



West Virginia
WorkForce

WORKFORCE DEVELOPMENT REPORT

Report for Fiscal Year 2014
State: July 1, 2013 – June 30, 2014
Federal: October 1, 2013 – September 30, 2014

November 1, 2014



WEST VIRGINIA

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Earl Ray Tomblin, Governor
Russell L. Fry, Acting Executive Director
Keith Burdette, Cabinet Secretary

On behalf of WorkForce West Virginia, it is my pleasure to present the WorkForce Development Report for 2013-2014. As required by statute, I am also submitting a copy of the 2014-2015 memorandum of understanding for the workforce Interagency Collaborative Team.

WorkForce West Virginia continues its partnership with education, labor and industry leaders to increase the pool of prepared workers for the Oil & Gas production employment opportunities. We continue to participate with committees such as "Energy Speaks Education Committee" and the "Just Beneath the Surface Alliance". Fifty-six percent (56%) of the Individual Training Accounts issued in PY14 were in the Marcellus Shale Industry.

To date, West Virginia has issued 54,716 Career Readiness Certificates based on documented real-world skills measured by WorkKeys®. In August 2012, West Virginia began issuing nationally registered certificates signed by Governor Tomblin. The certificates are available in an online database so that current and future employers can track the availability of work-ready job seekers by county.

During the 2013 West Virginia Legislative Session, a bill was passed that addresses prison overcrowdings in state correctional facilities. WorkForce West Virginia has worked with the Governor's office and the Division of Corrections on employment issues for released inmates. As a result, WorkForce West Virginia has developed a process for released inmates to become registered with WorkForce West Virginia and receive job search assistance. The process was presented to all parole officers and has been implemented statewide.

WorkForce West Virginia has successfully implemented the Department of Labor Veterans Employment and Training Services "Refocus" of the Jobs for Veterans State Grant and is ranked number one in the Philadelphia Region by the Department of Labor Veterans Employment and Training.

The Employment and Training Administration of the U.S. Department of Labor reported that West Virginia met all eleven Core Measures and all six Secretary Standards in the Unemployment Insurance Programs for the quarter ending March 13, 2014.

Our partnerships have allowed West Virginia to take full advantage of Workforce Investment Act funding to build a strong workforce. We look forward to continuing to provide new initiatives in workforce development in West Virginia. We appreciate the assistance provided by the U.S. Department of Labor in implementing these programs.

I look forward to continuing support from the Commission in our efforts to improve our state's workforce development system.

Sincerely,

A handwritten signature in green ink, appearing to read "Russell L. Fry".

Russell L. Fry,
Acting Executive Director

Executive Division
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Charleston, WV 25305

An agency of the Department of Commerce

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www.workforcewv.org

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WorkForce West Virginia

State of the One-Stop System

Executive Summary

The State of the One-Stop System report is a summary document that gives a public account of the current operations, structures, activities, finances, and future direction of One-Stop Centers of West Virginia. The report is published annually, as required by the West Virginia Legislature, and reported to the Legislative Oversight Commission on Workforce Investment for Economic Development.

Overall, the progress of West Virginia's One-Stop System during 2013-2014 reflects the continuous evolvement of an *integrated service delivery system* unlike any seen previously in the employment and training arena. The basis of the One-Stop System is the coordination of programs, services and governance structures giving the customer access to a seamless system of workforce investment services that have been integrated and streamlined. WorkForce West Virginia's career centers continue to improve services to more effectively serve employers, employees, and job seekers. The seven regional Workforce Investment Boards (WIBs) show strong commitment to bringing a menu of integrated workforce development programs and services to the local level. The working relationship among state agencies and between state and local WIBs continues to grow.

One issue is the reduction of federal funding generally being experienced in most domestic programs that offer workforce development services. Local WIB strategic planning reflects the thorough and innovative ways the One-Stop System is evolving to provide more opportunities to serve more customers in spite of WIA funding decreases. A description of the WIA requirements for establishing One-Stops is followed by a region-by-region description of how partners are participating in One-Stop operations. *Selected Milestones* give an indication of the efforts to generate positive changes throughout the WorkForce West Virginia family of stakeholders. Continued praise is merited for the hundreds of professional staff who demonstrate why we celebrate success within the WorkForce West Virginia Career Center System.

The FY14 Funding Stream Report created in compliance with House Bill 4083 is designed to describe the sources and uses of funds that either directly or indirectly impact Workforce Development.

Workforce Development is a generic term reflecting the purpose and intent of the Workforce Investment Act of 1998 (WIA). As defined by the act, "The purpose of Title I is to provide workforce investment activities that increase the employment, retention and earnings of participants, and increase occupational skill attainment by participants, which will improve the quality of the work-force, reduce welfare dependency, and enhance the productivity and competitiveness of the nation's economy."

Direct workforce investment activities and services are delivered directly through a One-Stop delivery system “under which [the] entities responsible for administering separate workforce investment, educational, and other human resource programs and funding streams (referred to as One Stop partners) collaborate to create a single, customer friendly, seamless system of service delivery that will enhance access to the unified programs’ services and improve long-term employment outcomes for individuals receiving assistance. ”

The purpose of the Funding Stream Report is to quantify the level of both fiscal and programmatic (service delivery) involvement of all the entities involved either directly or tangentially with workforce development in West Virginia.

Twenty-six (26) programs either directly or indirectly impact workforce development in West Virginia. Thirteen (13) programs are “required” One Stop partners as described by the Workforce Investment Act of 1998 (WIA). Eight (8) of the “required” One Stop partners devote 100% of their resources directly to workforce development.

Twelve (12) out of thirteen (13) programs required to participate in the One Stop system have restrictive funding (Federal) which clearly stipulates whom is to be served through strict eligibility requirements and prescribes specific performance outcomes required.

West Virginia receives \$146,564,837.02 for workforce development. Seventy-nine percent (79%) [\$114,467,303.51] of those funds are Federal and twenty percent (20%) [\$28,342,965.51] are from State funding sources and three percent (3%) [\$3,754,568.00] are grant dollars.

Continued competitiveness in the struggle to attract and retain businesses in West Virginia depends upon a highly skilled labor force. Reduced funding for workforce development further jeopardizes West Virginia’s place in the nation’s and world’s economy.

Purpose

With the original passage of House Bill 4083 in 2002, the West Virginia Legislature required an annual report regarding the source, use and outcomes of all funds received for workforce investment activities in the state. Specifically, this requirement included:

- Source and amount of federal, state, and other funds received for workforce investment activities;
- Purpose of each of the above funds;
- Services provided in each of the seven regional workforce investment areas;
- The measure used to evaluate program performance (including current and baseline performance data) and any other information the council requests;

All the publicly funded workforce investment programs operating in the state are to include:

- Amount of federal funds expended by each program,
- Amount of state funds expended by each program,
- How the funds are spent,
- The resulting improvement in the workforce.

This summary report provides the specific funding amounts and highlights of funding use across agencies and programs who reported. Appendix A provides a table showing all data requested from the agencies. This information is available in a database maintained by WorkForce West Virginia. Additional data breakdowns, reports and specific information will be available for use by the WVVIC and other interested parties.

The purpose, beyond identifying sources and uses of funds is to focus on the outcomes of workforce investment. Holding agencies and programs accountable for results is vitally important. Getting the most value from the dollars invested, be it federal, state or independent grants, is critical to the success of West Virginia's workforce development.

Reporting Process

WorkForce West Virginia has overall responsibility for the process to collect the Funding Stream Report information and provide the WVVIC the information needed to report to the legislature, Governor's Office and others. WorkForce West Virginia works with the Interagency Collaborative Team (ICT) as the central clearinghouse for identifying, collecting and reporting the information.

Each year, WorkForce West Virginia sends out a notice to agencies and programs identified as having a direct or tangential impact on workforce development.

Appendix B lists this year's working table of program contacts for collecting information. All information is provided directly by the agency representatives.

WorkForce West Virginia offers to monitor and provide technical assistance when requested. WorkForce West Virginia has on-going discussions with different agencies to ensure that funds are not counted twice between primary recipients and sub-recipients of funds.

Reporting Periods

The report reflects the most recent complete funding year of the programs. This may be based on the state fiscal year or federal fiscal year, whichever one is the prime driver of the program. In some cases both sources of funding are associated with a program.

For programs that use state funding or are operated solely on a state fiscal year basis, reports are based on funding, programming, outputs, outcomes, etc. on a state fiscal year. For this report the dates were FY14 (July 1, 2013 through June 30, 2014).

For programs that use federal funding or are operated solely on a federal fiscal year basis, reports are based on funding, programming, outputs, outcomes, etc. on a federal fiscal year. For this report the dates were FY14 (October 1, 2013 through September 30, 2014).

Grants and other sources of funds reported would have been received during one of the two time periods listed above for federal or state fiscal years.

Reporting Continuum

How best to properly define how reported funds are used regarding workforce investment, as required in HB 4083, is a challenge. On the one hand, there is a desire to report only funding that directly supports actual training costs compared to money spent to provide support to individuals in training. On the other hand, programs such as those in tech prep or higher education can be classified as assisting the development of the state's workforce, even though there are many other activities (e.g., research, economic development, athletics and etc...) that are included as uses of some funding. Rather than only collect a portion of the programs, WorkForce West Virginia has attempted, working with the ICT, to construct a continuum framework that helps separate different types of funding. Exhibit 1 shows this continuum using this year's reported programs. Following Exhibit 1 are program descriptions for those programs listed in the continuum.

Exhibit 1

Purpose: To classify funding streams that directly or indirectly contribute or support workforce development in some capacity in WV.

A. Required One-Stop Partners	B. Workforce Development Support	C. Workforce Support Entitlement	D1. Post-secondary Education	D2. Financial Support
Programs funded under Title I of WIA (WIA section 121(b)(1)(B)(i))	Governor’s Guaranteed Workforce (State Program)	Health Care Tax Credit III (HCTCIII)		HEAPS - Higher Education Adult Part-time Student
Programs funded under the Wagner-Peyser Act (WIA sec. 21(b)(1)(B)(iii))	Governor’s Guaranteed Workforce Small Business Workforce (State Program)	Work Opportunity Tax Credit (WOTC)	Veterans Re-education Assistance Program (State)	PROMISE Scholarship Program (State)
Programs authorized under the National and Community Service Act of 1990 (42 U.S.C. 12501 et seq.)	Workforce Development Initiative HB3009	Alien Labor Certification (ALC/MSFW Program)	WV Advance Grant & Technical Program Development Initiative	
Adult Education and Literacy Funded under Title II WIA (WIA sec. 121(b)(1)(B)(iii))	NEG – Hurricane Sandy NEG – 2012 Severe Storm/ Flood Disaster			
Programs funded under parts A & B of Title I of the Rehabilitation Act (WIA sec. 121(b)(1)(B)(iv))	NEG – Statewide Coal Mining Regular			
Welfare-to-Work Programs authorized under 403(a)(5) of the Social Security Act (WIA sec. 121(b)(1)(B)(v))				
Senior Community Service authorized under Title V of the Older Americans Act of 1965 (WIA sec. 121(b)(1)(B)(vi))				
TAA - Trade Adjustment Assistance (WIA sec.121 (b)(1)(B)(viii))				
Post Secondary Vocational Education under Carl D. Perkins Vocational and Applied Technology Education Act (WIA sec. 121(b)(1)(B)(vii))				
Activities authorized under Chapter 41 of Title 38, U.S.C. supporting local Veterans employment and Disabled Veteran Outreach programs (WIA sec. 121(b)(1)(ix))				
Employment and Training Activities carried out under the Community Services Block Grant (WIA sec. 121 (b)(1)(B)(x))				
Employment & Training carried out by the Department of Housing and Urban Development (WIA sec. 121(b)(1)(B)(xi))				
Programs carried out under State Unemployment Compensation laws (WIA sec. 121(b)(1)(B)(xii))				

West Virginia's Present One-Stop System

Establishment of One-Stop delivery systems of the WIA states the requirements for the local board of a local area, with the agreement of the chief local elected official (LEO) for the local area, to establish and conduct oversight with respect to the One-Stop delivery system.

Comprehensive One-Stop Center - A physical location within each LWIB area that must provide the core services specified in WIA section 134(d)(2), and must provide access to other programs and activities carried out by the One-Stop partners, pursuant to WIA section 121. Public access to services offered must be at least 32 hours per week.

Satellite One-Stop Site - A physical location within each LWIB area that consists of at least three WIA mandated partners that are co-located; providing core services specified in WIA section 121(b)(1)(A)(i)(ii); providing a majority of the intensive services specified in WIA section 134(d)(3); may provide training services specified in WIA section 134(d)(4), but at a minimum must provide a documented means for referral to training services; and maintain hours for public access of at least 32 hours per week.

Affiliate One-Stop Site - A physical location where at least one WIA mandated partner provides core services specified in WIA section 121(b)(1)(A)(i)(ii); and must provide a documented means for referral to that WIA region's comprehensive One-Stop Center's partner services, including intensive and training services.

The present locations of comprehensive One-Stop Centers, satellite and affiliate locations are marked on the West Virginia map presented on the next page. Table 1 shows the changes over the past three years.

**Table 1
Number Breakdown of WorkForce West Virginia One-Stops as of Oct. 1, 2014
(By One-Stop Site Definitions)**

Region	Comprehensive Centers			Satellite Centers			Affiliate Sites			Operator/Structure 2013-2014
	2011 2012	2012 2013	2013 2014	2011 2012	2012 2013	2013 2014	2011 2012	2012 2013	2013 2014	
1	2	2		3	3		4	4		Region 1 WIB
2	1	1		1	1		7	4		Consortia of at least three mandated WIA partners
3	1	1		0	0		4	3		Consortia of at least three mandated WIA partners
4	1	1		3	3		5	3		Ross IES
5	2	1		1	2		8	0		Northern Panhandle Workforce Investment Board – Region 5
6	4	2		0	2		9	9		Consortia of at least three mandated WIA partners
7	2	2		0	0		1	1		Region 7 WIB
Totals	13	10		8	11		38	24		

Key Requirements for One-Stops

In general, the One-Stop delivery system is a system under which entities responsible for administering separate workforce investment, educational, and other human resource programs and funding streams (referred to as “One-Stop partners”) collaborate to create a seamless system of service delivery that will enhance access to the programs’ services and improve long-term employment outcomes for individuals receiving assistance.

- The system must include at least one comprehensive center in each local area that must provide core services, and must provide access to other programs and activities carried out by the One-Stop partners.
- The system may supplement the comprehensive center(s) through arrangements that include: a network of satellite and affiliate sites that provide one or more of the programs, services, and activities of the partners; a network of One-Stop partners through which all individuals are provided information on the availability of core services in the local area; and specialized centers that address specific needs, such as those of dislocated workers, other special populations, and a wide variety of job seekers.
- The design of the local area’s One-Stop delivery system must be described in the local plan and is required to be consistent with each Memorandum of Understanding (MOU) executed with the One-Stop partners and LWIBs.
- The required partners in the local One-Stop System are the entities responsible for administering the following programs and activities in the local area:
 - Programs authorized under Title I of WIA, serving adults, dislocated workers, youth, Job Corps, Native American programs, migrant and seasonal farm workers, and veterans’ workforce programs;
 - Programs authorized under the Wagner-Peyser Act;
 - Adult education and literacy activities;
 - Programs authorized under parts A and B of Title I of the Rehabilitation Act;
 - Senior community service employment activities authorized under Title V of the Older Americans Act of 1965;
 - Postsecondary vocational education activities under the Carl D. Perkins Vocational and Applied Technology Education Act;
 - Trade Adjustment Assistance (TAA);
 - Community Services Block Grant employment and training activities;
 - Department of Housing and Urban Development (HUD) employment and training activities;
 - Programs authorized under state unemployment compensation laws; and
 - Chapter 41 of Title 38 activities related to job counseling, training, and placement of veterans.

WIA provides that other entities that carry out a human resource program, including federal, state, or local programs and programs in the private sector, may serve as additional partners in the One-Stop System if the local board and chief elected officials(s) approve the entity's participation. Additional partners may include:

- Temporary Assistance to Needy Families (TANF) programs authorized under part A of Title IV of the Social Security Act;
- Employment and training programs authorized under section 6(d)(4) of the Food Stamp Act of 1977;
- Work programs authorized under section 6(o) of the Food Stamp Act of 1977;
- Programs authorized under the National and Community Service Act of 1990; and
- Other appropriate federal, state or local programs, including programs related to transportation and housing and programs in the private sector.

The State may require that one or more of the programs identified above be included as a partner in all of the local One-Stop delivery systems in the state.

Responsibilities of the Required One-Stop Partners

All required partners must:

1. Make core services available to participants through the One-Stop delivery system that are applicable to the partner's program;
2. Use a portion of funds made available to the partner's program, to the extent not inconsistent with the federal law authorizing the partner's program, to
 - a. Create and maintain the One-Stop delivery system; and
 - b. Provide core services;
3. Enter into an MOU with the LWIB relating to the operation of the One-Stop System that meets WIA requirements, including a description of services, how the cost of the identified services and operating costs of the system will be funded, and methods for referrals;
4. Participate in the operation of the One-Stop System consistent with the terms of the MOU and requirements of authorizing laws; and
5. Provide representation on the LWIB.

Required One Stop Partners

WIA section 121(b)(1) identifies entities that are required partners in the local One-Stop system. Required partners are entities responsible for administering the following programs and activities in the local area:

- **Programs authorized under Title I of WIA** serving adults, dislocated workers, youth, Job Corps, Native American programs, migrant and seasonal farm-worker programs and Veterans' workforce programs WIA Section 121(b)(1)(B)(i)
- **Programs authorized under the Wagner-Peyser Act** (29 U.S.C. 49 et seq); (WIA sec. 121(b)(1)(B)(iii))
- **Adult education and literacy activities authorized under Title II of WIA;** (WIA sec. 121(b)(1)(B)(iii))
- **Programs authorized under parts A and B of Title I of the Rehabilitation Act** (29 U.S.C. 720 et seq); (WIA sec. 121(b)(1)(B)(iv))
- **Senior community service employment activities authorized under Title V of the Older Americans Act of 1965** (42 U.S.C. 3056 et seq); (WIA sec. 121(b)(1)(B)(vi))
- **Postsecondary vocational education activities under the Carl D. Perkins Vocational and Applied Technology Education Act** (20 U.S.C. 2301 et seq); (WIA sec. 121(b)(1)(B)(vii))
- **Trade Adjustment Assistance** activities authorized under chapter 2 of Title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq); (WIA sec. 121 (b)(1)(B)(viii))
- **Activities authorized under Chapter 41 of Title 38, U.S.C. (local veterans' employment representatives and disabled veterans outreach programs);** (WIA sec. 121(b)(1)(B)(ix))
- **Employment and training activities carried out under the Community Services Block Grant** (42 U.S.C. 9901 et seq.); (WIA sec. 121(b)(1)(B)(x))
- **Employment and training activities carried out by the Department of Housing and Urban Development;** (WIA sec. 121(b)(1)(B)(xi))
- **Programs authorized under state unemployment compensation laws (in accordance with applicable federal law):** (WIA sec. 121(b)(1)(B)(xii))

Required One Stop Partners are obligated to:

- Make available to participants through the One-Stop delivery system the core services that are applicable to the partner's programs; (WIA sec. 121(b)(1)(A))
- Use a portion of funds made available to the partner's program, to the extent not inconsistent with the federal law authorizing the partner's program to 1). Create and maintain the One-Stop delivery system and 2). Provide core services (WIA sec. 134(d)(1)(B))
- Enter into a MOU with the Local Board relating to the operation of the One-Stop system that meets the requirements of Sec. 662.300, including a description of services, how the costs of the identified services and operating costs of the system will be funded, and methods for referrals (WIA sec. 121 (c))
- Participate in the operation of the One-Stop system consistent with the terms of the MOU and requirements of authorizing laws;(WIA sec. 121(b)(1)(B))
- Provide representation on the Local Workforce Investment Board (WIA sec. 117(b)(2)(A)(vi))

Other partners in the Workforce Delivery System:

Supportive Partner Programs

Other entities that carry out a human resource development activity that is tangentially related to Workforce Development may not be directly incorporated into the One-Stop facility. These programs may include federal, state or local programs.

For purposes of this report those entities are:

- Work programs authorized under section 6(o) of the Food Stamp Act of 1977 (7 U.S.C. 2015(o))
- Programs authorized under the National and Community Service Act of 1990 (42 U.S.C. 12501 et seq.)
- Other appropriate Federal, State and local programs as listed below:

The State may require that one or more of the following programs be included as a partner in the local One-Stop delivery system.

- Governor's Guaranteed Workforce
- Governor's Guaranteed Workforce - Small Business Workforce
- Workforce Development Initiative HB 3009
- NEG - Hurricane Sandy
- NEG - Sever Storm/Flood Disaster
- NEG - Statewide Coal Mining Regular

Entitlement Programs

Numerous programs are available to provide support monies or services directly to job seekers and businesses enabling training. However, some of these entities do not directly fund training or other core or intensive services as do required partners.

For purposes of this report those partners are:

- HCTC - Health Care Tax Credit
- WOTC - Work Opportunity Tax Credit
- ALC - Alien Labor Certification

Post-Secondary Education

Post secondary educational programs are involved in workforce development in two ways. 1) Through direct receipt of federal funds to administer post secondary vocational education activities under the Carl D. Perkins Vocational and Applied Technology Education Act. These funds and activities are reflected above under the Required Partner section. 2) Through direct receipt of state and federal funds to carry out the mission of education, research and service to the statewide community. While these programs impact the workforce of West Virginia they are not included in the Required Partners section since the primary services are delivered outside the scope of the One-Stop. Post secondary education may receive WIA funds for tuition or other contracted services. However, those funds are reflected under WIA as a required One-Stop partner.

For purposes of this report the following entities are included under this heading:

- Higher Education
- Veterans Re-education Assistance Program
- WV Advance Grant and Technical Development

Financial Support

Other entities make education and training possible through provision of financial aid or scholarship monies. These entities are not located in the One-Stop and are not Required Partners. However, they are leveraged by the One-Stop delivery system where appropriate to enable workforce education and training.

For purposes of this report those entities are:

- HEAPS – Higher Education Adult Part-Time Student

Services

In general, workforce development services are split into three broad categories 1) core 2) intensive and 3) training. Recipients of workforce development services, as a rule, will receive core and intensive services in the One-Stop while training services are generally delivered outside the One-Stop setting.

