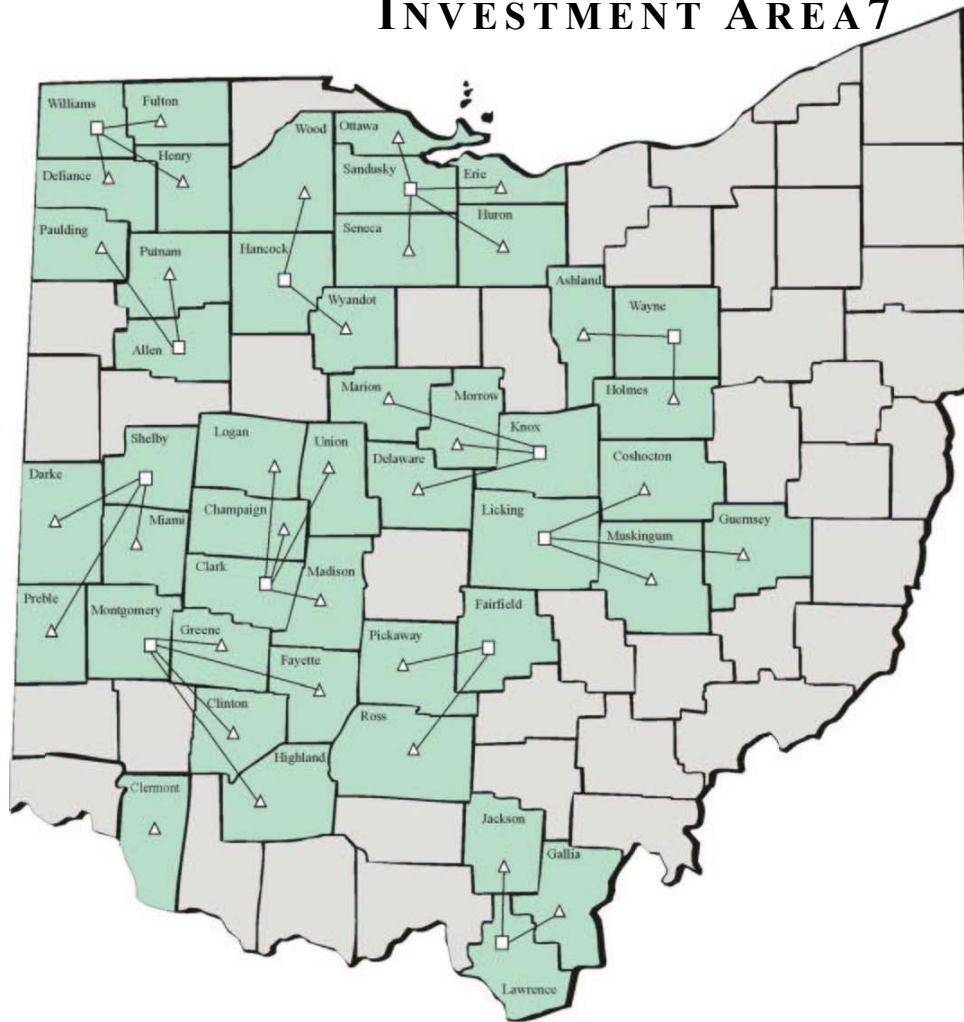


# OHIO WORKFORCE INVESTMENT AREA 7



□ Service Comprehensive One-Stop (Level 2)

△ Satellite/Access Points (Level 1)

## WORKFORCE INVESTMENT ACT IMPLEMENTATION FIVE YEAR STRATEGIC PLAN

MARCH 2004

REV: OCTOBER 6, 2004

REV: DECEMBER 1, 2004

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Chart: Area 7 Board Area Wide MOU

Area 7 Consortium of Chief Elected Officials Intergovernmental Agreement

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III. Adult, Dislocated Worker Local Plan

**1. Identify workforce investment needs of the groups identified below and explain how the information was obtained:**

- a) *Businesses;*
- b) *Job Seekers;*
- c) *Workers in sub-area;*
- d) *Youth;*
- e) *Dislocated workers;*
- f) *Adults;*
- g) *Displaced homemakers;*
- h) *Incumbent workers;*
- i) *Other groups of workers identified by the Workforce Investment Board*

*Businesses*

The business needs of the employers were determined by analyzing workforce statistic resources such as the Ohio Department of Job and Family Services Labor Market Information Division, U.S. Department of Labor, and The Ohio State University Data Center.

Excluding the counties in the Appalachian region of the state, the sample subgrantees have a relatively low average unemployment rate. The unemployment rate for the State of Ohio in 2003 was 6.1 percent (unadjusted) compared to that of the U.S. at 6.0 percent (unadjusted). The average unemployment rate for the entire area is 6.0 percent. Like most of the nation, many of the businesses throughout Ohio have been reluctant to hire or expand due to the current economic conditions.

