

**WORKFORCE DEVELOPMENT BOARD MEETING**

**Wednesday, November 4, 2020 – 1:00 P.M.**

**Webinar/Teleconference**

<https://us02web.zoom.us/j/89762522969>

**+1 646 558 8656**

**Meeting ID: 897 6252 2969**

**AGENDA**

- |   |                                    |
|---|------------------------------------|
| <b>I. Call to Order/Introductions</b>                       | Danny Brothers, Board Chair        |
| <b>II. Approval of Minutes (9/16/2020)*</b>                 | Danny Brothers                     |
| <b>III. Director's Update</b>                               | Trent Acker, WorkLink              |
| A. Employment Situation                                     |                                    |
| B. Youth Pilot Program                                      |                                    |
| C. Anderson County Award Winners                            |                                    |
| D. Annual Performance                                       |                                    |
| <b>IV. Committee Reports</b>                                |                                    |
| <b>A. Executive Committee</b>                               | Danny Brothers                     |
| 1) Report of Actions*                                       |                                    |
| <b>B. Finance Committee</b>                                 | Stephanie Collins, Committee Chair |
| 1) PY 20 Budget Overview                                    |                                    |
| a. Grant Summary  | Trent Acker                        |
| b. Adult/DW Program   | Eckerd Staff                       |
| c. Rapid Response   |                                    |
| d. Adult/DW Operator  |                                    |
| e. Adult/DW Program Mod. 1*                                 |                                    |
| f. Youth  |                                    |
| g. In-house Budget  | Trent Acker                        |
| 2) Ongoing Grants   | Trent Acker                        |
| a. PY 18 IWT Grants   |                                    |
| b. Re-entry Navigator Grant                                 |                                    |
| c. DWG Grant  |                                    |
| <b>C. Youth Committee</b>                                   | Allen Fain, Committee Chair        |
| 1) PY20 PYC New Enrollment Report- Information              |                                    |
| 2) 2021 YC Meetings (Jan 19, Mar 2, May 4, Aug 3, & Oct 5)* |                                    |
| <b>D. OneStop Operations Committee</b>                      | Ed Parris, Committee Chair         |
| <b>E. Priority Populations Committee</b>                    | Lisa Gillespie, Committee Chair    |
| <b>V. Other Business</b>                                    | Danny Brothers                     |
| <b>A. Board Meeting Calendar*</b>                           |                                    |

**NEXT MEETING –TBD 2021**  
**ZOOM/CONFERENCE CALL INFORMATION TO FOLLOW AT A LATER DATE**

**WORKFORCE DEVELOPMENT BOARD**  
**BOARD MEETING**  
**September 16, 2020 Minutes**  
**Clemson SC Works Center- Webinar/Conference Call**

**Members Present:**

Danny Brothers, Chair	Jeromy Arnett	Daniel Brazinski	David Bowers
Edgar Brown	David Collins	Stephanie Collins	Allen Fain
Brooke Garren	Lisa Gillespie	Billy Gibson	Teri Gilstrap
Robert Halfacre	Emily Hodge	Grayson Kelly	Kristi King-Brock
Jennifer Lannom	Melanie McLane	Ed Parris	Patrick Pruitt
Mike Wallace	Shonna Williams		

**Members Absent:**

Cheryl Allmon	Robert Halfacre	Kristi King-Brock	Jennifer Lannom
---------------	-----------------	-------------------	-----------------

**Staff Present:**

Trent Acker	Meredith Durham	Jennifer Kelly	Windy Graham
Sharon Crite			

**Guests Present:**

Renee Alexander	Matt Fields	JT Parnell	Melissa Rodgers
John Durst			

**I. Call to Order/Introductions**

The meeting was called to order at 1:03 p.m. Chair Danny Brothers announced a quorum was present to conduct the business of the Board and reminded everyone the meeting was being recorded for processing of minutes. Introductions were made. Chair Brothers welcomed Mr. Daniel Brazinski as a new Board member from Pickens County. Mr. Brazinski is the General Manager of the Cornell Dubilier facility in Liberty.

**II. Comments from Mr. John Durst**

Chair Brothers introduced Mr. John Durst. Mr. Durst is a new member of the State Workforce Development Board and is the President and CEO of the SC Restaurant and Lodging Association.

Mr. Durst thanked board members for an opportunity to speak and listen to WorkLink’s workforce development board meeting. Mr. Durst acknowledged the success of the WorkLink board and stated he looks forward to learning more from the group.

### III. Approval of Minutes

The minutes from the June 3, 2020 meeting were emailed with the meeting notice and included in the meeting packet. Chair Brothers called for any corrections or amendments to the minutes.

**BOARD ACTION TAKEN: Ed Parris made a motion to approve the minutes as presented, seconded by Emily Hodge. The motion carried with a unanimous voice vote.**

### IV. Director's Report

#### A. SC Works Centers

Mr. Trent Acker, Executive Director for WorkLink, stated that the SC Works Centers in Clemson and Anderson opened to the public on May 26, 2020. The Seneca SC Works Center reopened on June 17, and the Easley center reopened on June 29. Face masks and temperature checks are still required at all WorkLink SC Works centers.

#### B. Drive-thru Job Fairs

Mr. Acker stated that Anderson County hosted a drive-thru job fair at the Anderson Civic Center. This job fair was a partnership between SC Works and Anderson Economic Development. There were 300 jobseekers and 9 employers in attendance. Over 120 interviews were scheduled and 60 jobs were offered as a result of the event. The job fair was advertised through a news release, to partners, boosted Facebook posts, and alerts to Unemployment claimants from the Department of Employment and Workforce (DEW). Pickens County hosted a drive-thru job fair in partnership with SC Works, and was also well attended with 110 jobseekers and 9 employers. Each employer at the Pickens County job fair had at least 10 job openings. Additional drive-thru job fairs are in the process of being planned.

#### C. Local and Regional Plans\*

Mr. Acker stated that there has been at least 2 occasions during which board members have been able to review the Local and Regional plans and provide feedback. Mr. Acker thanked the Board for the attention given to the review of both plans. Chair Brothers said that this vote will be a ratification of the Local and Regional plans by the board.

**BOARD ACTION TAKEN: David Collins made a motion to ratify the Local and Regional Plans, seconded by David Bowers. The motion carried with a unanimous voice vote.**

#### D. Quarterly Performance

Mr. Acker referred to page 7 to review the Quarterly Performance data for PY19 4<sup>th</sup> quarter, rolling 4. WorkLink is exceeding all performance measures. Mr. Acker stated that the state has taken this 4<sup>th</sup> quarter performance summary data and made that the goal moving forward. Mr. Acker stated

that WorkLink is in negotiations with DEW for performance goals, and he will keep the Board informed moving forward.

Chair Brothers thanked Vice Chair Melanie McLane for her willingness to serve in the role of Vice Chair for this upcoming year.

## **V. Committee Reports**

### **A.) Executive Committee**

#### **1) Report of Actions\***

Chair Brothers stated on 6/25/2020 the Executive Committee voted to revise the Youth Contract Budget with Eckerd to \$525,000 due to a larger than expected reduction in the annual allocation. Further explanation of the budget will be provided in the Finance section. Chair Brothers stated that a vote ratifying the Executive Committee's actions is customary.

**BOARD ACTION TAKEN: David Collins made a motion to ratify the actions of the Executive Committee as presented, seconded by Ed Parris. The motion carried with a unanimous voice vote.**

### **B.) Finance Committee**

#### **1) *PY19 Final Review- Information Only***

Ms. Stephanie Collins referred to pages 8-11 of the meeting packet and stated the final PY19 invoices are listed. These invoices are for information only.

#### **2) *PY20 Budget Overview***

##### **a. *Restoration Grants***

Mr. Trent Acker referred to page 13 of the meeting packet which shows the Restoration Grants allocation comparison. Mr. Acker stated WorkLink became aware that a shortfall year-over-year in the local allocation was significant. In total, the loss was \$381,860 year-over-year in all 3 fund streams. The Youth program loss was \$139,204, Adult program loss was \$115,560, and the Dislocated Worker program loss was \$127,096. WorkLink applied for a Rapid Response grant, and was awarded \$77,000 for training dollars only, which will provide somewhat of a cushion for the Dislocated Worker fund stream. Mr. Acker stated that the State Workforce Board was petitioned to reallocate some of those funds back to local areas who saw shortfalls. The State Workforce Board agreed to reallocate the program portion (90%) back of losses. WorkLink did not have to request reallocation in the same amount that was lost. Mr. Acker pointed to page 10 in the packet and stated that WorkLink, in consultation with Eckerd, has requested a larger portion of Youth funds, so that the full Youth budget of \$600,000 can be restored. Additional funds were also requested for the Adult and DW fund streams.

##### **b. *Adult/DW Program & Operator, Rapid Response***

Eckerd staff provided the following budget updates through August 2020:

- Ms. Renee Alexander stated that page 14 shows expenditures for the Adult Program budget expended at 18.6%.
- The Dislocated Worker Program budget as shown on page 15 is 11.4% expended.
- Page 16 shows the Rapid Response grant, which is expended at 12.7%. The Rapid Response grant is only being used for Training costs.
- Page 17 shows the Budget Disbursement Report, which is a reflection of budgets related to participant costs. Ms. Alexander reviewed the vouchers approved, vouchers paid, and ITA obligations.
- Mr. Matt Fields referred to page 18, which shows the Adult Operator budget expended at 8.2%.
- The DW Operator budget listed on page 19 is 7.5% expended.

*c. Youth*

Ms. Alexander stated that the Youth budget was expended at 15.0% as of August 2020.

*d. In-House Budget*

Mr. Acker presented the PY'20 in-house budget, provided on page 21 in the Board packet. Mr. Acker stated that all travel, majority of training, and the AOP Showcase line items have been cut. Facility costs are fixed, however cushions are built in to allow for unexpected repairs. This budget is a recommendation from the Finance Committee as the initial in-house budget for PY20.

**BOARD ACTION TAKEN: Finance Committee made a motion to approve the PY20 in-house budget as presented, seconded by Brooke Garren. The motion carried with a unanimous voice vote.**

*3) Ongoing Grants*

*a. PY18 IWT Grants*

Listed on pages 22-23 are the PY18 Incumbent Worker Training grants. Mr. Acker stated that the 18IWT01 grant final expenditures are listed. Companies were unable to complete some trainings as planned due to an interruption in training since COVID-19. The 18IWT01-02 grant will be extended through December 31, 2020. WorkLink continues to work with companies to process reimbursement requests.

*b. Re-entry Navigator Grant*

Mr. Acker stated that the Re-entry Navigator grant is in the launching stage. Mr. Acker stated that Anderson County is diligently working to ensure the re-entry navigator grant is launching as anticipated.

*c. DWG Grant*

WorkLink applied for and received a disaster grant. These grants are typically for natural disasters for which a considerable amount of cleanup will be anticipated. In this case, this grant will allow WorkLink to use 4 Dislocated Worker participants to assist in COVID related duties in the SC Works centers. These positions will help relieve staff that has been tasked with additional job duties related to COVID.

**C.) Youth Committee**

*1) PY19 PYC Final Enrollment Report – Information*

Mr. Allen Fain, Chair of the Youth Committee, reviewed the PYC Final Enrollment Report on page 24. Mr. Fain noted that there were 152 total enrollments for PY19.

*2) PY20 PYC New Enrollment Report—Information*

Mr. Fain stated that PYC has enrolled 22 new students, and a total of 70 students in PY20 so far.

The next Youth Committee meeting date is October 13.

**D.) One Stop Operations Committee**

*1) PY2020 SC Works Center Staff Training Closures*

The proposed SC Works Center Staff training closures are listed on page 40. Centers will close at lunch for staff training on October 23, 2020, February 19, 2021, and April 16, 2021.

**BOARD ACTION TAKEN: Motion made by the One Stop Operations Committee approve the SC Works Staff training closures as listed on page 40 in the meeting packet, seconded by Shonna Williams. The motion carried with a unanimous voice vote.**

*2) Committee Report*

Mr. Ed Parris, Chair for the One Stop Operations Committee, gave the committee summary, and directed the members to pages 29-32. Highlights from the PY19 report included:

- 24,638 unique individuals interacted with SC Works systems in the WorkLink area in PY19.
- Over 1 million job searches were conducted in the WorkLink region in PY19.
- Over 15,000 individuals were served in WorkLink SC Works centers in PY19.
- There were 33 hiring events and 484 individuals attended.
- 417 individuals were served through Rapid Response.
- 225 individuals were enrolled.
- 191 individuals received training and \$200,000 in outside scholarship funding was leveraged.
- 265 individuals received a measurable skills gain.

Mr. Parris reviewed the SC Works usage reports on pages 33-36. Success stories were listed on pages 37-39.

*b. ETPL Application*

Mr. Parris stated that 5 applications were received for the Eligible Training Provider list. All 5 applications were tabled until the next OneStop Operations Committee meeting on October 13.

**E.) Priority Populations Committee**

Ms. Lisa Gillespie provided an update for the Priority Populations Committee. Mr. Matt Fields provided an update for the group on the SC Works Centers status at the August 4 meeting. Ms. Graham reviewed the Community Profile report and Unemployment statistics at the meeting on August 4.

The next Priority Populations meeting is planned for October 6, 2020.

**VI. Other Business**

Ms. Teri Gilstrap invited board members to the Anderson County Community Impact Awards on October 9 at the Anderson Civic Center.

Chair Brothers adjourned the meeting at 3:08 p.m.

