

Location: Western Iowa Tech Community College & Teleconference

Date: 9/26/19

PRESENT - LWDB MEMBERS				ABSENT - LWDB MEMBERS			
Sara DeAnda		Dan Moore	X	Sara DeAnda	X	Dan Moore	
David Gleiser	X	James O'Donnell	X	David Glesier		James O'Donnell	
Brittney Gutzmann	X	Judy Peterson	X	Brittney Gutzmann		Judy Peterson	
John Hamm	X	Dr. Robert Rasmus	X	John Hamm		Dr. Robert Rasmus	
Janet Hansen		MacKenzie Reiling	X	Janet Hansen	X	MacKenzie Reiling	
Bridget Hoefling		Marcia Rosacker	X	Bridget Hoefling	X	Marcia Rosacker	
Christine Kennedy	X	Dan Schoenherr	X	Christine Kennedy		Dan Schoenherr	
Peggy La	X	Susanna Taylor	X	Peggy La		Susanna Taylor	
Micah Lang		Mary Tyler	X	Micah Lang	X	Mary Tyler	
Craig Levine		Pam Woolridge	X	Craig Levine	X	Pam Woolridge	
Jean Logan				Jean Logan	X		

PRESENT - CEO MEMBERS				ABSENT - CEO MEMBERS			
Craig Anderson	X	Pete Groetken	X	Craig Anderson		Pete Groetken	
Tom Brouillette	X	Wane Miller	X	Tom Brouillette		Wane Miller	
Raymond Drey	X	Keith Radig	X	Raymond Drey		Keith Radig	

PRESENT		PRESENT	
Alana Tweet – WIOA Title I		Guest: Nick Demke, Proteus	X
Janet Gill – WIOA Title I	X	Guest:	
Lori Knight – WIOA Title I	X	Guest:	

1. Call to Order & Roll Call:

CEO @ 4:01 P.M. Call to Order & Roll Call – Craig Anderson, Chair
 Approval of LWDB Appointment (Brittney Gutzmann) – CEO – Craig Anderson
 Oath of Office – Craig Anderson, CEO Chair
 LWDB Installation of New Board Member – (Brittney Gutzmann)
 LWDB @ 4:05 P.M. Call to Order & Roll Call – Dan Moore, Chair

2. Approval of Agenda – LWDB – Dan Moore & Craig Anderson, CEO Chair

3. Approval of Meeting Minutes: May 23, 2019, July 18, 2019 & August 14, 2019 Joint LWDB/CEO Minutes – LWDB – Dan Moore & CEO – Craig Anderson; September 17, 2019 LWDB Minutes – LWDB – Dan Moore

4. New Business: LWDB/CEO Admin Budget 2019-2020 /Transfer Approval – LWDB – Dan Moore & CEO – Craig Anderson; Approval Disability Access Committee Staff Changes – LWDB – Dan Moore & CEO – Craig Anderson; Title I Monitoring Report; WIOA Performance Measures/Levels (Draft)

5. Old Business: Realignment Transformation Plan – Draft

6. WIOA Core Partner Reports: Title I – Adult, Dislocated Worker, Youth Services; Title II – Adult Basic Education and Literacy; Title III – Employment Services; Title IV – Vocational Rehabilitation Services

7. LWDB Chair Report: Dan Moore

8. Policy/Field Memo Updates: TEN# 3-18, Change 1: Creating Industry-Recognized Apprenticeship Programs to Expand Opportunity in America; Field Memo# 19-03: Coordination of WIOA Title I funds and Iowa Last Dollar Scholarship; Field Memo# 19-04: Workforce Innovation and Opportunity Act (WIOA) Program Monitoring Program Year 2019

9. Reports from Individual LWDB/CEO Members

10. Report from State Representative

11. Adjournment

Motions Taken - Decisions Reached

APPROVALS	1ST	2ND	Unanimously Approved
1. Approval of LWDB Appointment (Brittney Gutzmann) – CEO – Craig Anderson	Tom Brouillette	Raymond Drey	X
2. Approval of Agenda – LWDB – Dan Moore	David Gleiser	Dr. Robert Rasmus	X
2. Approval of Agenda – CEO – Craig Anderson	Keith Radig	Pete Groetken	X
3. Approval of Meeting Minutes – LWDB – Dan Moore <ul style="list-style-type: none"> • May 23, 2019 Joint LWDB/CEO Minutes – “Attachment “A” • July 18, 2019 Joint LWDB/CEO Minutes – “Attachment “B” • August 14, 2019 Joint LWDB/CEO Minutes – “Attachment “C” • September 17, 2019 LWDB Minutes – “Attachment “D” 	Dr. Robert Rasmus (Minutes Approved Together)	Christine Kennedy	X
3. Approval of Meeting Minutes – CEO – Craig Anderson <ul style="list-style-type: none"> • May 23, 2019 Joint LWDB/CEO Minutes – “Attachment “A” • July 18, 2019 Joint LWDB/CEO Minutes – “Attachment “B” • August 14, 2019 Joint LWDB/CEO Minutes – “Attachment “C” 	Keith Radig (Minutes Approved Together)	Tom Brouillette	X
4a. LWDB/CEO Admin Budget 2019-2020 /Transfer Approval of \$2,000– LWDB –Dan Moore–Attachment “E”	David Gleiser	Mary Tyler	X
4a. LWDB/CEO Admin Budget 2019-2020 /Transfer Approval of \$2,000– CEO –Craig Anderson–Attachment “E”	Keith Radig	Raymond Drey	X
4b. Approval Disability Access Committee Staff Changes – (Brittney Gutzmann – Vocational Rehabilitation Supervisor) – LWDB – Dan Moore	Christine Kennedy	Jim O’Donnell	X
4b. Approval Disability Access Committee Staff Changes – (Brittney Gutzmann – Vocational Rehabilitation Supervisor) – CEO – Craig Anderson	Pete Groetken	Keith Radig	X
11. Adjournment – LWDB @ 5:00 P.M.	James O’Donnell	Dr. Robert Rasmus	X
11. Adjournment – CEO @ 5:00 P.M.	Craig Anderson	Adjourned the	CEOs

Meeting Notes

Reports/Discussion: Brittany Gutzmann was sworn in by Craig Anderson.

IV. New Business

\$500 more was recommended this year on the Administration Budget Transfer for a total transfer of \$2000.

MacKenzie Reiling stated that Vocational Rehabilitation is a required partner for the Disability Access Committee and Brittney Gutzmann is the new Vocational Rehabilitation Supervisor.

Janet Gill reviewed the Title I Monitoring Report. The Youth Program individual moved to Missouri and that there is no corrective action because the participant exited from program. Janet Gill reviewed the WIOA Performance Measures (State Outcomes) for the 4th Quarter of PY 2018 for the Adult, Dislocated Worker, Youth and Wagner Peyser performance groups. MacKenzie Reiling talked about the new system not automatically enrolling people and that numbers will go down.

V. Old Business

Realignment Transformation Plan- Some members have been contacted regarding training. There will be a process to appoint/reappointing members to the new board from the presently existing boards. Discussion took place on the

Realignment Transformation Plan; what the benefits are and what it looks like. Proposed 6 regions. Some of the current regions appealed the proposed configuration of the realignment of the regions. In the Realignment Plan the Northwest corner was together as one region with 20 counties. There would be one board for all the 20 counties.

