

**WORKFORCE DEVELOPMENT BOARD MEETING**  
**Wednesday, June 7, 2017 – 1:00 P.M.**  
**Madren Conference Center – Board Room – Clemson, SC**

**AGENDA**

- |   |                    |                                      |
|---|--------------------|--------------------------------------|
| <b>I. Call to Order/Opening Remarks</b>                   |                    | Brooke Dobbins, Board Chair          |
| <b>II. Approval of Minutes (04/19/17)*</b>                | <b>Pages 1-6</b>   | Brooke Dobbins                       |
| <b>III. Director's Report</b>                             |                    | Trent Acker, WorkLink Exec. Director |
| <b>A. Annual Monitoring</b>                               |                    |                                      |
| <b>B. Transportation Grant</b>                            |                    |                                      |
| <b>C. PY 17 Allocations</b>                               |                    |                                      |
| <b>IV. Committee Reports</b>                              |                    |                                      |
| <b>A. Executive Committee</b>                             |                    | Brooke Dobbins                       |
| 1) Report of Action(s)                                    |                    |                                      |
| 2) Election of Officers, PY 17                            |                    |                                      |
| <b>B. Finance Committee</b>                               | <b>Pages 7-40</b>  | Mike Wallace, Committee Chair        |
| 1) PY 16 Budget Overview                                  |                    |                                      |
| a) WorkLink Grants  |                    |                                      |
| i). Adult, DW, Operator, Rapid Response                   |                    |                                      |
| ii). Operator Budget Mod. 2*                              |                    |                                      |
| iii). Youth   |                    |                                      |
| b) In-House Budget  |                    |                                      |
| 2) PY 17 Budgets  |                    |                                      |
| a) PY 17 Adult/DW Operator Budget*                        |                    |                                      |
| b) PY 17 Youth Budget*                                    |                    |                                      |
| c) PY 17 in-House Budget*                                 |                    |                                      |
| 3) Ongoing Grants   |                    |                                      |
| <b>C. Youth Committee</b>                                 | <b>Pages 41-43</b> | Kristi King-Brock, Committee Chair   |
| 1) PY 16 2nd Qtr. Youth Performance-No SCDEW Report       |                    |                                      |
| 2) PY 16 PYC Youth Enrollment - Information               |                    |                                      |
| <b>D. OneStop Operations Committee</b>                    | <b>Pages 44-64</b> | Richard Blackwell, Committee Chair   |
| 1) OneStop Certification Standards – Instruction Letter*  |                    |                                      |
| 2) OneStop Certification Standards – Business Lead*       |                    |                                      |
| 3) ETPL Applications*                                     |                    |                                      |
| 4) Supportive Service Policy Instruction Letter Revision* |                    |                                      |
| 5) SC Works Center Report                                 |                    |                                      |
| 6) Adult/DW Program Report                                |                    |                                      |
| 7) Employer Services Report                               |                    |                                      |
| <b>E. Priority Populations Committee</b>                  | <b>Page 65-66</b>  | Lisa Gillespie, Committee Chair      |
| 1) Committee Report                                       |                    |                                      |
| <b>V. Other Business</b>                                  |                    |                                      |

**WORKFORCE INVESTMENT BOARD**  
**BOARD MEETING**  
**Wednesday, April 19<sup>th</sup>, 2017 - Minutes**  
**Seminar Room II – Clemson University - Martin Inn & Conference Center**

**Members Present:**

Brooke Dobbins, Chair	Kristi King-Brock	Robert Halfacre
Mike Wallace	Teri Gilstrap	Lisa Gillespie
Dr. Ronnie Booth	Danny Brothers	Ed Parris
Patrick Pruitt	Billy Gibson	Edgar Brown

**Members Absent:**

Mary Gaston	Amanda Hamby	David Bowers	David Collins
Doug Newton	Jason Duncan	Ray Farley	Richard Blackwell
Stephanie Collins			

**Staff Present:**

Trent Acker	Jennifer Kelly	Sharon Crite	Windy Graham
Meredith Durham			

**Guests Present:**

Laura Cox	Zach Nickerson	Karen Craven	Steve Riddle
Renee Alexander	Caroline Warner	Amanda Wagner	

**I. Call to Order**

Board Chair Brooke Dobbins called the meeting to order at 1:01 pm, announced a quorum was present to conduct the business of the Board and reminded everyone the meeting was being recorded for processing of minutes. Chair Dobbins welcomed everyone in attendance and introductions were then made by all in attendance.

**II. Approval of Minutes**

The minutes from the 2/15/17 meeting were emailed with the meeting notice and included in the meeting packet. Chair Dobbins called for any corrections or amendments to the minutes.

**BOARD ACTION TAKEN: Dr. Ronnie Booth made a motion to approve the minutes, second by Ed Parris. The motion carried with a unanimous vote.**

### III. Director's Report

Mr. Trent Acker referred to page 23 in the packet for an overview of staff attended events. Mr. Acker stated that he would be speaking to a manufacturing group as a part of the Easley Chamber of Commerce on April 26<sup>th</sup>, 2017. All board members were invited to join.

#### A. SC Works Certification Standards

Mr. Acker referred to pages 7 through 20 for the SC Works Certification Standards, which were submitted from the State Workforce Board. The local WIB is responsible for certifying each SC Works Center. The deadline to submit the first report is the end of July 2017, with a follow up date as the end of September. A working plan will be created to verify, modify, and/or review necessary items. The OneStop Operations Committee will be involved with the certification process. Findings will be presented to the Board.

#### B. Incumbent Worker Training Grant

Mr. Acker referred to page 24 for the release of the Incumbent Worker Training (IWT) Grant. There will be \$265,000 available for IWT funds in the WorkLink Region. The IWT ad hoc committee consists of Teri Gilstrap, Ray Farley, and Richard Blackwell. Solicitation for the grant was released in early April, and the deadline for applications to be completed and submitted is May 8, 2017. The grant period runs through February 28, 2018.

#### C. Transportation Demo Grant

Mr. Acker referred to page 25 for information on a Transportation Grant that the State Workforce Board has released. The deadline to apply is May 15, 2017. Local areas have an opportunity to apply for this grant to help expand transportation in an effort to assist training and/or employment needs. Transportation must be provided only by local transit authority. Certified agencies in the WorkLink area are CATBus and Electric City Transit.

### IV. Committee Reports

#### A.) Executive Committee

##### 1) Report of Action(s)

Chair Dobbins reported that the following was approved from 2/15/17-4/19/17:

- Position of Workforce Program Assistant filled by Meredith Durham

#### B.) Finance Committee

##### 1) PY '16 Budget Overview

Mr. Wallace reported the Finance Committee was unable to meet on April 5<sup>th</sup> and deferred to Renee Alexander to provide report.

##### a) WorkLink Grants

##### i). Adult, DW, Youth Overview

Ms. Renee Alexander referred to page 30 for an overview of the regular Adult budget.

Ms. Alexander stated that the March billing was listed. The staff cost line expenditures

was at 72.8% total. Training for March was 53% spent, and overall 61.8% has been spent. Ms. Alexander referred to page 31 for the regular DW budget. At the end of February, Eckerd added \$35,000 to the budget, bringing the total down from 100% to 24% spent. Ms. Alexander referred to page 32 for the Rapid Response grant budget. Ms. Alexander referred to the direct training line to show that 94% of training dollars was spent. Ms. Alexander referred to page 33 for the Operator Adult budget to show that 58.4% has been spent as of March. April's billing will reflect higher numbers and more updated information on planned expenditures. The Operator DW grant planned expenditures of 75% were at 65.2% as spent. A modification for staff costs may be presented at the next board meeting. Ms. Alexander referred to page 35 for the ITA Obligations report. For the adult training dollars, Eckerd has \$383,313 to be spent for participants, of which \$282,000 (74%) has been obligated. For Dislocated Worker training dollars, \$60,172 that is planned to spend on training for participants, of which \$42, 225 (70%) has been obligated. Chair Wallace deferred to Ms. Karen Craven for the Youth report. Ms. Craven referred to page 36 and 37 for the February and March expenditures, which is 66% expended as of the end of March. Ms. Craven noted that line item 2.9- Work Experience as of the end of March is 67.4% (4, 875 hours of work experience training) expended.

ii). Youth Budget Modification 2

Ms. Craven referred to page 38 for Youth Budget Modification 2. Page 39 showed the budget comparison. For operating costs, slight increase in staff salaries but small decrease in fringe. On page 40, request to decrease operating costs by \$7088.56, moving that amount into line item 2.6 for an increase in training costs for participants. Ms. Craven stated the request to move \$300 from advertising outreach to staff training in transition services for students with special needs and for Chick-Fil-A Leadercast. On page 41, the request to move \$750 from Transportation line item to Expungements line item.

This comes as a motion from Chair Mike Wallace for Board approval.

**BOARD ACTION TAKEN: Motion from Mike Wallace to approve Youth budget modification #2 as presented, second by Kristi King-Brock. Motion carried with a unanimous vote.**

b) In-House Budget

Mr. Acker referred to page 46 and reported no major changes for the In-House budget. Mr. Acker noted that \$8,000 was moved from OJT DW funding to make up \$35,000 that was requested and approved by the board. The budget is approximately 75% spent. The

funding utilization rate was listed on page 47, both adult and DW are above the goal line.

## 2) Ongoing Grants

### a) Make It In America (MiiA) Grant

Mr. Acker called attention to page 48 to show that through March 96.02% has been expended. Mr. Acker referred to Ms. Jennifer Kelly for a report on the grant. Administrative costs on WIB side will spend last of grant money, ending on September 30. Page 49 showed that of the grant 411 individuals were served, 345 individuals completed and 275 individuals received a credential from Tri County Technical College, Greenville Technical College and Northeastern Technical College. Red areas show return on investment.

### b) Incumbent Worker Training Grant

On page 50, Mr. Acker reported a summary of up to date expenditures on IWT that originated last fall. Companies that were approved are in progress of completion of the grant money awarded. Companies are required to match a percentage based on the number of total employees.

### c) On-the-Job Training (OJT)

On page 51, Mr. Acker reported 2 pending OJT contracts and 2 successful contracts have been completed. Because of the high workforce demand, some companies are unable to wait for reverse referrals to be approved. Mr. Acker noted that \$8,000 was removed from the DW line item. Staff will continue to use OJT as a tool.

### d) Job Fair Budget

On page 52, Mr. Acker reported a summary of the 2017 job fair budget to show specific expenses.

## C.) Youth Committee

### 1) One Year PY 17 Youth Contract Extension to Eckerd

The Youth Committee recommended to the Board that the contract with Eckerd be extended by 1 year.

**BOARD ACTION TAKEN: Motion to approve the contract extension to Eckerd as presented from the Youth Committee, second by Ed Parris. Motion carried with a unanimous vote.**

### 2) PY 17 Budget Negotiation Committee

The Youth Committee recommended to the Board that Kristi King-Brock, Jason Duncan, and Robert Halfacre serve as the PY 17 Budget Negotiation Committee and will be responsible for negotiating the upcoming budget with Eckerd.

**BOARD ACTION TAKEN: Motion to approve the PY 17 Budget Negotiation Committee as presented, second by Mike Wallace. Motion carried with a unanimous vote.**

3) PY 16 Local Youth PYC Monitoring Report

Ms. King-Brock referred to pages 53-64 to show the PY 16 Local Youth PYC Monitoring Report. No findings were presented.

4) PY 16 2<sup>st</sup> Qtr. Youth Performance-No SCDEW Report

Ms. King-Brock referred to page 65 to show the information on performance received from the Department of Employment and Workforce.

5) PY 16 PYC Youth Enrollment- Information

Ms. King-Brock referred to page 67 to show a total of 144 enrollees. PYC is on track to exceed the contracted number of enrollees, which is 156.

D.) OneStop Operations Committee

Ms. Jennifer Kelly referred to pages 69-70 for the SC Works Center written report. Ms. Kelly stated that volunteers are needed for the Budget Negotiations Committee. There will be 2 anticipated meetings in May 2017. Ms. Kelly referred to the PY17 MOU and Cost Allocation Plan that is in the process of negotiation with partners for operating costs of the SC Works Centers, which is due by December 31<sup>st</sup>. The MOU must to be signed by local elected officials by June 30, 2017.

WorkKeys Profiling will be the next item reviewed for the Strategic Plan.

Ms. Kelly reported the following:

- Page 71 showed an uptick for SC Works center traffic for March 2017.
- Page 72 showed that a Rapid Response event took place for Anderson's Kmart with 27 individuals in attendance.
- Page 73 showed the demographics of those enrolled in the Adult/DW program.
- Page 74 showed an individualized career services snapshot. Healthcare and Manufacturing are the most popular industries. There are 164 new enrollments out of the 148 originally planned.
- Page 75 showed where individuals served have attended training. 46 individuals have been sent to Adult Education. An individual must be in occupational and GED training to be counted in the training totals.

Success stories were given out to board members, posted online to [www.worklinkweb.com](http://www.worklinkweb.com), and placed on social media.

Ms. Meredith Durham reported that the annual SC Works WorkLink Job Fair took place on March 21, 2017. There were approximately 170 jobseekers and 42 employers in attendance. Employers were pleased with the quality of jobseekers.

E.) Priority Populations Committee

1) Committee Report

Behavioral Health Services of SC provided a presentation at the last Priority Populations Committee meeting. The committee also discussed targeted population reports and areas that the committee may need to target on special populations.

**V. Other Business**

Ms. Kristi King Brock reported that Electrolux is partnering with AIM on a product donation and social media campaign. A link was sent to board members following the meeting.

**VI. Adjournment**

With no further business to discuss the meeting was adjourned at 1:47 p.m.

*Respectfully submitted by: Meredith Durham*

Grant Number: 16A295H2  
 Invoice: 100-11009  
 Period Covered: 4/1/17-4/30/17

Eckerd Workforce Development Services  
 Adult Program

Eckerd Goal:		APRIL		100.0%			Obligation Numbers
		MOD 3	100 - 11009	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	
<b>Staff Salary Total</b>		\$252,627.28	20,175.01	208,460.54	\$44,166.74	82.5%	
<b>Fringe Benefit Total</b>		\$80,079.20	6,118.50	\$59,950.14	\$20,129.06	74.9%	
<b>Staff Cost Total</b>		\$332,706.48	26,293.51	\$268,410.68	\$64,295.80	80.7%	
<b>Operating</b>							
1.2 Staff Consumable Supplies	\$	3,726.08	227.72	\$3,565.89	\$160.19	95.7%	
1.3 Advertising, Outreach		\$851.68	0.00	\$0.00	\$851.68	0.0%	
1.4 Copy, Print		\$4,524.53	67.80	\$3,338.26	\$1,186.27	73.8%	
1.5 Communications		\$6,821.57	760.18	\$6,004.29	\$817.28	88.0%	
1.6 Staff Travel		\$9,721.88	295.76	\$5,261.12	\$4,460.76	54.1%	
1.7 Staff Conferences, Training		\$3,885.77	629.20	\$2,555.47	\$1,330.30	65.8%	
1.8 Staff Computer Leases		\$2,465.00	0.00	\$2,202.93	\$262.07	89.4%	
1.9 Postage		\$2,129.19	634.58	\$765.35	\$1,363.84	35.9%	
<b>Operating Total (01)</b>		\$34,125.70	2,615.24	23,693.31	\$10,432.39	69%	
<b>Direct Training</b>							
2.3 Credential Exam Fees (CAN/GED/WK)	\$	11,625.00	584.75	\$4,826.30	\$6,798.70	41.5%	
2.6 Tuition (College/Occupational Training)		\$371,688.00	23,773.50	\$223,596.61	\$148,091.39	60.2%	
<b>Direct Training Total (02)</b>		\$383,313.00	24,358.25	228,422.91	\$154,890.09	60%	
<b>Support Services</b>							
3.2 Transportation		\$2,265.84	130.00	\$190.00	\$2,075.84	8.4%	
3.3 Childcare		\$1,000.00	0.00	\$0.00	\$1,000.00	0.0%	
3.4 Training Support Materials		\$3,300.00	-5.47	\$1,660.70	\$1,639.30	50.3%	
3.5 Emergency Assistance		\$2,500.00	0.00	\$0.00	\$2,500.00	0.0%	
<b>Support Service Total (03)</b>		\$9,065.84	124.53	1,850.70	\$7,215.14	20.4%	
<b>Operating Cost Total</b>		\$759,211.02	53,391.53	\$522,377.60	\$236,833.42	68.8%	
General Overhead (Indirect)	8.86%	\$67,266.00	5,038.23	\$46,288.76	\$20,977.24	68.8%	
General Liability Ins	0.60%	\$4,721.00	320.35	\$3,134.27	\$1,586.73	66.4%	
<b>Contract Total</b>		\$831,198.02	58,750.10	\$571,800.63	\$259,397.39	68.8%	



Grant Number: 16D295H2-DW  
 Invoice: 101-I1009  
 Period Covered: 4/1/17 - 4/30/17

Eckerd Workforce Development Services  
 DW Program

Eckerd Goal:		APRIL		100.0%		
		83.3%				
Line Item	MOD 3	101-I1009	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligation Numbers
<b>Staff Salary Total</b>	\$386.44	0.00	332.49	\$53.95	86.0%	
<b>Fringe Benefit Total</b>	\$ 131.16	0.00	\$131.16	\$0.00	100.0%	
<b>Staff Cost Total</b>	\$517.60	0.00	\$463.65	\$53.95	89.6%	
<b>Operating</b>						
1.2 Staff Consumable Supplies	\$ 473.92	25.32	\$404.18	\$69.74	85.3%	
1.3 Advertising, Outreach	\$108.32	0.00	\$0.00	\$108.32	0.0%	
1.4 Copy, Print	\$575.47	7.53	\$321.20	\$254.27	55.8%	
1.5 Communications	\$867.63	84.98	\$685.93	\$181.70	79.1%	
1.6 Staff Travel	\$1,236.52	36.53	\$668.39	\$568.13	54.1%	
1.7 Staff Conferences, Training	\$494.23	85.80	\$306.41	\$187.82	62.0%	
1.8 Staff Computer Leases	\$235.00	0.00	\$0.00	\$235.00	0.0%	
1.9 Postage	\$270.81	70.51	\$73.19	\$197.62	27.0%	
<b>Operating Total (01)</b>	<b>\$4,261.90</b>	<b>310.67</b>	<b>2,459.30</b>	<b>\$1,802.60</b>	<b>57.7%</b>	
<b>Direct Training</b>						
2.3 Credential Exam Fees (CAN/GED/WK)	\$0.00	0.00	\$0.00	\$0.00	#DIV/0!	
2.6 Tuition (College/Occupational Training)	\$35,000.00	511.00	\$7,240.55	27,759.45	20.7%	
<b>Direct Training Total (02)</b>	<b>\$35,000.00</b>	<b>511.00</b>	<b>7,240.55</b>	<b>\$27,759.45</b>	<b>20.7%</b>	
<b>Support Services</b>						
3.4 Training Support Materials	\$0.00	0.00	\$0.00	\$0.00	#DIV/0!	
3.5 Emergency Assistance	\$0.00	0.00	\$0.00	\$0.00	#DIV/0!	
3.6 Special Populations Support	\$0.00	0.00	\$0.00	\$0.00	#DIV/0!	
<b>Support Service Total (03)</b>	<b>\$0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$0.00</b>	<b>#DIV/0!</b>	
<b>Operating Cost Total</b>	<b>\$39,779.50</b>	<b>821.67</b>	<b>\$10,163.50</b>	<b>\$29,616.00</b>	<b>25.5%</b>	
<b>General Overhead (Indirect)</b> 8.86%	<b>\$3,524.00</b>	<b>72.80</b>	<b>\$886.29</b>	<b>\$2,637.71</b>	<b>25.2%</b>	
<b>General Liability Ins</b> 41.50/mo	<b>\$498.01</b>	<b>41.50</b>	<b>\$415.00</b>	<b>\$83.01</b>	<b>83.3%</b>	
<b>Contract Total</b>	<b>\$43,801.51</b>	<b>935.97</b>	<b>\$11,464.79</b>	<b>\$32,336.72</b>	<b>26.2%</b>	