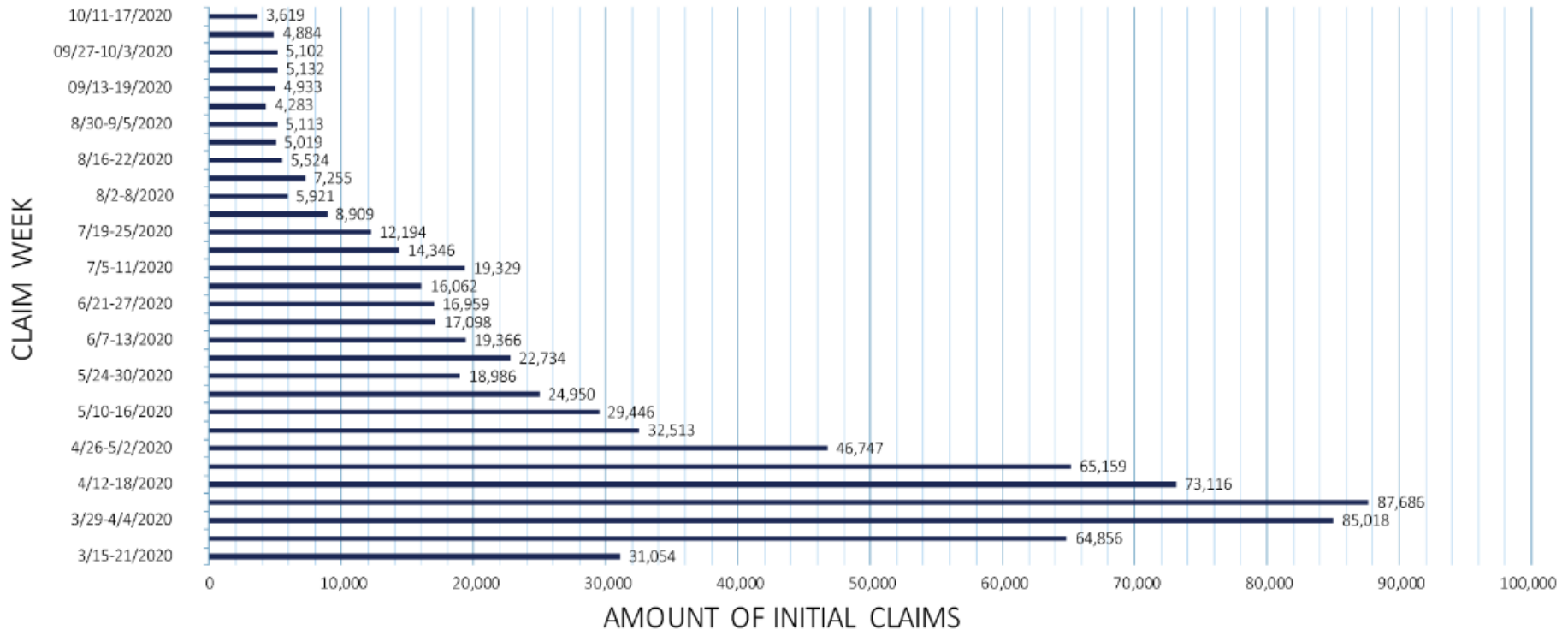
*Respectfully submitted by: Meredith Durham*

# Unemployment Trends

## Claims

Initial claims represent the first application a claimant completes for Unemployment Insurance (UI) benefits. Continued claims represent each week the claimant certifies they are still unemployed. This is after filing their initial claim.

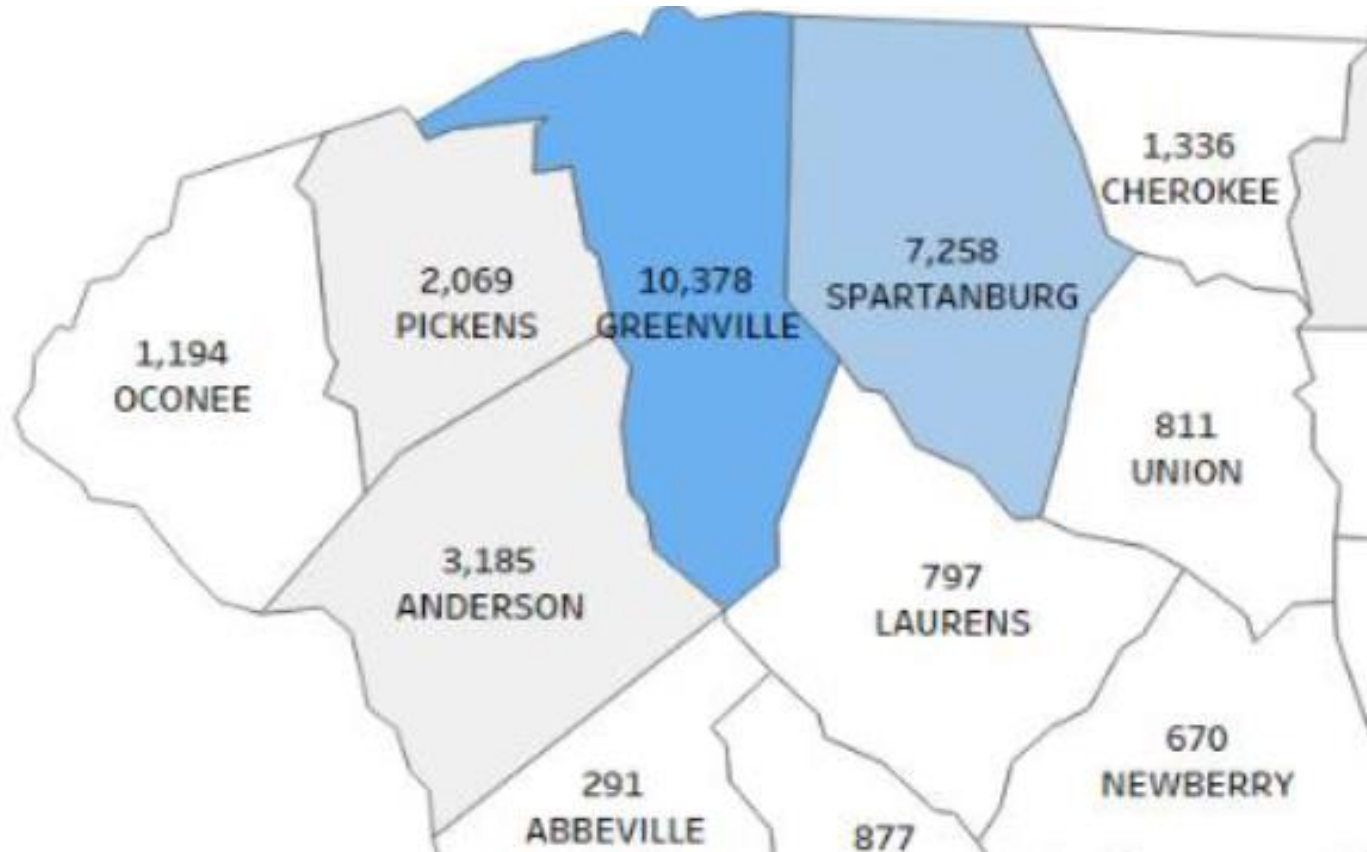
### Initial Claims Since March 15: 763,312





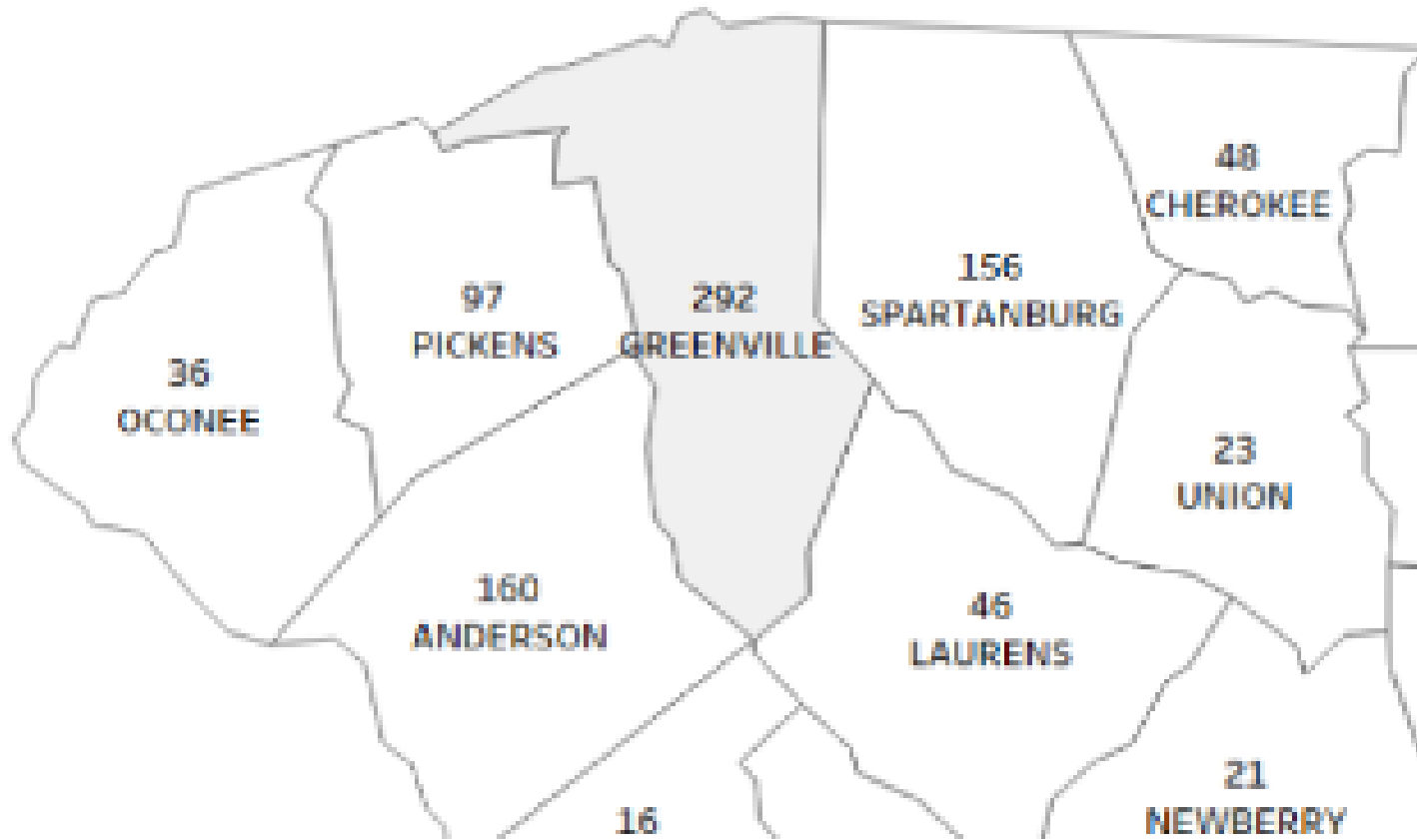
# Unemployment Trends

## Week Ending April 11, 2020



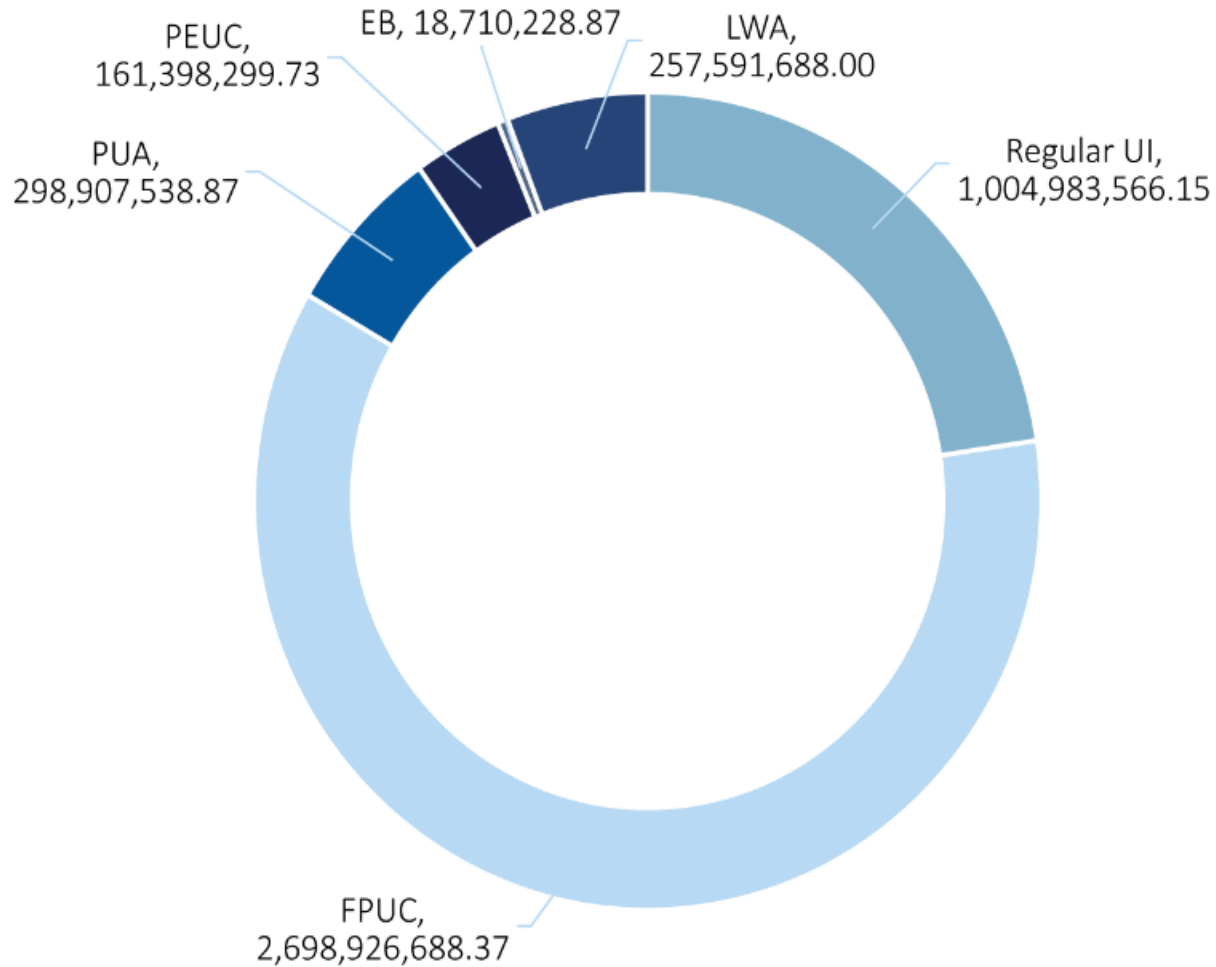
# Unemployment Trends

Week Ending Oct. 17, 2020



# Unemployment Trends

**Payout Total Since March 15\*: \$4,440,518,009.99**



\*As of October 19, 2020.

