MEETING AGENDA

I. Call to Order

II. Welcome and Introductions

III. Public Comment on Chester County WDB Meeting Agenda Items

IV. Review and Approve Meeting Minutes from the October 26, 2022 Meeting

V. Action Items, Discussion and Update Topics:
   1. Workforce Development Updates:
      • WIOA Regional and Local Plans – Submission Date of February 2023
      • Workforce Development RFP Process & Next Steps (PY 2024)
      • EOE, and PY2021 Combined Monitoring
   2. PA CareerLink® ADA Update
   3. WDB Committee Updates:
      • Executive Governance Committee
      • Finance Committee
      • Marketing, Communication & Engagement Committee
      • Council for the Workforce of Tomorrow
      • Addressing Barriers Committee

VI. General Updates, Announcements and Member Comments

VII. Public Comments on Workforce Development Topics

VIII. Adjourn

2022 Chester County Workforce Development Board Meetings at 8:30 am - location either Zoom or at the PA CareerLink Chester County, 479 Thomas Jones Way, Exton, PA
February 23rd April 27th June 22nd August 24th September 28th October 26th December 7th
Minutes
I. Call to Order

The meeting was called to order by Chair Maria O’Connell at 8:35 AM. Vice-Chair Erik Gudmundson reminded everyone of participation and rules of engagement, including conflict of interest.

II. Welcome and Introductions

- Maria welcomed everyone in attendance and led the Pledge of Allegiance.

III. Public Comment on Agenda - None

IV. Review and Approve Meeting Minutes from the September 22, 2022, Board Meeting

- Maria requested a motion to approve the September 22, 2022, minutes.
  - Joyce Chester made the motion and Michael Reese seconded.
  - Stephanie Smith completed a roll call. All members in attendance approved the September meeting minutes as written. Chris Saello and Amanda Sundquist abstained from the vote.

V. Action Items, Discussion and Updates

1. Workforce Development Updates
   a. WDB Nomination & Appointment Process (Amanda Sundquist, Jeannette Roman)
      i. Members were asked to refer to the Chester County Workforce Development Board Member Nomination Process handout to observe modifications made to the process.
         - The process now includes an option for potential members to self-nominate themselves for consideration/appointment to the board.
         - “Where a potential candidate self identifies themselves to the WDB, the WDB Director shall direct the potential candidate to the appropriate nomination pathway depending on the membership category pertaining to the individual.”
• Workforce System Policy: Change 1 May 28, 2015 Workforce System Policy No. 02-2015, December 18, 2015

• Nomination letters must include a resume or biography as an attachment

ii. Dr. Joseph Fullerton will replace Dr. Kirk Willard following Kirk’s retirement.

iii. Clark McHenry from RV Industries has resigned from the board creating a vacancy in business and industry.

iv. We invite board members to recommend colleagues and community partners from area businesses who can add value to this board, to fill current board vacancies. - Contact Jeannette with any recommendations.

b. LWDA Equal Opportunity Policy and Procedure (Maria O’Connell, Jeannette Roman)

i. In follow-up to last month’s meeting, the revised EO policy was included in the packet for review and approval.

ii. The following updates need to be applied to the policy as currently written:

• On page 21, the 2nd to last bullet point is intended to be a continuation “Service providers (the organization involved is one which may be attributed a racial, national origin or other characteristics entitled to protection under WIOA).”

• On page 24, grammar update: “date of the alleged incident”

• On page 25, bold heading “Procedures for Complaint Processing at the Local Workforce Development Area State Equal Opportunity Office Level

iii. Required trainings will be scheduled for staff and board members on a regular basis and information will be posted, as required and for ease of access.

iv. We have not had any compliance issues, rather, we need to update policy to avoid issues. This review and request for policy revision is not exclusive to Chester County. Other local workforce areas are completing similar reviews and revisions.

Motion to approve the revised Equal Opportunity Complaint Processing Procedure, to include recommended edits collected from Board members at today’s meeting.
- Motion made by Erik Gudmundson. Motion seconded by Butch Urban. All in favor.

2. PA CareerLink Updates (Butch Urban)

a. There was a recent ADA Compliance (annual) review of the building. A few updates were identified. Butch was able to address and modify many to achieve compliance.

i. Some modifications require additional time and resources.

ii. Improvements for signage and accessibility in the parking lot.

iii. There’s a Request for Funds into the state for assistive technology for the Computer Resource Center and PACL common areas.

iv. Maria asked Butch to provide an itemized list and timeline for completion.

v. Butch will provide an update for the December meeting.

b. Butch shared workshops continue to operate on a hybrid schedule. Foot traffic has not returned to pre-Covid numbers; high quality service continues to be provided by staff.

i. Virtual attendance in workshops and events remains consistent.
3. Partner and Program Updates
   a. Program updates and handouts were shared by the following contracted providers:
      - One Stop Operator (Jeanne O’Brien, Open Hearth)
      - TANF Youth Provider: The Garage (Kristin Proto)
      - TANF Youth Provider: Trellis for Tomorrow (Jennifer Anderson)
      - TANF Youth Provider: Young Men and Women in Charge (Rick Roberts)
      - Title 1 Adult/Dislocated Worker/Youth: EDSI (Herky Feroz, Alex Henry)
      - EARN: PathStone Corporation (Evelyn Rodriguez)

VI. General Updates, Announcements and Member Comments
- Joyce Chester confirmed Chester County OIC will host an Open House for the GED Test Center and GED Classroom immediately following today’s meeting.
- Erik Gudmundson provided an update on Marketing and Communications. The Chambers need to know what’s going on and what programs and services are available to them and area employers and job seekers.
- confirmed the Chester County Ag Council is still planning an upcoming mushroom farm tour in partnership with the County Commissioners, the Agriculture Council, the Planning Commission, Agricultural Land Preservation, and the Conservation District.
- Erik confirmed ITAG, Chester County’s Technology Industry Partnership will host TECH 360 at the Chester County Economic Development Council next week. Visit ITAG’s web site to learn more.

VII. Public Comments on Workforce Development Topics

VIII. Meeting Adjourn
   - Joyce Chester motioned to adjourn the meeting at 10:02AM with a second by Butch Urban.
   - Next meeting: Wednesday, December 7, 2022
Executive/Governance Committee
Chester County Workforce Development Board (WDB)
Executive / Governance Committee (EGC)
Meeting Minutes – November 2022

Zoom Call: 8:00 am

Open Action Items and Discussion:

| Action Item                                      | Assigned To      | Status              | Action Item and Target Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
|-------------------------------------------------|------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|  |
| Membership and Financial Disclosure Forms       | Jeannette and Amanda | On-going updates    | Reviewed appointment and nomination policy for the board, will update and share soon. Policy to include self-nomination process. Jeannette and Amanda are reviewing the documents and will provide the update at the November board meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| CareerLink Updates                              | Butch            | On-going updates    | PA CareerLink ADA Compliance review will be shared at November board meeting. Recommendations being made, follow up to be completed and updated at the November/December Board meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| Marketing Communication & Engagement Committee  | Maria, Erik, and Jeannette | In Process          | Discussion on the Marketing Committee, team has met a few times, to better understand the direction that the committee will lead in. Thereafter, the plan will be to invite non-board members and partners to the committee and move the committee forward. Erik will Chair the committee, more updates to be shared soon. Had call with Chamber Alliance, including the 8 to 9 chamber heads, to talk about how Workforce Development/ WDB can support the chambers and the employer engagement needs. The team discussed preparing a presentation to the chambers and allowing access to a resource library. Developing the best way to share this information, that already exists.                                                                                                                                                                                                                     |  |
| General Updates                                 | All Committee Members | On-going; In Process | Conversation around the Dept. of Workforce Development and status still pending appointment of Workforce Development Director. PY 2024 RFP process, recruitment of Board members to participate as the review and scoring team. Along with year-end review and updates. Maria and Jeannette working heavily with EO office to follow polices required by WIOA. Approval of the Compliant procedure needs board approval, will share at the November meeting for review and approval.                                                                                                                                                                                                                                                                                                                                                      |  |

Next Exec. Committee Meeting – Tuesday, December 13, 2022, at 8:00 am via conference call.
Next Workforce Development Board meeting - Wednesday, December 7, 2022 at 8:30 am at the CareerLink and via Zoom.
CHESTER COUNTY DEPARTMENT OF WORKFORCE DEVELOPMENT (DWD)

LIMITED ENGLISH PROFICIENCY POLICY

Goal: To comply with Title VI of the Civil Rights Act of 1964, which stipulates that, no person shall be subjected to discrimination on the basis of race, color or national origin under any program or activity that receives Federal financial assistance.

Plan for Compliance
DWD will ensure that it and all subcontractors are in compliance with Title I, II and VI. This will be accomplished through a variety of methods depending on the size of the agency, the need for minority language services, and the populations that trigger Title VI compliance, based on census data.

Internally, the DWD policy will be to utilize a DWD bilingual staff person to provide telephone (or in-person) interpretation for Spanish speaking customers. The front desk receptionist, upon receiving a call from someone speaking a foreign language, will use the reference cards at the front desk to ascertain if the caller is speaking Spanish. If the client is a Spanish speaker, the staff member will ask the caller to hold using a simple statement in Spanish. The call will be connected, through conference capability, to the DWD English-Spanish interpreter. The DWD receptionist will stay on the line and will provide information and/or referral to the caller through the assistance of the DWD interpreter.

If the DWD staff interpreter is not available at the time of the call (or visit), or if the caller is not a Spanish speaker, the DWD staff member will ask the caller, in English, to hold the line. The staff member will then dial the Language Line and seek an interpreter from that organization. Once the staff member has explained to the Language Line personnel the nature of the interpreting situation, the DWD staff member will connect the Language Line with the caller. The Language Line personnel will then interpret for both the caller and the DWD staff member. The DWD staff member will either resolve the caller’s issue or provide a referral to an agency that can resolve the issue. Referrals to agencies that have qualified bilingual staff will receive priority over agencies that use an interpreting service.

In addition, DWD will conduct outreach, through written materials and publications, to the Spanish-speaking community. Public meetings and other DWD-hosted events, where Spanish-speaking customers may reasonably be expected to attend, will offer the services of a DWD staff interpreter or an interpreter from another community agency, as available. Upon request, any DWD generated document, publication or other source of public information will be provided in a translated format.

Babel Notices:

Need to include appropriate language related to languages and accessibility

Subcontractor Compliance
DWD will work with each of its subcontractors to ensure each agency complies with Title I, II and VI. The nature of the compliance will vary by agency. Methods of compliance could include: qualified bilingual staff, staff interpreters, contract interpreters, community volunteer interpreters and telephone interpreters. Using a telephone interpreting service will never be the ideal situation unless the agency provides only telephone Information and Referral. In all cases, agency policy will ensure that services are not denied, delayed or provided under adverse circumstances to minority language clients.

DWD will monitor each agency’s compliance with Title VI during semi-annual monitoring visits. In addition, DWD will keep a copy of each subcontracted agency’s LEP policy on file so that DWD staff will know the LEP capacity of an agency before referring a minority language client to that agency for services.
Fiscal Committee
### PY2022 Funding (Allocation)

<table>
<thead>
<tr>
<th>Program</th>
<th>Total award</th>
<th>Expenses to Date</th>
<th>Balance</th>
<th>Unappropriated</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIOA Adult</td>
<td>$526,385.56</td>
<td>$50,399.92</td>
<td>$475,985.64</td>
<td>$211,967.18</td>
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<tr>
<td>WIOA Dislocated Worker</td>
<td>$1,107,087.39</td>
<td>$146,514.39</td>
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<td>$113,257.80</td>
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<tr>
<td>WIOA Youth</td>
<td>$668,874.93</td>
<td>$52,472.39</td>
<td>$576,402.54</td>
<td>$122,145.57</td>
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<tr>
<td>TANF Youth</td>
<td>$232,750.00</td>
<td>$43,548.01</td>
<td>$189,201.99</td>
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<tr>
<td>ASSIST HC WORKERS - SWA</td>
<td>$52,000.00</td>
<td>$22,221.00</td>
<td>$29,779.00</td>
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<tr>
<td>Rapid Response - Adult SWA</td>
<td>$48,000.00</td>
<td>$24,577.04</td>
<td>$23,422.96</td>
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<tr>
<td>Clean Energy</td>
<td>$500,000.00</td>
<td>$40,394.09</td>
<td>$459,605.91</td>
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<tr>
<td>SWA WIOA Adult</td>
<td>$120,000.00</td>
<td></td>
<td>$120,000.00</td>
<td>$130,000.00</td>
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### PY2021 Funding (Allocation)

