

WORKFORCE SOLUTIONS OF PROVIDENCE/CRANSTON

LOCAL AREA WORKFORCE INNOVATION AND OPPORTUNITY ACT NOTICE

NOTICE NUMBER: PY 15-10

ISSUE DATE: June 7, 2016

**TO: Workforce Solutions of Providence/Cranston Administrative Staff
Workforce Solutions of Providence/Cranston netWORKri Staff**

FROM: James Glover, Director of Operations

SUBJECT: Criteria to Determine Demonstrated Effectiveness

REFERENCE: Proposed Regulations §680.320 (a) (3)

PURPOSE: The purpose of this issuance is to transmit local policy for determining demonstrated effectiveness of community based organizations (CBOs) in serving individuals with barriers to employment.

POLICY:

Community based organizations must demonstrate:

- i) Financial Stability by the submittal of the latest audit or financial statements.
- ii) Performance by the submittal of program completion rate, certificate or skills attainment rate, placement and retention information for individuals with barriers to employment.
- iii) Workforce Solutions of Providence/Cranston will conduct a financial and program audit once a year to ensure continued compliance.

For purposes of this policy, barriers to employment are defined as:

- i) The term “individual with a barrier to employment” means a member of 1 or more of the following populations:
 - (a) Veteran or eligible spouse as defined in §2(a) of the Jobs for Veterans Act.
 - (b) Displaced homemakers.
 - (c) Low-income individuals.
 - (d) Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166.

- (e) Individuals with disabilities, including youth who are individuals with disabilities.
- (f) Older individuals.
- (g) Ex-offenders.
- (h) Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 ([42 U.S.C. 14043e-2\(6\)](#))), or homeless children and youths (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11434a\(2\)](#))).
- (i) Youth who are in or have aged out of the foster care system.
- (j) Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.
- (k) Eligible migrant and seasonal farmworkers, as defined in section 167(i).
- (l) Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act ([42 U.S.C. 601 et seq.](#)).
- (m) Single parents (including single pregnant women).
- (n) Long-term unemployed individuals.
- (o) Such other groups as the Governor involved determines to have barriers to employment.

EFFECTIVE DATE

The effective date to implement these guidelines is June 7, 2016

INQUIRIES:

Any questions relating to this issuance can be directed to James Glover at 680-8576.

WORKFORCE SOLUTIONS OF PROVIDENCE/CRANSTON
LOCAL AREA WORKFORCE INNOVATION & OPPORTUNITY ACT NOTICE

NOTICE NUMBER:	15-07
ISSUE DATE:	April 4, 2016
TO:	Workforce Solutions of Providence/Cranston Administrative Staff Workforce Solutions of Providence/Cranston netWORKri Staff
FROM:	James Glover, Acting Administrator
SUBJECT:	Incumbent Worker Training Policy
REFERENCE:	WIOA § 134(d)(4) ; § 134(d)(4)(D) TEGL 13-05 Policy Notice 14-07 TEGL 02-07 TEN 20-15

PURPOSE: The purpose of this issuance is to set policy regarding use of Workforce Innovation and Opportunity Act funds to provide training for incumbent workers. Incumbent Worker training can be used to help avert potential layoffs of employees or to increase the skill levels of employees so they can be promoted within the company and create backfill opportunities for new hires.

POLICY:

1. Workforce Solutions of Providence/Cranston will provide training to employed workers in the following targeted populations, as defined in TEGL 13-05 and the proposed regulations:
 - Individuals employed less than full-time who are seeking full-time employment;
 - Individuals who are employed in a position that is inadequate with respect to their skills and training;
 - Individuals who are employed who meet the definition of a low-income individual in WIOA sec. 3(36);
 - Individuals who are employed, but whose current job's earnings are not sufficient compared to their previous job's earnings from their previous employment;
 - Individual is not earning a self-sufficient wage as defined by policy.

2. Employed worker training will include one or more of the following conditions:
 - An industry recognized credential;
 - A wage increase at the conclusion of the training;
 - Training in a step along a career pathway.
3. Employers are strongly encouraged to consider Registered Apprenticeship programs as a means to accomplish the required elements of incumbent worker training programs as specified above, as each of these elements are incorporated into Registered Apprenticeship program design. Please see TEN 20-15: ApprenticeshipUSA Information and New Technical Assistance Resources for Starting and Enhancing Registered Apprenticeship Programs. For more information, or contact the Rhode Island State Apprenticeship Council.
4. The reimbursement rate will be 50% of the wages paid to the participant while in training;
5. Reimbursement for incumbent worker training will be capped at \$7500 per individual;

DEFINITION OF LOW INCOME:

WIOA Section 3 defines Low Income as:

