

**WORKFORCE DEVELOPMENT BOARD MEETING**  
**Wednesday, June 6, 2018 – 1:00 P.M.**  
**Madren Conference Center – Executive Board Room – Clemson, SC**

**AGENDA**

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| <p><b>I. Call to Order/Introductions</b></p>  | <p>Mike Wallace, Board Chair</p>   |
| <p><b>II. Approval of Minutes (04/18/18)*</b></p>   | <p>Mike Wallace</p>  |
| <p><b>III. Special Presentation</b></p>   | <p>Lakes &amp; Bridges Charter School</p>  |
| <p><b>IV. Director’s Report</b></p> <p style="margin-left: 20px;">A. Program Year 2018 Allocations</p> <p style="margin-left: 20px;">B. DEW 3<sup>rd</sup> Quarter Update</p> <p style="margin-left: 20px;">C. WIN – WorkKeys Transition</p> <p style="margin-left: 20px;">D. SWDB Proposed Initiatives</p>   | <p>Trent Acker, WorkLink Exec. Director</p>  |
| <p><b>V. Committee Reports</b></p> <p style="margin-left: 20px;"><b>A. Executive Committee</b></p> <p style="margin-left: 40px;">1) Report of Actions*</p> <p style="margin-left: 40px;">2) Election of Program Year Board Officers*</p> <p style="margin-left: 20px;"><b>B. Finance Committee</b></p> <p style="margin-left: 40px;">1) PY 17 Budget Overview</p> <p style="margin-left: 60px;">a. WorkLink/Eckerd Grants</p> <p style="margin-left: 80px;">i. PY17 Adult/DW/Operator</p> <p style="margin-left: 80px;">ii. PY17 Adult/DW Mod. 3*</p> <p style="margin-left: 80px;">iii. PY18 Proposed Adult/DW/Operator Budgets*</p> <p style="margin-left: 80px;">iv. PY17 Rapid Response</p> <p style="margin-left: 80px;">v. PY18 Rapid Response</p> <p style="margin-left: 80px;">vi. PY17 Youth</p> <p style="margin-left: 80px;">vii. PY18 Youth Proposed Budget*</p> <p style="margin-left: 60px;">b. In-House Budgets</p> <p style="margin-left: 80px;">i. PY17 In-house Budget</p> <p style="margin-left: 80px;">ii. PY18 Proposed In-house Budget*</p> <p style="margin-left: 40px;">2) Ongoing Grants</p> <p style="margin-left: 60px;">a. PY16 IWT (Round 2)</p> <p style="margin-left: 60px;">b. PY16 &amp; PY17 Rapid Response IWT</p> <p style="margin-left: 60px;">c. PY17 IWT</p> <p style="margin-left: 60px;">d. OJT</p> <p style="margin-left: 60px;">e. Transportation Grant</p> <p style="margin-left: 20px;"><b>C. Youth Committee</b></p> <p style="margin-left: 40px;">1) 2015 Youth Strategic Plan - Goal #1 – Revised Action Plan*</p> <p style="margin-left: 40px;">2) Revised Draft WL Supportive &amp; Incentive Policy*</p> <p style="margin-left: 40px;">3) PY 17 PYC Youth Enrollment- Information</p> <p style="margin-left: 40px;">4) Next Scheduled YC Meeting – August 7, 2018</p> <p style="margin-left: 20px;"><b>D. OneStop Operations Committee</b></p> <p style="margin-left: 40px;">1) Committee Report</p> <p style="margin-left: 40px;">2) Usage Report</p> <p style="margin-left: 40px;">3) ETPL Applications</p> <p style="margin-left: 20px;"><b>E. Priority Populations Committee</b></p> <p style="margin-left: 40px;">1) Committee Report</p> | <p>Mike Wallace</p> <p>Stephanie Collins, Committee Chair</p> <p>Kristi King-Brock, Committee Chair</p> <p>Ed Parris, Committee Chair</p> <p>Lisa Gillespie, Committee Chair</p> |
| <p><b>V. Other Business</b></p>   | <p>Mike Wallace</p>  |

**NEXT MEETING –SEPTEMBER 19, 2018 @ 1:00 PM  
MADREN CONFERENCE CENTER AT CLEMSON UNIVERSITY  
LUNCH IMMEDIATELY PRECEDES THE MEETING AT NOON**

**WORKFORCE DEVELOPMENT BOARD  
BOARD MEETING**

**April 18, 2018 - Minutes**

**Seminar Room I – Clemson University - Martin Inn & Conference Center**

**Members Present:**

Mike Wallace, Board Chair	Richard Blackwell	Dr. Ronnie Booth	David Bowers
Danny Brothers	David Collins	Stephanie Collins	Jason Duncan
Ray Farley	Brooke Garren	Lisa Gillespie	Teri Gilstrap
Robert Halfacre	Kristi King-Brock	Ed Parris	Pat Pruitt
Gene Williams			

**Members Absent:**

Edgar Brown	Billy Gibson	Jennifer Lannom	Melanie Mclane
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**Staff Present:**

Trent Acker	Jennifer Kelly	Sharon Crite	Windy Graham
Meredith Durham			

**Guest Present:**

Steve Riddle	Renee Alexander	Karen Craven	Brian Alston
Julia Gamarra Mendoza	Matt Fields	Patrick Morgano	Ray Jackson

**I. Call to Order**

Chair Mike Wallace called the meeting to order at 1:02 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.

**II. Approval of Minutes**

The minutes from the February 7, 2018 meeting were emailed with the meeting notice and included in the meeting packet. Chair Wallace called for any corrections or amendments to the minutes.

Mr. Richard Blackwell noted that his name needed to be added in the Members Absent section.

**BOARD ACTION TAKEN: Dr. Ronnie Booth made a motion to approve the minutes as presented, second by Kristi King-Brock. The motion carried with a unanimous voice vote.**

### III. Director's Report

#### A. *WorkKeys Update*

Mr. Trent Acker stated that South Carolina is transitioning from WorkKeys to WIN "Ready to Work" assessments currently. All eleventh graders will be taking WIN, beginning April 2018. WorkKeys will be available through June 2018. The goal is for WIN assessments to be available in time to make the transition from WorkKeys.

#### B. *Adult Ed. RFP Review*

Mr. Acker stated that the committee who is reviewing the RFP met on the morning of April 18, 2018. The committee will have the opportunity to review the RFPs over the next couple of weeks, determine if it is in alignment with the Local Plan, and submit feedback to the Department of Education.

#### C. *Rapid Response Grant*

WorkLink is in the process of creating a Rapid Response budget that would potentially add grant funds associated with bringing additional staff on for the purpose of serving those laid off at Alice Manufacturing, Bosch, and Konigsberg. WorkLink is working in partnership with Eckerd and Adult Education to help fund WorkKeys testing and provide other resources.

#### D. *PY'18 Allocations*

Allocation information that was shared as the planning allocations for each state was the same day that the President signed a spending plan that increased all lines by approximately \$30 million. Local allocations are not available yet. State allocations that were sent out are outdated, but will be used as a budget template. South Carolina saw approximately a 10% reduction on all three fund streams relative to other states. WorkLink will modify based on final guidance.

#### E. *Performance Update*

Mr. Acker referred to pages 11, 13, and 15 in the packet, which shows initial information for the WorkLink local area's performance for this year for Adult, Dislocated Worker, and Youth programs. SC Department of Employment and Workforce has given a high level of confidence on most of the measures. Page 9 showed performance goals for the year. With the exception of wages, the state goals are the same as local goals. Because no guidance was provided, each local area took the state performance goals, with the exception of wages. Additional information will be forthcoming.

### IV. Committee Reports

#### A.) Executive Committee

Chair Wallace reviewed the actions taken by the Executive Committee since the last Board meeting. There were 4 different email votes that took place. Chair Wallace read a summary of the actions taken:

The first action was an IWT modification on February 23, 2018 to Reliable Automatic Sprinkler IWT contract. The modification permits substituting MasterCAM training for Fanuc Training, and also extended the agreement to March 15, 2018. This request did not change the overall amount of the grant.

**BOARD ACTION TAKEN: Danny Brothers made a motion to ratify the action taken by the Executive Committee, seconded by Robert Halfacre. The motion carried with a unanimous voice vote.**

The second action, made on February 26, 2018 was an IWT modification to the Plastic Omnium IWT contract. The modification allowed for Plastic Omnium to replace previously approved trainings with Mechatronics to their contract. The modification was effective June 21, 2017.

**BOARD ACTION TAKEN: David Collins made a motion to ratify the action taken by the Executive Committee, seconded by Richard Blackwell. The motion carried with a unanimous voice vote.**

The third item was Clemson SC Works Center lease. On March 26, 2018, the Executive Committee voted to move forward with negotiations to establish a new lease for the Clemson SC Works Center by authorizing a letter of intent be signed with the building owner.

**BOARD ACTION TAKEN: David Bowers made a motion to ratify the action taken by the Executive Committee, seconded by Ed Parris. The motion carried with a unanimous voice vote.**

The fourth action, made on April 3, was to approve a Budget Modification requesting an additional \$50,000 from available carry-over funds to increase training for Adult and Dislocated Worker participants already enrolled. Also reflected in this modification is a cost savings in staff salaries and fringe because of turnover for one of the Career Coach positions. As a result of the modification, the tuition line item increase by \$56,475.37 and the indirect costs and general liability line items increased by a total of \$4,993.54.

**BOARD ACTION TAKEN: Danny Brothers made a motion to ratify the action taken by the Executive Committee, seconded by Jason Duncan. The motion carried with a unanimous voice vote.**

**B.) Finance Committee**

1) PY 17 Budget Overview

a. WorkLink Grants

i.) Adult, DW, Operator

Mr. Steve Riddle stated that each item has a 75% goal through March and referred to the following:

- Page 16: Adult Program Budget—81% in direct training has been spent. Overall is 75.8%.

- Page 17: DW Training Budget –106% has been spent in direct training, but the budget modification will change the percentage. Over all is 86.8%.
- Pages 18-19: Operator Adult and DW Budget—72.6% of the Adult Operator budget has been spent. 84.8% of the Dislocated Worker Operator budget has been spent.

ii.) Obligations

The Year to Date Obligations report was listed on page 20.

- The Adult column showed that \$327,468.28 has been vouchered out this program year.
- The Dislocated Worker column showed that \$51,742.91 has been vouchered out this program year.
- Total obligations for the program year is \$407,621.55.

Mr. Riddle referred to page 21, for the detailed Modification information.

iii.) Youth

Ms. Karen Craven referred to page 25 to report the following information on the Youth budget:

- Through March 2018, the budget is 71.6% expended as a whole.
- Through March 31, 2018, Eckerd has provided 4,123 training hours of the 5,760 total budgeted hours, which is 71.6%.

b. In-House Budget

Mr. Acker referred to three pages separate from the packet for the In-House budget. The first page Mr. Acker referred to was the In-House budget form:

- The adjusted Adult/DW services grant has been finalized and updated, which was \$880,000.
- Total in-house expenditures through the end of March was highlighted in the amount of 74%.
- A couple of items, such as training, membership, professional fees, etc., are 100% expended, but all of those things come when the subscription is due or memberships are due, so there are no concerns with those related to the budget.

The second page shows the Obligation Report and Fund Utilization rate through March 2018 reporting. The Fund Utilization rate goal overall is 53%, and the Adult and DW programs are on target. Youth is a little ahead at 59%. Mr. Acker stated he foresees no issues with meeting the 70% goal by June. The Obligation rate has a June goal of 80% across each fund stream. The percentages are currently 63% for Adult, 65% for DW, and 76% for Youth. Mr. Acker referred to third page called the Participation Cost Rate Tool, which is a tool that the SC Department of Employment and Workforce created to assist in the next program year when the floor percentage of funding spent directly on Adult and DW participants is 30%. So

far for PY17 WorkLink has spent 37.79% on Adult and DW participant costs, such as tuition and supportive services.

## 2) Ongoing Grants

### i.) Incumbent Worker Training Grants

- 16IWT01-02: Almost \$266,000 was awarded. 16IWT01-02 has been extended to end on April 30, 2018. Contracts are being finalized with employers.
- Rapid Response IWT: There are 4 current Rapid Response IWT contracts with Siemag, Imperial Die Casting, Patriot Automation and Ideal Steel. SCMEP conducts a Competitive Analysis on each company and determines a need for certifications and trainings to prevent layoffs.
- 17IWT01: \$165,000 has been awarded, \$10,000 of which will be used for administrative costs. Companies awarded are Allegro Industries, Mergon, Nutra, and Proper Polymers. No expenditures have been submitted.

### ii.) OJT

Mr. Acker referred to page 31 for the OJT Contract summary. There are 2 contracts with Belton Metal and J. Davis Construction. Belton Metal's contract has been successfully completed. WorkLink met with Vocational Rehabilitation and has a plan in place to partner on OJT contracts.

### iii.) Transportation Demo Grant

The Transportation Grant Summary was listed on page 30 in the packet, which shows the initial invoice received and ridership numbers. The priority of ridership is training, education, and employment. Electric City Transit is tracking ridership numbers. The current ridership is at 46% of the 60% goal.

## C.) Youth Committee

Ms. Kristi King-Brock referred the Board to page 34, the Board goal for PYC is 156. A total of 147 participants have been enrolled for the year to date, including 111 new enrollments and 36 from carryover.

Page 35 showed the Youth RFP timeline. Three providers have bid to contract. The Youth RFP Committee's recommendation will go to the Executive Committee on April 26, 2018 and will be brought to the Board on June 6, 2018. The next scheduled Youth Committee meeting is May 1, 2018.

#### D.) OneStop Operations Committee

Mr. Ed Parris stated that the OneStop Operations Committee met on March 28, 2018 and reviewed the Employer Services, SC Works Center, and WIOA Program Usage reports. All reports were for July 2017-February 2018.

Mr. Parris announced that the OneStop Operations Committee reviewed a moratorium on Solar Panel Installation. So far, the Committee has reviewed and denied 6 applications for Solar Panel Installation, based on the fact that not enough data is available in this region to support the program as an in-demand occupation. The Committee voted to add Solar Panel Installation to the list of moratoriums with the understanding that occupations can be reviewed at any time should sufficient data become available to determine the occupation is now in-demand. The current moratorium list includes barbering, horseshoeing, cosmetology, and nail technician.

**BOARD ACTION TAKEN: The committee made a motion to approve the recommendation from the OneStop Operations Committee as presented, seconded by Richard Blackwell. The motion carried with a unanimous voice vote.**

The OneStop Operations Committee reviewed the current reasons for denial to be included on the Eligible Training Provider List. The current five reasons were listed in the packet on page 43. The committee voted to add a sixth criterion that stated that adequate training providers are currently available in the WorkLink region.

The original motion from OneStop Operations Committee required additional clarification to define the WorkLink area (specifically for the Eligible Training Provider List criteria) as the radius of 150 miles from Clemson, SC. Additional information was provided in the Board packet on page 53.

**BOARD ACTION TAKEN: Ed Parris made a motion to approve a sixth criterion for the Eligible Training Provider List to be as follows: Training providers offer programs of study within 150 miles of Clemson, SC., seconded by David Collins. The motion carried with a unanimous voice vote.**

Mr. Parris stated that 7 applications have been received for the Eligible Training Provider List. Pages 50-52 shows a detailed description of the programs.

- Career Step: Tabled pending additional information.
- Myers Crossing LLC: Denied based on adequate training available in the WorkLink region.
- NDE Institute was approved.

**BOARD ACTION TAKEN: The committee made a motion to approve the recommendations from the OneStop Operations Committee as presented, seconded by Richard Blackwell. The motion carried with a unanimous voice vote.**



Mr. Parris stated that there are 2 major changes to the Center budget this year. The first is that rent in the Clemson SC Works Center has increased by \$1 per square foot, CAM has increased from \$526 to \$720, beginning July 2018. The total increase will be approximately \$10,000 for the year. The second change is that DSS TANF will co-locate 3 individuals in the SC Works Centers full time, so costs will be reduced for other co-located partners in the Centers.

Mr. Parris stated that a large portion of the OneStop Operations Strategic Plan was built around WorkKeys data, and discussion has been tabled until more information on WIN is available. Data regarding GED attainment and Employer Services has been added for the purpose of establishing a baseline.

WIOA Success Stories were listed on pages 46-49.

The next OneStop Operations Committee meeting will take place May 23, 2018.

E.) **Priority Populations Committee**

Ms. Lisa Gillespie referred the committee to page 54. The committee met on March 8, 2018 to hear from a guest speakers from Alston Wilkes Society. Ms. Gillespie stated that the unemployment rate for individuals with disabilities is 8.8%. The next Priority Populations meeting is planned for May 10, 2018 with SC Legal Services as the speaker.

**V. Adjourn**

With no other business, Chair Wallace adjourned the meeting at 1:40 pm.

*Respectfully submitted by: Meredith Durham*

# WIOA Program Allotments for Program Year 2018

## Summary of the WIOA Adult, Youth, and Dislocated Worker Allocations by Local Area

Original

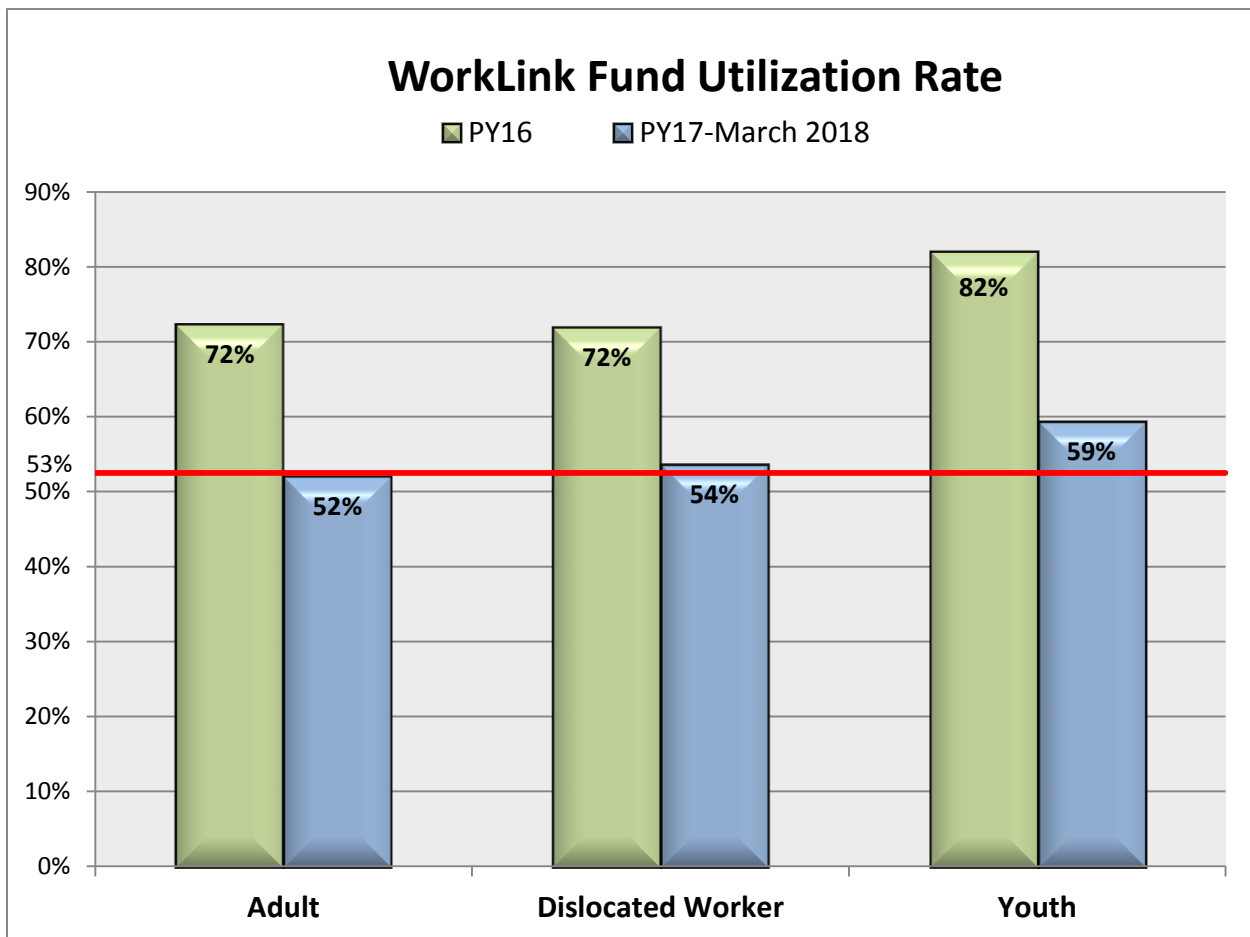
5/29/2018

		Adult		Youth		Dislocated Worker		Total
Local Workforce Development Area	\$	12,570,393	\$	13,017,374	\$	15,513,622	\$	41,101,389
		85%		85%		70%	Local Distribution	
	\$	10,684,834	\$	11,064,768	\$	10,859,536	\$	32,609,138
Trident	\$	973,151	\$	1,062,448	\$	1,104,107	\$	3,139,706
Greenville	\$	658,391	\$	674,062	\$	732,036	\$	2,064,489
Upper Savannah	\$	554,936	\$	545,078	\$	572,975	\$	1,672,989
Upstate	\$	744,722	\$	769,876	\$	704,034	\$	2,218,632
Midlands	\$	1,155,494	\$	1,271,900	\$	1,735,467	\$	4,162,861
Worklink	\$	658,989	\$	711,039	\$	531,004	\$	1,901,032
Lower Savannah	\$	1,591,035	\$	1,605,665	\$	1,585,697	\$	4,782,397
Pee Dee	\$	1,274,272	\$	1,286,888	\$	1,305,501	\$	3,866,661
Catawba	\$	782,079	\$	807,083	\$	649,039	\$	2,238,201
Santee Lynches	\$	662,074	\$	663,265	\$	534,156	\$	1,859,495
Lowcountry	\$	435,483	\$	479,566	\$	383,734	\$	1,298,783
Waccamaw	\$	1,194,208	\$	1,187,898	\$	1,021,786	\$	3,403,892
<b>Local Area Totals</b>	<b>\$</b>	<b>10,684,834</b>	<b>\$</b>	<b>11,064,768</b>	<b>\$</b>	<b>10,859,536</b>	<b>\$</b>	<b>32,609,138</b>
Statewide Activities	\$	1,257,039	\$	1,301,737	\$	1,551,362	\$	4,110,138
State Administration	\$	628,520	\$	650,869	\$	775,681	\$	2,055,070
State Rapid Response					\$	2,327,043	\$	2,327,043
<b>State Totals</b>	<b>\$</b>	<b>1,885,559</b>	<b>\$</b>	<b>1,952,606</b>	<b>\$</b>	<b>4,654,086</b>	<b>\$</b>	<b>8,492,251</b>
<b>Total Allotment</b>	<b>\$</b>	<b>12,570,393</b>	<b>\$</b>	<b>13,017,374</b>	<b>\$</b>	<b>15,513,622</b>	<b>\$</b>	<b>41,101,389</b>

This update includes four sections: Fund Utilization/Finance, Participation, Training, and Grants. Current performance information obtained from the Federal reporting system cannot be validated and is not included in this report. Unless otherwise noted, the information contained in this report is through the quarter ending March 31, 2018, and has been created to provide quarterly operational information. Any questions or comments that arise from the information contained herein may be directed to your Workforce Support Coordinator or [workforcesupport@dew.sc.gov](mailto:workforcesupport@dew.sc.gov).