Generic descriptions of each service category follow along with examples of each. For purposes of this report, services will be classified using these categories of service.

Core Services Are:

WIA sec. 134(d)(2)

- Determinations of whether the individuals are eligible to receive assistance under Subtitle B of Title I of WIA;
- Outreach, intake (which may include worker profiling), and orientation to the information and other services available through the One-Stop delivery system;
- Initial assessment of skill levels, aptitudes, abilities, and supportive service needs;
- Job search and placement assistance, and where appropriate career counseling;
- Provide employment statistics information, including the provision of accurate information relating to local, regional and national labor market areas, including:
1) Job vacancy listings in such labor market areas
2) Information on job skills necessary to obtain the listed jobs and
3) Information relating to local occupations in demand and the earnings and skill requirements of such occupations;
- Provision of accurate information relating to the availability of supportive services, including, at a minimum, child care and transportation available in the local area and referral to such services as appropriate;
- Provision of information regarding filing claims for unemployment compensation;
- Assistance in establishing eligibility for 1) Welfare to Work activities authorized under section 403(a)(5) of the Social Security Act (42 U.S.C. 603(a) (5)) and 2) Programs of financial aid assistance for training and education programs that are not funded under WIA and are available in the local area;
- Follow-up services, including counseling regarding the workplace for participants authorized under Subtitle (B) of Title I WIA who are placed in unsubsidized employment, for not less than 12 months after the first day of employment.

In addition to the core services described above, required One-Stop partners must provide access to the other activities and services carried out under the partner's authorizing laws.

Partners may also be contracted by the One Stop operator to offer intensive and training services.

Intensive services include:

WIA sec. 134(d)(3)

- Comprehensive and specialized assessments of skill levels & service needs of adults and dislocated workers;
- Development of an individual employment plan identifying the employment goals, achievement objectives and appropriate combination of services for the participant to achieve employment;
- Group counseling;
- Individual counseling and career planning;
- Case management for participants seeking training services; Short-Term prevocational services such as development of learning skills, communication skills, professional conduct and workplace etiquette.

Training services include:

WIA sec. 134(d)(4)

- Occupational Skills training;
- On the job training;
- Cooperative education;
- Skill upgrading & retraining;
- Entrepreneurial training;
- Job readiness training;
- Adult education & literacy;
- Customized training.

Program Definitions/Summaries

This section provides brief summary definitions and background on each of the programs listed on the funding stream continuum table (see Exhibit 1). These are meant to capture the essence of this agency or program. More detail is available on any one of these under separate cover or by contacting the specific agency or program. The summaries are ordered based on the Exhibit 1 categories.

Required Workforce Development Programs

State Organization: Department of Education

Funding Unit: Department of Education

Operations Unit: Division of Technical and Adult Education Services

Program: Adult Basic Education (ABE) – Operated by the Office of Adult Education and Workforce Development in the West Virginia Department of Education, ABE provides funding to local programs for adult education and literacy services, including GED instruction, to improve the education and basic skill level of adults to prepare them for employment self-sufficiency.

State Organization: Department of Commerce

Funding Unit: WorkForce West Virginia

Operations Unit: Dislocated Worker Services Unit

Program: Trade Adjustment Assistance (TAA) - The TAA program assists individuals who have become unemployed as a result of increased imports from, or shifts in production to, foreign countries. A goal of the program is to help trade-affected workers return to suitable employment. TAA provides job training, out-of-state job search assistance, relocation assistance and travel allowance for training to displaced manufacturing workers where the layoff or plant closure is caused by foreign competition.

State Organization: Department of Education

Funding Unit: Department of Education

Operations Unit: Division of Technical and Adult Education Service

Program: Career Technical and Adult Education Programs – Operated by the West Virginia Department of Education, Technical Education Programs provide students with the technical and related academic skills required for successful entry into employment or further education and training.

State Organization: Department of Commerce

Funding Unit: WorkForce West Virginia

Operations Unit: WorkForce West Virginia

Program: Workforce Investment Act (WIA Adult) – Administered by WorkForce West Virginia, the adult program, under Title I of the Workforce Investment Act (WIA), provides workforce investment activities that increase the employment, retention, earnings, and occupational skill attainment of the participants. The program aims to improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the nation's economy.

State Organization: Department of Commerce

Funding Unit: WorkForce West Virginia

Operations Unit: WorkForce West Virginia

Program: Workforce Investment Act (WIA Youth) – Operated by WorkForce West Virginia, the youth programs, under Title I of the Workforce Investment Act (WIA), serve eligible low-income youth between the ages of 14-21 who face barriers to employment, including those who have deficiencies in basic skills or meet one or more of these criteria; homeless, a runaway, pregnant, parenting, an offender, school dropout or a foster child. The programs also serve youth with disabilities and others who may require additional assistance to complete an educational program or to secure and hold employment.

State Organization: Department of Commerce

Funding Unit: WorkForce West Virginia

Operations Unit: WorkForce West Virginia

Program: Workforce Investment Act (WIA Dislocated Worker) – Operated by WorkForce West Virginia, the Dislocated Worker Program, under Title I of WIA, is tailored to assist experienced workers who have been laid off. The program offers employment and training assistance for workers affected by shutdowns or downsizing.

State Organization: Deptment of Commerce

Funding Unit: WorkForce West Virginia

Operations Unit: WorkForce West Virginia

Program: Workforce Investment Act (Governor’s Discretionary Grants) – Operated by WorkForce West Virginia, the Governor’s Discretionary Grants are used to carry out statewide employment and training activities including operating a fiscal and management accountability system, capacity building and technical assistance to local workforce areas, One-Stop partners and eligible providers including the development and training of staff and the development of exemplary program activities, conducting research and demonstration projects, implementation of incumbent worker training programs, implementation of programs for displaced homemakers, providing incentive grants for regional cooperation among local workforce areas and for exemplary performance, and assisting in the establishment and operation of One-Stop Career Centers.

State Organization: Department of Education & the Arts

Funding Unit: Division of Rehabilitation Services

Operations Unit: Division of Rehabilitation Services

Program: Vocational Rehabilitation – Provides an array of services such as training, employment assistance and assistive technologies to individuals with a physical or mental impairment that presents a substantial impediment to employment.

State Organization: Governor's Office

Funding Unit: Governor's Office

Operations Unit: Bureau of Senior Services

Program: Senior Community Service Employment Program (SCEP) - Operated by the Bureau of Senior Services, SCEP is authorized by Title V of the Older Americans Act, and is the only grant program designed specifically to serve low-income older workers, age 55 and older, by providing job training through community-based organizations and government agencies. The goals of the program are to provide community service and to promote self-sufficiency by placing individuals in unsubsidized employment.

State Organization: Department of Commerce

Funding Unit: WorkForce West Virginia

Operations Unit: Field Operations Division

Program: Veterans Programs - Operated by WorkForce West Virginia, One-Stop Field Operations Division, this program provides employment services to all veterans, including veterans with service-connected disabilities. Such services include assistance with employment, job development, job placement assistance, vocational guidance, training services, and referral to supportive services and case management.

State Organization: Department of Commerce

Funding Unit: WorkForce West Virginia

Operations Unit: Field Operations Division

Program: Labor Exchange (Wagner-Peyser) - Within the One-Stop delivery system, Wagner-Peyser Act programs, also called Employment Service, serve as the portal through which many job seekers and businesses access, non-fee based labor exchange services, such as labor market and workforce information, and work opportunity tax credit programs. All job seekers and businesses, including migrant and seasonal farm workers, Unemployment Insurance (UI) claimants, veterans, persons with disabilities, and dislocated workers, have universal access to labor exchange services. In West Virginia, labor exchange services are delivered through the WorkForce West Virginia.

State Organization: Governor's Office

Funding Unit: Governor's Office

Operations Unit: Office of Economic Opportunity

Program: Community Services Block Grant Program (CSBG) - Provides general operating support to Community Action Agencies across the state that serves people at or below 125% of federal poverty guidelines. Agencies provide a variety of services, including employment services, all designed to assist the customer in becoming self-sufficient.

State Organization: Department of Commerce

Funding Unit: WorkForce West Virginia

Operations Unit: Unemployment Compensation

Program: Unemployment Insurance (UI) - Operated by WorkForce West Virginia, Unemployment Compensation Division, the program, a federal-state partnership, helps laid-off workers through the transitional period between jobs by providing temporary income support.

Workforce Development Support Programs

State Organization: Department of Commerce

Funding Unit: West Virginia Development Office

Operations Unit: Business & Industrial Division, Business & Industry Training

Program: Governor's Guaranteed Workforce Program (GGWFP) (State Funded) -

Operated by WorkForce West Virginia, Training Grants Unit, the GGWFP provides incentive grants for the development, retention and training of employees in firms locating or expanding their workforces in West Virginia.

State Organization: WV Council for Community and Technical College Education

Funding Unit: WV Community and Technical College System

Operations Unit: WV Community and Technical College System

Program: Workforce Development Initiative (HB3009) - Operated by WV Community and Technical College System, the WDI is a partnership with local community and technical colleges designed to strengthen the quality of the state's workforce by linking the existing needs of business and industry with postsecondary education capacity. The program requires a match from private employers and is mainly used to start-up new programs to meet the unique workforce development needs of employers.

State Organization: Department of Commerce

Funding Unit: West Virginia Development Office

Operations Unit: Business & Industrial Division, Business & Industry Training

Program: Governor's Guaranteed Workforce Program - Small Business Work Force

(SBWF) - Administered by the West Virginia Development Office, Small Business Development Unit, the SBWF is an incumbent worker program that reimburses pre-approved technology, technical, and regulatory compliance training for small businesses. Most small businesses are eligible for up to \$5,000. SBWF also works with local business organizations to underwrite low-cost group training.

State Organization: Department of Commerce

Funding Unit: WorkForce West Virginia

Operation Unit: TAA/NEG Unit

Program: National Emergency Grants - Statewide Coal Mining Regular

Serve dislocated coal miners and displace homemakers from dislocations in Workforce Investment Board (WIB) Regions 1, 2, 3, 4, 5, and 6 as initial areas most recently affected by mine closures and layoffs.

State Organization: Department of Commerce

Funding Unit: WorkForce West Virginia

Operation Unit: TAA/NEG Unit

Program: National Emergency Grants - Hurricane Sandy Disaster

To employ eligible dislocated workers and long-term unemployed individuals to assist in flood clean-up activities in areas defined by FEMA as disaster declaration 4093 on November 27, 2012.

State Organization: Department of Commerce

Funding Unit: WorkForce West Virginia

Operation Unit: TAA/NEG Unit

Program: National Emergency Grants - 2012 Severe Storm/Flood Disaster

To employ eligible dislocated workers and long-term unemployed individuals to assist in flood clean-up activities in areas defined by two (2) March 2012 FEMA disaster declarations. Southern West Virginia counties of Lincoln, Logan, Mingo and Wayne and in Central West Virginia in the counties of Harrison, Marion, and Doddridge. The grant project ended, March 31, 2013.

Workforce Development Support Entitlement Programs

State Organization: Department of Commerce

Funding Unit: WorkForce West Virginia

Operations Unit: Field Operations/Employment Programs

Program: Alien Labor Certification - WorkForce West Virginia operates a Foreign Labor Certification Program that allows employers to hire foreign workers permanently when there are not sufficient numbers of U. S. workers who are able, willing, qualified and available to perform the job. In addition, the program ensures that the employment of the foreign worker does not adversely affect the wages and working conditions of American workers who are similarly employed.

State Organization: Department of Commerce

Funding Unit: WorkForce West Virginia

Operations Unit: Dislocated Worker Unit, Trade Adjustment Act

Program: Health Care Tax Credit III (HCTCIII) - As a sub-unit of Trade Adjustment Assistance, the HCTC is a federally funded tax credit program. It was established by the Trade Act of 2002 to assist workers who lose their jobs due to the effects of international trade who are eligible for certain Trade Adjustment Assistance (TAA) program.

State Organization: Department of Commerce

Funding Unit: WorkForce West Virginia

Operations Unit: Work Opportunity Tax Credit Unit

Program: Work Opportunity Tax Credit - This program is administered by WorkForce West Virginia, Employment Services. The Work Opportunity Tax Credit (WOTC) Program was designed to be a significant part of the welfare reform by assisting disadvantaged individuals from nine targeted groups who consistently have had difficulty securing employment.

Workforce Education Programs (Post-Secondary Education)

State Organization: Department of Veterans Assistance

Funding Unit: Department of Veterans Assistance

Operations Unit: Department of Veterans Assistance

Program: Veterans Re-education Assistance Program – Assist veterans in receiving a higher education/specialized training. Pay tuition, fees or specialized testing to find new employment or to improve current employment.

State Organization: WV Community and Technical College System

Funding Unit: WV Community and Technical College System

Operations Unit: WV Community and Technical College System

Program: Higher Education – Administered by the Higher Education Policy Commission. West Virginia’s network of higher education institutions provide undergraduate and graduate education at West Virginia’s public universities and colleges.

State Organization: WV Council for Community & Technical College Education

Funding Unit: WV Community & Technical College System

Operations Unit: WV Community & Technical College System

Program: WV Advance Grant and Technical Program Development Initiative – WV Advance is a rapid-response grant program that assists community colleges in meeting an immediate workforce need in the State. Training typically includes skill upgrades, customized training and pre-employment training. Technical Program Development assists community colleges in developing new technical programs in high-wage, high-demand fields.

Workforce Education Programs (Financial Support)

State Organization: WV Community and Technical College System

Funding Unit: WV Community and Technical College System

Operations Unit: WV Community and Technical College System

Program: Higher Education Adult Part-Time Student (HEAPS) – Provides financial assistance to needy part-time students which will have a positive impact on West Virginia’s workforce and the overall economic development of the state.

Funding Stream Reports

The following section provides detail information regarding the funding streams for the reported budget years. Exhibit 2 has a summary of the reported funding streams listed within the Exhibit 1 continuum categories. Exhibit 3 shows the funding received and spent, again within the continuum categories, however, the programs are listed below from Exhibit 1 found earlier in this report. Following the summary charts, individual pages are provided, by programs, that report funding information and selected data elements regarding the funding reported.

Exhibit 2

FY14 WV Workforce Investment System Funding Streams Summary Analysis 2013-2014 Totals

Incoming Funding 2013-2014

WFD = Workforce Development

Code	Direct WFD Federal Funding Total	Direct WFD State Funding Total	Direct WFD Grant/Other Total	WFD GRAND TOTAL
Required Partner	\$98,180,038.19	\$35,944,895.80	\$99,041.00	\$134,227,974.99
Development Support	\$7074850.05.	\$3108736.01	\$0.00	\$10183586.06
Entitlement	\$1576168.00	\$0.00	\$0.00	\$1576168.00
Post Secondary Education	\$0.00	\$6249800.00	\$73221.33	\$6323021.33
Financial Support	\$0.00	\$1,250,000.00	\$450,000.00	\$1,700,000.00
TOTALS:	\$106831056.24	\$46553431.81	\$622262.330	\$154010750.38

Expenditures 2013-2014

Code	Direct WFD Federal Spending Total	Direct WFD State Spending Total	Direct WFD Grant/Other Spending Total	GRAND TOTAL SPENT on WFD
Required Partner	\$80922517.28	\$33831566.80	\$99041.00	\$114853125.08
Development Support	\$1657604.40	\$2341125.56	\$0.00	\$3,998729.96
Entitlement	\$847264.00	\$0.00	\$0.00	\$847264.00
Post Secondary Education	\$0.00	\$5169593.50	\$55980.02	\$5225573.52
Financial Support	\$0.00	\$1,365972.00	\$.170580.00	\$1,536552.00
TOTALS:	\$83427385.68	\$42708257.86	\$325601.02	\$126461244.56

Exhibit 3

FY14 West Virginia Workforce Investment INCOMING Funding Streams Continuum for 2013-2014

A. Required Workforce Development	B. Workforce Development Support	C. Workforce Support Entitlement	D1. Post-secondary Education	D2. Financial Support
<p>Federal WFD Funding Total: \$98180038.19</p> <p>State WFD Funding Total: \$35944895.80</p> <p>Grant/Other WFD Total: \$299041.00</p>	<p>Federal WFD Funding Total: \$7074850.05</p> <p>State WFD Funding Total: \$3108736.01</p> <p>Grant/Other WFD Total: \$0.00</p>	<p>Federal WFD Funding Total: \$1576168.00</p> <p>State WFD Funding Total: \$0.00</p> <p>Grant/Other WFD Total: \$0.00</p>	<p>Federal WFD Funding Total: \$0.0</p> <p>State WFD Funding Total: \$6249800.00</p> <p>Grant/Other WFD Total: \$73221.33</p>	<p>Federal WFD Funding Total: \$0.00</p> <p>State WFD Funding Total: \$1,200,000.00</p> <p>Grant/Other WFD Total: \$450,000.00</p>
<p>Adult Basic Education Career Technical and Adult Education TAA - Trade Adjustment Assistance Vocational-Technical Education Programs Workforce Investment Act (Fed) – Adults, Youth, Dislocated Workers Workforce Investment Act (Fed) – Governor’s Discretionary Grants Vocational Rehabilitation Senior Community Service Employment Program Community Services Block Grant Program Unemployment Compensation Veterans Program Labor Exchange – Wagner-Peyser</p>	<p>Workforce Development Initiative HB 3009 (State) Governor’s Guaranteed Workforce Program - Small Business Workforce (State) Governor’s Guaranteed Workforce Program (State) NEG – Severe Storm/Flood Disaster NEG – Statewide Coal Mining Regular NEG – Hurricane Sandy</p>	<p>HCTCIII - Health Care Tax Credit III WOTC - Work Opportunity Tax Credit ALC - Alien Labor Certification</p>	<p>Higher Education Veterans Re-education Assistance Program (State) WV Advance Grant and Technical Program Development Initiative</p>	<p>HEAPS - Higher Education Adult Part-time Student</p>

**West Virginia Workforce Investment System
FY14 Funding Stream Analysis 2013-2014**

State Organization: *Department of Commerce*

Funding Unit: WorkForce West Virginia

Operations Unit: **Employment Programs**

Program: **Workforce Investment Act (Fed) Alien Labor Certification (ALC)**

Program Type: Entitlement

Program Purpose: The Alien Labor Certification Program (ALC) staff assists employers with hiring temporary or permanent foreign workers to fill jobs essential to the U.S. economy; when there is an insufficient pool of qualified U.S. workers, willing to perform the work. Under this federal grant the state workforce agency performs all the required services for the DOL funded temporary and permanent labor certification programs. Additionally, services such as conducting housing inspections, placing job orders, conducting field visits, completing employment prevailing wage practice surveys and processing complaints are completed for the H-2A program. Also, completing the processing of all Job Services complaints falls under this grant.

Target Population: *Employers and Migrant Seasonal Farm workers*

Service Level: Approximately 504 Migrant Seasonal Farm Workers

Evaluation Measurement: No federal mandated performance objectives

Outcome: N/A

Core Services Location: American Job Centers (One –Stop Career Centers)

Intensive Svc. Location: American Job Centers (One-Stop Career Centers)

Training Location: N/A

FY 14	\$ Available	% Used for Workforce Development	\$ Available for Workforce Development	Funds Expended on Workforce Development
Federal	\$114,382.00	100%	\$114,382.00	\$111,310.00
State	\$0.00	0%	\$0.00	\$0.00
Other	\$0.00	0%	\$0.00	\$0.00
Total	\$114,382.00	100%	\$114,382.00	\$111,310.00

**West Virginia Workforce Investment System
FY14 Funding Stream Analysis 2013-2014**

State Organization: *Department of Commerce*

Funding Unit: WorkForce West Virginia

Operations Unit: **Dislocated Worker Services Unit**

Program: **National Emergency Grant - Health Care Tax Credit (HCTCIII)**

Program Type: Entitlement

Program Purpose: To provide interim payment of health care premiums for eligible Trade Adjustment Assistance (TAA) Program participants and Pension Benefit Guaranty Corporation (PBGC) pensioners. While an eligible TAA/Trade Readjustment Allowance (TRA) participant or PBGC pensioner is waiting for the IRS Health Coverage Tax Credit to become effective, specifically targeted NEG funds are used to assist with 72.5% of healthcare premium payments to prevent any lapse in coverage

Target Population: *Individuals qualified for Trade Adjustment Assistance/Trade Readjustment Allowance and individuals receiving a pension from the Pension Benefit Guaranty Corporation (PBCG).*

Service Level: 169

Evaluation Measurement: None

Outcome: The USDOL NEG Grant was awarded to the State for the grant period of May 1, 2011 through October 31, 2012 and was extended until September 30, 2013. The initial grant award was \$500,000.00. Healthcare Premiums paid this year totaled \$161,285.00.

Core Services Location: N/A

Intensive Svc. Location: N/A

Training Location: N/A

FY 14	\$ Available	% Used for Workforce Development	\$ Available for Workforce Development	Funds Expended on Workforce Development
Federal	\$1,200,000.00	100%	\$1,200,000.00	\$655,354.00
State	\$0.00	0%	\$0.00	\$0.00
Other	\$0.00	0%	\$0.00	\$0.00
Total	\$1,200,000.00	100%	\$1,200,000.00	\$655,354.00

**West Virginia Workforce Investment System
FY14 Funding Stream Analysis 2013-2014**

State Organization: *Department of Commerce*

Funding Unit: WorkForce West Virginia

Operations Unit: **Dislocated Worker Services Unit**

Program: **National Emergency Grant – (2012 Severe Storm/Flood Disaster)**

Program Type: Supportive

Program Purpose: To employ eligible dislocated workers and long-term unemployed individuals to assist in flood clean-up activities in areas defined by two March 2012 FEMA disaster declarations. Approximately 65 workers will be employed as temporary workers for a six-month period in Southern West Virginia in the counties of Logan, Lincoln, Mingo and Wayne and in Central West Virginia in the of counties of Harrison, Marion, and Doddridge. The grant project ended , March 31, 2013

Target Population:

- 1) *Individuals facing a job loss directly due to the flooding*
- 2) *Other dislocated workers*
- 3) *Long-term unemployed individuals*

Service Level: Project to be served: 27/ 18 participants served as of 8/31/2014

Evaluation Measurement: Number employed at exit

Outcome: A USDOL NEG Grant was awarded totaling \$250,000.00 to the State for flood clean-up activities for the grant period of August 1, 2013 through September 30, 2014. However, before grant awards could be awarded to local community agencies, procurement/award grant procedures had to be followed to solicit for Requests for Proposals (RFPs), negotiate contract agreements, and process grant awards. Therefore, the grant project awarded did not start until February 2014 with a period of performance end date of September 30, 2014. No participants were employed prior to March 2014. On September 26, 2014 a modification request was submitted to USDOL requesting supplemental funding in the amount of \$203,940.00 along with a period of performance extension to March 31, 2015. The modification included additional clean-up activities at ten (10) worksites in Roane County serving an additional twelve (12) participants.

