



Meeting Agenda for September 12, 2024 - 3:00 p.m.to 4:30 p.m.

Virginia Career Works Henrico Center
121 Cedar Fork Road, Henrico, VA 23223

- I. Call to Order – (Chairman Maurer)
- II. Welcome New Members – 10 minutes
- III. Public Comment – 5 minutes
- IV. Minutes from June 13, 2024 Meeting – 5 minutes.....Page 1

Celebrate – 20 minutes

- V. Employer Champion Awards in Conjunction with national Workforce Development Month 2024.

Manage (Action Items) – 30 minutes

- VI.
 - A. Funds Transfer Request (PY23 Dislocated Worker to Adult)....Page 4
 - B. Policy Revisions
 - 1. Supportive Services.....Page 7
 - 2. Priority of Service.....Page 13
 - C. Eligible Training Provider Approvals – Confirmation of Conditional Approvals.....Page 24
- VII. Staff/Committee Reports – 20 minutes
- VIII. Adjourn

Next meeting: Friday morning, December 13, 2024 joint session with local elected officials – details TBD



Capital Region Workforce Development Board
Meeting Minutes for June 13, 2024

| | Member | Present | | Excused | Category (Total Members 12) | Member | Present | | Excused |
|---|---|---------|----|---------|---|---|---------|----|---------|
| | | Yes | No | | | | Yes | No | |
| Category - Business Members (Total Members 16) | Auchmoody, William | X | | | Community College (1) | Rubin, Beno | X | | |
| | Bray, Beth | X | | | | | | | |
| | Blount, Siyani | X | | | | | | | |
| | Dick, Robert | X | | | Economic Development (1) | Shreve, Tina | X | | |
| | Easter, John | X | | | | | | | |
| | Edwards, Scott | X | | | Education (2)-Adult Ed. CTE | Elmore, Jeffrey | X | | |
| | Franklin, Robert | | X | | | Roerink, Justin | X | | |
| | Gilbert, Danielle | | | X | | | | | |
| | Harris, Drexel, 1 st Vice Chair | X | | | Employment Service (1)- | Woodard, Dennis (Marilyn Henderson) | X | | |
| | Hayden, Thomas | | | X | | | | | |
| | Jung, Dr. Charlie | | X | | Labor, Apprenticeship & CBOs (5) | Battle, Kevin | | | X |
| | Lyons, Larry | X | | | | Conner, Maynard | X | | |
| | Maurer, Ilene, Chair | X | | | | Horne, Kelly King | X | | |
| | Portillo, Jesus | | X | | | Spicer, Gregg | X | | |
| | Stamper, Eric | X | | | | Strite, Amy | X | | |
| | White, Amanda | X | | | | | | | |
| | | | | | Vocational Rehabilitation (1) | Batten, Dale | X | | |
| | | | | | | | | | |
| | | | | | Social Services (1) | Rogers, Kiva | | | X |
| | | | | | | | | | |
| | Total Attending | 11 | 3 | 2 | | Total Attending | 10 | 0 | 2 |

Guests attending: Mr. Roberto Ford, Ms. Lynn Hamilton and Ms. Alma Jean Hill, Equus; Ms. Elizabeth Hays; Ross

Staff attending: Mr. Brian Davis, Ms. Krishawn Monroe, Ms. Carla Cosby, and Dr. Mychael Lee.

- I. Call to Order – Chair Ilene Maurer called the meeting to order.
- II. Welcome from Henrico County by County Manager John A. Vithoulkas. The County Manager welcomed and thanked the Board for its impactful work.
- III. Public Comment. No persons were present for public comment.
- IV. Minutes from March 14, 2024 Meeting – The minutes were approved and seconded by Ms. Beth Bray and Mr. John Easter.

- V. A conversation with Virginia's Deputy Secretary of Labor for Workforce Development Nicole Overlay and Executive Director of the Virginia Board of Workforce Development Anthony Reedy (Remarks and Q&A session).

Ms. Overlay provided an overview of state workforce development initiatives.

1. New agency startup. Moving everyone from where they were to new place; process improvements. Implement systems to work as a team.
2. System data and metrics. Presented core set of 6 metrics. How communication can be improved.
3. State Strategic Plan. Plan is being created with stakeholder feedback in mind. It is a customer discovery effort to gather insights on customers. Services are now within VA Works
4. 72 plus programs around the Commonwealth identified and now being measured as part of the workforce system. There is a catalog of services, audiences, industry sectors, etc. Six data points for each program.
5. Will gather customer input
6. Policy advisor will work with the local workforce system
7. Mr. Reedy shared that he was excited to be serving in his new role and looked forward to working with all of the local boards in Virginia.

VI. A. Preliminary Budget for PY24/FY 25

The anticipated new year federal funding for the Capital Region is \$4,408,881.62. Brian noted that this is a 9% decrease from the current year of \$4.8 million. A hold harmless provision in federal law buffers areas to some extent in bearing a disproportionate reduction.

The budget must be in place July 1st. Additional revenue of \$535,00 is expected from non-federal sources from the eight local jurisdiction and rent from partner agencies and organizations. The estimated carry-forward for this year is \$1.7 million.

The contractor's budgets are the biggest line of budget. The Finance Committee will update the budget for review when final carry-over amounts are known..

The funds available for contractors, even with cuts, is either level with current year awards or amounts actually being used.

A question was raised regarding the 10% cut in Board staff salary. Brian shared that the cut does not affect current staff salaries. The department carries vacant staff positions. Going forward, the accountant position will remain. The Board's operation budget is an increase; and reflects what has been hitting books. The Finance Committee has done previous line adjustments to balance the overall budget from lines that were not being fully used. Mr. Bill Auchmoody moved to approve the preliminary budget as presented; Mr. Scott Edwards seconded the motion. The motion carried.

B. Consent Agenda Items

The Board was informed that the consent agenda can be voted on in a block. The items are contract renewals; not initial awards. The individual contract amounts are contained within budget.

1. Equus Works (Adult/Dislocated worker/Business Services) - \$2,080,000
2. Equus Works (One Stop Operator) \$350,000
3. Ross Workforce Solutions (Out-of-school youth region-wide) - \$1,200,000
4. A Peace of Mind (In-school youth and out-of-school supplemental for Chesterfield, Hanover, Henrico, and Richmond) - \$195,000
5. Charles City County Governments (In-school youth and out-of-school supplemental for Charles City) - \$105,000

There being no further discussion, Mr. Larry Lyons moved to approve the consent agenda for contract awards as presented, Ms. Dale Batten seconded the motion. The motion carried .

