



WORKFORCE DEVELOPMENT BOARD

One Stop Operations Committee

January 17, 2024 at 3:00pm

SC Works Clemson Comprehensive Center, Large Conference Room

Conference Call Information:

<https://us02web.zoom.us/j/6436419262?pwd=Vm9zNTB2ZDNYU3ZWZno1ZlM2QVBqdz09>

Meeting ID: 643 641 9262

Dial: 1-646-558-8656

Passcode: 29631

AGENDA

- | | | |
|------|--|------------------------------------|
| I. | Call to Order/Introductions | David Bowers, Chair |
| II. | Consent Agenda* | David Bowers |
| | a. Meeting Minutes (10.18.2023) | |
| | b. PY2023 Usage Reports | |
| | c. PY2023 Financial Reports | |
| | d. PY2023 Employer Service Reports | |
| III. | SC Works System Updates | |
| | a. Employer Services Update | Lillian Cleveland, Eckerd WDS |
| | b. OJT Updates | |
| | c. Incumbent Worker Training Update | Jennifer Campbell, WorkLink Staff |
| | d. PY2023 Signage Grant | |
| | e. PY2023 SC Works Center Update | Billy Hunter, Eckerd WDS |
| IV. | WIOA Program Updates | |
| | a. Budget Mod 2 – Eckerd* | Renee Alexander, Eckerd WDS |
| | b. Proposed Policy Mod – Supportive Service* | Jennifer Kelly, WorkLink Staff |
| | c. PY2023 Program Update | Jeff Snider, Eckerd |
| V. | Other Business | David Bowers |
| | a. PY2024 Eckerd Grant Extensions/RFPs* | Jennifer Kelly, Executive Director |
| VI. | Adjourn | |

**Denotes voting item*

UPCOMING MEETINGS:

WorkLink WDB Meeting, February 7, 2024 @ 1pm
Madren Center (Lunch at Noon)

OneStop Operations Committee Meeting, March 20, 2024 @ 3pm
Clemson SC Works, Large Conference Room or Conference Call



WORKFORCE DEVELOPMENT BOARD
OneStop Operations Committee Meeting Minutes
October 18, 2023 @ 3:00pm
via Zoom/ Clemson SC Works Comprehensive Center

Members Present

David Bowers, Chair
Susan Gibson
Shonna Williams

Danny Brothers
Teri Gilstrap
Mike Wallace

Brooke Garren
Jim Kilton

Members Absent:

None

Staff Present:

Jennifer Kelly

Windy Graham

Guests Present:

Billy Hunter

JT Parnell

Jeff Snider

Welcome and Introductions

Chair David Bowers officially called the meeting to order at 3:00pm welcoming everyone in attendance and announced the meeting being recorded for processing of minutes.

Consent Agenda

Chair Bowers stated that the consent agenda was included in the meeting packet. The consent agenda included the following items:

- 08/23/2023 Meeting Minutes
- PY23 Usage Reports
- PY23 Financial Reports
- PY23 Employer Services Reports

ACTION TAKEN: Danny Brothers made a motion to accept all consent agenda items as presented, seconded by Shonna Williams. The motion carried unanimously.

SC Works System Updates

Ms. Jennifer Kelly, WorkLink Executive Director, gave an update on Employer Services to the group. Incumbent Worker Training (IWT) grants, available for local companies through the Engage, Build Serve (EBS) Statewide grant that WorkLink received, have been notified. Four of six companies have been reimbursed for their IWT training, and the remaining two companies are in the process of finalizing training.

Ms. Kelly stated that a Rapid Response IWT grant was awarded to Sulzer Processing Pumps from Department of Employment and Workforce in the amount of \$73,500 to upskill their current

workforce. This grant award is effective June 1, 2023 to May 31, 2024. WorkLink will coordinate the grant on behalf of the State. As of October 18, \$27,195 has been expended towards this grant award.

Mr. Billy Hunter, One Stop Operator, gave an overview of OJT efforts, stating that they had met with a number of employers to provide an overview of the OJT program. Mr. Hunter gave an update on the SC Works Customer Service Satisfaction, including a review of the surveys sent and responses received. Mr. Hunter indicated that YTD 93% of surveys indicated satisfaction or higher with SC Works Center services. Mr. Hunter also can an overview of key numbers from the PY2023 Usage reports, and discussed outreach efforts made to promote Job Fairs and Hiring Events through social media platforms.

WIOA Program Updates

Ms. Windy Graham, presented a policy change for approving or denying programs of study on the ETPL, Eligible Training Provider List. Programs of Study have been excluded from the WorkLink Eligible Training Provider List if the anticipated wage is below our self-sufficiency wage of \$12.47/hour. The proposed policy change would allow WorkLink staff to approve programs of study where the hourly median wage for 50% of workers is expected to be at least equal to our self-sufficiency wage. The primary benefit of this policy change would be to the healthcare field, where CNAs are in-demand but there are not enough individuals entering this field to meet employer needs.

Ms. Kelly stated all occupations falling under the policy change will still be required to be in demand for the WorkLink area. Ms. Kelly stated that she conducted a brief job search, that showed wages in the WorkLink area averaged around \$14 to \$15 per hour. Career Coaches would also look at the family income to determine if the family unit is self-sufficient as well. For any individuals who find positions that do not meet the self-sufficiency wage, they will be encouraged to see the CNA job as a stepping stone in the participant's career pathway.

ACTION TAKEN: Danny Brothers made a motion to accept all consent agenda items as presented, seconded by Teri Gilstrap. The motion carried unanimously.

Mr. JT Parnell, Eckerd Program Manager, gave a PY2023 status update, stating that there have been 28 new participants enrolled in WIOA, and 50 individuals who have participated in training. Approximately \$51,081 in outside scholarships have been leveraged through a partnership with Tri-County Technical College.

Mr. Parnell discussed the Modification 1 listed in the packet on page 23, stating that this modification had been approved by the Executive Committee and was listed for information only in the packet.

Mr. Parnell and Mr. Jeff Snider presented a request to change the current re-enrollment policy into WIOA to allow WIOA Adult and Dislocated Worker customers upon successful completion of three-quarters of follow-up. Customers will only be re-enrolled after they have provided their employment and credentialing information for the fourth quarter. Ms. Kelly shared WIOA performance measures information and assured the committee that this would not cause any issue with how we track WIOA federal performance measures. Ms. Kelly also stated that participants will still be limited to cost caps for scholarships equaling no more than \$5,000 in one program year and \$10,000 in a lifetime. Once these caps have been reached, they may still be eligible to take advantage of Career Services.

ACTION TAKEN: Shonna Williams made a motion to accept all consent agenda items as presented, seconded by Danny Brothers. The motion carried unanimously.

Ms. Kelly shared two success story videos that were featured at the Anderson County awards ceremony on behalf of two WIOA participants.