# September 2020 Unemployment Data

- Anderson County – 4.1% (6.0%)
- Cherokee County – 6.4% (8.4%)
- Greenville County – 4.0% (5.8%)
- Oconee County – 3.4% (5.1%)
- Pickens County – 3.5% (4.9%)
- Spartanburg County – 5.0% (7.1%)
- South Carolina – 5.1% (6.4%)



# Youth Work Experience Pilot

- 25 – 2020 High School Graduates
- Non-WIOA Funding
- Wages & Supportive Services
- Up to 240 Hours
- Soft Skills and Résumés
- Outcomes: Education, Employment, Military, Apprenticeship



## Program year 2019 - Annual Adult/DW/Youth Performance Summary

### WorkLink

Indicator/Program	Title I Adult Goal	Title I Adult Actual	Title I Adult % of Goal	Title I DW Goal	Title I DW Actual	Title I DW % of Goal	Title I Youth Goal	Title I Youth Actual	Title I Youth % of Goal	Overall Indicator Score
Employment Rate Q2	76.8	81.6	106.3%	80.1	87.5	109.2%	76.6	86.9	113.4%	109.6%
Employment Rate Q4	73.0	81.3	111.4%	76.0	83.3	109.6%	69.0	85.0	123.2%	114.7%
Median Earnings	\$5,301	\$6,264	118.2%	\$6,500	\$8,277	127.3%	BASELINE	\$2,370	N/A	122.8%
Credential Rate	51.9	84.3	162.4%	48.6	66.7	137.2%	68.1	78.3	115.0%	138.2%
Measurable Skill Gains	BASELINE	59.9	N/A	BASELINE	73.1	N/A	BASELINE	61.7	N/A	N/A
<b>Overall Program Score</b>			<b>124.6%</b>	<b>Overall Program Score</b>		<b>120.9%</b>	<b>Overall Program Score</b>		<b>117.2%</b>	

### Upper Savannah

Indicator/Program	Title I Adult Goal	Title I Adult Actual	Title I Adult % of Goal	Title I DW Goal	Title I DW Actual	Title I DW % of Goal	Title I Youth Goal	Title I Youth Actual	Title I Youth % of Goal	Overall Indicator Score
Employment Rate Q2	76.8	76.6	99.7%	80.1	69.4	86.6%	76.6	73.6	96.1%	94.2%
Employment Rate Q4	73.0	81.6	111.8%	76.0	78.6	103.4%	69.0	81.3	117.8%	111.0%
Median Earnings	\$4,663	\$5,476	117.4%	\$6,200	\$7,142	115.2%	BASELINE	\$2,593	N/A	116.3%
Credential Rate	51.9	62.2	119.8%	48.6	54.2	111.5%	68.1	92.3	135.5%	122.3%
Measurable Skill Gains	BASELINE	51.6	N/A	BASELINE	53.1	N/A	BASELINE	39.6	N/A	N/A
<b>Overall Program Score</b>			<b>112.2%</b>	<b>Overall Program Score</b>		<b>104.2%</b>	<b>Overall Program Score</b>		<b>116.5%</b>	

### Upstate

Indicator/Program	Title I Adult Goal	Title I Adult Actual	Title I Adult % of Goal	Title I DW Goal	Title I DW Actual	Title I DW % of Goal	Title I Youth Goal	Title I Youth Actual	Title I Youth % of Goal	Overall Indicator Score
Employment Rate Q2	76.8	78.2	101.8%	80.1	81.0	101.1%	76.6	82.7	108.0%	103.6%
Employment Rate Q4	73.0	76.3	104.5%	76.0	86.7	114.1%	69.0	87.0	126.1%	114.9%
Median Earnings	\$5,644	\$7,421	131.5%	\$7,100	\$8,458	119.1%	BASELINE	\$2,181	N/A	125.3%
Credential Rate	51.9	74.3	143.2%	48.6	63.2	130.0%	68.1	83.3	122.3%	131.8%
Measurable Skill Gains	BASELINE	66.2	N/A	BASELINE	76.0	N/A	BASELINE	47.6	N/A	N/A
<b>Overall Program Score</b>			<b>120.2%</b>	<b>Overall Program Score</b>		<b>116.1%</b>	<b>Overall Program Score</b>		<b>118.8%</b>	

### Greenville

Indicator/Program	Title I Adult Goal	Title I Adult Actual	Title I Adult % of Goal	Title I DW Goal	Title I DW Actual	Title I DW % of Goal	Title I Youth Goal	Title I Youth Actual	Title I Youth % of Goal	Overall Indicator Score
Employment Rate Q2	76.8	81.7	106.4%	80.1	78.3	97.8%	76.6	78.2	102.1%	102.1%
Employment Rate Q4	73.0	76.4	104.7%	76.0	80.9	106.4%	69.0	75.4	109.3%	106.8%
Median Earnings	\$5,400	\$6,369	117.9%	\$6,405	\$9,374	146.4%	BASELINE	\$3,120	N/A	132.1%
Credential Rate	51.9	68.7	132.4%	48.6	68.4	140.7%	68.1	67.3	98.8%	124.0%
Measurable Skill Gains	BASELINE	59.5	N/A	BASELINE	68.6	N/A	BASELINE	44.9	N/A	N/A
<b>Overall Program Score</b>			<b>115.3%</b>	<b>Overall Program Score</b>		<b>122.8%</b>	<b>Overall Program Score</b>		<b>103.4%</b>	

**Pass**

- An Overall Program Score (across all indicators) is at least 90.0%
- An Overall Indicator Score (across A/DW/Y programs) is at least 90.0%
- Have an Individual Indicator Score of at least 50.0%

**Fail**

- An Overall Program Score (across all indicators) that did not meet at least 90.0%
- An Overall Indicator Score (across A/DW/Y programs) that did not meet at least 90.0%
- Have an Individual Indicator Score that did not meet 50.0%

## 2020 Grant Summary

Grant	PY 2019
Adult	\$492,446
Dislocated Worker	\$557,981
Adult/DW Restoration	\$118,3392
COVID RR	\$70,000
Youth	\$541,640
Youth Restoration	\$225,283



Worklink Development Board  
 1376 Tiger Blvd.  
 Clemson, SC 29631  
**Attn: Jennifer Kelly**  
 email: jkelly@worklinkweb.com

**ECKERD YOUTH ALTERNATIVES, INC.**

100 N. Starcrest Drive, Clearwater, FL 33765

**INVOICE**

Adult Program

Contract Number: 20A295E2  
 Invoice Number: 1055-03  
 Invoice Month: September 2020  
 Period Covered: July 1, 2020 - June 30, 2021  
 Total Amount Due: **\$ 53,761**

Eckerd Goal:

SEPTEMBER

25.0%

100.0%

Line Item	Budget	1055-3	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
<b>Staff Salary Total</b>	\$ 202,090	\$ 16,876	50,435.30	\$ 151,654.41	25.0%
<b>Fringe Benefit Total</b> 51xx	\$ 70,020	5,779.41	17,314.36	\$ 52,706.06	24.7%
<b>TOTAL STAFF COSTS</b>	\$ 272,110	22,654.97	67,749.66	\$ 204,360.47	24.9%
<b>Operating Costs:</b>					
Facility Rent, Utilities, Maintenance, etc.	6185	\$ -	-	\$ -	0.0%
Staff Expendable Supplies & Materials	6000	\$ 3,200	32.24	768.01	24.0%
Software Licenses	6095	\$ 1,299	-	-	0.0%
Staff Computers	6085	\$ -	-	\$ -	0.0%
Program Outreach Expenses (Brochures, Flyers, etc.)	6735	\$ 300	-	\$ 300.00	0.0%
Copy & Print Expenses	6730	\$ 2,800	-	\$ 2,800.00	0.0%
Communications (Phone, Fax, Internet, etc.)	6270	\$ 3,526	256.11	941.99	26.7%
Staff Travel		\$ -	-	\$ -	
Local Mileage cost	6105	\$ 3,600	22.31	131.00	3.6%
Non-Local Per Diem/Lodging Cost	6115/6120/6125	\$ 1,400	-	\$ 1,400.00	0.0%
Staff Training	5110	\$ 1,000	-	\$ 1,000.00	0.0%
Staff Background Checks	5100	\$ 440	-	\$ 440.00	0.0%
Postage (Stamps, FedEx, etc.)	6005	\$ 1,200	62.91	97.86	8.2%
<b>TOTAL OPERATING COSTS</b>	\$ 18,765	373.57	1,938.86	\$ 16,825.94	10.3%
<b>Training Costs:</b>					
WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, etc.)	6525	\$ 8,000	2,604.06	3,898.33	48.7%
WI Customer Individualized Training Costs		\$ -	-	\$ -	
Individual Training Account/Voucher Cost	6530	\$ 291,903	21,435.00	76,822.00	26.3%
Client Verifications	6516	\$ 1,500	-	159.90	10.7%
Client Testing Fees	6535	\$ -	-	\$ -	0.0%
<b>TOTAL TRAINING COSTS</b>	\$ 301,403	24,039	80,880	\$ 220,523	26.8%
<b>Supportive Services Costs :</b>					
WI Customer Transportation Costs	6485	\$ 10,500	2,605.00	5,545.00	52.8%
WI Customer Childcare Costs	6660	\$ 1,500	-	\$ 1,500.00	0.0%
Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)	6545/6546	\$ 20,000	365.00	10,980.83	54.9%
WI Customer Emergency Assistance (Rent, Car Repair, etc.)	6596	\$ 1,500	-	\$ 1,500.00	0.0%
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	\$ 33,500	2,970.00	16,525.83	\$ 16,974.17	49.3%
<b>Training/Professional Fees/Profit:</b>					
General Liability Insurance	6305	\$ 4,042	304.66	1,250.82	30.9%
<b>TOTAL FEES / PROFIT COSTS</b>	\$ 4,042	304.66	1,250.82	\$ 2,790.78	30.9%
<b>INDIRECT COST:</b>	14.65%	\$ 43,781	3,418.31	10,416.04	23.8%
<b>Contract Total</b>	\$ 673,600	53,760.57	178,761.44	\$ 494,838.59	26.5%





**ECKERD YOUTH ALTERNATIVES, INC.**

100 N. Starcrest Drive, Clearwater, FL 33765

**INVOICE**

DW Program

Worklink Development Board  
 1376 Tiger Blvd.  
 Clemson, SC 29631  
**Attn: Jennifer Kelly**  
 email: jkelly@worklinkweb.com

Contract Number: 20D295E2  
 Invoice Number: 1056-03  
 Invoice Month: September 2020  
 Period Covered: July 1, 2020 - June 30, 2021  
 Total Amount Due: **\$ 8,373**

Eckerd Goal:

SEPTEMBER

25%

100.0%

Line Item	Budget	1056-3	Cumulative	Remaining	Percent Spent
<b>Staff Salary Total</b>	\$ 51,696.65	\$ 4,054.69	\$ 12,730.43	\$ 38,966.22	24.6%
<b>Fringe Benefit Total</b> 51xx	\$ 17,899.30	\$ 1,432.46	\$ 4,447.23	\$ 13,452.07	24.8%
<b>TOTAL STAFF COSTS</b>	\$ 69,595.95	\$ 5,487.15	\$ 17,177.66	\$ 52,418.29	24.7%
<b>Operating Costs:</b>					
Facility Rent, Utilities, Maintenance, etc. 6185	\$ -	\$ -	\$ -	\$ -	0.0%
Staff Expendable Supplies & Materials 6000	\$ 1,200.00	\$ -	\$ 168.25	\$ 1,031.75	14.0%
Software Licenses 6095	\$ 614.80	\$ -	\$ -	\$ 614.80	0.0%
Staff Computers 6085	\$ -	\$ -	\$ -	\$ -	0.0%
Program Outreach Expenses (Brochures, Flyers, etc.) 6735	\$ 75.20	\$ -	\$ -	\$ 75.20	0.0%
Copy & Print Expenses 6730	\$ 700.00	\$ -	\$ -	\$ 700.00	0.0%
Communications (Phone, Fax, Internet, etc.) 6270	\$ 866.40	\$ 103.43	\$ 335.49	\$ 530.91	38.7%
Staff Travel	\$ -	\$ -	\$ -	\$ -	
Local Mileage Cost 6105	\$ 900.00	\$ 42.67	\$ 42.67	\$ 857.33	4.7%
Non-Local Per Diem/Lodging Cost 6115/6120/6125	\$ 350.00	\$ -	\$ -	\$ 350.00	0.0%
Staff Training 5110	\$ 250.00	\$ -	\$ -	\$ 250.00	0.0%
Staff Background Checks 5100	\$ 109.80	\$ -	\$ -	\$ 109.80	0.0%
Postage (Stamps, FedEx, etc.) 6005	\$ 200.00	\$ -	\$ 13.98	\$ 186.02	7.0%
<b>TOTAL OPERATING COSTS</b>	\$ 5,266.20	\$ 146.10	\$ 560.39	\$ 4,705.81	10.6%
<b>Training Costs:</b>					
WorkKeys, etc.) 6525	\$ 1,500.00	\$ 105.18	\$ 129.18	\$ 1,370.82	8.6%
WI Customer Individualized Training Costs					
Individual Training Account/Voucher Cost 6530	\$ 61,932.45	\$ -	\$ -	\$ 61,932.45	0.0%
Client Verifications 6516	\$ 600.00	\$ -	\$ 12.30	\$ 587.70	2.1%
Client Testing Fees 6535	\$ -	\$ -	\$ -	\$ -	0.0%
<b>TOTAL TRAINING COSTS</b>	\$ 64,032.45	\$ 105.18	\$ 141.48	\$ 63,890.97	0.2%
<b>Supportive Services Costs :</b>					
WI Customer Transportation Costs 6485	\$ 2,500.00	\$ 435.00	\$ 750.00	\$ 1,750.00	30.0%
WI Customer Childcare Costs 6660	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	0.0%
Training Support Materials (Uniforms, Drug Screens, Backgr 6546	\$ 11,700.00	\$ 1,321.00	\$ 2,085.00	\$ 9,615.00	17.8%
WI Customer Emergency Assistance (Rent, Car Repair, etc. 6596	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	0.0%
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	\$ 17,200.00	\$ 1,756.00	\$ 2,835.00	\$ 14,365.00	16.5%
<b>Training/Professional Fees/Profit:</b>					
General Liability Insurance 6305	\$ 1,010.40	\$ 46.28	\$ 188.25	\$ 822.15	18.6%
<b>TOTAL FEES / PROFIT COSTS</b>	\$ 1,010.40	\$ 46.28	\$ 188.25	\$ 822.15	18.6%
<b>INDIRECT COST: 14.65%</b>	\$ 11,295.00	\$ 832.05	\$ 2,628.00	\$ 8,666.99	23.3%
<b>Contract Total</b>	\$ 168,400.00	\$ 8,372.76	\$ 23,530.78	\$ 144,869.22	14.0%



**ECKERD YOUTH ALTERNATIVES, INC.**

100 N. Starcrest Drive, Clearwater, FL 33765

**INVOICE**

**Rapid Response**

Worklink Investment Board  
 1376 Tiger Blvd.  
 Clemson, SC 29631  
**Attn: Jennifer Kelly**  
 email: jkelly@worklinkweb.com

Contract Number: **20RR295E1**  
 Invoice Number: **1102-02**  
 Invoice Month: **9/30/2020**  
 Period Covered: **August 01, 2020 - June 30, 2021**  
 Total Amount Due: \$ **24,559**

Eckerd Goal:

SEPTEMBER

18.18%

100.0%

Line Item	Budget	1102-2	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
<b>Training Costs:</b>					
2.6 Individual Training Account/Voucher Cost	6530	\$ 70,000	24,559.00	33,417.00	\$ 36,583.00 47.7%
<b>TOTAL TRAINING COSTS</b>		<b>\$ 70,000</b>	<b>24,559.00</b>	<b>33,417.00</b>	<b>\$ 36,583.00 47.7%</b>
<b>CONTRACT TOTAL :</b>		<b>\$ 70,000</b>	<b>\$ 24,559</b>	<b>\$ 33,417</b>	<b>\$ 36,583 47.7%</b>