The demand occupations across the state cover a broad spectrum including:

- Business services;
- Skilled manufacturing trades;
- Building trades;
- Health care;
- Information technology;
- Food services;
- Retail trade;
- Government; and
- Service/hospitality.

In addition to the practical experience a potential employee requires, businesses desire certain “soft” skills and other basic knowledge such as:

- Increased basic education skills (math, reading);
- Computer literacy;
- Customer oriented communication skills;
- A strong work ethic (good work habits, punctuality, following instructions, etc.);
- Critical thinking and problem-solving; and
- Interpersonal skills.

Businesses have expressed needs to support their efforts as employers. These support services will facilitate the successful matching of prospective candidates with available positions and will aid in ensuring a mutually beneficial long-term employment relationship. These needs include, but are not limited to the following:

- Work behavior training (employability, work readiness, interpersonal qualities, job retention skills, personal motivation);
- Job profiling and matching;
- Skill specific training in demand occupations;
- Life skills (problem solving);
- Adequate child care and transportation support;
- Access to a regional talent bank; and
- Improved availability, usability, and marketability of labor market information.

The Area 7 Workforce Investment Board and its sub-grantees are addressing the needs expressed by business through WIA funded activities such as the One-Stop centers, job banks, job profiling initiatives, immediate access to other services provided by ODJFS and other local partners.

#### *Job Seekers*

Job seekers have expressed needs in a variety of areas. The most prevalent needs include the access to information on available jobs, skills required for those positions, and immediate, affordable training to prepare the job seeker for those jobs. Job seekers have also expressed the desire for one-on-one assessments in order to identify any special needs they may have related to health services, alcohol/drug counseling, legal aid, child care, transportation, etc.

The One-Stop service centers are designed to provide job seekers with the tools above as well as the following:

- Referrals to potential employers;
- Training in basic technology/computer skills;
- Remedial basic education (math, reading);
- Knowledge of jobs based on demand and opportunities for increased income;
- Interviewing and resume writing skills; and
- Job fairs and other special events to attract workers and employers.

The Area 7 Workforce Investment Board and its sub-grantees are dedicated to preparing area job seekers to meet the demands for skilled labor in their respective communities.

#### *Workers in Local Areas*

The dynamics of employer/employee relationships have changed over time as technology has permeated business processes, as industrial centers shift as a result of an increasingly competitive marketplace, and as we move further away from an agrarian society. It is no longer reasonable for a worker to expect to maintain stable employment in a specific occupation or with a specific employer for a lifetime. Consequently, workers need to be prepared to pursue lifelong learning and personal development opportunities. The typical worker in Area 7 is employed, but looking for changes in job, career field or

for greater compensation (wages and benefits). Many workers also have some of the same personal needs as job seekers.

Changing employment needs in some industrial/manufacturing and Appalachian parts of Area 7 have occurred as a result of workforce reductions. Within contemporary work environments, workers are required to increase the development of skills into otherwise unfamiliar areas such as computers or new mechanical processes. As the economy evolves, job retraining will be required and these services will be provided directly by One-Stop service providers via private skill development initiatives or via collaborative efforts with community colleges located within Area 7.

### *Youth*

Area 7 has institutionalized youth programs that are closely linked to local market needs and the community as a whole. These programs provide a strong connection between academic and occupational learning. These programs offer youth quality learning opportunities that develop leadership skills, and required competencies, promote further education and training and offer long-term follow-up services which will increase employment retention and career advancement.

Some barriers that youth face in accessing employment and educational opportunities are high school dropout, teenage parenting, poor performance on proficiency tests, and involvement with the justice system. Youth need to be made aware of the social and technical expectations of employers as they enter the paid workforce. WIA funded centers will provide youth with work experience to develop good work habits, academic remediation and tutoring to assist them in graduating from high school, career exploration programs to assist youth in making realistic career choices, and assistance in enrolling at a school/college while applying for all available financial aid. Out of school youth may require the same services and training as adults. Service centers will address those needs as well as any special circumstances that these young adults may present.

### *Dislocated Workers*

Many displaced or unemployed workers do not have the skills that will transfer to other employment opportunities that provide wages and benefits comparable to their former jobs. Occupational shifts, downsizing and plant closings create these special concerns for this segment of the labor force. These dislocated workers require access to supportive services such as worker profiling assessments, employment training and referral, and temporary assistance through Federal programs. Such programs as unemployment benefits, Trade Readjustment benefits, veterans' services, Temporary Aid for Needy Families (TANF), and others are made available at One-Stop service centers.

### *Adults*

Core services are provided to all adults seeking employment or training. These universal services, available to anyone regardless of income, include job search assistance, resume preparation, initial assessments of skills/aptitudes, career counseling, school and financial aid information, and an awareness of other services available at the One-Stop centers. For those individuals that cannot be assisted solely by the core services, intensive services are available. These more specialized adult education services available at fully staffed One-Stop centers include training in basic academic skills, interpersonal and job readiness skills, and other occupational training as needed.