Other Business

Chair Bowers presented the dates for the One Stop Operations Committee meeting for PY2024.

ACTION TAKEN: Shonna Williams made a motion to schedule the One Stop Operations Committee meetings for Calendar Year 2024 on January 17, March 20, May 15, August 21, and October 16, seconded by Danny Brothers. The motion carried unanimously.

Ms. Kelly also noted that the Assistant Director search and Jennifer Campbell would begin work with WorkLink on October 20, 2023. Chair Bowers stated the next meeting is Wednesday, January 17, 2024, at 3 p.m.

Adjourn

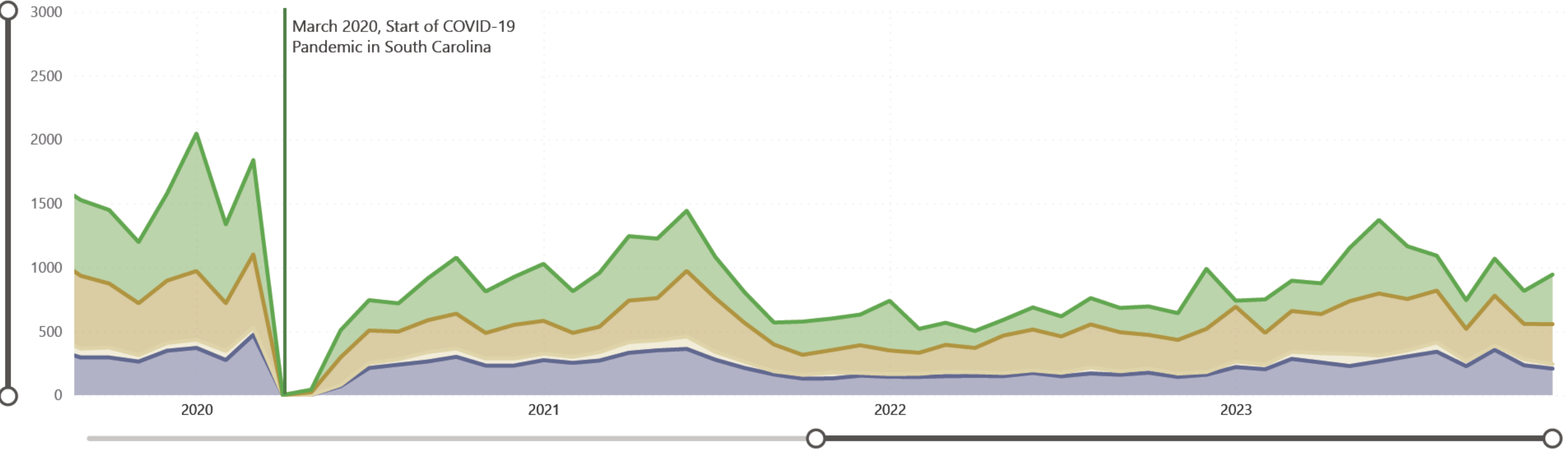
With no further business, the meeting was adjourned at 3:45pm.

Respectfully submitted by: Jennifer Kelly

WorkLink SC Works Center Traffic

5-Year View July 1, 2019 to June 30, 2024

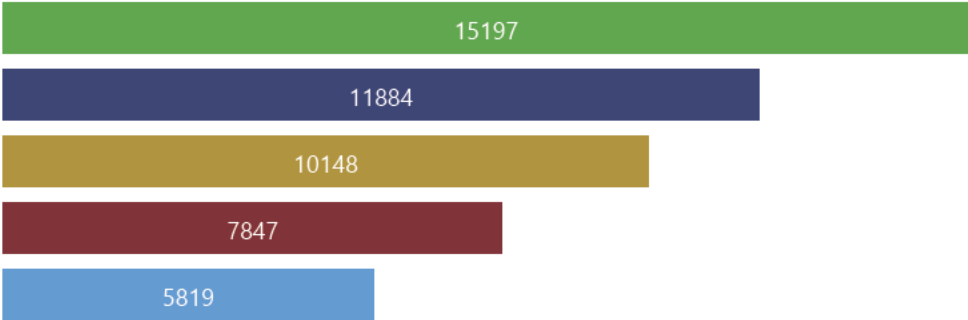
SC Works Center ● Anderson SC Works Center ● Clemson SC Works ● Easley SC Works Center ● Seneca SC Works Center



Program Year	Anderson SC Works Center	Clemson SC Works	Easley SC Works Center	Seneca SC Works Center
2019	6255	5176	660	3106
2020	4561	3265	759	3299
2021	2660	2847	387	1953
2022	3234	3992	533	2389
2023	1847	2036	281	1655
Total	18557	17316	2620	12402

Traffic by Year

Program Year ● 2019 ● 2020 ● 2022 ● 2021 ● 2023



SC Works WorkLink

Job Seeker Services

PY2023 (July 1, 2023 to June 30, 2024)

355K

Job Seeker Services

Job Search Services

354979

Individuals that Registered

1247

Referrals to Partners:

297

of Individuals Received Referral

269

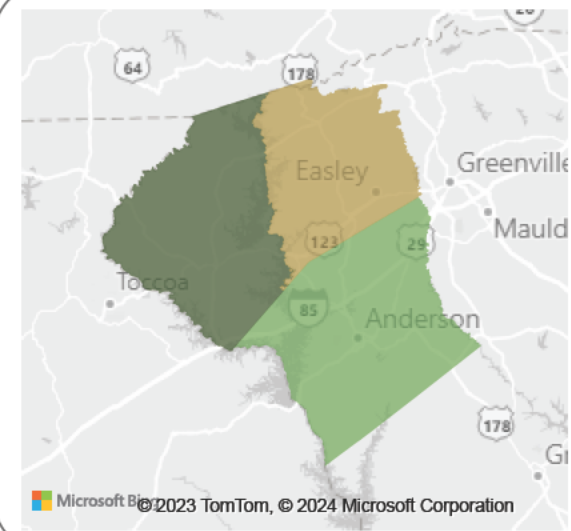
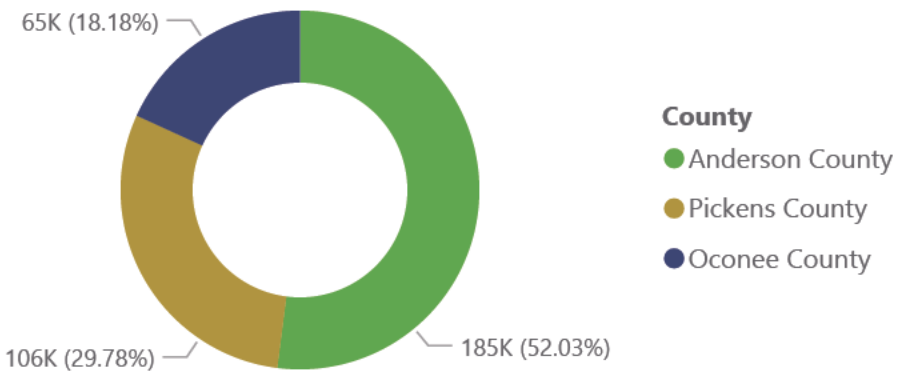
Orientation Attendance

