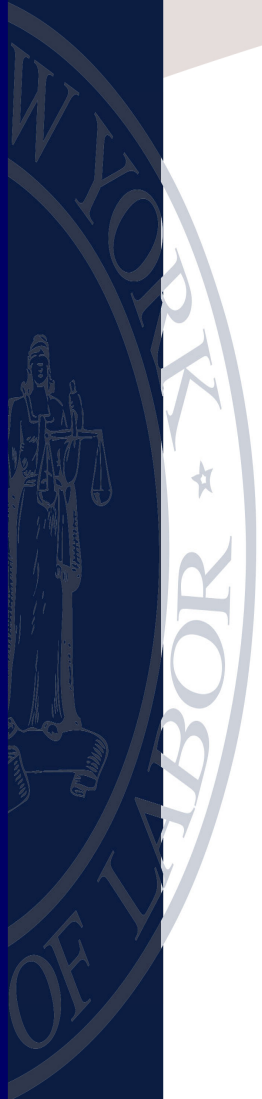


Local Plan Modification

July 1, 2009 – June 30, 2010

**Division of Employment and
Workforce Solutions**



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

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

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

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

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

- **Green and Renewable Resources**

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

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

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

- **Advanced Manufacturing**

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

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

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

Section I: Strategies and Policy Updates

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

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

Section II: WIA Compliance

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

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

Section I. Strategies and Policy Updates

1. Priority of Service

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

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

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

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

a. Public Assistance and Low-Income Populations:

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

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

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

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

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

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

a. The Onondaga County Workforce Investment Area has revised its registration form to determine whether the registrant is a public assistance recipient or other low income individual. Specific new registration questions follow:

Are you or any member of your family receiving any Public Assistance? YES NO If yes, please list type _____

Using the household income guidelines below, is your annual household income BELOW what is listed for your household size? Y –or- N

Household size	1	2	3	4	5	6	7	8
Annual Household Income	9,505	15,578	21,379	26,392	31,148	36,424	41,700	46,976

- b. **The Onondaga County Workforce Investment Board considers a person to be low income if:**
 - the individual receives or is a member of a family that receives public assistance,
 - the individual is eligible to receive or is a member of a family that is eligible to receive public assistance, or
 - the individual is a member of a family whose total income (excluding income earned while an individual is/was on active duty status) is within 70% of the Lower Living Standard Income Level.
- c. **The Onondaga County Workforce Investment Area estimates that approximately 20% of WIA Adult customers will qualify for priority of service during the program year.**
- d. **The Onondaga County Workforce Investment Area currently provides core and intensive services for all WIA Adult and Dislocated Workers. The Local**

Area has determined that it is important to continue doing so by employing existing WIA and Wagner-Peyser staff resources. When financial resources are necessary to provide training and skill development opportunities, the Local Area has been able to serve the non-Recovery Adult customers without applying a priority of service strategy. However, we continue to review our spending and services on a monthly basis to ensure that we will be able to continue providing skill development and training for our non-Recovery Adult customers. The Onondaga County Workforce Investment Board will implement a priority of service when/if it becomes clear that our resources are not adequate to serve the non-Recovery Adult population.

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

The Onondaga County Local Area does not apply a priority of service to non-Recovery Adults. However, the data necessary to determine that an Adult customer falls within a priority of service cohort occurs at registration. Therefore, the Local Area's differentiation between Recovery and non-Recovery Adult customers is invisible to the individual customer. Differentiation occurs in "back office" functions where the priority of service is applied to all WIA Recovery Adult training enrollments.

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

The Onondaga County Local Workforce Investment Area regularly monitors samples of customer registration and intensive services OSOS records to ensure that federal priority of service requirements are being properly implemented. The Onondaga County LWIA monitors every WIA Recovery Act Adult Individual Training Account and On-the-Job Training enrollment. The enrollment is documented in OSOS. The results of this monitoring are reported to the One Stop Leadership Team. If necessary, additional staff training and enhanced communications are implemented to ensure that the Recovery Act priority of service requirements have been implemented.

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

The Local Area has always regarded the Functional Alignment Plan and Customer Flow as "works in progress" to ensure that Career Center customers receive the highest level of customer service and that the workforce system is responsive to changes in public policy and priorities. Given the prominence of the Onondaga County Workforce System's Career Center and the strong partnerships that have been developed with community service, social service, neighborhood, education and economic development organizations, we have continually increased our base of Adults customers who meet priority of service criteria. We serve our customers traditionally within the Career Center on a daily basis, as well as through decentralized

venues that have evolved through numerous neighborhood redevelopment, community-based and veterans service collaborations. We regularly deliver information and initial assessment activities directly to priority customers within their home communities and neighborhoods, and plan to expand this practice throughout the year.

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

The Local Area has provided staff training and development for all front line and supervisory staff to ensure that there is a clear and consistent understanding and application of priority of service for WIA Recovery Adult customers. Front line and supervisory staff have also participated in training provided by NYSDOL – Division of Employment and Workforce Services and NYATEP to strengthen staff understanding of priority of service requirements and policies.

Front line and supervisory staff have provided input into developing customer-friendly policies for providing intensive and training services to priority of service customers. Further, communication and understanding will be reinforced through biweekly leadership meetings and monthly staff meetings. Staff will receive additional staff training and development throughout the year to reinforce priority of service and enhance understanding.

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

The Onondaga County Workforce Investment Area is engaged as a key partner in a variety of initiatives with organizations that are leading neighborhood redevelopment efforts in Syracuse census tracts with high incidence of low income and public assistance recipients. Some of those projects include:

- **Green Train** – Green building skills training targeting residents of Syracuse's Northside. Key partners:
 - CNY Works
 - Northside Collaboratory
 - Metropolitan Development Association
 - OCM BOCES
 - Workforce Development Institute
 - Syracuse City School District
 - JOBSplus!
 - Refuge service organizations

- **Near West Side Initiative** – Strategic partnership to “combine the power of art, technology and innovation with neighborhood values and culture to revitalize Syracuse's Near West Side neighborhood.”ⁱ Workforce development is an integral component of the Near West Side Initiative and a variety of workforce development projects have evolved including *Food Works, Green Works and Art Works*; workforce development projects with education, work experience and career exploration components targeted to low income, at risk residents of the Near West Side of Syracuse.

Partners in these special projects include:

- CNY Works
 - Near West Side Initiative, Inc.
 - Neighborhood businesses, i.e., Nojaim, Inc.
 - Syracuse University
 - Partners for Arts in Education
 - SUNY Morrisville
 - Abbott Farms
 - Nelson Farms
 - Gifford Foundation
 - Neighborhood residents
-
- **Neighborhood Revitalization Collaboration** – Newly constituted partnership to ensure that there is strategic alignment among and between the workforce system and community/neighborhood redevelopment efforts. Further, we seek to ensure that neighborhood revitalization efforts are aligned across the City of Syracuse, and that successful strategies are scaled across the City, County and Region.

Through proper workforce alignment with these important efforts and activities, under-represented and individuals in poverty will have increased access and opportunities for to education, training, workforce and career opportunities.