VII. Staff/Committee Reports. Brian gave a brief overview of the Labor Supply and Demand chart, Trends: Current year through 5/31/24 and 3rd Quarter Performance through March 31,2024.

- Labor Supply and Demand Data
 - Unemployment rate for April's was 2.4% representing 14,853 people.
 - Jobs posted online for April was 70,800
 - 110,000 people in poverty; 88,000 without high school diploma
- Traffic at the Chesterfield has experienced greater growth than in the past.
- Equus (adult/dislocated worker) is exceeding in 8 out of 10 performance measures
- There are some concerns in the youth program that are being monitored by staff and contractors are on notice to work on correcting.

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VIII. There being no further business, Mr. Drexel Harris, CRWBD First Vice Chair called for questions, there were none. Mr. Bill Auchmoody made the motion to adjourn, Ms. Dale Batten seconded the motion. Meeting adjourned.

Capital Region Workforce Development Board (WDB)
Agenda Item Summary –Fund Transfer Request

What is it?

In each fiscal year, federal Workforce Innovation and Opportunity Act (WIOA) funds are made available to local workforce boards in three funding streams: adult, dislocated worker and youth. The funds are available for the year they are received and the following year. Any funds not spent by the end of the second year are recaptured by the state. Funds can only be used to serve those enrolled under the program where eligibility is established. Expenses can only be charged to the funding stream for which eligibility was established.

What do Members Need to Know?

PY 23 funds were made available to the WDB effective July 1, 2023 and the availability expires June 30, 2025. The award amount for adult funds was \$1,776,086 and \$1,095,555 dislocated worker. As of June 30, 2024, **\$1,124,754 in adult funds (63% of award)** had been spent. By comparison, only \$277,335 in dislocated worker funds had been spent, **or 25% of the award**. Estimating from recent contractor spending to date, staff projects that a transfer of \$500,00 from the remaining dislocated worker dollars to the adult program would allow the remaining funds to be spent and therefore not recaptured, while also supporting adult customer needs. (In other words, leaving the funds as they remain, it is unlikely that the dislocated worker dollars would be spent and therefore recaptured after June 30, 2025).

The attached analysis would be submitted to the state if the Board authorizes the transfer request is attached.

What do Members Need to Do?

Consider a motion to authorize staff to submit a transfer request to reallocate \$500,000 in PY23 Dislocated Worker funds to be used for the Adult program.



The Capital Region Workforce Development Board (WDB) – Local Area 9 is requesting a transfer of \$500,000 in PY23 dislocated worker funds to support adult program expenditures. The information below conforms to state administrative requirements per VWL #

| | | |
|--|------------------------------------|---|
| Date: | September 12, 2024 | |
| WIOA Program and Year Affected | PY 2023 Dislocated Worker funds | |
| Amount of Requested Transfer | \$500,000 to PY 2023 Adult Program | |
| A detailed analysis indicating the anticipated impact to the program from which funds are being moved and to the program which will receive the funds, including at least “three-year” trend analysis. | | |
| Data Support: Expenditures | Adult | Dislocated Workers |
| PY19 | \$1,242,599.40 | \$1,006,254 |
| PY20 | \$1,235,168.10 | \$1,079,227.80 |
| PY21 | \$1,439,446.50 | \$1,141,691.40 <u>(Note: \$475,000 of this amount was for adult expenses after a transfer, which makes net DW spending \$666,691, or 26% of the total spent)</u> |
| PY22 | \$1,616,390.10 | \$1,041,084.90 <u>(Note: \$300,000 of this amount was for adult expenses after a transfer, which makes net DW spending \$741,084.90), or 29% of the total).</u> |
| P23 <i>Note: These YTD figures reflect spending as of June 2024, to include most recent vendor invoices paid</i> | \$1,124,754.58 | \$277,335.07 |

Participant Data:

| | New Enrollments | | | | Total Active | | | |
|------|------------------------|-----------|--------------|-------------------|---------------------|-----------|--------------|-------------------|
| | Adult | DW | Total | % DW | Adult | DW | Total | % DW |
| PY23 | 306 | 65 | 371 | <u>18%</u> | 428 | 109 | 537 | <u>20%</u> |
| PY22 | 264 | 94 | 358 | <u>26%</u> | 403 | 126 | 529 | <u>24%</u> |
| PY21 | 230 | 56 | 286 | <u>20%</u> | 337 | 113 | 450 | <u>25%</u> |
| PY20 | 131 | 77 | 208 | <u>37%</u> | 188 | 127 | 315 | <u>40%</u> |
| PY19 | 131 | 100 | 231 | <u>43%</u> | 249 | 189 | 438 | <u>43%</u> |



Narrative on benefit to adult program and impact to dislocated worker program

As evidenced in the above data, historical trends show that adult program enrollments have exceeded that of dislocated workers year after year going back at least 5 years, and more dramatically since PY20. Prior to PY20, new and active dislocated worker enrollments hovered at about 40% of the total served which was more manageable in terms of balancing spending between programs. But in each of the three full years since, dislocated workers steadily dropped, and in PY23 stood at 18% of new enrollments and 20% of the active caseload. Because spending is dictated by enrollments, it is logical that we would have a need to transfer.

Since the economic recovery following the early days of the COVID pandemic when unemployment reached approximately 11% in the region, our unemployment rate has hovered at or below the 3% rate which most economists consider “full employment”. By and large, our region has not experienced mass-layoff events. Posted jobs continue to exceed the number of people counted in the official unemployment rate.

At the same time, overall demand for services has increased in each year since PY20 (“COVID-year”); but the characteristics of those seeking services do not qualify for the dislocated worker program due to the eligibility requirements. If they may have qualified as a dislocated worker at some point in the past, they have since “lost” the factors that may have made them eligible. That these individuals are not actively participating in the robust labor market suggests they may have greater barriers to achieving and retaining employment that leads to self-sufficient wages. Rather than turn these individuals away, they are enrolled as adults. And funding at all levels follows the characteristics of the customer as they present and it is difficult to predict what that will be from year-to-year.

However, based on five years of enrollment and trend analysis, it seems safe to conclude that this transfer request would not negatively impact dislocated worker needs in the region at present.