**Grant Number:** 16R295E1 - RR  
**Invoice:** 208-I1009  
**Period Covered:** 4/1/17 - 4/30/17

Eckerd Workforce Development Services  
 Rapid Response

<b>Eckerd Goal:</b>		<b>APRIL</b>		<b>100.0%</b>		
<b>Line Item</b>	<b>MOD 2</b>	<b>208-I1009</b>	<b>Cumulative Cost YTD</b>	<b>Remaining Balance</b>	<b>Percent Spent YTD</b>	<b>Obligation Numbers</b>
<b>Staff Salary Total</b>	\$42,919.80	2,997.80	29,798.46	\$13,121.34	69.4%	
<b>Fringe Benefit Total</b>	\$ 13,315.12	836.73	\$8,421.04	\$4,894.08	63.2%	
<b>Staff Cost Total</b>	\$56,234.92	3,834.53	\$38,219.49	\$18,015.43	68.0%	
<b>Operating Total (01)</b>		0.00	0.00	\$0.00	#DIV/0!	
<b>Direct Training</b>						
2.3 Credential Exam Fees (CAN/GED/WK)	\$ 1,550.00	78.75	\$191.00	\$1,359.00	12.3%	
2.6 Tuition (College/Occupational Training)	\$23,622.31	0.00	\$23,622.31	0.00	100.0%	
<b>Direct Training Total (02)</b>	<b>\$25,172.31</b>	<b>78.75</b>	<b>23,813.31</b>	<b>\$1,359.00</b>	<b>95%</b>	
<b>Support Services</b>						
3.4 Training Support Materials	\$825.00	-1.09	\$630.21	\$194.79	76.4%	
<b>Support Service Total (03)</b>	<b>\$825.00</b>	<b>-1.09</b>	<b>630.21</b>	<b>\$194.79</b>	<b>76.4%</b>	
<b>Operating Cost Total</b>	<b>\$82,232.23</b>	<b>3,912.19</b>	<b>\$62,663.01</b>	<b>\$19,569.22</b>	<b>76.2%</b>	
General Overhead (Indirect)	8.86% \$7,285.77	346.62	\$5,551.94	\$1,733.83	76.2%	
General Liability Ins	Don't Bill	0.00	\$0.00	\$0.00	#DIV/0!	
<b>Contract Total</b>	<b>\$89,518.00</b>	<b>4,258.81</b>	<b>\$68,214.96</b>	<b>\$21,303.04</b>	<b>76.2%</b>	

**Grant Number:** 16A995H2 - OP Adult  
**Invoice:** 197-I1009 Adult  
**Period Covered:** 4/1/17 - 4/30/17

Eckerd Workforce Development Services  
 Adult Operator

<b>Eckerd Goal:</b>		<b>APRIL</b>		<b>100.0%</b>		
<b>Line Item</b>	<b>MOD 1</b>	<b>197-I1009 Adult</b>	<b>Cumulative Cost YTD</b>	<b>Remaining Balance</b>	<b>Percent Spent YTD</b>	<b>Obligation Numbers</b>
<b>Staff Salary Total</b>	\$44,251.22	4,096.63	32,002.88	\$12,248.34	72.3%	
<b>Fringe Benefit Total</b>	\$ 12,112.98	1,023.62	\$7,900.66	\$4,212.32	65.2%	
<b>Staff Cost Total</b>	\$56,364.20	5,120.25	\$39,903.54	\$16,460.66	70.8%	
<b>Operating</b>						
1.2 Staff Consumable Supplies	\$2,904.00	211.35	\$1,365.38	\$1,538.62	47.0%	
1.4 Copy, Print	\$2,884.96	1,569.55	\$2,484.14	\$400.82	86.1%	
1.5 Communications	\$675.84	26.73	\$423.08	\$252.76	62.6%	
1.6 Staff Travel	\$1,504.19	37.79	\$1,261.71	\$242.48	83.9%	
1.7 Staff Conferences, Training	\$1,267.20	0.00	\$532.40	\$734.80	42.0%	
1.8 Staff Computer Leases	\$995.60	0.00	\$0.00	\$995.60	0.0%	
1.9 Postage	\$211.20	129.36	\$129.36	\$81.84	61.3%	
<b>Operating Total (01)</b>	<b>\$10,442.99</b>	<b>1,974.78</b>	<b>6,196.07</b>	<b>\$4,246.92</b>	<b>59%</b>	
<b>Operating Cost Total</b>	<b>\$66,807.19</b>	<b>7,095.03</b>	<b>\$46,099.61</b>	<b>\$20,707.58</b>	<b>69.0%</b>	
<b>General Overhead (Indirect)</b>	<b>8.86%</b>	<b>\$5,919.12</b>	<b>628.62</b>	<b>\$4,084.42</b>	<b>\$1,834.70</b>	<b>69.0%</b>
<b>General Liability Ins</b>	<b>0.60%</b>	<b>\$436.36</b>	<b>42.57</b>	<b>\$276.60</b>	<b>\$159.76</b>	<b>63.4%</b>
<b>Contract Total</b>	<b>\$73,162.67</b>	<b>7,766.22</b>	<b>\$50,460.62</b>	<b>\$22,702.05</b>	<b>69.0%</b>	

**Grant Number:** 16D995H2  
**Invoice:** 197-I1009 DW  
**Period Covered:** 4/1/17 - 4/30/17

Eckerd Workforce Development Services  
 DW Operator

<b>Eckerd Goal:</b>		<b>APRIL</b>				
		<b>83.3%</b>	<b>100.0%</b>			
<b>Line Item</b>	<b>MOD 1</b>	<b>197-I1009 DW</b>	<b>Cumulative Cost YTD</b>	<b>Remaining Balance</b>	<b>Percent Spent YTD</b>	<b>Obligation Numbers</b>
<b>Staff Salary Total</b>	\$199.18	0.00	374.03	-\$174.85	187.8%	
<b>Fringe Benefit Total</b>	\$ 54.52	0.00	\$113.14	-\$58.62	207.5%	
<b>Staff Cost Total</b>	<b>\$253.70</b>	<b>0.00</b>	<b>\$487.17</b>	<b>-\$233.47</b>	<b>192.0%</b>	
<b>Operating</b>						
1.2 Staff Consumable Supplies	\$396.00	28.82	\$180.92	\$215.08	45.7%	
1.4 Copy, Print	\$393.40	214.03	\$331.50	\$61.90	84.3%	
1.5 Communications	\$92.16	17.82	\$121.83	-\$29.67	132.2%	
1.6 Staff Travel	\$205.12	5.15	\$166.56	\$38.56	81.2%	
1.7 Staff Conferences, Training	\$172.80	0.00	\$72.60	\$100.20	42.0%	
1.8 Staff Computer Leases	\$135.76	0.00	\$0.00	\$135.76	0.0%	
1.9 Postage	\$28.80	17.64	\$17.64	\$11.16	61.3%	
<b>Operating Total (01)</b>	<b>\$1,424.04</b>	<b>283.46</b>	<b>891.05</b>	<b>\$532.99</b>	<b>63%</b>	
<b>Operating Cost Total</b>	<b>\$1,677.74</b>	<b>283.46</b>	<b>\$1,378.22</b>	<b>\$299.52</b>	<b>82.1%</b>	
<b>General Overhead (Indirect)</b>	<b>8.86%</b>	<b>\$148.65</b>	<b>25.11</b>	<b>\$122.11</b>	<b>\$26.54</b>	<b>82.1%</b>
<b>General Liability Ins</b>	<b>0.60%</b>	<b>\$10.96</b>	<b>1.70</b>	<b>\$8.27</b>	<b>\$2.69</b>	<b>75.5%</b>
<b>Contract Total</b>	<b>\$1,837.35</b>	<b>310.28</b>	<b>\$1,508.60</b>	<b>\$328.75</b>	<b>82.1%</b>	

### Obligations Report as of 5.30.17

Formula Tuition	Adult	Dislocated Worker	Total
<b>PY16 Budget</b>	<b>\$383,313.00</b>	<b>\$60,172.00</b>	<b>\$443,485.00</b>
<b>PY16 Vouchers Paid</b>	\$235,317.52	\$39,165.85	\$274,483.37
<b>PY16 Vouchers Not Paid</b>	\$54,104.78	\$15,873.62	\$69,978.40
<b>PY16 Vouchers Total</b>	<b>\$289,422.30</b>	<b>\$55,039.47</b>	<b>\$344,461.77</b>
<b>PY16 Funds Unobligated</b>	\$93,890.70	\$5,132.53	\$99,023.23
<b>PY16 ITA's Approved</b>	\$377,352.66	\$59,480.12	\$436,832.78
<b>PY16 ITA's Deobligations</b>	\$65,145.54	\$524.95	\$65,670.49
<b>PY16 ITA's Total YTD</b>	<b>\$312,207.12</b>	<b>\$58,955.17</b>	<b>\$371,162.29</b>
<b>PY16 ITA's vs Budget</b>	<b>\$71,105.88</b>	<b>\$1,216.83</b>	<b>\$72,322.71</b>
<b>PY17 ITA's Approved</b>	<b>\$12,817.50</b>	<b>\$7,300.75</b>	<b>\$20,118.25</b>



## 1797 – WorkLink (One-Stop Operator) Contract Budget Modification #2

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**Contractor:** Eckerd Youth Alternative, Inc.  
**Contract #'s:** 16A995H2 & 16D995H2  
**Program:** One-Stop Operator (Adult & DW)  
**Submission Date:** 5/17/2017  
**One Stop Director:** Kal Kunkel  
**Program Manager (s):** Steve Riddle, Renee Alexander, & Matt Fields

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### Budget Modification Summary & Narrative

#### Budget Summary

Eckerd Youth Alternative, Inc. (Contractor) is requesting a modification to our PY16 budget to facilitate a change in staff over runs and under expenditures in Operating Costs. Excess funds in Operating Costs will be shifted to Staff Costs.

There is no overall change to the current contract budget amount.

CONTRACT BUDGET MODIFICATION

Staff Costs Narrative

Staff costs are increased by \$332.85 as a result of where time by staff was actually spent and recorded.

Staff Postions	Staff		PY16 Mod-1 Budget		PY16 Mod-2 Budget	Amt of Increase or Decrease
<b>Sub-Total of Staff Costs</b>			\$ 44,450.40		\$ 44,716.68	\$ 266.28
<b>Fringe Benefits</b>		<b>Rate</b>				
Health Insurance		13.16%	\$ 5,802.20	13.04%	\$ 5,830.63	\$ 28.43
FICA		7.65%	\$ 3,400.46	7.65%	\$ 3,420.83	\$ 20.37
Unemployment		1.72%	\$ 764.55	1.72%	\$ 769.13	\$ 4.58
Workers Comp		3.00%	\$ 1,333.51	3.00%	\$ 1,341.50	\$ 7.99
Retirement (403b Match)		1.95%	\$ 866.78	1.95%	\$ 871.98	\$ 5.20
			\$ -	0.00%	\$ -	\$ -
<b>Sub-Total Fringe:</b>		<b>27.48%</b>	<b>\$ 12,167.50</b>	<b>27.36%</b>	<b>\$ 12,234.06</b>	<b>\$ 66.56</b>
<b>TOTAL</b>			<b>\$ 56,617.90</b>		<b>\$ 56,950.75</b>	<b>\$ 332.85</b>

CONTRACT BUDGET MODIFICATION

**Operating Costs Narrative**

Operating Costs decreased by \$332.85 to support excess staff costs.

	PY16 Mod-1 Budget	PY16 Mod-2 Budget	Amt of Increase or Decrease
<b>Operating Costs</b>			
1.1 Facility, Utilities, Maintenance	\$ -	\$ -	\$ -
1.2 Staff Consumable Supplies	\$ 3,300.00	\$ 3,160.86	\$ (139.14)
1.3 Advertising, Outreach	\$ -	\$ -	\$ -
1.4 Copy, Print	\$ 3,278.36	\$ 3,278.36	\$ (0.00)
1.5 Communications	\$ 768.00	\$ 806.18	\$ 38.18
1.6 Staff Travel	\$ 1,709.30	\$ 1,709.30	\$ 0.00
1.7 Staff Conferences, Training	\$ 1,440.00	\$ 1,339.80	\$ (100.20)
1.8 Staff Equipment/ Computer Leases / Software	\$ 1,131.36	\$ 999.67	\$ (131.69)
1.9 Postage	\$ 240.00	\$ 240.00	\$ -
<b>Sub-Total Operating</b>	<b>\$ 11,867.02</b>	<b>\$ 11,534.17</b>	<b>\$ (332.85)</b>

**Training Costs Narrative**

N/A

**Supportive Services Narrative**

N/A

**Indirect & General Liability Insurance**

There are no changes to Indirect Costs.

**APPROVAL(S)**

Prepared By

  
 Kalen J. Kunkel, One-Stop Operations Director



CONTRACT BUDGET MODIFICATION

**ATTACHMENT 1 - BUDGET FORMS**  
**WORKFORCE INVESTMENT BOARD**  
 WorkLink Workforce Investment Area  
**GRANT BUDGET SUMMARY**

Service Provider Eckerd WorkForce Development Contract # 16A995H2 & 16D995H2

Project/Activity SC Works Operator Funding Source WIOA Adult & DLW Formula Funds Modification # Mod #2

CATEGORIES	ADULT	DLW	Administration	Non-Administration	Total Budget Amount
<b>STAFF COSTS (Salaries &amp; Fringe Benefits)</b>	\$ 56,364	\$ 587		\$ 56,951	\$ 56,951
<b>OPERATING COSTS</b>	\$ 10,150	\$ 1,384		\$ 11,534	\$ 11,534
<b>TRAINING COSTS</b>	\$ -	\$ -		\$ -	\$ -
<b>SUPPORTIVE SERVICE COSTS</b>	\$ -	\$ -		\$ -	\$ -
<b>Training Fees/Professional Fees/ Profit</b>	\$ 436	\$ 11		\$ 447	\$ 447
<b>Indirect Costs</b>	\$ 5,919	\$ 149		\$ 6,068	\$ 6,068
<b>Total Budget Costs</b>	\$ 72,870	\$ 2,130	\$ -	\$ 75,000	\$ 75,000
<b>Percentage of Budget</b>	97%	3%		100%	
<b>Cost Limitations</b>			2% Maximum	At least 98%	100%

**WORKFORCE INVESTMENT BOARD**  
 WorkLink Workforce Investment Area  
**COST AND PRICE ANALYSIS WORKSHEET**

Service Provider Eckerd WorkForce Development Contract # 16A995H2 & 16D995H2

Project/ Activity SC Works Operator Funding Source WIOA Adult & DLW Formula Funds Mod # Mod #2

**STAFF & INDIRECT COST - BUDGET SUMMARY**

SALARIES, FRINGE BENEFITS, & INDIRECT COST				ADULT		DLW		ADMINISTRATION		NON-ADMINISTRATION		
Staff Salaries: Position Title	Salary Per Month	No. of Months	% of Time	TOTAL AMOUNT	%	Amount	%	Amount	%	Amount	%	
<b>TOTAL SALARIES</b>				\$ 44,716.68		\$ 44,251.22		\$ 465.46			\$ 44,716.68	
<b>FRINGE BENEFITS:</b>												
Health Insurance		X	13.04%	\$ 5,830.63	99.07%	\$ 5,776.20	0.93%	\$ 54.43			100%	\$ 5,830.63
FICA		X	7.65%	\$ 3,420.83	98.96%	\$ 3,385.22	1.04%	\$ 35.61			100%	\$ 3,420.83
Unemployment		X	1.72%	\$ 769.13	98.96%	\$ 761.12	1.04%	\$ 8.01			100%	\$ 769.13
Workers Comp		X	3.00%	\$ 1,341.50	98.96%	\$ 1,327.54	1.04%	\$ 13.96			100%	\$ 1,341.50
Retirement (403b Match)		X	1.95%	\$ 871.98	98.96%	\$ 862.90	1.04%	\$ 9.08			100%	\$ 871.98
		X	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -			100%	\$ -
<b>TOTAL FRINGE BENEFITS</b>				\$ 12,234.06		\$ 12,112.98		\$ 121.08				\$ 12,234.06
INDIRECT COST: RATE	\$ 68,484.92	X	8.86%	\$ 6,067.76	97.55%	\$ 5,919.12	2.45%	\$ 148.65			100%	\$ 6,067.76
<b>TOTAL COST</b>				\$ 63,018.51	98.83%	\$ 62,283.32	1.17%	\$ 735.19			100%	\$ 63,018.51

Each position must be supported by a job description.  
 A complete "Per Person" cost analysis must be completed and attached as an Exhibit.  
 A current copy of your "Indirect Cost Rate" as approved by your Cognizant Agency and description of the costs covered must be attached to the budget as an Exhibit

CONTRACT BUDGET MODIFICATION

WORKFORCE INVESTMENT BOARD				
WorkLink Workforce Investment Area				
COST AND PRICE ANALYSIS WORKSHEET				
Service Provider	Eckerd WorkForce Development	Contract #	16A995H2 & 16D995H2	Mod #: Mod #2
Project/Activity	SC Works Operator	Fund Source	WIOA Adult & DLW Formula Funds	
Categories & Line Items	Total Cost	ADULT	DLW	Non-Administration
<b>OPERATING COSTS</b>				
1.1 Facility Rent, Utilities, Maintenance, etc.	\$ -	\$ -	\$ -	\$ -
1.2 Staff Expendable Supplies & Materials	\$ 3,161	\$ 2,782	\$ 379	\$ 3,161
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ -	\$ -	\$ -	\$ -
1.4 Copy & Print Expenses	\$ 3,278	\$ 2,885	\$ 393	\$ 3,278
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 806	\$ 709	\$ 97	\$ 806
1.6 Staff Travel				
Local Mileage cost	\$ 1,229	\$ 1,082	\$ 148	\$ 1,229
Non-Local Mileage cost	\$ 240	\$ 211	\$ 29	\$ 240
Non-Local Per Diem/Lodging Cost	\$ 240	\$ 211	\$ 29	\$ 240
1.7 Staff Training / Technical Services Costs (Conf, Training, etc.)	\$ 1,340	\$ 1,179	\$ 161	\$ 1,340
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)				
Non-Expendable Equipment Purchases ( <b>Computer Leases</b> )	\$ 700	\$ 616	\$ 84	\$ 700
Wide Area Network (WAN) Equipment and <b>Computer Software</b>	\$ 300	\$ 264	\$ 36	\$ 300
1.9 Postage (Stamps, FedEx, etc.)	\$ 240	\$ 211	\$ 29	\$ 240
<b>TOTAL OPERATING COSTS</b>	<b>\$ 11,534</b>	<b>\$ 10,150</b>	<b>\$ 1,384</b>	<b>\$ 11,534</b>
<b>TRAINING COSTS</b>				
2.1 WI Customer Supplies & Materials Costs	\$ -	\$ -	\$ -	\$ -
2.2 WI Customer Book Costs	\$ -	\$ -	\$ -	\$ -
2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, etc.)	\$ -	\$ -	\$ -	\$ -
WI Customer Individualized Training Costs				
2.5 Tuition Cost (Adult Education Skill Upgrade & GED)	\$ -	\$ -	\$ -	\$ -
2.6 Other Individualized Training Cost (TCTC Pre-Employment Workshop)	\$ -	\$ -	\$ -	\$ -
2.6 Individual Training Account/Voucher Cost	\$ -	\$ -	\$ -	\$ -
2.8 WI Customer On-the-Job Training Costs				
Reimbursable Wages	\$ -	\$ -	\$ -	\$ -
<b>TOTAL TRAINING COSTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>SUPPORTIVE SERVICES COSTS</b>				
3.10 WI Customer Incentives (Youth Only)	\$ -	\$ -	\$ -	\$ -
3.11 WI Customer Transportation Costs	\$ -	\$ -	\$ -	\$ -
3.12 WI Customer Childcare Costs	\$ -	\$ -	\$ -	\$ -
3.14 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)	\$ -	\$ -	\$ -	\$ -
3.13 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ -	\$ -	\$ -	\$ -
3.6 Laptop Incentive (Youth Only)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TRAINING/PROFESSIONAL FEES/PROFIT</b>				
4.1 Profit (Professional Fee - 5%) Can be tied to Performance	\$ -	\$ -	\$ -	\$ -
4.2 General Liability	\$ 447	\$ 436	\$ 11	\$ 447
<b>TOTAL FEES / PROFIT COSTS</b>	<b>\$ 447</b>	<b>\$ 436</b>	<b>\$ 11</b>	<b>\$ 447</b>
* A Complete cost and price analysis of Actual/Projected cost must be attached to the budget as an Exhibit				

