REGION 12 RWDB/CEO MEETING

Location: Western Iowa Tech Community College   **Date: 03/22/18**

PRESENT - RWDB MEMBERS				ABSENT - RWDB MEMBERS			
Neal Adler	X	James O"Donnell	X	Neal Adler		James O'Donnell	
John Hamm	X	Judy Peterson	X	John Hamm		Judy Peterson	
Janet Hansen	X	Dr. Robert Rasmus	X	Janet Hansen		Dr. Robert Rasmus	
Bridget Hoefling	X	MacKenzie Reiling	X	Bridget Hoefling		MacKenzie Reiling	
Christine Kennedy	X	Marcia Rosacker	X	Christine Kennedy		Marcia Rosacker	
Craig Levine	X	Jeff Simonsen	X	Craig Levine		Jeff Simonsen	
Jean Logan	X	Mary Tyler	X	Jean Logan		Mary Tyler	
Dan Moore	X	Pam Woolridge	X	Dan Moore		Pam Woolridge	
PRESENT - CEO MEMBERS				ABSENT - CEO MEMBERS			
Craig Anderson	X	Pete Groetken	X	Craig Anderson		Pete Groetken	
Tom Brouillette		Keith Radig		Tom Brouillette	X	Keith Radig	X
Raymond Drey	X	Jeff Simonsen	X	Raymond Drey		Jeff Simonsen	
PRESENT				PRESENT			
Alana Tweet – WIOA Title I			X	Guest: Michelle Haupt, Sioux City Housing			X
Janet Gill – WIOA Title I			X	Guest:			
Lori Knight – WIOA Title I			X				
Ashley Diediker, WIOA Title I Accountant			X				

1. Call to Order & Roll Call: RWDB @ 4:02p.m. / CEO @ 4:03p.m.

2. Approval of Agenda: RWDB – Bridget Hoefling & CEO – Jeff Simonsen

3. Approval of Meeting Minutes: January 25, 2018 Joint RWDB/CEO Minutes – RWDB – Bridget Hoefling & CEO – Jeff Simonsen

4. New Business: Office Transitions; Funding Transfers

5. Old Business:

6. WIOA Core Partner Reports:

7. RWDB Chair Report: Bridget Hoefling

8. Policy/Field Memo Updates: TEGL WIOA# 6-17 Operating Guidance for the Workforce Innovation and Opportunity Act-Modification Requirements; TEGL WIOA # 9-17 Operating Guidance for the Workforce Innovation and Opportunity Act: (WIOA) -Negotiating Performance Goals

9. WIOA Regional Alignment Update:

10. Reports from Individual RWDB/CEO Members

11. Report from State Representative

12. Adjournment

Motions Taken - Decisions Reached			
APPROVALS	**1ST**	**2ND**	**Unanimously Approved**
2. March 22, 2018 Agenda – **RWDB**	Jim O'Donnell	Dr. Robert Rasmus	X
2. March 22, 2018, Agenda – **CEO**	Craig Anderson	Pete Groetken	X
3a. January 25, 2018 Joint RWDB/CEO Minutes-**RWDB**	Dr. Robert Rasmus	Marcia Rosacker	X
3a. January 25, 2018 Joint RWDB/CEO Minutes – **CEO**	Raymond Drey	Craig Anderson	X
9a.WIOA Regional Alignment–Motion to go to 8 Regions	John Hamm	Dr. Robert Rasmus	X
9b.WIOA Regional Alignment – Motion to submit questions to get answers: 1. Where does the data come from that has been developed to establish the regions in the maps and how old is the data being used? 2. How did they figure the % of what each region would be receiving in funds if the regions were divided as suggested? 3. What would the composition of the new board be such as, Labor vs Business Owners, Democrat vs Republican, Male vs Female? 4. What would the board look like as far as clarifying our voice; would we be like an advisory board? 5. How did they come up with the lay out of the different maps and what were the criteria used?	Christine Kennedy	Marcia Rosacker	X
13. Adjournment – **RWDB** @ 5:35p.m.	Janet Hansen	Jean Logan	X
13. Adjournment – **CEO** @ 5:35p.m.	Jeff Simonsen	Adjourned the	CEOs
Meeting Notes			

Reports/Discussion:

IV. New Business – Shawn Fick has left his position. Janet Gill introduced WIOA Title I staff members: Alana Tweet-Program Coordinator, Duane Kraayenbrink-Job Specialist, Lori Knight-Administrative Assistant and Ashley Diediker-Accountant. By March 31st, 2018 have to decide if wanting to make fund transfers. Funding is in good shape. Both programs are about 40% spent, stated Ashley.

V. Old Business – None

VI. Partner Reports –
Title I. A Career Fair is scheduled for Wednesday, March 28 from 10:00am to 3:00pm at WITCC. This is a collaborative effort between WIOA Title I, Iowa*WORKS* Greater Siouxland and Western Iowa Tech Community College. Alana Tweet reviewed information on the upcoming Convergys closing affecting 178 employees; onsite informational meetings are to be held on March 27 and March 29. Rapid Response funds were reallocated and Region 12 received $20,000 for Dislocated Workers. Public comments can be made on the regional realignment. Workforce Boards are requested to submit comments and preferred structures to the State Realignment Committee by May 4, 2018.

Title II. Pam Woolridge stated there were 1043 students enrolled in the ABE programming; 584 in ESL and 459 in HSED. Total attendance was 40,057 hours. There were 41 HSED completers. There was a monitoring visit from the Iowa Department of Education on March 8, 2018 and there were no findings. Currently, they are using a tool to keep track of staff training to meet requirements.

Title III. MacKenzie Reiling stated there was an Employer Council of Iowa Meeting on March 29th and March 30th to expand to Ida County. Lilia at Iowa*WORKS* Greater Siouxland assists with ex-offenders. There are sub teams in the office: Social Media & Communications, Veteran Team and Migrant Seasonal Farm Workers/Latino Outreach. There was a limited English speaking/bilingual job fair at Mary Treglia with 25 employers and 60 job seekers attending. Collaboration between partners has been good stated MacKenzie Reiling.

VII. RWDB Chair Report – None

VIII. Policy/Field Memo Updates –
Janet Gill reviewed TEGLs. The State negotiated with the Department of Labor about dates and moved the date from March 15th back to May due to the realignment.

IX. WOA Regional Alignment Update –
Realignment committee; closest member is Becky Jacobsen in Denison. Due to low unemployment, funding has gone down. The Department of Labor feels Iowa needs to cut down areas/regions. Board reviewed proposed area maps in packets and on smartboard. Questions can be address to Shelly Evans. Comments need to be in by May 4th, 2018. Ben Humphrey can come to a meeting to discuss the changes.

Discussion pursued. Concerns of different areas are so different. Fewer volunteers will come forward to serve when the drive is so far. Our "clients" need to be well served. More people will fall through the cracks with larger districts. Dilution of education opportunity. Top items that the boards agreed were important are: geography, all end users are well served, customer service is a must, and access to education partners.

Questions pursued: what criteria did they use to divide the regions up? Population? Industries? Unemployment? Vote was taken to recommend 8 regions – John Hamm 1st; Dr. Robert Rasmus 2nd; RWDB motion carried. What will the make-up be? Will local boards stay intact as "advisory" boards? Will there be other "money" available as funding sources than were shown on the maps? Do we need another meeting? Work with Ben on a conference call? Vote was taken to submit questions and wait for answers to decide to have a special meeting or a conference call – Christine Kennedy 1st; Marcia Rosacker 2nd; RWDB motion carried.

X. Reports from Individuals RWDB/CEO Member – None

XI. Reports from State Representative – None

XII. Adjournment

RESPECTIVELY SUBMITTED

Judith K. Peterson

Judith Peterson
Date: 3/22/18
"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."

RWIB/CEO MEETING DATES 2018-2019

SEPTEMBER 27, 2018— WESTERN IOWA TECH COMMUNITY COLLEGE, SIOUX CITY — 4:00PM JOINT RWIB/CEO MEETING

NOVEMBER 29, 2018— WESTERN IOWA TECH COMMUNITY COLLEGE, SIOUX CITY — 4:00PM

JANUARY 24, 2019 — WESTERN IOWA TECH COMMUNITY COLLEGE, SIOUX CITY — 4:00PM JOINT RWIB/CEO MEETING

MARCH 28, 2019— WESTERN IOWA TECH COMMUNITY COLLEGE, SIOUX CITY — 4:00PM

MAY 23, 2019 — WESTERN IOWA TECH COMMUNITY COLLEGE, SIOUX CITY— 4:00PM JOINT RWIB/CEO MEETING

"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."