Core Services Location: American Job Centers (One-Stop Career Centers)

Intensive Svc. Location: American Job Centers (One-Stop Career Centers)

Training Location: N/A

FY 14	\$ Available	% Used for Workforce Development	\$ Available for Workforce Development	Funds Expended on Workforce Development
Federal	\$250,000.00	100%	\$250,000.00	\$115,282.53
State	\$0.00	0%	\$0.00	\$0.00
Other	\$0.00	0%	\$0.00	\$0.00
Total	\$250,000.00	100%	\$250,000.00	\$115,282.53

**West Virginia Workforce Investment System
FY14 Funding Stream Analysis 2013-2014**

State Organization: *Department of Commerce*

Funding Unit: WorkForce West Virginia

Operations Unit: **TAA/NEG Unit**

Program: **National Emergency Grants (Hurricane Sandy Disaster)**

Program Type: Supportive

Program Purpose: To employ eligible dislocated workers and long-term unemployed individuals to assist in flood clean-up activities in areas defined by FEMA disaster declaration 4093 on November 27, 2012. Approximately 31 temporary workers will be for a six-month period in the North Eastern counties of Barbour, Randolph, Tucker, Upshur, and Webster. This grant project funding ending, December 31, 2013

Target Population:

- 1) *Individuals facing a job loss directly due to the flooding*
- 2) *Other dislocated workers*
- 3) *Long-term unemployed individuals*

Service Level: Project number to be served 53/ Number Served 53

Evaluation Measurement: Number employed at exit

Outcome: USDOL awarded \$300,000 disaster NEG Grant to the State for flood clean-up activities for the grant period of January 1, 2013 through December 31, 2013. However, before grant awards could be awarded to local community agencies, procurement/award grant procedures had to be followed to solicit for Requests for Proposals (RFPs), negotiate contract agreements, and process grant awards. Therefore, the grant project awarded did not start until March 1, 2013 and was scheduled to end on December 31, 2013. On December 17, 2013, USDOL awarded an additional \$242,000.00 and a period of performance extension through June 30, 2014 for this project. The additional funding and time extension allowed continued clean-up activities at three (3) worksites. A total of fifty-three (53) participants were served as temporary employees. This NEG was completed on June 30, 2014 with twenty-nine (29) participants exiting into employment.

Core Services Location: American Job Centers (One-Stop Career Centers)

Intensive Svc. Location: American Job Centers (One-Stop Career Centers)

Training Location: N/A

FY 14	\$ Available	% Used for Workforce Development	\$ Available for Workforce Development	Funds Expended on Workforce Development
Federal	\$457,898.05	100%	\$457,898.05	\$402,183.87
State	\$0.00	0%	\$0.00	\$0.00
Other	\$0.00	0%	\$0.00	\$0.00
Total	\$457,898.05	100%	\$457,898.05	\$402,183.87

**West Virginia Workforce Investment System
FY14 Funding Stream Analysis 2013-2014**

State Organization: *Department of Commerce*

Funding Unit: WorkForce West Virginia

Operations Unit: **TAA/NEG Unit**

Program: **National Emergency Grants (Statewide Coal Mining Regular)**

Program Type: Supportive

Program Purpose: To provide occupational training and supportive services to dislocated workers from specifically identified mass layoff events; may also provide temporary employment for disaster clean-up activities as well as training and supportive services to transition individuals back into the workforce.

Target Population: *The State of West Virginia, as represented by WorkForce West Virginia, requested a two-year industry-wide National Emergency Grant (NEG) for serving dislocated coal miners and displaced homemakers from dislocations in Workforce Investment Board (WIB) Regions 1, 2, 3, 4, 5, and 6 as the initial areas most recently affected by mine closures and layoffs. The projected number of workers impacted and planned to be served through this grant is based upon Rapid Response Activities and WARN Notices filed. This grant is also projected to serve dislocated coal miners through dislocations statewide that are not covered by a WARN Notice.*

Service Level: Projected to be served 700/397 participant served as of 08/31/2014

Evaluation Measurement: Number completed training and employed at exit

Outcome: The USDOL Statewide Coal Mining Grant was awarded \$1.8 million on June 30, 2012. United Mine Workers of America Career Center (UMWACC), located in Beckley West Virginia, is the Sole Source Project Operator approved through West Virginia’s Sole Source Procurement Policy by providing services to coal miners through the Coal Mining NEG Grant to serve union and non-union dislocated coal miners statewide with retraining/reemployment services. On April 28, 2014, the State of West Virginia was awarded a supplemental funding in the amount of \$5.6 million for the West Virginia Statewide Coal Mining National Emergency Grant from the U.S. Department of Labor. The additional funding also allows for a grant period time extension through June 30, 2016. The additional funding and time extension will allow continued reemployment/retraining services to the large number of coal miners impacted by mass layoffs and mine closures in West Virginia. WorkForce West Virginia will continue contracting with the United Mine Workers of America Career Center (UMWACC), located in Beckley, WV, serving as the project operator for the delivery of services to the affected miners and displaced homemakers as they have been successful in administering the West Virginia Statewide Coal Mining NEG and have an established history of providing services to the coal mining population.

Core Services Location: American Job Centers (One-Stop Career Centers)

Intensive Svc. Location: United Miner Workers of America Career Center, Inc.

Training Location: Various training facilities

FY 14	\$ Available	% Used for Workforce Development	\$ Available for Workforce Development	Funds Expended on Workforce Development
Federal	\$1,191,952.00	100%	\$1,191,952.00	\$1,140,138.00
State	\$0.00	0%	\$0.00	\$0.00
Other	\$0.00	0%	\$0.00	\$0.00
Total	\$1,191,952.00	100%	\$1,191,952.00	\$1,140,138.00

**West Virginia Workforce Investment System
FY14 Funding Stream Analysis 2013-2014**

State Organization: *Department of Commerce*

Funding Unit: WorkForce West Virginia

Operations Unit: **Dislocated Worker Services Unit**

Program: **TAA – Trade Adjustment Act**

Program Type: Required

Program Purpose: The TAA Program provides aid to workers who have become unemployed or whose hours of work and wages are reduced as a result of increased imports from, or a shift in production to, foreign countries. The goal of the TAA Program is to help trade-affected workers return to suitable employment as quickly as possible.

Target Population: *Workers dislocated or who have experienced a significant reduction in work due to the negative impact of foreign trade.*

Service Level:

Evaluation Measurement: Entered employment rate (percentage employed 1st quarter after exit); employment retention rate (percentage employed in both 2nd and 3rd quarter after exit); average earnings (average earnings in both 2nd and 3rd quarter after exit).

Outcome: Entered Employment Rate – 72%
Employment Retention Rate – 94%
Average Earnings - \$16,819.00

Core Services Location: American Job Centers (One-Stop Career Centers)

Intensive Svc. Location: American Job Centers (One-Stop Career Centers)

Training Location: Various training facilities

FY 14	\$ Available	% Used for Workforce Development	\$ Available for Workforce Development	Funds Expended on Workforce Development
Federal	\$12,515,941.00	100%	\$12,515,941.00	\$2,705,985.00
State	\$0.00	0%	\$0.00	\$0.00
Other	\$0.00	0%	\$0.00	\$0.00
Total	\$12,515,941.00	100%	\$12,515,941.00	\$2,705,985.00

**West Virginia Workforce Investment System
FY13 Funding Stream Analysis 2013-2014**

State Organization: *Department of Commerce*

Funding Unit: WorkForce West Virginia

Operations Unit: Employment Services Division (TAA/NEG Unit)

Program: **National Emergency Grants (Job Driven (JD) Regular)**

Program Type: Supportive

Program Purpose: To provide occupational skills training in demand occupations and On the Job Training (OJTs) in the Oil Gas and Construction Industries to long-term unemployed and dislocated workers who meet the eligibility criteria of the JD NEG Program.

Target Population: In May 2014, the State of West Virginia applied for a Job Driven National Emergency Grant funding from the U.S. Department of Labor to be administered at the state level by WorkForce West Virginia that will provide Job Coaching, On-the-Job-Training (OJT) with focus on West Virginia's Oil and Gas and Construction Industries and offer reemployment/retraining services to individuals who are long-term unemployed or a dislocated worker.

Service Level: Projected participants to be served 400/ 0 participant served as of 8/31/2014

Evaluation Measurement: Number completed training and employed at exit

Outcome: On June 26, 2014, USDOL announced the State of West Virginia will receive funding in the amount of \$6.175, 000.00 million for the Job Driven National Emergency Grant. The period of performance for West Virginia's JD NEG is July 1, 2014 through September 30, 2016. WorkForce West Virginia will collaborate with several agencies statewide to offer training and On-the-Job-Training (OJT) services to JD NEG participants. As of 9/30/2014, this project is the preliminary stages of implementation with no funding awards to any state agency. Therefore, no expenditures have been reported.

Core Services Location: American Job Centers (One-Stop Career Centers)

Intensive Svc. Location: American Job Centers (One-Stop Career Centers)

Training Location: Various training facilities

FY14	\$ Available	% Used for Workforce Development	\$ Available for Workforce Development	Funds Expended on Workforce Development (as of 8/31/2014)
Federal	\$6,175,000.00	100%	\$6,175,000.00	\$0.00
State	\$0.00	0%	\$0.00	\$0.00
Other	\$0.00	0%	\$0.00	\$0.00
Total	\$6,175,000.00	100%	\$6,175,000.00	\$0

**West Virginia Workforce Investment System
FY14 Funding Stream Analysis 2013-2014**

State Organization: Department of Commerce

Funding Unit: WorkForce West Virginia

Operations Unit: **Work Opportunity Tax Credit Unit**

Program: **WOTC – Work Opportunity Tax Credit**

Program Type: Entitlement

Program Purpose: This program is intended to encourage employers to hire eleven (11) targeted groups of job seekers by reducing the employer’s federal income tax liability by as much as \$1,200 per qualified new worker.

Target Population: *1. A member of a family who is receiving or recently received Aid to Families with Dependent Children or Temporary Aid to Needy Families (AFDC/TANF) 2. An 18-24 year old member of a family who is receiving or recently received Food Stamps 3. An 18-24 year old resident of one of the Federally designated Empowerment Zones, Enterprise Communities or Renewal Communities 4. A 16-17 year old EZ or RC resident hired between May 1 and September 15 as a Summer Youth Employee 5. A Veteran who is a member of a family who is receiving or recently received Food Stamps 6. A disabled person who completed or is completing rehabilitative services from a State or the U.S. Dept. of Veterans Affairs 7. An ex-felon who is a member of a low-income family 8. A recipient of Social Security Income (SSI) 9. A Long-term TANF recipient who has received Temporary Assistance for Needy Families for at least 18 consecutive months ending on the hiring date.*

Service Level:

Evaluation Measurement: Performance objectives are reported quarterly to the U.S. Department of Labor

Outcome: As there are a large volume of tax credit applications submitted on an on-going basis, applications are carefully screened for eligibility determinations in order to efficiently process denials leading to certifying as many employers as possible for potential tax benefits

Core Services Location: American Job Centers (One-Stop Career Centers) and Employer locations (statewide)

Intensive Svc. Location: N/A

Training Location: N/A

FY 14	\$ Available	% Used for Workforce Development	\$ Available for Workforce Development	Funds Expended on Workforce Development
Federal	\$261,786.00	100%	\$261,786.00	\$180,600.00
State	\$0.00	0%	\$0.00	\$0.00
Other	\$0.00	0%	\$0.00	\$0.00
Total	\$261,786.00	100%	\$261,786.00	\$180,600.00

**West Virginia Workforce Investment System
FY14 Funding Stream Analysis 2013-2014**

State Organization: *Department of Commerce*

Funding Unit: Employment Service (ES)

Operations Unit: **ES Field Operations and ES Programs**

Program: **Labor Exchange/Wagner-Peyser**

Program Type: Required

Program Purpose: Provides Labor Exchange to employers and job seekers free of charge. Also provides a variety of specialized services for ex-offenders, older workers, islocated workers, persons with disabilities, veterans and youth.

Target Population: *Job Seekers and Employers Statewide*

Service Level: Required

Evaluation Measurement: Entered Employment Rate - 60%; Employment Retention Rate - 82%; Average Earnings - \$13,500

Outcome: Entered Employment Rate – 54%; Employment Retention Rate – 81% Average Earnings - \$13,228

Core Services Location: American Job Center (One-Stop Career Centers)

Intensive Svc. Location: American Job Center (One-Stop Career Centers)

Training Location: American Job Center (One-Stop Career Centers)

FY 14	\$ Available	% Used for Workforce Development	\$ Available for Workforce Development	Funds Expended on Workforce Development
Federal	\$6,111,443.00	100%	\$6,111,443.00	\$5,376,038.00
State	\$0.00	0%	\$0.00	\$0.00
Other	\$0.00	0%	\$0.00	\$0.00
Total	\$6,111,443.00	100%	\$6,111,443.00	\$5,376,038.00

**West Virginia Workforce Investment System
FY14 Funding Stream Analysis 2013-2014**

State Organization: *Department of Commerce*

Funding Unit: Employment Services

Operations Unit: **ES Field Operations and Employment Services**

Program: **Veterans Program**

Program Type: Required

Program Purpose: The Veterans Program purpose is to provide Case Management with Intensive Services to Program Eligible Veterans with barriers to become job ready and gain employment. The Disabled Veterans Outreach Program Specialists (DVOPS) work one on one with the Veterans and provide outreach. The Local Veterans Employment Representative (LVER) provides services to employers on the benefits of hiring Veterans and finds job opening for Veterans. All staff provides Priority of Service to all Veterans and eligible spouses for job training programs that include job and training opportunities, labor market information, career assessment tools, and related support services.

Target Population: *Eligible Veterans*

Service Level: Intensive

Evaluation Measurement: Intensive Services Provided to Individuals by DVOP Specialist/Total Veterans and Eligible Persons Served by DVOP Specialists in the State – 40%
Veterans’ Entered Employment Rate (VEER) Weighted – 54%
Veterans’ Employment Retention Rate (VERR) – 81%
Veterans’ Average Earnings (VAE) (6-months) - \$15,000.00

Outcome: Intensive Services Provided to Individuals by DVOP Specialist/Total Veterans and Eligible Persons Served by DVOP Specialists in the State – 86%
Veterans’ Entered Employment Rate (VEER) Weighted – 58%
Veterans’ Employment Retention Rate (VERR) – 75%
Veterans’ Average Earnings (VAE) (6-months) - \$13,417.00

Core Services Location: American Job Centers (One-Stop Career Centers)

Intensive Svc. Location: American Job Centers (One-Stop Career Centers)

Training Location: National Veteran’s Training Institute (NVTI) and approved training providers

FY 14	\$ Available	% Used for Workforce Development	\$ Available for Workforce Development	Funds Expended on Workforce Development
Federal	\$830,000.00	100%	\$830,000.00	\$671,123.09
State	\$0.00	0%	\$0.00	\$0.00
Other	\$0.00	0%	\$0.00	\$0.00
Total	\$830,000.00	100%	\$830,000.00	\$671,123.09

**West Virginia Workforce Investment System
FY14 Funding Stream Analysis 2013-2014**

State Organization: *Department of Commerce*

Funding Unit: WorkForce West Virginia

Operations Unit: **Unemployment Compensation**

Program: **Unemployment Compensation**

Program Type: Required

Program Purpose: The Unemployment Compensation Division provides unemployment compensation services by paying unemployment benefits to eligible claimants which are funded through the collection of employer taxes.

Target Population: *Eligible unemployed workers.*

Service Level: Initial Claims – 83,181 Regular UI (includes repeat visitors), 0 – Extended Benefits, 9,588 – Emergency Unemployment Compensation for a total of 92,769 from July 1, 2013 through June 30, 2014; 35,692 - Subject Employers as of June 30, 2014..

Evaluation Measurement: The UC program had eighteen (18) Federal and 68 other measured areas. Primarily these measurements involve timeliness, quality and accuracy of UC Benefits and Tax Operations.

Outcome: West Virginia’s Proper Payment Rate was 95% for Calendar Year 2013 compared to the National rate of 89.1%.

Core Services Location: 17 UI Offices

Intensive Svc. Location: N/A

Training Location: N/A

FY 14	\$ Available	% Used for Workforce Development	\$ Available for Workforce Development	Funds Expended on Workforce Development
Federal	\$15,900,678.00	100%	\$15,900,678.00	\$15,900,678.00
State	\$2,850,000.00	100%	\$2,850,000.00	\$736,671.00
Other	\$0.00	0%	\$0.00	\$0.00
Total	\$18,750,678.00	100%	\$18,750,678.00	\$17,060,164.00

**West Virginia Workforce Investment System
FY14 Funding Stream Analysis 2013-2014**

State Organization: *Department of Commerce*

Funding Unit: West Virginia Development Office

Operations Unit: **Business and Industrial Division, Business and Industry Training**

Program: **Governor’s Guaranteed Workforce Program (State funds)**

Program Type: Supportive

Program Purpose: To assist new, expanding, or existing targeted industries in WV with their workforce and training needs to enhance their competitiveness. This program also aids in building a workforce that is competitive and marketable, while creating jobs or averting any layoffs.

Target Population: *West Virginia Manufacturers and other Non-Manufacturers (for example, information technology, business services, and destination tourism) that have clear economic development impact through new job creation, expansion, retention, relocation, or new operations locating in West Virginia.*

Service Level: Customized Business Assistance

Evaluation Measurement: Creation of jobs, increase in wages paid to employees, health benefits provided, and portable credentials.

Outcome: 42 WV businesses were served with a result of 1,228 new and 4,139 existing workers being trained. Net new jobs created in WV for FY14 were 1,012.

Core Services Location: N/A

Intensive Svc. Location: N/A

Training Location: Location that is most beneficial for the business, i.e., On-Site, Off-Campus, CTC’s Technical Schools or at vendor site.

FY14	\$ Available	% Used for Workforce Development	\$ Available for Workforce Development	Funds Expended on Workforce Development
Federal	\$0.00	0%	\$0.00	\$0.00
State	\$2,106,349.12	100%	\$2,106,349.12	\$942,537.47
Other	\$0.00	0%	\$0.00	\$0.00
Total	\$2,106,349.12	100%	\$2,106,349.12	\$942,537.47

**West Virginia Workforce Investment System
FY14 Funding Stream Analysis 2013-2014**

State Organization: *Department of Commerce*

Funding Unit: West Virginia Development Office

Operations Unit: **Business and Industrial Division, Business and Industry Training**

Program: **Governor’s Guaranteed Workforce Program - Small Business Work Force Development (State)**

Program Type: Supportive

Program Purpose: Reimburses costs of pre-approved technology, technical, and regulatory compliance training. (Ineligible expenses are trainee wages or software purchases.) Maximum grant is \$5000.00. Small Business Workforce can fund up to 75% of actual pre-approved training costs. (Small businesses match this amount in-kind with the payment of wages, travel expenses, and lost revenues).

Target Population: *Small businesses registered as a private-for-profit with the State of West Virginia; has fewer than 51 employees; have gross annual receipts of five million dollars or less; in good standing with the state taxing authorities.*

Service Level: **Customized Business Assistance**

Evaluation Measurement: Creation of jobs, increase in wages paid to employee, health benefits provided, and portable credentials

Outcome: 79 WV businesses were served with a result of 75 new and 355 existing workers being trained. Net new jobs created in West Virginia within 12-months of award for FY14 were 420.

Core Services Location: N/A

Intensive Svc. Location: N/A

Training Location: Location that is most beneficial for the business, i.e., On-Site, Off-Campus, CTCs, Technical Schools or at individual vendor site.

FY 14	\$ Available	% Used for Workforce Development	\$ Available for Workforce Development	Funds Expended on Workforce Development
Federal	\$0.00	0%	\$0.00	\$0.00
State	\$1,002,386.89	100%	\$1,002,386.89	\$234,776.44
Other	\$0.00	0%	\$0.00	\$0.00
Total	\$1,002,386.89	100%	\$1,002,386.89	\$234,776.44

**West Virginia Workforce Investment System
FY14 Funding Stream Analysis 2013-2014**

State Organization: *Department of Commerce*

Funding Unit: WorkForce West Virginia

Operations Unit: **WorkForce West Virginia**

Program: **Workforce Investment Act (Fed) Adult**

Program Type: Required

Program Purpose: To provide workforce investment activities that increase the employment, retention and earnings of adult (age 18 and over), and increase occupational skill attainment by participants, which will improve the quality of the work-force, reduce welfare dependency, and enhance the productivity and competitiveness of the Nation's economy.

Target Population: *Participants age 18 and over who meet eligibility requirements.*

Service Level: Core, Intensive and Training

Evaluation Measurement: Entered Employment Rate 81%, Employment Retention Rate 85%, Earnings Change \$11,500.00

Outcome: Entered Employment Rate 76.2%, Employment Retention Rate 86.3%, Earnings Change \$13,620.74

Core Services Location: American Job Centers (One-Stop Career Centers)

Intensive Svc. Location: American Job Centers (One-Stop Career Centers)

Training Location: Approved training providers

FY 14	\$ Available	% Used for Workforce Development	\$ Available for Workforce Development	Funds Expended on Workforce Development
Federal	\$5,975,445.00	100%	\$5,975,445.00	\$3,917,759.00
State	\$0.00	0%	\$0.00	\$0.00
Other	\$0.00	0%	\$0.00	\$0.00
Total	\$5,975,445.00	100%	\$5,975,445.00	\$3,917,759.00

**West Virginia Workforce Investment System
FY14 Funding Stream Analysis 2013-2014**

State Organization: *Department of Commerce*

Funding Unit: WorkForce West Virginia

Operations Unit: **WorkForce West Virginia**

Program: **Workforce Investment Act (Fed) Dislocated Worker**

Program Type: Required

Program Purpose: To provide workforce investment activities that increase the employment, retention and earnings of adult (age18 and over), and increase occupational skill attainment by participants, which will improve the quality of the workforce, reduce welfare dependency.