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<th>Program</th>
<th>Total award</th>
<th>Expenses to Date</th>
<th>Balance</th>
<th>Unappropriated</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIOA Adult</td>
<td>$588,360.58</td>
<td>$477,575.42</td>
<td>$110,785.16</td>
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<tr>
<td>WIOA Dislocated Worker</td>
<td>$974,847.69</td>
<td>$830,752.53</td>
<td>$144,095.16</td>
<td>$17,391.00</td>
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<tr>
<td>WIOA Youth</td>
<td>$676,972.06</td>
<td>$501,575.48</td>
<td>$175,396.58</td>
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<tr>
<td>TANF Youth</td>
<td>$285,680.00</td>
<td>$253,043.04</td>
<td>$12,636.96</td>
<td></td>
</tr>
<tr>
<td>WIA DLW Formula Grant - SWA REOB</td>
<td>$72,000.00</td>
<td></td>
<td>$72,000.00</td>
<td>$72,000.00</td>
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<tr>
<td>WIA DLW Formula Grant - PY20 SWA REOB</td>
<td>$135,000.00</td>
<td></td>
<td>$135,000.00</td>
<td>$135,000.00</td>
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<tr>
<td>WIA YOUTH ACTIVITIES (ADA ASSIST TECH)</td>
<td>$725.00</td>
<td></td>
<td>$725.00</td>
<td></td>
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<tr>
<td>INDUSTRY PARTNERSHIP AG CONNECT</td>
<td>$160,000.00</td>
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<td>$120,790.46</td>
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<tr>
<td>INDUSTRY PARTNERSHIP ITAG 1</td>
<td>$55,218.27</td>
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<td>$55,218.27</td>
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<td>INDUSTRY PARTNERSHIP ITAG 2</td>
<td>$194,781.73</td>
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<td>$162,755.50</td>
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<tr>
<td>BEP</td>
<td>$150,000.00</td>
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<td>$125,860.14</td>
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### PY2020 Funding (Allocation)

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<th>Expenses to Date</th>
<th>Balance</th>
<th>Unappropriated</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIOA Adult</td>
<td>$889,397.47</td>
<td></td>
<td>$889,397.47</td>
<td></td>
</tr>
<tr>
<td>WIOA Dislocated Worker</td>
<td>$967,680.68</td>
<td></td>
<td>$967,680.68</td>
<td>$967,680.68</td>
</tr>
<tr>
<td>WIOA Youth</td>
<td>$484,673.87</td>
<td></td>
<td>$484,673.87</td>
<td>$484,673.87</td>
</tr>
<tr>
<td>TANF Youth</td>
<td>$234,060.00</td>
<td></td>
<td>$234,060.00</td>
<td>$234,060.00</td>
</tr>
<tr>
<td>Rapid Response (WOS2) 2020</td>
<td>$282,212.70</td>
<td></td>
<td>$282,212.70</td>
<td>$282,212.70</td>
</tr>
<tr>
<td>Industry Partnership/ITAG</td>
<td>$250,000.00</td>
<td></td>
<td>$250,000.00</td>
<td>$250,000.00</td>
</tr>
<tr>
<td>Industry Partnership MACC/DC</td>
<td>$220,000.00</td>
<td></td>
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<td>$220,000.00</td>
</tr>
<tr>
<td>Industry Partnership Smart Energy</td>
<td>$220,000.00</td>
<td></td>
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<td>$220,000.00</td>
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<tr>
<td>Industry Partnership Healthcare Connect</td>
<td>$250,000.00</td>
<td></td>
<td>$250,000.00</td>
<td>$250,000.00</td>
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</tbody>
</table>

### PY2019 Funding

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<th>Balance</th>
<th>Unappropriated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Education Partnership</td>
<td>$150,000.00</td>
<td></td>
<td>$150,000.00</td>
<td>$150,000.00</td>
</tr>
<tr>
<td>WIOA Youth Activities (Internet Access Study)</td>
<td>$443,957.00</td>
<td></td>
<td>$443,957.00</td>
<td>$443,957.00</td>
</tr>
</tbody>
</table>

As of 11/30/2022 Total: $11,714,357.93
PA CareerLink Operators/Partners
## ADA Evaluation Recommendations

<table>
<thead>
<tr>
<th>Areas of Focus</th>
<th>ADA Issue</th>
<th>Recommendation</th>
<th>Cost</th>
<th>Status</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessible Parking Signage</td>
<td>Accessible Parking Signage is below the 5’ minimum height</td>
<td>Install updated Accessible Parking Signage at 5’ minimum height at 2 locations.</td>
<td>n/a</td>
<td>Spoke with Emerald Realty on 11/1 re: required signage &amp; Van Accessible Parking spaces. Estimate for re-stripping sent to Emerald on 11/8. Waiting for Mik-a-Seal to schedule day to complete work. Specifications sent to sign company and Mik-a-Seal</td>
<td>TBD</td>
</tr>
<tr>
<td>Van Accessible Parking Space</td>
<td>There is no signage Accessible Van Parking Space</td>
<td>Designate 1 Parking Spot as Van Accessible at pre-defined size. Spot should have Accessible Signage with Van Accessible sign. Ensure signage is 5’ minimum height</td>
<td>n/a</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Maneuvering Clearance</td>
<td>Items around door ways are too close to doors</td>
<td>Maneuvering Clearance around doorways cannot be obstructed</td>
<td>None</td>
<td>Need to monitor on an on-going basis to ensure ADA compliance</td>
<td>10/26/2022</td>
</tr>
<tr>
<td>Public Restrooms</td>
<td>Public Restroom toilet compartments do not meet ADA size requirements</td>
<td>Either update public restrooms to meet ADA size requirements OR allow individuals with wheelchairs utilize staff restrooms (which are ADA compliant)</td>
<td>None</td>
<td>Completed</td>
<td>10/26/2022</td>
</tr>
<tr>
<td>Public Restroom Doors Lb Force</td>
<td>The public restroom doors are greater than the minimum of 5 lb of force allowable</td>
<td>Adjust/Decrease lb fors of public restroom doors</td>
<td>None</td>
<td>Completed</td>
<td>10/25/2022</td>
</tr>
<tr>
<td>GED Testing Room Tables</td>
<td>Spacing underneath tables does not meet minimum 27” height for wheelchair clearance</td>
<td>Purchase/Acquire a desk that allows for wheelchair accessibility - 27” minimum height</td>
<td>TBD thru Office Basics or Rubenstein’s</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Public Use Materials</td>
<td>Top section Material Display was above the 48” requirement</td>
<td>Move Materials to a lower unobstructed position with top section not higher than 48”</td>
<td>TBD thru Affordable DisplayProducts</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Vending Machines</td>
<td>Payment methods were above 48” height limit per ADA</td>
<td>Move payment option to a lower position not greater than 48” in height</td>
<td>n/a</td>
<td>New vending company - AllVend spoke with Jason, he is looking into getting a ADA accessible snack machine. Will also reach out to COKE to see if they can.</td>
<td>TBD</td>
</tr>
<tr>
<td>Room Signage</td>
<td>“Several” office signs were missing braille.</td>
<td>All meeting rooms/offices need signage that incorporates braille - 4 offices</td>
<td>TBD thru MYDOORSIGN</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Assistive Technology - CRC</td>
<td>No Large Print Keyboard</td>
<td>Assistive CRC computer must have Large Print Keyboard</td>
<td>TBD thru Office Basics or Rubenstein’s</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Assistive Technology - CRC</td>
<td>Fusion Software in Demo Mode</td>
<td>Connect with DCIS to have them re-install/fully install Fusion Software</td>
<td>None</td>
<td>TBD</td>
<td>In process</td>
</tr>
<tr>
<td>Assistive Technology - CRC</td>
<td>CRC does not have CCTV - video magnifier for sight impaired</td>
<td>Look into purchasing CCTV for Customers</td>
<td>$1,995 per Lehigh County</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Assistive Technology - CRC</td>
<td>CRC does not have UBU DOU - Face to Face Communication for hearing impaired</td>
<td>DVR did not recommend a purchase in their report - however, UBU DOU technology was mentioned during site visit</td>
<td>$3,695 per Lehigh County</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>

**PA CareerLink Chester County**

**Access to 10,000+ ADA-related Resources**

- [ADA Standards for Accessible Design](https://www.ada.gov/ada)c
- [ADA Publications](https://www.ada.gov/ada)c
- [ADA Training](https://www.ada.gov/ada)d
- [ADA Compliance](https://www.ada.gov/ada)d

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*Note: The information provided is a sample of resources available through the PA CareerLink Chester County, and is not exhaustive.*

**Contact Information:**

- [ADA Program Coordinator](mailto:ada@pa.gov)
- [ADA Program Coordinator](mailto:ada@pa.gov)

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**Additional Resources:**

- [ADA Compliance and Training](https://www.ada.gov/ada)c
- [ADA Accessibility Guidelines](https://www.ada.gov/ada)c
- [ADA Training and Support](https://www.ada.gov/ada)d

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*Note: The above resources are representative of those available from PA CareerLink Chester County and do not constitute an exhaustive list.*
Council for the Workforce of Tomorrow
Meeting of 11/16/2022

Attendance: Andrea Vaughn (Chair), Patti VanCleave (Co-chair), Jim Albright, Kathleen Carter, Darshana Shyamsunder, Melissa Lichty, Tracey Dougherty, Aaron Smith, Linwood Smith, Alexandria Sesak, Jennifer Anderson, Javonna Wylie, Chris Manna, Matt Howard, Rick Roberts, Grace Hardy, Trish Scepansky, Alex Henry, Brianna Seiler, Jeannette Roman, Asia Suber, Herky Feroz and Brian McGinley

Call to Order and Meeting Minutes

A. The meeting was called to order at 9:07 am by Andrea Vaughn, Chair

B. Minutes of the September 2022 meeting were approved. There was a correction added that Darshana Shyamsunder’s last name was spelled incorrectly in the minutes. Motion to approve minutes with the correction was made by Linwood Smith and Rick Roberts seconded the motion.

II. WDD (Workforce Development Department)/WDB updates:

1) Tracey Dougherty and Jeannette Roman shared information that things are still on track for the January/February 2023 Request for Proposals process. The beginning stages will be preparing the requests for the 2024 program year and also will focus on the recruitment of the RFP review team. The function of the RFP review team is to assist in reviewing and scoring proposals. There will be more details to come in 2023.
2) The CWT committee also identified areas where there are gaps in services for youth specifically in the areas of Basic Financial Literacy along with 1:1 coaching in Financial Literacy, Mental Health issues, English Literacy, Transportation issues, Immigration laws and helping youth to understand their immigration status as well as supportive services for youth. The goal is to obtain outside agencies who can offer these services at the PA Careerlink/United Way Financial Stability Center and also to target outside speakers who can present information and collaborate with the CWT committee.

3) The group also discussed inviting youth/youth parents to future meetings to gain their perspectives on the impact of programming and developing youth mentoring/coaching. The goal is to focus on the whole needs of the youth being served.

III. Agency Spotlight Presentation

A. Agency Spotlight this meeting centered on Youth Mental Health. Brian McGinley, LSW school counselor at the Chester County Intermediate Unit provided a presentation to the group which covered how youth mental health issues can lead to employment issues and also contributes to the 37% school dropout rate. He related the factors which comprise youth mental health and shared some of the signs of mental health issues in youth that program staff need to look for such as youth engaging in risky behaviors, or difficulty getting along with others. He also provided helpful tips in working with youth who have mental health issues such as being aware of youth struggles, support youth with conversations and check ins as well as asking the youth what they need.
V. Provider Updates

A. EDSI staff Brianna Seiler shared that a new career advisor has joined the staff and is working 50% on youth and 50% Adult/DW

B. Trellis for Tomorrow Executive Director Jennifer Anderson shared that the SEED program has wrapped up for the Fall 2022 and the Youth leadership participants are having their next meeting in December 2022 to plan for the 2023 program.

C. The Garage Community and Youth staff Aaron Smith shared that there was a Career Fair on 11/17/2022 at the Avondale location which focused on apprenticeship opportunities in the community. Aaron also stated that The Garage needs math and science tutors.

D. Young Men and Women in Charge Executive Director Rick Roberts shared that YMWIC has their 17th annual college expo on 11/13/2022 and it was a virtual event. Rick also stated that YMWIC needs math tutors from 6th grade level math to Calculus level.

E. The Chester County Economic Development Foundation Senior Workforce Development Director Patti Van Cleave shared that the Healthcare Connect program will be changing it’s start of programming from the Spring to the Fall.

V. Think Tank Corner

A. There was no discussion this meeting around the Think Tank Corner due the Youth Mental Health presentation and the provider updates.

VI. Announcements and Information from Committee Members

a. Andrea Vaughn shared that the CCIU Technical High School received a grant to run a Re-Entry program for justice involved youth. It consists of a Manufacturing program along with Behavioral Therapy and partnership with EDSI staff for employment skill training.

b. EDSI staff Briana Seiler shared that there is an employment recruitment event on 11/17/2022 at the PA CareerLink/United Way Financial Stability Center in Exton.
VII. The meeting was adjourned at 2:10 pm

- Motion to Adjourn and Second were not recorded by Tracey Dougherty, Workforce Coordinator.

VIII. Next CWT meeting- will be a zoom meeting on Wednesday January 18\textsuperscript{th}, 2023. A reminder will be sent to your email about a week before the meeting. Please remember to reply as soon as you receive the reminder whether you will be attending or not.

The next WDB meeting is on December 7\textsuperscript{th}, 2022 at 8:30am at the PA Careerlink/United Way Financial Stability Center located at 479 Thomas Jones Way Suite 500 Exton, PA.
Additional Information
November 15, 2022

Jeannette Roman, Acting Director
Chester County Workforce Development Board
601 Westtown Road, Suite 381
West Chester, PA 19380

Dear Ms. Roman:

The Bureau of Workforce Development Administration (BWDA) completed Program Year 2021 monitoring of the local workforce development area’s fiscal and procurement systems and the local workforce development board’s (LWDB) compliance and oversight functions. Monitoring was conducted in accordance with the Workforce Innovation and Opportunity Act (WIOA) and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule, 2 Code of Federal Regulations (CFR) Chapter I, Chapter II, Part 200, et al.