State of Iowa
Iowa Workforce Development
Workforce Services Division
1000 East Grand Avenue
Des Moines, IA 50319

This is an application for INITIAL approval to participate as an Eligible Training Provider under the Workforce Innovation and Opportunity Act (WIOA) of 2014, Public Law 113-128, Department of Labor, Employment and Training Administration, 20 CFR Parts 680-530. Approval as an Eligible WIOA Training Provider does not represent an endorsement or accreditation of the programs offered by the Eligible Training Provider.

INSTRUCTIONS: After completing and signing the application form below, training providers should submit it to their closest Iowa*WORKS* Center with attention to the Local Workforce Development Board. Addresses for Iowa*WORKS* Centers can be found at http://www.iowaworkforcedevelopment.gov/locations.

PART I - GENERAL INFORMATION

Date of Application	4/23/18
Name of Institution	Western Iowa Tech Community College
Address	4647 Stone Avenue, Sioux City, IA 51106
Telephone Number	712-274-6400 Fax 712-274-6412
Location of Training Facility	Sioux City, IA
Name of Chief Executive Officer	Dr. Terry Murrell
Program Contact Information	Brett McCarthy
Telephone Number	712-274-6400 Email Address brett.mccarthy@witcc.edu

Is your organization a post-secondary educational institution eligible under the Higher Education Act (HEA) or registered under the National Apprenticeship Act. (NAA)?   [x] Yes   [ ] No

PART II (a) - PROGRAM INFORMATION

Please provide a brief description of each program for which you are applying, including:

A. Program Name	Food Preparation Certificate
B. A brief program description	This certificate emphasizes the fundamental techniques of sanitation, food preparation, and production skills.
C. Length of Program	1 semester Total Credit Hours Required 12

D. What is the method of delivery?

[x] Classroom   [ ] Computer-Based CD-Rom   [ ] Distance (TV/Satellite/Cable)   [ ] Self-Study (Correspondence)

[ ] Web-Based (Internet) URL Address _____

PROGRAM COSTS:

1a. Tuition (per credit hour)	$178
1b. Tuition (Out-of-State, per credit hour)	$179
2. Supplies, including tools, uniforms, etc.	Books: $800; Uniforms $340
3. Fees, including laboratory, student rentals, deposits	Lab Fees: $530
4. Miscellaneous charges	
5. Average cost per year for program	$3806
6. Total cost to complete this program	$3806

Please use additional pages if necessary.

PART II (b) - ELIGIBLE TRAINING PROVIDER GENERAL INFORMATION

If you are a post-secondary education institution eligible under the Higher Education Act (HEA) or registered under the National Apprenticeship Act (NAA), please place a checkmark next to the description that applies to your institution and submit only these two (2) pages for initial certification. Prior to the expiration of this initial certification, you will receive instructions regarding subsequent eligibility.

[x] Post-Secondary Educational Institution registered under HEA
[ ] Registered under the National Apprenticeship Act (NAA)

CERTIFICATION

I _____ certify that I am the _____ of the training
    Darin Moeller   Executive Dean of Instruction
             Name   Title

institution named herein and further certify that the information contained in this application is true and correct. All supporting documentation is true and factual.

_____   4/23/18
Signature   Date

If you are a Training Institution applying for program certification, <u>applications must be forwarded to Local Workforce Development Board for consideration.</u>
Non-LWDB approved applications received directly from Training Institutions to the address below will not be processed and with no further notification.

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</table>

2

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All other applicants must complete the following information and Part III - Part VI:

1. Date Institution was founded: 1966

2. Number of years the institution has been in continuous operation: 52

3. Is the institution accountable to a policy or governmental board? [x] Yes [ ] No

   If so, what board? Board of Directors WITCC Merged Area 12 _____ Please attach a member list.

4. Does each program lead to a degree or certification? Please Explain: yes

PART III - FINANCIAL INFORMATION

1. Is the institution financially sound and able to satisfy potential liabilities arising from its participation? Please enclose a certified financial statement and the institution's most recent auditor's report.

2. Attach a schedule of fees for in-state and out-of-state tuition, if applicable.

3. Does the institution have a refund policy for the unused portion of tuition, fees, and other charges in the event the enrollee withdraws or discontinues at any time prior to completion?

Please state your
refund policy: See Attached

PART IV - FACILITIES

Describe your facility. Provide narrative that describes at a minimum a description on each of the following:

*The number of buildings   *Availability of suitable training equipment
*Handicap accessibility   *Compliance with fire, building and safety codes, including off-campus locations or other sites

PART V - ORGANIZATION OF THE TRAINING INSTITUTION

Please provide a description of each of the following:

*The number of persons employed
*Current number of students enrolled
*Class size to instructor ratio
*School Calendar
*Availability of Transcripts

PART VI - INITIAL PERFORMANCE INFORMATION REQUIRED ON EACH PROGRAM

1. Program completion rate for all individuals participating in the applicable program conducted by the training provider.
   A program completer is a person who has:

a. obtained a certificate, degree or diploma; or
b. received credit for completing the program; or
c. received a passing grade in the program; or
d. finished the required curriculum of the program

Which criteria listed above (a) - (d) do you use to define a completer?   [ ] (a) [ ] (b) [ ] (c) [ ] (d)

2. Percentage of all individuals who obtained unsubsidized employment. The training provider must specify:
   *how the information was obtained
   *what percentage of all student's data was collected
   *what year is being used

3. Average hourly wages of all students who obtained unsubsidized employment for this program: $21,000/year

Important Things to Know!

Enrollment Tips

Note the start and end date for classes
Not all classes start and end at the same time.

Adding a class
Students may add a class through the day of the first scheduled class session. After the first day of class, instructor approval will be required. Instructors can approve adding you to their class by e-mail to registration, registering you via the faculty registration system, or by signing an Add/Drop Form presented by you. The Add/Drop Form is available in Admissions and Advising.

Dropping or withdrawing from a class
The last day to drop a course or withdraw from a class is seven (7) calendar days before the last scheduled class session.

Dropping a class does not automatically mean a refund will be issued. See Refund Policies below. Students with financial aid should contact the Financial Aid Office to determine the impact on aid eligibility.

You may drop in the following ways:
    Online using the Students tab at my.witcc.edu
    By telephone: 712-274-6404
    In person in Admissions and Advising

Important Dates

Term	Start Date	End Date	Last Day to Add	Last Day to Drop with 100% Refund and No Grade*	Last Day to Drop
Fall 18 Face to Face - 16 wks	8/22/18	12/20/18	8/27/18	9/4/18	12/13/18
Fall 18 Face to Face - 1st 8 wks	8/22/18	10/18/18	8/27/18	8/28/18	10/11/18
Fall 18 Face to Face - 2nd 8 wks	10/24/18	12/20/18	10/26/18	10/30/18	12/13/18
Fall 18 Online - 16 wks	8/20/18	12/7/18	8/23/18	8/31/18	11/30/18
Fall 18 Online - 1st 8 wks	8/20/18	10/12/18	8/21/18	8/24/18	10/5/18
Fall 18 Online - 12 wks	9/17/18	12/7/18	9/18/18	9/26/18	11/30/18
Fall 18 Online - 2nd 8 weeks	10/15/18	12/7/18	10/16/18	10/19/18	11/30/18

Refund and drop dates for courses with alternate start dates will be adjusted accordingly. Please consult with Admissions/Advising Office.

*Students dropping after this date will be fully charged for the course and a "W" withdrawal grade will be assigned on the official transcript.

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Name of Chief Executive Officer   Dr. Terry Murrell

Program Contact Information   Brett McCarthy

Telephone Number   712-274-6400   Email Address   brett.mccarthy@witcc.edu

Is your organization a post-secondary educational institution eligible under the Higher Education Act (HEA) or registered under the National Apprenticeship Act. (NAA)?   [x] Yes [ ] No

PART II (a) - PROGRAM INFORMATION

Please provide a brief description of each program for which you are applying, including:

A. Program Name   Food Services Diploma

B. A brief program description   The Food Service Diploma emphasizes fundamental and intermediate techniques of food

preparation, production and baking skills. This program prepares students for intermediate level

positions in the industry.

