



INNOVATE

WORKFORCE DEVELOPMENT

April 10, 2018
10:00 a.m.

Brightwater Culinary School
801 SE 8th Street
Bentonville, Arkansas

Arkansas Workforce Development Board

Strategic Planning Committee



AGENDA

April 10, 2018

ARKANSAS WORKFORCE DEVELOPMENT BOARD STRATEGIC PLANNING COMMITTEE MEETING

10:00 A.M.

Call to Order Karen, Breashears, Committee Chair

Chairman’s Comments Karen Breashears, Committee Chair

ACTION Item 1:

Approval of Minutes of July 11, 2017, October 10, 2017 and January 9, 2018 Meetings

ACTION Item 2:

Trade Adjustment Act (TAA) and Dislocated Worker (DLW)

Programs Co-Enrollment Policy Dr. Claudia Griffin, Project Coordinator
Arkansas Department of Workforce Services

ACTION Item 3:

Work-Based Learning Program Policy Dr. Claudia Griffin, Project Coordinator
Arkansas Department of Workforce Services

ACTION Item 4:

WIOA State Plan Kris Jones, Employment Assistance Assistant Director
Arkansas Department of Workforce Services

Announcements

Adjournment

11:00 a.m. – 12:00 p.m. Tour

12:00 p.m. – 1:00 p.m. Lunch

1:00 p.m. Full Board Meeting

Brightwater Culinary School
801 SE 8th Street
Bentonville, Arkansas



NEXT MEETING DATES

July 10, 2018	10:00 a.m. 1:00 p.m.	Committees Full Board Meeting	TBD TBD
October 9, 2018	10:00 a.m. 1:00 p.m.	Committees Full Board Meeting	TBD TBD

Brightwater Culinary School
801 SE 8th Street
Bentonville, Arkansas



**For Consideration of the
Arkansas Workforce Development Board
Strategic Planning Committee**

April 10, 2018

AGENDA ITEM 1 – ACTION: Minutes of the July 11, 2017, October 10, 2017, and January 9, 2018 Strategic Planning Committee Meetings.

RECOMMENDATION: It is recommended that the Strategic Planning Committee approve the minutes of the July 11, 2017, October 10, 2017, and January 9, 2018 meetings.

INFORMATION/RATIONALE: Minutes of the meetings are attached.

UNOFFICIAL

MINUTES
ARKANSAS WORKFORCE DEVELOPMENT BOARD
Strategic Planning Committee
July 11, 2017

A meeting of the Arkansas Workforce Development Board Strategic Planning Committee was held on July 11, 2017, at Crowne Plaza Hotel, 201 South Shackleford Road, in Little Rock, Arkansas. Chair Charlie Clark presided with the following members present: Ms. Karen Breashears, Mr. Chad Bishop, Dr. Charisse Childers, Ms. Katy Morris, Mr. Mike Preston by proxy Ms. Becky Rheinhardt, and Dr. Julie Roberson. Ms. Melissa Hanesworth, Mr. Michael Newcity, Mayor Harold Perrin, Mr. Jeffery Allen, and Mr. Robert East were unable to attend.

Chair Clark recognized that a quorum was not present and called the meeting to order at 10:04 a.m. Chair Clark reported Mr. Brian Itzkowitz has resigned his position at Goodwill Industries of Arkansas and is no longer a member of the State Board or chair of the Strategic Planning Committee. As Chair of the State Workforce Development Board, Mr. Clark presided as committee chair. He expressed appreciation for Mr. Itzkowitz's contributions to the Committee and State Board.

Staff Report: Chair Clark recognized Mr. Arnell Willis, Workforce Investment Director, Arkansas Department of Workforce Services, to provide the staff report. Mr. Willis reported that the Strategic Planning Committee reviewed the Local Plans and Certification of the One-Stop Operator process during the last quarter. A full report will be presented to the full board during the afternoon session.

Agenda Item 1 – ACTION – Minutes of the January 10, 2017 and April 11, 2017

Meetings: Recognizing the presence of a quorum, Chair Clark proceeded to Agenda Item 1, asking if there were any additions or corrections to the January or April minutes. The minutes were approved as presented on **a motion by Ms. Karen Breashears, seconded by Becky Rheinhardt, and carried unanimously.**

Update on WIOA Title I-B Policy Manual: Chair Clark indicated that the Arkansas Department of Workforce Services and the ten local workforce board directors established a workgroup to develop a statewide policy manual for use by case managers providing services under WIOA Title I-B, which is the adult, dislocated worker, and youth programs. He stated that the U.S. Department of Labor issued new implementation guidance in March which changed some of the policies developed by the workgroup. Chair Clark requested that Dr. Claudia Griffin, Project Coordinator, Arkansas Department of Workforce Services, discuss the policy development and present the final policy manual to the committee. Dr. Griffin reported that the U.S. Department of Labor (DOL)

is expected to release a corrective Training and Employment Guidance Letter (TEGL) to rescind one that was released with an error earlier. She recognized the following individuals who served as the review committee of the WIOA Title I-B Workgroup: Cindy Varner, Carman Hensley, Carolyn Talley, David Barch, Debbie Heckman, Deborah Senter, Donna Carney, Elroy Willoughby, LaJoy Montgomery, Margaret Dearmon, Mary Wilson, Sandy Monaco, Shenaye Johns, and Stephanie Blair.