Documentation that the transfer decision was approved at a meeting of the Local WDB Development Board:

The matter will be/was considered at the September 12, 2024 Workforce Board meeting. Following adoption of the motion, the Board chair will sign a statement of action verifying such to satisfy state requirements.

Respectfully,

A handwritten signature in blue ink that reads "Brian K. Davis".

Brian K. Davis, Executive Director

Capital Region Workforce Development Board
Agenda Item Summary – Supportive Service Policy Revision

What is it?

Supportive services are an allowable activity under the Workforce Innovation and Opportunity Act (WIOA) that local workforce boards may offer to customers enrolled in intensive or training services as a means to assist customers who could benefit from certain supports in order to successfully participate in their WIOA service plans. Local boards are not required to make supportive services available, but if they wish to, there must be a local policy in place that sets parameters.

The Capital Region has long held that supportive services can be critical to participant's success by removing barriers that could otherwise negatively impact program participation. The Board's current policy was adopted in 2017, and allows for a "menu" of possible supportive services to be offered based on individual need. Case managers have the flexibility to customize supportive services within an allowance of \$3,000 for adults and dislocated workers and \$3,500 for youth.

What do Board Members Need to Know?

During the most recent annual administrative program and fiscal monitoring conducted by the state, the state monitors flagged a potential concern in that they noted service provider usage of gas cards as a means of transportation assistance when not specifically called out in policy. Board staff countered that the policy uses language prefaced with the term "such as" which typically means a list that follows is not all-inclusive, and further, that gas cards are certainly a standard offering that would qualify as a form of transportation.

While the state monitors opted not to advance their initial concern into the form of a formal finding, local staff did consent to pursue a policy revision to add clarity. The proposed changes are on pages 4 and 5 of the attached.

In summary:

- 1) The current stand-alone category of mileage reimbursement would be eliminated and merged into the newly defined transportation assistance category.
- 2) A more expansive list of types of transportation would be added, along with a definition of the term transportation assistance.
- 3) Adding a "food and hygiene" category for youth to assist with food insecurity and personal care.

What do Board Members Need to Do?

Consider the proposed policy revisions and take action to approve.

Capital Region Workforce Partnership (CRWP)
Workforce Development Board (WDB)
Workforce Innovation and Opportunity Act (WIOA) Service Policy #SP108

Supportive Services

References

Workforce Innovation Opportunity Act (WIOA); Final Rules, U.S. Department of Labor (DOL), Employment and Training Administration (ETA), (20 CFR §681. 570 and §688.120, 20 CFR §680.900 -20 CFR §680,970)

Workforce Innovation Opportunity Act (WIOA); Final Rules, U.S. Department of Labor (DOL), Employment and Training Administration (ETA), Training and Employment Guidance Letter (TEGL) # 19-16, Dated March 1, 2107 & #21-16, Dated March 2, 2017

Effective Date: **Revision 1** effective **September 12, 2024**, **Original policy** - December 15, 2017

Purpose

To provide guidance regarding the usage and different types of supportive services allowed for eligible WIOA adult, dislocated worker and youth participants in the Capital Region.

Background

Supportive services are necessary to enable an individual to participate in certain activities authorized under WIOA. Supportive services may include, but are not limited to, the following: (1) Linkages to community services; (2) Assistance with transportation; (3) Assistance with child care and dependent care; (4) Assistance with housing; (5) Needs-related payments; (6) Assistance with educational testing; (7) Reasonable accommodations for individuals with disabilities; (8) Referrals to health care; (9) Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear; (10) Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and (11) Payments and fees for employment and training-related applications, tests, and certifications.

Youth participants may also receive assistance with educational testing; reasonable accommodations for youth with disabilities; referrals to medical services; and assistance with uniforms and other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear. (20 CFR §681. 570 and §688.120) Linkages to community services include, but are not limited to, legal aid services, securing government identification, and linkages to organizations that provide you the opportunity to develop their leadership skills through service to their respective communities. (WIOA)

Supportive services for Adults and Dislocated Workers may only be provided when they are necessary to enable individuals to participate in career services or training activities. This includes provision of information relating to the availability of supportive services. For Youth, this is one of the fourteen program elements required by WIOA in order to support the attainment of a secondary school diploma or its recognized equivalent, entry into post-secondary education and/or employment, and career readiness for youth participants.

Note: For the adult and dislocated worker program follow-up career services are not a qualifying service for the receipt of supportive services; therefore, an individual who is only receiving follow-up services may not receive support services. Youth may still receive supportive services; however, available services during follow-up are not described in this policy.

Policy

- Supportive services may only be provided to participants who are participating in career or training services and are unable to obtain the services through other programs who provide such services.
- Supportive services may only be provided after it has been determined such services are necessary to enable the participant to participate in Workforce Innovation and Opportunity Act (WIOA) activities.
- Supportive services may only be provided after it has been determined the participant is unable to obtain support services through other programs providing such services.

The service provider must thoroughly assess the participant's need for supportive services, document the results of the assessment, and document the provision of such services through vendor receipts, invoices, voucher, etc. Additionally the participant and service provider must develop a plan on how the participant will support a part or all of the expense for supportive service issues once the initial assistance has been given to the participant.

The service provider must document the efforts made to contact and coordinate with the available partners and, if applicable, the inability of such partners to provide the needed supportive service.

One Stop Operators, service providers, and One Stop partners shall identify in the Memorandum of Understanding (MOU) the process utilized to ensure resource and service coordination regarding supportive services including how supportive services will be funded when they are not available from other sources. In addition, the MOU must describe how accurate information will be provided on the availability of such services in the local area.

PROCEDURE FOR SUPPORTIVE SERVICES

Determination of Need: Supportive services are not automatic or guaranteed; they are based on participant need and necessity to enable the participant to participate in approved programs and only when similar services are unavailable within the community. The participant's need and necessity of the supportive service must be documented in the case file; and for participants enrolled in individualized career or training services, must be included in the Individual Employment Plan (IEP) or Individual Service Strategy (ISS).

Cost Limitations: Cost limits are listed in Attachment I. The cost of reimbursement or direct payment ~~to~~ **participants** for supportive services shall be the actual costs incurred up to the maximum yearly amount allowed. The exception to this is a Needs Related Payments, which is covered in policy #SP109. Costs for Supportive Services must be reasonable and when necessary, competitively priced. An effort must be made by the service provider to make this determination. The cost limitation includes all supportive services provided during the participant's enrollment and those supportive services provided to the client as part of follow up after exit.

