

One Stop Operations and Oversight Committee

March 8, 2022

8:30 A.M.

ZOOM platform

PRESENT: B. Forrest, P. Levesque, K. Franzese, K. Kersey, D. Harrington

EXCUSED:

STAFF: R. Avila, D. Achilles, D. Lovelace

GUEST: J. Mouillesseaux, K. Cerasaro, S. Paczkowski

Ms. Franzese will act as Chair for the meeting of One Stop Operations and Oversight Committee on Tuesday, March 8, 2022, at 8:30 a.m.

CALL TO ORDER

One Stop Operations and Oversight Committee meeting was called to order at 8:33 a.m.

INTORDUCTIONS

Mr. Cerasaro introduced Mr. Paczkowski, New York State Department of Labor, Career Center Supervisor.

Ms. Avila introduced Ms. Harrington, Tompkins Community Action, Interim Director as a new Committee member.

Ms. Avila introduced Ms. Lovelace, Tompkins County Workforce Development Board, Workforce Development Associate as new Board staff.

APPROVAL OF MINUTES JANUARY 11, 2022

It was moved by Mr. Levesque, seconded by Mr. Forrest and unanimously adopted by voice vote of members present to approve the minutes of January 11,2022 as written.

WORKPLAN

OET Update

Ms. Mouillesseaux will report in her presentation below: "Reimaging the Workplace"

Career Center Update

Ms. Mouillesseaux reported the Career Center staff is working on several workshops for job seekers and employer. Some of the workshops that are being held are training and funding eligibility, resume prep and interview (before, during and after) with 57 participants in attendance. The workshops will be virtual and hybrid in the future. There has been an increase in participation of workshops from 4 to 6 participants pre-pandemic to 37 to 60 starting in January 2022.

Ms. Mouillesseaux reported that the policies that have been updated to reflect an increase of funding for training has helped in the number of participants who are reaching out for training.

Mr. Cerasaro reported NYSDOL staff are continuing to work with customers virtually and in person by appointment only. The NYSDOL staff are working with 10 customers a week in person for entry appointments (resumes, interviews prep.)

Mr. Cerasaro reported that there is not a timeframe to reopen the Career Center in Tompkins County at this time. NYSDOL has hired a Security company and have a guard in place full time.

In-demand Occupations List

Ms. Avila reported to the Committee the in-demand occupations list was approved at the full Board meeting Tuesday, February 22, 2022. Ms. Avila has shared the in-demand occupation list with Ms. Mouillesseaux, Career Center staff, Tompkins Cortland Community College, and Tompkins, Seneca, Tioga BOCES. Ms. Avila reported that the Committee will revisit the in-demand occupation list every 6 months to keep up to date.

Policy Review and Approval

Electronic Device(s) Policy

Ms. Lovelace reported to the Committee that the electronic device policy allows for funding to be used to purchase iPads, laptops and smartphones for individuals who are in need for will participant in 6 months of training. This policy did not include in-school youth that receive devices from local school districts.

It was moved by Ms. Harrington, seconded by Mr. Leveque and unanimously adopted by voice vote of members present to approve the electronic device policy as written.

Supportive Services Policy

Ms. Lovelace reported to the Committee the supportive services policy has been updated to allow funds to purchase cables, other items needed for iPads, laptops, and smartphones, and internet services.

It was moved by Mr. Levesque, seconded by Mr. Kersey and unanimously adopted by voice vote of members present to approve the supportive services policy as written.

PRESENTATION: " Reimagining the Workplace"

Presentation Link:

https://www.canva.com/design/DAE5YfjOyeg/bCzo1o4Tzsx2FG8lDySj0w/view?utm_content=DAE5YfjOyeg&utm_campaign=designshare&utm_medium=link&utm_source=shareyourdesignpanel

DIRECTOR'S REPORT

Ms. Franzese Congratulated Ms. Avila on her appointment at the Workforce Development Board Director at the Tompkins County Legislature meeting Tuesday, March 1, 2022 meeting.

One-Stop Operator Procurement-RFQ

Ms. Avila reported to the Committee that the One-Stop Operator Procurement RFQ was released February 22, 2022, and will close March 25th at 1:00 p.m.