246

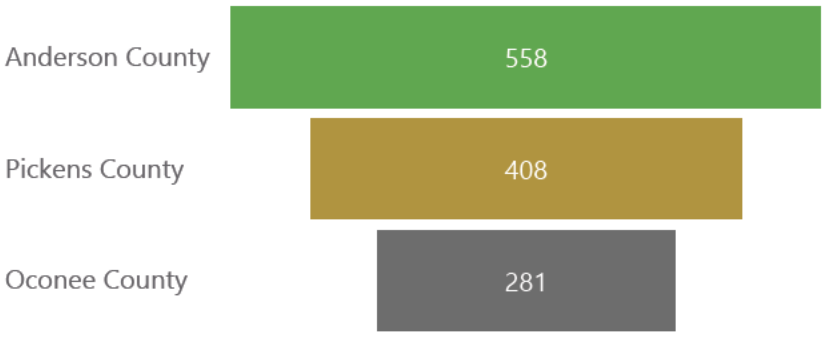
Workshops

122

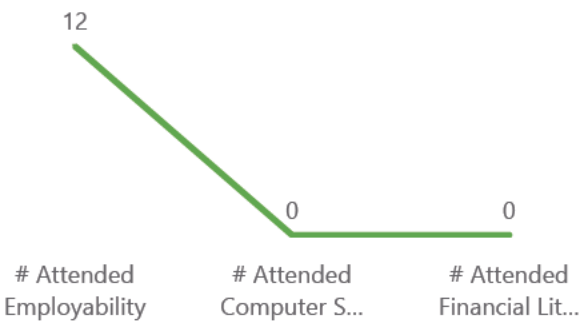
Job Seeker Services by County



Individuals that Registered by County



Workshop Attendees



3447

Unique Customers

5819

SC Works Center Customers

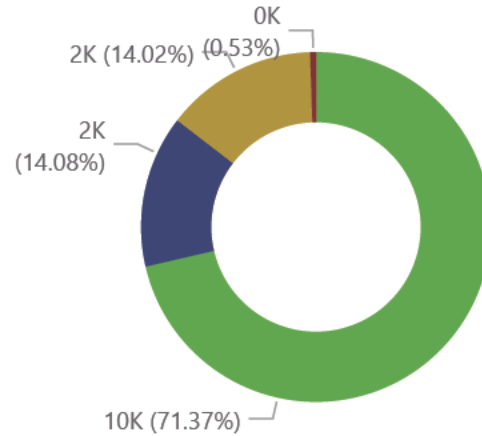
SC Works WorkLink

Employer Services

PY2023 (July 1, 2023 to June 30, 2024)

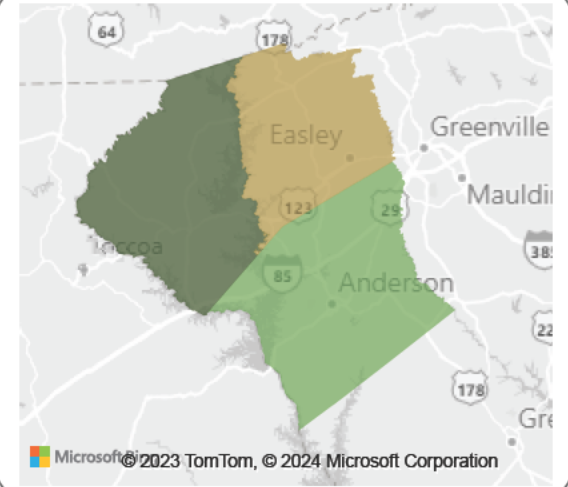
13702

Employer Services



Category

- Employer Services
- Hiring Events
- Job Postings
- Entered Employm...