## Fund Utilization/Finance

**Fund Utilization Rate (FUR):** Below are WIOA fund utilization rates for Program Years (PY) 2016 and PY 2017 through March 31, 2018. The FUR includes program and administrative funds carried into the PY and money allocated in the current program year. US Department of Labor and the State Workforce Development Board (SWDB) have an expectation that for each fund stream, 70% of available WIOA funds will be expended in the program year.

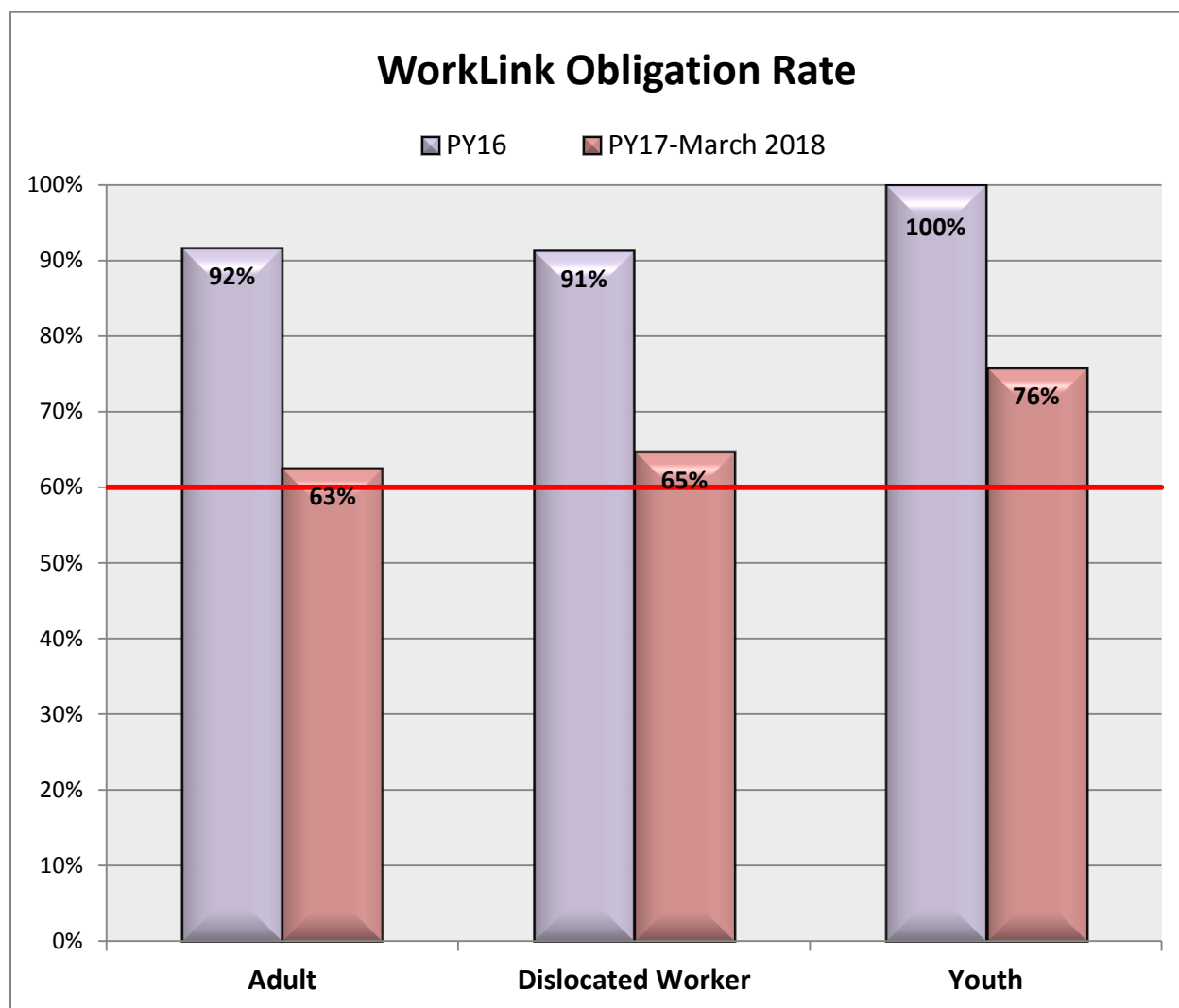


Through March, the WorkLink LWDA was on track to meet the 70% expenditure rate for both the Dislocated Worker and Youth funding streams, but was slightly below the expected rate for the Adult funding stream.

**Obligation Rate:** The obligation rate is based on allocated program funds received in the current PY and does not include any carry-in funds. As outlined in State Instruction Letter 11-15, *WIA Obligation and Expenditure Requirements*, at least 80% of the program portion of the current year’s allocation must be obligated by the end of the program year.

Local areas that do not meet the 80% obligation rate in each fund stream by June 30<sup>th</sup> will have funds recaptured to be reallocated to LWDA’s that met the expected rate.

Through March, the WorkLink LWDA was on track to meet the 80% obligation rate for all three funding streams.



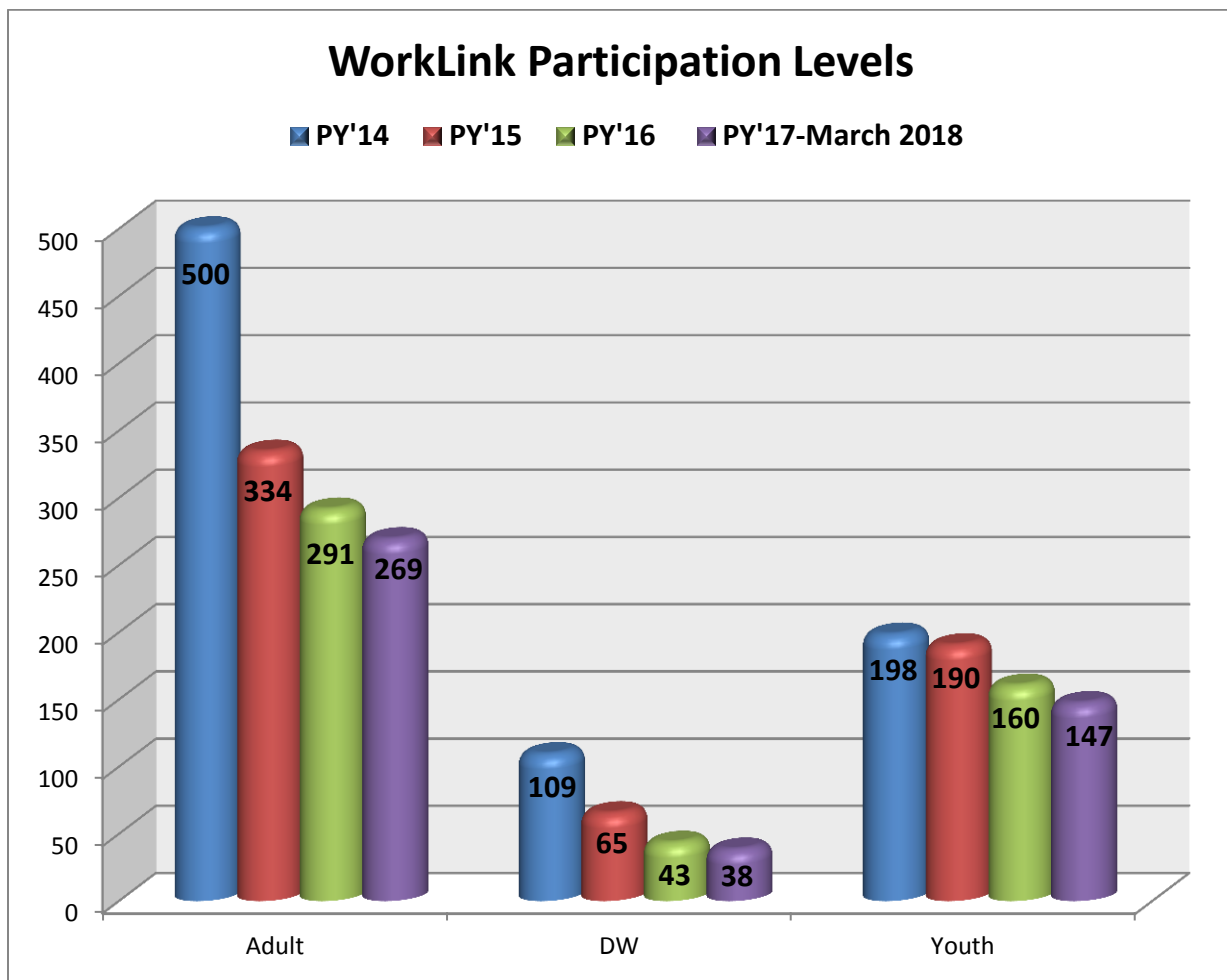
**Youth Program Spending Requirements:** WIOA Section 129(a)(4) expects that not less than 75% of the program funds (over the life of the funds) allotted to local areas shall be used to provide youth workforce activities for out-of-school youth. With 100% of PY’16 funds expended, the WorkLink LWDA reported all program fund expenditures on out-of-school youth.

Mirroring PY'16, WorkLink is currently meeting expectations for PY'17 funds with 100% of Youth program funds expended on this population.

Similarly, WIOA Section 129(c)(4) states that not less than 20% of the program funds allocated to the local area shall be used to provide in-school and out-of-school youth with work based learning (WBL) opportunities over the life of the funds. Having expended all of PY'16 Youth funds, WorkLink exceeded this requirement with 24.73% used for WBL. PY'17 funds are on track at 22.50%.

## Participation

Participation numbers include carryover and new enrollments.



**WIA/WIOA Allocations and Unemployment Rates By Year**

	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
<b>Adult</b>	\$814,228	\$664,418	\$808,956	\$787,310
<b>Dislocated Worker</b>	\$722,796	\$502,569	\$589,089	\$668,502
<b>Youth</b>	\$877,553	\$714,295	\$877,062	\$856,324
<b>LWDA Unemployment Rate</b>	6.1%	5.6%	4.7%	3.9%*
<b>State Unemployment Rate</b>	6.4%	6.0%	4.8%	4.1%*

\* Through March, 2018, not seasonally adjusted

**Training**

Training rates are obtained from the SC Works Online Services Ad Hoc reports.

<b>PY17</b>					
LWDA	Formula Participants (UNDUPLICATED)				
	Total Served	WIOA Funded Training		Training Regardless of Fund Source	
		Received Training	Received Training %	Received Training	Received Training %
<b>Adult</b>					
WorkLink	269	136	50.60%	136	50.60%
State Totals	4220	1655	39.20%	1680	39.80%
<b>Dislocated Worker</b>					
WorkLink	38	17	44.70%	19	50.00%
State Totals	1092	325	29.80%	442	40.50%
<b>Youth</b>					
WorkLink	147	41	27.90%	41	27.90%
State Totals	2463	674	27.40%	677	27.50%

## Grants

PY'17 active grants are listed below:

<b>Grant Number</b>	<b>Description</b>	<b>Grant Start Date</b>	<b>Grant End Date</b>	<b>Award Amount</b>	<b>Amount Expended as of 3/31/2018</b>	<b>Unexpended Balance</b>
16IWT01-02	Incumbent Worker Training Funds	3/20/2017	4/1/2018	\$265,830	\$104,490	\$161,340
16TDG01	Transportation Demo Grant	6/30/2017	12/31/2018	\$100,000	\$0	\$100,000
17IWT01	Incumbent Worker Training Funds	10/20/2017	10/31/2018	\$165,000	\$0	\$165,000
17RRIWT04	RRIWT-Siemag Inc.	10/1/2017	7/31/2018	\$40,540	\$32,337	\$8,203
17RRIWT10	RRIWT-Ideal Steel	1/1/2018	8/30/2018	\$64,240	\$28,626	\$35,614
17RRIWT14	RRIWT-Patriot Automation	3/1/2018	12/31/2018	\$53,840	\$0	\$53,840

## WIN Learning FAQ

Effective Monday, July 2, 2018, South Carolina will transition administration of our state sponsored career readiness training, assessment and credentialing program to WIN Learning, a national career readiness solutions company that is leading similar projects from Florida to Arizona.

South Carolina will use three state branded **South Carolina Ready to Work Assessments** (Applied Mathematics, Reading for Information and Locating Information) to measure foundational career readiness and qualify program participants for the new state-sponsored **South Carolina Ready to Work Credential**.

We will also begin offering the **South Carolina Essential Soft Skills Assessment** which will qualify program participants for the new state-sponsored **South Carolina Essential Soft Skills Credential**. This assessment measures foundational employability skills that are in-demand by South Carolina employers including communicating effectively, conveying professionalism, promoting teamwork and collaboration, and thinking critically and solving problems.

To ensure a successful the transition, we are hosting regional training sessions this June followed by a series of topic specific webinars in the fall. It is recommended that each implementation partner location send one representative – the staff person who will lead assessment administration and train other staff – to one of the onsite training sessions.

**The onsite training dates are June 6-9 in the following locations:**

- Columbia
- Greenville
- Florence
- Charleston area

**Specific times and locations for each individual testing site's training opportunity will be provided next week.**

Following are some recent questions we have received about the transition. We will continue to share updates via email over the next several weeks. For additional questions, contact Amanda Grainger, DEW Career Readiness Coordinator, at [agrainger@dew.sc.gov](mailto:agrainger@dew.sc.gov) or (803) 737-1649.

**Q. Will the state of South Carolina pay for the new assessments and credentials? And is re-testing / re-credentialing included?**

**A.** Yes. The South Carolina Department of Employment and Workforce (DEW) is paying for the newly adopted assessments and resulting credentials including re-testing / re-credentialing. There is no direct cost to individual program participants or approved implementation partners including, but not limited to, SC Works centers, technical colleges, adult education, vocational rehabilitation, corrections, juvenile justice programs, community-based organizations and employers. To become an approved implementation partner, contact



Amanda Grainger, DEW Career Readiness Coordinator, at [agrainger@dew.sc.gov](mailto:agrainger@dew.sc.gov) or (803) 737-1649.

**Q. How are the new assessments delivered and credentials issued – online and/or paper-based?**

- A. The online assessments are administered through the web-based WIN Career Readiness System at [www.wincrsystem.com](http://www.wincrsystem.com). Administrator / proctor login access is provided upon completing initial training. In turn, administrators / proctors are authorized to enroll and provide login access to program participants. Paper-based assessments are available upon request through Technical Support at [support@winlearning.com](mailto:support@winlearning.com) or 1-888-717-9461.

Both the new South Carolina Ready to Work Credential and South Carolina Essential Soft Skills Credential are issued electronically. Authorized administrators / proctors and program participants may download or print credentials directly from the system using their same login.

**Q. Is there a cost for staff training?**

- A. Training – both onsite and virtual – for all implementation partners / staff is being provided at no direct cost. Staff travel to onsite training is an implementation partner expense and is not included.

**Q. We only need to be a testing site for very large employers (large events), is that okay?**

- A. Yes. Participating implementation partners have the flexibility to administer the assessments continuously on-demand, based on a pre-published schedule, or for employer / large events as needed. If you anticipate testing in the next 12 months, we encourage one representative – the staff person who will lead assessment administration and train other staff – to attend one of the onsite training sessions scheduled in June 2018.

**Q. Can the assessments be administered directly onsite by employers?**

- A. Yes. Employers may administer the assessments directly onsite at company locations. Employers may alternatively collaborate with SC Works centers, technical colleges, adult education programs and other approved implementation partners to proctor the assessments onsite at company locations and/or at partner locations.

**Q. Is curriculum included to help program participants develop their skills and prepare to take the assessments?**

- A. Providing curriculum is currently being discussed by DEW and its state level workforce partners.

**Q. How do the newly adopted South Carolina Ready to Work Assessments and the South Carolina Essential Soft Skills Assessment compare to the previous assessments?**

- A. The South Carolina Ready to Work Assessments (Applied Mathematics, Reading for Information and Locating Information) measure the same foundational career readiness skill objectives and are based on the same skill levels as the original ACT WorkKeys®

assessments previously used by the state of South Carolina. First introduced in Florida in 2012, the Ready to Work Assessments adopted by South Carolina are the qualifying assessments for state-sponsored career readiness credentials in Florida, Arizona and Kentucky.

The South Carolina Essential Soft Skills Assessment that qualifies a program participant for the new state-sponsored South Carolina Essential Soft Skills Credential measures the foundational employability skills that current research demonstrates are in-demand by employers across industry sectors but were not tested by the assessments previously used by the state of South Carolina. The supporting research includes an employer-based study – commissioned by the South Carolina Workforce Development Board and conducted by Dr. Richard Nagle, Ph.D., in partnership with the University of South Carolina – which defines essential soft skills required for employment and job retention to include communicating effectively, conveying professionalism, promoting teamwork and collaboration, and thinking critically and solving problems.

**Q. Are the new assessments and resulting credentials reliable and valid to support employment decisions and defensible in court?**

- A. Yes. The newly adopted assessments are designed in accordance with the nationally accepted *Standards for Educational and Psychological Testing*, developed by the American Educational Research Association, the American Psychological Association, and the National Council on Measurement in Education, and the *Uniform Guidelines for Employee Selection Procedures*, adopted by the U.S. Equal Employment Opportunity Commission, the Civil Service Commission, the U.S. Department of Labor, and the U.S. Department of Justice. The assessments and resulting credentials are proven to be reliable and valid indicators of foundational skill readiness for career education / training / industry certification program placement, apprenticeship, and/or employment decision-making including recruitment, hiring, on-the-job training and promotion. It is important to note the *Uniform Guidelines* recommend that employment decision-making be based on multiple factors, not singular criteria.

**Q. Can the newly adopted South Carolina Ready to Work Assessments be used in conjunction with existing job profiles?**

Yes. The three South Carolina Ready to Work Assessments (Applied Mathematics, Reading for Information and Locating Information) that qualify a program participant for the new state-sponsored South Carolina Ready to Work Credential measure the same foundational career readiness skill objectives and are based on the same skill levels as the original ACT WorkKeys® assessments previously used by the state of South Carolina. The South Carolina Ready to Work Assessments have also been aligned by independent subject matter experts to the recently rebranded ACT WorkKeys® assessments (Applied Math, Workplace Documents and Graphic Literacy) and to the Profile of the South Carolina Graduate.

**Q. What is the last day for ACT WorkKeys® testing?**

- A. According to ACT WorkKeys®, the last day to order paper-based test materials was Friday, May 11, 2018. All paper-based test materials must be returned for scoring (postmarked) no later than Friday, June 1, 2018. ACT WorkKeys® online testing will be accessible through /

including Saturday, June 30, 2018. Data for both paper-based and online testing will be available for download from the ACT WorkKeys® system until Monday, July 30, 2018.

