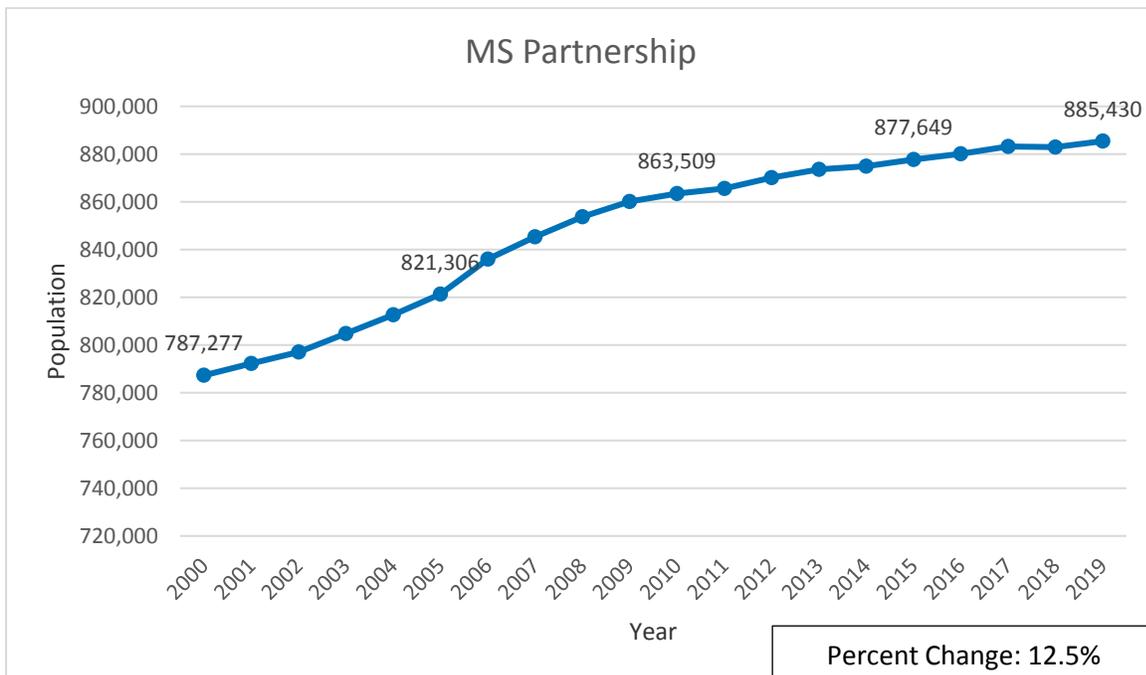
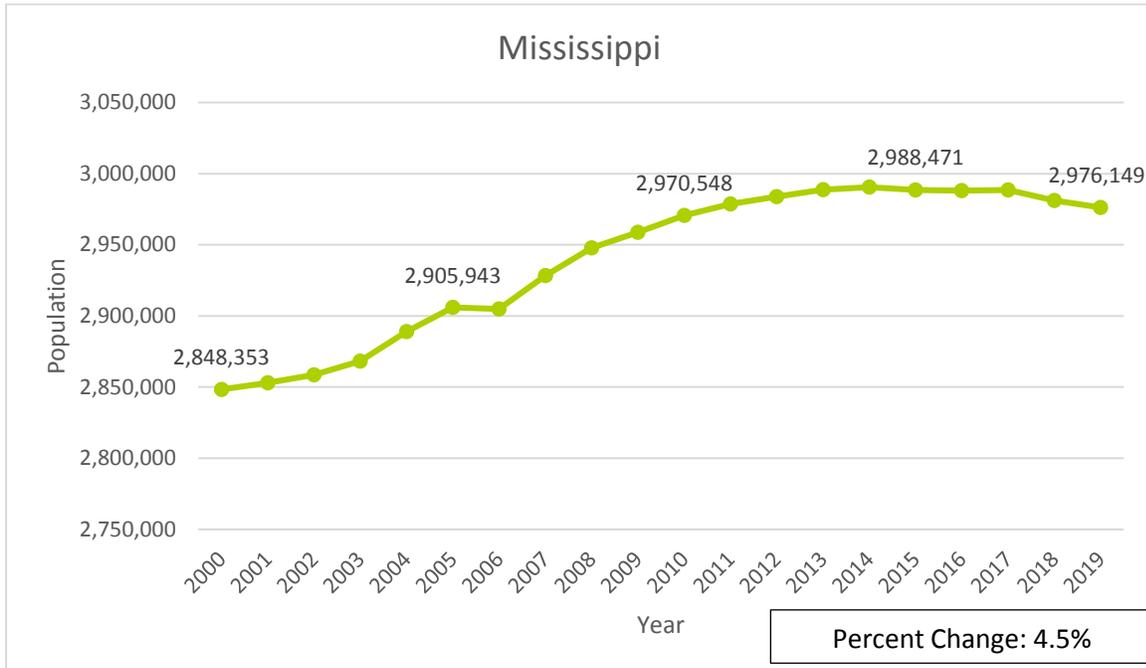
unemployment rate has dropped from 10.4 percent in 2010 to a historic low of 4.8 percent in 2018, before rising slightly to 5.4 percent by the end of 2019. Figure 4 presents annual unemployment trends from 2009-. The unemployment rate in the Mississippi Partnership area was the lowest in the state in 2018 at 4.3 percent.

Despite an improved economic outlook, Mississippi faces some vulnerabilities that provide challenges for its progress. As is the case in other states, the long-term unemployed in Mississippi become discouraged and drop out of the workforce, contributing to the decline of workforce availability in the state (see Figure 5). The Mississippi Partnership Workforce Area has a workforce participation rate of 55.1 percent.

Data show that those with less than a high school education are the most vulnerable and most likely to become discouraged workers. Those with any credentials beyond high school in Mississippi, as in the rest of the country, are more likely to be attached to the labor market (see Figure 6).

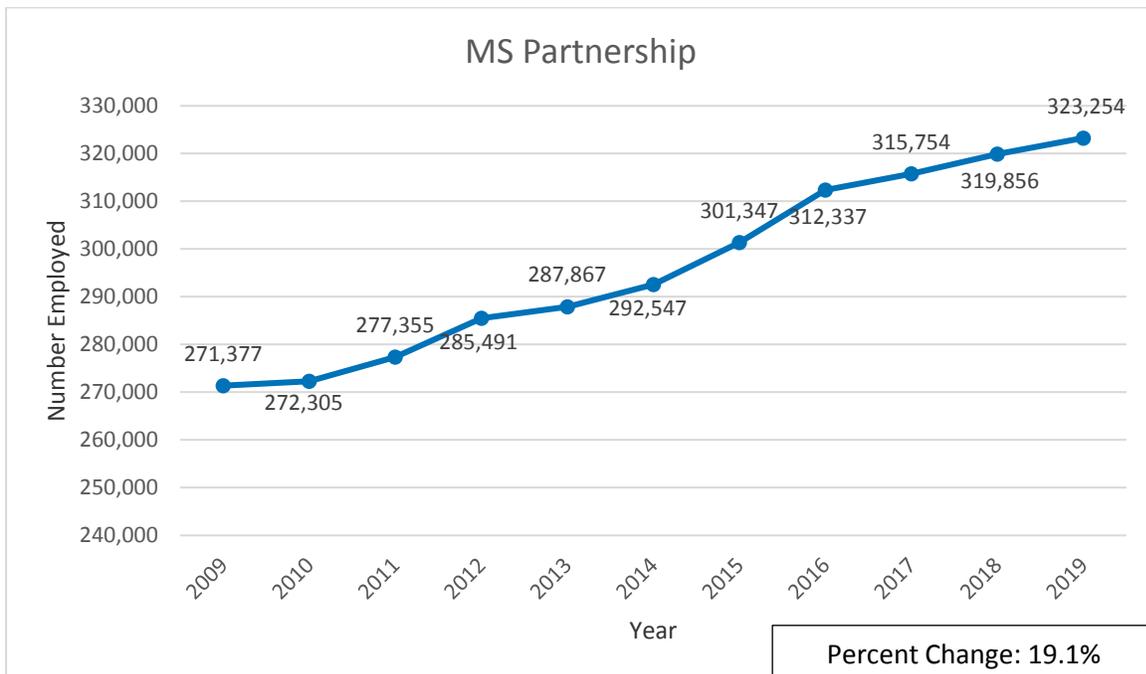
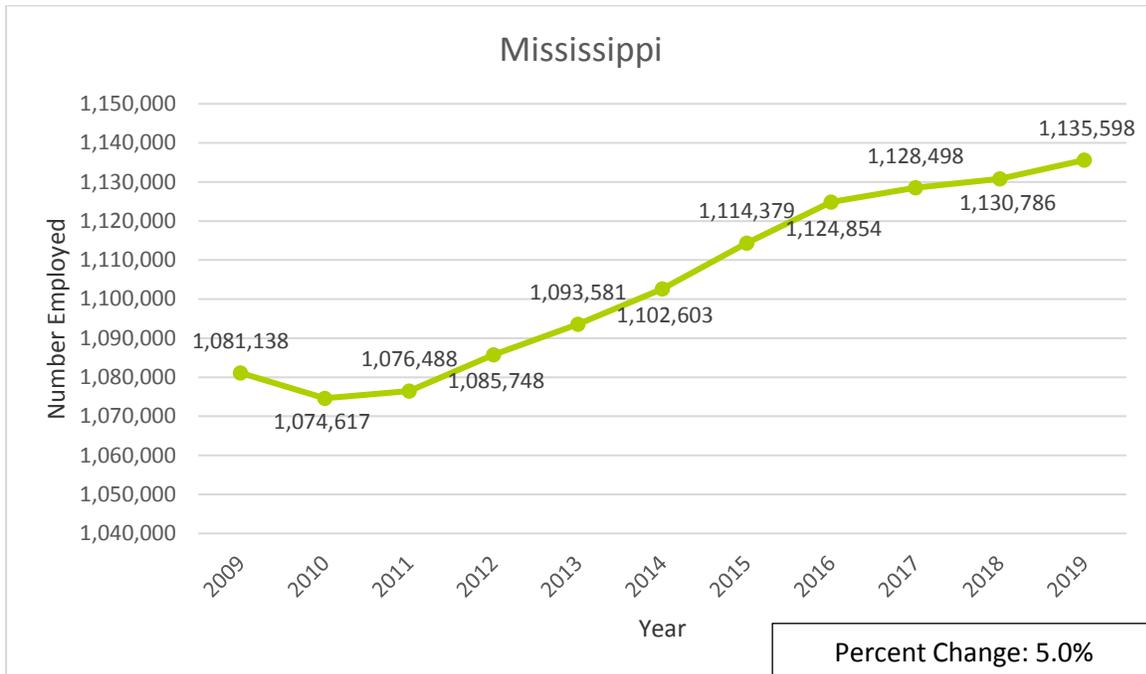
Additionally, the workforce participation rate varies by age group. In Mississippi, youth (ages 16 to 19) have one of the lowest workforce participation rates at 25.4 percent, while young adults (ages 20 to 24) have a 64.2 percent workforce participation rate (see Figure 7). For the majority of millennials and persons at the mid-point of their working life, Mississippi's workforce participation rate is on-par with national trends.

Figure 2. Population.



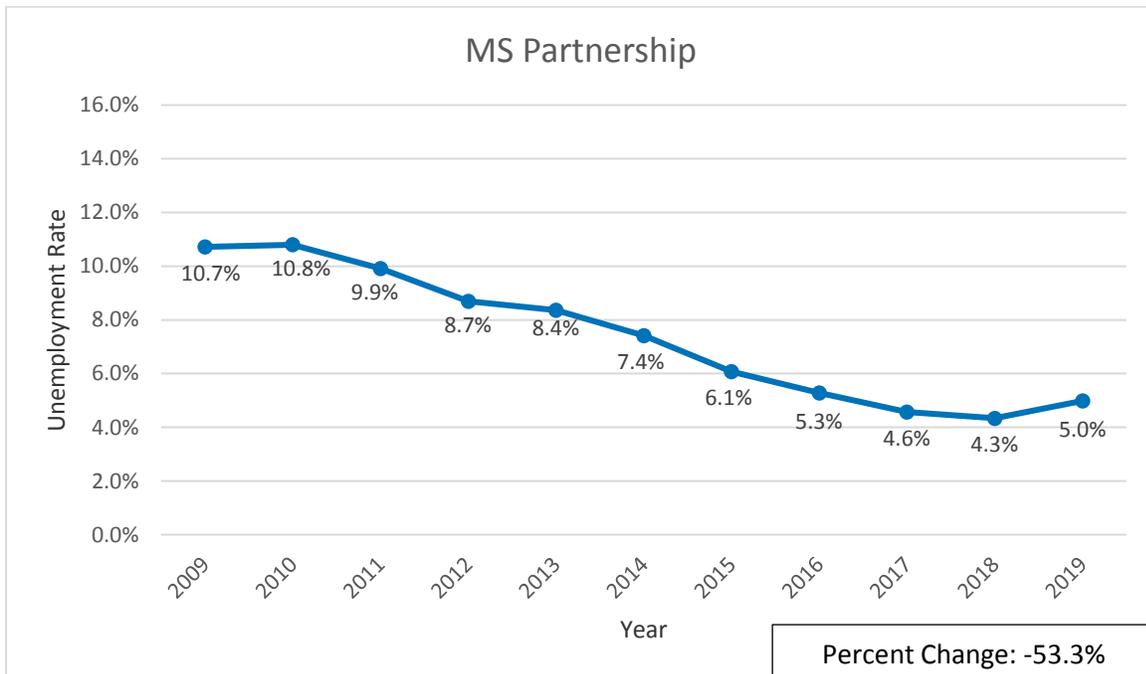
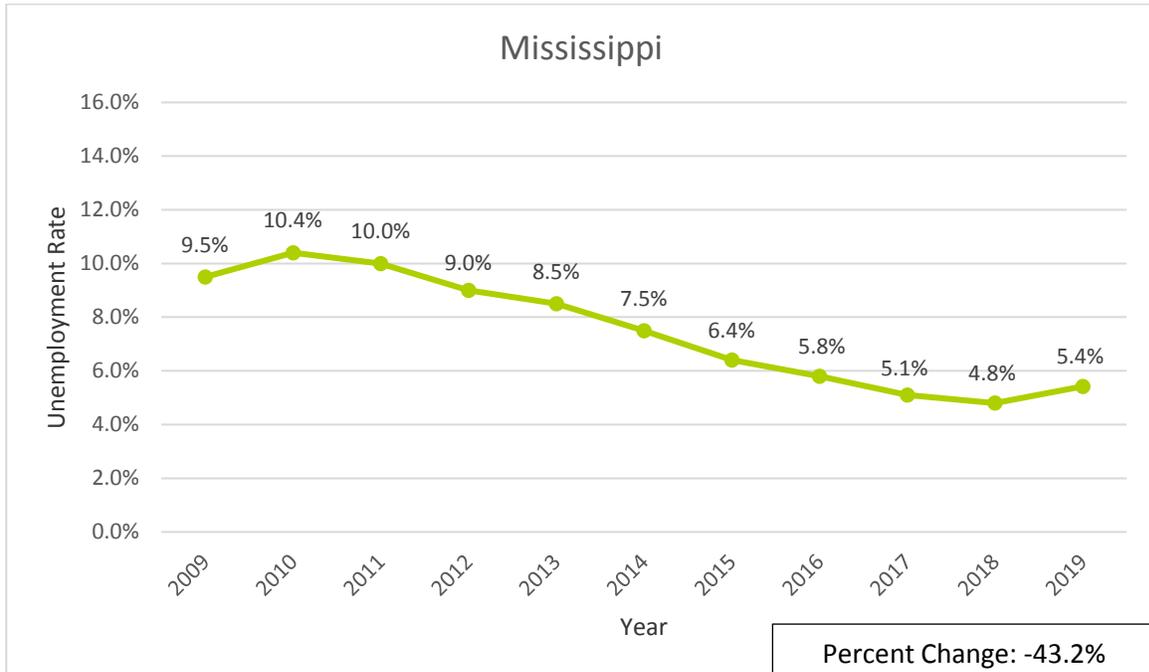
Source: U.S. Census Bureau, Current Population Survey, 2020.

Figure 3. Number Employed.



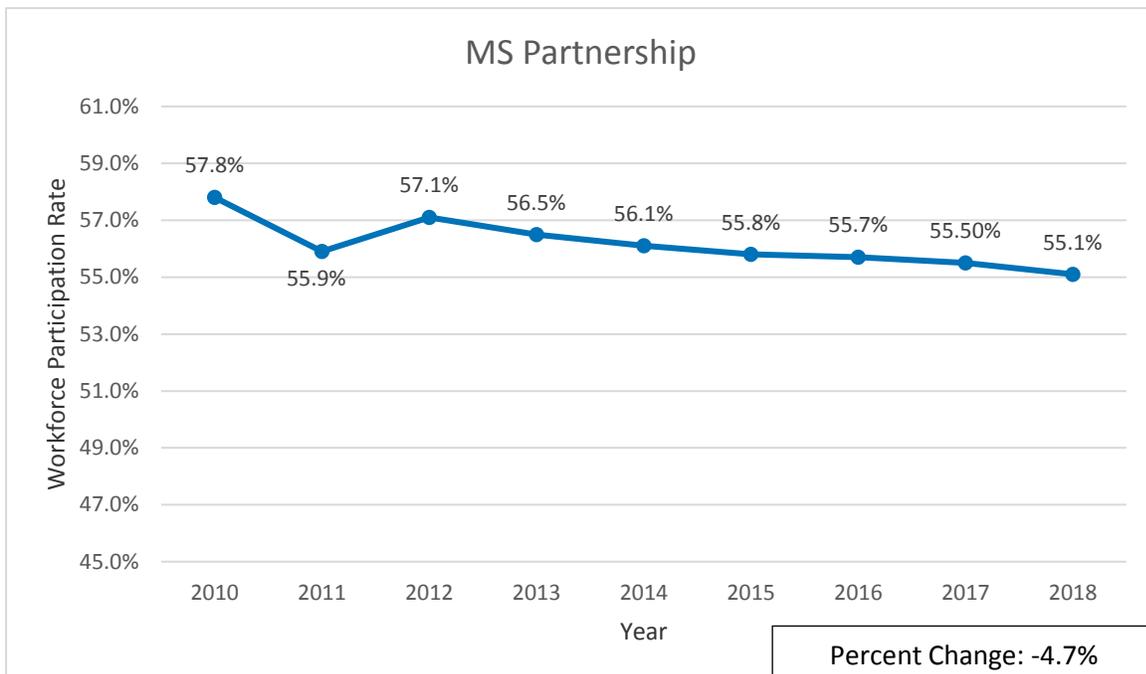
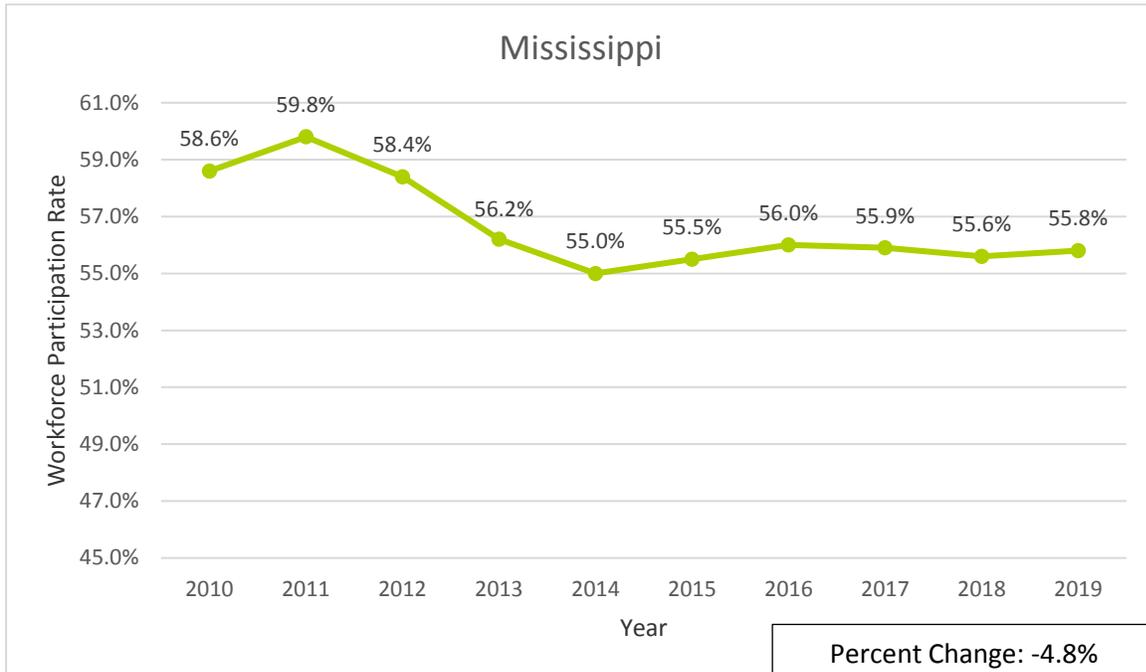
Source: Bureau of Labor Statistics, 2020.

Figure 4. Unemployment Rate.



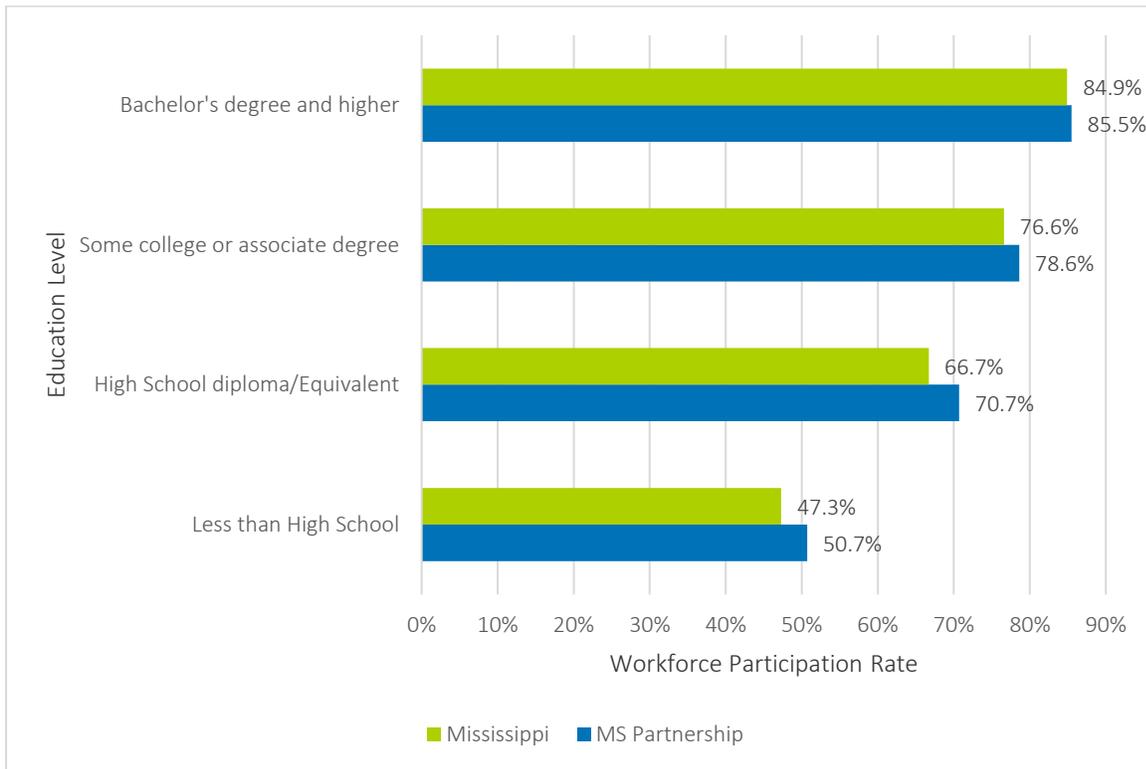
Source: Bureau of Labor Statistics, 2020.

Figure 5. Workforce Participation Rate



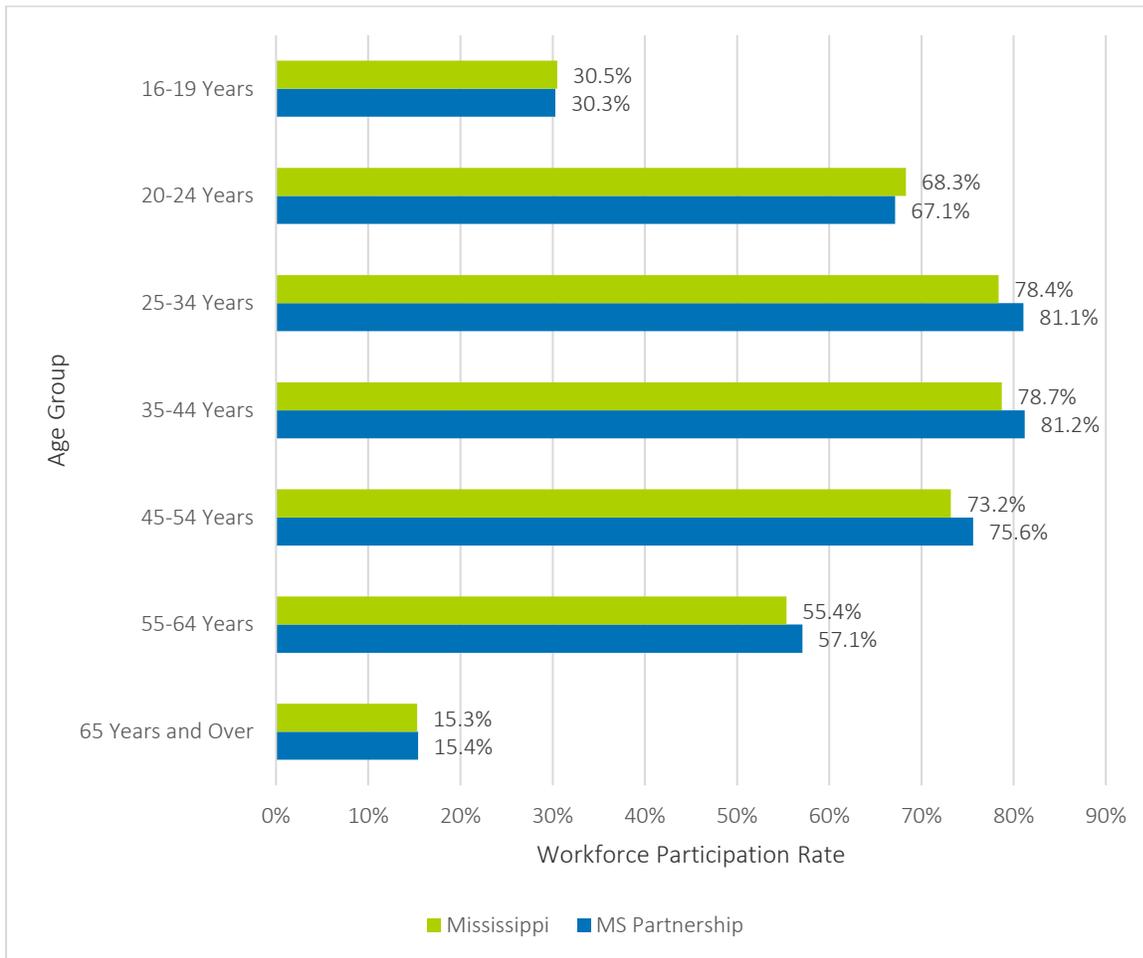
Source: Bureau of Labor Statistics, Local Area Unemployment Statistics, 2020; American Community Survey, 2014-2018 5-Year Estimates.

Figure 6. Workforce Participation Rate by Education



Source: American Community Survey, 2014-2018 5-Year Estimates.

Figure 7. Workforce Participation Rate by Age.



Source: American Community Survey, 2014-2018 5-Year Estimates.

Tables 15 and 16 provide figures on individuals with barriers, as defined by WIOA, who are at risk of being underemployed. Tables 17-20 provide more detail on individuals who face different employment barriers, including those with disabilities, those receiving TANF, those receiving SNAP, and ex-offenders. Individuals with disabilities have an 86.5 percent employment rate and face the reality of earning inadequate incomes. As of state fiscal year 2019, there are only 2,148 individuals on TANF in the Mississippi Partnership Workforce Area. Of those 280 who are work eligible, their employment rate is about 73 percent. TANF recipients who transition into the workforce have median annual earnings of approximately \$7,800. There are almost 60,000 work-eligible SNAP recipients in the Mississippi Partnership. Their employment rate is approximately 46 percent, and their median earnings are approximately \$15,800 annually. There were almost 2,400 individuals released from the correctional system in 2018 in the Mississippi Partnership. Almost 36 percent of exoffenders were able to find employment within one year of their release. Their median annual earnings were approximately \$17,600. Further analysis also shows that ex-offenders who fail to find employment within one year are likely to reenter the correctional system within three years.

Table 15: Populations with Barriers to Employment in the MS Partnership LWDA

Group	Number
Low-Income Individuals, Age 18-64 ¹	91,680
American Indians/Alaska Natives/Native Hawaiians ¹	1,680
Individuals with Disabilities, Age 18-64 ¹	83,821
Individuals Age 65 and Older ¹	129,343
Individuals Age 65 and Older, Low-Income ¹	14,989
Ex-Offenders, Age 18-64 ²	2,319
Homeless Children and Youth ³	2,353
Children in Foster Care ⁴	1,828
English Language Learners with Low Level of Literacy ⁵	2,520
Individuals within 2 Years of Exhausting TANF Eligibility ⁶	223
Single Parent Households ¹	65,857
Single Mother Households ¹	50,096
Single Fathers Households ¹	15,761

Notes: Low income is defined as below federal poverty level, based on family/household size.

Sources: 1) American Community Survey, 2014-2018 5-Year Estimates. 2) Mississippi Department of Corrections, 2020. 3) Mississippi Department of Education, 2019. 4) Kids Count Data Center, 2016. 5) Adult Basic Education, 2019. 6) Mississippi Department of Human Services, 2020.

Table 16: Unemployment & Workforce Participation Rates of Vulnerable Populations in the MS Partnership LWDA

Group	Percent
Veterans	
Unemployment Rate	3.1%
Workforce Participation Rate	74.2%
Disabled	
Unemployment Rate	13.4%
Workforce Participation Rate	32.9%
Low Income	
Unemployment Rate	26.8%
Workforce Participation Rate	46.0%
Native American/Hawaiian	
Unemployment Rate	20.9%
Workforce Participation Rate	57.3%
Individuals Age 16-19	
Unemployment Rate	22.6%
Workforce Participation Rate	30.3%
Individuals Age 16-19, Not enrolled in School	
Unemployment Rate	13.2%
Workforce Participation Rate	57.0%

Notes: Low income is defined as below federal poverty level, based on family/household size.

Source: American Community Survey, 2014-2018 5-Year Estimates.

Table 17: Demographic and Economic Characteristics of People with Disabilities in the MS Partnership LWDA

	Number	Percent
Total Disabled Population	137,784	-
Total Age 18-64	75,056	-
RACE (All Ages)		
Black	39,307	28.5
White	95,001	68.9
Other	3,476	2.5
GENDER (Ages 18-64)		
Female	39,375	52.5
Male	35,681	47.5
AGE (Ages 18-64)		
18-34	14,602	19.5
35-64	60,454	80.5
ECONOMIC CHARACTERISTICS		
Employment Rate	-	86.5
Median Earnings	-	\$20,605
TYPE OF DISABILITY* (Ages 18-64)		
Hearing Difficulty	13,017	17.3
Vision Difficulty	15,527	20.7
Cognitive Difficulty	31,339	41.8
Ambulatory Difficulty	42,294	56.3
Self-care Difficulty	13,726	18.3
Independent Living Difficulty	28,348	37.8

Source: U.S. Census Bureau, American Community Survey, 2014-2018 5-Year Estimates.

Note: May not total to 100 percent due to rounding. * Individuals may have more than one type of disability, so these numbers and percentages, when added, may be greater than the total number of individuals and 100 percent, respectively.

Table 18: Characteristics of Temporary Assistance for Needy Family (TANF) Program Work-Eligible Recipients in the MS Partnership LWDA

	Number	Percent
Total TANF Recipients	2,148	-
Total Ages 18-64	280	-
RACE (Ages 18-64)		
Black	242	86.4
White	34	12.1
Other	<10	-
GENDER (Ages 18-64)		
Female	273	97.5
Male	<10	-
AGE (Ages 18-64)		
18 - 25	111	39.6
26 - 35	139	49.6
36 - 45	28	10
46 - 64	<10	-
EDUCATION (Ages 18-64)		
Less than High School Graduate	85	30.4
High School Diploma/GED	44	15.7
Some College	105	37.5
Not Available	46	16.4
ECONOMIC CHARACTERISTICS (Ages 18-64)		
Employment Rate for the cohort 2020	-	73.2
Median Earnings for the cohort 2020	-	\$7,789
Employment Rate One Year After Exit for the cohort 2019	-	79.5
Average Earnings One Year After Exit for the cohort 2019	-	\$13,555

Source: Mississippi Department of Human Services, Temporary Assistance for Needy Families, 2020.

Note: May not total to 100 percent due to rounding.

Table 19: Characteristics of Supplemental Nutrition Assistance Program (SNAP) Recipients in the MS Partnership LWDA

	Number	Percent
Total SNAP Recipients	151,741	-
Total Ages 18-64	59,584	-
RACE (Ages 18-64)		
Black	31,738	53.3
White	26,700	44.8
Other	1,146	1.9
GENDER (Ages 18-64)		
Female	39,073	65.6
Male	20,511	34.4
AGE (Ages 18-64)		
18 - 25	9,431	15.8
26 - 35	14,750	24.8
36 - 45	13,384	22.5
46 - 64	22,019	37
EDUCATION (Ages 18-64)		
Less than High School Graduate	9,749	16.4
High School Diploma/GED	4,282	7.2
Some College	15,448	25.9
Not Available	30,105	50.5
ECONOMIC CHARACTERISTICS (Ages 18-64)		
Employment Rate for the cohort 2020	-	46.1
Median Earnings for the cohort 2020	-	\$15,801
Employment Rate One Year After Exit for the cohort 2019	-	59.6
Average Earnings One Year After Exit for the cohort 2019	-	\$18,920

Source: Mississippi Department of Human Services, 2020.

Note: May not total to 100 percent due to rounding

Table 20: Characteristics of Ex-Offenders in the MS Partnership LWDA

	Number	Percent
Total Ex-Offenders	2,357	-
Total Ages 18-64	2,319	-
RACE (Ages 18-64)		
Black	1,141	49.2
White	1,157	49.9
Other	21	0.9
GENDER (Ages 18-64)		
Female	264	11.4
Male	2,055	88.6
AGE (Ages 18-64)		
18 - 25	256	11
26 - 35	906	39.1
36 - 45	722	31.1
46 - 64	435	18.8
EDUCATION (Ages 18-64)		
Less than High School Graduate	866	37.3
High School Diploma/GED	203	8.8
Some College	320	13.8
Not Available	930	40.1
ECONOMIC CHARACTERISTICS (Ages 18-64)		
Employment Rate for the cohort 2020	-	37.3
Median Earnings for the cohort 2020	-	\$17,631

Source: Mississippi Department of Corrections, 2020.

Note: May not total to 100 percent due to rounding.

Table 21: Education and Skill Levels of Current Job Seekers in the MS Partnership LWDA

Education Level	Number	Percent
High school or less	4,470	14.6
High school diploma/GED	13,165	43.1
Some college	7,597	24.9
Associate degree	2,198	7.2
Bachelor degree or higher	2,224	7.3
Occupation skills certificate	889	2.9
Total	30,543	100

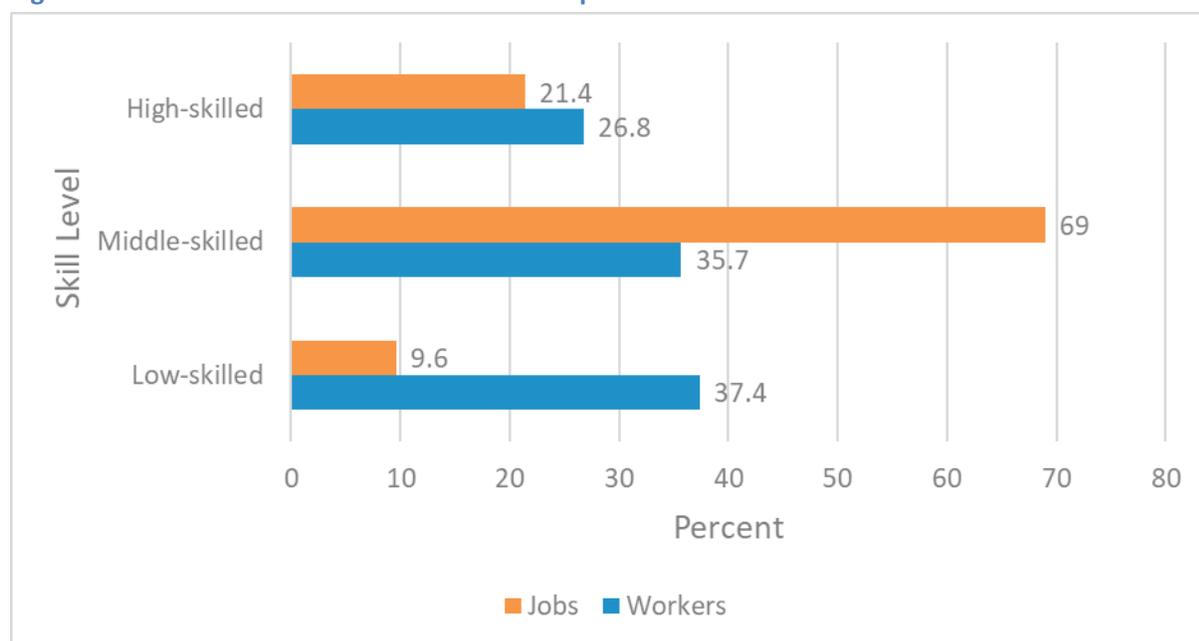
Notes: Job seekers measured as actively searching for employment from August 19, 2019 – August 18, 2020

Source: Mississippi Works, 2020.

Current data show that 69 percent of jobs in the Mississippi Partnership fall within the definition of middle-skill, but only 35.7 percent of the state’s workforce has the requirements to fill a middle-skill job (see Figure 8). In contrast, the Mississippi Partnership has more workers than available jobs in the low-skill category. This oversupply of labor also exists for high-skill jobs that require college credentials and beyond. Given that there is a middle-skill gap, the availability of such jobs indicates that many Mississippians could attain gainful employment by seeking additional education and training.