The attached report provides an analysis of the monitoring review for the Chester Workforce Development Board. The review resulted in four (4) findings and one (1) area of concern. The BWDA is requesting a written corrective action plan in response to the findings indicated in the report. A response is due within 30 calendar days of the date of this letter. The BWDA will review your corrective action plan and inform you of the efficacy of your action.

The LWDB has the right to appeal this determination in accordance with the Department of Labor & Industry’s Workforce System Policy (WSP) No. 184-02: Sanctions-Initial Implementation of the Workforce Innovation and Opportunity Act (WIOA).

Please convey the BWDA’s appreciation to all staff members involved for the assistance they provided. If you have any questions, please don’t hesitate to contact me by phone at 717.787.6352 or by email at ghart@pa.gov.

Sincerely,

[Signature]

Gregory P. Hart, Jr.
Oversight Services Supervisor

Attachment: Chester County PY 2021 Monitoring Report

cc: Ms. Maria O’Connell, Chair, Chester County Workforce Development Board
Bureau of Workforce Development Administration
Chester County Local Workforce Development Board Compliance and Oversight
and
Chester County Local Workforce Development Area Fiscal and Procurement Systems
Analysis and Review for Program Year (PY) 2021
Review conducted by Oversight Services staff member: Victoria Smith

Dates of Desk Review/Onsite Analysis: Date(s): October 2021- August 2022

SUMMARY

The Bureau of Workforce Development Administration (BWDA) conducted Program Year (PY) 2021 monitoring of the local workforce development area’s (LWDA) fiscal and procurement systems and the local workforce development board’s (LWDB) compliance and oversight functions.

Site(s) Visited

Chester County Workforce Development Board
601 Westtown Road, Suite 381
West Chester, PA 19380

A summary of identified findings are as follows:

REVIEW

1. PROCUREMENT AND SUBCONTRACTS

No findings or concerns were identified in this section.

2. LWDB POLICIES AND AGREEMENTS

No findings or concerns were identified in this section.

3. SERVICE DELIVERY

Finding #1: Inappropriate Determinations of Eligibility

Observation(s):
PID# 5997276 is a family size of one and six-month income was documented to be $10,964.80. This needed to be annualized, which would be $21,929.60. Participant is not eligible as a low-income adult. This was also not identified during the secondary review.

PID# 6313250 was determined to be low-income eligible with the CWDS application stating a family of five with an annual income of $16,667.08. The paystubs provided show a year-to-
date income for the participant of $45,904.79. There is also a tax return that shows the participants mother has been employed and her income would need to be included if she is being included in the family size. The participant is not eligible as a low-income adult.

**Citation:** Workforce Innovation and Opportunity Act (WIOA) Sec. 3 (36); Training and Employment Guidance Letter (TEGL) 19-16; Workforce System Policy (WSP) No. 01-2015 (C1), Pennsylvania's Workforce System of Record (Change 1).

**Required Action:** The LWDB must discontinue all individualized and training services for these participants unless eligibility can be substantiated under another criteria. If either or both participants were determined to be eligible, staff must update the application and supporting documentation in CWDS.

If eligibility cannot be substantiated, any costs associated with these participants must be identified and refunded to the commonwealth. This includes $8,000.00 in training funds that were spent on these participants.

BWDA also requires that the LWDB provide training to all staff instructing them on how to accurately verify a participant’s income and what documents are acceptable to make a low-income eligibility determination. BWDA will consider this action resolved once the LWDB provides copies of its training plan, training materials, and signed staff training logs confirming staff have received training.

**Finding #2 Improper Use of Self-Certification**

**Observation(s):**
PID# 6336811, a case note dated 4/4/22 stated “Participant filled out Self-Certification form in place of a Social Security Card for WIOA Application. Participant stated that he is in the process of obtaining his social security card and will send a copy of it to his career advisor when it has been obtained.” A self-certification cannot be used to verify a SSAN.

PID# 4827381, a self-certification was used to verify a family size and stated that the participant would bring in birth certificates. A self-certification cannot be used to verify family size.

**Citation:** WSP No. 01-2015 (C1) Pennsylvania's Workforce System of Record (Change 1); Self-Certification and Telephone/Document Inspection Verification (6-24-2022); WIOA DATA ELEMENT & ACCEPTABLE ELIGIBILITY VERIFICATION.

**Required Action:** The LWDB must ensure that acceptable documentation is received to verify the participant’s eligibility and that such documentation is uploaded to CWDS. The date of eligibility cannot be back dated prior to receiving documentation. This finding is partially resolved as documentation has been received and uploaded to CWDS.

BWDA also requires that the LWDB provide training to all staff instructing them on the acceptable use and documentation process of using appropriate forms for eligibility. BWDA will consider
this action resolved once the LWDB provides copies of its training plan, training materials, and signed staff training logs confirming staff have received training.

Finding #3: Inaccuracies Across Eligibility for Dual-Enrollment

Observation: PID# 6355009 has a WIOA Adult application and a WIOA Youth application. The Family Size and Family Income forms collected for each application contain different information. Both Forms are signed by the same person as a witness.

Citation: WSP No. 01-2015 (C1), Pennsylvania's Workforce System of Record (Change 1).

Required Action: The LWDB must ensure that Title I providers are collecting and entering accurate information into CWDS. These applications must be reviewed and updated with any necessary changes to reflect the correct information. This finding is partially resolved as the case files have been corrected and updated in CWDS and the provider will dual-enroll participants in the future when applicable.

BWDA also requires that the LWDB provide training to the appropriate Title I provider(s) staff with instruction on accurate data entry as well as the process for dual enrollment for the Title I Adult and Youth programs. BWDA will consider this action resolved once the LWDB provides copies of its training plan, training materials, and signed staff training logs confirming staff have received training.

4. SUNSHINE ACT

No findings or concerns were identified in this section.

5. LWDB ADMINISTRATIVE FUNCTIONS

No findings or concerns were identified in this section.

6. PERFORMANCE

No findings or concerns were identified in this section.

7. FISCAL INTEGRITY

Finding #4: Late Financial Status Report (FSR) Entries

Observation: Due to a transition in finance staff, the LWDB did not enter June 2022 FSRs for quarterly reporting and closeout submission by the deadline.

Citation: Workforce System Policy (WSP) No. 03-2015, Financial Management Policy, FMG 2021, Chapter 6 & 7.

Required Action: The LWDB must ensure that all future FSR entries are submitted in a
timely manner and provide a corrective action plan that demonstrates financial continuity of operations.

**Concern #1:** The primary fiscal position has been vacant since June 10, 2022, which is affecting the LWDB’s ability to meet fiscal deadlines, including FSRs, closeouts, and random sampling requests. The County has also still not appointed a director since Dolores Colligan was appointed to a different department in March 2022.

8. **AUDIT REQUIREMENTS**

   No findings or concerns were identified in this section.

9. **ONE-STOP OPERATOR**

   No findings or concerns were identified in this section.

10. **COVID-19**

   No findings or concerns were identified in this section.

11. **GENERAL**

   BWDA extends its thanks to the Chester County Workforce Development Board staff for providing documents and support during the PY21 review.
PY 21-22 State File Monitoring Resolution Summary

PID#
This participant was not eligible as a Title I adult at 70% of the poverty guidelines for a household size of 1. Every effort was made to see if this participant was eligible for WIOA funding under priority of service but unfortunately this participant had no other barriers that would have made her eligible.

PID#
We were able to determine that this participant was eligible as a Title I Adult and ultimately, it was determined that they could be considered a family size of 1 and had zero income. We came to this conclusion because the participant was 25 at the time of the application, and her mother’s income no longer needed to be included in the income calculation. We updated the participant’s WIOA application as well as her file to remove the income that was not relevant and updated the case notes to reflect this change in eligibility.

PID#
Participant provided a copy of his social security card. The social security card was uploaded into CWDS and placed in the participant’s physical file. The self-certification form used was removed from CWDS and from the participant’s physical file.

PID#
Participant provided a copy of her child’s birth certificate. The child’s birth certificate was uploaded into CWDS and placed in the participant’s physical file. The self-certification form used was removed from CWDS and from the participant’s physical file.

PID#
The family size and income form used for the adult application was correct. Our Youth Program Coordinator edited the participant’s family size and income form on the youth application. The corrected family size and income form was uploaded into CWDS and placed in the participant’s physical youth file. The incorrect family size and income form was removed from CWDS and from the participant’s physical youth file.
**Additional Notes:**

As a corrective measure, moving forward all Title I Adult applications and their supporting documents must be verified by the Client Services Team Lead before an application can be created in CWDS. Local monitor will be conducting a training on calculating income 12/6/22.

As a corrective measure, all self-certification forms must be approved by the local monitor before they can be used in a WIOA application. Local monitor will be conducting a training on proper use of the self-certification form on 12/15/2022.
This checklist is used to ensure completeness; indicate each submitted item prior to emailing this form and items listed below to RA-LI-BWDA-Policy@pa.gov.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover Letter (see submission cover letter template and page 4 of guide for additional details)</td>
<td><strong>Note:</strong> The Cover Letter must be submitted with the clean copy of the regional and local area plan.</td>
</tr>
<tr>
<td>Regional Plan (if in a planning region) and Local Area Plan saved in Microsoft Word</td>
<td></td>
</tr>
<tr>
<td>Provided documentation of public notice/public comment (see pages 3-5 of guidance for additional details)</td>
<td><strong>Note:</strong> This documentation must be submitted with the clean copy of the regional and local area plan</td>
</tr>
<tr>
<td>Attestations Completed</td>
<td></td>
</tr>
<tr>
<td>Attachment 1: Local Area WIOA Title I Programs Performance Accountability Table</td>
<td></td>
</tr>
<tr>
<td>Attachment 2: Local Workforce Development System Organizational Chart</td>
<td></td>
</tr>
<tr>
<td>Attachment 3: Local Workforce Development System Program Partner-Provider List</td>
<td></td>
</tr>
<tr>
<td>Only if data was stored in Attachment 4 during the WIOA 2021-2024 original plan submission, THEN Attachment 4: Local Workforce Development System Supporting Data</td>
<td></td>
</tr>
<tr>
<td><strong>Option 1 or 2 is only used when submitting a planned two-year modification:</strong></td>
<td></td>
</tr>
<tr>
<td>Option 1:</td>
<td>WIOA Plan Review and Modification Form (Local Area Plan)</td>
</tr>
<tr>
<td>Option 2:</td>
<td>If in a planning region, the designated point of contact will complete the WIOA Plan Review and Modification Form (Regional Plan) and will disperse the Planning Region CEO and LWDB Chair Dated Signatures Supplemental Form (Regional Plan) to the rest of the planning region. WIOA Plan Review and Modification Form (Local Area Plan)</td>
</tr>
<tr>
<td><strong>Only use Option 3 when submitting a modification NOT within a two-year modification period:</strong></td>
<td></td>
</tr>
<tr>
<td>Option 3:</td>
<td>If in a planning region and the LWDB’s Local Area Plan modification is deemed to provide a minor impact on the Planning Region, the Planning Region CEO and LWDB Chair Dated Signatures Supplemental Form (Local Area Plan) is used. WIOA Plan Review and Modification Form (Local Area Plan)</td>
</tr>
</tbody>
</table>
Appendix C: Local Area Plan Instructions

Local area plans serve as a four-year action plan to develop, align and integrate service delivery strategies to support Pennsylvania’s vision, strategic and operational goals within local workforce development areas as well as the regional goals and strategies (as appropriate).

Local area plans set forth the strategy to:

- Direct investments in educational and training programs to ensure that individuals, including youth and individuals with barriers to employment, have the skills to compete in the job market and that employers have a ready supply of skilled workers;
- Apply demand-driven strategies in the one-stop delivery system;
- Enable economic, education and workforce partners to build a skilled workforce through innovation in, and alignment of, employment, training and education programs; and

These requirements set the foundation for WIOA principles by fostering strategic alignment, improving service integration and ensuring that the public workforce system is industry-relevant, responding to the local area’s economic needs and matching skilled workers with employers.

Single local areas and planning regions are required to provide a local area plan that incorporates each prompt listed in this appendix. Note: In planning regions, there may be narrative duplication between the regional plan and the local area plan. Specific notes will indicate the proper action to follow.

The Pennsylvania Department of Labor & Industry, or L&I, includes a sub-section labeled “Expectation” for most prompts. This sub-section provides planners with practical concepts for developing narrative and creating a basis for discussion. Concepts are not all-inclusive but provide a foundation for building narrative. L&I will use each prompt’s general contextual meaning and expectation to evaluate narrative when reviewing each submitted local area plan.