## Eckerd WDS Obligations Report: Training & Supportive Services

### Overview

Program	Organization Name	Details	Amount		
<b>WIOA Adult</b>	Worklink SC Works	PY20 Total Budget	\$333,403.00		
		PY20 Vouchers Total	\$110,520.13		
		PY20 Vouchers Deobligations	\$45.00		
		PY20 Vouchers Net Approved	\$110,475.13		
		PY20 Vouchers Paid	\$97,246.16		
		PY20 Vouchers Not Paid	\$13,228.97		
		PY20 Funds Unobligated	\$222,927.87		
		PY20 ITA's Approved	\$102,718.00		
		PY20 ITA's Net Approved	\$102,718.00		
		PY20 ITA's vs Budget	\$230,685.00		
		<b>WIOA Dislocated Worker &amp; Rapid Response</b>	Worklink SC Works	PY20 Total Budget	\$150,632.00
				PY20 Vouchers Total	\$39,208.68
PY20 Vouchers Deobligations	\$5.00				
PY20 Vouchers Net Approved	\$39,203.68				
PY20 Vouchers Paid	\$36,381.18				
PY20 Vouchers Not Paid	\$2,822.50				
PY20 Funds Unobligated	\$111,428.32				
PY20 ITA's Approved	\$44,999.00				
PY20 ITA's Deobligations	\$4,429.00				
PY20 ITA's Net Approved	\$40,570.00				
PY20 ITA's vs Budget	\$110,062.00				

as of 10.1.2020



**ECKERD YOUTH ALTERNATIVES, INC.**

100 N. Starcrest Drive, Clearwater, FL 33765

**INVOICE**

**Adult Operator**

Worklink Development Board	Contract Number:	20A995E2
1376 Tiger Blvd.	Invoice Number:	1092-03
Clemson, SC 29631	Invoice Month:	September 2020
<b>Attn: Jennifer Kelly</b>	Period Covered:	July 1, 2020 - June 30, 2021
email: jkelly@worklinkweb.com	Total Amount Due:	<b>\$ 6,644</b>

**Eckerd Goal:**

**SEPTEMBER**

**25.0%**

**100.0%**

Line Item	Budget	1092-3	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	
<b>Staff Salary Total</b>	\$ 52,560.92	\$ 4,433.68	<b>9,088.16</b>	<b>\$ 43,472.76</b>	<b>17.3%</b>	
<b>Fringe Benefit Total</b>	<b>51xx</b> \$ 15,557.70	\$ 1,314.04	\$ 2,523.53	<b>\$ 13,034.17</b>	<b>16.2%</b>	
<b>TOTAL STAFF COSTS</b>	<b>\$ 68,118.62</b>	<b>\$ 5,747.72</b>	<b>11,611.69</b>	<b>\$ 56,506.93</b>	<b>17.0%</b>	
<b>Operating Costs:</b>						
1.1 Facility, Utilities	6185	\$ -	\$ -	\$ -	0.0%	
1.2 Staff Expendable Supplies & Materials	6000	\$ 968.00	\$ -	\$ 968.00	0.0%	
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	6735	\$ -	\$ -	\$ -	0.0%	
1.4 Copy & Print Expenses	6730	\$ 598.00	\$ -	\$ 598.00	0.0%	
1.5 Communications (Phone, Fax, Internet, etc.)	6270	\$ 633.60	\$ 33.14	103.46	\$ 530.14	16.3%
1.6 Staff Travel	6105, 6120, 6125	\$ 1,865.60	\$ -	\$ -	\$ 1,865.60	0.0%
1.7 Staff Training/Technical Services Costs	5110	\$ 453.00	\$ -	\$ -	\$ 453.00	0.0%
1.8 Non-Expendable Equipment Purchases	6095	\$ -	\$ -	\$ -	\$ -	0.0%
1.9 Postage (Stamps, FedEx, etc)	6005	\$ 44.00	\$ -	\$ -	\$ 44.00	0.0%
1.10 Staff Background Checks	5100	\$ 26.00	\$ -	\$ -	\$ 26.00	0.0%
<b>TOTAL OPERATING COSTS</b>	<b>\$ 4,588.20</b>	<b>\$ 33.14</b>	<b>103.46</b>	<b>\$ 4,484.74</b>	<b>2.3%</b>	
<b>Training Costs:</b>						
2.3 WI Customer Credential Exam Fees (CAN, GED, TABE, Workkeys)	6525	\$ -	\$ -	\$ -	\$ -	0.0%
2.6 Individual Training Account/Voucher Cost	6530	\$ -	\$ -	\$ -	\$ -	0.0%
<b>TOTAL TRAINING COSTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	<b>\$ -</b>	<b>0.0%</b>	
<b>Supportive Services Costs :</b>						
3.11 WI Customer Transportation Costs	6485	\$ -	\$ -	\$ -	\$ -	0.0%
3.12 WI Customer Childcare Costs	6660	\$ -	\$ -	\$ -	\$ -	0.0%
3.13 WI Customer Emergency Assistance	6596	\$ -	\$ -	\$ -	\$ -	0.0%
3.14 Training Support Materials	6545	\$ -	\$ -	\$ -	\$ -	0.0%
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	<b>\$ -</b>	<b>0.0%</b>	
<b>Training/Professional Fees/Profit:</b>						
4.2 General Liability Insurance	6305	\$ 501.60	\$ 13.98	88.55	\$ 413.05	17.7%
<b>TOTAL FEES / PROFIT COSTS</b>	<b>\$ 501.60</b>	<b>\$ 13.98</b>	<b>88.55</b>	<b>\$ 413.05</b>	<b>17.7%</b>	
<b>4.1 INDIRECT COST:</b>	<b>14.65%</b>	<b>\$ 10,725.03</b>	<b>\$ 848.94</b>	<b>1,729.24</b>	<b>\$ 8,995.79</b>	<b>16.1%</b>
<b>Contract Total</b>	<b>\$ 83,934.60</b>	<b>\$ 6,643.78</b>	<b>13,532.94</b>	<b>\$ 70,401.66</b>	<b>16.1%</b>	



**ECKERD YOUTH ALTERNATIVES, INC.**

100 N. Starcrest Drive, Clearwater, FL 33765

**INVOICE**

DW Operator

Worklink Development Board	Contract Number:	20D995E2				
1376 Tiger Blvd.	Invoice Number:	1223-03				
Clemson, SC 29631	Invoice Month:	September 2020				
<b>Attn: Jennifer Kelly</b>	Period Covered:	July 1, 2020 - June 30,2021				
email: jkelly@worklinkweb.com	Total Amount Due:	<b>\$ 884</b>				
<b>Eckerd Goal:</b>			SEPTEMBER			
			25.0%			100.0%
<b>Line Item</b>		<b>Budget</b>	<b>1223-03</b>	<b>Cumulative Cost YTD</b>	<b>Remaining Balance</b>	<b>Percent Spent YTD</b>
<b>Staff Salary Total</b>		<b>7,167.40</b>	<b>592.61</b>	<b>1,168.32</b>	<b>5,999.08</b>	<b>16.3%</b>
<b>Fringe Benefit Total</b>	<b>51xx</b>	<b>2,121.50</b>	<b>172.55</b>	<b>332.19</b>	<b>1,789.31</b>	<b>15.7%</b>
<b>TOTAL STAFF COSTS</b>		<b>9,288.90</b>	<b>765.16</b>	<b>1,500.51</b>	<b>7,788.39</b>	<b>16.2%</b>
<b>Operating Costs:</b>						
1.1 Facility, Utilities	6185	-	-	-	-	0.0%
1.2 Staff Expendable Supplies & Materials	6000	132.00	-	-	132.00	0.0%
1.3 Program Outreach Expenses (Brochures,	6735	-	-	-	-	0.0%
1.4 Copy & Print Expenses	6730	82.00	-	-	82.00	0.0%
1.5 Communications (Phone, Fax, Internet, e	6270	86.40	4.52	14.11	72.29	16.3%
1.6 Staff Travel	6105, 6120, 6125	254.40	-	-	254.40	0.0%
1.7 Staff Training/Technical Services Costs	5110	62.00	-	-	62.00	0.0%
1.8 Non-Expendable Equipment Purchases	6095	-	-	-	-	0.0%
1.9 Postage (Stamps, FedEx, etc)	6005	4.00	-	-	4.00	0.0%
1.10 Staff Background Checks	5100	6.00	-	-	6.00	0.0%
<b>TOTAL OPERATING COSTS</b>		<b>626.80</b>	<b>4.52</b>	<b>14.11</b>	<b>612.69</b>	<b>2.3%</b>
<b>Training Costs:</b>						
2.3 WI Customer Credential Exam Fees (CAI	6525	-	-	-	-	0.0%
2.6 Individual Training Account/Voucher Cost	6530	-	-	-	-	0.0%
<b>TOTAL TRAINING COSTS</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Supportive Services Costs :</b>						
3.11 WI Customer Transportation Costs	6485	-	-	-	-	0.0%
3.12 WI Customer Childcare Costs	6660	-	-	-	-	0.0%
3.13 WI Customer Emergency Assistance	6596	-	-	-	-	0.0%
3.14 Training Support Materials	6545	-	-	-	-	0.0%
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Training/Professional Fees/Profit:</b>						
4.2 General Liability Insurance	6305	68.40	1.72	10.46	57.94	15.3%
<b>TOTAL FEES / PROFIT COSTS</b>		<b>68.40</b>	<b>1.72</b>	<b>10.46</b>	<b>57.94</b>	<b>15.3%</b>
<b>4.1 INDIRECT COST:</b>	<b>14.65%</b>	<b>1,462.67</b>	<b>113.01</b>	<b>223.42</b>	<b>1,239.25</b>	<b>15.3%</b>
<b>CONTRACT TOTAL:</b>		<b>11,445.62</b>	<b>884.41</b>	<b>1,748.50</b>	<b>9,698.27</b>	<b>15.3%</b>



## **PY20–WorkLink (Adult-1055 / DW-1056 Services) Contract Budget Modification #1**

---

**Contractor:** Eckerd Youth Alternative, Inc.  
**Contract #'s:** 20A295E1 & 20D295E1  
**Program:** SC Works Case Management Services  
**Submission Date:** 9/30/2020  
**VP of Operations:** Kal Kunkel  
**Program Manager (s):** Renee Alexander & J.T. Parnell

---

### **Budget Modification Summary & Narrative**

#### Budget Summary

Eckerd Youth Alternative, Inc. (Contractor) is requesting a modification to our current contract to include Restoration Grant funds provided by SC DEW. Overall, we are reducing our original contract from \$842,000 to \$733,608 and adding the SC DEW Restoration Funds in the amount of \$118,392 for a new total budget of \$852,000 a \$10,000 increase overall. As you will see below, we are transferring most of the funds with the Tuition Line Item.

CONTRACT BUDGET MODIFICATION

Staff Costs Narrative

No changes to staff salaries and fringe.

		<b>PY 20 Budget</b>	<b>Change</b>	<b>PY 20 Budget Mod 1</b>	<b>State Grant Funds</b>
<b>Slot Level</b>					
<b>Staff Costs</b>					
<b>Sub-Total of Staff Costs</b>		<b>\$ 253,786.36</b>	<b>\$ 0.00</b>	<b>\$ 253,786.37</b>	<b>\$ -</b>
<b>Fringe Benefits</b>	<b>Rate</b>				
FICA	7.65%	\$ 19,414.68	\$ 0.00	\$ 19,414.68	
Workers Comp.	0.75%	\$ 1,903.40	\$ 0.00	\$ 1,903.40	
Health Insurance	21.34%	\$ 59,495.65	\$ 0.00	\$ 59,495.65	
Retirement	2.00%	\$ 5,583.26	\$ 0.00	\$ 5,583.26	
Unemployment Insurance	0.60%	\$ 1,522.74	\$ 0.00	\$ 1,522.74	
Other (Specify)					
<b>Sub-Total Fringe:</b>	<b>32.34%</b>	<b>\$ 87,919.72</b>	<b>\$ 0.00</b>	<b>\$ 87,919.72</b>	<b>\$ -</b>

CONTRACT BUDGET MODIFICATION

**Operating Costs Narrative**

Increase of \$1,800.38 to Operating Costs.

<b>Operating Costs</b>					
Facility Costs	6185	\$ -	\$ -	\$ -	\$ -
Wide Area Network Costs	6265	\$ 360.00	\$ -	\$ 360.00	\$ -
Postage	6005	\$ 1,400.00	\$ -	\$ 1,400.00	\$ -
Staff Cell Phones	6270	\$ 4,032.00	\$ -	\$ 4,032.00	\$ -
Local Mileage	6105	\$ 4,500.00	\$ 0.38	\$ 4,500.38	\$ -
Non-Local Mileage/Travel		\$ 1,750.00	\$ -	\$ 1,750.00	\$ -
Consumable Supplies	6000	\$ 4,400.00	\$ 1,800.00	\$ 6,200.00	\$ -
Staff Computers	6085	\$ -	\$ -	\$ -	\$ -
Copy/Print	6730	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -
Software Licenses	6095	\$ 1,914.00	\$ -	\$ 1,914.00	\$ -
Staff Training Registration Costs	5110	\$ 1,250.00	\$ -	\$ 1,250.00	\$ -
Participant Outreach	6735	\$ 375.20	\$ -	\$ 375.20	\$ -
Staff Background Checks	5100	\$ 549.80	\$ -	\$ 549.80	\$ -
<b>Sub-Total Operating</b>		<b>\$ 24,031.00</b>	<b>\$ 1,800.38</b>	<b>\$ 25,831.38</b>	<b>\$ -</b>

**Training Costs Narrative**

Decreased Formula Funds in Tuition by \$145,763.05 and added \$117,577.62 of Restoration Grant Funds to Tuition.

<b>Training</b>					
Tuition Cost (Adult Education)	6530	\$ 353,835.20	\$ (145,763.05)	\$ 208,072.15	\$ 117,577.62
Client Testing Fees	6535	\$ -	\$ -	\$ -	\$ -
Instructional Supplies (Books)	6545	\$ -	\$ -	\$ -	\$ -
Credential Exam Fees	6525	\$ 9,500.00	\$ -	\$ 9,500.00	\$ -
Individual Training Accounts	6520	\$ -	\$ -	\$ -	\$ -
Participant Verification	6516	\$ 2,100.00	\$ -	\$ 2,100.00	\$ -
Participant Graduation Fees	6595	\$ -	\$ -	\$ -	\$ -
<b>Sub-Total Training</b>		<b>\$ 365,435.20</b>	<b>\$ (145,763.05)</b>	<b>\$ 219,672.15</b>	<b>\$ 117,577.62</b>

**Supportive Services Narrative**

Increased Supportive Services by \$36,500 to support current participant Supportive Service's needs.