**CONTRACT BUDGET MODIFICATION**

**WORKFORCE INVESTMENT BOARD**  
 WorkLink Workforce Investment Area  
**CLIENT FLOW PROJECTIONS**

Service Provider Eckerd Workforce Development Contract # 16A295H2 & 16D295H2  
 Project Activity SC Works Adult-DW Services Fund Source WIOA Adult & DLW Formula Funds  
 Mod# Mod #2

Period	Clients Served			Clients Exited			Active Clients
	Carryover	New	Cumulative	Positive	Negative	Cumulative	
July-16	103	11	114	10	4	14	100
August-16	100	17	117	10	4	14	103
September-16	103	25	128	10	4	14	114
October-16	114	16	130	9	3	12	118
November-16	118	22	140	12	6	18	122
December-16	122	25	147	10	4	14	133
January-17	133	20	153	10	6	16	137
February-17	137	20	157	12	4	16	141
March-17	141	18	159	10	4	14	145
April-17	145	18	163	12	4	16	147
May-17	147	18	165	12	4	16	149
June-17	149	17	166	12	6	18	148
Estimated PY 15 Carryovers	103	227					
New PY16 WIA Enrollments		227					
Active Follow-up		305					
Total Served		635					
Estimated PY16 Carryovers		148					

Active Clients equal Cumulative Clients Served minus Cumulative Clients Exited

**WORKFORCE INVESTMENT BOARD**  
 WorkLink Workforce Investment Board  
**BUDGET FLOW PROJECTIONS**

Service Provider Eckerd WorkForce Development Contract # 16A995H2 & 16D995H2  
 Project/Activity SC Works Operator Fund Source WIOA Adult & DLW Formula Funds  
 Mod# Mod #2

Period	Cumulative Expenditures					
	Administration	%	Non-Administration	%	Totals	%
July-16	\$0.00	0%	\$6,250.00	100%	\$6,250.00	100%
August-16	\$0.00	0%	\$6,250.00	100%	\$6,250.00	100%
September-16	\$0.00	0%	\$6,250.00	100%	\$6,250.00	100%
October-16	\$0.00	0%	\$6,250.00	100%	\$6,250.00	100%
November-16	\$0.00	0%	\$6,250.00	100%	\$6,250.00	100%
December-16	\$0.00	0%	\$6,250.00	100%	\$6,250.00	100%
January-17	\$0.00	0%	\$6,250.00	100%	\$6,250.00	100%
February-17	\$0.00	0%	\$6,250.00	100%	\$6,250.00	100%
March-17	\$0.00	0%	\$6,250.00	100%	\$6,250.00	100%
April-17	\$0.00	0%	\$6,250.00	100%	\$6,250.00	100%
May-17	\$0.00	0%	\$6,250.00	100%	\$6,250.00	100%
June-17	\$0.00	0%	\$6,250.00	100%	\$6,250.00	100%

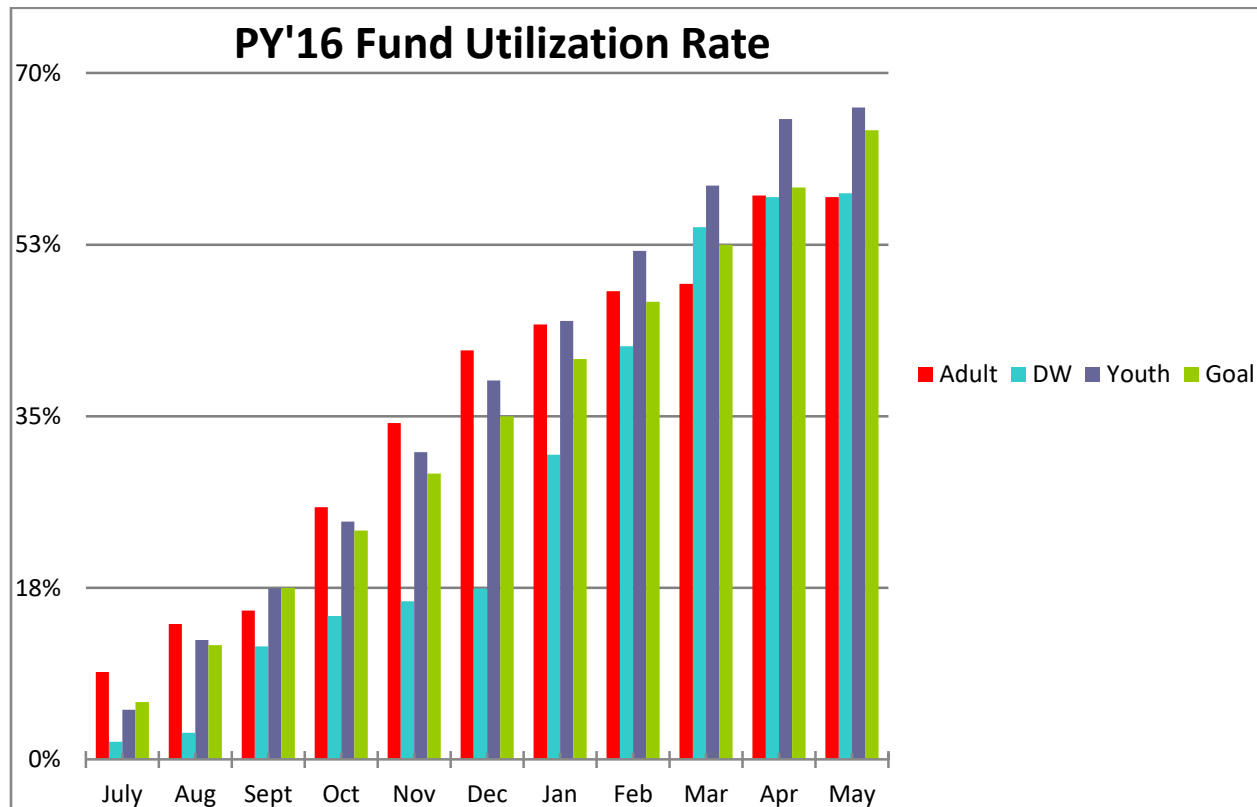
<b>Grant Number:</b> PY16Y495H2 - Youth					<b>*SAVE AS AFTER EACH MONTH*</b>	
<b>Invoice:</b> 103-11009						
<b>Period Covered:</b> 4/1/17 - 4/30/17						
<b>Eckerd Goal:</b>		<b>MARCH</b>	<b>APRIL</b>			
		<b>75.0%</b>	<b>83.3%</b>			<b>100.0%</b>
Line Item	Budget MOD 2	103-11008	103-11009	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
<b>Staff Salary Total</b>	<b>\$309,541.38</b>	<b>26,662.36</b>	<b>24,008.41</b>	<b>252,248.19</b>	<b>\$57,293.19</b>	<b>81.5%</b>
<b>Fringe Benefit Total</b>	<b>\$ 82,353.43</b>	<b>6,418.79</b>	<b>6,035.64</b>	<b>\$60,492.01</b>	<b>\$21,861.42</b>	<b>73.5%</b>
<b>Staff Cost Total</b>	<b>\$391,894.81</b>	<b>33,081.15</b>	<b>30,044.05</b>	<b>\$312,740.20</b>	<b>\$79,154.61</b>	<b>79.8%</b>
<b>Operating</b>						
1.1 Facility, Utilities	9,600.00	2,400.00	0.00	\$7,200.00	\$2,400.00	75.0%
1.2 Staff Consumable Supplies	\$3,786.14	0.00	78.75	\$2,802.71	\$983.43	74.0%
1.3 Advertising, Outreach	\$0.00	0.00	0.00	\$0.00	\$0.00	#DIV/0!
1.4 Copy, Print	\$3,000.00	327.07	0.00	\$2,217.60	\$782.40	73.9%
1.5 Communications	\$7,039.40	559.91	474.97	\$4,602.02	\$2,437.38	65.4%
1.6 Staff Travel	\$13,795.04	1,698.79	946.80	\$8,247.76	\$5,547.28	59.8%
1.7 Staff Conferences, Training	\$1,800.00	252.47	0.00	\$1,782.47	\$17.53	99.0%
1.8 Staff Computer Leases (ETO)	\$1,958.16	0.00	0.00	\$1,958.16	\$0.00	100.0%
1.9 Postage	\$741.00	0.00	54.81	\$54.81	\$686.19	7.4%
<b>Operating Total (01)</b>	<b>\$41,719.74</b>	<b>5,238.24</b>	<b>1,555.33</b>	<b>28,865.53</b>	<b>\$12,854.21</b>	<b>69%</b>
<b>Direct Training</b>						
2.1 Participant Supplies	\$ 1,560.00	0.00	0.00	\$0.00	\$1,560.00	0.0%
2.2 Instructional Related Costs (Books)	\$ 500.00	0.00	0.00	\$0.00	\$500.00	0.0%
2.3 Credential Exam Fees (CAN/GED/WK)	\$ 11,500.00	650.50	879.00	\$6,470.75	\$5,029.25	56.3%
2.5 Adult Education Tuition	\$21,000.00	557.00	1,613.00	\$10,464.50	10,535.50	49.8%
2.6 Tuition (College/Occupational Training)	\$51,088.56	2,269.00	3,429.00	\$33,395.00	17,693.56	65.4%
2.9 Work Experience	\$55,044.00	3,906.71	8,758.04	\$45,844.83	9,199.17	83.3%
2.11 Software Licenses (Learning express)	\$3,600.00	0.00	0.00	\$0.00	\$3,600.00	0.0%
<b>Direct Training Total (02)</b>	<b>\$144,292.56</b>	<b>7,383.21</b>	<b>14,679.04</b>	<b>96,175.08</b>	<b>\$48,117.48</b>	<b>67%</b>
<b>Support Services</b>						
3.1 Participant Incentives (Skill Invoices)	21,645.00	375.00	1,775.00	\$11,175.00	\$10,470.00	51.6%
3.2 Transportation	15,000.00	900.00	1,790.00	\$8,490.00	\$6,510.00	56.6%
3.3 Childcare	\$510.00	0.00	0.00	\$0.00	\$510.00	0.0%
3.4 Training Support Materials	\$3,000.00	340.95	1.31	\$1,085.16	\$1,914.84	36.2%
3.5 Emergency Assistance	\$1,500.00	0.00	0.00	\$833.39	\$666.61	55.6%
3.6 Expungements	\$750.00	0.00	0.00	\$0.00	\$750.00	0.0%
<b>Support Service Total (03)</b>	<b>\$42,405.00</b>	<b>1,615.95</b>	<b>3,566.31</b>	<b>21,583.55</b>	<b>\$20,821.45</b>	<b>50.9%</b>
<b>Operating Cost Total</b>	<b>\$620,312.11</b>	<b>47,318.55</b>	<b>49,844.73</b>	<b>\$459,364.36</b>	<b>\$160,947.75</b>	<b>74.1%</b>
<b>General Overhead (Indirect)</b> 8.86%	<b>\$54,959.65</b>	<b>4,192.42</b>	<b>4,416.24</b>	<b>\$40,699.68</b>	<b>\$14,259.97</b>	<b>74.1%</b>
<b>General Liability Ins</b> 0.60%	<b>\$4,051.63</b>	<b>283.91</b>	<b>299.07</b>	<b>\$2,756.19</b>	<b>\$1,295.44</b>	<b>68.0%</b>
<b>September 2016 Credit</b>				<b>\$0.00</b>		
<b>Contract Total</b>	<b>\$679,323.39</b>	<b>51,794.88</b>	<b>54,560.04</b>	<b>\$502,820.23</b>	<b>\$176,503.16</b>	<b>74.0%</b>
<b>Work Experience</b>						
		<b>MAR</b>	<b>APR</b>	<b>Cumulative</b>	<b>YTD % Spent</b>	
	<b>Staff WEX Salaries</b>	8,411.87	7,604.34	80,380.69	13%	
	<b>Staff WEX Fringe</b>	2,441.80	5,013.59	26,042.00	4%	
	<b>Stipends</b>	3,906.71	8,758.04	45,844.83	7%	
	<b>Total</b>	14,760.38	21,375.97	152,267.52	25%	
	<b>Percentage Spent</b>	2.38%	3%			

<b>*Funds not received from SCDEW yet</b>	<b>Program Adult</b>	<b>Admin Adult</b>	<b>Program DW</b>	<b>Admin DW</b>	<b>Program Youth</b>	<b>Admin Youth</b>	<b>Total</b>	<b>YTD May 2017</b>	<b>Actual % Expended</b>	<b>Goal Expended</b>	<b>Goal % Expended</b>	<b>Balance</b>
<b>PY'16 Allocations Estimate</b>	<b>728,061</b>	<b>80,895</b>	<b>530,182</b>	<b>58,907</b>	<b>789,356</b>	<b>87,706</b>	<b>2,275,107</b>					
Transfer of funds	446,401	-	(446,401)	-	-	-	-					
PY'15 Carryover	193,314	48,074	37,228	33,169	85,042	59,106	455,933					
	<b>1,367,776</b>	<b>128,969</b>	<b>121,009</b>	<b>92,076</b>	<b>874,398</b>	<b>146,812</b>	<b>2,731,040</b>					
<b>Service Providers</b>												
Eckerd - Adult/DW Services	831,198	-	43,802	-	-	-	875,000	583,266	67%	510,417	58%	291,734
Eckerd - Operator	73,163	-	1,837	-	-	-	75,000	51,968	69%	43,750	58%	23,032
Eckerd - Youth	-	-	-	-	679,323	-	679,323	502,820	74%	396,272	58%	176,503
OJT	32,000	-	-	-	-	-	32,000	9,431	29%	18,667	58%	22,569
Undesignated Funds	222,518	54,289	19,532	21,994	96,134	35,749	450,216	-	0%	-	0%	450,216
Total Pass-Through Contracts	1,158,879	54,289	65,171	21,994	775,457	35,749	2,111,539	1,147,485	54%	969,105	46%	964,054
<b>Total Revenue after Obligations</b>	<b>208,897</b>	<b>74,680</b>	<b>55,838</b>	<b>70,082</b>	<b>98,941</b>	<b>111,063</b>	<b>619,501</b>					
<b>In-House Expenses</b>												
Salaries, Fringe, & Indirect	141,811	53,286	46,725	51,371	82,819	91,144	467,156	403,412	86%	428,226	92%	63,744
SC Works Centers & Satellites Facility Costs	170,680	5,508	19,875	5,396	8,762	6,049	216,270	182,194	84%	198,248	92%	34,076
Payment from SCDEW for Facilities	(108,986)	-	(12,110)	-	-	-	(121,096)	(78,900)	65%	(111,005)	92%	(42,196)
Technology Upgrades	-	4,000	-	2,000	-	2,000	8,000	5,470	0%	7,333	92%	2,530
Contractual Services	-	1,750	-	1,750	-	1,750	5,250	4,248	0%	4,813	92%	1,002
Travel	1,455	248	364	264	1,131	264	3,725	2,525	68%	3,415	92%	1,200
AOP BIS Transportation	-	-	-	-	5,000	-	5,000	5,000	100%	4,583	92%	-
Strategic Plan (carryover from PY14)	-	-	-	-	-	-	-	-	0%	-	0%	-
Supplies - Consumable & Non-Consumable	-	680	-	640	-	680	2,000	1,060	53%	1,833	92%	940
Insurance (Combined from PY14)	-	3,000	-	2,750	-	3,000	8,750	7,686	88%	8,021	92%	1,064
Postage	-	170	-	170	-	160	500	456	91%	458	92%	44
Printing	-	1,850	-	1,850	-	1,850	5,550	2,144	39%	5,088	92%	3,406
Web Site Hosting & Renewal Fees	500	2,175	500	2,150	500	2,175	8,000	2,481	31%	7,333	92%	5,519
Memberships, Dues, & Prof Fees	-	750	-	500	-	750	2,000	2,313	116%	1,833	92%	(313)
Training	736	48	184	51	730	51	1,800	1,417	79%	1,650	92%	383
Job Fair / Hiring Event Expenses	-	-	-	-	-	-	-	(825)	0%	-	0%	825
R&M & Gas - WIA Car	-	300	-	275	-	275	850	273	32%	779	92%	577
Outreach (SC Works Center's Only)	2,700	-	300	-	-	-	3,000	897	30%	2,750	92%	2,103
Meeting Expense (Madren Center & Other)	-	915	-	915	-	915	2,745	1,960	71%	2,516	92%	785
<b>Total In-House</b>	<b>208,896</b>	<b>74,680</b>	<b>55,837</b>	<b>70,082</b>	<b>98,941</b>	<b>111,063</b>	<b>619,500</b>	<b>543,811</b>	<b>88%</b>	<b>567,875</b>	<b>92%</b>	<b>75,689</b>

## Obligation Rate and Fund Utilization Rate Summary (May 2017)

### Fund Utilization Rate (June Goal – 70%)

Nov	Dec	Jan	Feb	Mar	Apr	May
34%	42%	44%	48%	49%	58%	57%
16%	17%	31%	42%	54%	57%	58%
31%	39%	45%	52%	59%	65%	66%
29%	35%	41%	47%	53%	58%	64%



		Award	Expended	Remaining Obligations	Total Obligated	Balance Remaining	% Obligated
Adult	16A001	728,061.00	378,012.30	197,651.00	575,663.30	152,397.70	79%
DW	15DW001	159,462.00	159,462.00	-	159,462.00	-	100%
	setaside	292,850.00	292,850.00	-	292,850.00	-	100%
		452,312.00	452,312.00	-	452,312.00	-	100%
DW	16DW	80,182.00	23,685.70	33,837.00	57,522.70	22,659.30	72%
	Setaside	450,000.00	236,728.00	120,000.00	356,728.00	93,272.00	79%
		530,182.00	260,413.70	153,837.00	414,250.70	115,931.30	78%
Youth	16Y001	789,356.00	505,126.00	178,979.00	684,105.00	105,251.00	87%

### Obligation Rate (June Goal – 80%)

## WORKFORCE INVESTMENT BOARD

WorkLink Workforce Investment Area

### GRANT BUDGET SUMMARY

Service Provider Eckerd Workforce Development Contract # 17A295H3 & 17D295H3

Project/Activity SC Works Adult-DW Services Funding Source NIOA Adult & DLW Formula Fund Modification # Proposed

CATEGORIES	ADULT	DLW	Administration	Non-Administration	Total Budget Amount
<b>STAFF COSTS (Salaries &amp; Fringe Benefits)</b>	\$ 322,682	\$ 41,042		\$ 363,724	\$ 363,724
<b>OPERATING COSTS</b>	\$ 29,546	\$ 3,758		\$ 33,304	\$ 33,304
<b>TRAINING COSTS</b>	\$ 241,787	\$ 30,753		\$ 272,540	\$ 272,540
<b>SUPPORTIVE SERVICE COSTS</b>	\$ 5,456	\$ 694		\$ 6,150	\$ 6,150
<b>Training Fees/Professional Fees/ Profit</b>	\$ 3,916	\$ 498		\$ 4,414	\$ 4,414
<b>Indirect Costs</b>	\$ 53,113	\$ 6,755		\$ 59,869	\$ 59,869
<b>Total Budget Costs</b>	<b>\$ 656,500</b>	<b>\$ 83,500</b>	<b>\$ -</b>	<b>\$ 740,000</b>	<b>\$ 740,000</b>
<b>Percentage of Budget</b>	<b>89%</b>	<b>11%</b>		<b>100%</b>	
Cost Limitations			2% Maximum	At least 98%	<b>100%</b>

**WORKFORCE INVESTMENT BOARD**  
 WorkLink Workforce Investment Area  
**COST AND PRICE ANALYSIS WORKSHEET**

Service Provider Eckerd Workforce Development

Contract # 17A295H3 & 17D295H3

Project/ Activity SC Works Adult-DW Services

Funding Source WIOA Adult & DLW Formula Funds

Mod # Proposed

**STAFF & INDIRECT COST - BUDGET SUMMARY**

SALARIES, FRINGE BENEFITS, & INDIRECT COST				ADULT		DLW		ADMINISTRATION		NON-ADMINISTRATION	
Staff Salaries: Position Title	Salary Per Month	No. of Months	% of Time	TOTAL AMOUNT	%	Amount	%	Amount	%	Amount	%
<b>TOTAL SALARIES</b>				<b>\$ 281,637.20</b>		<b>\$ 249,857.87</b>		<b>\$ 31,779.33</b>			<b>\$ 281,637.20</b>
<b>FRINGE BENEFITS:</b>											
Health Insurance		X	17.57%	\$ 49,472.80	88.72%	\$ 43,890.40	11.28%	\$ 5,582.40			100%
FICA		X	7.65%	\$ 21,545.25	88.72%	\$ 19,114.13	11.28%	\$ 2,431.12			100%
Unemployment		X	0.98%	\$ 2,760.04	88.72%	\$ 2,448.61	11.28%	\$ 311.44			100%
Workers Comp		X	1.00%	\$ 2,816.37	88.72%	\$ 2,498.58	11.28%	\$ 317.79			100%
Retirement (403b Match)		X	1.95%	\$ 5,491.93	88.72%	\$ 4,872.23	11.28%	\$ 619.70			100%
		X	0.00%								
<b>TOTAL FRINGE BENEFITS</b>				<b>\$ 82,086.39</b>		<b>\$ 72,823.94</b>		<b>\$ 9,262.45</b>			<b>\$ 82,086.39</b>
INDIRECT COST: RATE	\$ 675,717.88	X	8.86%	\$ 59,868.60	88.72%	\$ 53,113.16	11.28%	\$ 6,755.44			100%
<b>TOTAL COST</b>				<b>\$ 423,592.19</b>	88.72%	<b>\$ 375,794.96</b>	11.28%	<b>\$ 47,797.23</b>			100%

Each position must be supported by a job description.