When multiple options are available for receiving supportive services, documentation must show a reasonable effort was made to determine and choose the most appropriate based on the customer's needs, ability to access and competitively priced service available. The exception to this is a Needs Related Payment.

Exceptions to exceed cost limitations or provide a service not listed: In some instances, there may be a need to exceed the limitations specified by this policy, or to provide a supportive service not defined that otherwise meets the intent of this policy. In cases of exceeding cost limitations, the Program Director's may approve actions to exceed no more than 15% of the established limitation with written justification.

Anything above 15% must be approved by CRWP administrative staff. All requests for providing a service not listed in the policy must be pre-approved by CRWP.

All exceptions must include the following:

- Customer name and State ID #;
- Identification of the additional supportive services needed and approximate cost and;
- Justification for the request, including documentation of need and the activity it supports, and;
- Current customer activity status, and
- Documentation of previous funds expended.

The CRWP will evaluate the request on a case-by-case basis and either approve or disapprove the exception request within seven (7) working days.

Allowable Supportive Services

Assistance with Uniforms or other Work-related Items: Supportive services assistance is authorized for protective clothing, tools, and equipment required for participants to enroll and participate in training programs or other employment under WIOA. These items may include eyewear, steel-toed shoes, work related or training related tools and equipment, uniforms, testing fees required for licensure or certification exam, etc. If these items are required under a training program curriculum, they become training costs and are included in the individual training account obligations and in the adult and dislocated worker program count toward the 40% training requirement.

Items not included in a training program curriculum are still supportive services if they are provided to the participant. These items include interpreter, or signer, interviewing clothing, laundry and/or dry cleaning services, additional tools and materials needs for employment after training is completed.

Basic Car Repair: Supportive service cost for emergency car repairs is authorized, such as tire and battery replacement, minor car repairs not covered by insurance or warranty, and oil changes. Preventive maintenance or major work such as transmission and engine repair is not covered as a supportive service. Such expenses must be documented by a service or repair facility.

Child Care and Dependent Care: Childcare assistance may be provided by a licensed and insured day/ adult care provider to participants who are not able to participate in WIOA programs without such assistance. This includes participants who are in danger of dropping out or making less than satisfactory progress due to unsatisfactory or unreliable childcare arrangements. Program providers must obtain proof of insurance and be listed as a covered entity with the insurance provider. Assistance for dependent care is authorized and may be provided to participants who are responsible for such care for a minor or an adult member of the family.

Education, Employment Certification and Associated Memberships Fees: Supportive service assistance is authorized for the payment of tutoring services, application, and testing fees to educational institutions. These are fees that are paid to determine a participant's eligibility and acceptance at the educational institution and which will allow the client to obtain information on financial aid awards. Exam fees and membership fees are allowed if it assists the customer in obtaining employment and networking within the certification field. This also includes tutoring services for adult and dislocated worker programs only.

Emergency Housing: Emergency housing assistance may be provided to participants on a limited basis. The assistance may include the cost of rent, mortgage payment, temporary housing in a motel/hotel or apartment, utility payments, to stop an eviction and relocation expenses. Since this is a limited-time

emergency intervention, a plan must be established to ensure the client will be able to meet long term housing needs.

Food and Hygiene: Youth participants may receive food assistance and hygiene supplies to support their participation in the program. Food may be provided in the form of meals and snacks when participants are actively engaged in program activities onsite during typical meal times, and staff may offer snacks during any visit. Participants may also receive emergency food or hygiene products for their residence, provided that these items are directly purchased by the program. Additionally, gift cards for food may be given for use at restaurants or stores that do not allow the purchase of alcohol or tobacco, ensuring that the program's guidelines and restrictions are followed. Hygiene support includes a variety of essential items such as cleaning supplies, personal care products, and grooming essentials. Cleaning supplies may consist of household items like disinfectants, detergents, and sanitizers to maintain a clean and safe living environment. Personal care products can include items such as soap, shampoo, toothpaste, and deodorant, ensuring participants have access to basic hygiene necessities. Grooming items may range from hair care products to razors, helping participants maintain their personal appearance and well-being. These supplies are provided to support the overall health, hygiene, and self-esteem of program participants.

Legal Aide Services: Participants may receive assistance with restitution, court fines, child support, traffic infractions, and driving school as a result of record. Assistance in linkages with legal aid organizations for legal representation, for record expungement and any other legal proceedings.

Linkages to Community Services: Assistance in providing linkages, referrals, and accurate information about the availability of supportive service assistance not provided or funded by the Workforce Innovation and Opportunity Act. These services may include: SNAP benefits, temporary assistance for needy families (TANF), veteran's assistance funds, financial assistance for education, county public assistance funds, etc.

Medical Services: Supportive service assistance is authorized for healthcare and medical services. Medical assistance may include health screenings such as dental, general medical, drug screening needed to enter employment, examinations/inoculations needed before entering training or employment such as eye exams, glasses, TB test, etc.. Medical assistance is not intended to cover the costs of major issues such as major surgery or major dental care.

~~**Mileage Reimbursement:** Mileage reimbursement is available for participants who must commute to and from a work site or training site. Mileage reimbursement is also allowed during the first 90 days of unsubsidized employment to support the participant in retaining and retention in employment. Map mileage or odometer reading, may be used as the basis for payment.~~

~~**Transportation Assistance:** Transportation assistance means costs in support of travel for job search, travel to and from work experience or training sites or any other location that supports activities outlined in a service plan. Examples of such assistance might include but are not to be limited to includes costs for items such as: mileage reimbursement not to exceed prevailing IRS rates, bus public transportation, van or car services, gas cards, ride-sharing services, or other transportation fares modes that are outlined in case notes and supported with documentation.~~ For youth this includes driver's education.