**State Workforce Development Board  
PY 18 Funded Initiatives**

<b>Proposed Initiative</b>	<b>Initiative Description</b>	<b>Alignment with Strategic Objective(s)</b>	<b>Funding Allocated</b>
<b>Incumbent Worker Training</b>	Grants to Local Workforce Development Boards to provide funding to eligible businesses for Incumbent Worker Training.	Objective 1, Strategy 1	<b>\$1,500,000</b>
<b>Job Profiles</b>	Provide funding for the development of job profiles and license fee for job profilers. Funding available for a period of 24 months.	Objective 1, Strategy 1 Objective 2, Strategy 2.2 Objective 3, Strategy 3.2	<b>\$200,000</b>
<b>Talent Pipeline Implementation Grants</b>	Grants to planning regions for the continued development and implementation of regional sector strategies. Funds can be used for a number of things including, but not limited to, staff salaries and fringe (Sector Strategies Coordinator), training and professional development, formation of sector partnerships, consulting services, etc.	Objective 1, 2, 3 and 4	<b>\$300,000</b>

<p><b>Lean Manufacturing Curriculum Implementation Pilot</b></p>	<p>Grant to the SC Technical College System to provide funding for pilot implementation of the Lean Manufacturing Curriculum. Local Technical Colleges will be required to partner with Local Workforce Development Boards. Funding available for a period of 48 months.</p>	<p>Objective 1, Strategy 1.1</p>	<p><b>\$600,000</b></p>
<p><b>Priority Populations Entrepreneurship Grants</b></p>	<p>Competitive grants to entities for funding to providing training and assistance to individual with barriers to employment on the development and implementation of a self-employment business opportunity. Funds can be used for training, supportive services, business planning, business start up, and connection to community based resources that can assist with ongoing business success. Grants will be for a period of 18 to 24 months.</p>	<p>Objective 1, Strategy 1.2</p>	<p><b>\$300,000</b></p>
<p><b>Re-Entry Navigator Grant</b></p>	<p>Competitive grants to Local Workforce Development Boards to provide funding for an SC Works Center staff position(s) that will coordinate access to services for returning citizens/offenders reentering the workforce. Grants will be for a period of 18 to 24 months. Funding can be used for staff salaries and fringe, travel, infrastructure funding, supplies, and admin.</p>	<p>Objective 1, Strategy 1.2</p>	<p><b>\$750,000</b></p>
<p><b>Technology Enhancement Grants</b></p>	<p>Grants to Local Workforce Development Boards to provide funding for SC Works Center technology enhancements. Funds can be used for technology upgrades including, but not limited to, smart boards, computer assessments, software for resumes or other career services related activities, laptops for outreach events, kiosk, online orientation, etc. All technology upgrades must be ADA compliant. This is not a competitive grant but will require some form of application.</p>	<p>Objective 2, Strategy 2.4</p>	<p><b>\$1,150,000</b></p>

<p><b>SC Works Outreach</b></p>	<p>SWDB set-aside \$75,000 for this initiative in PY 17. Additional funds will be needed to implement specific pieces of the outreach plan, such as digital and face-to-face community outreach as well as grants that local areas may apply for to conduct outreach</p>	<p>Objective 4, Strategy 4.1 Objective 2, Strategy 2.3</p>	<p><b>\$150,000</b></p>
<p><b>Adult Education Training Grant</b></p>	<p>Grants to state approved adult education providers to provide funding for the development of workplace literacy programs, which may include staff salaries, fringe benefits, travel, curriculum materials, and outreach materials. Training programs must align with state and regional high-growth, high-demand industries. Adult education providers must partner with Local Workforce Development Boards, area technical colleges, and a business or group of businesses. This is a competitive grant opportunity that would replicate an existing best practice and align with WIOA requirements for adult education programs.</p>	<p>Objective 3, Strategy 3.2 Objective 4, Strategy 4.2</p>	<p><b>\$200,000</b></p>
<p><b>Totals</b></p>			<p><b>\$5,150,000</b></p>

<b>Invoice Number:</b>		1055-10					
<b>Period Covered:</b>		04/1/2018-04/30/2018					
<b>Eckerd Goal:</b>				<b>APRIL</b>	<b>EWDS - Adult Program</b>		
				<b>83.3%</b>			<b>100.0%</b>
Line Item		Budget Mod 2	1055-10	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	
<b>Staff Salary Total</b>		\$ 206,665	17,445.14	180,126.35	\$ 26,538.78	87.2%	
<b>Fringe Benefit Total</b> 51xx		\$ 59,555	5,022.54	51,477.56	\$ 8,077.48	86.4%	
<b>Staff Cost Total</b>		\$ 266,220	22,467.68	231,603.91	\$ 34,616.26	87.0%	
<b>Operating</b>							
1.1 Facility, Utilities		\$ -		-	\$ -	0.0%	
1.2 Staff Consumable Supplies 6000		\$ 3,063	247.52	2,392.70	\$ 670.30	78.1%	
1.3 Advertising, Outreach 6735		\$ 817	10.98	10.98	\$ 806.02	1.3%	
1.4 Copy, Print 6730		\$ 2,552	490.55	2,387.70	\$ 164.30	93.6%	
1.5 Communications 6270		\$ 6,364	544.20	6,037.16	\$ 326.84	94.9%	
1.6 Staff Travel 61xx		\$ 7,624	378.32	2,141.62	\$ 5,482.38	28.1%	
1.7 Staff Conferences, Training 5105		\$ 3,577	581.63	1,675.86	\$ 1,901.14	46.9%	
1.8 Staff Computer Leases 6095		\$ 2,807	-	1,426.22	\$ 1,380.78	50.8%	
1.9 Postage 6005		\$ 1,532	59.08	417.01	\$ 1,114.99	27.2%	
<b>Operating Total (01)</b>		\$ 28,336	2,312.28	16,489.25	\$ 11,846.75	58.2%	
<b>Direct Training</b>							
2.3 Credential Exam Fees (CAN/GI 6520		\$ 10,422	445.47	6,599.15	\$ 3,822.85	63.3%	
2.6 Tuition (College/Occupational 6530		\$ 367,391	41,290.88	314,539.58	\$ 52,851.42	85.6%	
<b>Direct Training Total (02)</b>		\$ 377,813	41,736.35	321,138.73	\$ 56,674.27	85.0%	
<b>Support Services</b>							
3.11 Transportation 6485		\$ 3,829	430.00	3,110.00	\$ 719.00	81.2%	
3.12 Childcare 6660		\$ 851	375.00	575.00	\$ 276.00	67.6%	
3.14 Training Support Materials 6545		\$ 4,254	225.99	3,311.40	\$ 942.60	77.8%	
3.13 Emergency Assistance 6590		\$ 851	-	-	\$ 851.00	0.0%	
<b>Support Service Total (03)</b>		\$ 9,785	1,030.99	6,996.40	\$ 2,788.60	71.5%	
<b>General Liability Ins 6305</b> 6305		\$ 5,615	469.43	4,510.53	\$ 1,104.47	80.3%	
<b>Operating Cost Total</b>		\$ 687,769	68,016.73	580,738.82	\$ 107,030	84.4%	
<b>General Overhead (Indirect)</b> 8.86%		\$ 60,936	6,026.28	51,453.46	\$ 9,482.77	84.4%	
<b>Contract Total</b>		\$ 748,704	74,043.01	632,192.28	\$ 116,512.12	84.4%	

Grant Number: 17D295H3  
 Invoice Number: 1056-10  
 Period Covered: 04/1/18-04/30/18

Eckerd Goal:		APRIL			EWDS - DW Program	
		Budget Mod 2	1056-10	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
			83.3%			100.0%
Staff Salary Total		\$ 36,242	\$ 2,308.82	\$ 21,431.29	\$14,810.41	59.1%
Fringe Benefit Total	51xx	\$ 10,444	\$ 660.78	\$ 7,149.43	\$ 3,294.40	68.5%
Staff Cost Total		\$ 46,686	\$ 2,969.60	\$ 28,580.72	\$18,104.81	61.2%

**OPERATING COSTS**

1.1 Facility, Utilities		\$ -				
1.2 Staff Consumable Supplies	6000	\$ 537	\$ 43.69	\$ 301.47	\$ 235.53	56.1%
1.3 Advertising, Outreach	6735	\$ 143	\$ 1.92	\$ 1.92	\$ 141.08	1.3%
1.4 Copy, Print	6730	\$ 448	\$ 86.56	\$ 321.05	\$ 126.95	71.7%
1.5 Communications	6270	\$ 1,116	\$ 98.14	\$ 735.00	\$ 381.00	65.9%
1.6 Staff Travel	61xx	\$ 1,337	\$ 77.59	\$ 242.27	\$ 1,094.73	18.1%
1.7 Staff Conf., Training	5105	\$ 627	\$ 71.89	\$ 206.14	\$ 420.86	32.9%
1.8 Staff Computers	6045	\$ 492	\$ -	\$ 356.55	\$ 135.45	72.5%
1.9 Postage	6005	\$ 269	\$ 10.37	\$ 59.96	\$ 209.04	22.3%
<b>Operating Total (01)</b>		<b>\$ 4,969</b>	<b>\$ 390.16</b>	<b>\$ 2,224.36</b>	<b>\$ 2,744.64</b>	<b>45%</b>

**TRAINING COSTS**

2.3 Credential Exam Fees (CAI)	6520	\$ 1,828	\$ -	\$ 1,308.00	\$ 520.00	71.6%
2.6 Tuition (College/Occupatic	6530	\$ 64,427	\$ -	\$ 45,475.71	\$ 18,951.29	70.6%
<b>Direct Training Total (02)</b>		<b>\$ 66,255</b>	<b>\$ -</b>	<b>\$ 46,783.71</b>	<b>\$ 19,471.29</b>	<b>71%</b>

**SUPPORTIVE SERVICES COSTS**

3.11 Transportation	6485	\$ 671	\$ -	\$ -	\$ 671.00	0.0%
3.12 Childcare	6660	\$ 149	\$ -	\$ -	\$ 149.00	0.0%
3.14 Training Support Materia	6545	\$ 746	\$ -	\$ 146.10	\$ 599.90	19.6%
3.13 Emergency Assistance	6590	\$ 149	\$ -	\$ -	\$ 149.00	0.0%
<b>Support Service Total (03)</b>		<b>\$ 1,715</b>	<b>\$ -</b>	<b>\$ 146.10</b>	<b>\$ 1,568.90</b>	<b>8.5%</b>
4.2 General Liability Ins 6305	6305	\$ 985	\$ 39.28	\$ 656.48	\$ 328.52	66.6%
<b>Operating Cost Total</b>		<b>\$ 120,610</b>	<b>\$ 3,399.04</b>	<b>\$ 78,391.37</b>	<b>\$ 42,218</b>	<b>65.0%</b>
4.1 General Overhead (Indire	8.86%	\$ 10,686	\$ 301.15	\$ 6,945.48	\$ 3,740.56	65.0%
<b>Contract Total</b>		<b>\$ 131,297</b>	<b>\$ 3,700.19</b>	<b>\$ 85,336.85</b>	<b>\$ 45,959.72</b>	<b>65.0%</b>



**GRANT NUMBER:** 17A995H3 - OP Adult  
**INVOICE NUMBER:** 1092-780-10  
**PERIOD COVERED:** 04/1/18 - 04/30/18

<b>Eckerd Goal:</b>		<b>APRIL</b>		<b>EWDS - Adult Operator</b>		
		<b>83.3%</b>		<b>100.0%</b>		
<b>Line Item</b>	<b>Budget Mod 1</b>	<b>1092-780-10</b>	<b>Cumulative Cost YTD</b>	<b>Remaining Balance</b>	<b>Percent Spent YTD</b>	
<b>Staff Salary Total</b>		\$ 49,400	\$ 4,128.57	\$ 38,741.93	\$ 10,657.75	78.4%
<b>Fringe Benefit Total</b>	51xx	\$ 12,619	\$ 1,040.90	\$ 11,850.84	\$ 767.96	93.9%
<b>Staff Cost Total</b>		\$ 62,018	\$ 5,169.47	\$ 50,592.77	\$ 11,425.71	81.6%
<b>Operating</b>						
1.2 Staff Consumable Supplies	6000	\$ 1,795	\$ -	\$ 1,461.70	\$ 333.30	81.4%
1.3 Advertising, Outreach	6735	\$ -	\$ -	\$ -	\$ -	0.0%
1.4 Copy, Print	6730	\$ 792	\$ 242.53	\$ 485.06	\$ 306.94	61.2%
1.5 Communications	6270	\$ 694	\$ 64.64	\$ 703.29	\$ (9.29)	101.3%
1.6 Staff Travel	61xx	\$ 1,821	\$ 613.51	\$ 1,737.26	\$ 83.74	95.4%
1.7 Staff Conf., Training	5105	\$ 686	\$ 139.65	\$ 609.75	\$ 76.25	88.9%
1.8 Staff Equip/Comp Lease/s	6045	\$ 264	\$ -	\$ 43.01	\$ 220.99	16.3%
1.9 Postage	6005	\$ 130	\$ -	\$ 44.00	\$ 86.00	33.8%
<b>Operating Total (01)</b>		\$ 6,182	\$ 1,060.33	\$ 5,084.07	\$ 1,097.93	82%
<b>General Liability Ins</b>	6305	\$ 557	\$ 43.47	\$ 477.63	\$ 79.37	85.8%
<b>Operating Cost Total</b>		\$ 68,757	\$ 6,273.27	\$ 56,154.47	\$ 12,603.01	81.7%
<b>General Overhead (Indirect)</b>	8.86%	\$ 6,043	\$ 555.81	\$ 4,975.29	\$ 1,067.28	82.3%
<b>Contract Total</b>		\$ 74,800	\$ 6,829.08	\$ 61,129.75	\$ 13,670.31	81.7%

<b>GRANT NUMBER:</b>	17D995H3 - OP DW					
<b>INVOICE NUMBER:</b>	1092-790-10					
<b>PERIOD COVERED:</b>	04/1/18 - 04/30/18					
<b>Eckerd Goal:</b>			<b>APRIL</b>	<b>EWDS - Operator DW</b>		
			<b>83.3%</b>			<b>100.0%</b>
Line Item	Budget Mod 1	1092-790-10	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	
<b>Staff Salary Total</b>	\$ 6,736	\$ 358.55	\$ 6,234.92	\$ 501.40	92.6%	
<b>Fringe Benefit Total</b> 51xx	\$ 1,721	\$ 93.43	\$ 1,564.06	\$ 156.69	90.9%	
<b>Staff Cost Total</b>	\$ 8,457	\$ 451.98	\$ 7,798.98	\$ 658.09	92.2%	
<b>Operating</b>						
1.2 Staff Consumable Supplies 6000	\$ 245	\$ -	\$ 196.18	\$ 48.82	80.1%	
1.3 Advertising, Outreach 6735	\$ -	\$ -	\$ -	\$ -	0.0%	
1.4 Copy, Print 6730	\$ 107	\$ 33.07	\$ 66.14	\$ 40.86	61.8%	
1.5 Communications 6270	\$ 95	\$ 15.17	\$ 122.92	\$ (27.92)	129.4%	
1.6 Staff Travel 61xx	\$ 248	\$ 83.65	\$ 236.89	\$ 11.11	95.5%	
1.7 Staff Conf., Training 5105	\$ 94	\$ 19.04	\$ 83.14	\$ 10.86	88.4%	
1.8 Staff Equip/Comp Lease/s 6045	\$ 36	\$ -	\$ 5.87	\$ 30.13	16.3%	
1.9 Postage 6005	\$ 18	\$ -	\$ 6.00	\$ 12.00	33.3%	
<b>Operating Total (01)</b>	\$ 843	\$ 150.93	\$ 717.14	\$ 125.86	85%	
<b>General Liability Ins 6305</b>	\$ 76	\$ 5.16	\$ 41.42	\$ 34.51	54.6%	
<b>Operating Cost Total</b>	\$ 9,376	\$ 608.07	\$ 8,557.54	\$ 818.46	91.3%	
<b>General Overhead (Indirect) 8.86%</b>	\$ 824	\$ 53.88	\$ 758.20	\$ 65.79	92.0%	
<b>Contract Total</b>	\$ 10,200	\$ 661.95	\$ 9,315.74	\$ 884.25	91.3%	
				884.25		

## Eckerd WDS ITA Obligation Report thru 6.4.18

Formula Tuition	Adult	Dislocated Worker	Total
<b>PY17 Budget</b>	<b>\$380,059.00</b>	<b>\$64,008.00</b>	<b>\$444,067.00</b>
PY17 Vouchers Paid	\$322,227.30	\$47,520.46	\$369,747.76
PY17 Vouchers Not Paid	\$46,863.41	\$6,103.20	\$52,966.61
<b>PY17 Vouchers Total</b>	<b>\$369,090.71</b>	<b>\$53,623.66</b>	<b>\$422,714.37</b>
<b>PY17 Funds Unobligated</b>	\$10,968.29	\$10,384.34	\$21,352.63
<b>PY17 ITA's Approved</b>	\$430,184.33	\$61,778.57	\$491,962.90
PY17 ITA's Deobligations	\$45,009.98	\$7,799.98	\$52,809.96
<b>PY17 ITA's Total YTD</b>	<b>\$385,174.35</b>	<b>\$53,978.59</b>	<b>\$439,152.94</b>
<b>PY17 ITA's vs Budget</b>	<b>(\$5,115.35)</b>	<b>\$10,029.41</b>	<b>\$4,914.06</b>
<b>PY18 ITA's Approved</b>	<b>\$9,945.49</b>	<b>\$3,156.00</b>	<b>\$13,101.49</b>

## WORKFORCE INVESTMENT BOARD

WorkLink Workforce Investment Area

### GRANT BUDGET SUMMARY

Service Provider Eckerd Workforce Development Contract # 18A295H4 & 18D295H4

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

CATEGORIES	ADULT	DLW	Administration	Non-Administration	Total Budget Amount
<b>STAFF COSTS (Salaries &amp; Fringe Benefits)</b>	\$ 286,433	\$ 39,508		\$ 325,941	\$ 325,941
<b>OPERATING COSTS</b>	\$ 24,150	\$ 3,230		\$ 27,380	\$ 27,380
<b>TRAINING COSTS</b>	\$ 291,562	\$ 37,571		\$ 329,133	\$ 329,133
<b>SUPPORTIVE SERVICE COSTS</b>	\$ 7,500	\$ 1,991		\$ 9,491	\$ 9,491
<b>Training Fees/Professional Fees/ Profit</b>	\$ 3,900	\$ 540		\$ 4,440	\$ 4,440
<b>Indirect Costs</b>	\$ 38,169	\$ 5,445		\$ 43,614	\$ 43,614
<b>Total Budget Costs</b>	<b>\$ 651,715</b>	<b>\$ 88,285</b>	<b>\$ -</b>	<b>\$ 740,000</b>	<b>\$ 740,000</b>
<b>Percentage of Budget</b>	<b>88%</b>	<b>12%</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 # 18A295H4 & 18D295H4

Project/ Activity SC Works Adult-DW Services

Funding Source WIOA Adult & DLW Formula Funds

Mod # Original

**STAFF & INDIRECT COST - BUDGET SUMMARY**

<b>SALARIES, FRINGE BENEFITS, &amp; INDIRECT COST</b>				<b>ADULT</b>		<b>DLW</b>		<b>ADMINISTRATION</b>		<b>NON-ADMINISTRATION</b>		
Staff Salaries: Position Title	Salary Per Month	No. of Months	% of Time	<b>TOTAL AMOUNT</b>	<b>%</b>	<b>Amount</b>	<b>%</b>	<b>Amount</b>	<b>%</b>	<b>Amount</b>	<b>%</b>	<b>Amount</b>
<b>TOTAL SALARIES</b>				<b>\$ 250,371.39</b>		<b>\$ 220,326.83</b>		<b>\$ 30,044.57</b>				<b>\$ 250,371.39</b>
<b>FRINGE BENEFITS:</b>												
FICA		X	7.65%	\$ 19,153.41	88.00%	\$ 16,734.01	12.00%	\$ 2,419.40			100%	\$ 19,153.41
Unemployment		X	0.63%	\$ 1,572.33	88.00%	\$ 1,373.72	12.00%	\$ 198.61			100%	\$ 1,572.33
Workers Comp		X	1.00%	\$ 2,503.71	88.00%	\$ 2,187.45	12.00%	\$ 316.26			100%	\$ 2,503.71
Retirement (403b Match)		X	3.00%	\$ 7,511.14	88.00%	\$ 6,562.36	12.00%	\$ 948.79			100%	\$ 7,511.14
Healthcare		X	17.91%	\$ 44,829.46	88.00%	\$ 39,249.00	12.00%	\$ 5,580.46			100%	\$ 44,829.46
		X	0.00%									
<b>TOTAL FRINGE BENEFITS</b>				<b>\$ 75,570.06</b>		<b>\$ 66,106.54</b>		<b>\$ 9,463.52</b>				<b>\$ 75,570.06</b>
<b>INDIRECT COST: RATE</b>	<b>\$ 363,453.85</b>	<b>X</b>	<b>12.00%</b>	<b>\$ 43,614.46</b>	<b>88.00%</b>	<b>\$ 38,169.33</b>	<b>12.00%</b>	<b>\$ 5,445.13</b>			<b>100%</b>	<b>\$ 43,614.46</b>
<b>TOTAL COST</b>				<b>\$ 369,555.91</b>	<b>87.84%</b>	<b>\$ 324,602.69</b>	<b>12.16%</b>	<b>\$ 44,953.22</b>			<b>100%</b>	<b>\$ 369,555.91</b>

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 # 18A295H4 & 18D295H4 Mod: Original  
 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	\$ 3,560	\$ 3,200	\$ 360	\$ 3,560
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ 250	\$ 250	\$ -	\$ 250
1.4 Copy & Print Expenses	\$ 2,850	\$ 2,500	\$ 350	\$ 2,850
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 7,340	\$ 6,500	\$ 840	\$ 7,340
1.6 Staff Travel				
Local Mileage cost	\$ 5,500	\$ 5,000	\$ 500	\$ 5,500
Non-Local Mileage cost	\$ -	\$ -	\$ -	\$ -
Non-Local Per Diem/Lodging Cost	\$ -	\$ -	\$ -	\$ -
1.7 Staff Training / Technical Services Costs (Conf, Training, Back Ground Chk etc.)	\$ 4,750	\$ 4,300	\$ 450	\$ 4,750
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>	\$ 2,200	\$ 1,650	\$ 550	\$ 2,200
1.9 Postage (Stamps, FedEx, etc.)	\$ 930	\$ 750	\$ 180	\$ 930
<b>TOTAL OPERATING COSTS</b>	<b>\$ 27,380</b>	<b>\$ 24,150</b>	<b>\$ 3,230</b>	<b>\$ 27,380</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.)	\$ 11,200	\$ 10,000	\$ 1,200	\$ 11,200
WI Customer Individualized Training Costs				
2.5 Tuition Cost (Adult Education Skill Upgrade & GED)	\$ -	\$ -	\$ -	\$ -
2.6 Other Individualized Training Cost (TCTC Pre-Employment Workbooks)	\$ -	\$ -	\$ -	\$ -
2.6 Individual Training Account/Voucher Cost	\$ 317,933	\$ 281,562	\$ 36,371	\$ 317,933
2.8 WI Customer On-the-Job Training Costs				
Reimbursable Wages	\$ -	\$ -	\$ -	\$ -
<b>TOTAL TRAINING COSTS</b>	<b>\$ 329,133</b>	<b>\$ 291,562</b>	<b>\$ 37,571</b>	<b>\$ 329,133</b>
<b>SUPPORTIVE SERVICES COSTS</b>				
3.10 WI Customer Incentives (Youth Only)	\$ -	\$ -	\$ -	\$ -
3.11 WI Customer Transportation Costs	\$ 5,341	\$ 4,000	\$ 1,341	\$ 5,341
3.12 WI Customer Childcare Costs	\$ 550	\$ 500	\$ 50	\$ 550
3.14 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)	\$ 3,000	\$ 2,500	\$ 500	\$ 3,000
3.13 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ 600	\$ 500	\$ 100	\$ 600
3.6 Laptop Incentive (Youth Only)	\$ -			\$ -
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	<b>\$ 9,491</b>	<b>\$ 7,500</b>	<b>\$ 1,991</b>	<b>\$ 9,491</b>
<b>TRAINING/PROFESSIONAL FEES/PROFIT</b>				
4.1 Profit (Professional Fee - 5%) Can be tied to Performance	\$ -	\$ -	\$ -	\$ -
4.2 General Liability Insurance	\$ 4,440	\$ 3,900	\$ 540	\$ 4,440
<b>TOTAL FEES / PROFIT COSTS</b>	<b>\$ 4,440</b>	<b>\$ 3,900</b>	<b>\$ 540</b>	<b>\$ 4,440</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 # 18A295H4 & 187D295H4

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

Mod# Original

Period	Clients Served			Clients Exited			Active Clients
	Carryover	New	Cumulative	Positive	Negative	Cumulative	
July-18	153	10	163	10	4	14	149
August-18	149	16	165	10	4	14	151
September-18	151	20	171	10	4	14	157
October-18	157	16	173	9	3	12	161
November-18	161	22	183	12	6	18	165
December-18	165	20	185	10	4	14	171
January-19	171	22	193	10	6	16	177
February-19	177	22	199	12	4	16	183
March-19	183	22	205	10	4	14	191
April-19	191	20	211	12	4	16	195
May-19	195	20	215	12	4	16	199
June-19	199	20	219	12	6	18	201
Actual PY17 Carryovers	153	230					
New PY18 WIOA Enrollments		230					
Active Follow-up		188					
Total Served		571					
Estimated PY18 Carryovers		201					