Partners include:

- **CNY Works**
- **Northside Collaboratory**
- **Metropolitan Development Association**
- **Near West Side Initiative**
- **Syracuse Model Neighborhood Facility**
- **Syracuse Urban Renewal Coalition**
- **Dunbar Association**

Additionally, the Onondaga County Workforce Investment Board intends to enhance workforce services, including assessment, remediation and skills development by having more physical presence and service provisions in neighborhoods inhabited by under-represented, public assistance and low income individuals and families.

b. Veterans & Eligible Spouses of Veterans:

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

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

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

The Local Board must show clear evidence that priority of service is provided for veterans and eligible spouses of veterans. As such, please respond to the questions below. Responses become part of the local plan, and are considered policy. Additionally, the Local Board is encouraged to

develop a separate policy guidance document to be distributed to all impacted One-Stop Career Center staff members.

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

The Onondaga County Workforce Investment Area has revised its electronic and printed informational materials and orientation presentations to publicize priority of service opportunities for veterans and eligible spouses within the Onondaga County One Stop system. Veteran and eligible spouse priority of services are posted in the One Stop greeting area, Resource Room, classrooms and common areas.

Further the Onondaga County Workforce Investment Area has revised its registration form to ensure that the One Stop is clearly identifying *all* veterans and eligible spouses as soon as they begin to receive One Stop services.

Specific registration questions regarding vets and eligible spouses follow:

MILITARY SERVICE Are you veteran who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable? YES NO

ACTIVE SERVICE INCLUDES FULL-TIME DUTY IN THE NATIONAL GUARD OR A RESERVE COMPONENT, OTHER THAN FULL-TIME DUTY FOR TRAINING PURPOSES.

If yes, which campaign? _____ (e.g., Vietnam, Desert Storm, Lebanon)

Dates of Active Service FROM ____/____/____ TO ____/____/____

Type of Discharge: Honorable Other than Dishonorable

Are you an Other Eligible* Spouse of a Veteran? YES NO

**Other Eligible is the spouse of a person who a) was killed in action or who died of a service connected disability; b) is serving on active duty who is listed as 1. Missing in action, 2. Captured in the line of duty, or 3. Forcibly interned in the line of duty for a total of 90 days or more; c) has a permanent total service connected disability.*

Are you receiving compensation for a service-connected disability? * YES NO If Yes, list % of disability _____

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

The home page of CNY Works' website has a prominent tab referencing veterans' services. Self-service users who click on this tab will find clear information about service priorities for veterans and eligible spouses.

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

The Onondaga County Workforce Investment Area will modify all relevant contract templates and RFPs to include priority of service language. This Local Area does not maintain a sub-recipient relationship with contractors. All customers who receive WIA career services are referred to directly to service providers from the CNY Works' Career Center, where priority of service has

already been applied. That is, referrals for training will occur from the Career Center in accordance with the required priority of service requirements.

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

The Local Area has always regarded the Functional Alignment Plan and Customer Flow as “works in progress” to ensure that Career Center customers, including veterans and eligible spouses, receive the highest level of customer service and that the workforce system is responsive to changes in public policy and priorities. Given the prominence of the Onondaga County Workforce System’s Career Center, strong case management provided by the LVER (Local Veteran Service Employment Representative, DVOP (Disabled Veteran Outreach Program representative), One Stop Career Center front line staff and strong collaborations that have evolved with business and veteran service organizations, we have continually increased our base of career center customers who meet priority of service criteria.

The Local Area serves priority of services customers traditionally within the Career Center on a daily basis, as well as through decentralized venues including veterans’ career fairs and other community activities that target veterans. We regularly deliver information and initial assessment activities directly to priority customers through special venues and plan to expand this practice throughout the year. Specifically, every veteran and eligible spouse receives:

- An individual interview with the LVER (Local Veteran Service Employment Representative) or DVOP (Disabled Veteran Outreach Program representative) immediately upon registration with the One Stop Career Center;**
- Case management services, including skills assessment, individual employment plan, job search support and tracking of individual progress in workforce programs, and progress provided through the Career Center and**
- Information regarding intensive and training assistance - Individual Training Accounts, On-the-Job Training, career skills workshops, job search assistance and technology classes.**

5. Describe the methods of training and communication that will be implemented at the local level to ensure all impacted staff members are aware of and utilizing veterans’ priority of service in the daily operations. [Training should include defining the terms “veteran”, “eligible veteran”, “covered person”, “eligible spouse”, and “qualified job training program”. Technical Advisory #-09-14 provides specific guidance on the information that should be shared with staff.]

The Local Area has provided staff training and development for all front line and supervisory staff to ensure that there is a clear and consistent understanding and application of priority of service (including defining the terms - veteran, eligible veteran, covered person, eligible spouse and qualified job training program) for WIA Recovery Adult customers. Veteran service staff representatives provide critical role in educating the Local Area’s front line and supervisory staff to implement specific priority of

service in daily operations.

Front line and supervisory staff have provided input into developing customer-friendly policies for providing intensive and training services to priority of service customers. Further, communication and understanding will be reinforced through biweekly leadership meetings and monthly staff meetings. Staff will receive additional staff training and development throughout the year to reinforce priority of service and enhance understanding.

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

Outreach strategies include:

- **Transition Assistance Program – DVOP works part-time at For Drumm to provide transition services and program opportunities to soldiers who are transitioning from active duty to civilian life**
- **Quarterly newsletter for veterans that is distributed to customers via U.S. mail, email and posted on the CNY Works website**
- **Community involvement through memberships such as:**
 - **Veterans Administrations Community Care Center Housing and Employment Committee**
 - **Veterans Entrepreneur Boot Camp – Syracuse University**
 - **Employer Support of the Guard and Reserve Member**
 - **Veterans Administration Challenge**
 - **ComRel (Community Relations) 174th FW NYANG – support group for Active Guard and Reserves to assist returning soldiers with transitioning issues**
 - **Syracuse University Whitman School’s Burton Blatt Institute – supports employment for persons with disabilities, with a focus on Traumatic Brain Injury and IED victims for OIF/OEF**
- **Special referral arrangements and points of contact for and through:**
 - **VA Community Care Center**
 - **VIP/CWT – Beterans Industry Program/Compensated Work Therapy Programs – VA operated programs that help veterans with barriers or little work experience to re-establish themselves in the workforce. (Currently requires all Veterans to complete at least one computer/technology class at CNY Works.)**
 - **VA per diem housing for homeless Veterans**
 - **Altamont Program – serving ex-offenders, recovering substance abusers and homeless vets**
 - **Rescue Mission**
 - **NYS Division of Veterans Affairs**
 - **Center for Community Alternatives – serving individuals on parole, probation and ex-offenders**
 - **Onondaga County Veterans Service Agency**

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

The Onondaga County Local Workforce Investment Area regularly monitors samples of customer registration and intensive services OSOS records to ensure that federal veterans' priority of service requirements are being implemented properly. Further, the LWIA reviews every WIA Recovery Act Adult Individual Training Account and On-the-Job Training enrollment. The enrollment is documented in OSOS. The results of this monitoring are reported to the One Stop Leadership Team. If necessary, additional staff training and enhanced communications are implemented to ensure that the Recovery Act priority of service requirements have been implemented.

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

The Local Area has strong Veterans' representatives who are functionally aligned in the One Stop System. These representatives have a strong working relationship with other One Stop staff members and community organizations. These relationships help to solidify that the priority of service for veterans and eligible spouses is understood and implemented within the Onondaga County One Stop System.