A complete "Per Person" cost analysis must be completed and attached as an Exhibit.

A current copy of your "Indirect Cost Rate" as approved by your Cognizant Agency and description of the costs covered must be attached to the budget as an Exhibit



WORKFORCE INVESTMENT BOARD  
 WorkLink Workforce Investment Area  
**COST AND PRICE ANALYSIS WORKSHEET**

Service Provider Eckerd Workforce Development Contract # 17A295H3 & 17D295H3 Mod: Proposed  
 Project/Activity SC Works Adult-DW Services Fund Source WIOA Adult & DLW Formula Funds

Categories & Line Items	Total Cost	ADULT	DLW	Non-Administration
<b>OPERATING COSTS</b>				
1.1 Facility Rent, Utilities, Maintenance, etc.	\$ -	\$ -	\$ -	\$ -
1.2 Staff Expendable Supplies & Materials	\$ 3,600	\$ 3,194	\$ 406	\$ 3,600
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ 960	\$ 852	\$ 108	\$ 960
1.4 Copy & Print Expenses	\$ 3,000	\$ 2,661	\$ 339	\$ 3,000
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 7,481	\$ 6,637	\$ 844	\$ 7,481
1.6 Staff Travel				
Local Mileage cost	\$ 4,164	\$ 3,694	\$ 470	\$ 4,164
Non-Local Mileage cost	\$ 1,800	\$ 1,597	\$ 203	\$ 1,800
Non-Local Per Diem/Lodging Cost	\$ 3,000	\$ 2,661	\$ 339	\$ 3,000
1.7 Staff Training / Technical Services Costs (Conf, Training, etc.)	\$ 4,200	\$ 3,726	\$ 474	\$ 4,200
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)				
Non-Expendable Equipment Purchases ( <b>Computer Leases</b> )	\$ -	\$ -	\$ -	\$ -
Wide Area Network (WAN) Equipment and <b>Computer Software</b>	\$ 3,300	\$ 2,928	\$ 372	\$ 3,300
1.9 Postage (Stamps, FedEx, etc.)	\$ 1,800	\$ 1,597	\$ 203	\$ 1,800
<b>TOTAL OPERATING COSTS</b>	<b>\$ 33,304</b>	<b>\$ 29,546</b>	<b>\$ 3,758</b>	<b>\$ 33,304</b>
<b>TRAINING COSTS</b>				
2.1 WI Customer Supplies & Materials Costs	\$ -	\$ -	\$ -	\$ -
2.2 WI Customer Book Costs	\$ -	\$ -	\$ -	\$ -
2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, etc.)	\$ 11,500	\$ 10,202	\$ 1,298	\$ 11,500
WI Customer Individualized Training Costs				
2.5 Tuition Cost (Adult Education Skill Upgrade & GED)	\$ -	\$ -	\$ -	\$ -
2.6 Other Individualized Training Cost (TCTC Pre-Employment Workshop)	\$ -	\$ -	\$ -	\$ -
2.6 Individual Training Account/Voucher Cost	\$ 261,040	\$ 231,585	\$ 29,455	\$ 261,040
2.8 WI Customer On-the-Job Training Costs				
Reimbursable Wages	\$ -	\$ -	\$ -	\$ -
<b>TOTAL TRAINING COSTS</b>	<b>\$ 272,540</b>	<b>\$ 241,787</b>	<b>\$ 30,753</b>	<b>\$ 272,540</b>
<b>SUPPORTIVE SERVICES COSTS</b>				
3.10 WI Customer Incentives (Youth Only)	\$ -	\$ -	\$ -	\$ -
3.11 WI Customer Transportation Costs	\$ 1,500	\$ 1,331	\$ 169	\$ 1,500
3.12 WI Customer Childcare Costs	\$ 400	\$ 355	\$ 45	\$ 400
3.14 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)	\$ 500	\$ 444	\$ 56	\$ 500
3.13 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ 3,750	\$ 3,327	\$ 423	\$ 3,750
3.6 Laptop Incentive (Youth Only)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	<b>\$ 6,150</b>	<b>\$ 5,456</b>	<b>\$ 694</b>	<b>\$ 6,150</b>
<b>TRAINING/PROFESSIONAL FEES/PROFIT</b>				
4.1 Profit (Professional Fee - 5%) Can be tied to Performance	\$ -	\$ -	\$ -	\$ -
4.2 General Liability Insurance	\$ 4,414	\$ 3,916	\$ 498	\$ 4,414
<b>TOTAL FEES / PROFIT COSTS</b>	<b>\$ 4,414</b>	<b>\$ 3,916</b>	<b>\$ 498</b>	<b>\$ 4,414</b>

\* A Complete cost and price analysis of Actual/Projected cost must be attached to the budget as an Exhibit

**WORKFORCE INVESTMENT BOARD**  
 WorkLink Workforce Investment Area  
**CLIENT FLOW PROJECTIONS**

Service Provider Eckerd Workforce Development Contract # 17A295H3 & 17D295H3

Project Activity SC Works Adult-DW Services Fund Source WIOA Adult & DLW Formula Funds

Mod# Proposed

Period	Clients Served			Clients Exited			Active Clients
	Carryover	New	Cumulative	Positive	Negative	Cumulative	
July-17	103	11	114	10	4	14	100
August-17	100	17	117	10	4	14	103
September-17	103	25	128	10	4	14	114
October-17	114	16	130	9	3	12	118
November-17	118	22	140	12	6	18	122
December-17	122	25	147	10	4	14	133
January-18	133	20	153	10	6	16	137
February-18	137	20	157	12	4	16	141
March-18	141	18	159	10	4	14	145
April-18	145	18	163	12	4	16	147
May-18	147	18	165	12	4	16	149
June-18	149	17	166	12	6	18	148
Estimated PY16 Carryovers	103	227					
New PY17 WIA Enrollments		227					
Active Follow-up		305					
Total Served		635					
Estimated PY17 Carryovers		148					

Active Clients equal Cumulative Clients Served minus Cumulative Clients Exited

**WORKFORCE INVESTMENT BOARD**  
 WorkLink Workforce Investment Board  
**BUDGET FLOW PROJECTIONS**

Service Provider Eckerd Workforce Development Contract # 17A295H3 & 17D295H3

Project/Activity SC Works Adult-DW Services Fund Source WIOA Adult & DLW Formula Funds

Mod# Proposed

Period	Cumulative Expenditures					
	Administration	%	Non-Administration	%	Totals	%
July-16	\$0.00	0%	\$61,666.67	100%	\$61,666.67	100%
August-16	\$0.00	0%	\$61,666.67	100%	\$61,666.67	100%
September-16	\$0.00	0%	\$61,666.67	100%	\$61,666.67	100%
October-16	\$0.00	0%	\$61,666.67	100%	\$61,666.67	100%
November-16	\$0.00	0%	\$61,666.67	100%	\$61,666.67	100%
December-16	\$0.00	0%	\$61,666.67	100%	\$61,666.67	100%
January-17	\$0.00	0%	\$61,666.67	100%	\$61,666.67	100%
February-17	\$0.00	0%	\$61,666.67	100%	\$61,666.67	100%
March-17	\$0.00	0%	\$61,666.67	100%	\$61,666.67	100%
April-17	\$0.00	0%	\$61,666.67	100%	\$61,666.67	100%
May-17	\$0.00	0%	\$61,666.67	100%	\$61,666.67	100%
June-17	\$0.00	0%	\$61,666.67	100%	\$61,666.67	100%



**WorkLink SC Works  
PY17 Budget Draft  
Adult-DW**

		PY16 Mod-3 Budget		PY17 Budget		Amt of Increase or Decrease
<b>Operating Costs</b>						
1.1 Facility, Utilities, Maintennace		\$ -		\$ -		\$ -
1.2 Staff Consumable Supplies		\$ 4,200.00		\$ 3,600.00		\$ (600.00)
1.3 Advertising, Outreach		\$ 960.00		\$ 960.00		\$ -
1.4 Copy, Print		\$ 5,100.00		\$ 3,000.00		\$ (2,100.00)
1.5 Communications		\$ 7,689.20		\$ 7,480.60		\$ (208.60)
1.6 Staff Travel		\$ 10,958.40		\$ 8,963.83		\$ (1,994.57)
1.7 Staff Conferences, Training		\$ 4,380.00		\$ 4,200.00		\$ (180.00)
1.8 Staff Equipment / Computer Leases / Software		\$ 2,700.00		\$ 3,300.00		\$ 600.00
1.9 Postage		\$ 2,400.00		\$ 1,800.00		\$ (600.00)
<b>Sub-Total Operating</b>		<b>\$ 38,387.60</b>		<b>\$ 33,304.43</b>		<b>\$ (5,083.16)</b>
<b>Training</b>						
2.3 Credential Exams & Assessments		\$ 11,625.00		\$ 11,500.00		\$ (125.00)
2.5 Tuition (Adult Education)		\$ -		\$ -		\$ -
2.6 Tuition (College or Vocational)		\$ 406,688.21		\$ 261,039.86		\$ (145,648.35)
2.8 On-the-Job Training		\$ -		\$ -		\$ -
<b>Sub-Total Training</b>		<b>\$ 418,313.21</b>		<b>\$ 272,539.86</b>		<b>\$ (145,773.35)</b>
<b>Supportive Services</b>						
3.11 Transportation		\$ 2,265.84		\$ 1,500.00		\$ (765.84)
3.12 Childcare		\$ 1,000.00		\$ 400.00		\$ (600.00)
3.13 Emergency Assistance		\$ 2,500.00		\$ 500.00		\$ (2,000.00)
3.14 Training Support Materials		\$ 3,300.00		\$ 3,750.00		\$ 450.00
<b>Sub-Total of Supportive Services</b>		<b>\$ 9,065.84</b>		<b>\$ 6,150.00</b>		<b>\$ (2,915.84)</b>
<b>Sub-Total of Contract Costs</b>		<b>\$ 798,990.73</b>		<b>\$ 675,717.88</b>		<b>\$ (123,272.85)</b>
<b>Indirect Cost &amp; Fees</b>						
Indirect Cost	8.86%	\$ 70,790.58	8.86%	\$ 59,868.60		\$ (10,921.98)
General Liability Ins.	0.60%	\$ 5,218.69	0.60%	\$ 4,413.52		\$ (805.17)
<b>Sub-Total of Indirect &amp; Fees</b>		<b>\$ 76,009.27</b>		<b>\$ 64,282.12</b>		<b>\$ 59,063.43</b>
		<b>\$ 875,000.00</b>		<b>\$ 740,000.00</b>		<b>\$ (135,000.00)</b>



## WorkLink Youth PY17 WIOA Youth Contract

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**Contractor:** Eckerd Workforce Development  
**Contract #:**  
**Program:** Youth Services  
**Submission Date:** 5/30/2017  
**Prepared by:** Amanda Wagner, Operations Director  
**Operations Director:** Amanda Wagner  
**Program Manager (s):** Karen Craven

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### Budget Summary & Narrative

#### Budget Summary

Eckerd has drafted the budget for Program Year 17 based on an anticipated 5% reduction in contract funds, resulting in a total contract amount of \$645,357.23. Eckerd Proposes to serve 156 participants over the course of the program year. The proposed budget is outlined in detail below.

Staff Costs Narrative

Amanda Wagner has accepted new responsibilities with Eckerd which results in a new title and a pay increase. Additionally, a new Fiscal Account Representative was assigned to the WorkLink Workforce Development Area on February 1, 2017. The change in staffing resulted in a small increase in staff salaries budgeted for the fiscal account rep position. Additional discrepancies in staff rates were reviewed and aligned to create an accurate reflection of staff costs projected in PY17.

**WorkLink PYC Budget Comparison**

		PY16 Budget Mod #2		PY17 Budget	Amt of Increase or Decrease
<b>Slot Level</b>					
		156		156	0
<b>Staff Costs</b>					

<b>Sub-Total of Staff Costs</b>		\$ 309,541.37		\$ 310,007.88	\$ 466.51
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PY17 CONTRACT BUDGET

Fringe rates and benefits were confirmed with Eckerd's Corporate office. Unemployment Insurance and Workers Comp rates have decreased, resulting in an overall cost savings of \$8,292.32.

<b>Fringe Benefits</b>	<b>Rate</b>		<b>Rate</b>		
Health Insurance	12.29%	\$ 38,027.11	12.31%	\$ 38,149.80	\$ 122.69
FICA	7.65%	\$ 23,679.91	7.65%	\$ 23,715.60	\$ 35.69
Unemployment	1.72%	\$ 5,324.11	0.98%	\$ 3,050.48	\$ (2,273.63)
Workers Comp	3.00%	\$ 9,286.24	1.00%	\$ 3,100.08	\$ (6,186.16)
Retirement (403b Match)	1.95%	\$ 6,036.06	1.95%	\$ 6,045.15	\$ 9.09
General Liability Ins	0.00%	\$ -	0.00%	\$ -	\$ -
<b>Sub-Total Fringe:</b>	<b>26.61%</b>	<b>\$ 82,353.43</b>	<b>23.89%</b>	<b>\$ 74,061.11</b>	<b>\$ (8,292.32)</b>

Operating Costs Narrative

Eckerd proposes to decrease Operating Costs by \$6,625.56 based on spending patterns during PY16 and projected needs for PY17. Staff do not plan to attend the SETA conference this year, which results in a reduction to staff travel and conference. Staff consumable supplies and copy/print have also been reduced based on spending patterns and staff need. Staff computers increased slightly to cover the cost of Eckerd's outcome and fiscal tracking system, ETO and as a conservative measure in case replacement of technology needs to occur. Postage was also increased to cover the cost of weekly delivery of participant Work Experience checks via FedEx.

<b>Operating Costs</b>				
1.1 Facility, Utilities, Maintenance	\$ 9,600.00		\$ 9,600.00	\$ -
1.2 Staff Consumable Supplies	\$ 3,786.14		\$ 1,200.00	\$ (2,586.14)
1.3 Advertising, Outreach	\$ -		\$ -	\$ -
1.4 Copy, Print	\$ 3,000.00		\$ 1,200.00	\$ (1,800.00)
1.5 Communications	\$ 7,039.40		\$ 6,136.00	\$ (903.40)
1.6 Staff Travel	\$ 13,795.04		\$ 11,419.02	\$ (2,376.02)
1.7 Staff Conferences, Training	\$ 1,800.00		\$ 1,000.00	\$ (800.00)
1.8 Staff Computers (ETO)	\$ 1,958.16		\$ 2,798.16	\$ 840.00
1.9 Postage	\$ 741.00		\$ 1,741.00	\$ 1,000.00
<b>Sub-Total Operating</b>	<b>\$ 41,719.74</b>		<b>\$ 35,094.18</b>	<b>\$ (6,625.56)</b>

Training Costs Narrative

Eckerd proposes to decrease Training Costs by \$17,441.59. The Work Experience budget was decreased to align with the Work Experience requirement outlined in TEGl 08-15. Tuition to Adult Education and Credential Exam fees are also reduced to align with participant traffic patterns and overall use. An emphasis will be placed on encouraging youth participants to engage in training in their chosen Career Pathway. Additional funds were added to tuition in vocational training/college to



PY17 CONTRACT BUDGET

support this effort.

<b>Training</b>				
2.1 Participant Supplies		\$ 1,560.00	\$ 1,560.00	\$ -
2.2 Participant Books		\$ 500.00	\$ 1,500.00	\$ 1,000.00
2.3 Credential Exam Fees (NRF, C.N.A., GED, etc.)		\$ 11,500.00	\$ 9,000.00	\$ (2,500.00)
2.4 TABE Testing Materials		\$ -	\$ -	\$ -
2.5 Tuition (Adult Education)		\$ 21,000.00	\$ 15,000.00	\$ (6,000.00)
2.6 Tuition (College or Vocational)		\$ 51,088.56	\$ 55,150.97	\$ 4,062.41
2.9 Work Experience (Stipends)		\$ 55,044.00	\$ 44,640.00	\$ (10,404.00)
2.10 Awards / Events		\$ -	\$ -	\$ -
2.11 Software Licenses		\$ 3,600.00	\$ -	\$ (3,600.00)
2.12 Work Keys		\$ -	\$ -	\$ -
<b>Sub-Total Training</b>		<b>\$ 144,292.56</b>	<b>\$ 126,850.97</b>	<b>\$ (17,441.59)</b>

Supportive Services Narrative

Eckerd proposed to leave the supportive service funds unchanged.

<b>Supportive Services</b>				
3.1 Participant Incentives (Skill Invoices)		\$ 21,645.00	\$ 21,645.00	\$ -
3.2 Transportation		\$ 15,000.00	\$ 15,000.00	\$ -
3.3 Childcare		\$ 510.00	\$ 510.00	\$ -
3.4 Training Support Materials		\$ 3,000.00	\$ 3,000.00	\$ -
3.5 Emergency Assistance		\$ 1,500.00	\$ 1,500.00	\$ -
3.6 Expungements		\$ 750.00	\$ 750.00	\$ -
<b>Sub-Total of Supportive Services</b>		<b>\$ 42,405.00</b>	<b>\$ 42,405.00</b>	<b>\$ -</b>


Indirect & Audit Fees

Indirect fees were reduced based on the reduction in the overall contract value. General Liability insurance rate increased slightly from .65% to .75%.