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 # 18A295H4 & 18D295H4

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

Mod# Original

Period	Cumulative Expenditures					
	Administration	%	Non-Administration	%	Totals	%
July-18	\$0.00	0%	\$61,666.66	100%	\$61,666.66	100%
August-18	\$0.00	0%	\$61,666.66	100%	\$61,666.66	100%
September-18	\$0.00	0%	\$61,666.66	100%	\$61,666.66	100%
October-18	\$0.00	0%	\$61,666.66	100%	\$61,666.66	100%
November-18	\$0.00	0%	\$61,666.66	100%	\$61,666.66	100%
December-18	\$0.00	0%	\$61,666.66	100%	\$61,666.66	100%
January-19	\$0.00	0%	\$61,666.66	100%	\$61,666.66	100%
February-19	\$0.00	0%	\$61,666.66	100%	\$61,666.66	100%
March-19	\$0.00	0%	\$61,666.66	100%	\$61,666.66	100%
April-19	\$0.00	0%	\$61,666.66	100%	\$61,666.66	100%
May-19	\$0.00	0%	\$61,666.66	100%	\$61,666.66	100%
June-19	\$0.00	0%	\$61,666.66	100%	\$61,666.66	100%



**WorkLink SC Works  
 PY18 Budget Draft  
 Adult-DW**

Staff Postions	Staff		PY17 Budget Mod #2		PY 18 Original	Amt of Increase or Decrease
<b>Sub-Total of Staff Costs</b>			<b>\$ 252,579.60</b>		<b>\$ 250,371.39</b>	<b>\$ (2,208.21)</b>
<b>Fringe Benefits</b>		<b>Rate</b>				
FICA		7.65%	\$ 19,322.34	7.65%	\$ 19,153.41	\$ (168.93)
Unemployment		0.98%	\$ 2,475.28	0.63%	\$ 1,572.33	\$ (902.95)
Workers Comp		1.00%	\$ 2,525.80	1.00%	\$ 2,503.71	\$ (22.09)
Retirement (403b Match)		2.50%	\$ 4,925.30	3.00%	\$ 7,511.14	\$ 2,585.84
Healthcare		17.20%	\$ 42,548.35	17.91%	\$ 44,829.46	\$ 2,281.11
<b>Sub-Total Fringe:</b>		<b>29.33%</b>	<b>\$ 71,797.07</b>	<b>30.18%</b>	<b>\$ 75,570.06</b>	<b>\$ 3,772.99</b>
<b>TOTAL</b>			<b>\$ 324,376.67</b>		<b>\$ 325,941.45</b>	<b>\$ 1,564.78</b>

**WorkLink SC Works  
PY18 Budget Draft  
Adult-DW**

		PY17 Budget Mod #2		PY 18 Original		Amt of Increase or Decrease
<b>Operating Costs</b>						
1.1 Facility, Utilities, Maintennace		\$ -		\$ -		\$ -
1.2 Staff Consummable Supplies		\$ 3,600		\$ 3,560		\$ (40)
1.3 Advertising, Outreach		\$ 960		\$ 250		\$ (710)
1.4 Copy, Print		\$ 3,000		\$ 2,850		\$ (150)
1.5 Communications		\$ 7,481		\$ 7,340		\$ (141)
1.6 Staff Travel		\$ 8,961		\$ 5,500		\$ (3,461)
1.7 Staff Conferences, Training		\$ 4,200		\$ 4,750		\$ 550
1.8 Staff Equipment / Computer Leases / Software		\$ 3,300		\$ 2,200		\$ (1,100)
1.9 Postage		\$ 1,800		\$ 930		\$ (870)
<b>Sub-Total Operating</b>		<b>\$ 33,302</b>		<b>\$ 27,380</b>		<b>\$ (5,922)</b>
<b>Training</b>						
2.3 Credential Exams & Assessments		\$ 12,250		\$ 11,200		\$ (1,050)
2.5 Tuition (Adult Education)		\$ -		\$ -		\$ -
2.6 Tuition (College or Vocational)		\$ 420,931		\$ 317,933		\$ (102,998)
2.8 On-the-Job Training		\$ -		\$ -		\$ -
<b>Sub-Total Training</b>		<b>\$ 433,181</b>		<b>\$ 329,133</b>		<b>\$ (104,048)</b>
<b>Supportive Services</b>						
3.11 Transportation		\$ 4,500		\$ 5,341		\$ 841
3.12 Childcare		\$ 1,000		\$ 550		\$ (450)
3.13 Emergency Assistance		\$ 1,000		\$ 600		\$ (400)
3.14 Training Support Materials		\$ 5,000		\$ 3,000		\$ (2,000)
<b>Sub-Total of Supportive Services</b>		<b>\$ 11,500</b>		<b>\$ 9,491</b>		<b>\$ (2,009)</b>
<b>Sub-Total of Contract Costs</b>						
		<b>\$ 802,360</b>		<b>\$ 691,945</b>		<b>\$ (110,415)</b>
<b>Indirect Cost &amp; Fees</b>						
Indirect Cost	8.86%	\$ 71,089	12.00%	\$ 43,614		\$ (27,475)
General Liability Ins.	0.75%	\$ 6,551	0.60%	\$ 4,440		\$ (2,111)
<b>Sub-Total of Indirect &amp; Fees</b>		<b>\$ 77,640</b>		<b>\$ 48,054</b>		<b>\$ (29,586)</b>
		<b>\$ 880,000</b>		<b>\$ 740,000</b>		<b>\$ (140,000)</b>

## WORKFORCE INVESTMENT BOARD

WorkLink Workforce Investment Area

### GRANT BUDGET SUMMARY

Service Provider Eckerd Workforce Developmen Contract # 18A995H4 & 18D995H4

Project/Activity SC Works Operator Funding Source NIOA Adult & DLW Formula Fund Modification # Original

CATEGORIES	ADULT	DLW	Administration	Non-Administration	Total Budget Amount
<b>STAFF COSTS (Salaries &amp; Fringe Benefits)</b>	\$ 59,351	\$ 8,055		\$ 67,406	\$ 67,406
<b>OPERATING COSTS</b>	\$ 6,721	\$ 1,256		\$ 7,977	\$ 7,977
<b>TRAINING COSTS</b>	\$ -	\$ -		\$ -	\$ -
<b>SUPPORTIVE SERVICE COSTS</b>	\$ -	\$ -		\$ -	\$ -
<b>Training Fees/Professional Fees/ Profit</b>	\$ 449	\$ 61		\$ 510	\$ 510
<b>Indirect Costs</b>	\$ 8,014	\$ 1,093		\$ 9,107	\$ 9,107
<b>Total Budget Costs</b>	<b>\$ 74,535</b>	<b>\$ 10,465</b>	<b>\$ -</b>	<b>\$ 85,000</b>	<b>\$ 85,000</b>
<b>Percentage of Budget</b>	<b>88%</b>	<b>12%</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 # 18A995H4 & 18D995H4

Project/ Activity SC Works Operator

Funding Source WIOA Adult & DLW Formula Funds

Mod # Original

**STAFF & INDIRECT COST - BUDGET SUMMARY**

SALARIES, FRINGE BENEFITS, & INDIRECT COST				ADULT				DLW		ADMINISTRATION		NON-ADMINISTRATION	
				TOTAL AMOUNT	%	Amount	%	Amount	%	Amount	%	Amount	
Staff Salaries:	Salary Per Month	No. of Months	% of Time										
Position Title													
<b>TOTAL SALARIES</b>				<b>\$ 53,813.30</b>		<b>\$ 47,355.71</b>		<b>\$ 6,457.60</b>				<b>\$ 53,813.30</b>	
FRINGE BENEFITS:													
FICA		X	7.65%	\$ 4,116.72	88.00%	\$ 3,636.22	12.00%	\$ 480.50			100%	\$ 4,116.72	
Unemployment		X	0.63%	\$ 337.95	88.00%	\$ 298.50	12.00%	\$ 39.44			100%	\$ 337.95	
Workers Comp		X	1.00%	\$ 538.13	88.00%	\$ 475.32	12.00%	\$ 62.81			100%	\$ 538.13	
Retirement (403b Match)		X	3.00%	\$ 1,614.40	88.00%	\$ 1,425.97	12.00%	\$ 188.43			100%	\$ 1,614.40	
Healthcare		X	12.98%	\$ 6,985.52	88.00%	\$ 6,159.59	12.00%	\$ 825.93			100%	\$ 6,985.52	
		X	0.00%										
<b>TOTAL FRINGE BENEFITS</b>				<b>\$ 13,592.72</b>		<b>\$ 11,995.61</b>		<b>\$ 1,597.11</b>				<b>\$ 13,592.72</b>	
INDIRECT COST: RATE				\$ 75,892.82	X 12.00%	\$ 9,107.14	88.00%	\$ 8,014.29	12.00%	\$ 1,092.85		100% \$ 9,107.14	
<b>TOTAL COST</b>				<b>\$ 76,513.16</b>		<b>\$ 67,365.60</b>	88.04%	<b>\$ 9,147.56</b>	11.96%			100% \$ 76,513.16	

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 # 18A995H4 & 18D995H4 Mod: Original  
 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	\$ 2,472	\$ 1,865	\$ 607	\$ 2,472
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ -	\$ -	\$ -	\$ -
1.4 Copy & Print Expenses	\$ 900	\$ 792	\$ 108	\$ 900
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 1,659	\$ 1,462	\$ 197	\$ 1,659
1.6 Staff Travel				
Local Mileage cost	\$ 2,046	\$ 1,804	\$ 242	\$ 2,046
Non-Local Mileage cost	\$ -	\$ -	\$ -	\$ -
Non-Local Per Diem/Lodging Cost	\$ -	\$ -	\$ -	\$ -
1.7 Staff Taining / Technical Services Costs (Conf, Training, Back Ground Chk etc.)	\$ 800	\$ 716	\$ 84	\$ 800
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>	\$ -	\$ -	\$ -	\$ -
1.9 Postage (Stamps, FedEx, etc.)	\$ 100	\$ 82	\$ 18	\$ 100
<b>TOTAL OPERATING COSTS</b>	<b>\$ 7,977</b>	<b>\$ 6,721</b>	<b>\$ 1,256</b>	<b>\$ 7,977</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, WI Customer Individualized Training Costs	\$ -	\$ -	\$ -	\$ -
2.5 Tuition Cost (Adult Education Skill Upgrade & GED)	\$ -	\$ -	\$ -	\$ -
2.6 Other Individualized Training Cost (TCTC Pre-Employment Work	\$ -	\$ -	\$ -	\$ -
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 Insurance	\$ 510	\$ 449	\$ 61	\$ 510
<b>TOTAL FEES / PROFIT COSTS</b>	<b>\$ 510</b>	<b>\$ 449</b>	<b>\$ 61</b>	<b>\$ 510</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 Board  
**BUDGET FLOW PROJECTIONS**

Service Provider Eckerd Workforce Development Contract # 18A995H4 & 18D995H4

Project/Activity SC Works Operator Fund Source WIOA Adult & DLW Formula Funds

Mod# Original

Period	Cumulative Expenditures					
	Administration	%	Non-Administration	%	Totals	%
July-18	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%
August-18	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%
September-18	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%
October-18	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%
November-18	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%
December-18	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%
January-19	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%
February-19	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%
March-19	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%
April-19	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%
May-19	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%
June-19	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%

**WorkLink SC Works  
PY18 Budget Draft  
Adult-DW**

Staff Postions	Staff		PY17 Budget Mod #1		PY 18 Original	Amt of Increase or Decrease
<b>Sub-Total of Staff Costs</b>			\$ 56,136.00		\$ 53,813.30	\$ (2,322.70)
<b>Fringe Benefits</b>		<b>Rate</b>				
FICA		7.65%	\$ 4,294.40	7.65%	\$ 4,116.72	\$ (177.68)
Unemployment		0.98%	\$ 550.13	0.63%	\$ 337.95	\$ (212.18)
Workers Comp		1.00%	\$ 561.36	1.00%	\$ 538.13	\$ (23.23)
Retirement (403b Match)		1.95%	\$ 1,094.65	3.00%	\$ 1,614.40	\$ 519.75
Healthcare		13.96%	\$ 7,839.00	12.98%	\$ 6,985.52	\$ (853.48)
<b>Sub-Total Fringe:</b>		<b>25.54%</b>	<b>\$ 14,339.54</b>	<b>25.26%</b>	<b>\$ 13,592.72</b>	<b>\$ (746.82)</b>
<b>TOTAL</b>			<b>\$ 70,475.54</b>		<b>\$ 67,406.02</b>	<b>\$ (3,069.52)</b>

**WorkLink SC Works  
PY18 Budget Draft  
Adult-DW**

		PY17 Budget Mod #2		PY 18 Original		Amt of Increase or Decrease
<b>Operating Costs</b>						
1.1 Facility, Utilities, Maintennace		\$ -		\$ -		\$ -
1.2 Staff Consummable Supplies		\$ 2,040		\$ 2,472		\$ 432
1.3 Advertising, Outreach		\$ -		\$ -		\$ -
1.4 Copy, Print		\$ 900		\$ 900		\$ -
1.5 Communications		\$ 789		\$ 1,659		\$ 870
1.6 Staff Travel		\$ 2,069		\$ 2,046		\$ (23)
1.7 Staff Conferences, Training		\$ 780		\$ 800		\$ 20
1.8 Staff Equipment / Computer Leases / Software		\$ 300		\$ -		\$ (300)
1.9 Postage		\$ 147		\$ 100		\$ (47)
<b>Sub-Total Operating</b>		<b>\$ 7,025</b>		<b>\$ 7,977</b>		<b>\$ 952</b>
<b>Training</b>						
2.3 Credential Exams & Assessments		\$ -		\$ -		\$ -
2.5 Tuition (Adult Education)		\$ -		\$ -		\$ -
2.6 Tuition (College or Vocational)		\$ -		\$ -		\$ -
2.8 On-the-Job Training		\$ -		\$ -		\$ -
<b>Sub-Total Training</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>
<b>Supportive Services</b>						
3.11 Transportation		\$ -		\$ -		\$ -
3.12 Childcare		\$ -		\$ -		\$ -
3.13 Emergency Assistance		\$ -		\$ -		\$ -
3.14 Training Support Materials		\$ -		\$ -		\$ -
<b>Sub-Total of Supportive Services</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>
<b>Sub-Total of Contract Costs</b>		<b>\$ 77,501</b>		<b>\$ 75,383</b>		<b>\$ (2,118)</b>
<b>Indirect Cost &amp; Fees</b>						
Indirect Cost	8.86%	\$ 6,867	12.00%	\$ 9,107		\$ 2,241
General Liability Ins.	0.75%	\$ 633	0.60%	\$ 510		\$ (123)
<b>Sub-Total of Indirect &amp; Fees</b>		<b>\$ 7,499</b>		<b>\$ 9,617</b>		<b>\$ 2,118</b>
		<b>\$ 85,000</b>		<b>\$ 85,000</b>		<b>\$ (0)</b>



SC APPALACHIAN COUNCIL OF GOVERNMENTS  
for  
WORKLINK WORKFORCE DEVELOPMENT BOARD  
1376 Tiger Blvd, Suite 102, Clemson, SC 29631

GRANT AWARD

Grantee: Eckerd Youth Alternatives, Inc.  
100 Starcrest Dr  
Clearwater, FL 33756

Project Title: Rapid Response  
Dislocated Workers  
Grant Number: 17R295E1

Contact: Kal Kunkel  
843.412.5914

Award Amount: \$80,187

Grant Period: May 4, 2018 to July 4, 2019

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Conditions:

- Monthly Financial Status Reports/Requests for Payment, inclusive of all expenses up to and including the last day of the month, must be submitted to the fiscal contact no later than the 10<sup>th</sup> of the following month.
- All funds not expended by the end of the grant will be de-obligated and returned to SC Appalachian Council of Governments.

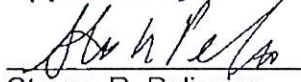
Contacts:

Fiscal & Program Contact:

Jennifer Kelly  
864.646.5898  
jkelly@worklinkweb.com

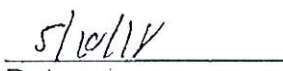
In accordance with the provisions of the Workforce Innovation and Opportunity Act, funds are awarded in the amount shown above for the purposes specified in the Statement of Work. The acceptance of this award creates a contract between the South Carolina Appalachian Council of Governments and the Grantee named above, legally binding the Grantee to carry out the activities set forth in the Grant Agreement. The Grant Agreement consists of this Grant Award Signature Sheet, Part I – Program Statement of Work, Part II – Grant Budget, and Part III – Terms and Conditions

Approved By:

  
\_\_\_\_\_  
Steven R. Pelissier  
Executive Director

Accepted By:

  
\_\_\_\_\_  
Randall Luecke  
Chief Financial Officer

  
\_\_\_\_\_  
Date

May 10, 2018  
\_\_\_\_\_  
Date

## Part I

This agreement is entered into by SC Appalachian Council of Governments and Eckerd Youth Alternatives, Inc. on behalf of the WorkLink Workforce Development Area, pursuant to the provisions and regulations of the Workforce Innovation and Opportunity Act (WIOA).

### 1.0 Purpose

This grant is written to provide Eckerd Youth Alternatives, Inc. with \$80,187 to provide WIOA Dislocated Worker services to individuals affected by layoffs in the WorkLink area, specifically from AFCO, Konigsberg, and Alice Manufacturing. This Grant will be funded thru state-wide Rapid Response dollars authorized under the Workforce Innovation and Opportunity Act (WIOA).

### 1.1 Project Description

1.1.1 Statewide Rapid Response Grant funds will be used in accordance with the provisions of the Workforce Innovation and Opportunity Act, it's implementing Regulations, and the Terms and Conditions attached to this agreement.

### 1.2.0 Use of Funds

1.2.1 The Grantee may utilize WIOA Rapid Response Grant funds as outlined below:

1.2.2 Coordinate services of partners and job search assistance to those affected by a layoff, including soft skills workshops and general information as it relates to partners.

1.2.3 Deliver Orientation to SC Works Center services.

1.2.4 Determine eligibility of individuals for WIOA-funded services.

1.2.5 Provide Dislocated Workers services authorized under Title I of the WIOA act to eligible individuals, such as assessments, individualized employment plans, case management, training coordination, job placements, and follow-up services, including referrals to other partner organizations.

### 1.3 Reporting

1.3.1 Financial Status Reports, inclusive of all expenses up to and including the last day of the month, must be submitted to the fiscal contact no later than the 10<sup>th</sup> of the following month. Requests for Drawdown of grant funds may be submitted twice a month or less frequently.

1.3.6 All funds not expended by the end of the grant will be de-obligated and returned to the SC Appalachian Council of Governments.

1.3.7 This grant agreement is written for the period of 5/4/2018 to 7/4/2019.

**WORKFORCE INVESTMENT BOARD**  
 WorkLink Workforce Investment Area  
**GRANT BUDGET SUMMARY**

Service Provider Eckerd Workforce Development Contract # 17R295E1

Project/Activity SC Works DW Services Funding Source Rapid Response Modification # Original

<b>CATEGORIES</b>	<b>ADULT</b>	<b>DLW</b>	<b>Administration</b>	<b>Non-Administration</b>	<b>Total Budget Amount</b>
STAFF COSTS (Salaries & Fringe Benefits)	\$ -	\$ 56,501		\$ 56,501	\$ 56,501
OPERATING COSTS	\$ -	\$ 14,615		\$ 14,615	\$ 14,615
TRAINING COSTS	\$ -	\$ -		\$ -	\$ -
SUPPORTIVE SERVICE COSTS	\$ -	\$ -		\$ -	\$ -
Training Fees/Professional Fees/ Profit		\$ 480		\$ 480	\$ 480
Indirect Costs	\$ -	\$ 8,591		\$ 8,591	\$ 8,591
<b>Total Budget Costs</b>	<b>\$ -</b>	<b>\$ 80,187</b>	<b>\$ -</b>	<b>\$ 80,187</b>	<b>\$ 80,187</b>
<b>Percentage of Budget</b>	<b>0%</b>	<b>100%</b>		<b>100%</b>	
Cost Limitations			2% Maximum	At least 98%	100%

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

Service Provider Eckerd Workforce Development

Contract # 17R295E1

Project/ Activity SC Works DW Services

Funding Source Rapid Response

Mod # Original

**STAFF & INDIRECT COST - BUDGET SUMMARY**

SALARIES, FRINGE BENEFITS, & INDIRECT COST				TOTAL AMOUNT	ADULT		DLW		ADMINISTRATION		NON- ADMINISTRATION	
Staff Salaries: Position Title	Salary Per Month	No. of Months	% of Time		%	Amount	%	Amount	%	Amount	%	Amount
<b>TOTAL SALARIES</b>				\$ 43,776.00		\$ -		\$ 43,776.00				\$ 43,776.00
<b>FRINGE BENEFITS:</b>												
Health Insurance		X	16.79%	\$ 7,350.00			100.00%	\$ 7,350.00			100%	\$ 7,350.00
FICA		X	7.65%	\$ 3,348.86			100.00%	\$ 3,348.86			100%	\$ 3,348.86
Unemployment		X	0.63%	\$ 274.91			100.00%	\$ 274.91			100%	\$ 274.91
Workers Comp		X	1.00%	\$ 437.76			100.00%	\$ 437.76			100%	\$ 437.76
Retirement (403b Match)		X	3.00%	\$ 1,313.28			100.00%	\$ 1,313.28			100%	\$ 1,313.28
		X	0.00%									
<b>TOTAL FRINGE BENEFITS</b>				\$ 12,724.82		\$ -		\$ 12,724.82				\$ 12,724.82
INDIRECT COST RATE	12.00%	X		\$ 8,591.50							100%	\$ 8,591.50
<b>TOTAL COST</b>				\$ 65,092.32		\$ -	100.00%	\$ 56,500.82			100%	\$ 65,092.32

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 # 17R295E1 Mod: Original  
 Project/Activity SC Works DW Services Fund Source Rapid Response

