

Region 13 Local Service Plan

Appendix A

Effective 6/30/2019

Geographical Preference for Enrollment Policy and Procedures

The Geographical Preference for this Region is that the participant must be a resident within the following counties: Cass, Fremont, Harrison, Mills, Page, Pottawattamie, or Shelby or within the local School District boundaries of the following schools: AHTSW, Atlantic, Boyer Valley, Cam, Clarinda, Council Bluffs, East Mills, Essex, Exira-Elkhorn Kimballton, Fremont-Mills, Glenwood, Griswold, Hamburg, Harlan, IKM-Manning, Lewis Central, Logan-Magnolia, Missouri Valley, Riverside, Shenandoah, Sidney, South Page, Treynor, Tri-Center, Underwood, West Harrison and Woodbine. For individuals living outside of these boundaries who request assistance from this Region, the application must be forwarded to the current residency WIOA Title I Director to either approve assistance or defer the application for service to this region. If application is deferred to this region, additional criteria for service include those individuals who are/plan to attend school within this region or are enrolled in services with partner agencies within this region. Approval must be documented in the data management system.

Eligibility Determination Policy for Participation of Minors:

The Region 13 LWDB does not authorize any additional responsible adults outside of those mentioned in the State Policy to authorize program participation for minors.

Selection of Adult Mentoring

The following is the selection and screening process for Adult Mentors in Region 13:

1. Mentors Must be at least 25 years of age.
2. Mentors must pay for and complete a background check. Background checks must be within 90 days of the mentor application date.
3. Mentors must complete a mentor application and provide background check results.
4. Complete an interview with a youth program career planner and Title I Director.
5. Applications will be good for 90 days.

The LWDB will screen and vote for approval of the interested mentor based on application, background check, and interview.

The LWDB approves the following Partner Agencies as an exception to the above to provide Adult Mentoring Services: Big Brothers, Big Sisters and TeamMates. Background check results completed with the partner agency or a letter on official letterhead stating that the mentor has successfully passed background check requirements with the partner agency must be provided to the LWDB.

Objective Assessment

Region 13 will utilize one or a combination of the following assessments as part of the Objective Assessment Service: Career Decision Maker, O*NET Interest Profiler, Career Coach, NRS-approved CASAS, and any other assessments utilized by American Job Center partners.

Ineligibility to Receive Services Policy:

On the date that the individual is found ineligible to receive services the individual will be mailed a letter stating why they are ineligible and providing them 30 days to respond to correct the ineligible status. A final determination will be made after the 30 days have expired and the individual will be mailed a letter within 5 business days stating the final determination of services.

Closure of Services Due to Fraud Policy:

On the date that the individual is found to have committed or attempted to commit fraud to receive services, the individual will be mailed a letter stating the determination and provide them 30 days to respond to the fraud status. A final determination will be made after the 30 days have expired and the individual will be mailed a letter within 5 business days stating the final determination of services.

Additional Assistance for Youth

Region 13 identifies the following categories for Youth Needing Additional Service in addition to those outlined in State Policy: Individual who is 24 years of age or younger who is not pregnant, but expecting to provide custodial care for one or more dependents under age 18.

Underemployed Individuals

Region 13 outlines the following criteria to qualify as an Underemployed Individual under the Adult and Dislocated Worker Programs:

1. Currently employed on a less than full time basis and is seeking full time employment.
2. Currently in a position that is below their level of skills and training.
3. Currently meets the definition of a low-income individual, but their current job's earnings are not sufficient compared to their previous job's earnings from their previous employment. Must be at 80% or below previous earnings.

Individualized Career Services

Region 13 will utilize NRS-approved CASAS or TABE to determine eligibility. These assessments are approved for use by the National Reporting System.