The EARN Program
PY 2024–2025

Request for Proposal Presentation
The Chester County Department of Workforce Development (DWD) is the entity designated by the Board of County Commissioners to act as the administrative entity and the fiscal agent for the operation of the PA Department of Human Services (DHS), Employment and Training Programs in Chester County.

Under the direction of the Local Management Committee (LMC), the LMC is seeking proposals from qualified and experienced providers who are interested in providing employment and training services to eligible TANF Recipients of Chester County during PY 2024.
PA CareerLink – Chester County

- Location:
  479 Thomas Jones Way, Suite 500, Exton, PA 19341

- Main Phone:
  610–280–1010
Employment, Advancement and Retention Network (EARN) Program

Integrated Services:

- The EARN program is co-located with the Chester County PA CareerLink and the Chester County United Way Financial Stability Center.

- Direct referrals from the County Assistance Office.

- Includes Title I Adult, Dislocated Worker, Rapid Response, Youth and Young Adult Programming.

- Workshops, employer events, class-size training and presentations are available.
**Chester County LMC**

**What is the Local Management Committee (LMC)?**

- The LMC is a policy unit which consists of members from responsible agencies for overseeing all welfare to work programs funded under the PA Department of Human Services (DHS).

- Members of the LMC are with the Workforce Development Area and Board, Chester County Assistance Office, Education Agency, Economic Development, are appointed through the Bureau of Policy, a division of the Department of Human Services.

- The LMC is actively engaged in the policy making decisions and management of funds received from DHS, formerly known as DPW.

- The LMC will review proposals at their *April/May 2024* Proposal Evaluation Meeting and make recommendations for project approvals.
# PY 2024 RFP Timeline

<table>
<thead>
<tr>
<th>RFP Milestone</th>
<th>Completion Date</th>
<th>Notes</th>
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<tbody>
<tr>
<td>RFP is Released</td>
<td>Wednesday, February 14, 2024</td>
<td>RFP is made available to all interested parties</td>
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<tr>
<td>Bidder’s Conference/ Presentation</td>
<td>Thursday, February 29, 2024</td>
<td>Begin emailing questions related to RFP</td>
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<tr>
<td><strong>Due Date for Proposals</strong></td>
<td><strong>March 14, 2024 @ 3:00 pm</strong></td>
<td><strong>Vendors have Approx. 2 weeks to submit proposals</strong></td>
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<tr>
<td>Proposal Evaluation</td>
<td>April/ May 2024</td>
<td>LMC will evaluate the proposals</td>
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<tr>
<td>Formal Proposal/Project Approvals</td>
<td>April/ May 2024</td>
<td>Executive Session - LMC will formally vote on project approval</td>
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<tr>
<td>Negotiation and Contracting with Approved Projects</td>
<td>May/ June 2024</td>
<td>Contracts will be Developed and Executed during this period (month of June)</td>
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EARN Program

- The EARN Program was developed to address the needs of Individuals with barriers to employment and training for purpose of gaining self and family sufficiency
- EARN is based on human-centered design and includes a combination of case management, coaching, licensed counseling, and peer-to-peer experiences to develop a career pathway through job placement and job retention goals for the participants referred from the County Assistance Office (CAO).

All Programs: To increase participation in employment and training activities.

Providers will be responsible for:

- Tracking and Documenting the number of Core and Non-Core Activity hours in the case file and data entry into CWDS which is the Commonwealth Workforce Development System and is the required system of record.

Orientation and Assessment  Case Management
Job Development/Placement  Skills Training
Data Entry (CWDS)  Life Skills Training
Transportation Services  ESL/GED/ABE Services
Rehabilitative Services  Core/Non Core Activities
Outreach Services  Work Experience
Community Service  Resume Writing

Eligibility for enrollment to any of the Welfare to Work programs is granted through the County Assistance Office (CAO)
EARN, clients may participate in a variety of federally mandated core activities, all in an effort to attain self-sufficiency and obtain employment, (to name a few but limited to):