Attachment:

I. Supportive Services Limits Chart

Signed By:

Attachment I SUPPORTIVE SERVICES LIMITS CHART

Notes:

- 1) A program provider may establish more restrictive limits in order to manage a budget or customer volume issues or fluxuations. Such limit adjustments established by a service provider must be documented in a written policy and provided to CRWP.
- 2) Limits for individual items listed below may be modified to provide the total costs for supportive service do not exceed the total cap of per participant as identified by the program funding stream.

| Service | Adult and Dislocated Worker Category Limit | Youth Category Limit |
|---|--|------------------------|
| TOTAL SUPPORTIVE SERVICES LIMITS ALLOWABLE PER PROGRAM YEAR | \$3,000 | \$3500 |
| Cost Limitation Per Category | | |
| Assistance with Uniforms or Other Work-Related Items | \$1000 | \$1000 |
| Basic Car Repair | \$500 | \$500 |
| Car Liability Insurance | \$600 | \$600 |
| Child & Dependent Care ¹ | \$1000 | \$1000 |
| Emergency Housing ² | \$1000 | \$1000 |
| Education, Employment Certification and Associated Memberships Fees | \$1000 | \$1400 |
| <u>Food and Hygiene</u> | <u>None</u> | <u>\$500</u> |
| Legal Aide Services | \$400 | \$400 |
| Linkage to Community Services | None | None |
| Medical/Health Services | \$600 | \$600 |
| Mileage Reimbursement | \$0.40/mile | \$0.40/mile |
| Transportation Assistance | \$750 | \$950 |

¹ Estimate based on the Virginia Department of Social Services average cost of licensed child care for 1 child @ 6 weeks

² Estimate based on the FY2018 GSA per diem rate for Richmond, VA.

Agenda Item VI.B.2.

Capital Region Workforce Development Board
Agenda Item Summary – Priority of Service Policy Revision

What is it?

Priority of Service is a requirement under the federal Workforce Innovation and Opportunity Act (WIOA). The first category of priority is Veterans and eligible spouses, which is a condition for all federally-funded employment and training programs. This priority applies to WIOA adult, dislocated worker and youth programs. Specific to the WIOA Adult program, there is also a priority category required to be made for individuals who are low-income or basic skills deficient. For the adult program, priority must be “layered” such the Veterans and eligible spouses who also meet the program-specific eligibility and priority get first preference before those that meet program eligibility alone. Local areas are required to have a policy in place outlining local procedures.

What do Board Members Need to Know?

The federal government and the state have varied interpretations over time on the application of priority of service. (In fact, at the writing of this paper, the state has indicated that the state policy is scheduled to go back review by the state workforce board). The purpose of this revision is to align local policy with the latest guidance issued by the state.

A summary of the key revisions are:

- 1) An expanded definition section.
- 2) Clarification on the purpose of priority of service provision and when documentation should be captured.
- 3) An indication the federal “preference” is that 75% of enrollments hit a priority category, with a minimum local requirement of 55% to better assure that as an area we will hit that federally-required 50.01% mark.
- 4) While the policy is open to revision, staff also took an opportunity to re-format the flow of the document in hopes of simplifying a complicated matter for service providers to follow.

What do Board Members Need to Do?

Consider the proposed policy revisions and take action to approve.

Capital Region Workforce Partnership
Workforce Innovation and Opportunity Act (WIOA) Service Policy #SP 116

Subject: Priority of Service ~~for WIOA Adult program and Veteran's Preference~~

Effective Date: Revision #1 September 12, 2024; Original Policy March 14, 2019

Reference: Virginia Workforce Letter 18-04, change 3

Replaces: Service Policy #101, which was rescinded on the adoption date of this policy

Policy Statement: This policy establishes Priority of Service requirements with respect to WIOA ~~Adult~~ funding of Individualized Career Services and Training Services. The WIOA regulations require a policy be set by the Local Workforce Boards that assures that priority is given to veterans, spouses, and those that are basic-skills deficient and low income individuals as stated in this policy. This policy also incorporates Veterans' Preference requirements within an overall priority structure that applies to all WIOA funding received in the Capital Region.

I. Definitions:

For purposes of this policy, the following terminology shall apply.

A. **Priority of Service** – is when an eligible individual receives access to a service earlier in time than an individual not in a priority group **or**, if the resource is limited, the person in the priority group receives access to the service instead of a person outside any priority group.

B. **WIOA Priority Groups** - The WIOA Title I Adult program has a statutory priority of service criteria for individuals who are:

- i. **Recipients of income-based public assistance; or**
- ii. **Other low income individuals; or**
- iii. **Individuals who are basic skills deficient.**

~~Non-Covered Person – Refers to an individual who isn't a veteran or eligible spouse, and who may or may not be in the WIOA priority groups.~~

C. **An adult is a person who is 18 years of age or older**

BD. A veteran means a person who served at least one day in active military, naval or air services, and who was honorably discharged or released under conditions other than dishonorable. This includes full-time federal service in the National Guard or a Reserve component.

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CE.B. Eligible spouse means the spouse of any of the following:

1. any veteran who died of a service-connected disability;
2. any member of the armed forces on active duty who, at the time of the spouse's application, is listed in one or more of the categories and has been so listed for more than 90 days: i) missing in action, ii) captured in the line of duty by a hostile force, or iii) forcibly detained or interned in the line of duty by a foreign government or power;
3. any veteran who has a total disability resulting from a service-connected disability; or
4. any veteran who died while a disability so evaluated was in existence.

DE.C. Basic skills deficient means an individual:

1. who is a youth, that has English reading, writing or computing skills at or below the 8th grade level on a generally accepted standardized test; or
2. 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.

~~that 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 (WIOA Section 3[5]).~~

~~Criteria used to determine whether an individual is basic skills deficient includes the following:~~

- ~~• Lacks a high school diploma or high school equivalency and is not enrolled in post-secondary education.~~
- ~~• Enrolled in a Title II Adult Education/Literacy program.~~
- ~~• English, reading, writing, or computing skills at an 8.9 or below grade level.~~
- ~~• Determined to be Limited English Skills proficient through staff documented observations.~~
- ~~• Other objective criteria determined to be appropriate by the Local Area and documented in its required policy.~~

EG.D. Low-income means an individual who:

1. ~~R~~Received an income, or is a member of a family that received a total family income, for the 6-month period prior to application that, in relation to family size, does not exceed the higher of
 - (i) ~~(i)~~ the poverty line, for an equivalent period; or
 - (ii) ~~(ii)~~ 70 percent of the lower living standard income level as annually determined in the Federal Register, for an equivalent period;

2. Is a homeless individual (as defined by section 41403(6) of the Violence Against Women Act of 1994, or a homeless youth or child as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act;
3. 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.);
4. Is a foster child on behalf of whom State or local government payments are made; or
5. Is an individual with a disability whose own income meets the income requirement of clause (1), but who is a member of a family whose income does not meet this requirement;
- 1-6. Is a youth who lives in a "high poverty area" defined in #SP112