Jim O'Donnell asked where the Midwest Diesel Tech Academy question of working on apprenticeships is at and discussion took place. MacKenzie stated that they will keep working with Midwest Diesel Tech Academy on it.

VI. Partner Reports

Title I – Janet Gill reviewed the Title I report. There was collaboration between Nebraska and Iowa regarding Bimbo Bakery Rapid Response Meetings. Title I casework is now being done via the new GEO Solutions platform. Funding for FY 2020 is lower than 10 years ago. Holding over the maximum 20% from last year's funding pools to help supplement needs for the upcoming year. Local elected officials and board members should be receiving information on training opportunities on realignment being coordinated by the consulting group, Maher and Maher. The IowaWORKS Greater Siouxland office and Western Iowa Tech are planning for the Fall Career Fair, which will be held on Thursday, November 21st from 10 a.m. to 3:00 p.m. at the Western Iowa Tech Campus.

Title II – Pam Woolridge reviewed the Title II report. The West High School location has free daycare. Looking at providing an additional class in LeMars. Trial session will be October 21 to December 16 on Monday and Friday from 12:30 to 3:00pm. New Students assessments are October 14 and October 15. ABE has 663 students enrolled in programs (387 ELL and 276 HSED) with total attendance of 4,982 hours with five weeks of class. There were 4 HSED completers (Sioux City main campus). There is an award ceremony coming up on October 10 with students receiving 920 certificates. Marcia Rosacker asked Pam to send out flyers on the LeMars program. Mary Tyler asked if there are classes are in Cherokee. Pam stated looking at starting a Zoom class at Hy-Vee in Cherokee.

Title III – MacKenzie Reiling reviewed the Title III report. Had finding on the Registered Apprenticeship audit. People entered into apprenticeship but dropped out before a certain time, so did not count. Jon Murad has 3 or 4 in the works. A Siouxland Laborshed study was done and an expert is coming to ECI meeting on October 31. There is an Ida Grove Summit on October 30th.

Title IV – Brittany Gutzmann stated she is the new Vocational Rehabilitation supervisor who took over for Mindy and has only been in the role for 2 months. Just hired two counselors from Briar Cliff. One of the counselors will be working with businesses.

VII. LWDB Chair Report –

Dan thanked everyone for participating with last minute teleconferences.

Dan introduced Nick Demke, Proteus representation in Sioux City. Nick assists families with Agriculture backgrounds at the IowaWORKS office. MacKenzie stated it is like Title I, but specific to Agriculture.

VIII. Policy/Field Memo Updates

Janet Gill reviewed TEN#3-18, Change 1: Guidelines for Creating Industry-Recognized Apprenticeship programs. Page 8 has information on Industry Recognized Credentials earned. Field Memo#19-03: Coordination of WIOA Title I funds and Iowa Last Dollar Scholarship provides guidance on what program pays first and last. Field Memo#19-04: Workforce Innovation and Opportunity Act (WIOA) Program Monitoring Program Year 2019 provides information and guidance on temporary procedures for Program Year 2019 (PY19) monitoring of the WIOA programs.

IX. Reports from Individuals LWDB/CEO Members – None

XI. Reports from State Representative – None

XII. Adjournment

RESPECTIVELY SUBMITTED

Judith K. Peterson

Judith Peterson

Date: 9/26/19

"The Mission of our group is to fully engage the Region 12 community in strengthening the economy through workforce development making it a better place to live, work, and grow."

REGION 12 PY18 ANNUAL REPORT

Executive Summary

IowaWORKS AJC in Region 12 is located in Sioux City, Iowa, which is located in Woodbury County. This One Stop has multiple partners co-located in one location, this provides an ease of connectivity for customers who enter the One Stop. Partners include Title 1 Adult, Dislocated, and Youth Services, Title 3 (Iowa Workforce Development) Title 4 (Iowa Vocational Rehabilitation Services), American Indian Council, Goodwill of the Great Plains, and Job Corps.

Region 12 continues to serve residents of Cherokee, Ida, Monona, Plymouth, and Woodbury counties. The unemployment rate for the region shows staying about the same as the end of the year for each county: Cherokee - 2.3%, Ida - 1.8%, Plymouth - 2.1%, Woodbury - 2.5% and Monona 2.9%.

Region 12 continued to see growth in the occupations of Food Manufacturing, Health Care, Hospitality, Transportation, Social Services, and Educational Services.

Regional Snapshot

Title 1 in Region 12 serves residents in Woodbury, Plymouth, Ida, Monona, and Cherokee County. Title 1 has 3.5 staff dedicated to serving residents in this area who meet eligibility qualifications for Title 1 Adult/Dislocated Workers and Youth programs. Title 1 adult/dislocated workers serves individuals who have lost their job through no fault of their own such as a plant or business closing or a permanent layoff, and those individuals who are low income or receiving state assistance may qualify for WIOA funding. There are limits on the amount of financial assistance a person can receive so some costs may be your responsibility. There are two categories of youth services that are provided to residents, Out-of-School Youth and In-School youth. *Out-of-School Youth must be aged 16-24*, not attending any school, and meet one or more additional conditions, which could include: School dropout; within the age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter; holds a secondary school diploma or recognized equivalent and is low-income and is basic skills deficient or an English language learner; subject to the juvenile or adult justice system; homeless, runaway, in foster care or aged out of the foster care system, eligible for assistance under Section 477, Social Security Act, or in out-of-home placement; pregnant or parenting; an individual with a disability; low income person who requires additional assistance to enter or complete an educational program or to secure and hold employment. *In-school youth must be aged 14-21*, attending school, low income, and meet one or more additional conditions, which could include: Basic skills deficient; English language learner; an offender; homeless, runaway, in foster care or aged out of the foster care system; pregnant or parenting; an individual with a disability; person who requires additional assistance to enter or complete

an educational program or to secure and hold employment. Both youth programs focus on placing participants in Work Experience Programs.

Iowa Workforce Development staff are also located in the Region 12 One Stop. These staff serve Residents in Cherokee, Ida, Plymouth, Monona and Woodbury Counties. During this reporting period there were a total of 8 staff members who provide Employment Services, 5 staff dedicated to serving customers under the PROMISE Jobs program, 1 staff dedicated to Reemployment Services (RESEA), 1 staff dedicated to Veteran Services under the Disabled Veteran's Outreach Program (DVOP), 1 Business Marketing Specialist, and 1 Supervisor. There were 6,277 customers who registered for services at the One Stop during PY 2018. During this reporting period there 306 customers were made partner referrals within the One Stop to help them overcome barriers or obtain assistance in education or training. Staff who assist PROMISE Jobs customers had an average caseload of 72 participants receiving active services. PROMISE Jobs, "Promoting Independence and Self Sufficiency through Employment," is Iowa's TANF Employment & Training program designed to assist cash assistance recipients to become self-sufficient through participation in work ready activities. Program participants develop an individualized Employment Plan outlining work ready activities in order to reach their individualized goals and reduce their dependency on the welfare support systems. Supportive services are offered to program participants as they prepare to become work ready individuals. Services may include: transportation assistance, childcare, housing assistance, tuition/books, work related licensing, assistance with interviewing and work uniforms. Each local area has a network of community resources and supportive services. Staff who work under employment services also assist with programs such as: Unemployment Insurance, Migrant and Seasonal Farm Worker Program, Ticket to Work, Trade Act, Future Ready Iowa, and Home Base Iowa.