Dr. Griffin provided an overview of various sections of the policy manual and indicated that efforts were made to match the document to existing State and Federal policies and guidelines; however, if conflicts are identified, State and Federal laws, Federal regulations, and Federal technical guidance take precedence over the information contained in the manual. For example, needs-related payments can be made to individuals in Registered Apprenticeships; but not to individuals who are employed. Individuals who are in Registered Apprenticeships are considered employed. The recommendation of the review committee is not to award funds to Registered Apprenticeships until a definition resolving the conflict is received from DOL. Dr. Griffin stated that definitions are a major part of the policy and called attention to the Definitions section, Page 10 under "Attachment to the workforce." Arkansas defines "attachment to the workforce" as an individual who earns income one day in the last year, which is reflected in the policy as "having wages in one (1) quarter during the last year immediately prior to eligibility determination." Under "Basic skills deficient" on page 11, the committee retained the criterion of the local areas' scoring to mean at or below Grade Level 8.9. Under Co-Enrollment and Co-Funding on page 79, Dr. Griffin indicated that individuals who meet the respective program and service eligibility requirements may participate in adult, dislocated worker and/or youth programs concurrently, as stressed by DOL. Concerning "Confidentiality" on page 142, the Arkansas Department of Workforce Services' confidentiality policy will be used, but not imposed on the local areas.

Several non-substantive corrections were suggested by members of the Strategic Planning Committee. Dr. Griffin stated that DOL may require substantive corrections in six months and the Review Committee will provide training in August to frontline staff. Following brief discussion, Dr. Griffin completed her presentation.

Members of the Strategic Planning Committee commended the WIOA Title I-B Workgroup for developing an impressive and precise document.

A motion to recommend approval of the Draft WIOA Title I-B Policy Handbook as written, allowing for appropriate non-substantial changes and corrections as necessary by the committee, was approved on **a motion by Dr. Charisse Childers, seconded by Ms. Karen Breashears, and carried unanimously.**

Review of Veteran’s State-Plan-Related Changes: Chair Clark announced that Mr. Roy Schultz, Director of U.S. Department of Labor – Veterans’ Employment Training Services – Arkansas Office, will present to the full board later in the afternoon.

Committee Action Plan Update: Chair Clark called on Mr. Arnell Willis, Arkansas Department of Workforce Services – Director of Workforce Investment Development, to provide an update on the committee action plan. Mr. Willis indicated that the Strategic Planning Committee Action Plan handout, included in the official meeting file, outlines the committee’s responsibilities and provides staff updates on the committee’s progress over the last quarter toward meeting the responsibilities assigned to the Strategic Planning Committee. He stated that (1) The ten (10) Local Workforce Development Plans have been reviewed on two occasions and comments have been provided by the WIOA Local Plan Review Committee. All Local Plans were reviewed to ensure alignment with the State Plan; (2) The WIOA Statewide Policy Committee has completed its development and review of WIOA Policies which were presented today; (3) A Memorandum of Understanding (MOU) template has been developed for us by the ten (10) Local Areas. The federal deadline for the signed MOU’s to be in place was July 1, 2017. DOL extended the deadline for the Infrastructure Funding Agreements (IFAs) to January 1, 2018. ADWS is currently reviewing the Wisconsin IFA software program for possible use in Arkansas.

Announcements: Chair Clark announced that the full board will convene at 1:00 p.m. today. The next meeting of the Strategic Planning Committee will be held on October 10, 2017, at 10:00 a.m. with the Full Board meeting at 1:00 p.m. Staff will determine and announce the location at a later date.