Local Area Plan Contents:

Introduction
Strategic Planning
  Section 1: Local Area Workforce and Economic Analysis
  Section 2: Vision and Goals
Operational Planning
  Section 3: Local Workforce Development System and Investment Strategies
  Section 4: Local Workforce Delivery System
Compliance
  Section 5: Compliance and Attestations
Appendix C: Local Area Plan Instructions

### INTRODUCTION

Local areas have the option to summarize why and how the local area plan is created with hopes of expanding potential reader engagement. The introduction may include but is not limited to a summary of the strategic planning process, timeline and outcomes; or the purpose, design and how the local workforce development board, or LWDB, will use local area plan findings.

**Note:** Generic references to WIOA local area plan requirements already discussed thoroughly within the local area plan’s designated sections are permitted.

### 1. STRATEGIC PLANNING: Local Area Workforce and Economic Analysis

Prompts in this section are designed to address aspects of the local area’s labor force including composition and determination of skill gaps between the talent needed by employers in the region and the knowledge and skills held by workers and job seekers. One prompt addresses workforce development activity necessary to bridge the identified regional skill gaps.

Local boards may provide a comparative analysis describing similarities and differences between any of the regional plan narrative and what is (or may be) occurring in the local area.

**Note 1:** It is recommended that these plans include data samples, streamlined graphics and tables that support narrative provided instead of large volumes of data, tables and graphs.

(Revised) **Note 2:** When documenting various data methodologies, only local boards who entered data into Attachment 4: Local Workforce Development System Supporting Data template during the PY 2021-2024 planning cycle are required to submit the attachment. Those drafters must reference the data location in the plan narrative and move data samples, streamlined graphics and tables to Attachment 4.

**Note 3:** Every local board must cite the source(s) that are used to collect all or part of the regional labor market data (e.g., Center for Workforce Information and Analysis, or CWIA).

#### 1.1. Identify the composition of the local area’s population and labor force. [20 CFR § 679.560(a)(3)]

**Expectation:** Narrative must include a reference name for the region and the local area plan’s effective date. Narrative must focus on characteristics about the region’s population such as age distribution, educational attainment levels, individuals with barriers to employment (based upon WIOA Sec 3(24)) and employment status. This section must also focus on trends in each of these areas. Explain why some of these groups are harder or easier to serve. Data must be provided to support narrative as appropriate.

(Added) **Note 1:** When adding the initial reference of the local workforce development board into plan narrative, the legal name must be used at least once, before using an alternative Doing Business As, or D.B.A., moniker.

(Revised) **Note 2:** When documenting various data methodologies, drafters who entered data into Attachment 4: Local Workforce Development System Supporting Data template during the 2021-2024 planning cycle must reference the location of graphics and/or tables in prompt narrative.

#### 1.2. How are skills gaps defined in the local area? Provide a description of the skills that are required to meet the needs of employers in region and local area? [20 CFR 679.560(a)(2)]

(Revised) **Expectation:** Narrative is not expected to be data-heavy and must focus more on the application of data to/in policy, best practices and knowledge of workforce. Narrative must explain how the local area identifies skills gaps that exist between regional employers’ needs and the existing local area workforce qualifications. Narrative must highlight specific local examples of these gaps such as a workforce with insufficient and outdated skills, a workforce with skills that exceed job demand, a lack of training programs for needed skills and other factors unique to your local area.

The local area may support the narrative by:
- Focusing on the specific talent (knowledge and skills) believed to be needed by employers in the local area region;
- Speaking to employability skills, as well as hard skills—consider the focus on serving individuals with a barrier (or multiple barriers) to employment; and
- Identifying the certifications, degrees or fields of study most in-demand in the local area.

#### 1.3. What are the challenges the local area face in aligning existing labor force skills and education and training activities with the needs of regional employers?
Appendix C: Local Area Plan Instructions

**Expectation:** Local area plans must incorporate strategies that reflect local leaders and boards considering how to optimize the available opportunities and minimize the structural weakness presented by the current workforce system environment for the betterment of regional employers and the labor force. Narrative must also include incumbent worker training and how the local workforce delivery system will work with regional employers to fill the entry-level positions created by upskilling incumbent workers.

The local area may support the narrative by:
- Including descriptions of when leaders, board members and stakeholders met and any subjects or resolutions that came to fruition; and
- Summarizing any number of reports commissioned to research and determine recommended actions that are of concern to local area and regional workforce system leaders and stakeholders. Examples include studies indicating strategies and tactics that will increase employers’ ability to attract, hire and maintain regional and local area labor force participants in gainful employment, or evaluating best practices for serving individuals with barriers to employment.

**Note:** While it is important that the drafters understand the data and connect the labor force requirements with occupational demands, it is also important to connect with actual employers who will verify that need.

1.4. **Provide an analysis of local area workforce development activities, including education and training.** [679.560(a)(4)]

**Expectation:** Narrative must present an analysis that includes the strengths and weaknesses of workforce development activities including education and training activities; the workforce system’s capacity to provide activities necessary to address the workforce’s education and skill needs, including individuals with barriers to employment and employers’ needs; and how apprenticeship programs can be leveraged to address these needs when it comes to individuals with barriers to employment, individuals in underserved communities, diversity of individuals and employers’ needs.

1.5. **Describe strategic planning elements including a regional analysis of economic conditions.** [20 CFR 679.560(a)(1)(i) and (ii)]

**Expectation:** Narrative must describe and analyze regional labor market data to articulate the region’s economic conditions and employers’ employment needs.

Factors being considered include, but are not limited to:
- Identifying existing and emerging in-demand industry sector(s);
- Identifying existing and emerging in-demand occupations;
- (Revised) Providing data describing the industry location quotients (LQ) of the local area(s); and
- Describing employers’ employment needs in existing and emerging in-demand industry sectors and occupations.

**Note:** Planning Regions may reference and summarize similar narrative originally provided in Appendix B: Regional Plan Instructions, prompt 1.3.

2. **STRATEGIC PLANNING: Vision and Goals**

Consider the local area analysis developed in Section 1, *Local Area Workforce and Economic Analysis*, the goals established by the governor as outlined in the state plan and the goals established regionally. Each local area plan will provide narrative to the prompts outlined in this section. Responses will identify the local area’s strategic vision and goals created by chief elected officials, the local board and the local workforce system stakeholders.

**Note:** If a local board is part of a *planning region*, responses will identify the local area’s strategic vision and goals in support of the planning region.

2.1. **What are the local board’s strategic vision and goals for preparing its workforce?** [WIOA Sec. 108(b)(1)(E); 20 CFR § 679.560(a)(5)]

Factors being considered include, but are not limited to:
- Local board’s strategic vision;
- Local areas associated with Planning Regions must also consider their respective regional plan goals and strategies, list appropriate goals and strategies to maintain alignment; and
- Identifying any additional local board goals and strategies.

2.2. **What is the local board’s strategy to work with the entities that carry out the core programs to align resources available to the local area, in order to achieve the strategic vision and goals for the local area?** [WIOA Sec. 108(b)(1)(F); 20 CFR § 679.560(a)(6)]

**Expectation:** Considering the local board’s responses to prompts at Section I, *Regional Workforce and Economic Analysis*, the
Appendix C: Local Area Plan Instructions

2.3. How will the local board’s vision and goals align with, support and contribute to the governor’s vision and goals for the state’s workforce development system, as well as any of the goals and strategies articulated in the regional plan? [WIOA Sec. 108(b)(2); 20 CFR § 679.560(b)(1)(iii)]

Expectation: Narrative must indicate that the local board adopted the governor’s vision and all goals as articulated in the WIOA Combined State Plan; it is expected that local board’s goals and strategies are reasonably aligned with the WIOA Combined State Plan, as well as any appropriate regional plan goals and strategies (wherever the local area is part of a planning region). Factors being considered include, but are not limited to:

- (Revised) How the local area will connect adults, dislocated workers and other targeted populations, especially youth and individuals with barriers to employment, to in-demand occupations and Registered Apprenticeships;
- How the skill gaps (addressed in the narrative to prompt 1.2 above) will be eliminated or narrowed;
- How the local board will target services efficiently to educate and increase its workforce’s knowledge and skill sets;
- How the local board will develop and implement a comprehensive Career Pathways plan (including both employment and education components, as well as adult education) throughout the local area;
- How the local area will coordinate with secondary and post-secondary institutions (including programs authorized by the Perkins V Act) to align strategies, enhance services and avoid duplication of services (including specific reference to adult education, community colleges and community education councils);
- (Revised) How the system will improve access to services and to activities that lead to a recognized postsecondary credential including Registered Apprenticeships;
- How the local area will expand upon work-based training goals and strategies such as transitional jobs and leveraging existing apprenticeship programs or working with employers in the local area to develop new programs;
- How will local area business service strategies be employed (i.e., Business Service Teams, or BST); and
- How the goals support economic growth and economic self-sufficiency for the local area.

2.4. What are the local levels of performance that have been negotiated with the governor and chief elected officials? [WIOA 116(c); 20 CFR § 679.560(b)(16)]

How will the local board’s goals relate to the achievement of these measures? [WIOA Sec. 108(b)(17); 20 CFR § 679.560(b)(5)]

(Revised 10/7/2022) Expectation 1: Local area plans must reference and include the completed WIOA Title I performance accountability tables found within the fillable template (i.e., Attachment 1: Local Area WIOA Title I Programs Performance Accountability tables). The tables incorporate the local area levels of WIOA negotiated performance goals for current and/or upcoming program year(s) and the attained performance measures from the previous program year(s). Attachment 1 must be revised annually. A plan modification is not required; however, an email notification of the revision must be provided to local area stakeholders including L&I. Further instructions are found within the attachment.

Expectation 2: Narrative must describe how the local board’s goals will assist in achieving the negotiated performance levels, and to what extent the local board’s goals are impacted by such levels. Narrative must address how performance levels are used to measure local area performance.

3. OPERATIONAL PLANNING: Local Area Workforce System and Investment Strategies

The following responses will expand on the previous section’s visions and goals including how the local board designs strategies to reach those goals.

Note: If a local board is part of a planning region, responses will identify the local area’s strategic vision and goals in support of the planning region.

3.1. Provide a descriptive overview of the governance structure for the workforce system, including key stakeholders and entities in the local area.

Expectation 1: Narrative must include a description of how local elected officials, advocacy groups, LWDB, and other key stakeholders interact within the local workforce system. This description must include the respective roles and functional relationships of the following entities, as well as other entities, that compose the local workforce system.
### Appendix C: Local Area Plan Instructions

Factors being considered include, but are not limited to Governance and Administrative functions:

- The local elected officials in the governance of the local workforce system (i.e., local board), as well as the day-to-day operations of the local workforce delivery system;
- The identity and role of the entity responsible for the disbursement of grant funds (i.e., fiscal agent entity) as determined by the chief elected official(s);
- The role of the LWDB as the governing body responsible for the governance, strategic planning, fiscal and oversight of the local workforce system;
- Include a listing of each committee of the board (executive committee, if applicable, and each standing committee (required and ad hoc)). Provide a brief description of the function of each committee;
- The identity and role of the entity responsible for providing staff to the local board (i.e., administrative entity); and
- The identity and role of the individual(s) responsible for ensuring equal employment opportunities and civil right protections.

**Expectation 2:** Each local board must reference and include a completed organizational chart depicting a clear separation of duties between the local board and programmatic and service delivery entities (i.e., Attachment 2: Local Workforce Development System Organizational Chart model).

**Structure Exceptions Note:** Consistent with the Local Governance Policy, Section VI.F., Restrictions, in cases where career and training services are provided by an interrelated agency (i.e., county agency, commission structure or corporation) that is also the employer of the LWDB staff and fiscal agent staff, the service and training provider staff must report to a supervisor that does not oversee local board or fiscal agent staff. L&I has determined that any one of the interrelated agencies listed above must have separate departments to ensure a clear separation between governance and the day-to-day operations, and that each department head must report to a different local elected official. This structure is only allowable through written approval by the department.

If the local area has an approved structural exemption, the chief elected official(s), in collaboration with the local board, must reference the approved structure exemption and address any structural issues in this section of the local area plan. The narrative must articulate that when career and training services are provided by an interrelated agency that is also the employer of the local board staff and fiscal agent staff, that separate departments, internal controls and appropriate supervision for each department is in place.

#### 3.2. What are the programs included in the local workforce delivery system and how will the local board work with the entities carrying out all workforce programs to support service alignment? [20 CFR § 679.560(b)(1)]

Factors being considered include, but are not limited to:

- Describe each local area workforce system's required and additional partner programs by referencing and including the completed program partner-provider list template (i.e., Attachment 3: Local Workforce Development System Program Partner-Provider List). This list identifies the programs, the program provider(s) and where in the local area the programs may be accessed;
- How will the local board collaborate with each required and additional partner in the PA CareerLink® service delivery system promoting service alignment; and
- How will alignment of such programs support the strategy identified in the state plan, the regional plan (if applicable) and the local area's strategies?

#### 3.3. How will the local board work with the entities carrying out core programs? [20 CFR § 679.560(b)(2)]

- Expand access to employment, training, education and supportive services for eligible individuals, particularly individuals with barriers to employment.
- Facilitate the development of Career Pathways and co-enrollment, as appropriate, in core programs (specify on-ramps from adult education).