DRC Position

Ms. Avila reported to the Committee that the Career Center DRC position is up and running with the Coordinator Ms. Stanley. This is a 3-years pilot funding for the DRC position. Ms. Avila reported that the Board is waiting to receive our NOA. Once the program is moving forward Ms. Avila will have Ms. Stanley do a presentation on the progress of the program.

Committee Chair Update

Ms. Avila reported to the Committee that the Governance and Membership Committee will be working on making recommendation for appointment as Chair of the One Stop Operations and Oversight Committee as well as Governance and Membership Committee Chair.

ADJOURNMENT

The meeting adjourned at 9:23 a.m.

The next scheduled meeting is Tuesday, May 10, 2022.

**Tompkins County Workforce Development Board
Electronic Devices for Participants Policy**

I. Purpose

The purpose of the Electronic Devices policy is to provide eligible participants with access to, and additional support for, training, employment, and related services that require the use of an Electronic Device.

Note: This policy will be reviewed on an annual basis and is subject to change.

II. Overview

According to Program guidance Letter #21-02 LWDBs may purchase and distribute Electronic Devices such as laptops, tablets, and smart phones for employment and training program participants using Workforce Innovation and Opportunity Act (WIOA) Title I funds.

- a. Participants must attest they do not own a comparable Electronic Device, or they only own an old inadequate device, and do not have sufficient personal funds to purchase these items, and they are unable to obtain an adequate Electronic Device through another program they are enrolled in or eligible for.
- b. No more than one Electronic Device may be purchased per participant, per lifetime.
 1. Ownership of the Electronic Device is transferred to the participant once the item is released to the participant.
 2. Participant agrees to reimburse the Career Center, or return the device if withdrawing from the program early, and before completing at least **six months (24 weeks) of active training time**
- c. Related items can be purchased separately under the current Supportive Services policy and are not subject to the Electronic Devices policy.
- d. Participants can purchase their own Electronic Device and seek reimbursement.
 1. The amount dispersed to the participant cannot exceed the funding caps within this policy regardless of the device cost.
 2. The amount dispersed cannot exceed the cost of the device and related items.
 3. No reimbursements can be processed without supporting receipts.
 4. Reimbursement requests should be for costs in the last 6 months.
 5. No reimbursements can be made for purchases occurring before the participant's enrollment in an eligible WIOA funded program.
- e. The cost of the Electronic Device cannot exceed \$600.
 1. The cost for the Electronic Device must be deducted from the participant's total \$9000 lifetime limit where applicable.
 2. Purchasing an Electronic Device, cannot cause the person to exceed their \$9000 lifetime limit when applicable.

<p><u>Electronic Devices include:</u></p> <ul style="list-style-type: none">• Laptop• Tablet• Smartphone <p><u>Excluded Items include:</u></p> <ul style="list-style-type: none">• Gaming systems• VR headsets or smart glasses• Smart watches	<p>Electronic Device Funding cap not to exceed \$600</p> <p>Maximum funding cap for <u>Electronic Devices</u> is \$600 of the total \$9,000 funding cap.</p>
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III. Eligibility

Contingent on available funding an Electronic Device will be available, at the beginning of training, to all eligible participants, consistent with WIOA's Priority of Service requirements, who meet the following criteria.

- a. Individuals must be enrolled and participate in a WIOA Title I funded program for adults, dislocated workers, or out of school youth through the Tompkins Workforce New York Career Center and have a **documented long-term need** for an Electronic Device including but not limited to:
 1. Training longer than six months (24 weeks).
 2. Participation in on-the-job training (OJT)
 3. Participation in a WIOA Title 1 Youth, Adult, or Dislocated Worker work experience program.
- b. Participant's family income (based on family-size) does not exceed 250% of the poverty level.
- c. Participants must not own a comparable Electronic Device, or they only own an old inadequate device, and do not have sufficient personal funds to purchase the items, and they are unable to obtain an adequate Electronic Device through another program they are enrolled in or eligible for.

IV. Career Center Staff Responsibilities

The Tompkins Workforce New York Career Center must ensure Electronic Devices provided to adults and dislocated workers, and out of school youth are directly linked to training and employment related activities. LWDBs must follow their own purchase policy for the Electronic Devices in compliance with Uniform Guidance. LWDBs must also perform a cost comparison analysis to ensure the cost is reasonable.