A supply and demand analysis reveals that the Mississippi Partnership has an appreciable skill gap (see Table 22). In fiscal year 2019, there was a demand of almost 3,300 jobs in new and emerging sectors and established high- growth, high demand sectors. During the same time period, approximately 960 individuals were prepared for these middle skill jobs through the community college system. In fiscal year 2018 the overall skill gap was over 2,300.

Figure 8: Middle-Skill Jobs in the MS Partnership LWDA



Sources: Bureau of Labor Statistics, 2020; ONET, 2020; American Community Survey, 2014-2018 5-Year Estimates.

Table 22: Current Supply, Demand, and Gap for Middle-Skill Occupations in MS Partnership LWDA Target Sectors

Sector	Supply	Demand	Gap
Advanced Manufacturing Industry	326	331	5
Aerospace Industry	0	4	4
Data Center & IT Industry	71	102	31
Forestry, Energy, & Chemical Industry	80	114	34
Healthcare Industry	387	1,655	1,268
Transportation, Distribution, Logistics, & Warehousing Industry	96	1,093	997
Total	960	3,299	2,339

Notes: State WIOA Plan defined Advanced Manufacturing to certain Aerospace, Chemical, and Energy manufacturing occupations; this Regional Plan highlights these industries and occupations in separate categories.

Sources: Bureau of Labor Statistics, 2020; Mississippi Works, 2020; Mississippi Community Colleges, 2020.

Figure 9. Projected Middle-Skill Demand in the MS Partnership LWDA, 2020-2026



Notes: Figures illustrate the occupation skill-level breakdown for projected job growth, by industry. Results show that of the majority of projected job openings will occur in the middle-skill category. Industry totals may not sum to 100 due to rounding. State WIOA Plan defined Advanced Manufacturing to certain Aerospace, Chemical, and Energy manufacturing occupations; this Regional Plan highlights these industries and occupations in separate categories.

Source: Bureau of Labor Statistics, 2020.

B.5. The Mississippi Partnership engages with representatives of business in the local area, including small business. The local workforce areas depend upon guidance from the LWDB that meets 3-4 times per year to review the LWDA methods and services. Representation on the LWDB meets the membership criteria defined in WIOA.

The Mississippi Partnership conducts outreach to employers through an Outreach Specialist focused on growing sectors of the economy. Rapid response resources will be used to engage in proactive measures to identify opportunities for potential economic transition in growing sectors or expanding businesses.

The Specialist will analyze data and trends within its LWDA to identify businesses or sectors that may be distressed or at-risk of a layoff. The Specialists will proactively contact these businesses to offer assistance that may include assessment of needs, identification of business solutions and options, and coordination with other partners for the delivery of services to address the needs.

Methods and services to support the workforce system are aligned with regional economic development needs. The Mississippi Development Authority's regional staff serves as a liaison and central point of contact between workforce area partners and businesses. MDES monitors and updates the LWDB regarding in-demand industry sector occupations.

The LWDA develops partnerships or contracts with business-focused organizations to assess risks to companies, propose strategies to address those risks, implement services, and measure impacts of services delivered. The LWDB may conduct analysis of the suppliers of an affected company to assess their risks and vulnerabilities from a potential closing or shift in production of their major customer. MS Partnership will conduct analysis and act upon, data and information on dislocations and other economic activity. Data analysis resources may include REMI, EMSI, TORQ, Econovue to assist in identifying and gathering information for early warning of potential layoffs or opportunities for layoff aversion.

B.6. Collaboration between workforce and economic development partners is essential for economic growth because regions are the centers of competition in the global economy. Regions work together to leverage resources and use their strengths to overcome their weaknesses. WIOA success is realized through multiple public and private partnerships which focus on specific functional areas (i.e., training) which are subsequently integrated with the LWDB.

A proven strategy is to continuously analyze each workforce areas strengths, weaknesses, opportunities, and threats. SWOT analyses help in planning processes and to determine goals and objectives as well as formulate a plan of action for coming years. The workforce areas work closely with representatives of the public and private sectors on a continual basis as they seek to foster economic and community development throughout the regions. Widespread support among local elected officials, business leaders, and other stakeholders is essential to foster and cultivate innovative workforce approaches.

B.7. Regional transportation issues related to workforce development are identified by the LWDB to address regional needs and commuting patterns. Supportive transportation services are customized for the individual participant, such as vouchers and monthly stipends where funding is available.

B.8. On the local level, each LWDA encourages alignment among area secondary education entities, community colleges and universities to articulate career pathways. These pathways create a pipeline for the workforce. The MS Works system will generate a Work-Ready Report Card to enable participants to be trained in alignment with employer labor market needs. The LWDA recognizes and promotes the Mississippi Works MSGradJobs.com and MSTechJobs.com to connect four-year college and technical students with work opportunities.

B.9. The LWDA provides services targeted for individuals regardless of geographic location. The services are identified and aligned with individual needs and business needs of the region. The services are intended to close the gap between high skills and middle skills with business needs and high demand occupations.

B.10. The LWDA supports the WIOA State Plan for priority of services for veterans and their families seeking employment opportunities, and connects military skills with occupational demands using the Mississippi Works intake process. In addition, the LWDA supports the Jobs for Veterans State Grants.

Disabled Veteran Outreach Specialists (DVOPs) are integrated into the WIN Job Center service delivery system at the local job center level. Veterans and eligible spouses will continue to receive priority of service for all DOL-funded job training programs, which include WIOA programs. However, as described in TEGL 10-09, when programs are statutorily required to provide priority for a particular group of individuals, such as the WIOA priority, priority must be provided in accordance with the WIOA State Plan. The workforce areas connect military skills through crosswalks of professional skills and job opportunities. DVOPs will be cross trained to understand the full component of WIOA and Combined Plan Partner programs that may be available. In instances when a DVOP is not available or has reached the predetermined caseload, another WIN Job Center staff will provide services to veterans and eligible spouses as appropriate.

C. Local Area Planning

Mississippi's State Plan includes the Combined Plan Programs and Strategic Programs. The purpose of this section is to explain how the LWDA will prepare and support an educated and skilled workforce for all eligible job seekers. This section includes descriptions of the local workforce development system and the role the local board plays in coordinating with workforce development partners and stakeholders.

Mississippi's State Plan includes the Combined Plan Programs and Strategic Programs. Mississippi's LWDAs generally are aligned with the planning and development district structure in the state in accordance with the Mississippi Comprehensive Workforce Training and Education Consolidation Act of 2004. Planning and development districts serve as the fiscal agents to manage funds and to oversee and support local workforce development boards aligned with the areas and local programs and activities as delivered by the One-Stop employment and training system.

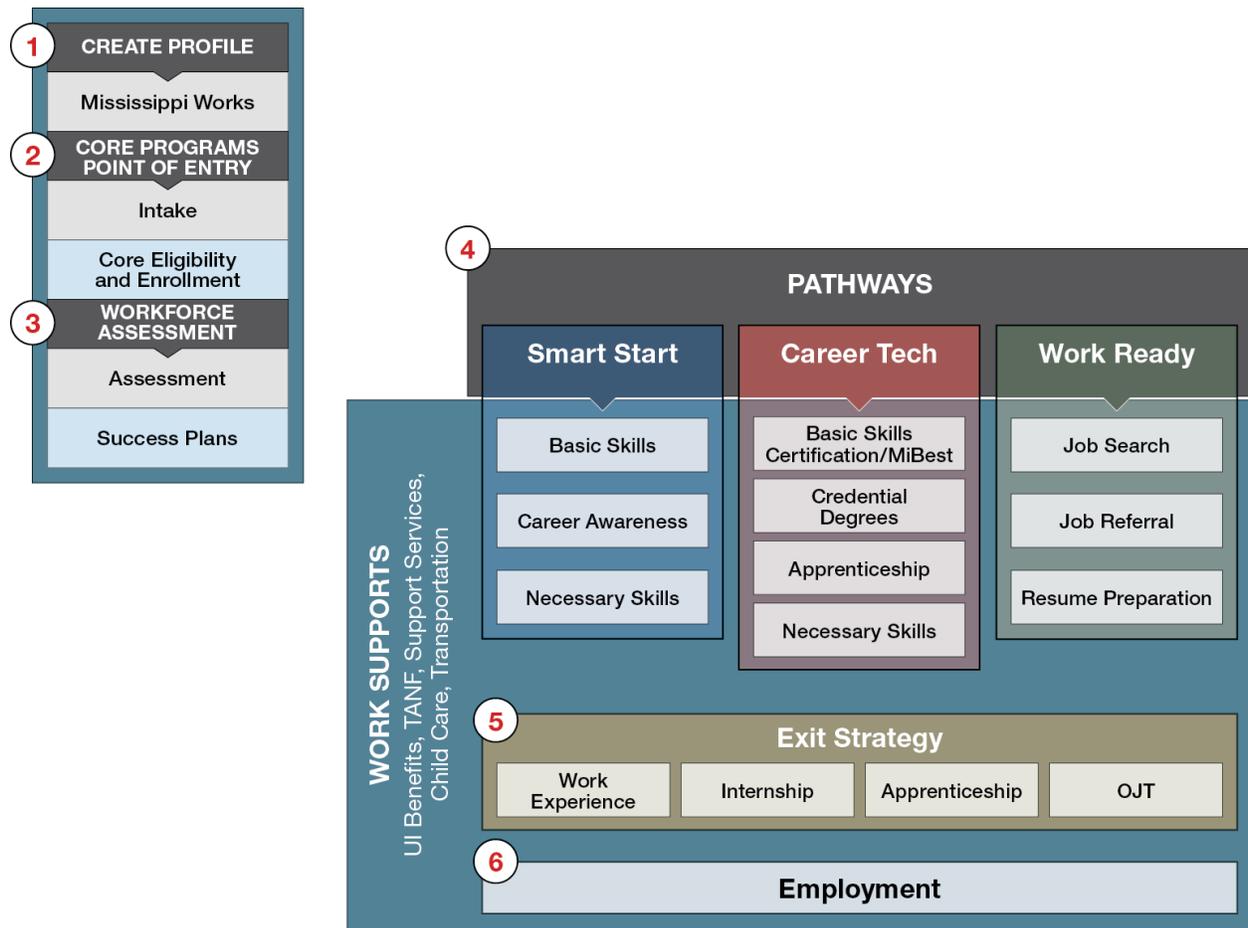
C.1. The Mississippi Partnership support the State's strategic vision for achieving seven sustainable, high-performance employment goals:

1. Work together to develop policies that will coordinate service delivery with all WIOA Combined Plan Partners.
2. Strengthen interagency partnerships.
3. Develop defined, articulated pathways across educational sectors (K-16+) to create a pipeline for the workforce.
4. Develop cross-program performance metrics.
5. Continue to invest in integrated technology to meet the unified technology requirements of the Workforce Innovation and Opportunity Act (WIOA) and other federal initiatives.
6. Engage partners to establish the plan to remain abreast of changing industry needs and the metrics to measure outcomes to realize the potential of the state's workforce programs and delivery systems.
7. Draft and communicate a unified vision/message.

More details for the strategies supporting each goal are provided in the State WIOA Plan.

C.2. The local workforce service providers will carry out the core programs aligning available resources to achieve the strategic vision and goals using the Mississippi Works Smart Start Career Pathway Model. The model is presented in Figure 10 below.

Figure 10. Mississippi Works Smart Start Career Pathway Model.



Participants may enter the Career Pathway Model through different on- and off-ramps provided among agency partners. An abbreviated description of the steps are:

Step 1: Create a Profile - Mississippi has one of the most advanced online job systems in the country. Participants will create a free profile which allows one to search for job openings, find out which jobs are hot, and even see a real time comparison between their skills and a job's requirements. A mobile app for Android and iOS is also available for ease and convenience of use.

Step 2: Core Programs Point of Entry - All participants will enter the Career Pathway Model through a Combined Plan Partner's intake.

Step 3: Workforce Assessment – Once the participant is ready for a workforce assessment, the participant may be referred to a local One-Stop or Youth Provider, or if the intake agency has the internal capacity to provide workforce assessment services, he or she may immediately receive these services from the intake agency.

Step 4: Pathway Activities – The Career Pathway Model includes three main pathways:

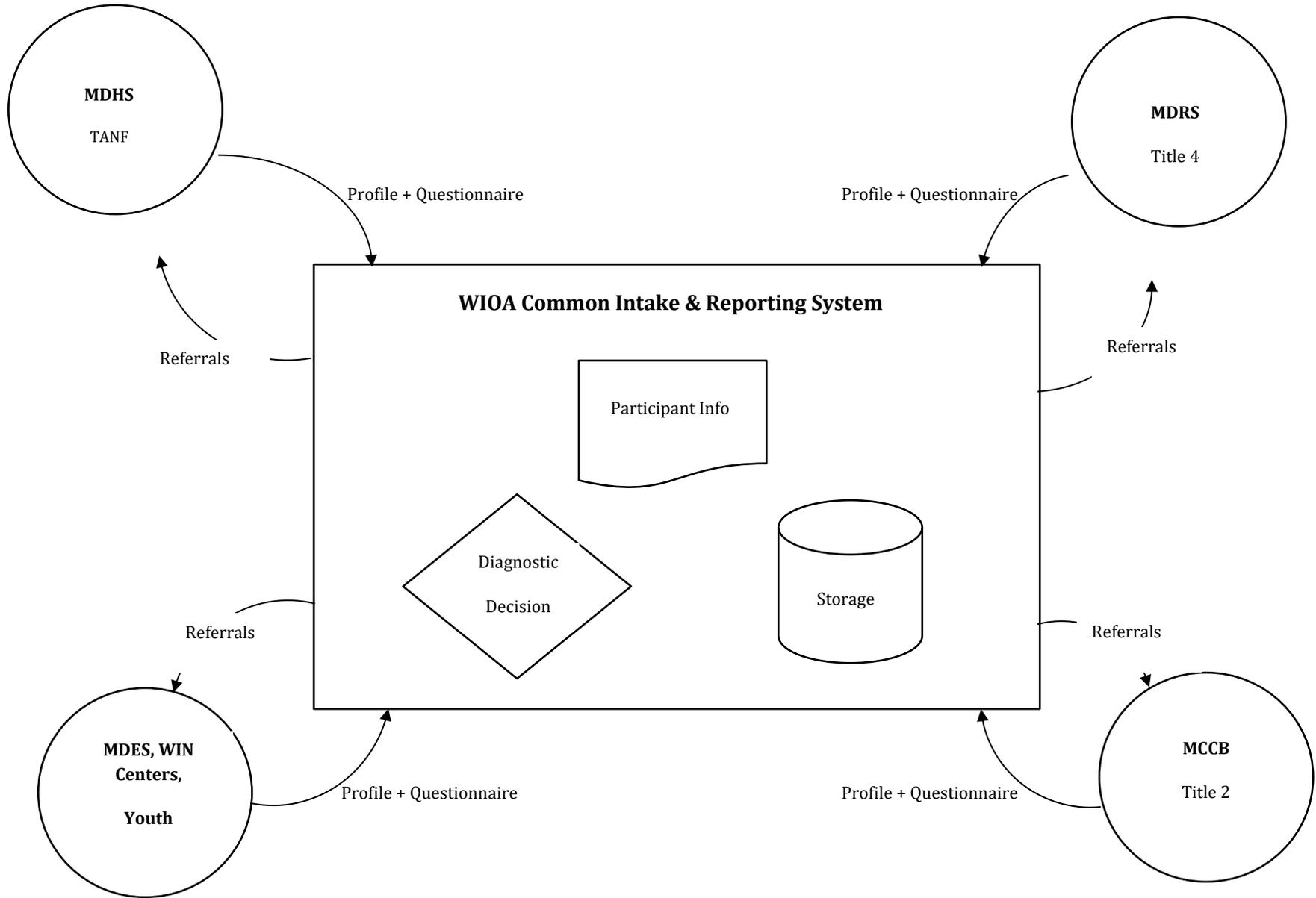
- Smart Start Class Pathway – Participants requiring the most intensive assistance to become job-ready will be referred to the Smart Start Class Pathway.
- Career Tech Pathway – The Career Tech Pathway is designed to provide technical and career training and education in high-demand job skills or specific job skills that fit the current or future needs of local labor markets.
- Work-Ready Pathway – The Work-Ready Pathway is designed for individuals who possess both basic skills and a level of academic and/or technical skill that place them in a position to enter directly into the workforce.

Step 5: Exit Strategy – Participants will be directed to an exit strategy such as transitional employment programs or postsecondary degree programs.

Step 6: Employment – Participants secure gainful employment. Individualized Success Plans may be revised at any time, but they will have been reconnected with the incentives and benefits that come through gainful employment.

For a more detailed explanation of each step, see the State Plan.

Figure 11. WIOA Common Intake & Reporting System.



C.3. The LWDA's adopted the State Plan which includes two major components: 1) Combined Plan Programs and 2) Strategic Programs to increase the impact of the Combined Plan (Tables 23 and 24).

Table 23. Combined Plan Programs.

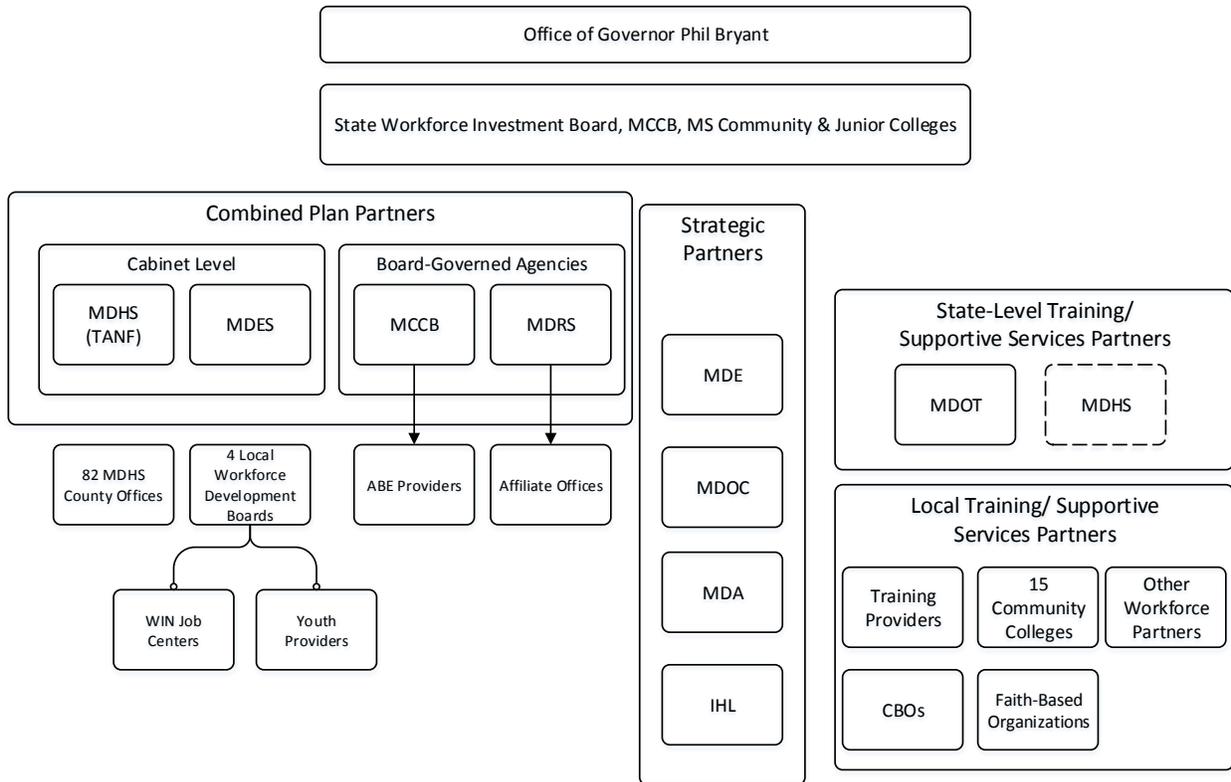
Agency	Program
LWDA	Adult, Dislocated Worker, and Youth Programs (WIOA Title I)
MDES	<ul style="list-style-type: none"> • Wagner-Peyser Act Program (Wagner-Peyser Act, amended by WIOA Title III) • Trade Adjustment Assistance for Workers Program (authorized under Title II-Chapter 2 of the Trade Act of 1974) • Jobs for Veterans State Grants Program (authorized under Chapter 41 of Title 38 United States Code) • Unemployment Insurance Programs (authorized under state unemployment compensation laws) • Senior Community Service Employment Programs (authorized under Title V of the Older Americans Act of 1965)
MCCB	Adult Education and Family Literacy Act Program (WIOA Title II)
MDRS	Vocational Rehabilitation Program (Title I of the Rehabilitation Act of 1973, as amended by WIOA Title IV)
MDHS	Temporary Assistance for Needy Families (TANF)

Table 24. Strategic Programs.

Agency	Program
MDHS	<ul style="list-style-type: none"> • Employment and training programs under the Supplemental Nutrition Assistance Program (authorized under section 6(d)(4) of the Food and Nutrition Act of 2008) • Work programs authorized under section 6(o) Food and Nutrition Act of 2008 • Employment and training activities carried out under the Community Services Block Grant Act
MDE & MCCB	Career and technical education programs authorized under the Carl D. Perkins and Technical Education Act of 2006
MDA	Employment and training activities carried out by the Department of Housing and Urban Development

Figure 12 depicts the state agency structure under which combined partner workforce-related services are administered. The Office of the Governor administers the highest level of authority and leadership in fulfilling the federal WIOA requirements

Figure 12: State Agency WIOA Organization.



C.4. The Mississippi Partnership will provide core programs that assist adults to attain appropriate credentials, become gainfully employed, remain employed and serve employers' needs. When a job seeker enters a WIN Job Center, they will be greeted and directed to an appropriate starting point. Additional details regarding specific indicators can be found in the State Plan,. For access to training, education and industry-recognized certifications, participants will enroll with approved training providers. The Mississippi Department of Employment Security maintains a current list of approved training providers through the Eligible Training Provider Network.

C.5. The Mississippi Partnership meet the needs of businesses through a variety of services.

1. Connect to job seekers—Employers who want to connect to potential job candidates can do so through an integrated, technology-based workforce system, Mississippi Works. The LWDB encourages employers to utilize this tool.

2. Design short-term training programs—Employers can utilize the Workforce Enhancement Training (WET) Fund to customize pre-employment training, post-hire training, or evaluate applicant skills through local community colleges.
3. Job creation incentive—Employers who create new jobs and make corporate investments in Mississippi may be eligible for a number of tax incentives authorized through the LWDB partner, and the Mississippi Development Authority (MDA).
4. Expand employment opportunities—Employers can take advantage of more efficient, cost-effective transitional strategies such as OJT, internship, and apprenticeship programs to develop a technically-skilled workforce.

C.6. The Mississippi Partnership coordinates and promotes entrepreneurial skills training and microenterprise services through a referral network of the Mississippi Small Business Development Centers and other local small business focused providers.

C.7. The Mississippi Partnership enhances the use of apprenticeships to support the regional economy and individuals' career advancement through collaboration with entities such as the U.S. Department of Labor Office of Apprenticeship, Mississippi Construction Education Foundation, and other registered apprenticeship programs. The Mississippi Partnership has implemented industry recognized apprenticeship programs through its workforce area, including the Mississippi Works Non-Registered Apprenticeship Program that is funded jointly with WIOA, WET Funds, and Mississippi Works Funds.

One of the largest workforce challenges for employers in the targeted healthcare sector is keeping qualified nurses. To help this challenge, The Mississippi Partnership coordinates with the Mississippi Hospital Association to implement a Nursing Externship Program, which has shown to increase recruitment and retention in hospitals and other healthcare providers.

C.8. The Mississippi Partnership supports rapid response activities as described in the Mississippi WIOA Combined Plan to offer the customer individualized comprehensive reemployment benefits and services. When any WIOA partner receives information concerning a layoff or closure, that information is shared with both state and local rapid response team members. The local area, working in conjunction with the local board and the chief elected officials, coordinates Rapid Response activities with the state, to quickly respond to the needs of those affected by a layoff. The team of subject matter experts includes representatives from the WIN Job Center, Community or Junior College, Department of Human Services, Home Saver Program, Small Business/Entrepreneurial Program, MDES, Vocational Rehabilitation Services and the local area to provide the following information to those facing a job loss. Information is provided and reviewed by the team to those affected which includes information on "Surviving a Layoff". Other information includes a personal tool kit, tips on developing a resume, interviewing tips, Career Readiness Certificates, how to apply for Unemployment Benefits, how to register for employment services, training services available for dislocated workers, job leads, upcoming job fairs, housing assistance, mortgage assistance, insurance options, utility bill assistance, prescription assistance, and child care.

The Mississippi Partnership conducts outreach to employers through an Outreach Specialist focused on growing sectors of the economy. Rapid response resources will be used to engage in proactive measures to identify opportunities for potential economic transition in growing sectors or expanding businesses.

The Specialist will analyze data and trends within its LWDA to identify businesses or sectors that may be distressed or at-risk of a layoff. The Specialists will proactively contact these businesses to offer assistance that may include assessment of needs, identification of business solutions and options, and coordination with other partners for the delivery of services to address the needs.

Methods and services to support the workforce system are aligned with regional economic development needs. The Mississippi Development Authority's regional staff serves as a liaison and central point of contact between workforce area partners and businesses. MDES monitors and updates the LWDB regarding in-demand industry sector occupations.

The LWDA develops partnerships or contracts with business-focused organizations to assess risks to companies, propose strategies to address those risks, implement services, and measure impacts of services delivered. The LWDB may conduct analysis of the suppliers of an affected company to assess their risks and vulnerabilities from a potential closing or shift in production of their major customer. MS Partnership will conduct analysis and act upon, data and information on dislocations and other economic activity. Data analysis resources may include REMI, EMSI, TORQ, Econovue to assist in identifying and gathering information for early warning of potential layoffs or opportunities for layoff aversion

C.9. The Mississippi Partnership supports the Mississippi WIOA Combined Plan to assist in maximizing coordination of services provided under the Wagner-Peyser Act and services provided in the local area through the WIN Job Center system. A detailed description of the Wagner-Peyser Act Program is detailed in the State Plan. WIOA Career and Training services are provided to customers in addition to services that are available through the MDES Wagner-Peyser program. WIN Job Center staff is fully integrated in that each staff person has the knowledge and ability to provide Wagner-Peyser services as well as WIOA services. MS Works technology has been designed to assure maximized services.

C.10. The Mississippi Partnership supports the Adult Education and Literacy Program operated through the Mississippi Community College Board and the Mississippi Department of Education. The intake process in the Career Pathway Model is used to connect adults needing these services. The State Plan provides a detailed description of the Adult Education Program and its funding.

C.11 The Mississippi Partnership supports the Department of Vocational Rehabilitation Services to meet the needs of individuals with disabilities and other individuals, through flexible, customized services. The State Plan outlines the details of how services are administered including cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination. MDRS has been an active workforce partner in the SMW LWDA for many years. The SMW LWDA works closely with MDRS staff to provide WIN Job Center and WIOA services to their clients, and when appropriate, WIOA services are combined with

MDRS available services to meet the client's needs. The MOU includes a detailed description of this coordination of service provision

C.12. The Mississippi Partnership follows the competitive process used to award sub-awards and contracts in the local area for activities carried out under WIOA Title1 in accordance with the federal Office of Management and Budget's Super Circular—a guide outlining requirements for entities receiving and administering federal funds.

C.13. The Mississippi Partnership will track Adult, Dislocated Worker and Youth performance measures by initiating a diagnostic checklist collected during the intake process. The checklist is entered into the Combined Plan Partner system which automatically generates a recommended referral process to specific services. This formalized referral process enables greater accountability for participants and service providers. The system automatically generates a Work-Ready Report Card and allows the SWIB to calculate WIOA performance measures. The SWIB provides LWDBs with summary reports useful for continuous improvement of performance. MDES generates a quarterly performance report for the LWDB to track performance. The State Plan provides a more detailed description of the Integrated Intake and Service Delivery Plan.

C.14. The Mississippi Partnership Workforce Board has adopted policies and operating procedures consistent with the State Plan. A list of policies and operating procedures is provided in the appendices.

C.15. The Mississippi Partnership places emphasis on the targeted Sector Strategy industries identified in the Area's sector strategy plan as well as Mississippi's economic sector goals as identified by the MDA. The Mississippi Partnership prioritizes programs and service delivery taking into account these target industry sectors which support economic developers in attracting these industries to Mississippi. The Mississippi Partnership Workforce Board members are individuals who are active in their communities and have existing relationships with local economic developers. In this way, they are connected to the local economy and work with the economic developers to bring new business into their respective areas.

C.16. The Mississippi Partnership will submit modifications to the plan as needed that reflect change in local and or/state priorities or target industries on an annual basis. Through regularly scheduled meetings of the LWDB, area partners submit requests for changes or improvements for consideration. If the recommended changes affect state-level decisions, then the recommendations are elevated to the SWIB for consideration and approval.

D. WIN Job Centers (One-Stop Delivery System) and Programs

This section describes how the job centers in the LWDA will operate and deliver program services.

D.1. Innovation and information exchange will be a priority for the local WIN Job Center system. The Mississippi Partnership Local Workforce Board may provide career services as described in WIOA Section 107(g)(2). The LWDA continually strives to involve local employers, the community at large, and current or potential partner programs in workforce development efforts. This includes efforts to ensure that

local employers and the community are aware of the WIN Job Centers and the services available. LWDA members and staff speak to local community groups about the workforce development programs. Additionally, the LWDA can offer a limited number of workshops geared to the needs of local businesses. WIN Job Center staff is involved in local organizations throughout their communities and use these as avenues to inform employers and individuals of the services available through the WIN Job Centers. LWDB establishes outcome and process goals for each WIN Job Center and aligns with the workforce system as a whole. WIN Job Centers are benchmarked with each other and with outside businesses where possible. The staff provides program specific training for system staff.

The LWDA ensures that service providers are properly evaluated based on performance goals established for each. Continuation of contract with services providers is dependent on performance.

Periodic partner meetings along with meetings with WIN Job Center managers and staff are scheduled to explore ways to improve services and share successful practices.

D.2. The Mississippi Partnership has executed a Memorandum of Understanding (MOU) with WIN Job Center partners. The purpose of the MOU is to establish the design framework and partnerships of the Mississippi Partnership. While this is a requirement of WIOA and consistent with the State Plan, the intent is to create and foster an atmosphere of cooperation and collaboration among partners. By working together, partners can identify current and future in-demand workforce skills, promote post-secondary education, promote lifelong learning strategies and engage citizens in appropriate career pathways designed to support permanent unsubsidized employment and a self-sufficient level of income. Current Consortium Agreements/Resource Sharing Plans are available for review at the office of the fiscal agent. See Appendix G for the Local Area WIN Job Center Memorandum of Understanding.

D.3. The WIN Job Centers will use the Mississippi Works integrated, technology-enabled intake and case management information system for programs carried out under WIOA and WIN Job Center partners as referenced previously in Section C2 of this local plan.

D.4. The WIN Job Center staff will be trained in integrated services delivery and will have access to Mississippi Works (wings.mdes.ms.gov) technology. Methods and timelines for accomplishing training for both will be defined in cooperation with the SWIB. Designated staff will be appointed by their respective agencies to serve on the Planning Committee for WIOA Partner Agency Staff Cross Training. Dates, times, and locations will be defined by the committee.

The areas of training that have tentatively been identified are as follows:

- Technology and our common data system
- Integrated case management
- DHS/TANF
- Rehabilitation Services
- Community Colleges/ABE
- MDES programs
- WIOA programs

D.5. The Mississippi Partnership ensures its monitoring and oversight of the WIN Job Center system. The monitoring process will reference, where applicable, Office of Management Budget CFR 200. The sub-recipients will be monitored in at least one in-depth review during the fiscal year. Generally, focus areas for the review include:

1. General Compliance
2. Fiscal Reviews
3. Programmatic Activities and Compliance
4. Performance
5. Property and equipment
6. General administrative
7. Equal Opportunity Compliance

Satisfaction of employers and job seekers is determined through the use of the training services, employer satisfaction with OJT, eligible training providers who meet performance and are allowed to remain on the ETPL.

The WIN Job Centers in the MS Partnership must be certified every two years. Fiscal agent staff visit all centers to evaluate their current status. The certification process includes the survey of items such as site facilities, appropriate services offered, and accessibility to the site by disabled individuals.

The fiscal agent staff makes recommendations of certification on three levels, they are:

- Full re-certification – The site meets all requirements and most or all recommendations for site operations, and is re-certified for an additional period of two years.
- Conditional re-certification – The site does not meet all requirements for re-certification but meets enough of the requirements and overall recommendation to continue operation. The one-stop operator will be given a period of 90 days during which problems should be addressed, and the fiscal agent staff will review the site again.
- No re-certification – A site has multiple problems and scores so low on the evaluation instrument that the fiscal agent determines that corrections cannot be made within the 90-day time frame.

D.6. WIN Job Center location(s) including Sector Training Plus Comprehensive, Comprehensive, Affiliate, and Virtual-Access sites are defined in Table 5 below.

Program services offered in each are defined in the State Plan and supported by the Mississippi Partnership. The MOU is signed by each of the partners and establishes guidelines for services provided, funding for infrastructure and operating cost, funding for services and training, and access to the unified system. See Appendix H for a Description of Local Area WIN Job Centers.

WIN Job Center operators and the providers of WIOA career and training services are selected using a competitive procurement process. Currently, the Mississippi Partnership has 5 one-stop operators identified in the chart below. These one-stop operators also are a provider for WIOA career and training services for Adults and Dislocated Workers ; MDES provides basic career services in all 18 of the WIN Job Centers in the Mississippi Partnership.

Table 25. Descriptions of WIN Job Centers.

WIN Job Center Location	Type of WIN Job Center	One-Stop Operator
Belden	Comprehensive	Itawamba Community College
Amory	Affiliate	Itawamba Community College
Attala County	Affiliate	MDES
Calhoun County	Affiliate	MDES
Corinth	Affiliate	Northeast MS Community College
DeSoto County	Affiliate	Northwest MS Community College
Grenada	Affiliate	MDES
Houston	Affiliate	Itawamba Community College
Iuka	Affiliate	MDES
Louisville	Affiliate	MDES
Marshall County	Affiliate	Northwest MS Community College
Mayhew	Affiliate	East MS Community College
New Albany	Affiliate	Northeast MS Community College
Noxubee County	Affiliate	East MS Community College
Oxford	Affiliate	Northwest MS Community College
Pontotoc	Affiliate	Itawamba Community College
Senatobia	Affiliate	Northwest MS Community College
West Point	Affiliate	East MS Community College

D.7. The Mississippi Partnership aspires to have at least one Sector Training Plus Comprehensive One-Stop Center. A Sector Training Plus Comprehensive One-Stop Centers will provide access to all Combined Plan Partner services and provide in-house career and technical education. Planning for a future center is underway to encourage cross-program alignment of services in a seamless, coordinated, service-delivery model that accommodates all job seeker and employer customers (see State Plan, One-Stop Operations Workgroup). A One-Stop System provides access to all program services through a network of physical locations and a virtual environment. It will allow individuals to have access to all appropriate programs at any point of entry into the system.

The Mississippi Partnership will offer at least one Comprehensive One-Stop Center, the Belden WIN Job Center, which is also a Sector Training Plus Comprehensive One-Stop Center, and a network of Affiliate One-Stop Centers where needed to meet the customer’s needs.

D.8. & D.9. The WIN Job Centers will use the Mississippi Works integrated, technology-enabled intake and case management information system for programs carried out under WIOA and programs carried out by WIN Job Center partners as referenced previously in Section C2 of this local plan.

D.10. All job seekers, even those restricted to remote areas are connected to employers through both web and mobile applications and vice versa. Job seekers can 1) build a profile; 2) generate a resume; 3) search for and apply online to job openings; 4) receive emails or text messages when new openings match the job seeker's criteria; 5) receive real-time feedback on how well matched the job seeker is for a particular position; and 6) access easy-to-understand labor market analysis. For job seekers who lack computer skills, WIN Job Center staff can also log into the Mississippi Works Labor Exchange to assist job seekers in applying for positions through a "staff-assisted referral" or other Wagner-Peyser services.

D.11. The Mississippi Partnership's MOU defines equitable funding contributions (cash and in-kind) among partners to maintain ongoing WIN Job Center operational and infrastructure costs.

D.12. The Mississippi Partnership maintains a Consortium Agreement/Resource Sharing Plan for each Center. The plan will identify the role and activities of each partner agency including an inventory of all services directly delivered or accessible through the center and referral mechanisms. Non-WIOA resources, whether cash or in-kind, are identified in the Consortium Agreement/Resource Sharing Plan, upon negotiation of acceptable terms among partner agencies.

The Consortium Agreement/Resource Sharing Plan allows each site to be designed to meet local community needs and to maximize the utilization and coordination of local community resources. The Consortium Agreement/Resource Sharing Plans are intended to evolve based on the needs and resources of the partner agencies and continuous improvement of the WIOA system.

D.13. Adult and dislocated worker employment and training activities include but are not limited to Customized Training, Individual Training Accounts (ITA), internships, and On-the-Job Training (OJT). Assessment of services is measured through performance measures outlined in the State Plan including:

- Adult and Dislocated Worker: 1. Entered Employment 2nd quarter after exit and 4th quarter after exit; 2. Median earnings for 2nd quarter after exit; 3. Credential rate; and 4. End Program Skills Gain.

Descriptions of employment and training activities include:

Customized Training - is designed to meet the specific requirements of an employer (including a group of employers); is conducted with a commitment by the employer to employ an individual upon successful completion of the training; and for which the employer pays a significant portion of the cost of training, as determined by the local board involved.

Individual Training Account (ITA) - is a scholarship award established by a WIN Job Center on behalf of a WIOA eligible individual. ITAs are available to eligible adults, dislocated workers and youth as authorized under Title I of WIOA and are used to purchase training services through community colleges and some private training facilities who have been approved as training providers and have been placed on the state's Eligible Training Provider List. ITAs will fund the cost of tuition and select other costs, but may be utilized only after other available financial aid has been applied. The goal of the ITA program is to provide unskilled individuals with a level of

training appropriate to obtaining unsubsidized permanent employment upon completion of the training.

Internship - is used to help eligible adults and dislocated workers gain practical work experience and sharpen their leadership skills while working and getting paid.

On-the-Job Training (OJT)- is training provided by an employer to workers during a prescribed period, the length of which is based on the difficulty and complexity of the skills that are to be learned by the WIOA program participant. The goal of OJT is unsubsidized permanent employment at the conclusion of the training period. OJT is available for eligible Adults and Dislocated Workers.

Industry Recognized Apprenticeship Programs –is an “earn while you learn” dual-training program that offers college students receiving training in the target sectors the opportunity to have 2/3 days of classroom training a week linked with 2/3 days of on-the-job training. The program offers apprenticeship employers up to \$12,000 in reimbursements for on-the-job training component of the industry recognized apprenticeship program.