Factors being considered include, but are not limited to:

- Describing the local board’s methods of validating the eligibility of individuals, including the use of telephone verification and documentation inspection verification, especially in consideration of individuals with barriers to employment;
- Outlining the steps staff will take to verify eligibility prior to self-certification;
- Describing strategies and operational elements established to ensure that participant “co-enrollment” across relevant programs is practiced;
- (Revised) Describing strategies and operational elements established to increase awareness of and access to WIOA title II programs, including an understanding of Title II-specific eligibility requirements;
### Appendix C: Local Area Plan Instructions

- Describing strategies and operational elements established to increase awareness and access to the WIOA title IV programs, and that operational compliance concerns are addressed (e.g., qualified Office of Vocational Rehabilitation, or OVR, counselors determine eligibility for services);

- **(Revised)** Describing efforts to identify and improve access to activities leading to a recognized postsecondary credential including Registered Apprenticeships; and

- Describing operational elements that the local board developed to address the systemic process created to develop and promote Career Pathways.

#### 3.4. What strategies will be implemented in the local area to improve business and employer engagement that: [20 CFR § 679.560(b)(3)]

- Support a local area workforce development system that meets the needs of businesses in the local area;
- Manage activities or services that will be implemented to improve business engagement;
- Better coordinate regional workforce and economic development strategy, messaging, engagement and programs; and
- Strengthen linkages between the PA CareerLink® service delivery system and unemployment insurance (UI) programs.

Factors being considered include, but are not limited to:

- Describing the local board’s strategies and key operational elements that frame the following initiatives:
  - work-based training opportunities, including but not limited to incumbent worker training programs, on-the-job training, or OJT, programs, customized training programs and the use of apprenticeship models to support these programs;
  - industry and sector strategies;
  - career lattices and pathways initiatives (including how they are connected to adult education);
  - expanding apprenticeship models to include development of pre-apprenticeship programs to serve as a feeder to existing registered apprenticeship programs or in concert with development of new registered apprenticeship programs;
  - utilization of effective business intermediaries; and
  - other business services and strategies designed to meet the needs of regional employers.

- Describing who facilitates employer engagement in workforce development programs, including small employers and employers operating within in-demand industry sectors and occupations;
- How will the local board engage employers within in-demand industries and ensure that the employment and training activities in the local area meet the needs of its employers;
- Describing entity(ies) tasked with the management and administrative roles of the business engagement services function (which includes employer case management, tracking of services and data research and analysis) as well as tracking which entities are making employer visits and the collaboration that occurs during these visits;
- Describing the roles and responsibilities of local board staff hired and contracted entities primarily tasked with business engagement related activities and services;
- How will the local board continue to develop appropriate ways to measure and benchmark employer outcome results;
- How will the local board improve key economic development partner relationships;
- How are programs and services being adopted by businesses and employers;
- If the local area has Industry Partnerships, how will the partnership employers influence not only the industry partnership training, but also that of the entire area;
- How will the local board improve strategies and practices to increase business and employer engagement over current levels;
- How will the local board better coordinate regional workforce and economic development strategy;
- If the local area has the Engage! Program, how will Engage! further strengthen the relationship between workforce and economic development; and

- **(Revised)** Unemployment Compensation (UC) representatives may not be deployed in the PA CareerLink® sites. In the event UC staff are not present, only UC courtesy phones and PC’s are provided. Describe the local board’s strategies and operational elements it uses to support unemployment insurance programs and resources employed for the benefit of the local area businesses and citizens.
  - Describe how UC claimants are provided reemployment services, including a brief overview of how the local board manages the “Reemployment Services and Eligibility Assessment” (RESEA) program;
  - Describe how the local board supports UC claimants, indicating they are complying with Pennsylvania’s UC law “Register for Work and Work Search”; and
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- Indicate how the local board identifies and refers to UC for adjudication, listing any potential UC eligibility issues identified during RESEA or any other UC claimant interaction.

**Note:** Narrative may contain other strategies the local board employs to expand employment and career advancement opportunities for workforce development system participants within in-demand industries or sectors. Narrative may also describe the local board’s plan to leverage unemployment insurance resources including but not limited to collaboration with UC regarding quarterly Employer UC Presentations, requesting UC assistance in promoting Employer UC Presentations as necessary and using UC as a resource for Employer contact when applicable.

### 3.5. How will the local board coordinate local area workforce investment activities with regional economic development activities that are specific to a local area? How will the local board promote entrepreneurial skills training and microenterprise services?  [20 CFR § 679.560(b)(4)]

Factors being considered include, but are not limited to:

- How will the local board strategically coordinate with regional economic development and employer partners in the local area to identify and fulfill industry needs;
- Describing regional and local area DCED supported activities (e.g., Small Business Development Centers, or SBDCs, which are PREP agencies) that collaborate with interested entities;
- Describing resources the local board will use to promote entrepreneurial skills training and microenterprise services;
- How is the local board measuring employer outcome results; and
- How will the local board support and promote a training strategy that leads to self-employment? How might this strategy be used to help individuals or participants with barriers to employment (e.g., persons with disabilities and ex-offenders)?

**Note:** Alignment between the public workforce system and local economic development activities (e.g., Engage! or PREP) is critical in order to identify and fulfill industry talent needs by training customers for emerging and in-demand job skills. Furthermore, microenterprise development refers to training for the purposes of self-employment. This training strategy may be appropriate for individuals or participants with barriers to employment, including persons with disabilities. *WIOA Final Rules, Preamble pg. 56108, first column.*

### 4. OPERATIONAL PLANNING: Local Area Workforce Delivery System

Prompts in this section require greater detail and must focus on how the local board will execute the strategies in section 3. The responses in this section must be more explicit: expanding on the roles of all partners, including examples of specific employment and training activities, as well as specific employer engagement methods.

#### 4.1. Provide a descriptive overview of the local area workforce delivery system, including key stakeholders and entities in the local area.

**Expectation:** Narrative must include a description of how local elected officials, advocacy groups, the LWDB, required and additional partners and other key stakeholders interact within the local area workforce service delivery system. This description must include the respective roles and functional relationships of the following entities, as well as other entities, that compose the local workforce service delivery system.

**Factors being considered include, but are not limited to Programmatic functions:**

- The identity and key role(s) of the PA CareerLink® operator(s) in the local area. Include a summary of the competitive process used (or will be used) to procure such entity;
- The entity or entities identified to provide WIOA title I programs and activities in the local area. Include a summary of the competitive process used (or will be used) to award the subgrants and contracts;
- The entity or entities that provide WIOA title II, Adult Education and Literacy programs and activities in the local area;
- The entity or entities that provide WIOA title III, Wagner-Peyser programs and activities in the local area;
- The entity or entities that provide WIOA title IV, Vocational Rehabilitation programs and activities in the local area;
- The identity and role of the individual(s) responsible for ensuring equal employment opportunities and civil right protections;
- Advocacy groups in the local area; and
- Other key stakeholders that compose the local area workforce delivery system network.
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4.2. Identify the one-stop partners (required and other) authorized to provide required and other programs within the local area. Describe briefly the role(s) of the one-stop partners (required and other). [20 CFR § 679.560(b)(5)(iv)]

**Expectation 1:** Narrative must list each of the one-stop partners, as well as describe their roles and the resource contributions to the local area workforce delivery system. Examples of resource contributions may include but are not limited to in-kind and programmatic contributions.

**Expectation 2:** Local boards are required to reference and include the completed program partner-provider list (i.e., Attachment 3: Local Workforce Development System Program Partner-Provider List). This list identifies comprehensive and affiliate PA CareerLink® sites, specialized centers and the programs available at each.

4.3. How will the local board facilitate access to services provided through the one-stop service delivery system? [20 CFR § 679.560(b)(5)(iii)]

**(Revised) Expectation:** The narrative must explain how the local board plans to facilitate access to services provided through the one-stop service delivery system, with evidence of efforts to expand access regarding the provision of employment, training, education and supportive services for eligible individuals, particularly concerning individuals with barriers. Consideration must be given to ways that technology, transportation and information sharing help expedite service access to customers, especially to remote and rural areas, target populations and individuals with disabilities. Available educational services, training programs and outreach activities must be described regarding services that partner agencies provide, and how to access such services.

The narrative must describe specifically how the local board facilitates service access with a consideration of the following:

- Plans to leverage resources and expand capacity within the local area workforce delivery system;
- Facilitates access to services provided through the one-stop delivery system (including facilitating access in remote areas);
- Describes efforts to provide quality services to remote and rural areas using technology and other means;
- In conjunction with a WIOA participant’s interaction with the one stop delivery system, and program case managers in particular, describes how and when participant or employer information is entered into the state’s system of record (i.e., CWDS). If a program case manager does not enter some or all the participant and employer information, describe who enters the information. Describe when the participant or employer information is entered into the state’s system of record (i.e., CWDS) in relation to the time services were actually performed;
- Describes other state-owned case management information system(s) employed in the local area that WIOA participants’ information is entered and stored (examples include, but are not limited to Unemployment Insurance, Adult Education and OVR). The local area must indicate the program partner that is the responsible entity that uses the case management information system;
- Describes the process that identifies participants not provided with WIOA title I and Title III career and training services but are enrolled in other WIOA programs. Describe how and when these WIOA participants’ services and activities are entered into the CWDS;
- Lists non-Commonwealth owned and leased information management system(s) employed in the local area to aid in the management of WIOA programs (include information management system(s) used by contracted service providers). If such system(s) is used, describe the process the local area uses to align the WIOA participant information entered into the local area’s additional non-Commonwealth owned and leased case management information system(s) with CWDS. The local board must provide a rationalization for why this data alignment process with CWDS is an optimum utilization of time, effort and funds;
- Participates in the development of Career Pathways that provide access to employment and training for individuals in adult education programs;
- Utilizes partners’ program information sharing in ways that stress the importance of getting the information to customers quickly, as well as ensuring that communication is accessible;
- Identifies strategies for better meeting the needs of individuals with barriers to employment (such as improving digital literacy skills);
- *(Revised)* Ensures access to services, i.e., interpreters and translated documents, for limited English speaking and reading populations, as well as for persons with impairments (visual, hearing, other accessibility needs);
- *(Added)* Describe language assistance requests received;
- *(Added)* Describe reasonable accommodations requested by employees and participants, and the response provided to the request; and
- *(Added)* If applicable, describe the level of participation in the Supplemental Nutrition Assistance Program, or SNAP, and what factors led to this partnership within your local area.

**Note:** Off-site program partner service locations may provide access to career services.
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4.4. How will entities within the one-stop service delivery system, including one-stop operators and the one-stop partners, comply with WIOA Sec. 188 (as applicable) and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101, et seq.) regarding the physical and programmatic accessibility of facilities, programs and services, technology and materials for individuals with disabilities? [20 CFR § 679.560(b)(5)(iii), 29 CFR § 38.40]

**Expectation 1:** The narrative must indicate how WIOA section 188 compliance, including civil rights and equal opportunity, and Americans with Disabilities Act of 1990 applicable provisions will be assured for those who avail themselves of the local area’s one-stop delivery system services and resources (and that resources are at an appropriate reading level for the general population, including regional designated services locations and mobile one-stops).

Factors being considered include, but are not limited to:
- List key technology and materials at the one-stop available for use by individuals with disabilities.
- Describe operational support for addressing the needs of individuals with disabilities.
- Describe efforts to address the needs of individuals’ with limited English proficiency, or LEP.
- If applicable, describe program partner and stakeholder actions related to this prompt.
- Describe local area staff trainings related to the subject matter (e.g., civil rights, equal opportunity, LEP, physical and programmatic accessibility, disability etiquette and sensitivity training) in this section and indicate when the trainings occurred.
- List the one-stop program partners participating in local staff training indicative of the subject matter noted in this section.
- (Revised) Describe corrective actions addressed as a result of L&I’s Office of Equal Opportunity annual compliance reviews and state current OEO compliance status (i.e., discrimination complaint procedures, LEP, affirmative outreach, training, and accessibility).

**Expectation 2:** The narrative must indicate compliance with affirmative outreach, which requires recipients to make reasonable efforts to include various groups including different sexes’ racial and ethnic/national origin groups, religions, and individuals with limited English proficiency, disabilities, and ages whether or not there is a specific funding stream.

Factors being considered include, but are not limited to:
- Describe outreach efforts such as: targeted media advertising (e.g., radio, newspaper, social media), sending notices about program openings and activities to schools, community groups and other special-interest groups that serve the targeted populations.
- (Revised) Since affirmative outreach includes training programs, outreach efforts and other positive steps, describe consultation with groups serving the targeted populations about efforts to improve outreach, training and services to targeted populations, and describe input received identifying training, education and services needed from organizations representing these groups, or programs, that interact with target populations, and how these needs are being addressed.

4.5. Describe how the local board will ensure the continuous improvement of eligible providers through the system and that such providers will meet the employment needs of local area employers, workers and job seekers. [20 CFR § 679.560(b)(5)(ii)]

**Expectation:** Narrative must describe how the local board determines the variety, quantity and quality of workforce services (i.e., employment, education and training activities), the service providers and the activities that support this endeavor.