Iowa Vocational Rehabilitation Services (IVRS) in the Region 12 One Stop serves residents in Woodbury, Ida, Plymouth, Monona, Sioux, Lyon, O'Brien and Osceola Counties. To better serve residents in the northern counties, Vocational Rehabilitation has a satellite location located in Sheldon, Iowa where 2 staff are placed. Vocational Rehabilitation has a total of 14 staff, this includes 3 clerical, 7 Counselors, 1 Assistant, 1 Associate, 1 Business Development Specialist and 1 Supervisor. Vocational Rehabilitation serves customers with a diagnosed disability, impediments to employment, multiple services needed over an extended period of time. The focus is employment- freshman in HS- to any age as long as able to work. IVRS also has retention services to help people maintain employment if they are already working, but at risk of losing their job due to a physical or mental disability. Additional services may be available to assist with training, understanding new career options, and support services to eligible individuals. Counselors with IVRS in Region 12 have an average caseload of 125 individuals receiving active services.

American Indian Council houses 1 staff member in the Region 12 One Stop. This staff member can assist any Iowa Resident who is an American Indian with lineage enrolled in a federally recognized Tribe, Alaska Native or Native Hawaiian who are; unemployed, underemployed, or a low-income individual; a recipient of a bona fide lay-off notice; employed but determined in

need of Employment and Training services to obtain or retain employment that allows for self-sufficiency. There were 142 clients served under this program during this reporting period.

Goodwill of the Great Plains was also located in the Region 12 One Stop during PY 2018. Goodwill was a grant holder of the Disability Employment Initiative. This was a grant designed to further support employment and training of individuals who self-disclosed a disability when working with One-Stop partners or during the registration process. Goodwill dedicated 1 staff member to this position during PY 2018. This staff person assisted customers with intensive case management services to assist them in finding/maintaining employment or assistance in pursuing training/education opportunities that would assist them in meeting their employment goals. There were 65 people assisted during this reporting period through the Disability Employment Initiative Grant.

Job Corps is another partner located in the Region 12 One Stop. Job Corps employs one staff member who covers counties in both Iowa and Nebraska. These Iowa counties include: Buena Vista, Cherokee, Clay, Dickinson, Emmet, Ida, Kossuth, Lyon, Monona, O'Brien, Osceola, Plymouth, Plato Alto, Sioux, Woodbury, Sac, Crawford, Carroll, and Dakota County located in Nebraska. There were 64 total participants who completed the enrollment process and were successfully placed into a Job Corp program. 33 of these placements were female and 31 male.

Regional Initiatives and Partnerships

Staff members from Region 12 partners with Sioux City College Access Network. The purpose of this group aligns with the Future Ready Iowa strategic plan. Staff participated on the board as well as in action committees to help educate the community on post-secondary options. These action groups assisted the community with items like: FAFSA education and preparation, Information on Registered Apprenticeships, creating an up-to-date community resource guide, identifying ways to create parent engagement, identifying ways to decrease summer melt after graduation from high school, involvement in equity groups within the local school system, etc.

Title I collaborated with Western Iowa Tech Community College and IowaWORKS to administer and allocate the GAP Tuition Assistance program. This program targets individuals who do not qualify for Federal Financial Aid and lack the financial resources to complete a short-term training program. Many of these individuals are dual-enrolled in Title I programs and any other partner agencies and services are coordinated to ensure participants success.

Title I also collaborated with a DHS grants program targets at individuals utilizing SNAP (Supplemental Nutrition Assistance Program) benefits and Promise Jobs. This program intended to reduce dependence on SNAP benefits via improved wages and employment in high demand jobs. Our role is to assist them with training costs and attainment of these services to SNAP recipients.

IowaWORKS and Title I co-host a large scale job fair two times a year with the goal to provide opportunities for regional employers to meet with students planning to graduate and community members looking for career options. Employers in the Region have come to expect this event and build this into their recruiting plans. The last two career fairs have included an emphasis on career clusters and Registered Apprenticeship. This allows for students and community members to better navigate the large-scale event. This event during this program year fall career fair 2018 had (80) employers and spring career fair 2019 (94) employers attended.

The Adult Basic Education offered onsite services with Title II staff three days a week. The partner group continued to use the referral process during this program year, which has increased success connecting the customer to partner programs that can best assist their career and educational needs. Adult Basic Education (ABE) had 1,188 students enrolled in our program with a 281 student increase since last program year. They had 670 students enrolled in English Language (ELL) and 518 in High School Education (HSED). This referral process has also increased co-enrollments and referrals to Title 1, Title III and Title IV. We had 45 participants that were co-enrolled in programming last program year.

IVRS and IowaWORKS collaborate each year for summer programming for our transition age youth to further explore the STEM career paths. We partner together to implement programming for the students as well as engage with local businesses to assist in providing these hands on experiences for the youth.

Region 12 hosted a Future Ready Iowa Summit in October. The goal of the summit was to bring together education and business to collaborate how the Region, at a local level, can implement strategies to help ensure that 70% of the workforce has a post-secondary education by 2025. This summit focused on youth as well as adult learners

Employer Services and Business Engagement

Region 12 Employer Services is led by a Business Marketing Specialist employed by Iowa Workforce Development. The One Stop offers a variety of services to benefit employers, including recruitment assistance, tax credits to hire new employees and outreach to targeted groups. During this program year, the One Stop concentrated on expanding services and adding in partners from the One Stop to enhance employer services. This resulted in all core and required partners invited to attend weekly meetings as well as join in employer visits. This strengthened partnerships between Title 3, Title 1, and IVRS. Many of the programs in the One Stop can provide Job Shadows, On-the-Job Training, or Work Experiences for individuals who have limited work history or experience, are considering a career change and want more information, or just need additional supports in place to obtain and maintain employment. Expanding and sharing business connections through Region 12 has improved networking for all agencies as well as opened up more experiences for the customers that we serve.

During this reporting period, there were 270 new business contacts made in Region 12. A new business is defined by an employer who has not had any contact with IowaWORKS in the past 6 months and is made in person or by telephone. There were an additional 721 employers in the area that also received services during this reporting period.

Employer's Council of Iowa is another method that the One Stop uses to connect with local employers. Its purpose is to guide IWD's business focus, address topics of concern to employers, sponsor training initiatives, and assist IWD in meeting critical human resource needs. During this reporting period, there was an active group in both Sioux City, located in Woodbury County and Ida Grove, located in Ida County.

There were 160 onsite recruitment events during this reporting period. This allows local employers to come to the One Stop and interface with job seekers. The One Stop team offers this as another way for employers to recruit for their open positions. Staff are educated on openings that the company has as well as promotes these events to job seekers so they can plan on meeting with an employer they are interested in. The Business Service team also participated in 52 community events during this reporting period with the goal to educate the local community about IowaWORKS and One Stop services.

Promising Practices and Success Stories

1. Rapid Response

Region 12 experienced retail and production employers permanently closing, throughout the program year, resulting in dislocated workers. Region 12 IowaWORKS staff and Title I staff coordinated Rapid Response meeting with the employee groups impacted by the following business closures:

Kmart, Cherokee (20 employees impacted), Shopko, Onawa (16 employees impacted), Shopko, Ida Grove, (10 employees impacted), Shopko, Sioux City (26 employees impacted), Sears, Sioux City, (40 employees impacted), Prince Hydraulics, Sioux City (38 employees impacted), Payless Shoes (11 employees impacted).