- Receives, or is a members of a family which receives, cash payments under a federal, state or local income-based public assistance program, **OR**
- Received an income, or is a member of a family that received a total family income, for the six-month period prior to program participation exclusive of :
 - Unemployment compensation,
 - Child support payments,
 - Cash payments under a federal, state or local income-based public assistance program,
 - Old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C 402))

that, in relation to family size does not exceed the higher of the poverty line, for an equivalent period or 70 percent of the lower living standard income level, for an equivalent period; **OR**

- is a member of a household that receives (or has been determined within the 6-month period prior to program participation) Food Stamps under the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.); **OR**

- qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302); **OR**
- is a foster child on behalf of whom State or local government payments are made; **OR**
- is a person with a disability whose own income meets the income criteria established in WIA section 101(25)(A) or (B), but is a member of a family whose income does not meet the established criteria.

EFFECTIVE DATE: April 4, 2016

INQUIRES: James Glover
Acting Administrator
Workforce Solutions of Providence/Cranston
401-680-8576

WORKFORCE SOLUTIONS OF PROVIDENCE/CRANSTON
LOCAL AREA WORKFORCE INVESTMENT ACT NOTICE

NOTICE NUMBER: PY 17-02

ISSUE DATE: July 1, 2017

TO: Workforce Solutions of Providence/Cranston Administrative Staff
Workforce Solutions of Providence/Cranston netWORKri Staff

FROM: James Glover, Director of Operations

SUBJECT: Lower Living Standard Income Level (LLSIL) Guidelines for PY 2017

REFERENCE: Federal Register May 23, 2017 and January 31, 2017

Purpose: The purpose of this issuance is to transmit the 2017 Lower Living Standard Income Level (LLSIL) Guidelines. These guidelines are used in determining eligibility based on family income for youth and “priority of service” adults. The LLSIL are used to determine eligibility based on lack of a self-sufficient wage for employed adults.

Background: LOW-INCOME INDIVIDUAL.—

IN GENERAL.—The term “low-income individual” means an individual who—

- (i) receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance (SNAP) program established under the Food and Nutrition Act of 2008 ([7 U.S.C. 2011 et seq.](#)), the program of block grants to States for temporary assistance for needy families (TANF) program under part A of title IV of the Social Security Act ([42 U.S.C. 601 et seq.](#)), or the supplemental security income (SSI) program established under title XVI of the Social Security Act ([42 U.S.C. 1381 et seq.](#)), or State or local income-based public assistance;
- (ii) is in a family with total family income that does not exceed the higher of the poverty line; or 70 percent of the lower living standard income level;
- (iii) is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 ([42 U.S.C. 14043e-2\(6\)](#))), or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11434a\(2\)](#)));
- (iv) receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act ([42 U.S.C. 1751 et seq.](#));
- (v) is a foster child on behalf of whom State or local government payments are made; or
- (vi) is an individual with a disability whose own income meets the income requirement of clause but who is a member of a family whose income does not meet this requirement.

(B) LOWER LIVING STANDARD INCOME LEVEL.—The term “lower living standard income level” means that income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary of Labor based on the most recent lower living family budget issued by the Secretary.

POLICY

The Workforce Innovation and Opportunity Act requires states to adopt an economic self-sufficiency standard for the State that specifies the income needs of families, by family size, the number and ages of children in the family, and sub-State geographical considerations (WIOA sec. 134(a)(3)(A)(xii));

Self-sufficiency is defined as employment that pays **100 percent of the LLSIL annually**. Youth eligibility is determined by **70% of the LLSIL**.

FAMILY SIZE	100% LLSIL (annual)	70% LLSIL (annual)
1	15,473	12,060
2	25,359	17,752
3	34,805	24,363
4	42,965	30,075
5	50,707	35,495
6	59,295	41,507
	Add \$8,588 for each additional person	Add \$6,012 for each additional person

EFFECTIVE DATE

The effective date to implement these guidelines is July 1, 2017

INQUIRIES:

Any questions relating to this issuance can be directed to James Glover at 680-8576.

WORKFORCE SOLUTIONS OF PROVIDENCE/CRANSTON
LOCAL AREA WORKFORCE INNOVATION & OPPORTUNITY ACT NOTICE

NOTICE NUMBER:	PY 15-01
ISSUE DATE:	July 22, 2015
TO:	Workforce Solutions of Providence/Cranston Administrative Staff Workforce Solutions of Providence/Cranston netWORKri Staff
FROM:	Robert L. Ricci, Esq., Administrator
SUBJECT:	Labor Market Information Services
REFERENCE:	WIOA Section 134(c)(2)(A)(iv)

PURPOSE: The purpose of this issuance is to set policy regarding the provision of labor market information services to WIOA participants under Career Services.