- life skill presentations,
- various job readiness activities,
- skills training,
- educational-related activities.
- Community Service Activities, and Paid-Work Activities
## PY 2023-2024 EARN Performance Measures

<table>
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<tr>
<th>Performance Goal</th>
<th>Definition</th>
<th>GOAL</th>
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<tr>
<td>Licensed Counseling Services</td>
<td>EARN service providers must provide access to professionals who are trained and certified to provide social work or counseling services. The professionals should have knowledge of local resources and social service coordination, as well as counseling skills to establish rapport, discuss sensitive topics, and respond effectively to participant needs including referrals to ongoing counseling or therapeutic services.</td>
<td>Payment based on number of individual clients meeting standard (80% completion rate)</td>
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<tr>
<td>Credentialing</td>
<td>In the credentialing component, a client must receive a diploma or certification that will provide the client with an industry-recognized certification or certificate and marketable skill directly related to employment. Limited to one credentialing payment per client per enrollment.</td>
<td>Payment based on number of individual clients meeting standard (50% completion rate)</td>
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<tr>
<td>Placement</td>
<td>Clients must attain Unsubsidized Employment (AC 33), working a minimum of 80 hours in a four consecutive week period at the higher of the state minimum wage plus two dollars per hour or the federal minimum wage plus two dollar per hour for all qualifying hours worked.</td>
<td>Payment based on number of individual clients meeting standard (70% completion rate)</td>
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<td>Retention</td>
<td>After a client meets the Placement goal, the client is eligible for retention services. During the retention period, employment verification is necessary at the 6-month (183 days) mark and 12-month (365 days) mark for validation purposes. A client may not have hours counted in the same calendar month for both placement and retention.</td>
<td>Payment based on number of individual clients meeting standard (50% completion rate)</td>
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Direct Service Team:
A Requirement for all program providers:

The Direct Service Team (DST) meets bi-weekly:

All providers must attend the DST to discuss progress of each participant.

Attendees include:
- DWD Workforce Program Coordinator
- Provider Upper Management
- County Assistance Office Case Workers
- Job Developers
- Skill training providers
Electronic Submission

- The RFP is available through the DWD website at [www.chesco.org/159/Workforce-Development](http://www.chesco.org/159/Workforce-Development).

- Applicants are required to submit their application through the online system. Instructions are available on the DWD website. DWD will not accept hardcopy or alternative submissions. Completed applications must be received by 3:00 PM on Thursday, March 14, 2024.
PY 2024 Proposal Evaluation and Proposal Narrative Development

Proposals are required to address the following:

- Statement of Need
- Program Management and Organization Capacity
- Program Design and Service Strategy
- Case Management and Record Keeping
- Line-item Budget
- Past Performance Measurements and Demonstrated Effectiveness
Attachments

- Cost Proposal (Budget & Budget Narrative)
- Evidence of Liability Insurance
- Resumes & Qualifications of Key Personnel
- Audit or Financial Statements (Most Recent)
- Support Letters
- Organizational Chart
- Supporting Job Placement or Labor Market Information
PROPOSALS ARE DUE Thursday, March 14th at 3:00PM

web: [www.chesco.org/159/Workforce-Development](http://www.chesco.org/159/Workforce-Development)

For questions about this announcement or completing the RFP, please contact:

For technical assistance:

- Trish Hennessy | [phennessy@chesco.org](mailto:phennessy@chesco.org)

All programmatic questions should be directed to [workforcedevelopment@chesco.org](mailto:workforcedevelopment@chesco.org) with a “cc” to related staff

- Lila Singleton (Adult & Dislocated Worker Programming) [lsingleton@chesco.org](mailto:lsingleton@chesco.org)
- Lucia Spargo (EARN Programming) [lspargo@chesco.org](mailto:lspargo@chesco.org)
- Tracey Dougherty (Youth Programming) [tdougherty@chesco.org](mailto:tdougherty@chesco.org)
- Jeannette M. Roman (Director) [jroman@chesco.org](mailto:jroman@chesco.org)
- Stephanie Smith (Manager) [srsmith@chesco.org](mailto:srsmith@chesco.org)