The goal of coordinated Rapid Response events are to help educate employees of a closing business about the services provided at the One Stop, a general explanation of their Unemployment Benefits, as well as training and education funding that may be available to them as a Dislocated Worker.

"Angel" 26-year old married with one child, dislocated worker. She lost her job with local employer due to downsizing of her position. Angel came into the IowaWORKS center and worked with career planners, learned of services available and referrals to other partner agencies. Angel registered for the NCRC assessment. She completed NCRC and earned a silver certificate. She also registered for other workshops. She completed labor market information for a career pathway in the accounting field. Angel

successfully completed Accounting Diploma Degree. Angel had taken a part-time job with Coffee King while working on her accounting degree and learned skills needed in the accounting field. She completed degree and graduated with a diploma degree on May 14, 2019. Coffee King offered her a full-time position in the accounting department doing payroll, accounts payable and receivable. They increased her wage once she became full-time to a wage of \$13.50 an hour. Without the assistance of staff at IowaWORKS and Title I she would not have been able to complete her degree and become employed in a job that she loves and enjoys going to work each day.

2. Registered Apprenticeship

Region 12 continues to promote Registered Apprenticeship to both Employers as a way to build their workforce, increase retention, and upskill current employees to meet workforce needs and to Job Seekers as a viable solution to find in demand careers, coupled with education and training.

During this reporting period a Registered Apprenticeship workshop was added to workshop curriculum offered in the center. This allowed for those interested in learning more about Registered Apprenticeship the opportunity to learn what sponsors were hiring in the area, skills needed, and a personal connection to those hiring sponsors. There have been 61 job seekers who have participated in this targeted workshop.

There was also an emphasis for staff to learn more about the various Registered Apprenticeship opportunities in the area and how we could effectively communicate these to job seekers who were interested. Sponsors from a variety of industries have been brought in to speak at morning meetings to educate One Stop partners and staff about the occupations they are hiring for, the application process, what skills are needed, as well as what makes a good candidate for their positions.

Experts on both the Job Seeker and Employer side of Registered Apprenticeship also met with partner staff to educate them on what a Registered Apprenticeship is, why this can be an opportunity for their customer's to look into as well. An internal referral process was created as a result between IVRS and Title 3 to ensure that IVRS customers who were interested in this career path had the support and assistance needed while determining if this was a right fit for them.

There was one Registered Apprenticeship program created in Region 12 during this reporting period.

3. Offender Re-Entry

Region 12 continues to build and maintain partnerships in the community to enhance services to our re-entering services. There is currently an IowaWORKS staff member on the Board of Dismas Charities. This is a Federal Re-entry center that assists re-entering

citizens stabilizing back into the community. Staff from IowaWORKS provide classroom curriculum weekly to residents to assist with Job Placement and soft skills. . During that class, services and programs available at the One Stop, the Federal Bonding Program, and WOTC are also discussed. Residents are educated on how these programs can assist them in obtaining and maintaining employment.

Region 12 also partners with Woodbury County Jail. The goal of this partnership is to help those incarcerated get connected to IowaWORKS services prior to their release. Staff provide services in the jail twice per month. During this workshop, those attending are educated about services and partners that we have in the One Stop, how each program may be able to help the participant eliminate some of their biggest barriers. Other topics that we focus during the Step on up class are: Job search, resumes, interview preparation, NCRC, the Federal Bonding Program, WOTC. Career Development (short term certificates, apprenticeships, HiSet, Etc.)

Region 12 has also created a referral process between Probation and Parole where the officers will refer their re-entering citizens that are currently in custody to come to the center so that they can register for services to do their job searching activities. Intensive Case management services are also provided as necessary and needed to help accelerate their job placement. Releases of information are also signed so that there is clear communication between probation/parole and the case manager on progress and barriers that the customer is encountering to help increase their success.

4. Serving Customers with Disabilities

During PY 2018, the Disability Access Committee was solidified. This is an advisory group of partners, stakeholders, and business who conducted programmatic assessments of One Stop services by utilizing focus groups of customers who have or use the One Stop Center. This group meets quarterly at a minimum to discuss best practices serving customers with disabilities.

The Disability Employment Initiative Grant finished in PY 2018. This was a grant designed to further support employment and training of individuals who self-disclosed a disability when working with One-Stop partners or during the registration process. There were a total of 65 Customers served by the Grant during this reporting period. Customers learned about this program opportunity through co-enrollment, partner referrals, and community outreach in Region 12.

In PY2018, IVRS served 1008 job candidates. Of that 1008, 332 were high school students and 676 were adults. IVRS had 153 successful employment outcomes in PY2018. In addition to those numbers, IVRS served 477 other students who are potentially eligible. These students received pre-employment transition services and are being assessed if they would be appropriate referrals for IVRS.

“David” was homeless and living at the gospel mission. He received counseling through the VA and was referred to the DVOP for employment assistance. David also co-enrolled into DEI. He received resume guidance, job referrals, and meet and greet information from the DVOP, DEI, and office. He was able to meet with IMKO during a meet and greet. IMKO assisted him with obtaining a job at Sabre. “David” started working at Sabre earning \$14.00 an hour and working up to 50 hours a week.

David was able to save for a vehicle and get an apartment. Even though David secured employment, he was still looking for something that better fit him. Job leads were sent to his email through IWD and information was provided about possibly furthering his education.

David shared that he is an ordained pastor and likes helping people. He decided he would like to go back to school for Addiction Studies so he can help other Vets as he feels his personal story would impact and motivate others. Over the past year, he has overcome homelessness, lack of transportation, unemployment, and has decided to pursue his education despite his disability. With the assistance of IWD staff and referrals to AJC partner agencies he was able to obtain full-time employment, get the work items he needed, and obtain funding to pursue his education. He is currently earning A’s in his courses and attributes much of his success to the office and their dedication to helping him succeed!

5. Veteran Services

Region 12 is fortunate enough to have a DVOP (Disabled Veterans Outreach Specialist) located in the One Stop. The DVOP provides intensive services to meet the employment needs of disabled veterans and other eligible veterans. The employee is required to provide services to eligible veterans and other eligible persons as outlined in Title 38 Chapter 41, of the United States Code, Sub-section 4103A. During this reporting period 51 veterans were enrolled into the DVOP program and received intensive services to aid them in job readiness, placement, and education/training.

Region 12 is in its second year of having a designated Veteran Team comprised of a Disability Resource Coordinator, Title 1 staff, Title 3 staff, and DVOP. The goal is to create personalized follow-up with all Veterans who enter into the One Stop. This group is responsible for conducting outreach to any Veteran that is found on the Home Base Iowa website who is interested in employment within Region 12. This structure provides the Veteran with a personal connection to the One-Stop and an integrated resource team to help the Veteran with their next career steps. This group also participates in community events where Veterans are celebrated, as well as resource fairs. This office is unique in that the DVOP is half Wagner Peyser and able to not only assist Veterans

who identified that they had a significant barrier to employment, but all Veterans. This allows every veteran to benefit from the knowledge and connection of the DVOP.