2. Supportive Services and Needs Related Payments

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

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

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

Definitions and Descriptions of Local Policy:

a. Supportive Services:

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

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

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

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

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

The Onondaga County Workforce Investment Area will provide support services, excluding Needs Related Payment, up to a maximum of \$500, to customers participating in a New York State Eligible Training Offering with a New York State Eligible Training Provider.

Support services will be provided by reimbursement for textbook(s), license fees, certifications, uniforms, shoes and/or supplies *required* in order to perform the skills training occupation and are directly related to the individual's skills training program/curriculum. The participant is eligible for payment of these supportive services, *only if* such costs have not been included as part of the trainee's Individual Training Account (for example, the cost of textbooks that, if included in the ITA would cause the ITA to be greater than the limit of \$5,000 allowed by the Onondaga County Workforce Investment Area.

The Onondaga County Workforce Investment Board's supportive service policy (as approved by Board on June 25, 2009, and amended by Board on September 8, 2009) follows:

CNY Work
Support Services for Individuals
(including Needs Related Payments)

The intent of this policy is to provide guidelines for the provision of support services to eligible individuals participating in skills training.

The LWIB will provide support services, including needs related payments, through this policy, as *specified in the provisions below*, and not paid for by any other funding source(s).

Provisions include:

- Needs related payments of \$50/week while enrolled in full-time classroom training

Needs related payments to be available to a customer requiring a needs-related payment

while participating in a WIA-funded Individual Training Account. Payment of needs-related payments will be issued on a bi-weekly basis while attending school full-time. Needs related payments can be authorized up to a maximum of 52 weeks.

- Support services up to a maximum of \$500, excluding needs related payments

Support services to be available to a customer participating in a NYS Eligible Training Offering with a NYS Eligible Training Provider and requesting reimbursement for textbook(s), licensing, certification(s), uniforms, shoes and/or supplies – required in order to perform the skills training occupation and directly related to the individual's skills training program/curriculum.

Needs related payments and support services will be provided to:

Adults

- Unemployed; and
- Do not qualify for, or have ceased to qualify for unemployment insurance; and
- Are enrolled in a WIA funded and approved vocational or post-secondary training service; and
- **Household** Income (based on **household** size) is at or below 70% (Lower Living Standard Income Level Guidelines (LLSIL)).

Dislocated Workers

- Unemployed; and
- Have ceased to qualify or did not qualify for unemployment insurance or **Trade Readjustment Act (TRA)** benefits; and
- Enrolled in a WIA approved training service by the end of the 13th week after the most recent layoff (26th week for Trade Act eligible worker); and
- **Household** Income (based on **household** size) is at or below 70% (Lower Living Standard Income Level Guidelines (LLSIL)).

The customer must have utilized at least one other LWIB job seeker-related core and/or intensive services (i.e., job search support workshops, on-site computer classes, one-on-one consultation – assessment, counseling, individual employment plan, testing and/or short-term pre-vocational skills)

**Needs related payments will be allowable for designated school breaks excluding the summer break. Note: NYS has requested a waiver to waive the requirement that Dislocated Workers are enrolled in training by the 13th week. If this request is approved, this policy will also waive this requirement.*

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

The customer's eligibility for Supportive Services is determined at the time of registration. Continuing eligibility will be confirmed at the time of enrollment in training and through monthly monitoring.

3. Describe the following:

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

a. Customers will be reimbursed for supportive services/purchases described in # 1, above, after providing receipts and supporting documentation of such purchases. In certain circumstances, the

Onondaga County Workforce Investment Area will purchase items on behalf of eligible customers and reimburse the vendor directly for items that are purchased in accordance with this policy. CNY Works will Vendors will be reimbursed directly for items that are covered through this policy.

- b. CNY Works' supportive services policy applies to unique items/fees, etc., that are associated with training. Each eligible customer may receive up to \$500 (or items that cost up to \$500) for items covered by this policy.**
- c. Priority of funding among those *eligible* to receive support services covered by this policy will be consistent with *Section 1, Strategies and Policy Updates, #1 Priority of Service*.**
- d. There are no service adjustments associated with this policy.**
- e. A separate and distinct supportive service policy applies to individuals who are trainees in NYS Registered apprenticeships. The policy for individuals in apprenticeships follows:**

Provision of Support Services for Apprentices
November 7, 2007

The intent of this policy is to create guidelines for providing support services to individuals participating in New York State-approved apprenticeship programs. Supportive services through this policy will *not* be provided to apprentices whose sponsor's policy and procedure, existing prior to 7/1/07, was to provide full financial support for same services. The LWIB will provide financial support, *as specified in the provisions below*, for those services which were not paid for by the sponsor according to the sponsor's policy and procedure prior to 7/1/07.

Provisions include:

- The individual is engaged in a registered, New York State apprenticeship program.
- The apprentice is eligible to receive WIA intensive services.
- The support is limited to textbooks directly related to the apprentice's required classroom training.
- The support will be *up to \$500 and one year¹* in duration per apprentice.
- Support will be provided following an application/assessment that determines:
 - the apprentice's program eligibility
 - verification that textbooks are directly related and required for the successful completion of the training.
- Payment and/or reimbursement will be provided when the individual has provided documentation of the successful completion of 60% of the coursework/training for which textbooks are being provided. (Not necessary to successfully complete 60% of entire apprenticeship program.)

- f. Case managers and front line staff will assist One Stop customers to access additional support services through partnerships and community service networks. Information and referral of One Stop customers to other organizations for supportive services will be documented in OSOS.**

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

The Onondaga County Workforce Investment Board will ensure that supportive services are provided in accordance with the policy described in this Plan. The following accountability measures will be employed:

¹ One year is defined to be one year from the beginning of the period for which training funds are requested.

- **One Stop Career and Case Management Staff will document customer eligibility for supportive services at registration, training enrollment and through monthly monitoring.**
- **Customers will provide supporting documentation of eligible expenses to Case Manager.**
- **Case Managers will review request for reimbursement and supporting documentation to functional supervisor. Case manager will document this information in OSOS.**
- **Functional supervisor will approve the request for reimbursement and forward it to accounting staff.**
- **Accounting staff will process payment to the customer in accordance with the Local Area's financial management system.**
- **The Training Coordinator will sample OSOS records to ensure that the policy is being implemented properly.**

b. Needs-Related Payments (NRP):

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

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

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

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

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

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

1. Regarding the eligibility of participants:

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

- a. Individuals must be registered for 12 hours per week in an Individual Training Account approved in writing by the ITA in order to remain eligible for a NRP.**
- b. Payments will be made on a bi-weekly basis while an individual is attending an approved ITA and meet the eligibility**
- c. Needs related payments will be allowable for designated school breaks, except during the summer break.**
- d. Individuals will not receive Needs Related Payments during the same period for which they are receiving extended Unemployment Insurance Benefits.**
- e. Needs related payments will be suspended during periods of earned income. When periods of earned income ceases, the participant's income will be recalculated to determine eligibility for Needs Related Payments.**
- f. Career and case management staff will discuss support services with customers through the assessment process. Career staff will document this information in OSOS to ensure that support services are coordinated for each customer.**

2. Regarding the payments of NRPs:

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

- a. Eligible trainees will be paid \$50 per week in accordance with this policy during eligible training.**
- b. There is not a maximum allowable individual payment.**
- c. There is not a maximum number of payments per individual.**