C. Length of Program   2 semesters   Total Credit Hours Required 30

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D. What is the method of delivery?

[x] Classroom   [ ] Computer-Based CD-Rom   [ ] Distance (TV/Satellite/Cable)   [ ] Self-Study (Correspondence)

[ ] Web-Based (Internet) URL Address _____

PROGRAM COSTS:

1a. Tuition (per credit hour)	$178
1b. Tuition (Out-of-State, per credit hour)	$179
2. Supplies, including tools, uniforms, etc.	Books: $988; Uniforms $340
3. Fees, including laboratory, student rentals, deposits	Lab Fees: $760
4. Miscellaneous charges	
5. Average cost per year for program	$7428
6. Total cost to complete this program	$7428

Please use additional pages if necessary.

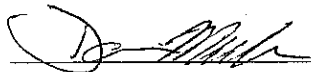## PART II (b) - ELIGIBLE TRAINING PROVIDER GENERAL INFORMATION

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Darin Moeller   Executive Dean of Instruction
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Name of Chief Executive Officer   Dr. Terry Murrell

Program Contact Information   Brett McCarthy

Telephone Number   712-274-6400   Email Address   brett.mccarthy@witcc.edu

Is your organization a post-secondary educational institution eligible under the Higher Education Act (HEA) or registered under the National Apprenticeship Act. (NAA)?   [x] Yes [ ] No

PART II (a) - PROGRAM INFORMATION

Please provide a brief description of each program for which you are applying, including:

A. Program Name   Culinary Arts - AAS

B. A brief program description   This program prepares students to provide professional chef and related cooking services in

restaurants and other commercial food establishments. Includes advanced techniques in

culinary skills, as well as kitchen management and supervision.

C. Length of Program   5 semesters   Total Credit Hours Required   64

68-0779 (07-15)   1

D. What is the method of delivery?

[x] Classroom   [ ] Computer-Based CD-Rom   [ ] Distance (TV/Satellite/Cable)   [ ] Self-Study (Correspondence)

[ ] Web-Based (Internet) URL Address _____

PROGRAM COSTS:

1a. Tuition (per credit hour)	$178
1b. Tuition (Out-of-State, per credit hour)	$179
2. Supplies, including tools, uniforms, etc.	Books: $3413; Uniforms $340
3. Fees, including laboratory, student rentals, deposits	Lab Fees: $1215
4. Miscellaneous charges	
5. Average cost per year for program	$8180
6. Total cost to complete this program	16,360

Please use additional pages if necessary.

PART II (b) - ELIGIBLE TRAINING PROVIDER GENERAL INFORMATION

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CERTIFICATION

I _____ certify that I am the _____ of the training
    Darin Moeller   Executive Dean of Instruction
         Name   Title

institution named herein and further certify that the information contained in this application is true and correct. All supporting documentation is true and factual.

_____   _____4/23/18_____
Signature   Date

If you are a Training Institution applying for program certification, <u>applications must be forwarded to Local Workforce Development Board for consideration.</u> Non-LWDB approved applications received directly from Training Institutions to the address below will not be processed and with no further notification.

FOR LWDB USE ONLY	
Date Received by LWDB _____	Date Approved by LWDB _____
Application Date _____	Date LWDB Submitted to _____
	IWD Region #: _____
Authorized LWDB	
Signature Approved forms must be sent to: ETPL Unit, Iowa Workforce Development, 1000 East Grand Avenue, Des Moines, IA 50319 (ETPL@iwd.iowa.gov)	

2

68-0779 (07-15)

All other applicants must complete the following information and Part III - Part VI:

1. Date Institution was founded: 1966

2. Number of years the institution has been in continuous operation: 52

3. Is the institution accountable to a policy or governmental board?   [X] Yes [ ] No

If so, what board?   Board of Directors WITCC Merged Area 12   Please attach a member list.

4. Does each program lead to a degree or certification? Please Explain: yes

PART III - FINANCIAL INFORMATION

1. Is the institution financially sound and able to satisfy potential liabilities arising from its participation? Please enclose a certified financial statement and the institution's most recent auditor's report.

2. Attach a schedule of fees for in-state and out-of-state tuition, if applicable.

3, Does the institution have a refund policy for the unused portion of tuition, fees, and other charges in the event the enrollee withdraws or discontinues at any time prior to completion?

Please state your
refund policy: See Attached

PART IV - FACILITIES

Describe your facility. Provide narrative that describes at a minimum a description on each of the following:

*The number of buildings   *Availability of suitable training equipment
*Handicap accessibility   *Compliance with fire, building and safety codes, including off-campus locations or other sites

PART V - ORGANIZATION OF THE TRAINING INSTITUTION

Please provide a description of each of the following:

*The number of persons employed
*Current number of students enrolled
*Class size to instructor ratio
*School Calendar
*Availability of Transcripts

PART VI - INITIAL PERFORMANCE INFORMATION REQUIRED ON EACH PROGRAM

1. Program completion rate for all individuals participating in the applicable program conducted by the training provider.
   A program completer is a person who has:

a. obtained a certificate, degree or diploma; or
b. received credit for completing the program; or
c. received a passing grade in the program; or
d. finished the required curriculum of the program

Which criteria listed above (a) - (d) do you use to define a completer?   [ ] (a) [ ] (b) [ ] (c) [ ] (d)

2. Percentage of all individuals who obtained unsubsidized employment. The training provider must specify:
 *how the information was obtained
 *what percentage of all student's data was collected
 *what year is being used

3. Average hourly wages of all students who obtained unsubsidized employment for this program: $41,000/year

Important Things to Know!

Enrollment Tips

Note the start and end date for classes
Not all classes start and end at the same time.

Adding a class
Students may add a class through the day of the first scheduled class session. After the first day of class, instructor approval will be required. Instructors can approve adding you to their class by e-mail to registration, registering you via the faculty registration system, or by signing an Add/Drop Form presented by you. The Add/Drop Form is available in Admissions and Advising.

Dropping or withdrawing from a class
The last day to drop a course or withdraw from a class is seven (7) calendar days before the last scheduled class session.

Dropping a class does not automatically mean a refund will be issued. See Refund Policies below. Students with financial aid should contact the Financial Aid Office to determine the impact on aid eligibility.

You may drop in the following ways:
    Online using the Students tab at my.witcc.edu
    By telephone: 712-274-6404
    In person in Admissions and Advising

Important Dates

Term	Start Date	End Date	Last Day to Add	Last Day to Drop with 100% Re-fund and No Grade*	Last Day to Drop
Fall 18 Face to Face - 16 wks	8/22/18	12/20/18	8/27/18	9/4/18	12/13/18
Fall 18 Face to Face - 1st 8 wks	8/22/18	10/18/18	8/27/18	8/28/18	10/11/18
Fall 18 Face to Face - 2nd 8 wks	10/24/18	12/20/18	10/26/18	10/30/18	12/13/18
Fall 18 Online - 16 wks	8/20/18	12/7/18	8/23/18	8/31/18	11/30/18
Fall 18 Online - 1st 8 wks	8/20/18	10/12/18	8/21/18	8/24/18	10/5/18
Fall 18 Online - 12 wks	9/17/18	12/7/18	9/18/18	9/26/18	11/30/18
Fall 18 Online - 2nd 8 weeks	10/15/18	12/7/18	10/16/18	10/19/18	11/30/18

Refund and drop dates for courses with alternate start dates will be adjusted accordingly. Please consult with Admissions/Advising Office.

*Students dropping after this date will be fully charged for the course and a "W" withdrawal grade will be assigned on the official transcript.

State of Iowa
Iowa Workforce Development
Workforce Services Division
1000 East Grand Avenue
Des Moines, IA 50319

This is an application for INITIAL approval to participate as an Eligible Training Provider under the Workforce Innovation and Opportunity Act (WIOA) of 2014, Public Law 113-128, Department of Labor, Employment and Training Administration, 20 CFR Parts 680-530. Approval as an Eligible WIOA Training Provider does not represent an endorsement or accreditation of the programs offered by the Eligible Training Provider.