BACKGROUND: Providing labor market information to WIOA participants is minimum requirement of career services under the Workforce Innovation & Opportunity Act.

POLICY: Career Counselors will instruct all registered WIOA participants on how to access labor market information which will inform the development of an individual employment plan (IEP) as required under Workforce Innovation and Opportunity Act

Labor market services to be provided include but are not limited to:

- Job search and placement assistance
- Career counseling
- Provision of information on in-demand occupations and industry sectors
- Information on non-traditional employment
- Provision of labor market and workforce statistics relation to the local area, region and national labor markets
- Provision of cost information and performance of eligible training providers.

Local and national labor market information can be accessed at <http://www.dlt.ri.gov/lmi/jobseeker.htm>

The provision and use of labor market information in the assessment and development of a career plan process must be document in the case file and EmployRI.

EFFECTIVE DATE: July 16, 2015

INQUIRES: Robert L. Ricci, Esq.
Administrator
Workforce Solutions of Providence/Cranston
401-680-8582

WORKFORCE SOLUTIONS OF PROVIDENCE/CRANSTON
LOCAL AREA WORKFORCE NOTICE

NOTICE NUMBER: PY 14-06 Amendment 2

ISSUE DATE: May 2, 2017

TO: Providence netWORKri WIA Staff
Workforce Solutions of Providence/Cranston Administrative Staff

FROM: Brian Hull.
Executive Director, Office of Economic Opportunity

SUBJECT: Protection of Personal Identifiable Information (PII)

REFERENCE: US DOL TEGL 39-11
Local Area Notice 14-06 and 14-06 Amended March, 2015

PURPOSE: The purpose of this policy is to communicate requirements for the security of personal and confidential information received from individuals.

BACKGROUND: Federal agencies and their grantees are required to take aggressive measures to protect personal information of participants whose loss, misuse or unauthorized access to could adversely affect the individual associated with that information.

POLICY: To ensure that personally identifiable information is not transmitted to unauthorized users, all personally identifiable information and other sensitive data transmitted via e-mail or stored on CDs, DVDs, thumb drives, flash drives, etc. must be encrypted using Barracuda Encryption Services, which meets Federal Information Processing Standards.

The encryption service can be accessed by typing ENCRYPT in the subject line.

EFFECTIVE DATE: This policy is effective May 2, 2017.

WORKFORCE SOLUTIONS OF PROVIDENCE/CRANSTON
WORKFORCE INNOVATION AND OPPORTUNITY ACT NOTICE

NOTICE NUMBER:	PY 15-02
ISSUE DATE:	July 22, 2015
TO:	Providence netWORKri WIA Staff Workforce Solutions of Providence/Cranston Administrative Staff
FROM:	Robert L. Ricci, Esq. Administrator
SUBJECT:	Priority of Service Requirements for WIOA Services
REFERENCES:	TEGL 03-15 TEGL 10-09 WIOA Sec. 134(c)(3)(E) Workforce Solutions Notice 10-03 Workforce Solutions Notice 05-04

PURPOSE:

The purpose of this notice is to establish priority requirements for WIOA adult employment and training activities.

This notice replaces Workforce Solutions of Providence/Cranston Notices 05-04 and 10-03.

BACKGROUND:

On November 2, 2002 President Bush signed the “Jobs for Veterans Act” (Public Law 107-288). Section 2 (a) of the Act creates a priority of service for veterans (and some spouses) “who otherwise meet the eligibility requirements for participation” in Department of Labor (DOL) training programs.

On July 1, 2015 the US Department of Labor issued Training & Employment Guidance Letter (TEGL) 03-05 to provide guidance on providing services under the Workforce Innovation and Opportunity Act (WIOA). Section 8 of that TEGL and Section 134(c)(3)(E) of WIOA establishes priority requirements for WIOA adult employment and training activities. Priority for individualized career and training services must be given to:

- Recipients of public assistance
- Low income individuals
- Individuals that are basic skills deficient

TEGL 10-09 establishes that programs are statutorily required to provide priority for a particular group of individuals, such as prescribed by WIOA, the program priorities take precedence.

POLICY

The following priority of services is established:

- First, to veterans and eligible spouses who are also included in the groups given statutory priority for WIOA adult formula funds. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services provided with WIOA adult formula funds.
- Second, to non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds.
- Third, to veterans and eligible spouses who are not included in WIOA's priority groups.
- Last, to non-covered persons outside the groups given priority under WIOA.

DEFINITION OF VETERAN

Individuals eligible for Veterans' preference are:

- A person who served in the active military, naval or air service, and who was discharged or released under conditions other than dishonorable.
- A person who is on full-time duty in the National Guard or a Reserve component, other than full-time duty for training purposes.
- Eligible spouses of any veteran who:
 - Died of a service-connected disability;
 - Is a member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:

- ✓ Missing in action;
 - ✓ Captured in line of duty by a hostile force; or,
 - ✓ Forcibly detained or interned in line of duty by a foreign government or power.
- Has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs; or,
 - Who died while a disability, as indicated above, was in existence.