Additionally, many adults may need assistance with transportation, child care, legal issues and housing. By requiring TANF as a mandatory partner in the One Stop delivery system, Ohio has uniquely positioned itself to offer a seamless delivery system of supportive services that complement and enhance opportunities for adults to succeed in meeting their workforce development goals.

#### *Displaced Homemakers*

A displaced homemaker is defined as an individual who has been providing unpaid services to family members in the home and who has been dependent on the income of another family member but is no longer supported by that income and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. These individuals typically have few job skills and need training to get a job. Counseling is also required to help overcome barriers faced by the displaced homemaker such as lack of work experience and the need to identify transferable skills, and supportive services such as child care. One-Stop centers can provide these services as well as being a resource for assistance such as TANF if needed.

#### *Incumbent Workers*

Incumbent workers need to get additional training to advance in their current position and to secure higher wages as a result of making such advancements. Incumbent workers are offered services through the One-Stop service centers in order to upgrade skills for advancement and lifelong learning. The employer, unions, sub-area public and vocational schools and community colleges as partners and service providers to the One-Stop centers can provide these services, brokered by the centers.

#### *Other Groups*

The Area 7 Board has not identified any other groups.

The above information was obtained by meetings over the past four years and from data gathered by local systems in their experience by servicing the above groups over the past several years, combined with analysis of labor market statistics.

## ***2. Describe current & projected employment opportunities in the sub-areas.***

Current and projected employment opportunities for Area 7 were obtained through a number of sources. The list below is an example of some of the sources that Area 7 used to identify employment opportunities.

- Labor Market Information, including the INFORM database;
- U.S. Department of Labor information;
- Ohio Department of Development County Profiles;
- Ohio State University Extension; and
- Feedback from employment communities and agencies within Area 7.

In 2002, 65.3% of the experienced labor force was employed in the services, trade and manufacturing industries. The largest employment sectors throughout Area 7 are:

- Education and social assistance
- Service occupations
- Health
- Manufacturing
- Retail trade
- Transportation
- Accommodation and food services

The industries expected to experience the fastest growth over the next five years are:

- Business services
- Legal Services
- Social Services
- Health Care
- Engineering
- Trucking and Warehousing
- Transportation
- Auto repair

***3. Describe the job skills necessary to obtain such employment.***

For the areas of projected growth that are considered to be the traditional office-oriented occupations, needed job skills include the soft/basic skills such as problem solving, interpersonal skills, and basic educational skills (reading, math), as well as computer and technology training. The computer and information technology fields will require computer related training. Some of the technical training will consist of a formal technical certification (Microsoft, Novell Netware). Some of the managerial and professional positions will require formal education beyond high school, and in some cases, a post graduate degree. Some positions in the health industry require formal certification (LPN, RN).

Common skills required for nearly all of the jobs in growth areas are:

- Problem solving;
- Good communication;
- Decision making;
- Comfort working with numbers;
- Good basic academic skills;
- Good interpersonal skills;
- Ability to follow instructions;
- Ability to work well with a team; and
- Punctuality.

Individuals identified in question one will be trained in these skills and the technical skills needed to obtain and retain demand occupations. Specialized training is available through one of the One-Stop center partners or one of the many public and private training and educational providers throughout Area 7.

**4. Provide a description of the one-stop delivery system that has been established for the following:**

- a) a description of Area 7's one-stop service delivery system including how the system will meet the minimum requirements that include at least one physical site at which core services as defined in WIA are available to a universal population and at which all the programs and services of the "required" one-stop partners are accessible.**

The comprehensive regional one-stop system to serve all of Area 7 will be in place by July 1, 2004. The system is operated through twelve regional one-stop systems, each with one fully co-located center and thirty-four satellite offices throughout the area. Each region has developed an MOU involving all partners and a plan to offer all required services within the system. An advisory committee in each of the twelve region comprised of businesses, local elected officials, and all partners mutually developed the MOUs, providing for access to all services at the fully collocated one-stop center and access to appropriate services in the satellite centers. Through electronic connection and service coordination agreements, customers will receive most basic services in their own immediate area and have access to all services within less than an hour's drive. All 12 regional MOUs were developed within the framework of the primary MOU for Area 7 as a whole and detail services available at each center in the region. This coordinated regional approach provides customers with the advantages of local access and the advantages of broader resources and coordination.

Clermont County, population 177,977, meets the population for a two county one-stop system, but not a single county system according to parameters adopted by the Area 7 Board. The county does meet the requirements regarding viable resources and has a successful track record in serving the community. The Area 7 Board passed a resolution for a settlement agreement with Clermont County on June 2, 2004. This resolution allows their One Stop center to remain an independent Level 1 One Stop through June 30, 2005 to allow them additional time to form a partnership with another contiguous county or counties. Clermont has until March 1, 2005 to identify their partner and until July 1, 2005 to put this new partnership into effect.