INSTRUCTIONS: After completing and signing the application form below, training providers should submit it to their closest Iowa*WORKS* Center with attention to the Local Workforce Development Board. Addresses for Iowa*WORKS* Centers can be found at http://www.iowaworkforcedevelopment.gov/locations.

PART I - GENERAL INFORMATION

Date of Application   4/23/18

Name of Institution   Western Iowa Tech Community College

Address   4647 Stone Avenue, Sioux City, IA 51106

Telephone Number   712-274-6400   Fax   712-274-6412

Location of Training Facility   Sioux City, IA

Name of Chief Executive Officer   Dr. Terry Murrell

Program Contact Information   Greg Strong

Telephone Number   712-274-6400   Email Address   greg.strong@witcc.edu

Is your organization a post-secondary educational institution eligible under the Higher Education Act (HEA) or registered under the National Apprenticeship Act. (NAA)?   [x] Yes [ ] No

PART II (a) - PROGRAM INFORMATION

Please provide a brief description of each program for which you are applying, including:

A. Program Name   Electrician Diploma

B. A brief program description   This program offers an industry-recognized curriculum providing the basic knowledge and skills in applied electrical theory. Students will develop entry-level skills and knowledge needed for residential, commercial, and industrial wiring, blueprint reading, estimating, building codes and national codes. Important safety practices are strongly emphasized while working on electrical circuits and in the use of test equipment and hand and power tools. The program also provides

students an opportunity to develop their electrical skills to enable them to work with AC and DC

motors, controls, distribution panels.

C. Length of Program   2 semesters   Total Credit Hours Required 34

68-0779 (07-15)   1

D. What is the method of delivery?

[x] Classroom [ ] Computer-Based CD-Rom [ ] Distance (TV/Satellite/Cable) [ ] Self-Study (Correspondence)

[ ] Web-Based (Internet) URL Address _____

PROGRAM COSTS:

1a. Tuition (per credit hour)	$178
1b. Tuition (Out-of-State, per credit hour)	$179
2. Supplies, including tools, uniforms, etc.	Books: $910; Tools: $550
3. Fees, including laboratory, student rentals, deposits	Lab Fees: $274
4. Miscellaneous charges	
5. Average cost per year for program	$7786
6. Total cost to complete this program	$7786

Please use additional pages if necessary.

PART II (b) - ELIGIBLE TRAINING PROVIDER GENERAL INFORMATION

If you are a post-secondary education institution eligible under the Higher Education Act (HEA) or registered under the National Apprenticeship Act (NAA), please place a checkmark next to the description that applies to your institution and submit only these two (2) pages for initial certification. Prior to the expiration of this initial certification, you will receive instructions regarding subsequent eligibility.

[x] Post-Secondary Educational Institution registered under HEA
[ ] Registered under the National Apprenticeship Act (NAA)

CERTIFICATION

I _____ certify that I am the _____ of the training

Darin Moeller   Executive Dean of Instruction
_____   _____
Name   Title

institution named herein and further certify that the information contained in this application is true and correct. All supporting documentation is true and factual.

_____   4/23/18
_____   _____
Signature   Date

If you are a Training Institution applying for program certification, <u>applications must be forwarded to Local Workforce Development Board for consideration.</u> Non-LWDB approved applications received directly from Training Institutions to the address below will not be processed and with no further notification.

FOR LWDB USE ONLY		
Date Received by LWDB	Date Approved by LWDB	
Application Date	Date LWDB Submitted to	
	IWD Region #:	
Authorized LWDB		
Signature		

Approved forms must be sent to: ETPL Unit, Iowa Workforce Development, 1000 East Grand Avenue, Des Moines, IA 50319 (ETPL@iwd.iowa.gov)

2

68-0779 (07-15)

All other applicants must complete the following information and Part III - Part VI:

1. Date Institution was founded: 1966

2. Number of years the institution has been in continuous operation: 52

3. Is the institution accountable to a policy or governmental board? [X] Yes [ ] No

If so, what board? Board of Directors WITCC Merged Area 12 _____ Please attach a member list.

4. Does each program lead to a degree or certification? Please Explain: __yes__

PART III - FINANCIAL INFORMATION

1. Is the institution financially sound and able to satisfy potential liabilities arising from its participation? Please enclose a certified financial statement and the institution's most recent auditor's report.

2. Attach a schedule of fees for in-state and out-of-state tuition, if applicable.

3. Does the institution have a refund policy for the unused portion of tuition, fees, and other charges in the event the enrollee withdraws or discontinues at any time prior to completion?

Please state your
refund policy: see attached

PART IV - FACILITIES

Describe your facility. Provide narrative that describes at a minimum a description on each of the following:

*The number of buildings   *Availability of suitable training equipment
*Handicap accessibility   *Compliance with fire, building and safety codes, including off-campus locations or other sites

PART V - ORGANIZATION OF THE TRAINING INSTITUTION

Please provide a description of each of the following:

*The number of persons employed
*Current number of students enrolled
*Class size to instructor ratio
*School Calendar
*Availability of Transcripts

PART VI - INITIAL PERFORMANCE INFORMATION REQUIRED ON EACH PROGRAM

1. Program completion rate for all individuals participating in the applicable program conducted by the training provider.
   A program completer is a person who has:

a. obtained a certificate, degree or diploma; or
b. received credit for completing the program; or
c. received a passing grade in the program; or
d. finished the required curriculum of the program

Which criteria listed above (a) - (d) do you use to define a completer?   [ ] (a) [ ] (b) [ ] (c) [ ] (d)

2. Percentage of all individuals who obtained unsubsidized employment. The training provider must specify:
   *how the information was obtained
   *what percentage of all student's data was collected
   *what year is being used

3. Average hourly wages of all students who obtained unsubsidized employment for this program: $52,000/year

Important Things to Know!

Enrollment Tips

Note the start and end date for classes
Not all classes start and end at the same time.

Adding a class
Students may add a class through the day of the first scheduled class session. After the first day of class, instructor approval will be required. Instructors can approve adding you to their class by e-mail to registration, registering you via the faculty registration system, or by signing an Add/Drop Form presented by you. The Add/Drop Form is available in Admissions and Advising.

Dropping or withdrawing from a class
The last day to drop a course or withdraw from a class is seven (7) calendar days before the last scheduled class session.

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You may drop in the following ways:
  Online using the Students tab at my.witcc.edu
  By telephone: 712-274-6404
  In person in Admissions and Advising

Important Dates

Term	Start Date	End Date	Last Day to Add	Last Day to Drop with 100% Refund and No Grade*	Last Day to Drop
Fall 18 Face to Face - 16 wks	8/22/18	12/20/18	8/27/18	9/4/18	12/13/18
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Fall 18 Online - 16 wks	8/20/18	12/7/18	8/23/18	8/31/18	11/30/18
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Refund and drop dates for courses with alternate start dates will be adjusted accordingly. Please consult with Admissions/Advising Office.

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**State of Iowa
Iowa Workforce Development
Workforce Services Division
1000 East Grand Avenue
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Date of Application   4/23/18

Name of Institution   Western Iowa Tech Community College

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Telephone Number   712-274-6400   Fax   712-274-6412

Location of Training Facility   Sioux City, IA

Name of Chief Executive Officer   Dr. Terry Murrell

Program Contact Information   Greg Strong

Telephone Number   712-274-6400   Email Address   brett.mccarthy @witcc.edu

Is your organization a post-secondary educational institution eligible under the Higher Education Act (HEA) or registered under the National Apprenticeship Act. (NAA)?   [x] Yes [ ] No

PART II (a) - PROGRAM INFORMATION

Please provide a brief description of <u>each</u> program for which you are applying, including:

A. Program Name   Veterinary Assistant Diploma

B. A <u>brief</u> program description   This program prepares students to work as veterinary assistants in a variety of settings including animal hospitals and clinics, animal shelters, laboratories, zoos, and animal parks. The veterinary assistant provides basic care, performs laboratory procedures, and assists in the veterinary clinic with other functions.