Youth Services

D.14. The Mississippi Partnership Local Workforce Board oversees the WIOA Youth Programs in the local area and advises the Fiscal Agent on planning, operational, and other issues related to the provision of services to youth. The Workforce Board does not have any standing committees, Youth Council, or Youth Advisory groups.

The Mississippi Partnership will track youth services utilizing the Mississippi Works Smart Start Career Pathway model. The available youth workforce activities, including activities for youth with disabilities, are included in the 14 required program elements listed in the WIOA:

1. Tutoring, study skills training, instruction leading to the 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 schooling will address the needs of students, which typically cannot be met in a regular school program by utilizing appropriate class curriculum and/or GED curriculum. This will also include non-traditional education, and serve as an adjunct to a regular school program, falling outside of regular, special education, or vocational education program(s).
3. Paid and unpaid work experiences that have as a component academic and occupational education, which may include summer employment opportunities, pre-apprenticeship programs, internships and job shadowing and on-the-job training opportunities.
4. Occupational skills training which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area.

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.
7. Supportive Services will be provided. Youth will be referred to community agencies if services are needed beyond those offered by the sub-recipient.
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 exiting the program to ensure continuity of services and progress toward performance outcomes.
10. Comprehensive Guidance and Counseling which may include drug and alcohol abuse counseling, as well as referrals to counseling appropriate to the needs of the individual youth.
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.
14. Activities that help youth prepare for and transition to postsecondary education and training.

A recurring topic from employers in The Mississippi Partnership is the need for workers to come to work on time and know the basics needed to keep a job. The Mississippi Partnership Youth Program, currently known as the Gateway Youth Program, came into existence by listening to these employers and is designed to help prepare youth for entering the workforce. We understand the need to reach youth as early as possible to develop good work ethics and expose individuals to career opportunities in our region that align with our sector strategy plan. The Gateway Youth Program’s mission is to diminish the “brain drain” and ensure a qualified pipeline of young job seekers in our workforce area.

The Gateway Program teaches eligible youth essential job skills while providing career awareness, career counseling, and assist in developing career pathways for Gateway participants. Career awareness will be provided to Gateway participants about the Mississippi Partnership Sector Strategy target industries which include: (1) Advanced Manufacturing, (2) Healthcare, (3) Information Technology, (4) Logistics – warehousing, transportation, and distribution, and (5) Energy. Gateway participants are strongly encouraged to pursue careers in one of the target industry sectors.

The Gateway Program makes available, either by providing the service themselves or through an agreement with another agency, the 14 required WIOA program elements listed above. The Mississippi Partnership has two locally required program elements that must be provided by the Gateway Program:

1. Essential Job Skills Training, which is required before a youth may receive paid work experience.

2. WorkKeys® assessments for Graphic Literacy, Applied Math, and Workplace Documents to all Gateway participants in an attempt for the youth to receive a National Career Readiness Certificate (CRC).

The Gateway Youth Program is designed to:

1. Provide one-on-one counseling
2. Develop a “truly personalized” Individual Service Strategy (ISS) that includes a connection to a career pathway
3. Identify short-term school/career goals (including military exploration)
4. Assist youth with completing Essential Job Skills Training and Career Readiness Certificate
5. Assist the youth with developing a career pathway
6. Assist the youth in removal of obstacles impeding the success of these goals
7. Assist the youth in navigating all workforce opportunities including internships, apprenticeships, and training opportunities and available funding to ensure the youth’s success

The Gateway Program is designed to serve both in-school and out-of-school WIOA eligible youth. The Mississippi Partnership currently has 4 out-of-school Gateway Program providers that provide services in all 27 counties and 6 in-school youth Gateway Program providers. The in-school Gateway Program serves WIOA eligible High School students, targeting juniors and seniors interested in Career Tech fields in one of the target sectors.

The Mississippi Partnership believes it is imperative that WIOA eligible youth be served without regard to educational status and therefore utilizes the State of Mississippi’s waiver that allows the local workforce areas to lower the target rate of youth expenditures to 50% for out-of-school youth. Our Youth Gateway Program serves both in-school and out-of-school youth and assisted over 660 youth in PY 2019. Our youth programs are provided through a network of six in-school youth providers and four out-of-school youth providers. Of our 660 youth served during PY2019, 270 were participants in the in-school program made possible by utilization of the waiver. We spent 31.5 % of our total youth allocation on our in-school program. Without the waiver this would not have been possible. We project that our in-school program will continue to grow.

The Mississippi Partnership’s Gateway Youth Program offers two incentives for youth. The first incentive is for out-of-school and in-school youth who complete the Essential Job Skills training and obtain a ACT® National Career Readiness Certificate (NCRC) while in the program. The incentive NCRC incentive amount is based on the NCRC Level: Bronze is a \$25 incentive, Silver is a \$50 incentive, Gold is a \$75, and Platinum is a \$100 incentives. The second incentive offered in the Mississippi Partnership is for out-of-school youth who complete the Essential Job Skills training and obtain either their High School Diploma or High School Equivalency while in the program.

The Mississippi Partnership’s approach to meeting the required 20% minimum youth expenditure for work experience is that each youth provider is allocated work experience funds and is contractually

obligated to expend the funds. Work experience expenditures are monitored continually by the LWDA staff.

D.15. The Mississippi Partnership utilizes the intake and assessment system defined in the State Plan to ensure maximized linkages between the WIN Job Center system and unemployment insurance program requirements.

D.16. In support of the Mississippi Combined Plan, TANF activities are coordinated through Comprehensive WIN Job Centers and Affiliate Sites. TANF requires all participants to register with MS Works and conduct job search at WIN Job Centers.

D.17. The Mississippi Partnership supports the State Plan with dropout prevention and recovery initiatives. Participants register for services through MS Works. MS Department of Education coordinates partnership initiatives to prevent dropouts, including but not limited to career academies, dual-enrollment, occupational diploma program, and work-based learning experiences. A representation of MDE serves on the SWIB to align strategies with employers' needs.

D.18. The State Plan is designed to help Mississippians achieve unsubsidized employment. The MS Works system is designed to automatically integrate services for:

- a) persons with disabilities;
- b) veterans;
- c) Temporary Assistance to Needy Families (TANF) recipients;
- d) Senior Community Service Employment Program (SCSEP) participants;
- e) individuals with other barriers to employment; and
- f) additional specific populations, if applicable.

Public assistance to help overcome barriers such as childcare and transportation are integrated into the case management system.

D.19. The Mississippi Partnership supports the State Plan and coordinates with MDRS on providing services for adults who qualify under the provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities.

Section E

E. Sector Strategy Plan

This section describes processes the LWDA follows to help existing business and industry prosper and aid in the recruitment of new businesses to the state. A copy of the Mississippi Partnership Sector Strategy Plan can be downloaded from <http://trpdd.com/workforce/downloads/>.

E.1. The LWDA created a Mississippi Partnership Sector Strategy Committee; a virtual who's who of industry, government, education, training, economic development and community organizers were

invited to represent their constituents in this important task. They represented the 27-county partnership broadly and each had a qualified area of expertise to lend to the mind pool. A 54-member formal committee, with several additional interested individuals representing a cross-section of the population and the workforce, was invited to observe and participate as they felt inclined. Following two intensive sessions consisting of industry representatives, educators, economic developers, community organizations, and workforce experts, the Mississippi Partnership Sector Strategy committee – with the help of extensive research from Mississippi Department of Employment Security (MDES), the State Workforce Investment Board (SWIB), and NSPARC – reached the conclusion that the following workforce sectors best represent the targets for currently expanding and future industry:

1. Advanced Manufacturing
2. Information Technology
3. Healthcare
4. Logistics – Warehousing, Transportation, and Distribution
5. Energy

In the Mississippi Partnership Workforce area there are 9,500 average job openings annually according to the *Occupational Employment Projections, Year 2012 Projected to Year 2022*, MDES LMI data. Over 40% of these jobs are in three main sectors: Advanced Manufacturing; Transportation, Distribution, and Logistics; and Healthcare. As jobs become more automated the need for skilled workers in information technology will continue to grow in the future. Advanced Manufacturing is of a particular importance to the Mississippi Partnership Workforce Area. Of the total workforce in the 27-county Mississippi Partnership area, 18.2% are employed in manufacturing, which creates from two to seven related jobs per manufacturing job. That is more than double the same metrics of the United States as a whole and 50% more than the state of Mississippi.

The goals of the Mississippi Partnership Sector Strategy Plan include:

1. Create a workforce to mutually meet the needs of industry and business while providing a quality of life for workers and their families.
2. Prepare Mississippi Partnership Development Area students to navigate the pathways to successful careers.
3. Prepare the skilled workforce to meet the immediate and anticipated needs of existing industry and provide the high-demand skills needed for the area to enjoy economic development.
4. Create an environment where technical and industrial occupations enjoy parity with academic pursuits.
5. Develop rapport between industry and education to mutually recognize their interconnectedness, understand the responsibilities of each, and the goals of both important segments of society.

The target sector strategy industries that have been identified by the Mississippi Partnership Sector Strategy Committee fit within the economic identity of the LWDA as mentioned in Section B.3., Table 1.

The LWDA supports implementation of statewide strategies needed to keep these industries viable. The Mississippi Development Authority's regional representatives represents the LWDA in ensuring employers' needs are met.

E.2. Local businesses are engaged in establishing priorities and guidelines for the LWDA by being represented on the Mississippi Partnership Sector Strategy Committee and through representation of at least 51% private sector membership on the LWDB. Local economic developers also served on the Mississippi Partnership Sector Strategy Committee as well as on the LWDB, and all representatives are encouraged to participate in addressing workforce solutions as described in Sections B3, C5, C6, C7, and C8 of this document.

One goal of the Mississippi Partnership Sector Strategy Plan is to assist economic development by having all high school seniors and early graduating juniors build their workforce profile on MS Works and to review and update it frequently.

The LWDA and the local business and economic developers are continually in discussions regarding the current and future needs of businesses. Local business and economic developers are vital partners in workforce development and were the driving force for the development of the Careers in Advanced Manufacturing Technology (CAMT) at Itawamba Community College and the Advanced Manufacturing Partnership (AMP) at Northwest MS Community College. A goal of the TRPDD WIOA team is to continue to develop and promote these Industry Recognized Apprenticeship Programs. In addition to the two aforementioned programs, we are working with other Community Colleges in our area to create similar non-registered apprenticeship programs, all supporting existing and emerging industry demand.

E.3. The Mississippi Development Authority provides leadership linking service provider assets for local employers. These guidelines provide employers straightforward information on the types of services provided and where to get access to services for recruiting and training employees. MDA also provides information for new and emerging companies interested in doing business in Mississippi.

The Mississippi Association of Workforce Areas (MAWA) and the Mississippi Energy Institute have partnered together to create a new website that will allow users to choose a career, compare salary ranges, find training programs, and search job opportunities in target sector industries of each of the four workforce areas. The Mississippi Partnership will target Advanced Manufacturing, Information Technology, Healthcare, and Logistics/Warehousing/Transportation/Distribution. This website is useful for high school students, community college students, and anyone in the MPWDA who is interest in exploring high demand jobs.

E.4. Increasing awareness of services offered at the WIN Job Center requires routine, on-going initiatives at the state and local level. The State Plan designates MDES as the lead agency to communicate the unified plan to employers and job seekers of the Mississippi workforce system. On the local level, all partners of the workforce system will participate in efforts to increase employer and job seeker

awareness of services. This is accomplished through referral networks, partnership meetings, job fairs, and local area meetings scheduled by individual partners.

TRPDD hired a full time Sector Strategy Coordinator in September 2017 to coordinate and implement the Mississippi Partnership Sector Strategy Plan. The Mississippi Partnership also conducts outreach to employers through an Outreach Specialist focused on growing sectors of the economy. The TRPDD team has met with businesses throughout our counties of operation, interviewing pertinent individuals to discover company needs, skill gaps, and spreading knowledge with regards to our programs.

E.5. The Mississippi Partnership has formed relationships with individual educational institutions such as the Mississippi Community College Board and other eligible training providers to provide short-term, credential-based training programs and two-year degree programs intended to develop a qualified and quantifiable labor pool. This is accomplished at the local level in accordance with the State Plan through the Mississippi Works Labor Exchange.

To provide businesses with a qualified and quantifiable labor pool, the LWDA will:

1. Re-establish the importance of the work ethic in students by exposing them in the importance that work plays in their own life and in society as a whole.
2. Promote and work to develop resources for the academy concept such as the Baldwin career-tech program, the Base Camp Coding Academy, and the Ashley Furniture/Pontotoc Ridge project.
3. Promote the use of the dual enrollment/dual credit system with our high schools and community colleges where they align with the Sector Strategy Plan and potentially early college high schools.
4. Ensure our businesses are aware of all programs offered by our office to include internships, non-registered apprenticeships, Mississippi apprenticeship program (MAP), Gateway Youth Program, on the job training (OJT) and individual training accounts (ITAs).
5. Work with the education system at the state and local level to ensure that all high school seniors and early graduating juniors will take the WorkKeys® evaluation developed by ACT in order to obtain a career readiness certificate (CRC) with the goal of silver or higher.
6. Implement the Mississippi Apprenticeship Program (MAP) – We are working hard with community colleges to create new apprenticeship opportunities. The Sector Strategy Coordinator has identified approximately 15 students that are possible MAP participants for the 2018-2019 school year. These students have been accepted to community colleges and are working with TRPDD to be placed in a job while they attend a program of study aligned with our Sector Strategy initiative at a community college.
7. Expand on Industry Recognized Apprenticeship Programs – The Careers in Advanced Manufacturing Technology (CAMT) program was a huge success for the 2017 school year. We will continue to work with Itawamba Community College (ICC) to continue this program, hopefully expanding the number of employers from the previous year. The LWDA is currently

working with Northeast Mississippi Community College (NEMCC) to start up a similar non-registered apprenticeship program that closely mirrors CAMT at ICC. Our team anticipates an advanced manufacturing program at NEMCC during the 2018 school year.

E.6. The Mississippi Partnership offers Adult Education (AE) through the Mississippi Community College Board and other approved training providers in cooperation with other career development services like the Smart Start Class Pathway defined in the Mississippi Works Smart Start Career Pathway Model. Each step of the pathway is defined in Section C2 of this document. On an annual basis, eligible training providers are assessed to ensure training and credentials are both portable and stackable in meeting the needs of local employers. The Mississippi Partnership also supports and assists with the communities becoming an ACT® Work-Ready Community.

F. Business Plan

This section describes how the Mississippi Partnership aligns resources to accomplish the goals outlined in this plan and establishes a timeline for completion. The information reported in the business plan will be used as part of the Mississippi Partnership's annual plan review.

F.1. The Mississippi Partnership adopted the same seven goals as listed in the State Plan:

Goal 1: Work together to develop policies that will coordinate service delivery with all WIOA Combined Plan Partners.

Goal 2: Strengthen interagency partnerships.

Goal 3: Develop defined, articulated pathways across educational sectors (K-16+) to create a pipeline for the workforce.

Goal 4: Develop cross-program performance metrics.

Goal 5: Continue to invest in integrated technology to meet the unified technology requirements of the Workforce Investment and Opportunity Act (WIOA) and other federal initiatives.

Goal 6: Engage partners to establish the plan to remain abreast of changing industry needs and the metrics to measure outcomes to realize the potential of the state's workforce programs and delivery systems.

Goal 7: Draft and communicate a unified vision/message.

The intended outcomes will be measured in accordance with the state performance goals and WIOA mandates:

- Employment during Quarter 2 after exit from the program
- Employment during Quarter 4 after exit from the program
- Median earnings measured during Quarter 2 after exit

- Credential attainment rate (except Wagner-Peyser) during participation in or within one year of exit from the program
- Measurable skill gains (except Wagner-Peyser) that leads to a recognized post-secondary credential or employment
- Effectiveness in serving employers (retention rate)

F.2. The goals and intended outcomes are achieved in accordance with the Mississippi Works Smart Start Career Pathway Model described in Section C.2. of this document.

F.3. The Mississippi Partnership MOU defines the procedures for how local partners will work together to achieve Goals 1, 2, 4 and 7 (Section F.1. above). Creating a pipeline for the workforce (Goal 3 in Section F.1.) is accomplished through the career pathway model (Section C.2.) which describes the intake procedures for new participants and the process for providing services. Goal 5 is established by the SWIB including quality control procedures for data input and output accuracy, and Goal 6 is accomplished through the LWDB annual review of local services.

F.4. The following timetable ensures timely review of outcomes and achievements of the workforce goals and outcomes for the Mississippi Partnership.

Table 26. Timetable for Reviewing Outcomes and Achievements.

Item	Monthly	Quarterly	Annually	As Needed
LWDB meetings		X		X
WIN Job Center monitoring visit			X	
Eligible Training Provider List renewal			X	
Sub-grantee monitoring			X	
Desktop monitoring of WIN Job Centers with MDES-generated performance reports		X		
Data input monitoring for accuracy	X			

F.5. The State establishes the benchmark goals for the Mississippi Partnership. Local eligible providers are responsible for meeting or exceeding all programmatic goals and outcomes. The Mississippi Partnership will assess the quality of providers through data reviews, monitoring visits and performance reports. If a program fails to meet performance goals or other requirements, specific actions will be taken to improve the quality of the program. A corrective action plan will be developed by the provider and approved by the LWDB if the program is out of compliance with state and/or federal policies. A performance improvement plan will be required for low-performing programs when compared to state or federal benchmarks.

F.6. The Mississippi Partnership will meet the workforce needs of the area and the region as outlined in Section B.3 of this plan and aligns with the State Plan's Economic Analysis.

F.7. This matrix identifies the type of resources and services offered by each stakeholder to ensure alignment of services.

Table 27. Matrix of Resources and Services Provided by Each Stakeholder.

	Stakeholder Agency					
	MDES	MCCB	MDRS	MDHS	MDE	MDA
Services						
Enroll new participants (intake)	X	X	X	X		
Career assessment	X	X	X	X		
Create success plan	X	X	X	X		
Job referral	X	X	X	X		
Provide Individual Training Account (ITA)	X	X	X			
Provide adult employability training	X	X	X			
Provide youth employability training					X	
Provide employer (customized) training	X	X				
Provide internships	X	X	X			
Provide on-the-job-training (OJT) contracts	X	X				
Assess changing workforce needs	X	X				X
Provide youth development services	X	X	X			
Provide transportation services	X		X	X		
Provide childcare services	X		X	X		
Provide supplemental nutrition services				X		
Provide physical, social and mental health counseling		X	X	X		
Provide workforce certifications (1 and 2-year degrees)		X				

G. Policies

Oversight and Monitoring

The following policies provide a description of the local areas procedures for oversight, operating, and monitoring services.

Table 28. Procedures for oversight, operating, and monitoring services for the LWDA.

G.1.	LWDB Oversight and Monitoring PY 2015 is attached.
G.2.	Continuous Improvement Procedures of Eligible Training Providers—The SWIB establishes and updates procedures for continuous improvement of eligible training providers adopted by the LWDA. See Mississippi Eligible Training Provider Certification @ www.etpl.mdes.ms.gov
G.3.	The MS Partnership conducts on-site reviews when monitoring WIN Job Center Operators and WIOA Adult/Dislocated Worker Service Provider to ensure that providers are in compliance with Section 188 of the Workforce Innovation and Opportunity Act (WIOA) that prohibits discrimination by recipients of federal financial assistance on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief. The MS Partnership area provides services to all who seek assistance through its programs and does not target any specific population group when providing services. All customers who receive services at a WIN Job Center are provided with the same opportunities and are allowed to select services based on their specific choice and individual needs. Our areas of emphasis during reviews focus on designation and awareness of EO Officer, notice and communication of EO policy and law, assurances, program accessibility, and monitoring recipients for compliance. We ensure WIN Job Staff covers all aspect of Equal Opportunity/Nondiscrimination when providing service to individuals. EO forms for each participant are scan into the file with all other eligibility documentations.
G.4.	The Mississippi Partnership WIOA Complaint/Grievance Procedures for Discrimination and Non-Discrimination Complaints are included as an attachment.
G.5.	The MS Partnership Equal Opportunity procedures are revised periodically when needed. If a section in the TEGP is revised, the MS Partnership updates procedures to ensure we are in compliance with Section 188. When procedures are updated, we post updates to our website www.trpdd.com . Also, The MS Partnership submits quarterly reports to the Office of Grant Management (OGM) with the Mississippi Department of Employment Security that includes EO complaint log, EO monitoring schedules and follow-up letters. If there's a procedure that needs to be updated, OGM provides technical assistance to ensure we are in compliance with all regulations.
G.6.	Supportive Services Policies for Adults, Dislocated Workers and Youth are included as an attachment
G.7.	Needs Related Payments for Adults, Dislocated Workers, and Youth - Needs Related Payments are allowed under the provisions of the Workforce Innovation and Opportunity Act but are not currently offered in the local area. No policy is attached.

-
- G.8.** Incumbent Worker Training-- Incumbent Worker Training Services are allowed under the provisions of the Workforce Innovation and Opportunity Act but are not currently offered in the local area. No policy is attached
-
- G.9.** Transitional Jobs-- Transitional Jobs are allowed under the provisions of the Workforce Innovation and Opportunity Act but are not currently offered in the local area. No policy is attached.
-
- G.10.** OJT Policy is included as an attachment.
-
- G.11.** Priority of Services Policy is included as an attachment.
-
- G.12.** ITA Policy is included as an attachment.
-
- G.13.** Conflict of Interest Policy is included as an attachment.
-
- G.14.** Sunshine Provision Policy is included as an attachment.
-
- G.15.** Youth Incentive Policy is included as an attachment.
-

Appendices

- A. Local Area Re-designation Approval Letter
- B. Administrative Entity/Local Workforce Development Area/Fiscal Agent Organizational Chart
- C. Local Workforce Development Board Membership List
- D. Local Workforce Development Board By-laws
- E. Local Area Certification Regarding Debarment
- F. Local Area Signatory Submission Page
- G. Local Area WIN Job Center Memorandum of Understanding
- H. Local Area WIN Job Centers
- I. Local Area Services Flow Chart
- J. Local Area Negotiated Performance Measures

**THE MISSISSIPPI PARTNERSHIP
 WIOA ADULT/DISLOCATED WORKER PROGRAM MONITORING
 Revised 2-11-2019**

Monitoring Report # _____

Date: _____

Subcontractor	
Subcontractor #(s)	
Project Name(s)	
Type of Contract	
Monitor(s)	Rebecca Brantley Meghann McCarver Gary Golden
Check the activities monitored:	
<input checked="" type="checkbox"/> Objective Assessment <input checked="" type="checkbox"/> Outreach/Recruitment Selection <input checked="" type="checkbox"/> Individual Service Strategy <input checked="" type="checkbox"/> Case Management <input checked="" type="checkbox"/> Core Services <input checked="" type="checkbox"/> Intensive Services	<input checked="" type="checkbox"/> Training-ITA <input checked="" type="checkbox"/> Training-OJT <input type="checkbox"/> Supportive Services <input checked="" type="checkbox"/> One-Stop Operator <input type="checkbox"/> Other (Please specify.) _____ _____
ENTRANCE INTERVIEW	
Attending Personnel: 	
Notes: 	

WIOA Adult/Dislocated Worker Program Monitoring Instrument			
Administration	Yes	No	Comments
Is there a contract on file that is maintained by and available to the contractor staff?			
Is a copy of the workforce area's policies and procedures manual available to the contractor staff?			
Is internal monitoring conducted to ensure compliance with WIOA regulations and contract obligations?			
Is a priority of service rating being done on all adult participants before individual career or training services are granted?			
Reporting (To be verified by fiscal agent staff)			
Are reporting worksheets submitted to the fiscal agent by the seventh calendar day following the end of the report month?			
Are one-stop monthly programmatic reports submitted to the fiscal agent by the fifth working day following the end of the report month?			
Customer Flow			
How are customers made aware of services provided through the WIN Job Center?			
What procedures are in place for enrolling registrants in WIOA ?			
How does the WIN Job Center ensure that "front line" staff are knowledgeable in WIOA ?			
Administration			
Who/what determines who is registered?			

WIOA Adult/Dislocated Worker Program Monitoring Instrument

Is job search, placement assistance, and appropriate career counseling offered for all WIOA registrants?

Is there a service strategy (IEP) for each registrant enrolled in individualized career services and training?

Who develops the IEP, and at what point is it done? How often is it updated?

What process is used to ensure that registrant data is properly keyed into the WIOA tracking system?

Individual Training Accounts	Yes	No	Comments
------------------------------	-----	----	----------

Is the provider writing ITAs following the MS Partnership Sector Strategy Plan?			
---	--	--	--

Do all participants have a Silver on the CRC before an ITA is written?

Which staff positions determines who is eligible to receive an ITA?

Are ITAs written to approved Eligible Training Providers?

On-the-Job Training	Yes	No	Comments
---------------------	-----	----	----------

Are employers profile/OJT Agreements set up in the system?			
--	--	--	--

Are service providers logging information into the EPTL/OJT system?			
---	--	--	--

Is OJT policy being followed?			
-------------------------------	--	--	--

How many contracts are in place YTD?

Does the contract state how many participants are to be trained?			
--	--	--	--

Are participants who complete training with a satisfactory outcome being awarded a credential recognizing such achievement?		no	At completion of training hours required, employer notifies case manager, and an OJT invoice is printed from the ETPL/OJT menu for payment.
---	--	----	---

WIOA Adult/Dislocated Worker Program Monitoring Instrument			
On-the-Job Training	Yes	No	Comments
Is communication with OJT employers documented during an active contract?			
What type of communications?			
Is communication with participants documented while they are enrolled in the OJT program?			
Are appropriate assessments, evaluations, interviews, and case management being used to determine whether participants have the skills and qualifications to successfully complete the program?			
Is the service provider ensuring that employed participants are not making self-sufficient wage prior to training?			
Has the service provider ensured that the company with which a contract has been written has not recently relocated?			
If the company has relocated, what procedures have been put in place?			
Does the contract provide for a variety of training needs?			
Are adequate training outlines being developed?			
Are OJT employers being monitored periodically on-site by the OJT service provider to assure that amounts being claimed for reimbursement are true and correct?			

Follow-up Services	Yes	No	Comments
Is the provider offering a minimum of twelve months of follow-up services to all participants following the first day of employment?			
How are follow-up services documented?			
Which staff positions track participants to determine whether follow-up is needed?			
What types of follow-up services are offered?			

**THE MISSISSIPPI PARTNERSHIP
WIOA ADULT/DISLOCATED WORKER PROGRAM MONITORING
Summary of Findings**

Subcontractor:	
1	
2	
3	
4	
5	

EXIT INTERVIEW

Attending Personnel:

Notes:

Monitor Signature and Date

Monitor Signature and Date

EQUAL OPPORTUNITY AND NONDISCRIMINATION MONITORING
The MS Partnership Local Workforce Development Area Pre-Onsite
MONITORING ASSESSMENT INSTRUMENT
AND REQUEST FOR TECHNICAL ASSISTANCE

ELEMENT 1: ASSURANCES

- 1 Do contracts contain the approved equal opportunity assurance language?
- 2 Please provide an example of a contract Equal Opportunity Assurance section (If applicable, either type in the block below, or have available during onsite visit).
- 3 How is the contractor or service provider made aware that the EO assurances are incorporated by operation of law whether or not it is physically incorporated in the contract or agreement?
[Click here to enter text.](#)
- 4 How do you insure equal opportunity and nondiscrimination for employees?
[Click here to enter text.](#)

DO YOU NEED TECHNICAL ASSISTANCE IN THIS ELEMENT? IF SO, PLEASE EXPLAIN:

[Click here to enter text.](#)

ELEMENT 2: STATE-LEVEL AND LOCAL-LEVEL EQUAL OPPORTUNITY OFFICERS

- 1 Name of Local EO Officer:
- 2 To whom does the EO Officer report?
- 3 How is the EO Officer's identity made known to participants and service providers?
- 4 On what internal and external communications concerning MDES, LWDA's, subrecipient, contractors, and eligible training providers nondiscrimination and equal opportunity programs does the EO Officer's (State WIOA EO/Local EO) identity and contact information appear? **Please have available for observation during onsite visit.**
[Click here to enter text.](#)

DO YOU NEED TECHNICAL ASSISTANCE IN THIS ELEMENT? IF SO, EXPLAIN:

[Click here to enter text.](#)

ELEMENT 3: NOTICE AND COMMUNICATION

1. Where are the WIOA “Equal Opportunity is the Law” posters displayed and which versions are displayed-English, Spanish, both or if applicable other language?

- Are they posted in reasonable numbers and places?
[Click here to enter text.](#)
- Are the posters centrally located and in plain sight?
[Click here to enter text.](#)

2. How is it ensured that participants are notified of their rights to file a complaint?

- Does the form include the required WIOA “Equal Opportunity is the Law” language?
[Click here to enter text.](#)
- **Please have available for observation during onsite visit.**

3. What steps are taken to see that continuing notice is provided in the appropriate language when a significant number or proportion of the population eligible to be served, or likely to be directly affected, need services or information in a language other than English?

[Click here to enter text.](#)

4. What equal opportunity tagline is included in brochures, pamphlets, and flyers?

- In which is it included?
[Click here to enter text.](#)
- What other forms of communications is the tagline included in? (i.e., materials distributed or communicated in written, oral or electronic form to applicants, staff and the general public)
- Is the tagline included in public announcements and broadcasts?
[Click here to enter text.](#)

5. How is the requirement communicated not to discriminate on the basis of disability and the obligation to provide reasonable accommodations?

6. What efforts are made to ensure that communications with individuals with disabilities are just as effective as communications with others?

[Click here to enter text.](#)

• In all communications providing contact data, is the telephone number for the TDD/TTY or relay service provided?

[Click here to enter text.](#)

7. How is the Equal Opportunity Notice provided in alternate formats for individuals with visual impairments?

[Click here to enter text.](#)

DO YOU NEED TECHNICAL ASSISTANCE IN THIS ELEMENT? IF SO, PLEASE EXPLAIN:

[Click here to enter text.](#)

ELEMENT 4: INFORMATION COLLECTION AND MAINTENANCE

1. Please explain how EO data has been collected (race/ethnicity, sex, age, and where known, disability status)?

[Click here to enter text.](#)

2. Please explain how files/records about the population being served have been maintained?

3. Are the records kept for a period of three years?

[Click here to enter text.](#)

4. How is staff made aware that data must be collected on race, sex, age, disability, etc.? [Click here to enter text.](#)

5. How is the data collected by staff? [Click here to enter text.](#)

DO YOU NEED TECHNICAL ASSISTANCE IN THIS ELEMENT? IF SO, PLEASE EXPLAIN:

[Click here to enter text.](#)

ELEMENT 5: AFFIRMATIVE OUTREACH

1. What reasonable steps have been taken to ensure services and other information are provided to Limited English Proficient persons? [Click here to enter text.](#)

2. In what languages is information provided other than English?

3. What documents have been determined "vital" and translated into languages designated as essential? **Please have available for observation during onsite visit.**

4. Where telephone numbers are indicated, what alternate provisions are listed for the hearing impaired, such as TTY/TDD or relay service?

[Click here to enter text.](#)

5. Which brochures, pamphlets, and flyers include a TTY/TDD or Relay Service telephone number for the hearing impaired? .

6. How are the required notifications provided in alternative formats for the visually impaired?

[Click here to enter text.](#)

7. How do training providers provide programmatic and architectural accessibility for individuals with disabilities? [Click here to enter text.](#)

8. Have ADA assessments been completed for your office and facility?

If so, please explain the shortfalls? [Click here to enter text.](#)

If not, when are they anticipated? [Click here to enter text.](#)

9. Are contractor and service provider sites accessible to individuals with disabilities?

10. Is there at least one entrance to the buildings that are wheel chair accessible? If yes, does it have the international symbol for accessibility for individuals with disabilities posted?

If no, where are these clients directed to go? **Explain.**

[Click here to enter text.](#)

11. Do inaccessible entrances have signs indicating the location of the nearest accessible entrance?

Explain.

[Click here to enter text.](#)

12. Are there designated restrooms with appropriate signage available for individuals with disabilities?

Explain.

[Click here to enter text.](#)

13. Is a TTY/TDD or Relay Services available for use? **Explain.**

[Click here to enter text.](#)

14. Are there provisions for reasonable accommodations in employment? **Describe.**

[Click here to enter text.](#)

15. Please describe any reasonable accommodations that have been provided for applicants, participants, or employees with disabilities.

16. Is there a written reasonable accommodation policy?

• **If so, please have a copy available for observation during onsite visit.**

19. Describe how medical condition information is maintained separate from other files and secured.

[Click here to enter text.](#)

[DO YOU NEED TECHNICAL ASSISTANCE IN THIS ELEMENT? IF SO, PLEASE EXPLAIN:](#)

[Click here to enter text.](#)

ELEMENT 6: GOVERNOR'S RESPONSIBILITIES TO MONITOR RECIPIENTS FOR COMPLIANCE

1. Are you aware that the Governor is personally responsible for ensuring that all WIOA recipients are monitored for compliance through his designee? [Answer "yes" or "no."]

DO YOU NEED TECHNICAL ASSISTANCE IN THIS ELEMENT? IF SO, PLEASE EXPLAIN:

[Click here to enter text.](#)

ELEMENT 7: COMPLIANCE REVIEWS

1. List the last Equal Opportunity monitoring visit.
2. How often on-site monitoring is conducted?

[Click here to enter text.](#)

Please provide a record and/or summary report of the EO monitoring visits (dates, locations, entities and findings) since your last WIOA Monitoring review.

DO YOU NEED TECHNICAL ASSISTANCE IN THIS ELEMENT? IF SO, PLEASE EXPLAIN:

[Click here to enter text.](#)

ELEMENT 8: COMPLAINT PROCESSING PROCEDURES

1. What discrimination complaint policies and procedures are used by the Local Workforce Development Area? **Please have available for observation during onsite visit.**

[Click here to enter text.](#)

2. Explain how customers and employees obtain a copy of the discrimination complaint policy and procedures and/or discrimination complaint form?

3. Does the discrimination complaint log for formal discrimination complaints include the following:
 - Name and address
 - Basis of complaint
 - Brief description of complaint
 - Date filed
 - Disposition

Answer Yes or No

Please provide a copy of the discrimination complaint log for review during the onsite visit.

4. Please list any formal complaints that have been filed since the last EO monitoring visit.

[Click here to enter text.](#)

- Has the State EO Officer been advised of the complaint? [Click here to enter text.](#)

- Describe the process established to keep the discrimination complaint records for a period of three years.
[Click here to enter text.](#)

- Describe the process for keeping the identity of the complainant confidential.
[Click here to enter text.](#)

DO YOU NEED TECHNICAL ASSISTANCE IN THIS ELEMENT? IF SO, PLEASE EXPLAIN:

Completed By: [Click here to enter text.](#)

and Date: [Click here to enter text.](#)

If you have questions, please contact your EO Liaison.

**THE MISSISSIPPI PARTNERSHIP
 PY 2018 WIOA Gateway YOUTH PROGRAM MONITORING
 Revised 2-11-19
 SUMMARY OF FINDINGS**

Monitoring Report #

Date:

Subcontractor	
Subcontractor #(s)	
Project Name(s)	WIOA Youth Program
Type of Contract	Cost Reimbursement
Monitors	Rebecca Brantley (programmatic) Meghann McCarver (fiscal) Gary Golden (EEO)

Check the appropriate activities monitored:

<input checked="" type="checkbox"/> Objective	<input checked="" type="checkbox"/> Placement in jobs or continuing education
<input checked="" type="checkbox"/> Outreach/Recruitment Selection	<input checked="" type="checkbox"/> Follow-up
<input checked="" type="checkbox"/> Individual Service Strategy	<input type="checkbox"/> In-School Program
<input checked="" type="checkbox"/> Provisions of program elements	<input checked="" type="checkbox"/> Out-of-School Program
<input checked="" type="checkbox"/> Case Management	<input checked="" type="checkbox"/> Intake Eligibility Determination

ENTRANCE INTERVIEW

Attending Personnel:

Note:

THE MISSISSIPPI PARTNERSHIP YOUTH PROGRAMS		Yes	No	Comments
Administration				
1.	Is there a subcontract on file that is maintained by and available to the contractor staff?			
2.	Is a copy of the workforce area's <i>Youth Operations Manual</i> available to contractor staff?			
3.	Is there evidence of the subcontractor's internal monitoring system?			
a.	How frequently is internal monitoring done?			
b.	Does the monitoring procedure include an analysis of performance against plan?			
4.	Does the contractor have copies of previous monitoring reports and correspondence on file?			
a.	Did the previous monitoring report require corrective action? If yes, what corrective action was taken?			
b.	Is there written documentation to support corrective action & response?			
Outreach/Recruitment/Assessment				
1.	Are program enrollment levels, as stated in the contract, being met for the percentage of the program year that has been completed?			Contract yearly NOW Clock carryovers
2.	Is the subcontractor adequately screening youth for eligibility considerations prior to referral to intake and eligibility?			
3.	Are all youth served under WIOA by the subcontractor certified for eligibility <i>prior</i> to service being provided? (Note any exceptions.)			
4.	Is objective assessment and/or testing as described in the subcontract being provided to determine individual needs and appropriate services for participants?			
5.	Are youth receiving the proper mix of services based on assessment and ISS?			
6.	What assessment techniques and tools are employed?			