Employer Services

9779

Entered Employments

73

Job Postings

1921

of Hiring Events Hosted

27

Hiring Event Attendees

936

Rapid Response Events

5

Total RR Affected

70

County

Anderson County Oconee County Pickens County Region

Employer Services

19.24%

73.58%

Hiring Events

37.07%

11.40%

49.92%

Job Postings

57.63%

27.54%

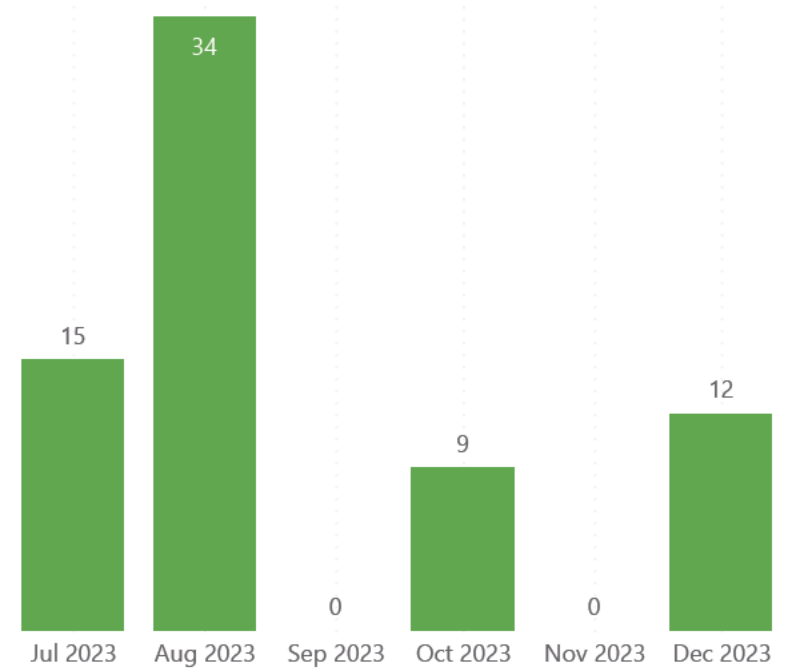
14.84%

7

Rapid Response Attendees

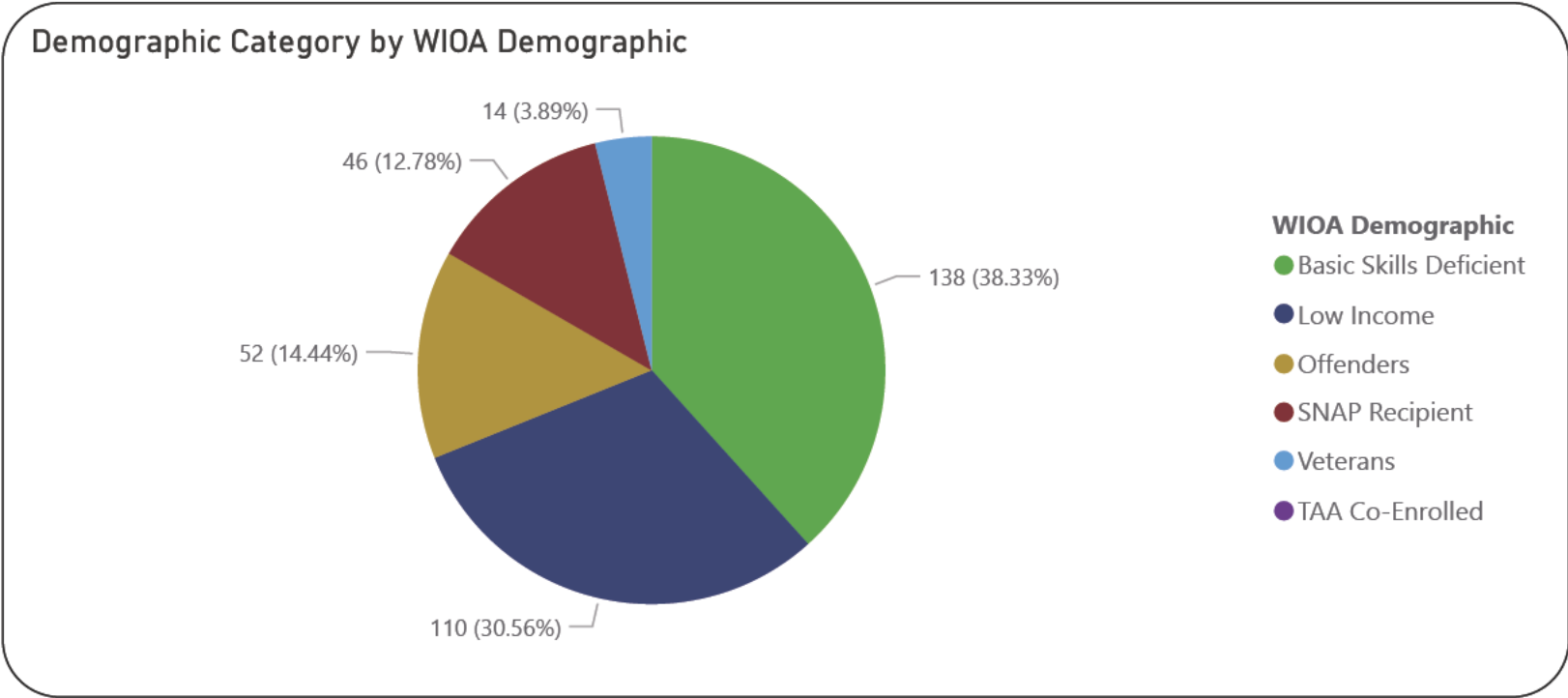
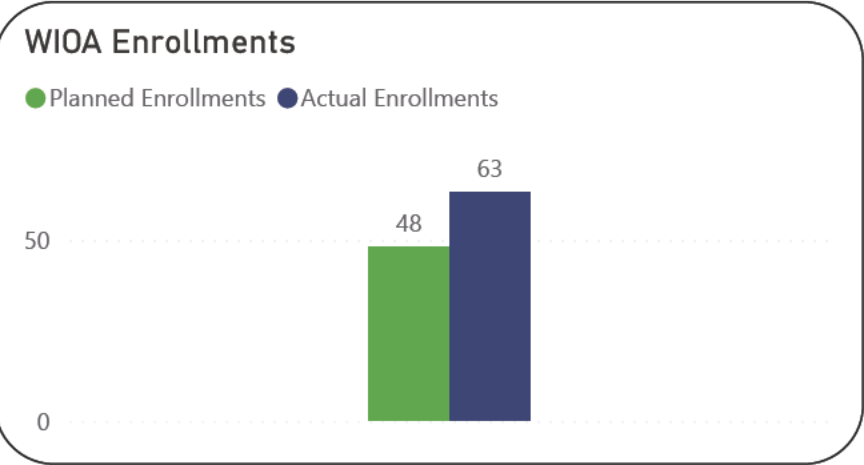
SubCategory

Total RR Affected



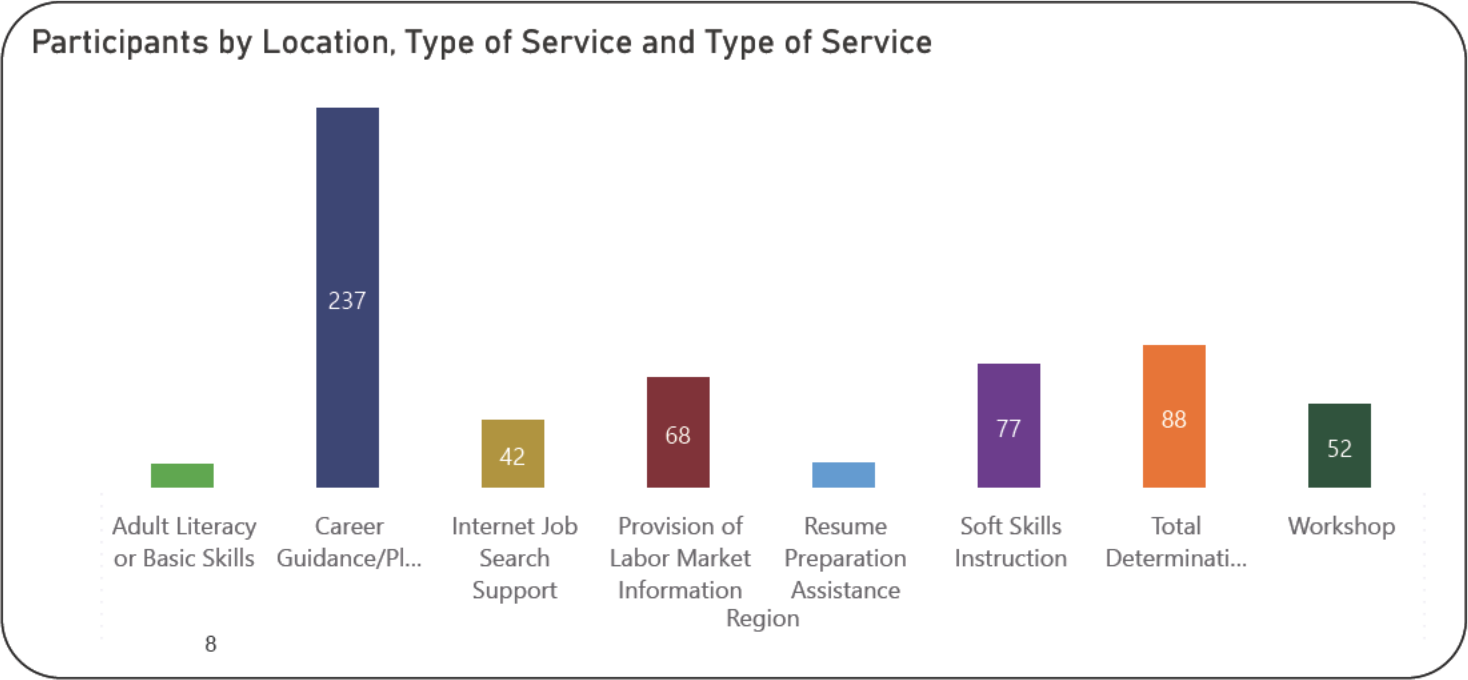
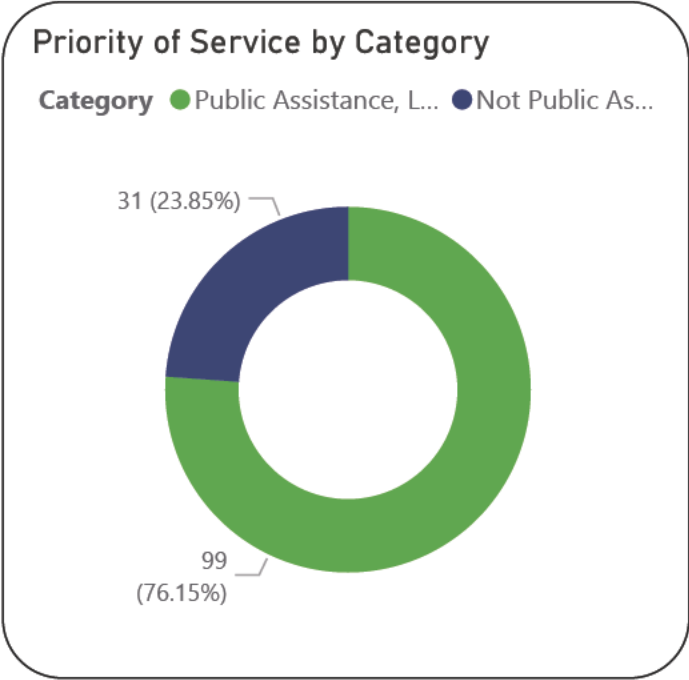
WIOA Adult & Dislocated Worker Program