<b>Supportive Services</b>					
Childcare	6660	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -
Transportation	6485	\$ 13,000.00	\$ 11,500.00	\$ 24,500.00	\$ -
Client Incentives	6585	\$ -	\$ -	\$ -	\$ -
Client Training Support Matl.	6546	\$ 31,700.00	\$ 25,000.00	\$ 56,700.00	\$ -
Client Emergency Assistance	6596	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -
<b>Sub-Total of Supportive Services</b>		<b>\$ 50,700.00</b>	<b>\$ 36,500.00</b>	<b>\$ 87,200.00</b>	<b>\$ -</b>



CONTRACT BUDGET MODIFICATION

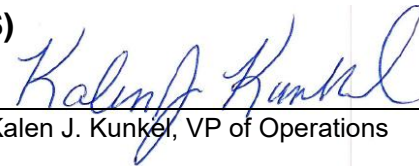
Indirect & General Liability Insurance

Decreased Formula Funds Indirect & General Liability costs by \$929.34 and increased these line items for Restoration Grant by \$814.38 a net savings of \$114.96.

<b>Indirect Cost &amp; Fees</b>					
Indirect Cost (MTDC)	14.77%	\$ 55,075.72	\$ (278.99)	\$ 54,796.73	\$ 104.07
General Liability (Eckerd)	0.06%	\$ 5,052.00	\$ (650.35)	\$ 4,401.65	\$ 710.31
<b>Sub-Total of Indirect &amp; Fees</b>		<b>\$ 60,127.72</b>	<b>\$ (929.34)</b>	<b>\$ 59,198.38</b>	<b>\$ 814.38</b>

APPROVAL(S)

Prepared By

  
Kalen J. Kunkel, VP of Operations

CONTRACT BUDGET MODIFICATION

---

**BUDGET FORMS**

The contract budget forms will be provided with the approved modification documents for signature.

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

Service Provider Eckerd Workforce Development Contract # 20A295E1 & 20D295E1

Project/Activity SC Works Adult-DW Services Funding Source WIOA Adult & DLW Formula Funds Modification # 1

CATEGORIES	ADULT	DLW	Administration	Non-Administration	Total Budget Amount
<b>STAFF COSTS (Salaries &amp; Fringe Benefits)</b>	\$ 272,110	\$ 69,596		\$ 341,706	\$ 341,706
<b>OPERATING COSTS</b>	\$ 20,565	\$ 5,267		\$ 25,831	\$ 25,831
<b>TRAINING COSTS</b>	\$ 217,572	\$ 2,100		\$ 219,672	\$ 219,672
<b>SUPPORTIVE SERVICE COSTS</b>	\$ 68,500	\$ 18,700		\$ 87,200	\$ 87,200
<b>Training Fees/Professional Fees/ Profit</b>	\$ 3,757	\$ 645		\$ 4,402	\$ 4,402
<b>Indirect Costs</b>	\$ 43,647	\$ 11,150		\$ 54,797	\$ 54,797
<b>Total Budget Costs</b>	<b>\$ 626,151</b>	<b>\$ 107,457</b>	<b>\$ -</b>	<b>\$ 733,608</b>	<b>\$ 733,608</b>
<b>Percentage of Budget</b>	<b>85%</b>	<b>15%</b>		<b>100%</b>	
Cost Limitations			2% Maximum	At least 98%	<b>100%</b>

**CONTRACT BUDGET MODIFICATION**

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

Service Provider Eckerd Workforce Development

Contract # 20A295E1 & 20D295E1

Project/ Activity SC Works Adult-DW Services

Funding Source WIOA Adult & DLW Formula Funds Modification # 1

**STAFF & INDIRECT COST - BUDGET SUMMARY**

SALARIES, FRINGE BENEFITS, & INDIRECT COST				ADULT		DLW		ADMINISTRATION		NON-ADMINISTRATION		
Staff Salaries: Position Title	Salary Per Month	No. of Months	% of Time	TOTAL AMOUNT	%	Amount	%	Amount	%	Amount	%	Amount
<b>TOTAL SALARIES</b>												
				\$ 253,786.37		\$ 202,089.71		\$ 51,696.66				\$ 253,786.37
<b>FRINGE BENEFITS:</b>												
FICA	\$ 253,786.37	X	7.65%	\$ 19,414.66		\$ 15,459.86		\$ 3,954.81			100%	\$ 19,414.66
Unemployment	\$ 253,786.37	X	0.60%	\$ 1,522.72		\$ 1,212.57		\$ 310.17			100%	\$ 1,522.72
Workers Comp	\$ 253,786.37	X	0.75%	\$ 1,903.40		\$ 1,515.69		\$ 387.70			100%	\$ 1,903.40
Retirement (403b Match)	\$ 253,786.37	X	2.20%	\$ 5,583.30		\$ 4,445.96		\$ 1,137.30			100%	\$ 5,583.30
Healthcare	\$ 253,786.37	X		\$ 59,495.65	23.4%	\$ 47,386.38	23.4%	\$ 12,109.27			100%	\$ 59,495.65
<b>TOTAL FRINGE BENEFITS</b>				\$ 87,919.72		\$ 70,020.46		\$ 17,899.26				\$ 87,919.72
INDIRECT COST: RATE	\$ 374,039.12	X	14.65%	\$ 54,796.73	79.65%	\$ 43,647.01	20.35%	\$ 11,149.72			100%	\$ 54,796.73
<b>TOTAL COST</b>				\$ 396,502.82	23.45%	\$ 315,757.18	23.42%	\$ 80,745.64			100%	\$ 396,502.82

Each position must be supported by a job description.

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

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

**CONTRACT BUDGET MODIFICATION**

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

Service Provider Eckerd Workforce Development Contract # 20A295E1 & 20D295E1  
 Project/Activity SC Works Adult-DW Services Fund Source WIOA Adult & DLW Formula Funds Modification # 1

<b>Categories &amp; Line Items</b>	<b>Total Cost</b>	<b>ADULT</b>	<b>DLW</b>	<b>Non-Administration</b>
<b>OPERATING COSTS</b>				
Facility Rent, Utilities, Maintenance, etc.	\$ -	\$ -	\$ -	\$ -
Staff Expendable Supplies & Materials	\$ 6,200	\$ 5,000	\$ 1,200	\$ 6,200
Software Licenses	\$ 1,914	\$ 1,299	\$ 615	\$ 1,914
Staff Computers	\$ -	\$ -	\$ -	\$ -
Program Outreach Expenses (Brochures, Flyers, etc.)	\$ 375	\$ 300	\$ 75	\$ 375
Copy & Print Expenses	\$ 3,500	\$ 2,800	\$ 700	\$ 3,500
Communications (Phone, Fax, Internet, etc.)	\$ 4,392	\$ 3,526	\$ 866	\$ 4,392
Staff Travel				
Local Mileage cost	\$ 4,500	\$ 3,600	\$ 900	\$ 4,500
Non-Local Mileage cost	\$ -	\$ -	\$ -	\$ -
Non-Local Per Diem/Lodging Cost	\$ 1,750	\$ 1,400	\$ 350	\$ 1,750
Staff Training	\$ 1,250	\$ 1,000	\$ 250	\$ 1,250
Staff Background Checks	\$ 550	\$ 440	\$ 110	\$ 550
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>	\$ -	\$ -	\$ -	\$ -
Postage (Stamps, FedEx, etc.)	\$ 1,400	\$ 1,200	\$ 200	\$ 1,400
<b>TOTAL OPERATING COSTS</b>	<b>\$ 25,831</b>	<b>\$ 20,565</b>	<b>\$ 5,267</b>	<b>\$ 25,831</b>
<b>TRAINING COSTS</b>				
WI Customer Supplies & Materials Costs	\$ -	\$ -	\$ -	\$ -
WI Customer Book Costs	\$ -	\$ -	\$ -	\$ -
WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, etc.)	\$ 9,500	\$ 8,000	\$ 1,500	\$ 9,500
WI Customer Individualized Training Costs				
Tuition Cost (Adult Education Skill Upgrade & GED)	\$ -	\$ -	\$ -	\$ -
Other Individualized Training Cost (TCTC Pre-Employment Workshops)	\$ -	\$ -	\$ -	\$ -
Individual Training Account/Voucher Cost	\$ 208,072	\$ 208,072	\$ -	\$ 208,072
Client Verifications	\$ 2,100	\$ 1,500	\$ 600	\$ 2,100
WI Customer On-the-Job Training Costs				
Reimbursable Wages	\$ -	\$ -	\$ -	\$ -
<b>TOTAL TRAINING COSTS</b>	<b>\$ 219,672</b>	<b>\$ 217,572</b>	<b>\$ 2,100</b>	<b>\$ 219,672</b>
<b>SUPPORTIVE SERVICES COSTS</b>				
WI Customer Incentives (Youth Only)	\$ -	\$ -	\$ -	\$ -
WI Customer Transportation Costs	\$ 24,500	\$ 20,500	\$ 4,000	\$ 24,500
WI Customer Childcare Costs	\$ 3,000	\$ 1,500	\$ 1,500	\$ 3,000
Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)	\$ 56,700	\$ 45,000	\$ 11,700	\$ 56,700
WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ 3,000	\$ 1,500	\$ 1,500	\$ 3,000
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	<b>\$ 87,200</b>	<b>\$ 68,500</b>	<b>\$ 18,700</b>	<b>\$ 87,200</b>
<b>TRAINING/PROFESSIONAL FEES/PROFIT</b>				
Profit (Professional Fee - 5%) Can be tied to Performance	\$ -	\$ -	\$ -	\$ -
General Liability Insurance	\$ 4,402	\$ 3,757	\$ 645	\$ 4,402
<b>TOTAL FEES / PROFIT COSTS</b>	<b>\$ 4,402</b>	<b>\$ 3,757</b>	<b>\$ 645</b>	<b>\$ 4,402</b>

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

**CONTRACT BUDGET MODIFICATION**

**WORKFORCE INVESTMENT BOARD**  
 WorkLink Workforce Investment Area  
**PARTICIPANT FLOW BASIS & PROJECTIONS**

Service Provider Eckerd Workforce Development Contract # 20A295E1 & 20D295E1  
 Project Activity SC Works Adult-DW Services Fund Source WIOA Adult & DLW Formula Funds  
 Mod# Mod 1

**PY19 Actuals Basis**

	Adult	Dislocated Worker	Total	
PY19 Actual Budget Expenditure	\$639,200.00	\$136,000.00	\$ 775,200.00	Based on PY19 Mod-2 actuals and estimates through June 30, 2020.
PY19 Non-WIOA Training Funds	\$141,447.50	\$ 8,845.00	\$ 150,292.50	Actuals through May
<b>PY19 Total Program Expenditure</b>	<b>\$ 780,647.50</b>	<b>\$ 144,845.00</b>	<b>\$ 925,492.50</b>	
PY19 New Enrollments	186	38	224	As of May 10, 2020
PY18 Carryovers to PY19	138	14	152	
PY19 Active Follow-up	167	16	183	
PY19 Total Served	491	68	559	
PY19 Cost per Participant	\$ 1,589.91	\$ 2,130.07	\$ 1,655.62	Adult DW Total
PY20 Contract Totals (90% of Contract)	\$ 519,487.00	\$ 140,760.00	\$ 660,247.00	\$ 577,208.00 \$ 156,400.00 \$ 733,608.00
PY20 Non-WIOA Training Funds	\$ 112,500.00	\$ 12,500.00	\$ 125,000.00	
PY20 Planned Program Expenditure	\$ 631,987.00	\$ 153,260.00	\$ 785,247.00	
PY20 Contract Totals divided by PY19 Cost Per Participant equals PY20 Service Levels	397	72	469	
	<b>Clients Served</b>			
<b>Period</b>	<b>Adult</b>	<b>DW</b>	<b>Total</b>	
PY20 Active Follow-up as of 7/1/2020	176	39	215	
PY20 Carryovers from PY19 as of 7/1/2020	140	15	155	
PY20 New Enrollment Plan by Month	81	18	99	
July-20	15	7		
August-20	7	1		
September-20	7	1		
October-20	5	1		
November-20	5	1		
December-20	5	1		
January-21	6	1		
February-21	6	1		
March-21	7	1		
April-21	7	1		
May-21	6	1		
June-21	5	1		
<b>Formula Funds PY20 Total Served</b>	<b>397</b>	<b>72</b>	<b>469</b>	
<b>Rapid Response</b>			<b>25</b>	
<b>Restoration Grant</b>			<b>49</b>	
		# of CC's	4	
	Average 125 per CC		135.75	



## ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

### INVOICE

Worklink Development Board	Contract Number:	20Y495E3
1376 Tiger Blvd.	Invoice Number:	1058-03
Clemson, SC 29631	Invoice Month:	September 2020
<b>Attn: Jennifer Kelly</b>	Period Covered:	July 1, 2020 - June 30, 2021
email: jkelly@worklinkweb.com	Total Amount Due:	<b>\$ 42,343</b>
<b>Eckerd Goal:</b>		<b>SEPTEMBER 25.0%</b>
		<b>100.0%</b>