Adjourn: Chair Clark adjourned the meeting at 11:06 a.m., **a motion by Ms. Katy Morris, seconded by Ms. Becky Rheinhardt, and carried unanimously.**

Mr. Charlie Clark, Chairman

Arnell Willis, Director Workforce Investment
Department of Workforce Services

*Minutes recorded by Darlister Mitchell
Department of Workforce Services Staff*

UNOFFICIAL

MINUTES
ARKANSAS WORKFORCE DEVELOPMENT BOARD
Strategic Planning Committee
October 10, 2017

A meeting of the Arkansas Workforce Development Board Strategic Planning Committee was held on October 10, 2017, at Crowne Plaza Hotel, 201 South Shackleford Road, in Little Rock, Arkansas. Acting Chair Mr. Scott Bull presided with the following members present: Ms. Karen Breashears, Dr. Charisse Childers by proxy Dr. Trenia Miles, Ms. Katy Morris, and Dr. Julie Roberson.

Mr. Jeffery Allen, Mr. Chad Bishop, Mr. Robert East, Ms. Melissa Hanesworth, Mr. Michael Newcity, Mayor Harold Perrin, Mr. Mike Preston and were unable to attend.

Announcing that a quorum was not present, Acting Chair Bull called the meeting to order at 10:04 a.m.

Chairman's Comments: For the purpose of inclusion in our official meeting minutes, Acting Chair Scott Bull announced he would be presiding over the committee meeting in the absence of both a State Board Chair and a Strategic Planning Committee Chair. Acting Chair Bull informed members that he would be presiding over both of the Program and Performance Evaluation Committee and the Strategic Planning in the absence of a State Board Chair and Strategic Planning Committee Chair. He informed members the meetings would be held at the same time starting with Strategic Planning Committee and the Program Performance immediately following.

Acting Chair Bull referenced the Board By-Laws, Article V, Section 1-Enumeration and Selection states that upon the Governor's Appointment of a State Board Chair, the new Chair will appoint a new Strategic Planning Committee Chair.

Agenda Item 1 – ACTION – Minutes of the July 11, 2017 Meetings: Acting Chair Scott Bull asked if there were any corrections to the previous Committee minutes. Even though a quorum has not met, any revisions could be noted in the meeting minutes and presented before the Committee for a vote when quorum is met.

Agenda Item 2 – ACTION - Updates on WIOA Title I-B Policy Manual: Acting Chair Bull recognized Dr. Claudia Griffin, ADWS Project Coordinators. Dr. Griffin shared that the previously approved policy manual required some expected revisions and corrections. She specifically pointed out that the Arkansas JobLink (AJL), Policy 3.1 required a revision.

Acting Chair Bull stated an official vote would not be taken due to the lack of a quorum. However, he requested that the members present would express their support of the proposed revisions. All four members present (with one being a proxy) voiced their support for the revisions. Chair Bull informed members the revisions and vote of agreement informally for revisions would be presented before the Full Board later in the afternoon to vote.

Agenda Item 3 – ACTION – Long-Term Unemployed Definition: Acting Chair Bull recognized Dr. Claudia Griffin to present the Long-Term Unemployed Definition. Dr. Griffin stated that WIOA allows states to determine the definition for Long-Term Unemployed. Dr. Griffin referenced TEGL 19-16, which clarifies that the only category utilizing this definition is Title I-D. Title I-D pertains to dislocated worker disaster grants. Dr. Griffin clarified for the Committee that “unemployed” means performing activities to find work, and “not in the labor force” would mean an individual may have been incarcerated, in school, or something that they were not able to work.

Dr. Griffin proposed the following definition for approval:

Long-term unemployed individuals: Individuals, who at the time of eligibility determination, have been:

- unemployed for at least 13 weeks, in aggregate, during the past 26 weeks, or
- not in the labor force for at least 13 weeks, in aggregate, during the past 26 weeks.

Note that there is no previous work history requirement for this definition.

Acting Chair Bull requested the Committee members who were present express their support to present to the Full Board in the afternoon for a vote. All four members (with one proxy included) informally voted unanimously in favor of the Long-Term Unemployed Definition.

Agenda Item 4 – ACTION – Proposed Allocation Methodology for Assistance to Areas with High Concentrations of Eligible Youth: Acting Chair Scott Bull recognized Kris Jones, ADWS Assistant Director, to present the agenda item to the committee. Mr. Jones informed the Committee the methodology is similar to the methodology used in 2008. Mr. Jones stated the data sets were expanded under WIOA, and the methodology needed to be expanded to coincide with data sets that were expanded under WIOA. Committee members were given a hard copy of the methodology in their Committee book to review. Mr. Jones reported this methodology was presented to the Local Board of Directors for support on utilizing it. This methodology is required under WIOA and staff recommends adoption of the methodology.

Acting Chair Bull requested the Committee members who were present express their support to present to the Full Board in the afternoon for a vote. All four members (with one proxy included) informally voted unanimously in favor of the Proposed Allocation Methodology for Assistance to Areas with High Concentrations of Eligible Youth.