- a. Staff must document all attempts to obtain this service through other community resources.
- b. Staff must document that the Electronic Device is necessary for the individual to successfully participate in the training program, work activity, or related services, including entering a SENSE comment in OSOS that indicates what is provided and why.

- c. Maintain inventory records including serial numbers for all devices purchased using WIOA funds, and documentation that verify participants received their Electronic Device through an original signature on a receipt form.
- d. Maintain records of documentation that verify the client is eligible for the Electronic Device, through an original signature on the SELF-ATTESTATION FORM - Electronic Device(s).
- e. Make reasonable efforts to recover devices or reimbursements from participants that withdraw early from training or services and haven't completed at least **six months (24 weeks) of active training time**; and maintain records of documentation showing those efforts.
 - 1. Reasonable efforts include: making multiple attempts to contact a person; using multiple methods of contact when possible; and arranging to pick up the items from the individual, and
 - 2. Maintaining records that verify the career center received returned items or reimbursements through an original signature on a receipt form.

V. Participant Responsibilities

- a. Agree to participate in and complete a WIOA Title I funded program for adults, dislocated workers, or out of school youth, and complete at least **six months (24 weeks) of active training time** through the Tompkins Workforce New York Career Center after receiving the device.
- b. Review and sign the SELF-ATTESTATION FORM - Electronic Device(s).
- c. Sign a receipt when receiving an Electronic Device, or reimbursement.
- d. Be responsible for the proper care, lawful use, and security of the Electronic Device including necessary repairs.
- e. Return the Electronic Device or reimbursement for an Electronic Device, if withdrawing early from the program and having accumulated less than **six months (24 weeks) of active training time**.

VI. Justification

The goal of Supportive Services is to minimize barriers for adults to enable them to fully participate in workforce development and/or employment activities and opportunities to help them progress along their career pathway. According to Program guidance Letter #21-02 LWDBs may purchase and distribute Electronic Devices such as laptops, tablets, and smart phones for employment and training program participants using Workforce Innovation and Opportunity Act (WIOA) Title I funds.

Revised: 3/1/22
Board Approval:

SELF-ATTESTATION FORM - Electronic Device(s)

Participant Name: _____ Last First MI
Last Four Digits Social Security Number: <u>xxx</u> - <u>xx</u> - _____ OSOS NYS# _____

I hereby certify, under penalty of perjury, that the following information is true:

- I do not currently own an electronic device that meets my employment and/or training needs.
- I purchased an electronic device in the previous six months, and after enrolling in a WIOA Title I funded program for adults, dislocated workers, or out of school youth through the Tompkins Workforce New York Career Center
- There is no other program that I'm enrolled in, or eligible for, that can provide me with a comparable device.
- I agree to enroll in a program for adults, dislocated workers, or out of school youth through the Tompkins Workforce New York Career Center AND participate in at least six months (24 weeks) of active training.
- I will be responsible for the proper care, lawful use, and security of the Electronic Device including necessary repairs.
- I agree to return the electronic device, or reimbursement if withdrawing early from the program and having accumulated less than six months (24 weeks) of active training time.

I ATTEST THAT THE INFORMATION STATED ABOVE IS TRUE AND ACCURATE, AND UNDERSTAND THAT THE ABOVE INFORMATION, IF MISREPRESENTED, OR INCOMPLETE, MAY BE GROUNDS FOR IMMEDIATE TERMINATION AND/OR PENALTIES AS SPECIFIED BY LAW.

Applicant's Signature Date Phone Number

Signature of Parent or Guardian (as needed)

The above applicant self-attestation statement is being utilized for documentation of the following eligibility criteria:

Eligibility Staff Signature: _____ Date: _____

Revised: 3/1/22
Board Approval:

Electronic Device(s) - RECEIPT

Participant Name: _____ Last First MI
Last Four Digits Social Security Number: <u>xxx</u> - <u>xx</u> - _____ OSOS NYS# _____

I hereby certify, under penalty of perjury, that I **RECEIVED** / **RETURNED** (circle one) the following electronic devices and/or related items:

- LAPTOP _____ Serial Number _____
- TABLET _____ Serial Number _____
- SMARTPHONE _____ Serial Number _____
- Reimbursement _____ Amount: _____
- OTHER _____

I ATTEST THAT THE INFORMATION STATED ABOVE IS TRUE AND ACCURATE, AND UNDERSTAND THAT THE ABOVE INFORMATION, IF MISREPRESENTED, OR INCOMPLETE, MAY BE GROUNDS FOR IMMEDIATE TERMINATION AND/OR PENALTIES AS SPECIFIED BY LAW.