Line Item	Budget	1058-3	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	
<b>Staff Salary Total</b>	<b>\$ 290,635</b>	<b>24,256.78</b>	\$ 73,028.00	\$ 217,607.29	<b>25.1%</b>	
<b>Fringe Benefit Total</b>	<b>\$ 75,966</b>	<b>\$ 6,254</b>	\$ 18,923.83	\$ 57,041.71	<b>24.9%</b>	
<b>TOTAL STAFF COSTS</b>	<b>\$ 366,601</b>	<b>30,510.80</b>	\$ 91,951.83	\$ 274,649.00	<b>25.1%</b>	
<b>Operating Costs:</b>						
Facilities	6185	\$ 4,800	-	\$ 4,800.00	0.0%	
Communications (Phone, Fax, Internet, etc)	6270	\$ 4,464	313.43	\$ 1,108.90	24.8%	
Network (internet)	6265	\$ 480	25.61	\$ 76.41	15.9%	
Postage	6005	\$ 1,300	55.92	\$ 125.82	9.7%	
Staff Travel	6105	\$ 5,410	282.95	\$ 714.99	13.2%	
Other Travel	6115/6120	\$ -	-	\$ -	0.0%	
Staff Background Checks	5100	\$ 200	-	\$ 200.00	0.0%	
Staff Training	5110	\$ -	-	\$ -	0.0%	
Office/Desktop Supplies and Materials	6000	\$ 1,200	92.53	\$ 941.95	78.5%	
Copying	6730	\$ 1,200	78.52	\$ 295.28	24.6%	
Software Licenses	6095	\$ 1,798	-	\$ 1,798.00	0.0%	
Participant Verifications	6516	\$ 1,500	-	\$ 1,500.00	0.0%	
Participant Outreach	6735	\$ -	-	\$ -	0.0%	
<b>TOTAL OPERATING COSTS</b>		<b>\$ 22,352</b>	<b>848.96</b>	\$ 3,263.35	<b>\$ 19,088.83</b>	<b>14.6%</b>
<b>Training Costs:</b>						
Work Experience Stipends	6507	\$ 10,659	2,200.93	\$ 5,546.79	\$ 5,112.21	52.0%
Tuition Cost (Adult Education)	6520	\$ 10,000	-	\$ -	\$ 10,000.00	0.0%
Participant Graduation Fees	6595	\$ 1,750	-	\$ -	\$ 1,750.00	0.0%
Credential Exam Fees	6525	\$ 13,000	-	\$ -	\$ 13,000.00	0.0%
Instructional Supplies (Books)	6546	\$ 2,000	-	\$ -	\$ 2,000.00	0.0%
Individual Training Accounts	6530	\$ 2,544	-	\$ -	\$ 2,544.00	0.0%
<b>TOTAL TRAINING COSTS</b>		<b>\$ 39,953</b>	<b>2,200.93</b>	\$ 5,546.79	\$ 34,406.21	<b>13.9%</b>
<b>Supportive Services Costs :</b>						
Child Care	6660	\$ -	-	\$ -	\$ -	0.0%
Transportation	6485	\$ 12,396	1,240.00	\$ 1,240.00	\$ 11,156.29	10.0%
Client Incentives	6585	\$ 23,085	2,350.00	\$ 3,600.00	\$ 19,484.57	15.6%
Client Training Support Materials	6545	\$ -	-	\$ -	\$ -	0.0%
Client Emergency Assistance & Expungen	6596	\$ -	-	\$ -	\$ -	0.0%
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>		<b>\$ 35,481</b>	<b>3,590.00</b>	\$ 4,840.00	\$ 30,640.86	<b>13.6%</b>
<b>Training/Professional Fees/Profit:</b>						
General Liability Insurance	6305	\$ 3,150	240.34	\$ 759.93	\$ 2,390.07	24.1%
<b>TOTAL FEES / PROFIT COSTS</b>		<b>\$ 3,150</b>	<b>240.34</b>	\$ 759.93	\$ 2,390.07	<b>24.1%</b>
<b>4.1 INDIRECT COST:</b>	<b>14.65%</b>	<b>\$ 57,463</b>	<b>4,951.85</b>	\$ 14,872.96	\$ 42,590.17	<b>25.9%</b>
<b>Contract Total</b>		<b>\$ 525,000</b>	<b>\$ 42,343</b>	\$ 121,234.86	\$ 403,765.14	<b>23.1%</b>

### WorkLink Youth Budget Comparison

		PY20 Budget Revision 1	Change		PY20 Budget Revision 2	State Grant Funding	Total PY 2020	NOTES
<b>Slot Level</b>								
		136	20		156			
<b>Staff Costs</b>								
██████████		█	█		█	█	█	
██████████		█	█		█	█	█	
██████████		█	█		█	█	█	
██████████		█	█		█	█	█	
██████████		█	█		█	█	█	
██████████		█	█		█	█	█	
██████████		█	█		█	█	█	
██████████		█	█		█	█	█	
██████████		█	█		█	█	█	
██████████		█	█		█	█	█	
██████████		█	█		█	█	█	
██████████		█	█		█	█	█	
██████████		█	█		█	█	█	
██████████		█	█		█	█	█	
██████████		█	█		█	█	█	
<b>Sub-Total of Staff Costs</b>		\$ 290,634.29	\$ (15,972.00)		\$ 274,662.28	\$ 16,036.46	\$ 290,698.75	
<b>Fringe Benefits</b>	<b>Rate</b>							
FICA	7.65%	\$ 22,233.52	\$ (1,221.86)	7.65%	\$ 21,011.66	\$ 1,226.79	\$ 22,238.45	
Workers Comp.	0.75%	\$ 2,179.76	\$ (119.79)	0.75%	\$ 2,059.97	\$ 120.27	\$ 2,180.24	
Health Insurance	16.86%	\$ 43,414.47	\$ (2,792.65)	14.79%	\$ 40,621.83	\$ 2,797.28	\$ 43,419.10	
Retirement	2.00%	\$ 6,393.95	\$ (351.38)	2.20%	\$ 6,042.57	\$ 352.80	\$ 6,395.37	
Unemployment Insurance	0.60%	\$ 1,743.81	\$ (95.83)	0.60%	\$ 1,647.97	\$ 96.22	\$ 1,744.19	
Other (Specify)								
<b>Sub-Total Fringe:</b>	<b>27.86%</b>	<b>\$ 75,965.51</b>	<b>\$ (4,581.51)</b>		<b>\$ 71,384.00</b>	<b>\$ 4,593.36</b>	<b>\$ 75,977.36</b>	
<b>Operating Costs</b>								
Facility Costs	6185	\$ 4,800.00	\$ (4,800.00)		\$ -	\$ 9,600.00	\$ 9,600.00	\$1200 annually paid at \$300 per quarter

Non-Expendable Equipment	6080	\$ -	\$ -	\$ -	\$ 6,000.00	\$ 6,000.00	
Wide Area Network Costs	6265	\$ 480.00	\$ (360.00)	\$ 120.00	\$ 360.00	\$ 480.00	\$40 Mo X 12 Mo for Internet at Anderson Adult Ed
Postage	6005	\$ 1,300.00	\$ (975.00)	\$ 325.00	\$ 1,289.50	\$ 1,614.50	\$108.33 Mo X 12 Mo for Postage and FedEx of Participant Stipends for WEX
Staff Cell Phones	6270	\$ 4,464.00	\$ (3,348.00)	\$ 1,116.00	\$ 3,348.00	\$ 4,464.00	\$372 Mo X 12 Mo (Cell phones at \$62 Per Mo X 6 Staff)
Local Mileage	6105	\$ 5,410.18	\$ (3,941.79)	\$ 1,468.39	\$ 4,058.04	\$ 5,526.43	9,409 Miles X \$0.575 per mile (Avg of 1,568 miles per staff annually)
Non-Local Mileage/Travel		\$ -	\$ -	\$ -	\$ -	\$ -	No staff out of town travel during PY 20
Consummable Supplies	6000	\$ 1,200.00	\$ (600.00)	\$ 600.00	\$ 2,579.40	\$ 3,179.40	\$100 Mo X 12 Mo (Based on last 2 years average)
Copy/Print	6730	\$ 1,200.00	\$ (900.00)	\$ 300.00	\$ 900.00	\$ 1,200.00	\$100 Mo X 12 Mo (Based on last 2 years average)
Software Licenses	6095	\$ 1,798.00	\$ (1,798.00)	\$ -	\$ 1,798.00	\$ 1,798.00	\$299.66 X 6 Staff (Annual license fee for Empyra)
Staff Training Registration Costs	5110	\$ -	\$ -	\$ -	\$ -	\$ -	No staff training during PY 20-multiple free conferences are being offered by various agencies
Participant Outreach	6735	\$ -	\$ -	\$ -	\$ -	\$ -	No participant outreach items will be purchased in PY 20
Staff Background Checks	5100	\$ 200.00	\$ (200.00)	\$ -	\$ 200.00		\$50 Ea. X 4 Staff (Based on schedule for new Background Check updates)
<b>Sub-Total Operating</b>		<b>\$ 20,852.18</b>	<b>\$ (16,922.79)</b>	<b>\$ 3,929.39</b>	<b>\$ 30,132.94</b>	<b>\$ 34,062.33</b>	
<b>Training</b>							
Work Experience Stipends	6507	\$ 10,659.00	\$ (2,659.00)	\$ 8,000.00	\$ 32,000.00	\$ 40,000.00	This plan is to serve 6 students in work experience with average total payment of \$1776.50 per student working 215 hours. Work experience max is 256 hours at \$8.25 per hour. Students rarely work the max
Tuition Cost (Adult Education)	6520	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 7,500.00	\$ 17,500.00	Serving 108 students at an average of \$92.50 per student.
Instructional Support Materials	6545	\$ -	\$ -	\$ -	\$ -	\$ -	Moved to 6546
Credential Exam Fees	6525	\$ 13,000.00	\$ (4,500.00)	\$ 8,500.00	\$ 6,500.00	\$ 15,000.00	87 students to take GED full battery tests at \$149.42
Individual Training Accounts	6530	\$ 2,544.00	\$ (1,344.00)	\$ 1,200.00	\$ 8,133.00	\$ 9,333.00	2 students can receive occupational training at \$1122 each.
Participant Verification	6516	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 500.00	\$ 2,000.00	125 employment verifications for follow up at \$12 each.
Participant Graduation Fees	6595	\$ 1,750.00	\$ -	\$ 1,750.00	\$ -	\$ 1,750.00	39 low income students at \$44.87 each for graduation fees.
<b>Sub-Total Training</b>		<b>\$ 39,453.00</b>	<b>\$ (8,503.00)</b>	<b>\$ 30,950.00</b>	<b>\$ 54,633.00</b>	<b>\$ 85,583.00</b>	



<b>Supportive Services</b>								
Childcare	6660	\$ -	\$ -		\$ -	\$ -	No child care in PY 20. Child care is not a typical request from an youth participant	
Transportation	6485	\$ 12,396.29	\$ (9,796.29)		\$ 2,600.00	\$ 12,400.00	\$ 15,000.00	\$252.98 for 49 low income individuals during PY 20
Client Incentives	6585	\$ 23,084.57	\$ (21,884.57)		\$ 1,200.00	\$ 30,000.00	\$ 31,200.00	136 students earning at least one incentive of \$169.73
Client Training Support Materials (Supplies & Books)	6546	\$2,000.00	\$ (2,000.00)		\$ -	\$ 5,000.00	\$ 5,000.00	62 students receiving training supplies at an average of \$32.25.
Client Emergency Asst. & Expungements	6596	\$ -	\$ 500.00		\$ 500.00	\$ -	\$ 500.00	No emergency assistance or expungements will be provided in PY 20
<b>Sub-Total of Supportive Services</b>		\$ 37,480.86	\$ (33,180.86)		\$ 4,300.00	\$ 47,400.00	\$ 51,700.00	
<b>Sub-Total of Contract Costs</b>		\$ 464,385.84	\$ (79,160.17)		\$ 385,225.68	\$ 152,795.76	\$ 538,021.44	
<b>Indirect Cost &amp; Fees</b>								
Indirect Cost (MTDC)	14.77%	\$ 57,464.16	\$ (5,329.84)	14.65%	\$ 52,134.32	\$ 6,244.24		Eckerd has a Federally approved indirect rate from Health & Human Services of 14.65% on a modified direct cost basis (MTDC).
General Liability (Eckerd)	0.06%	\$ 3,150.00	\$ (510.00)	0.06%	\$ 2,640.00	\$ 960.00		
<b>Sub-Total of Indirect &amp; Fees</b>		\$ 60,614.16	\$ (5,839.84)		\$ 54,774.32	\$ 7,204.24	\$ 61,978.56	
		\$ 525,000.00	\$ (85,000.00)		\$ 440,000.00	\$ 160,000.00	\$ 600,000.00	

Revenue	Program Adult	Admin Adult	Program DW	Admin DW	20SRA01 ends 6/30/22	Program Youth	Admin Youth	20SRY01 ends 6/30/22	20DWG01 ends 5/31/22	20RRC01 ends 6/30/21	19RNG01	18IWT01-02 ends 12/31/20	20RRIWT01 ends 6/30/21	Total	YTD Sept 2020	Actual % Expended	Goal Expended	Goal % Expended	Balance	
PY'20 Allocation	443,201	49,245	502,183	55,798	118,392	487,476	54,164	225,283	77,135	70,000	143,655	187,020	31,500	2,445,052						
PY'20 Transfer of funds	375,000		(375,000)											-						
PY'19 Carryover	386,316	39,419	186,563	31,300		138,530								782,128						
	\$ 1,204,517	\$ 88,664	\$ 313,746	\$ 87,098	\$ 118,392	\$ 626,006	\$ 54,164	\$ 225,283	\$ 77,135	\$ 70,000	\$ 143,655	\$ 187,020	\$ 31,500	\$ 3,227,180						
<b>Service Providers</b>																				
Eckerd - Adult/DW Services	673,600		168,400		118,392									960,392	180,511	19%	240,098	25%	779,881	
Eckerd - Operator	83,600		11,400											95,000	37,064	39%	23,750	25%	57,936	
Eckerd - Youth						440,000		160,000						600,000	121,235	20%	150,000	25%	478,765	
Eckerd - Rapid Response Add'l Asst.										70,000				70,000	33,417	48%	17,500	25%	36,583	
OJT	20,000													20,000	-	0%	5,000	25%	20,000	
IWT												187,020	30,000	217,020	-	0%	54,255	25%	217,020	
Pass Thru - Staffing Agency									65,358					65,358	-	0%	16,340	25%	65,358	
Anderson County											129,583			129,583	-	0%	32,396	25%	129,583	
Undesignated Funds	219,010	3,785	29,002	15,924		61,406	2,452	65,283						396,862	-	0%	99,216	25%	396,862	
Total Pass-Through Contracts	996,210	3,785	208,802	15,924	118,392	501,406	2,452	225,283	65,358	70,000	129,583	187,020	30,000	2,554,215	372,227	15%	1,915,661	75%	2,181,988	
<b>Total Revenue after Obligations</b>	\$ 208,307	\$ 84,879	\$ 104,944	\$ 71,174	\$ -	\$ 124,600	\$ 51,712	\$ -	\$ 11,777	\$ -	\$ 14,072	\$ -	\$ 1,500	\$ 672,965						
<b>In-House Expenses</b>																				
	Program Adult	Admin Adult	Program DW	Admin DW	20SRA01	Program Youth	Admin Youth	20SRY01 ends 6/30/22	20DWG01 ends 5/31/22	20RRC01 ends 6/30/21	19RNG01	18IWT01-02 ends 12/31/20	20RRIWT01	Total	YTD Oct 2020	Actual % Expended	Goal Expended	Goal % Expended	Balance	
Salaries, Fringe, & Indirect	153,007	75,104	89,794	52,814		122,600	43,762		7,707		14,072		1,500	560,360	157,546	28%	186,787	33%	402,814	
SCW Centers Facility Costs	55,000	750	15,000	1,500		2,000	750							75,000	37,739	50%	25,000	33%	37,261	
Accounting Services		3,000		5,000			2,000							10,000	1,825	18%	3,333	33%	8,175	
Supplies		250		250			50		4,070					4,620	289	6%	1,540	33%	4,331	
Insurance		2,900		5,800			2,900							11,600	2,894	25%	3,867	33%	8,706	
Postage		50		100			50							200	28	14%	67	33%	172	
Printing		750		2,000			750							3,500	581	17%	1,167	33%	2,919	
Web Site Hosting & FB, Constant Contact, & Adobe		875		2,310			750							3,935	911	23%	1,312	33%	3,024	
Memberships, Dues, & Prof Fees		700		900			200							1,800	200	11%	600	33%	1,600	
Outreach (SC Works Center's On)	300		150											450	34	8%	150	33%	416	
Job Fair Expenses														-	105	0%	-	33%	(105)	
Meeting Expense		500		500			500							1,500	-	0%	500	33%	1,500	
<b>Total In-House</b>	\$ 208,307	\$ 84,879	\$ 104,944	\$ 71,174	\$ -	\$ 124,600	\$ 51,712	\$ -	\$ 11,777	\$ -	\$ 14,072	\$ -	\$ 1,500	\$ 672,965	\$ 202,152	30%	224,322	33%	470,813	