Target Population: *Participants age 18 and over who are dislocated and who meet eligibility requirements.*

Service Level: Core, Intensive and Training

Evaluation Measurement: Entered employment rate of 84%, employment retention rate 92%, average earnings \$16,850.00.

Outcome: Entered employment rate of 86.7%, employment retention rate 92.5%, earnings change \$16,775.93

Core Services Location: American Job Centers (One-Stop Career Centers)

Intensive Svc. Location: American Job Centers (One-Stop Career Centers)

Training Location: Approved training providers

FY 14	\$ Available	% Used for Workforce Development	\$ Available for Workforce Development	Funds Expended on Workforce Development
Federal	\$6,437,062.00	100%	\$6,437,062.00	\$4,043,051.00
State	\$0.00	0%	\$0.00	\$0.00
Other	\$0.00	0%	\$0.00	\$0.00
Total	\$6,437,062.00	100%	\$6,437,062.00	\$4,043,051.00

**West Virginia Workforce Investment System
FY14 Funding Stream Analysis 2013-2014**

State Organization: *Department of Commerce*

Funding Unit: WorkForce West Virginia

Operations Unit: **WorkForce West Virginia**

Program: **Workforce Investment Act (Fed) Governor’s Discretionary Fund**

Program Type: Required

Program Purpose: To provide workforce investment activities that increase the employment, retention and earnings of adult (age 18 and over), and increase occupational skill attainment by participants, which will improve the quality of the work-force, reduce welfare dependency, and enhance the productivity and competitiveness of the Nation’s economy.

Target Population: *Adults (age 18 and over) who meet eligibility requirements.*

Service Level:

Evaluation Measurement: Adult Entered Employment Rate 82% , Adult Employment Retention Rate 85% Adult Earnings Change \$** and Adult Employment & Credential Rate **. Dislocated Entered Employment Rate 86%, Dislocated Employment Retention Rate 91%, Dislocated Wage Replacement Rate **% and Dislocated Employment & Credential Rate **%. Older Youth Entered Employment Rate **%, Older Youth Employment Retention Rate **%, Older Youth Earnings Replacement Rate \$** and Older Youth Employment & Credential Rate **%. Younger Youth Diploma Rate **%. Younger Youth Skill Attainment Rate **% and Younger Youth Retention Rate **%.

Outcome: Adult Entered Employment Rate 71.4% , Adult Employment Retention Rate 82.3% Adult Earnings Change \$4,973.70 and Adult Employment & Credential Rate 62.9%. Dislocated Entered Employment Rate 79.4%, Dislocated Employment Retention Rate 92.3%, Dislocated Wage Replacement Rate 101.3% and Dislocated Employment & Credential Rate 52.9%. Older Youth Entered Employment Rate 63.2%, Older Youth Employment Retention Rate 75.4%, Older Youth Earnings Replacement Rate \$2,597.80 and Older Youth Employment and Credential Rate 31.3%. Younger Youth Diploma Rate 57%. Younger Youth Skill Attainment Rate 100% and Younger Youth Retention Rate 49.5%.

Core Services Location: American Job Centers (One-Stop Career Centers)

Intensive Svc. Location: Set Aside Grantee Facilities

Training Location: Set Aside Grantee Facilities

FY 14	\$ Available	% Used for Workforce Development	\$ Available for Workforce Development	Funds Expended on Workforce Development
Federal	\$977,803.00	100%	\$977,803.00	\$653,354.00
State	\$0.00	0%	\$0.00	\$0.00
Other	\$0.00	0%	\$0.00	\$0.00
Total	\$977,803.00	100%	\$977,803.00	\$653,354.00

**** No federal negotiated performance level**

**West Virginia Workforce Investment System
FY14 Funding Stream Analysis 2013-2014**

State Organization: *Department of Commerce*

Funding Unit: WorkForce West Virginia

Operations Unit: **WorkForce West Virginia**

Program: **Workforce Investment Act (Fed) Youth (Older & Younger)**

Program Type: Required

Program Purpose: To provide workforce investment activities that increase the employment, retention and earnings of adult (age 18 and over), and increase occupational skill attainment by participants, which will improve the quality of the work-force, reduce welfare dependency, and enhance the productivity and competitiveness of the Nation's economy.

Target Population: *Participants age 14 to 21 who meet eligibility requirements.*

Service Level: Core, Intensive and Training

Evaluation Measurement: Literacy Numeracy Gain 62%; Placement in Education or Employment 63%; and Attainment of Degree or Certificate 63%

Outcome: Literacy Numeracy Gain 71.8%; Placement in Education or Employment 67.4%; and Attainment of Degree or Certificate 71.6%

Core Services Location: American Job Centers (One-Stop Career Centers)

Intensive Svc. Location: American Job Centers (One-Stop Career Centers)

Training Location: Approved training providers

FY 14	\$ Available	% Used for Workforce Development	\$ Available for Workforce Development	Funds Expended on Workforce Development
Federal	\$5,377,672.00	100%	\$5,377,672.00	\$3,700,565.00
State	\$0.00	0%	\$0.00	\$0.00
Other	\$0.00	0%	\$0.00	\$0.00
Total	\$5,377,672.00	100%	\$5,377,672.00	\$3,700,565.00

**West Virginia Workforce Investment System
FY14 Funding Stream Analysis 2013-2014**

State Organization: WV Community & Technical College System

Funding Unit: WV Community & Technical College System

Operations Unit: WV Community & Technical College System

Program: HEAPS (Higher Education Adult Part-time Student)

Workforce Development

Program Type: Financial Support

Program Purpose: To enable and award grant assistance to needy students who are enrolling specifically in a postsecondary certificate, industry recognized credential, or other skill development program in an in-demand occupation in the state.

Target Population: *Postsecondary students entering programs of study that will offer certifications and/or degrees to enter employment or students needing skill upgrades as incumbent workers.*

Service Level:

Evaluation Measurement: Must be a West Virginia resident; United States citizen or a permanent resident of the United States; must demonstrate financial need; must comply with the Military Selective Service Act; must not be in default on a higher education loan.

Outcome: N/A

Core Services Location: Community and Technical Colleges, Adult Technical Education, State College or University, Independent College or University in both credit and non-credit courses.

Intensive Svc. Location: Community and Technical Colleges, Adult Technical Education, State College or University, Independent College or University in both credit and non-credit courses.

Training Location: Community and Technical Colleges, Adult Technical Education, State College or University, Independent College or University in both credit and non-credit courses.

FY 14	\$ Available	% Used for Workforce Development	\$ Available for Workforce Development	Funds Expended on Workforce Development
Federal	0.00	0%	\$0.00	\$0.00
State	\$1,250,000.00	100%	\$1,250,000.00	\$1,365,972.00
Other	\$450,000.00	100%	\$450,000.00	\$170,580.00
Total	\$1,700,000.00	100%	\$1,700,000.00	\$1,536,552.00

**West Virginia Workforce Investment System
FY14 Funding Stream Analysis 2013-2014**

State Organization: *WV Council for Community and Technical College Education*

Funding Unit: WV Community and Technical College System

Operations Unit: **WV Community and Technical College System**

Program: **Workforce Development Initiative Grant (HB3009 Funds)**

Program Type: Post-Secondary Education

Program Purpose: The program provides funding that will be used to offer explicit incentives for partnerships between employers and community and technical colleges to develop comprehensive workforce development services.

Target Population: *Incumbent and potential employees of business and industry*

Service Level: N/A

Evaluation Measurement: N/A

Outcome: N/A

Core Services Location: WV Community and Technical Colleges

Intensive Svc. Location: WV Community and Technical Colleges

Training Location: WV Community and Technical Colleges, business and industries throughout the State.

FY 14	\$ Available	% Used for Workforce Development	\$ Available for Workforce Development	Funds Expended on Workforce Development
Federal	\$0.00	0%	\$0.00	\$0.00
State	\$840,864.00	100%	\$840,864.00	\$840,864.00
Other (FY2013 Carryover)	\$73,221.33	100%	\$73,221.33	\$55,980.02
Total	\$913,085.33	100%	\$913,085.33	\$896,844.02

**West Virginia Workforce Investment System
FY14 Funding Stream Analysis 2013-2014**

State Organization: *WV Council for Community and Technical College Education*

Funding Unit: WV Community and Technical College System

Operations Unit: **WV Community and Technical College System**

Program: **WV Advance Grant and Technical Program Development Initiative**

Program Type: Postsecondary Education

Program Purpose: WV Advance is a rapid-response grant program that assists community colleges in meeting an immediate workforce need in the State. Training typically includes skill upgrades, customized training and pre-employment training.

Technical Program Development assists community colleges in developing new technical programs in high-wage, high-demand fields.

Target Population: *Community and technical colleges and incumbent and potential employees of business and industry.*

Service Level: N/A

Evaluation Measurement: N/A

Outcome: N/A

Core Services Location: WV Community and Technical Colleges

Intensive Svc. Location: WV Community and Technical Colleges

Training Location: WV Community and Technical Colleges, business and industries throughout the State.

FY 14	\$ Available	% Used for Workforce Development	\$ Available for Workforce Development	Funds Expended on Workforce Development
Federal	\$0.00	0%	\$0.00	\$0.00
State	\$5,408,936.00	100%	\$5,408,936.00	\$4,328,729.50
Other	0.00	0%	0.00	\$0.00
Total	\$5,408,936.00	100%	\$5,408,936.00	\$4,328,729.50

**West Virginia Workforce Investment System
FY14 Funding Stream Analysis 2013-2014**

State Organization: Department of Education

Funding Unit: Department of Education

Operations Unit: **Division of Technical and Adult Education Services**

Program: **Adult Basic Education**

Program Type: Required

Program Purpose: To assist adults 16 years of age and older and who are not enrolled in school to obtain the completion of secondary education, to become literate for employment and for parents to become full partners in the educational development of their children.

Target Population: *1. Adults & Out-of-School youth seeking a high school equivalency diploma through the General Educational Development (GED) exam or the External Diploma Program (EDP). 2. Adults preparing for college entrance or for enrollment in other postsecondary education or training. 3. Adults seeking to improve basic academic and computer skills for daily living. 4. Unemployed or under-skilled workers seeking to obtain or retain a job or to get a promotion. 5. Parents of young children. 6. Teenage high school dropouts seeking to obtain or retain a driver's license. 7. Adults in correctional facilities or regional jails. 8. Recipients of public assistance. 9. Adults with limited English proficiency seeking to improve English language skills or prepare for U.S. Citizenship and naturalization. 9. Residents of homeless shelters and domestic violence shelters. 10. Home based adult learners seeking on-line basic skills study opportunities*

Service Level: 20,882 adults served

Evaluation Measurement: The Adult Education and Family Literacy Act mandates that specific performance standards, known as Federal Core Measures, be met each year by states in order to receive funding for Adult Education and Family Literacy activities.

Outcome: Outcomes for FY13 are not available at this time.

Core Services Location: Career & Technical Centers, WorkForce West Virginia, Public Libraries, Adult Learning Centers, Public Schools, CTC, Correctional Facilities, Businesses, and etc.

Intensive Svc. Location: Career & Technical Centers, WorkForce West Virginia, Public Libraries, Adult Learning Centers, Public Schools, CTC, Correctional Facilities, Businesses, and etc.

Training Location: Career & Technical Centers, WorkForce West Virginia, Public Libraries, Adult Learning Centers, Public Schools, CTC, Correctional Facilities, Businesses, and etc.

FY 14	\$ Available	% Used for Workforce Development	\$ Available for Workforce Development	Funds Expended on Workforce Development
Federal	\$3,617,383.00	100%	\$3,617,383.00	\$3,617,383.00
State	\$4,321,031.00	100%	\$4,321,031.00	\$4,321,031.00
Other	\$0.00	0%	\$0.00	\$0.00
Total	\$7,938,414.00	100%	\$7,938,414.00	\$7,938,414.00

**West Virginia Workforce Investment System
FY14 Funding Stream Analysis 2013-2014**

State Organization: *Department of Education*

Funding Unit: Department of Education

Operations Unit: **Division of Technical and Adult Education Services**

Program: **Career Technical and Adult Education**

Program Type: Required

Program Purpose: Provide technical and related academic instruction to secondary and adult students in the public schools in order to prepare them for employment and/or further education and training.

Target Population: *Students planning to enter the workforce with specific skills and national certifications.*

Service Level:

Evaluation Measurement: ACT WorkKeys® assessments in Reading for Information, Locating Information and Applied Mathematics.

Outcome:

Core Services Location: Career & Technical Centers

Intensive Svc. Location: Career & Technical Centers

Training Location: Career & Technical Centers

FY 14	\$ Available	% Used for Workforce Development	\$ Available for Workforce Development	Funds Expended on Workforce Development
Federal	\$8,428,617.00	70.94%	\$5,083,045.00	\$5,083,045.00
State	\$15,925,751.00	100%	\$15,925,751.00	\$15,925,751.00
Other	0.00	0%	\$0.00	\$0.00
Total	\$24,354,368.00	86%	\$21,008,796.00	\$21,008,796.00

**West Virginia Workforce Investment System
FY14 Funding Stream Analysis 2013-2014**

State Organization: *Department of Education and the Arts*

Funding Unit: Division of Rehabilitation Services

Operations Unit: **Division of Rehabilitation Services**

Program: **Vocational Rehabilitation**

Program Type: Required

Program Purpose: As a partner in the workforce development system under Title IV of the Workforce Investment Act, the Division of Rehabilitation Services (DRS) is required by Federal Statute as the program whose primary role and function is to provide a broad spectrum of intensive and extensive rehabilitation services to West Virginians with disabilities who need assistance and support in order to prepare for, maintain and/or enter into employment.

Target Population: *Individuals with severe mental and/or physical disabilities*

Service Level: 16,826

Evaluation Measurement: The number of individuals exiting the VR program who achieved an employment outcome during the current performance period compared to the number of individuals who exit the VR program after achieving an employment outcome during the previous performance period is equal to or exceeds the previous year.

Outcome: 1) 3,831 individuals rehabilitated or 438 more than last year. 2) 75.4% were successfully rehabilitated. 3) 98.4% obtained employment at or above minimum wage. 4) 91.0% of individuals served were individuals with significant disabilities. 5) The average hourly earnings of rehabilitants entering employment were 68.0% of the average hourly earnings of all unemployed West Virginians. 6) The service rate for all individuals with disabilities from minority backgrounds was 82.8% of the service rate for all non-minority individuals with disabilities

Core Services Location: DRS Offices and WorkForce West Virginia Career Centers

Intensive Svc. Location: DRS Offices and WorkForce West Virginia Career Centers

Training Location: DRS Offices and WorkForce West Virginia Career Centers

FY 14	\$ Available	% Used for Workforce Development	\$ Available for Workforce Development	Funds Expended on Workforce Development
Federal	\$37,116,252.00	90%	\$33,404,626.80	\$33,404,626.80
State	\$14,275,682.00	90%	\$12,848,113.80	\$12,848,113.80
Other	\$1,189,116.00	0%	\$0.00	\$0.00
Total	\$52,581,050.00	87%	\$46,252,740.60	\$46,252,740.60

**West Virginia Workforce Investment System
FY14 Funding Stream Analysis 2013-2014**

State Organization: *Governor's Office*

Funding Unit: Governor's Office

Operations Unit: **Bureau of Senior Services**

Program: **Senior Community Service Employment Program**

Program Type: Required

Program Purpose: To provide meaningful part-time paid work experience in community services. Provide opportunities for unsubsidized employment in either the private or public sector.

Target Population: *Low income senior citizens (55+)*

Service Level:

Evaluation Measurement: Unsubsidized placement; retention; service level; service to most-in-need

Outcome:

Core Services Location: Senior Centers

Intensive Svc. Location: Senior Centers.

Training Location: Senior Centers.

FY14	\$ Available	% Used for Workforce Development	\$ Available for Workforce Development	Funds Expended on Workforce Development
Federal	\$955,570.00	93.28%	\$891,369.00	\$891,369.00
State	\$8,901.00	0%	\$0.00	\$0.00
Other	\$99,041.00	100%	\$99,041.00	\$99,041.00
Total	\$1,063,512.00	93%	\$990,410.00	\$990,410.00

**West Virginia Workforce Investment System
FY14 Funding Stream Analysis 2013-2014**

State Organization: *WV Department of Commerce*

Funding Unit: WV Department of Commerce

Operations Unit: **Office of Economic Opportunity**

Program: **Community Services Block Grant**

Program Type: Required

Program Purpose: To alleviate poverty addressing both the symptoms and causes of poverty, and supporting community based programs that lift individuals, families, and communities to higher levels of self-sufficiency.

Target Population: *Low Income Population at or below 125% of poverty guidelines per the 2000 US Census Bureau Poverty Report.*

Service Level:

Evaluation Measurement: Low income people become more self sufficient.

Outcomes:
 Number of individuals unemployed and obtained employment – 1,398
 Number of individuals maintaining a job for at least 90 days – 888
 Number of individuals employed and received an increase in pay and/or benefits – 890
 Number of individuals achieving “living wages” employment and/or benefits – 314
 Number of individuals obtaining skills/competencies required for employment – 25,612
 Number of individuals completing ABE/GED and obtaining certificate or diploma – 17
 Number of individuals completing postsecondary education program and obtaining certificate or diploma - 136

Core Services Location: 16 Community Action Agencies

Intensive Svc. Location: 16 Community Action Agencies

Training Location: 16 Community Action Agencies

FY 14	\$ Available	% Used for Workforce Development	\$ Available for Workforce Development	Funds Expended on Workforce Development
Federal	\$6,370,906.00	16.6%	\$1,057,570.39	\$1,057,570.39
State	\$0.00	0%	\$0.00	\$0.00
Other	\$0.00	0%	\$0.00	\$0.00
Total	\$6,370,906.00	16.6%	\$1,057,570.39	\$1,057,570.39

(Outcome and financial data is based on the 2013 program year 01/01/2013 – 12/31/2013. This is the most current information available at this time.)

NOTE: A specific amount or percentage of CSBG Funds is not mandated to be spent on workforce development. The sub-recipients of these funds choose from a variety of eligible activities and choose which percentage of their award to spend on workforce development activities.

Financial Summary Profiles & LWIB One-Stop Operational Expenditures

This appendix contains the financial summary and operational expenditures for the Regional Workforce Investment Boards WorkForce West Virginia Career Center System, as submitted by the LWIBs. The data is for the program year that started July 1, 2013 and ended June 30, 2014.

The financial data provided in the regional budget summaries is an attempt to capture all the contributions of partners in each WorkForce West Virginia Career Center and satellite center. The process to obtain this information included agreeing on definitions for reporting contributions (e.g., cash, in-kind). The definitions used are found at the back of Appendix G.

As to the process, each WIB after working in conjunction with the various partner programs, prepared and submitted financial spreadsheets. Operational expenditures are subject to modification as negotiated between the LWIB and the partner program. As the integrated service delivery system evolves, many lessons continue to be learned that will help all partners involved fine tune and improve strategies and cost effective ways to deliver services to assist customers.

Table 1 provides summaries of the financial totals of the comprehensive and satellite centers reported this year. The table reflects a summary of data reported and found in the operating expenditures detailed in Appendix G.

Table 1 Financial Summary Profile

Summary Table – Region Comprehensive/ Satellite Career Centers	TOTAL includes Cash/ Non-Cash – Mandated/ Non-mandated Partners
Region 1	\$ 3,064,627.00
Region 2	\$ 3,933,502.04
Region 3	\$ 1,828,383.98
Region 4	\$ 2,276,222.67
Region 5	\$ 1,346,024.40
Region 6	\$ 2,343,651.96
Region 7	\$ 1,360,888.86
GRAND TOTAL	\$ 16,153,300.91

One-Stop Career Center

Resource Sharing Methodologies

In 2003, the ICT identified a need to articulate common definitions for categorizing contributions by partners within One-Stop Career Centers in West Virginia. This was in response to the first draft of the “State of the One-Stop Report” released by the Governor’s Workforce Investment Division. This helps guide the development of the operating budgets provided by the WIBs.

There are a number of methods that may be used to fund the shared costs of the One-Stop Center or system. These include:

- cash payments,
- in-kind goods and services,
- full-time equivalent staff positions, and
- third party in-kind contributions.

Each of these methods is outlined below. The final payment or resource sharing methodologies agreed to by the partners in the One-Stop may include any, all or any combination of methodologies. The availability of resources and their use in funding One-Stop operations is a local decision that must be made by the partners and based on local program needs.

Cash Payments

With cash payments, one entity is responsible for incurring and paying for all the shared costs. This same entity is also responsible for maintaining the documentation for the shared costs and notifying partners of their share of the costs as they are incurred. This may be done on a monthly or quarterly basis as determined by the partners. The entity incurring the costs would issue an invoice on this pre-determined basis to each participating partner. The partners would then pay the invoice as they would any cost. Documentation to support the cost would be the invoice and the supporting shared costs budget, cost allocation plan, and the actual costs as they are incurred. Using this methodology, the entity incurring the costs would be responsible for maintaining all supporting documentation and reconciling the actual costs to the budget. They would provide each partner with the reconciliation information.

Example: In the local One-Stop Center, the partners have agreed that the Job Service will be the “managing partner” for all funding issues. The partners have agreed upon the shared costs, prepared a shared costs budget with appropriate function and benefit statements, and agreed upon the cost allocation methodologies to be used to determine each partner’s proportionate share. The Job Service fiscal staff prepares a monthly invoice based on the actual costs incurred against the shared costs budget, allocates these costs using the agreed-upon methodologies, and bills each partner for their fair share. The partners may issue warrants, checks, or electronic transfers to pay the invoices. The “managing partner” then reconciles the payments, and provides each partner with updated budget and cost information.

In-Kind Goods and Services

Payment of shared costs through the provision of goods and services by each of the partner programs will likely be the most common method of payment. Using this payment method, the partners prepare the shared costs budget; allocate the costs using agreed-upon allocation methodologies, with resulting total shared costs attributable to each partner. Within the budget, the partners agree on how those costs will be funded. One partner may pay all the facilities costs, including rent, utilities and maintenance while another partner provides the telephone system to be used by all the partners, and a third partner provides additional core services such as eligibility determination for all participating partner programs. This flexibility in payment allows the partners to determine which payment method works best for their particular agency and takes into consideration the available resources of each program.