- d. **There will be strong Internal control of needs related payments that call for approval of payments by both program and finance supervisors. The potential for overpayments will be monitored by Training Coordinator and Accounting Manager. The CNY Works' Chief Financial Officer will be responsible for all disbursements to customers. In the unlikely event of an overpayment, the Chief Financial Officer will issue a notice of overpayment to the relevant customer, and work with the Training Coordinator and Case Manager to ensure that the overpayment is retrieved from the customer in a timely fashion.**
- e. **Needs related payments will be made on Fridays on a biweekly basis.**
- f. **CNY Works will mail Needs Related Payment checks to customers through the US Postal Service. (This is consistent with CNY Works' policy for all disbursements to customers.)**

3. Regarding the administration of the NRP program:

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

- a. **The functional supervisor will authorize all participant requests for Needs Related Payments that are consistent with the policy described in this Plan. The Accounting Manager will review all supporting documentation for each request for Needs Related Payment, and sign-off on each request that fulfills the policy requirement. .**
- b. **The Training Coordinator will manage the Needs Related Payment Program.**
- c. **Career and case management staff and their supervisors will answer questions and respond to initial questions and complaints. Unresolved questions and complaints will be referred to the Training Coordinator for review and follow-up.**
- d. **The Chief Financial Officer will manage Needs Related Payment form distribution, payment accounting and payment processing.**
- e. **The requirements for and payments of Needs Related Payments will be documented by Career and Case Management staff through OSOS.**

3. Youth Activities and Summer Youth Employment Programs

As cited in TEGL #14-08, the Recovery Act does not limit the use of the funds to summer employment, but the Congressional explanatory statement for the Act states that “the conferees are particularly interested in these funds being used to create summer employment opportunities

for youth.” The Recovery Act also expands the eligibility criteria for the program to serve youth up to age 24.

ETA strongly encourages local areas to:

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

With that in mind, please answer the following questions:

1. Describe your PY 2009 summer youth employment program design and include the following:
 - a. Activities broken out by age groups:
 - i. 14 – 15
 - ii. 17 – 18
 - iii. 18 - 21
 - iv. 22 – 24
 - v. 18 – 24 for work experience only 10/1/09 through 3/31/10;
 - b. Work readiness component;
 - c. Definition of work readiness to be measured;
 - d. How measurable increases of work readiness will be determined;
 - e. How “green” work experience or training will be incorporated into your program;
 - f. Apprenticeship opportunities; and
 - g. Outreach and services to migrant and farm worker youth and other neediest youth populations. Describe the various strategies you employed to recruit these target populations.

a. The Onondaga County Local Workforce Area will include a variety of work experience, career education and exploration, service projects, literacy development and remedial activities. The following are representations of the Onondaga County Workforce Investment Area’s summer youth employment projects. These projects will add value for participants by providing a combination of work experience with one or more other workforce services including basic skills development, career information, classroom training, occupational information, and community service projects:

- **Center for Community Alternatives – Job, life, cognitive and behavioral skills in combination with work experience.**
- **Downtown Committee – Work experience and service/beautification**

projects in downtown Syracuse.

- **Lafayette Central School District** – Big Picture School – Project-based learning, classroom training and work experience.
- **LeMoyne College Liberty Partnership Program** - Academic enrichment targeting science, technology and math partnered with contextualized learning in these disciplines through relevant work experiences.
- **Near West Side Initiative** – Career exploration, classroom education and work experience targeting green, technology and nutrition careers and service projects.
- **Northside Collaboratory** – Career exploration, education, work experience in community art and green service projects.
- **SUNY College of Environmental Science and Forestry** – Environmental education/awareness and stewardship projects.
- **Syracuse City School District** – Career exploration, education and work experience a variety of career clusters including engineering; graphic arts and publishing; auto mechanics and auto body; building maintenance; business and office systems; carpentry; cosmetology; business, marketing and entrepreneurship; early childhood education; food service; community arts; health careers; horticulture and landscaping; web page design and environmental awareness.
- **Syracuse University** – Work experience and professional development.
- **Whole Me** – Integrating the deaf and hearing community through community service projects.
- **Syracuse City School District** – Sidney Johnson Vocational Center – GED preparation, career and vocational exploration.

Each summer participant will be assessed to determine how to align the youth's skills, interests, education, maturity and career goals with summer program opportunities and projects. The factors considered through the assessment process, rather than strict age cohorts are critical in determining mix of program services.

The Syracuse City School District's career exploration project is targeted to younger youth, aged 14 and 15 to ensure that students are exposed to career information at a young age. Also, in all cases Laws Governing the Employment of Minors are considered before making placements.

- b. **Work Readiness Component** – The LWIA's summer youth program will integrate a work readiness component into the program's work experience and service projects. The Work Readiness Component seeks to provide

participants with a measurable increase in skills including world-of-work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning, decision-making, job search techniques (resumes, interviews, applications and follow-up letters). Participants will receive age, skill, education-level appropriate learning including:

- Survival/daily living skills, i.e., using the telephone, telling time, shopping, renting an apartment, opening a bank account and using public transportation.
- Positive work habits, attitude and behaviors, i.e., punctuality, regular attendance, appropriate appearance, interpersonal skills, leadership and team work.

c. Work readiness is the skill level needed to fulfill job expectations in the following areas:

- Communications
- Workplace behavior
- Teamwork

d. Work Readiness will be measured by comparing the participant's evaluation to the initial assessment. The participant's growth during the summer will be reviewed to demonstrate the youth's growth in key work readiness skill areas.

e. Green work experience and training will be incorporated into several summer youth program projects and work experiences. The following represent samples of green work experience and/or training that will be available to summer participants:

- SUNY College of Environmental Science and Forestry – Environmental awareness, education and stewardship projects.
- Northside Collaboratory – Career exploration, education, work experience in community art and green service projects
- Syracuse City School District – Career exploration, education and work experience a variety of career clusters including engineering; graphic arts and publishing; auto mechanics and auto body; building maintenance; business and office systems; carpentry; cosmetology; business, marketing and entrepreneurship; early childhood education; food service; community arts; health careers; horticulture and landscaping; web page design and environmental awareness
- Near West Side Initiative – Classroom training, work experience, career exploration, education targeted to green, art/technology

and food/nutrition service projects

- f. The Onondaga County LWIA will provide apprenticeship activities through its 2009 summer program. However, summer applicants/ participants will be referred to pre-apprenticeship and apprenticeship training opportunities that are available through the One Stop Career Center and the community.**
- g. The LWIA will promote the summer program and recruit participants through organizations that serve the neediest populations of youth including: Onondaga County Department of Social Services; community-based organizations, especially those representing homeless, runaway, foster care, juvenile justice, offenders; local school districts; governmental agencies, such as Onondaga County Probation Department, New York State Department of Labor's Migrant and Seasonal Farm Worker Representative, housed at the CNY Works' One Stop Career Center.**

2. Provide the following:

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

- a. The Onondaga County Workforce Investment Area plans to spend approximately 85% from 5/1/09 to 9/30/09, and serve 700 youth during this period.**
- b. The Onondaga County Workforce Investment Area plans to spend approximately 15% on older youth participating in work experience only activities during the period 10/1/09 to 3/31/10, and serve 50 youth during this period.**

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

N/A

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

- a. How were/will worksites be selected?
- b. Identify the type of sites, i.e. public sector, private sector, non-profits that were/will be used.
- c. What is the local plan to ensure that adherence to current workplace safety guidance and applicable federal/state minimum wage requirements are observed?