## 18IWT01-02

Grant #	Company	Originally Awarded	Modifications	Current Award	Expended	Balance	Start Date	End Date
18IWT01-02-01	Allegro Industries	\$5,377.50	-\$667.32	\$4,710.18	\$ 4,710.18	\$0.00	6/14/2019	1/31/2020
18IWT01-02-02	JTEKT Koyo Bearings	\$18,995.00	-\$12,695.00	\$6,300.00	\$ 5,000.00	\$1,300.00	6/27/2019	12/16/2020
18IWT01-02-03	Clarios	\$12,500.00	\$12,500.00	\$0.00	\$ -	\$0.00	6/12/2019	8/1/2020
18IWT01-02-04	Proper Polymers	\$16,500.00		\$16,500.00	\$ 16,500.00	\$0.00	6/27/2019	6/30/2020
18IWT01-02-05	Mergon	\$29,610.00	-\$29,610.00	\$0.00	\$ -	\$0.00	6/27/2019	6/30/2020
18IWT01-02-06	Patriot Automation	\$2,253.60	-\$2,253.60	\$0.00	\$ -	\$0.00	6/27/2019	1/30/2020
18IWT01-02-07	Metco	\$18,000.00	-\$3,604.50	\$14,395.50	\$ 7,195.50	\$7,200.00	6/27/2019	12/16/2020
18IWT01-02-08	Plastic Omnium Clean Energy S	\$23,043.00	-\$23,043.00	\$0.00	\$ -	\$0.00	6/27/2019	6/30/2020
18IWT01-02-09	Reliable Automatic Sprinkler	\$5,768.75	-\$5,768.75	\$0.00	\$ -	\$0.00	6/27/2019	6/30/2020
18IWT01-02-10	BorgWarner	\$5,696.65		\$5,696.65	\$ -	\$5,696.65	6/27/2019	12/16/2020
18IWT01-02-11	Itron	\$18,124.50	-\$12,499.50	\$5,625.00	\$ -	\$5,625.00	6/27/2019	12/16/2020
18IWT01-02-12	Greenfield Industries	\$15,500.00	-\$3,900.00	\$11,600.00	\$ 9,100.00	\$2,500.00	6/27/2019	12/16/2020
18IWT01-02-13	KeyMark	\$15,651.00	-\$15,651.00	\$0.00	\$ -	\$0.00	6/27/2019	6/30/2020
18IWT01-02-14	United Tool and Mold			\$18,650.00	\$ -	\$18,650.00	10/22/2020	12/16/2020
18IWT01-02-15	MST Concrete Products			\$5,343.00	\$ -	\$5,343.00	10/22/2020	12/16/2020
18IWT01-02-16	Fraenkische USA			\$8,250.00	\$ -	\$8,250.00	10/21/2020	12/16/2020
18IWT01-02-17	MCG Mechanical			\$1,440.00	\$ -	\$1,440.00	11/2/2020	12/16/2020
18IWT01-02-18	Robert Bosch			\$37,944.28	\$ -	\$37,944.28	10/23/2020	12/16/2020
18IWT01-02-19	Sargent Metal Fabricators			\$3,005.00	\$ -	\$3,005.00	11/6/2020	12/16/2020
18IWT01-02-20	EuWe US Plastics			\$12,802.00	\$ -	\$12,802.00	11/6/2020	12/16/2020
18IWT01-02-21	King Asphalt			\$875.00	\$ -	\$875.00	11/6/2020	12/16/2020
18IWT01-02-22	Reliable Automatic Sprinkler			\$16,875.00		\$16,875.00	11/1/2020	12/16/2020
<b>Total:</b>		<b>\$187,020.00</b>		<b>\$170,011.61</b>	<b>\$ 42,505.68</b>	<b>\$127,505.93</b>		

**Total current amount deobligated: \$17,008.39**  
**Total amount deobligated from original agreements: \$97,192.67**

### Rapid Response IWT Grants

Grant #	Company	Originally			Start Date	End Date
		Awarded	Expended	Balance		
20RRIWT01	Champion Aerospace	\$30,000.00	\$ -	\$30,000.00	7/1/2020	6/30/2021

**Youth Service Provider  
Enrollment Status  
July 1, 2020 - June 30, 2021**

<b>ENROLLMENT REPORT PY 20</b>		<b>PYC</b>				
<b>*Special notes:</b>						
<b>Board Goal</b>		<b>156</b>				
<b>PY'20 Month</b>	<b>NEW WIOA Enrollments</b>	<b>Total Enrollments</b>	<b>Monthly Planned Enrollment</b>	<b>YTD % of Monthly Plan</b>	<b>YTD % of Total Planned</b>	<b>YTD % of Board Goal</b>
<b>Active Carryover</b>	<i>Verified 9/24/2020</i>	<b>55</b>				
July	8	63	3	267%	8%	40%
August	14	77	3	467%	22%	49%
September*	18	95	15	120%	40%	61%
October	9	104	15	60%	49%	67%
November		104	15	0%	49%	67%
December		104	0	#DIV/0!	49%	67%
January		104	14	0%	49%	67%
February		104	14	0%	49%	67%
March		104	10	0%	49%	67%
April		104	12	0%	49%	67%
May		104	0	#DIV/0!	49%	67%
June		104	0	#DIV/0!	49%	67%
<b>Totals</b>	<b>49</b>	<b>104</b>	<b>101</b>			

## One Stop Operations Committee Report

*Presented November 4, 2020 – Board Meeting*

The OneStop Operations Committee met via conference call on October 21, 2020.

### Reports (*Consent Agenda*)

The Committee received 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*
  - Individualized Career Services
  - Training Services and Follow-Up
- *Success Stories*

All PY2020 reports were for the period: July 1, 2020 – September 30, 2020 unless otherwise marked. Current year-to-date reports may be found in the Board packet.

### SC Works System Updates

#### *Overall Update*

Mr. Trent Acker, Executive Director, gave an update on the SC Works Centers response to the COVID-19 pandemic. All four SC Works Centers have resumed normal operations with social distancing measures implemented per CDC guidelines. All services are still available by telephone and internet-based technology if a customer wishes to access services in this manner. UI Claims have continued to decrease over the past several months; however, we anticipate serving more individuals looking for work as their UI payments exhaust in the coming weeks.

#### *Overall Update*

The SC Works Center recently hosted several successful drive-thru Job Fairs, and others are in discussion:

<b>County</b>	<b>Date</b>	<b>Total Employers</b>	<b>Total Jobseekers</b>	<b>Number of Interviews/Hires</b>
Anderson	8/28/2020	9	300	123 interviews, 63 job offers
Pickens	9/10/2020	9	108	20 interviews – still capturing data
Anderson	10/8/2020	14	190	Still capturing data

### WIOA Adult/DW Program Updates

#### *Restoration of Funding/Budget Mod 1*

In PY2020, South Carolina received cuts to funding allocations. As a result, WorkLink has less funding in PY2020 to give to Service Providers to serve residents of Anderson, Oconee, and Pickens Counties; many other local areas

in the State faced the same predicament. The SWDB awarded several local areas, including WorkLink, funding to bring us back to PY2019 funding. **As a result of this, a budget modification presented by Eckerd Workforce Development Services was recommended to the Finance Committee.** The overall budget modification reduces Eckerd’s original contract from \$842,000 to \$733,608. In addition to this, Eckerd will receive the SC DEW Restoration Funds in the amount of \$118,392, bringing the total of both grants to \$852,000, a \$10,000 increase overall.

*Eligible Training Provider List & Reasons for Denial*

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:

<b>Training Provider</b>	<b>Approved</b>	<b>Denied (reason listed)</b>
Career Step, LLC		Tabled
CDL Training Service of SC DBA Ace Driving Academy		Tabled
Coding Clarified LLC		Tabled
IG Training Institution		Tabled
STVT-AAI Education Inc DBA Miller-Motte College Campuses: Charleston, Conway, Augusta		Tabled
She Sparks Too, Inc.		Tabled
PST, Inc.		Tabled

**The committee tabled the discussion in order to reconsider the reasons for denial at the next Committee meeting.** The committee began discussing the Eligible Training Provider List’s reasons for denial, but tabled the item for further discussion at the next meeting.

Other Business

*CY2021 Committee Meeting Schedule*

The proposed committee meeting dates: January 20, March 24, May 19, August 18, October 20 will be proposed for Board consideration.

*WIOA Desk Aids*

Outreach staff at SC DEW developed Desk Aids for Board Members, SC Works Staff, and Partners, which included WIOA acronyms and a brief overview of the WIOA program. The Committee received copies for their use.

The next committee date is Wednesday, January 20, 2021 @ 3pm via Zoom Conference Call.

Data through: September 2020  
 Last Revision Date: 10.5.2020

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

PY2020 - July 1, 2020 to June 30, 2021

	Q1 2020	Q1 2020	Q1 2020	Q2 2020	Q2 2020	Q2 2020	Q3 2020	Q3 2020	Q3 2020	Q4 2020	Q4 2020	Q4 2020	Total
	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	
<b>Jobseekers Services</b>													
<b>SYSTEM WIDE SERVICES</b>													
<b>Unduplicated Customer Count</b>	<b>7777</b>	<b>6906</b>	<b>6170</b>										<b>9858</b>
<b>Individuals that Registered</b>	<b>1804</b>	<b>869</b>	<b>693</b>										<b>3366</b>
Anderson	1006	464	334										1804
Clemson	178	94	83										355
Easley	326	182	142										650
Seneca	294	129	134										557
<b>Job Search Services</b>	<b>239592</b>	<b>202461</b>	<b>165136</b>										<b>607189</b>
Anderson	114901	95179	76886										286966
Clemson	38928	34302	30493										103723
Easley	45093	37196	30504										112793
Seneca	40670	35784	27253										103707
<b>CENTER-WIDE SERVICES</b>													
<b>Center Traffic (Total Customer Count):</b>	<b>742</b>	<b>717</b>	<b>913</b>										<b>2372</b>
Anderson	238	221	328										787
Clemson	255	216	249										720
Easley	38	43	74										155
Seneca	211	237	262										710
<b>Orientation Attendance</b>	<b>39</b>	<b>67</b>	<b>59</b>										<b>165</b>
<b>Workshops Offered</b>	<b>9</b>	<b>8</b>	<b>8</b>										<b>25</b>
# Attended Employability	0	0	0										0
# Attended Financial Literacy	0	0	0										0
# Attended Computer Skills	0	0	0										0
<b>Referrals to Partners:</b>	<b>21</b>	<b>29</b>	<b>26</b>										<b>76</b>
# of Individuals Received Referral	19	28	23										70



Data through: September 2020  
 Last Revision Date: 10.5.2020

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

PY2020 - July 1, 2020 to June 30, 2021

*\*COVID-19 Pandemic: Impact Date 3/15/2020*

	Q1 2020	Q1 2020	Q1 2020	Q2 2020	Q2 2020	Q2 2020	Q3 2020	Q3 2020	Q3 2020	Q4 2020	Q4 2020	Q4 2020	Total
	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	
<b>Employer Services</b>													
<b>Internal Job Orders Created</b>	<b>232</b>	<b>197</b>	<b>263</b>										<b>692</b>
Anderson	155	114	180										449
Clemson	4	21	18										43
Easley	13	20	30										63
Seneca	60	42	35										137
<b>Services Provided Employers</b>	<b>1544</b>	<b>1672</b>	<b>1409</b>										<b>4625</b>
Anderson	445	307	163										915
Clemson	1063	1300	1154										3517
Easley	0	4	82										86
Seneca	36	61	10										107
<b>Hiring Events</b>	<b>1</b>	<b>1</b>	<b>1</b>										<b>3</b>
<b>Total Job Seekers</b>	<b>98</b>	<b>298</b>	<b>109</b>										<b>505</b>
Anderson	0	0	0										0
Oconee	98	0	0										98
Pickens	0	0	109										109
Regional	0	298	0										298
<b>Entered Employments</b>	<b>2</b>	<b>2</b>	<b>0</b>										<b>4</b>
Anderson	0	0	0										0
Clemson	2	2	0										4
Easley	0	0	0										0
Seneca	0	0	0										0
<b>Rapid Response Events</b>	<b>0</b>	<b>0</b>	<b>0</b>										<b>0</b>
<b>Total Affected</b>	<b>0</b>	<b>0</b>	<b>0</b>										<b>0</b>

# SC WORKS

BRINGING EMPLOYERS  
AND JOB SEEKERS TOGETHER

## WORKLINK

### ANDERSON-OCONEE-PICKENS

PY2020 - July 1, 2020 to June 30, 2021

#### WIOA Individualized Career Services = July 1, 2020 - June 30, 2021

Job Seeker at WIOA Enrollment						
	A	O	P	Other	Total	
Veterans						
	CO	2	1	0	2	5
	New	1	0	0	0	1
Offenders						
	CO	36	11	6	1	54
	New	2	1	1	0	4
TAA Co-enrolled						
	CO	1	0	0	0	1
	New	0	0	0	0	0
Adult/DW Low Income						
	CO	50	18	9	3	80
	New	2	1	0	0	3
SNAP Recipient						
	CO	30	12	7	3	52
	New	1	1	0	0	2
Basic Skills Deficient						
	CO	51	13	7	4	75
	New	6	0	0	1	7

Caseload Breakdown			
	Active	Follow-up	Total
Geer	53	46	99
Hunter	40	52	92
Snider	64	46	110
Thrasher	47	33	80
<b>Total</b>	<b>204</b>	<b>177</b>	<b>381</b>

Active Enrollment			
	CO	September	Total
Geer	49	4	53
Hunter	38	2	40
Snider	56	8	64
Thrasher	44	3	47
<b>Total</b>	<b>187</b>	<b>17</b>	<b>204</b>