Applicant's Signature Date Phone Number

Signature of Parent or Guardian (as needed)

The above applicant self-attestation statement is being utilized for documentation of the following criteria:

Staff Signature: _____ Date: _____

Revised: 3/1/2022

Board Approval:

Tompkins County Workforce Development Board

WIOA Adult/Dislocated Worker Supportive Services Policy

Purpose

The purpose of this policy is to establish guidelines for the use of Workforce Innovation and Opportunity Act (WIOA) funds in the provision of supportive services to enable adults and dislocated workers to participate in WIOA activities.

The goal of Supportive Services is to minimize barriers for adults to enable them to fully participate in workforce development and/or employment activities and opportunities to help them progress along their career pathway.

The justification and strategy for providing supportive services must be clearly defined in the adult or dislocated worker's Individualized Employment Plan (IEP). Actively engaged, enrolled or in good standing WIOA adult and dislocated worker, may receive Supportive Services if funding is available and each participant has met criteria and guidelines set forth in local county policies. There are no specific requirements for when to provide supportive services. They may be provided based on the needs of the adult or dislocated worker as identified in the participant's IEP.

All supportive services are subject to the availability of WIOA funds and are not an entitlement. TCWDB may suspend or withdraw authorization for supportive services at any time and at the sole discretion of TCWDB.

Allowable Supportive Services are defined in TEGL 19-16. Services that enable an individual to participate in WIOA activities include, but not limited to:

- Linkages to community services
- Assistance with housing
- Needs-related payments
- Assistance with educational testing
- Reasonable accommodations for adults or dislocated workers with disabilities
- Legal Aid services
- Referrals to health care
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear
- Assistance with book fees, school supplies, and other necessary items for students enrolled in postsecondary education classes

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Board Approval:

- Payments and fees for employment and training-related applications, tests, and certifications

Any of the above listed Supportive Services may be provided under this policy and will be subject to any further restrictions listed below:

Supportive services may only be provided to participants who are participating in WIOA enrolled services and who are unable to obtain such supportive services through other programs providing such services and cannot receive supportive services through referrals to partner agencies and other community service providers (e.g, ACCES-VR).

Reimbursement costs:

If an enrolled adult or dislocated worker pre-pays a cost that can qualify as a supportive service cost, the participant may be reimbursed those costs.

- a) Stipulation for reimbursement is that the participant must be employed or in training for 30 days before reimbursement can be processed
- b) No reimbursements can be processed without supporting receipts
- c) Must be WIOA enrolled and costs must occur after WIOA participant enrollment.
- d) Reimbursement requests should be for costs in the last 6 months

Any Combination of Supportive Services will not exceed \$9,000

Housing/Child Care costs:

All community and local agencies that could provide this supportive service should be contacted prior to utilizing WIOA adult or dislocated worker funding (i.e. "all other options exhausted").

- e) Child care costs can only be paid at a licensed/certified day care provider (not relative/friend, etc.)
- f) Housing can only be paid to commercial hotels/established landlords (not relatives/friend, etc.)
- g) Housing or Child Care assistance will not exceed duration of training.

Any Combination of Supportive Services will not exceed \$9,000

Electronic Devices:

According to Program guidance Letter #21-02 LWDBs may purchase and distribute Electronic Devices such as laptops, tablets, and smart phones for employment and training program participants using Workforce Innovation and Opportunity Act (WIOA) Title I funds.

Revised: 3/1/2022

Board Approval:

Related items such as, but not limited to replacement charging cables and/or wall plugs, flash drives, printer cables or HDMI cables, cellular or internet service, and software can be purchased under this Supportive Services policy and are not subject to the Electronic Devices policy.