PY2023 Career Services



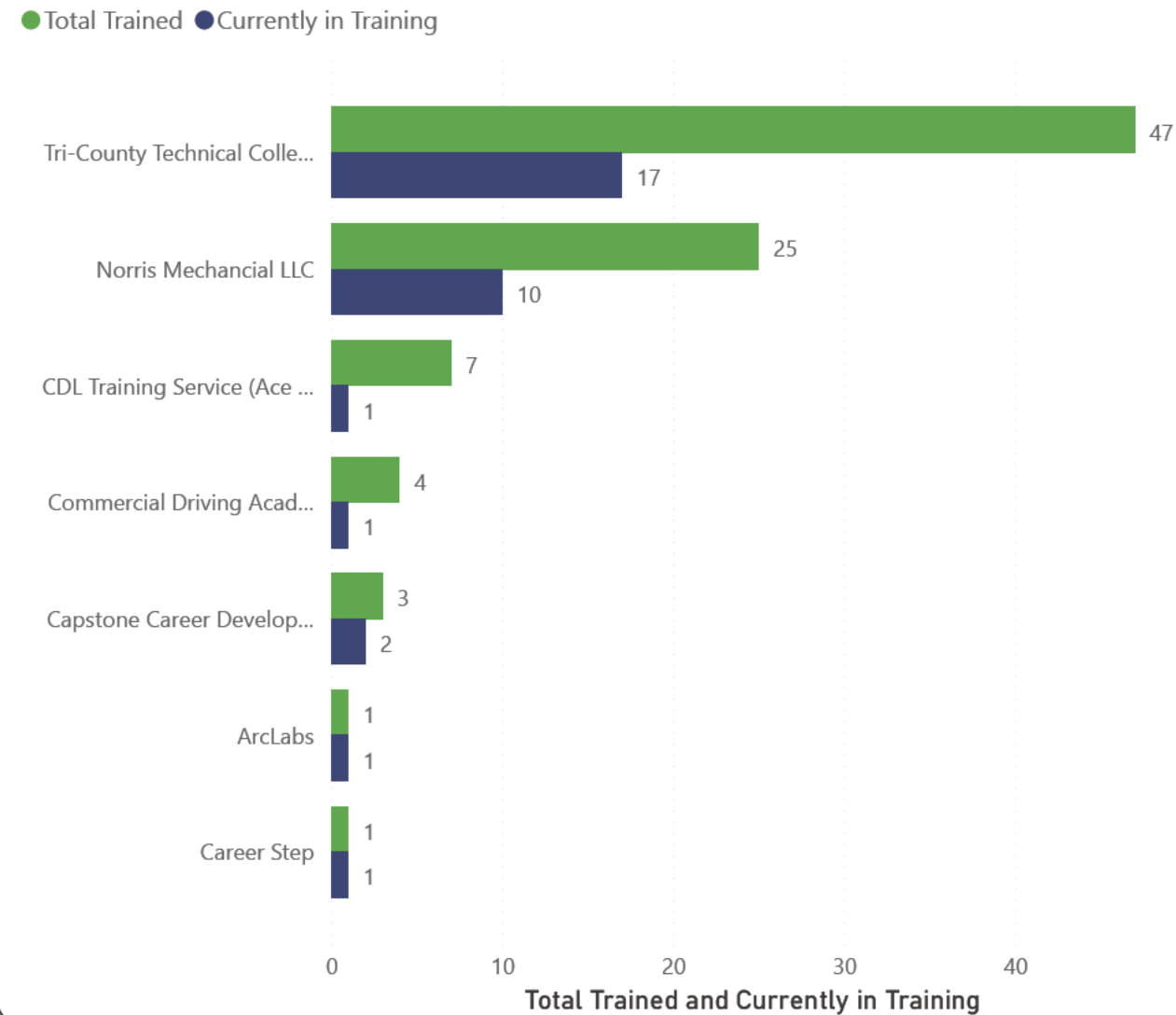
Average Caseload

Carryover	69.38
Follow-Up	71.15
New	12.52
Total	150.17

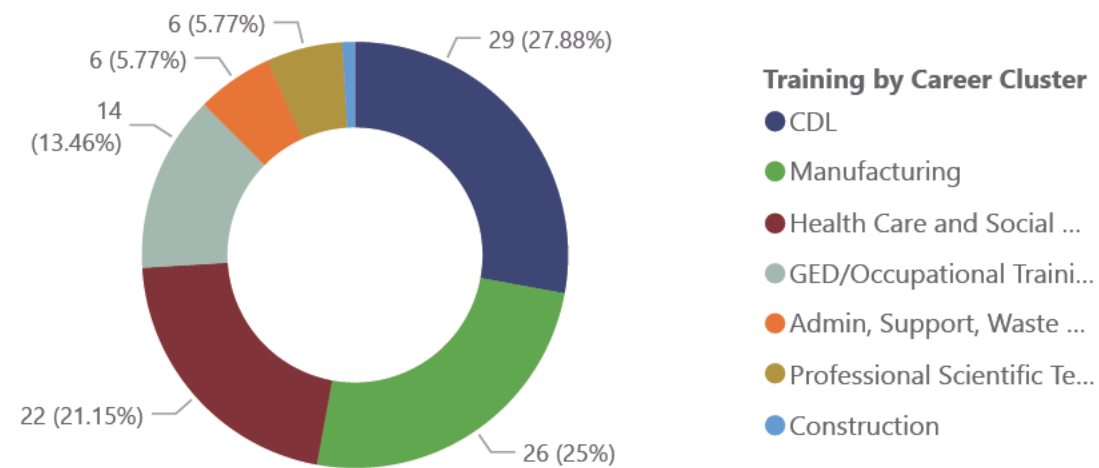


SC Works WIOA Adult & Dislocated Worker Program Services PY2023 Training Services

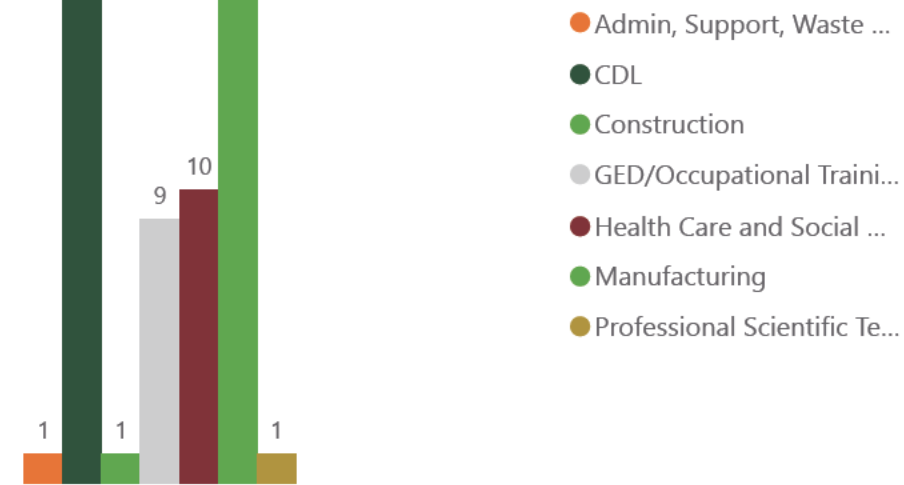
Received Training



Participants Trained by Career Cluster

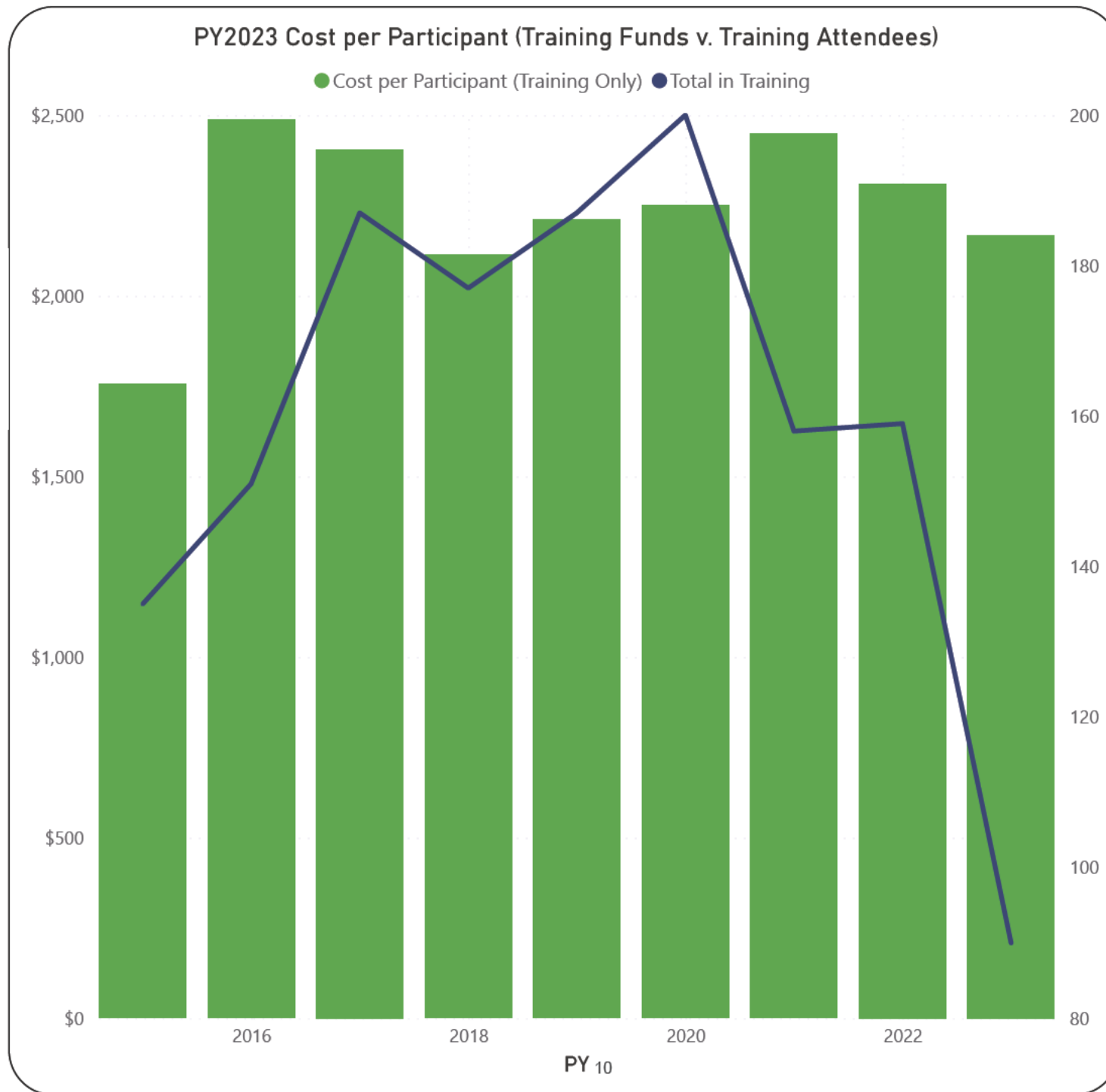


Credential Earned by Career Cluster



WIOA Scholarships
\$194,882

Non-WIOA Scholarships
\$51,081



153
Total Served
\$966,453
Grant Award
\$459,221
Total Expenditures

\$3,001
Cost per Participant (Served)