Applications		
	September	YTD Total
YTD Total Determinations	19	48

Enrollment			
	September	TD Planned (+/-)	
New MTD Enrolled	17	14	3
New YTD Enrolled	53	40	13
Total YTD Participants	204		
Total YTD Exits	0		

Priorities*	YTD Enrolled	%	Goal
1. Veterans - PAR, LI, or BSI	126	73.7%	70% or More
2. PAR, LI, or BSD			
3. Veteran	45	26.3%	30% or Less
4. Non-Veterans			
<b>Sum</b>	171		

\*Applies to Adult Population Only  
\*\*PAR = Public Assistance Recipients, LI = Low Income, BSD = Basic Skills Deficient

Career Interest		
In-Demand Career Cluster	September	YTD
Admin, Support, Waste Mgmt., Remediation Svcs..	1	4
Health Care and Social Assistance	4	13
Manufacturing	6	10
Professional Scientific Technical Services	0	1
Construction	1	3
CDL Exception	6	23
Other	1	1

One-on-One Services		
Activity	September	YTD
106 - Provided Internet Job Search Su	0	0
115 - Resume Preparation Assistance	2	3
123 -Job Development Contacts	0	0

WorkKeys or WIN (2008 to present)			
	CO	New YTD	Total
Platinum	25	0	25
Gold	259	1	260
Silver	1039	7	1046
Bronze	297	7	304
No Certificate	16	0	16
<b>Total</b>	<b>1636</b>	<b>15</b>	<b>1651</b>

PY2020 - July 1, 2020 to June 30, 2021

**WIOA Training and Follow-Up Services = July 1, 2020 - June 30, 2021**

**Recommended for Training Services**

	September	YTD Total
GED	0	3
Occupational	10	68
On-the-Job Training	0	0

**OJT Training Synopsis**

Company Name	Location of Company	Successful	Unsuccessful	In-Progress												
<table border="1"> <tr> <td>Total Current Contracts</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Total Carryover</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td><b>Total All OJT Contracts</b></td> <td><b>0</b></td> <td></td> <td></td> </tr> </table>					Total Current Contracts	0	0	0	Total Carryover	0	0	0	<b>Total All OJT Contracts</b>	<b>0</b>		
Total Current Contracts	0	0	0													
Total Carryover	0	0	0													
<b>Total All OJT Contracts</b>	<b>0</b>															

\*Carryover equals those contracts started in PY19 but finished in PY20

**Funding Source**

	September	YTD Total
Adult	0	0
Dislocated Workers	0	0

**Program Outcomes and Follow-Up Services**

	MTD Total	YTD Total
Entered Employment	27	31
Credential Attained (current year)	10	42
Measurable Skills Gained	14	53
Follow-Up Services Provided	129	220
Follow-Up Services Individuals	126	216

\*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'19 Rec'd Training
Capstone Career Development Center	2	4
ECPI University	1	1
Greenville Technical College	1	1
Norris Mechanical, LLC	6	10
SBL Driving Academy, Inc.	1	1
Tri-County Technical College	54	83
Truck Driver Institute	0	2
<b>Total</b>	<b>65</b>	<b>102</b>

**Total Occupational Training by Cluster**

Occupation	Total Trained	PY'2020 Rec'd Credential
GED/Occupational Training (324)	2	0
Admin, Support, Waste Mgmt., Remediation Svcs.	14	1
Manufacturing	13	6
Professional, Scientific, Technical Services	2	0
Health Care and Social Assistance	57	13
CDL	21	11
Construction	5	2

**Funding Source PY'2020 Rec'd (occupational and GED training)**

WIOA Funding	YTD Total	Partner Funding	Amt Leverage YTD	Referrals
Adult	75			
Dislocated Workers	14	TCTC Scholarships \$	36,047	
NEG	0	SC Lottery \$	-	
Trade (co-enrolled)	1	Pell Grant \$	-	
ST-OA MSSC Grant	3	Other \$	4,574	
<b>Total</b>	<b>93</b>		<b>\$ 40,621</b>	

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

# SC WORKS

## 101 Acronyms Desk Aid

### Acronyms

Below are useful acronyms of many of the words, phrases and jargon you might hear or see in the SC Works centers or when communicating with workforce professionals. This is not an exhaustive, but should help navigate conversations and information that you encounter.

### Acronyms

ABAWD	Able-Bodied Adult without Dependents	LVER	Local Veterans' Employment Representative
ACT	American College Testing	LWDA	Local Workforce Development Area
ADA	Americans with Disabilities Act	LWDB	Local Workforce Development Board
AJC	American Job Center	MOU	Memorandum of Understanding
BLS	Bureau of Labor Statistics	MSFW	Migrant Seasonal Farm Worker
CBO	Community Based Organization	NCRC	National Career Readiness Certificate
CDL	Commercial Driver's License	O*NET	Occupational Information Network
CLEO	Chief Local Elected Official	OAA	Older Americans Act
COG	Council of Government	OIS	Occupational Information System
CSBG	Community Service Block Grant	OJT	On the Job Training
DEW	Department of Employment and Workforce	PIC	Private Industry Counsel
DOL	Department of Labor	PY	Program Year
DVOP	Disabled Veterans Outreach Program	RR	Rapid Response
DW	Dislocated Worker	RSA	Resource Sharing Agreement or Rehabilitation Services Administration (UDSOL)
EO	Equal Opportunity	SCSEP	Senior Community Service Employment Program
ETA	Employment & Training Administration (USDOL)	SCWOS	SC Works Online Services
ETPL	Eligible Training Provider List	SDA	Service Delivery Area (LWDB)
FBO	Faith-Based Organization	SNAP	Supplemental Nutrition Assistance Program
FY	Fiscal Year	SSI	Supplemental Security Income
GED	General Equivalency Diploma	SSN	Social Security Number
IEP	Individual Employment/Education Plan	SWDB	State Workforce Development Board
IFA	Infrastructure Funding Agreement	SYEP	Summer Youth Employment Program
ISS	Individual Service Strategy	TAA	Trade Adjustment Act
ITA	Individual Training Account	TANF	Temporary Assistance for Needy Families
IWT	Incumbent Worker Training	TRA	Trade Readjustment Assistance
JAG	Jobs for America's Graduates	UC	Unemployment Compensation
KPI	Key Performance Indicator	UI	Unemployment Insurance
LLSIL	Lower Level Standard Income Level	UR	Unemployment Rate
LMI	Labor Market Information	USDOL	United States Department of Labor

# SC WORKS

## 101 Acronyms Desk Aid

VOS	Virtual OneStop (online case management system)	WIOA	Workforce Innovation and Opportunity Act (Replaced WIA)
VR	Vocational Rehabilitation	WIRED	Workforce Innovation in Regional Economic Development
WIA	Workforce Investment Act	WOTC	Work Opportunity Tax Credit
WIN	Worldwide Interactive Network	WRC	Work Ready Community

### ROLE OF THE SC WORKS SYSTEM

The SC Works system brings together workforce development, educational, and other human resource services in a seamless network that enhances access to the programs' services and improves long-term employment outcomes for individuals receiving assistance.

### WIOA AUTHORIZES THE FOLLOWING SIX CORE PROGRAMS:

1. WIOA Title I Adult
2. WIOA Title I Dislocated Worker
3. WIOA Title I Youth
4. WIOA Title II Adult Education and Family Literacy Act Program
5. WIOA Title III Wagner-Peyser Act Program
6. WIOA Title IV Rehabilitation Act Program

### WIOA ALSO REQUIRES ACCESS TO OTHER PROGRAMS THROUGH THE ONE-STOP SYSTEM. THESE PROGRAMS INCLUDE:

- Job Corps
- YouthBuild
- Native American programs
- Migrant and seasonal farmworker program
- Temporary Assistance for Needy Families (TANF)
- Trade Adjustment Assistant Program (TAA)
- Reemployment Services & Eligibility Assessment (RESEA)
- Jobs for Veterans State Grant
- Senior Citizen Community Employment Program (SCSEP)
- Employment and training activities carried out by the Department of Housing and Urban Development
- Employment and training activities carried out under the Community Services Block Grant
- Programs authorized under the Second Chance Act of 2007

### OTHER PROGRAMS

Your SC Works center may have even more programs available to individuals and businesses. The number and type of program varies by local area. The programs available in a larger, urban comprehensive center may be different from the programs available in a smaller, more rural center.

### PARTNER AGENCIES, ORGANIZATIONS, AND SERVICE PROVIDERS

Programs are administered by a variety of partner agencies/organizations and service providers. It is important to become familiar with the staff in your center that provide access to these programs. Not only can you learn from them but you can also build relationships that are critical to making effective referrals and providing comprehensive service delivery to individuals and businesses.

### SNAP E&T

Did you notice that SNAP (Supplemental Nutrition Assistance program) Employment and Training (E&T) program is not required under the WIOA statute? Such programs are neither core nor required programs; however, the Department of Social Services (DSS) SNAP E&T staff are co-located in *every* comprehensive center to provide access to employment and training resources and services for SNAP recipients.

## TERMINOLOGY

A **referral** is a good faith effort by each local SC Works Partner to direct customers to the right service at the right time.

**Registration** is the process of joining a system (e.g. an individual or business/employer registering in SCWOS for access to employment and training resources).

**Enrollment** is the process of joining or becoming a program participant (e.g. enrollment in WIOA).

**Assessments** are used to determine appropriate services and career pathways.

**Individual Employment Plan (IEP)/Individual Service Strategy (ISS)** identifies participant employment goals, achievement of objectives & appropriate the combination of services needed for success. Remember, an IEP is a living document that will be continually revised and used by staff from multiple programs, as appropriate.

## MAKING EFFECTIVE REFERRALS

- Before you can make an effective referral, it is important to understand your customer – his/her goals, needs, barriers, etc. This understanding comes through having an open-ended discussion with your customer and listening effectively to what is said.
- You should also be familiar with the programs available to assist your customer, including basic eligibility requirements and the program’s referral process. Hopefully, SC Works 101 increased your level of knowledge or at least piqued your interest enough that you will continue to explore and build a personal network of resources and services for your customers.
- In most cases, the SC Works Online Services system (SCWOS) is used to make a referral. If the program you are referring your customer to does not use SCWOS, you may be able to use the Partner Referral Form or the process preferred by that program.
- Refer to the local partner MOU for more information about the referral process in your local area.

## FACTS ABOUT SCWOS

SCWOS is used for case management and reporting by WIOA Title I – Adult, Dislocated Worker, and Youth provider staff as well as DEW Wagner-Peyser, Trade Adjustment Assistance and Veterans staff.

Some partner staff also use SCWOS to make referrals, view customer/client case files, job orders, and labor market information, and access staff resources.

Having access to SCWOS may help you to provide a more seamless customer service experience. Speak to your local SCWOS Coordinator for more information about SCWOS and instructions on how to request a user account.

## ADDITIONAL RESOURCES

Refer to the Local Memorandum of Understanding (MOU) for your area for more information about partner programs and referrals.

Use SC Works Online Services (SCWOS) to access staff online resources: <https://jobs.scworks.org/vosnet/Default.aspx>.

Use WorkforceGPS to learn more about national best practices in case management and other topics: <https://www.workforcegps.org/>.

**Priority Populations Committee**

**Meeting Summary**

**October 6, 2020, 3:00**

**Zoom Virtual Meeting**

**SC Works Clemson Comprehensive Center at East Park**

**Members Present**

Lisa Gillespie, Chair

Pat Pruitt

Edgar Brown

Emily Hodge

Susan Stockton

Ms. Valeska Gioia, Educational/Assistive Technology Specialist and Autism Consultant for South Carolina Department of Vocational Rehabilitation Technology unit spoke to the committee about services that her agency offers. She reviewed the process for obtaining possible assistance with Vocational Rehabilitation services. Referrals are received from counselors and research is done to evaluate the needs of the consumer (individual). An evaluation is completed on each individual. She works primarily with school to college and school to work consumers who need assistive technology. She shared many devices with the group. Below is a list of some of the technology shared:

- Ramps and doorways widened
- Car modifications (ex. Wheelchair mods) Consumers are to purchase the vehicle.
- Home modifications-keyboards and desks
- Keyboards for vision
- One-handed keyboards
- Standup electronic desks
- Armrests
- Technology pens for reading back and for scanning
- Watches with timers and phone devices

Ms. Windy Graham, staff to the WorkLink Board, WorkLink's unemployment rate is 5.1%, and the population of those with disabilities is higher nationwide at 13.2%. The percentage of our labor force with a disability is 20.6% (data from US Department of Labor).

Priority Populations Committee 2021 meeting dates are as follows: January 5, March 2, May 4, August 3, and October 5.

Our next meeting is scheduled for January 6, 2021.



**2021 Committee/ Board Meeting Schedule**

<b>Committee</b>	<b>Meeting Dates</b>				
Youth	January 19	March 2	May 4	August 3	October 5
Priority Populations	January 5	March 2	May 4	August 3	October 5
OneStop Operations	January 20	March 24	May 19	August 18	October 20
Finance	January 28	April 8	May 27	September 9	October 28
Workforce Development Board	February 3	April 14	June 2	September 15	November 3

**Youth Committee**—Meetings will be held on Tuesdays at 10:00 a.m. Staff Liaison: Sharon Crite, Youth Services Manager/Education Outreach, [scrite@worklinkweb.com](mailto:scrite@worklinkweb.com), 864-646-1828

**Priority Populations Committee**—Meetings will be held at 3:00 p.m. at the Clemson SC Works Center, Conference Room. Staff Liaison: Windy Graham, WIOA Performance and Reporting Specialist, [wgraham@worklinkweb.com](mailto:wgraham@worklinkweb.com), 864-646-1826

**OneStop Operations Committee**—Meetings will be held at 3:00 p.m. at the Clemson SC Works Center, Conference Room. Staff Liaison: Jennifer Kelly, Assistant Director, [jkelly@worklinkweb.com](mailto:jkelly@worklinkweb.com), 864-646-5898

**Finance Committee**—Meetings will be held at 3:00 p.m. at the Clemson SC Works Center, Conference Room. Staff Liaison: Trent Acker, Executive Director, [tacker@worklinkweb.com](mailto:tacker@worklinkweb.com), 864-646-1458

**Workforce Development Board**—Meetings will be held at 1:00 p.m. at the Madren Center. Lunch will be held at noon immediately preceding the meeting. Staff Liaison: Trent Acker, Executive Director, [tacker@worklinkweb.com](mailto:tacker@worklinkweb.com), 864-646-1458

**Steering Committee**—Meetings will be held in the Board Room at Tri-County Technical College on the 1<sup>st</sup> Wednesday of the 3<sup>rd</sup> month of the Quarter. Staff Liaison: Trent Acker, Executive Director, [tacker@worklinkweb.com](mailto:tacker@worklinkweb.com), 864-646-1458