Committee Action Plan Update: Acting Chair Bull recognized Mr. Arnell Willis, Workforce Director, to present the Committee Action Plan update on activities that have occurred during the past quarter. Mr. Willis provided four updated activities to the Committee members, these were found in the Committee Agenda book on Page 2-Section 1.1, Page 3-Section 1.2, Page 7-Section 1.5, and Page 8-Section 1.5.

Committee member Katy Morris requested an update on the promulgation process. Mr. Willis asked Mr. Kris Jones to respond to this question. Mr. Jones explained that he would follow-up and provide an update at the next committee meeting.

Seeing no additional questions, Acting Chair Scott Bull moved to announcements.

Announcements: Acting Chair Bull announced that the full board will convene today at 1:00 p.m. The next meeting of the Strategic Planning Committee will be held on January 9, 2018, at 10:00 a.m. with the Full Board meeting at 1:00 p.m. Staff will determine and announce the location at a later date.

Adjourn: Acting Chair Bull adjourned the meeting at 11:06 a.m., **a motion by Ms. Karen Breashears, seconded by Ms. Katy Morris, and carried unanimously.**

Mr. Scott Bull, Acting Chairman

Arnell Willis, Director Workforce Investment
Department of Workforce Services

*Minutes recorded by Rebecca Edwards
Department of Workforce Services Staff*

UNOFFICIAL

MINUTES
ARKANSAS WORKFORCE DEVELOPMENT BOARD
Strategic Planning Committee
January 9, 2018

A meeting of the Arkansas Workforce Development Board Strategic Planning Committee was conducted on January 9, 2018, at the Embassy Suites Hotel, 11301 Financial Centre Parkway in Little Rock, Arkansas. Acting Chair Karen Breashears presided with the following members present: Dr. Charisse Childers, Ms. Katy Morris by proxy Ms. Betsy Barnes, and Ms. Julie Roberson.

Mr. Jeffery Allen, Mr. Chad Bishop, Mr. Robert East, Ms. Melissa Hanesworth, Mr. Michael Newcity, Mayor Harold Perrin, and Mr. Mike Preston were unable to attend.

Announcing that a quorum was not present, Acting Chair Karen Breashears called the meeting to order at 10:00 a.m.

Chairman's Comments: For the purpose of inclusion in the committee's official meeting minutes, Acting Chair Karen Breashears announced her presiding over the committee meeting was temporary in the absence of a Chair, with no appointment of a Committee Chair having been made by the State Chair. She informed committee members of the attendance of the Program Performance and Evaluation Committee due to the committee convening immediately after the Strategic Planning Committee.

Acting Chair Karen Breashears recognized a quorum was not met and informed attendees that committee information will be reviewed and presented to the full board at 1:00 p.m.

Agenda Item 1 – ACTION – Minutes of the July 11, 2017 Meeting and the October 9, 2017 Meeting: Acting Chair Karen Breashears informed attendees the minutes for the July 11, 2017 and October 9, 2017 meetings will be postponed until a quorum is met for approval.

Agenda Item 2 – ACTION – Certifications of the AWCs in Eastern Arkansas: Acting Chair Karen Breashears recognized Dr. Claudia Griffin of the Arkansas Department of Workforce Services to inform the committee the selection of the Local Board of Eastern Arkansas as the One-Stop Operator for that local area. Dr. Griffin referenced the report submitted to committee members for review of the recommendation. A Local Board must be certified by the Arkansas Workforce Development Board because a Local Board cannot certify itself.

Acting Chair Breashears asked if there was a motion expressing the desire of the committee that the certification of the Local Board of Eastern Arkansas as the One-Stop Operator be presented to the Full Board at 1:00 p.m. A motion was made by Dr. Charisse Childers, seconded by Ms. Julie Roberson. The motion carried unanimously in the absence of a quorum as noted by Acting Chair Breashears.

WIOA Technical Assistance and Training (TAT) Application Submission: Acting Chair Karen Breashears recognized Board Staff Kristopher Jones of the Arkansas Department of Workforce Services to present on the application submission of the WIOA Technical Assistance and Training Funds. Mr. Jones informed attendees of the needs articulated in the application for technical assistance in asset mapping. Mr. Jones stated the technical assistance would be leveraged with the utilization of the assistance of Maher & Maher for the analytical, data, etc. due to the complexity of the project. If the application submitted to the U.S. Department of Labor is approved, Mr. Jones clarified for the committee Maher & Maher would assist in selecting a team of stakeholders to identify the needs of the state based on their expertise in economical analytics and subject matter. Mr. Jones elaborated on leveraging this asset mapping with the Registered Apprenticeship asset mapping which is also a requirement under a federal award the State has received called the Arkansas Expands Apprenticeship.