IowaWORKS Business Marketing Specialist (BMS) meets quarterly with Employers at the 185th Air Refueling Wing on behalf of ESGR. Employers come to learn about the unit, what guard members do when active, and USERRA. BMS discusses the benefits of hiring Veterans and Guard members as well as ways to recruit and retain this talent. Businesses frequently ask specifically for our Vet Team and BSR Team to assist in developing strategies to attract and hire more veterans.

Region 12 has its DVOP attend Veteran Court Meetings, held at the Woodbury County Courthouse. This is a collaboration with the Judge, Parole Officers, Prosecutor, VA Clinic, Woodbury County Veterans Director, and a Commander from the 185th ARW. It gives the DVOP the opportunity to identify veterans, their barriers, and determine if a veteran is employment ready. The DVOP provides information about available services in the region and in the Region 12 One Stop. The Veteran is either connected with the DVOP or someone from the Veteran Team for follow up as part of their probation.

6. Priority of Services

Veterans and Adult Priority of Services

Veterans and eligible spouses continue to receive priority of service for all DOL-funded job training programs, which include WIOA Title I programs. A veteran must meet each program's eligibility criteria to receive services under the respective employment and training program. When job seekers register for services, either at each point of entry or by internet application, they self-disclose their veteran status. All veterans and eligible spouses accessing the center are pre-screened for eligibility by IowaWORKS (non-DVOP) staff as part of the welcoming process in the One-Stop.

Application of Priority

In regards to WIOA Adult funds, priority must be provided in the following order:

1. To veterans and eligible spouses who are also included in the groups given statutory priority for WIOA Adult formula funding. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services with WIOA Title I Adult formula funds for individualized career services and training services.
2. To non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA Title I Adult formula funds.
3. To veterans and eligible spouses who are not included in WIOA's priority groups.

4. To priority populations established by the Governor and/or Local Workforce Development Board (Local WDB).
5. To non-covered persons outside the groups given priority under WIOA.

Priority of Service for Adult Program Funds

1. Recipients of public assistance
 - a. Temporary Assistance to Needy Families (TANF)
 - b. General Assistance (GA)
 - c. Refugee Cash Assistance (RCA)
 - d. Supplemental Security Income (SSI)
 - e. Supplemental Nutrition Assistance Program (SNAP)
 - f. Other income based public assistance
2. Low-Income Individuals
 - a. Receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the SNAP, TANF, SSI under Title XVI of the Social Security Act, or state or local income-based public assistance program; or
 - b. Receives an income or is a member of a family receiving an income that in relation to family size, is not in excess of the current U.S. DOL 70 percent Lower Living Standard Income Level Guidelines and U.S. Department of Health and Human Services Poverty Guidelines, or
 - c. Is a homeless individual, or
 - d. Is an individual with a disability whose own income meets the income requirements above, but who is a member of a family whose income does not meet this requirement.
3. Individuals Who Are Basic-Skills Deficient must meet at least one of the following:
 - a. Lacks a high school diploma or equivalency and is not enrolled in secondary education; or
 - b. Is enrolled in Title II adult education (including enrolled for English Language Acquisition); or
 - c. Has poor English-language skills and would be appropriate for ESL, even if the individual isn't enrolled at the time of WIOA participation; or
 - d. The career planner makes observations of deficient functioning, and, as justification, records those observations in the data management system; or
 - e. Scores below 9.0 grade level (8.9 or below) on the Test of Adult Basic Education (TABE); Comprehensive Adult Student Assessment Systems

- (CASAS) or other allowable assessments as per National Reporting System (NRS) developed by the U.S. Department of Education's Division of Adult Education and Literacy; or
- f. Individual does not earn the National Career Readiness Certificate (NCRC) (e.g., one or more of the scores are below a Level 3 on the Workplace Documents, Applied Math, or Graphic Literacy assessments).
4. Individuals with Barriers to Employment. Individuals with barriers to employment may include:
- a. Displaced homemakers
 - b. Indians, Alaska Natives, and Native Hawaiians
 - c. Individuals with disabilities, including youth who are individuals with disabilities
 - d. Older individuals (age 55 and older)
 - e. Ex-offenders
 - f. Youth who are in or have aged out of the foster care system
 - g. Individuals who are:
 - i. English language learners
 - ii. Individuals who have low levels of literacy (an individual is unable to compute or solve programs, or read, write, or speak English at a level necessary to function on the job, or in the individual's family, or in society); and
 - h. Individuals facing substantial cultural barriers
 - i. Eligible migrant and seasonal farmworkers
 - j. Individuals within two years of exhausting lifetime TANF eligibility
 - k. Single parents (including single pregnant women)
 - l. Long-term unemployed individuals (unemployed for 27 or more consecutive weeks)
 - m. Underemployed Individuals. Underemployed individuals may include:
 - i. Individuals employed less than full-time who are seeking full-time employment
 - ii. Individuals who are employed in a position that is inadequate with respect to their skills and training
 - iii. Individuals who are employed who meet the definition of a low-income individual
 - iv. Individuals who are employed, but whose current job's earnings are not sufficient compared to their previous job's earnings from their previous employment, per state and/or local policy

The above list is used only for applying priority for the individual to receive individualized career services and training services. Certain individualized career services or training services may require pre- and post-test scores to measure skills gain for the specific activity; in this case the determination is made by administering an acceptable skills assessment or by using scores from any partner's previous assessment.

7. Other Promising Practices and Success Stories

"Brian" is a youth who was a referral to Title I from Goodwill Industries, seeking an opportunity to prove himself on a job. Brian had good computer skills, but his disability made it difficult to make a good first impression and have an employer take a chance on giving him a job. An internship was set up with a local company, where Brian hired to make computer molds of dental implants. Brian received pay for 500 hours of work for the company, and the employer was able to try him out on the job.

In the end, the company kept him on as a valuable employee who is their go-to-designer of difficult cases. Brian would not have had the opportunity to prove himself without the assistance of a paid internship, where he was able to prove himself, with no obligation for the employer to keep him on. Brian was able to show what he could do, and the company was eager to keep him and filled a need they had for a quality employee. Brian is now able to earn a self-sustaining wage and remains a loyal employee to this day.

"Jane" is a woman with a young family who came into IowaWORKS, having been let go from a low-wage job. She qualifies as a low-income adult, receiving food assistance. She was tired of going job to job with no future and no prospects. She was referred to Title I services from career planner at IowaWORKS.

Jane completed the NCRC and some assessments, and they found she had a good aptitude for certified nursing assistant. Jane eventually enrolled in Tri State Nursing and completed the CNA course on May 25, 2018. Title I Adult Program paid for the course and required scrubs. She passed the course there, passed the state test, and is employed as a CNA now and earning a self-sufficient wage for her family. Jane expressed gratitude for the opportunity and the assistance of the career planners at IowaWORKS and Title I. She is now able to provide a better future for her family.