The program includes classroom theory, laboratory, and internship experience in local veterinary clinics. Students receive hands-on experience with animals

C. Length of Program   3 semester   Total Credit Hours Required   40

68-0779 (07-15)   1

D. What is the method of delivery?

[x] Classroom ☐ Computer-Based CD-Rom ☐ Distance (TV/Satellite/Cable) ☐ Self-Study (Correspondence)

☐ Web-Based (Internet) URL Address _____

PROGRAM COSTS:

1a. Tuition (per credit hour)	$178
1b. Tuition (Out-of-State, per credit hour)	$179
2. Supplies, including tools, uniforms, etc.	Books: $1412
3. Fees, including laboratory, student rentals, deposits	Lab Fees: $65
4. Miscellaneous charges	
5. Average cost per year for program	$ 8597
6. Total cost to complete this program	$8597

Please use additional pages if necessary.

PART II (b) - ELIGIBLE TRAINING PROVIDER GENERAL INFORMATION

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[x] Post-Secondary Educational Institution registered under HEA
☐ Registered under the National Apprenticeship Act (NAA)

CERTIFICATION

I ___Darin Moeller___ certify that I am the ___Executive Dean of Instruction___ of the training

Name   Title

institution named herein and further certify that the information contained in this application is true and correct. All supporting documentation is true and factual.

Signature   Date 4-24-18

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68-0779 (07-15)

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*how the information was obtained
*what percentage of all student's data was collected
*what year is being used

3. Average hourly wages of all students who obtained unsubsidized employment for this program: $22,000/year _____

Important Things to Know!

Enrollment Tips

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Fall 18 Online - 12 wks	9/17/18	12/7/18	9/18/18	9/26/18	11/30/18
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Refund and drop dates for courses with alternate start dates will be adjusted accordingly. Please consult with Admissions/Advising Office.

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TITLE I DIRECTOR'S REPORT
MAY 24, 2018

Realignment Update

Alana Tweet and I participated in the Title I Directors Meeting held last week in Des Moines. It was reported that comments were received from many entities regarding realignment of WIOA Regions. Comments are currently being compiled and it is expected that they will be posted for review prior to the end of the month. Key upcoming meeting dates related to the Realignment are:

- June 8th - Next Meeting of the Realignment Committee
- June 28th - Realignment Committee Recommendation due to State Board

Convergys Update

Title I and Iowa*WORKS* Greater Siouxland staff met with about 70 dislocated workers from Convergys on March 27th and March 29th. We are continuing to work with these individuals and have several that are planning to train for higher skilled jobs with higher earning potential. Title I received $20,000 Rapid Response funds to serve this group. We anticipate at least five people will enter retraining programs.

Younkers Update

Alana, Mackenzie and I participated in a conference call earlier this month with Younkers Management and IWD State staff to plan employee meetings related to the store closing. We will be meeting with Younkers employees on May 22nd at the Southern Hills Mall Store. There are about 70 impacted employees, a mixture of full time and part time, including seven managers and supervisors. The average wage is $15 for these employees. Title I has asked for $30,000 in Dislocated Worker funds to assist with Job Search Assistance and/or Skill Upgrading to serve these dislocated employees.

Preliminary Funding & Audit Update

Preliminary Estimates of Title I funding for Region 12 have been received. These estimates indicated $406,959 for the upcoming fiscal year vs. $439,360 last year. Both the Youth and Adult estimates were lower by about $20,000 and the Dislocated Worker allocation was actually up about $6000. Final funding amounts and contracts are expected soon. We also had State Auditors on site to review files within the last month and in final meeting with the auditor there were no areas of concern mentioned. We anticipate a final report on the file review and audit in the next month as well. In additional to regular formula funding for Youth, Adult, and Dislocated Workers, we have requested an additional $50,000 in Rapid Response Dislocated Worker funding to assist with the Convergys (4/15) and Younkers closings (Summer 2018).

Training Enrollment Update

As we end another academic year, it is also interesting to review the individuals that we have involved in our programs that are upskilling to qualify for high demand jobs with higher earnings potential. Our data indicates that we have over 100 individuals who have either completed training or are currently enrolled in training that will positively impact them as well as provide more high skilled workers to our Region:

14	Youth Program
26	Dislocated Worker Program
28	Low Income Adult Program
45	GAP Short Term Training Certificate Program
113	TOTAL ENROLLED IN SKILL UPGRADE PROGRAMS

Title II Information   May 24, 2018   Pamela Woolridge

1. Currently serving Adult Basic Education students at the following locations:
   a. WITCC Main Campus
   b. Goodwill in Sioux City
   c. IowaWORKS Greater Siouxland
   d. West High School (includes free childcare)
   e. Le Mars
   f. Denison
2. 1,137 students are currently enrolled in ABE programming with 12+ hours of attendance:
   a. 648 ELL
   b. 489 HSED
3. Total attendance consists of 58,993 hours (32 weeks of class.)
4. 297 students have completed current levels.
5. 69 HSED completers up-to-date
   10 Cherokee/27 Denison/26 Main Campus/6 Spanish
6. Working with Pace/Gap to provide opportunities for funding and programming.
7. Recruitment opportunities:
   a. Contacted 161 referrals from IWD for ABE/ELL Classes for recruitment opportunities.
   b. Meeting with Joaquin Garza, Fiesta 97.1 Radio – El Chulo de la Manana
8. Two sessions of summer classes available at WITCC Campus:
   a. June 4 – June 28, 8:30 a.m. – 11:30 a.m. and 6:00 p.m. – 9:00 p.m.
   b. July 9 – August 2, 8:30 a.m. – 11:30 a.m. and 6:00 p.m. – 9:00 p.m.
9. New Students testing for classes at WITCC July 9, 2018 at 9 a.m. and 5 p.m.
10. Ten ABE staff will attend Educate and Elevate Iowa, Adult Education & Literacy Conference July 16 – 18, 2018 in Ankeny, IA at the FAA Enrichment Center.
11. 61.02% ELL Students post-tested in December, March and May (goal is 65%)
12. 46.36% ABE Students post-tested in December, March and May goal is 65%)

13. 7 benchmarks have been achieved in the following areas in Area 12 in ABE/ELL:
    a. ABE Beginning Literacy 55% (goal 41%)
    b. ABE Beginning 55% (goal 43%)
    c. ABE Low 63% (goal 51%)
    d. ESL Beginning Literacy 65% (goal 48%)
    e. ESL Low Intermediate 43% (goal 42%)
    f. ESL High Intermediate 49% (goal 45%)
    g. ESL Advanced 35% (goal 25%)
14. The WITCC Festival of Nations presented to WITCC students and the Siouxland Community with approximately 450 attendees who successfully enjoyed the event.
15. The ABE Department is preparing for an IBEST CNA Program. This program will start on the WITCC Campus May 29, 2018.
16. Two ABE staff attended a Department of Education Training session April 18 to gain knowledge needed to complete paperwork for the end of this program year.
17. ABE Coordinators and a Lead Instructor attended a National Training Program, COABE Conference in Phoenix, AZ last month, where they acquired new teaching strategies and shared information with other colleague's in their field.
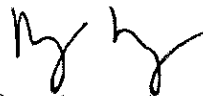18. All testing and paperwork must be completed by June 30, 2018 and recorded by July 10, 2018.

(Final numbers may vary, due to the fact we are still testing until 6/30/18)

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION WIOA
	CORRESPONDENCE SYMBOL OWI
	DATE March 23, 2018

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 13-17

TO: STATE WORKFORCE AGENCIES
ALL STATE WORKFORCE LIAISONS

FROM: ROSEMARY LAHASKY
Deputy Assistant Secretary

SUBJECT: Planning Estimate for Workforce Innovation and Opportunity Act (WIOA) Youth, Adult, and Dislocated Worker Program Allotments for Program Year (PY) 2018

1. **Purpose.** To transmit to States and outlying areas estimated funding levels for WIOA Title I Youth, Adult, and Dislocated Worker program allotments for PY 2018.

2. **References.**
   - Bipartisan Budget Act of 2018 (Pub. L. 115-123) (Feb. 9, 2018);
   - Consolidated Appropriations Act, 2017 (Pub. L. 115-31);
   - Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, as amended;
   - Training and Employment Guidance Letter (TEGL) No. 27-16, Change 1, October 20, 2017, *Fiscal Year (FY) 2018 Advance Funding Levels Available October 2017 for Workforce Innovation and Opportunity Act (WIOA) Programs and Correction to the Amounts for Youth and Adult Small State Minimum Allotments;* and,
   - TEGL No. 27-16, June 9, 2017, *Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth Activities Program Allotments for Program Year (PY) 2017; Final PY 2017 Allotments for the Wagner-Peyser Act Employment Service (ES) Program Allotments; and Workforce Information Grants to States Allotments for PY 2017.*

3. **Background.** ETA is providing states with estimated allotment levels for the WIOA Youth, Adult, and Dislocated Worker programs for PY 2018 to use for planning purposes. These allotment levels are provided as an estimate and will change based on the enacted fiscal year (FY 2018) full-year appropriation. The funding levels in this guidance letter can provide states with a general idea of how their funding will change in PY 2018. To date, Congress enacted the Bipartisan Budget Act of 2018, which funds the Federal Government through March 23, 2018, and includes a 0.6791 percent reduction.