Mr. Jones clarified for committee members that timeline will begin the beginning of June 2018 for the preparation followed by an RFQ for the asset mapping and implementation. Maher & Maher would coordinate and establish a team to identify the areas needed to be included in the asset mapping as part of preparation. The next step would be to contract for implementation of the asset mapping. If the application is approved within the next month or so, Mr. Jones stated the goal is to have the RFQ and the team in place by June 30, 2018.

With no additional questions for Mr. Jones, Acting Chair Karen Breashears thanked him for his presentation and update on the application submission before proceeding to the Committee Action Plan Update.

Committee Action Plan Update: Acting Chair Karen Breashears recognized Arkansas Department of Workforce Services Workforce Investment Director Mr. Arnell Willis to present the Committee Action Plan update on activities that have occurred during the past quarter. Mr. Willis provided three updated activities to committee members that may be found in the Committee Agenda book on the following pages: Page 4 - Section 1.1, Page 6 - Section 1.2, and Page 18 - Section 1.1.

Acting Chair Breashears inquired as to the timeline of when the agreements will be completed. Mr. Kris Jones reported discussions have been taking place with the U.S. Department of Labor for a February completion date.

Open Floor Discussion:

Acting Chair Karen Breashears opened the floor for additional items of discussion by proposing to committee members to conduct the committee meetings a week prior to the Full Board meeting. This would promote a quorum for committee meetings and give the committee time to review and discuss information prior to voting on agenda action items. In addition to convening prior to the Full Board meeting, the committee meetings could be held by teleconference to not only promote a quorum by freeing up time for committee members to attend remotely, but it would eliminate additional costs to the board and give the committee time to receive additional information on topics. Public access could be posted with call-in information a week prior to the committee meetings.

Receiving no additional questions, Acting Chair Breashears moved to announcements.

Announcements: Acting Chair Breashears announced the full board will convene today at 1:00 p.m. The next meeting of the Strategic Planning Committee will be held on April 10, 2018, at 10:00 a.m. with the Full Board meeting at 1:00 p.m. Staff will determine and announce the location at a later date.

Adjourn: Acting Chair Karen Breashears adjourned the meeting at 10:32 a.m., **a motion was not made due to a quorum not being present.**

Ms. Karen Breashears, Acting Chairman

Arnell Willis, Director Workforce Investment
Department of Workforce Services

*Minutes recorded by Rebecca Edwards
Department of Workforce Services Staff*

**For Consideration of the
Arkansas Workforce Development Board
Strategic Planning Committee**

April 10, 2018

AGENDA ITEM 2 – ACTION: Trade Adjustment Act (TAA) and Dislocated Worker (DLW) or Adult Programs Co-enrollment Policy Approval

RECOMMENDATION: It is recommended that the Arkansas Workforce Development Board approve the revisions to the Workforce Innovation & Opportunity Act (WIOA) policy, WIOA I-B – 2.7 “Co-Enrollment and Co-Funding”, for distribution to local offices.

INFORMATION/RATIONALE: A cornerstone of the Workforce Development System is coordination among partner programs including co-enrollment. In addition to encouragement of co-enrollment found in TEG 19-16, DOL has established the goal of having 50% of TAA participants co-enrolled in WIOA Title I Adult or DLW program. To support this goal, staff recommend making reference to the goal in its co-enrollment policy and strongly encouraging this practice in the local offices.

WIOA Title I-B Policy Manual Changes

Policy 2.7 (Co-Enrollment and Co-Funding)

Modified to encourage co-enrolling Trade Adjustment Assistance participant in Adult and Dislocated Worker programs by adding the following language:

DOL has established a goal of co-enrolling 50% of TAA participants in either WIOA Title I Adult or Dislocated Worker programs. Therefore, co-enrollment of TAA participants into the WIOA Title I Dislocated Worker or Adult program is strongly encouraged if the TAA participant meets eligibility requirements. The specific services provided to such participants will depend on the needs of the participant and funding availability in the local area.

**For Consideration of the
Arkansas Workforce Development Board
Strategic Planning Committee**

April 10, 2018

AGENDA ITEM 3 – ACTION: Work-Based Learning Program Policy Approval

RECOMMENDATION: It is recommended that the Strategic Planning Committee approve this new Workforce Innovation & Opportunity Act (WIOA) program policy, WIOA I-B – 5.1 “Work-Based Learning Program”, for distribution to local offices.

INFORMATION/RATIONALE: The purpose of this policy is to describe and give general guidelines for an Arkansas Work-Based Learning Program, a cooperative program between the Arkansas Department of Workforce Services (ADWS), the local Workforce Development Boards (LWDBs), local program providers, and business partners.