Participants must attest they do not own a comparable Electronic Device, or they only own an old inadequate device, and do not have sufficient personal funds to purchase these items, and they are unable to obtain an adequate Electronic Device through another program they are enrolled in or eligible for.

- a. No more than one Electronic Device may be purchased per participant, per lifetime.
- b. Contingent upon the current electronic Devices Policy.

Any Combination of Supportive Services will not exceed \$9,000

Transportation:

Gas cards, bus passes, cab fare: may be given to adult or dislocated worker to assist participant in being able to participate in program activities, training, and employment.

- a) Gas cards/ bus passes are to be utilized as a supplement to overall transportation costs, not to totally subsidize transportation costs of a participant. Adult or dislocated worker is to understand that this is a supplement to assist with transportation costs.
- b) **Gas cards** are distributed and paid at the current deferral government rate <https://www.irs.gov/tax-professionals/standard-mileage-rates> . Participant shall receive no more than \$50 in gas cards per day, covering only one full round trip to and from training or placement. Participant will not receive gas cards for days not in programs or training. **Training provider signed attendance sheets are required as supporting documentation.** If a provider cannot sign the attendance sheets, participant must return gas receipt after using the gas card. **No** additional cards will be issued if the participant does not return signed attendance sheet or receipt (which will include the gas card # on the receipt).
- c) **Bus Passes** are purchased on a monthly basis, unless the training is for a shorter length of time. Rate of bus pass purchase will vary depending on the travel needs of that adult or dislocated worker, to be determined with the Staff.
- d) **Uber/Lyft/Taxi expenses** are approved for instances where bus passes are not sufficient for covering transportation needs. (For example, when someone can take a bus to a class but there are no bus options for the ride home due to location and/or time of day.) Total expense cannot exceed the **\$50/day** cap.

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Board Approval:

- e) **Adult or dislocated workers who become employed may receive gas cards/ bus pass until their first paycheck. Employment and pay schedule will be verified with employer.**

Any Combination of Supportive Services will not exceed \$9,000

Other Transportation Supportive Services:

- a) Supportive services can include driver training course to assist adult or dislocated worker in gaining driver's license to enable participant to participate in program activities, training, and employment. ITA to be completed for training.
- b) For rural areas and other areas where transportation is limited or non-existent, purchase of a new or used bicycle may be as a means of viable transportation to enable adult or dislocated worker to participate in program activities, training, and employment. For rural distances, bike purchase to cover a radius of 25 miles is reasonable. Cost of the bicycle can't exceed \$250 and will be purchased by the Program.
- c) Other transportation modes or repairs can be funded but requires prior approval by the Workforce Administrator of that adult or dislocated worker contract. Cost of vehicle repairs can't exceed \$1,000.*
- All repairs must have an invoice in order to be paid
 - All repairs must be conducted at a state approved repair shop
 - Repairs are only done on vehicles registered to the participating adult or dislocated worker. No repairs will be made on family or friend vehicles, even if that vehicle is the participant's mode of transportation.

***Note:** Vehicle repair cap pertains to each training period or training funding request.

Therefore, a participant can't repeatedly receive funding assistance for vehicle repair during one training period (unless the total expenses have not yet exceeded \$1,000).

****Note:** Payments will be made directly to authorized service shops. No retroactive payments will be allowed.

Any Combination of Supportive Services will not exceed \$9,000

NOTE: Maximum amount cannot exceed over participants lifetime.

Procedure

The TCWDB shall require all WIOA service providers and grantees receiving funds from a grant or contract administered by TCWDB to comply with this policy and applicable procedures. It is the responsibility of each service provider to become aware of all applicable regulations and to monitor personnel and client activities to ensure compliance. TCWDB shall review grantee compliance with this policy during the annual monitoring process.

Revised: 3/1/2022

Board Approval:

Counselors should first contact MOA/MOU (Memorandum of Agreement/Understanding) partners or other community agencies in their area who may offer free services before utilizing WIOA Supportive Services funding, and the attempts made should be documented in OSOS comments.

At a minimum, service providers shall:

- 1.) document the need for the supportive service and justify issuance of the service in the participant's IEP and in OSOS (including a Comment describing what was provided and why, Achievement Objective and Service)
- 2.) maintain records of documentation that verify the client received the service through an original signature on a receipt form