THE MISSISSIPPI PARTNERSHIP YOUTH PROGRAMS				Yes	No	Comments
Youth Program Performance Standards						
1.	Performance	Federal	Actual			
	a. Youth served received CRC	na				
	b. 1 st Qtr. Placement	na				
	c. 2 nd Qtr. Placement	71.0%				
	d. 4 th Qtr. Placement	74.0%				
2.	Is the subcontractor meeting the WIOA youth performance standards stated in the subcontract?					
3.	Are there pre- and post-assessment to determine youth Career Readiness Certificate (CRC) attainment?					
4.	Are all youth being offered Essential Job Skills Training?					
5.	Overall, how many youth are included under each category as of this monitoring?					
		Total Included				
	1.	CRC Attainment				
	2.	Paid Work Experience				
	3.	Sector Strategy				
6.	How does the subcontractor track participants' progress toward CRC attainment?					
7.	Is there supportive documentation on file to show WIOA eligibility and services?					
	1.	Competency Statement	Yes	No		
	2.	Pre/Post Testing	Yes	No		
	3.	Training Curricula	Yes	No		
	4.	ISS	Yes	No		
	5.	Certificates	Yes	No		
	6.	Time and Attendance Sheets	Yes	No		
	7.	WIOA Forms	Yes	No		
Youth Program Elements						
1.	Who determines which of the 16 elements are being provided for the participants? Who updates the ISS?					
2.	What role does the participant play in developing the ISS? What feedback do participants receive from assessment results?					
3.	What controls are in place to insure that all participants are receiving a minimum of 12 months of follow-up services and that all follow-up activity is occurring as scheduled?					
4.	What types of follow-up services are being offered? (List specific examples)					
	Leadership development, supportive services, regular contact with youth's employer, career development, adult mentoring, and counseling					

THE MISSISSIPPI PARTNERSHIP YOUTH PROGRAMS			
5.	Is program orientation provided for all participants?	Yes	No
	Did information provided in participant orientation include:		
a.	Program objectives	Yes	No
b.	Hours of work	Yes	No
c.	Grievance Procedure	Yes	No
d.	Time & Attendance	Yes	No
e.	Payroll	Yes	No
f.	Classroom Instruction	Yes	No
Youth Program Elements			
Indicate which program elements are available to WIOA youth in the program.		Yes	Provider
1.	Tutoring, study skills training, and instruction leading to secondary school		
2.	Alternative secondary school services		
3.	Paid and unpaid work experiences		
4.	Occupational skills training		
5.	Education offered concurrently with and in the same context as workforce prep		
6.	Leadership development opportunities		
7.	Supportive services		
8.	Adult mentoring services		
9.	Follow-up services		
10.	Comprehensive guidance and counseling		
11.	Financial literacy education		
12.	Entrepreneurial skills training		
13.	Labor market and employment information services		
14.	Post-secondary education and training preparation and transition		
15.	Essential Job Skills training		
16.	WorkKeys Testing and Career Readiness Certificate		
Methods and Materials		Yes	No
1.	Is the youth provider's primary place of operation in an apparently safe location for the youth to attend?		
2.	Are adequate progress reports for WIOA participants maintained on site?		
3.	Are there written policies on time and attendance?		
4.	Are complete time and attendance sheets maintained?		

THE MISSISSIPPI PARTNERSHIP YOUTH PROGRAMS		Yes	No	Comments
Education/Employment				
1.	Is the provider using the Essential Job Skills PowerPoint provided by the fiscal agent?			
2.	Is assistance with furthering education provided?			
3.	Is Job Search Assistance provided?			
4.	How frequently does the subcontractor check on education and/or employment status for youth after exit?			
5.	How is participant education and/or employment status verified?			
THE MISSISSIPPI PARTNERSHIP YOUTH PROGRAMS		#	%	Comments
Records Review				
<i>A sampling of youth files enrolled during this program year will be individually checked to determine if youth are eligible and that all forms are appropriately completed. A sampling of youth files exited in the previous program year will be individually checked to determine if appropriate follow-up services are being provided.</i>				
Participants Enrolled During this Program Year				
a.	Active youth files available for this monitoring visit			
b.	Active youth files reviewed for this monitoring visit			
	1) Youth participants who were certified prior to receiving WIOA services			
	2) Youth participants with all appropriate eligibility documentation items			
	3) Youth participants whose files contained all appropriate signatures			
	4) Youth participants who completed Essential Job Skills Training			
	5) Youth participants who received paid work experience			
	6) Appropriate casenotes indicating at least of monthly contact			
	7) Certificate/Degree/Credential attainment documented (if applicable)			
Participants Exited During Previous Program Year				
a.	Exited youth files available for this monitoring visit			
b.	Exited Youth files reviewed for this monitoring visit			
	1) Appropriate casenotes indicating at least of monthly contact			
	2) Appropriate follow-up services being offered to participants			
	3) Appropriate documentation of education status, employment status, and/or certificates/degree/credential attainment after exit			

**THE MISSISSIPPI PARTNERSHIP
WIOA YOUTH PROGRAM MONITORING
Summary of Findings**

Subcontractor:	
1	
2	
3	
4	
5	
EXIT INTERVIEW	
Attending Personnel:	
Notes:	
_____ Monitor Signature and Date	_____ Monitor Signature and Date:

WIOA COMPLAINT PROCEDURE FOR DISCRIMINATION COMPLAINTS THE MISSISSIPPI PARTNERSHIP

EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of federal financial assistance to discriminate on the following bases:

- Against any individual in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and
- Against any beneficiary of programs financially assisted under Title I of the Workforce Innovation and Opportunity Act of 2014 (WIOA), on the basis of the beneficiary's citizenship/status as a lawfully-admitted immigrant authorized to work in the United States, or his or her participation in any WIOA Title I financially- assisted program or activity.

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIOA Title I financially-assisted program or activity;
- Providing opportunities in, or treating any person with regard to such a program or activity; or
- Making employment decisions in the administration of or in connection with such a program or activity.

DEFINITIONS

- A. Recipient – For the context of this form, recipient refers to any entity to which financial assistance under WIOA Title I is extended, and may be a WIN Job Center, Youth Provider, or Training Provider.
- B. Discrimination Complaint – complaints filed on the grounds of race, color, religion, sex, national origin, citizenship, age, disability, political affiliation or belief.

HOW TO FILE A COMPLAINT

A. Filing Written Complaints

Discrimination complaints must be filed within 180 days of the alleged discrimination, and may be filed with a Local Administrative Entity, (Three Rivers Planning & Development District), Service Provider, One-Stop Operator or with the Civil Rights Center (CRC). Discrimination complaint processing procedures must be completed and a Notice of Final Action issued within 90 calendar days from the date the written complaint was filed.

B. Alternative Dispute Resolution (ADR) – Service Provider Level

ADR is an alternative to filing a written complaint. It can be as informal as discussing an issue with a representative of the offending entity and agreeing on a resolution. It may involve a formal mediation process, such as having a neutral party (or a panel of neutral persons) decide a dispute after hearing each party's presentation of evidence and argument. You must agree in advance that the decision of the neutral party is to be final. A party to any agreement reached under a formal ADR process may file a complaint with the CRC in the event the agreement is breached.

C. Written Complaint – LWDA Level

1. If you do not choose ADR/mediation or the complaint is not settled through ADR, you must submit your complaint in writing to the recipient's Equal opportunity Officer (EO) or the CRC. In the written presentation, you must provide your full name, current mailing address, home telephone number and social security number. You must identify the individual or entity that you allege is responsible for the discrimination, give a brief summary of the facts, grounds for the complaint, any other relevant material or information, and describe the corrective action or remedy sought.

2. You have the right to receive a Notice of Final Action within 90 calendar days of filing the written complaint.

3. You may file your complaint with the CRC within 30 calendar days from the date the Notice of Final Action is issued if:

- a. You are not satisfied with the written decision or
- b. The Recipient failed to issue a Notice of Final Action within 90 days of the date on which the written complaint was filed

A copy of the complaint and all related documentation must be sent to the Director, Civil Rights Center, US Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, D.C. 20210.

RETENTION AND CERTIFICATION

A copy of this document should be kept in a safe place for reference if the need arises. Also, a copy of this document will be placed in the participant's WIOA file folder or the employee's personnel folder.

This is to certify that these complaint procedures have been explained to me and that I understand my rights.

Participant/employee signature Date

Parent/Guardian signature (if required) Date

This is to certify that I have explained the complaint procedure to the above individual.

Subgrantee official's signature Date

If you have any questions concerning WIOA discrimination complaint procedures, you may contact:

EO Officer: Gary Golden
Three Rivers Planning & Development District
75 South Main Street/P.O. Box 690
Pontotoc, MS 38863
662.489.2415 (phone)
202.693.6515 (TDD)

WIOA GRIEVANCE PROCEDURE FOR NON-DISCRIMINATION GRIEVANCES THE MISSISSIPPI PARTNERSHIP

RIGHT TO FILE A GRIEVANCE

- As an applicant, participant, WIOA staff person or other interested person, you have the right, without fear of interference, coercion, restraint, discrimination or reprisal, to present a grievance or appeal.

DEFINITIONS

- A. Grievance** – Program grievances (or programmatic issues) related to WIOA—funded programs or activities based on grounds other than discrimination.
- B. Subgrantee, contractor, provider** – For the context of this form, these terms refer to the applicable Service Provider funded by or through the Three Rivers Planning & Development District for The Mississippi Partnership Local Workforce Development Area, and may be a WIN Job Center, Youth Provider or Training Provider.
- C. Recipient** – For the context of this form, recipient refers to the Three Rivers Planning & Development District.
- D. Governor** – For the context of this form, Governor refers to the state agency designated to administer WIOA programs, the Office of Grant Management division of the Mississippi Dept. of Employment Security.

PROCESSING GRIEVANCES

Alleged grievances must be filed at the Subgrantee level within one year of occurrence. If you are dissatisfied with the informal Resolution, you have the right to request a Formal Resolution by submitting a written grievance, have a hearing, and receive a written decision within sixty (60) days after filing the initial grievance. If you are dissatisfied with the written decision, you may file an appeal at the State Level.

HOW TO FILE A GRIEVANCE

A. Step 1 (Informal Resolution – Local Level) –You may request an informal meeting with your supervisor, counselor or instructor and indicate the general nature of your grievance. The grievance may be settled informally in a prompt manner at or near the place of occurrence. Every effort shall be made to reach a settlement in this manner within ten (10) calendar days of the request.

B. Step 2 (Formal Resolution – Local Level) – If the grievance is not settled informally, you must submit the grievance in writing to the Recipient Three Rivers Planning & Development District within ten (10) calendar days of receiving the decision from the Subgrantee Level. In the written request you must provide your full name, your current mailing address, home telephone number and social security number. You should provide a brief summary of the facts, grounds for the complaint including any relevant materials and information, and describe the corrective action or remedy sought. You have the right to a hearing on your grievance, but you must request that hearing in the written grievance document. The written request should be submitted to the Three Rivers Planning & Development District in a way that provides proof of receipt. You will be given an opportunity for a hearing within fifteen (15) calendar days of filing the written grievance. The Three Rivers Planning & Development District will provide you written notice of the date, time and location of the hearing, the manner in which it will be conducted, and the issues to be decided.

The Three Rivers Planning & Development District will provide you with the following opportunities:

- to withdraw the request for the hearing in writing before the meeting;
- to request rescheduling the hearing for a good cause;
- to be represented by an attorney or other representative of your choice;
- to bring witnesses and documentary evidence;
- to have any record or document relevant to the issues produced by its custodian when such record or document is kept by or for the recipient's Subgrantee;

- to question any witness or party.
- to have an impartial hearing officer or officers; and
- Three Rivers PDD shall make a written determination regarding the grievance within sixty (60) calendar days of the initial filing of the grievance and shall send copies of the determination to the aggrieved party and Subgrantee via certified mail.

C. Step 3 (State Level) – You may file an appeal with the Office of Grant Management (OGM) division of the Mississippi Department of Employment Security within fifteen (15) calendar days of the Three Rivers PDD decision if:

- You are not satisfied with the Three Rivers PDD written decision, or
- No decision was reached within sixty (60) calendar days of the initial complaint with the local area.

Should you choose to appeal to the OGM, a copy of the grievance and all related documentation must be sent to the Office of Grant Management, PO Box 1699, Jackson, MS 39215-1699.

The OGM shall make a written determination regarding the grievance within sixty (60) calendar days of receipt of the appeal and shall send copies to the Three Rivers PDD, the aggrieved party, and the Subgrantee.

D. Should the OGM fail to provide a decision within sixty (60) calendar days of the receipt of the appeal or you are not satisfied with the written decision, you may then request from the Secretary of Labor a determination whether reasonable cause exists to believe that the WIOA or its regulations have been violated. Such a request must be filed at the address given below no later than sixty (60) days from the date on which you should have received a decision from the OGM.

**Regional Administrator
U.S. Department of Labor
Employment and Training Administration
1371 Peachtree St., N.E.
Atlanta, Georgia 30367**

RETENTION AND CERTIFICATION

A copy of this document should be kept in a safe place for reference if the need arises. Also, a copy of this document will be placed in the participant's WIOA file folder or the employee's personnel folder.

This is to certify that these grievance procedures have been explained to me and that I understand my rights.

Participant/Employee Signature Date

Parent/Guardian signature (if required) Date

This is to certify that I have explained the grievance procedure to the above named individual.

Subgrantee Official's Signature Date

If you have any questions concerning WIOA grievance procedures, you may contact:

**EO Officer: Gary Golden
Three Rivers Planning & Development District
75 South Main Street/P.O. Box 690
Pontotoc, MS 38863
662.489.2415 (phone)
202.693.6515 (TDD)**

**THE MISSISSIPPI PARTNERSHIP
WORKFORCE DEVELOPMENT AREA**

**PROCEDURES FOR SUPPORTIVE
SERVICES to WIOA ADULT and
DISLOCATED WORKER
PROGRAMS**

Revision Date: July 1, 2015

THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA PROCEDURES FOR SUPPORTIVE SERVICES

I. Scope and Purpose

This procedure provides direction for the customers, staff, and service providers and implements the MPWDA's policy on supportive services.

II. Documentation for Supportive Service Needs

- The MPWDA's "Determination of Supportive Service Needs" form shall be completed every time a WIOA Title I participant needs supportive services which cannot be provided by another federal, state, or local source.
- WIN Job Center staff must provide case notes in participant's file of potential resource referrals made to participants to document coordination of available resources.
- The area's Priority of Services must be used to determine eligibility for supportive services for adults, if there is a waiting list for those services as determined by the one-stop operator.
- The individual determination of financial assistance and the amount of such assistance shall be based upon the results of the MPWDA "Determination of Supportive Services Needs" form in conjunction with the "Mississippi Partnership Priority of Service Rating Sheet." These forms must be completed and filed with the adult or dislocated worker participant's IEP.

III. Documentation for Supportive Service Payments

The MPWDA's "Weekly Request for Supportive Services" form shall be completed to justify the amount of each and every supportive services payment.

A. Transportation

A signed statement from the WIOA customer and the WIOA counselor stating that the individual is unable to participate in WIOA or partner activities without transportation assistance must be attached to the "Weekly Request for Supportive Services" form. This statement must also include the stipulation that the customer must provide attendance documentation from the instructor in order to continue receiving transportation assistance.

Attendance documentation from the instructor providing a skills upgrade class, ABE services, training, or other appropriate WIOA activities must be obtained after the initial \$30 gas card is received by the participant.

B. Child-Care Payments

In order for a WIOA participant to qualify for child care assistance, the case manager must have documentation showing that the participant attempted to receive such services through other programs such as, but not limited to, TANF.

Attendance documentation from the instructor providing a skills upgrade class, ABE services, training, or other appropriate WIOA activities.

C. Work-Related Items

Case notes must document the type of work-related items needed.

- For payment to be made to the customer, the customer must submit a receipt showing what items were purchased and the amount of the items.

OR

- The work-related items may be purchased by the one-stop operator or by the use of vouchers. Documentation that the customer actually received the items must be attached.

D. Testing Fees

Case notes must document the testing fees needed.

Testing fees should be paid by the One-Stop Operator to the entity administering the test.

E. Other Supportive Services

Written approval from the fiscal agent must be attached to the Weekly Request for Supportive Services along with any other required documentation stated by the fiscal agent.

IV. Monitoring

- All forms and signatures must be completed in ink, not pencil.
- Supportive service payments/reimbursements must be paid from funds in the program year they were incurred.
- Each One-Stop Operator must establish a procedure for reconciling pre-purchased Gas Cards supportive services. This reconciliation must occur at least monthly, with the documentation maintained at the site and made available during monitoring reviews.

V. Effective Date

This procedure is revised effective July 1, 2015.

**THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA
DETERMINATION OF SUPPORTIVE SERVICE NEEDS**

This form will consider your income level and other factors to determine your need for supportive services while participating in the WIOA program.

SECTION I – PERSONAL INFORMATION

Date: _____

Applicant's Name: _____ SSN: _____

Address: _____
City _____ County _____

SECTION II – ELIGIBILITY FACTORS

Mark "yes" or "no" to each of the questions below. Indicate which types of services/payments the applicant is receiving or is eligible to receive from other sources, such as TANF.

1. Is the applicant receiving unemployment insurance benefits or trade adjustment allowances? _____ Yes _____ No
 2. Is the applicant employed, either full-time or part-time? _____ Yes _____ No
 3. Is or has the applicant been enrolled in WIOA? _____ Yes _____ No
 4. Does the applicant have dependent children under the age of 6? _____ Yes _____ No
- Indicate if the applicant is eligible to receive or is receiving the following from another source:
- a. Transportation services/payments? _____ Yes _____ No If yes, indicate source _____
 - b. Child Care/payments? _____ Yes _____ No If yes, indicate source _____

SECTION III – WIOA SUPPORTIVE SERVICES ELIGIBILITY

Indicate each of the types of supportive services the applicant is eligible form.

1. Transportation Payments _____ Yes _____ No
If yes, indicate # of miles round trip: _____
2. Child Care Payments _____ Yes _____ No
If yes, indicate # of children under 6: _____
3. Work-Related Tools & Clothing _____ Yes _____ No
4. Testing Fees _____ Yes _____ No
5. Workshop/Short-Term Training Fees _____ Yes _____ No
6. ITA End-of-Semester Support Payment _____ Yes _____ No
7. Other (specify): _____ _____ Yes _____ No

SECTION IV – CERTIFICATION

I understand that if I am accepted and enrolled into a WIOA Title I activity or program, I may receive payments for child care, transportation, meals, work-related tools & clothing, testing fees, and other one-time expenses necessary for my participation into the program. I also understand that I will not receive supportive services if I am receiving, or am eligible to receive, such payments from another source. I agree to notify my counselor in the event that any change occurs that would affect by eligibility for these payments.

I certify that the information provided is true and correct. I understand that falsification of information may subject me to prosecution for fraud/perjury under the law and/or repayment of all funds. I further authorize this information to be verified at the discretion of the workforce development area.

Applicant's Signature: _____ Date: _____

Counselor's Signature: _____ Date: _____

**THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA
DETERMINATION OF SUPPORTIVE SERVICE NEEDS
INSTRUCTIONS**

This form should be completed for each WIOA adult, dislocated worker, youth, or NEG participant who receives supportive services. This form should also be updated periodically. The counselor should keep a copy of the completed form in the applicant's file, as well as any periodic updated forms.

Contact the Fiscal Agent Staff at 662-489-2415 if there are further questions about supportive services.

SECTION I – PERSONAL INFORMATION

Indicate the date on which the supportive services eligibility was determined. Complete the information for the applicant's name, social security number, and mailing address.

SECTION II – ELIGIBILITY FACTORS

Indicate the applicant's situation for each of the five items. Place an "x" by either "Yes" or "No" to indicate the correct answer for each question. For question 5, if the applicant receives, or is eligible to receive, the services from another funding source, write in the blank what program provides the services. Examples for "other sources" include but are not limited to TANF.

SECTION III – WIOA SUPPORTIVE SERVICES ELIGIBILITY

Indicate if the applicant is eligible to receive either: (1) Transportation Payments, (2) Child Care Payments, (3) Work-Related Tools & Clothing, (4) Testing Fees, (5) Workshop/Testing Fees, (6) ITA End-of-Semester Support Payment, (6) Other one-time expenses necessary to ensure the applicant's continuation in WIOA activities. Any supporting documentation must be attached to this form.

SECTION IV – CERTIFICATION

Prior to the applicant and counselor's signatures, the counselor should make sure that the applicant has read and understands the two paragraphs under this section. If necessary, the counselor should read aloud the section to ensure that the applicant fully comprehends the statements. The applicant and the counselor must both sign and date the appropriate blanks.

THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA WEEKLY REQUEST FOR SUPPORTIVE SERVICES INSTRUCTIONS

These instructions are meant to serve as a guideline for completion of the Weekly Request for Supportive Services form. One of these forms must be submitted each week for each participant who is requesting benefits. No payments may be made to individuals in the absence of this form.

1. Enter the participant's name as it appears on his/her intake form.
2. Enter the participant's social security number.
3. Enter the training project number if the individual is in training. Otherwise indicate "N/A".
4. Indicate whether the participant is registered in the adult, dislocated worker, or NEG program.
5. Check the appropriate items to indicate if the participant is to receive transportation payments, child care payments, work-related tools and clothing, workshop/testing fees, ITA end-of-semester support payment, or an "other" supportive services. If "other" is marked, written approval from the fiscal agent must be attached to this form.
6. The ending date of the week for which payment is requested must be a Friday.
7. Enter the participant's exit date if applicable.
8. Enter the training facilities name and physical location.
9. Indicate if the trainee received wages during the week for which the request is being made. This question requires a direct response from the trainee each week.
10. Indicate if the trainee is receiving or is eligible to receive unemployment compensations and/or TAA benefits.
11. Briefly in one or two sentences describe any "other" supportive service and include why the payment is needed for the participant to continue in the WIOA or NEG program and place fiscal agent approval of such supportive services to the form.

**THE MISSISSIPPI PARTNERSHIP
WORKFORCE DEVELOPMENT AREA**

**POLICY FOR SUPPORTIVE
SERVICES to WIOA ADULT and
DISLOCATED WORKER
PROGRAMS**

Revision Date: July 1, 2015

THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA POLICY FOR SUPPORTIVE SERVICES TO ADULTS AND DISLOCATED WORKERS

I. Scope and Purpose

This policy establishes requirements for the payment of supportive services for all Workforce Innovation and Opportunity Act (WIOA) Title I programs in the Mississippi Partnership Workforce Development Area (MPWDA). The Mississippi Partnership Local Workforce Development Board (MPWDB) will allow each One-Stop Operator to determine which of supportive services that will be available within their sub-areas.

Supportive Services are meant to help WIOA customers be able to participant in services that will help them obtain self-sufficient employment. All supportive service payments must be tied to education, training, job search activities, or maintaining employment. This policy shall provide the framework for WIOA Funds utilized for supportive services.

II. Eligibility

WIOA funds allocated to a local one-stop operator may be used to provide supportive services to adults and dislocated workers, respectively, who are:

- A. Participating in career or training services as defined in WIOA secs. 134(c)(2) and (3); and
- B. Unable to obtain supportive services through other programs providing such services; and
- C. In need of supportive services to enable the individuals to participate in WIOA career or training services.

III. Types of Supportive Services Available

A. Transportation

Transportation assistance is provided in the form of Gas Cards.

If a WIOA customer needs transportation assistance in order to participate in WIOA activities, such as attend a skills upgrade class or ABE class, the case manager may provide the customer a one-time \$30 gas card/voucher as a “good faith” measure for the participant to attend WIOA activities. In order for the customer to continue receiving WIOA transportation assistance, the customer must provide attendance documentation from the instructor for the previous week.

- 5 – 100 miles round trip \$30 gas card a week
- 101 or more miles round trip \$50 gas card a week

B. Child-Care

In order for a WIOA participant to qualify for child care assistance, the case manager must have documentation showing that the participant attempted to receive such services through other programs such as, but not limited to, TANF.

- 1. For customers to participant in 3 or more days of WIOA activities
 - 1 dependent child under age 6 \$40 per week

- 2 dependent children under age 6 \$50 per week
- 3 or more dependent children under age 6 \$60 per week

2. For customers to participant in less than 3 days of WIOA activities

- 1 dependent child under age 6 \$25 per week
- 2 dependent children under age 6 \$30 per week
- 3 or more dependent children under age 6 \$35 per week

C. Work-Related Items

Work-related items as identified by the participant are limited to a maximum of \$250 per participant.

D. Testing Fees

The amount per participant for testing fees is \$100.00. If sufficient justification is supplied, the amount may be increased to \$500 with prior written approval from the fiscal agent on a case by case basis.

E. Workshop/Short-Term Training Fees

Fees for workshops or short-term training courses that will help the participant become employable, as approved by the WIOA case manager, are an allowable supportive service. The amount per participant for workshop/short-term training fees is \$300.00. If sufficient justification is supplied, the amount may be increased to \$500 with prior written approval from the fiscal agent on a case by case basis.

F. ITA End-of-Semester Support Payment

A \$250.00 per semester support payment is an allowable supportive service for participants while enrolled in training if the participant is providing the required documentation and grade information to the WIOA case manager and is meeting all of the requirements to continue receiving an ITA or has successfully completed the ITA.

G. Other Supportive Services

If other supportive service needs arise, the one-stop operator should submit a written request to the fiscal agent and the request will be authorized or denied in writing to the one-stop operator.

IV. Coordination of Available Sources of Funds (Pell, TANF, Food Stamps, etc.)

Section 134(c)(3)(B) of WIOA requires the coordination of WIOA costs with funds available under Federal programs. Service Providers must consider all available sources of funds, excluding loans, in determining an individual's overall need for WIOA funds. To ensure non-duplication of resources and services, linkages should be established with programs such as child support, Food Stamps, Medicaid, and the Children's Health Insurance Program. Duplicative payments for training or supportive services shall not be made.

V. Procedures

The Fiscal Agent shall adopt and WIOA adult, dislocated worker and NEG service providers shall comply with procedures describing how supportive services are justified, documented, and paid out.

VI. Effective Date

This policy is effective July 1, 2015.

THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA

POLICY FOR SUPPORTIVE SERVICES TO YOUTH

Revised
July 1, 2018

THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA POLICY FOR SUPPORTIVE SERVICES TO YOUTH

I. Scope and Purpose

This policy sets forth the requirements for The Mississippi Partnership Workforce Development Area and Substate Grantee policies for allowable benefits and payments to Workforce Innovation and Opportunity Act (WIOA) participants. Supportive services may include transportation, child care, dependent care, and housing assistance to enable an individual to participate in activities authorized under WIOA Title I. Currently, the assistance provided by MPWDA may be in the form of supportive services for assistance with uniforms, work-related items, or other services as needed. Supportive services are also available to youth as one of the elements required under WIOA.

II. Supportive Services

For youth participants, supportive services are one of the required program elements that are available to participants, and may include:

- A. Linkages to community programs such as TANF, Transitional Child Care under the Family Support Act, Social Services Block Grant, Food Stamps, Medicaid, and Children's Health Insurance Program; and
- B. Referrals to medical services; and
- C. Assistance with work attire, work related background checks, and work-related tool costs, including such items as eyeglasses and protective eye gear.

All sources of funds should be considered when determining an individual's financial need for supportive services. The youth services provider should establish linkages with community programs to ensure non-duplication of resources and services. Allowable supportive services for youth are outlined under 2(a) through 2(d) below.

III. Types of Supportive Services

A. Child Care Hardship Supportive Services

- 1. To qualify for hardship supportive services for child care payments, a youth must:
 - a. Be assessed as needing child care assistance and not receiving or not be eligible to receive child care assistance from other publicly funded sources such as TANF child care, Transitional Child Care under the Family Support Act, Social Services Block Grant child care, etc.; and
 - b. Be enrolled in and attending a WIOA youth program or in the twelve months of follow-up (post-exit) and be unemployed; and
 - c. Have one or more dependent children under the age of six; and
 - d. Have spouse who is employed or enrolled in school full-time, be a single parent, or be a single head-of-household at the time of intake.
- 2. Child Care Hardship Payments will be based on the following:

1 dependent child under age 6	\$20.00 per week
2 dependent children under age 6	\$25.00 per week
3 or more dependent children under age 6	\$30.00 per week

No additional amounts will be paid to participants who have more than three dependent children under the age of six. The maximum benefit per week is \$30.00.

If the youth is receiving child care supportive services payments, a copy of each child's birth certificate the youth is receiving payments for and a statement that the child(ren) is/are living with the participant must be in the participant file.

B. Transportation Hardship Supportive Services

1. To qualify for hardship supportive services for transportation payments, a youth must:
 - a. Be assessed as needing transportation and not receiving or not be eligible to receive transportation from other public funded sources; and
 - b. Be enrolled in and attending a WIOA youth program or in the twelve months of follow-up (post-exit).
2. Transportation assistance will be provided in the form of gas cards or vouchers. The Gateway case manager may provide the participant a one-time \$30 gas card/voucher as a "good faith" measure for the participant to attend WIOA activities. In order for the participant to continue receiving WIOA transportation assistance, the participant must provide attendance documentation from the Gateway instructor for the previous week.
 - 5 – 100 miles round trip \$30 gas card a week
 - 101 or more miles round trip \$50 gas card a week

C. Other Hardship Related Supportive Services

1. To qualify for hardship related supportive services for other assistance, a youth must:
 - a. Provide detailed and acceptable documentation that the need identified as a hardship is in fact a hardship and prevents the youth from attending the WIOA youth program; and
 - b. Be enrolled in and attending a WIOA youth program, or in the twelve months of follow-up (post-exit) and be unemployed.
2. Other Hardship Related Supportive Services must be approved by the Fiscal Agent on a case-by-case basis.

D. Work-Related Items

1. To qualify for supportive services as work-related items, a youth must:
 - a. Be assessed as needing assistance with uniforms or other appropriate work attire and work-related tools necessary to enable youth to participate in WIOA Title I activities, including items such as background checks, eyeglasses and protective eye gear; and
 - b. Not receiving or not eligible to receive these items from a non-WIOA source; and
 - c. Be enrolled in and attending a youth program or in the twelve months of follow-up (post-exit) and be unemployed.

2. Work-related items as identified may be purchased by the youth provider directly, by use of vouchers, or reimbursed to the youth if the youth submits a receipt showing what items were purchased and the amount of the items and are limited to a maximum of \$250.00 per participant.

E. Educational Related Expenses

1. To qualify for supportive services as educational related expenses, a youth must:
 - a. Provide documentation of the type of educational related expense and proof that assistance is not available through other sources. For example, if a youth is receiving a PELL grant that would cover the cost of books, then he/she would not be eligible for educational related supportive services for books.
 - b. Be enrolled in and attending a youth program or in the twelve months of follow-up (post-exit).
2. Educational related expenses, such as GED testing fees, CRC testing fees, ACT testing fees, college books, etc. may be purchased by the youth provider directly, purchased by use of vouchers, or reimbursed to the youth if the youth submits a receipt showing what items were purchased and the amount of the items.

Educational Related Expenses are limited to \$150.00 for an individual service. For example, no youth should receive one service such as a single test fee in an amount greater than \$150, however youth may receive more than 1 service. If sufficient justification is supplied of why the youth would need more than \$150 for an individual service, the amount may be increased to \$500 but must be approved by the fiscal agent prior to payment.

IV. Determination of Supportive Services Need

- A. Any youth registered in WIOA or in the first twelve months of follow-up, who has been assessed as needing supportive services by the youth services provider, may be eligible to receive WIOA supportive services.
- B. The individual determination of financial assistance and the amount of such assistance shall be based upon the results of the MPWDA "Determination of Supportive Services Needs" form. The "Determination of Supportive Services Needs" form is included as an attachment to this policy (Attachment A).

V. Documentation of Attendance

For participants enrolled in a Gateway Youth Program, the Mississippi Partnership WDA shall require that each service provider take attendance each day that training or schooling is conducted. The attendance list should be initialed daily by the instructor and the participant to document that the persons whose names are shown actually did attend training or schooling on that day. Participants will not have to offer further verification of attendance beyond the initialed attendance list.

VI. Supportive Services during Follow-Up

Supportive services are available to youth during follow-up. If a youth is employed during the 12 months of follow-up or has completed the first twelve months of follow-up, supportive services for youth will be limited to referrals to community agencies or other services that do not require the direct expenditure of WIOA funds.

VII. Coordination of Available Sources of Funds (Pell, TANF, Food stamps, etc.)

Section 134(c)(3)(B) of WIOA requires the coordination of training costs with funds available under other Federal programs. To avoid duplicate payment of costs when an individual is eligible for both WIOA and other assistance, including a Pell Grant, the Regulations require that program operators and training providers coordinate by entering into arrangements with the entities administering the alternate sources of funds, including eligible providers administering Pell Grants. These entities should consider the following:

- A. All available sources of funds, excluding loans, in determining an individual's overall need for WIOA funds; and
- B. The exact mix of funds, based on the availability of funding for either training costs or supportive services, with the goal of ensuring that the costs of the training program the participant selects are fully paid and that necessary supportive services are available so that the training can be completed successfully; and
- C. Ensure that duplicate payments of training costs are not made, and that the amount of WIOA funded training is not reduced by the amount of Federal student financial assistance in violation of 20 U.S. C. 1087 uu.

VIII. Delivery of Supportive Services

- A. Delivery of Supportive Service payments to participants
 - 1. The payer shall receive a copy of the "Determination of Supportive Services Needs" Form for each eligible participant, and a copy must be placed in the participant's file.
 - 2. Once approval has been received, The "Weekly Request for Attendance and Request for Supportive Services/Vouchers" form (Attachment B) must contain both the signature of the participant and of the instructor to indicate that the participant attended the training/activity for that week. This form must be submitted to the payer for each week that payment is requested, and a copy placed in the participant's file.
 - 3. If the participant has been exited, the payer shall ensure that the youth is in the first 12 months of follow-up services and is unemployed.
 - 4. Upon receipt of each weekly form verifying attendance, the payer shall process the amount of payment indicated for that week and issue a check to the participant. The payer/youth provider will submit the supportive service amounts on the monthly reporting worksheet to Three Rivers for reimbursement.
 - 5. As checks are distributed, the participants will be required to sign a list verifying receipt of payment if they are being paid directly. These lists will be maintained as documentation of payment.

IX. Monitoring and Verification

An individual record of the determination of need for and the amount of each individual participant's supportive services payment will be maintained. Actual copies of the documentation will be maintained with the youth provider performing the determination of need function.

- A. Verification of need for youth participants will be determined by the youth service provider through the interview process and will be made available to the fiscal agent should the participant receive payments for supportive services.

- B. The documentation of determination of need for individual youth participants will be based on the information gathered at the time of intake into WIOA by the youth service provider. This information will be entered on the “Determination of Supportive Services Needs” form.

The information on the “Determination of Supportive Services Needs” form should be completed when the Individual Service Strategy is completed, if the youth is in need of supportive services. This form should be updated upon request from a youth to begin receiving supportive services or when the case manager deems necessary. If at any time the training sub-recipient learns of a change in the participant's status that would disallow that participant from receiving participant support payments, or would allow a participant to qualify for supportive services, appropriate action must be taken.

ATTACHMENTS:

- A Determination of Supportive Service Needs for Youth Form and Instructions
- B Weekly Request for Supportive Services Form and Instructions

**THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA
DETERMINATION OF SUPPORTIVE SERVICE NEEDS**

This form will consider your income level and other factors to determine your need for supportive services while participating in the WIOA program.

SECTION I – PERSONAL INFORMATION

Date: _____

Applicant's Name: _____ SSN: _____

Address: _____
City County

SECTION II – ELIGIBILITY FACTORS

Mark "yes" or "no" to each of the questions below. Indicate which types of services/payments the applicant is receiving or is eligible to receive from other sources, such as TANF.

1. Is the applicant enrolled in post-secondary education or other training? _____ Yes _____ No
2. Does the applicant have dependent children under the age of 6? _____ Yes _____ No
3. Indicate if the applicant is eligible to receive or is receiving the following from another source:
 - a. Transportation services/payments? _____ Yes _____ No If yes, indicate source _____
 - b. Child Care/payments? _____ Yes _____ No If yes, indicate source _____
 - d. Educational Expenses? _____ Yes _____ No If yes, indicate source _____

SECTION III – WIOA SUPPORTIVE SERVICES ELIGIBILITY

Indicate each of the types of supportive services the applicant is eligible to receive.

1. _____ Child Care Payments (Indicate # of children under 6: _____)
2. _____ Transportation Payments
3. _____ Other Hardship
4. _____ Work Related Items
5. _____ Educational Expenses

SECTION IV – CERTIFICATION

I understand that if I am accepted and enrolled into a WIOA Title I activity or program, I may receive payments for child care, transportation, work-related tools & clothing, and educational expenses. I also understand that I will not receive supportive services if I am receiving, or am eligible to receive, such payments from another source. I agree to notify the youth provider in the event that any change occurs that would affect my eligibility for these payments.

I certify that the information provided is true and correct. I understand that falsification of information may subject me to prosecution for fraud/perjury under the law and/or repayment of all funds. I further authorize this information to be verified at the discretion of the workforce development area.

Applicant's Signature: _____ Date: _____

Counselor's Signature: _____ Date: _____

Gateway Program Provider: _____

**THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA
DETERMINATION OF SUPPORTIVE SERVICE NEEDS
INSTRUCTIONS**

This form should be completed for each youth assessed as needing supportive services by the youth service provider. Any youth enrolled in WIOA may be eligible for supportive services (based on completion of this form). All information should be typed, excluding the signatures on the bottom of the form, or should be neatly printed in ink. Both the applicant and the youth provider should initial any changes made on the form.

Contact the Fiscal Agent Staff at 662-489-2415 if there are further questions about supportive services.

SECTION I – PERSONAL INFORMATION

Indicate the date on which the supportive services eligibility was determined. Complete the information for the applicant's name, social security number, and mailing address.

SECTION II – ELIGIBILITY FACTORS

Indicate the applicant's situation for each of the three items. Place an "x" by either "Yes" or "No" to indicate the correct answer for each question. For question 3, if the applicant receives, or is eligible to receive, the services from another funding source, write in the blank what program provides the services. Examples for "other sources" include but are not limited to TANF, or other program providing child care, transportation, and/or educational expenses.

SECTION III – WIOA SUPPORTIVE SERVICES ELIGIBILITY

Indicate if the applicant is eligible under the Workforce Innovation and Opportunity Act to receive child care, transportation, work related, or educational related supportive services. If the person is eligible for child care payments, write in the blank the number of children that are living with and under the care of the applicant at the eligibility determination date. The applicant should verify this number with copies of birth certificates and a statement that the child or children are living with the applicant.

SECTION IV – CERTIFICATION

Prior to the applicant and counselor's signatures, the counselor should make sure that the applicant has read and understands the two paragraphs under this section. If necessary, the counselor should read aloud the section to ensure that the applicant fully comprehends the statements. The applicant and the counselor must both sign and date the appropriate blanks.

The youth provider should keep a copy of the completed form for the applicant's file and forward the original to the fiscal department. The information on the "Determination of Supportive Services Needs" form should be updated at least once a quarter to determine if the youth's situation has changed. In the Mississippi Partnership, youth service providers are responsible for making supportive services payments to participants.

**THE MISSISSIPPI PARTNERSHIP LOCAL WORKFORCE DEVELOPMENT AREA
WEEKLY REQUEST FOR SUPPORTIVE SERVICES FOR YOUTH**

1. Name	2. SSN
3. Level of Service <input type="checkbox"/> Active Participant <input type="checkbox"/> 1 st 12 months of follow-up	4. Gateway Program Provider
5. Indicate the type of payment <input type="checkbox"/> Transportation <input type="checkbox"/> Child Care <input type="checkbox"/> Other (check all that apply)	
6. Week Ending Date:	7. Exit Date, if applicable:

Question 8 is only applicable to those individuals enrolled in training

8. Name & Address of Training Facility:

9. How many days was the participant involved in WIOA activities for the present week?

Participant's Certification:

By signing this form, I agree that all information contained herein is true. This information is given to support my request for supportive services. I authorize my counselor to verify any information contained on this form, and I understand that any misstatements made to obtain payments or benefits to which I am not entitled may subject me to penalties and/or prosecution.