PY17 CONTRACT BUDGET

<b>Indirect Cost &amp; Fees</b>					
Training Fee (Profit)	0.00%	\$ -	0.00%	\$ -	\$ -
Indirect Cost	8.86%	\$ 54,959.65	8.86%	\$ 52,133.94	\$ (2,825.71)
General Liability (Eckerd)	0.60%	\$ 4,051.63	0.75%	\$ 4,804.15	\$ 752.52
<b>Sub-Total of Indirect &amp; Fees</b>		\$ 59,011.28		\$ 56,938.08	\$ (2,073.20)
		\$ 679,323.38		\$ 645,357.23	\$ (33,966.15)

**APPROVAL(S)**

Prepared By   
Amanda Wagner, Operations Director

**ATTACHMENT 1 – BUDGET FORMS**

WORKFORCE DEVELOPMENT BOARD						
WorkLink Workforce Development Area						
GRANT BUDGET SUMMARY						
Service Provider	Eckerd Workforce Develc	Contract #				
Project/Activity	Palmetto Youth Connecti	Funding Source	WIDA Youth	Modification #		
CATEGORIES	Out-of-School Youth	In-School Youth	Administrati on	Non-Administration	Total Budget Amount	
<b>STAFF COSTS (Salaries &amp; Fringe Benefits)</b>	\$ 250,270	\$ 12,213		\$ 262,482	<b>\$ 262,482</b>	
Work Experience Staff Salary & Fringe	\$ 115,507	\$ 6,079		\$ 121,587	<b>\$ 121,587</b>	
<b>OPERATING COSTS</b>	\$ 35,094	\$ -		\$ 35,094	<b>\$ 35,094</b>	
<b>TRAINING COSTS</b>	\$ 82,211			\$ 82,211	<b>\$ 82,211</b>	
Work Experience Stipends	\$ 44,640	\$ -		\$ 44,640	<b>\$ 44,640</b>	
<b>SUPPORTIVE SERVICE COSTS</b>	\$ 24,405	\$ -		\$ 24,405	<b>\$ 24,405</b>	
Training Transportation	\$ 10,125	\$ 1,125		\$ 11,250	<b>\$ 11,250</b>	
Work Experience Transportation	\$ 3,375	\$ 375		\$ 3,750	<b>\$ 3,750</b>	
Training Support Materials	\$ 1,530	\$ 170		\$ 1,700	<b>\$ 1,700</b>	
Work Experience Support Materials	\$ 1,170	\$ 130		\$ 1,300	<b>\$ 1,300</b>	
Training Fees/ Profit	\$ -	\$ -		\$ -	<b>\$ -</b>	
General Liability Insurance	\$ 4,564	\$ 240		\$ 4,804	<b>\$ 4,804</b>	
Indirect Costs	\$ 49,527	\$ 2,607		\$ 52,134	<b>\$ 52,134</b>	
<b>Total Budget Costs</b>	<b>\$ 622,418</b>	<b>\$ 22,939</b>	<b>\$ -</b>	<b>\$ 645,357</b>	<b>\$ 645,357</b>	
Percentage of Budget	96%	4%		100.00%		
<b>Work Experience Cost</b>	<b>\$ 166,227</b>					
	26%					
Cost Limitations			2% Maximum	At least 98%	<b>100%</b>	

WORKFORCE DEVELOPMENT BOARD					
WorkLink Workforce Development Area					
COST AND PRICE ANALYSIS WORKSHEET					
Service Provider	Eckerd Workforce Development	Contract #	Mod #		
Project/Activity	Palmetto Youth Connections	Fund Source	WIDA Youth		
Categories & Line Items	Total Cost	OUT-OF-SCHOOL YOUTH	IN-SCHOOL YOUTH	Administrati on	Non-Administration
<b>OPERATING COSTS</b>					
1.1 Facility Rent, Utilities, Maintenance, etc.	\$ 9,600	\$ 9,600			\$ 9,600
1.2 Staff Expendable Supplies & Materials	\$ 1,200	\$ 1,200	\$ -		\$ 1,200
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ -	\$ -	\$ -		\$ -
1.4 Copy & Print Expenses	\$ 1,200	\$ 1,200	\$ -		\$ 1,200
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 6,136	\$ 6,136	\$ -		\$ 6,136
1.6 Staff Travel					
Local Mileage cost	\$ 7,279	\$ 7,279	\$ -		\$ 7,279
RM POV	\$ 1,040	\$ 1,040			\$ 1,040
Non-Local Mileage cost	\$ 1,600	\$ 1,600	\$ -		\$ 1,600
Non-Local Per Diem/Lodging Cost	\$ 1,500	\$ 1,500	\$ -		\$ 1,500
1.7 Staff Taining / Technical Services Costs (Conf, Training, etc.)	\$ 1,000	\$ 1,000	\$ -		\$ 1,000
1.8 Non-Expendable Equipment Purchases (Computers, software, Non-Expendable Equipment Purchases (Computer Leases)	\$ 2,798	\$ 2,798	\$ -		\$ 2,798
1.9 Postage (Stamps, FedEx, etc.)	\$ 1,741	\$ 1,741	\$ -		\$ 1,741
<b>TOTAL OPERATING COSTS</b>	<b>\$ 35,094</b>	<b>\$ 35,094</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35,094</b>



PY17 CONTRACT BUDGET

FRINGE BENEFITS:											
FICA			X	7.65%	\$23,715.60		\$22,586.09		\$1,129.51	\$0.00	\$23,715.60
Workers Comp.			X	1.00%	\$3,100.08		\$2,952.43		\$147.65	\$0.00	\$3,100.08
Health & Wealth (Pos. Level)			X	12.31%	\$38,149.80		\$36,332.82		\$1,816.98	\$0.00	\$38,149.80
Ret. / Pension			X	1.95%	\$6,045.15		\$5,757.24		\$287.92	\$0.00	\$6,045.15
Unemployment Insurance (State & Federal)			X	0.98%	\$3,050.48		\$2,905.19		\$145.29	\$0.00	\$3,050.48
Other (Specify):			X	0.00%	\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
<b>TOTAL FRINGE BENEFITS</b>				<b>23.89%</b>	<b>\$74,061.11</b>		<b>\$70,533.77</b>		<b>\$3,527.34</b>	<b>\$0.00</b>	<b>\$74,061.11</b>
INDIRECT COST: RATE	\$588,419.15	X		<b>8.86%</b>	\$ 52,133.94	95%	\$49,527.24	5%	\$2,606.70	\$0.00	\$52,133.94
<b>TOTAL COST</b>					<b>\$436,202.93</b>		<b>\$415,304.01</b>		<b>\$20,898.92</b>	<b>\$0.00</b>	<b>\$436,202.93</b>

**WORKFORCE DEVELOPMENT BOARD**  
 WorkLink Workforce Development Area  
**BUDGET FLOW PROJECTIONS**

Service Provider	Eckerd Workforce Development	Contract #	
Project/Activity	Palmetto Youth Connections	Fund Source	WIOA
		Mod #	

Period	Cumulative Expenditures					
	Administration	%	Non-Administration	%	Totals	%
July-17	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%
August-17	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%
September-17	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%
October-17	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%
November-17	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%
December-17	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%
January-18	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%
February-18	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%
March-18	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%
April-18	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%
May-18	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%
June-18	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%

**WORKFORCE DEVELOPMENT BOARD**  
 WorkLink Workforce Development Area  
**CLIENT FLOW PROJECTIONS**

<b>Service Provider</b>	Eckerd Workforce Development	<b>Contract #</b>	
<b>Project/Activity</b>	Palmetto Youth Connections	<b>Fund Source</b>	WIDA
		<b>Mod #</b>	

Period	Clients Served			Clients Exited Cumulative	Active Clients
	Carryover	New	Cumulative		
July-17	60	6	66	10	56
August-17	56	6	62	10	52
September-17	52	6	58	10	48
October-17	48	15	63	10	53
November-17	53	12	65	10	55
December-17	55	5	60	10	50
January-18	50	10	60	10	50
February-18	50	10	60	10	50
March-18	50	10	60	10	50
April-18	50	8	58	5	53
May-18	53	8	61	10	51
June-18	51	0	51	10	41
Carryovers	60	<b>96</b>			
New Enrollments	96				
Follow-up Cases	100				
Total Served	256				
Planned Carryover	60				

Active Clients equal Cumulative Clients Served minus Cumulative Clients Exited  
 Option to Serve In-School Youth.

PY'16 Incumbent Worker Training Grant Summary

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<b>IWT Report 5.17.17</b>												
2	Grant #	Company	Contact Email	Requested	Awarded	Updated	Spent	Balance	Mod.	Mod. 2	Match %	# Trainings	Scheduled
3	16IWT01-01	ALLEGRO INDS.	<a href="mailto:Ahamby@allegrosafety.com">Ahamby@allegrosafety.com</a>	3018.60	3,018.60	2,902.50	2,902.50	-	(116.10)		10%	3	All Trainings Completed
4	16IWT01-02	BOSCH	<a href="mailto:Drew.Heller@us.bosch.com">Drew.Heller@us.bosch.com</a>	147867.00	15,808.08			15,808.08			50%	TBD	
5	16IWT01-03	MATERIALS MGMT.	<a href="mailto:Ajones@matlsmgt.com">Ajones@matlsmgt.com</a>	12005.00	10,804.50			4,527.00			10%	3	
6	16IWT01-04	MERGON	<a href="mailto:patrice.farrell@mergon.com">patrice.farrell@mergon.com</a>	NA	7,745.00			-	(7,745.00)		50%	3	Withdrawal from Grant
7	16IWT01-05	TACTICAL MED	<a href="mailto:Craig@tacmedsolutions.com">Craig@tacmedsolutions.com</a>	10885.50	3,505.50	6,745.50	3,145.50	3,600.00	(360.00)	3,600.00	10%	1	Export Compliance Training completed February 2017
8	16IWT01-06	JOHNSON CONTROLS	<a href="mailto:April.Eller@jci.com">April.Eller@jci.com</a>	60555.00	30,550.32			30,550.32			50%	TBD	
9	16IWT01-07	SEALED AIR	<a href="mailto:Jeff.W.Spencer@sealedair.com">Jeff.W.Spencer@sealedair.com</a>	5000.00	5,000.00			5,000.00			50%	1	
10	16IWT01-08	IMPERIAL DIE CASTING	<a href="mailto:Klapp@rcindustries.com">Klapp@rcindustries.com</a>	7000.00	7,000.00		7,000.00	-			50%	1	Lean Manufacturing Training completed March 2017
11													
12					83,432.00		13,048.00	59,485.40	(8,221.10)	3600			
13	Indicates Completion												
14	revised 05/04/2017		Remaining to give out:	4,621.10									

### Adult 2810

Contract Number	Assigned CM	Enrollment Code	State ID	Employer	County	Start Date	End Date	Completion	Total Training Hours	Hourly Wage Rate	Reimbursement Rate	Maximum Reimbursement	Deobligated	Ending Amount	PAID	Balance
07052016-1237	JT Parnell	Adult	2319503	PRO Touch Gen. Contractors	Pickens	7/11/2016	10/7/2016	Void	320	\$21.34	75%	\$5,121.60	(\$5,121.60)	\$0.00	\$0.00	\$0.00
07052016-8773	C. Morgan	Adult	2273524	PRO Touch Gen. Contractors	Pickens	7/11/2016	10/7/2016	Void	320	\$32.00	75%	\$7,680.00	(\$7,680.00)	\$0.00	\$0.00	\$0.00
11012016-8479	C. Morgan	Adult	3206033	Belton Metal Co., Inc.	Anderson	11/11/2016	12/1/160	Unsuccessful	480	\$11.00	75%	\$3,960.00	(\$3,168.58)	\$791.42	\$791.42	\$0.00
11072016-6046	C. Morgan	Adult	2177928	Belton Metal Co., Inc.	Anderson	11/14/2016	1/26/2017	Successful	480	\$12.00	75%	\$4,320.00		\$4,320.00	\$4,320.00	\$0.00
12052016-0639	W.Hunter	Adult	2164563	Belton Metal Co., Inc.	Anderson	12/12/2016	3/10/2017	Successful	480	\$12.00	75%	\$4,320.00		\$4,320.00	\$4,320.00	\$0.00
01262017-6261	W.Hunter	Adult	3170881	Reliable Automatic Sprinkler Co.	Pickens	1/30/2017	4/28/2017	Successful	480	\$12.25	50%	\$2,940.00		\$2,940.00		\$2,940.00
03272017-3379	C. Morgan	Adult	3288247	Belton Metal Co., Inc.	Anderson	3/27/2017	6/19/2017	N/A	480	\$10.50	75%	\$3,780.00		\$3,780.00		\$3,780.00

Budget	Remaining
\$32,000.00	\$15,848.58

County	Amount	Percentage
Anderson	\$791.42	15%
Pickens	\$0.00	0%
Oconee	\$4,320.00	85%

Hours Trained	Average Wage
3040	\$15.87

Total Obligated	Total Deobligated	Net Amount	Paid	Balance
\$32,121.60	(\$15,970.18)	\$16,151.42	\$9,431.42	\$6,720.00
<b>Net Obligated</b>	<b>\$16,151.42</b>			

### DW 2820

Contract Number	Assigned CM	Enrollment Code	State ID	Employer	County	Start Date	End Date	Total Training Hours	Hourly Wage Rate	Reimbursement Rate	Maximum Reimbursement	Deobligated	Ending Amount	PAID	Balance
													\$0.00		\$0.00

Budget	Remaining
\$0.00	\$0.00

County	Amount	Percentage
Anderson	\$0.00	#DIV/0!
Pickens	\$0.00	#DIV/0!
Oconee	\$0.00	#DIV/0!

Hours Trained	Average Wage
0	#DIV/0!

Total Obligated	Total Deobligated	Net Amount	Paid	Balance
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Net Obligated</b>	<b>\$0.00</b>			



<b>WorkLink Program Year 2016 Financial Status</b>						
JA-24960-13-60-A-45 : Make It In America Grant (MiiA Grant)						
	<b>Program Revenue</b>			<b>**Extended by DOL to 9/30/17</b>		
	<b>\$ 1,299,610</b>					
	<b>Program Expenditures</b>	<b>Total Obligated</b>	<b>Total % Obligated</b>	<b>Actual Expended</b>	<b>Actual % Expended</b>	<b>Balance</b>
Per Mod #3 Approved Feb 2016						
Salaries, Fringe (WDB)	\$ 64,148	58,464	91%	58,464	91.14%	\$ 5,684
Indirect (WDB)	21,630	19,921	92%	19,921	92.10%	1,709
Travel (WDB)	378	-	0%	-	0.00%	378
Tri-County Technical College	434,481	434,481	100%	434,481	100.00%	-
Greenville Technical College	434,481	434,481	100%	425,118	97.85%	9,363
Northeastern Technical College	344,492	344,492	100%	315,623	91.62%	28,869
<b>Total In-House</b>	<b>\$ 1,299,610</b>	<b>\$ 1,291,840</b>	<b>99%</b>	<b>\$ 1,253,608</b>	<b>96.46%</b>	<b>\$ 46,002</b>
Grant Period: 10/1/13-9/30/17			<b>Goal Thru April 2017</b>		89.58%	
<b>13M295T1 - TCTC</b>	<b>Program Expenditures</b>	<b>Total Obligated</b>	<b>Total % Obligated</b>	<b>Actual Expended</b>	<b>Actual % Expended</b>	<b>Balance</b>
Marketing	\$ 11,000	10,636	97%	10,636	96.69%	\$ 364
Recruitment & Assessment	5,000	5,364	107%	5,364	107.28%	(364)
Training	418,481	418,481	100%	418,481	100.00%	-
Job Placement	-	-	0%	-	0.00%	-
<b>Total In-House</b>	<b>\$ 434,481</b>	<b>\$ 434,481</b>	<b>100%</b>	<b>\$ 434,481</b>	<b>100.00%</b>	<b>\$ -</b>
<b>13M295G1 - GTC</b>	<b>Program Expenditures</b>	<b>Total Obligated</b>	<b>Total % Obligated</b>	<b>Actual Expended</b>	<b>Actual % Expended</b>	<b>Balance</b>
Marketing	\$ 22,350	17,234	77%	17,234	77.11%	\$ 5,116
Recruitment & Assessment	-	-	0%	-	0.00%	-
Training	411,131	407,884	99%	407,884	99.21%	3,247
Job Placement	1,000	-	0%	-	0.00%	1,000
<b>Total In-House</b>	<b>\$ 434,481</b>	<b>\$ 425,118</b>	<b>98%</b>	<b>\$ 425,118</b>	<b>97.85%</b>	<b>\$ 9,363</b>
<b>13M295N1 - NETC</b>	<b>Program Expenditures</b>	<b>Total Obligated</b>	<b>Total % Obligated</b>	<b>Actual Expended</b>	<b>Actual % Expended</b>	<b>Balance</b>
Marketing	\$ 1,500	817	54%	817	54.47%	\$ 683
Recruitment & Assessment	1,000	819	82%	819	81.90%	181
Training	336,650	310,646	92%	310,646	92.28%	26,004
Job Placement	5,342	3,341	63%	3,341	62.54%	2,001
<b>Total In-House</b>	<b>\$ 344,492</b>	<b>\$ 315,623</b>	<b>92%</b>	<b>\$ 315,623</b>	<b>91.62%</b>	<b>\$ 28,869</b>

**WIOA PERIODS FOR REPORTING OUTCOMES**

**Time Periods for Reporting Performance Information on the WIOA Annual Report**

*Revised 7/11/2016*

<b>Program Year 2016 (PY16) Annual Report</b>	
<b>Report Due Date</b>	<b>October 1, 2017</b>
Number Served (Reportable Individual)	7/01/16 to 6/30/17
Number Exited (Reportable Individual)	7/01/16 to 3/31/17
Funds Expended	7/01/16 to 6/30/17
Number Served (Participant)	7/01/16 to 6/30/17
Number Exited (Participant)	7/01/16 to 3/31/17
Employment Rate Second Quarter After Exit	Data Not Available
Employment Rate Fourth Quarter After Exit	Data Not Available
Median Earnings Second Quarter After Exit	Data Not Available
Credential Attainment Rate	Data Not Available
Measurable Skill Gains	7/01/16 to 6/30/17
Effectiveness in Serving Employers	Data Not Available
Veterans' Priority of Service	7/01/16 to 6/30/17

<b>Program Year 2017 (PY17) Annual Report</b>	
<b>Report Due Date</b>	<b>October 1, 2018</b>
Number Served (Reportable Individual)	7/01/17 to 6/30/18
Number Exited (Reportable Individual)	4/01/17 to 3/31/18
Funds Expended	7/01/17 to 6/30/18
Number Served (Participant)	7/01/17 to 6/30/18
Number Exited (Participant)	4/01/17 to 3/31/18
Employment Rate Second Quarter After Exit	7/01/16 to 6/30/17
Employment Rate Fourth Quarter After Exit	7/01/16 to 12/31/16
Median Earnings Second Quarter After Exit	7/01/16 to 6/30/17
Credential Attainment Rate	7/01/16 to 12/31/16
Measurable Skill Gains	7/01/17 to 6/30/18
Effectiveness in Serving Employers	7/01/16 to 6/30/17
Veterans' Priority of Service	7/01/17 to 6/30/18

<b>Program Year 2018 (PY18) Annual Report</b>	
<b>Report Due Date</b>	<b>October 1, 2019</b>
Number Served (Reportable Individual)	7/01/18 to 6/30/19
Number Exited (Reportable Individual)	4/01/18 to 3/31/19
Funds Expended	7/01/18 to 6/30/19
Number Served (Participant)	7/01/18 to 6/30/19
Number Exited (Participant)	4/1/18 to 3/31/19
Employment Rate Second Quarter After Exit	7/01/17 to 6/30/18
Employment Rate Fourth Quarter After Exit	1/01/17 to 12/31/17
Median Earnings Second Quarter After Exit	7/01/17 to 6/30/18
Credential Attainment Rate	1/01/17 to 12/31/17
Measurable Skill Gains	7/01/18 to 6/30/19
Effectiveness in Serving Employers	7/01/17 to 6/30/18
Veterans' Priority of Service	7/01/18 to 6/30/19

<b>Program Year 2019 (PY19) Annual Report</b>	
<b>Report Due Date</b>	<b>October 1, 2020</b>
Number Served (Reportable Individual)	7/01/19 to 6/30/20
Number Exited (Reportable Individual)	4/01/19 to 3/31/20
Funds Expended	7/01/19 to 6/30/20
Number Served (Participant)	7/01/19 to 6/30/20
Number Exited (Participant)	4/1/19 to 3/31/20
Employment Rate Second Quarter After Exit	7/01/18 to 6/30/19
Employment Rate Fourth Quarter After Exit	1/01/18 to 12/31/18
Median Earnings Second Quarter After Exit	7/01/18 to 6/30/19
Credential Attainment Rate	1/01/18 to 12/31/18
Measurable Skill Gains	7/01/19 to 6/30/20
Effectiveness in Serving Employers	4/01/18 to 3/31/19
Veterans' Priority of Service	7/01/19 to 6/30/20

**Please Note:**

Periods highlighted in green indicate when a full year of information will be available.

Periods that do not have a date indicate that no report can be generated for that outcome during that time frame.