Policy Number: WIOA I-B – 5.1

Effective Date: April 10, 2018

Arkansas Work-Based Learning Program

PURPOSE:

The purpose of this policy is to describe and give general guidelines for an Arkansas Work-Based Learning Program, a cooperative program between the Arkansas Department of Workforce Services (ADWS), the local Workforce Development Boards (LWDBs), local program providers, and business partners. The program is designed to meet the needs of Arkansas businesses, provide job opportunities and training to populations with barriers to employment, and to increase the diversity and quality of training methods in Arkansas. All requirements and regulations are in accordance with the rules and regulations of the Workforce Innovation and Opportunity Act of 2014 (WIOA), the WIOA Final Rule, Training and Employment Guidance Letters (TEGLs) published by the Employment and Training Administration of the U.S. Department of Labor (ETA), and policies of the Arkansas Workforce Development Board (AWDB), as given in the Arkansas WIOA Title I-B Policy Manual.

REFERENCE:

WIOA §§ 134(c), 134(d)(4)

20 CFR 680.150(b), 680.210, 680.700(a), 20 CFR 680.720(b), 20 CFR 680.730(a), 680.790, 680.800, 680.820

TEGLs 10-16 & 19-16

AWDB Policy No. WIOA I-B – 1.2 (Definitions)

ADWS Policy No. WIOA I-B – 2.1 (Common Eligibility Requirements)

ADWS Policy No. WIOA I-B – 2.8 (Priority for Individuals with Barriers to Employment)

ADWS Policy No. WIOA I-B – 3.3 (Occupational Skills Training)

ADWS Policy No. WIOA I-B – 3.4 (On-the-job Training)

ADWS Policy No. WIOA I-B – 3.6 (Incumbent Worker Training)

ADWS Policy No. WIOA I-B – 3.8 (Work Experience)

POLICY:

The partnership between local program providers and the Arkansas Department of Workforce Services (ADWS) will add to existing efforts of local areas to strengthen work-based training options in Arkansas. The program will increase the abilities of local areas to focus on meeting the needs of Arkansas businesses, provide job opportunities and training to populations with barriers to employment, and to increase the diversity and quality of training methods in Arkansas.

The four options available through this partnership are on-the-job training (OJT), paid internships, paid work experience, and incumbent worker training (IWT). ADWS will develop announcements and applications for the Arkansas Work-Based Learning Program. Employers will apply to ADWS for funding for options that meet their needs. To participate in the program, employers will complete ADWS applications proposing work-based training. In each option, ADWS will work with local areas to identify businesses, to develop specifics of contracts, and to fund the programs. Local areas may assist employers in completing applications. Number of grants issued will depend on available State funding and the amount of each grant.

For some options, LWDBs may need to develop policies to determine guidelines for which employers may be served, the rate of reimbursement, training to be provided, and specific policies and procedures concerning the provision of services. They may also adopt the guidelines provided by ADWS to partner with them in the training.

In all the options except incumbent worker training, local program providers must determine eligibility, determine service needs, and provide case management for all participants.

There is nothing to prohibit a local area from using this policy as a model for their own program without partnering with ADWS.

All requirements, guidelines, and policies of the Arkansas WIOA Title I-B Policy Manual, the Workforce Innovation and Opportunity Act of 2014 (WIOA), the WIOA Final Rule, and Training and Employment Guidance Letters (TEGLs) published by the Employment and Training Administration of the U.S. Department of Labor (ETA) must be followed.

Option A: On-the-Job Training (OJT)

Option A of the Arkansas Work-Based Learning Program is similar to a local area's on-the-job training program (OJT), as outlined in ADWS Policy No. WIOA I-B – 3.4 (*On-the-job Training*), except that employers will complete an ADWS application and that funding may come from state and/or local WIOA funds. ADWS will create policies that allow reimbursement of up to 75% of the participant's wages to compensate for the extraordinary cost of a participant's training. The percent to be reimbursed will be based on the size of the business, if the occupation of the position is in-demand, if the training leads to an industry-recognized credential, if the training is also part of a Registered Apprenticeship program, and if the trainee is an individual with a barrier to employment, as defined in AWDB Policy No. WIOA I-B – 1.2 (*Definitions*). LWDBs must adopt policies accepting the factors given in the grant announcement if local funds are to be used in the training. (A local area may also develop their own OJT program with reimbursement over 75% and with different funding factors, as long as these factors following the guidelines in ADWS Policy No. WIOA I-B – 3.4 (*On-the-Job Training*)) [*WIOA § 134(c)(3)(H); 20 CFR 680.700(a); 20 CFR 680.720(b); 20 CFR 680.730(a); TEGL 19.16; ADWS Policy No. WIOA I-B – 3.4 (On-the-Job Training)*].