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	\$ 2,000	\$ -	\$ 2,000	\$ 2,000
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ -	\$ -	\$ -	\$ -
1.4 Copy & Print Expenses	\$ 2,000	\$ -	\$ 2,000	\$ 2,000
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 980	\$ -	\$ 980	\$ 980
1.6 Staff Travel	\$ -	\$ -	\$ -	\$ -
Local Mileage cost	\$ 4,620	\$ -	\$ 4,620	\$ 4,620
Non-Local Mileage cost	\$ -	\$ -	\$ -	\$ -
Non-Local Per Diem/Lodging Cost	\$ 1,650	\$ -	\$ 1,650	\$ 1,650
1.7 Staff Training / Technical Services Costs (Conf, Training, etc.)	\$ 1,300	\$ -	\$ 1,300	\$ 1,300
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)	\$ -	\$ -	\$ -	\$ -
Non-Expendable Equipment Purchases (Computer Leases)	\$ 1,650	\$ -	\$ 1,650	\$ 1,650
Wide Area Network (WAN) Equipment and Computer Software	\$ 275	\$ -	\$ 275	\$ 275
1.9 Postage (Stamps, FedEx, etc.)	\$ 140	\$ -	\$ 140	\$ 140
<b>TOTAL OPERATING COSTS</b>	<b>\$ 14,615</b>	<b>\$ -</b>	<b>\$ 14,615</b>	<b>\$ 14,615</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 Insurance	\$ 480	\$ -	\$ 480	\$ 480
<b>TOTAL FEES / PROFIT COSTS</b>	<b>\$ 480</b>	<b>\$ -</b>	<b>\$ 480</b>	<b>\$ 480</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 Board  
 BUDGET FLOW PROJECTIONS

Service Provider Eckerd Workforce Development Contract # 17R295E1

Project/Activity SC Works DW Services Fund Source Rapid Response

Mod# Original

Period	Cumulative Expenditures					
	Administration	%	Non-Administration	%	Totals	%
July-18	\$0.00	0%	\$6,682.28	100%	\$6,682.28	100%
August-18	\$0.00	0%	\$6,682.28	100%	\$6,682.28	100%
September-18	\$0.00	0%	\$6,682.28	100%	\$6,682.28	100%
October-18	\$0.00	0%	\$6,682.28	100%	\$6,682.28	100%
November-18	\$0.00	0%	\$6,682.28	100%	\$6,682.28	100%
December-18	\$0.00	0%	\$6,682.28	100%	\$6,682.28	100%
January-19	\$0.00	0%	\$6,682.28	100%	\$6,682.28	100%
February-19	\$0.00	0%	\$6,682.28	100%	\$6,682.28	100%
March-19	\$0.00	0%	\$6,682.28	100%	\$6,682.28	100%
April-19	\$0.00	0%	\$6,682.28	100%	\$6,682.28	100%
May-19	\$0.00	0%	\$6,682.28	100%	\$6,682.28	100%
June-19	\$0.00	0%	\$6,682.28	100%	\$6,682.28	100%

Grant Number: 17Y495H3  
 Invoice Number: 1058-10  
 Period Covered: 04/1/18 - 04/30/18

<b>Eckerd Goal:</b>		<b>APRIL</b>		<b>100.0%</b>		
		<b>83.3%</b>				
Line Item	Budget Mod 2	1058-10	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligation Numbers
<b>Staff Salary Total</b>	\$ 312,386.26	\$ 24,969.58	\$ 254,805.78	\$ 57,580.48	81.6%	
<b>Fringe Benefit Total</b> 51xx	\$ 74,336.62	\$ 7,038.44	\$ 72,625.22	\$ 1,711.40	97.7%	
<b>Staff Cost Total</b>	\$ 386,722.88	\$ 32,008.02	\$ 327,431.00	\$ 59,291.88	84.7%	

**Operating**

1.1 Facility, Utilities, Maintenance	6205	\$ 9,600.00	\$ -	\$ 7,200.00	\$ 2,400.00	75.0%	
1.2 Staff Consumable Supplies	6000	\$ 1,200.00	\$ 108.86	\$ 1,043.81	\$ 156.19	87.0%	
1.3 Advertising, Outreach	6735	\$ -	\$ -	\$ -	\$ -	0.0%	
1.4 Copy, Print	6730	\$ 1,200.00	\$ -	\$ 1,015.26	\$ 184.74	84.6%	
1.5 Communications	6270	\$ 6,136.00	\$ 475.20	\$ 4,882.14	\$ 1,253.86	79.6%	
1.6 Staff Travel	61xx	\$ 11,419.02	\$ 689.47	\$ 3,907.21	\$ 7,511.81	34.2%	
1.7 Staff Conferences, Training	5105	\$ 1,000.00	\$ -	\$ 325.55	\$ 674.45	32.6%	
1.8 Staff Computer Software License	6045	\$ 2,798.16	\$ 26.74	\$ 2,160.71	\$ 637.45	77.2%	
1.9 Postage	6005	\$ 1,741.00	\$ 147.00	\$ 1,152.34	\$ 588.66	66.2%	
<b>Operating Total (01)</b>		\$ 35,094.18	\$ 1,447.27	\$ 21,687.02	\$ 13,407.16	62%	-

**Direct Training**

2.1 Participant Supplies	6595	\$ 1,560.00	\$ -	\$ 250.00	\$ 1,310.00	16.0%	
2.2 Participant Books	6030	\$ 2,500.00	\$ -	\$ 2,196.00	\$ 304.00	87.8%	
2.3 Credential Exam Fees (NRF, C.N.A., GED,	6520	\$ 9,000.00	\$ 376.65	\$ 9,802.49	\$ (802.49)	108.9%	
2.4 TABE Test Materials		\$ -	\$ -	\$ -	\$ -	0.0%	
2.5 Tuition (Adult Education)	6525	\$ 15,000.00	\$ -	\$ 7,370.00	\$ 7,630.00	49.1%	
2.6 Tuition (College or Vocational)	6530	\$ 56,602.55	\$ 2,134.00	\$ 36,152.00	\$ 20,450.55	63.9%	
2.9 Work Experience (Stipends)	6505	\$ 44,640.00	\$ 5,535.44	\$ 37,491.74	\$ 7,148.26	84.0%	1,228.39
2.10 Awards/Events		\$ -	\$ -	\$ -	\$ -	0.0%	
2.11 Software Licenses	6095	\$ -	\$ -	\$ -	\$ -	0.0%	
2.12 Work Keys		\$ -	\$ -	\$ -	\$ -	0.0%	
<b>Direct Training Total (02)</b>		\$ 129,302.55	\$ 8,046.09	\$ 93,262.23	\$ 36,040.32	72%	1,228.39

**Support Services**

3.1 Participant Incentives (Skill Invoices)	6585	\$ 20,645.00	\$ 2,350.00	\$ 13,975.00	\$ 6,670.00	67.7%	600.00
3.2 Transportation	6485	\$ 15,000.00	\$ 1,780.00	\$ 11,340.00	\$ 3,660.00	75.6%	280.00
3.3 Childcare	6660	\$ 510.00	\$ -	\$ -	\$ 510.00	0.0%	
3.4 Training Support Materials	6545	\$ 3,000.00	\$ 20.00	\$ 1,823.55	\$ 1,176.45	60.8%	88.00
3.5 Emergency Assistance	6590	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	0.0%	
3.6 Expungements	6655	\$ 750.00	\$ -	\$ -	\$ 750.00	0.0%	
<b>Support Service Total (03)</b>		\$ 41,405.00	\$ 4,150.00	\$ 27,138.55	\$ 14,266.45	65.5%	968.00
<b>General Liability Ins</b> 6305		\$ 4,837.67	\$ 474.89	\$ 3,838.43	\$ 999.24	79.3%	
<b>Operating Cost Total</b>		\$ 597,362.28	\$ 46,126.27	\$ 473,357.23	\$ 124,005.05	79.2%	
<b>General Overhead (Indirect)</b> 8.86%		\$ 52,497.68	\$ 4,086.79	\$ 41,939.45	\$ 10,558.23	79.9%	
<b>Contract Total</b>		\$ 649,859.96	\$ 50,213.06	\$ 515,296.68	\$ 134,563.28	79.3%	2,196.39

134,563.28

<b>Work Experience</b>	<b>APR</b>	<b>Cumulative</b>	<b>YTD % Spent</b>
Staff WEX Salaries	8,633.23	83,301.77	14%
Staff WEX Fringe	2,476.84	24,790.28	4%
Stipends	5,535.44	37,491.74	6%
<b>Total</b>	<b>16,645.51</b>	<b>145,583.79</b>	<b>24%</b>
<b>Percentage Spent</b>	<b>36%</b>		

**WorkLink PYC Budget Comparison**

		PY17 Budget Mod #2		PY18 Budget A	Amt of Increase or Decrease		PY18 Budget B	Amt of Increase or Decrease
Slot Level		156		156	PY17 vs. PY18A 0		156	PY18A vs. PY18B 0
<b>Staff Costs</b>								
<b>Sub-Total of Staff Costs</b>		\$ 312,386.26		\$ 313,742.48	\$ 1,356.22		\$ 313,716.14	\$ (26.34)
<b>Fringe Benefits</b>	Rate		Rate			Rate		
Health Insurance	12.21%	\$ 38,149.80	14.98%	\$ 46,998.00	\$ 8,848.20	14.99%	\$ 47,048.84	\$ 50.84
FICA	7.65%	\$ 23,897.55	7.65%	\$ 24,001.30	\$ 103.75	7.65%	\$ 23,999.28	\$ (2.02)
Unemployment	0.98%	\$ 3,073.88	0.63%	\$ 1,970.30	\$ (1,103.58)	0.63%	\$ 1,970.14	\$ (0.16)
Workers Comp	1.00%	\$ 3,123.86	1.00%	\$ 3,137.42	\$ 13.56	1.00%	\$ 3,137.16	\$ (0.26)
Retirement (403B Match)	1.95%	\$ 6,091.53	3.00%	\$ 9,412.27	\$ 3,320.74	3.00%	\$ 9,411.48	\$ (0.79)
<b>Sub-Total Fringe:</b>	<b>23.79%</b>	<b>\$ 74,336.62</b>	<b>27.26%</b>	<b>\$ 85,519.29</b>	<b>\$ 11,182.67</b>	<b>27.27%</b>	<b>\$ 85,566.90</b>	<b>\$ 47.61</b>
<b>Operating Costs</b>	Acct#							
1.1 Facility, Utilities, Maintenance		\$ 9,600.00		\$ 9,600.00	\$ -		\$ 9,600.00	\$ -
1.2 Staff Consumable Supplies		\$ 1,200.00		\$ 2,400.41	\$ 1,200.41		\$ 1,200.00	\$ (1,200.41)
1.3 Advertising, Outreach		\$ -		\$ -	\$ -		\$ 500.00	\$ 500.00
1.4 Copy, Print		\$ 1,200.00		\$ 2,400.00	\$ 1,200.00		\$ 1,200.00	\$ (1,200.00)
1.5 Communications		\$ 6,336.00		\$ 6,336.00	\$ 200.00		\$ 6,336.00	\$ -
1.6 Staff Travel		\$ 11,419.02		\$ 12,318.08	\$ 899.06		\$ 8,000.00	\$ (4,318.08)
1.7 Staff Conferences, Training		\$ 1,000.00		\$ 1,000.00	\$ -		\$ 1,000.00	\$ -
1.8 Staff Computers (ETO)		\$ 2,798.16		\$ 1,925.00	\$ (873.16)		\$ 1,925.00	\$ -
1.9 Postage		\$ 1,741.00		\$ 1,500.00	\$ (241.00)		\$ 1,399.92	\$ (100.08)
<b>Sub-Total Operating</b>		<b>\$ 35,094.18</b>		<b>\$ 37,479.49</b>	<b>\$ 2,385.31</b>		<b>\$ 31,160.92</b>	<b>\$ (6,318.57)</b>
<b>Training</b>	Acct#							
2.1 Participant Supplies		\$ 1,560.00		\$ 500.00	\$ (1,060.00)		\$ 2,000.00	\$ 1,500.00
2.2 Participant Books		\$ 2,500.00		\$ 500.00	\$ (2,000.00)		\$ 2,500.00	\$ 2,000.00
2.3 Credential Exam Fees (NRF, C.N.A., GED, etc.)		\$ 9,000.00		\$ -	\$ (9,000.00)		\$ 12,000.00	\$ 12,000.00
2.4 TABE Testing Materials		\$ -		\$ -	\$ -		\$ -	\$ -
2.5 Tuition (Adult Education)		\$ 15,000.00		\$ 13,461.78	\$ (1,538.22)		\$ 10,000.00	\$ (3,461.78)
2.6 Tuition (College or Vocational)		\$ 56,602.55		\$ 9,000.00	\$ (47,602.55)		\$ 14,333.75	\$ 5,333.75
2.7 Dual Credit Diploma (GTC or Other)		\$ -		\$ -	\$ -		\$ -	\$ -
2.8 On-the-Job Training		\$ -		\$ -	\$ -		\$ -	\$ -
2.9 Work Experience (Stipends)		\$ 44,640.00		\$ 42,625.00	\$ (2,015.00)		\$ 40,000.00	\$ (2,625.00)
2.10 Awards / Events		\$ -		\$ -	\$ -		\$ -	\$ -
2.11 Software Licenses		\$ -		\$ -	\$ -		\$ -	\$ -
2.12 Work Keys		\$ -		\$ -	\$ -		\$ -	\$ -
<b>Sub-Total Training</b>		<b>\$ 129,302.55</b>		<b>\$ 66,086.78</b>	<b>\$ (63,215.77)</b>		<b>\$ 80,833.75</b>	<b>\$ 14,746.97</b>
<b>Supportive Services</b>	Acct#							
3.1 Participant Incentives (Skill Invoices)		\$ 20,645.00		\$ 20,645.00	\$ -		\$ 17,000.00	\$ (3,645.00)
3.2 Transportation		\$ 15,000.00		\$ 15,000.00	\$ -		\$ 13,600.00	\$ (1,400.00)
3.3 Childcare		\$ 510.00		\$ 510.00	\$ -		\$ 250.00	\$ (260.00)
3.4 Training Support Materials		\$ 3,000.00		\$ 3,150.00	\$ 150.00		\$ 2,200.00	\$ (950.00)
3.5 Emergency Assistance		\$ 1,500.00		\$ 1,500.00	\$ -		\$ 500.00	\$ (1,000.00)
3.6 Expungements		\$ 750.00		\$ 700.00	\$ (50.00)		\$ 375.00	\$ (325.00)
<b>Sub-Total of Supportive Services</b>		<b>\$ 41,405.00</b>		<b>\$ 41,505.00</b>	<b>\$ 100.00</b>		<b>\$ 33,925.00</b>	<b>\$ (7,580.00)</b>
<b>Sub-Total of Contract Costs</b>		<b>\$ 592,524.61</b>		<b>\$ 544,333.04</b>	<b>\$ (48,191.57)</b>		<b>\$ 545,202.71</b>	<b>\$ 869.67</b>
<b>Indirect Cost &amp; Fees</b>	Direct		MTDC			MTDC		
Indirect Cost	8.86%	\$ 52,497.68	12.00%	\$ 52,066.96	\$ (430.72)	12.00%	\$ 51,197.29	\$ (869.67)
General Liability (Eckerd)	0.75%	\$ 4,837.67	0.60%	\$ 3,600.00	\$ (1,237.67)	0.60%	\$ 3,600.00	\$ -
<b>Sub-Total of Indirect &amp; Fees</b>		<b>\$ 57,335.35</b>		<b>\$ 55,666.96</b>	<b>\$ (1,668.39)</b>		<b>\$ 54,797.29</b>	<b>\$ (869.67)</b>
		<b>\$ 649,859.96</b>		<b>\$ 600,000.00</b>	<b>\$ (49,859.96)</b>		<b>\$ 600,000.00</b>	<b>\$ -</b>



WORKFORCE INVESTMENT BOARD  
 WorkLink Workforce Investment Area  
**GRANT BUDGET SUMMARY**

**BUDGET "B"**

Service Provider Eckerd Workforce Development Contract # \_\_\_\_\_

Project/Activity Palmetto Youth Connections Funding Source WIOA Youth Modification # \_\_\_\_\_

Line Items	Administrative	Non-Administrative	Total Budget Amount	In-Kind Contributions *
Salaries & Fringe Benefits	\$ -	\$ 399,283	\$ 399,283	\$ -
Facilities/Rent Costs (space)	\$ -	\$ 9,600	\$ 9,600	\$ -
Non-Expendable Equipment Costs	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ -	\$ 22,061	\$ 22,061	\$ -
WI Customer Wages and Fringe Benefits		\$ 40,000	\$ 40,000	\$ -
WI Customer Individualized Training Costs		\$ 38,834	\$ 38,834	\$ -
WI Customer Supportive Services Costs		\$ 33,925	\$ 33,925	\$ -
WI Customer Needs-Based/Needs-Related Payment Costs		\$ -	\$ -	\$ -
WI Payments to Employers Costs		\$ -	\$ -	\$ -
Staff Training/Tech Services Costs	\$ -	\$ 1,000	\$ 1,000	\$ -
Other Direct Costs	\$ -	\$ 4,100	\$ 4,100	\$ -
Training Fees/Professional Fees/ Profit	\$ -	\$ -	\$ -	\$ -
Indirect Costs	\$ -	\$ 51,197	\$ 51,197	\$ 126,500
<b>Total Budget Costs</b>	\$ -	\$ 600,000.00	\$ 600,000.00	\$ 126,500
Percentage of Budget	0%	100%	100%	
Cost Limitations	2% Maximum	At least 98%	100%	

\* In-Kind Contributions should not be included when calculating the Percentage of the Budget.

WORKFORCE INVESTMENT BOARD  
 WorkLink Workforce Investment Area  
**STAFF SALARIES, FRINGE BENEFITS & INDIRECT COST**

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

STAFF & INDIRECT COST - BUDGET SUMMARY

SALARIES, FRINGE BENEFITS, & INDIRECT COST					ADMINISTRATION		NON-ADMINISTRATIVE		In-Kind Contributions*	
Staff Salaries: Position Title	Salary Per Month	No. of Months	% of Time	TOTAL AMOUNT	%	Amount	%	Amount		
<b>TOTAL SALARIES</b>				<b>\$ 313,716.14</b>		<b>\$0</b>		<b>\$313,716</b>	<b>\$ -</b>	
FRINGE BENEFITS:										
FICA	7.65%	X	\$ 313,716	\$ 23,999.28	0%	\$0	100%	\$23,999	\$ -	
Workers Comp.	1.00%	X	\$ 313,716	\$ 3,137.16	0%	\$0	100%	\$3,137	\$ -	
Health & Wealth (Pos. Level)	15.00%	X	\$ 313,716	\$ 47,048.84	0%	\$0	100%	\$47,049	\$ -	
Ret. / Pension	3.00%	X	\$ 313,716	\$ 9,411.48	0%	\$0	100%	\$9,411	\$ -	
Unemployment Insurance	0.628%	X	\$ 313,716	\$ 1,970.14	0%	\$0	100%	\$1,970	\$ -	
Other (Specify)	0%	X	\$ -	\$ -	0%	\$0	0%	\$0	\$ -	
<b>TOTAL FRINGE BENEFITS</b>				<b>\$ 85,566.91</b>		<b>\$0</b>		<b>\$85,567</b>	<b>\$ -</b>	
<b>INDIRECT COST:</b>	<b>RATE</b>	<b>12%</b>	<b>X</b>	<b>\$ 426,644</b>	<b>\$ 51,197.28</b>	<b>0%</b>	<b>\$0</b>	<b>100%</b>	<b>\$51,197</b>	<b>\$ 126,500</b>
<b>TOTAL COST</b>				<b>\$ 450,480.33</b>		<b>\$ -</b>		<b>\$ 450,480</b>	<b>\$ 126,500</b>	

Each position must be supported by a job description.

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 # \_\_\_\_\_  
 Project/Activity Palmetto Youth Connections Fund Source WIOA Youth Mod # \_\_\_\_\_

<b>Cost and Price Analysis</b>	<b>Total Cost</b>	<b>Administrative</b>	<b>Non-Administrative</b>	<b>In-Kind Contributions</b>
<b>FACILITIES COST *</b>				
<b>Total Cost of Facilities or Rent</b>	\$ 9,600.00		\$ 9,600.00	\$ -
<b>NON-EXPENDABLE EQUIPMENT</b>				
Equipment Rental Cost *				
Non-Expendable Equipment Purchases	\$ -	\$ -	\$ -	\$ -
Wide Area Network (WAN) Equipment and Computer Software	\$ -	\$ -	\$ -	\$ -
<b>Total Cost of Non-Expendable Equipment</b>	\$ -	\$ -	\$ -	\$ -
<b>OPERATING EXPENSES</b>				
Communications				
Local Telephone Cost	\$ -	\$ -	\$ -	\$ -
Long Distance Telephone Cost	\$ -	\$ -	\$ -	\$ -
Wide Area Network Lines	\$ 456.00	\$ -	\$ 456.00	\$ -
Postage ( )	\$ 1,399.92	\$ -	\$ 1,399.92	\$ -
Facsimile (Fax)	\$ -	\$ -	\$ -	\$ -
Staff Cell Phones	\$ 5,880.00	\$ -	\$ 5,880.00	\$ -
<b>Total Cost of Communications</b>	\$ 7,735.92	\$ -	\$ 7,735.92	\$ -
Staff Travel				
Local Mileage cost	\$ 6,600.00	\$ -	\$ 6,600.00	\$ -
Non-Local Mileage cost	\$ -	\$ -	\$ -	\$ -
Non-Local Per Diem/Lodging Cost	\$ 1,400.00	\$ -	\$ 1,400.00	\$ -
<b>Total Cost of Staff Travel</b>	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -
Expendable Supplies and Materials				
Office/Desktop Supplies and Materials Cost	\$ 1,200.00	\$ -	\$ 1,200.00	\$ -
Copying Cost *	\$ 1,200.00	\$ -	\$ 1,200.00	\$ -
WI Customer Supplies and Materials Cost *	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -
Software Licenses	\$ 1,925.00	\$ -	\$ 1,925.00	\$ -
<b>Total Cost of Supplies and Materials</b>	\$ 6,325.00	\$ -	\$ 6,325.00	\$ -
Equipment Maintenance and Repairs Cost *	\$ -	\$ -	\$ -	\$ -
Utilities Cost *	\$ -	\$ -	\$ -	\$ -
<b>Total Operating Expenses</b>	\$ 22,060.92	\$ -	\$ 22,060.92	\$ -
<b>WI CUSTOMER WAGES AND FRINGE BENEFITS</b>				
Work Experience Wages and Fringe Benefits				
Work Experience Wage Cost	\$ 40,000.00		\$ 40,000.00	\$ -
Work Experience Fringe Benefits Cost	\$ -		\$ -	\$ -
<b>Total Cost of Work Experience</b>	\$ 40,000.00		\$ 40,000.00	\$ -
Limited Internship Wages and Fringe Benefits				
Limited Internship Wage Cost	\$ -		\$ -	\$ -
Limited Internship Fringe Benefits Cost	\$ -		\$ -	\$ -
<b>Total Cost of Limited Internship</b>	\$ -		\$ -	\$ -
Miscellaneous Wage Cost (Specify)				
Wage Cost	\$ -		\$ -	\$ -
Fringe Benefits Cost	\$ -		\$ -	\$ -
<b>Total Cost of</b>	\$ -		\$ -	\$ -
<b>Total Cost of WI Customer Wages &amp; Fringe Benefits</b>	\$ 40,000.00		\$ 40,000.00	\$ -
<b>WI CUSTOMER INDIVIDUALIZED TRAINING COSTS</b>				
Tuition Cost	\$ 10,000.00		\$ 10,000.00	\$ -
Instructional Supply Cost (Books)	\$ 2,500.00		\$ 2,500.00	\$ -
Other Individualized Training Cost (Credential Exam Fees)	\$ 12,000.00		\$ 12,000.00	\$ -
Individual Training Account/Voucher Cost	\$ 14,333.75		\$ 14,333.75	\$ -
<b>Total Cost WI Customer Individualized Training</b>	\$ 38,833.75		\$ 38,833.75	\$ -
<b>WI CUSTOMER SUPPORTIVE SERVICES COSTS</b>				
Child Care	\$ 250.00		\$ 250.00	\$ -
Transportation	\$ 13,600.00		\$ 13,600.00	\$ -
Training Payment Cost (Summer Youth Only)	\$ -		\$ -	\$ -
Client Incentives	\$ 17,000.00		\$ 17,000.00	\$ -
Client Training Support Materials	\$ 2,200.00		\$ 2,200.00	\$ -
Client Emergency Assistance	\$ 500.00		\$ 500.00	\$ -
Client Expungements	\$ 375.00		\$ 375.00	\$ -
<b>Total Cost of Customer Support Services</b>	\$ 33,925.00		\$ 33,925.00	\$ -