The attached chart in the attachment section shows the structure of the Area 7 system. Customers may access core services through a local satellite or the regional fully co-located center. The statewide reporting system will direct and link customers directly to job match or to local contact information for access to broader services. Statewide branding will make local access easier as well. Furthermore, regional one stop systems have each developed common protocols and procedures to carry out workforce functions under policies promulgates by the Area 7 Board.

***b) a description of the role of the One Stop Operator(s) and the process for selection of the One-Stop Operator(s)***

Area 7 will use the consortium process to designate one-stop operators throughout Area 7. The consortium, consisting of a Perkins Act partner, C-TEC of Licking County; a TANF partner, Clark County Department of Job and Family Services; a community college partner, Northwest State Community College and the Ohio Rehabilitative Services Commission will review recommendations from sub grantees for regional one stop operators and forward their recommendations for designation to the Area 7 Workforce Investment Board. The consortium met on September 24, 2004. The resolution designation will come before the Board on October 6, 2004.

Each regional one stop system will have a One Stop Operator for the system. Regions have common intake forms and procedures to ensure coordination and ease of access. All case activities throughout Area 7 are registered on the state's reporting system and may be shared statewide.

The roles of local one stop operators in the system are to coordinate the efforts of partners to deliver core, intensive and training services to job seekers and business services to local businesses. The one stop operator of the fully co-located one stop within each of the 12 regional systems will coordinate such services with the satellite operators, ensuring availability of comprehensive services throughout the region.

The one stop operators also ensure that critical work stations are covered and that resource rooms are staffed and responsive. The one stop operators ~~manage~~ **assist in managing** WIA casework and records and **may** recommend appropriate training and ITA's to the administrative entity which does procurement, contracting, payments and reporting.

The one stop operators manage interface among partners and resolve inter-partner and administrative problems within the one stop, ensuring an efficient and productive work environment. **Inter-partner problems which can not be resolved by the one stop operator may be referred to the Regional Advisory Committee to facilitate resolution.**

***c) Provide a description of how the local board will ensure continuous improvement of eligible providers of services and ensure that providers meet the employment needs of local employers and participants.***

Area 7 complies with Ohio's certification process for one-stop systems. The certification process was adopted by the Governor's Workforce Policy Board to set uniform criteria for all one stop systems to meet. Additionally, Area 7 intends to measure results and the satisfaction of one-stop customers, including employers and job seekers, through methods such as surveys and mystery shoppers. This will be an ongoing effort of continuous improvement for Area 7.

**d) Include a copy of the MOU between the local board and the One-Stop partners concerning the operation of the One-Stop delivery system in the local areas.**

The MOU is currently in the final stages of completion and will be submitted to and on file with the Ohio Department of Job and Family Services by July 1, 2004. The MOU will be in the attachment section.

**e) Describe how the local area One-Stop delivery system will cover multiple jurisdictions.**

See Intergovernmental Agreement in the attachment section.

**5. Provide a description of the local levels of performance to be negotiated with the Governor and chief elected officials to be used to measure the performance of the local area. These measures will also be used by the local board for measuring the performance of the local fiscal agent (where appropriate), eligible providers, and the One-Stop delivery system in the local area.**

Area 7 will be using the statewide negotiated performance standards shown below and can be viewed at [www.ohioworkforce.org](http://www.ohioworkforce.org).

Program Measures	Negotiated Local Level of Performance	Program Measures	Negotiated Local Level of Performance
<b>Older Youth (19-21 yrs.)</b>		<b>Adult/Dislocated Worker</b>	
Entered Employment Rate	63%	Entered Employment Rate	71% / 78%
Employment Retention Rate	78%	Employment Retention Rate	82% / 88%
Earnings Change	\$2,761	Earnings Change	\$2,825
Credential Attainment Rate	45%	Earnings Replacement for Dislocated Worker	88%
<b>Younger Youth (14-18 yrs.)</b>		Employment and Credential Rate	63% / 66.3%
Skill Attainment Rate	70%	<b>Customer Satisfaction</b>	
Diploma/Equivalent Attainment Rate	52%	Participant	76.5%
Retention Rate	55%	Employer	71.4%

**6) Provide a description and assessment of the type and available of adult and dislocated worker employment and training activities in the local area.**

Through the assessment of the availability of employment and training activities in Area 7, a wide array of employment and training resources that are available to adults and dislocated workers have been identified. This local area of the state is home to major universities, community colleges, vocational education districts, and there are a variety of private training vendors, schools and community-based organizations. There are a diversified business economy, several fortune 500 companies and many firms that are engaged in international trade. The quantity and quality of accessible employment and training options make the area largely self-sufficient in providing for the needs of its workforce, which eliminates job seekers needing to go elsewhere to obtain virtually any form of skill enhancement.