Local areas must determine eligibility of participants, identify supportive service needs, and provide case management. To be determined eligible for OJT, the individual must meet not only Adult, Dislocated Worker, or Out-of-School Youth eligibility requirements, but also eligibility requirements for an OJT, as listed on page 2 of ADWS Policy No. WIOA I-B – 3.4 (*On-the-job Training*) [*20 CFR 680.210*]. Participants in this joint program must be unemployed at the times of being determined eligible for WIOA Title I-B services and beginning the Arkansas Work-Based Learning Program.

Local areas and ADWS may work jointly to identify employers, and local area may assist employers in completing applications. Funding for the reimbursement, including employees' wages during the training, may come from local or state WIOA funds. The coordination of funding will be determined before the grant is issued to the employer.

All policies of the program must follow the requirements of ADWS Policy No. WIOA I-B – 3.4 (*On-the-Job Training*).

Option B: Paid Internships

A paid internship is a type of work experience and, as such, is a planned, structured learning experience that takes place in a workplace for a limited period of time and leads to a career. Paid internships are available for eligible adults, dislocated workers, and youth if these services are determined to be appropriate in order for such individuals to obtain or retain employment [*WIOA § 134(c)(2)(A)(xii)(VII)*; *20 CFR 680.150(b)*]. All policies and regulations contained in ADWS Policy No. WIOA I-B – 3.8 (Work Experience) apply to this program.

In Arkansas Work-Based Learning Program, internships may be provided when Registered Apprenticeships are not available or are not appropriate for the employer. Interns in this program must be unemployed individuals who are determined eligible for the Adult, Dislocated Worker, or Out-of-School Youth program. Interns must be attending occupational classes in the fields of their internships. If the occupation is in-demand, the training provider must be on the eligible training provider list. If the occupation is not in-demand, there must be a commitment by the employer to hire the intern at the end of successful training. The occupational training must lead to a recognized credential.

Local program providers must determine eligibility of participants for the program, their eligibility for training services, the eligibility of the training program, and the appropriateness of the training program and the workplace for the participant. Local areas will also provide case management and career services (including follow-up services) as appropriate for all participants. Local areas may also work with ADWS to identify and/or select appropriate occupations and workplaces. Policies in ADWS Policies No. WIOA I-B – 3.3 (*Occupational Skills Training*), 3.8 (*Work Experience*), and other appropriate policies in the Arkansas WIOA Title I-B Policy Manual must be followed.

Each intern will be paid wages for up to 20 hours per week for up to one year while working in a position that provides training in a field for which the intern is attending occupational training. The participant must be enrolled in occupational training during the entire internship, except for school breaks. If the student discontinues occupational training, the internship is discontinued. The local program provider will directly pay the intern, but state WIOA Title I-B funds may be used to reimburse the local program provider for part or all of the wages. The coordination of funding and the rate of pay to the intern will be determined before the grant is issued to the employer.

The occupational training component of the training may be subsidized with an Individual Training Account (ITA) provided with local funds, but such a subsidy is not required. If the ITA is provided, all requirements of ADWS Policy No. WIOA I-B – 3.3 (*Occupational Skills Training*) must be met. Other services may be provided using local funds, if case managers determine a need by the participant for such services and the services meet WIOA state and local policies.

Option C: Work Experience

Paid work experience, a planned, structured learning experience that takes place in a workplace for a limited period of time, is often needed for individuals with barriers to employment in order to enter or re-enter the workplace. The Work Experience Option of the Arkansas Work-Based Learning Program is designed as a cooperative effort of ADWS, local areas, and non-profit entities to help eligible out-of-school youth, adults, and dislocated workers with barriers to employment, as defined in ADWS Policy No. WIOA I-B – 1.2 (*Definitions*), obtain self-sufficiency.

Work experience, for the purposes of the Arkansas Work-Based Learning Program, is for non-profit businesses who agree to train individuals with barriers to employment and to help them find unsubsidized jobs. Local areas will help identify businesses, determine eligibility and needed services for participants, and provide case management and follow-up services. Training must be provided in occupations in which the participant can obtain employment. The local program provider and/or the employer may provide career services, as appropriate; this arrangement will be stated in the contract. Wages to be paid will be proposed by the employer in the application, but they may be negotiated by the employer, ADWS, and the program provider, as appropriate. Wages and needed supportive services will be paid by the local program provider, but they may be reimbursed by state WIOA funds, as determined before the contract is written. All regulations and guidance in ADWS Policy No. WIOA I-B – 3.8 (*Work Experience*) must be followed.