Cost and Price Analysis	Total Cost	Administrative	Non-Administrative	In-Kind Contributions
<b>WI CUSTOMER NEEDS-BASED/NEED-RELATED PAYMENTS</b>				
List Type and Amount	\$ -		\$ -	\$ -
	\$ -		\$ -	\$ -
	\$ -		\$ -	\$ -
	\$ -		\$ -	\$ -
<b>Total Cost of WI Needs Based/Need-Related Payments</b>	\$ -		\$ -	\$ -
<b>WI PAYMENTS TO EMPLOYERS</b>				
On-the-Job Training (OJT)	\$ -		\$ -	\$ -
Job Creation Payment Cost	\$ -		\$ -	\$ -
<b>Total Cost of WI Payments to Employers</b>	\$ -		\$ -	\$ -
<b>STAFF TRAINING/TECHNICAL SERVICES COSTS</b>				
List Type and Amount				
Staff Training Registration Costs	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
<b>Total Cost of Staff Training/Technical Services</b>	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -
<b>OTHER DIRECT COSTS</b>				
List Type and Amount				
General Liability Insurance	\$ 3,600.00	\$ -	\$ 3,600.00	\$ -
Participant Outreach	\$ 500.00	\$ -	\$ 500.00	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
<b>Total Other Direct Costs</b>	\$ 4,100.00	\$ -	\$ 4,100.00	\$ -
<b>TRAINING/PROFESSIONAL FEES/PROFIT</b>				
Budgeted Profit	\$ -	\$ -	\$ -	\$ -
Professional Fees	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -
<b>Total Cost of Training/Professional Fees/Profit</b>	\$ -	\$ -	\$ -	\$ -

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

Service Provider Eckerd Workforce Development Contract # \_\_\_\_\_

Project Activity Palmetto Youth Connections Fund Source WIOA Youth

Period	Clients Served			Clients Exited			Active Clients
	Carryover	New	Cumulative	Positive	Negative	Cumulative	
July	50	5	55	6	4	10	45
August		5	60	7	3	20	40
September		16	76	8	2	30	46
October		16	92	9	1	40	52
November		16	108	6	4	50	58
December		0	108	7	3	60	48
January		13	121	8	2	70	51
February		13	134	9	1	80	54
March		10	144	6	4	90	54
April		6	150	2	3	95	55
May		6	156	8	2	105	51
June		0	156	9	1	115	41

Active Clients equal Cumulative Clients Served minus Cumulative Clients Exited

Budget Narrative		
Line Items	Description	Budget Amount
<b>STAFF SALARIES &amp; FRINGE BENEFITS</b>		
Salaries	Please refer to Staff Salaries & Fringe Form	\$ 313,716.14
Fringe		\$ 85,566.91
<b>FACILITIES COST</b>		
Rent*	This covers the cost of a facility for our program. This is budgeted at \$800/month.	\$ 9,600.00
<b>NON-EXPENDABLE EQUIPMENT</b>		
Equipment Rental Cost		\$ -
<b>OPERATING EXPENSES</b>		
<b>Communications</b>		
Wide Area Network Lines	This line item covers internet which is budgeted at about \$38/month.	\$ 456.00
Postage	For the purchase of stamps and other postage from the USPS as well as use of Eckerd's Corporate Federal Express (FedEx) account as needed. This is budgeted at \$116.66/month.	\$ 1,399.92
Staff Cell Phones	This line item covers 7 cell phones budgeted for program staff which costs \$70/line per month.	\$ 5,880.00
Staff Travel	This line item covers local and non-local travel for program staff. Local travel covers about 1,250 miles per month at \$0.44/mile. Non-local travel covers airfare (\$400), lodging (\$1,000), and meals (\$0) for the staff to attend SETA conferences.	\$ 8,000.00
<b>Expendable Supplies and Materials</b>		
Office/Desktop Supplies and Materials Cost	This line item covers consumable supplies for the project staff including, but not limited to copy paper, pens, pencils, light desk supplies, marketing outreach supplies, and basic cleaning supplies. This is budgeted at \$100/month.	\$ 1,200.00
Copying Cost	This covers copier, ink, and toner costs for staff and facilities. This is budgeted at \$100/month.	\$ 1,200.00
WI Customer Supplies and Materials Cost	This covers participant supplies needed for any of our training programs. This is budgeted at \$2,000 for the year.	\$ 2,000.00
Software Licenses	This line item covers Empyra, our project management system that tracks all essential program data, acts as a case management tool, and manages the program budget. This is budgeted at \$275 per user.	\$ 1,925.00
Equipment Maintenance and Repairs Cost		\$ -
Utilities Cost		\$ -
<b>WI CUSTOMER WAGES AND FRINGE BENEFITS</b>		
Work Experience Wages and Fringe Benefits*	This line item covers direct payment stipends to participants for Work Experience training hours worked. This line item is budgeted for \$40,000 for the year.	\$ 40,000.00
<b>WI CUSTOMER INDIVIDUALIZED TRAINING COSTS</b>		
Tuition Cost*	This line item covers costs incurred for quarterly session fees for GED/WorkKeys training through Adult Education. This line item is budgeted at \$10,000 for the year.	\$ 10,000.00
Instructional Supply Cost*	This line item covers graduation supplies/fees for participants to participate in graduation services. This line item is budgeted at \$2,500 for the year.	\$ 2,500.00
Other Individualized Training Cost (Credential Exam Fees)	This line item covers the cost of exam fees for GED and/or Occupational Skills Credential Certifications as required by the industry and/or Training Provider. This line item is budgeted at \$12,000.	\$ 12,000.00
Individual Training Account/Voucher Cost*	This line item covers in demand occupational skills training through the local technical college or other eligible training provider that is in the participant's chosen career pathway. This line item is budgeted at \$14,333.75 for the year.	\$ 14,333.75
<b>WI CUSTOMER SUPPORTIVE SERVICES COSTS</b>		
Child Care*	This line item covers childcare costs for program participants in accordance with the WorkLink WIB Supportive Services Policy. This is budgeted at \$250 for the year.	\$ 250.00
Transportation*	This covers transportation costs for program participants in accordance with the WorkLink WIB Supportive Services Policy. Supportive services include drug screens, physicals, uniforms, etc. This is budgeted at \$13,600 for the year.	\$ 13,600.00
Training Payment Cost (Summer Youth Only)		\$ -
Client Incentives*	This line item covers incentives earned for participant achievements to include: literacy/numeracy gains, WorkKeys Certification, Work Experience positive performance evaluations, Credentials earned and positive placement related to employment/post secondary retention into 2nd and 4th quarter after exit. This is budgeted at \$17,000 for the year.	\$ 17,000.00
Client Training Support Materials	This covers client training support materials costs for program participants in accordance with the WorkLink WIB Supportive Services Policy. This is budgeted at \$2,200 for the year.	\$ 2,200.00
Client Emergency Assistance*	This covers client emergency assistance costs for program participants in accordance with the WorkLink WIB Supportive Services Policy. This is budgeted at \$500 for the year.	\$ 500.00

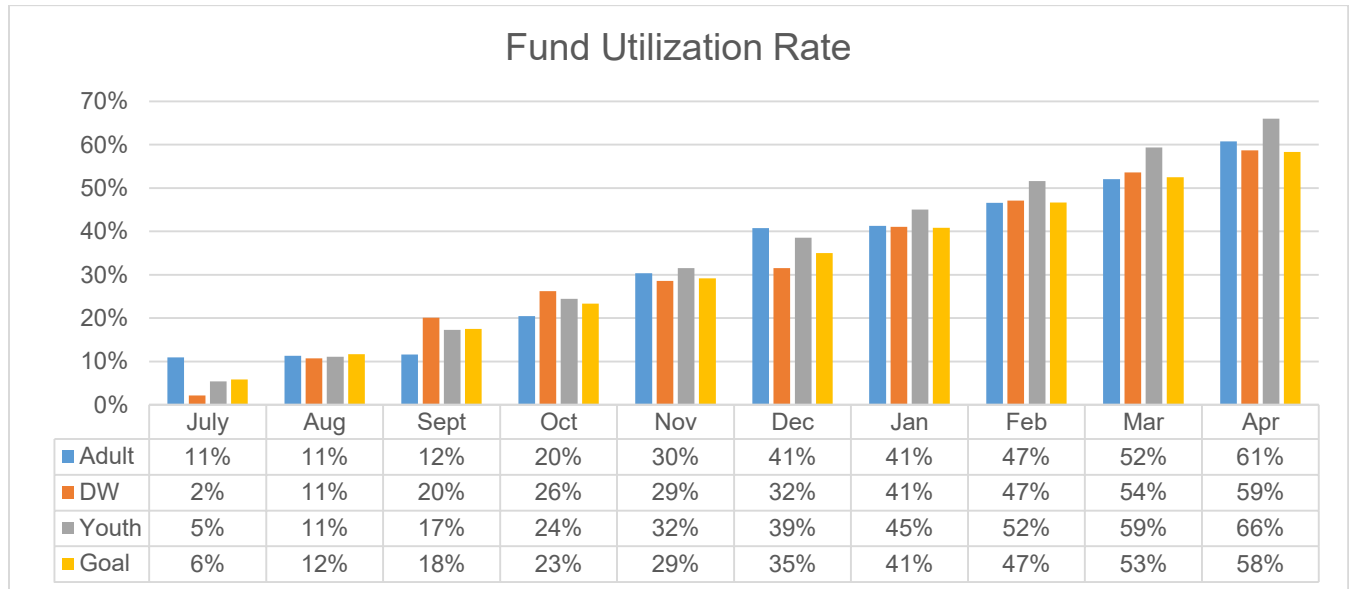
Client Expungements*	This line item covers client expungements costs for program participants in accordance with the WorkLink WIB Supportive Services Policy. This is budgeted at \$375 for the year.	\$ 375.00
<b>WI CUSTOMER NEEDS-BASED/NEED-RELATED PAYMENTS</b>		
N/A		\$ -
<b>WI PAYMENTS TO EMPLOYERS</b>		
On-the-Job Training (OJT)		\$ -
Job Creation Payment Cost		\$ -
<b>STAFF TRAINING/TECHNICAL SERVICES COSTS</b>		
Staff Training Registration Costs	The line item covers the cost of registrations for conferences. This is budgeted at \$1,000 for the year.	\$ 1,000.00
<b>OTHER DIRECT COSTS</b>		
General Liability Insurance	Eckerd is insured for general liability with a deductible of \$25,000 and limits of \$1,000,000 per occurrence and \$3,000,000 for the year. Eckerd liability insurance coverage is comprehensive, and if requested, your County may be added as a certificate holder upon contract award. This is budgeted at 0.60% of the contract value.	\$ 3,600.00
Participant Outreach	To provide minimal program and participant outreach for a total of \$500.	\$ 500.00
Indirect (12%)	Eckerd has a cognizant agency approved indirect rate with the Department of Health and Human Services. Per the enclosed indirect rate agreement, Eckerd's approved rate is 29.77% and is applicable to modified total direct costs (MTDC). MTDC includes all direct salaries and wages including participant wages, applicable employee benefits, materials and supplies, services, travel, and up to the first \$25,000 of each sub award. MTDC excludes equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each sub award in excess of \$25,000. In an effort of affordability, we've only included 12% and the difference will be in-kind to this program. For a formal definition of MTDC please reference 2 CFR 200.68.	\$ 51,197.28
<b>TRAINING/PROFESSIONAL FEES/PROFIT</b>		
Budgeted Profit		\$ -
Professional Fees		\$ -
Other		\$ -
<b>Grand Total</b>		<b>\$ 600,000.00</b>
<b>NOTE: * This line item is not included in the Indirect Cost.</b>		

Revenue	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth	Total	YTD April 2018	Actual % Expended	Goal Expended	Goal % Expended	Balance
<b>PY'17 Allocation</b>	<b>708,580</b>	<b>78,730</b>	<b>601,653</b>	<b>66,849</b>	<b>770,692</b>	<b>85,632</b>	<b>2,312,136</b>					
Transfer of funds	250,000	-	(250,000)	-	-	-	-					
PY'16 Carryover	358,174	61,315	28,812	25,656	141,295	42,281	657,533					
	<b>1,316,754</b>	<b>140,045</b>	<b>380,465</b>	<b>92,505</b>	<b>911,987</b>	<b>127,913</b>	<b>2,969,669</b>					
<b>Service Providers</b>												
Eckerd - Adult/DW Services	748,704	-	131,296	-	-	-	880,000	717,529	82%	660,000	67%	162,471
Eckerd - Operator	74,800	-	10,200	-	-	-	85,000	70,446	83%	63,750	67%	14,554
Eckerd - Youth	-	-	-	-	649,860	-	649,860	515,296	79%	487,395	67%	134,564
OJT	32,000	-	-	-	-	-	32,000	8,820	28%	24,000	67%	23,180
Undesignated Funds	259,171	66,423	183,375	21,440	158,680	16,036	705,125	-	0%			705,125
Total Pass-Through Contracts	1,114,675	66,423	324,871	21,440	808,540	16,036	2,351,985	1,312,091	56%	1,235,145	53%	1,039,894
<b>Total Revenue after Obligations</b>	<b>202,079</b>	<b>73,622</b>	<b>55,594</b>	<b>71,065</b>	<b>103,447</b>	<b>111,877</b>	<b>617,684</b>					
In-House Expenses	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth	Total	YTD April 2018	Actual % Expended	Goal Expended	Goal % Expended	Balance
Salaries, Fringe, & Indirect	138,389	53,824	46,546	51,813	86,086	93,069	469,727	400,347	85%	352,295	67%	69,380
SCW Centers Facility Costs	170,000	6,000	20,000	6,000	10,000	5,000	217,000	149,585	69%	162,750	67%	67,415
Billed to Partners for Facilities	(110,000)		(12,250)				(122,250)	(54,852)	45%	(91,688)	67%	(67,398)
Unemployment Compensation		2,012		2,012		2,012	6,036	0		4,527	67%	6,036
Contractual & Outside Services		1,750		1,750		1,750	5,250	4951	0%	3,938	67%	299
Travel	1,455	248	364	264	1,131	264	3,725	1,599	43%	2,794	67%	2,126
AOP BIS Transportation					5,000		5,000	5,000	100%	3,750	67%	-
Supplies		680		640		680	2,000	1,415	71%	1,500	67%	585
Insurance		3,000		2,750		3,000	8,750	6,084	70%	6,563	67%	2,666
Postage		170		170		160	500	125	25%	375	67%	375
Printing		1,850		1,850		1,850	5,550	3,110	56%	4,163	67%	2,440
Web Site Hosting & Renewal Fees	500	2,175	500	2,150	500	2,175	8,000	3,617	45%	6,000	67%	4,383
Memberships, Dues, & Prof Fees		750		500		750	2,000	1,753	88%	1,500	67%	247
Training	736	48	184	51	730	51	1,800	1,844	102%	1,350	67%	(44)
Job Fair / Hiring Event Expenses							-	(200)	0%	-	67%	200
R&M & Gas - WIA Car		200		200		200	600	1,718	286%	450	67%	(1,118)
Outreach (SC Works Center's Only)	1,000		250				1,250	1,042	83%	938	67%	208
Meeting Expense	-	915	-	915	-	915	2,745	1,506	55%	2,059	67%	1,239
<b>Total In-House</b>	<b>202,079</b>	<b>73,622</b>	<b>55,594</b>	<b>71,065</b>	<b>103,447</b>	<b>111,876</b>	<b>617,683</b>	<b>528,644</b>	<b>86%</b>	<b>463,262</b>	<b>75%</b>	<b>89,039</b>



## Obligation Rate and Fund Utilization Rate Summary (April 2018)

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



### Obligation Rate (June Goal – 80%)

		Award	Expended	Remaining Obligations	Total Obligated	Balance Remaining	% Obligated
Adult	16A001	728,061.00	728,061.00		728,061.00	-	100%
	17A001	708,580.00	376,290.00	95,181.00	471,471.00	237,109.00	67%
DW	16DW	80,182.00	80,182.00	-	80,182.00	-	100%
	Setaside	450,000.00	450,000.00		450,000.00	-	100%
		530,182.00	530,182.00	-	530,182.00	-	100%
	17DW	351,653.00	125,218.00	56,844.00	182,062.00	169,591.00	52%
	SA	250,000.00	154,501.00	65,000.00	219,501.00	30,499.00	88%
		601,653.00	279,719.00	121,844.00	401,563.00	200,090.00	67%
Youth	16Y001	789,356.00	789,356.00	-	789,356.00	-	100%
	17Y001	770,692.00	458,565.00	134,564.00	593,129.00	177,563.00	77%

**16IWT01-02**

Grant #	Company	Requested	Awarded	Updated	Spent	Balance	Status
16IWT01-02-02	Bosch	\$ 73,568.00	\$ 54,969.50	\$ 54,294.50	\$ 33,750.00	\$ 20,544.50	FINAL
16IWT01-02-03	McLaughlin	\$ 23,033.50	\$ 21,097.50		\$ 10,362.50	\$ 10,735.00	FINAL
16IWT01-02-04	Mergon	\$ 19,870.00	\$ 19,870.00		\$ 5,970.00	\$ 13,900.00	FINAL
16IWT01-02-05	Metco	\$ 14,130.00	\$ 14,130.00		\$ 12,295.00	\$ 1,835.00	FINAL
16IWT01-02-06	Plastic Omnium	\$ 16,445.00	\$ 16,445.00		\$ 14,215.00	\$ 2,230.00	FINAL
16IWT01-02-01	United Tool and Mold	\$ 3,456.00	\$ 765.00	\$ 1,440.00	\$ 1,440.00	\$ -	FINAL
16IWT01-02-07	Yokohama	\$ 9,776.50	\$ 9,776.50		\$ -	\$ 9,776.50	FINAL
16IWT01-02-08	Reliable Sprinkler	\$ 69,197.50	\$ 69,197.50		\$ 39,557.25	\$ 29,640.25	FINAL
16IWT01-02-09	BASF	\$ 62,580.00	\$ 26,583.00		\$ 12,091.22	\$ 14,491.78	FINAL
16IWT01-02-10	BorgWarner	\$ 52,697.60	\$ 26,583.00	\$ 85,904.00	\$ 79,351.39	\$ 6,552.61	FINAL
16IWT01-02-11	Greenfield Industries	\$ 6,413.00	\$ 6,413.00	378.00	283.50	\$ 378.00	FINAL
			\$ 265,830.00		\$ 209,315.86	110,083.64	

BALANCE: \$ 56,514.14

**Rapid Response IWT Grants**

Grant #	Company	Awarded	Spent	Balance
16RRIWT18	Imperial Die Casting	\$ 50,075.00	\$41,180	\$ 8,895.00
17RRIWT04	Siemag	\$ 40,540.00	\$18,000	\$ 22,540.00
17RRIWT10	Ideal Steel	\$ 64,240.00	\$ 30,126.00	\$ 34,114.00
17RRIWT14	Patriot Automation	\$ 53,840.00	\$ -	\$ 53,840.00

### 17IWT01

Grant #	Company	Requested	Awarded	Spent	Balance
17IWT01-01	Allegro Industries	\$ 2,591.10	\$ 2,591.10	\$ 796.50	\$ 1,794.60
17IWT01-02	Nutra	\$ 19,180.00	\$ 19,180.00	\$ -	\$ 19,180.00
17IWT01-03	Proper Polymers	\$ 42,400.00	\$ 42,400.00	\$ -	\$ 42,400.00
17IWT01-04	Mergon	\$ 93,475.00	\$ 85,828.90	\$ -	\$ 85,828.90
			\$ 150,000.00	\$ 796.50	\$ 149,203.50

## PY17 OJT Summary

### Adult 2810

Contract Number	Name	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
10162017-9369			Adult	1986073	Belton Metal Co., Inc.	Anderson	10/16/2017	1/8/2018	Successful	480	\$14.00	75%	\$5,040.00		\$5,040.00	\$5,040.00
03192018-6449			Adult	3356395	J. Davis Construction	Oconee	3/19/2018	6/8/2018	N/A	480	\$12.00	75%	\$4,320.00		\$4,320.00	

Budget	Remaining
\$32,000.00	\$22,640.00

County	Amount	Percentage
Anderson	\$5,040.00	54%
Pickens	\$0.00	0%
Oconee	\$4,320.00	46%

Hours Trained	Average Wage
960	\$13.00

Total Obligated	Total Deobligated	Net Amount	Paid	Balance
\$9,360.00	\$0.00	\$9,360.00	\$5,040.00	\$0.00
<b>Net Obligated</b>	<b>\$9,360.00</b>			

### DW 2820

Contract Number	Name	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>			

**Transportation Grant Summary**

ELECTRIC CITY TRANSIT  
**PY17**

Services began 9/18/17, Grant Ends 12/31/18

<b># of Individuals:</b>	September	October	November	December	January	February	March	April	TOTALS
Training Access		18	11	13	11	13	11		77
Employment Access		62	51	42	29	28	22		234
Maintained or Completed Training		44	38	34	41	43	47		247
<b>TOTAL RIDERSHIP</b>		271	227	229	165	184	192		1268
<i>Goal Percentage 60%</i>		46%	44%	39%	49%	46%	42%		44%
<b>Grant Award</b>									
									\$ 100,000.00
<b>Total All Invoices Rec'd</b>	\$ 3,937.00	\$ 7,308.00	\$ 5,954.00	\$ 8,954.00	\$ 9,222.00	\$ 6,472.00			\$ 41,847.00
<b>Remaining Balance</b>									\$ 58,153.00
								Spent	42%
								Grant to Date - Goal to spend	47%

Report as of 5.21.18

**Strategic Plan Table 1: Reduce Fragmentation in the Youth Workforce Development System**

Critical Issue	Goal	Objective	Strategy	Action Plan	Subcommittee
Service providers are working in silos, creating fragmentation within the workforce development system.	<u>Integrate</u> workforce development systems, processes and networks.	Enhance both the service mapping database (211) <u>and</u> the personal provider-to-provider communication network by <u>identifying</u> and <u>connecting</u> workforce service providers, educators, faith based organizations (FBOs), service organizations, and other groups actively engaged in workforce development.	Further develop <b>resource</b> inventory	<ul style="list-style-type: none"> <li>Identify youth partners in AOP (Anderson-Oconee-Pickens)</li> <li>Develop a resource/partner "roadmap" matrix or collaborate/partner with Tri-County Tech on their new roadmap template</li> <li>Regularly update the existing 211 database, ASA book of services</li> <li>Review/research <a href="http://www.indyserves.com">www.indyserves.com</a> website and templates</li> <li>Youth provider to educate families of available resources in tri-county area.</li> </ul>	<b>Service Integration</b>
			Collect/Input service map data	<ul style="list-style-type: none"> <li>Communicate the need for youth providers to partner with organizations who serve at-risk youth in the tri-county area – <b>On Going</b></li> <li>Advocate/solicit partner involvement, including:                             <ul style="list-style-type: none"> <li>Local church time/talent banks</li> <li>Civic/Service Organizations</li> <li>Retiree Groups</li> <li>Others TBD <b>On-Going</b></li> </ul> </li> </ul> Youth Provider (PYC) to track all information in the Effort to Outcome (ETO) system – <b>On-Going</b>	
			Disseminate the product	<ul style="list-style-type: none"> <li>Market service mapping resource 2-1-1 by utilizing and promoting whenever possible serving the three county area (AOP).</li> <li>Continue to improve methods for informing partners about database <b>On Going</b></li> </ul>	
			Identify/Address gaps in community services	<ul style="list-style-type: none"> <li>Youth Council (YC) to go through formal gap analysis exercise with a third party facilitator. Facilitated by COG Staff and completed on 4/22/16.</li> <li>Disseminate to Youth Council, WIB, service providers and partners – <b>On-Going</b></li> </ul>	
			The Youth Provider will collaborate and/or partner with existing community, service, or resource fair(s) in the AOP community.	<ul style="list-style-type: none"> <li>YC members are to assist in making WorkLink Staff and/or Youth Provider aware of any community, service, or resource fair(s) in the AOP area.</li> </ul>	

**Comment [sc1]:** Revise to: Utilize and distribute as necessary the existing community resource flyer which reference services in the AOP community.