Based upon the assessment of the needs of the local workforce and businesses and the type and availability of employment and training activities, this local area's service strategy is to provide the following activities which have proven to be effective in Area 7:

**Core:** The core services that are available at the One-Stop center to the universal adult and dislocated worker population include: Core services will be funded primarily through a mix of Wagner-Peyser, TANF and WIA funds. Accessibility to one-stop partner services will be provided through the co-location of staff, cross informing and cross training of the One-Stop center staff and technological linkages. Partners will be responsible for ensuring that the core services applicable to their programs are accessible to One-Stop customers, and they will contribute proportionately to the provision of core services as described in the MOU. **One Stop Operators will insure that all One Stop facilities and programs are fully accessible to all persons including those with disabilities and special needs.**

**Intensive:** Customers who are unable to obtain employment leading to self-sufficiency after the receipt of core services may be directed to intensive services. Self-sufficiency is defined as the ability to secure employment at a wage in excess of 200% of the poverty level, or for a dislocated worker, at ~~90%~~ **88%** of one's previous salary. This determination will be made after the receipt of at least one core service that indicates that attainment of self-sufficient employment of the customer is unlikely.

Like core services, One-Stop partners will collectively be responsible for the provision of intensive services at the designated One-Stop centers, or other locations deemed desirable by the One-Stop system. This may be done through the contribution of staff, or by procurement of services. To the extent that services are procured with WIA funds, appropriate procurement standards will be followed.

**Training Services:** The need for training resources will be evaluated against the customer's need to reach a level of self-sufficiency. ~~Needs-related payments will not be offered.~~ Based on an individual assessment, customers may receive small levels of support services deemed necessary to defray the extraordinary costs of attending training, such as transportation costs, to the extent that such support is not otherwise available from other sources. We are continually working in cooperation with our regional neighbors to identify linkages and effective multi-region strategies. We believe that our workforce area has the quantity and quality of employment and training services that are necessary to address the needs of our workforce.

***7. Include a description of the local ITA system and the procedures for ensuring that exceptions to the use of ITAs, if any, are justified.***

This ITA system contains the following components:

- Local board ~~will~~ **may** enter into an agreement with the training institution regarding the acceptance of the payment method from customers and the payment schedule, along with other terms that the training institution needs to be aware of and will meet;
- ITA's will be limited to ~~demand~~ **occupations and skill sets in demand** in Local Area 7 or customers with a written guarantee of a job upon completion of training
- The type of voucher system that will be used is a voucher certificate that the customer will take to the training institution indicating that this customer has been approved to take a specific program of training and a certain amount has been allocated to pay for the program of training services;
- The training institution will be paid in accordance with the vendor's payment policy, provided there is a refund policy;
- ~~ITAs will be issued after review by a committee established by the WIA administrative entity;~~

- ~~One Stop Operator is responsible for issuing the voucher;~~ Vouchers are issued by the administrative entity;
- The maximum amount for an ITA is \$15,000 for Local Area 7 residents for completion of a program of training services which is a series of courses or classes that will lead to a degree or certificate recognized by business and industry;
- ITA's shall be issued on a case by case basis, taking into account the aptitude of the applicant for the occupation sought, the applicant's likelihood of completing the training, and resources available for the purpose;
- Residents outside of Local Area 7 will be offered ITAs capped at the amount which would have been available to them in the local area of resident and not to exceed \$15,000. Caps can be set-aside on a case-by-case basis.
- ITAs will be coordinated with PELL and other applicable grants;
- Customers may only receive an ITA for the maximum amount only once. After the maximum has been expended, the customer cannot receive another ITA for at least two years;
- Customers may select a program of training services and training institution with the case manager after an appropriate assessment has been made regarding the aptitude of customers;
- Customers will be required to conduct an analysis of three training institutions using the information provided through the eligible training provider list and consumer report and other school information sites. Customers will need to meet the local area's priorities, and employed customers will be subject to self-sufficiency testing to access training.
- ITA's will be issued subject to the assessed needs of the customer and the availability of funding

***8) Include a description of the process to procure contracts for training services, if exceptions to the ITA process are made.***

There will be no contracts with entities not on the approved eligible training provider lists. Any contracts under the exception provisions of WIA will follow local procurement procedures along with any State and federal OMB requirements applicable to management of grant funds.

OJT and customized training will not be subject to procurement as these exceptions to the ITA system are developed on a one to one basis for employers with whom there is a specific customer who meets a match in interests and aptitudes for the job vacancy available.

Adult Basic Literacy and Education provides basic skills and English as a second language on a referral basis usually at no costs. If there is a cost, Adult Basic Literacy and Education and English as a second language will be provided as intensive services either through commercially off the shelf, sole source procurement with public education providers or through competitive contracts.

**9) Provide a description of how the local board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities.**

Upon learning that a WARN notice has been received by the state indicating that there has been a layoff or an impending plant closing of 50 or more people, designated staff will immediately begin communication with the affected company to coordinate meetings with labor and management representatives. The focus of these meetings will be to determine the quickest method to contact all

affected employees to inform them of the services available through the statewide rapid response process and the local County Department of Job and Family Services.