Factors being considered include, but are not limited to:
- Explaining the local board’s periodic process that may employ regional and local area labor market information, High Priority Occupation list, as well as stakeholder input to help inform and meet workforce activity goals and objectives;
- Describing how the board projects the needs of employers, workers and jobseekers, including consideration of pipeline needs;
- Describing the local board’s outreach plan designed to better understand employers and their needs as well as service providers (e.g., employment, training and education);
- Describing how the local board will ensure sufficient numbers of quality eligible providers that meet the needs of employers and individuals;
- Briefly explaining how the local board employs the procurement process cycle to support continuous improvement;
- Describing the local board’s oversight roles assigned to the board and how it is implemented throughout the workforce service delivery system to support continuous improvement;
- Describing the local board’s assessment and monitoring process of the service providers; include the review of training...
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| 4.6. | Provide a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area. [20 CFR § 679.560(b)(6)]

**Expectation:** Narrative must describe all WIOA title I adult, or A, and dislocated worker, or DW, employment and training activities in the local area, including those involving basic literacy skills, and how activities are assessed. Additionally, the narrative must reflect how the local board selects and determines availability of A and DW activities for the benefit of participants, including individuals with barriers to employment.

Factors being considered include, but are not limited to:
- Describe how the local board identifies and then determines the types of A and DW employment and training activities that will be needed in the future;
- Identify the local board’s key assessment criteria and processes used to select A and DW employment and training activities (include key procurement steps that lead toward a complete assessment of the activities);
- Explain the local board’s consideration of future revisions and adoption of A and DW activity assessment criteria and processes;
- Articulate the board’s effort to attract a greater quantity of Title I A and DW training providers including online providers;
- Identify key employment and training activity discrepancies (if any) and solutions the board is considering and planning to implement;
- Explain how the local board determines the quantity and quality of available A and DW employment and training activities;
- (Revised) Explain the local board’s WIOA Title I Priority of Service policy in brief terms highlighting how potential WIOA participants are identified and are provided access to services (do not attach the policy). Explain how the board is continuing to review local area labor force data to support local area discretionary priority groups;
- Articulate the new emphasis WIOA has placed on the need to provide services to older youth and how the local board has responded to this requirement;
- If used, explain the process implemented to transfer program funds between A and DW programs (as needed) to help ensure sufficient training opportunities for eligible participants; and
- Describe the board’s operational position and current actions relative to the development and promotion of Career Pathways, co-enrollment of participants across multiple WIOA programs, and work-based training activities such as apprenticeships and OJT.

| 4.7. | How will training services be provided using individual training accounts, or ITAs, fund programs of study, or through the use of contracts for training services fund work-based trainings. [20 CFR 679.560(b)(18)]

**Expectation:** Narrative must include how ITAs and contracts, as outlined in WIOA Sec. 134, will be used in a coordinated manner to provide such services in the local area.

Factors being considered include, but are not limited to:
- Describe the ITA cap for the local area, as well as the methodology used by the local board to determine the cap;
- Describe how the local board will determine the circumstances in which contracts will be used instead of ITAs;
- Describe how the local board will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided; and
- (Added) Describe how the local board will account for the registered apprenticeship structure in the use of contracts and ITAs.

**Note:** Narrative may contain how local areas select an ITA assessment that are valid and appropriate for the target population and must provide reasonable accommodation in the assessment process, if necessary, for individuals with disabilities.

| 4.8. | Provide a description and assessment of the type and availability of youth workforce investment activities in the local area. [20 CFR § 679.560(b)(8)]

**Expectation 1:** Narrative must describe established priorities of the local board that allow for the service of as many eligible youth as possible, especially out-of-school youth (OSY), older youth and young people who are most at risk of not acquiring the necessary
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skills and abilities to attain meaningful employment, including individuals with a disability. Successful models of activities must be included.

Factors being considered include, but are not limited to:

- Describe the make-up of the local board’s Youth Standing Committee and its role in youth program design, including making the 14 Program Elements available to participants;
- Describe how to prioritize recruitment and services to OSY (WIOA 75 percent expenditure requirement);
- Describe how to increase work experience opportunities for youth (WIOA 20 percent expenditure requirement);
- Describe how to develop strong Career Pathways;
- Describe how to increase the co-enrollment of youth into partner programming in alignment with the participant’s individual service strategy and goals; and
- Describe how to leverage TANF Youth Development funding (YDF) to offer workforce activities to even more local area youth.

  o Indicate which of the 14 WIOA Youth Program Elements will be provided, the local provider organization providing the programming, activity time (i.e., year-round or summer only) and the goals for the total number/percentage of TANF youth anticipated to receive a WIOA Youth Program Element;
  o Describe who is responsible for TANF Youth Development program participants, methods used for recruitment, and collaboration with local County Assistance Office(s), or CAOs, the Department of Human Services’ Employment and Training providers, PA CareerLink®, and other WIOA funded programs. Explain any agreements regarding or referral of youth to be served with WIOA funds;
  o Describe how work experiences, enhanced by high-quality academic and workforce development programming, will be prioritized for TANF youth;
  o [Revised] Describe in detail any job placement where the LWDB plans to increase the hourly wage (the Department strongly encourages an increase in TANF youth participant wages for work experiences to be in alignment with the Governor’s priorities as defined in Executive Order 2016-02 Amended, whenever possible) that it has typically previously offered participants for work experiences;
  o Describe who is responsible for recruiting employers/organizations for work experiences, building and maintaining these connections and what methods are used for recruitment;
  o If applicable, identify the prospective businesses, as well as any community, education and workplace partners, that will support TANF Youth programming. Briefly describe any expected monetary and/or non-monetary contributions to the local board’s youth project(s);
  o If the local board plans to use a portion of TANF funding to offer incentives to TANF youth, describe in detail the type of incentive offered. Outline how the local board will clearly explain and make this incentive opportunity available to TANF-eligible youth. Explain how to accurately measure achievement of the established incentive requirements to ensure fair and equitable disbursement of any incentive awards to TANF youth program participants;

Note: The local board ability to offer TANF incentives is contingent upon the Department of Labor & Industry’s review and approval of the local board’s revised Incentive Policy, in alignment with 2 CFR 200 of WIOA and USDOL’s TEGL No. 21-16.

  o Provide the name, phone number and email address of the LWDB staff member responsible for implementation, tracking and reporting TANF YDF activities and expenditures;
  o Provide the following contact information for each TANF Youth Development Program-Youth Provider Sites in the LWDA: (1) Name, email and phone number of the Designated TANF Provider Contact Person(s) and (2) Name and Address of Provider’s Office Location/Worksites; and
  o Describe how the LWDB monitors local providers and who is responsible for the monitoring.

Expectation 2: Local boards must outline and define WIOA youth eligibility documentation requirements, including the “requires additional assistance to complete an education program or to secure and hold employment” criteria.

Expectation 3: Narrative must include a description of WIOA title IV Pre-Employment Transition Services provided to potentially eligible and eligible in-school youth with disabilities.

Expectation 4: Narrative must include local board strategies and collaborative actions with stakeholders to expose more youth support to YouthBuild, Job Corps and AmeriCorps programs and opportunities (if applicable). Data measuring the number of youth, and specifically opportunity youth, enrolled in these programs must be provided to support the narrative, as appropriate.
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**Note 1:** Additionally, if the local area is designated as part of a *Planning Region* the local board, in concert with the other local boards comprising the *Planning Region*, may articulate regional level strategies and activities within the regional plan (see Appendix B: *Regional Plan Instructions*, prompt 1.4).

**Note 2:** Categories of ‘additional assistance’ are required to be defined and developed for both in-school youth, or ISY, and out-of-school youth, or OYS. However, the 5 percent limitation for the use of this ‘additional assistance’ barrier category only applies to ISY. [WIOA (Department of Labor Only) Final Rule sections 681.300 and 681.310].

4.9. How will the local board coordinate workforce investment activities and ensure they are carried out in the local area with statewide rapid response? [20 CFR § 679.560(b)(7)]

**Expectation:** Narrative must describe the strategy and role of the local area and regional (if applicable) business service teams with the Rapid Response services. In addition, describe how the board is using the Rapid Response Guidance and Rapid Response and Trade Guidance released early 2017 to guide partners when providing rapid response services.

**Note:** Local boards should consider libraries as a possible place for Rapid Response teams to assemble, given their Wi-Fi, technology, and role in communities.

4.10. How will the local board coordinate relevant secondary and postsecondary education programs and activities with workforce investment activities to support strategies, enhance services and avoid duplication of service(s)? [20 CFR § 679.560(b)(9)]

Factors being considered include, but are not limited to:

- Local board strategies to coordinate and enhance workforce services regarding secondary and post-secondary education. The description needs to include methods involved to avoid duplication of services;
- Accessibility improvement of post-secondary programs and expanding access to appropriate technology in career and technical education programs, especially to online training programs that may help to eliminate skill gaps;
- Local board actions related to Perkins Act Section 134 biennial “CTE comprehensive needs assessment”; include the local board’s role with secondary, adult and postsecondary Perkins V recipients;
- (Revised) Relevant education programs that include adult education, registered apprenticeship and pre-apprenticeship, community colleges, community education councils, private licensed schools; and
- Basic skills training.

4.11. Describe the plans, assurances and strategies for maximizing coordination, improving service delivery and avoiding duplication of Wagner-Peyser Act (29 U.S.C. 49 et seq.) services and other services provided through the one-stop service delivery system. [20 CFR § 679.560(b)(11)]

**Expectation:** The narrative must describe strategies to implement the one-stop system operational goals and how these strategies will maximize coordination among one-stop system partners. It must specifically describe how the required partners’ activities and services are improved and duplication is avoided, as well as how merit staff and contracted service providers are coordinated. Additionally, the narrative must contain information surrounding the roles of the operator and site administrator(s) in coordinating local area program providers’ efforts and improvement of services.

Factors being considered include, but are not limited to:

- How the roles and responsibilities among partner programs are coordinated to achieve optimum results and avoid duplication of services;
- The efforts that are or will be implemented to improve program partner integration at PA CareerLink® centers;
- The one-stop delivery system’s referral mechanism;
- The established minimum requirements for a PA CareerLink® career services orientation, the method used for directing basic career services customer flow, use of a customizable initial intake form and a customizable template for developing Individual Employment Plans to ensure consistency and support alignment of services across programs, thus reducing duplicate data among partners; and
- The program partner’s staff development efforts designed to strengthen the professional skills of co-located partners’ staff in PA CareerLink® centers, such as cross-program staff training. As a partner, adult education may participate in delivering training in professional skills.

4.12. How will the local board coordinate WIOA title I workforce investment activities with adult education literacy activities under WIOA Title II? [20 CFR § 679.560(b)(12)]

Factors being considered include, but are not limited to:

- Indicate if WIOA Title II adult education providers were involved in the development of the local area plan and the...
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- Describe how the local board will carry out the review of applications to provide adult education and literacy activities under WIOA Title II for the local area to determine whether such WIOA Title II applications are consistent with the local area plan. The local board review must be consistent with WIOA Sections 107(d)(11)(A) and (B)(i) and WIOA Section 232 to ensure alignment with its local area plan and the coordinating of the activities described in the local area plan. Applicants for WIOA Title II grants are required to demonstrate alignment of proposed activities with the local area plan as one of the 13 required considerations under WIOA Title II;
- Describe how the local board will ensure it will make recommendations, if appropriate, to PA Department of Education (PDE) to promote alignment with the local area plan; and
- Describe how the local board will coordinate WIOA Title I workforce activities with those Title II adult education and literacy activities designed to be associated with WIOA Title I (i.e., for when the individuals participating in title I activities have basic education needs and when individuals in Title II programs have needs that may be address through Title I services or other services through the one-stop centers).

Note 1: Any WIOA Title II activities described must be allowable activities under Title II. These may include basic skills instruction both at the one-stop center and in other locations around the local area; compliant administration of standardized basic skills assessments; and workforce preparation activities for individuals receiving title II basic skills instruction.

Note 2: Guidance on the role the local board will play in their assistance with WIOA title II solicitation and procurement.

Local boards are not directly involved in WIOA Title II solicitation and procurement; the title II competition is run solely by PDE, and all funding decisions are made solely by PDE. The local boards will review applications submitted to PDE for WIOA Title II funds for alignment with the goals and strategies of the local area plan, and then provide recommendations to PDE on ways to improve alignment, if applicable.

Federal regulations require PDE to establish the process by which the local boards will review the WIOA Title II applications for alignment with the local area plan and submit recommendations to PDE for improvement of alignment. PDE will receive the applications for Title II funds and then distribute applications to the appropriate LWDBD for review. PDE will develop related review documents and rubrics and provide them to the local boards along with training on how to conduct the review and return the documents to PDE. All local boards must use the review documents and rubrics provided by PDE. Local boards have flexibility in determining which members of the local board participate in the review of applications. The review work may be led by local board staff but cannot be limited to local board staff. Board members connected to entities that submit applications for WIOA title II funds or that have other conflicts of interest cannot participate in the review.

4.13. What services, activities and program resources will be provided to participants, including those outlined at WIOA Sec. 3(24), Individuals with a Barrier to Employment, and WIOA Sec. 188, in the local area?

Expectation: Narrative must list the services provided to participants beginning with universal services (e.g., Wagner-Peyser Act based Employment Services) and concluding with a description of how individuals with a barrier(s) to employment are uniquely served.