- d. How will you ensure that the youth work experience does not unfavorably impact current employees and/or impair existing contracts for services or collective bargaining agreement, or replace laid off workers?
- e. Will youth be matched to work sites based on their goals and interest? If not, how will they be matched?
- f. Please identify the project-based or service learning that will be utilized.

a. The LWIA has developed a wide database of potential worksites through community partnerships, workforce projects and past summer employment program worksites. This database includes worksites representing community-based organizations, municipalities, governmental units, libraries, school districts and local businesses. The LWIA solicited worksite opportunities from this database and supplemented it with additional worksites as opportunities evolved with publicity surrounding the Recovery Act. In all cases the LWIA considered the potential worksite's:

- Experience in working with the LWIA and/or youthful workers
- Capacity to provide meaningful work for the participant
- Ability to provide proper quality and quantity of supervision
- Knowledge of Laws Governing the Employment of Minors
- Ability to integrate Work Readiness skills

Each potential worksite was required to submit a job description, for the work to be provided by the participant. The decision to select a potential worksite will be dependent upon aligning the youth's needs, as determined through the assessment process with the worksite capacity to align with the youth's assessment.

b. In addition to the projects and worksites itemized in *Item 1a*, above, there will be summer worksites throughout the LWIA in the following types of organizations:

- Community-based organizations,
- School districts
- Community libraries
- Private businesses
- Governmental offices
- Parks and recreation facilities
- Colleges and universities

c. Every worksite supervisor is required to attend an orientation prior to the start of the summer program. This orientation devotes a portion of the agenda to workplace safety and child labor laws. Further, the LWIA considers health and safety issues prior to placing youth at each worksite.

The LWIA has established the pay rate of at least \$7.25 per hour (minimum wage) for each summer program participant. CNY Works prepares the payroll, and the City of Syracuse issues the pay checks for each summer participant. This payroll system ensures that each

participant is paid consistently in accordance with required wage standards.

- d. Each proposed worksite and work experience position is reviewed to ensure that the work to be performed will not unfavorably impact current employees and/or existing contracts for services or collective bargaining agreements or replace laid-off workers. Throughout the summer the worksites will be monitored several times to ensure that these requirements are being maintained.
- e. The LWIA will match eligible youth to specific worksites in consideration of the youth's individual skills, abilities and interests.
- f. The following summer employment projects will provide project-based or service learning for participants:
 - Center for Community Alternatives – Job, life, cognitive and behavioral skills in combination with work experience.
 - Downtown Committee – Work experience and service/beautification projects in downtown Syracuse.
 - Lafayette Central School District – Big Picture School – Project-based learning, classroom training and work experience.
 - LeMoyne College Liberty Partnership Program - Academic enrichment targeting science, technology and math partnered with contextualized learning in these disciplines through relevant work experiences.
 - Near West Side Initiative – Career exploration, classroom education and work experience targeting green, technology and nutrition careers and service projects.
 - Northside Collaboratory – Career exploration, education, work experience in community art and green service projects.
 - SUNY College of Environmental Science and Forestry – Environmental education/awareness and stewardship projects.
 - Syracuse City School District – Career exploration, education and work experience a variety of career clusters including engineering; graphic arts and publishing; auto mechanics and auto body; building maintenance; business and office systems; carpentry; cosmetology; business, marketing and entrepreneurship; early childhood education; food service; community arts; health careers; horticulture and landscaping; web page design and environmental awareness.
 - Syracuse University – Work experience and professional

development.

- **Whole Me** – Integrating the deaf and hearing community through community service projects.
- **Syracuse City School District** – Sidney Johnson Vocational Center – GED preparation, career and vocational exploration.

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

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

a. The LWIA offered Classroom-Based Learning Activities in conjunction with work experience through the following projects:

- **Center for Community Alternatives** – Job, life, cognitive and behavioral skills in combination with work experience.
- **Lafayette Central School District** – Big Picture School – Project-based learning, classroom training and work experience.
- **LeMoyne College Liberty Partnership Program** - Academic enrichment targeting science, technology and math partnered with contextualized learning in these disciplines through relevant work experiences.
- **Near West Side Initiative** – Career exploration, classroom education and work experience targeting green, technology and nutrition careers and service projects.
- **Northside Collaboratory** – Career exploration, education, work experience in community art and green service projects.
- **SUNY College of Environmental Science and Forestry** – Environmental education/awareness and stewardship projects.
- **Syracuse City School District** – Career exploration, education and work experience a variety of career clusters including engineering; graphic arts and publishing; auto mechanics and auto body; building maintenance; business and office systems; carpentry; cosmetology; business, marketing and entrepreneurship; early childhood education; food service; community arts; health careers; horticulture and landscaping; web page design and environmental awareness.

- **Syracuse University** – Work experience and professional development.
 - **Syracuse City School District** – Sidney Johnson Vocational Center – GED preparation, career and vocational exploration.
- b. The LWIA provided a direct link between academic learning and summer employment through the following summer youth projects:
- **Lafayette Central School District** – Big Picture School – Project-based learning, classroom training and work experience.
 - **LeMoyne College Liberty Partnership Program** - Academic enrichment targeting science, technology and math partnered with contextualized learning in these disciplines through relevant work experiences.
 - **Syracuse City School District** – Sidney Johnson Vocational Center – GED preparation, career and vocational exploration.

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

The LWIA plans to reserve its Recovery Act funds to support summer youth employment and extended work experience activities for older youth.

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

The LWIA will coordinate expenditures of WIA formula and Recovery funds to optimize program flexibility and ensure adequate expenditure rates for both funding sources. The will be accomplished by using Recovery Act funds to provide summer employment and extended work experience for a large number of youth in our community. The LWIA will provide additional services and program elements throughout the year for targeted groups to ensure that we have maximized program flexibility and accomplished our required spending rates for both funding sources.

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

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

a. The LWIA will pay a minimum of \$7.25 per hour as wages to youth in work experience. Participants may receive bus tokens, if needed to participate in workforce services.

In addition, the table below outlines a schedule of incentives available to

youth program participants:

Task	Incentive for Participant
New or Updated Resumes (for youth that do not have a flash drive)	Movie Ticket and Flash Drive
Attain GED	\$150
Application submitted for post-secondary school training or employment	\$50
Bring application in for CNY Works to mail out- College	\$50
High School Diploma	\$50
First week of work- On time, Perfect Attendance	Movie Ticket
Evaluation of performance	Movie Ticket
Acceptance to college/ Job Corp/Military	iPod Shuffle
Volunteering (Minimum 25 hours)	\$50
Computer Classes, Resume, Workshop, HS Graduation	Flash Drive
Consistent GED Attendance or Job Searching	Bus Pass
Increasing Lit/Num Score	\$50

In order to attain these incentives, the participant must:

- 1. Be active in OSOS with all eligibility documentation**
 - 2. Meeting with their Youth Consultant regularly**
 - 3. Proof of completion of above mentioned tasks must be documented in OSOS, as well as a paper copy added to customer folder**
 - 4. Incentive contract signed by participant, case manager and team manager**
- b. The youth's need for specific workforce services, including training, will begin during assessment. Youth who would best be served by accessing services/training through WIA Adult funding will receive those services. Enrollment/funding decisions will be predicated on how to best use the funds to meet the fulfill the youth's workforce plan.**

4. Reemployment Services under the Wagner-Peyser Act

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

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

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

Throughout the past several years, the Onondaga County Workforce Investment Board has worked collaboratively to support local and regional workforce needs. Functional alignment, or integration of local workforce services – especially the those funded through WIA and Wagner-Peyser services has been at the foundation of providing the full array of reemployment services to Unemployment Insurance customers.