Cautions:

- The resources provided to support the shared costs must equal the total proportionate share of the partner. If a partner over-funds or under-funds their proportionate share, they must be “made whole” through cash payments. For example, if Partner A pays 100% of the telephone system and this cost is less than their fair share of the total shared costs, then they must pay an additional amount to the partner who incurred a cost in excess of their fair share (for example, Partner B paid 100% of the rent and this cost is in excess of their fair share).
- Using this method, the goods and services must be in the form of costs to the partner agency. Each partner is then responsible for maintaining documentation of the actual cost of the goods and services and providing this information to all partners as part of the reconciliation and adjustment process.
- If a partner provides equipment as their share (or part of their share) of the resources, then the partner acquiring the property is responsible for adhering to the prior approval requirements of the applicable OMB Circulars.

Full-Time Equivalent (FTE) (staff positions)

When the costs of staff functions for common services such as intake and eligibility determination, staffing the resource center, or core services such as case management or job development are included in the shared costs budget, it may be more equitable to pay for these costs through the use of FTE's. Staff of One-Stop may include state or local governmental employees, employees of non-profit organizations, for-profit commercial entities, and educational institutions. Each of these entities will have different pay scales, pay levels, and fringe benefit costs. By using FTE's as a payment method, partner organizations need not address these differing pay scales or any privacy concerns.

In order to use FTE's as a payment method, all of the partner programs benefiting from the shared function must provide the necessary staff resources in the same proportion as their allocable share. Using this methodology, the partners would determine the total number of staff hours necessary to fully staff the function. The hours would be allocated using an agreed-upon allocation methodology, with a resulting number of hours attributable to each participating partner. The partners then provide the staff as needed in relation to their allocable share of the total hours.

Cautions:

- If FTE's are used as payment method, then all benefiting partners must provide the staff resources. This means that the staff functions must be calculated and allocated separately from other shared costs of the One-Stop.
- Partner organizations are responsible for providing the staff resources. They should agree as part of the resource sharing methodology on scheduling staff. Each partner would provide a total of the staff hours worked for each shared function as part of the reconciliation process.
- Partners should also agree on how the staff functions will be covered in the event of leave, this includes all types of leave such as sick, vacation, emergency and long-term. For example, if a person uses sick leave, then their agency must either cover the time with another staff person, or re-pay the agency that did provide coverage. This process should also be addressed in the Resource Sharing Agreement (RSA).

Example: The One-Stop operator and partners have agreed that the costs for staffing the Resource Center and the One-Stop receptionist are to be shared. Taking into account the hours that the One-Stop Center is open, they have determined the total number of hours for the staff functions. The hours are allocated to each partner using an allocation base of participants served by each program compared to total served. The partners further agree on the scheduling of hours for each partner and the coverage to be provided in the event of emergency or sick leave. Each partner is responsible for tracking the staff resources, and providing this information on a quarterly basis to all partners. If there were adjustments needed in the subsequent quarter based on participant counts, the schedule could then be adjusted accordingly.

Third Party In-Kind Contributions

Under certain circumstances, partners may provide third-party in-kind contributions as resources to pay for their fair share of the costs. In-kind contributions are defined in the cost sharing or matching provision of the Uniform Administrative Requirements codified in CFR 97.24 and 95.25 as donations of goods, services, or volunteer time from a third party. They are not a cost to the receiving organization. They may only be used as resources to pay for the partner agency's share of costs if their use is not prohibited by the agency's governing statute or regulations. Some programs

participating in the One-Stop, such as the TANF program, do not allow the use of in-kind. The partner agency proposing to use in-kind contributions must determine the allowability of in-kind use. If allowable, the in-kind is then valued in accordance with the requirements of 29 CFR 97.24. or 95.25. It is the determined value of the contribution that would serve as the resource for payment of shared costs.

Example: A small non-profit organization serves as a partner in the local One-Stop Center. Their proportionate share of the costs is \$15,000. The non-profit does not have sufficient cash or other resources to fully fund their share and they wish to use computers donated by a local business to the non-profit as resources. The computers are valued (in accordance with the requirements of 29 CFR 95.23(c)(1) or (2)) at \$8,000. The non-profit would be able to use the \$8,000 value as part of the resources they will provide to fund the shared costs.

Example: An entity wishes to use a van used to provide client transportation to job interviews and other off-site services as resources for funding their allocated share of common One-Stop costs. The van was donated to the entity by a local car dealership. The value of the van (as determined by application of the requirements of 29 CFR 95.23 or 97.24) could be used by the entity as resources.

Example: A non-profit organization provides assistance with resume preparation. The services will be provided in the Resource Center and are in addition to the core services the organization otherwise provides in the One-Stop. Human resources professionals donating their time to the non-profit provide the resume preparation assistance. The amount of the resources is valued in accordance with the requirements of the 29 CFR 95.23(d) and may be used by the organization as resources to fund their share of common costs.

Initially prepared by the Governor's Workforce Investment Division on May 28, 2003, referencing the, "One-Stop Comprehensive Financial Management Technical Assistance Guide," U.S. Department of Labor, Employment and Training Administration, September 2001.

Services Transaction Data

This report provides insights into the types of services that were reported through the One-Stop System to the West Virginia Workforce MIS for the period of July 1, 2013 to June 30, 2014.

The report provides total service transactions that result in more than one service per customer. There may also be services that are automatic or performed as a required sequence to another service.

Services are grouped in the following areas:

- WIA services
- Wagner-Peyser services
- Business Services

Appendix A								
PY2014 Training Services Provided								
PERIOD: 07/01/2013 to 06/30/2014								
Total Training Services Provided	Total	Region1	Region2	Region3	Region4	Region5	Region6	Region7
Total Training Services Count	871	83	176	118	485	211	195	38
WIA & ARRA WIA SERVICES								
Adult & Dislocated Short-Term Pre-Vocational Service	105	0	0	0	105	0	0	0
Adult & Dislocated - OJT - On the Job Training	92	9	53	0	17	0	6	7
Adult & Dislocated - Customized Training	3	0	3	0	0	0	0	0
Adult & Dislocated - ITA incl. Tuition and Costs	343	72	90	78	182	159	170	27
Adult & Dislocated - Workshops	74	0	0	0	72	0	0	2
Youth - Tutoring	225	2	2	39	109	52	19	2
Youth - Occupational Skills Training	29	0	28	1	0	0	0	0
Youth - Customized Training	0	0	0	0	0	0	0	0
Youth - OJT - On the Job Training	0	0	0	0	0	0	0	0

PY2014 ONE-STOP USAGE REPORT

WEST VIRGINIA - LOCAL AREA COMPARATIVE REPORT

PERIOD: 07/01/2013 to 06/30/2014

Code	Services Provided	Total	Region1	Region2	Region3	Region4	Region5	Region6	Region7
	Total Transactions	187376	41114	30685	26681	19828	17490	36586	21776
	WIA SERVICES								
A3000	WIA A & ARRA WIA A - Job Search	474	0	0	0	422	0	39	13
A3001	WIA A & ARRA WIA A - Intake Assessment	1195	245	200	72	172	100	368	38
A3002	WIA A & ARRA WIA A - Testing	692	147	132	24	33	86	191	79
A3003	WIA A & ARRA - Individual Counseling; Guidance and Career Planning	448	0	0	51	218	91	76	12
A3004	WIA A & ARRA WIA A- Resume Writer	889	2	1	0	86	770	11	19
A3011	WIA A & ARRA WIA A - Short Term Pre-Vocational Service	49	0	0	0	49	0	0	0
A3012	WIA A & ARRA WIA A - Work Experience	1	0	0	0	1	0	0	0
A3013	WIA A & ARRA WIA A - OJT - On the Job Training	51	4	28	0	16	0	0	3
A3014	WIA A & ARRA WIA A - Customized Training	1	0	1	0	0	0	0	0
343	WIA A & ARRA WIA A - ITA incl. Tuition and Costs	343	13	30	22	101	85	79	13
A3018	WIA A & ARRA WIA A - Retention and Placement	35	35	0	0	0	0	0	0
A3019	WIA A & ARRA WIA A - Support Service	115	0	3	0	99	0	0	10
A3020	WIA A & ARRA WIA A - Needs Related Payments	0	0	0	0	0	0	0	0
A3021	WIA A & ARRA WIA A - Follow-Up	798	24	152	2	336	13	92	179

A3023	WIA A & ARRA WIA A - Apprenticeship	0	0	0	0	0	0	0	0
A3025	WIA A & ARRA WIA A - Research Assignment	539	136	43	24	0	85	227	24
A3030	WIA A & ARRA WIA A - Comprehensive Assessment and Testing	27	0	0	1	1	2	23	0
A3032	WIA A & ARRA WIA A - Occupational Skills Training	0	0	0	0	0	0	0	0
A3037	WIA A & ARRA WIA A - Pre-Employment Service	9	0	9	0	0	0	0	0
A3041	WIA A & ARRA WIA A - Workshops	46	0	0	0	44	0	0	2
A3045	WIA A & ARRA WIA A - Incumbent Worker	1	0	1	0	0	0	0	0
A4002	WIA A & ARRA WIA A - Received Workforce Information Services	2593	48	13	37	1336	776	238	145
A4003	WIA A & ARRA WIA A - Entrepreneurial Training Service	0	0	0	0	0	0	0	0
A4004	WIA A & ARRA WIA A - Planned Gap in Service	1	0	0	0	0	0	1	0
A4010	WIA A & ARRA WIA A - Skill Upgrading and Retraining	1	0	1	0	0	0	0	0
A4015	WIA A & ARRA WIA - Adult Education and Literacy Activities	0	0	0	0	0	0	0	0
A4020	WIA A & ARRA WIA - Private Sector Training Program	0	0	0	0	0	0	0	0
A4050	WIA A - Individual Employment Plan	9	0	1	0	1	2	5	0
D1000	WIA D - Status Update	2442	42	19	187	1631	121	365	77
D3000	WIA D & ARRA WIA D - Job Search	748	1	0	0	683	0	50	14
D3001	WIA D & ARRA WIA D - Intake Assessment	1599	300	283	135	127	373	382	49
D3002	WIA D & ARRA WIA D - Testing	1323	391	198	75	96	245	248	103
D3003	WIA D & ARRA WIA D - Individual Counseling; Guidance and Career Planning	479	1	0	63	171	92	136	16
D3004	WIA D & ARRA WIA D - Resume Writer	259	2	2	0	27	195	2	30
D3011	WIA D & ARRA WIA D - Short-Term Pre-Vocational Service	56	0	0	0	56	0	0	0
D3012	WIA D & ARRA WIA D - Work Experience	0	0	0	0	0	0	0	0

D3013	WIA D & ARRA WIA D - OJT - On the Job Training	41	5	25	0	1	0	6	4
D3014	WIA D & ARRA WIA D - Customized Training	2	0	2	0	0	0	0	0
D3015	WIA D & ARRA WIA D - ITA incl. Tuition and Costs	435	59	60	56	81	74	91	14
D3018	WIA D & ARRA WIA D - Retention and Placement	46	46	0	0	0	0	0	0
D3019	WIA D & ARRA WIA D - Support Service	122	0	17	0	91	0	7	7
D3020	WIA D & ARRA WIA D - Needs Based Payments	1	0	0	0	1	0	0	0
D3021	WIA D & ARRA WIA D - Follow-Up	848	8	77	0	264	11	105	383
D3022	WIA D & ARRA WIA D - Rapid Response	1	0	1	0	0	0	0	0
D3023	WIA D & ARRA WIA D - Apprenticeship	0	0	0	0	0	0	0	0
D3025	WIA D & ARRA WIA D - Research Assignment	644	132	72	59	0	89	272	20
D3030	WIA D & ARRA WIA D - Comprehensive Assessment and Testing	0	0	0	0	0	0	0	0
D3032	WIA D & ARRA WIA D - Occupational Skills Training	0	0	0	0	0	0	0	0
D3037	WIA D & ARRA WIA D -Pre-Employment Service	7	0	7	0	0	0	0	0
D3041	WIA D & ARRA WIA D - Workshops	28	0	0	0	28	0	0	0
D4002	WIA D & ARRA WIA D - Received Workforce Information Services	2401	488	287	145	786	208	279	208
D4003	WIA D & ARRA WIA D - Entrepreneurial Training Service	0	0	0	0	0	0	0	0
D4004	WIA D & ARRA WIA D - Planned Gap in Service	1	0	0	0	1	0	0	0
D4005	WIA D & ARRA WIA D - Received Disaster Relief Assistance	0	0	0	0	0	0	0	0
D4010	WIA D & ARRA WIA D - Skill Upgrading and Retraining	0	0	0	0	0	0	0	0
D4015	WIA D & ARRA WIA D - Adult Education and Literacy Activities	0	0	0	0	0	0	0	0
D4020	WIA D & ARRA WIA D- Private Sector Training Program	0	0	0	0	0	0	0	0
D4050	WIA D - Individual Employment Plan	28	8	0	3	5	5	7	0

D4050-TA	WIA D - Individual Employment Plan - DW/TAA	17	1	0	4	3	4	5	0
D5001	WIA D - Referral to TAA Training	338	0	0	28	108	99	98	5
D5002	WIA D - TAA Case Manager Assessment	174	3	0	1	105	9	56	0
Y3000	WIA Y & ARRA WIA Y - Assessment and Registration	420	39	58	38	108	78	68	31
Y3002	WIA Y & ARRA WIA Y - Comprehensive Guidance and Counseling	6075	2188	58	39	3697	59	30	4
Y3003	WIA Y & ARRA WIA Y - Tutoring	225	2	2	39	109	52	19	2
Y3004	WIA Y & ARRA WIA Y - Leadership Development	2211	608	37	45	1429	0	66	26
Y3005	WIA Y & ARRA WIA Y - Occupational Skills Training	29	0	28	1	0	0	0	0
Y3006	WIA Y & ARRA WIA Y - Adult Mentoring	384	1	57	39	72	140	75	0
Y3007	WIA Y & ARRA WIA Y - Summer Employment	226	0	17	31	70	60	37	11
Y3008	WIA Y & ARRA WIA Y - Paid/Unpaid Work Experience	555	36	15	24	300	140	75	0
Y3009	WIA Y & ARRA WIA Y - Alt. Secondary School Service	0	0	0	0	0	0	0	0
Y3010	WIA Y & ARRA WIA Y - Supportive Service	1553	20	57	36	1354	2	30	54
Y3011	WIA Y & ARRA WIA Y - Customized Training	0	0	0	0	0	0	0	0
Y3012	WIA Y & ARRA WIA Y - OJT - On the Job Training	0	0	0	0	0	0	0	0
Y3013	WIA Y & ARRA WIA Y - Follow-Up	4407	453	955	248	1079	617	776	279
Y3014	WIA Y & ARRA WIA Y - Other Local Service	0	0	0	0	0	0	0	0
Y3015	WIA Y & ARRA WIA Y - ITA incl. Tuition and Costs	22	8	0	0	0	14	0	0
Y3016	WIA Y & ARRA WIA Y - Testing	224	13	0	18	81	67	43	2
Y3037	WIA Y & ARRA WIA Y - Secondary School	0	0	0	0	0	0	0	0
Y3038	WIA Y & ARRA WIA Y - Adult Education	0	0	0	0	0	0	0	0
Y3039	WIA Y & ARRA WIA Y - Post Secondary Education	0	0	0	0	0	0	0	0

Y3041	WIA Y & ARRA WIA Y - Advanced Training	2	0	0	0	2	0	0	0
Y4002	WIA Y & ARRA WIA Y - Received Workforce Information Services	244	72	0	0	115	51	5	1
Y4004	WIA Y & ARRA WIA Y - Planned Gap in Service	25	2	2	0	21	0	0	0
Y4006	WIA Y & ARRA WIA Y - Enrolled in Training, Secondary, Post Secondary	211	9	52	0	54	1	70	25
Y4050	WIA Y - Individual Service Strategy	13	0	2	4	4	3	0	0
WP210	Testing	6420	311	656	1212	1215	1000	1994	32
WP221	ES Job Search Workshop	7360	2023	330	892	210	647	2705	553
WP228	Labor Market Information	46391	13058	1864	6567	1237	1467	15256	6942
WP292	ES DVOP/LVER (Labor Exchange Service)	24382	2907	3415	7682	1356	1101	2571	5350
WP293	DVOP/LVER Follow-up	189	3	7	14	4	1	19	141
WP902	UI - Profile Development/Reemployment Plan	2915	623	1	579	210	626	7	569
WP903	UI - Profile Assessment	4855	791	135	900	218	640	2064	107
E6150	WorkKeys Job Profiling	9	3	0	1	1	3	1	0
E6300	Visits to Business	3508	103	135	211	613	23	1565	858
V271	V - Referred to Supportive Services	282	42	9	38	141	33	19	0
V292	V - Labor Exchange Service	542	17	57	140	7	0	321	0
V332	V - Veteran Employment Goals - Initial and Follow-up	2964	244	504	664	217	544	755	36
V333	V - Veteran Pre-Employment Coaching	1180	143	107	518	107	15	290	0

Performance Requirements

All states submitting a State Plan under WIA Title I, subtitle B must propose expected levels of performance for each of the core indicators of performance for the adult, dislocated worker and youth programs, respectively, and the two customer satisfaction indicators.

- (1) For the Adult program, these indicators are:
 - (i) entry into unsubsidized employment;
 - (ii) retention in unsubsidized employment six months after entry into the employment;
 - (iii) earnings received in unsubsidized employment six months after entry into the employment; and
 - (iv) attainment of a recognized credential related to achievement of educational skills, or occupational skills, by participants who enter unsubsidized employment.
- (2) For the Dislocated Worker program, these indicators are:
 - (i) entry into unsubsidized employment;
 - (ii) retention in unsubsidized employment six months after entry into the employment;
 - (iii) earnings received in unsubsidized employment six months after entry into the employment; and
 - (iv) attainment of a recognized credential related to achievement of educational skills, or occupational skills, by participants who enter unsubsidized employment.
- (3) For the Youth program, these indicators are:
 - (i) For eligible youth aged 14 through 18:
 - a. attainment of basic skills goals, and, as appropriate, work readiness or occupational skills goals, up to a maximum of three goals per year;
 - b. attainment of secondary school diplomas and their recognized equivalents; and
 - c. placement and retention in postsecondary education, advanced training, military service, employment, or qualified apprenticeships.
 - (ii) For eligible youth aged 19 through 21:
 - a. entry into unsubsidized employment;
 - b. retention in unsubsidized employment six months after entry into the employment;
 - c. earnings received in unsubsidized employment six months after entry into the employment; and
 - d. attainment of a recognized credential related to achievement of educational skills, or occupational skills, by participants who enter post-secondary education, advanced training, or unsubsidized employment.
- (4) A single customer satisfaction measure for employers and a single customer satisfaction indicator for participants must be used for the WIA Title I, subtitle B programs for adults, dislocated workers and youth.

Annually, the state's performance is reported to the USDOL. This table captures actual state performance outcomes against standards the state negotiated with USDOL prior to the start of PY14. The PY13 table reflects performance from July 1, 2012 through June 30, 2013.

West Virginia Performance Comparisons for PY11, PY12 and PY13

Measure	PY11 Negotiated	PY11	PY12 Negotiated	PY12	PY13 Negotiated	PY13
Adult Entered Employment Rate	77.0	76.8	80.0	80.9	81.0	76.2
Adult Employment Retention	82.0	86.7	84.0	86.1	85.0	86.3
Adult 6-Months Average Earnings	10200	11399	11342	13024.2	11500	13620.7
Adult Employment & Credential Rate	0	69.8	0	68.4	0	74.14
Dislocated Entered Employment Rate	84.0	80.1	84.0	82.6	84.0	86.7
Dislocated Employment Retention	91	92.0	92.0	92.6	92.0	92.5
Dislocated 6-Months Average Earnings	13000	17082	16034	17566.2	16850	16775.9
Dislocated Employment & Credential Rate	0	67.1	0	70.2	0	72.3
Older Youth (ages 19-21) Entered Employment Rate	0	68.6	0	60.1	0	63.8
Older Youth Employment Retention Rate	0	76.4	0	76.1	0	70.5
Older Youth 6-Months Average Earnings	0	3832	0	5577.8	0	4038.9
Older Youth Credential Rate	0	41.8	0	28.6	0	34.8
Younger Youth (ages 14-18) Skill Attainment Rate	0	92.6	0	91.6	0	94.0
Younger Youth Diploma or Equivalent Rate	0	50.4	0	55.7	0	71.6
Younger Youth Retention Rate	0	52.8	0	45.4	0	48.7
Youth Placement in Employment or Education	62	67.6	64.0	57.8	63.0	67.4
Youth Attainment of Degree or Certificate	56	63.7	63.0	64.8	63.0	71.7
Youth Literacy and Numeracy Gains	51	66.0	60.0	65.7	62.0	71.8
Veterans Entered Employment Rate	0	0	0	0	0	84.4
Veterans Retention Rate	0	0	0	0	0	88.4
Veterans 6-Months Average Earnings	0	0	0	0	0	19810.6
NEG Entered Employment Rate	0	0	0	0	0	73.0
NEG Retention Rate	0	0	0	0	0	76.4
NEG 6-Months Average Earnings	0	0	0	0	0	22369.8
NEG Credential Attainment	0	0	0	0	0	82.8

Annually, the region's performance is reported to the USDOL. This table captures actual performance outcomes of each LWIB against standards they negotiated prior to the start of PY 14. The PY 14 table reflects performance from July 1, 2012 through June 30, 2013.