~~Affected workers~~ Core Services will be made available to all employees. Workers determined to need intensive services will be assessed to determine both their employment strengths and deficiencies in order to develop an efficient employability plan to obtain employment at or near their current wage. Those identified as in need of retraining will be evaluated and counseled regarding training options, requirements and expectations on a case-by-case basis. When requested, our staff will meet with the state Rapid Response Section and make space available for planning and implementation of the action plan. We will also make available to the Rapid Response Section all information that we have on the affected plant or business, the union involved (if appropriate) and other area contacts and local entities that may be able to provide assistance.

If a site is not available at the dislocating business, the local area will make office space available for assessment, referral, counseling, etc. until an adequate facility can be located in the community best suited to deliver the services. To the extent practical and appropriate, staff will also make office staff available to assist in the delivery of the planned services.

***10) Provide a description of the process used by the local board to provide an opportunity for public comment and input into the development of the local plan. The process must include the opportunity for comment by representatives of business and labor organizations prior to submission of the plan.***

The Area 7 Board in cooperation with the Chief Elected Officials Consortium provided a thirty day period for public comment on this Plan beginning on August 17, 2004. The invitation to comment was published throughout the state on [www.ohioworkforce.org](http://www.ohioworkforce.org). The invitation to comment was physically posted at 47 county commission offices representing 100% of the member counties in Area 7. The invitation to comment was also posted regionally on the following websites: [www.northcoastjobs.org](http://www.northcoastjobs.org), [www.EmploymentKnox.com](http://www.EmploymentKnox.com) and [www.clermontbwrc.com](http://www.clermontbwrc.com)

***11) Submit any comments that represent disagreement with the plan, as an attachment to this local plan. Indicate if there is an attachment.***

A total of four comments were received and are attached to the plan.

***12) Identify the entity responsible for the disbursement of grant funds (fiscal agent).***

The Montgomery County Department of Job & Family Services will serve as the fiscal agent and will disburse the allocation awarded to the local area.

***13) Describe the competitive process to be used to award the grants and contracts for activities carried out under this plan.***

State, federal and local procurement policies will be followed. The subgrants will be managed in accordance with OMB Circular A-87 and A-102. Contracts in excess of small business thresholds will be

subject to telephone quotes, written quotes, RFPs, or bids as appropriate to the procurement. Procurement staff of the local WIA administrative entity will handle general acquisition of goods and services necessary to manage the program.

**14. Provide a description of the process to be used by the Local Workforce Investment Board to determine whether funds allocated to a local area for adult employment and training activities are limited. Describe the process by which any priority will be applied.**

To maximize the delivery of employment and training services in Area 7, the local board will expand available resources beyond those under Title I of WIA to the extent possible. Available funding from other sources will be utilized, such as: TANF and FSET. We will also coordinate the financial resources of all partner agencies and the private sector, when applicable, to best serve the needs of all participants. The criteria to determine whether funds allocated are limited will be based upon not being able to serve the full population with a formula allocation based upon obligations that will be tracked on a monthly basis by the fiscal agent and therefore the following priority policy will be in effect:

First priority will be given to individuals who are low income and/or receiving public assistance.

Second priority will be given to those having the most of the following barriers to employment:

- lack of high school diploma or GED
- low math or reading skills
- individuals with a disability
- homeless
- single head of household
- offender
- poor or no work history

Ohio Revised Code 5903.11 requires that veterans receive preference for any federally funded employment and training program. With all things being equal, a veteran will receive priority over a non-veteran.

### **III. Youth Local Plan**

**15) Provide a description and assessment of the type and availability of youth activities in the local area. Include an identification of successful providers of such activities.**

A description of youth activities that are available in Area 7 and a list of the successful providers of such activities are summarized below:

#### **Work Experience**

Several work experience programs are available throughout most of the public schools in Area 7. However, the specific details and availability of the programs may vary slightly from district to district. These opportunities are:

Occupational Work Experience (OWE) - Provides youth with the opportunity to leave school early to work, and to receive school credit for work. Employability skills are stressed in the program curriculum.

OWA – This program is similar to OWE, but is targeted to a younger group. It may provide a work opportunity in the school setting during the school day. A minimal stipend may be offered.

Work Study – This program is primarily offered to learning disabled and developmentally handicapped students. Work study coordinators attempt to place as many of the youth as possible in paid, private sector work experience. Many youth are also placed in non-paid work experience jobs that are developed within the local school districts.

Other work experience opportunities - Other programs include those offered through joint vocational school districts, the County Board of Mental Retardation & Developmental Disabilities, the county juvenile court, and the [Ohio Rehabilitation Services Commission](#).

Youth with Cognitive and/or Physical Disabilities – Every consideration will be made to meet the special needs of youth with cognitive and/or physical disabilities. Public and private agencies with expertise in cognitive and or physical disabilities will be involved wherever possible in planning and providing services to youth with special needs.

### **Alternative Education Programs**

Adult Basic Literacy and Education (ABLE) - These programs are run in most districts of the county and provide free academic instruction and remediation to youth clients ages 16 and 17 who are not enrolled in the public school system, have been officially withdrawn, and who possess a work permit.