Factors being considered include, but are not limited to:
- (Revised) Describe how the one-stop delivery system employs a methodical process ensuring customers’ accessible intake, establish participant status, determine needs of the participant and identify any barrier(s) to employment;
- (Revised) Describe how the one-stop delivery system employs a methodical outreach process that presents the benefits and services of the workforce development system to individuals and groups. A description of outreach activities may include information sessions regarding services that partner agencies provide and how to access such services. These outreach efforts may include presentations on available services that target certain populations, specifically targeting individuals with barrier(s) to employment as referenced in 1.1;
- Describe how the one-stop delivery system provides the appropriate services and resources equally to participants; and
- Describe services provided to individuals with disabilities eligible for services under WIOA Title IV.

4.14. What services, activities and program resources will be provided to businesses and employers in the local area? [20 CFR § 679.560(b)(3)]

Factors being considered include, but are not limited to:
- Roles performed by the PA CareerLink® Business Services Team, or BST, within the scope of the region as a whole; describe the BST organizational structure and who manages the BST; describe coordination efforts amongst BST members as well as actions of the local board; and indicate the program providers that comprise the BST (e.g., Veteran program LVERs, OVR staff, Rapid Response staff);
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- For program partners not specifically represented on the BST, describe how these partners are connected to employers (e.g., provision of adult basic education and workplace literacy information to employers);
- (Added) Describe how Registered Apprenticeship will be promoted and the level of involvement and expertise expected of the BST team;
- Describe regional coordination of messaging and engagement; which program providers are making employer visits and the collaboration that occurs during these visits; and the management of tracking business related services and associated data analysis for all program partners to share;
- What WIOA Title III (Wagner-Peyser Act) employer-based services, as well as other services and resources made available from partners are made available to business customers; describe how the activities and services are accessed by business and employers or their legal representatives; and offer insight into how workforce-oriented programs and services are being adopted by businesses and employers in the region;
- What WIOA Title IV (Rehabilitation Act of 1973) employer-based services are made available to business customers;
- Describe how businesses and employers engage with education; and
- If there are local board innovative practices such as the use of board staff and contracted entities providing business engagement activities and services, the narrative must detail the administrative and operational relationship between the BST and the local board business engagement efforts as well as demonstrating the reduction of duplicative services and activities.

4.15. How will the local board coordinate WIOA Title I workforce investment activities with the provision of transportation and other appropriate supportive services in the local area? [20 CFR § 679.560(b)(10)]

The narrative must explain the local area’s set of strategies designed to:
- Identify supportive services and resources (e.g., transportation, public libraries, childcare, legal aid, housing, mental health, refugee and immigration services, vocational rehabilitation services, independent living services, community reentry programs); and
- Coordinate supportive services and resources to allow customers to participate.

5. COMPLIANCE

The prompts in this section are focused on the local area’s compliance with federal, state and local government requirements.

5.1. Describe the cooperative agreements that define how all local area service providers will carry out the requirements for integration of and access to the entire set of services available in the local area one-stop delivery system. [20 CFR § 679.560(b)(13)]

**Expectation:** Narrative must include cooperative agreements (as defined in WIOA sec. 107(d)(11)) between the LWDB or other local area entities described in WIOA sec. 101(a)(11)(B) of the Rehabilitation Act of 1973 (29 U.S.C. 721(a)(11)(B)) and the local office of a designated State agency or designated State unit administering programs carried out under Title I of the Rehabilitation Act (29 U.S.C. 720 et seq.) (other than sec. 112 or part C of that title (29 U.S.C. 732, 741) and subject to sec. 121(f)) in accordance with sec. 101(a)(11) of the Rehabilitation Act (29 U.S.C. 721(a)(11)) with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers and other efforts at cooperation, collaboration and coordination.

5.2. What is the process the local board uses to ensure the collection of the debts of lower-tier sub-recipients, because of audits?

**Expectation:** Narrative must describe the local board’s debt-collection system and how grantees will utilize this system aggressively to ensure the collection of debts established because of sub-recipient audits. The narrative must also include procedures the grantee and fiscal agent will follow, once the amount of disallowed costs’ final determination is made. Once the final determination establishes the amount of disallowed costs, the grantee and fiscal agent must follow the procedures outlined herein to collect these disallowed costs.

5.3. What action(s) is the local board taking (or will take) towards becoming or remaining a high-performing board? [20 CFR § 679.560(b)(17)]

**Expectation:** Narrative must address the fact that the local board will implement the actions necessary to become or remain a high-performing board once such guidance has been issued.

Factors being considered include, but are not limited to:
- Attainment of the Governor’s goals as described in PA’s WIOA Combined State Plan;
- Successfully performed by meeting the local area negotiated federal performance goals;
Appendix C: Local Area Plan Instructions

- Sustained fiscal integrity throughout the local area and all interactions on a regional level (include employment of appropriate fiscal practices such as the adoption of internal controls and more robust procurement policies);
- Attainment of successful monitoring reports and other evaluations by federal and state oversight staff;
- Creation and employment of workforce governance and service delivery 'best practices' that may be modeled;
- Adoption and use of new and improved methods to reach and serve individuals with barriers to employment;
- Adoption and use of new career and training services provided for the WIOA Title I programs;
- Attainment of Pennsylvania’s training expenditure targets;
- Successful regional coordinated employer engagement practices between local Business Service Team(s) and local board(s) direct activities; and
- Sector initiatives measured through the employment of qualitative and quantitative measurements.

**Note:** Guidance pertaining to the actions a local board must take towards becoming or remaining a high-performing board are currently being developed. L&I considers a high-performing local board as a board that ensures the yearly attainment of goals, strategies and operational elements articulated in applicable law, regulation, contract(s) and agreement(s), PA’s WIOA Combined State Plan, Commonwealth policies, program grant and associated requirements and guidance are achieved; the board’s varied responsibilities including fiduciary and administrative are performed in a professional manner; its mission of being accountable to the workforce area stakeholders is upheld; and abides by other factors as determined by the PA Workforce Development Board.

### 5.4. What is the process the local board uses to provide an opportunity to have input into the development of the local area plan, particularly for representatives of business, education, labor organizations, program partners, public agencies and community stakeholders? [20 CFR § 679.560(b)(19)]

**Expectation:** Narrative must describe the robust collaboration among the many stakeholders to inform the contents of the plan. While WIOA and its associated regulations pay particular attention to the representatives of business, education and labor organizations, the narrative must include a description of the multiplicity of stakeholders that make up the local workforce system.

### 5.5. What is the process the local board uses to provide a 30-day public comment period prior to plan submission? [20 CFR § 679.560(b)(19)]

**Expectation:** Narrative must include a description of the process used by the local board (or planning region) to ensure the public had 30 days to review and comment on the contents of the proposed local area plan prior to its submission to the Commonwealth.

(Revised) **Note 1:** Narrative describing the 30-day timeframe must include the beginning and end date. In accordance with guidance, planning regions are required to post the entire regional plan for public comment in each of the local areas that make up the planning region.

**Note 2:** Comments submitted during the public comment period must be submitted along with the plan. Additionally, any comments made by a local board as a result of such comments, must also be included.
## Appendix C: Local Area Plan Instructions

### ATTESTATIONS

By checking the box adjacent to each line item, the local board attests to ensuring the compliance components and documents listed are (or will be) in place and effective prior to June 30, 2023. **In the rare circumstance that something is not applicable, the local board must write “N/A” next to adjacent line item.**

The following components and documents, including local workforce system policies, must be reviewed and revised as to be aligned with WIOA for the current planning cycle **unless it is established as a best practice.** Each item must be available to L&I at any time during the planning process and monitoring or auditing processes. L&I is not requiring copies of such documents to be attached to regional or local area plans at this time.

- ☐ The ______________ Local Workforce Development Area attests that each of the below referenced policies contain any required language or content and were last revised, if necessary, by this plan’s effective date.

- ☐ Agreement between all counties and other local governments, if applicable, establishing the consortium of local and chief elected officials.

- ☐ Agreement between the chief elected official(s) and the fiscal agent, if a fiscal agent is designated.

- ☐ Agreement between the local area elected official(s) and the LWDB.

- ☐ LWDB policy and process that provides for nomination, appointment and removal of board members; resolutions; bylaws; code of conduct; and conflict of interest.

- ☐ Financial management policy and process including cost allocation plan; internal controls; cash management; receipts of goods; cost reimbursement; inventory and equipment; program income; travel reimbursement; audit requirements and resolution; annual report; property management; debt collection; and allowable costs.

- ☐ Local area procurement policy that must describe formal procurement procedures.

- ☐ Local area MOU.

- ☐ Program management policies and processes must include equal opportunity for customers; complaints and grievances; supportive services; file management; eligibility determination and verification; self-sufficiency criteria; self-attestation and certification random sampling; priority of service; training verification/refunds; individual training accounts; contracts for training services; statewide training providers list and eligibility verification; local area training provider list and eligibility criteria and process; “additional assistance” definition; work-based training policies including incumbent worker training, OJT, CT, and apprenticeship.

- ☐ It is best practice to have a risk management policy and process including records retention and public access; public records requests; monitoring, grievance; incident; and disaster recovery plan.

- ☐ It is best practice to have a human resources policy and process including employee classification; benefits; holidays and PTO; recruitment and selection; employee development; discipline; layoffs, terminations and severance; sexual harassment; and equal opportunity and non-discrimination.

- ☐ It is best practice to have professional services contract(s) for administrative services such as staffing and payroll, if applicable.
The Pennsylvania Department of Labor & Industry, or L&I, negotiates WIOA Title I programs performance goals with the U. S. Department of Labor on a two-year program cycle, which aligns with the WIOA planning requirement of reviewing WIOA Local Area Plans every two years. In an effort designed to meet or exceed the state WIOA performance goals, PA negotiates these same goals with PA’s local workforce development areas, or LWDA, to optimally set each local area’s WIOA Title I performance goal levels so that, collectively, the state negotiated performance goals are met or exceeded. The Local Area WIOA Title I Programs Performance Accountability Tables are for the benefit of the public and must be updated annually with L&I supplied information as it becomes available. The completed tables must be publicly posted with the local area plan. The LWDB does not need to perform a WIOA plan modification as the tables are revised; email notification to local area workforce development stakeholders including L&I will suffice.

Table A instructions: Local boards must edit the table’s three columns with the appropriate program year(s) to correctly match the attained performance results from the most recent* program year and most recent* LWDA-negotiated performance goals for the next two program years.

<table>
<thead>
<tr>
<th>Table A</th>
<th>LWDA Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIOA Title I Programs (Adult-Dislocated Worker-Youth) Performance Measures</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attained Performance Results</td>
</tr>
<tr>
<td></td>
<td>*Program Year 2021</td>
</tr>
<tr>
<td>Employment (Second Quarter after Exit)</td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>%</td>
</tr>
<tr>
<td>Dislocated Worker</td>
<td>%</td>
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<tr>
<td>Youth</td>
<td>%</td>
</tr>
<tr>
<td>Employment (Fourth Quarter after Exit)</td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>%</td>
</tr>
<tr>
<td>Dislocated Worker</td>
<td>%</td>
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<tr>
<td>Youth</td>
<td>%</td>
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<tr>
<td>Median Earnings (Second Quarter after Exit)</td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>%</td>
</tr>
<tr>
<td>Dislocated Worker</td>
<td>%</td>
</tr>
<tr>
<td>Youth</td>
<td>%</td>
</tr>
<tr>
<td>Credential Attainment Rate</td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>%</td>
</tr>
<tr>
<td>Dislocated Worker</td>
<td>%</td>
</tr>
<tr>
<td>Youth</td>
<td>%</td>
</tr>
<tr>
<td>Measurable Skill Gains</td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>%</td>
</tr>
<tr>
<td>Dislocated Worker</td>
<td>%</td>
</tr>
<tr>
<td>Youth</td>
<td>%</td>
</tr>
</tbody>
</table>
Table B instructions: Local boards must edit the table’s three columns with the appropriate program year(s) to correctly match the attained performance results from the most recent* two program years and LWDA-negotiated performance goals for the upcoming* program year.

<table>
<thead>
<tr>
<th>Table B</th>
<th>LWDA Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIOA Title I Programs (Adult-Dislocated Worker-Youth) Performance Measures</td>
<td>Attained Performance Results</td>
</tr>
<tr>
<td></td>
<td>*Program Year 2021</td>
</tr>
<tr>
<td>Employment (Second Quarter after Exit)</td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>%</td>
</tr>
<tr>
<td>Dislocated Worker</td>
<td>%</td>
</tr>
<tr>
<td>Youth</td>
<td>%</td>
</tr>
<tr>
<td>Employment (Fourth Quarter after Exit)</td>
<td></td>
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<tr>
<td>Adult</td>
<td>%</td>
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<tr>
<td>Dislocated Worker</td>
<td>%</td>
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<td>Youth</td>
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<td>Median Earnings (Second Quarter after Exit)</td>
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<tr>
<td>Adult</td>
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<td>Youth</td>
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<tr>
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<td>Adult</td>
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<tr>
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<td>Adult</td>
<td>%</td>
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<tr>
<td>Dislocated Worker</td>
<td>%</td>
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<tr>
<td>Youth</td>
<td>%</td>
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</tbody>
</table>
The Southeast Pennsylvania region is home to over 4,624,000 residents, representing 35.7% of Pennsylvania’s population.