4. **Methodology.** To provide States with estimated PY 2018 funding levels to use for planning purposes, ETA: 1) used the data that ETA will use to calculate the actual PY 2018 allotments (note, this includes updates to the disadvantaged Youth and Adult data factors last updated in

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PY 2013), and 2) estimated funding for the programs based on the full-year funding levels for these programs in PY 2017 as indicated in TEGL 27-16. See TEGL 27-16 for further description of the funding levels used, as well as descriptions of the WIOA Youth, Adult, and Dislocated Worker formulas and data factors.

ETA used the following funding levels to prepare allotment estimates for PY 2018:

A. WIOA Youth Activities total $851,428,600 for States and $2,133,906 for outlying areas;
B. WIOA Adult Activities total $807,132,332 for States and $2,022,888 for outlying areas; and
C. WIOA Dislocated Worker Activities total $1,012,847,700 for States and $3,079,936 for outlying areas.

ETA used the following data in the WIOA Adult and Youth formulas:

A. The average number of unemployed individuals for Areas of Substantial Unemployment (ASUs) for the 12-month period July 2016 through June 2017;

B. The number of excess unemployed individuals or excess unemployed individuals in ASUs (depending on which is higher) averages for the same 12-month period as used for ASU unemployed data; and

C. The number of disadvantaged Youth; or, for the Adult formula, the number of disadvantaged Adults based on special tabulations of data from the Census Bureau's American Community Survey (ACS) collected between January 1, 2011, and December 31, 2015.

   Please note ETA last updated the disadvantaged Youth and Adult data for PY 2013, and indicated at that time the intent to update this data factor every five years. The ACS data used are the five-year moving average data collected between January 1, 2011, and December 31, 2015.

   States will need to update the disadvantaged Youth and Adult data used in their sub-state allocation formulas for PY 2018. ETA will post the updated data to https://www.doleta.gov/budget/disadvantagedYouthAdults.cfm and publish a TEGL notifying states of the availability of the data. ETA anticipates completing these tasks in early 2018.

ETA used the following data in the WIOA Dislocated Worker State formula:

A. The number of unemployed, averaged for the 12-month period, October 2016 through September 2017;

B. The number of excess unemployed, averaged for the 12-month period, October 2016 through September 2017; and

C. The number of long-term unemployed, averaged for the 12-month period, October 2016 through September 2017.

5. **SF-424 Submission (Youth only).** All states should submit an electronically signed copy of an SF- 424, Application for Federal Assistance, through Grants.gov for Youth funding using the amounts listed in this Planning Estimate TEGL. ETA will award the PY 2018 WIOA Youth funds once they are available for obligation and as SF-424s are received. If the final allotment amount a state receives is higher than what is indicated in this planning estimate TEGL, the state will have to submit a revised SF-424 showing the adjustment.

6. **Final Allotment Levels.** ETA will issue the final PY 2018 allotment levels for WIOA Title I Youth, Adult, Dislocated Worker, Wagner-Peyser Act Employment Service, and Workforce Information Grant programs to States after the enactment of a full-year appropriation for FY 2018.

7. **Inquiries.** Please direct questions regarding these estimated full year allotments to the appropriate Regional Office.

8. **Attachment.**

   A. Planning Estimate: PY 2018 WIOA Youth, Adult, and Dislocated Worker State Allotments

U. S. Department of Labor
Employment and Training Administration
Planning Estimate: PY 2018 WIOA Youth, Adult, and Dislocated Worker State Allotments
THESE AMOUNTS ARE NOT THE FINAL AMOUNTS AVAILABLE FOR PY 2018

State	WIOA Youth Activities	WIOA Adult Activities	WIOA Dislocated Workers	Total
Total with Evaluations and PI	$873,416,000	$815,556,000	$1,241,719,000	$2,930,691,000
Total	$866,560,920	$809,155,220	$1,231,974,405	$2,907,690,545
Alabama	16,193,450	15,681,118	18,881,278	50,755,846
Alaska	3,129,584	2,919,960	4,799,076	10,848,620
Arizona	21,320,428	20,155,453	22,697,587	64,173,468
Arkansas	6,318,318	6,022,520	6,251,682	18,592,520
California	117,927,789	113,215,265	151,114,303	382,257,357
Colorado	9,012,702	8,357,736	9,931,857	27,302,295
Connecticut	9,764,945	8,998,766	14,318,917	33,082,628
Delaware	2,128,572	2,017,831	2,402,580	6,548,983
District of Columbia	3,245,971	2,868,045	6,331,221	12,445,237
Florida	49,049,343	49,405,243	52,429,191	150,883,777
Georgia	24,748,175	23,707,995	39,487,280	87,943,450
Hawaii	2,128,572	2,017,831	1,582,116	5,728,519
Idaho	2,373,019	2,204,058	1,922,513	6,499,590
Illinois	41,165,226	38,633,501	61,423,644	141,222,371
Indiana	13,753,071	12,471,675	13,751,527	39,976,273
Iowa	4,604,254	3,258,784	4,045,512	11,908,550
Kansas	4,981,195	4,184,470	4,561,200	13,726,865
Kentucky	13,264,852	13,195,759	17,344,824	43,805,435
Louisiana	16,535,647	15,987,846	20,249,198	52,772,691
Maine	2,586,000	2,348,579	2,619,167	7,553,746
Maryland	12,016,761	11,151,770	14,974,603	38,143,134
Massachusetts	12,568,773	11,211,781	15,504,161	39,284,715
Michigan	27,561,902	25,092,475	29,222,475	81,876,852
Minnesota	9,724,276	8,136,609	8,500,217	26,361,102
Mississippi	9,684,327	9,297,702	12,474,772	31,456,801
Missouri	13,549,936	12,584,100	13,815,417	39,949,453
Montana	2,128,572	2,017,831	1,524,397	5,670,800
Nebraska	2,558,639	2,017,831	2,341,552	6,918,022
Nevada	8,921,942	8,678,951	13,593,087	31,193,980
New Hampshire	2,128,572	2,017,831	1,717,012	5,863,415
New Jersey	20,066,711	19,387,744	31,278,144	70,732,599
New Mexico	8,840,066	8,548,526	13,346,736	30,735,328
New York	48,379,923	47,415,034	50,313,692	146,108,649
North Carolina	26,714,029	25,303,014	29,472,588	81,489,631
North Dakota	2,128,572	2,017,831	792,946	4,939,349
Ohio	35,020,650	32,442,658	38,745,824	106,209,132
Oklahoma	9,225,898	8,715,141	7,543,448	25,484,487
Oregon	9,220,904	8,824,904	11,396,070	29,441,878
Pennsylvania	37,972,832	34,908,991	52,263,246	125,145,069
Puerto Rico	25,579,776	26,712,572	43,423,747	95,716,095
Rhode Island	3,224,256	2,759,343	4,034,220	10,017,819
South Carolina	12,539,614	12,072,447	15,149,307	39,761,368
South Dakota	2,128,572	2,017,831	1,135,744	5,282,147
Tennessee	16,861,523	16,345,732	18,654,693	51,861,948
Texas	73,171,456	69,058,709	60,657,647	202,887,812
Utah	3,522,722	2,753,454	4,291,990	10,568,166
Vermont	2,128,572	2,017,831	839,505	4,985,908
Virginia	12,675,959	11,785,962	13,657,006	38,118,927
Washington	18,413,501	17,299,701	26,149,016	61,862,218
West Virginia	5,622,782	5,579,588	7,323,854	18,526,224
Wisconsin	10,786,897	9,288,172	11,492,752	31,567,821
Wyoming	2,128,572	2,017,831	1,073,159	5,219,562
State Total	851,428,600	807,132,332	1,012,847,700	2,671,408,632
American Samoa	227,760	215,479	328,076	771,315
Guam	773,087	731,402	1,113,592	2,618,081
Northern Marianas	422,385	399,609	608,422	1,430,416
Palau	75,000	75,000	114,191	264,191
Virgin Islands	635,674	601,398	915,655	2,152,727
Outlying Areas Total	2,133,906	2,022,888	3,079,936	7,236,730
Native Americans	12,998,414	0	0	12,998,414
National Reserve	0	0	216,046,769	216,046,769
Evaluations set aside	2,488,000	2,323,000	3,536,000	8,347,000
Program Integrity set aside	4,367,080	4,077,780	6,208,595	14,653,455

The amounts provided in this table can be used to get a general idea of the funding that could be available to each state if funding levels for these programs are exactly the same as announced at the beginning of PY 2017 (see TEGL 27-16). In this table, the total dollars estimated to be available for PY 2018 were distributed among states according to the updated data factors for PY 2018. A number of decisions that have yet to be made could impact the final amounts obligated to each state.