## SC WORKS | BRINGING EMPLOYERS AND JOB SEEKERS TOGETHER ANDERSON·OCONEE·PICKENS

A proud partner of the AmericanJobCenter network



### SC Works Anderson

QuickJobs Development Center  
Across from Anderson Campus  
Tri-County Technical College  
512 Michelin Blvd  
(864) 260-6780 (TTY 711)

### SC Works Clemson

East Park Shopping Plaza  
1376 Tiger Blvd, Suite 102  
(864) 643-0071 (TTY 711)

### SC Works Easley

QuickJobs Development Center  
Next to Easley Campus  
Tri-County Technical College  
1776 Powdersville Road  
(864) 220-8990 (TTY 711)

### SC Works Seneca

QuickJobs Development Center  
Hamilton Career Center  
104 Vocational Drive  
(864) 646-1741 (TTY 711)

For **HOT JOBS** and **JOB FAIRS**, visit us at: [www.worklinkweb.com](http://www.worklinkweb.com) or like us on Facebook: SC Works WorkLink.

## Community Resources

For additional information and resources, **DIAL 2-1-1** or call your local SC Works Center.

#### For those seeking a job and not sure where to start.

- SC Works Anderson—(864) 260-6780
- Goodwill Industries Job Connection—(864) 964-8202
- AIM—(864) 226-2273

#### For Veterans looking for Assistance

- Veterans Administration—(864)260-4036
- Upstate Warrior Solutions—(864) 520-2073
- Alston Wilkes Society—(864) 260-9510

#### For those needing a HS Diploma or GED, Career Readiness, or English as a Second Language.

- Adult Education 1 & 2—(864) 947-9311
- Adult Education 3, 4, & 5— (864) 260-5075

#### For those seeking higher education, such as a certification, licensure, or degree.

- Tri-County Technical College—(864) 646-8282

#### For those 55 and older seeking work.

- Goodwill Industries Job Connection —(864) 964-8202

#### For at-risk, out-of-school youth 17-24 seeking education and/or training.

- Palmetto Youth Connections—(864) 633-6354

#### For those with a disability and may need assistance with finding employment.

- A-O-P Mental Health—(864) 260-2220
- SC Vocational Rehabilitation— (864) 224-6391

#### For those with health needs.

- Anderson Free Clinic—(864) 226-1294
- FamilyWise Prescription Cards—familywise.org
- Cancer Association of Anderson—864-222-3500

#### For those needing a place to sleep.

- Housing Authority of Anderson—(864) 260-5120
- Salvation Army Homeless Shelter—(864) 226-9340
- Family Promise of Anderson—(864) 760-0908

#### For those needing assistance with food.

- Good Neighbor Cupboard—(864) 224-1701
- SC Department of Social Services—(864) 260-4100
- Soup Kitchen—(864) 224-4763
- AIM—Benefit Bank—(864)226-2273

#### For those that need emergency assistance. (Heating/Cooling/Water)

- AIM—(864) 226-2273
- Share—(864) 224-7028

#### For those needing Transportation.

- Electric City Transit—(864) 231-7625
- CATBus— (864) 654-2287 or [catbus.com](http://catbus.com)

#### For those looking for computer access.

- Anderson County Library System—(864) 260-4500



# What is my next move?

STEP 5

## Celebrate Your Career Move

Let us know of your success



STEP 3

## Explore Your Career Options

Schedule an appointment with a Case Manager



## Choose Your Path

Employment or Education



STEP 4

STEP 2

## Register for Work

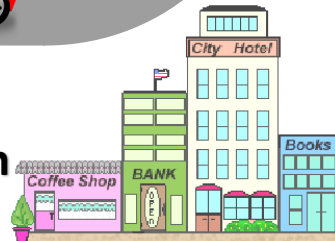
[jobs.scworks.org](http://jobs.scworks.org)



STEP 1

## Attend an SC Works Orientation

Ask a Staff member for the Schedule



At the SC Works Centers, we often hear individuals looking for a job say,

**“I don’t know what I want to do next.”**

Or it may be,

**“I know what I want to do, but I’m not sure how to get there.”**

**THAT’S WHERE WE COME IN.**



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SC Works Seneca  
QuickJobs Development Center  
Hamilton Career Center  
100 Vocational Drive  
(864) 646-1741 (TTY 711)

## Community Resources

For additional information and resources, **DIAL 2-1-1** or call your local SC Works Center.

### I would like to upgrade my education and skills.

- Oconee Adult Education— (864) 886-4429
- Tri-County Technical College—(864) 646-8282



### I'm over 55 and looking for work.

- AARP— (864) 643-0071
- Goodwill Industries Job Connection —(864) 482-7857

### I need free computer access to do a job search.

- Oconee County Library System—(864) 638-4133



### I have a disability and may need assistance with finding employment.

- AbleSC—Greenville (864) 235-1421
- Vocational Rehabilitation—Anderson (864) 882-6669

### I need emergency assistance. (Heating/Cooling/Water)

- Salvation Army—(864) 882-1160
- Share—(864) 882-3495
- United Way of Seneca—(864) 882-3130



### My family needs assistance with food.

- Bethesda Ministries—(864) 888-4738
- Golden Corner Food Bank—(864) 882-3610
- SC Department of Social Services—(864) 638-4400
- Our Daily Bread—(864) 882-3308

### I'm looking for a place to sleep.

- Housing Authority of Oconee County - (864) 885-1659
- Our Daily Rest—(864) 482-2040



### I have health needs.

- Rosa Clark Medical Clinic—(864) 882-4664

Visit us at: [worklink.scworks.org](http://worklink.scworks.org)

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Hamilton Career Center  
100 Vocational Drive  
(864) 646-1741 (TTY 711)

## Community Resources

For additional information and resources, **DIAL 2-1-1** or call your local SC Works Center.

### I would like to upgrade my education and skills.

- Pickens Adult Learning Center— (864) 397-3825
- Tri-County Technical College—(864) 646-8282



### I'm over 55 and looking for work.

- AARP— (864) 643-0071
- Goodwill Industries Job Connection —(864) 644-0244

### I need free computer access to do a job search.

- Pickens County Library System—(864) 850-7077



### I have a disability and may need assistance with finding employment.

- AbleSC—Greenville (864) 235-1421
- Vocational Rehabilitation—Pickens (864) 882-6669

### I need emergency assistance. (Heating/Cooling/Water)

- Salvation Army—(864) 855-6408
- Share—(864) 859-2989
- United Christian Ministries—(864) 855-0853
- United Way of Easley—(864) 882-3130



### My family needs assistance with food.

- 5 Point Food Pantry—(864) 850-0580
- Clemson Community Care—(864) 653-4460
- SC Department of Social Services—(864) 868-2931

### I'm looking for a place to sleep.

- The Dream Center—(864) 644-8828
- Easley Housing Authority - (864) 855-0629



### I have health needs.

- Clemson Free Health Clinic—(864) 654-8277
- Samaritan Health Clinic—(864) 855-0853

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**WorkLink**

**WIOA INSTRUCTION LETTER NO.:** PY'18-02 Revised (replaces Instruction Letter 10-02)

**SUBJECT:** Youth Local Supportive Service Policy and Incentive Payment Guidelines

**ISSUANCE**

**DATE:** xxxx xx, 2018

**EFFECTIVE**

**DATE:** July 1, 2018

**EXPIRATION**

**Date:** Indefinite

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

**BACKGROUND:** The goal of the Workforce Innovation and Opportunity Act is to provide individuals with the resources they need to gain and retain employment that pays self-sufficiency wages. The Act authorizes supportive services for individuals registered in WIOA programs who are receiving training or follow-up Services. WIOA permits incentive payments to youth participants registered in WIOA programs who are receiving training or follow up services.

WIOA requires that supportive services be provided only to those unable to obtain services through other funding sources. Supportive services are provided as necessary to assist an individual in meeting their employment goals. Funding decisions should be made on a case-by-case basis, and the guidelines below are to assist staff in administering equitable and fair supportive services to participants.

At assessment, youth participants are asked about their resources and support network. Participants who lack services, skills, or resources to get or keep a job are identified by the case manager and are provided community resource information that can be used to meet those needs. Referrals are made as appropriate to partner agencies and other community services.

**POLICY:** 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.

Incentive payments to youth participants are permitted for recognition and achievement, and are directly tied to goals of the youth participant including training activities, work experiences, or follow up services.

**Budgetary Plan:**

When youth 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 SCWOS case note.

#### **Supportive Service Log:**

A log is maintained by the case manager on each supportive service recipient. With this log, the case manager ensures that the maximum amount of services is not exceeded. As applicable, the participant file must also contain the referral to supportive services (see attachment), childcare vendor agreement, invoices, mileage calculation (MapQuest, Google, etc.) attendance sheets, and justification for paying the supportive services.

#### **Supportive Services Needs Determined at Assessment:**

Supportive services needs are determined upon enrollment into WIOA during assessment. Supportive services are limited to transportation and childcare expenses, emergency costs, and test fees.

#### **Supportive Service Payment Overview:**

All supportive service assistance payments issued on behalf of WIOA enrolled participants within the WorkLink Workforce Development 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 per 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.
- e. **The Youth Provider Enrollment Commitments Form requires all youth participants to participate in ALL Career Smart Classes and Mock Interview. Failure to participate in ALL Career Smart Classes and mock Interview after two attempts to engage youth participant will result in a suspension of supportive services in the form of transportation until ALL Career Smart Classes and Mock interview are completed. Enrollment Commitments form will be an attachment in the current year Youth Grant (Statement of Work).**

### **Who May Receive Supportive Services:**

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

- a. Those who are actively participating in a WIOA activity 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.
- b. For participants in follow-up, there is no need for an open activity. In these cases, an entry in the case notes and supporting documentation in case file is required.
- 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.
- e. Those who are in need of employment related assistance during their normal 12-month follow-up period.
- f. Those who are not qualified for unemployment insurance compensation as well as those who have exhausted unemployment while registered in a WIOA activity.

### **Allowable Supportive Services for WIOA Participants in Training Services -Youth Services:**

- **Medical Assistance** - Limited funding is available to provide medical services required for an individual to participate in youth activities 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
- **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 agencies. The maximum amount for work clothing is \$150 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.

- **Test fees** - Pays for fees related to obtain certification, such as real estate license, driver's license, GED fees, etc.
- **Driver's Training** – Pays for driver's training. This does not include CDL's.
- **One-time Emergency Costs** \* - A one-time minor car repairs should not exceed \$500. A one-time utility cost of electric, water or gas bill, excludes telephone bills. A one-time housing costs, includes rent but excludes mortgage payments.

- **Child Care or Dependent Care** - Participants who have out-of-pocket expense(s) 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 documents that must be kept in the participant's hard file.

\$20 a day for pre-school children

\$8 a day for school- age children 12 years old and younger and for dependent adults

- **Online Classes** - If a participant is taking an approval online class and the case manager determines a need for childcare or dependent care, the payment will be based on login and logout times into the approved online class. The participant will be responsible for the following:
  - Documentation of class attendance – print screens of the login and logout screens, clearly indicating the date, time and proof of the class. *No payment will be made for insufficient documentation.*
  - Provision of documentation for payment – documentation should be given to the assigned case manager in a timely manner.

For transportation reimbursement payments to be made while attending a virtual class, a case manager must document by case note that the participant is traveling to a location other than their residence to participate in the online training.

- **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. 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.

Grantees can arrange for transportation of groups for workshops, youth field trips, etc. If the grantee arranges for group transportation, individual participants will not be required to develop a transportation plan.

- **Transportation Reimbursement** - Participants not receiving direct transportation services may receive transportation assistance to help defray the out-of-pocket expenses associated with activities/training. Payments are made according to the distance driven per week. Grantees should take into account the attendance policy per training/education establishment. Each youth participant must be in class at a minimum of 75% per week to receive transportation reimbursement. Training at our Adult Education Centers would equate nine (9) out of twelve (12) hours during the week.

**Rates:**

Less than 75 miles	\$20
76 -150 miles	\$40
151 – 224 miles	\$60
225 miles or greater	\$80

- **Legal Aid Services** - (**State Instruction Letter Number 16-05**) provides for Payment of Expungement Fees. The Youth participant is required to meet WIOA youth program benchmarks (1) GED or credential attainment; (2) completion of Workforce Development (Career Smart) classes; and approval by WorkLink Executive Director on an as needed basis. The Expungement fee cap is to serve five (5) youth per WIOA program year at an average cost of \$350.00 per individual = \$1,550.00 total expungement fee expense per program year.  
**Note:** Any Expungement fees beyond the cap stated above must have approval by WorkLink Executive Director on an as needed basis.

**Supportive Services NOT Allowable for WIOA Participants:**

- a. 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 or tags.
- d. Personal debt or obligation that occurred before WIOA registration.

**Incentive Payments Guidelines:**

- a. Must ensure incentive payments are  tied to the goals of the youth program;
- b. Must be outlined in writing  **before**  commencement of the youth program;
- c. Align with the local youth program organizational policies; and
- d. In accord with the requirements contained in 2 CFR part 200;

- e. **Incentive payments are paid and/or distributed to youth participants during training activities, work experiences, or follow up services of the WIOA Youth Program.**
- f. The Youth Service Provider Skill Invoice Criteria Incentive Policy is an attachment in the current year Youth Grant (Statement of Work).
- g. **Youth Provider Enrollment Commitments form requires all youth participants to participate in ALL Career Smart Classes and Mock Interview. Failure to participate in ALL Career Smart Classes and mock Interview after two attempts to engage youth participant will result in a suspension of incentives until ALL Career Smart classes and Mock interview are completed.** Enrollment Commitments form will be an attachment in the current year Youth Grant (Statement of Work).

**WIOA Reference(s):** WIOA Final REGS – **Section 681.570** Supportive Services for Youth Participants and **Section 681.640** - Incentive Payments to Youth Participants.

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

**INQUIRIES:** Direct all inquires on this Instruction to the WorkLink Workforce Development Board Staff. Youth inquiries should be directed to Sharon Crite, Youth Services Manager/Education Outreach, telephone 864.646.1828 or email [scrite@worklinkweb.com](mailto:scrite@worklinkweb.com).

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Mr. Trent Acker, Executive Director  
WorkLink Workforce Development Board

**DISTRIBUTION:** All WIOA staff

**ATTACHMENTS:** Supportive Services Reference Sheet



## ENROLLMENT COMMITMENTS

### As an enrolled participant in Palmetto Youth Connections I will:

- 1) Attend at least **75%** of my classroom instruction \_\_\_\_ hours per week minimum. I understand that transportation reimbursement is not allowed unless I attend the minimum training hours per week. **Initials** of Participant, Parent (if applicable) and Career Coach \_\_\_\_\_
- 2) If Basic Skills Deficient, attend tutoring sessions weekly until I make a program skills gain in Math/Reading.
- 3) Attain my High School Diploma or GED or complete Occupational Skills Training (for example: Hospitality/ServSafe, CNA, Forklift, and EKG).
- 4) Review WIOA Orientation information with my Career Coach and register for employment with the SC Works system.
- 5) Attend and complete Career Smart Soft Skills Workshops: Resume, NIOSH, Financial Literacy, Employability, Critical Thinking, Social Networking, and Entrepreneurial **and** complete a mock interview with PYC Staff. **Failure to participate in ALL Career Smart Classes and Mock Interview, after two attempts to engage you, will result in a suspension of supportive services in the form of transportation and Incentives, until ALL Career Smart Classes and Mock Interview are completed.**
- 6) Complete a career counseling session with my Career Coach and complete the Career Pathway Process and review of Labor Market Information (LMI) to make informed career choices.
- 7) Complete the WorkKeys exam
- 8) Participate in PAID Work Experience training to enhance employability skills. Gain employment, enroll in post-secondary or enlist in the military after completing my High School Diploma/GED, or occupational skills training.
- 9) Retain employment or post-secondary enrollment for one full year after program exit. Expect follow up services for one year to monitor retention.
- 10) Update my Career Coach of any new phone numbers, address changes, email address or alternate contact changes
- 11) Update Career Coach of any new employment changes and complete the Employment Verification form as needed
- 12) Follow the rules and regulations of the Anderson, Oconee or Pickens County Adult Education Centers

I agree to maintain weekly contact with my assigned Career Coach by email, phone, and/or text message or in person during enrollment as well as follow the above commitments.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Career Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature

(If under age 18): \_\_\_\_\_ Date: \_\_\_\_\_

Youth Service Provider  
 Status Update  
 July 1, 2017 - June 30, 2018

ENROLLMENT REPORT PY17		PYC				
*Special notes:						
Board Goal		156				
PY'17 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>		36				
July	6	42	6	100%	6%	27%
August	9	51	6	150%	16%	33%
September	22	73	6	367%	39%	47%
October	17	90	15	113%	56%	58%
November	10	100	12	83%	67%	64%
December	4	104	5	80%	71%	67%
January	10	114	10	100%	81%	73%
February	16	130	10	160%	98%	83%
March	17	147	10	170%	116%	94%
April	10	157	8	125%	126%	101%
May	2	159	8	25%	128%	102%
June		159	0	#DIV/0!	128%	102%
<b>Totals</b>	<b>123</b>	<b>159</b>	<b>96</b>			

## One Stop Operations Committee Report

*Presented June 6, 2018 – Board Meeting*

The OneStop Operations Committee met on May 23, 2018.

### Reports

The Committee reviewed the following reports:

- *Employer Services*
  - On-the-Job Training Coordination
  - Incumbent Worker Training Grants
- *SC Works Center Reports*
  - System Wide Services and Employer Services
  - Financial reports for Adult/DW program and Operator as well as ITA obligation reports
- *WIOA Program Usage Reports*
  - Demographic snapshot for participants in WIOA
  - Individualized career services
  - Training services and Follow-Up

All reports were for the period of PY17 July 1, 2017 – April 30, 2018 unless otherwise marked. Current year-to-date reports may be found in the Board packet.

### New Business

#### *PY18 Proposed Budgets*

The Committee reviewed Eckerd Workforce Development Services’ proposed budgets (with customer numbers to be served) for PY18 for both the Adult/DW Operator and the Adult/DW Program. These budgets were approved and moved to Finance for consideration. These budgets have been covered in the Finance Section of the Board packet.

#### *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)
Career Step	Denied	Adequate training providers available in the WorkLink region. <i>Programs of study are more than 150 miles from Clemson, SC.</i>

Horry-Georgetown Technical College	Denied	Adequate training providers available in the WorkLink region. <i>Programs of study are more than 150 miles from Clemson, SC.</i>
Pee Dee Regional EMS, Inc.	Denied	Adequate training providers available in the WorkLink region. <i>Programs of study are more than 150 miles from Clemson, SC.</i>

**The committee voted to deny Career Step, Horry-Georgetown Technical College and Pee Dee Regional EMS, Inc. based on the fact that there are adequate training providers available in our region.**

## Old Business

### *Strategic Plan*

The committee reviewed the progress towards the Strategic Plan as of May 23, 2018.

- WorkKeys data was specifically discussed, and initial information from DEW and the WIN realm have been reviewed.
- The Business Service Integration team and quarterly partner meetings are ongoing. The next joint Business Services Integration Team and quarterly partner meeting was held May 25, 2018 and featured Legal Aid Services.
- Partner Services and associated mapping were discussed. Brochures and outreach materials were reviewed by the committee.

## Other Business

The next committee date is August 22, 2018 at 3pm, Clemson SC Works Center.