Participant's Signature: _____ Date: _____

To be completed by Youth Provider

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Instructor's Initials							
Participant's Initial							

Attendance Record – P: Present, A: Absent, H: Holiday

Instructor's or Counselor's Certification:

The above answers are in accordance with our records. Any statements by the trainee are complete and correct to the best of my knowledge.

_____ Date: _____

M, W, F Instructor's or Counselor's Signature

_____ Date: _____

Tuesday, Thursday Instructor's or Counselor's Signature

OFFICE USE ONLY
Amount of Check: \$ _____
<i>Necessary Documentation must be attached to this form.</i>

**THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA
WEEKLY REQUEST FOR SUPPORTIVE SERVICES
INSTRUCTIONS**

These instructions are meant to serve as a guideline for completion of the Weekly Request for Supportive Services form. Items 1 through 5 on the form will usually be the same from week to week and will need to be supplied to the participant by the instructor or youth provider. One of these forms must be submitted each week for each participant who is requesting benefits. No payments may be made to individuals in the absence of this form.

1. Enter the participant's name as it appears on his/her intake form.
2. Enter the participant's social security number.
3. Check the appropriate items to indicate the level of service the participant is receiving. If the individual is actively enrolled in any WIOA services, check "Active Participant". If the individual has been exited from WIOA youth services, and is in the first 12 months of the provision of follow-up services, check "Follow-Up". If the individual has been receiving follow-up services for more than 12 months, he or she will not be eligible for supportive services that require the expenditure of WIOA funds.
4. List the Gateway Program Provider.
5. Check the appropriate items to indicate the types of supportive services the youth is receiving.
6. The ending date of the week for which payment is requested must be a Friday.
7. Enter the participant's exit date if applicable.
8. Enter the name of the facility or entity that is providing the training, the school name, or name of the WIOA program, as appropriate. (Indicate N/A if not applicable.)
9. Enter the number of days the participant engaged in WIOA activities during the week in which this request is being submitted.

The participant must sign the form under the Participant's Certification. If necessary, the statement should be read aloud to the participant to ensure his/her understanding.

The block for attendance must be completed by the instructor or youth provider, as appropriate, and initialed by the participant, and should be checked for accuracy by the individual who processed this form. The instructor or youth provider must then sign the form, and the youth must return the completed form to the youth provider for processing and disbursement of service or payment.

**THE MISSISSIPPI PARTNERSHIP
WORKFORCE DEVELOPMENT AREA**

**ON-THE-JOB TRAINING
PROCEDURES**

Revised July 1, 2020

The Mississippi Partnership OJT Procedures

These procedures are effective July 1, 2020 and applies to all On-the-Job Training (OJT) agreements funded by WIOA in the Mississippi Partnership. In order to receive OJT services, participants must follow the guidelines of the Smart Start Career Pathway as approved by the fiscal agent and the Mississippi Partnership Local Workforce Development Board. OJT must align with the Mississippi Partnership Sector Strategy Plan.

1. Purpose

The purpose of an OJT is to assist businesses in training and retaining skilled, productive workers. OJT agreements may be written to help train newly hired employees or eligible current employees. Potential funding sources for OJT include WIOA adult, dislocated workers, National Emergency Grant, and statewide, incumbent worker funds.

The purpose of these procedures is to set forth guidelines how the OJT program will be implemented within parameters of the approved Mississippi Partnership OJT policy. These procedures are in conjunction with requirements set forth in the OJT policy.

2. Overall OJT Service Provider Requirements:

- a. Employer Eligibility – The On-the-Job Training service provider must ensure that all employers met the employer eligibility criteria as outlined in the OJT policy. Please note:
 - i. State agencies are not eligible to receive funds an OJT agreement.
 - ii. The Mississippi Partnership Conflict of Interest Policy affects the OJT program. Employers who have an employee currently serving on the Mississippi Partnership Local Workforce Development Board are not eligible to receive OJT funds. This prohibition applies while the employee serves on the board and for one year after the Board member's term expires.
- b. Marketing – The On-the-Job Training service provider must market On-the-Job Training to established local employers. This marketing strategy may include but is not limited to telephone and in-person contact with current and potential OJT employers, speaking engagements with civic groups, economic development organizations, and professional organizations.
- c. Recruiting Employers and Writing Contracts – The OJT service provider must work closely with these employers to whom the program is marketed, developing and writing OJT contracts so that a ready pool of employers is available for participant OJT referrals.
- d. Communication with Employers – The OJT service provider is expected to stay in constant touch with these employers at a minimum of once a month, being aware of their varying needs. Overall, the OJT service provider must concentrate on marketing OJT to employers, recruiting employers, writing contracts, and generally serving their needs.

- e. Communication and Coordination with the Local One-Stop – The OJT service provider must inform the local One-Stop staff of OJT contracts as they are written and ensure that the One-Stop is aware of local employer needs. The OJT service provider must also coordinate with all One-Stop staff to ensure that eligible and qualified individuals are referred to OJT employers for training. Participant recruitment and the referral of WIOA training-eligible individuals into On-the-Job Training should be done by the WIOA staff at the One-Stop in close coordination with the OJT service provider.
- f. Communication with Participants– The OJT service provider must periodically contact each participant while that participant is enrolled in an OJT program. The OJT service provider must ensure that qualified participants are enrolled into the training programs, and if a participant has become unemployed or is in danger of becoming unemployed, the OJT service provider should make every effort to have that participant contact the One-Stop to receive further services.
- g. Performance measures for OJT– The OJT service provider must be aware of and/or approve each participant prior to that individual’s entry into OJT. The success of each individual participant will determine the success of the OJT service provider. The success of the program is dependant upon performance, and any participant who does not retain employment will negatively affect that performance.

3. OJT Participant Eligibility

OJT staff is required to ensure that any WIOA customer enrolled in OJT meet the following requirements:

- a. Persons must have been determined by the one-stop operator, after an interview, evaluation, or assessment, and career planning are:
 - i. Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services;
 - ii. To be in need of training services; and
 - iii. To have the necessary skills and qualifications to successfully participate in the selected program of training services.
- b. Employed individuals must not be earning a self-sufficient wage, currently \$22.88 an hour, at entry into OJT.
- c. Participants shall not be trained for occupations in which they possess prior experience unless it can be documented that circumstances exist to justify an exception. For example:
 - i. The OJT relates to the introduction of new technologies, introduction to new production or service procedures through cross-training to retain existing workers, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes identified by the Local Board.
 - ii. Experience was gained prior to significant changes in occupational skill requirements, technological advances, and licensing/certification requirements.
- d. An individual should not be earning less than \$7.25 an hour wage unless employability skills are learned during training that the individual can use to reach

- a self-sufficient wage. Such employability skills shall be documented in the participant file.
- e. The maximum amount of reimbursement allowable under an OJT contract is \$15 an hour, regardless of compensation rate.

4. OJT Reporting Requirements

In addition to required fiscal reporting schedules and documents, the service provider will submit reports to the fiscal agent as requested. Items to be reported include, but not limited to:

- a. Number of current OJT contracts;
- b. Number of new OJT contracts written in current month;
- c. Names of employers with whom contracts are written;
- d. Types of training being conducted;
- e. Dollar amounts of contracts
- f. Number of participants placed in OJT;
- g. Number of participants completing OJT.

5. OJT Training Length

- a. The OJT Service Provider, in conference with the employer, determines the job title for the position to be trained for, referencing the Occupational Network (O-Net).
- b. From the O-Net, SVP parameters are obtained. It is within these parameters that the length of training is determined. The Individual Employment Plan, IEP, developed for each OJT participant shall document how the training length was determined.
- c. For purposes of data entry in the Mississippi Partnership, all occupational codes entered on OJT contracts must be O-Net codes.
- d. Training shall not extend beyond the end of the program year for which the service provider is funded, unless prior approval is received from the fiscal agent.
- e. The OJT Service Provider shall consider the training needs of each participant, including specific training content and the IEP. The opportunities for training with area employers must also be weighed, and the best match of participant to employer shall be made.
- f. An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration must be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan.
- g. No OJT contract will be written with a duration of less than 160 hours, or more than 1040 hours.

6. OJT Job Upgrades

In order for an occupation to qualify for a job upgrade in on-the-job training for an employed individual, certain conditions must be met:

- a. The job upgrade must be to a new job that requires additional skills and abilities that the individual does not possess from prior work experience or training, and
- b. These additional skills and abilities must be documented in that individual's training outline, and detailed procedures must be written in the training outline to evaluate that individual's mastery of the skills that are learned.

7. Employer Payments

- a. Negotiated contracts with Employers will be based on a pre-developed formula that:
 - i. Ensures that payments for OJT shall not exceed the average of 50% of the total wages paid by the employer to each participant during the period of training not to exceed \$15 an hour (wage rate times training hours divided by 2 equals maximum allowable payment); and
 - ii. Considers the appropriate length of training period based on average requirements for the occupation, adjusted for the participant's needs, capabilities and current skill levels as documented in the individual employment plan (IEP); and
 - iii. Ensures that OJT training payments to employers may be based upon scheduled raises or regular pay increases; and
 - iv. Ensures that OJT training payments may not be based on overtime, shift differential, premium pay and other non-regular wages paid by the employer to participants; and
 - v. Ensures that OJT training payments may not be based upon periods of time such as illness, holidays, plant downtime, or other events in which no training occurs.
- b. Payments to employers for OJT are deemed to be in compensation for the extraordinary costs associated with training participants and in compensation for the costs associated with the lower productivity of such participants. (Employers shall not be required to document such extraordinary costs or lower productivity.)

The employer will submit payroll information, including the number of hours worked, to the OJT service provider at a minimum of monthly. Reimbursement to the employer will only be made at the completion of training plus 40 hours of retention.

"Total Fixed Price" is defined as the negotiated training hours x 50% (reimbursement rate) of the hourly wage for each training slot.

8. OJT Process:

- a. All OJT Training Agreements, Employer Information, Job Description, OJT Training Outline, and OJT Invoices will be completed on the State of Mississippi's ETPL - OJT System. Information entered into the OJT System will be used to track OJT contracts, occupations being trained, and OJT expenditures. The OJT System will be used by local, state, and federal monitors. OJT Staff is

responsible for ensuring OJT information is entered in an accurate and prompt manner.

b. OJT Training Outline

The Training Outline has a beginning and ending date for that individual's training. The ending date of the individual's training should be the actual date the training is expected to be completed, even if that date falls in the next program year.

The Training Outline contains information specific to a certain individual's training. Training is designed for an individual, not a "training slot". There is no such thing as replacing someone in a training slot. Should an individual not complete training for some reason and the employer desires another trainee, a new training outline will be developed for the new trainee. At the time an employer identifies an individual to be trained or when a current employee is determined to be eligible for OJT, a training outline will be completed for the individual.

The WIN Job Center staff will work with the employer to list skills/competencies to be learned by the trainee, the number of training hours needed for each task, and the total number of training hours needed. A job description for the trainee should be attached to this form.

When to complete an OJT Training Outline:

- i. The OJT Training Outline should be completed after the employer has a signed OJT agreement and the OJT staff has identified an eligible candidate, either unemployed or underemployed, and has the eligibility documented; and
- ii. The OJT Service Provider has sufficient unobligated funds, either in the current program year or in the program year when payment will become due, to pay the amount required for the position being filled.

9. GENERAL RULES & REQUIREMENTS FOR OJT TRAINING AGREEMENTS

All rules, requirements and policies for OJT Training Agreements are included in the employer's Business Services Handbook. It is critically important that WIN Job Center staff provide the employer with a complete packet.

10. OJT TRAINEE EVALUATION

WIN Job Center staff will ensure that trainees' progress is adequately evaluated and take appropriate action to ensure the trainees' success.

**THE MISSISSIPPI PARTNERSHIP
WORKFORCE DEVELOPMENT AREA**

**ON-THE-JOB TRAINING
POLICY**

Revised July 1, 2020

**THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA
WORKFORCE INNOVATION AND OPPORTUNITY ACT
ON-THE-JOB TRAINING POLICY**

I. SCOPE AND PURPOSE

- A. On-the-job training (OJT) is defined at WIOA Section 3(44) as training by an employer that is provided to a paid participant while engaged in productive work in a job that –
 - 1. provides knowledge or skills essential to the full and adequate performance of the job;
 - 2. provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, except as provided in section 134(c)(3)(H), for the extraordinary costs of providing the training and additional supervision related to the training; and
 - 3. 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 of the participant, as appropriate.
- B. In certain instances, Individual Training Accounts (ITAs) and On-the-Job training may be used sequentially or concurrently to provide training to an individual. There must be close coordination between the providers of these services. They must ensure that there is no duplication of training services, and that these services are based on the training needs of the individual as documented in the individual's Individual Employment Plan (IEP).
- C. OJT is one of the options open to persons needing further assistance to find appropriate employment.
- D. All OJT must align with the Mississippi Partnership Sector Strategy Plan.

This policy shall provide the framework for WIOA Funds utilized for OJT.

II. ON-THE-JOB TRAINING CONTRACTS

- A. Employer Eligibility
 - 1. Any public, private non-profit, or private employer can receive an OJT Contract. No firm or industry in violation of local, state, or federal labor laws is eligible for training assistance nor will a proposal be approved if it is determined that abnormal conditions, such as a strike, a lockout or other similar conditions exist at the establishment or any of its affiliates within the state.
 - 2. No WIOA funds will be used to fund an establishment which has been suspended or barred from doing procurement business with any agency of the Executive Branch of government. Any employer who receives funds under an OJT contract will provide immediate written notice if at any time the employer or its subsidiaries learn that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
 - 3. Past performance of employers who have received payments under previous OJT contracts will be reviewed. No OJT contract will be entered into with an employer who has exhibited a pattern of failing to provide OJT participants with continued long-term employment with wages, benefits, and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work.

4. WIOA funds will not be used for OJT in an establishment, which has relocated within the past 120 days, when such relocation or location has resulted in an increase in unemployment in the original United States location. The establishment, which has relocated and caused unemployment as a result, must be operational for at least 120 days in the new location before it can be considered for OJT.
5. As a general rule, no more than 50% of a company's workforce may be enrolled in OJT at any one time. Waivers to this policy may be extended where economic circumstances such as major plant expansions or start-ups exist. The training of an individual in circumstances where there is a sole proprietor may be allowed if the employer can demonstrate that sufficient training and supervision will be afforded the OJT employee/trainee. The Mississippi Partnership Workforce Development Area will ensure that waivers for major plant expansions or start-ups will not cause a long-term disproportionate share of the employer's workforce to be OJT participants. In these instances, monitoring will be conducted on the initial participants as they complete their training so that the proportion of OJT participants returns to within the 50% provision.
6. The employer must attest that there are no known pre-existing factors that will cause OJT funded positions to experience a lay-off within 9 months of completion of training. If OJT funded positions experience a lay-off within 9 months of completion of the training, the Mississippi Partnership reserves the right to investigate to determine if the company officials acted in bad faith in order to receive OJT reimbursements and negotiate return of all or a portion of the cost of retraining laid-off OJT workers.
7. Non-major impact employers – If a non-major impact employer is locating to the Mississippi Partnership Local Workforce Development Area, the fiscal agent has the authority to obligate OJT funds for such an employer. A non-major impact employer is defined as an employer that will be creating less than 1,000 jobs or has less than a \$100 million investment.
8. State agencies will not be eligible to receive funds under an OJT Agreement.

B. Occupational Eligibility

1. The following jobs are ineligible to receive OJT assistance:
 - a. Occupations that have an SVP of 2 will be closely examined to determine if assistance with training is needed in that occupation;
 - b. Periodic seasonal occupations;
2. Training shall be only for occupations for which there is a demand in the area served or in another area to which the participant is willing to relocate, and consideration in the selection of training programs may be given to training in occupations determined to be in sectors of the economy which have a high potential for sustained demand or growth. OJT must align with the Mississippi Partnership Sector Strategy Plan.
3. The Mississippi Partnership Workforce Development Area will strive to provide OJT in occupations which contribute to occupational development, upward mobility, development of new careers, and overcoming sex stereotyping in occupations traditional for the opposite sex.

4. OJT participants shall not be employed on the construction, operation, or maintenance of any facility, as is used or to be used for sectarian instruction or as a place for religious worship.
5. There will be consultation with organized labor when the position is covered by a collective bargaining agreement.
6. The actual training may take place outside the Mississippi Partnership Workforce Development Area if prior approval is granted by the area's fiscal agent.
7. No OJT contract will be written for jobs with a training duration of less than 160 hours, or more than 1040 hours.
8. Full-time employment – Contracts must be written only for full-time positions, set at 35 hours per week as defined by the Bureau of Labor Statistics, except as outlined in the following section (Section 10);
9. Contracts will not be written for less than \$7.25 an hour wage unless employability skills are learned during training that the individual can use to reach a self-sufficient wage. Such employability skills shall be documented in the participant file.
10. The maximum amount of reimbursement allowable under an OJT contract is \$15.00 an hour, regardless of compensation rate.
11. Exceptions for New Industry

Realizing that some flexibility in hours of operation in the initial phases of opening a new industry may be necessary, the Mississippi Partnership allows the following exceptions:

- a. Although contracts must be written only for full-time positions, set at 35 hours per week as defined by the Bureau of Labor Statistics, new industry may be granted an exception.
- b. If an exception is granted to a new industry to employ individuals in training that is initially for less than the 35 hour work week, the employer must ensure that the employment of that individual is in fact full-time employment, and that employment at the completion of the training will meet the minimum number of hours.
- c. If a new industry is granted this exception, the OJT service provider must closely monitor the contract, and carefully track individuals who have completed the training to ensure full-time employment is being provided to those individuals.
- d. Contracts with employers who fail to provide full-time employment for individuals who have completed training should not be renewed.

C. Pre-Award Review

The pre-award review required before an OJT contract is written with a new employer must include the following:

1. Names under which the establishment does business;
2. The name, title, and address of company official authorized to sign the OJT Contract.
3. Whether WIOA assistance is sought in connection with past or impending job losses at other facilities.

4. Whether wage payments can be easily verified; and
5. Worker's compensation or equivalent coverage permitted by Mississippi law.

D. Labor Concurrence

Where collective bargaining agreements exist with the employer, written concurrence by the appropriate union is required and an original letter of concurrence is to be attached to each OJT contract. If no written response is received within 30 days after written notification to the collective bargaining agent, the contract may proceed.

III. SPECIFICATIONS

A. OJT Participant Eligibility

OJT staff is required to ensure that any WIOA customer enrolled in OJT meet the following requirements:

1. In order to receive OJT services, participants must follow the guidelines of the Smart Start Career Pathway as approved by the fiscal agent and the Mississippi Partnership Local Workforce Development Board.
2. Persons must have been determined by the one-stop operator or partner, after an interview, evaluation, or assessment, and career planning:
 - a. Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services;
 - b. To be in need of training services; and
 - c. To have the necessary skills and qualifications to successfully participate in the selected program of training services.
2. Prior to placing an individual in training, the case manager must provide the following:
 - a. Interview
 - b. Evaluation or Assessment
 - c. Career Planning
3. Employed individuals must not be earning a self-sufficient wage, currently \$22.88 an hour, at entry into OJT.
4. Participants shall not be trained for occupations in which they possess prior experience unless it can be documented that circumstances exist to justify an exception. For example:
 - a. The OJT relates to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes identified by the Local Board.
 - b. Experience was gained prior to significant changes in occupational skill requirements, technological advances, and licensing/certification requirements.

B. OJT for Current Employees

OJT may be used to advance the skills of current employees when such training is necessary due to:

1. Introduction of new technologies;
2. Introduction of new production or service procedures through cross-training to retain existing workers; or

3. Employee being up graded to a new job that requires additional skills and/or knowledge.

C. OJT Upgrades

In order for an occupation to qualify for a job upgrade in on-the-job training for an employed individual, certain conditions must be met:

1. The job upgrade must be to a new job that requires additional skills and abilities that the individual does not possess from prior work experience or training, and
2. These additional skills and abilities must be documented in that individual's training outline, and detailed procedures must be written in the training outline to evaluate that individual's mastery of the skills that are learned.

D. Contract Terms

OJT contracts should, at a minimum:

1. Identify the occupation, skills, and competencies to be learned;
2. Specify the length of training time provided;
3. Define what constitutes successful completion of training;
4. Identify the percentage rate used for reimbursement to the employer; and
5. Contain reference required assurances.

E. Evaluation of Employer and Trainee Progress

Services providers should regularly, at a minimum of monthly, evaluate approved OJT contracts. Evaluation requires a meeting with the employer and the trainee(s) to review work performance and/or training progress. In addition, the OJT evaluator should review payroll records.

F. Priority of Service

1. Veterans: Should a priority of service become necessary for determining allocation of OJT funds, veterans as described by the Jobs for Veterans Act will receive priority status when all eligibility and competitive factors required by law are met and equal.
2. Adults: Since funds allocated to the local area for adult employment and training services are limited, priority shall be given to individuals enrolled in WIOA under the adult program who are recipients of public assistance, other low income individuals, and basic skills deficient individuals enrolled in WIOA under the adult program for intensive and training services. A Priority of Service Rating Sheet must be completed for each adult who is requesting training services from the Mississippi Partnership. Scoring on this rating sheet will determine the priority that these individuals will receive in accessing training funds. If no waiting list exists, those persons who receive any points on the rating scale must immediately receive appropriate WIOA Title I adult Career or Training services. *(Note: Priority of service is not applicable to dislocated workers.)*

IV. SPECIAL ASSURANCES

The special assurances are included as an attachment and address the following areas:

A. General program requirements;

- B. Benefits;
- C. Labor standards; and
- D. Nondiscrimination.

V. 50% REIMBURSEMENT EXCEPTION

The WIOA Section 134(c)(3)(H) allows for The Mississippi Partnership Local Workforce Board to increase the OJT reimbursement rate up to 75% in certain circumstances when taking into account the following factors:

- A. The characteristics of the participants taking into consideration whether they are “individuals with barriers to employment” as defined in Section 3(24);
- B. The size of the employer, with an emphasis on small businesses;
- C. The quality of the employer-provided training and advancement; and
- D. Such other factors as the local board, may determine to be appropriate, which may include the number of employees participating in the training, wage and benefit levels of those employees (at present and anticipated upon completion of the training), and relation of the training to the competitiveness of a participant.

OJT service providers must receive written approval from the fiscal agent before utilizing this waiver.

I. CONFLICT OF INTEREST

Please refer to Mississippi Partnership Conflict of Interest Policy which ensures that representatives of organizations entrusted with public funds do not personally profit. The OJT program is subject to this policy.

II. PROCEDURES

The Fiscal Agent shall adopt and WIOA adult, dislocated worker and NEG service providers shall comply with procedures describing how OJT services are justified, documented, and paid out.

III. EFFECTIVE DATE

This policy is effective July 1, 2020.

Attachment: On-the-Job Training Special Assurances

ON-THE-JOB TRAINING POLICY SPECIAL ASSURANCES

I. GENERAL PROGRAM REQUIREMENTS

- A. WIOA funds shall only be used for OJT activities which are in addition to those which would otherwise be available in the area in the absence of such funds.
- B. Funds provided under the WIOA shall not be used to duplicate facilities or services available in the area (with or without reimbursement) from Federal, State, or local sources, unless the plan established that alternative services or facilities would be more effective or more likely to achieve performance measures.
- C. No person or organization may charge an individual a fee for the placement or referral of such individual in or to a training program under the WIOA.
- D. WIOA funds shall not be used to provide financial assistance for any program which involves political activities.
- E. No funds available under WIOA shall be used for employment generating activities, investment in revolving loan funds, capitalization of businesses, investment in contract bidding resource centers, economic development activities, or similar activities, that are not directly related to training for eligible individuals under WIOA. No funds under WIOA shall be used for foreign travel. Section 181(e)

II. BENEFITS

- A. A trainee shall receive no payments for training activities in which the trainee fails to participate without good cause.
- B. Individuals employed in activities authorized under the WIOA shall be paid wages which shall not be less than the highest of:
 - 1. The minimum wage under section 6(a)(1) of the Fair Labor Standards Act of 1938,
 - 2. The minimum wage under the applicable State or local minimum wage law, or
 - 3. The prevailing rates of pay for individuals employed in similar occupations by the same employer. Section 181(a)(1)(A)

III. LABOR STANDARDS

- A. Health and safety standards established under Federal and State law, otherwise applicable to working conditions of employees, shall be equally applicable to working conditions of participants. With respect to any participant in a program conducted under the WIOA who is engaged in activities which are not covered by health and safety standards under the Occupational Safety and Health Act of 1970, the Secretary shall prescribe, by regulation, such standards as may be necessary to protect the health and safety of such participants. Section 181(b)(4)
- B. To the extent that a State workers' compensation law is applicable, workers' compensation shall be provided to participants on the same basis as the compensation is provided to other individuals in the State in similar employment. To the extent that such law is not applicable, each recipient of funds under the WIOA shall secure insurance coverage for injuries suffered by such participants, in accordance with regulations prescribed by the Secretary. Section 181(b)(4)
- C. All individuals employed in subsidized jobs shall be provided benefits and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work. Section 181(b)(5)

- D. No currently employed worker shall be displaced by any participant (including partial displacement such as a deduction in the hours of non-overtime work, wages, or employment benefits.) Section 181(b)(2)(A)
- E. A specified activity shall not impair an existing contract for services or collective bargaining agreement, and no such activity that would be inconsistent with the terms of a collective bargaining agreement shall be undertaken without the written concurrence of the labor organization and employer concerned. Section 181(b)(2)(B)
- F. No participant shall be employed or job opening filled:
 - 1. When any other individual is on layoff from the same or any substantially equivalent job [181(b)(3)(A)] , or
 - 2. When the employer has terminated the employment of any regular employee or otherwise reduced its workforce with the intention of filling the vacancy so created by hiring a participant whose wages are subsidized under the WIOA. Section 181(b)(3)(B)
- G. No jobs shall be created in a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals. Section 181(b)(3)(C)
- H. Each recipient of funds under the WIOA shall provide to the Secretary assurances that none of such funds will be used to assist, promote, or deter union organizing. Section 181(b)(7)
- I. Interested members of the public, including representatives of businesses and labor organization, shall be provided an opportunity to submit comments to the Secretary with respect to programs and activities proposed to be funded under Subtitle B. Section 181(b)(6)
- J. In no case shall an individual who is fully skilled in an occupation be placed in OJT in that occupation.

IV. NONDISCRIMINATION

- A. No recipient under WIOA may discharge or in any other manner discriminate against a participant or against any individual in connection with the administration of the program involved, or against any individual because such individual has filed any complaint or instituted or caused to be instituted any proceeding under or related to WIOA, or has testified or is about to testify in any such proceeding or investigation under or related to WIOA, or otherwise unlawfully denied to any individual a benefit to which that individual is entitled under the provisions of WIOA or other Department of Labor regulations. The Department of Labor, within thirty days, will take action or order such corrective measures, as necessary, with respect to the recipient or the aggrieved individual, or both. Section 184(f)
- B. For the purpose of applying the prohibitions against discrimination on the basis of age, under the Age Discrimination Act of 1975, on the basis of disability under Section 504 of the Rehabilitation Act, on the basis of sex under Title IX of the Education Amendments of 1972, or on the basis of race, color, or national origin under Title VI of the Civil Rights Act of 1964, programs and activities funded or otherwise financially assisted in whole or in part under WIOA are considered to be programs and activities receiving Federal financial assistance. Section 188(a)(1)
- C. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any program because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief. Section 188(a)(2)

**THE MISSISSIPPI PARTNERSHIP
PRIORITY OF SERVICE RATING SHEET**

This form must be completed for each individual who is requesting WIOA Career Services described in Sec. 134 (2)(A)(xii) and Training Services from The Mississippi Partnership. Separate determinations must be made when the same person requests different services at a later date.

Only complete this form for persons registered as Adults. It does not apply to Youth or Dislocated Workers.

Name:	SSN:
Date Form Completed:	Service Requested: _____ Career _____ Training

Instructions:

As described and required in the Workforce Innovation and Opportunity Act , The Mississippi Partnership has developed guidelines to prioritize WIOA Title I adult funds. The Department of Labor assumes, and we agree, that adult funding is generally limited because there are not enough adult funds available to provide services to all of the adults who could benefit from such services. Most importantly, it is the intent of our workforce area to implement these guidelines so as not to preclude providing career and training services to other individuals who are not recipients of public assistance or otherwise considered low-income adults or individuals who are not basic skills deficient. The Mississippi Partnership will prioritize services to those adults who most need assistance, with particular emphasis on low-income individuals, public assistance recipients, and individuals who are basic skills deficient. A system for prioritizing those individuals most in need of WIOA career services described in Sec. 134 (2)(A)(xii) and training assistance is being provided to the One-Stop Operators for implementation.

This system designed for use in the 27 Mississippi Partnership counties shall consist of a simple rating scale where those individuals who seek WIOA career services described in Sec. 134 (2)(A)(xii) and training assistance under WIOA Title I adult funding are assigned points based on their current circumstances.

- This determination is to be made at the date and time that career or training services are requested.
- A person may request a new determination every two weeks, if necessary.
- Separate determinations must be made when the same individual requests career services and then requests training services at a later date.

Each WIOA Career and Training Service Provider will be responsible for completing the rating scale for all adults requesting WIOA Title I adult funded career services listed in Sec. 134 (2)(A)(xii) or training level services within their county(ies) of service.

A copy of all completed rating scale forms must be placed in the appropriate individual's file and be available for monitoring review.

These procedures for determining priority of service do not limit services to specific groups but give priority to low income, public assistance recipients, and basic skills deficient individuals while allowing services to other individuals who meet eligibility requirements.

Rating Scale:

Give the full number of points possible for each characteristic that can be answered "yes" for this person on this date:

	Characteristic or Circumstance	Points given if "yes" answer	Points Received
1	TANF Recipient	5	
2	Food Stamp Recipient	3	
3	For the prior six months, family income is at or below poverty line or 70% of lower living standard income level	3	
4	Homeless Individual	3	
5	Foster Child	3	
6	Disabled individual whose own income does not meet the requirements of #3 above	3	
7	Basic Skills Deficient	3	
	Total Points	23	

Scoring:

- Those persons who score five (5) or more points on this scale shall be given top priority for these services. They shall be given top priority and immediately moved to the front of any waiting lists that may exist at the time.
- Those persons who score at least three (3) points but less than five (5) points shall be immediately placed on any waiting lists that may exist at the time after those persons who have been given top priority but ahead of all persons having been assigned no priority.
- All placements for priority will be made on a "first-come, first-served" for those persons receiving equal points.
- If no waiting list exists, those persons who receive any points on the rating scale must immediately receive appropriate WIOA Title I adult career or training services.

Signature of Staff Person Completing Form	Date
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THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA

WIOA ADULT PRIORITY OF SERVICE POLICY

Revision Date: July 7, 2015

**The Mississippi Partnership
Local Workforce Development Area
Priority of Service Policy**

I. Introduction

As described and required in the Workforce Innovation and Opportunity Act , The Mississippi Partnership has developed guidelines to prioritize WIOA Title I adult funds. TEGL 3-15 states that under WIOA, priority must be provided regardless of the level of funding, for adult participants receiving WIOA career services described in Sec. 134 (2)(A)(xii) {also called individualized career services} and training assistance.

Most importantly, it is the intent of our workforce area to implement these guidelines so as not to preclude providing career and training services to other individuals who are not recipients of public assistance or otherwise considered low-income adults or individuals who are not basic skills deficient.

II. Priority of Service Guidelines

The Mississippi Partnership will prioritize services to those adults who most need assistance, with particular emphasis on low-income individuals, public assistance recipients, and individuals who are basic skills deficient. A system for prioritizing those individuals most in need of WIOA career services described in Sec. 134 (2)(A)(xii) and training assistance is being provided to the One-Stop Operators for implementation. (See Attachment A for list of the career and training services.)

Veterans and eligible spouses continue to receive priority of service for all DOL-funded job training programs, which include WIOA programs. However, as described in TEGL 10-09, when programs are statutorily required to provide priority for a particular group of individuals, such as the WIOA priority described above, priority must be provided in the following order:

- i. First, to veterans and eligible spouses who are also included in the groups given statutory priority for WIOA adult formula funds. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services provided with WIOA adult formula funds.
- ii. Second, to non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds.
- iii. Third, to veterans and eligible spouses who are not included in WIOA's priority groups.
- iv. Last, to non-covered persons outside the groups given priority under WIOA.

Note: When past income is an eligibility determinant for Federal employment or training programs, any amounts received as military pay or allowances by any person who served on active duty, and certain other specified benefits must be disregarded for the veteran and for other individuals for whom those amounts would normally be applied in making an eligibility determination. Military earnings are not to be included when calculating income for veterans or transitioning service members for this priority, in accordance with 38 U.S.C. 4213.

III. Rating Scale

This system designed for use in the 27 Mississippi Partnership counties shall consist of a simple rating scale where those individuals who seek WIOA career services described in Sec. 134 (2)(A)(xii) and training assistance under WIOA Title I adult funding are assigned points based on their current circumstances.

- A. This determination is to be made at the date and time that career or training services are requested.
- B. A person may request a new determination every two weeks, if necessary.
- C. Separate determinations must be made when the same individual requests career services and then requests training services at a later date.

The scale follows on the next page:

Characteristic or Circumstance	Points Assigned
1. TANF Recipient	5
2. Food Stamp Recipient	3
3. For the prior six months, family income at or below the poverty line or 70% of the lower living standard income level	3
4. Homeless Individual	3
5. Foster Child	3
6. Disabled Individual whose own income meets the requirements of #3 above.	3
7. Basic Skills Deficient	3

IV. Scoring

Each WIOA Career and Training Service Provider will be responsible for completing the rating scale for all adults requesting WIOA Title I adult funded career services listed in Sec. 134 (2)(A)(xii) or training level services within their county(ies) of service.

- A. Those persons who score five (5) or more points on this scale shall be given top priority for these services. They shall be given top priority and immediately moved to the front of any waiting lists that may exist at the time.
- B. Those persons who score at least three (3) points but less than five (5) points shall be immediately placed on any waiting lists that may exist at the time after those persons who have been given top priority but ahead of all persons having been assigned no priority.
- C. All placements for priority will be made on a “first-come, first-served” for those persons receiving equal points.
- D. If no waiting list exists, those persons who receive any points on the rating scale must immediately receive appropriate WIOA Title I adult career or training services.

V. Documentation

A copy of all completed rating scale forms must be placed in the appropriate individual's file, be scanned to imaging, and be available for monitoring review.

VI. Service to Non-Rated Individuals

These procedures for determining priority of service do not limit services to specific groups but give priority to low income individuals, public assistance recipients, and basic skills deficient individuals while allowing service to other individuals who meet eligibility requirements.

VII. Effective Date

This policy is effective July 7, 2015.

**The Mississippi Partnership
Local Workforce Development Area
Priority of Service Policy
Attachment A**

Adults requesting the following services funded by WIOA Title I adult funds must have a Priority of Service form completed and retained for monitoring purposes.

Career Services listed in Sec. 134 (2)(A)(xii) {Also called Individualized Career Services}

1. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include—
 - a. diagnostic testing and use of other assessment tools; and
 - b. in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;
2. Development of an individual, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals, including providing information on eligible providers of training services pursuant to paragraph (3)(F)(ii), and career pathways to attain career objectives;
3. Group counseling;
4. Individual counseling;
5. Career planning;
6. Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training;
7. Internships and work experiences that are linked to careers;
8. Workforce preparation activities;
9. Financial literacy services, such as the activities described in section 129(b)(2)(D);
10. Out-of-area job search assistance and relocation assistance; or
11. English language acquisition and integrated education and training programs

Training Services listed in Sect. 134(2)(D)

1. Occupational skills training, including training for nontraditional employment;
2. On-the-job training;
3. Incumbent worker training in accordance with subsection (d)(4);
4. Programs that combine workplace training with related instruction, which may include cooperative education programs;
5. Training programs operated by the private sector;
6. Skill upgrading and retraining;
7. Entrepreneurial training;
8. Transitional jobs in accordance with subsection (d)(5);
9. Job readiness training provided in combination with services described in any of clauses (i) through (viii);
10. Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with services described
11. in any of clauses (i) through (vii); and
12. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA

PROCEDURES FOR INDIVIDUAL TRAINING ACCOUNTS

Revision Date: July 1, 2017

The Mississippi Partnership Procedures for ITAs

The purpose of these procedures is to set forth guidelines how the ITAs will be implemented within parameters of the approved Mississippi Partnership ITA policy. These procedures are in conjunction with requirements set forth in the ITA policy. All ITAs must be entered into the State of Mississippi's ETPL – ITA system. In order to receive an ITA, participants must follow the guidelines of the Smart Start Career Pathway as approved by the fiscal agent and the Mississippi Partnership Local Workforce Development Board and the training selected must align with the Mississippi Partnership Sector Strategy Plan.

1. Case management

The provision of case management to make determinations of which persons truly need training will be utilized by all staff, and will include the following [WIOA Section 134(c)(3)(A)]:

For adults and dislocated workers to receive training services,

- a. Persons must have been determined by the one-stop operator or partner staff, after an interview, evaluation, or assessment, and career planning:
 - i. Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services;
 - ii. To be in need of training services; and
 - iii. To have the necessary skills and qualifications to successfully participate in the selected program of training services.
- b. Prior to placing an individual in training, the case manager must provide the following:
 - i. Interview
 - ii. Evaluation or Assessment
 - iii. Career Planning

2. Application process for approval of an ITA

- a. Participant must have received an interview, evaluation or assessment, and career planning, and be unlikely or unable to obtain or retain employment providing a self-sufficient wage or wages comparable to or higher than wages from previous employment through career services.
- b. Prior to entry into training services, a priority of services rating sheet must be completed (individuals enrolled in WIOA under the adult program), with those individuals who score five or more points being given top priority for these services. If no waiting list exists, those persons who receive any points on the rating scale must immediately receive appropriate WIOA Title I adult career or training level services. If a request for training is made, a separate rating sheet must be completed.
- c. Participant must apply for a Pell Grant or other financial aid if applicable, certify commitment to attend classes, and agree to provide attendance information and grades or progress reports while enrolled in WIOA approved training activities. A copy of the application for the Pell or the subsequent award must be attached to the participant file when applicable.

The participant seeking training must apply for all known available financial assistance and provide proof of a Pell Grant, except when the training program selected is not eligible for Pell participation. If a participant received any Pell funds, it must be applied first and if there's a balance, WIOA may pick up the remaining cost. This will allow the training provider to make adjustments based on participant needs.