Completed By

MacKenzie Reiling, Operations Manager IowaWORKS

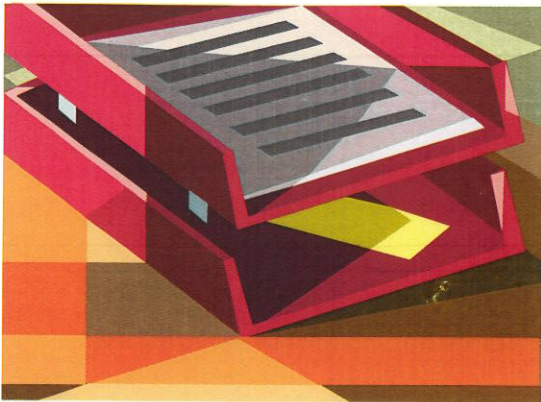
Alana Tweet, Program Coordinator Title 1

Brittney Gutzmann, Iowa Vocational Rehabilitation Supervisor

Pam Woolridge, Program Coordinator Title 2

TITLE I REPORT

NOVEMBER 21, 2019



Fall Career Fair

A record number of regional employers are registered for the 2019 Fall Career Fair hosted at Western Iowa Tech on Thursday, November 21st. The event is jointly coordinated between IowaWORKS Greater Siouxland and Western Iowa Tech. This year over 100 employers will be in attendance to meet with students and job seekers in the region – a testament to a strong economy and great business partnerships in the region.

GEO-Solutions Update

Transitioning from IWORKS in June to GEO-Solutions continues to evolve. State staff has been involved in providing guidance. With this guidance, local staff continue to refine processes and paperwork to ensure proper documentation of career and training services for program participants.

Local Workforce Development Board (LWDB) Update

Regional realignment efforts continue to move forward, with Board training for elected officials currently in process. At a recent state Title I Directors meeting, the recommendation was to continue with current local boards until the transition plan and timeline is more firmly established.

Eligible Training and Provider List (ETPL) Update

Last month we reported that going forward training programs and training provider information would be going directly to the state for review and approval. Although more specific guidance is expected from the state yet this month, IWD has suggested in the meantime local boards be apprised of program updates and approvals as needed. With this guidance, notification to the Board this month relates to a name change of Siouxland Pipe Welding School to Midwest Welding and Mechanical LLC.

Policy Field Updates

Field Memo #19-04 – Last Dollar Scholarship Coordination with WIOA Title I funds – prior guidance #19-03 issued in July indicated that federal funds would be applied first (Title I) and state dollars second (Last Dollar Scholarship) for program participants – current guidance states it is based on the timeframe when a participant is “determined to be eligible for a funding source” as to which funding source is primary.

Field Memo #19-05 – Program Monitoring Adjustments – monitoring scope for quarterly monitoring adjusted from guidance given in July. October to December monitoring this year will now focus on referrals, co-enrollments, priority of service, and caseloads (previously scheduled for January–March quarter) instead of compliance and data entry as previously indicated (this is now going to be in the April–June quarter).

TEGL #17-19 & TEN #3-18 – Apprenticeship Guidance - updates regarding eligible entities for funding options, funding availability, and additional guidance on application and approval processes.

1. Adult Basic Education currently serving students at the following locations:
 - a. WITCC Main Campus
 - b. Goodwill in Sioux City
 - c. IowaWORKS Greater Siouxland
 - d. West Middle School (includes free childcare)
 - e. Le Mars
 - f. Denison
2. ABE currently has 827 students enrolled in program
 - a. 552 ELL
 - b. 275 HSED
3. Total attendance 18,633 hours (13 weeks of class)
4. 28 HSED completers
5. Awards Ceremony, October 10 at 7 p.m. (791 Certificates/199 people attending)
6. Contacted 29 referrals from IWD for ABE Classes
7. New Students testing at all locations on January 6 and 8
8. ABE/ELL Director and two full-time staff attended a National Transition Conference November 11-13 focusing on transitioning ABE students to College and Careers: using classroom rotation, gamification and technology
9. ABE staff training recently completed at WITCC Staff Development:
 - a. Who are our learners? (15 people)
 - b. Student perspectives/Identifying barriers (12 people)
 - c. Student Advice Board/Team Challenge (14 people)
 - d. Which part of the bus am I? / Making a difference (14 people)
 - e. Burlington English Training (13 people)
 - f. CASAS Training (16 people)
 - g. ESL Language Proficiency Standards (2 people)
10. Strategic Initiatives and Goals 2018 – 2020 (2018 – 2019 completed)
 - a. ABE Department (13 WITCC staff) involved with community activities at Denison, Kiron Days and Moorhead Community Days (completed)
 - b. Dr. Juline Albert, Kelli Flack, and Pamela Woolridge at Le Mars Open House on November 5 showcased ELL, Pace & Gap Funding and Last Dollar Scholarship (completed)

Sioux City Iowa Vocational Rehabilitation Services

10-1-2019 to current

- 1 Total Number of Job Candidates currently served = **888**
- 2 Number of Candidates currently employed, but not closed = **69**
- 3 Number of Candidates currently looking for employment = **10**
- 4 Number of eligible students currently in high school = **209**
- 5 Number of candidates in assessments = **123**
- 6 Number currently receiving Supported Employment Services = **13**
- 7 Number currently in Self-Employment, non-supported, job development = **169**
- 8 Number currently in Community College/Vocational School = **104**
- 9 Number of Candidates currently in a 4 Year College = **62**
- 10 Rehabilitation Rate for fiscal year = **53%**
- 11 Number of Successfully Employed = **10**

**Iowa Vocational Rehabilitation Services:
Investing in Iowans
Program Year 2018
(July 1, 2018 – June 30, 2019)**

Vocational Rehabilitation is an investment in Iowa

* A Total of **2,110** VR Iowans with disabilities obtained employment in the 2018 program year.

*Approximately **96.4 percent** of **successful VR job candidates remain in Iowa** – working, paying taxes, and contributing to their communities.

*A total of **676 VR job candidates were receiving public support for living expenses (SSI, SSDI, TANF, General Assistance)** and after receiving services, they are now employed and of those, **97** now support themselves, a **savings of \$900,276 annually** for the state.

The investment pays off

*Iowans with disabilities served by IVRS in PY 2018 have an **estimated income of \$41.4 million annually.**

- This reflects growth of over **\$26.6 million** from increased employment and over **\$6.3 million** from increased earnings.

*Iowa Vocational Rehabilitation Services has a positive impact on linking our youth with disabilities to career pathways! **Twenty-nine percent** of our referrals come from Iowa School Districts and **905 students** were successfully employed, working **30 hours/week** with average earnings of **\$12.21 / hour.**

- **\$4.92 million** was spent on post-secondary tuition assistance, facilitating educational and occupational skills attainment.

Iowa Vocational Rehabilitation Services: Investing in Iowans Program Year 2018

1. **200,000 new jobs** In PY2018, IVRS placed 2,110 Iowans with disabilities into competitive employment. IVRS assisted 31 entrepreneurs with their Iowa business! Cumulatively from 2015-2018, 125 businesses were successfully started, expanded or acquired with support from IVRS.

2. **15% Reduction in government** IVRS provides services to individuals with disabilities that span many fields including partnering with the Department of Education, Department of Corrections, Department of Human Services, Department of Veteran Affairs and the Department of Labor. 97 individuals were on public support for their living expenses and are now supporting themselves, a savings of \$900,276 annually for the state.

3. **25% Increase in family incomes** For those successful IVRS employment outcomes, there was an income increase of \$32.9 million from the time of their application status until their case file closure. This is a 487% increase in their income, as reported at application.