The LWIA adopted its Functional Alignment Addendum to the Local Workforce Plan in 2006. The Addendum describes specifically how the LWIA provides high quality to workforce services to job seekers and businesses in Onondaga County. Since that time the LWIA has made functional alignment a key priority in delivering workforce services to all customers.

Reemployment services to individuals receiving Unemployment Insurance are an integral part of CNY Works' Functional Alignment Addendum. The LWIA will continue to use its Functional Alignment Addendum to define the Reemployment Service strategies for Unemployment Insurance customers. These customers will continue to be served seamlessly in the One Stop system, regardless of funding streams that support service delivery to these customers. As such every Unemployment Insurance customer will be afforded the opportunity to receive the full array reemployment services including occupation and labor market information, in-person staff assisted services, initial and comprehensive assessment, career guidance, group and individual counseling, training plans, identification of skills gaps and transferable skills, as well as job search assistance and referral to jobs.

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

With the emphasis on training in the Recovery Act, the LWIA has been actively promoting training to Unemployment Insurance customers (and all One Stop customers). Specifically, the LWIA is promoting training through the following venues:

- Print and electronic informational materials,
- One Stop Orientation,
- Workshop, *Exploring Training Opportunities*,
- Training provider information,
- Informational sessions with community-based organizations,
- Staff training and development and
- Extended career center hours.

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

The LWIA has a diverse economic base with small business at the core of new career opportunities. To this end, the Onondaga County LWIA has developed a diversified list of eligible training providers offering a wide array of

education and training opportunities. We have collaborated with local business and education to promote career development and training in areas/disciplines that had previously been untapped. Information regarding new training opportunities and associated career opportunities are shared directly with customers via:

- **Orientation,**
- **Exploring Training Opportunities workshop,**
- **assessment interview, and**
- **informational sessions with training providers.**

The following are among the training opportunities or services that have been developed to meet the needs of the UI customer:

- **SUNY College of Environmental Science and Forestry – Construction Management Program/Degrees**
- **Syracuse University School of Information Studies – various programs/degrees**
- **Onondaga Community College – Information technology certificate programs**
- **OCM BOCES – Maintenance Mechanic certificate**
- **SUNY College of Environmental Science and Forestry – Solar Power as Renewable Energy (SPARE)**

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

The LWIA is serving increased numbers of UI customers in accordance with the Functional Alignment Plan Addendum, and NYS Department of Labor’s Reemployment Service requirements. We have expanded the hours to include evening hours at least one night each week to provide additional classes, workshops and increased Resource Room access. In addition, the LWIA has integrated new staff hired by the NYS Department of Labor through the Recovery Act into key service functions to ensure that the One Stop system is responsive to the increased numbers of UI customers.

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

The LWIA promotes its services and activities in person during orientation. We follow-up with customers via mail and send them workshop and training schedules and opportunities. In addition, customers are encouraged to use the website where training and workshop calendars are posted and updated each month.

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

The American Recovery and Reinvestment Act provides an unprecedented opportunity for expanded access to training and related services for workers. This infusion of additional formula funds should result in a substantial increase in the number of adults and dislocated workers receiving training services. Additionally, LWIAs have the authority to enter into

contracts with institutions of higher education, such as community colleges, or other eligible training providers to facilitate the training of multiple individuals in high-demand occupations, so long as the contract does not limit customer choice. As indicated in TEGL 14-08, institutions of higher education, including community colleges, do not need to be on the state list of eligible training providers. Other training providers, which are not institutions of higher education, must be on the state eligible training providers list in order to be awarded a contract.

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

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

The Onondaga LWIB's Individual Training Account Policy and Procedures follow:

- **WIA-eligible customer may receive up to \$5,000 for occupational training through an Individual Training Account (ITA) in accordance with the following criteria:**
 - **Training must be provided by a training provider that has been approved by the Onondaga County LWIA and is on the NYS Department of Labor's Eligible Training Provider list.**
 - **Training must provide customer with opportunity to develop skills that will help move the customer to a marketable career and be consistent with customers' interests, aptitudes, skills, abilities and career goals.**
 - **Customer must meet the admission criteria for the training/program that will be provided.**
- **Customer's case management (OSOS) record and Individual Employment Plan demonstrates and documents training need and how training supports customer's career development. Document information in OSOS and prepare Classroom Training Plan request.**
- **Customer's case management record (OSOS) demonstrates ITA training in key workforce economic clusters – Energy/Environmental Systems, Health Care, Information Technology, Biotech/Bioprocessing, Advanced Manufacturing or support development in key economic cluster areas (i.e., building skills, skilled trades) – Document information in OSOS.**
- **Labor market information and research supports that training will be provided in a marketable area (marketability may be small as compared with aggregate demand for labor, however, ITA may be reasonable with regard to unique customer and employer information) – labor market**

support is documented in OSOS.

- **Align customer's enrollment with eligibility and priority of service – dislocated worker/adult/Recovery Act, etc.**
- **Submit customer's ITA request for to Career Services Manager for initial review.**
- **Career Services Manager will complete initial review, make initial recommendation and refer ITA request to staff team for review.**
- **Staff review team**
 - **Make determination regarding training request**
 - **Approved requests**
 - **Career Services Manager develops Letter of Authorization (for ITA) for signature by WIB Director**
 - **Career Services Manager will maintain 1 copy of the Letter of Authorization.**
 - **Remaining 2 Letters of Authorization to Career Consultant.**
 - **Career consultant will provide one copy to customer (in person) for his/her signature, along with Classroom Training Plan – one copy submitted to the Training Provider.**
 - **Prepare and voucher and submit to account staff for voucher authorization #**
 - **Accounting staff will maintain spreadsheet of all ITA enrollments.**
 - **Requests not granted**
 - **Career Services Manager will email determination to Career Consultant, noting review committee's recommendations/comments and document (same) in OSOS.**
 - **Career Consultant will discuss customer's opportunity to refine training request and assist customer to do so.**

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

The Onondaga County Workforce Investment Area established an ITA cap of \$5,000 by:

- **Considering the tuition and fees published by local and regional training providers,**
- **Consulting with the Onondaga County Workforce Investment Board's Programs and Services Committee,**

- Consulting with local and regional training providers and
- Considering skills needed to fill gaps in key occupational areas, i.e., nursing and health-related careers, building trades, STEM careers.

The ITA cap in the Local Area was *not* recently increased due to the receipt of Recovery Act funds.

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

The Onondaga County Local Workforce Investment Area has been exploring the opportunity to enter into contracts with institutions of higher education or other eligible training providers to facilitate the training of multiple individuals in high-demand occupations. Thus far, CNY Works has developed and will implement three group training programs through a collaborative model. (These programs are described below.) For each group training project described CNY Works will provide funding to the training provider through Individual Training Accounts, rather than entering into contract with the training provider.