DEFINITION OF PRIORITY OF SERVICE

Priority of service means the right to take precedence over other individuals for entrance into adult training programs. Taking precedence may mean:

- The individual receives access to entrance into a training program earlier in time than another individual; or,
- The individual receives access to training programs that are limited in capacity.

CLARIFICATION WITH RESPECT TO DISLOCATED WORKER PROGRAMS

The priority of service requirements adult training programs. With respect to dislocated worker training programs, priority for entrance into training programs is limited to the veterans' preference.

DEFINITION OF PUBLIC ASSISTANCE

The term “public assistance” means Federal, State, or local government cash payments for which eligibility is determined by a needs or income test.

DEFINITION OF LOW INCOME

IN GENERAL.—The term “low-income individual” means an individual who—

- i) Receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act (42 U.S.C.

- 601 et seq.), or the supplemental security income program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or State or local income-based public assistance;
- ii) is in a family with total family income that does not exceed the higher of—
 - (a) the poverty line; or
 - (b) 70 percent of the lower living standard income level;
 - iii) is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)));
 - iv) receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.);
 - v) is a foster child on behalf of whom State or local government payments are made; or
 - vi) is an individual with a disability whose own income meets the income requirement of clause (ii), but who is a member of a family whose income does not meet this requirement.

DEFINITION OF BASIC SKILLS DEFICIENT

BASIC SKILLS DEFICIENT.—The term “basic skills deficient” means, with respect to an individual—

(A) who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test;

OR

(B) who is a youth or adult, that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.

ACTION REQUIRED

All staff engaged in providing direct customer service will become knowledgeable of these policies. Additionally, staff that will ensure that all customers become aware of:

- Their entitlement to priority of service;
- The full array of employment, training and placement services available under priority of services, which includes not only training services but also, core and intensive services; and,
- Any applicable eligibility requirements for those programs and/or services.

This policy replaces the following Workforce Investment Act (WIA) Notices:

- PY 05-03: PRIORITY FOR WIA SERVICES
- PY05-04: VETERANS' PRIORITY FOR SERVICE
- PY 05-05: MILITARY SERVICE MEMBERS AND MILITARY SPOUSES UNDER THE WIA DISLOCATED WORKER FORMULA GRANT

INQUIRIES

Any questions relating to this issuance can be directed to Robert L. Ricci at 861-0800.

WORKFORCE SOLUTIONS OF PROVIDENCE/CRANSTON

LOCAL AREA WORKFORCE INNOVATION & OPPORTUNITY ACT NOTICE

NOTICE NUMBER:	15-05
ISSUE DATE:	February 29, 2016
TO:	Workforce Solutions of Providence/Cranston Administrative Staff Workforce Solutions of Providence/Cranston netWORKri Staff
FROM:	James Glover, Acting Administrator
SUBJECT:	WIOA Training Services
REFERENCE:	Workforce Innovation and Opportunity Act sec 134 (c)(3)(D) NPRM Sections: 680.210 680.220 680.340

PURPOSE: The purpose of this issuance is to set policy regarding who may receive training and what is required for training authorized under the Workforce Innovation and Opportunity Act.

POLICY:

Who May Receive Training Services:

Training services may be made available to employed and under employed adults and dislocated workers who one-stop staff or one-stop partner determines after an interview, evaluation or assessment and career planning meet the following conditions:

- Unlikely or unable to obtain employment that leads to self-sufficiency, as defined by policy, through basic career services;
- In need of training to obtain employment that leads to self-sufficiency as defined by policy;
- Have the requisite skills and qualifications, as defined by the training provider and/or available labor market information, to successfully complete the training and obtain employment;
- Have selected a training for which there is a demonstrated demand;

What is Required for Training:

- The case file must contain a determination of the need for training

- The type of training must be informed by local labor market information and recorded in the case file.
- There is NO minimum time for participation in basic career services before receiving training.
- The required interview, evaluation or assessment and career planning may be conducted by the one-stop staff or a partner.
- All local policies for training referrals must be followed.

Customer Choice Requirements:

Training must be provided in a manner that maximizes customer choice:

- The state list of eligible training providers must be made available to the customer
- The cost and performance of the training provider must be made available to the customer
- After consultation with staff, the customer may select a training provider
- Staff must refer the individual to the selected provider

EFFECTIVE DATE: February 29, 2016

INQUIRES: James Glover
Acting Administrator
Workforce Solutions of Providence/Cranston
401-680-8576