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION WIOA
	CORRESPONDENCE SYMBOL OWI
	DATE April 4, 2018

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 14-17

TO: STATE WORKFORCE AGENCIES

FROM: ROSEMARY LAHASKY
Deputy Assistant Secretary

SUBJECT: Updated Disadvantaged Youth and Adult Data for use in Program Year (PY) 2018 and future Workforce Innovation and Opportunity Act (WIOA) Youth and Adult Within-State Allocation Formulas

1. **Purpose.** To advise states that disadvantaged Youth and Adult data for use in the WIOA Youth and Adult within-state allocation formulas is available on the ETA website and that states should use this data in their PY 2018 and future within-state allocation formulas.

2. **References.**
    - Workforce Innovation and Opportunity Act Section 2, 107, 127, 128, 132, 133, and 182; P.L. 113-128; 29 U.S.C. 3101, 3121, 3162 (b), 3163 (b), 3172 (b), 3173 (b);
    - Training and Employment Guidance Letter (TEGL) No. 21-12, March 26, 2013, *Updated Economically Disadvantaged Youth and Adult Data for use in Program Year (PY) 2013 and future Workforce Investment Act (WIA) Youth and Adult Within-State Allocation Formulas.*

3. **Background.** Disadvantaged Youth and Adults is a data factor used in the statutory formulas to allocate WIOA Youth and Adult funds among states and within states (see Appendix A for definitions). In March 2013, the Employment and Training Administration (ETA) issued TEGL No. 21-12 regarding updated disadvantaged Youth and Adult data for use in the state allotment and within-state allocations to local areas for the Workforce Investment Act (WIA) Youth and Adult funding starting in PY 2013. WIOA, which became effective for PY 2015, uses the same data for determining distribution of funding. This TEGL replaces TEGL 21-12 and notifies states of the availability of updated special tabulations of disadvantaged Youth and Adult data from the American Community Survey (ACS) (see Appendix A for more information on the ACS) to be used in determining state allotment and within-state allocations starting in PY 2018.

4. **New Data Available.** ETA posts the updated disadvantaged Youth and Adult data on the ETA Budget website at the following link: http://www.doleta.gov/budget/disadvantagedYouthAdults.cfm. The state-level data will be used by the ETA National Office in the state allotment formula for PY 2018 and in future

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program years. States must use the updated data to determine the number of disadvantaged Youth and Adults in each state's local areas for use in their within-state allocation formulas starting in PY 2018 and in future program years. See Appendix A for responses to some general questions and Appendix B for a description of the files and their content.

5. **Action Requested.** States must use the updated data in their PY 2018 within-state allocation formulas.

6. **Inquiries.** Questions concerning this guidance should be directed to the appropriate Regional Office.

7. **Attachments.**

   - Appendix A Questions and Answers

   - Appendix B Description of Data File Contents, Layout, and Caveats

Appendix A: Questions and Answers

1. What is the definition of a disadvantaged Youth or Adult?

   See WIOA Sections 127(b)(2)(C) and 132(b)(1)(B)(v)(IV). A disadvantaged Youth is defined as "an individual who is age 16 through 21 who received an income, or is a member of a family that received a total family income that, in relation to family size, does not exceed the higher of the poverty line, or 70 percent of the Lower Living Standard Income Level (LLSIL)." The definition of a disadvantaged Adult is similar; but, per WIOA Section 132(b)(1)(B)(v)(I), the age restriction is 22 to 72. WIOA Sections 127(b)(3) and 132(b)(1)(A)(v)(V) requires college students and members of the Armed Forces to be excluded from the number of disadvantaged Youth and Adults to the extent practicable. WIOA Section 3(36)(B) defines LLSIL is the income level determined annually by the Secretary based on the most recent lower living family budget issued by the Secretary. The LLSILs used in the special tabulations were those published in 2015 (see Appendix D of the Federal Register/Vol.80, No. 59, March 27, 2015 and any applicable corrections published in the Federal Register/Vol. 80, No. 136, July 16, 2015). For ACS income data from 2011 to 2014, the Census Bureau (the Bureau) adjusted income levels for inflation in order to compare it with LLSIL and poverty levels for 2015.

2. What additional requirements are there for states with rural concentrated employment program grant recipients?

   The states of Kentucky, Minnesota, and Wisconsin, who have designated local areas served by rural concentrated employment program grant recipients under WIOA Section 107(c)(1)(C), must use the higher of the number of disadvantaged Youth (or Adults) in such areas or the number of individuals age 16 to 21 (or Adults age 22 to 72) in families with an income below the "low-income level" in such area. The low-income level is defined in WIOA Section 127(b)(2)(E) and WIOA Section 132(b)(1)(B)(v)(VII). ETA calculated the following "low-income levels" for these states for 2015 which were used by the Bureau to develop the special tabulations in Table 8:

Low-Income Level	
	2015
Kentucky	$45,000
Minnesota	$43,000
Wisconsin	$43,000

3. If college students are excluded "to the extent practicable," why are college students in the labor force included in the counts for Table 6?

Due to a change in the survey question format which started in the 2000 Census and continues in the ACS, the Bureau cannot distinguish students who work full time from those who work part-time. What the Bureau can code are special tabulations excluding all college students or special tabulations excluding only college students who are not in the labor force. The Bureau cannot code special tabulations that exclude college students who work part-time. In an effort not to lose elements of the disadvantaged population group WIOA Adult and Youth funds serve, such as those working full-time and taking some college or graduate courses, ETA decided it was better to only exclude college students who were not working at all. As a result, at the local level, some college towns may have a larger number of youth defined as disadvantaged than what the state feels is justified. ETA recognizes the issue, but it is not possible at this time to exclude college students who work part-time from the tabulations.

Demographic data on WIOA Youth and Adult participants suggest that a small percentage of participants are in post-secondary education and working while participating in the programs. This being the case, excluding all college students could remove some potential WIOA participants from the counts of disadvantaged Youth and Adults. According to the most recent WIOA data (PY 2016), 3.0 percent of WIOA Youth participants were in post-secondary education at enrollment. Of those in post-secondary education, 27.9 percent were employed at enrollment. For Adult participants in PY 2016, 8.1 percent were in post-secondary education at enrollment. Of those, 26.8 percent were also employed at enrollment. This suggests that there are adults in the workforce who are taking some college classes who could be WIOA participants and qualify as economically disadvantaged.

4. Why is ETA using the American Community Survey?

The most recent Census, conducted in 2010, did not include the long form survey that ETA previously used to update the disadvantaged Youth and Adult data. Instead, ETA worked with the Bureau to use data from the American Community Survey (ACS).

ACS data is based on a rolling annual sample survey mailed to approximately three million addresses a year over five years. The data used in the special tabulations for disadvantaged Youth and Adults was collected between January 1, 2011 and December 31, 2015. By pooling several years of survey responses, the ACS can generate detailed statistical portraits of smaller geographies that can replace the data no longer collected in the long form of the decennial Census.

For more information on the ACS go to http://www.census.gov/acs/

5. When will the next update of the disadvantaged Youth and Adult data occur?

The Bureau releases a new set of five-year estimates every year, but ETA anticipates updating the disadvantaged Youth and Adult data using the ACS only every five years. Therefore, the next update is anticipated to be in time for the PY 2023 allocations.