Thus far, the LWIA has collaborated with training providers to initiate the following three group training opportunities:

- **Green Train – 2 sections**
 - **Green building skills training targeted to low income, refugee residents of Syracuse’s Northside**
 - **Occupational training provided by OCM BOCES**
 - **Partnership among CNY Works, Metropolitan Development Association, Northside Collaboratory, Syracuse City School District, Workforce Deelopment Institute, OCM BOCES**
- **Building Trades Boot Camp**
 - **Pre-apprenticeship, construction-readiness training targeting low income, low-skilled, at risk population**
 - **Occupational training provided by Associated Builders and Contractors**
 - **Partnership among CNY Works, Associated Builders and Contractors, Syracuse Urban Relief Coalition**

When it is reasonable to do so, the LWIA will expand this model to provide training in other occupational clusters. Further, the LWIA will consider contracts with training providers to provide group-sized training opportunities that respond to employer/business demand.

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

All career counseling staff (WIA-funded and non-WIA-funded) conduct comprehensive assessment in accordance with the LWIA's Functional Alignment Plan Addendum. As such all career counseling staff members are working with job seekers to develop Individual Employment Plans/Training Plans that include approval for ITAs.

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

Customers are required to apply for PELL for all programs which are eligible for financial aid. The LWIA career counseling staff advise customers about:

- the requirement to apply for PELL,
- how to apply for PELL, and
- which ITA programs are eligible for PELL grants.

Career counselors and staff work closely with training providers' financial aid staff members to:

- ensure that customers (students) file financial aid applications properly and in a timely basis,
- are filed correctly and in a timely fashion,
- keep abreast of determination of PELL awards,
- ensure that PELL awards are applied prior to employing WIA funds for training.

The LWIA requires that PELL grants be applied to the cost of training (including fees, books, etc.) before WIA funds are employed. This information is reconciled between the training providers and the LWIA before final payment on the ITA is made.

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

PY 2008 Estimated Participants in Training Services				
	Adult	Dislocated Worker	Youth	
			In-School	Out-of-School
Total # of Participants in Training	301	254	10	29
Total # - ITA	176	242	0	0
Total # - OJT	25	8	0	1
Total # - Skill Upgrading	0	0	0	0
Total # -Customized	102	0	0	0
Total # - Rec'd NRPs	0	0		
Total # - Rec'd Supp. Services				
Total Training Expenditures (ITA, OJT and Customized)				
PY 2009 Planned Participants in Training Services				
	Adult	Dislocated Worker	Youth	
			In-School	Out-of-School
Total # of Participants in Training				
Total # - ITA				
Total # - OJT				
Total # - Skill Upgrading				
Total # -Customized				
Total # - Rec'd NRPs				
Total # - Rec'd Supp. Services				
Total Training Expenditures (ITA, OJT and Customized)				

6. Service Delivery to Targeted Populations

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

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

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

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

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

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

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

The Onondaga County Workforce Investment Area serves all dislocated workers, including Displaced Homemakers, in accordance with the Onondaga County Local Workforce Plan and modifications, including the Functional Alignment Plan Addendum. Dislocated workers who are identified through a WARN receive workforce services through Rapid Response sessions that occur prior to termination from employment. Workers impacted by approved Trade Act petitions begin to receive orientation and services immediately upon confirmation of individual eligibility. In addition, the LWIA has a strong

linkage with the Women’s Opportunity Center, operating Displaced Homemaker programs in Central New York.

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

Rural Labor Services Representative (RLSR) provides services to Migrant and Seasonal Farm Workers in Onondaga County. These services include:

- **Providing labor exchange services to Migrant and Seasonal Farm Workers**
- **Meeting with employers to promote hiring of Migrant and Seasonal Farm Workers**
- **Meeting with employers to determine job requirements, job training needs, health and safety issues and housing issues**
- **Meeting and maintaining contact with Migrant and Seasonal Farm Workers**
- **Providing information and referral to Migrant and Seasonal Farm Workers by visiting labor camps and homes within the community where workers gather**
- **H2A program – non-immigrant classification given to workers who enter the United States to perform temporary and seasonal employment in agriculture. Process includes offer of employment with required terms and assurances, advertising and recruitment requirements and inspection of housing offered. Field checks are performed to ensure terms and conditions of the contract are being met.**
- **Providing training to One Stop Career Center staff regarding services available through the Migrant and Seasonal Farm Worker Program**
- **Being member of the Onondaga Migrant Coalition.**

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

The LWIA provides a wide range of workforce development and training services for women and other target groups. In addition, the LWIA works collaboratively with the Women’s Opportunity Center to assist women to access the specialized services, including workforce services for displaced homemakers, provided for this population.

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

As described in Section I, Item 1, 6, the Onondaga County Workforce Investment Area is engaged as a key partner in a variety of initiatives with organizations that are leading neighborhood redevelopment efforts in

Syracuse census tracts with high incidence of low income, public assistance recipients and minorities.

These project include:

- **Near West Side Initiative** – Strategic partnership to “combine the power of art, technology and innovation with neighborhood values and culture to revitalize Syracuse’s Near West Side neighborhood.”ⁱⁱ
- **Neighborhood Revitalization Collaboration** – Newly constituted partnership to ensure that there is strategic alignment among and between the workforce system and community/neighborhood redevelopment efforts. Further, we seek to ensure that neighborhood revitalization efforts are aligned across the City of Syracuse, and that successful strategies are scaled across the City, County and Region. Through proper workforce alignment with these important efforts and activities, under-represented and individuals in poverty will have increased access and opportunities for to education, training, workforce and career opportunities.
- **Syracuse Urban Relief Coalition** – Coalition of community-based organizations working collaboratively with CNY Works to improve access for minorities in local workforce development activities and projects. The following training opportunity evolved from CNY Works’ collaboration with this coalition:
 - **Building Trades Boot Camp**
 - **Pre-apprenticeship, construction-readiness training targeting low income, low-skilled, at risk population**
 - **Occupational training provided by Associated Builders and Contractors**
 - **Partnership among CNY Works, Associated Builders and Contractors, Syracuse Urban Coalition**

Additionally, the Onondaga County Workforce Investment Board intends to enhance workforce services, including assessment, remediation and skills development by having more physical presence and service provisions in neighborhoods inhabited by under-represented, public assistance and low income individuals and families.

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

The LWIA is engaged in a variety of partnerships that are promoting workforce development and collaboration for demand occupation, high-growth industries and related training opportunities, including occupational skills training. A special emphasis is placed on developing opportunities for individuals in training for non-traditional employment. These partnerships help such individuals to access workforce services and training for non-traditional careers:

- **Workforce Development Institute**
- **Training and Upgrade Fund**
- **Associated Builders and Contractors**
- **SUNY College of Environmental Science and Forestry**

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

The LWIB partners with the Onondaga County Department of Aging and Youth to encourage access and opportunities for older individuals.