- d. One-Stop staff must develop an IEP and document that the individual is in need of training services.

- e. Participant, after counseling and selecting training that is in align with the Mississippi Partnership Sector Strategy Plan, may choose a training provider from the state eligible training provider list.
 - f. Upon completion of the training participant must agree to supply the WIN Job Center with a copy of the credential received, and upon entry into unsubsidized employment, must agree to supply the name of the employer along with wage/salary information.
 - g. Participant must agree to participate in employment contact activities to determine employment and wages at pre-determined intervals upon entry into unsubsidized employment.
3. Payments from ITAs may be made in a variety of ways, including electronic transfer, vouchers, or other appropriate methods. Payments may also be made incrementally, through payment of a portion of the costs at different points in the training course.
 4. Disbursement procedures for ITAs
 - a. The ETPL must be consulted before any participant is enrolled into a training program. OSY ITAs is limited to the amount listed on the ETPL or (1) For training with a length of one year or less: \$1,500 per semester, with a maximum of \$3,000 for duration of training; (2) For training with a length of more than one year: \$1,500 per semester, with a maximum of \$6,000 for the duration of the training; (3) \$2,500 for truck driver training (whichever is less). For further guidance see Attachment A.
 - b. The One-Stop WIOA staff must obtain required information from the training provider regarding the cost information for the training program to be entered on the WIOA Individual Training Account Award Page.
 - c. The cost information entered on this page must be exactly the same as the cost information that is entered on the WIOA Individual Training Account Invoice when the training entity requests payment, and also may not exceed the amount approved on the State Eligible Provider List.
 - d. Payments from ITAs written in the Mississippi Partnership Local Workforce Development Area will be made after enrollment of the participant into the training program, and upon submission of a properly completed WIOA Individual Training Account Invoice.
 - e. Costs which are not directly associated with tuition, books, supplies, and fees for the training program are not authorized.
 5. Tracking expenditures

Upon receipt of invoices from the training provider, the WIOA Services Provider will:

- a. Review invoices for accuracy;
- b. Cross-check provider names and training costs with the state ETPL to ensure the provider is listed and the amounts are approved;
- c. Assure that only allowed costs are included;
- d. Process invoice for payment for the current period or semester of instruction; and
- e. Send payment to the training provider for the current costs.

Periodic monitoring will be accomplished by the Mississippi Partnership fiscal staff to ensure that proper procedures have been followed.

6. Refund policy

If any student withdraws from a training program, refunds will be returned to the local WIOA Service Provider as per that training provider's published policy, if one is available. If the training provider does not have a published refund policy, the refund policy contained as Attachment C to the Mississippi Partnership Eligible Training Provider Certification Policy will be

utilized. No refunds of WIOA Individual Training Account funds will be paid directly to participants.

Attachments: A Training Length Equivalents
 B MPWDA Refund Policy for WIOA Eligible Training Providers

TRAINING LENGTH EQUIVALENTS

The following table gives the guidelines for determining the length of a training program when the duration as listed on the Eligible Training Provider List does not conform to the standard school semester format. Any training length as shown on the eligible training provider list that is not included in this table shall be referred to the fiscal agent for definition.

Training Defined by:				
Semesters	One Semester	Two Semesters	Three Semesters	Four Semesters
Years	N/A	One continuous twelve month time period	N/A	One continuous twenty-four month time period
Months	Less than five months	Five months through twelve months	More than twelve months but not more than eighteen months	Any training with a duration in excess of eighteen months
Weeks	Eighteen weeks or less	Two full eighteen week training periods	Three full eighteen week training periods	Any training with a duration in excess three full eighteen week training periods
Days	90 days or less	91 days through 260 days, inclusive	261 days through 390 days, inclusive	Any training in excess of 390 days
Hours	720 hours or less	721 hours through 2,080 hours, inclusive	2,081 hours through 3,120 hours, inclusive	Any training in excess of 3,120 hours

Maximum WIOA Contributions

- **Training with a length of one year or less:** \$1,500 per semester, with a maximum of \$3,000 for duration of the training
- **Training with a length of more than one year:** \$1,500 per semester, with a maximum of \$6,000 for the duration of the training
- **Truck Driving Training:** \$2,500 maximum amount for the duration of the training.

**THE MISSISSIPPI PARTNERSHIP
REFUND POLICY FOR WIOA ELIGIBLE TRAINING PROVIDERS**

This refund policy shall apply to entities requesting and receiving approval as a Workforce Innovation and Opportunity Act Eligible Training Provider as allowed by PL 113-128 Section 122 and its regulations.

If the Eligible Training Provider (ETP) already has a refund policy in place through its accrediting entity, in its standard catalog, or in other widely distributed official form, the existing policy will be used. In the absence of an existing refund policy, the ETP shall adopt the following refund policy based on MS Code Sec. 75-60-18 regarding proprietary schools as follows. The following policy will not summarily supersede an existing policy; rather the following policy will be implemented if the ETP does not have a refund policy.

- I. The tuition refund policy for the first term or quarter of any program at ETPs relevant to this policy shall be as follows:
 - A. For programs that are divided into quarters of up to fourteen (14) weeks, the ETP shall evenly divide the total tuition charges among the number of quarters. After instruction is begun at an ETP, if a student withdraws or is discontinued, the school may retain no more than:
 1. Zero percent (0%) of the quarter's tuition if the termination is during the first week of instruction; or
 2. Twenty-five percent (25%) of the quarter's tuition if the termination is during the second week of instruction; or
 3. Fifty percent (50%) of the quarter's tuition if the termination is during the third week of instruction; or
 4. Seventy-five percent (75%) of the quarter's tuition if the termination is during the fourth week of instruction; or
 5. One hundred percent (100%) of the quarter's tuition if the termination occurs after the fourth week of instruction.
 - B. For programs organized by terms of fifteen (15), sixteen (16), seventeen (17), or eighteen (18) weeks each, the ETP shall evenly divide the total tuition charges among the number of terms. After instruction is begun at an ETP, if a student withdraws or is discontinued, the school may retain no more than:
 1. Zero percent (0%) of the term's tuition if the termination is during the first week of instruction; or
 2. Twenty percent (20%) of the term's tuition if the termination is during the second week of instruction; or
 3. Thirty-five (35%) of the term's tuition if the termination is during the third week of instruction; or
 4. Fifty percent (50%) of the term's tuition if the termination is during the fourth week of instruction; or
 5. Seventy percent (70%) of the term's tuition if the termination is during the fifth week of instruction.
 6. One hundred percent (100%) of the term's tuition if the termination occurs after the completion of the fifth week of instruction.

II. The tuition refund policy for the second, third, and subsequent term(s) or quarter(s) of any program at ETPs relevant to this policy shall be as follows:

- A. For programs that are divided into quarters of up to fourteen (14) weeks, the ETP shall evenly divide the total tuition charges among the number of quarters. After instruction is begun at an ETP, if a student withdraws or is discontinued, the school may retain no more than:
1. Twenty-five (25%) of the quarter's tuition if the termination is during the first week of instruction; or
 2. Fifty percent (50%) of the quarter's tuition if the termination is during the second week of instruction; or
 3. Seventy-five percent (75%) of the quarter's tuition if the termination is during the third week of instruction; or
 4. One hundred percent (100%) of the quarter's tuition if the termination occurs after the third week of instruction.
- B. For programs organized by terms of fifteen (15), sixteen (16), seventeen (17), or eighteen (18) weeks each, the ETP shall evenly divide the total tuition charges among the number of terms. After instruction is begun at an ETP, if a student withdraws or is discontinued, the school may retain no more than:
1. Twenty percent (20%) of the term's tuition if the termination is during the first week of instruction; or
 2. Thirty-five (35%) of the term's tuition if the termination is during the second week of instruction; or
 3. Fifty percent (50%) of the term's tuition if the termination is during the third week of instruction; or
 4. Seventy percent (70%) of the term's tuition if the termination is during the fourth week of instruction.
 5. One hundred percent (100%) of the term's tuition if the termination occurs after the completion of the fourth week of instruction.

III. Other Requirements

- A. No program/course shall have a term in excess of eighteen (18) weeks.
- B. The amount of the refund shall be calculated based on the last day of student class attendance.
- C. Any refund due shall be paid by the ETP within forty-five (45) days of the date on which the student withdraws from the program. For the purposes of this policy, such date shall be the earliest of (1) the date on which the student gives written notice to the ETP or (2) the date on which the student is deemed to have withdrawn, as herein provided.
- D. If a student has failed to attend classes for a period of thirty (30) calendar days, the ETP shall send by regular mail a notice to the student, and a copy to MDA, that the student shall be deemed to have withdrawn from the program if the student does not notify the school to the contrary within twelve (12) days from the date on which the letter is sent. If the student fails to respond within such twelve-day period, the student shall be deemed to have withdrawn and the appropriate refund shall be made.
- E. The Local Workforce Area and the State of Mississippi reserve the right to negotiate a provider's existing refund policy or enforce the standard policy if such existing policy is found to be excessive.

**THE MISSISSIPPI PARTNERSHIP
WORKFORCE DEVELOPMENT AREA**

**INDIVIDUAL TRAINING ACCOUNT
POLICY**

Revision Date: July 1, 2020

**Mississippi Partnership
Workforce Development Board
Individual Training Account Policy**

I. SCOPE AND PURPOSE

The Workforce Innovation and Opportunity Act (WIOA) section 134(d)(3)(G) authorizes the use of Individual Training Accounts (ITAs). ITAs are to be used by customers, after consultation with a case manager, to purchase approved training programs, provided by "eligible training providers". Approved programs are those which are maintained on a statewide listing of training providers known as the "State List". Consideration must be for training programs on the statewide listing Eligible Training Provider List (ETPL) that lead to recognized postsecondary credentials that align with the Mississippi Partnership Sector Strategy Plan. This policy outlines the minimum requirements The Mississippi Partnership Workforce Development Board (MPWDB) has established the local area ITA policy. From time to time, the Mississippi Department of Employment Security (MDES) or the local area may request and be granted waivers applicable to ITAs; those waivers may override this policy. This policy shall provide the framework for WIOA Funds utilized for ITAs.

II. REQUIREMENTS

An ITA is an account established by a WIOA Service Provider on behalf of an eligible individual. ITAs are funded with adult and dislocated worker funds as authorized under Title I of WIOA. ITAs are to be used to purchase training services that lead to recognized postsecondary credentials that align with the Mississippi Partnership Sector Strategy Plan from training providers on the statewide eligible training provider list. In order to receive an ITA, participants must follow the guidelines of the Smart Start Career Pathway as approved by the fiscal agent and the Mississippi Partnership Local Workforce Development Board

A. At a minimum the WIOA Participant must meet the following conditions:

1. Training services may be made available to employed and unemployed adults who have met the eligibility requirements for WIOA; have received an interview, evaluation or assessment, and career planning so that the one-stop operator or partner can obtain enough information to determine eligibility; and have been determined to be unable to obtain or retain employment providing a self-sufficient wage through services.

The MPWDB has established the self-sufficient wage to be 350% of the Lower Living Standard Income Level (LLSIL) which is currently \$22.88 hourly wage or \$47,603 annual wage.

2. The WIOA Service Provider must determine and document in the individual employment plan that the individual is in need of training services and has the skills and qualifications to successfully complete the selected training program.
3. The WIOA Service Provider must determine and document in the IEP that the training selected aligns with the Mississippi Partnership Sector Strategy Plan.
4. Only after intensive counseling should a participant be given an ITA for a training program in which he anticipates a decrease from pre-program wages upon employment in that occupation.
5. The workforce development system established under WIOA emphasizes informed customer choice. In consultation with case managers, an individual who has been

determined eligible for an ITA may make an informed choice for training that aligns with the Mississippi Partnership Sector Strategy Plan from the state list of eligible providers to choose the provider from whom he/she will receive the training.

It is the intent of MPWDB that training courses offered by universities are for non-traditional students and dislocated workers.

6. The program must be directly linked to the employment opportunities in the local area based on the Mississippi Partnership Sector Strategy Plan, or in another area in which the adult or dislocated worker is willing to relocate. *Unless the program has exhausted training funds for the program year, the operator must refer the individual to the selected provider, and establish an ITA for the individual to pay for training.* Federal Regs. 680.340 (c)
7. The WIOA Service Provider staff must ensure that the training provider is included on the State Eligible Training Provider list for the particular type of training requested, and that the occupation does in fact align with the Mississippi Partnership Sector Strategy Plan.
8. Participants who are enrolled into training programs should be carefully screened to ensure that they have the necessary desire and ability to complete these programs since the area's performance standards relate to attainment of credential and retention of employment.
9. The following items are conditions the participant must meet.
 - a. The participant seeking training must agree to apply for Pell Grant or other available financial assistance aid if the training of their choice is eligible for such assistance. The case manager must take into consideration all sources of funds, excluding loans, when determining an individual's overall need for WIOA funds. When appropriate, WIOA training funds must be reimbursed through Pell Grant funds.
 - b. The participant seeking training services must certify commitment to attend classes and to complete the training.
 - c. The participant seeking individual training account services must have at a minimum a Silver Career Readiness Certificate.
 - d. The participant seeking training must agree to provide attendance information, grades and/or progress reports while enrolled in WIOA-approved training activities or agree to allow the training provider to release such information to the One-Stop operator and/or WIOA Service Provider.
 - e. If an individual is awarded an ITA, the individual must maintain a minimum 2.0 Cumulative Grade Point Average (GPA). The individual's GPA will be evaluated at the end of each semester. If the individual does not maintain a cumulative 2.0 GPA, the individual will be placed on probation and WIOA will not reimburse the training provider until the individual acquires a 2.0 cumulative GPA. An individual is only allowed two probation periods for the length of the ITA; if after two probation periods the individual does not acquire a 2.0 cumulative GPA, additional payments may not be made on behalf of this individual for the ITA.
 - f. Upon completion of training the participant must agree to provide or authorize the provision of documentation of completion of training (credential) and, when hired, provide name of employer and wage/salary information to the One-Stop operator and/or WIOA Service Provider.
 - g. The participant must agree to participate in local contact and follow-up activities to determine employment retention and wages at designated intervals.

B. Limitations on ITAs for regular WIOA Funds

1. An ITA may pay for a narrow or broad range of services, but not for services prior to the determination of need for training and selection of a training program. Tuition and fees can be funded by ITAs and the MPWDB permits ITAs to be used for equipment, tools, books, or other costs that increase the probability of successful completion of training.
2. As allowed by the WIOA, the MPWDB has established limitations on the dollar amount and duration of ITAs, as indicated in the following:
 - a. Limitations on dollar amounts –
 - i. ITAs with training length of one year or less: The maximum amount that the MPWDA will contribute towards the cost of a training program funded through an ITA with a training length of one year or less listed on the ETPL is \$1,500 per semester, with a maximum of \$3,000.
 - ii. Truck Driver Training: The maximum amount that the MPWDA will contribute towards the cost of a truck driving training is \$2,500.
 - iii. Full-Time ITAs (12 semester hours or more): The maximum amount that the MPWDA will contribute towards the cost of a training program funded through a Full-Time ITA is \$1,500 per semester, with a maximum of \$6,000.
 - iv. Part-Time ITAs (less than 12 semester hours): The maximum amount that the MPWDA will contribute towards the cost of a training program funded through a Part-Time ITA is \$1,500 with a maximum of \$6,000
 - b. Limitations on duration - The Mississippi Partnership has set the maximum duration of an ITA at twenty-four (24) months except in cases of personal hardship, in which case an ITA may last no longer than thirty-six (36) months. In no cases, however, will WIOA funding for an ITA exceed \$6,000.
 - c. Coordination of funding for training - If the cost of training as published in the State Eligible Training Provider List is more than the WIOA contribution of \$1,500 per semester, the individual participant is responsible for securing funding to make up the balance from non-WIOA resources (personal resources, Pell grants, etc.). Payment of said funds must be documented by the training provider prior to disbursement of WIOA funds.

C. Priority of Service

1. Priority of Service for Adults
 - a. In line with the area's priority of service statement that if training funds are limited for any WIOA Service Provider, priority of service will indicate that individuals enrolled in WIOA under the adult program who are economically disadvantaged will have priority over non-economically disadvantaged persons for the receipt of training funds.
 - b. A Priority of Service Rating Sheet must be completed for each individual enrolled in WIOA under the adult program who is requesting training services from the Mississippi Partnership. Scoring on this rating sheet will determine the priority that these individuals will receive in accessing training funds. If no waiting list exists, those persons who receive any points on the rating scale must immediately receive appropriate WIOA Title I career or training services.
2. Priority of Service for Dislocated Workers

Priority of service is not applicable to dislocated workers.

3. Four Year Degree Holders

To prioritize individuals who need training to ensure that they obtain a job leading to self-sufficiency, persons already having a four-year degree will have less priority than those persons who do not. However, case management will ultimately determine who does or does not receive an ITA.

D. Coordination of WIOA Training Funds

1. WIOA funding for training is limited to participants who are unable to obtain grant assistance from other sources to pay for their training or require assistance beyond that available under grant assistance from other sources available under other Federal programs. Procedures for ensuring coordination of available sources of funds are as follows:
 - a. Program operators and training providers must enter into arrangements with the entities administering the alternate sources of funds, including eligible providers administering Pell Grants.
 - b. All sources of funds, excluding loans, should be considered when determining an individual's overall need for WIOA funds.
 - c. With this information, the WIOA counselor should work with the participant to calculate the total funding resources available to ensure the participant's success in the training program.
 - d. This coordination between program operators, training providers, and the participant should ensure that duplicate payments of training costs are not made.
 - e. Participants may enroll in WIOA funded training while application for a Pell Grant is pending, as long as the WIOA Service Provider has made arrangements with the training provider and the WIOA participant regarding allocation of the Pell Grant, if it is subsequently awarded. In that case the training provider must reimburse to the WIOA Service Provider the WIOA funds used to underwrite the training for the amount the Pell Grant covers.
2. The participant seeking training must apply for all known available financial assistance and provide proof of a Pell Grant, except when the training program selected is not eligible for Pell participation. If a participant received any Pell funds, it must be applied first and if there's a balance, WIOA may pick up the remaining cost. This will allow the training provider to make adjustments based on participant needs.

If a participant is in need of a training that aligns with the Mississippi Partnership Sector Strategy Plan and not on the ETPL, an ITA maybe written for the training if the training is conducted by a post-secondary education institution. The training provider must submit an application for the training program for inclusion on the ETPL if an ITA is written for such training. All policies and procedures for ITAs shall be followed for such ITAs.

III. PROCEDURES

The Fiscal Agent shall adopt and WIOA adult, dislocated worker and NEG service providers shall comply with procedures describing how ITA services are justified, documented, and paid out.

IV. EFFECTIVE DATE

This policy is effective July 1, 2020.

THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA

PROCEDURES FOR OUT-OF- SCHOOL YOUTH INDIVIDUAL TRAINING ACCOUNTS

Revision Date: July 1, 2017

The Mississippi Partnership Procedures for Out-of-School Youth ITAs

The purpose of these procedures is to set forth guidelines how the Out-of-School Youth (OSY) ITAs will be implemented within parameters of the approved Mississippi Partnership OSY ITA policy. These procedures are in conjunction with requirements set forth in the OSY ITA policy. All ITAs must be entered into the State of Mississippi's ETPL – ITA system. In order to receive an ITA, participants must follow the guidelines of the Smart Start Career Pathway as approved by the fiscal agent and the Mississippi Partnership Local Workforce Development Board and the training selected must align with the Mississippi Partnership Sector Strategy Plan.

1. Case management

The provision of case management to make determinations of which persons truly need training will be utilized by all staff, and will include the following [WIOA Section 134(c)(3)(A)]:

For OSY to receive training services,

- a. The youth must have been determined by the Youth Provider, after an interview, evaluation, or assessment, and career planning:
 - i. Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services;
 - ii. To be in need of training services; and
 - iii. To have the necessary skills and qualifications to successfully participate in the selected program of training services.
- b. The youth must have completed Work Ethics Training.
- c. The youth must have a minimum of a Silver Career Readiness Certificate (CRC)
- d. Prior to placing an individual in training, the case manager must provide the following:
 - i. Interview
 - ii. Evaluation or Assessment
 - iii. Career Planning

2. Application process for approval of an ITA

- a. Participant must have received an interview, evaluation or assessment, and career planning, and be unlikely or unable to obtain or retain employment providing a self-sufficient wage or wages comparable to or higher than wages from previous employment through career services.
- b. Prior to receiving an ITA, the youth provider must request approval from the Fiscal Agent to write the OSY ITA.
- c. Participant must apply for a Pell Grant or other financial aid if applicable, certify commitment to attend classes, and agree to provide attendance information and grades or progress reports while enrolled in WIOA approved training activities. A copy of the application for the Pell or the subsequent award must be attached to the participant file when applicable.

The participant seeking training must apply for all known available financial assistance and provide proof of a Pell Grant, except when the training program selected is not eligible for Pell participation. If a participant received any Pell funds, it must be applied first and if there's a balance, WIOA may pick up the remaining cost. This will allow the training provider to make adjustments based on participant needs.

- d. The Youth Provider must update the youth's ISS and document that the individual is in need of training services.
- e. Participant, after counseling and selecting training that is in align with the Mississippi Partnership Sector Strategy Plan, may choose a training provider from the state eligible

training provider list.

- f. Upon completion of the training participant must agree to supply the Youth Provider with a copy of the credential received, and upon entry into unsubsidized employment, must agree to supply the name of the employer along with wage/salary information.
 - g. Participant must agree to participate in employment contact activities to determine employment and wages at pre-determined intervals upon entry into unsubsidized employment.
3. Payments from ITAs may be made in a variety of ways, including electronic transfer, vouchers, or other appropriate methods. Payments may also be made incrementally, through payment of a portion of the costs at different points in the training course.
 4. Disbursement procedures for ITAs
 - a. The ETPL must be consulted before any participant is enrolled into a training program. OSY ITAs is limited to the amount listed on the ETPL or (1) For training with a length of one year or less: \$1,500 per semester, with a maximum of \$3,000 for duration of training; (2) For training with a length of more than one year: \$1,500 per semester, with a maximum of \$6,000 for the duration of the training; (3) \$2,500 for truck driver training (whichever is less). For further guidance see Attachment A.
 - b. The Youth Provider must obtain required information from the training provider regarding the cost information for the training program to be entered on the WIOA Individual Training Account Award Page.
 - c. The cost information entered on this page must be exactly the same as the cost information that is entered on the WIOA Individual Training Account Invoice when the training entity requests payment, and also may not exceed the amount approved on the State Eligible Provider List.
 - d. Payments from ITAs written in the Mississippi Partnership Local Workforce Development Area will be made after enrollment of the participant into the training program, and upon submission of a properly completed WIOA Individual Training Account Invoice.
 - e. Costs which are not directly associated with tuition, books, supplies, and fees for the training program are not authorized.
 5. Tracking expenditures

Upon receipt of invoices from the training provider, the Fiscal Agent will:

- a. Review invoices for accuracy;
- b. Cross-check provider names and training costs with the state ETPL to ensure the provider is listed and the amounts are approved;
- c. Assure that only allowed costs are included;
- d. Process invoice for payment for the current period or semester of instruction; and
- e. Send payment to the training provider for the current costs.

Periodic monitoring will be accomplished by the Mississippi Partnership fiscal staff to ensure that proper procedures have been followed.

6. Refund policy

If any student withdraws from a training program, refunds will be returned as per that training provider's published policy, if one is available. If the training provider does not have a published refund policy, the refund policy contained as Attachment C to the Mississippi Partnership Eligible Training Provider Certification Policy will be utilized. No refunds of WIOA Individual Training Account funds will be paid directly to participants.

- Attachments:
- A Training Length Equivalents
 - B MPWDA Refund Policy for WIOA Eligible Training Providers

TRAINING LENGTH EQUIVALENTS

The following table gives the guidelines for determining the length of a training program when the duration as listed on the Eligible Training Provider List does not conform to the standard school semester format. Any training length as shown on the eligible training provider list that is not included in this table shall be referred to the fiscal agent for definition.

Training Defined by:				
Semesters	One Semester	Two Semesters	Three Semesters	Four Semesters
Years	N/A	One continuous twelve month time period	N/A	One continuous twenty-four month time period
Months	Less than five months	Five months through twelve months	More than twelve months but not more than eighteen months	Any training with a duration in excess of eighteen months
Weeks	Eighteen weeks or less	Two full eighteen week training periods	Three full eighteen week training periods	Any training with a duration in excess three full eighteen week training periods
Days	90 days or less	91 days through 260 days, inclusive	261 days through 390 days, inclusive	Any training in excess of 390 days
Hours	720 hours or less	721 hours through 2,080 hours, inclusive	2,081 hours through 3,120 hours, inclusive	Any training in excess of 3,120 hours

Maximum WIOA Contributions

- **Training with a length of one year or less:** \$1,500 per semester, with a maximum of \$3,000 for duration of the training
- **Training with a length of more than one year:** \$1,500 per semester, with a maximum of \$6,000 for the duration of the training
- **Truck Driving Training:** \$2,500 maximum amount for the duration of the training.

**THE MISSISSIPPI PARTNERSHIP
REFUND POLICY FOR WIOA ELIGIBLE TRAINING PROVIDERS**

This refund policy shall apply to entities requesting and receiving approval as a Workforce Innovation and Opportunity Act Eligible Training Provider as allowed by PL 113-128 Section 122 and its regulations.

If the Eligible Training Provider (ETP) already has a refund policy in place through its accrediting entity, in its standard catalog, or in other widely distributed official form, the existing policy will be used. In the absence of an existing refund policy, the ETP shall adopt the following refund policy based on MS Code Sec. 75-60-18 regarding proprietary schools as follows. The following policy will not summarily supersede an existing policy; rather the following policy will be implemented if the ETP does not have a refund policy.

- I. The tuition refund policy for the first term or quarter of any program at ETPs relevant to this policy shall be as follows:
 - A. For programs that are divided into quarters of up to fourteen (14) weeks, the ETP shall evenly divide the total tuition charges among the number of quarters. After instruction is begun at an ETP, if a student withdraws or is discontinued, the school may retain no more than:
 1. Zero percent (0%) of the quarter's tuition if the termination is during the first week of instruction; or
 2. Twenty-five percent (25%) of the quarter's tuition if the termination is during the second week of instruction; or
 3. Fifty percent (50%) of the quarter's tuition if the termination is during the third week of instruction; or
 4. Seventy-five percent (75%) of the quarter's tuition if the termination is during the fourth week of instruction; or
 5. One hundred percent (100%) of the quarter's tuition if the termination occurs after the fourth week of instruction.
 - B. For programs organized by terms of fifteen (15), sixteen (16), seventeen (17), or eighteen (18) weeks each, the ETP shall evenly divide the total tuition charges among the number of terms. After instruction is begun at an ETP, if a student withdraws or is discontinued, the school may retain no more than:
 1. Zero percent (0%) of the term's tuition if the termination is during the first week of instruction; or
 2. Twenty percent (20%) of the term's tuition if the termination is during the second week of instruction; or
 3. Thirty-five (35%) of the term's tuition if the termination is during the third week of instruction; or
 4. Fifty percent (50%) of the term's tuition if the termination is during the fourth week of instruction; or
 5. Seventy percent (70%) of the term's tuition if the termination is during the fifth week of instruction.
 6. One hundred percent (100%) of the term's tuition if the termination occurs after the completion of the fifth week of instruction.

II. The tuition refund policy for the second, third, and subsequent term(s) or quarter(s) of any program at ETPs relevant to this policy shall be as follows:

- A. For programs that are divided into quarters of up to fourteen (14) weeks, the ETP shall evenly divide the total tuition charges among the number of quarters. After instruction is begun at an ETP, if a student withdraws or is discontinued, the school may retain no more than:
1. Twenty-five (25%) of the quarter's tuition if the termination is during the first week of instruction; or
 2. Fifty percent (50%) of the quarter's tuition if the termination is during the second week of instruction; or
 3. Seventy-five percent (75%) of the quarter's tuition if the termination is during the third week of instruction; or
 4. One hundred percent (100%) of the quarter's tuition if the termination occurs after the third week of instruction.
- B. For programs organized by terms of fifteen (15), sixteen (16), seventeen (17), or eighteen (18) weeks each, the ETP shall evenly divide the total tuition charges among the number of terms. After instruction is begun at an ETP, if a student withdraws or is discontinued, the school may retain no more than:
1. Twenty percent (20%) of the term's tuition if the termination is during the first week of instruction; or
 2. Thirty-five (35%) of the term's tuition if the termination is during the second week of instruction; or
 3. Fifty percent (50%) of the term's tuition if the termination is during the third week of instruction; or
 4. Seventy percent (70%) of the term's tuition if the termination is during the fourth week of instruction.
 5. One hundred percent (100%) of the term's tuition if the termination occurs after the completion of the fourth week of instruction.

III. Other Requirements

- A. No program/course shall have a term in excess of eighteen (18) weeks.
- B. The amount of the refund shall be calculated based on the last day of student class attendance.
- C. Any refund due shall be paid by the ETP within forty-five (45) days of the date on which the student withdraws from the program. For the purposes of this policy, such date shall be the earliest of (1) the date on which the student gives written notice to the ETP or (2) the date on which the student is deemed to have withdrawn, as herein provided.
- D. If a student has failed to attend classes for a period of thirty (30) calendar days, the ETP shall send by regular mail a notice to the student, and a copy to MDA, that the student shall be deemed to have withdrawn from the program if the student does not notify the school to the contrary within twelve (12) days from the date on which the letter is sent. If the student fails to respond within such twelve-day period, the student shall be deemed to have withdrawn and the appropriate refund shall be made.
- E. The Local Workforce Area and the State of Mississippi reserve the right to negotiate a provider's existing refund policy or enforce the standard policy if such existing policy is found to be excessive.

**THE MISSISSIPPI PARTNERSHIP
WORKFORCE DEVELOPMENT AREA**

**OUT-OF-SCHOOL YOUTH
INDIVIDUAL TRAINING ACCOUNT
POLICY**

Revision Date: July 1, 2019

**The Mississippi Partnership
Workforce Development Area
Youth Individual Training Account Policy**

I. SCOPE AND PURPOSE

The Workforce Innovation and Opportunity Act (WIOA) section 134(d)(3)(G) authorizes the use of Individual Training Accounts (ITAs) and WIOA Final Regulations Section 681.550 allows for ITAs for out-of-school youth (OSY) ages 16 to 24. This policy shall provide the framework for WIOA Funds utilized for OSY ITAs.

ITAs are to be used by eligible OSY participants, after consultation with a case manager, to purchase approved training programs, provided by "eligible training providers". Consideration must be for training programs on the statewide listing Eligible Training Provider List (ETPL) that lead to recognized postsecondary credentials that align with the Mississippi Partnership Sector Strategy Plan. This policy outlines the minimum requirements The Mississippi Partnership Workforce Development Board (MPWDB) has established the local area OSY ITA policy. From time to time, the Mississippi Department of Employment Security (MDES) or the local area may request and be granted waivers applicable to ITAs; those waivers may override this policy.

II. REQUIREMENTS

An ITA is an account established by a OSY Program Operator on behalf of an eligible individual. OSY ITAs are funded with OSY funds as authorized under Title I of WIOA. ITAs are to be used to purchase training services that lead to recognized postsecondary credentials that align with the Mississippi Partnership Sector Strategy Plan from training providers on the statewide eligible training provider list. In order to receive an ITA, youth participants must follow the guidelines of the Smart Start Career Pathway as approved by the fiscal agent and the Mississippi Partnership Local Workforce Development Board

A. At a minimum the WIOA Youth Participant must meet the following conditions:

1. Training services may be made available to OS participants who have meet eligibility requirements for WIOA, have completed Work Ethics Training, have received an interview, evaluation or assessment, and career planning so that the Youth Provider can obtain enough information to determine eligibility; and have been determined to be unable to obtain or retain employment providing a self-sufficient wage through services.

The MPWDB has established the self-sufficient wage to be 350% of the Lower Living Standard Income Level (LLSIL) which is currently \$22.59 hourly wage or \$46,991 annual wage.

2. The Youth Provider must determine and document in the individual service strategy (ISS) that the individual is in need of training services and has the skills and qualifications to successfully complete the selected training program.
3. The Youth Provider must determine and document in the ISS that the training selected aligns with the Mississippi Partnership Sector Strategy Plan.
4. Only after intensive counseling should a OSY participant be given an ITA for a training program in which he anticipates a decrease from pre-program wages upon employment in that occupation.

5. The workforce development system established under WIOA emphasizes informed customer choice. In consultation with case managers, an OSY who has been determined eligible for an ITA may make an informed choice for training that aligns with the Mississippi Partnership Sector Strategy Plan from the state list of eligible providers to choose the provider from whom he/she will receive the training.

It is the intent of MPWDB that training courses offered by universities are for non-traditional students and dislocated workers.

6. The Youth Provider must ensure that the training provider is included on the State Eligible Training Provider list for the particular type of training requested, and that the occupation does in fact align with the Mississippi Partnership Sector Strategy Plan.
7. OSY who are enrolled into training programs should be carefully screened to ensure that they have the necessary desire and ability to complete these programs since the area's performance standards relate to attainment of credential and retention of employment.
8. The following items are conditions the participant must meet.
 - a. The participant seeking training must agree to apply for Pell Grant or other available financial assistance aid if the training of their choice is eligible for such assistance. The case manager must take into consideration all sources of funds, excluding loans, when determining an individual's overall need for WIOA funds. When appropriate, WIOA training funds must be reimbursed through Pell Grant funds.
 - b. The participant seeking training services must certify commitment to attend classes and to complete the training.
 - c. The participant seeking training services must complete Work Ethics Training.
 - d. The participant seeking individual training account services must have at a minimum a Silver Career Readiness Certificate.
 - e. The participant seeking training must agree to provide attendance information, grades and/or progress reports while enrolled in WIOA-approved training activities or agree to allow the training provider to release such information to the Youth Provider.
 - f. If an individual is awarded an ITA, the individual must maintain a minimum 2.0 Cumulative Grade Point Average (GPA). The individual's GPA will be evaluated at the end of each semester. If the individual does not maintain a cumulative 2.0 GPA, the individual will be placed on probation and WIOA will not reimburse the training provider until the individual acquires a 2.0 cumulative GPA. An individual is only allowed two probation periods for the length of the ITA; if after two probation periods the individual does not acquire a 2.0 cumulative GPA, additional payments may not be made on behalf of this individual for the ITA.
 - g. Upon completion of training the participant must agree to provide or authorize the provision of documentation of completion of training (credential) and, when hired, provide name of employer and wage/salary information to the Youth Provider.
 - h. The participant must agree to participate in local contact and follow-up activities to determine employment retention and wages at designated intervals.

B. Limitations on ITAs for regular WIOA Funds

1. An ITA may pay for a narrow or broad range of services, but not for services prior to the determination of need for training and selection of a training program. Tuition and fees can be funded by ITAs and the MPWDB permits ITAs to be used for equipment, tools, books, or other costs that increase the probability of successful completion of training.
2. As allowed by the WIOA, the MPWDB has established limitations on the dollar amount and duration of ITAs, as indicated in the following:
 - a. Limitations on dollar amounts –
 - i. ITAs with training length of one year or less: The maximum amount that the MPWDA will contribute towards the cost of a training program funded through an ITA with a training length of one year or less listed on the ETPL is \$1,500 per semester, with a maximum of \$3,000.
 - ii. Truck Driver Training: The maximum amount that the MPWDA will contribute towards the cost of a truck driving training is \$2,500.
 - iii. Full-Time ITAs (12 semester hours or more): The maximum amount that the MPWDA will contribute towards the cost of a training program funded through a Full-Time ITA is \$1,500 per semester, with a maximum of \$6,000.
 - iv. Part-Time ITAs (less than 12 semester hours): The maximum amount that the MPWDA will contribute towards the cost of a training program funded through a Part-Time ITA is \$1,500 with a maximum of \$6,000
 - b. Limitations on duration - The Mississippi Partnership has set the maximum duration of an ITA at twenty-four (24) months except in cases of personal hardship, in which case an ITA may last no longer than thirty-six (36) months. In no cases, however, will WIOA funding for an ITA exceed \$6,000.
 - c. Coordination of funding for training - If the cost of training as published in the State Eligible Training Provider List is more than the WIOA contribution of \$1,500 per semester, the individual participant is responsible for securing funding to make up the balance from non-WIOA resources (personal resources, Pell grants, etc.). Payment of said funds must be documented by the training provider prior to disbursement of WIOA funds.

C. Four Year Degree Holders

To prioritize individuals who need training to ensure that they obtain a job leading to self-sufficiency, persons already having a four-year degree will have less priority than those persons who do not. However, case management will ultimately determine who does or does not receive an OSY ITA.

D. Coordination of WIOA Training Funds

1. WIOA funding for training is limited to participants who are unable to obtain grant assistance from other sources to pay for their training or require assistance beyond that available under grant assistance from other sources available under other Federal programs. Procedures for ensuring coordination of available sources of funds are as follows:
 - a. Youth Providers and training providers must enter into arrangements with the entities administering the alternate sources of funds, including eligible providers administering Pell Grants.
 - b. All sources of funds, excluding loans, should be considered when determining an individual's overall need for WIOA funds.
 - c. With this information, the WIOA counselor should work with the participant to

- calculate the total funding resources available to ensure the participant's success in the training program.
- d. This coordination between youth provider, training providers, and the participant should ensure that duplicate payments of training costs are not made.
 - e. Participants may enroll in WIOA funded training while application for a Pell Grant is pending, as long as the Youth Provider has made arrangements with the training provider and the WIOA participant regarding allocation of the Pell Grant, if it is subsequently awarded. In that case the training provider must reimburse to the WIOA funds used to underwrite the training for the amount the Pell Grant covers.
2. The participant seeking training must apply for all known available financial assistance and provide proof of a Pell Grant, except when the training program selected is not eligible for Pell participation. If a participant received any Pell funds, it must be applied first and if there's a balance, WIOA may pick up the remaining cost. This will allow the training provider to make adjustments based on participant needs.

III. OSY ITA Approvals

Youth Provider must seek approval from the Fiscal Agent prior to writing any OSY ITAs.

If a participant is in need of a training that aligns with the Mississippi Partnership Sector Strategy Plan and is not on the ETPL, an ITA may be written for the training if the training is conducted by a post-secondary education institution and pre-approved by the Fiscal Agent. The training provider must submit an application for the training program for inclusion on the ETPL if an ITA is written for such training. All policies and procedures for ITAs shall be followed for such ITAs.

IV. PROCEDURES

The Fiscal Agent shall adopt procedures for writing WIOA OSY ITAs and Youth Providers shall comply with procedures describing how ITA services are justified, documented, and paid out.

V. EFFECTIVE DATE

This policy is effective July 1, 2019.