4. **#1 Schools in the nation** 29% of our referrals come from Iowa school districts for youth in transition. In PY2018, 905 students were successfully employed working 30 hours a week, with average earnings of \$12.21/hour. Over \$4.92 million was spent on tuition assistance for students in our post-secondary training programs to obtain educational and occupational skills training to help compete in today's labor market.

Agency-wide

PY	Potentially Eligible Students Served	Job Candidates Served	Total Job Candidates Served	Closed, Rehabilitated	Hours Worked per Week	Average Hourly Wage
2018	7,149	16,805	23,954	2,110	28	\$12.45
2017	4,726	17,514	22,240	2,090	29	\$12.09
2016	1,918	17,779	19,697	2,230	30	\$12.03
2015	222	17,654	17,876	2,283	31	\$11.84

Veterans

PY	Veterans Referred	Closed, Rehabilitated	Hours Worked per Week	Average Hourly Wage
2018	160	40	30	\$14.22
2017	178	49	31	\$14.93
2016	194	48	33	\$12.87
2015	194	63	33	\$14.10

Transition Students

PY	Potentially Eligible Students Served	Transition Students Served	Total Transition Students Served	Closed, Rehabilitated	Hours Worked per Week	Average Hourly Wage
2018	7,149	3,720	10,656	905	30	\$12.21
2017	4,726	3,769	8,495	927	32	\$11.86
2016	1,918	3,806	5,724	993	34	\$11.67
2015	222	3,911	4,133	971	34	\$11.63
2014	1	4,995	4,996	936	34	\$10.88

September 23, 2019

WORKFORCE DEVELOPMENT FIELD INFORMATION MEMO: 19-04

TOPIC: Coordination of WIOA Title I and Trade Act Training Funding with the Iowa Last Dollar Scholarship

1. **Purpose:** To transmit guidance on the coordination of training funding for participants who receive or may be eligible to receive WIOA Title I or Trade Act funding as well as the Iowa Last Dollar Scholarship. This memo rescinds and replaces Field-Memo 19-03: Coordination of WIOA Title I Funds and Iowa Last Dollar Scholarship.
2. **Background:** Iowa Administrative Code 283-15.4(261) stipulates that federal and state non-repayable aid must be applied first before applying Last Dollar Scholarship funds; however, that last payer requirement only applies to Title IV funding. The application process for obtaining federal financial aid for college or graduate school is not currently aligned with the process for determining eligibility and applying WIOA Title I or Trade Act training funding. As a result, a training participant frequently does not know if he/she is eligible for WIOA Title I or Trade Act training funding at the time an eligibility determination is made for the Last Dollar Scholarship, which creates uncertainty when calculating unmet participant need for the purpose of determining how much (if any) federal aid should apply.
3. **Substance:** The following guidance applies only to WIOA Title I and Trade Act funds:
 - a. If a participant is determined to be eligible to receive WIOA Title I and/or Trade Act funds for training before being determined to be eligible to receive a Last Dollar Scholarship, then the WIOA Title I and/or Trade Act funds shall be applied first.
 - b. If a participant is determined to be eligible to receive WIOA Title I and/or Trade Act funds for training after being determined to be eligible to receive a Last Dollar Scholarship, then the Last Dollar Scholarship shall be counted as an existing resource when calculating unmet need for application of WIOA Title I and/or Trade funds.
 - c. Under no circumstances will the determinations in subparts 3.a and 3.b of this memo result in recovery of any previously paid Last Dollar Scholarship funds for the 2019-2020 academic year.
4. **Action:** This information should be shared with Local WDB and CEO Board Members as well as appropriate American Job Center and other partner staff.
5. **Effective Date:** This memo is effective from the date of this memo. The guidance on this topic is evolving and additional guidance will be forthcoming based on the results of upcoming discussions at the State level. This memo shall remain in effect until updated guidance is issued.
6. **Contact:** For questions related to the information in this issuance, please contact Michelle McNertney at 515-242-0408 or michelle.mcnertney@jwd.iowa.gov.



Cathy Ross, Chief Operations Officer
Workforce Services
Iowa Workforce Development

October 10, 2019

WORKFORCE DEVELOPMENT FIELD INFORMATION MEMO - NO. 19-05

TOPIC: Workforce Innovation and Opportunity Act (WIOA) Program Monitoring

1. **Purpose:** To provide information and guidance on temporary procedures for the monitoring of the WIOA programs. This memo supersedes memo 19-04 issued July 30, 2019.
2. **Background:** WIOA requires annual monitoring of programs.
3. **Substance:** Iowa Workforce Development (IWD) Workforce Services Division (WFS) staff will conduct monitoring as outlined below:

A. Second Quarter Statistical Analysis of Program Participation

Sampling: IWD will run reports from IWorks and IowaWORKS and may ask local areas to provide documentation of referrals to title I from which a random sample from each area will be selected for review.

Monitoring Dates: Monitoring will occur between October 28 and December 31, 2019. It will include data and files from program year 2018 and program year 2019 to current.

Monitoring Scope: Monitoring will be conducted remotely and include evaluations of:

- 1) Referrals to Title I, the number of referrals, and the percentage enrolled
- 2) Application of Veteran and adult priority of service and enrollment determination
- 3) Co-enrollment between the Title I Dislocated Worker and Trade programs
- 4) Caseload sizes and ratio of staff to participants

Monitoring Criteria: Case files, supporting documentation, and reports from IWorks and IowaWORKS will be used. Monitoring may result in one or more of the following outcomes:

- 1) **Promising Practices:** Areas of notable effectiveness that may be recognized as best practices
- 2) **Areas of Concern:** Issues of quality that are not attributable to a failure to comply with policy or program requirements that may be a symptom of a larger problem or lead to non-compliance in the future. Concerns may result in recommendations from IWD and do not require a response from the local area
- 3) **Findings:** Issues that can be cited as non-compliance with policy or program requirements. Findings will require a response from the local area, to include a corrective action plan, to resolve the finding

Monitoring Report: IWD will compile a report for each local area and present it to the Chief Elected Official (CEO) Chair, the chair of the Local Workforce Development Board (WDB), and the Title I Director. The report will contain a summary of the local area monitoring to include promising practices, areas of concern, and findings.

Monitoring Response: Local areas must provide IWD with a written response to the report. The response must include corrective action plans for each non-compliant finding that address specific steps to correct the finding and timelines for making the corrections.

B. Third Quarter Follow-Up Review

Sampling: A random sample of files with closures and exits will be pulled from each local area.

Monitoring Dates: Monitoring will occur between January 1 and March 31, 2020. It will include data and files from program year 2018 and program year 2019 to current.

Monitoring Scope: Monitoring will be conducted remotely and will include a comprehensive review of files with program closures and exits. It will include, but is not limited to a review of the following:

- 1) Follow-up services, to include assurance they were universally offered and the documentation of follow up services and opt out reasons
- 2) Follow-Up Form, to include completion of the form when applicable
- 3) Post exit documentation

Monitoring Criteria: Case files and reports from IowaWORKS will be used. Monitoring may result in one or more of the following outcomes:

- 1) **Promising Practices:** Areas of notable effectiveness that may be recognized as best practices
- 2) **Areas of Concern:** Issues of quality that are not attributable to a failure to comply with policy or program requirements that may be a symptom of a larger problem or lead to non-compliance in the future. Concerns may result in recommendations from IWD and do not require a response from the local area
- 3) **Findings:** Issues that can be cited as non-compliance with policy or program requirements. Findings will require a response from the local area, to include a corrective action plan, to resolve the finding

Monitoring Report: IWD will compile a report for each local area and present it to the Chief Elected Official (CEO) Chair, the chair of the Local Workforce Development Board (WDB), and the Title I Director. The report will contain a summary of the local area monitoring to include promising practices, areas of concern, and findings.