<table>
<thead>
<tr>
<th>Local Area</th>
<th>Local Population</th>
<th>Percent of Regional Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berks</td>
<td>429,342</td>
<td>9.28%</td>
</tr>
<tr>
<td>Bucks</td>
<td>646,098</td>
<td>13.97%</td>
</tr>
<tr>
<td>Chester</td>
<td>538,649</td>
<td>11.65%</td>
</tr>
<tr>
<td>Delaware</td>
<td>573,849</td>
<td>12.41%</td>
</tr>
<tr>
<td>Montgomery</td>
<td>860,578</td>
<td>18.61%</td>
</tr>
<tr>
<td>Philadelphia</td>
<td>1,576,251</td>
<td>34.08%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>4,624,787</strong></td>
<td></td>
</tr>
</tbody>
</table>
### Commuting Patterns

<table>
<thead>
<tr>
<th>Southeast Pennsylvania Region Count - County Worker Flows 2011-2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berks</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>Berks</td>
</tr>
<tr>
<td>Bucks</td>
</tr>
<tr>
<td>Chester</td>
</tr>
<tr>
<td>Delaware</td>
</tr>
<tr>
<td>Montgomery</td>
</tr>
<tr>
<td>Philadelphia</td>
</tr>
</tbody>
</table>

Source: County Commuting Flows by Resident Geography: 5-Year ACS, 2011-2015

### Where We Were

![Southeast PA Regional Unemployment Rates January 2020 - July 2022](image)

### CURRENT GRANTS/SPECIAL PROJECTS

- Apprenticeship Building America
- Business Education Partnership
- Career National Dislocated Work Grant
- Clean Energy Workforce Development Grants
- Digital Literacy
- EDA Good Jobs Challenge Grant
- Engage!
- Industry Partnerships
- Statewide Activity Funds
  - LGBTQIA+ Resource Assessment
  - Regional Employer DEI Symposium (virtual, early 2023)
**WIOA Local & Regional Plan Modification Timeline**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 16, 2022</td>
<td>Partner/Stakeholder input to Jenni Butler <a href="mailto:jbutler@montcopa.org">jbutler@montcopa.org</a></td>
</tr>
<tr>
<td>February 2023</td>
<td>Modification drafts (regional plan and all local plans) submitted to PA Labor and Industry for feedback from a review team representing multiple statewide workforce stakeholders and partners</td>
</tr>
<tr>
<td>March/April 2023</td>
<td>SEPA WDs receive feedback and incorporate recommendations into plan drafts</td>
</tr>
<tr>
<td>April/May 2023</td>
<td>Plans released for 30-day public comment</td>
</tr>
<tr>
<td>June 2023</td>
<td>Plans approved by workforce boards and submitted to PA L&amp;I for final approval</td>
</tr>
<tr>
<td>July 1, 2023</td>
<td>2021-2024 WIOA Local and Regional Plan Modifications Effective Date</td>
</tr>
</tbody>
</table>

**Pennsylvania Combined WIOA Plan Broad Goal**

**Career Pathways and Apprenticeship**: Develop a comprehensive career pathways system in PA and expand career pathways as the primary model for skill, credential, degree attainment, with an emphasis on assisting individuals to address barriers to employment, earn a family-sustaining wage, and advance their career.

**SEPA GOAL #1**

Develop consistent career awareness messaging that promotes Career Pathways and Apprenticeship as a regional connection from education & training to employers, engaging all stakeholders to broaden the message to SEPA career seekers.

**SEPA GOAL #2**

Regionally support local efforts for programming that leads to in-demand skill, credential or degree attainment for SEPA career seekers.

**SEPA GOAL #3**

Collaborate regionally to support, promote or develop systems to address common barriers to employment including, but not limited to transportation, digital literacy, technology/connectivity, English language learning, HSE, basic skills, criminal history, and child care.
Career Pathways and Apprenticeship

GOALS IN ACTION

- Regional apprenticeship initiatives
- Industry-specific Career Acceleration Programs
- HPO petition submission and resource sharing to expand ETPL
- CTC Career Camps in alignment with Perkins Local Needs Assessments
- What’s So Cool About Manufacturing competitions throughout the region
- Dream Team Berks County with plans for regional expansion
- Road Trip Nation
- Careers of Tomorrow
- Promotion of Skill Up™ PA
- Regional support of the Schuylkill River Passenger Rail
- Duplication of Digital Literacy Projects
- Regional Employer DEI Symposium

Pennsylvania Combined WIOA Plan Broad Goal

Sector Strategies and Employer Engagement: Engage employers and industry clusters through innovative strategies to improve the connection and responsiveness of workforce programs and services to labor market demand, including recruiting, training, and retaining talent.

Sector Strategies and Employer Engagement

SEPA GOAL #1
Create a regional strategy for leveraging competitive grants and other resources to address recruitment and retention training needs in key Industry Sectors.

SEPA GOAL #2
Support sector strategies and employer engagement as a regional activity through joint events (job fairs, career awareness events, etc.), project and partnership promotion and strategic alignment of key employer services when appropriate.

SEPA GOAL #3
Promote regional collaboration by continuing to convene Workforce Board Chairs and Directors regularly, using meetings as avenue for connecting to regional economic development groups & industry sector leaders/associations.
Sector Strategies and Employer Engagement

SEPA GOAL #4
Continue LWDB representation in SE Regional Economic Development PREP meetings to ensure close coordination and alignment with Economic Development Partners.

SEPA GOAL #5
Offer opportunities for local board members to participate in events of common interest throughout the region.

SEPA GOAL #6
Expand sector-based employer engagement via Industry Partnerships, apprenticeships, and other programs.

SEPA GOAL #7
Continue the proven best practices of jointly reviewing local High Priority Occupations (HPO) lists across the region to make sure that critical occupations in key industry sectors are identified and supported without regard to local boundaries.

GOALS IN ACTION

- Leveraged resources for grants - submission and/or implementation
- Regionally strategized key positions
- Multi-industry job fairs and career fairs supported and promoted across county lines
- 2 Manufacturing Studies focusing on labor demand
- Bi-weekly SEPA WDB Planning meetings
- PA L&I Center for Workforce Information and Analysis (CWIA) Labor Market Forum
- Industry Partnerships, including newly launched EMS Industry Partnership
- Apprenticeship PHL
- Successful submission of 9 regional HPO petitions covering 28 occupations

Key Industries

<table>
<thead>
<tr>
<th>NAICS Sector</th>
<th>Berks</th>
<th>Bucks</th>
<th>Chester</th>
<th>Delaware</th>
<th>Montgomery</th>
<th>Philadelphia</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 Manufacturing</td>
<td>2.33</td>
<td>1.22</td>
<td>0.75</td>
<td>1.13</td>
<td>31</td>
<td></td>
</tr>
<tr>
<td>22 Wholesale trade</td>
<td>1.17</td>
<td>1.05</td>
<td>0.78</td>
<td>1.13</td>
<td>49</td>
<td></td>
</tr>
<tr>
<td>23 Transportation</td>
<td>1.25</td>
<td>1.55</td>
<td>1.46</td>
<td>1.20</td>
<td>1.17</td>
<td></td>
</tr>
<tr>
<td>238 Finance and insurance</td>
<td>1.60</td>
<td>1.72</td>
<td>1.36</td>
<td>1.77</td>
<td>1.05</td>
<td></td>
</tr>
<tr>
<td>239 Professional and business services</td>
<td>1.57</td>
<td>1.59</td>
<td>1.46</td>
<td>1.72</td>
<td>1.29</td>
<td></td>
</tr>
<tr>
<td>231 Management of companies &amp; enterprises</td>
<td>2.08</td>
<td>2.45</td>
<td>2.22</td>
<td>1.61</td>
<td>1.06</td>
<td></td>
</tr>
<tr>
<td>232 Management of computer &amp; related services</td>
<td>1.64</td>
<td>1.46</td>
<td>1.00</td>
<td>1.43</td>
<td>1.21</td>
<td></td>
</tr>
<tr>
<td>233 Management of credit institutions</td>
<td>1.25</td>
<td>1.46</td>
<td>1.00</td>
<td>1.43</td>
<td>1.21</td>
<td></td>
</tr>
</tbody>
</table>
Industry Partnerships

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berks County Advanced Manufacturing Industry Partnership</td>
<td>Greater Reading Chamber Alliance</td>
</tr>
<tr>
<td>Emergency Medical Services Industry Partnership</td>
<td>Berks County WDB</td>
</tr>
<tr>
<td>Healthcare Connect</td>
<td>Greater Reading Chamber Alliance</td>
</tr>
<tr>
<td>Hospitality and Entertainment Industry Partnership</td>
<td>Philadelphia Works Inc.</td>
</tr>
<tr>
<td>ITAG – Innovative Technology Action Group</td>
<td>Philadelphia Works Inc.</td>
</tr>
<tr>
<td>Manufacturing Alliance of Chester and Delaware Counties</td>
<td>CCEDC</td>
</tr>
<tr>
<td>The Smart Energy Initiative</td>
<td>Philadelphia Works Inc.</td>
</tr>
<tr>
<td>Southeastern PA Manufacturing Alliance (SEPMA)</td>
<td>CCEDC</td>
</tr>
</tbody>
</table>

Youth: Increase opportunities for all youth to experience work-based learning through summer employment, pre-apprenticeship, Registered Apprenticeship, internships, job shadowing, mentoring, and other experiences in the workplace, including developing employability skills.

Pennsylvania Combined WIOA Plan Broad Goal

Youth: Increase opportunities for all youth to experience work-based learning through summer employment, pre-apprenticeship, Registered Apprenticeship, internships, job shadowing, mentoring, and other experiences in the workplace, including developing employability skills.

Youth

SEPA GOAL #1:
Develop a plan to outreach to youth and young adults (16-24) who are off-track regarding education or employment.

SEPA GOAL #2:
Continue to create pathways to apprenticeship opportunities for youth and young adults through outreach, pre-apprenticeship, mentoring and work experiences.

SEPA GOAL #3:
Continue to regionally promote and support projects that develop a talent pipeline in high priority occupations through Labor Market Information, Career Fairs or industry-focused competitions.
Youth

GOALS IN ACTION

• SEPA Opportunity Youth Study
• Targeted Youth Outreach (Fall 2023)
• What’s So Cool About Manufacturing
• LibertyBots
• Girls Exploring Tomorrow’s Technology
• Careers of Tomorrow
• Dream Team (Manufacturing)
• Road Trip Nation
• Career Academies (ED Council) - Healthcare and Manufacturing

Pennsylvania Combined WIOA Plan Broad Goal

Continuous Improvement of the Workforce Development System:
Identify and enact system changes and improvements that enhance the collaboration and partnership between agencies and partners in the workforce development system.

Continuous Improvement of the Workforce Development System

SEPA GOAL #1:
Implement a plan to continuously review local service strategies, regional data sets, curricula and other resources to leverage when possible, including the ongoing review of provider best practices as well as staff and contracted staff training.

SEPA GOAL #2:
Continue SEPA Regional Director’s meetings on a minimum monthly basis, additionally collaborating with the PA WDB, PA Workforce Development Association and PA Department of Labor and Industry as appropriate, leveraging SEPA experience and expertise to benefit the statewide workforce development system and ensure consistent understanding of legislation, policy revision guidelines, technical assistance, and monitoring practices.

SEPA GOAL #3:
Implement a bi-annual regional report to highlight best practices, opportunities for collaboration and service delivery comparisons where appropriate, measuring regional versus local benefits
Continuous Improvement of the Workforce Development System

**GOALS IN ACTION**

- Regional response to branding and outreach guidance.
- Content area expert staff support.
- Recovery Occupations Methodology (Philadelphia).
- State Policy and LI Workforce System Guidance regional review and response.
- Department of Human Services response related to EARN programming.
- Bi-Annual Report incorporating best practices (planned 2/23 release).

Pennsylvania Combined WIOA Plan Broad Goal

**Strengthening the One-Stop Delivery System**: Implement improvements to one-stop service delivery to better serve all customers, including job seekers and employers.

Strengthening the One-Stop Delivery System

**SEPA GOAL #1**: Regularly review and leverage resources and best practices as well as challenges evolving from Title I provider contracts, especially in instances when the same provider is used for services (at least twice per year).

**SEPA GOAL #2**: Share resources for public & employer awareness of programs & services.

**SEPA GOAL #3**: Continue attempts to constructively Engage PA Department of Labor and Industry as a partner to advocate where appropriate for customers receiving Unemployment Compensation.

**SEPA GOAL #4**: Align regional messaging as relates to one-stop services.

**SEPA GOAL #5**: Maintaining a supportive role in identifying gaps in connectivity and ensuring that those gaps are filled for all career seekers and students in SEPA.
**Strengthening the One-Stop Delivery System**

**GOALS IN ACTION**

- Collaborated with PREP partners and local governments to significantly expand connectivity access
- Philadelphia Works is represented on the Digital Equity Alliance and provides best practices and resources for SEPA
- Local area's involvement with multiple agencies to address system gaps.
- School district connections to identify ISY in need of additional support
  - Supporting those in need of Comcast Internet Essentials when eligible for supportive services
- Outreach campaigns (shared resources to reach customers)

Questions
Feedback to jbutler@montcopa.org
by 12/16/22