\$2,165
Cost per Participant (Training Only)

90
Total Trained
\$382,912
Total Participant Budget
\$194,882
Total Participant Expenditures

Data through: December 2023
Last Revision Date: 1.12.2024

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AND JOB SEEKERS TOGETHER
WORKLINK
ANDERSON·OCONEE·PICKENS

*Workshops are offered Virtually

PY2023 - July 1, 2023 to June 30, 2024

	Q1 2023	Q1 2023	Q1 2023	Q2 2023	Q2 2023	Q2 2023	Q3 2023	Q3 2023	Q3 2023	Q4 2023	Q4 2023	Q4 2023	
	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total
Jobseekers Services													
SYSTEM WIDE SERVICES													
Unduplicated Customer Count	2459	2525	3447	3133	2534	2405							7316
Individuals that Registered	208	221	186	230	198	204							1247
Anderson	117	98	88	79	79	97							558
Clemson	24	19	29	35	23	35							165
Easley	30	59	30	39	46	39							243
Seneca	37	45	39	77	50	33							281
Job Search Services	66264	64945	60552	47498	46063	69657							354979
Anderson	37263	33748	30809	23626	23118	36148							184712
Clemson	7912	10796	11645	6104	6303	10739							53499
Easley	9582	8969	7976	7519	7767	10413							52226
Seneca	11507	11432	10122	10249	8875	12357							64542
CENTER-WIDE SERVICES													
Center Traffic (Total Customer Count):	1164	1090	742	1067	814	942							5819
Anderson	413	273	225	290	258	388							1847
Clemson	402	406	252	388	276	312							2036
Easley	48	73	40	36	48	36							281
Seneca	301	338	225	353	232	206							1655
Orientation Attendance	39	58	41	39	47	22							246
Workshops Offered	33	34	33	3	2	3							108
# Attended Employability	0	0	0	4	0	5							9
# Attended Financial Literacy	0	0	0	0	0	0							0
# Attended Computer Skills	0	0	0	0	0	0							0
Referrals to Partners:	49	62	61	61	30	34							297
# of Individuals Received Referral	43	54	55	55	28	34							269

Data through: December 2023
Last Revision Date: 1.12.2024

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BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

PY2023 - July 1, 2023 to June 30, 2023

	Q1 2023	Q1 2023	Q1 2023	Q2 2023	Q2 2023	Q2 2023	Q3 2023	Q3 2023	Q3 2023	Q4 2023	Q4 2023	Q4 2023	
Employer Services	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total
Internal Job Orders Created	309	398	353	275	321	265							1921
Anderson	169	243	210	166	170	149							1107
Clemson	26	27	33	15	21	1							123
Easley	16	33	19	21	48	25							162
Seneca	98	95	91	73	82	90							529
Services Provided Employers	1192	1544	1698	1976	1754	1615							9779
Anderson	194	414	324	307	321	321							1881
Clemson	842	975	1211	1549	1262	1102							6941
Easley	29	33	20	23	79	70							254
Seneca	127	122	143	97	92	122							703
Hiring Events	3	5	6	4	4	5							27
Total Job Seekers	35	143	80	234	171	276							939
Anderson	29	138	17	200	70	246							700
Oconee	0	0	0	30	0	0							30
Pickens	6	5	63	4	101	30							209
Regional	0	0	0	0	0	0							0
Entered Employments	21	29	8	2	9	4							73
Anderson	2	8	1	2	1	1							15
Clemson	16	20	7	0	0	1							44
Easley	0	0	0	0	0	0							0
Seneca	3	1	0	0	8	2							14
Rapid Response Events	1	2	0	1	0	1							5
Total Affected	15	34	0	9	0	12							70
<i>Fraenkische</i>	15	34	0	9	0	12							70

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BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

PY2023 - July 1, 2023 to June 30, 2024

WIOA Individualized Career Services = July 1, 2023 - June 30, 2024

Job Seeker at WIOA Enrollment						
	A	O	P	Other	Total	
Veterans						
	CO	0	1	4	0	5
	New	0	0	0	0	0
Offenders						
	CO	17	9	9	0	35
	New	0	0	0	0	0
TAA Co-enrolled						
	CO	0	0	0	0	0
	New	0	0	0	0	0
Adult/DW Low Income						
	CO	19	20	19	0	58
	New	0	4	1	0	5
SNAP Recipient						
	CO	9	6	11	0	26
	New	0	1	1	0	2
Basic Skills Deficient						
	CO	27	15	27	0	69
	New	1	0	3	0	4

Caseload Breakdown			
	Active	Follow-up	Total
Goldsmith	35	35	70
Hill	38	46	84
Sexton	47	44	91
Snider	0	8	8
Total	120	133	253

Active Enrollment			
	CO	December	Total
Goldsmith	32	3	35
Hill	35	3	38
Sexton	43	4	47
Total	110	10	120

 | Applications | | | |--------------------------|----------|-----------| | | December | YTD Total | | YTD Total Determinations | 10 | 56 | | Enrollment | | | |------------------------|----------|------------------| | | December | TD Planned (+/-) | | New MTD Enrolled | 10 | 6 | | New YTD Enrolled | 63 | 48 | | Total YTD Participants | 153 | | | Total YTD Exits | 31 | | | Priorities* | YTD Enrolled | % | Goal | |---|--------------|-------|-------------| | 1. Veterans - PAR, LI, or BSD** | 99 | 76.2% | 75% or More | | 2. PAR, LI, or BSD | | | | | 3. Veteran | | | | | 4. Non-Veterans | 31 | 23.8% | 25% or Less | | Sum | 130 | | | | *Applies to Adult Population Only | | | | | **PAR = Public Assistance Recipients, LI = Low Income, BSD = Basic Skills Deficient | | | | || | Career Interest | | | |---|----------|-----| | In-Demand Career Cluster | December | YTD | | Admin, Support, Waste Mgmt., Remediation Svcs.. | 0 | 2 | | Health Care and Social Assistance | 4 | 16 | | Manufacturing | 2 | 12 | | Professional Scientific Technical Services | 0 | 3 | | Construction | 0 | 2 | | CDL Exception | 2 | 23 | | Other | 2 | 5 | | | One-on-One Services | | | |---|----------|-----| | (214 Activity Codes reflect students in the seat regardless of start/end date; all others are services provided in that month)* | | | | Activity | December | YTD | | 106 - Provided Internet Job Search | 6 | 40 | | 107 - Provision of Labor Market Information | 9 | 65 | | 115 - Resume Preparation Assistance | 1 | 14 | | 132- Workshop | 10 | 52 | | 142 - Soft Skills Instruction | 9 | 51 | | 202 - Career Guidance/Planning | 34 | 99 | | 214 - Adult Literacy or Basic Skills | 5 | 8 | | | WorkKeys or WIN (2008 to present) | | | | |-----------------------------------|------|---------|-------| | | CO | New MTD | Total | | Platinum | 35 | 0 | 35 | | Gold | 315 | 0 | 315 | | Silver | 1257 | 1 | 1258 | | Bronze | 443 | 1 | 444 | | No Certificate | 101 | 1 | 102 | | Total | 2151 | 3 | 2154 | |