**Time Periods for Reporting Performance Information on the WIOA Quarterly Report**  
**Instructions**

*Revised 7/11/2016*

<b>Program Year (PY) 2016</b>				
<b>Time Periods To Be Reported</b>				
<b>Report Quarter</b>	<b>July – Sept.</b>	<b>Oct. – Dec.</b>	<b>Jan. – Mar.</b>	<b>Apr. – June</b>
<b>Report Due Date</b>	<b>November 14, 2016</b>	<b>February 14, 2017</b>	<b>May 15, 2017</b>	<b>August 14, 2017</b>
Number Served (Reportable Individual)	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17	7/01/16 to 6/30/17
Number Exited (Reportable Individual)	Data Not Available	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17
Funds Expended	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17	7/01/16 to 6/30/17
Number Served (Participant)	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17	7/01/16 to 6/30/17
Number Exited (Participant)	Data Not Available	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17
Employment Rate Second Quarter After Exit	Data Not Available	Data Not Available	Data Not Available	Data Not Available
Employment Rate Fourth Quarter After Exit	Data Not Available	Data Not Available	Data Not Available	Data Not Available
Median Earnings Second Quarter After Exit	Data Not Available	Data Not Available	Data Not Available	Data Not Available
Credential Attainment Rate	Data Not Available	Data Not Available	Data Not Available	Data Not Available
Measurable Skill Gains	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17	7/01/16 to 6/30/17
Effectiveness in Serving Employers	Data Not Available	Data Not Available	Data Not Available	Data Not Available
Veterans' Priority of Service	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17	7/01/16 to 6/30/17

<b>Program Year (PY) 2017</b>				
<b>Time Periods To Be Reported</b>				
<b>Report Quarter</b>	<b>July – Sept.</b>	<b>Oct. – Dec.</b>	<b>Jan. – Mar.</b>	<b>Apr. – June</b>
<b>Report Due Date</b>	<b>November 14, 2017</b>	<b>February 14, 2018</b>	<b>May 15, 2018</b>	<b>August 14, 2018</b>
Number Served (Reportable Individual)	10/01/16 to 9/30/17	1/01/17 to 12/31/17	4/01/17 to 3/31/18	7/01/17 to 6/30/18
Number Exited (Reportable Individual)	7/01/16 to 6/30/17	10/01/16 to 9/30/17	1/01/17 to 12/31/17	4/01/17 to 3/31/18
Funds Expended	10/01/16 to 9/30/17	1/01/17 to 12/31/17	4/01/17 to 3/31/18	7/01/17 to 6/30/18
Number Served (Participant)	10/01/16 to 9/30/17	1/01/17 to 12/31/17	4/01/17 to 3/31/18	7/01/17 to 6/30/18
Number Exited (Participant)	7/01/16 to 6/30/17	10/01/16 to 9/30/17	1/01/17 to 12/31/17	4/01/17 to 3/31/18
Employment Rate Second Quarter After Exit	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17	7/01/16 to 6/30/17
Employment Rate Fourth Quarter After Exit	Data Not Available	Data Not Available	7/01/16 to 9/30/16	7/01/16 to 12/31/16
Median Earnings Second Quarter After Exit	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17	7/01/16 to 6/30/17
Credential Attainment Rate	Data Not Available	Data Not Available	7/01/16 to 9/30/16	7/01/16 to 12/31/16
Measurable Skill Gains	10/01/16 to 9/30/17	1/01/17 to 12/31/17	4/01/17 to 3/31/18	7/01/17 to 6/30/18
Effectiveness in Serving Employers	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17	7/01/16 to 6/30/17
Veterans' Priority of Service	10/01/16 to 9/30/17	1/01/17 to 12/31/17	4/01/17 to 3/31/18	7/01/17 to 6/30/18

<b>Program Year (PY) 2018</b>				
<b>Time Periods To Be Reported</b>				
<b>Report Quarter</b>	<b>July – Sept.</b>	<b>Oct. – Dec.</b>	<b>Jan. – Mar.</b>	<b>Apr. – June</b>
<b>Report Due Date</b>	<b>November 14, 2018</b>	<b>February 14, 2019</b>	<b>May 15, 2019</b>	<b>August 14, 2019</b>
Number Served (Reportable Individual)	10/01/17 to 9/30/18	1/01/18 to 12/31/18	4/01/18 to 3/31/19	7/01/18 to 6/30/19
Number Exited (Reportable Individual)	7/01/17 to 6/30/18	10/01/17 to 9/30/18	1/01/18 to 12/31/18	4/01/18 to 3/31/19
Funds Expended	10/01/17 to 9/30/18	1/01/18 to 12/31/18	4/01/18 to 3/31/19	7/01/18 to 6/30/19
Number Served (Participant)	10/01/17 to 9/30/18	1/01/18 to 12/31/18	4/01/18 to 3/31/19	7/01/18 to 6/30/19
Number Exited (Participant)	7/01/17 to 6/30/18	10/01/17 to 9/30/18	1/01/18 to 12/31/18	4/01/18 to 3/31/19
Employment Rate Second Quarter After Exit	10/01/16 to 9/30/17	1/01/17 to 12/31/17	4/01/17 to 3/31/18	7/01/17 to 6/30/18
Employment Rate Fourth Quarter After Exit	7/01/16 to 3/31/17	7/01/16 to 6/30/17	10/01/16 to 9/30/17	1/01/17 to 12/31/17
Median Earnings Second Quarter After Exit	10/01/16 to 9/30/17	1/01/17 to 12/31/17	4/01/17 to 3/31/18	7/01/17 to 6/30/18
Credential Attainment Rate	7/01/16 to 3/31/17	7/01/16 to 6/30/17	10/01/16 to 9/30/17	1/01/17 to 12/31/17
Measurable Skill Gains	10/01/17 to 9/30/18	1/01/18 to 12/31/18	4/01/18 to 3/31/19	7/01/18 to 6/30/19
Effectiveness in Serving Employers	10/01/16 to 9/30/17	1/01/17 to 12/31/17	4/01/17 to 3/31/18	7/01/17 to 6/30/18
Veterans' Priority of Service	10/01/17 to 9/30/18	1/01/18 to 12/31/18	4/01/18 to 3/31/19	7/01/18 to 6/30/19

<b>Program Year (PY) 2019</b>				
<b>Time Periods To Be Reported</b>				
<b>Report Quarter</b>	<b>July – Sept.</b>	<b>Oct. – Dec.</b>	<b>Jan. – Mar.</b>	<b>Apr. – June</b>
<b>Report Due Date</b>	<b>November 14, 2019</b>	<b>February 14, 2020</b>	<b>May 15, 2020</b>	<b>August 14, 2020</b>
Number Served (Reportable Individual)	10/01/18 to 9/30/19	1/01/19 to 12/31/19	4/01/19 to 3/31/20	7/01/19 to 6/30/20
Number Exited (Reportable Individual)	7/01/18 to 6/30/19	10/01/18 to 9/30/19	1/01/19 to 12/31/19	4/01/19 to 3/31/20
Funds Expended	10/01/18 to 9/30/19	1/01/19 to 12/31/19	4/01/19 to 3/31/20	7/01/19 to 6/30/20
Number Served (Participant)	10/01/18 to 9/30/19	1/01/19 to 12/31/19	4/01/19 to 3/31/20	7/01/19 to 6/30/20
Number Exited (Participant)	7/01/18 to 6/30/19	10/01/18 to 9/30/19	1/01/19 to 12/31/19	4/01/19 to 3/31/20
Employment Rate Second Quarter After Exit	10/01/17 to 9/30/18	1/01/18 to 12/31/18	4/01/18 to 3/31/19	7/01/18 to 6/30/19
Employment Rate Fourth Quarter After Exit	4/01/17 to 3/31/18	7/01/17 to 6/30/18	10/01/17 to 9/30/18	1/01/18 to 12/31/18
Median Earnings Second Quarter After Exit	10/01/17 to 9/30/18	1/01/18 to 12/31/18	4/01/18 to 3/31/19	7/01/18 to 6/30/19
Credential Attainment Rate	4/01/17 to 3/31/18	7/01/17 to 6/30/18	10/01/17 to 9/30/18	1/01/18 to 12/31/18
Measurable Skill Gains	10/01/18 to 9/30/19	1/01/19 to 12/31/19	4/01/19 to 3/31/20	7/01/19 to 6/30/20
Effectiveness in Serving Employers	7/01/17 to 6/30/18	10/01/17 to 9/30/18	1/01/18 to 12/31/18	4/01/18 to 3/31/19
Veterans' Priority of Service	10/01/18 to 9/30/19	1/01/19 to 12/31/19	4/01/19 to 3/31/20	7/01/19 to 6/30/20

**Please Note:**

Quarters highlighted in green indicate when four quarters of information will be available

Periods that do not have a date indicate that no report can be generated for that outcome during that time frame.

Youth Service Provider  
Status Update  
July 2015 - June 2016

ENROLLMENT REPORT PY16		PYC					
*Special notes:							
Board Goal		156					
PY'16 Month	NEW WIA Enrollments	Total Enrollments	Monthly Planned Enrollment	YTD % of Monthly Plan	YTD % of Total Planned	YTD % of Board Goal	
<i>Active Carryover</i>		<b>53</b>					
July	5	58	5	100%	5%	37%	
August	6	64	5	120%	11%	41%	
September	17	81	15	113%	27%	52%	
October	18	99	10	180%	45%	63%	
November	8	107	12	67%	52%	69%	
December	1	108	5	20%	53%	69%	
January	11	119	10	110%	64%	76%	
February	7	126	9	78%	71%	81%	
March	18	144	9	200%	88%	92%	
April	7	151	9	78%	95%	97%	
May	5	156	9	56%	100%	100%	
June		156	5	0%	100%	100%	
<b>Totals</b>	<b>103</b>	<b>156</b>	<b>103</b>				

## One Stop Operations Committee Report

*Presented June 7, 2017 – Board Meeting*

The OneStop Operations Committee met on May 17, 2017.

### New Business

#### *OneStop Certification Standards*

The State Workforce Development Board has issued final guidance regarding OneStop Certification Standards that each local board must meet by September 30, 2017. **The Committee reviewed and approved an instruction letter detailing the process for SC Works Centers to become certified by the WorkLink Workforce Development Board.**

As part of OneStop Certification Standards, each local Board is required to appoint a Business Service Lead on an annual basis to facilitate the Business Services Integration Team. **The Committee discussed the best person to serve as the WorkLink region’s Business Service Lead and voted to appoint the WorkLink Business Service staff member.**

#### *Eligible Training Provider List*

In order to be eligible to receive WIOA funding on behalf of students, a training provider must apply to be on the State Eligible Training Provider List (ETPL). Each Board reviews the applications for training providers that wish to provide services for our region, and determines whether or not they should be included in SCPath (ETPL database) for our region. If approved, the training provider may list trainings that they offer that lead to a recognized credential and will lead to employment upon completion.

WorkLink received applications from the following training providers:

Training Provider	Approved	Denied (reason listed)
American Board for Certification of Teacher Excellence		Programs of study are not in our training clusters
Carolina Construction		Tabled, pending additional information
COMNet		No recognized Post-Secondary Occupational Certificate
Denmark Technical College	Approved	
Halsey Street		Programs of study are not in our training clusters
New Horizons of Charlotte	Approved	
Performance Training Solutions		Out-of-Area training (Ohio) + training costs
Power Surge Energy Group LLC		Programs of study are not in our training clusters
Priority Dispatch		Programs of study are not in our training clusters
Solar Energy		Programs of study are not in our training clusters

**The committee voted to approve Denmark Technical College and New Horizons of Charlotte, and deny the other applications based on the reasons cited above.**

## Old Business

### *Transportation Demonstration Grant*

Trent Acker, Executive Director, informed the committee of an open competition for a transportation grant released by Department of Employment and Workforce (DEW). Mr. Acker stated that the CATbus declined to participate at this time; however, the Electric City Transit was interested in partnering with us. An application for this grant was submitted on June 1, 2017 in partnership with the Electric City Transit.

### *Work Search Requirements*

Mr. Acker stated that the State legislature passed a new law requiring Unemployment Insurance claimants to conduct a minimum of two job searches per week using the SC Works Online System. SC Works Centers traffic will be positively impacted by this news. This new requirement went into effect on May 28, 2017.

### *PY17 Budget Negotiations Committee*

Jennifer Kelly, WorkLink Assistant Director, reminded the committee that the Eckerd Workforce Development Services grants were extended during the last board meeting. Ms. Kelly stated that there has been no action regarding the Negotiations Committee due to the fact that we have not received any allocations from Department of Labor (DOL) or DEW. WorkLink typically receives notification of the allocations no later than mid-May, but this year the funding levels have not yet been released.

### *Strategic Plan*

Ms. Kelly reviewed the progress towards the Strategic Plan as of May 17. WorkKeys profiling was specifically reviewed. Ed Parris, committee member and business representative, sent aggregate data on the profiles completed in the PY16 timeframe from Phillips Staffing. The Committee voted to table the WorkKeys profiling discussion, in which a baseline would be established along with a percentage goal to increase each year, pending additional information from the State on what to expect from the Statewide WorkKeys initiative.

## Reports

### *Employer Services*

The Business Services Team meetings are continuing on a monthly basis. The team has recently been addressing the OneStop Certification Standards in order to meet the Employer Standards by no later than September 30. The group evaluated their current level of knowledge of workforce programs and services available in the WorkLink region, and Meredith Durham, WorkLink Business Service Representative, will be engaging speakers based on feedback from the self-evaluations.

### *Incumbent Worker Training Grants*

The PY16IWT grant totaling \$83,432 was divided among 8 companies in our 3 counties via the county fair share in the following amounts: 49%, \$40,881 to Anderson; 20%, \$16,686.40 to Oconee; and 31%, \$25, 863.92 to Pickens. Trainings are in progress. The IWT trainings under this grant are due to end no later than September 30, 2017. A total of \$4,621.10 has been recaptured from companies and will be reallocated to two additional companies that applied for the funding.

In addition to the PY16 IWT grant totaling \$83,432, WorkLink also received \$250,000 in IWT funding to expended by June 30, 2018. A report of the new companies and their awards will be forthcoming to the Board.

### *On-the-Job Training Coordination*

Mr. Acker gave a status update regarding On-the-Job Training (OJT) contracts for PY16. Four contracts have been implemented with Belton Metal Co. in Anderson and one with Reliable Sprinkler in Pickens. We anticipate that there will be no new contracts before July 1.

### *SC Works Center Reports*

Kal Kunkel, OneStop Operations Director for Eckerd Workforce Development Services, provided a brief overview of the System Wide Services and Employer Services provided during PY16 July 1, 2016 through April 30, 2017. Reports can be found in the Board packet. Mr. Kunkel also briefly covered the financial reports for Eckerd Workforce Services.

### *WIOA Program Usage Reports*

Steve Riddle, WIOA Program Manager, reviewed the PY16 program reports (found in the Board packet), which shows the demographic snapshot for participants in WIOA; the individualized career services, which is a snapshot of who is in the program; and an overview of training services provided.

**WorkLink**

**EMPLOYMENT AND TRAINING INSTRUCTION LETTER NO.: 16-005**

**SUBJECT:** SC Works Certification Standards

**ISSUANCE**

**DATE:** May 15, 2017

**EFFECTIVE**

**DATE:** Immediately

**EXPIRATION**

**DATE:** Indefinite

**PURPOSE:** To issue State and local guidance regarding the certification of SC Works centers and the SC Works delivery system. This is a WorkLink local instruction letter approved by the WorkLink Workforce Development Board.

**BACKGROUND:** The Workforce Innovation and Opportunity Act (WIOA) requires that the State Workforce Development Board establish objective criteria and procedures for use by Local Workforce Development Boards (WDBs) in assessing one-stop centers at least once every 3 years. The criteria must be used to evaluate the one-stop centers and one-stop delivery system for effectiveness, including customer satisfaction, physical and programmatic accessibility, and continuous improvement. In addition, the criteria must be reviewed and updated every 2 years as part of the review and modification of the State Plan. The attached standards and criteria were created by workgroups from across the state comprised of all levels of the system to include frontline staff, workforce and business partners, and State Board members.

Local WDBs are responsible for the assessment of their comprehensive SC Works centers and SC Works delivery systems against the attached standards. Assessment and certification of satellite/affiliate sites will be required in the next certification cycle. However, all SC Works centers must comply with applicable physical and programmatic accessibility requirements. In order to be certified, centers and delivery systems must meet or exceed the baseline measures for each standard. The attached documents include evaluation methods to be used for each standard. Local WDBs are required to develop objective policies and procedures for the assessment process that include the criteria outlined in the attached Management, Job Seeker, and Business Services Standards. Each local WDB must submit documentation of the assessment process and certification determination to the Workforce Support Unit at DEW no later than September 30, 2017. Deficiencies should be noted for corrections that include local WDB review of progress and full certification by January 31, 2018. SC Works centers must be certified in order to be eligible to use infrastructure funds in the State funding mechanism.

**POLICY:** In pursuit of having certified centers in our region, WorkLink Workforce Development Board staff will use the SC Works Certification Standards issued by the State Workforce Development Board to evaluate each of the SC Works Centers in the WorkLink region. In order to be certified, the centers must meet 100% of the Standards by the deadlines established either by the State or by the local Workforce Development, whichever date comes first.



The following outlines the process that will be used in certifying the centers in the WorkLink region:

**1. Notification to the Operator(s) and Service Provider(s)**

WorkLink Workforce Development Board staff issues a monitoring schedule at the beginning of each program year to notify the Operator(s) and service provider(s) of planned visits. SCWorks Certification Standards deadlines and monitoring visits associated with the Standards will be included in this policy beginning in PY17. The monitoring schedule will detail deadlines for submission of documentation associated with SC Works Certification Standards as well as confirm dates of on-site visits to conduct a final review, to include observation and in-person staff interviews.

In addition to this, WorkLink staff will issue an email notification to the Operator(s) 30 days prior to the on-site visit. Further details will be included in the email regarding planning for the visit and how to submit documentation for evaluation.

**2. Submission of Documentation**

WorkLink has chosen to allow the Operator to provide appropriate proof of achieving the Certification Standards using the suggested “Proposed Evaluation” methods outlined in the associated “Proposed Evaluation” column of each standard. In addition to this, the Operator may provide current photo or video evidence of items such as posters, outreach materials, signage, Orientations, computer links, etc. There must be a date stamp included on the photo or video that falls within 90 days of the scheduled on-site visit of WorkLink staff. The Operator(s) will gather appropriate documentation as outlined in the Standards. All documentation should be submitted to WorkLink staff in its entirety 10 days prior to the on-site evaluation visit. Technical assistance needs, cost prohibitive items for purchase, and noted deficiencies must be sent via email to WorkLink staff upon immediate identification.

WorkLink will begin reviewing the documentation upon receipt, and will communicate with the Operator(s) for corrections or clarifications to be given at the time of the on-site evaluation visit.

**3. During the Visit**

WorkLink staff will hold an entrance conference to explain the purpose of the on-site evaluation, collect updated information and documentation from the 10 day review, issue a final schedule of observations/interviews to be conducted in each location, and answer any questions or concerns the Operator(s) may have at that time. During the visit, the WorkLink staff will verify the documentation that was received is accurate, and activities in the Center are compliant with the standards.

A wrap-up exit conference will be scheduled at the end of the on-site evaluation period to discuss questions and any further clarifications that may be needed.

**4. After the Visit**

WorkLink will issue a written report to the Operator(s) within 30 days of the evaluation period regarding the status of the evaluation of the Centers certification. The report will include whether or

not a Standard was met and recommended corrective actions. The Operator(s) will provide a written response accompanied by appropriate documentation showing proof of the correction or a timeline for the expected correction.

#### **5. Committee and Board Consideration**

Upon receipt of all final documentation a formal report will be presented to the SCWorks Committee. The Committee will review the report and make a recommendation to the full Board for Certification of the Centers.

Upon approval of the Board, the Operator(s) will be awarded on behalf of the Center a “Certification” in the form of a certificate declaring that the Center has been certified and meets the SC Works Certification Standards. The Certificate will include the period of time that the Centers will be certified for. Each Center will display their Certification for the public to view.

For the initial Certification cycle, the Operator(s) will work with the WorkLink staff to achieve the Certification Standards by no later than September 30, 2017. SC Works centers must be fully certified by January 31, 2018.

**ACTION:** All applicable WorkLink Workforce Development Area Operators, service providers, sub-recipients, contractors and other applicable organizational elements will implement and comply with these instructions, as well as any related instructions contained in applicable contractual agreements.