6. My state's disadvantaged data increased. Why did my state's allotment not also increase?

Allotment amounts are based on a state's relative share of the total number of disadvantaged Youth or Adults, depending on the program, compared with other states' relative shares. An increase in a state's disadvantaged data does not always increase its relative share. Despite increases in the number of disadvantaged data, a state's relative share may decrease, and that could cause the state's allotment amount to decrease.

7. What data files on the website do I need to use?

It depends on how your state defines local areas. Files labeled Table 6 contain data meeting the WIOA definition of disadvantaged Youth and Adults and are available at different geographic levels. Most states will need Table 6 at the County-level (050). Some states may need additional data at the County-Subdivision level (060) and County or State-Place levels (155 and 160) in order to develop data sets for their states' local areas. States that are a single area do not need the data at all. The State-level (040) and National-level (010) data are provided for states' information.

Kentucky, Minnesota, and Wisconsin will need additional data in Table 8 because these three states have designated local areas served by Rural Concentrated Employment Program (RCEP) grant recipients, and those RCEP local areas use the higher of the number of disadvantaged Youth or Adults in such areas or the number of individuals in the appropriate age range with an income below a low-income level calculated based on the definition described in WIOA Sections 127(b)(2)(E) and 132(b)(1)(B)(v)(VII). Table 8 contains the number of individuals below these calculated income levels, and is available at various geography levels (County 050, County-Subdivision 060, County-Place 155, and State-Place 160).

Arizona and New Mexico also will need county-level American Indian Area/Alaska Native Area/Hawaiian Homeland Areas (270) data to determine Navajo Nation grant allocation amounts. Similar data at the state level (260) is also provided.

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The other tables (1-3, and 7) are provided for states' information, but are not used in the WIOA Adult and Youth formulas. See Appendix B for a further description of the contents of tables 1-8

Appendix B: Description of Data File Contents, Layout, and Caveats

File Contents

The Excel files on the website contain the estimated number of individuals by age that fall within certain defined population groups at various geographic levels. For the WIOA state allotment and within-state allocation formulas, the population meeting the WIOA definition of disadvantaged Youth or Adult is contained in files labeled Table 6. Three states (Kentucky, Minnesota, and Wisconsin) will also need files labeled Table 8. According to WIOA, the age range for disadvantaged Youth is 16-21, and the age range for disadvantaged Adults is 22 to 72 years.

The age groups are:
- Total (Persons of all ages (0 and over))
- Persons 0 to 13 years of age
- Persons 14 through 15 years
- Persons 16 through 21 years
- Persons 22 through 24 years
- Persons 25 through 54 years
- Persons 55 through 64 years
- Persons 65 through 72 years
- Persons 73 years and over

The geographic levels are:
- National (010)
- State (040)
- County (050)
- County-Subdivision (060)
- County-Place (155)
- State-Place (160)
- State-Level American Indian Area/Alaska Native Area/Hawaiian Homeland Areas (260)
- County-Level American Indian Area/Alaska Native Area/Hawaiian Homeland Areas (270)

The population groups include:
- Table 1A- Total number of persons, including persons living in housing units and persons living in Institutional or Non-Institutional Group Quarters
- Table 1B- Total number of persons in the poverty universe (excludes unrelated individuals under 15 years of age, persons living in Institutional Group Quarters, persons in college dormitories, and persons in military group quarters). The above-listed groups are not in the poverty universe. Persons not in the poverty universe do not have a poverty status. They are neither poor nor non-poor.

- Table 2- Number of persons in the poverty universe who have a 2015 inflation adjusted income in the past 12 months below the standard Bureau's poverty threshold for that person. This is the number of persons in poverty.
- Table 3- Number of persons who had a 2015 inflation adjusted income (family or individual) in the past 12 months below 70 percent of the Lower Living Standard Income Level (LLSIL) published in Appendix D of the Federal Register/Vol.80, No. 59, March 27, 2015 and any applicable corrections published in the Federal Register/Vol. 80, No. 136, July 16, 2015. The Bureau compared the LLSIL threshold for a person to his (or her) income in the past 12 months in the following manner:
  - If a person was a member of a family, the Bureau used their family income to compare with the appropriate LLSIL threshold (those for 2-person families, 3-person families, 4-person families, etc.).
  - If a person was a member of a Non-Family household or a Group Quarters person (either Institutional or Non-Institutional), the Bureau used the person income to compare with the appropriate LLSIL threshold (those for a 1-person family).
  - If a person was in a family household, but was a non-relative to the householder, the Bureau used the person income to compare with the appropriate LLSIL threshold (those for a 1-person family).
- Tables 4 and 5 from TEGL 21-12 were not provided because they were not approved by the Bureau's Disclosure Review Board (DRB). Please contact your regional representative, who in turn will contact the national office, if this presents any state or local entity with an issue. Table 4 would have provided the number of persons who satisfy the requirements of Table 2 or Table 3 above. This includes persons in poverty but not below 70 percent of LLSIL, persons not in poverty but below 70 percent of LLSIL, and persons both in poverty and below 70 percent of LLSIL. Table 5 would have provided the number of persons in poverty (Table 2) excluding college students (undergraduate and graduate) not in the labor force (Employment Status Recode (ESR) of 6) or persons on active duty in the armed forces (ESR of 4 or 5) during the appropriate 2011-2015 ACS reference week.
- Table 6- The number of persons who satisfy the requirements of Table 2 or Table 3 (persons in poverty but not below 70 percent of LLSIL, persons not in poverty but below 70 percent of LLSIL, and persons both in poverty and below 70 percent of LLSIL) excluding college students (undergraduate and graduate) not in the labor force (ESR of 6) or persons on active duty in the armed forces (ESR of 4 or 5) during the appropriate 2011-2015 ACS reference week. **The population in Table 6 meets the definition of a disadvantaged Youth or Adult.**
- Table 7- The number of persons in the civilian labor force. The universe of Table 7 is limited to persons 16 years and over who were employed (ESR – 1 or 2) or unemployed (ESR = 3) during the appropriate 2011-2015 ACS reference week.
- Table 8- The number of persons living in Kentucky, Minnesota, and Wisconsin (the three states that have designated local areas served by rural concentrated employment program grant recipients) who received a 2015 inflation-adjusted income (either family or person) below the specified state "low-income levels" listed below. The "low-income levels" below were calculated according to the definition in WIOA Section 127(b)(2)(E) and WIOA Section 132(b)(1)(B)(v)(VII).

Low-Income Level	
	2015
Kentucky	$45,000
Minnesota	$43,000
Wisconsin	$43,000

File Layout

The layout of the data in the files is very similar to what was provided to states in 2013. Each file contains a different geographic level of detail (for example, state versus county) and a different population group, but all fifty-two state entities are contained in each file. Each file contains two tabs. One tab contains the ACS data tabulations obtained from the Bureau (labeled "Census Orig" with the appropriate table number identifying the population group). On the "Census Orig" data tab, geography and age extend down the Y axis. This tab also includes margin of error information the states may find helpful. On a second tab, ETA used pivot tables to reformat the data provided by the Bureau in order to make it easier to use. The second tab contains just the number of individuals by age group meeting the population group definition for the file. This tab has been formatted to read age across the X axis instead of down the Y axis. Because each file contains information for all fifty-two state entities, filters have been added so that states can select their state or counties of interest.

The "Census Orig" tab contains nine columns:
- TBLID – Table Identifier
- GEOID – Geographic Code Identifiers (For most summary levels, a concatenation of FIPS codes)
- GEONAME – Geographic Area Name
- TITLE – Description of Row Estimate
- ORDER – Order of Table Values (Identifies a particular characteristic across the geographic areas in a summary level. The values are repeated for each geographic area)
- SUMLEVEL – Census Bureau Summary Level Code
- CEST – Estimate
- CME – Margin of Error on Estimate at the 90-percent confidence level
- SOURCE – Source of data

Caveats

Please note that the lower level geographies may not sum to the higher level geographies. The Bureau separately tallied and rounded counts for each geographic summary level. Therefore, the U.S. counts do not equal the sum of the state counts, and counts for a particular state do not equal the sum of the county counts for that state, and so on. Also, the Total columns, or rows if using the "Census Orig" format, were tallied and rounded separately. For example, Total Persons, All Ages, may not always equal the sum of the eight (or six) age categories for Total Persons.

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