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

PY17 - July 1, 2017 to June 30, 2018

	Q1 2017	Q1 2017	Q1 2017	Q2 2017	Q2 2017	Q2 2017	Q3 2017	Q3 2017	Q3 2017	Q4 2017	Q4 2017	Q4 2017	Total
	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	
<b>Jobseekers Services</b>													
<b>SYSTEM WIDE SERVICES</b>													
<b>Unduplicated Customer Count</b>	<b>3331</b>	<b>3326</b>	<b>2546</b>	<b>2569</b>	<b>2519</b>	<b>2414</b>	<b>2735</b>	<b>2443</b>	<b>2507</b>	<b>2454</b>			<b>7518</b>
<b>Individuals that Registered</b>	<b>327</b>	<b>351</b>	<b>225</b>	<b>259</b>	<b>261</b>	<b>225</b>	<b>381</b>	<b>324</b>	<b>329</b>	<b>319</b>			<b>3001</b>
Anderson	162	170	104	130	147	126	181	171	157	157			1505
Clemson	51	43	18	33	29	19	44	38	33	39			347
Easley	51	62	50	38	43	30	89	72	60	62			557
Seneca	63	76	53	58	42	50	67	43	79	61			592
<b>Job Search Services</b>	<b>80350</b>	<b>75579</b>	<b>57398</b>	<b>60645</b>	<b>52865</b>	<b>59037</b>	<b>64887</b>	<b>57827</b>	<b>59398</b>	<b>58760</b>			<b>626746</b>
Anderson	38484	36072	27409	28664	24394	28908	31391	27735	29246	28352			300655
Clemson	13700	11740	7577	8999	8113	9510	10414	10017	10851	10855			101776
Easley	13644	13717	10504	10751	9016	9072	10860	9510	9130	10109			106313
Inactive Liberty Center	0	0	0	0	81	136	79	97	85	43			521
Seneca	14522	14050	11908	12231	11261	11411	12143	10468	10086	9401			117481
<b>CENTER-WIDE SERVICES</b>													
<b>Center Traffic (Total Customer Count):</b>	<b>1781</b>	<b>1846</b>	<b>1566</b>	<b>1645</b>	<b>1306</b>	<b>1352</b>	<b>2162</b>	<b>1366</b>	<b>1518</b>	<b>1492</b>			<b>16034</b>
Anderson	698	699	556	618	491	540	1072	461	547	494			6176
Clemson	631	685	529	512	416	446	658	489	465	550			5381
Easley	100	114	56	107	75	56	84	79	81	104			856
Seneca	352	348	425	408	324	310	348	337	425	344			3621
<b>Orientation Attendance</b>	<b>32</b>	<b>119</b>	<b>65</b>	<b>124</b>	<b>67</b>	<b>41</b>	<b>60</b>	<b>99</b>	<b>55</b>	<b>43</b>			<b>705</b>
<b>Workshops Offered</b>	<b>57</b>	<b>90</b>	<b>73</b>	<b>92</b>	<b>73</b>	<b>65</b>	<b>76</b>	<b>97</b>	<b>70</b>	<b>59</b>			<b>752</b>
# Attended Employability	23	28	8	81	25	23	18	25	36	19			286
# Attended Financial Literacy	0	0	1	0	0	1	0	0	0	3			5
# Attended Computer Skills	34	62	11	11	11	4	6	10	3	0			152
<b>Referrals to Partners:</b>	<b>49</b>	<b>52</b>	<b>28</b>	<b>55</b>	<b>45</b>	<b>41</b>	<b>58</b>	<b>51</b>	<b>44</b>	<b>41</b>			<b>464</b>
# of Individuals Received Referral	44	46	28	51	44	40	51	47	42	41			434

Data through: April 2018  
 Last Revision Date: 5/21/18

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

PY17 - July 1, 2017 to June 30, 2018

	Q1 2017	Q1 2017	Q1 2017	Q2 2017	Q2 2017	Q2 2017	Q3 2017	Q3 2017	Q3 2017	Q4 2017	Q4 2017	Q4 2017	Total
	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	
<b>Employer Services</b>													
<b>Internal Job Orders Created</b>	<b>279</b>	<b>382</b>	<b>307</b>	<b>397</b>	<b>225</b>	<b>301</b>	<b>382</b>	<b>343</b>	<b>316</b>	<b>281</b>			<b>3213</b>
Anderson	96	121	108	130	115	100	110	121	128	89			1118
Clemson	106	132	124	149	52	153	195	146	118	97			1272
Easley	13	29	27	18	13	13	14	20	8	31			186
Seneca	64	100	48	100	45	35	63	56	62	64			637
<b>Services Provided Employers</b>	<b>1396</b>	<b>1620</b>	<b>1179</b>	<b>1226</b>	<b>115</b>	<b>930</b>	<b>687</b>	<b>594</b>	889	<b>1207</b>			<b>9843</b>
Anderson	342	511	243	274	285	260	195	168	136	159			2573
Clemson	832	990	797	860	752	561	413	323	627	995			7150
Easley	15	3	17	11	11	19	7	18	19	20			140
Seneca	207	116	122	81	103	90	72	85	107	33			1016
<b>Hiring Events</b>	<b>26</b>	<b>27</b>	<b>21</b>	<b>27</b>	<b>18</b>	<b>16</b>	<b>20</b>	<b>19</b>	<b>20</b>	<b>25</b>			<b>219</b>
<b>Total Job Seekers</b>	<b>208</b>	<b>147</b>	<b>174</b>	<b>275</b>	<b>133</b>	<b>116</b>	<b>305</b>	<b>230</b>	<b>114</b>	<b>110</b>			<b>1812</b>
Anderson	7	44	9	46	24	29	3	2	3	6			173
Oconee	79	39	66	79	58	64	46	34	70	66			601
Pickens	122	64	99	62	51	23	36	30	31	38			556
Regional	0	0	0	88	0	0	220	164	10	0			482
<b>Entered Employments</b>	<b>91</b>	<b>110</b>	<b>93</b>	<b>74</b>	<b>71</b>	<b>40</b>	<b>106</b>	<b>45</b>	<b>111</b>	<b>64</b>			<b>805</b>
Anderson	9	8	17	5	7	13	2	3	4	16			84
Clemson	61	88	47	61	44	18	79	33	102	48			581
Easley	0	1	0	0	0	0	0	0	0	0			1
Seneca	21	13	29	8	20	9	25	9	5	0			139
<b>Rapid Response Events</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>3</b>			<b>9</b>
<b>Total Affected</b>	<b>12</b>	<b>8</b>	<b>19</b>	<b>432</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>55</b>			<b>534</b>
JC Penney	12	0	0	0	0	0	0	0	0	0			12
Wise Business Solutions	0	8	0	0	0	0	0	0	0	0			8
K-Mart	0	0	19	0	0	0	0	0	0	0			19
AFCO	0	0	0	320	0	0	0	0	0	0			320
Kongsberg	0	0	0	112	0	0	0	0	0	0			112
Sunnyside Café	0	0	0	0	0	0	8	0	0	0			8
Bi-Lo	0	0	0	0	0	0	0	0	0	55			55



WIOA Enrollments						
YTD (Last Date of Access)						
Age	Anderson	Oconee	Pickens	Other	Total	%
Under 19	1	2	0	0	3	1%
19-21	12	7	0	0	19	6%
22-32	69	15	13	1	98	31%
33-44	48	23	23	2	96	30%
45-54	43	23	9	0	75	23%
55-64	14	6	9	0	29	9%
65+	0	0	1	0	1	0%
<b>Total</b>	<b>187</b>	<b>76</b>	<b>55</b>	<b>3</b>	<b>321</b>	<b>100%</b>
Race	Anderson	Oconee	Pickens	Other	Total	%
African American/Black	56	14	10	1	81	25%
American Indian/Alaskan Native	1	0	0	0	1	0%
Asian	0	0	0	0	0	0%
Hawaiian/Other Pacific Islander	0	0	0	0	0	0%
White	111	53	41	2	207	64%
Not Provided	19	9	4	0	32	10%
<b>Total</b>	<b>187</b>	<b>76</b>	<b>55</b>	<b>3</b>	<b>321</b>	<b>100%</b>
Ethnicity	Anderson	Oconee	Pickens	Other	Total	%
Hispanic or Latino heritage	5	8	2	0	15	5%
Not Hispanic or Latino heritage	170	62	50	3	285	89%
Not Provided	12	6	3	0	21	7%
<b>Total</b>	<b>187</b>	<b>76</b>	<b>55</b>	<b>3</b>	<b>321</b>	<b>100%</b>
Gender	Anderson	Oconee	Pickens	Other	Total	%
Female	93	44	31	1	169	53%
Male	94	32	24	2	152	47%
<b>Total</b>	<b>187</b>	<b>76</b>	<b>55</b>	<b>3</b>	<b>321</b>	<b>100%</b>
Education Level	Anderson	Oconee	Pickens	Other	Total	%
Less than 9th Grade	10	2	4	0	16	5%
9th-12th Grade (No Diploma)	146	62	39	2	249	78%
GED	7	3	3	0	13	4%
HSD	15	8	6	1	30	9%
Vocational School Certificate	1	0	1	0	2	1%
Associate's Degree	6	1	1	0	8	2%
Bachelor's Degree	2	0	1	0	3	1%
Education beyond a Bachelor's degree	0	0	0	0	0	0%
<b>Total</b>	<b>187</b>	<b>76</b>	<b>55</b>	<b>3</b>	<b>321</b>	<b>100%</b>
Disability from the Demographic Tab on the WIOA Application	Anderson	Oconee	Pickens	Other	Total	%
No	179	65	52	3	299	93%
Yes	5	8	2	0	15	5%
Participant did not self-identify	3	3	1	0	7	2%
<b>Total</b>	<b>187</b>	<b>76</b>	<b>55</b>	<b>3</b>	<b>321</b>	<b>100%</b>
Employment Status at Participation	Anderson	Oconee	Pickens	Other	Total	%
Employed	78	31	24	1	134	42%
Employed but received notice of layoff	0	0	1	0	1	0%
Not Employed	109	45	30	2	186	58%
<b>Total</b>	<b>187</b>	<b>76</b>	<b>55</b>	<b>3</b>	<b>321</b>	<b>100%</b>
Veteran	Anderson	Oconee	Pickens	Other	Total	%
No	175	74	51	3	303	94%
Yes	12	2	4	0	18	6%
<b>Total</b>	<b>187</b>	<b>76</b>	<b>55</b>	<b>3</b>	<b>321</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

PY17 - July 1, 2017 to June 30, 2018

#### WIOA Training Services and Follow-Up Services

##### Recommended for Training Services

	April	YTD Total
GED	0	25
Occupational	12	139
On-the-Job Training	0	2

##### OJT Training Synopsis

Company Name	Location of Company	Successful	Unsuccessful	In-Progress
Belton Metal Company, Inc.	Anderson	1		
J Davis Construction	Oconee			1

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

\*Carryover equals those contracts started in PY 17 but finished in PY18

##### Funding Source

	April	YTD Total
Adult	1	1
Dislocated Workers	0	1

##### Program Outcomes and Follow-Up Services

	MTD Total	YTD Total
Entered Employment	3	111
Credential Attained (current year)		56
Measurable Skills Gained		132
Follow-Up Services Provided	72	743
Follow-Up Services Individuals	71	315

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

##### Occupational Training by Provider

Name	Currently In Training	PY' 17 Rec'd Training
Arc Labs	2	5
Carolina Computer Training	3	3
Forrest College	2	2
Greenville Technical College	5	10
New Horizons Computer Learning Center Of South Carolin	0	1
Norris Mechanical LLC	12	21
Palmetto School of Career Development	4	8
Southern Wesleyan University	0	2
Tri-County Technical College	43	114
York Technical College	1	1
<b>Total</b>	<b>72</b>	<b>167</b>

##### Total Occupational Training by Cluster

Occupation	Total Training	PY'17 Rec'd Credential
GED/Occupational Training (324)	29	13
Admin, Support, Waste Mgmt., Remediation Svcs.	9	5
Manufacturing	59	39
Professional, Scientific, Technical Services	5	3
Health Care and Social Assistance	65	43
CDL	29	21
Heavy Equipment Operator	7	7

##### Funding Source PY'17 Rec'd (occupational and GED training)

WIOA Funding	YTD Total	Partner Funding	Amt Leverage YTD	Referrals
Adult	150	AIM	\$ 7,374	14
Dislocated Workers	17	TCTC Scholarships	\$ 144,685	71
NEG	0	Michelin Scholarship	\$ 3,000	
Trade (co-enrolled)	5	Goodwill Industries	\$ 2,144	
		Other	\$ -	
<b>Total</b>	<b>172</b>		<b>\$ 157,203</b>	

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

## Eligible Training Provider List

### Current Reasons for Denial:

1. Our local area is prioritizing classroom based training for the WorkLink area.
2. Training is not within the four in-demand career clusters for the WorkLink area:
  - a. Administrative and Support and Waste Management and Remediation Services;
  - b. Health Care and Social Assistance;
  - c. Manufacturing;
  - d. Professional, Scientific, and Technical Services;Nor is one of the two career exceptions: CDL training and Heavy Equipment Operator training.
3. WorkLink Workforce Development Board currently has a moratorium on barbering, cosmetology, nail technician, horseshoeing, and solar panel installation for the WorkLink area.
4. Training programs do not lead to a recognized post-secondary occupational credential.
5. Training costs exceed the maximum amount for the WorkLink area.  
*(Currently, set at \$5,000 per program year and \$10,000 in a lifetime by the WorkLink Board; \$14,000 in a lifetime by the State.)*
6. Training provider does not offer programs of study within 150 miles of Clemson, SC.

Provider Name	Provider website	Physical address	Miles	Program name	Program description	Class format	Total cost	In demand	Cluster	Exception
Career Step, LLC	<a href="https://www.careerstep.com/">https://www.careerstep.com/</a>	2901 N Ashton Blvd, Lehi, UT 84043	2011	Computer Technician	The Career Step Computer Technician training program covers: Hardware and software; Troubleshooting, repair, and maintenance; Operating systems; Networking; Security; Operational procedures; and more. The Computer Technician training program is specifically designed to prepare you for CompTIA A+ certification. The curriculum is built on the exam objectives published by CompTIA, and the midterm and final exams are even designed as mock exams that mirror the A+ exams so you can measure your readiness for the certification exams. With this specific preparation, you can be confident that you're gaining the knowledge and skills needed to earn your CompTIA A+ certification immediately upon completion of the course. Two certification exam vouchers are also provided upon program completion to make it even easier to certify as soon as you graduate.	online	\$1908.95	Yes	Manufacturing	
				Medical Administrative Assistant with EHR	Medical administrative assistants trained on electronic health record software (EHR specialists) are the specialized administrative personnel who keep the modern medical office administration running smoothly. Job duties of a medical administrative assistant would vary from location to location, but may include: Creating and updating patients' electronic health records; Managing the day-to-day operations of a medical facility; Scheduling and coordinating appointments; Verifying patient insurance; Completing and submitting insurance claims; Preparing correspondence between medical providers and their patients; Providing quality customer service to patients; and Working in a professional environment. Medical administrative assistants can be found working in a variety of healthcare facilities, and the demand for electronic health record specialists will only increase as electronic health records become more standard. Job opportunities can be found in doctors' offices, hospitals, outpatient clinics, and many other types of healthcare facilities.	online	\$2628.95	Yes	Health Care and Social Assistance	
				Medical Assistant	The Career Step online Medical Assistant with Clinical Externship training program covers: Microsoft Office skills; Healthcare reimbursement; Basic anatomy; Medical terminology; Medical office procedures; Routine patient care; Clinical patient care; Medical office administration; Phlebotomy; and EKG testing. You'll graduate prepared to take the Certified Clinical Medical Assistant (CCMA) certification exam—and you'll even receive a voucher to take the exam when you complete the course. You'll also be prepared to take the Certified Medical Administrative Assistant (CMAA), Certified Phlebotomy Technician (CPT), and Certified EKG Technician (CET) certification exams. The curriculum includes images, exercises, learning games, highly interactive instructional simulations to increase your understanding of key concepts and help you learn the material, and a clinical externship covering patient care, medical office administration, phlebotomy, and EKG.	online	\$3128.95	Yes	Health Care and Social Assistance	
				Medical Transcription Editor	Medical Transcription Editor: After establishing a solid knowledge foundation, you'll move to the "practicum" section. In the practicum, you'll develop your transcription and editing skills by practicing on hundreds of authentic doctor dictations and patient records. This hands-on experience will prepare you to transition to the workforce as soon as you graduate. And in addition to developing medical transcription skills, you will also train as a specialized medical transcriptionist editor, preparing for the future of the industry. The medical transcription industry includes medical transcriptionists and medical transcription editors. Career Step training can prepare you for both of these career paths: Medical transcriptionists type up written reports of the audio files doctors record after they interact with patients. These written reports are then included in the patient's medical record. Medical transcription editors are specialized medical transcriptionists who correct and edit written reports created by speech recognition software, which automatically translates the doctor's dictation into text.	online	\$2728.95	No	Health Care and Social Assistance	

				<p>The Career Step Pharmacy Technician (ASHP/ACPE) training program covers: Pharmacology; Pharmacy law, regulations, and standards; Business of a pharmacy (both retail and hospital); Prescriptions; Pharmaceutical Calculations; Nonsterile Compounding; and more. The online Pharmacy Technician (ASHP/ACPE) courses include images, videos, simulations, and interactive games to help you learn the material and develop your skills as a pharmacy technician. The program's focus is on helping you gain the skills you need to pass the Pharmacy Technician Certification Board (PTCB) Exam and start working as soon as you graduate. As part of achieving candidate status for the American Society of Health-System Pharmacists (ASHP)/Accreditation Council for Pharmacy Education (ACPE) accreditation credential, Career Step's program content has been verified by an ASHP/ACPE-credentialed Pharmacist and is required to meet 41 objectives set by ASHP/ACPE. (Washington and North Dakota are the only states where Career Step's Pharmacy Technician courses will not prepare you for this career).</p>	online	\$2928.95	Yes	Health Care and Social Assistance	
				<p>Medical coding and billing plays a critical role in the large and expanding healthcare industry. These professionals translate medical records into standardized codes used to bill patients and third-party payers such as insurance companies and Medicare. With PCS knowledge you'll be prepared to apply for positions in hospitals and take advantage of advancement opportunities as they come. As a medical coding and billing specialist, you will review patient medical records and assign codes to diagnoses and procedures performed so the facility can bill insurance and other third-party payers (such as Medicare or Medicaid) as well as the patient.</p>	online	\$3268.95	Yes	Health Care and Social Assistance	
Horry-Georgetown Technical College	<a href="http://www.hgtc.edu">http://www.hgtc.edu</a>	2050 Highway 501 East, Conway, SC 29526	267	Emergency Medical Technician - Basic	Meets the 200 hour DHEC requirement covering designated topics and competencies that must be mastered by the basic EMT prior to completing training and taking the national certification exam (NREMT).	Instructor Taught & Lab-based	\$2413.00	Yes	Health Care and Social Assistance
				Intro to Early Childhood Education	Prepares students for careers and/or advancement in the early childhood profession. Students are qualified to work in a child care center, family child care home, morning preschool program, after-school program, summer camp program and some private school programs.	Instructor Taught & Online	\$900.00	Yes	Health Care and Social Assistance
				Physical Therapist Assistant	Physical Therapist Assistant	Instructor taught	\$16318.00	Yes	Health Care and Social Assistance
				Plumbing Certificate	The one-semester plumbing certificate is designed to give students the opportunity to acquire basic skills for assisting with the installation and repairs of plumbing systems in residential and commercial scenarios. Students will learn safe and proper use of plumbing hand and power tools, calculations for plumbing, cutting and treading carbon steel pipe and making flare and compression joints. Graduates of the program will have the skills to acquire entry level plumbing technicians jobs.	Instructor Taught & Lab-based	\$2798.00	Yes	Not in our cluster
				Truck Driver - CDL	Learn to drive a Tractor-Trailer CDL Truck	Instructor Taught & Lab-based	\$3995.00	No	Yes
Pee Dee Regional EMS, Inc	<a href="http://www.pdrems.com">http://www.pdrems.com</a>	1314 W Darlington St, Florence, SC 29501	205	Emergency Medical Technician	The EMT course is a 200 hour program that can qualify the candidate for certification as an EMT. Candidate must be able to pass the NREMT practical and written exam upon completion of the program and pass a criminal background check upon passing NREMT.	Instructor Taught & Online	\$1630.00	Yes	Health Care and Social Assistance
				Paramedic	This is a 1200 hour program of study including classroom, lab, clinical and field internship in order to learn the skills needed to provide advanced life support to patients.	Instructor Taught & Online	\$5225.00	Yes	Health Care and Social Assistance

**Priority Populations Committee  
Meeting Summary  
March 8, 2018  
Conference Room  
SC Works Clemson Comprehensive Center at East Park**

**Members Present**

Lisa Gillespie, Chair  
Edgar Brown  
Patrick Pruitt  
Susan Stockton

Chair Gillespie introduced Ms. Susan Ingles, Senior Staff Attorney with SC Legal Services. SC Legal Services is a statewide non-profit law firm, mainly funded by the SC Bar and Legal Services Corporation. There are a few smaller grants that are used to cover a special population or area (ex. foreclosures).

SC Legal Services provides free legal assistance in a variety of civil (non-criminal) legal matters to eligible low income residents of South Carolina. Some of the areas of law that can be handled include Consumer, Education, Employment, Family, Housing, Health, and more. To be eligible for SC Legal Services, household income may not exceed 125% of the Federal poverty level. Each case is examined on merit. SC Legal Services has a Financial Empowerment program called “Your Money, Your Goals”. This program is available to the public at no cost. There is a toolkit with three companion guides—Individuals with Disabilities, Re-entry Individuals, and Native Americans. The “Your Money, Your Goals” program can be delivered at a statewide, small group, or individual level. Ms. Ingles mentioned that when the Financial Empowerment program is taught to a small group, the teacher includes “Eye Openers”, which are little known facts about law on a specific subject matter. SC Legal Services measures individual outcomes using their financial well-being calculator.

SC Legal Services also provides other free one hour legal clinics to the community. There are also educational materials, including brochures, videos, and online classrooms available to the public for use. Ms. Ingles distributed a “Behind on Bills” tool as an example of many tools that are available to their clients. To learn more about specific services that SC Legal Services offers, visit [www.sclegal.org](http://www.sclegal.org).

The unemployment rate for the WorkLink region is 3%, and for those with disabilities is 20.9 %.

Mr. Brown announced that on June 7th at Crowne Plaza in Greenville, there will be a job fair for Electricians. Several contractors with job openings will be in attendance. Experience is not needed to attend.

Our next meeting is scheduled for August 9, 2018. Mr. Shae Marsden, Anderson County DSS, will present.