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

The LWIA will target persons in need of English as a Second Language for workforce development and training services. The Onondaga County Workforce Investment Area will continue as a key partner in a variety of initiatives with organizations that are providing services to the refuge population. The following training has been developed to provide training for this population:

- **Green Train – Green building skills training targeting residents of Syracuse’s Northside. Key partners:**
 - **CNY Works**
 - **Northside Collaboratory**
 - **Metropolitan Development Association**
 - **OCM BOCES**
 - **Workforce Development Institute**
 - **Syracuse City School District**
 - **JOBSplus!**
 - **Refuge service organizations**

Section II WIA Compliance

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

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

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

<i>Required Policy</i>	<i>Is current policy, definition, design or provision of services different from that in the approved 2005-2009?</i>	<i>Is changed or new policy, definition, design or provision of services description attached?</i>
1. Selecting and Certifying One Stop Operators	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2. Contracting for Service Providers	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. Priority of Service	Updated Policy attachment required	<input checked="" type="checkbox"/> Yes
4. Self-Sufficiency	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Supportive Services and Needs-Related Payments	Updated Policy attachment required	<input checked="" type="checkbox"/> Yes
6. Grievances and Complaints	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>Provide the name, title, and contact information of the EO Officer.</i>	Lorraine Y. Wilson, Quality Officer CNY Works 443 North Franklin Street Syracuse, NY 13204 315-477-6960 lwilson@cnyworks.com	
7. Youth Services		
<i>Eligibility Definitions</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>Performance</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>Design Framework</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>Youth Council</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>Recovery Act Provisions</i>	Policy attachment required	<input checked="" type="checkbox"/> Yes
8. Adult, Dislocated Worker and Wagner-Peyser Services		
<i>Eligibility Definitions</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>Performance</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>Rapid Response</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>Business Services</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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

Required Signatures

	<i>Required Signatures</i>	<i>Attached?</i>
Attachment A	Signature of Local Board Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Attachment B	Signature of Chief Elected Official(s)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Attachment C	Signature of WIB Director	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Attachment D	Units of Local Government	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Attachment E	Fiscal Agent/Grant Subrecipient	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Attachment F	One Stop Operator Information	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Attachment G	Federal and State Certifications	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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

	<i>Changed?</i>	<i>Attached?</i>
Chief Elected Official Agreement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Local Board By-Laws	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
One Stop Operator Agreement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

ATTACHMENT A: SIGNATURE OF LOCAL BOARD CHAIR

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

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

By virtue of my signature, I: **Anthony Colella**

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

Date:		Signature of Local Board Chair:	
Mr. <input checked="" type="checkbox"/>		Typed Name of Local Board Chair:	
Ms. <input type="checkbox"/>		Anthony Colella	
Other <input type="checkbox"/>			
Name of Board:	Onondaga County Workforce Investment Board		
Address 1:	443 North Franklin Street		
Address 2:			
City:	Syracuse		
State:	NY	Zip:	13204
Phone:	315-474-8236	E-mail:	acolella@syracusepackaging.com

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

ATTACHMENT B: SIGNATURE OF CHIEF ELECTED OFFICIAL

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

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

By virtue of my signature, I: **Joanne M. Mahoney**

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

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

Date:		Signature of Local Chief Elected Official (CEO):	
Mr. <input type="checkbox"/>	Typed Name of Local CEO:		
Ms. <input checked="" type="checkbox"/>	Joanne M. Mahoney		
Other <input type="checkbox"/>			
Title of Local CEO:	County Executive		
Address 1:	Civic Center		
Address 2:	421 Montgomery Street		
City:	Syracuse		
State:	NY	Zip: 13202	
Phone:	315-435-3516	E-mail: BillFisher@ongov.net	

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

ATTACHMENT B: SIGNATURE OF CHIEF ELECTED OFFICIAL

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

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

By virtue of my signature, I **Matthew J. Driscoll**

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

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

Date:		Signature of Local Chief Elected Official (CEO):	
Mr. <input checked="" type="checkbox"/>	Typed Name of Local CEO:		
Ms. <input type="checkbox"/>	Matthew J. Driscoll		
Other <input type="checkbox"/>			
Title of Local CEO:	Mayor of Syracuse		
Address 1:	City Hall		
Address 2:			
City:	Syracuse		
State:	NY	Zip:	13202
Phone:	315-448-8005	E-mail:	

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

ATTACHMENT C: SIGNATURE OF WIB DIRECTOR

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

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

By virtue of my signature, I: **Lenore S. Sealy**

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

Date:		Signature of Local WIB Director:
Mr. ___		Typed Name of Local WIB Director: Lenore S. Sealy
Ms. <u>X</u>		
Other ___		
Name of Board:	Onondaga County Workforce Investment Board	

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

ATTACHMENT D: UNITS OF LOCAL GOVERNMENT

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

Unit of Local Government	Grant Recipient	
	Yes	No
Onondaga County	X	<input type="checkbox"/>
City of Syracuse	<input type="checkbox"/>	X
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

ATTACHMENT E: FISCAL AGENT/GRANT SUBRECIPIENT

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

Entity	Fiscal Agent	
	Yes	No
CNY Works, Inc.	X	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Entity	Grant Subrecipient	
	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

ATTACHMENT F: ONE STOP OPERATOR INFORMATION

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

OPERATOR: CNY Works	
<i>Method of Selection</i>	<i>Type of Operator</i>
<input checked="" type="checkbox"/> Consortium <input type="checkbox"/> Competitive Bid	<input type="checkbox"/> System <input checked="" type="checkbox"/> Center(s)
Operator Address:	443 North Franklin Street, Lower Level Syracuse, New York 13202
Operator Phone: 315-473-8250	
E-Mail: info@cnyworks.com	

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

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

OPERATOR CERTIFICATION STATUS

Indicate status of Local Level Operator Recertification:

- Granted
- Application Submitted/Pending LWIB Review
- Application Not Yet Due
- Other (explain)

ATTACHMENT G: FEDERAL AND STATE CERTIFICATIONS

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

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

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

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

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The signer shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of facts upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. **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.**

C. DRUG FREE WORKPLACE. By signing this application, the grantee certifies that it will provide a Drug Free Workplace by implementing the provisions at 29 CFR 98.630, Appendix C,

pertaining to the Drug Free Workplace. In accordance with these provisions, a list of places where performance of work is done in connection with this specific grant will take place must be maintained at your office and available for Federal inspection.

D. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE:

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

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

- (1) Section 188 of the Workforce Investment Act of 1998 (WIA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I - financially assisted program or activity;
- (2) Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;
- (3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- (4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- (5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

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

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

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

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

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

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

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

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

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

STATE CERTIFICATIONS

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

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

- 1) No principle or executive officer of the contractor’s/vendor’s company, its subcontractor(s) and/or successor(s) is presently suspended or debarred; and
- 2) The contractor/vendor, its subcontractor(s) and/or its successor(s) is not ineligible to submit a bid on, or be awarded, any public work contract or sub-contract with the State, any municipal corporation or public body for reason of debarment for failure to pay the prevailing rate of wages, or to provide supplements, in accordance with Article 8 of the New York State Labor Law.
- 3) The contractor/vendor, its subcontractor(s) and/or its successor do not have any outstanding debts owed to the Department, including but not limited to, contractual obligations, fines related to Safety and Health violations, payments owed to workers for public works projects or the general provisions of the Labor Law, unemployment insurance contributions or other related assessments, penalties or charges.

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

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

interest, or any individual or legal entity that holds a 10% or greater ownership interest in the bidder, either:

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

1. Has business operations in Northern Ireland:

Yes No

If Yes:

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

Yes No

G. NON-COLLUSIVE BIDDING CERTIFICATION

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

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit to bid for the purpose of restricting competition.

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

Signature of Authorized Representative:

Title: Executive Director, Onondaga County Workforce Investment Board
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Date: 9/18/09

ⁱ Near West Side Initiative Mission, Website; <http://www.nearwestsidestory.org/project-overview.php>.

ⁱⁱ Near West Side Initiative Mission, Website; <http://www.nearwestsidestory.org/project-overview.php>.