West Virginia Performance Comparisons of Regions for PY 14

Measure	Neg Lvl.*	Region 1	Region 2	Region 3	Region 4	Region 5	Region 6	Region 7
Adult Entered Employment Rate	81	73.0	92.8	75.0	65.7	86.2	73.5	100.0
Adult Employment Retention	85	75.0	97.1	74.1	85.1	86.6	88.1	89.4
Adult 6-Months Average Earnings	11500	10298.9	14187.4	10160.5	14087.2	14656.5	12796.2	8727.5
Adult Employment & Credential Rate	0	67.6	86.2	70.5	60.0	90.1	78.2	90.0
Dislocated Entered Employment Rate	84	84.5	94.1	84.4	79.8	83.6	91.5	94.3
Dislocated Employment Retention	92	91.8	97.5	88.6	91.6	93.2	94.6	95.7
Dislocated 6-Months Average Earnings	16850	17434.9	16966.5	15443.5	18075.7	17963.9	15998.1	13508.4
Dislocated Employment & Credential Rate	0	68.5	73.5	82.4	58.6	90.7	77.1	76.3
Older Youth (ages 19-21) Entered Employment Rate	0	61.5	33.3	77.8	47.0	88.8	76.4	60.0
Older Youth Employment Retention Rate	0	82.3	70.0	100.0	46.6	73.5	70.0	0.0
Older Youth 6-Months Average Earnings	0	2056.7	3347.4	2531.2	3316.5	5403.2	4646.2	0.0
Older Youth Employment & Credential Rate	0	20.0	30.0	60.0	4.7	82.1	61.1	71.4
Youth (ages 14-18) Skill Attainment Rate	0	0.0	100.0	0.0	0.00	100.0	89.6	0.0
Youth Diploma or Equivalent Rate	0	81.4	66.6	43.3	82.3	16.6	78.3	86.3
Youth Retention Rate	0	40.3	48.6	57.1	48.9	57.1	62.2	60.0
Youth Placement in Employment or Education	64	71.1	61.1	75.6	53.3	70.0	74.5	80.9
Youth Attainment of Degree or Certificate	63	78.2	69.4	56.2	80.0	47.6	71.1	85.0
Youth Literacy and Numeracy Gains	60	51.8	93.5	90.0	54.2	79.2	80.7	72.4
Veterans Entered Employment Rate	0	78.5	93.7	66.7	83.3	88.0	87.5	81.2
Veterans Retention Rate	0	71.4	100.0	62.5	96.3	92.3	94.7	90.0
Veterans 6-Months Average Earnings	0	16562.1	19818.9	16851.8	19892.8	22650.7	22167.9	12179.3
NEG Entered Employment Rate	0	96.8	96.7	100.0	100.0	0.0	72.7	0.0
NEG Retention Rate	0	88.8	100.0	83.3	00.0	00.0	100.0	100.0
NEG 6-Months Average Earnings	0	34434.2	30848.6	22057.5	33305.1	0.0	12985.9	9996.7
NEG Employment & Credential Rate	0	78.9	90.0	90.9	62.5	0.0	0.0	0.0

Positive Practices

Marcellus Shale

WorkForce West Virginia continues its partnership with education, labor and industry leaders to increase the pool of prepared workers for the Oil & Gas production employment opportunities. We continue to participate with committees such as “Energy Speaks Education Committee” and the “Just Beneath the Surface Alliance”. Fifty-six percent (56%) of the Individual Training Accounts issued in PY14 were in the Marcellus Shale Industry.

National Career Readiness Certificates

Employers need documentation of worker skills, and West Virginia is issuing the National Career Readiness Certificate statewide to provide measurable skill levels of workers. In partnership with the West Virginia Department of Education and West Virginia Career and Technical Colleges, WorkForce West Virginia has issued 54,716 WorkKeys® National Career Readiness Certificates. WorkKeys® measures skills in the areas of Locating Information, Reading for Information and Applied Mathematics-basic skills that are required in the workplace.

More than 110 West Virginia employers have used WorkKeys® as part of their hiring process. The WorkKeys® process helps employers save time by interviewing only applicants who have the skills required for positions. A WorkKeys® National Career Readiness Certificate can be used as a “plus” factor to help employers make selection and promotion decisions, and targets their training budget on employees with skill gaps.

To date, West Virginia has issued 54,716 National Career Readiness Certificates based on documented real-world skills measured by WorkKeys®. In August 2012, West Virginia began issuing nationally registered certificates signed by Governor Tomblin. The certificates will be available in an online searchable database so that current and future employers can track the availability of work-ready job seekers by county. In doing so, West Virginia is now identified on ACT’s Work Ready Community site (<http://workreadycommunities.org/>) as having issued 54,716 certificates. The site gives current and prospective employers a new on-line tool to identify communities and counties that have National Career Readiness Certificates in their workforce.

On-Line Marketing and Services

WorkForce West Virginia continues to expand marketing and services on-line. From January 2014 through August 2014, the agency website www.workforcewv.org had over 1.5 million page views, an average of 195,000 page views per month. The WorkForce West Virginia site has the highest traffic on West Virginia commerce’s Web Platform. Website visitors spent the most time on our Find a Job pages. From January 2014 to August 2014, West Virginia employers posted over 13,008 job orders with WorkForce West Virginia resulting in over 29,324 positions on the online job searching database the MACC (Mid-Atlantic Career Consortium).

The www.workforcewv.org homepage is updated each week with available middle-skill jobs open in the MACC system; as well as featured job openings in the Oil & Gas industry. WorkForce West Virginia's Facebook www.facebook.com/wfjobinfo and Twitter (www.twitter.com/wvjobinfo) accounts are updated weekly with job openings that are posted with WorkForce West Virginia.

Consolidated Resources for Veterans

WorkForce West Virginia's partnership with the West Virginia Military Connection continues to provide employment and training support for West Virginia Military personnel and veterans by renewing the Memorandum of Understanding in June 2014. The West Virginia Military Connection partners consist of WorkForce West Virginia, the U.S. Department of Labor Veterans Employment and Training, the West Virginia Department of Veterans Assistance, Veteran Affairs, West Virginia National Guard Adjutant General's Office, Employer Support of the Guard and Reserve, and the West Virginia Community and Technical College System. The troops returning home from deployment or exiting the armed forces have a comprehensive list of resources on a website designed especially for them. The website, www.wvmilitaryconnection.org, is administered by WorkForce West Virginia staff to offer guidance for service members and local, state, federal, and private sector assistance in the areas of employment, training and education, benefits, healthcare and family resources. It also provides guidance in converting military experience towards civilian careers, and provides career development information for service members unsure about the next step in employment.

WorkForce West Virginia participated in the "Off Base Transition Training" with the assistance of the West Virginia Military Connection to provide a Department of Labor pilot program consisting of a comprehensive workshop lasting three days. Professionally-trained facilitators covered topics including finding employment, translating military skills to work skills, answering tough interview questions, navigating the web and effectively using social media in job searches. The training session was open to current and former armed forces members and their spouses to assist in their transition from military to civilian life. There have been over one hundred fifty (150) military members and spouses participate in the "Off Base Transition Training" in PY2014.

Veteran's Staff throughout the State of West Virginia

WorkForce West Virginia Leadership has worked diligently with the U.S. Department of Labor Veterans Employment and Training Services (DOL VETS) to strategically place veterans' representatives throughout West Virginia. West Virginia gained two (2) additional Disabled Veterans Outreach Program Specialist (DVOPS) bringing the total count to fourteen (14) which provides coverage to every WorkForce West Virginia local office for provision of services to eligible veterans and eligible persons. WorkForce West Virginia's DVOPS perform outreach to find and provide intensive services to eligible veterans with significant barriers to employment. Through the provision of intensive services these veterans gain long-term sustainable employment. West Virginia also has three (3) Local Veteran Employment Representatives that provide outreach to business and industry to promote the hiring of veterans and they facilitate the veterans program within WorkForce West Virginia.

Workforce West Virginia has successfully implemented the DOL VETS “Refocus” of the Jobs for Veterans State Grant and is ranked number one (1) in the Philadelphia Region by the U.S. Department of Labor Veterans Employment and Training. This initiative also changed the flow of veterans in the WorkForce West Virginia local offices where the job ready veterans are served by an Employment Programs Interviewer in their search for work. WorkForce West Virginia is proud to have all of its employees serve veterans and provide “Priority of Service” to the veteran population.

Division of Corrections Initiative

During the 2013 WV Legislative Session, a bill was passed that addresses prison overcrowdings in state correctional facilities. One part of this bill allows for nonviolent offenders to be released six months early into supervised release programs. With the expected influx of inmates being released, there has been additional outreach done to parole offices and day report centers in various areas of the state to increase awareness of services and offer job placement assistance.

As part of the above mentioned legislation, WorkForce West Virginia has worked with the governor’s office and DOC on employment issues for released inmates. As a result, WorkForce West Virginia has developed a process for released inmates to become registered with WorkForce West Virginia and receive job search assistance. This process was presented to all parole officers and has been implemented statewide.

The Division of Corrections continues to use WorkForce West Virginia to conduct correctional officer testing in all WorkForce West Virginia Career Centers. This initiative has allowed the One-Stop delivery system to recruit and test applicants interested in becoming a Correctional Officer in a State Prison.

West Virginia’s Apprenticeship Team

WorkForce West Virginia has recognized the increased high demand for Trade Apprenticeships that is currently happening and will only grow due to the large increase in Oil and Gas activity in the State and its bordering states of Ohio and Pennsylvania. We have been proactive in continuing our strong relationship with the Trade Apprenticeship programs by offering continued assistance and advice in their recruitment activities. Further, WorkForce West Virginia is refocusing emphasis on the non-trade apprenticeship programs.

WorkForce West Virginia continues to improve the link to its website to market the apprenticeship program to its job seekers statewide. This link will allow participants to review fact sheets on the different drafts, trades, and opportunities available. Information on the apprenticeship program is available at www.workforcewv.org.

Simulated Workplace

Workforce West Virginia and the West Virginia Department of Education are collaborating on a Simulated Workplace/Work Experience project funded in part by a WIA Incentive grant. The project utilizes West Virginia business and industry feedback, in addition to integrating effective strategies for facilitating the learning of career and technical education (CTE) students via the Simulated

Workplace initiative. Simulated Workplace will assist high school students, ranging from fifteen to nineteen years old, with developing career and college readiness skills.

The objectives of the Simulated Workplace initiative integrates numerous components of the WorkForce Investment Act, as well as supports career and technical education students by emphasizing strong business and industry partnerships, which guide authentic workplace learning. The overall structure of the Simulated Workplace initiative is governed by a set of objectives and protocols to assure consistency and quality within the local implementation. The objectives and protocols are: 1) Academic Growth – With the annual completion of high school seniors, they will complete a pre/post Work Keys exam in the areas of mathematics, reading literacy, and locating information; 2) Business Processes – With the annual completion of the project, students will have a better understanding of business ethics, communication skills, professionalism, and customer service; 3) Career & College Readiness – With the annual completion of the project, students will have been exposed to a variety of employable skills, which include: a) resume/application writing; b) computer literacy; c) technical writing; d) OSHA/Safety training; e) leadership and team work experience; f) recognized industry certifications and credentials; 4) Collaborative Partnerships – With the annual completion of the project and each year thereafter, collaborative partnerships will be established and updated as needed to expand and enhance the services to students.

Through collaboration between the Simulated Workplace initiative and WorkForce West Virginia, students across twenty-six counties will be served and better prepared to meet the demands of West Virginia's business and industry employers. Expanding the relationship between the West Virginia Department of Education's Simulated Workplace initiative and the WorkForce West Virginia Office, students will experience: 1) a transformed career and technical education learning environment with business/industry and higher education partnerships that will ensure they are prepared for career and college demands; 2) an understanding and knowledge of ethics, work place processes and behavior integral to successful employment (*business and industry partnerships will assist students in locating potential job placement*); 3) enhanced basic skills through the use of computer modules (WIN/Key Train) as well as hands-on job skill training which integrates reading, writing, mathematics, critical thinking, problem solving, responsibility and ethics into everyday workplace training.

Drug Testing

On July 11th, 2012, WorkForce West Virginia issued Guidance Notice 15-12, and subsequently issued Guidance Notice, Change 1 on July 20th, 2012. The purpose of this policy was to provide guidance to local workforce investment boards and their operators regarding mandatory drug screening for Workforce Investment Act training-level participants.

Section 181(f) of Title I of the Workforce Investment Act (WIA) specifically provides the states the authority to test and sanction WIA participants for the use of controlled substances. On April 24, 2012, the Governor of West Virginia signed Executive Order 8-12, charging WorkForce West Virginia (WFWV) to develop and implement a drug screening policy for Workforce Investment Act Title I training-level services.

Effective July 16, 2012, all participants that entered into training-level services funded by WIA Title I, individual training accounts and on-the-job training, were required to be screened utilizing urinalysis for the use of the following controlled substances prior to the beginning of training:

- Amphetamines
- Cannabinoids/THC
- Cocaine
- Opiates
- Phencyclidine (PCP)
- Benzodiazepines
- Propoxyphene
- Methadone
- Barbiturates
- Synthetic narcotics

State-wide results are as follows:

Program Year	Date Range	Total Tests Collected	Negatives	Positives	Failure Rate
PY2013	07/16/2012 - 06/30/2013	1,268	1,252	16	1.3%
PY2014	07/01/2013 - 06/30/2014	1,205	1,197	8	.7%

Appendix B: Funding Stream Reporting Authority and Programs Table

The following programs have indicated that during the West Virginia fiscal year FY13 (July 1, 2012 to June 30, 2013) or the Federal fiscal year FY12 (October 1, 2012 to September 30, 2013) funds were received and used in some capacity to advance the workforce development in the state. HB 4083 requires reporting specific information on the program (see appendix A for data request table).

<i>State Organization</i>	<i>Funding Unit</i>	<i>Operations Unit</i>	<i>Program(s)</i>	<i>Program Contact</i>
Governor's Office	Governor's Office	Bureau of Senior Services	<ul style="list-style-type: none"> Senior Community Service Employment Program 	Ray Woods, Jr.
		Office of Economic Opportunity	<ul style="list-style-type: none"> Community Services Block Grant Program 	Shelly Woda
Bureau of Commerce	WorkForce West Virginia	WorkForce West Virginia	<ul style="list-style-type: none"> WIA (Fed) - Governor's Discretionary Grants 	Russell L. Fry
			<ul style="list-style-type: none"> WIA (Fed) - Adults 	Angela Fry
			<ul style="list-style-type: none"> WIA (Fed) - Youth 	Angela Fry
	West Virginia Development Office	Business & Industrial Division, Business & Industry Training	<ul style="list-style-type: none"> WIA (Fed) - Dislocated Workers 	Angela Fry
			<ul style="list-style-type: none"> National Emergency Grant Program (Fed) 	Martha Craig-Hinchman
			<ul style="list-style-type: none"> Governor's Guaranteed Workforce Program (State) 	Sharon Adams
Department of Education	Department of Education	Division of Technical & Adult Education Services	<ul style="list-style-type: none"> Governor's Guaranteed Workforce Program Small Business Workforce Program (State) 	Liz Older
			<ul style="list-style-type: none"> Adult Basic Education 	Barry Kelly
			<ul style="list-style-type: none"> Vocational-Technical Education Programs 	Debbie Varner
Department of Education & the Arts	Division of Rehabilitation Services	Division of Rehabilitation Services	<ul style="list-style-type: none"> Career and Technical Adult Education 	Debbie Varner
			<ul style="list-style-type: none"> Vocational Rehabilitation 	Donna Ashworth

<i>State Organization</i>	<i>Funding Unit</i>	<i>Operations Unit</i>	<i>Program(s)</i>	<i>Program Contact</i>
WV Council for Community & Technical College Education	WV Community & Technical Colleges	WV Community & Technical Colleges	• HEAPS – Higher Education Adult Part-time Student (State)	James Skidmore
			• Higher Education (State)	James Skidmore
			• Workforce Development Initiative-HB 3009 (State)	James Skidmore
			• WV Advance Grant & Technical Program Development	James Skidmore
Bureau of Commerce	WorkForce West Virginia	ES Field Operations & Employment Services	• Veterans Programs (Wagner-Peyser)	Claudia George
			• Labor Exchange (Wagner-Peyser)	Claudia George
			• TAA – Trade Adjustment Assistance	Martha Craig-Hinchman
			• Work Opportunity Tax Credit	Angela Fry
			• HCTC – Health Care Tax Credit	Martha Craig-Hinchman
			• Alien Labor Certification	Claudia George
		• Unemployment Compensation	Beth Carenbauer	
Department of Veterans Assistance	Department of Veterans Assistance		• Veterans Re-Education Assistance Program (State)	Mike Lyons

Directory of Local Workforce Investment Boards and One-Stops

LOCAL WORKFORCE INVESTMENT BOARD DIRECTORS

	Phone	Fax	E-Mail	Website
Region 1 Angela M. Henson, Executive Director Region 1 Workforce Investment Board 200 New River Town Center, Suite 200 Beckley, West Virginia 25801	304-253-3611 866-253-3611	304-253-0176	ahenson@r1workforcewv.org	
Region 2 Claudia J. Hunt, Executive Director South Western West Virginia Workforce Investment Board 2699 Park Avenue, Suite 210 Huntington, West Virginia 25704	304-429-5900 877-942-7344	304-429-1715	chunt@wvregion2.org	http://www.wvregion2.org
Region 3 SK Miller, Acting Executive Director Region III Workforce Investment Board 405 Capitol Street, Suite 506 P.O. Box 3726 Charleston, West Virginia 25337	304-344-5760	304-344-5762	skmiller@region3wibkc.org	http://www.region3wib-kc.net
Region 4 Joyce Okes, Program Director Mid-Ohio Valley Workforce Investment Board 531 Market Street P.O. Box 247 Parkersburg, WV 26102	304-424-7271	304-424-6196	joyce.okes@movrc.org	http://www.wvworkforce.org

LOCAL WORKFORCE INVESTMENT BOARD DIRECTORS

	Phone	Fax	E-Mail	Website
Region 5 Rosemary Guida, Executive Director Northern Panhandle Workforce Investment Board 1245 Warwood Avenue Wheeling, WV 26003	304-231-1170 877-738-7246	304-231-1172	npwib@yahoo.com	http://www.npworkforcewv.org
Region 6 Barbara J. DeMary, Executive Director Region 6 Workforce Investment Board 17 Middletown Road White Hall, WV 26554	304-368-9530	304-368-9532	bjdemarywib6@verizon.net	http://www.regionviwv.org
Region 7 T.J. VanMeter, Executive Director Region 7 WIB 151 Robert C. Byrd Industrial Park Road, Suite 2 Moorefield, WV 26836	304-530-3917	304-530-5107	tjvanmeter@wvregion7wib.org	http://www.wvregion7wib.org

WorkForce West Virginia Comprehensive Career Centers

Region 1

Raleigh County WorkForce
West Virginia Career Center
921 West Neville Street
Beckley, WV 25801
Phone: 304-253-5500
Fax: 304-253-1214
Toll Free: 1-866-253-1214

Mercer County WorkForce
West Virginia Career Center
195 Davis Street
Princeton, WV 24740
Phone: 304-425-9362
Fax: 304-487-3203
Toll Free: 1-866-356-9675

Region 2

Huntington WorkForce
West Virginia Career Center
2699 Park Avenue, Suite 240
Post Office Box 970
Huntington, WV 25713-0970
Phone: 304-528-5525
Fax: 304-528-5529

Region 3

Charleston WorkForce
West Virginia Career Center
1321 Plaza East;
Post Office Box 1349
Charleston, WV 25325-1349
Phone: 304-558-0342
Fax: 304-558-0349

Region 4

Parkersburg WorkForce
West Virginia Career Center
206 Lakeview Center
36th St. & Murdoch Ave.
Parkersburg, WV 26101
Phone: 304-420-4531/304-424-9328
Fax: 304-424-6020

Region 5

Wheeling WorkForce
West Virginia Career Center
1275 Warwood Avenue
Warwood Shopping Plaza
Wheeling, WV 26003
Phone: 304-232-6280
Fax: 304-233-8007

WorkForce West Virginia Comprehensive Career Centers

Region 6

Elkins WorkForce
West Virginia Career Center
1023 North Randolph Avenue
Phone: 304-637-0255
Fax: 304-637-0298

Fairmont WORKFORCE
West Virginia Career Center
320 Adams Street, Suite 107
Post Office Box 1468
Fairmont, WV 26554-1468
Phone: 304-363-5550
Fax: 304-363-4956

Region 7

Martinsburg WorkForce
West Virginia Career Center
Berkeley Plaza Center
Post Office Box 905
Martinsburg, WV 25401-0905
Phone: 304-267-0030
Fax: 304-267-0033

South Branch WorkForce
West Virginia Career Center
151 Robert C Byrd Industrial
Park Road, Suite 1
Phone: 304-538-7741
Fax: 304-538-2614

WorkForce West Virginia Satellite Sites

Region 1

Greenbrier County WorkForce
West Virginia Career Center
21 Red Oaks Shopping Center
Ronceverte, WV 24970
Phone: 304-647-7415
Fax: 304-647-7412

McDowell County WorkForce
West Virginia Career Center
110 Park Avenue
Welch, WV 24801
Phone: 304-436-6464
Fax: 304-436-4400

Nicholas County WorkForce
West Virginia Career Center
812 North Side Drive Suite 7E
Summersville, WV 26651

Region 2

Logan WorkForce
West Virginia Career Center
130 Stratton Street, 2nd Floor
PO Box 1619
Logan, WV 25601-1619
Phone: 304-792-7010
Fax: 304-792-7013

Region 4

Jackson County WorkForce
West Virginia Career Center
206 Stone Drive
Ripley, WV 25271
Phone: 304-373-0313
Fax: 304-373-0116

Mason County WorkForce
West Virginia Career Center
307 Rear 8th Street
Point Pleasant, WV 25550
Phone: 304-675-0857
Fax: 304-675-0858

Region 5

Weirton WorkForce
West Virginia Career Center
100 Municipal Plaza, Suite 350
Weirton, WV 26062
Phone: 304-723-5337
Fax: 304-723-1997

New Martinsville WorkForce
West Virginia Career Center
257 N. St. Rt. 2
New Martinsville Plaza
New Martinsville, WV 26155
Phone: 304-455-6184
Fax: 304-455-6188

Region 6

Clarksburg WorkForce
West Virginia Career Center
16 Sterling Drive
Bridgeport, WV 26630
Phone: 304-627-2125
Fax: 304-627-2129

Morgantown WorkForce
West Virginia Career Center
304 Scott Avenue
Morgantown, WV 26505-8804
Phone: 304-285-3120
Fax: 304-285-3126

WorkForce West Virginia Affiliate Sites

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Summers County WorkForce
West Virginia Career Center
301 Summers Street
Suite 3A
Hinton, WV 25951
Phone: 305-466-6833
Fax: 304-466-6297

Pocahontas County
Snowshoe Career Center
206 8th Street
Marlinton, WV 24954
Phone: 304-799-2509
Fax: 304-799-2596