Monitoring Response: Local areas must provide IWD with a written response to the report. The response must include corrective action plans for each non-compliant finding that address specific steps to correct the finding and timelines for making the corrections

C. Fourth Quarter Enhanced Desk Review

Sampling: A random sample of files will be pulled to allow for the review of Adult, Dislocated Worker, and Youth files in each local area.

Monitoring Dates: Monitoring will occur between April 1 and June 30, 2020. It will include data and files from program year 2018 and program year 2019 to current.

Monitoring Scope: Monitoring will be conducted remotely and will include a comprehensive review of the file and case management in the Title I program from application to exit. It will include, but is not limited to a review of the following:

- 1) Compliance with Title IB program policies
- 2) Compliance with state and local plans
- 3) Data entry in IowaWORKS

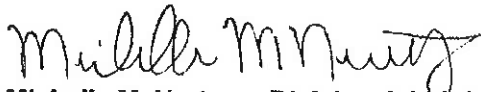
Monitoring Criteria: A standardized monitoring tool will be used. Monitoring may result in one or more of the following outcomes:

- 1) **Promising Practices:** Areas of notable effectiveness that may be recognized as best practices
- 2) **Areas of Concern:** Issues of quality that are not attributable to a failure to comply with policy or program requirements that may be a symptom of a larger problem or lead to non-compliance in the future. Concerns may result in recommendations from IWD and do not require a response from the local area
- 3) **Findings:** Issues that can be cited as non-compliance with policy or program requirements. Findings will require a response from the local area, to include a corrective action plan, to resolve the finding

Monitoring Report: IWD will compile a report for each local area and present it to the Chief Elected Official (CEO) Chair, the chair of the Local Workforce Development Board (WDB), and the Title I Director. The report will contain a summary of the local area monitoring to include promising practices, areas of concern, and findings.

Monitoring Response: Local areas must provide IWD with a written response to the report. The response must include corrective action plans for each non-compliant finding that address specific steps to correct the finding and timelines for making the corrections.

4. **Action:** This memo should be shared with LWDB and CEO Board Members, Title I Directors, and appropriate WIOA program staff. Title I Directors must ensure all requested documentation is provided within two business days of request. Local areas must provide IWD with a corrective action plan to address any non-compliant findings.
5. **Effective Date:** This field memo is effective from the date of this memo.
6. **Contact:** If there are any questions related to the information in this issuance, contact Molly Van Wagner at 515-725-1115 or margaret.vanwagner@iwd.iowa.gov.



Michelle McNertney, Division Administrator
Workforce Services Division
Iowa Workforce Development

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION Funding Vehicle
	CORRESPONDENCE SYMBOL OA
	DATE October 10, 2019

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 17-18,
Change 2

TO: STATE GOVERNORS
STATE WORKFORCE AGENCIES
STATE WORKFORCE ADMINISTRATORS
STATE APPRENTICESHIP AGENCIES
STATE DIRECTORS, OFFICE OF APPRENTICESHIP
STATE WORKFORCE LIAISONS
STATE AND LOCAL WORKFORCE BOARD CHAIRS AND DIRECTORS
STATE EDUCATION AGENCIES

FROM: JOHN PALLASCH /s/
Assistant Secretary

SUBJECT: Change 2 to Training and Employment Guidance Letter (TEGL) 17-18,
Availability of Program Year (PY) 18 Funding for State Apprenticeship
Expansion

1. Purpose.

To clarify eligible entities, explicitly identifying Palau as an entity eligible to apply for funding. All other information in TEGL 17-18, as amended by TEGL 17-18, Change 1, remains the same.

2. Action Requested.

Please disseminate to appropriate staff.

3. Summary and Background.

- a. Summary – Change 2 to TEGL 17-18 provides consistency regarding eligible applicants, explicitly identifying Palau as an entity eligible to apply for funding as indicated elsewhere in TEGL-17-18 (pages 1-2, 4-5, and attachment I).
- b. Background – TEGL 17-18 announced the availability of PY 18 funding for State Apprenticeship Expansion. Change 1 to TEGL 17-18 modified certain items in TEGL 17-18 for purposes of clarity and management.

RESCISSIONS None	EXPIRATION DATE Continuing
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4. Changes and Clarifications.

To provide clarification regarding entities that are Eligible Applicants under Section 5, please replace the first paragraph in Section 5 of TEGL 17-18 with the below new language:

New Language:

Eligible entities are 1) States, as defined at 29 CFR Section 29.2. The term “State” means “any of the 50 States of the United States, District of Columbia, or any Territory or possession of the United States”, and 2) the Republic of Palau (Palau).

5. Inquiries.

Please direct all inquiries to the appropriate Regional Office.

6. References

- Training and Employment Guidance Letter (TEGL) No. 17-18, *Availability of Program Year 18 Funding for State Apprenticeship Expansion* dated May 3, 2019; and
- Training and Employment Guidance Letter (TEGL) No. 17-18, Change 1, *Change 1 to TEGL 17-18: Availability of Program Year 18 Funding for State Apprenticeship Expansion* dated May 21, 2019.

7. Attachment. Not Applicable.

TRAINING AND EMPLOYMENT NOTICE	NO. 3-18, Change 2
	DATE October 22, 2019

TO: STATE GOVERNORS
ALL STATE LABOR COMMISSIONERS
ALL STATE APPRENTICESHIP AGENCIES
ALL STATE WORKFORCE AGENCIES
STATE AND LOCAL WORKFORCE BOARD CHAIRS AND DIRECTORS

FROM: JOHN PALLASCH /s/
Assistant Secretary

SUBJECT: Creating Industry-Recognized Apprenticeship Programs to Expand Opportunity in America

1. **Purpose.** To cancel Training and Employment Notice (TEN) 3-18 and TEN 3-18, Change 1.
2. **Action Requested.** Please disseminate to appropriate staff.
3. **Summary and Background.**
 - a. Summary – The Employment and Training Administration (ETA) released TEN 3-18 in July 2018 and TEN 3-18, Change 1 in June 2019 to provide information on the industry-recognized apprenticeship program (IRAP) initiative and information on how to apply to receive a favorable determination from ETA.
 - b. Background – In June 2017, President Donald J. Trump signed an Executive Order on Expanding Apprenticeships in America, which lays out an expanded vision for apprenticeship in America. ETA issued TEN 3-18 and TEN 3-18, Change 1 to provide information on this expanded approach: IRAPs.
4. **Change.** Since ETA issued a Notice of Proposed Rulemaking in June 2019, with the comment period closing in August 2019, any updated information related to the IRAP program will be included in the Final Rule, which is currently under development. Therefore, TEN 3-18 and TEN 3-18, Change 1 are hereby canceled effective immediately.
5. **Inquiries.** Any inquiries may be submitted to apprenticeship@dol.gov.
6. **References.** None.
7. **Attachment.** Not Applicable.