

Local Plan Modification Transmittal Form

To Be Completed by LWDB		STATE USE ONLY	
LWDB:	Region 2	Date Received:	5-2-19
Date Submitted:	5-2-19	Date Approved:	5-14-19
Provide a description of Local Plan changes below:		Effective Date:	6-3-19
		Title I Rep:	WG

Add the following to the Region 2 Local Service Plan:

1. Geographical Preference for Enrollment Policy and Procedures:

The Geographical Preference for Region 2 is that the participant must be a resident within the following counties: Cerro Gordo, Floyd, Franklin, Hancock, Mitchell, Winnebago, and Worth or attending schools in the following districts: Mason City, Clear Lake, West Fork, Garner-Hayfield Ventura, West Hancock, Charles City, Rudd-Rockford-Marble Rock, Hampton-Dumont, CAL, St. Ansgar, Osage, Riceville, Forest City, Lake Mills, North Iowa, Central Springs, and Northwood-Kensett. As well as at the following training providers: North Iowa Area Community College, Buena Vista - Mason City, and Waldorf University. 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. The same process will be followed for students that have residence outside of the region but attend school within the region. A factor will be utilized in the decision making process is if they are receiving other services at the Region 2 American Job Center office (e.g., IVRS, PROMISE JOBS, Adult Education) and if they request assistance from this American Job Center. Approval must be documented in the data management system.

2. Eligibility Determination Policy for Participation of Minors:

The Region 2 LWDB does not authorize any additional responsible adults outside of those mentioned in the State Policy to authorize program participation for minors. State policy states that another responsible adult may include the following:

- A relative with whom the individual resides,
- An adult who has been delegated custodial or administrative responsibilities in writing, either temporarily or permanently, by parents or by an appropriate agency,
- An agency or organization representative who is in a position to know the individual's circumstances (i.e., that they could not get a parent's or guardian's signature authorizing participation), for example, a clergy person, a school teacher or other school official, a probation or other officer of the court or foster parent.
- A representative of an agency which provided support services to the individual and who is aware of the individual's circumstances (i.e., that they cannot get a parent's or guardian's signature authorizing participation), for example, a social worker, a homeless shelter official, a child protective worker, a health clinic official; or
- Other responsible adults to be appropriate to authorize the individual's participation, as defined in policy by the Local WDB.

3. 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.

4. 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.

5. Selection of Adult Mentors Policy:

The following is the selection and screening process for Adult Mentors in Region 2:

1. Mentors must be at least 25 years of age.
2. Mentors must pay for and complete a background check. Background check must be within 90 days.
3. Mentor must complete a mentorship application and provide background check results.
4. Complete an interview with a youth program career planner or the Youth Standing Committee.
5. Applications will be good for 90 days.

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

Region 2 may partner with other Partner Agencies for Adult Mentoring Services with approval from LWDB. Any partner agencies screening process will be reviewed by the LWDB for determination of adequacy.

6. Objective Assessment Policy:

Region 2 will utilize one or a combination of the following assessments as part of the Objective Assessment Service: TABE 11/12, CASAS, CAPS/COPS/COPEs, Accuplacer, Aleks, Career Coach, NCRC and O*NET Interest Profiler. Assessment tools are evaluated on an ongoing basis by the service provider. The selection of actual instruments will occur through the course of enrollment.

7. Support Services Policy:

Support service payments may be provided when necessary, to enable a participant to participate in WIOA Title I activity or a partner activity. Support service payments can be made only when the participant is unable to obtain the service through other programs providing such services.

The American Job Center partners will work in conjunction to ensure that duplication of services does not happen for dual enrolled participants.

There is a maximum expenditure assigned to each Support Services per participant per program year. A support cap maximum of \$2500.00 per participant per program year. Support caps can be altered with written permission of the WIOA Title I Director. The maximum allowable expenditures are indicated with the description of each service as follows (only areas with changes are listed):

Dependent Care

The cost of dependent care from licensed daycare providers or from private sources agreed upon by the participant and WIOA Title 1 Service provider career planner are allowable. Dependent care payment may not be made to individuals living in the same household. Dependent care includes child or adult care. Higher rates may be allowed in special cases, including, but not limited to, care of an infant, sick child, or person with a disability. If an unemployed parent of the child(ren) resides in the home, no childcare support will be provided. Dependent Care Support should only be used when the participant is not eligible for, or is pending approval of, Child Care Assistance through DHS/PROMISE JOBS. WIOA Title I Maximum Expenditure per fiscal year: \$4.00 per hour per dependent. Max \$100.00 per week. Max \$1000.00 per fiscal year.

Youth Incentive Payments (YIP) - Youth only

Incentive payments to youth participants are allowed for recognition and achievement directly tied to training activities and experiential learning activities. Incentive payments must be: (a) Tied to the goals of the specific program; (b) Outlined in writing before the commencement of the program that may provide incentive payments; (c) Align with the local program's organizational policies; and (d) In accordance with the requirements contained in the Uniform Administrative Requirements 2 CFR 200.

Federal funds may not be spent on entertainment costs. Therefore, incentives will not include entertainment, such as movies or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment. Internal controls are in place to safeguard cash which also apply to safeguarding of gift cards, which are essentially cash. WIOA Title I Youth Program Benchmarks are listed below:

Benchmark	Incentive and Bonus Payment
High School Diploma Attainment	\$100.00
HISED Attainment	\$100.00
Achievement of Academic or Career goal	\$75.00
Perfect Attendance for Subsidized or Unsubsidized	
A. Work in a Month	\$50.00
B. Maximum Perfect Attendance	\$200.00
National Career Readiness Certificate	
A. Bronze NCRC Level	\$25.00
B. Silver NCRC Level	\$50.00
C. Gold NCRC Level	\$75.00
D. Platinum NCRC Level	\$100.00

Achievement of In Demand Credential/s	\$100.00
Completion of 30 hour Leadership Activity	\$100.00
Employed for Both the 2nd and 4th Quarter After Exit	\$50.00

Miscellaneous Services

Bonding is an allowable cost unless funds are available from other resources. If bonding is an occupational requirement, it should be verified that the participant is bondable before the participant is placed in training for that occupation. The cost of Legal Aid Services is allowed. The cost of required tools is allowed. All policies and procedures set forth in the property section of the Local Service Plan apply to all property purchased with WIOA Title I funds. The cost of licenses or application fees is allowable if required for employment. Must be required for their WIOA sponsored program. WIOA Title I Maximum Expenditure Limit per fiscal year: \$2000.00.

Educational Assistance (EST)

Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes is allowable. WIOA Title I Maximum Expenditure per fiscal year: \$1000.00.

Educational Testing (EDT)

Assistance with educational testing required for participation in WIOA Title I activities is allowable. Some examples of educational testing include, but are limited to, high school equivalency testing and vocational testing. If required for employment, the costs for licenses and application fees are allowable. WIOA Title I Maximum Expenditure per fiscal year: \$400.00.

8. Additional Assistance for Youth Policy:

Region 2 identifies the following categories for Youth Needing Additional Service in addition to those outlined in State Policy:

- Father of an unborn child
- Youth with no work history

9. Economic Self-Sufficiency:

Region 2 adopts the State Standard for Economic Self-Sufficiency.

10. Underemployed Individuals Policy:

Region 2 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 individuals, 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.

11. Individualized Career Services Policy:

Region 2 will utilize the following assessments to determine eligibility:

1. TABE 11/12 or CASAS

These assessments are approved for use by the National Reporting System.

Approvals:

Katey M. Quinn 5-2-2019
LWDB Chair Date

Lorey Eberling 5-2-2019
CEO Chair Date