FH. Individuals with Barriers to Employment:

- (1) Displaced homemakers
- (2) Low-income individuals
- (3) Indians, Alaska Natives, and Native Hawaiians
- (4) Individuals with disabilities including youth who are individuals with disabilities
- (5) Older individuals (55 and older)
- (6) Ex-offenders
- (7) Homeless individuals (as defined in the Violence Against Women Act), or homeless children and youths (as defined in the McKinney-Vento Homeless Assistance Act)
- (8) Youth who are in, or have aged out of, the foster care system.
- (9) Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- (10) Eligible migrant and seasonal farmworkers
- (11) Individuals within two years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (TANF)
- (12) Single parents (including single pregnant women)
- (13) Long-term unemployed individuals
- (14) Such other groups as the Governor ~~involved~~ or local board determines to have barriers to

employment

I. Non-Covered Person - Refers to an individual who isn't a veteran or eligible spouse, and who may or may not be in the WIOA priority groups.

J. Recipients of Income-based Public Assistance –These are individuals who receive, or, in the past six months received, or are a member of a family that is receiving or in the past six months has received, assistance through one or more of the following: (1) Supplemental Nutrition Assistance Program, (2) Temporary Assistance for Needy Families, (3) Supplemental Security Income, or (4) State or local income-based public assistance

GK.E. "Individualized" career services are defined as including the following:

1. Comprehensive and specialized assessments of skill levels and service needs
2. Development of an individual employment plan and information on available training and training providers
3. Assistance in establishing eligibility on non-WIOA financial aid for employment and training programs
4. Group and individual counselling
5. Career planning
6. Short-term pre-vocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training
7. Internships and work experiences linked to careers
8. Financial literacy services
9. Out-of-area job search assistance and relocation assistance
10. English language acquisition and integrated education and training programs

HL 6. "Training services" are defined as:

1. occupational skills training, including training for nontraditional employment;
2. on-the-job training (OJT), including registered apprenticeship;
3. incumbent worker training in accordance with WIOA §134(d)(4);
4. workplace training and cooperative education programs;
5. private sector training programs;
6. skills upgrading and retraining;
7. entrepreneurial training;
8. job readiness training provided in combination with other training described above;
9. adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, in combination with training; and
10. customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

II. Application of Priority of Service

- A. Veterans and eligible spouses are given priority of service for all Title I programs. (Adult, Dislocated Worker and Youth).
- B. For the Adult program, in addition to veterans and eligible spouses, there are additional priority populations that include recipients of income-based public assistance, other low-income individuals and individuals who are basic skills deficient.

- C. All individuals, even those with priority of service status, must still meet the underlying WIOA program eligibility criteria. Therefor priority service in this policy determines the precedence for delivery of individualized career and training services for those that have been deemed eligible and enrolled.
- D. Priority is intended to ensure that if there is a waiting list for a particular service, a person in the priority groups receives the service ahead of those not in the priority group. (But this does not "bump" someone who has already started a service prior to the wait list starting).
- E. A priority of service status form (attached to policy) must be completed for all WIOA Title I adult participants and uploaded in the customer file in the Virginia Workforce Connection. The form should be completed during the enrollment and onboarding process for adults to ensure there is not a delay in accessing individualized career or training services.
- F. The contracted Adult service provider(s) in the Capital Region must ensure that no fewer than 55% of adults receiving individualized or training are from priority groups. The US Department of Labor has a "high-end" vision for that percentage to be at least 75%, but at this time it is not a requirement. The 55% minimum rate will be monitored by Workforce Board staff regularly throughout each contract year.

III. Sequence for Priority of Service

When programs are statutorily required to provide priority to a particular group of individuals, as described in this policy, priority must be provided in the following order:

1. First, to veterans and eligible spouses who are also included in the WIOA Priority groups given statutory priority for WIOA Adult formula funds. This means that veterans and eligible spouses who are income-based public assistance recipients, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services provided with WIOA Adult formula funds for individualized career services and training services.
2. Second, to non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the WIOA Priority groups given statutory priority for WIOA Adult formula funds.
3. Third, to veterans and eligible spouses who are not included in WIOA's priority groups.
4. Fourth, to priority populations established by the Governor and/or Local WDB. 5. Last, to non-covered persons outside the WIOA Priority groups given priority under WIOA.

Part 1 – Application of Priority of Service, to include Veteran's Preference

A. Order of Priority for Adult Funded Services

1. Veterans and eligible spouses who are low income individuals: or veterans who are basic skills deficient.

- ~~2. Individuals who are low income individuals, or individuals who are basic skills deficient.~~
- ~~3. Veterans and eligible spouses who are not included in WIOA's priority groups identified in item 1. or 2. above.~~
- ~~4. Any other priority groups as may be identified by the Governor or local board.~~
- ~~4. Other individuals not included in WIOA's priority groups.~~

~~B. Priority of Service for Dislocated Worker Funds~~

~~Covered individuals with respect to Veterans priority will receive priority over non-covered individuals for the provisions of services funded under the dislocated worker funding stream.~~

~~C. Priority of Service for Youth Funds~~

~~Priority must be given to any covered individuals with respect to Veterans priority who qualify under the WIOA youth eligibility requirements.~~

Part 2—Priority of Service Procedures for the Adult WIOA Title I Programs

- ~~A. Priority of service for adults is applied for those that have been determined eligible and enrolled. (Not all eligible individuals may be enrolled).~~
- ~~B. Priority of service for adults shall be used to determine the order of precedence for the delivery of individualized career and training services IF there is a waiting list for that service.~~
- ~~C. The WIOA Title I adult service provider shall determine on a monthly basis if there is a waiting list for any service based upon factors such as budget balances and enrollment levels, in consultation with the workforce board director. The determination shall include a list of which services are wait listed and be posted in each center.~~
- ~~D. Anyone not meeting priority who has already been receiving a wait listed service prior to that posting shall be allowed to complete the service.~~
- ~~E. The WIOA Title I adult service provider shall maintain the attached priority of service status form in each adult file participant file to support provision of wait listed services to only those who meet priority of service.~~

Signed:

Attachment A

WIOA Priority of Service Status Form

Purpose: This form is to be used to document the Priority of Service category of a Title I Adult participant.