Webster County WorkForce
West Virginia Career Center
139 Baker Street
Webster Springs, WV 26288
Phone: 304-847-5812
Fax: 304-847-5813

Monroe County WorkForce
West Virginia Career Center
PO Box 330
Room 11
Union, WV 24983
Phone: 304-661-3444

Region 2

Boone County WorkForce
West Virginia Learning Center
One Avenue C
Madison, WV 25130
Phone: 304-369-2951
Fax: 304-369-9130

Lincoln County WorkForce
West Virginia Learning Center
Yeager Career Center
10 Marland Avenue
Hamlin, WV 25523
Phone: 304-824-2386

Logan County WorkForce
West Virginia Learning Center
300 Main Street
Logan, WV 25601
Phone: 304-792-7234
Fax: 304-792-7239

Mingo County WorkForce
West Virginia Learning Center
241 East Second Avenue
Williamson, WV 25661
Phone: 304-235-6090
Fax: 304-235-6089

Putnam County WorkForce
West Virginia Learning Center
#19 Putnam Village Shopping Center
Hurricane, WV 25526
Phone: 304-757-7270

WorkForce West Virginia Affiliate Sites

Region 3

Upper Kanawha Valley
Enterprise Community
200 Upper Kanawha Valley Way
Chelyan, WV 25035
Phone: 304-925-3200

Shoenbaum Family Enrichment Center
1701 5th Avenue
Box #1
Chaleston, WV 25312
Phone: 304-414-4400

KISRA
124 Marshall Avenue
Dunbar, WV 25064
Phone: 304-768-8924

Region 4

Pleasants County (DHHR Office)
WorkForce West Virginia Career Center
201 Second Street
St. Marys, WV 26170-1006
Phone: 304-588-2574
Fax: 304-684-9245

Calhoun County (DHHR Office)
WorkForce West Virginia Career Center
424 Main Street
Grantsville, WV 26147
Phone: 304-354-6118
Fax: 304-354-6171

Roane County (DRS Office)
WorkForce West Virginia Career Center
321 Market Street
Spencer, WV 25276
Phone: 304-927-0954

Region 4 (continued)

Clay County (CAEZ)
WorkForce West Virginia Career Center
135 Main Street
Clay, WV 25043
Phone: 304-587-2034
Fax: 304-587-2027

Jackson County WorkForce
West Virginia Career Center
206 Stone Drive
Ripley, WV 25271
Phone: 304-373-0313
Fax: 304-373-0116
Email: jgilmore@rosslearning.com

Ritchie County (Regenerations)
WorkForce West Virginia Career Center
Rt 1 Box 61 C-4
Harrisville, WV 26362
Phone: 304-613-4187
Fax: 304-869-3890

Region 6

North Central WV Community Action
Rt. 250 Belington Road
Philippi, WV 26416
Phone: 304-457-3420
Fax: 304-457-1367

CRI
206 E. Main Street
Glenville, WV 26351
Phone: 304-462-8698

Raymond Wolfe Center
Post Office Box 407
Kingwood, WV 26537
Phone: 304-329-3644

Region 6 (continued)

Tucker County Senior Center
1206 3rd Street
Parsons, WV 26287
Phone: 304-478-2423
Fax: 304-478-4828

Mountain CAP of West Virginia , Inc.
26 North Kanawha Street
Buckhannon, WV 26201
Phone: 304-472-1500
Fax: 304-472-9064

Kelly Davis
Mountain CAP of West Virginia , Inc.
196 Main Street
Sutton, WV 26601
Phone: 304-765-7738
Email: kdavis@mountaincap.com



INTERAGENCY COLLABORATIVE TEAM

MEMORANDUM OF UNDERSTANDING

2014-2015

The Workforce Investment Act (WIA) clearly identifies the WorkForce West Virginia One-Stop Career Centers as the service delivery system for programs funded under the WIA and its partner programs. WorkForce West Virginia consists of local One-Stop Career Centers in which partners come together to administer workforce investment and other workforce development system activities.

This Memorandum of Understanding (MOU) sets forth the terms of agreement for cooperation and consultation with regard to the implementation of the WIA for the Interagency Collaborative Team in West Virginia and provides a model for local MOU preparation.

State Level Partners

MEMORANDUM OF UNDERSTANDING

1.1 DESIGNATED PARTNERS

The agencies in the State of West Virginia represented on the Interagency Collaborative Team (ICT) that provide employment and training activities or supportive services shall collaborate to support and advance the workforce investment system operated through the One-Stop Career Centers at the local level. To provide on-going attention to addressing issues that will build and continually improve the overall workforce investment system, the workforce investment Interagency Collaborative Team was established by the West Virginia legislature in 2002 and codified in 2004. The team is the single state-level interagency group for addressing issues or concerns regarding building and maintaining the most effective and efficient implementation of the overall workforce development system in West Virginia. The below listed West Virginia state agencies are included.

WORKFORCE West Virginia

- West Virginia Employment Service: Activities authorized under Chapter 41 of Title 38, U.S.C. (local veterans' employment representatives and disabled veterans outreach programs), Employment Service (Wagner-Peyser, Unemployment Compensation and Workforce Investment Act of 1998 as amended, Section 309).
- Other entities under this agency that provide employment and training activities or supportive services.

Bureau of Senior Services

- State Unit on Aging (Title V of the Older Americans

Act). Council for Community and Technical College

Education Department of Education

- West Virginia Department of Education (Adult Education and Literacy Activities and Postsecondary Vocational Education)

- Office of Institutional Educational Programs (OIEP)

Department of Education and the Arts

- Division of Rehabilitation Services (Title I of the Rehabilitation Act)

Department of Health and Human Resources

- Bureau of Children and Families
- Temporary Assistance for Needy Families (Personal Responsibilities and Work Opportunity Reconciliation Act of 1996)
- Food Stamp Employment & Training, United States Department of Agriculture (Farm Security & Rural Investment Act of 2002)

Department of Military Affairs and Public Safety

- Division of Corrections

Development Office

- Community Development Division (Community Services Block Grant Act)

(Note: The references in italics represent the entities required by the WIA)

- BID (Business Industry Development) Representatives

2.0 INTERAGENCY COLLABORATIVE TEAM BACKGROUND

In August 2002, the Interagency Collaborative Team (ICT) was established at a special Summit held in Charleston, West Virginia. As a result of this event, the ICT met on September 30, 2002 and agreed to a vision, mission, guiding principles and an initial work plan. This MOU is an outgrowth of this work.

ICTVISION

West Virginia state agencies effectively collaborating to define, build and sustain an integrated comprehensive workforce development system that

- Ensures universal access
- Has the right agency doing the right job
- Focuses on meeting the customer requirements
- Is uniform, consistent, and responsive
- Advances a seamless delivery system that maximizes resources
- Remains flexible, yet expandable to grow
- Fosters a continuous improvement culture for quality and innovation

The ICT continues to work together to address issues identified as critical to the success of the workforce development system in West Virginia. This MOU provides more formal commitment to the integration that has been evolving since the ICT began its work.

3.0 PURPOSE

The purpose of this MOU is to establish cooperative and mutually beneficial relationships among the required WIA state partners and other partners whose participation has been determined to be vital to accomplishing the Governor's workforce investment goals. This MOU also sets forth the relative responsibilities of the partners as they relate to the planning and implementation of the comprehensive workforce investment system in West Virginia at both the state and local levels.

To ensure the maximum flexibility for all partners under this agreement, it is agreed that the partners may enter supplemental, agency-specific state or local agreements that further or complement this agreement. At a minimum, the partners to this MOU agree to enforce the aspects of this agreement at the local level.

4.1 THE WV WORKFORCE INVESTMENT SYSTEM VISION

The Governor's vision for a world-class workforce development system in West Virginia is to:

- assist individuals in obtaining employment that leads to self-sufficiency;
- provide employers with access to qualified and appropriately skilled employees who have been assessed, trained and possess appropriate credentials and certifications;
- have effective programs and services that are delivered through a seamless and integrated delivery system;
- have a system that continually improves, eliminates duplication of services, reduces administrative costs, enhances participation, accommodates the job-demand needs of employers, and improves customer satisfaction;
- demonstrate appropriate accountability of organizations, individuals, and processes throughout the system;
- react to current demand of target industries; i.e. the system should be demand driven and directed to jobs with good wages and benefits;

5.1 SYSTEM-WIDESTATE LEVEL COMMITMENTS

Specific notes regarding individual agency commitments can be found in Section 25.0 of this MOU.

Each partner to this MOU agrees to make the following commitments through the WORKFORCE West Virginia One-Stop Career Centers:

1. Provide the appropriate core services that are applicable to the partner's program.
2. Use the funds identified in the Funding Stream Report allocated to the partners program for Workforce Development to the extent not inconsistent with Federal law authorizing the program.
3. Participate in a common referral system.

4. Participate in and commit resources, as appropriate and allowable, to a common case management information system, i.e. Mid-Atlantic Career Consortium (MACC), within WORKFORCE West Virginia.
5. Commit to the effective flow and referral of customers through the WORKFORCE West Virginia One-Stop Career Centers from entry to case management.
6. Commit to the achievement of established performance goals established by the US DOL, West Virginia Workforce Investment Council, and the One-Stop Career Center partners.
7. Participate in and commit resources, as appropriate, to ensure all Business Services are reported in WORKFORCE West Virginia MACC system.

Additional core, intensive and training services will be provided as appropriate at the local level. *Specific services to be provided in the local One-Stop Career Centers must be detailed and included in the local partner MOU.*

6.0 OVERALL PERFORMANCE GOALS

To continually improve the quality of each region's workforce through an integrated employment and workforce development system for the benefit of the individuals and employers it serves, the partners to this MOU will strive cooperatively to achieve the following:

Goal 1: Design and implement a comprehensive, fully integrated workforce development system that appropriately balances state and local roles, responsibilities and accountability and fosters true 'local partnering and ownership' for regional workforce development.

Goal 2: Assure every employee, job seeker and employer are aware of and have universal access and choice to the full continuum of available workforce development programs and services in West Virginia.

Goal 3: Increase the labor supply for high demand industries, both current and future in cooperation with state and local economic development strategies through workforce development.

Goal 4: Eliminate unwarranted duplication of services, and reduce administrative costs at both

state and local levels. Enhance participation and performance of customers served through the system by using a consistent and uniform assessment method.

Goal 5: Serve as leaders increasing the knowledge of the entire workforce development system by encouraging collaboration among education, business, organized labor, and economic development.

Goal 6: Ensure each region's workforce has opportunities to improve skills and wages through a system of employment services and lifelong learning opportunities.

Goal 7: Work effectively with economic development organizations to assist in creating employment opportunities and enhance the image of each Workforce Investment Board region.

Goal 8: Ensure connectivity between West Virginia economic development initiative and goals and workforce development activities so as to match career opportunities and programs to well-defined and documented industry-based skill standards and workforce needs that result in a truly skilled workforce. Ensure that Business is recognized as a primary customer in the Workforce system and quality business services are provided in each Workforce Investment Board Region.

Goal 9: Through joint planning leverage collaboration, public and private, at all levels and among all stakeholders that build system capacity, optimizes resources and sustains measurable high performance throughout the system.

Goal 10: Build a workforce development system that will increase the workplace skills for West Virginians, economically benefiting the workforce, employers and the state.

Goal 11: Build a workforce development system that gives West Virginia a competitive advantage in the recruitment of new businesses.

Goal 12: Advance a system-wide customer focused, quality culture that is continuously improved.

Additional goals may be negotiated at the local level. Any performance criteria must be established cooperatively with all partners.

7.0 CUSTOMER REFERRAL PROCESS

The primary goal of the referral system is the provision of seamless service delivery to both job seekers and employers. Customers will be referred by methods and through processes developed at the local level and described in the state agency/local Workforce Investment Board (WIB) MOU. Pilot programs and best practices should be developed for improvement and consistency statewide.

Additionally, information acquired in the One-Stop Career Centers should be mutually accessible. This information will be shared only to the extent permitted by regulations requiring confidentiality of participant records. All labor market information, job leads, programmatic and participant information, as reported on standard forms, will be accessible as allowable and appropriate. All partners agree to cooperate in developing customer identification, tracking, follow-up evaluation, performance, and satisfaction data.

8.0 CONTRIBUTION FOR SERVICES AND SYSTEM OPERATING COSTS

Each state mandated or other contributing partner (agency) agrees to contribute its fair share of resources for providing One-Stop Career Center core and intensive services and supporting the One-Stop Career Centers operations proportionate to the benefit derived and the total resources required. Partner resource contributions will be at both state level for the system-wide development and at the local level for One-Stop Career Center operations. Agency totals will be included as such in the annual Funding Stream Report to the Legislative Oversight Committee. At the state level, ICT members will commit resources that support activities such as the WORKFORCE West Virginia management information system (MIS) network, cooperative purchasing, training, and professional development. The state level partner contributions will be specified in the Individual Agency Specifics as referenced in Section 19 of this agreement and found in Section 25.

9.0 USE OF COMMON TECHNOLOGY & INTEGRATED INFORMATION SYSTEMS

The Mid-Atlantic Career Consortium (MACC) or, other replacement system approved by the Workforce Investment Council (WIC), Governor's Workforce Planning Council and the CTO.

The MACC, known in West Virginia as WORKFORCE West Virginia, is the computerized system of record keeping that will include a common data repository for WIA, Wagner-Peyser, Trade Adjustment Assistance (TAA) and other Title I(B) activities. All partners agree to enter all client profiles (job and training seekers), job openings and employer information it receives into the WORKFORCE West Virginia (MACC) to the extent partner modules and access become available.

The WORKFORCE West Virginia system (MACC) or replacement, will be the system of choice for finding employment or obtaining training through the agencies working together to develop common processes through the system.

A process for allocating both future development costs and ongoing operational costs to include regular maintenance and "help desk" type support for the system will be established.

State agencies accessing and using the WORKFORCE West Virginia system (MACC) are encouraged to contribute toward costs of the MACC based on an agreed upon fair and proportionate allocation determined by system use or overall funding. The local WIBs will also contribute proportionately toward the total cost.

All partners also agree to treat all data contained in the WORKFORCE West Virginia (MACC) as confidential. No partner should permit access of State of West Virginia provided resources to, or disclose data to, any persons or entities other than its staff or data users, under any conditions. In order for client information to be shared, a release form stipulating what is being released and to whom must be agreed to and signed by the customer.

Other data related to demand and supply side information will use in-house MIS.

10.0 ASSESSMENT COMMON PRACTICES

Wherever and whenever possible assessment processes will be streamlined to reduce duplication to the customers.

11.0 ANNUAL REPORTING REQUIREMENTS

Based on annual reporting requirements in West Virginia state code Chapter §58-28, all parties to the MOU agree to provide information in a timely manner when requested by the Workforce System. Two annual reports require data from the agencies. One is the "State of the One-Stop Careers" and the other the "Annual Funding Streams and Outcomes" report. This report includes information on funding streams (federal and state), customers served, performance outcomes, and other items as outlined under separate cover.

12.0 APPROPRIATE BALANCE OF RESOURCE USE

Every effort will be made to ensure balance between state level funding and use of funds and the funding at the regional level and use of funds regionally. There should be fair sharing of efforts

targeted to build an effective and efficient workforce development system that is balanced between state and local regional efforts.

13.0 PLANNING COMPACT FOR WORKFORCE DEVELOPMENT SYSTEM

Some of the state agencies included in this MOU are required to submit compliance or other plans to one or more Federal agencies. Most of the state partners signing this MOU also do planning as a matter of course in carrying out effective operations. Partners in each comprehensive One-Stop Career Center are encouraged to work together to produce a plan which will effectively deliver services to the client and reduce the total overhead/administration of the One-Stop Career Center.

14.0 SUPPORT OF COMMON PERFORMANCE MEASURES

The ICT will support all Federal and state mandated common performance measures. These measures will be part of the planning compact process. All parties to this MOU agree to capture appropriate performance data as required to support the collection and reporting of the common performance measures.

15.0 SKILLS STANDARDS AND CROSS-AGENCY TRAINING

In order to ensure quality programs and services to all customers across all regions, parties to this MOU agree to develop the expected level of skills needed for operation of the One-Stop Career Centers. Further, each agency will support the development of cross-agency training for awareness regarding its programs and services within the One-Stop Career Centers.

16.0 STAFF DEVELOPMENT/RESOURCES DEVELOPMENT

To ensure and sustain an effective, high quality workforce development system, especially at the state agency level, adequate and knowledgeable staff must be in place. The better the knowledge and skill levels across the system, the greater the experiences and results the system can delivery on a regular basis.

Partners to this MOU will invest in staff development within their agency and collaboratively across agencies to enhance the knowledge and skill levels of all staff engaged in the workforce development system.

Further, the agencies agree to work together toward recruitment and retention of qualified, skilled and dedicated employees to fill state positions needed to have an effective workforce development system. This is especially important as the demand for qualified employees

increases as retirements occur in future years.

17.0 CONFIDENTIALITY OF INFORMATION/DATA

All partners recognize the critical nature of protecting and using information/data in the most appropriate manner at all times. Each partner entering into this MOU has the obligation and authority to control the use and access of information/data collected or generated as part of its specific work. ICT members agree to work on ways to ensure the confidentiality of records throughout the One-Stop Career Centers. All confidentiality issues will be presented to the ICT for discussion and resolution as to use and access of the identified data and information needing special protection. The confidentiality agreement applies to electronic systems as well as all paper processes.

18.0 INTERAGENCY COLLABORATIVE TEAM (ICT) WORKING RELATIONSHIP

The ICT agrees to adhere to its initial charter and guiding principles that foster an effective working relationship among both mandated and volunteer partners to this MOU. The ICT will be originators of this MOU and provide general oversight of its completion and implementation. The ICT will serve as the first level group to address issues rising out of the MOU as to expectations, potential non-compliance, and interpretation of intent. The ICT will also work to continually improve the overall MOU to advance integration, effectiveness and improvements. Other partners may be added to this agreement as contributors identified in the Funding Stream Report.

19.0 INDIVIDUAL AGENCY SPECIFICS

As part of the general MOU, individual agency specifics that outline additional information pertinent to that agency's agreement and participation in this State Level Partners Memorandum of Understanding have been submitted. Section 25 of this MOU contains what has been provided by each agency.

20.0 MOU MODIFICATION PROCESS

Partners may request, in writing, an amendment to this MOU. The changes must be documented, signed, dated under the conditions agreed upon by ALL of the partners, and attached to the original MOU. If any provision of the MOU is held invalid, the remainder of the MOU will not be affected.

21.0 BREACH OF MOU

The agencies agree that each shall fulfill its responsibilities under this MOU in accordance with the provisions of law and regulations that govern their activities. If at any time an agency is unable to perform its functions under this MOU, such agency shall immediately provide written notice to the Interagency Collaborative Team (ICT) describing its inability to fulfill the requirements of this MOU and establish a date at the earliest convenience, but no more than 30 days, to mutually resolve the issue.

The Executive Officer of the agency will direct appropriate staff to meet at agreed upon intervals to discuss and plan activities to satisfy requirements of this MOU and to ensure efficient and effective implementation of this MOU. However, failure to abide by this agreement is basis for termination by the other party.

22.0 IMPASSE RESOLUTIONS

The agencies agree to communicate openly and directly and that every effort will be made to resolve any problems or disputes in a cooperative manner. For disputes regarding the provisions of this MOU that cannot be resolved through communication among agency staff, the parties will document the negotiations and efforts that have taken place to resolve the issue. At the first level, the unresolved issue or dispute should be presented to the total ICT membership or an assigned sub-group to attempt to resolve differences to the satisfaction of all parties. If this fails or does not meet the expectations of all parties, then information regarding the impasse and efforts to resolve must be submitted to the West Virginia Workforce Investment Council Executive Committee within 30 days of the impasse. Once the information is received by the West Virginia Workforce Investment Council Executive Committee, they will meet to seek a resolution and provide that resolution to the partners within 30 days. If the entire process takes more than 60 days, or if the partner is not satisfied with the resolution, the partner may appeal to the Governor. The decision of the Governor shall be final.

23.0 MOU DURATION AGREEMENT

This agreement is effective July 1, 2013 and terminates on June 30, 2014. It may be extended through mutual agreement of the parties. The MOU may be terminated by any of the partners upon 30 days of written notice to the other partners with cause or upon 90 days of written notice to the other partners without cause.

24.0 EQUAL OPPORTUNITY AND NONDISCRIMINATION OBLIGATIONS

The partners acknowledge familiarity with applicable federal and State of West Virginia laws, rules, regulations, policies, procedures, and reporting requirements and will abide by them. This includes, but is not limited to, discrimination policies, compliance with the Americans with Disabilities Act, and maintenance of drug free workplaces. Reference is made, but not limited to, Sec. 181-"Requirements and Restrictions," and Sec. 188-"Nondiscrimination," of the WIA.

25.1 INDIVIDUAL AGENCY INFORMATION

As called for in the main portion of the MOU, each participating state level agency could provide background information, special notes and/or conditions regarding its participation in the MOU. The following section contains the information as submitted from the agency.

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Possible Individual Agency Requirement	General Purpose/Meaning
Agency Name/Key Contact	WorkForce West Virginia (WFWV) Rachel Moles
Primary Program(s)	<ul style="list-style-type: none"> • Wagner-Peyser/Labor Exchange • Business Service Unit • Work Opportunity Tax Credit • Activities authorized under Chapter 41, Title 38, U.S.C. (Local Veterans' Employment Representatives and Disabled Veterans' Outreach Program) • Unemployment Insurance Program re-employment • Alien Labor Certification (ALC) Migrant Seasonal Farmworker Program • Adults, Dislocated Workers, Youth (contracted through the Workforce Investment Board [WIB]) • Programs authorized under State Unemployment Compensation (UC) laws (in accordance with applicable federal law) • Workforce Investment Act (WIA) sec. 121(b)(1)(B)(xii) • Labor Market Information
Core Services	<ul style="list-style-type: none"> • Orientation to information and other services available through the One-Stop Career Center delivery system. • Job search and job placement assistance (with career counseling when appropriate). • Initial assessment of supportive service needs. • Intake (may include re-employment profiling) (Personal Re-employment Accounts as a pilot project).