**THE MISSISSIPPI PARTNERSHIP
WORKFORCE DEVELOPMENT AREA**

**CONFLICT OF INTEREST
POLICY**

Revised July 1, 2015

The Mississippi Partnership Workforce Development Area Conflict of Interest Policy

I. Scope and Purpose

A Conflict of Interest Policy is required in order to ensure that individuals or representatives of organizations entrusted with public funds will not personally or professionally benefit from the award or expenditure of such funds. Individuals or representatives of organizations entrusted with public funds, as referenced above, shall hereinafter be understood to include a State Workforce Development Board (SWDB) member, a Local Workforce Development Board (LWDB) member, and local workforce area staff.

This policy provides direction for sub-recipients and contractors of the Mississippi Partnership Local Workforce Development Area to conduct business within guidelines that will prevent actual, potential or questionable situations concerning the conflict of interest.

II. Conflict of Interest Guidelines

The written code of standards or conduct governing the performance of persons engaged in the award and administration of WIOA contracts and subgrants is as follows:

- A. No individual in a decision-making capacity shall engage in any activity, including participation in the selection, award, or administration of a subgrant or contract supported by WIOA funds, if a conflict of interest (real, implied, or apparent) would be involved.
- B. No member of the Board shall cast a vote, or participate in any decision-making capacity, on the provision of services by such member (or any organization which that member directly represents), or on any matter which would provide any direct financial benefit to the member, the immediate family of such member, or to the member's organization.

A conflict of interest under paragraphs A or B would arise when one of the following persons or groups has a financial or other interest, either through ownership or employment, and participates in the selection or award of funding for themselves, their family, or that organization or firm.

- An individual; i.e., employee, officer, or agent,
- Any member of the individual's immediate family (parent, spouse, children, or siblings),
- The individual's business partner, or
- ◆ An organization which employs or is about to employ any of the above individuals (individual has received a job offer from the organization),

- C. The officers, employees, agents, or members of the Board making the awards will neither solicit nor accept gratuities, favors, or anything of monetary value from awardees, potential awardees, or other parties to agreements.
- D. In accordance with the Mississippi Ethics in Government Laws and their applicability to members of the SWDB and LWDB, Board members must adhere to Ethics Commission Opinion 06-099-E, 04-076-E, and 13-014-E.

A business whose owner, CEO, or employee serves on an LWDB is prohibited by **Section 109, Miss. Const. of 1890** and **Section 25-4-105(2), Miss. Code of 1972** from receiving any contract that is funded by the LWDB. This prohibition applies to all contracts funded during the LWDB member's term and for one year after the LWDB member's term.

A recusal will not prevent a violation of Section 109 and Section 25-4-105(2), as these sections do not require any affirmative act by an individual member to give rise to a conflict, but merely action by the board. Accordingly, recusal by the affected SWDB or LWDB member will not prevent a violation these sections.

E. Recusal Procedures

A total and complete recusal requires that the public servant not only avoid debating, discussing or taking action on the subject matter during official meetings or deliberations, but also avoid discussing the subject matter with staff or any other person. This includes casual comments, as well as detailed discussions, made in person, by telephone or by any other means.

Furthermore, the minutes or other record of the meeting should state the recusing member left the room before the matter came before the public body and did not return until after the vote.

- F. Willful violations by a Board member shall result in removal from the Board and, if the Board decides it is in the best interest of the workforce area, termination of the questioned contract.
- G. All LWDB members and staff must receive a copy of The Mississippi Partnership's Conflict of Interest Policy. An acknowledgement form must be signed by LWDB members and staff stating that he/she has read and understands the policy and what is expected as a member of The Mississippi Partnership Local Workforce Development Board and agrees to abide by the requirements during their term of service. Failure to sign the acknowledgement form will result in termination as a LWDB member or staff.

III. Effective Date

This policy is effective July 1, 2015.

Attachment: The Mississippi Partnership Conflict of Interest Policy Acknowledgement Form

**The Mississippi Partnership
Conflict of Interest Policy
Acknowledgement Form**

I have received a copy of The Mississippi Partnership Conflict of Interest Policy for the WIOA program. By signing below, I acknowledge that I read and understood the policy and what is expected of me as a member of the Local Workforce Development Board (LWDB) under both the state and federal requirements and agree to abide by these requirements during my term of service.

Signature

Print Name

Date

**THE MISSISSIPPI PARTNERSHIP
WORKFORCE DEVELOPMENT AREA**

**SUNSHINE PROVISION
POLICY**

Revised July 1, 2017

The Mississippi Partnership Workforce Development Area Sunshine Provision Policy

I. Scope and Purpose

This policy sets forth the requirements to conduct business in an open manner as mandated by the Workforce Innovation and Opportunity Act (WIOA) and MDES State Policy # 4. Conducting business in an open manner involves making the activities of the Mississippi Partnership Workforce Development Board (MPWDB) available to the public (including individuals with disabilities) on a regular basis via electronic means and open meetings.

II. Statutes Governing Sunshine Provisions and Applicable Acts

A. Federal Requirements

The legislation outlining the Sunshine Provision under WIOA, as prescribed for the LWDBs, is found in ***Workforce Innovation and Opportunity Act, 113 P.L. 128, Section 107(e)***.

“Sunshine Provision.—The local board shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the local board, including information regarding the local plan prior to submission of the plan, and regarding membership, the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of youth workforce investment activities, and on request, minutes of formal meetings of the local board.”

The laws governing open meeting accessibility for the disabled are found at *Title III of the Americans with Disabilities Act (ADA), 42 USC § 12181 et seq.* More specifically, the relevant sections, ***28 CFR § 36.201(a) (2010), 28 CFR § 36.104 (2010), 28 CFR § 36.303(a) (2010), 28 CFR § 36.104 (2010)***, [U.S. Department of Justice Regulation to Title III of the Americans with Disabilities Act, 56 Fed. Reg. 35544 (July 26, 1991)] are as follows:

“No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of any place of public accommodation by any private entity who owns, leases (or leases to), or operates a place of public accommodation.” ***28 CFR § 36.201(a) (2010)***.

“Public accommodation means a private entity that owns, leases [or leases to], or operates a place of public accommodation.” ***28 CFR § 36.104 (2010)***.

“A public accommodation shall take those steps that may be necessary to ensure that no individual with a disability is excluded, denied services, segregated or otherwise treated differently than other individuals because of the absence of auxiliary aids and services, unless the public accommodation can demonstrate that taking those steps would fundamentally alter the

nature of the goods, services, facilities, privileges, advantages, or accommodations being offered or would result in an undue burden, i.e., significant difficulty or expense.” **28 CFR § 36.303(a) (2010).**

“Qualified interpreter means an interpreter who is able to interpret effectively, accurately and impartially both receptively and expressively, using any necessary specialized vocabulary.” **28 CFR § 36.104 (2010).**

The Mississippi Partnership Workforce Development Board will comply with all federal requirements for open meeting accessibility as specified above.

B. State Requirements

State requirements are prescribed in Mississippi’s Open Meetings Acts, **Title 25, Chapter 41, Miss. Code of 1972** and in Mississippi’s Public Records Act, **Title 25, Chapter 61, Mississippi Code of 1972**. These acts collectively govern public bodies, state and local, that holds meetings on public matters, and ensures the public’s right to access public records. The Mississippi Ethics Commission is given authority to hold hearings, take complaints, issue subpoenas, hold hearings and issue orders subsequent to alleged violations of the Open Meetings Act and the Public Records Act.

1. State Law- The Open Meetings Act

Miss. Code Ann. § 25-41-3(a), defines a “public body” as any executive or administrative board, commission, authority, council, department, agency, bureau or any other policy making entity, or committee thereof, of the State of Mississippi, or any political subdivision or municipal corporation of the state, whether such entity be created by statute or executive order, which is supported wholly or in part by public funds or expends public funds, and any standing, interim or special committee of the Mississippi Legislature.

Miss. Code Ann. § 25-41-5, outlines official meetings of public bodies specifically as follows:

“(1) All official meetings of any public body, unless otherwise provided in this chapter or in the Constitutions of the United States of America or the State of Mississippi, are declared to be public meetings and shall be open to the public at all times unless declared an executive session as provided in [Section 25-41-7](#).

(2) A public body may conduct any meeting through teleconference or video means. A quorum of a public body as prescribed by law may be at different locations for the purpose of conducting a meeting through teleconference or video means provided that the equipment used is located at the place where the public body normally meets or at a public location specified in any notice of a special meeting, and provided that the equipment allows all members of the public body and members of the public who attend the meeting to hear deliberations of the public body.

(3)(a) Notice of any meetings held pursuant to subsection (2) of this section shall be provided at least five (5) days in advance of the date scheduled for the meeting. The notice shall include the date, time, place and purpose for the meeting and shall identify all locations for the meeting available to the general public. All persons attending the meeting at any of the public meeting locations shall be afforded the same opportunity to address the public body as persons attending the primary or central location. Any interruption in the teleconference or video broadcast of the meeting shall result in the suspension of action at the meeting until repairs are made and public access restored.

(b) Five-day notice shall not be required for teleconference or video meetings continued to address an emergency as provided in subsection (5) of this section or to conclude the agenda of a teleconference or video meeting of the public body for which the proper notice has been given, when the date, time, place and purpose of the continued meeting are set during the meeting prior to adjournment.

(4) An agenda and materials that will be distributed to members of the public body and that have been made available to the staff of the public body in sufficient time for duplication and forwarding to all locations where public access will be provided shall be made available to the public at the time of the meeting. Minutes of all meetings held by teleconference or video means shall be recorded as required by [Section 25-41-11](#). Votes taken during any meeting conducted through teleconference or video means shall be recorded by name in roll-call fashion and included in the minutes. In addition, the public body shall make an audio recording of the meeting, if a teleconference medium is used, or an audio/visual recording, if the meeting is held by video means. The recording shall be preserved by the public body for a period of three (3) years following the date of the meeting and shall be available to the public.

(5) A public body may meet by teleconference or video means as often as needed if an emergency exists and the public body is unable to meet in regular session. Public bodies conducting emergency meetings through teleconference or video means shall comply with the provisions of subsection (4) of this section requiring minutes, recordation and preservation of the audio or audio/visual recording of the meeting. The nature of the emergency shall be stated in the minutes.”

Miss. Code Ann. § 25-41-9, states that the public body convening the meeting may make and enforce rules and regulations pertaining to the conduct of attendees.

Miss. Code Ann. § 25-41-11, sets parameters defining minutes and their recording as follows:

“(1) Minutes shall be kept of all meetings of a public body, whether in open or executive session, showing the members present and absent; the date, time and place of the meeting; an accurate recording of any final

actions taken at such meeting; and a record, by individual member, of any votes taken; and any other information that the public body requests be included or reflected in the minutes. The minutes shall be recorded within a reasonable time not to exceed thirty (30) days after recess or adjournment and shall be open to public inspection during regular business hours.

(2) Minutes of a meeting conducted by teleconference or video means shall comply with the requirements of [Section 25-41-5](#).

(3) Minutes of legislative committee meetings shall consist of a written record of attendance and final actions taken at such meetings.”

Miss. Code Ann. § 25-41-13, states that notice of public meetings will contain the place, date, hour and subject matter, but if a public body has regularly scheduled meetings at certain times and places mandated by statute, then no additional notice is required unless a meeting is recessed, or adjourned. In the case that there is an interim meeting or special meeting called, notice must be posted, in a publicly accessible place, preferably in the building in which the meeting will be held, within one (1) hour of the start of the meeting. This notice must be included in the minutes or other records of the public body. This section also prescribes that public bodies without statutory provisions in place detailing times and places of meetings must detail in the minutes the upcoming times, places and procedure by which its meetings will be held.

2. State Law- The Public Records Act

Miss. Code Ann. § 25-61-2, defines the public records policy of the State of Mississippi as allowing the public, unless otherwise specified, access to all non-classified public records. The responsibility of providing access to these records is a duty of each public body. No person, due to automation, shall be denied access to public records. With an increase in technological use and advances, public bodies must provide reasonable access to electronically maintained records, subject to retention policies.

The Mississippi Partnership Workforce Development Board will comply with all state requirements for open meeting accessibility and public records as specified above.

III. POLICY REQUIREMENTS

In order to comply with WIOAs transparency mandates, to conduct business in an open manner and make activities of the board available to the public, including the development of specific policies and the minutes of formal board meetings upon request, and to garner public trust, the MPWDB adopts the following:

1. By-Laws:

- a. All meetings shall be conducted on a regular basis and as open meetings as specified in the MPWDB By-Laws.

- b. The meetings will specifically address the activities of the MPWDB in relation to local plan activities and modifications. These activities will be addressed, in open meetings, prior to the submission of the plan or modification of the plan, respectively.
2. Minutes:
 - a. Minutes of all meetings of the MPWDB Board shall be written in accordance with the MPWDB By-Laws and maintained on file.
 - b. Notation of and information regarding all members of MPWDB must be identified and made available and easily accessed by the public.
 - c. Priority must be given to public accessibility.
 - d. All information must also be ADA compliant.
3. The MPWDB shall publicly identify the designation and certification of one-stop operators for the public, accessible at all times.
4. The MPWDB shall publicly provide all information regarding the award of grants or contracts to eligible providers of youth workforce investment activities.
5. The MPWDB shall have the ability to provide minutes of formal meetings upon request. All requests for information in braille must be made two weeks in advance to meet the production requirements of the information.
6. No meeting shall be held by the MPWDB in a closed capacity, or in any way deny access to the public. This includes making reasonable accommodations for the disabled as outlined in the ADA requirements outlined in this document.
7. The officers, employees, agents, and members of the fiscal agent for the MPWDB will make every effort to comply with the transparency requirements as defined by WIOA with the intent of establishing trust among all individuals, agencies and entities involved in the State of Mississippi's workforce development system.
8. The code of conduct shall contain penalties, sanctions, or other disciplinary actions in accordance with state and local law for violations of the provisions against open meetings and the public information.
9. It is the policy of the MPWDB to comply with all federal and state laws and regulations regulating public meetings and documents. In the event that this policy shall conflict with any federal or state laws governing such public meetings and documents, then that provision of this policy, or any other MPWDB policy, shall be deemed to be void and of no effect.

IV. EFFECTIVE DATE

This policy shall be effective July 1, 2015.

THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA

YOUTH INCENTIVE POLICY

Revised July 1, 2020

**Mississippi Partnership
Workforce Development Board
Youth Incentive Policy**

I. Scope and Purpose

This policy sets forth the requirements for The Mississippi Partnership Local Workforce Board and its sub-grantees providing youth registered in the WIOA Title I-B In-School and Out-of-School Youth program an opportunity to receive a cash incentive award to provide motivation for the attainment of certain certificates/credentials. The Incentive Policy shall describe the payment and the methods used to determine, document and deliver such payments.

II. Types of Youth Incentives

A. High School Diploma or Equivalency Incentive {Out-of-School Youth Only}

1. Eligibility

- a. Be a participant of a WIOA Out-of-School Gateway Youth Program.
- b. Complete his/her high school diploma or equivalency during the active phase of the youth program **OR** up to the end of the first year after exit.

In order to be eligible for the MPWDA Incentive, the high school equivalency diploma must be obtained through the Mississippi Community College Board's approved testing sites. The high school diploma must be obtained through an accredited Mississippi Department of Education School District.

- c. Complete the Essential Job Skills workshop.

2. Incentive Amount/Value

The incentive is a one-time payment of \$100 awarded to WIOA youth participants based on the eligibility criteria listed above.

3. Procedures for Approval

Prior approval from the fiscal agent is required before making the incentive payment to the youth.

Upon receipt of the high school equivalency diploma or high school diploma, the sub-grantee must send a copy of the high school diploma or equivalency certificate and/or high school diploma or equivalency transcript to the fiscal agent as well as documentation that the youth has completed the Essential Job Skills workshop. Any sub-grantee electing to provide incentive awards must document the participant's eligibility and the receipt of payment in the participant file.

B. ACT Career Readiness Certificate (CRC) Incentive {In-School and Out-of-School Youth}

1. Eligibility

- a. Be a participant of a WIOA In-School or Out-of-School Gateway Youth Program with a WIOA Youth Registration date of July 1, 2020 or later.
- b. Complete his/her ACT Career Readiness Certificate (CRC) during the active phase of the youth program **OR** up to the end of the first year after exit.
- c. Complete the Essential Job Skills workshop.

2. Incentive Amount/Value

The incentive amount is determined by the participant's CRC Level that was attained.

- \$25 for Bronze CRC
- \$50 for Silver CRC
- \$75 for Gold CRC
- \$100 for Platinum CRC

If a participant receives a CRC incentive then increases his/her CRC Level while in the program or up to the first year after exit, the participant would be eligible to receive an incentive payment for the difference in the original CRC incentive amount and the new CRC incentive amount. For example: Participant receives a \$25 Bronze CRC incentive then increases to a Gold CRC. The participant would be eligible to receive an additional \$50 incentive.

3. Procedures for Approval

Prior approval from the fiscal agent is required before making the incentive payment to the youth.

Upon receipt of the ACT CRC, the sub-grantee must send a copy of the ACT CRC or score report to the fiscal agent as well as documentation that the youth has completed the Essential Job Skills workshop. Any sub-grantee electing to provide incentive awards must document the participant's eligibility and the receipt of payment in the participant file.

III. Effective Date

This policy is effective July 1, 2020, and applies to any WIOA youth as described in Section II.

APPENDIX A

LOCAL WORKFORCE DEVELOPMENT AREA RE-DESIGNATION
APPROVAL LETTER



PHIL BRYANT
GOVERNOR

RECEIVED
MAY 18 2015
BY THREE RIVERS

May 14, 2015

Mr. Vernon R. Kelley, III
Three Rivers Planning
and Development District
P. O. Box 690
Pontotoc, Mississippi 38863

Dear Mr. Kelley:

In accordance with Section 106(b)(2) of the Workforce Innovation and Opportunity Act (WIOA), I hereby approve your request for initial designation of the Mississippi Partnership as a local workforce development area for two full program years, ending June 30, 2017.

There is much to do to implement the WIOA. This innovative legislation provides the framework for a stronger alignment of the workforce, education, and economic development systems. By working better together, we can improve the delivery of services that connect workers with the skills they need to be successful and employers with the skilled workers they need to grow.

Thank you for committing yourselves to this tremendous opportunity for our state.

Sincerely,

A handwritten signature in blue ink that reads "Phil Bryant".

Phil Bryant
Governor



PHIL BRYANT
GOVERNOR

May 10, 2017

Mr. Vernon R. Kelley, III
Executive Director
Three Rivers Planning and Development District
Post Office Box 690
Pontotoc, Mississippi 38863

Dear Mr. Kelley:

Because of a U.S. Department of Labor regulation, I am extending the initial designation of the Mississippi Partnership as a local workforce development area (LWDA) under the Workforce Innovation and Opportunity Act (WIOA) for an additional program year until June 30, 2018.

As you will recall, WIOA creates a two-step process for designating a LWDA. First, WIOA Section 106(b)(2) provides for an "initial designation" for "the first 2 full program years following the enactment of this Act," to allow for a transition to the new requirements of WIOA. Then at the end of the initial designation, Section 106(b)(3) calls for a "subsequent designation," based on a review of the performance of the LWDA during the initial designation period.

In accordance with those statutory requirements, on May 14, 2015, I approved your request for the initial designation of the Mississippi Partnership to continue as a LWDA through June 30, 2017, which was the end of the first two full program years after the enactment of WIOA on July 22, 2014.

Recently, however, the U.S. Department of Labor issued a regulation, 20 CFR 679.250(c), mandating that "no determination of subsequent eligibility may be made before the conclusion of Program Year (PY) 2017." Because Program Year 2017 will end June 30, 2018, that regulation has the effect of extending the initial designation period until that date.

For those reasons, I hereby approve the continued initial designation of the Mississippi Partnership as a LWDA through June 30, 2018.

Mr. Vernon R. Kelley, III
May 10, 2017
Page 2

The Mississippi Partnership LWDA is an essential partner in the successful implementation of our innovative WIOA state plan. By working together to strengthen the alignment of our workforce, education, and economic development initiatives, we can make our state a better place to live where every Mississippian who wants a job can get a job. I appreciate your commitment to this exciting opportunity.

Sincerely,

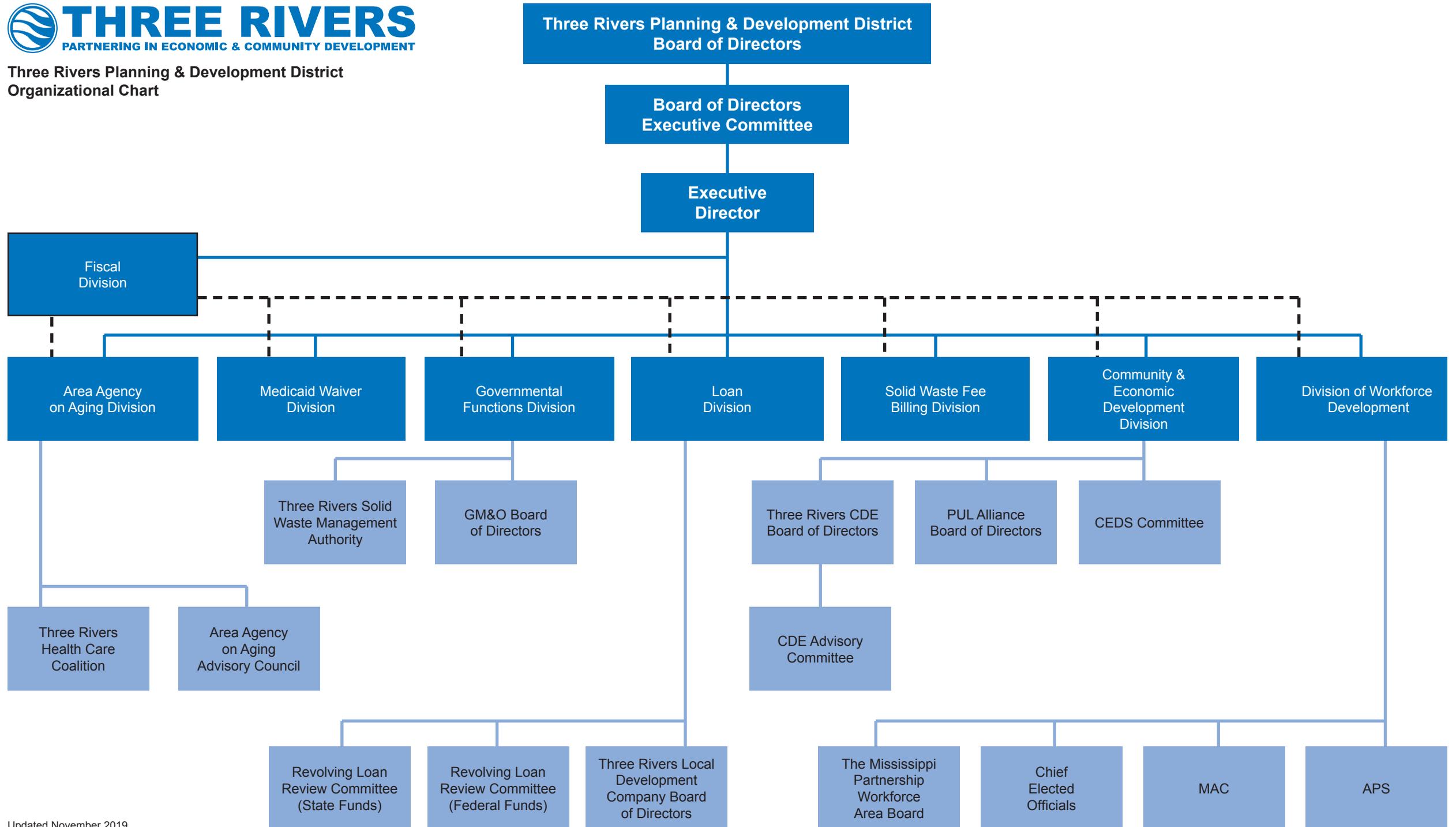
A handwritten signature in black ink that reads "Phil Bryant". The signature is written in a cursive style with a long horizontal line extending from the end of the name.

Phil Bryant
Governor

APPENDIX B

ADMINISTRATIVE ENTITY/LOCAL WORKFORCE DEVELOPMENT AREA/FISCAL AGENT ORGANIZATIONAL CHART

Three Rivers Planning & Development District
Organizational Chart



APPENDIX C

LOCAL WORKFORCE DEVELOPMENT BOARD MEMBERSHIP LIST

The Mississippi Partnership Local Workforce Development Board Board-Member Roster

Updated 10/23/2020

Name	Organization	Title	Sector Representing
<i>Business Representatives:</i>			
John Adams	S & J Custom Framing & Gifts	Owner	Business
Dwayne Blackmon	Frankie Blackmon Chevrolet	General Mgr.	Business
Colt Doom	BNA Bank	Senior Vice President	Business
Dennis Johnson	Self-Employed	Owner	Business
Jessica Jordan	Jordan Plumbing and Electrical	Owner	Business
Gerald Mills	Winston Community Development	Executive Director	Business
Barry Rowland	Monroe County Electric Power Association	General Mgr.	Business
Jack Savely	Mechanics Insurance	Owner/Broker	Business
Lisa Stevens	Market 105, LLC	Owner	Business
Gregory Taylor	Merchant & Farmer Bank	President	Business
Tommy Whitehead	Rainbow Dollar Store	Owner	Business
James Williams	Mississippi Manufacturers Association	Director of MEP	Business
<i>20% Required:</i>			
James Dye	Region IV Mental Health	Therapist	Community Based (20%)
Kay Mathews	Regional Rehab Center	Executive Director	Community Based (20%)
Ray McClellan	NE MS Business Incubation System	Executive Director	Community Based (20%)
Tonya Neely	Mississippi Dept. of Employment Security	Office Director II, MS Apprenticeship Program	Labor/Apprenticeship (20%)
Beverly G. Smith	International Brotherhood of Electrical Workers	Business Manager	Labor (20%)
<i>Additional Education & Economic Development Board Members</i>			
Dwayne Casey	Northwest MS Community College	Workforce Director	Higher Education
Tracy Hester	Mississippi Dept. of Rehab Services	Facility Manager	Voc Rehab
Daphne James	Mississippi Dept. of Employment Security	Area Director	Wagner-Peyser
Laurie Kesler	Northeast MS Community College	Director of ABE & GED Testing	Adult Ed & Literacy Programs
Kristy Luse	CREATE Foundation	VP, Wellspring Education Fund	Local Educ. & Comm. Based
Kim Richardson	North MS Industrial Development Assoc.	Assistant Director	Economic Development

APPENDIX D

LOCAL WORKFORCE DEVELOPMENT BOARD BY-LAWS

**BY-LAWS
OF
THE MISSISSIPPI PARTNERSHIP
FOR WORKFORCE DEVELOPMENT, INC.**

Adopted October 15, 2015

I. NAME

The incorporated name of this organization shall be the: “The Mississippi Partnership for Workforce Development, Inc.”

II. PURPOSE

In accordance with the Workforce Innovation and Opportunity Act, it is the purpose of the Local Workforce Development Board to provide workforce development activities in our local area that will increase the employment, retention, and earnings of participants, and increase attainment of recognized postsecondary credentials by participants, and, as a result improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the requirements of employers, and enhance the productivity and competitiveness of the 27 counties that constitute “The Mississippi Partnership.”

III. AUTHORITIES AND RESPONSIBILITIES OF THE LOCAL BOARD

- A. Local plan – The Board, in partnership with the chief elected official for the area, shall develop and submit a local plan to the Governor.
- B. Workforce Research and Regional Labor Market Analysis – The Board shall:
1. Carry out analyses of the economic conditions in the region, the needed knowledge and skills for the region, the workforce in the region, and workforce development activities (including education and training) in the region.
 2. Assist the Governor in developing the statewide employment statistics system described in section 15(e) of the Wagner - Peyser Act, specifically the collection, analysis, and utilization of workforce and labor market information for the region.
 3. Conduct such other research, data collection, and analysis related to the workforce needs of the regional economy as the board, after receiving input from a wide array of stakeholders, determines to be necessary to carry out its functions.
- C. Convening, Brokering, and Leveraging – The local board shall convene local workforce development system stakeholders to assist in the development of the local plan under section 108 and in identifying non-Federal expertise and resources to leverage support for workforce development activities. The local board, including standing committees, may engage such stakeholders in carrying out the functions described in this subsection.
- D. Employer Engagement – The Board shall lead efforts to engage with a diverse range of employers and with entities in the region involved:
1. To promote business representation (particularly representatives with optimal policymaking or hiring authority from employers whose employment opportunities reflect existing and emerging employment opportunities in the region) on the local board;
 2. To develop effective linkages (including the use of intermediaries) with employers in the region to support employer utilization of the local workforce development system and to support local workforce investment activities;
 3. To ensure that workforce investment activities meet the needs of employers and support economic growth in the region, by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers;
- and

4. To develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers (such as the establishment of industry and sector partnerships), that provide the skilled workforce needed by employers in the region, and that expand employment and career advancement opportunities for workforce development system participants in in-demand industry sectors or occupations.
- E. Career Pathways Development – The Board, with representatives of secondary and postsecondary education programs, shall lead efforts in the local area to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment.
- F. Proven and Promising Practices – The Board shall lead efforts to:
1. Identify and promote proven and promising strategies and initiatives for meeting the needs of employers, and workers and jobseekers (including individuals with barriers to employment) in the local workforce development system, including providing physical and programmatic accessibility, in accordance with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 to the one-stop delivery system; and
 2. Identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs.
- G. Technology – The Board shall develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers, by:
1. Facilitating connections among the intake and case management information systems of the one-stop partner programs to support a comprehensive workforce development system in the local area;
 2. Facilitating access to services provided through the one-stop delivery system involved, including facilitating the access in remote areas;
 3. Identifying strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery, and increase access to services and programs of the one-stop delivery system, such as improving digital literacy skills; and
 4. Leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment.
- H. Program Oversight – The Board, in partnership with the chief elected official for the local area, shall:
1. a. Conduct oversight for local youth workforce investment activities, local employment and training activities, and the one-stop delivery system in the local area; and
b. Ensure the appropriate use and management of the funds provided under subtitle B for the activities and system described in clause (a); and
 2. For workforce development activities, ensure the appropriate use, management, and investment of funds to maximize performance outcomes.
- I. Negotiation of Performance – The Board, the chief elected official, and the Governor shall negotiate and reach agreement on local performance accountability measures.
- J. Selection of Operators and Providers
1. Selection of one-stop operators – The Board, with the agreement of the chief elected official –
 - a. Shall designate or certify one-stop operators, and

- b. May terminate for cause the eligibility of such operators.
- 2. Selection of youth providers – The Board:
 - a. Shall identify eligible providers of youth activities in the local area by awarding grants or contracts on a competitive basis, and
 - b. May terminate for cause the eligibility of such operators.
- 3. Identification of eligible providers of training services – The Board shall identify eligible providers of training services in the local area.
- 4. Identification of eligible providers of career services – If the one-stop operator does not provide intensive services in a local area, the Board shall identify eligible providers of intensive services in the local area by awarding contracts.
- 5. Consumer choice requirements – The Board shall work with the State to ensure there are sufficient numbers and types of providers of career and training services serving the local area and providing the services involved in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities.
- K. Coordination with Education Providers – The Board shall coordinate activities with education and training providers in the local area, including providers of workforce investment activities, providers of career and technical education, and local agencies administering plans under title I of the Rehabilitation Act of 1973, other than section 112 or part C of that title.
- L. Budget and Administration – The Board shall develop a budget for activities of the local board in the local area, consistent with the local plan and the duties of the local.
- M. Accessibility for Individuals with Disabilities – The Board shall annually assess the physical and programmatic accessibility of all one-stop centers in the local area.

IV. ORGANIZATION AND COMPOSITION

- A. Pursuant to the provisions of the Workforce Innovation and Opportunity Act, the Board shall consist of:
 - 1. Representatives of business in the local area, who –
 - a. Are owners of businesses, chief executives or operating officers of businesses, and other business executives or employers with optimum policymaking or hiring authority;
 - b. Represent businesses, including small businesses, or organizations representing businesses described, that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area;
 - c. Are appointed from among individuals nominated by local business organizations and business trade associations;
 - 2. Not less than 20 percent of the members shall be representatives of the workforce within the local area, who—
 - a. shall include representatives of labor organizations (for a local area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a local area in which no employees are represented by such organizations) other representatives of employees;
 - b. shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists;

- c. may include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and
 - d. may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth;
 3. Representatives of entities administering education and training activities who:
 - a. Shall include a representative of eligible providers administering adult education and literacy activities;
 - b. Shall include a representative of institutions of higher education providing workforce investment activities (including community colleges);
 - c. May include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment;
 4. Representatives of governmental and economic and community development entities serving the local area who:
 - a. Shall include a representative of economic and community development agencies;
 - b. Shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act
 - c. Shall include an appropriate representative of the programs carried out under title I of the Rehabilitation Act of 1973 other than section 112 or part C of that title.
 - d. May include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistances; and
 - e. May include representatives of philanthropic organizations serving the local area; and
 5. May include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate.
- B. Authority of board members – Members of the Board that represent organizations, agencies, or other entities shall be individuals with optimum policymaking authority within the organizations, agencies, or entities.
- C. Majority – A majority of the members of the Board shall be business representatives.
- D. Chairperson – The board shall elect a chairperson for the Board from among the business representatives who are members of the board.
- E. In accordance with the Act and in agreement among the Chief Elected Officials, there shall a twenty-three (23) member Local Workforce Development Board;
- F. The members of the Board shall be initially appointed for fixed and staggered terms by the counties' Chief Elected Officials (CEOs) of the area, their terms beginning September 2015. The initial terms will be randomly assigned lengths of one year, two years, or three years.
- G. At the end of a member's term of membership, the Chief Elected Official shall be given the option to re-appoint that member for a period of two (2) years if the member so desires.
- H. Any vacancy in the Board's membership shall be filled by the Chief Elected Official in the same manner as the original appointment.
- I. Any member of the Board may be removed for cause by a two-thirds majority vote of the Board following establishment of due cause.

- J. Once appointed, a member may serve his/her entire term even if his/her category representation status changes during that term. The member must, however, make such category representation status change known to the Chairperson.

V. OFFICERS

The officers of the Board shall consist of a Chairperson and Vice Chairperson. The term of each officer shall be for two years.

A. Chairperson

1. The Chairperson shall preside at all meetings of the Board and shall advise with the other officers of the Board on matters of policy. He/She shall have other powers, and perform other duties, as may be incidental to his office, as are given to him by these By-Laws, or may be assigned to him by the Board.
2. The Chairperson shall be elected from among members of the Board who are representatives of the business sector.
3. The term of office is for two years beginning on July 1 of one year and ending on June 30.
4. The Chairperson may succeed himself/herself if elected by the membership.

B. Vice-Chairperson

1. Those conditions enumerated above applying to the Chairperson shall apply equally to the Vice Chairperson, except that the Vice-Chairperson may be a representative of the public sector.
2. In the event of the absence of the Chairperson, the Vice-Chairperson shall act as Chairperson.
3. There shall not be any automatic progression from Vice-Chairperson to Chairperson.

VI. MEETINGS, ATTENDANCE, QUORUM, AND VOTING

A. Meetings

1. The Board shall meet up to four times per program year as recommended by the Fiscal Agent for the transaction of such business as may be necessary. Special meetings may be called by either the Chairperson and/or upon request of two-thirds of the membership.
2. All meetings shall be open and accessible to the general public, and will adhere to the State's Open Meetings Law, '25-41-1 through 17 of the Mississippi Code, Annotated, as applicable.
3. At a minimum, regular meeting notices will be published in generally circulated newspapers in "The Mississippi Partnership" area.
4. Emergency meetings shall be announced by the faxing or emailing of a meeting notice to each Chancery Clerk's office in the 27 county area requesting that the notice be posted in public view at that county's courthouse or other appropriate location.
5. Each member shall be notified in writing, by postal mail, fax, and/or e-mail, at least five days in advance of the meeting.
6. Minutes shall be recorded of each Board meeting within a reasonable period of time not to exceed 30 days after adjournment.
7. In the event that a regularly scheduled Board meeting falls on the eve of an observed holiday, or the following an observed holiday, the meeting may be rescheduled for a more appropriate date.

B. Attendance

1. Members of the Board are encouraged to attend Board meetings. However, it is recognized that absences from either or both shall be necessary from time to time.

Members who may be absent from either a Board meeting shall have two options available to them to satisfy attendance requirements.

- a. They may designate an alternate (non-member), in writing, to represent them at such meeting(s) who may vote the member's wishes at that specific meeting; or
 - b. They may consult with and request, in writing, a current member of the Board to exercise their proxy at a given meeting.
2. In view of the above, if a member is absent from three consecutive meetings, the fiscal agent staff is authorized to mail a letter to the board member to determine if the individual has been unable to attend due to medical/health, family, or business conflicts. If the absences are not due to these reasons, the board member will be asked to let the staff know if they are interested in continuing to serve on the workforce board.
 3. Any Board member removed under this policy has the right to appeal his removal to the Board.
 4. The Board shall review attendance records and the use of alternates and/or proxies from time to time and take such actions as may be appropriate.
- C. Quorum
For the full Board a quorum shall consist of 51% of the members being represented. Proxies do not count towards the make-up of a quorum for the full Board.
- D. Voting
1. Each member shall have only one vote. A proxy will be mailed or emailed out with the notice for meetings, and other written letters will be accepted.
 2. Members of the Board may award their proxy in writing to another member of the Board or to their representative.

VII. COMMITTEES – The Board does not have any standing committees.

VIII. STAFF

The Board may utilize the staff of the Fiscal Agent to carry out its functions.

IX. AMENDMENTS TO BY-LAWS

Amendments to these By-Laws shall be proposed at one meeting and voted on at the next meeting. These By-Laws may be amended at any meeting where a quorum exists, with two-thirds of those present, including authorized proxies, voting in the affirmative, and upon receipt of the concurrence of the chief elected official within thirty days of the amendment being approved by the Board.

X. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall generally govern the Board in such cases in which they are not inconsistent with these By-Laws, and any special rule of order the Board may adopt.

XI. CONFLICT OF INTEREST

This Code of Conduct sets forth standards governing the performance of members of the Board who are engaged in the award and administration of contracts and purchases.