Participant's Name: _____

State ID: _____

Participation Date: _____

PRIORITY OF SERVICE CATEGORY: (CHECK 1 OF THE FOLLOWING):

A. Veteran or Eligible Spouse:

- a. Veteran: Yes ___ No ___
- b. Eligible Spouse: Yes ___ No ___
- c. Meets Adult Priority Criteria:
 - i. Is currently receiving income-based public assistance: Yes ___ No ___ or
 - ii. Is low income: Yes ___ No ___ or
 - iii. Is basic skills deficient: Yes ___ No ___

B. A non-veteran who:

- a. Meets Adult Priority Criteria:
 - i. Is currently receiving income-based public assistance: Yes ___ No ___ or
 - ii. Is low income: Yes ___ No ___ or
 - iii. Is basic skills deficient: Yes ___ No ___

C. A veteran or eligible spouse of a veteran who **is not included in WIOA priority groups:**

- a. Yes ___
- b. No ___

D. A non-veteran who is not included in WIOA priority groups:

- a. Yes ___
- b. No ___

E. Other priority groups identified by the Governor or the Local Workforce Development Board. Any priority group identified must have been included in the Combined State Plan or the Local Workforce Development Area Plan.

- a. Yes ___
- b. No ___

Case Manager: _____

Date Completed: _____

| LOW INCOME -ADULT | Verification Source | Check if Used |
|--|---|---------------|
| | Public Housing Authority if resident or on wait list* | |
| | Written statement from publicly or privately supported 24-hour care facility or institution, i.e., prison, mental facility, group home, etc., signed and dated by facility representative | |
| | WIOA Statement of Family Size/Family Income with signature of corroborating witness | |
| | Self-certification in Extreme Circumstances | |
| Individual/Family Income (Low Income) Verification should be provided for each applicable income source. If the applicant is low-income based on meeting the definition of TANF, SNAP (Food Stamps), SSI, Homeless, or Foster Child, this must be verified. Note: "Cardinal Card" alone is not sufficient evidence applicant is receiving SNAP (food stamps). | Alimony Agreement* | |
| | Award letter from Veterans Administration* | |
| | Bank Statement (Direct Deposit) * | |
| | Compensation Award Letter* | |
| | Court Award Letter* | |
| | Employer Statement/Contact* | |
| | Farm or Business Financial Records* | |
| | Housing Authority Verification, either resident or on wait list* | |
| | Pay Stubs* | |
| | Pension Statement* | |
| | Income-based Public Assistance Records* | |
| | Quarterly Estimated Tax for Self-Employed Persons (Schedule C)* | |
| | Social Security Benefits* | |
| | UI Documents and/or Printout* | |
| | WIOA Statement of Family Size/Family Income | |
| | Self-certification in Extreme Circumstances | |
| Public Assistance-(Low Income) Note: "Cardinal Card" alone is not sufficient evidence applicant is receiving SNAP. | Copy of Authorization to Receive Public Assistance*❖ | |
| | Copy of Public Assistance Check*❖ | |
| | Medical card showing grant status*❖ | |
| | DSS ID card showing grant status*❖ | |
| | DSS records/printout*❖ | |
| | Refugee assistance records*❖ | |
| | SNAP (food stamps) - - DSS records, SNAP authorization letter, postmarked SNAP mailer or other signed supporting documentation*❖ | |
| Homeless Status (Low Income) Refer to McKinney-Vento Homeless Assistance Act and/or Violence Against Women Act | Written and signed statement from person providing temporary residence❖ | |
| | Written statement from shelter❖ | |
| | Written statement from Social Service agency❖ | |
| | Self-certification in Extreme Circumstances | |

| LOW INCOME -ADULT | Verification Source | Check if Used |
|---|--|---------------|
| Supported Foster Child; (considered under "Low Income" definition) | Court contact❖ | |
| | Court documentation❖ | |
| | Medical card❖ | |
| | Verification of payments made on behalf of child❖ | |
| | Written statement from State/Local Agency❖ | |
| Person with Disability (Low Income) | Letter from drug or alcohol rehab agency* | |
| | Letter from child study team stating specific disability* | |
| | Medical records* | |
| | Physician's statement* | |
| | Psychiatrist's diagnosis* | |
| | Psychologist's diagnosis* | |
| | Rehabilitation evaluation* | |
| | Sheltered workshop certification* | |
| | Social Services records/referral* | |
| | Social Security Administration disability records* | |
| | Veteran's Administration letter/records* | |
| | Vocational Rehabilitation letter* | |
| | Worker's Compensation record* | |
| | School records* | |
| | Common intake form printed with applicant & staff worker signatures* | |
| | Self-certification in Extreme Circumstances* | |
| | DEI Statement signed by applicant* | |

| LOW INCOME -ADULT | Verification Source | Check if Used |
|---|---|---------------|
| Individual Status/Family Size (Low Income) | Birth Certificate | |
| | Decree of Court | |
| | Disabled (see Persons with Disability) | |
| | Divorce Decree | |
| | Landlord statement | |
| | Lease (residential) | |
| | Marriage certificate | |
| | Medical card | |
| | Most recent tax return supported by IRS documents* | |
| | Income-based Public Assistance/Social Service Agency records* | |

| | | |
|--|---|--|
| Veteran Status (for determining Priority of Service Only). See VWL 18-04 for further guidance | DD-214, Report of Transfer or Discharge or official Discharge documentation issued by branch of the military, | |
| | Letter from Dept. of Affairs indicating applicant's veteran status | |
| | Veteran's Identification Card (VIC) | |

Agenda Item VI.C.

| <p style="text-align: center;">Capital Region Workforce Development Board Agenda Item Summary – Eligible Training Provider Program Applications</p> |
|--|
| <p><i>What is it?</i></p> <p>The Workforce Innovation and Opportunity Act (WIOA) requires that in order for training dollars to be spent for an enrolled individual, the training must be offered through a program listed on Virginia’s Eligible Training Provider List. (ETPL).</p> |
| <p><i>What do Board Members Need to Know?</i></p> <p>In order for programs to be listed on the ETPL, a provider must make application through one of Virginia’s 14 local Workforce Development Boards. The Board receiving the application must make a review of the application against federal, state and local requirements and determine whether to approve or deny the listing. Once approved, the program(s) can be used statewide in any area, subject to any local policy provisions that may further prescribe voucher issuances. Annual renewals are required for approved programs to remain on the list. (Renewals are now to be managed exclusively by the state once a local area does the initial approval).</p> <p>Under local policy in the Capital Region, as in many areas, there is also a provision that allows the local director to approve applications that are deemed to comply with federal, state and local requirements, with such approvals to be confirmed by the workforce board at a future scheduled meeting.</p> <p>At this time there 23 programs offered by 10 providersto be considered, as summarized on the attached.</p> |
| <p><i>What do Board Members Need to Do?</i></p> <p>Review the summary pages attached and consider conformation of the administrative approvals.</p> |