**INQUIRIES:** Direct all inquiries on this Instruction Letter to WorkLink Workforce Development Board Staff, Jennifer Kelly, WorkLink, 1376 Tiger Blvd, Suite 102, Clemson, SC 29631, telephone 864.646.5898, or email [jkelly@worklinkweb.com](mailto:jkelly@worklinkweb.com).

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Trent Acker, Executive Director  
WorkLink Workforce Development Board

**DISTRIBUTION:** All WIOA Staff

#### **ATTACHMENTS:**

State Instruction Letter 16-009, “SC Works Certification Standards”

State Instruction Letter 16-009, “SCW Works Certification Standards – Change 1 as of 5/01/2017”

Provider	Accreditation	Program Name	WorkLink Cluster	Occupational Code	In dema	Tuition and Fees
Denmark Technical College	Denmark Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to Award Associate Degrees, Diplomas, and	Machine Tool - Certificate	Manufacturing	51-4041.00 Machinists	Yes	\$4500.00
<a href="http://www.denmarktech.edu">http://www.denmarktech.edu</a> 1126 Solomon Blatt Blvd. P.O. Box 327 Denmark, South Carolina 29042-0327 Tel: (803) 793-5176		Patient Care Technician	Health Care and Social Assistance	31-1014.00 Nursing Assistants	Yes	\$3500.00
Provider	Accreditation	Program Name	WorkLink Cluster	Occupational Code	In dema nd for SC	Tuition and Fees
New Horizons Computer Learning Center of Charlotte		Certificate in Health Information Management	Professional, Scientific, and Technical Services	43-9021.00 Data Entry Keyers	No	\$13600.00
<a href="http://www.nhsolutionshub.com/">http://www.nhsolutionshub.com/</a>		Certified Ethical Hacker (CEH)	Professional, Scientific, and Technical Services	15-1122.00 Information Security Analysts	Yes	\$3599.00
				15-1143.00 Computer Network Architects	Yes	
				15-1152.00 Computer Network Support Specialists	Yes	
		Certified Information Systems Security Professional (CISSP)	Professional, Scientific, and Technical Services	15-1122.00 Information Security Analysts	Yes	\$3099.00
				15-1143.00 Computer Network Architects	Yes	
				15-1152.00 Computer Network Support Specialists	Yes	
		Cisco® Associate Program	Professional, Scientific, and Technical Services	15-1122.00 Information Security Analysts	Yes	
				15-1143.00 Computer Network Architects	Yes	
				15-1152.00 Computer Network Support Specialists	Yes	
		Cisco® Professional Program	Professional, Scientific, and Technical Services	15-1122.00 Information Security Analysts	Yes	\$6040.00
				15-1143.00 Computer Network Architects	Yes	
				15-1152.00 Computer Network Support Specialists	Yes	
		CompTIA A+ Technician	Not in our Cluster	49-2011.00 Computer, Automated Teller, and Office Machi	No	\$3230.00
		Desktop Support Technician	Professional, Scientific, and Technical Services	15-1151.00 Computer User Support Specialists	Yes	\$10387.00
		Desktop Systems Support Professional	Professional, Scientific, and Technical Services	15-1151.00 Computer User Support Specialists	Yes	\$13397.00
		IT Best Practices Manager	Professional, Scientific, and Technical Services	15-1122.00 Information Security Analysts	Yes	\$6900.00
				15-1143.00 Computer Network Architects	Yes	
				15-1152.00 Computer Network Support Specialists	Yes	

		ITIL V3 Foundations	Manufacturing	11-3021.00 Computer and Information Systems Managers	Yes	\$1817.00
				15-1111.00 Computer and Information Research Scientists	No	
				15-1121.00 Computer Systems Analysts	Yes	
				15-1122.00 Information Security Analysts	Yes	
				15-1132.00 Software Developers, Applications	Yes	
New Horizons Computer Learning Center of Charlotte						
<a href="http://www.nhsolutionshub.com/">http://www.nhsolutionshub.com/</a>				15-1133.00 Software Developers, Systems Software	Yes	
				15-1143.00 Computer Network Architects	Yes	
Continued						
		Lean Six Sigma Black Belt	Manufacturing	11-3021.00 Computer and Information Systems Managers	Yes	\$5190.00
				15-1111.00 Computer and Information Research Scientists	No	
				15-1121.00 Computer Systems Analysts	Yes	
				15-1122.00 Information Security Analysts	Yes	
				15-1132.00 Software Developers, Applications	Yes	
				15-1133.00 Software Developers, Systems Software	Yes	
				15-1143.00 Computer Network Architects	Yes	
		Lean Six Sigma Green Belt	Manufacturing	11-3021.00 Computer and Information Systems Managers	Yes	\$2890.00
				15-1111.00 Computer and Information Research Scientists	No	
				15-1121.00 Computer Systems Analysts	Yes	
				15-1122.00 Information Security Analysts	Yes	
				15-1132.00 Software Developers, Applications	Yes	
				15-1133.00 Software Developers, Systems Software	Yes	
				15-1143.00 Computer Network Architects	Yes	
		Medical Front Office Assistant and Administration	Health Care and Social Assistance	43-6013.00 - Medical Secretaries	Yes	\$9520.00
		Microsoft Certified Solutions Associate (MCSA)	Professional, Scientific, and Technical Services	11-3021.00 Computer and Information Systems Managers	Yes	\$16800.00
				15-1122.00 Information Security Analysts	Yes	
				15-1141.00 Database Administrators	Yes	
				15-1142.00 Network and Computer Systems Administrator	Yes	
				15-1143.00 Computer Network Architects	Yes	
				15-1143.01 Telecommunications Engineering Specialists	Yes	
				15-1152.00 Computer Network Support Specialists	Yes	
		Microsoft Server Professional	Professional, Scientific, and Technical Services	11-3021.00 Computer and Information Systems Managers	Yes	\$18827.00
				15-1122.00 Information Security Analysts	Yes	
				15-1142.00 Network and Computer Systems Administrator	Yes	
				15-1143.00 Computer Network Architects	Yes	
				15-1152.00 Computer Network Support Specialists	Yes	
		Microsoft Technology Associate (MTA)	Professional, Scientific, and Technical Services	11-3021.00 Computer and Information Systems Managers	Yes	\$16800.00
				15-1122.00 Information Security Analysts	Yes	
				15-1141.00 Database Administrators	Yes	
				15-1142.00 Network and Computer Systems Administrator	Yes	
				15-1143.00 Computer Network Architects	Yes	
				15-1143.01 Telecommunications Engineering Specialists	Yes	

				15-1152.00 Computer Network Support Specialists	Yes	
		Network Systems and Security Professional	Professional, Scientific, and Technical Services	11-3021.00 Computer and Information Systems Managers	Yes	\$27777.00
				15-1122.00 Information Security Analysts	Yes	
				15-1142.00 Network and Computer Systems Administrator	Yes	
New Horizons Computer Learning Center of Charlotte				15-1143.00 Computer Network Architects	Yes	
<a href="http://www.nhsolutionshub.com/">http://www.nhsolutionshub.com/</a>				15-1152.00 Computer Network Support Specialists	Yes	
Continued		Network+ Technician	Professional, Scientific, and Technical Services	15-1122.00 Information Security Analysts	Yes	\$3307.00
				15-1143.00 Computer Network Architects	Yes	
				15-1152.00 Computer Network Support Specialists	Yes	
		Office Administrative Assistant Program	Health Care and Social Assistance	43-9061.00 Office Clerks, General	Yes	\$2995.00
		Project Management Professional	Professional, Scientific, and Technical Services	15-1199.09 Information Technology Project Managers	Yes	\$3956.00
		Security+ Technician	Professional, Scientific, and Technical Services	11-3021.00 Computer and Information Systems Managers	Yes	\$2585.00
				15-1122.00 Information Security Analysts	Yes	
				15-1141.00 Database Administrators	Yes	
				15-1142.00 Network and Computer Systems Administrator	Yes	
				15-1143.00 Computer Network Architects	Yes	
				15-1143.01 Telecommunications Engineering Specialists	Yes	
				15-1152.00 Computer Network Support Specialists	Yes	
		Web Application Development Specialist	Professional, Scientific, and Technical Services	15-1152.00 Computer Network Support Specialists	Yes	\$12000.00

**WorkLink**

**WIOA INSTRUCTION LETTER NO.: PY'16-10 (Replaces Revised PY'10-01)**

**SUBJECT:** Local Supportive Service Policy (Adult and Dislocated Worker)

**ISSUANCE**

**DATE:** November 16, 2016

**EFFECTIVE**

**DATE: November 16, 2016**

**EXPIRATION**

**DATE:** Indefinite

**PURPOSE:** The purpose of this instruction is to establish guidelines for providing supportive services for WIOA participants in the local WorkLink Workforce Innovation and Opportunity Area.

**BACKGROUND:** The goal of the Workforce Innovation and Opportunity Act is to ensure access for all individuals, of every skill level, the opportunity to pursue the skills, training, and education they need to obtain employment that will lead to financial stability and economic security for themselves and their families. The Act authorizes supportive services for individuals registered in WIOA programs who are receiving WIOA services.

**POLICY:** The term "Supportive Services" refers to those financial-based or physical accommodations that are reasonable and necessary, and required, in order for a client to participate in activities authorized under Title I of the Workforce Innovation and Opportunity Act (WIOA). In addition, any adult or dislocated worker who is enrolled and receiving WIOA services may be eligible for supportive services if they are unable to obtain assistance from other programs providing such services. Youth participating in WIOA services should follow the Youth Supportive Service policy. In general, supportive services may include needs-related payments, childcare, transportation, housing assistance, and a variety of other related expenses.

**Maximum Allowable Limits**

- Supportive Services for adults and dislocated workers are available up to a maximum total of \$3,000 per program year.

The availability of and referral to non-WIOA sources is one of the services that must be made available to adults and dislocated workers through the One-Stop delivery system.

The need for supportive services must be considered when developing the Individual Employment Plan (IEP). **Recipients of supportive services must be considered low-income.** The need for supportive services must be documented in an assessment and in case notes. The case note must document the specific need, the amount to be paid out by the WIOA program, and details regarding a plan for the participant to be self-sufficient if similar situations occur in the future.

WIOA is a payer of last resort and so only if a participant cannot obtain services by other means should WIOA provide supportive services. Case Managers must document in case notes efforts to access non-

WIOA sources to justify providing supportive services through WIOA. It will be left to the discretion of the Case Manager that all non-WIOA sources of funding have been exhausted. Also, WIOA participants must check with local agencies regarding emergency relief funds to address any one-time emergency costs.

**I. Budgetary Plan**

When participants request supportive services, the Case Manager must assist the participant with a budgetary plan to ensure that the participant has the means to pay for the services in the future. The budgetary plan also justifies the need to provide supportive services. This plan and the justification are kept in the participant's hard file and documented in a SC WOS case note.

Example case note:

*John Doe called and stated that he did not have money for gas to attend class on Friday. According to his WIOA application, he is considered low-income. The CM issued a gas card in the amount of \$25 to the participant in order for the participant to attend class. John Doe and the CM discussed his plan to have gas money for next week's class. The CM provided some suggestions on ways to generate income during his classes. John Doe stated that he will host a yard sale on Saturday and will use the money he earned for gas to class next week. John also stated that he has an interview for a part-time position at MacDonal'd's on Monday. He will contact the CM on Tuesday with the results of the interview.*

**II. Supportive Service Tracking**

A Supportive Services Report for each supportive service recipient will be maintained by the SC Works Operator and made available upon request. The SC Works Operator will verify monthly that the maximum amount of services is not exceeded. All referrals to partners will be issued through the SCWOS system and a hard copy will be provided to participants.

**III. Supportive Service Payment Overview**

All supportive service assistance payments issued on behalf of WIOA enrolled participants within the Worklink Workforce Innovation and Opportunity Area will be issued on the basis of an established and documented need, identified as follows:

- a. Supportive Service assistance payments are limited to the amount necessary to satisfy the emergency and permit the WIOA enrolled participants to continue or complete the applicable WIOA activity. Payments cannot exceed \$3,000 during a program year without written approval of the Administrative Entity.
- b. A supportive service need that was identified during Assessment.
- c. A need that is identified due to an emergency occurring after the individual became a WIOA enrolled participant. Payments can only be made toward relief of situations continuing after the individual becomes a WIOA enrolled participant and cannot be made retroactive.
- d. With the exception of transportation reimbursement, all supportive service assistance payments will be issued directly to the vendor providing the needed assistance or service to the WIOA enrolled participants (i.e. childcare provider, automotive repair shop, gas or electric utility company, etc.) Under no circumstances will supportive services assistance payments be made directly to the WIOA enrolled participants.

#### IV. Who May Receive

Those who may receive supportive service assistance payments include those who meet the following criteria:

- a. Those who are determined low-income, as described in Table 1 of the current WIOA 70 percent LLSIL, as outlined in the current Instruction Letter: Update for WIOA Family Income and Self-Sufficiency Guidelines. **Note:** Initial determination for Supportive Services will be based on low-income status as notated on the Eligibility Determination application for WIOA assistance. If a participant is not low-income at the time of application, a participant may re-apply for supportive services after six months. (WIOA staff should use the same procedures as that of Eligibility Determination to determine low-income.)
- b. Those who are actively participating in a WIOA activity, that requires travel for more than one day in length, for which he or she may not otherwise be able to continue or complete without supportive services assistance. There must be at least one open activity in SCWOS.
- c. Those who have established a supported or documented allowable need for assistance.
- d. Those who have presented documentation or evidence that all other reasonable means for getting non-WIOA assistance/support have been exhausted.
  - i. For childcare assistance – applicant must have proof of ABC Voucher eligibility determination
  - ii. For transportation – applicant must have proof of valid driver’s license
  - iii. For car repairs – applicant must provide two quotes from licensed repair facilities and proof of ownership (i.e., name listed as a driver on insurance, registration, car title, etc.)

#### V. Allowable Supportive Services for WIOA Participants in Career or Training Services

*For both adult and dislocated worker services*

Medical Assistance – Limited funding is available to provide medical services required for an individual to participate in intensive services and/or training also to obtain or retain unsubsidized employment. Payments for medical assistance should be made to the provider not the participant. The maximum amount that can be paid per participant is \$500 during participation in the program.

##### *Allowable Medical Assistance*

- Pre-employment/training physicals required by an employer or training program
- Immunizations
- Pre-employment drug tests
- Dental extractions and dentures
- Eyeglasses but not contact lenses or any type of eye surgery
- Hearing devices

Work Clothing or Uniforms – Supportive Service funding can be provided for work clothing or uniforms required but not paid by an employer or training program. Clothing and uniforms



include steel-toed shoes, hard hats, smocks, etc. Individuals needing general-purpose clothing should be referred to a community clothes bank or other agency. The maximum amount for work clothing is \$250 during participation in the program.

Training-Related Equipment - Pays for training related equipment not already covered, such as books and supplies.

Background Checks – Pays for background checks, such as, motor vehicle records check, criminal records (SLED), etc. when required by the occupation or employer.

Expungements - Assistance for an expungement may be offered in situations where a single offense is prohibiting a participant from obtaining employment and the participant is unable to pay for expungement his or herself. The following conditions must exist:

1. The participant must first complete the expungement application and submit the expungement application to the solicitor's office. Participant must then provide to the case manager confirmation from the solicitor's office that the offense is eligible for expungement.
2. Assistance is limited to a one-time payment made to the solicitor's office.
3. Assistance is capped at \$500. If total costs of the expungement is more than \$500, participant would need to pay any difference to the solicitor's office and provide confirmation of this payment.

Test fees - Pays for fees related to obtain certification, such as real estate license, driver's license, GED fees, etc. This is only for participants not enrolled in a training activity.

Driver's Training - Pays for driver's training. This does not include CDLs.

One-time Emergency Costs\* -

Minor Car Repair - Minor Car Repair should not exceed \$500.00.

Utilities - Pays for electric, water or gas bill. Excludes telephone bills.

Housing - Pays for housing cost, such as rent. Mortgage payments may not be paid with WIOA funding.

\*One-time emergency costs exceeding \$1,000.00 must be approved by the Administrative Entity.

Childcare or Dependent Care – Participants who have out-of-pocket expenses associated with attending training/activities may receive childcare assistance. Reimbursements are linked to attendance - if a participant is absent from training, a reimbursement may not be made for that day. For childcare supportive service assistance, vendor agreements and invoices are required documentation that must be kept in the participant's hard file.

\$25 a day for pre-school children

\$10 a day for school-age children 12 years old and younger and for dependent adults

**In addition to those that are determined low-income, those that are unemployed, but not low income when the supportive service is requested, are eligible for transportation assistance, as described under Direct Transportation and Transportation Reimbursement of this policy, so long as there is a documented need in the case notes of the participant's file.**

**Comment [JK1]:** Recommended addition to allow unemployed individuals with a documented need access to transportation assistance.

Direct Transportation – If a participant is unable to attend an activity or training because he or she lacks a driver's license and/or access to a car, the case manager may provide or procure transportation. Transportation will be provided temporarily while participants make a transition plan to provide their own transportation. Bus and other fare fees are allowable costs.

Case managers should consider cost when procuring transportation. Public transportation should be utilized when available. Arrangements may be made with other agencies that transport participants and for-profit businesses may be utilized. The grantee should have an agreement with the transportation provider specifying the cost and billing arrangements. Grantees may choose to pay private individuals selected by participants to provide transportation. Prior to using a private individual to provide transportation, the grantee must verify the individual has a valid driver's license and insurance.

Transportation Reimbursement – Participants not receiving direct transportation services may receive transportation assistance to help defray the out-of-pocket expenses associated with activities/training. For those (1) attending approved training full-time, (2) not receiving other transportation funds from partner programs, and (3) traveling more than 10 miles one way to a training provider, reimbursement will be \$10 per day for up to 40 miles, \$15 per day for up to 80 miles, and \$20 per day for up to 120 miles of training attended. An authorized training instructor must sign the attendance sheet prior to reimbursement.

**VI. Allowable Needs-Related Payments (NRP) for WIOA Participants in Career or Training Services**  
*For both adult and dislocated worker services – can be received in conjunction with other supportive service payments and is subject to the \$3,000 supportive service cap per year*

NRP may be provided to unemployed adults and dislocated workers if the eligible client has been enrolled in an allowable training activity.

NRP are available for adults and dislocated workers who meet the following criteria:

- A. Specific eligibility requirements for adults
1. Must be unemployed;
  2. Does not qualify for, or has ceased to qualify for, Temporary Assistance for Needy Families (TANF) or unemployment compensation; and
  3. Must be enrolled in a program of training services under WIOA/TAA.

**Adult and Dislocated Worker Program Needs-Related Payments** – Eligible adults and dislocated workers may be certified to receive a needs-related payment in the amount of \$2.50 per hour for active participation in training services (not to exceed a weekly maximum of \$100). Time and attendance sheets are to be used to ensure adequate participation in training services and are to be submitted along with each needs-related payment request. Please note this applies to adults and dislocated workers who do not qualify for the receipt of weekly unemployment insurance (UI) payments or Trade Readjustment Assistance (TRA) at the point of registration in the WIOA program. Adults and dislocated workers who were receiving UI payments or TRA at the point of registration in WIOA but exhaust such assistance may be certified eligible to receive a *Continuance Needs-Related Payment*.

The amounts to be paid are based on a set rate only for the actual number of hours the client is enrolled and/or participating in a training activity. All documentation and eligibility determination is the sole responsibility of the Intensive Services Provider.

B. Specific eligibility requirements for dislocated workers

1. Must be unemployed; and
2. Have ceased to qualify for unemployment compensation or trade readjustment allowance under TAA or NAFTA-TAA, and
3. Must be enrolled in a program of training services under WIOA/TAA.

**Continuance Needs-Related Payment** – Eligible adults and dislocated workers who exhaust UI payments or TRA after registration in the WIOA program may receive a weekly payment up to the amount received under UI or TRA for active participation in training services, not to exceed \$100 per week. This may enable the participant to continue receiving the same level of income maintenance as when they first entered the program. The participant must provide proof of the status of their UI or TRA weekly payment amount during the needs-related payment certification appointment. Time and attendance sheets are to be used to ensure adequate participation in training services and are to be submitted along with the needs-related payment request. **NOTE: In order to qualify for this type of needs-related payment, the WIOA customer is required to attend 100% of approved training each week.**

**Needs-related payments are not wages but training payments used to assist participants with related costs for participating in training services. Needs-related payments are not subject to tax withholdings.**

The case manager and participant must complete the Needs Related Payment Approval to document the need. In the event a waiver is required, this completed form is to be submitted with the waiver request.