Option D: Incumbent Worker Training (IWT)

Incumbent worker training (IWT) is training designed to meet the needs of an employer or group of employers to retain a skilled workforce or avert layoffs. It is conducted with a commitment by the employer(s) to retain or avert the layoffs of the incumbent worker(s) trained [20 CFR 680.790; TEGL 19-16]. IWT is not permitted to be used to provide the occupational training a new hire needs [TEGL 19-16]. It may be used only to either:

- Help avert potential layoffs of employees, or
- Obtain the skills necessary to retain employment, such as increasing the skill levels of employees so they can be promoted within the company and create backfill opportunities for less-skilled employees [TEGL 19-16].

Unlike individuals in other options, incumbent workers are not individually determined eligible for the program, although they must meet basic eligibility requirements: at least 18 years old, a U.S. citizen or otherwise authorized to work in the United States, and in compliance with selective service requirements. They are not considered participants unless they receive other services under the Adult or Dislocated Worker program, although demographic information must be reported in AJL. [TEGLs 10-16 & 19-16; ADWS Policy No. WIOA I-B – 2.1 (*Common Eligibility Requirements*)].

The employers, and not the workers, are chosen for the Incumbent Worker Program. The approved employer chooses the individuals to be trained, using the criteria in this option. Employees must have been employed with the company for at least 6 months, unless the training is being given to a cohort of employees. In that case, at least a majority of those being trained must have been employed for at least 6 months [TEGL 19-16]. More information concerning eligibility of workers and requirements of the program are in ADWS Policy I-B – 3.6 (*Incumbent Worker Training*).

Employers selected for participation in the program must be consistent with the careers listed in the state plan and must be in career paths that lead to in-demand occupations. Criteria to be used in the selection of particular employers for the Arkansas Work-Based Learning Program are:

- The number of employees participating in the training
- Wage and benefit levels of the employees (at the beginning and anticipated upon completion of the training)
- The relationship of the training to the competitiveness of the employer and employees
- The availability of other employer-provided training and advancement opportunities
- The size of the employer
- The characteristics of the trainees, including those with documented barriers to employment, as defined in AWDB Policy No. WIOA I-B – 1.2 (*Definitions*)
- The quality of the training and advancement opportunities: whether the training leads to industry-recognized credentials and whether the occupation is considered to be in-demand, either at the state or local level

Employers will be reimbursed for a percentage of the cost of training, with the percentage dependent on the size of the business, the demand of the occupation for which the workers are being trained, whether the training leads to a credential, and if the workers have barriers to employment, as defined in AWDB Policy No. WIOA I-B – 1.2 (*Definitions*). Percentages of reimbursement will be consistent with the guidelines given in ADWS Policy No. WIOA I-B – 3.6 (*Incumbent Worker Training*), WIOA § 134(d)(4)(D)(ii), 20 CFR 680.820, and TEGL 19-16. Training costs can include not only the costs of the instructor and training expenses, but also the wages of the employees during the training.

Either ADWS or a local area may administer IWT. If a local area administers this IWT program and state WIOA funds are used, the LWDB must adopt ADWS policies. If the local area administers an IWT program with local funds, the LWDB must develop policies in compliance with ADWS Policy WIOA I-B – 3.6 (*Incumbent Worker Training*), or they may adopt the ADWS policies. Regardless of who administers and/or provides funding for the program, the selection of the employer must align with career pathways and sector strategies identified in the state and local plans [TEGL 19-16]. ADWS Policy I-B – 3.6 (*Incumbent Worker Training*) provides information concerning providing other services to participants involved in IWT. The cost of these other services, determination of eligibility, and case management for participants receiving services must be provided by the local areas.

Funding for the cost of training, including employees' wages during the training, may come from local or state WIOA funds. The coordination of funding will be determined before the grant is issued to the employer. Local areas may use up to 20% of the combined total of their Adult and Dislocated Worker allocations for incumbent worker training [WIOA § 134(d)(4)(A)(i); 20 CFR 680.800(a); TEGLs 10-16 & 19-16].

All policies and requirements of ADWS Policy WIOA I-B – 3.6 (*Incumbent Worker Training*) will be followed in the program.

**For Consideration of the
Arkansas Workforce Development Board
Strategic Planning Committee**

April 10, 2018

AGENDA ITEM 4 – ACTION: Approval of updated WIOA State Plan

RECOMMENDATION: It is recommended that the Strategic Planning Committee review and approve the updated WIOA State Plan.

INFORMATION/RATIONALE: Although all states have approved WIOA Unified or Combined State Plans for PYs 2016-2019, WIOA requires that States review and update their plans every two years. These updates have been completed, in accordance with Training and Employment Guidance Letter (TEGL) Number 6-17.

Due to the size of this document, it is being provided to the Committee Members as a separate document, accompanying this meeting agenda book.