Alternative Schools- There are several alternative schools operated throughout Area 7. Although the criteria for enrollment vary slightly, clients are generally behind in credits, are 9<sup>th</sup> to 12<sup>th</sup> graders, are referred by principals, counselors, administrators and parents, and are at risk of dropping out. Many other activities and services are available to youth by either school staff or by a collaborative effort with area agencies, and include the following: workplace skills, alcohol and drug counseling, stress management, conflict resolution, mentoring, tutoring, health and wellness issues, academic intervention and self esteem counseling.

Guidance and Counseling - Many school districts and local alcohol and drug addiction and mental health boards provide outpatient counseling services in group and individual sessions and may also provide assessment and testing for referred youth clients. In addition, many of these agencies provide education and prevention instruction in schools to increase the understanding of alcohol and chemical abuse dependency and its nature and treatment.

Tutoring/Drop-Out Prevention - Local school districts in Area 7 offer tutoring to aid students in passage of the statewide proficiency test. This is done using existing staff on a part-time or full-time basis. Most districts use a mixture of staff and peer tutors.

## **Leadership Training**

Many Boy Scout and Girl Scout Troops and 4-H programs throughout Area 7 provide widely recognized leadership programs for males through age 20 and females up to age 17. They teach citizenship, leadership, sense of responsibility, patriotic values and community involvement.

YMCA – There are several YMCA facilities throughout Area 7 that provide a broad range of services for youth which contribute to their mental, social and spiritual well-being.

## **Mentoring**

Mentoring programs that are offered locally through the county juvenile courts, Big Brothers and Big Sisters, and peer counselor programs offered through local school districts.

## **Supportive Services**

The MOUs describe the many support services available through various local agencies, such as summer food programs which provide lunch for youth under 18 years of age for 9 weeks during the summer, services offered through the county departments of job and family services (transportation, child care, pregnancy-related services), Ohio Rehabilitation Services (transportation and special instruments & equipment), county schools (free or reduced lunch), and more.

***16) Identify the criteria to be used in awarding grants for youth activities, including criteria local boards will use to identify effective and ineffective youth activities and providers.***

Program Design:

The youth program design framework activities (eligibility, objective assessment, individual service strategy, case management activities) will be delivered or contracted out by the subgrantees throughout Area 7. The ten program elements will be competitively awarded. **Comprehensive** proposals will be accepted only for packages that contain all ten elements. **Specific proposals may be awarded to accomplish one or more goals, as long as all proposals as a group provide for all ten elements.**

Criteria Used for Awarding Local Grants and Contracts:

Area 7's approach is to place emphasis on activities and providers that have: demonstrated performance; past experience operating youth programs; qualifications of staff; relationships with employers; a connection with the education system, including post secondary education; a central focus on youth; **and where appropriate expertise in delivering services to youth with disabilities.** Other criteria utilized to a lesser degree include: continuity and consistency of contact with caring adults, a variety of options for completing competency certification, positive peer support, opportunities to serve the community in a constructive manner, follow-up support over a sustained period of time, access to counseling and support services, and a capacity to do skill and leadership development.

***17) Identify how the local area has defined the sixth youth criterion for eligibility.***

The sixth youth barrier for Area 7 is a youth who requires additional assistance to complete an educational program or to secure and hold employment.

***18 a) Provide a description of the strategy for providing comprehensive services to eligible youth. Explain the coordination that will be made with foster care, education, welfare and other relevant sources.***

All youth will have access to the resource room in the One-Stop center. Youth will receive services through enrollment into one or more of the ten required elements. Youth (age 18 and over) appropriate for individual training accounts will be able to access both intensive and training services through the One-Stop center, and may be co-enrolled as an adult.

Youth may come into the One-Stop center and access employment information through core services. In-school youth will be identified through service providers selected to provide services to youth. Schools will be encouraged to include visits to the One-Stop centers during career exploration activities that are regularly scheduled.

Youth will be provided access to labor market information, work and learning experiences, internships, evening and day courses at the community college, job coaching, job shadowing, pre-employment work readiness and work maturity, OJT and youth apprenticeship training.

The framework activities will be delivered or contracted out by the subgrantees throughout Area 7 to ensure continuous improvement of coordination between the service providers of the ten youth elements. Staff from programs serving youth enrolled in foster care will be cross-trained so as to be aware of WIA available services. Area 7 is very proud of the way it has integrated TANF funding to open up additional summer opportunities.

***18 b) Provide a description of the activities to assist youth who have special needs or barriers to employment. Describe the activities that will assist youth who are pregnant, parenting, or have disabilities.***

Each youth participant will be provided with information on the full array of applicable or appropriate services that are available through the workforce development agency, One-Stop partners, or other partners that are party to the Memorandum of Understanding to create linkages that provide a network of comprehensive services. Area 7 will provide activities and services that are available for youth with barriers to employment, including those who are pregnant or parenting or have disabilities, on a referral basis through the following:

County Departments of Job and Family Services - Provide childcare services, transportation, medical insurance, pregnancy-related services and financial assistance.