	<ul style="list-style-type: none"> • Determinations of whether individuals are eligible to receive assistance under subtitle B of Title I of WIA (If contracted with the WIB). • Labor Market Information Core products and services: <ul style="list-style-type: none"> ○ Develop core products and services along ETA guidelines for businesses and WIA customers with appropriate advice and consent from state workforce development officials. Support the Workforce Investment Development Division, the Employment Service and the Unemployment Compensation Division with necessary labor market information and research. • Core Services: <ul style="list-style-type: none"> ○ UC offices are located in all One-Stop Career Centers where all unemployment services are available. If unemployment staff are not located in One-Stop Career Centers, the following unemployment information is available: <ul style="list-style-type: none"> ▪ Brochures which provide basic information about eligibility for benefits; ▪ How to file claims; ▪ How new businesses register and pay UC taxes; ▪ How to file quarterly wage and tax information; ▪ Employer and claimant appeal rights;
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	<ul style="list-style-type: none"> ▪ How to file appeals.
Contributions	WFVW will contribute staff and other in-kind contributions to the One-Stop Career Centers. In-kind contributions may be different at each One-Stop Career Center. WFVW will contribute staff and other resources to the extent identified in the Funding Stream Report.
Performance Measurement Levels	<p>Employment Service – We will support common measures as defined by the Department of Labor.</p> <p>Unemployment Compensation – No special performance issues.</p>
Referral Process	If mandated Partners adhere to the agreement with Job Service, which was established in each One-Stop Career Center, no special referral procedures will be required.
Confidentiality Requirements	Information will be shared to the extent permitted by federal and state laws requiring confidentiality of employers' and job seekers' information. Information will be shared only with customer consent.
Training Activity	All mandated partners will participate in cross training activities in each comprehensive One-Stop Career Center for programs awareness.
Case Management	Case management is the responsibility of the local Workforce Investment Board; however, a policy to ensure consistency statewide should be implemented.
Planning Compact Cycle	Five-year planning cycle, with annual review and modifications to the plan as needed.
Job Placement	To ensure consistent screening, all partner job orders should be entered into the WorkForce West Virginia

	MACC system.
Special Conditions/Exceptions	Employer related activities concerning labor exchange services should be coordinated with WFWV. This would not apply to internal business services provided by other entities.

Individual Agency Requirement	General Purpose/Meaning
Agency Name/Key Contact	Bureau of Senior Services (BoSS)
Primary Program(s)	Senior Community Service Employment Program (SCSEP).
Core Services	Information, recruitment, referral, on-site trainings and those services described in Section 134(d)(21) of WIA.
Contributions	BoSS will make appropriate in-kind contributions toward the operation of One-Stop Career Centers located in similar geographical service areas.
Performance Measurement Levels	Community Service, Entered Employment, Work Retention, Average Earnings, Service Levels and Services to Most in Need.
Referral Process	Require all enrollees to register with their local One-Stop Career Center and refer non-eligible seniors (55+) directly to the One-Stop Career Centers.
Confidentiality Requirements	Information will be shared to the maximum extent permitted by applicable state and federal statutes.
Training Activity	The BoSS will participate in cross training with local One-Stop Career Centers.
Case Management	State and regional SCSEP contractors, under the auspices of the BoSS, will work with the One-Stop Career Centers, in coordinating case management services to SCSEP enrollees.
Planning Compact Cycle	A state plan is developed every four years with annual updates.
Job Placement	SCSEP and local One-Stop Career Centers will work in partnership to achieve unsubsidized job placement

	for eligible enrollees.
Special Conditions/Exceptions	SCSEP funding can only be used for eligible participants who are at least age fifty-five (55) and live at or below 125% of the U.S. poverty level.

Possible Individual Agency Requirement	General Purpose/Meaning
Agency Name/Key Contact	Council for Community and Technical College Education Sarah Tucker
Primary Program(s)	<ul style="list-style-type: none"> • Customized Training • Certificate Programs • Associate Degrees • Board of Governor Degrees • Continuing Education Classes
Core Services	The delivery of training and education programs to employees, part-time and full-time students enrolled in collegiate credit and non-credit programs and courses.
Contributions*	The participation in WIA activities vary with each individual community & technical college. Council for Community and Technical College Education will contribute staff and other resources to the extent identified in the Funding Stream Report.
Performance Measurement Levels	Community and technical colleges are accountable for Carl D. Perkins Vocational and Technical Education Act Core indicators and all public community & technical colleges are accountable through a submission of an Institutional Compact and Master Plan to the Council for Community College Education.
Referral Process	Referrals are made through agencies, high schools, employers, Workforce Investment Boards and One-Stop Career Centers.

Confidentiality Requirements	All community & technical colleges follow provisions of the Federal Educational Rights and Privacy Act and other student confidentiality requirements.
Training Activity	Customized training for employers, non-collegiate credit training for the general public and continuing education for a variety of professions.
Case Management	Counseling and advising activities are provided by all public community & technical colleges to students.
Planning Compact Cycle	The Carl D. Perkins Vocational and Technical Education Act State Plan is submitted to the United States Department of Education and updated annually during the duration of the Act, and each public community & technical college submitted a six-year compact and Master Plan that is revised annually.
Job Placement	Each public community & technical college has a career planning and placement office available to students.
Special Conditions/Exceptions	None provided.

Possible Individual Agency Requirement	General Purpose/Meaning
Agency Name/Key Contact	Department of Education & the Arts Division of Rehabilitation Services (DRS) <u>Stephanie Decker</u> _____
Primary Program(s)	Rehabilitative Physical and Mental Restoration Services, Rehabilitation Technology, Home and Work Site Modifications, Training, Counseling, Guidance and Placement.
Core Services	WV DRS provides services at the intensive level. DRS may serve only eligible individuals who have a physical or mental impairment that constitutes a substantial impediment to employment which interferes with their ability to get, keep or advance in employment and who can benefit from rehabilitation services in order to successfully reach an employment outcome. Beginning at <u>application</u> (usually deemed a core service), certified Rehabilitation Counselors analyze the information provided to determine an individual's strengths, weaknesses, interests and abilities and discuss services that will enable the person to be successful.
Contributions	WV DRS currently has four FTE Counselors, who are housed full-time in four WorkForce One-Stop Career Centers: Wheeling, Snowshoe in Pocahontas County, Plaza East in Charleston and Putnam Village in Hurricane. A full-time counselor is also housed in the Ripley One-Stop location and provides assistance. DRS also pays the proportionate share of rent and related expenses, based on a cost allocation plan, required to support these full employees. Additionally, DRS has a PT

	<p>Program Specialist staff to implement and monitor programs related to WorkForce and assist in our collaboration with the WorkForce system. WV DRS continues to contribute staff and other resources when a need is identified.</p>
<p>Performance Measurement Levels</p>	<p>DRS is accountable to standards and indicators required by the Rehabilitation Act of 1973, as Amended in 1998. These standards and indicators measure Employment Outcomes that include the number of individuals with the most significant disabilities placed into competitive employment, average hourly earnings and increase in earnings at completion of services, and level of self-support at closure. Another standard is Access to Services to minority individuals. As required by law, customer satisfaction is determined by satisfaction surveys conducted by DRS, the Statewide Rehabilitation Council and Independent Living Council.</p>
<p>Referral Process</p>	<p>Workforce core services provided under WIA are to be universally accessible; consequently, an individual with a disability may choose to receive services directly from the One-Stop Career Centers rather than being automatically referred to DRS. If an individual applies for rehabilitation services and is found eligible, job ready individuals may choose to apply for other workforce services after receiving intensive services received from DRS. DRS will encourage clients to complete the Workforce application process to access the full range of workforce services.</p>
<p>Confidentiality Requirements</p>	<p>WV DRS is guided by numerous federal and state laws governing confidentiality. These include, but are not limited to, confidentiality provisions under the federal Rehabilitation Act, the federal Privacy Act,</p>

	West Virginia Code 18-10A-10. DRS protects the confidentiality of all clients and will only release information if the client signs a release form that identifies what is being released, to whom and the intended purpose.
Training Activity	Payment for training is one of the services that may be provided to eligible individuals to enable them to obtain a successful employment outcome. DRS has negotiated processes with the WIB to share costs of training and support services for individuals accessing training dollars.
Case Management	Case management services are provided for applicants and eligible individuals by Vocational Rehabilitation Counselors. Coordination of case management activities is critical to ensure that vocational goals and services are congruent between the two case management systems and various funding sources.
Planning Compact Cycle	The State Plan for Vocational Rehabilitation Services is submitted annually to the state Department of Education and the Arts and to the federal Rehabilitation Services Administration.
Job Placement	Eligible individuals receive placement services as part of the Individualized Plan for Employment. DRS recognize the individual's right to privacy and maintains client confidentiality. It is the DRS client's choice whether to disclose to an employer if he/she has received services from the Division of Rehabilitation Services. All job ready individuals are required to register with the WorkForce West

	<p>Virginia One-Stop Career Centers to aid in their job seeking efforts. DRS Employment specialists participate in Business Services teams in all the workforce regions to enhance the services to employers, eliminate duplication, and better serve the state's employers.</p>
<p>Special Conditions/Exceptions</p>	<p>The Division of Rehabilitation Services provides services through an eligibility based program. Eligibility criteria are established by the Rehabilitation Act as Amended in 1998 and its federal regulations. To be eligible for rehabilitation services, an individual must have a physical or mental impairment which constitutes or results in a substantial impediment to employment AND the applicant must require rehabilitation services to prepare for, enter into, engage in, and retain employment consistent with the individual's strengths, resources, priorities, concerns, abilities, capabilities and informed choice.</p>

Possible Individual Agency Requirement	General Purpose/Meaning
Agency Name/Key Contact	Department of Education Office of Adult Education and Workforce Development (ABE) Debi Conrad
Primary Program(s)	Adult Basic Education and Career and Technical Training
Core Services	Basic Academic Skills, Job Readiness Skills, Literacy Services, ESL, Distance Learning, Academic Assessment for adults enrolled in ABE.
Contributions	Data matching with WIA. Instructors, instructional materials, classroom supplies. Department of Education (ABE) will contribute staff and other resources to the extent identified in the Funding Stream Report.
Performance Measurement Levels	Core indicators of performance reported by ABE include: <ul style="list-style-type: none"> • Demonstrated improvements in literacy skill levels • Receipt of a secondary school diploma or its recognized equivalent • Placement in, retention in, or completion of postsecondary education, training, unsubsidized employment, or career advancement.
Referral Process	Collaboration with various agencies and organizations.
Confidentiality Requirements	Strictly Confidential Information: <ul style="list-style-type: none"> • Disclosure of a diagnosed learning disability;

	<ul style="list-style-type: none"> • A physical or mental disability; • A diagnosed medical condition; • Use of prescription drugs; • History of drug/alcohol abuse and/or treatment; • Status as HIV positive or having the AIDS virus; • Official transcripts of high school equivalency scores.
Training Activity	Instructors teaching ABE must follow the Office of Adult Education and Workforce Development requirements for pre-service and in-service training.
Case Management	Student intake counseling only.
Planning Compact Cycle	Five-year plan.
Job Placement	The scope of ABE does not include job placement, but is limited to providing educational achievements data to the case management process.
Special Conditions/Exceptions	For students 16 years of age and older, not enrolled in secondary education.

Possible Individual Agency Requirement	General Purpose/Meaning
Agency Name/Key Contact	Department of Education Office of Institutional Education Programs (OIEP) Kari Rice _____
Primary Program(s)	High School Equivalency, HS Diploma, Career and Technical Education/Certification, Transition Life Skills and Post Secondary.
Core Services	OIEP will not offer any services directly from the One-Stop Career Center, but will offer job training programs, basic education and transition life skills programs to adults and youth in state's custody via placement or incarceration..
Contributions	WVDE, OIEP provides educational programming at all regional jails, adult correctional facilities and juvenile facilities managed by DHHR, Division of Juvenile Services, WV Division of Corrections, and the West Virginia Regional Jail Authority, WVDE, OIEP will contribute staff and other resources to the extent identified in the Funding Stream Report.
Performance Measurement Levels	High School Equivalency, High School and Post Secondary completions, grade level skills improvement and career and technical certifications.
Referral Process	Referrals will be made to One-Stop Career Centers by transition specialists, teachers and administrators employed by WVDE at releasing facilities.
Confidentiality Requirements	Students will sign release of information forms for any information that is shared between WVDE/OIEP and One-Stop Career Centers. This will be done prior to their release and will be a part of their portfolios.
Training Activity	Career and technical, academic, and transition life

	skills programs are offered to incarcerated adult and youth throughout facilities in West Virginia.
Case Management	Student intake counseling only.
Planning Compact Cycle	Internal Strategic Plan for OIEP 2008-2014 which will continually be updated.
Job Placement	Sharing of training and testing information and assistance from transitions specialists with OIEP are available.
Special Conditions/Exceptions	Placement of convicted felons in job market warrants special attention. Benefits available to employers such as federal bonding and tax advantages to employers of convicted felons need to be addressed with business and industry stakeholders.

Possible Individual Agency Requirement	General Purpose/Meaning
Agency Name/Key Contact	Department of Health & Human Resources (DHHR)
Primary Program(s)	Temporary Assistance for Needy Families (TANF); Food Stamp Employment and Training (FSET); Children’s Youth Services
Core Services	SPOKES/EXCEL – Open Entry Job Preparations Classes for TANF & WIB participants. Assessment Testing using the TABE, WorkKeys and CASAS along with Learning Disability Screening and the Emotional Health Inventory. FSET – providing employment and training opportunities for unemployed and under employed Food Stamp Recipients (not available in all counties).
Contributions	Assist in funding instructors for the TANF and WIB job readiness classes (SPOKES/EXCEL). Currently providing funding for the One-Stop Career Center staff to operate the FSET program. DHHR will contribute staff and other resources to the extent identified in the Funding Stream Report.
Performance Measurement Levels	TANF participants should have the opportunity to participate in all workforce employment/training opportunities. TANF participation rate requirements are established at the Federal level. All FSET participants should be offered an employment/training opportunity that will allow them to maintain their eligibility for Food Stamps.
Referral Process	All TANF participants that complete SPOKES/EXCEL classes should be eligible to

	<p>participate in workforce employment/training opportunities.</p> <p>All FSET participants need to be referred to appropriate activities by One-Stop Career Center staff.</p>
Confidentiality Requirements	<p>The confidentiality of all DHHR customers needs to be respected and protected with special consideration being given to victims of domestic violence and those receiving child protective services.</p>
Training Activity	<p>That wherever possible, the Workforce Investment Board provides a classroom where the SPOKES/EXCEL classes can be conducted.</p>
Case Management	<p>The DHHR case manager will be the primary case manager for all TANF customers.</p> <p>One-Stop Career Center case managers need to attend Case Staffing Reviews for TANF customers, as appropriate.</p>
Planning Compact Cycle	<p>The TANF State Plan is rewritten every two years and periodically revised as needed. The FSET State Plan is rewritten every two years and updated annually.</p>
Job Placement	<p>DHHR will assist and provide appropriate support services not otherwise available to DHHR customers who are placed into employment.</p> <p>DHHR is committed to providing every TANF and FSET participants with employment and training opportunities that will lead to employment. DHHR hopes that by participating with other agencies and utilizing the services of the One-Stop Career Centers, a greater range of opportunities will become available</p>

	to DHHR customers.
Special Conditions/Exceptions	DHHR's understanding is that it is not obligated to pay rent or other expenses for the One-Stop Career Center operation unless arrangements are specially negotiated.

Possible Individual Agency Requirement	General Purpose/Meaning
Agency Name/Key Contact	Division of Corrections
Primary Program(s)	<ul style="list-style-type: none"> • Assessment and Diagnostic Services; • Case Management Services; • Supervision Services; • Varied combinations of programs to include educational studies, substance abuse treatment services, effective skills, social skills, life skills, transition skills, and faith-based services.
Core Services	<p>WV DOC provides supervision, intensive case management services, and treatment program options to felony-convicted adult and young adult men and women incarcerated within WV DOC facilities, and to probationers and parolees under the custody of the WV DOC in local West Virginia communities. The WVDOC has no supervisory authority over those offenders who have discharged their sentences.</p>
Contributions	<p>WV DOC provides case managers in each WV DOC facility to assist in entering offenders who are nearing parole and/or discharge into the MACC system. WV DOC provides a total of sixty-four (64) parole officers throughout the state to provide general and intensive supervision of offenders on probation/parole. Additionally, the WV DOC will provide records related to an offender's program plan and assessment results to One-Stop Career Centers with signed releases of information. WV DOC will contribute staff and other resources to the extent identified in the Funding Stream Report.</p>

Performance Measurement Levels	Each offender under parole/probation supervision will have certain performance standards as outlined in an individual program plan developed by their assigned parole officer. Deviations from the expected standards will be handled using a system of graduated sanctions.
Referral Process	Offenders under the supervision of the WV DOC will be entered into the MACC system as they near parole/discharge. Referrals to One-Stop Career Centers will be made on an as needed basis by parole officers for those offenders who have been placed on parole/probation.
Confidentiality Requirements	The release of confidential information regarding an offender's program plan and assessment results requires a release of information signed by the offender. Employees within the WV DOC will receive disciplinary sanctions for any unauthorized dissemination of official information or use of official information for private advantage.
Training Activity	Training is provided to offenders housed within WV DOC facilities by the WV Department of Education.
Case Management	Provided by institutional case managers for those incarcerated offenders, and parole officers for those offenders on parole/probation status.

Planning Compact Cycle	Submits plan to the Division of Corrections.
Job Placement	Offenders under the custody and/or supervision of the WV DOC are expected to be honest with employers regarding their criminal history. Parole officers will be in regular contact with employers to assess the offender's community functioning and level of success at his/her current job.
Special Conditions/Exceptions	Contributions related to entering information into the MACC are contingent on WV DOC staff being provided with the appropriate training, resources, and technology to perform these tasks.

Possible Individual Agency Requirement	General Purpose/Meaning
Agency Name/Key Contact	Department of Military Affairs & Public Safety Regional Jail & Correctional Facility Authority
Primary Program(s)	House pre-trial inmates, misdemeanants and felons in all regional jails. Provides various programming to offenders. Provides counseling to offenders as needed and/or requested.
Core Services	<ul style="list-style-type: none"> • Home and Employment Plans done through the Regional Jail Authority; • AA; • NA; • Smoking Cessation; • MRT; • Religious Services; • Job Fairs.
Contributions	Provides one counselor per one hundred inmates and 1 Director of Inmate Services to assist offenders. Provides education through the WV Department of Education. The West Virginia Regional Jail and Correctional Facility Authority will contribute staff and other resources to the extent identified in the Funding Stream Report.
Performance Measurement Levels	Above listed services are done at request of inmates that seek to rehabilitate themselves while incarcerated. Upon release, they will be able to function better in society.
Referral Process	Upon release, Counselors utilize the Community Resource Guide which refers inmates who need

	assistance with family and home needs.
Confidentiality Requirements	WV Regional Jail Authority is guided by numerous federal and state laws governing confidentiality. These include, but are not limited to, confidentiality provisions under the federal Rehabilitation Act, the federal Privacy Act, the federal Health Insurance Portability and Accountability Act of 1996 (HIPPA) and West Virginia Code § 18-10A-10.
Training Activity	Inmates are offered various programs jail-by-jail dealing with Substance Abuse and Domestic Violence.
Case Management	Counseling is provided by college degree Correctional Counselors with appropriate B.A. / B.S. degrees.
Planning Compact Cycle	Submit plan on programming to Agency's Program Director once a year.
Job Placement	Grant funding programs that assist in finding employment.
Special Conditions/Exceptions	The Regional Jail Authority assists disabled inmates. Foreign language and the deaf.

Possible Individual Agency Requirement	General Purpose / Meaning
Agency Name / Key Contact	West Virginia Development Office Business and Industrial Development Mark R. Julian, Director 304 558-2234; Mark.R.Julian@WV.Gov
Primary Program(s)	Governor's Guaranteed Work Force Program, Competitive Improvement Program, Small Business Work Force Development Training Program.
Core Services	Technical assistance for Work Force Development and Training. Referrals to appropriate partner agencies. Reimbursement for pre-approved customized training (business specific).
Contributions	Will contribute staff and other in-kind contributions to WorkForce West Virginia with information and introductions to West Virginia's new and existing businesses when appropriate. Share information regarding significant layoffs or closures.
Performance Measurement Levels	The West Virginia Development Office, Business and Industrial Development Division is responsible for all state assistance training programs.
Referral Process	Will collaborate, when appropriate, with WorkForce West Virginia by sharing appropriate services.
Special Conditions/Exceptions	WorkForce West Virginia staff will refer Employer related training requests, as well as expansion or new prospects, to the West Virginia Development Office, Business and Industrial Development Division.
Confidentiality Requirements	Information will be shared to the extent permitted and not restricted by nondisclosure agreements.
Training Activity	Customized Training and Development (Business Specific).
Case Management	Case Management for Business and Industry customized Workforce Training will be controlled by the West Virginia Development Office, Business and Industrial Development Division.
Planning Compact Cycle	July 1 – June 30
Special Conditions/ Exceptions	Labor Market Information, layoffs and plant closings.
Confidentiality Requirements	Information will be shared with WorkForce West Virginia to the extent permitted and not restricted by nondisclosure agreements.
Job Placement	To ensure consistent screening, all job order requests received will be shared with WorkForce West Virginia. Employees of the West Virginia Development Division will not be responsible for updating information on the MACC system.

WorkForce West Virginia


Signature

6/17/14
Date

Bureau of Senior Services (BoSS)



Signature



Date

Council for Community and Technical College System


Signature


Date

Department of Education & the Arts/Division of Rehabilitation Services (DRS)

Hay Gordon
Signature

6/18/2014
Date

Superintendent, Department of Education



Signature

6.16.14

Date

Department of Health & Human Resources (DHHR)


Signature

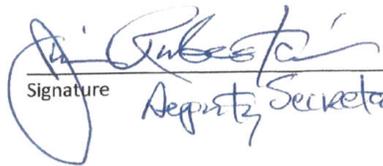
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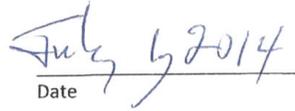
West Virginia Division of Corrections


Signature

6-24-14
Date

Department of Military Affairs & Public Safety


Signature _____
Deputy Secretary


Date _____

West Virginia Development Office



Mark R. Juliah, Director, Business & Industrial Development



Date