Administrative Review of Eligible Training Provider Program Application per Board Policy 105 – March 2024 (As of 3/15/24)

| School | Program | Target Industry / Demand Occupation | Accreditation to Instruct | Other Application Criteria Met | Approved (Y/N) | Notes |
|-----------------------------------|-------------------------|-------------------------------------|---|--------------------------------|----------------|--------------------------------|
| Bryant and Stratton | Nurse Aide | Yes | Yes (SCHEV and DHP) | Yes | Yes | \$1,500, 140 hours |
| CHW Liberation Consulting | Community Health Worker | Yes | Yes, VA Certification Board verified on web | Yes | Yes | 100% online; \$2,600, 60 hours |
| VCU | Pharmacy Tech | Yes | Yes (ASHP verified on web) | Yes | Yes | \$2500, 400 hours |
| VA Community Health Worker Assoc. | Community Health Worker | Yes | Yes, Virginia Certification Board verified on web | Yes | Yes | \$3,060, 60hours |



Administrative Review of Eligible Training Provider Program Application per Board Policy 105 – March 26, 2024

| School | Program | Target Industry / Demand Occupation | Accreditation to Instruct | Other Application Criteria Met | Approved (Y/N) | Notes |
|---------------------------------|-------------------|---|--|--------------------------------|----------------|--|
| Richmond Adult Technical Center | | | Yes (Dept. of Education) | Yes | | |
| | CNA | Yes. 697 posts 6 months | VA Dept Health Professions | Yes | Yes | 84 hours. \$1440 |
| | Dialysis Tech | Yes. Approx. 100 posts 6 months | Southern Assoc. of Colleges and Schools and Condensed Curriculum International | Yes | Yes | 50 hours, \$1164 |
| | EKG Tech | Yes. Over 200 posts 6 months | Southern Assoc. of Colleges and Schools | Yes | Yes | 50 hours, \$1364 |
| | Esthetics | Yes. And apprenticeship requirement adds return on investment | Southern Assoc. of Colleges and Schools | Yes | Yes | Program requires apprenticeship. 75 hours, \$785 |
| | Medication Aide | Yes. Over 100 related posts | Southern Assoc. of Colleges and Schools | Yes | Yes | 50 hours, \$840 |
| | Paralegal | Yes. 142 posts over 6 months | Southern Assoc. of Colleges and Schools | Yes | Yes | 150 hours, \$2864 |
| | PCA | Yes. Over 200 posts 6 months | Program no longer regulated by state | Yes | Yes | 50 hours, \$840 |
| | Real Estate Cert. | Yes. Over 500 posts 6 months | Southern Assoc. of Colleges and Schools | Yes | Yes | 60 hours, \$615. Leads to license |
| | Small Engine | Yes. Over 400 posts 6 months | Southern Assoc. of Colleges and Schools | Yes | | 75 hours, \$675 |
| | Vet. Tech | Yes. Over 140 posts 6 months | Condensed Curriculum International | Yes | | 100 hours, \$2064 |

All listed programs approved for one year from today's date at which time renewals will be managed by the state. 


Administrative Review of Eligible Training Provider Program Application per Board Policy 105 – June 21, 2024

| School | Program | Target Industry / Demand Occupation | Accreditation to Instruct | Other Application Criteria Met | Approved (Y/N) | Notes |
|--|---|--|---------------------------|--------------------------------|----------------|-------------------------------|
| University of Richmond School of Continuing and Professional Education | Professional Bookkeeping with Quickbooks and payroll | Yes (professional, scientific and technical; 1485 jobs; 35K entry wage) | SCHEV and SACS | Yes | Yes | 200 hours, 12 months - \$3999 |
| | Bookkeeping with Quickbooks | Yes, (professional, scientific and technical; 1485 jobs; 35K entry wage) | SCHEV and SACS | Yes | Yes | 100 hours, 6 months - \$2849 |
| | CompTIA, Network and Security IT Certification | Yes, IT supports all targets | SCHEV and SACS | Yes | Yes | 390 hours, 12 months - \$4799 |
| | Marketing and Communications Certificate | Yes, professional, scientific and technical | SCHEV and SACS | Yes | Yes | 24 hours, 6 days - \$1299 |
| | SHRM Human Resources Leadership and Certification Prp | Yes, professional, scientific and technical | SCHEV and SACS | Yes | Yes | 36 hours, 12 weeks - \$1650 |

Highlighted items approved for one year from today's date at which time renewals will be managed by the state. *Brian K Davis*



Administrative Review of Eligible Training Provider Program Application per Board Policy 105 –June 26, 2024

| School | Program | Target Industry / Demand Occupation | Accreditation to Instruct | Other Application Criteria Met | Approved (Y/N) | Notes |
|---------------------------|--|---|--|--------------------------------|----------------|--|
| 1) Divine Esthetics | Esthetics license | Yes (Personal Service, 90 openings, mean wage \$43k, entry 26K) | VA Department of Professional and Occupational Regulation (DPOR) | Yes | Y | 16 weeks, 600 hours. \$9,800 |
| 2) Bryant and Stratton | LPN | Yes. (Healthcare; 2,000 openings, mean wage 58K, entry 47K)) | SCHEV; Accreditation Commission for Education in Nursing | Yes | Y | 3 semesters, 41 credit hours. \$37,752 |
| 3. Paradigm of Excellence | Cybersecurity Professional Certification | Yes, IT supports all targets. 425 openings. | Testout Pro Network Pro Certification | No | Yes | 32 hours, 8 weeks, \$1010. |
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Brian K Davis

Approved August 19, 2024

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|-------------------------|----------------------|-----|--|-----|-----|--|
| Diversity in Technology | IT Help Desk Support | Yes | Washington Workforce Training and Education Coordinating Board | Yes | Yes | 100% online offering; \$5,000, 640 hours |
|-------------------------|----------------------|-----|--|-----|-----|--|

Brian K Davis