Ohio Rehabilitation Services - Provide transportation and special instruments and equipment for eligible disabled youth.

Head Start Programs - Provide supportive services to youth parents of children who are enrolled in the educational preschool program.

***18 c) Provide a description of how coordination will occur with Job Corps and youth opportunity grants, if there are any in the local area. Describe how coordination will occur with other youth programs.***

In the parts of Area 7 that have a Job Corps presence, coordination occurs on several levels. On the planning level, the executive level staff members serve on the youth council and provide input into the comprehensive strategic planning process. On the intake and assessment level, Job Corps requirements are included on the common intake and referral forms to facilitate referral of applicants to Job Corps and vice versa, depending upon the applicant's interest and the training offered by Job Corps. In some One-Stop locations, Job Corps has designated space at the One-Stop Center to provide information and orientation to Job Corps Programs and offerings.

Area 7 will coordinate with other youth programs by sharing information and making referral. Emphasis will be placed on recruiting drop-out referrals from local school districts and ABLE organizations and also to provide information sharing on available services and opportunities available through the WIA Youth system.

***19) Describe how the Local Board will meet the provisions regarding youth program design, including the design framework activities. Describe how each of the ten youth elements will be available to youth.***

19a. Tutoring: Many sub-grantees have linkages with organizations that will provide tutoring services to help youth increase their academic performance which will enable them to complete the courses necessary to obtain a GED, diploma, or to pass Ohio's 9<sup>th</sup> Grade Proficiency Test. Individual instruction may include: study skills training, computer assisted learning, and adult or peer mentoring.

19b. Alternative secondary school services: Sub-grantees have linkages with Adult Basic Literacy Education programs in their local communities which provide GED programs and basic literacy education. In addition, a strong connection to alternative schools operated locally has been created for those youth who need more flexible and innovative programs to address their special needs.

19c. Summer employment opportunities: Many sub-grantees presently offer youth a work experience directly linked to academic & occupational learning. Based on how services are organized for in-school and out-of-school youth, the summer element has shifted from a stand-alone activity to one of the ten required elements. Youth who are basic skills deficient require continued services beyond the summer until they achieve the skills defined in their service strategy. An approach to placing older youth in summer employment activities includes providing placement in private sector employment connected to career interests. WIA funds may be used to perform the connecting activity function. Area 7 sub-grantees will also engage out-of-school youth in summer employment. Greater emphasis will be placed upon work experience with work readiness as a goal.

19d. Paid and unpaid work experience: Many sub-grantees in Area 7 already possess linkages with the opportunities for paid and unpaid work experience which are available in public school districts in Area 7, and through other state and local organizations. Work experiences such as co-ops, job shadowing, internships, school-to-work, work study, and occupational work experience are some but not all of the opportunities available. A closer connection to private employers and the important learning experiences available to youth through this link is a priority when evaluating innovative programs.

19e. Occupational skill training: Area 7 sub-grantees frequently provide youth with the opportunity for training that will prepare them for entry into the workforce. All vendors which can provide individual training in occupational areas for which there is a demand within the local and contiguous labor market areas are considered. Training will be provided by apprenticeship programs, proprietary schools, community college programs that provide skilled trades for nontraditional occupations, on-the-job-training, rehabilitation programs and other appropriate programs.

19f. Leadership development training: Area 7 sub-grantees partner with many schools or other community organizations that teach and develop strategies for leadership development. These activities include skills such as training in decision making, organizational and team work training, and leadership training; other activities include peer centered activities and citizenship training, including soft skills or life skills training such as parenting, work behavior training, and budgeting of resources.

19g. Supportive services: Supportive services are an important consideration in Area 7. Examples of these services considered include: linkages to community services; access to assistance with transportation costs; access to assistance with child care costs and dependant care costs; occasional assistance with housing costs or referrals to medical services; and assistance with uniforms or other appropriate work attire and work-related tool costs.

19h. Adult mentoring: Area 7 contains many community based, faith-based, and private sector service providers that have the ability to provide mature and responsible adults that will engage youth in a variety of activities and provide services which contribute to their physical, mental and social well-being.

19i. Follow-up: Follow-up services are provided for a minimum duration of 12 months to all youth participants after exiting from one or more of the ten program elements. The types of follow-up services provided will be determined based on the needs of the individual youth and the objectives set by the youth council and local board. Follow-up services may include supportive services and work related activities which could help youth remain in school or in employment. At a minimum, follow-up will be employed as a tracking effort to determine if youth participants are successful in meeting their individual goals. As the youth system develops in our local area, follow-up services will evolve over time.

19j. Counseling: We have linkages with schools and agencies that provide vocational counseling, guidance counseling, alcohol and drug counseling, parenting classes and counseling for the prevention of child abuse and neglect, and other programs.

19k. Framework activities: Subgrantees will have the option to conduct or contract out the framework activities as appropriate and practicable.