- A. No member of the Board shall make, or second, a motion or cast a vote on
1. Any matter which has a direct bearing on services to be provided by that Board member, or an entity that such member represents;

2. Any matter which would provide direct financial benefit to such member, or the immediate family of such member.
- B. No member of the Board shall engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.
- C. For purposes of this policy, “immediate family member” includes:
- | | | |
|---------------------|---------------------|----------------------|
| 1. Spouse, | 9. Father, | 17. Uncle, |
| 2. Son, | 10. Father-in-law, | 18. Niece, |
| 3. Son-in-law, | 11. Brother, | 19. Nephew, |
| 4. Daughter, | 12. Brother-in-law, | 20. Step-parent, |
| 5. Daughter-in-law, | 13. Sister, | 21. Step-child, |
| 6. Mother, | 14. Sister-in-law, | 22. Grandparent, and |
| 7. Mother-in-law, | 15. Aunt, | 23. Grandchild. |
- D. Declaration of Possible Conflicts. Board members must declare, on the record, possible conflicts of interest when:
1. The member or immediate family member is a volunteer board member of a nonprofit bidding organization;
 2. The member is voting on an indirect affirmation of a contract relationship, such as a vote on the local plan; or
 3. The member is voting on a rival proposal, though there is no direct competition.
- E. Abstention from Voting.
1. No Board member shall cast a vote on the provision of services by that member (or any organization which that member directly represents) or vote on any matter which would provide a direct financial benefit to that member.
 2. No Board member shall cast a vote on the provision of services by any person or organization who is in direct competition with a proposal or bid which would provide a direct financial benefit to the member.
- F. Abstention from Participation. No Board member shall participate in decisions about contracts with the organization he or she represents or from which they receive direct financial benefit, including immediate family members. Participation includes:
- Discussing,
 - Lobbying,
 - Rating,
 - Scoring,
 - Recommending,
 - Explaining or
 - Assisting in the design or approval of the procurement process.
- G. Sanctions. Willful violations by a Board member shall result in removal from the Board and, if the Grievance Committee decides it is in the best interest of the area, termination of the questioned contract.

APPENDIX E

LOCAL AREA CERTIFICATION REGARDING DEBARMENT

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing 48 CFR, Part 9, Subpart 9.4, Debarment, Suspension, and Ineligibility.

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Vernon R. Kelley, III Executive Director

Name and Title of Authorized Representative

Signature

Date

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension,

Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to check the List of Parties Excluded from Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

DISCLOSURE OF LOBBYING ACTIVITIES
(Federal Register/Vol. 55, No. 38/February 26, 1990)

<p>1. Type of Federal Action:</p> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<p>2. Status of Federal Action:</p> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<p>3. Report Types:</p> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
<p>4. Name and Address of Reporting Entity: ___ Prime ___ Subawardee Tier __, if known: Congressional District, if known:</p>		<p>5. If Reporting Entity in No. 4 is Subawardee. Enter Name and Address of Prime:</p>
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description: CFDA Number, if applicable:</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known \$ _____</p>	
<p>10. a. Name and Address of Lobbying Entity (if individual, last name, first name, middle initial):</p> <p style="text-align: right;">b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, middle initial):</p> <p align="center">(Attach Continuation Sheet(s), if necessary)</p>		
<p>11. Amount of Payment (check all that apply): \$ _____ actual _____ planned</p>	<p>13. Type of Payment (check all that apply):</p> <p>_____ a. retainer _____ b. one-time fee _____ c. commission _____ d. contingent fee _____ e. deferred _____ f. other; specify: _____</p>	
<p>12. Form of Payment (check all that apply): ___ a. cash ___ b. in-kind, specify: nature _____ value _____</p>		
<p>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for payment indicated in Item 11: (Attach Continuation Sheet(s), if necessary)</p>		
<p>15. Continuation Sheet(s) attached: _____ YES _____ NO</p>		
<p>16. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: _____ Print Name: <u>Vernon R. Kelley, III</u> Title: <u>Executive Director</u> Telephone Number: <u>662-489-2415</u> Date _____</p>	

APPENDIX F

LOCAL AREA SIGNATORY SUBMISSION PAGE

**THE MISSISSIPPI PARTNERSHIP
Local Workforce Development Area
Plan Approval Certification**

<p>The local chief elected official approved this plan on _____.</p> <hr/> <p>Wayne Stokes Date MPWDA Chief Elected Official</p>	<p>Local Chief Elected Official Mailing Address:</p> <p>Mr. Wayne Stokes Pontotoc County Board of Supervisors P.O. Box 209 Pontotoc, MS 38863 Tel: 662-489-3900 Fax: 662-489-3940</p>
<p>The local workforce development board approved this plan on _____.</p> <hr/> <p>Jack Savely Date MPWDB Chair</p>	<p>Local Workforce Board Mailing Address:</p> <p>Three Rivers PDD, Inc. Attn: Mississippi Partnership WDB 75 South Main Street P.O. Box 690 Pontotoc, MS 38863 Tel: 662-489-2415 Fax: 662-489-0958 E-mail: brenick@trpdd.com</p>
<p>Signature for Fiscal Agent & Local Grant Recipient):</p> <hr/> <p>Vernon R. Kelley, III Date Executive Director</p>	<p>Fiscal Agent & Local Grant Recipient Mailing Address:</p> <p>Three Rivers PDD, Inc. 75 South Main Street P.O. Box 690 Pontotoc, MS 38863 Tel: 662-489-2415 Fax: 662-489-0958 E-mail: vrk@trpdd.com or brenick@trpdd.com</p>

APPENDIX G

LOCAL AREA WIN JOB CENTER MEMORANDUM OF UNDERSTANDING

**The Mississippi Partnership
Workforce Development Area
One-Stop Partners
Memorandum of Understanding**

Purpose

In accordance to WIOA Section 121.(c), this Memorandum of Understanding (MOU) shall describe how WIOA One-Stop Partners will provide services through the Mississippi Partnership Workforce Development Area to ensure workforce development activities implement and support the Local Workforce Area Plan. This MOU shall meet all the requirements outlined in WIOA Section 121.(c) which requires provisions describing—

- A. the services to be provided through the one-stop delivery system consistent with the requirements of this section, including the manner in which the services will be coordinated and delivered through such system;
- B. how the costs of such services and the operating costs of such system will be funded, including—
 - 1. funding through cash and in-kind contributions (fairly evaluated), which contributions may include funding from philanthropic organizations or other private entities, or through other alternative financing options, to provide a stable and equitable funding stream for ongoing one-stop delivery system operations; and
 - 2. funding of the infrastructure costs of one stop centers;
- C. methods of referral of individuals between the one-stop operator and the one-stop partners for appropriate services and activities;
- D. methods to ensure the needs of workers and youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in the provision of necessary and appropriate access to services, including access to technology and materials, made available through the one-stop delivery system; and
- E. the duration of the memorandum of understanding and the procedures for amending the memorandum during the duration of the memorandum, and assurances that such memorandum shall be reviewed not less than once every 3-year period to ensure appropriate funding and delivery of services; and
- F. Such other provisions, consistent with the requirements of this title, as the parties to the agreement determine to be appropriate.

Parties

Parties to this MOU shall include the following One-Stop Partners listed below. As required by WIOA, all One-Stop Partners shall participate in the One-Stop Delivery System in the Mississippi Partnership, be partners to the MOU, and abide by the terms prescribed herein and by all applicable Federal, State, and Local rules, plans, and policies as applicable and authorized under the Partner’s program and in keeping with the federal guidelines.

Agency/Organization	Program
The Mississippi Partnership Local Workforce Development Board & Chief Elected Official	* WIOA Title I Adult, Dislocated Worker, and Youth Services
Mississippi Department of Employment Security (MDES)	* Wagner-Peyser Act Program (Wagner-Peyser Act, as amended by WIOA Title III) * Trade Adjustment Assistance for Workers Program (authorized under Title II-Chapter 2 of the Trade Act of 1974) * Jobs for Veterans State Grants Program (authorized under Chapter 41 of Title 38 United States Code) * Unemployment Insurance Programs (authorized under state unemployment compensation laws)
East MS Community College (EMCC) East Central Community College (ECCC) Holmes Community College (HCC) Itawamba Community College (ICC) Northeast MS Community College (NEMCC) Northwest MS Community College (NWCC) Grenada Public Schools Greater Columbus Learning Center Starkville Public Schools	* Adult Education & Family Literacy Act Program (WIOA Title II)
MS Dept. of Rehabilitation Services (MDRS)	* Vocational Rehabilitation Program (Title I of the Rehabilitation Act of 1973, as amended by WIOA Title IV)
MS Dept. of Human Services (MDHS)	* Temporary Assistance for Needy Families (TANF)

Recitals

Whereas the Workforce Innovation and Opportunity Act of 2014 was signed into law on July 22, 2014, that amended and replaced the Workforce Investment Act of 1998 (WIA), and

Whereas the Mississippi Partnership Local Workforce Development Area was designed as a workforce area in the State of Mississippi by Governor Phil Bryant on May 14, 2015, and

Whereas the Mississippi Partnership Local Workforce Board and Chief Elected Official establish the One-Stop Delivery System One-Stop Delivery System in accordance with WIOA Section 121, the WIOA State Plan, and the WIOA Local Plan for the Mississippi Partnership. Through competitive procurement the Workforce Board and Chief Elected Official shall select WIN Job Center Operators and WIOA Adult and Dislocated Worker Services Providers.

Article 1: One-Stop Partner Services in the WIN Job Centers

The Mississippi Partnership Local Workforce Board and Chief Elected Official has selected the following WIN Job Center locations, WIN Job Center Operators, and One-Stop Partner Services to be provided in each WIN Job Center (see matrix on page 4). WIN Job Center Operators may incorporate additional partners in the WIN Job Centers, however, the One-Stop Partner Services required by the Mississippi Partnership Local Workforce Board shall be available in the WIN Job Center. WIN Job Centers in the Mississippi shall be full-time centers, providing services at a minimum of 8 hours a day Mondays-Fridays and shall observe the Mississippi Partnership Holiday Schedule outlined in the WIN Job Center Operator's subgrants.

The Mississippi Partnership
 WIN Job Center Delivery Structure

WJC Operator	WJC Location	One-Stop Partner Services										
		WIOA Adult/DW	WIOA Youth	Wagner-Peyser	Trade Assistance	Jobs For Veterans	Unemployment Insurance	Adult Literacy & Education	Voc Rehab	TANF (SNAP)		
ICC	Belden, MS	X	X	X	X	X	X	X	X	X	X	X
ICC	Amory, MS	X	X	X	X		X		X			
ICC	Houston, MS	X	X	X			X		X			
ICC	Pontotoc, MS	X	X	X			X		X			
NECC	Corinth, MS	X	X	X	X	X	X		X			
NECC	New Albany, MS	X	X	X			X		X			
NWCC	Oxford, MS	X	X	X	X		X		X			
NWCC	Senatobia, MS	X	X	X			X		X			
NWCC	Byhalia, MS	X	X	X					X			
EMCC	Mayhew, MS	X	X	X	X	X	X		X			
EMCC	West Point, MS	X	X	X			X		X			
MDES	Desoto County	X	X	X	X	X	X		X			
MDES	Louisville, MS	X		X			X		X			
MDES	Grenada, MS	X		X	X		X		X			
MDES	Iuka, MS	X		X			X		X			
MDES	Calhoun County	X		X			X		X			
MDES	Attala County	X		X			X		X			

Article 2: Access to One-Stop Partner Services

A minimum of one Comprehensive WIN Job Center or one Sector Training Plus Comprehensive WIN Job Center in the Mississippi Partnership shall physically house all One-Stop Partners. A minimum of at least one staff member from each of the One-Stop Partners shall be co-located in the Comprehensive WIN Job Center in accordance to the State of Mississippi Combined Plan and the Mississippi Partnership Local Plan.

The Affiliate WIN Job Centers shall include staff from at least two of the One-Stop Partners and shall provide the core services that meet the needs of the local communities while maintaining a direct lifeline to the Comprehensive WIN Job Center. Individuals needing One-Stop Partner services that are not co-located at the Affiliate WIN Job Center shall have access to such services through the referral process described in Article 4.

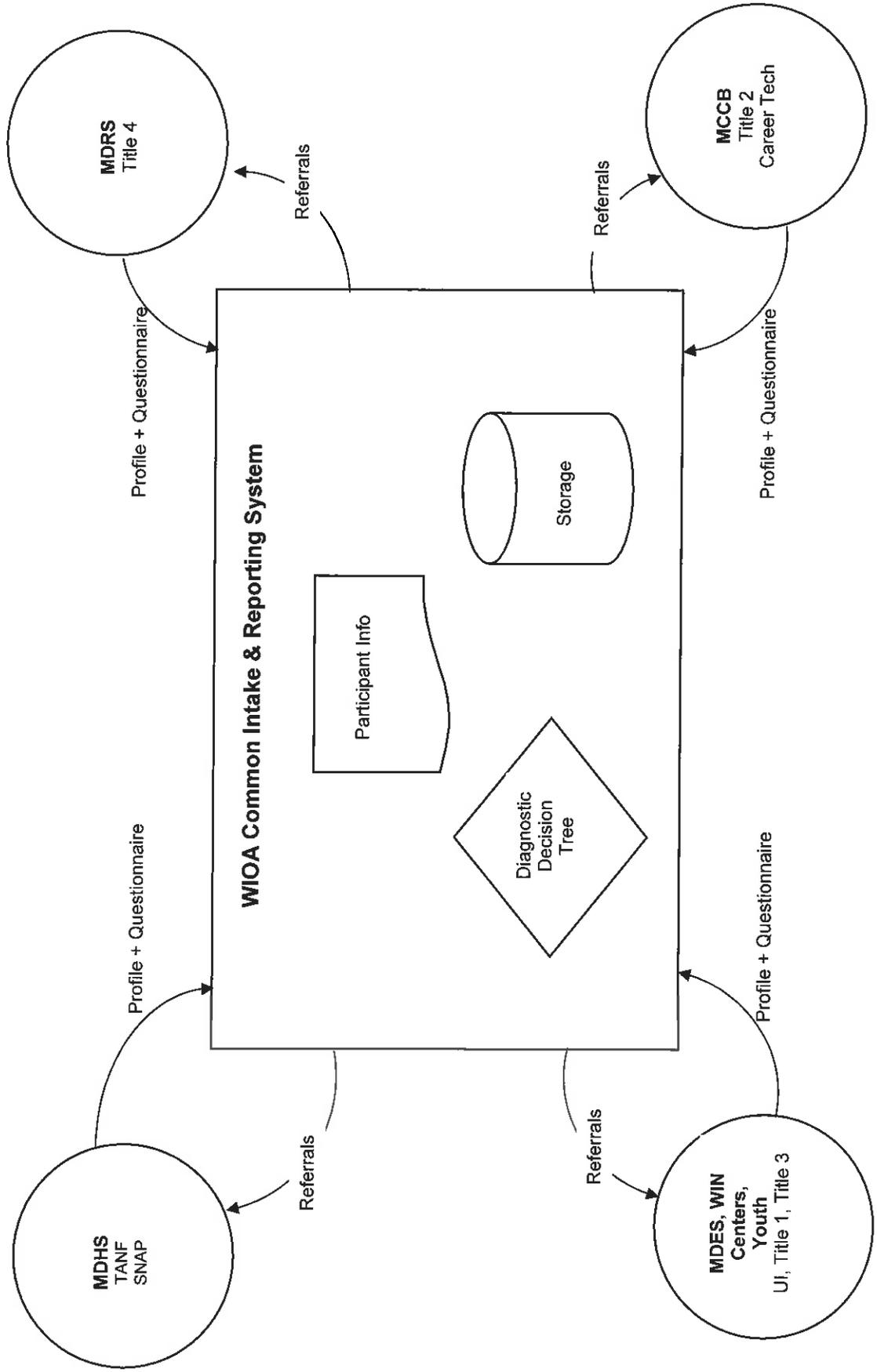
Article 3: One-Stop Partner Cost Sharing

Each of the 16 WIN Job Center shall have a cost-sharing agreement which describes how partners will contribute to Center costs, including but not limited to the cost of the resource room, utilities, maintenance of shared equipment and facilities. The WIN Job Center Operator, with assistance from the Mississippi Partnership Local Workforce Board, is responsible for developing and maintaining the cost-sharing agreement for each WIN Job Center. The cost-sharing agreements shall be incorporated into this MOU as Attachment A and shall be reviewed no less than once a program year to ensure adequate cost-sharing of the WIN Job Center costs.

Article 4: One-Stop Partner Referral Process

All One-Stop Partners shall utilize the HUB system so that referrals from all one-stop partners can be managed in an efficient and effective manner. All One-Stop Partnerships shall follow-up on all referrals so that A diagram of the HUB system is included on the following page of this MOU.

The Mississippi Combined Partner "No Wrong Door" Flow Chart



Article 5: Duration of MOU

This agreement will remain in effect until rescinded or notice in writing is given by either party 180 days prior to termination.

Article 6: Modification of MOU

This MOU may be modified as needed based on the Mississippi Partnership Local Workforce Board and Chief Elected Official's modification of the One-Stop Delivery System in the Mississippi Partnership. Furthermore, this MOU may be modified by mutual consent of all parties using the same process and procedures as this original Agreement

Article 7: Certification

By signing this MOU, all parties agree that the provisions contained herein are subject to all applicable Federal, State, and Local laws, regulations, and/or guidelines relating to nondiscrimination, equal opportunity, displacement, privacy rights of participants, and maintenance of records and other confidential information related to one-stop customers.

This Memorandum of Understanding is entered into by and between the Parties for the operation of the one-stop delivery system, including the coordination of service delivery and the sharing of infrastructure costs, for the Mississippi Partnership Workforce Development Area.

By signatures affixed below, the Parties to this MOU agree to work collaboratively to carry out the provisions of this MOU:

Date: July 7, 2017

**THE MISSISSIPPI PARTNERSHIP
WORKFORCE DEVELOPMENT BOARD**



Jack Savely, Chairman

Attest: Courtney Rackley

Date: July 7, 2017

**THE MISSISSIPPI PARTNERSHIP
CHIEF ELECTED OFFICIAL**



Wayne Stokes, Chairman

Attest: Courtney Rackley

Date: July 14, 2017

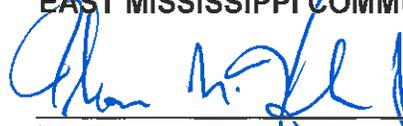
**THE MISSISSIPPI DEPARTMENT OF
EMPLOYMENT SECURITY**

Mark Henry
Mark Henry, Executive Director

Attest: Jacqueline A. Jura

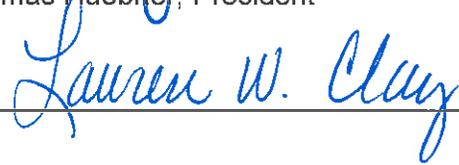
Date: 11-30-17

EAST MISSISSIPPI COMMUNITY COLLEGE



Dr. Thomas Huebner, President

Attest:



Date: _____

8/17/17

ITAWAMBA COMMUNITY COLLEGE



Dr. Jay Allen, President

Attest: 

Date: 12-6-17

**NORTHEAST MISSISSIPPI COMMUNITY
COLLEGE**

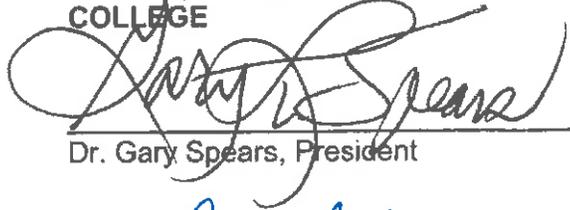
Ricky A. Ford

Ricky Ford, President

Attest: Misty DeVaughn

Date: July 12, 2017

NORTHWEST MISSISSIPPI COMMUNITY
COLLEGE



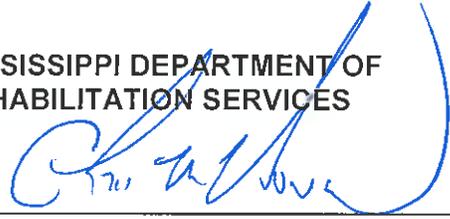
Dr. Gary Spears, President

Attest: Angela G. Stuart

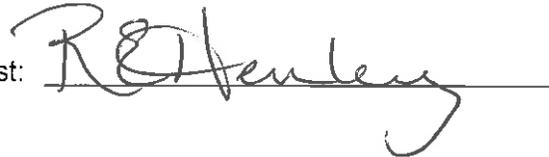


Date: 8/2/17

MISSISSIPPI DEPARTMENT OF
REHABILITATION SERVICES



Chris Howard, Executive Director

Attest: 

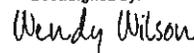
Date: 7/21/2017

**MISSISSIPPI DEPARTMENT OF
HUMAN SERVICES**

DocuSigned by:

69BA29E6A407AD1

John Davis, Executive Director

DocuSigned by:

670C00E940045C...
Attest: _____

Date: July 13, 2017

HOLMES COMMUNITY COLLEGE

Jim Haffy
Dr. Jim Haffy, President

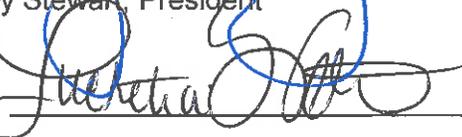
Attest: Ceressa N. Sims

Date: 11-1-2017

**EAST CENTRAL COMMUNITY
COLLEGE**



Dr. Billy Stewart, President

Attest: 

Date: _____

**STARKVILLE OKTIBBEHA CONSOLIDATED
SCHOOL DISTRICT**

Dr. Joan Butler, Director

Attest: _____

Date: 7/16/2017

GREATER COLUMBUS LEARNING CENTER

Mr. Darren Jordan
Mr. Darren Jordan, Executive Director

Attest: Alicia Orude

Date: 7/12/17

GRENADA SCHOOL DISTRICT

Priscilla Burns
Ms. Priscilla Burns, ABE Director

Attest: Cindy Heimbach

APPENDIX H

LOCAL AREA WIN JOB CENTERS

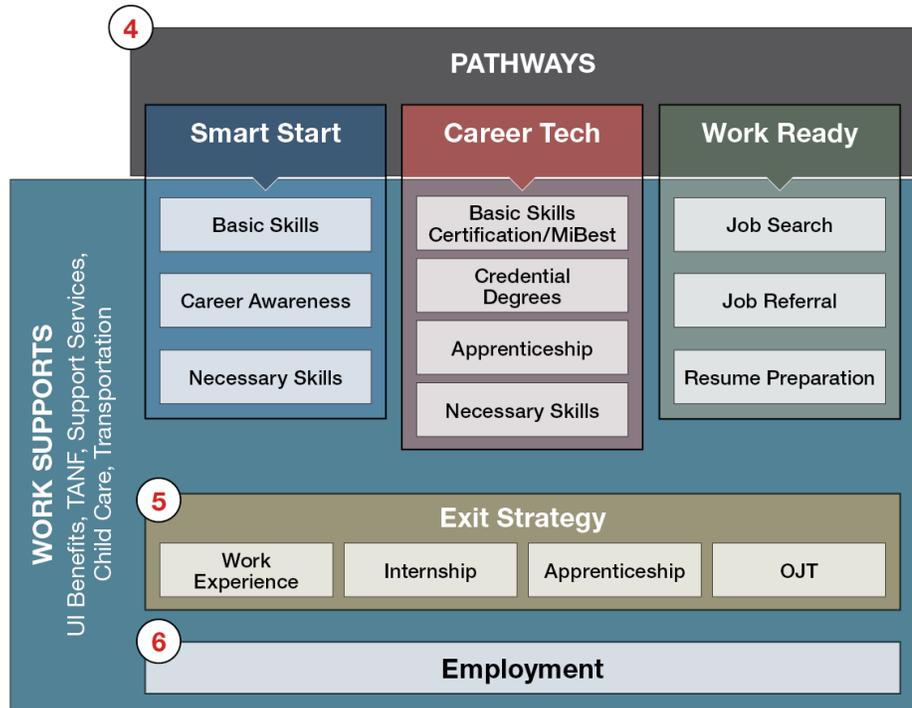
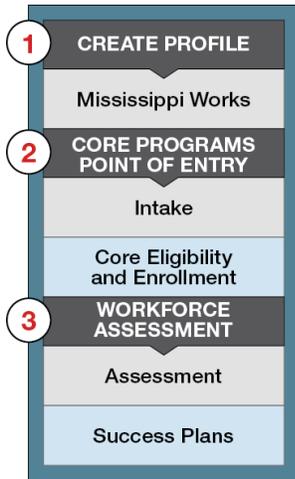
The Mississippi Partnership PY 2020 WIN Job Center Locations

WIN Job Center Operator	Center Name	Address
East MS Community College	Mayhew WIN Job Center	8731 South Frontage Road Mayhew, MS
	Noxubee WIN Job Center	198 Washington Street Macon, MS
	West Point WIN Job Center	1899 East TVA Road West Point, MS
Itawamba Community College	Belden/Tupelo WIN Job Center	3200 Adams Farm Road Belden, MS
	Amory WIN Job Center	1619 Hwy. 25 Amory, MS
	Houston WIN Job Center	210 South Monroe Street Houston, MS
	Pontotoc WIN Job Center	316 Coffee Street Pontotoc, MS
Mississippi Department of Employment Security	Attala County WIN Job Center	254 Hwy 12 West Kosciusko, MS
	Calhoun County WIN Job Center	237 Murphree Street Pittsboro, MS
	Grenada WIN Job Center	1229-A Sunset Drive Grenada, MS
	Iuka WIN Job Center	1107 Maria Lane Iuka, MS
	Louisville WIN Job Center	121 North Court Ave. Louisville, MS
Northeast MS Community College	Corinth WIN Job Center	2759 South Harper Road Corinth, MS
	New Albany WIN Job Center	301 North Street New Albany, MS
Northwest MS Community College	DeSoto County WIN Job Center	NWCC Desoto Campus Room # 300-L Southaven, MS
	Oxford WIN Job Center	204 Colonnade Cove Oxford, MS
	Senatobia WIN Job Center	4975 Hwy. 51 North Senatobia, MS
	Marshall County WIN Job Center	4700 Cayce Rd. Byhalia, MS

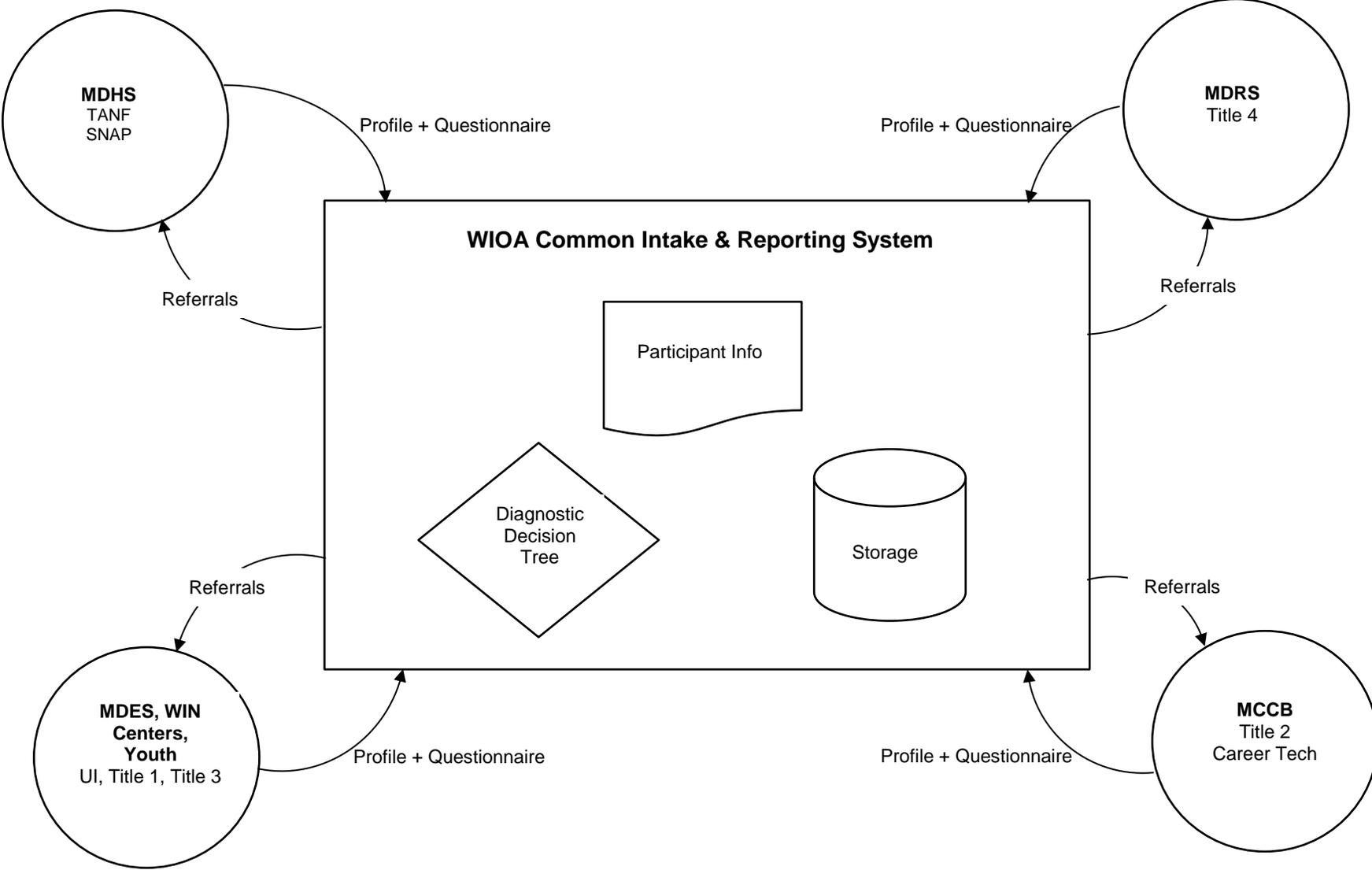
APPENDIX I

LOCAL AREA SERVICES FLOW CHART

The Mississippi Model: Mississippi Works Smart Start Career Pathway

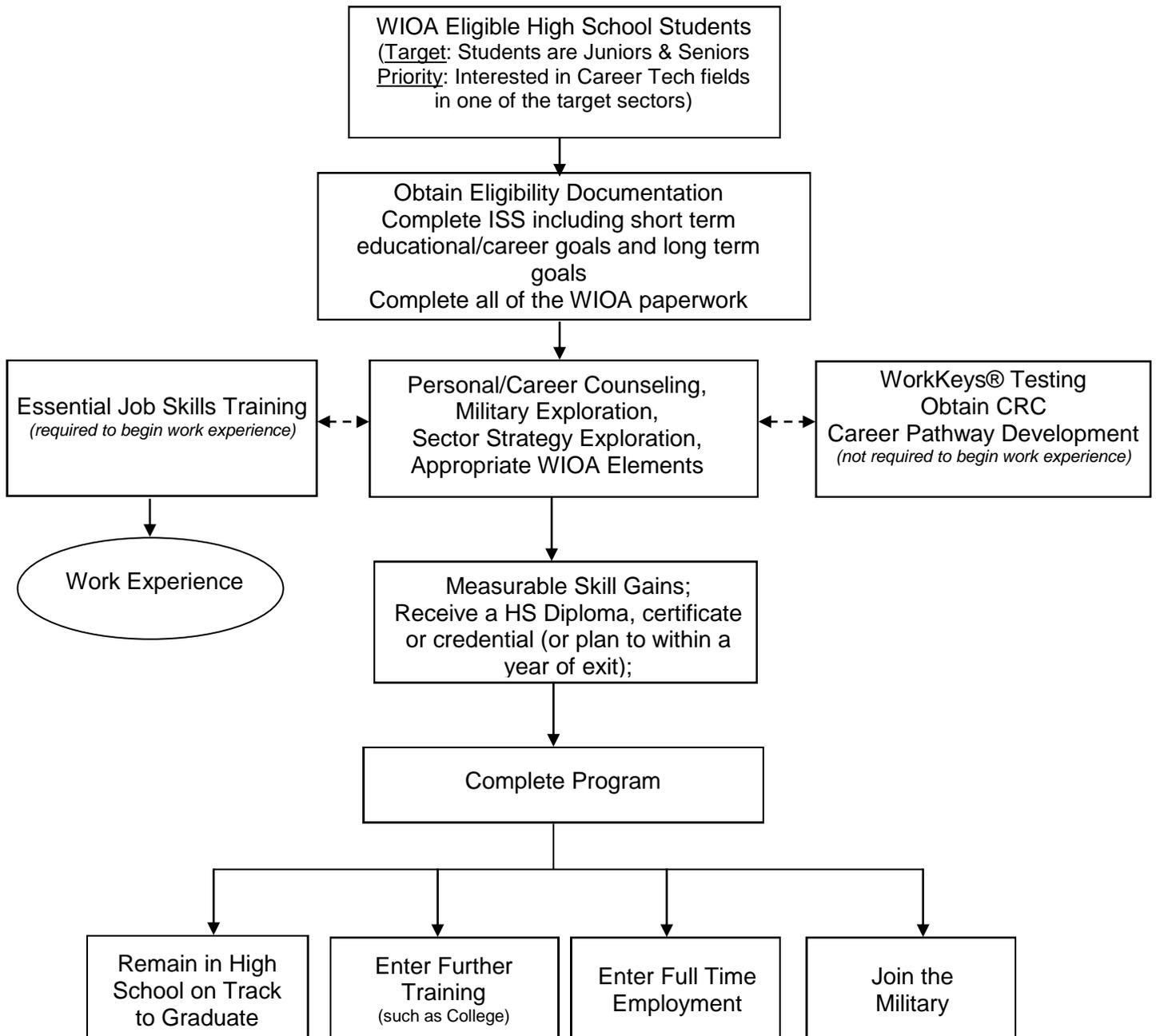


The Mississippi Combined Partner “No Wrong Door” Flow Chart



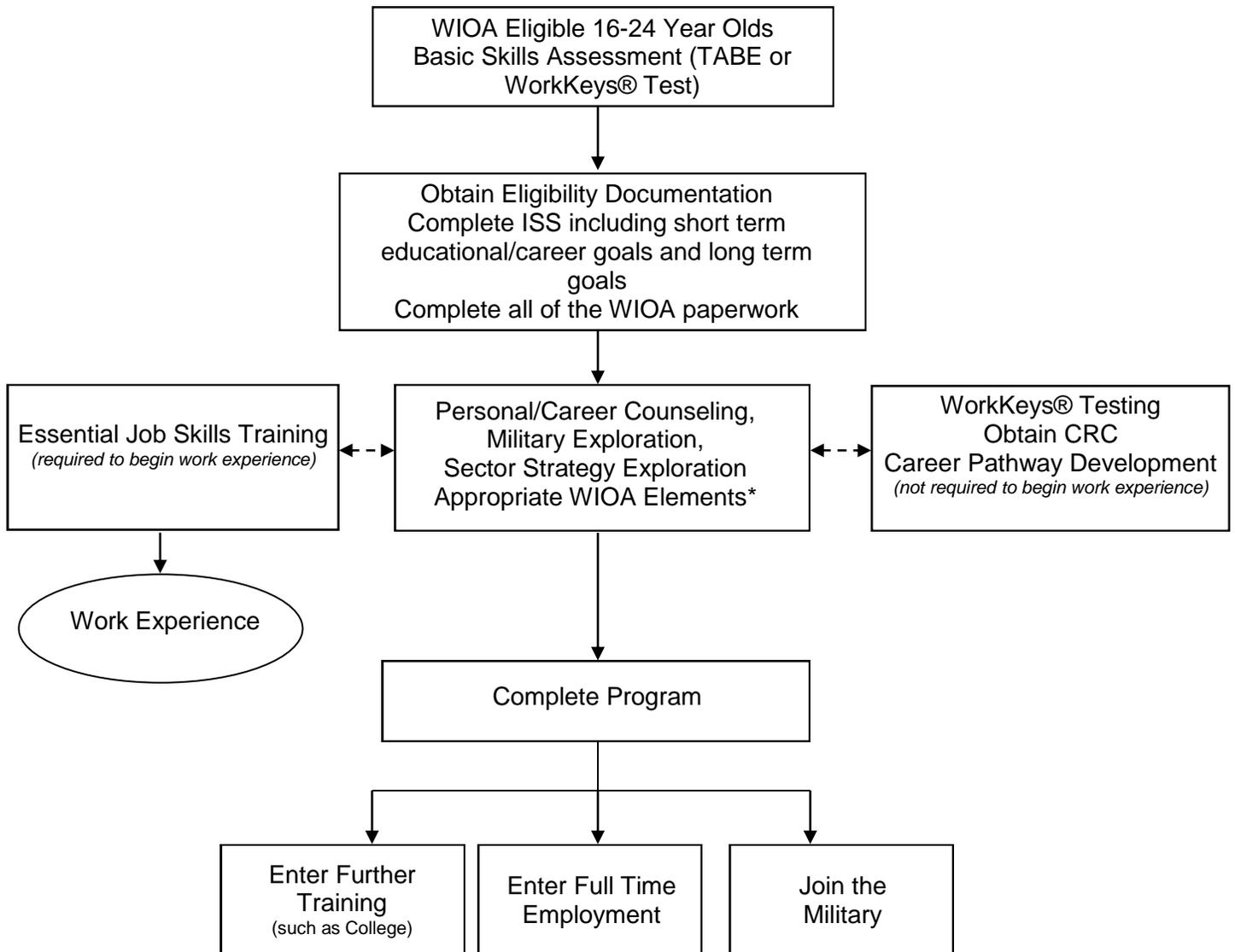


In-School Youth Program Diagram





Out-of-School Youth Program Diagram



**If youth attends AE classes working towards HSE, college classes, or other occupational skills training while in the Gateway Program, youth must receive:*

- Measurable Skill Gains
- HSE, Certificate, or Credential (or be on track to within a year of exit)

APPENDIX J

LOCAL AREA NEGOTIATED PERFORMANCE MEASURES

**The Mississippi Partnership
Adult, Dislocated Worker, & Youth
PY 2020 Negotiated Performance Levels:**

Adult Program

Employment Rate 2 nd Quarter after Exit	83.0%
Employment Rate 4 th Quarter after Exit	82.0%
Median Earnings 2 nd Quarter after Exit	\$5,800
Credential Attainment within 4 Quarters after Exit	62.5%
Measureable Skill Gain	52.5%
Effectiveness in Serving Employers	Baseline

Dislocated Worker Program

Employment Rate 2 nd Quarter after Exit	74.0%
Employment Rate 4 th Quarter after Exit	69.0%
Median Earnings 2 nd Quarter after Exit	\$5,300
Credential Attainment within 4 Quarters after Exit	56.0%
Measureable Skill Gain	46.5%
Effectiveness in Serving Employers	Baseline

Youth Program

Employment/Education Rate 2 nd Quarter after Exit	77.0%
Employment/Education Rate 4 th Quarter after Exit	77.0%
Median Earnings 2 nd Quarter after Exit	\$2,650
Credential Attainment within 4 Quarters after Exit	74.7%
Measureable Skill Gain	51.3%
Effectiveness in Serving Employers	Baseline