**VIII. Supportive Services NOT Allowable for WIOA Participants**

- a. Legal or punitive services costs, which includes child support or driver's license reinstatement fees.
- b. Payments for food or food items.

- c. Payments for automobile payments, insurance, taxes, and tags.
- d. Personal debt or obligation that occurred before WIOA registration.

**ACTION:** WorkLink Workforce Innovation and Opportunity Area Grantees must abide by the policy as stated. All staff must be familiar with the policy. All other forms of supportive service requests not listed must be made in writing to the Administrative Entity.

**Please copy and distribute this information appropriately within your agency.**

**INQUIRIES:** Direct all inquiries on this Instruction Letter to the WorkLink Workforce Development Board staff, 1376 Tiger Blvd., Suite 102, Clemson, SC 29631, telephone 864.646.5898, fax 864.646.2814, or e-mail [jkelly@worklinkweb.com](mailto:jkelly@worklinkweb.com).

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Trent Acker, Executive Director  
WorkLink Workforce Investment Board

**DISTRIBUTION:** All WIOA/TAA staff

**SC WORKS** | BRINGING EMPLOYERS  
 AND JOB SEEKERS TOGETHER  
**WORKLINK**  
 ANDERSON-OCONEE-PICKENS

PY16 - July 1, 2016 to June 30, 2017

	Q1 2016	Q1 2016	Q1 2016	Q2 2016	Q2 2016	Q2 2016	Q3 2016	Q3 2016	Q3 2016	Q4 2016	Q4 2016	Q4 2016	Total
	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	
<b>Jobseekers Services</b>													
<b>SYSTEM WIDE SERVICES</b>													
<b>Unduplicated Customer Count</b>	<b>3403</b>	<b>3627</b>	<b>2909</b>	<b>2748</b>	<b>2419</b>	<b>2524</b>	<b>2806</b>	<b>2337</b>	<b>2530</b>	<b>2262</b>			<b>9849</b>
<b>Individuals that Registered</b>	<b>307</b>	<b>331</b>	<b>272</b>	<b>238</b>	<b>245</b>	<b>212</b>	<b>316</b>	<b>261</b>	<b>243</b>	<b>242</b>			<b>2667</b>
Anderson	129	134	121	110	98	97	156	150	121	122			1238
Clemson	52	65	32	45	46	24	37	30	24	22			377
Easley	70	65	60	40	49	51	48	39	52	51			525
Inactive Honea Path	0	0	0	0	0	0	0	0	0	0			0
Inactive Liberty Center	0	0	0	0	0	0	0	0	0	0			0
Seneca	56	67	59	3	52	40	75	42	46	47			487
<b>Job Search Services</b>	<b>7410</b>	<b>6473</b>	<b>4671</b>	<b>4034</b>	<b>3589</b>	<b>3972</b>	<b>4451</b>	<b>2401</b>	<b>4171</b>	<b>3567</b>			<b>44739</b>
Anderson	3299	2848	2147	1937	1651	1796	1984	1036	1791	1677			20166
Clemson	1363	1276	898	658	661	674	752	446	935	636			8299
Easley	1366	1089	742	633	514	628	696	402	561	609			7240
Inactive Honea Path	0	0	0	0	0	0	0	0	0	0			0
Inactive Liberty Center	3	0	1	0	0	0	0	0	0	0			4
Seneca	1379	1260	883	806	763	874	1019	517	884	645			9030
<b>CENTER-WIDE SERVICES</b>													
<b>Center Traffic (Total Customer Count):</b>	<b>1606</b>	<b>1762</b>	<b>1311</b>	<b>1348</b>	<b>1219</b>	<b>1144</b>	<b>1499</b>	<b>1230</b>	<b>1424</b>	<b>1292</b>			<b>13835</b>
Anderson	608	695	446	491	455	451	620	493	585	489			5333
Clemson	503	591	488	459	424	391	529	425	483	412			4705
Easley	86	112	71	74	63	58	61	55	46	65			691
Seneca	409	364	306	324	277	244	289	257	310	326			3106
Access Point Traffic	0	0	0	0	0	0	0	0	0	0			0
<b>Orientation Attendance</b>	<b>27</b>	<b>88</b>	<b>76</b>	<b>61</b>	<b>27</b>	<b>26</b>	<b>45</b>	<b>76</b>	<b>109</b>	<b>54</b>			<b>589</b>
<b>Workshops Offered</b>	<b>92</b>	<b>106</b>	<b>90</b>	<b>98</b>	<b>89</b>	<b>76</b>	<b>86</b>	<b>91</b>	<b>96</b>	<b>94</b>			<b>918</b>
# Attended Employability	33	29	30	25	59	35	27	27	76	43			384
# Attended Financial Literacy	0	0	15	7	2	4	22	23	32	0			105
# Attended Computer Skills	43	46	22	25	19	34	19	22	33	26			289
<b>Referrals to Partners:</b>	<b>85</b>	<b>56</b>	<b>55</b>	<b>50</b>	<b>55</b>	<b>68</b>	<b>70</b>	<b>53</b>	<b>45</b>	<b>50</b>			<b>587</b>
# of Individuals Received Referral	78	53	52	45	55	64	64	51	40	46			548

Data through: March 2017  
 Last Revision Date: 4/12/17

**SC WORKS** | BRINGING EMPLOYERS  
 AND JOB SEEKERS TOGETHER  
**WORKLINK**  
**ANDERSON-OCONEE-PICKENS**

PY16 - July 1, 2016 to June 30, 2017

	Q1 2016	Q1 2016	Q1 2016	Q2 2016	Q2 2016	Q2 2016	Q3 2016	Q3 2016	Q3 2016	Q4 2016	Q4 2016	Q4 2016	Total
Employer Services	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	
<b>Internal Job Orders Created</b>	<b>212</b>	<b>308</b>	<b>238</b>	<b>233</b>	<b>259</b>	<b>189</b>	<b>242</b>	<b>305</b>	<b>282</b>	<b>242</b>			<b>2510</b>
Anderson	90	93	89	72	76	67	89	112	113	105			906
Clemson	60	87	83	53	117	71	51	89	69	43			723
Easley	22	38	18	31	18	20	42	43	24	22			278
Inactive Honea Path	0	0	0	0	0	0	0	0	0	0			0
Inactive Liberty Center	0	0	0	0	0	0	0	0	0	0			0
Seneca	40	90	48	77	48	31	60	61	76	72			603
<b>Services Provided Employers</b>	<b>998</b>	<b>1308</b>	<b>1175</b>	<b>1226</b>	<b>1019</b>	<b>839</b>	<b>1088</b>	<b>1111</b>	1125	<b>1175</b>			<b>11064</b>
Anderson	358	481	431	408	203	262	251	233	353	356			3336
Clemson	539	702	572	664	724	516	737	785	689	670			6598
Easley	32	41	24	12	6	20	11	12	11	33			202
Inactive Honea Path	0	0	0	0	0	0	0	0	0	0			0
Inactive Liberty Center	0	0	0	0	0	0	0	0	0	0			0
Seneca	69	84	148	142	86	41	89	81	72	116			928
<b>Hiring Events</b>	<b>4</b>	<b>10</b>	<b>3</b>	<b>8</b>	<b>5</b>	<b>3</b>	<b>3</b>	<b>7</b>	<b>10</b>	<b>9</b>			<b>62</b>
<b>Total Job Seekers</b>	<b>35</b>	<b>650</b>	<b>29</b>	<b>188</b>	<b>64</b>	<b>16</b>	<b>251</b>	<b>56</b>	<b>217</b>	<b>176</b>			1682
Anderson	30	598	1	26	22	10	27	56	30	51			851
Oconee	5	40	20	65	17	0	0	0	0	86			233
Pickens	0	12	9	97	25	6	24	0	17	39			229
Regional	0	0	0	0	0	0	200	0	170	0			
<b>Entered Employments</b>	<b>29</b>	<b>75</b>	<b>112</b>	<b>115</b>	<b>101</b>	<b>118</b>	<b>65</b>	<b>62</b>	<b>104</b>	<b>104</b>			<b>885</b>
Anderson	7	22	31	14	5	16	27	26	46	19			213
Clemson	5	35	59	85	83	95	31	24	31	39			487
Easley	0	0	2	1	0	0	0	0	0	23			26
Inactive Honea Path	1	0	0	0	0	0	0	0	0	0			1
Inactive Liberty Center	1	0	0	0	0	0	1	0	1	0			3
Seneca	15	18	20	15	13	7	6	12	26	23			155
<b>Rapid Response Events</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>			<b>1</b>
K-Mart	0	0	0	0	0	0	0	0	27	0			27

DEMOGRAPHICS (Year to Date)		Data through: March 2017	Last Revision Date: 4/5/17				
<i>WIOA Enrollments</i>							
YTD (Last Date of Access)							
<b>Age</b>		<b>Anderson</b>	<b>Oconee</b>	<b>Pickens</b>	<b>Other</b>	<b>Total</b>	<b>%</b>
Under 19		2	1	0	0	3	1%
19-21		7	3	5	0	15	5%
22-32		53	21	18	1	93	33%
33-44		41	20	15	0	76	27%
45-54		36	22	11	1	70	25%
55-64		11	6	11	0	28	10%
65+		0	0	0	0	0	0%
<b>Total</b>		<b>150</b>	<b>73</b>	<b>60</b>	<b>2</b>	<b>285</b>	<b>100%</b>
<b>Race</b>		<b>Anderson</b>	<b>Oconee</b>	<b>Pickens</b>	<b>Other</b>	<b>Total</b>	
African American/Black		52	15	8	0	75	26%
American Indian/Alaskan Native		2	1	0	0	3	1%
Asian		1	0	0	0	1	0%
Hawaiian/Other Pacific Islander		0	0	0	0	0	0%
White		92	56	49	2	199	70%
Not Provided		3	1	3	0	7	2%
<b>Total</b>		<b>150</b>	<b>73</b>	<b>60</b>	<b>2</b>	<b>285</b>	<b>100%</b>
<b>Ethnicity</b>		<b>Anderson</b>	<b>Oconee</b>	<b>Pickens</b>	<b>Other</b>	<b>Total</b>	
Hispanic or Latino heritage		3	2	4	0	9	3%
Not Hispanic or Latino heritage		144	71	56	2	273	96%
Not Provided		3	0	0	0	3	1%
<b>Total</b>		<b>150</b>	<b>73</b>	<b>60</b>	<b>2</b>	<b>285</b>	<b>100%</b>
<b>Gender</b>		<b>Anderson</b>	<b>Oconee</b>	<b>Pickens</b>	<b>Other</b>	<b>Total</b>	
Female		78	47	35	0	160	56%
Male		72	26	25	2	125	44%
<b>Total</b>		<b>150</b>	<b>73</b>	<b>60</b>	<b>2</b>	<b>285</b>	<b>100%</b>
<b>Education Level</b>		<b>Anderson</b>	<b>Oconee</b>	<b>Pickens</b>	<b>Other</b>	<b>Total</b>	
Less than 9th Grade		5	1	3	0	9	3%
9th-12th Grade (No Diploma)		64	32	18	1	115	40%
GED		16	7	10	0	33	12%
HSD		49	25	17	0	91	32%
Vocational School Certificate		3	2	2	0	7	2%
Associate's Degree		8	3	3	0	14	5%
Bachelor's Degree		4	2	6	1	13	5%
Education beyond a Bachelor's degree		1	1	1	0	3	1%
<b>Total</b>		<b>150</b>	<b>73</b>	<b>60</b>	<b>2</b>	<b>285</b>	<b>100%</b>
<b>Disability from the Demographic Tab on the WIOA Application</b>		<b>Anderson</b>	<b>Oconee</b>	<b>Pickens</b>	<b>Other</b>	<b>Total</b>	
No		148	68	59	2	277	97%
Yes		2	5	1	0	8	3%
<b>Total</b>		<b>150</b>	<b>73</b>	<b>60</b>	<b>2</b>	<b>285</b>	<b>100%</b>
<b>Employment Status at Participation</b>		<b>Anderson</b>	<b>Oconee</b>	<b>Pickens</b>	<b>Other</b>	<b>Total</b>	
Employed		57	22	25	1	105	37%
Employed but received notice of layoff		0	0	1	0	1	0%
Not Employed		93	51	34	1	179	63%
<b>Total</b>		<b>150</b>	<b>73</b>	<b>60</b>	<b>2</b>	<b>285</b>	<b>100%</b>
<b>Veteran</b>		<b>Anderson</b>	<b>Oconee</b>	<b>Pickens</b>	<b>Other</b>	<b>Total</b>	
No		140	71	58	2	271	95%
Yes		10	2	2	0	14	5%
<b>Total</b>		<b>150</b>	<b>73</b>	<b>60</b>	<b>2</b>	<b>285</b>	<b>100%</b>

All demographic data is provided by Geographic Solutions to the SC Department of Employment and Workforce. The Applications Analyst for SC Department of Employment and Workforce then forwards the data in Excel to the local areas for further analysis.

**SC WORKS** | BRINGING EMPLOYERS  
 AND JOB SEEKERS TOGETHER  
**WORKLINK**  
**ANDERSON-OCONEE-PICKENS**

PY16 - July 1, 2016 to June 30, 2017

**WIOA Individualized Career Services = September 1, 2016 - June 30, 2017**

Job Seeker at WIOA Enrollment		A	O	P	Other	Total
Veterans	CO	10	2	2	0	14
	New	0	0	0	0	0
Offenders	CO	51	18	12	1	82
	New	3	2	0	0	5
TAA Co-enrolled	CO	1	6	2	0	9
	New	0	0	0	0	0
Adult/DW Low Income	CO	97	37	26	2	162
	New	5	1	1	0	7
SNAP Recipient	CO	46	20	12	0	78
	New	4	0	0	0	4
Basic Skills Deficient	CO	58	25	23	0	106
	New	3	2	1	0	6

	Caseload Breakdown		
	Active	Follow-up	Total
Hamrick	40	27	67
Hunter	27	37	64
Morgan	41	16	57
Parnell	34	26	60
Simmons	0	22	22
<b>Total</b>	<b>142</b>	<b>128</b>	<b>270</b>

	Active Enrollment		
	CO	April	Total
Hamrick	34	6	40
Hunter	23	4	27
Morgan	35	6	41
Parnell	32	2	34
Simmons	0	0	0
<b>Total</b>	<b>124</b>	<b>18</b>	<b>142</b>

Eligibility	April	YTD Total
	YTD Total Determinations	19

\*Priority of Service are those eligible individuals that will be enrolled because they meet one or more of the following categories: low income, basic skills deficient, public assistance recipient, Veteran (or Spouse), or does not meet self-sufficiency guidelines.

Enrollment	April	TD Planned	(+/-)
	New MTD Enrolled	18	10
New YTD Enrolled	142	158	-16

In-Demand Career Cluster	Career Interest	
	April	YTD
Admin, Support, Waste Mgmt., Remediation Svcs..	0	7
Health Care and Social Assistance	7	68
Manufacturing	3	43
Professional Scientific Technical Services	2	14
Other	8	63

Activity	One-on-One Services	
	April	YTD
106 - Provided Internet Job Search Support	0	0
115 - Resume Preparation Assistance	5	42
123 - Job Development Contacts	0	0

WorkKeys	CO	New YTD	Total
	Platinum	0	0
Gold	53	1	54
Silver	145	18	163
Bronze	38	3	41
<b>Total</b>	<b>236</b>	<b>22</b>	<b>258</b>



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PY16 - July 1, 2016 to June 30, 2017

**WIOA Training Services and Follow-Up Services = July 1, 2016 to June 30, 2017**

**Recommended for Training Services**

	April	YTD Total
GED	0	46
Occupational	6	85
On-the-Job Training	3	5

**OJT Training Synopsis**

Company Name	Location of Company	Successful	Unsuccessful	In-Progress
Belton Metal Company, Inc.	Anderson	2	1	1
Reliable Automatic Sprinkler	Liberty			1

Total Current Contracts	2	1	2
Total Carryover	0	0	0
<b>Total All OJT Contracts</b>	<b>5</b>		

\*Carryover equals those contracts started in PY15 but finished in PY16

**Funding Source**

	April	YTD Total
Adult	0	5
Dislocated Workers	0	0
National Dislocated Worker Grant (ND)	0	0

**Follow-Up Services**

	Total	YTD Total
Entered Employment (Based on current Services Provided)	5	88
	43	251

**Occupational Training by Provider**

Name	Currently In Training	PY' 16 Rec'd Training
Adult Education - District 1 and 2 (327)	0	3
Adult Education - Districts 3, 4 and 5 Anderson (327)	0	2
Adult Education - Oconee Adult Education (327)	0	2
Arc Labs	2	4
Carolina Computer Training	1	3
Forrest College	1	1
Georgia Regents University	6	1
Greenville Technical College	0	13
New Horizons Computer Learning Center of SC	0	1
Norris Mechanical LLC	3	10
Palmetto School of Career Development	1	2
Southern Wesleyan University	2	2
Tri-County Technical College	34	82
Truck Driver Institute	0	2

**Total** **50** **128**

**Total Occupational Training by Cluster**

Occupation	Total Training	PY'16 Rec'd Credential
GED Training (327)	7	0
Admin, Support, Waste Mgmt., Remediation Svcs.	10	3
Manufacturing	33	9
Professional, Scientific, Technical Services	7	2
Health Care and Social Assistance	48	12
CDL	17	4
Heavy Equipment Operator	3	1

**Funding Source PY'16 Rec'd (occupational and GED training)**

	YTD Total
Adult	109
Dislocated Workers	19
NDWG	0
Trade (co-enrolled)	9
<b>Total</b>	<b>137</b>

\*This number is hand counted from SCWOS based on follow-up summaries of each career coach.

**Note:** Some participants have rec'd more than one training or more than one funding source.

**Priority Populations Committee  
Meeting Summary  
May 11, 2017  
Conference Room  
SC Works Clemson Comprehensive Center at East Park**

**Members Present**

Pat Pruitt  
Chris Sparrow  
Susan Stockton

Vice-Chair Pat Pruitt introduced Neil Collier, SC Vocational Rehabilitation and James Batson SC Probation, Parole and Pardon.

Mr. James Batson explained that SC Probation, Parole and Pardon mission statement is to prepare offenders under their supervision toward becoming productive members of the community; to provide assistance to the victims of crimes, the courts and the Parole Board; and to protect public trust and safety.

Jerry B. Adger, an Anderson County native, was appointed on January 12, 2015 as Director of the South Carolina Department of Probation, Parole and Pardon Services by South Carolina Governor Nikki Haley. After he was confirmed by the South Carolina Senate on March 26, 2015, Mr. Adger became the 9th Cabinet appointee to the Department.

He explained the difference between probation, parole and pardon. Probation is ordered by a judge as an alternative to incarceration and allows the convicted person to remain in the community. Parole is ordered by the Board of Pardons and Paroles and allows the convicted person to complete their sentence in the community. A pardon means that the individual is fully forgiven from all the legal consequences of his crime and his conviction.

The Department operates its offender programs within a clear framework of public safety in supervising the 48,835 offenders under our legal jurisdiction. Legal jurisdiction includes offenders who were transferred out of state, absconded with active warrants, and others who are not under the active day-to-day supervision. At the end of the fiscal year (July 1, 2015 – June 30, 2016), 28,743 offenders were under active supervision of the Department.

Reentry Program Services Centers located in Columbia and Spartanburg are designed to increase the likelihood that offenders will meet their financial obligations and community responsibilities, as well as successfully complete supervision. Case management classes provided include: Life Skills, Cognitive Thinking, Employability, Conflict Resolution, Substance Abuse and Anger Management.

Additionally, outside resources such as the local SC Works, Social Services, Mental Health, and other community agencies provide resource information and assistance with housing and employment. The classes and resources offered not only enhance the offender's adult basic education- but also enable the Department to take greater strides toward offering more specialized services.

Ms. Windy Graham provided aggregate July through April targeted population reports and the Community Profile for the WorkLink region.

Our next meeting is scheduled for August 10, 2017.