Data through: December 2023
Last Revision Date: 1.12.2024

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BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

PY2023 - July 1, 2023 to June 30, 2024

WIOA Training and Follow-Up Services = July 1, 2023 - June 30, 2024

Recommended for Training Services

	December	YTD
GED	0	2
Occupational	13	61
On-the-Job Training	0	2

OJT Training Synopsis

Company Name	Location of Company	Successful	Unsuccessful	In-Progress
Schnieder Electric	Oconee			1
Central Textiles	Pickens			1

Total Current Contracts	0	0	2
Total Carryover	0	0	0
Total All OJT Contracts	2		

*Carryover equals those contracts started in PY22 but finished in PY23

Funding Source

	December	YTD Total
Adult	1	1
Dislocated Workers	1	1
Resiliency	0	0

Program Outcomes and Follow-Up Services

	MTD Total	YTD Total
Entered Employment	18	49
Credential Attained (current year)	3	45
Measurable Skills Gained	18	109
Follow-Up Services Provided	25	290
Follow-Up Services Individuals	24	162

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

Occupational Training by Provider

Training Provider	Currently In Trai PY23 Rec'd Training	
ArcLabs Welding School	1	1
Capstone Career Development Center	2	3
Career Step, LLC	1	1
Carolina Aeronautical	0	0
CDL Training Service (Ace Driving Academy)	1	7
Coding Clarified LLC	0	1
Commercial Driving Academy	1	4
Greenville Technical College	0	0
Interactive Business LLC	0	0
Norris Mechanical, LLC	10	25
Psi Project Management, Inc.	0	0
Tri-County Technical College	17	47
Truck Driver Institute	0	1
Total	33	90

Total Occupational Training by Cluster

Occupation	Total Trained	PY23 Rec'd Credential
GED/Occupational Training (324)	14	6
Admin, Support, Waste Mgmt., Remediation Svcs.	6	1
CDL	29	19
Construction	1	1
Health Care and Social Assistance	22	10
Manufacturing	26	18
Professional, Scientific, Technical Services	6	1

Funding Source PY23 Rec'd (occupational and GED training)

WIOA Funding	YTD Total	Partner Funding	Amount Leveraged YTD
Adult	89	TCTC Scholarships \$	64,134
Dislocated Workers	65	SC Lottery \$	-
NEG	0	Pell Grant \$	-
Trade (co-enrolled)	0	Other \$	-
St-OA	0		
Total	154		\$ 64,134

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

SC Work WorkLink: PY2023 Eckerd Grant Award Financial Status

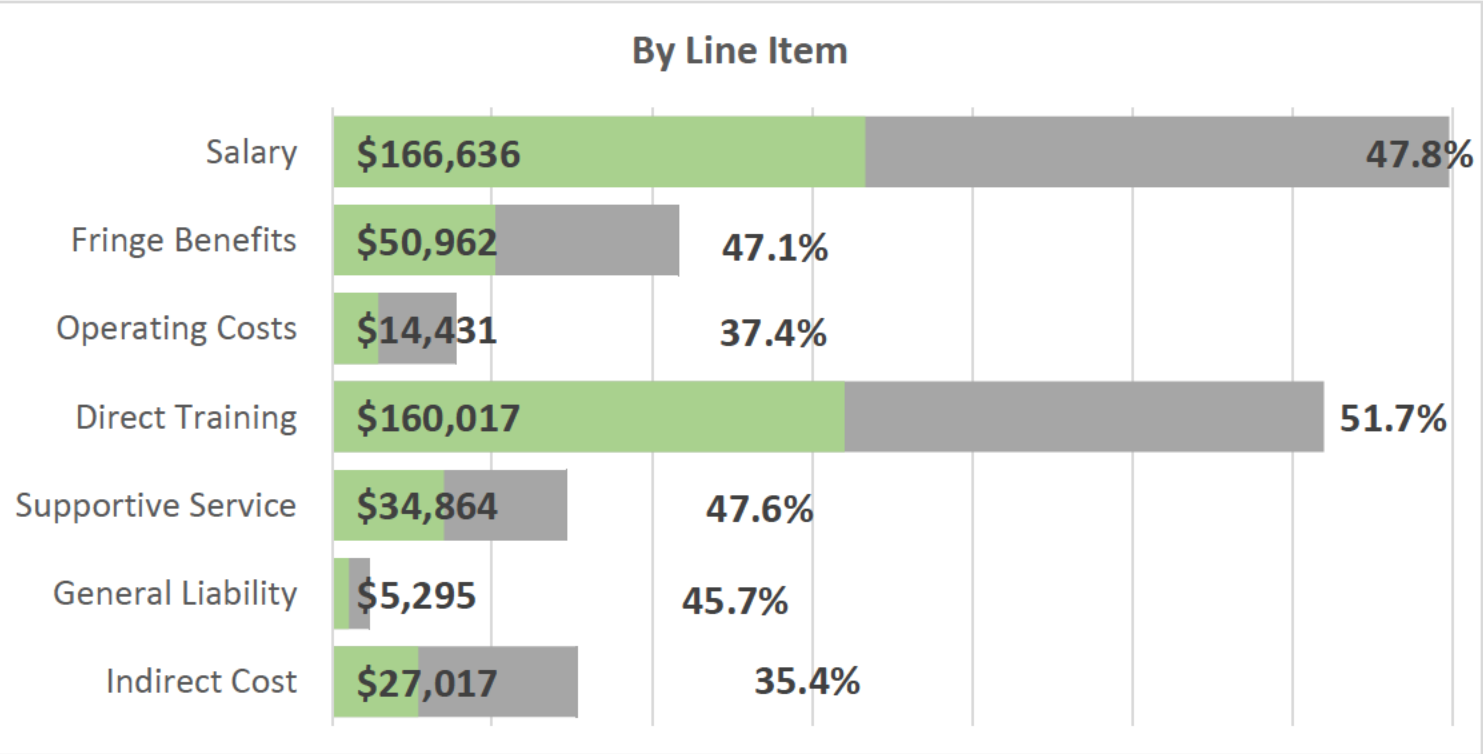
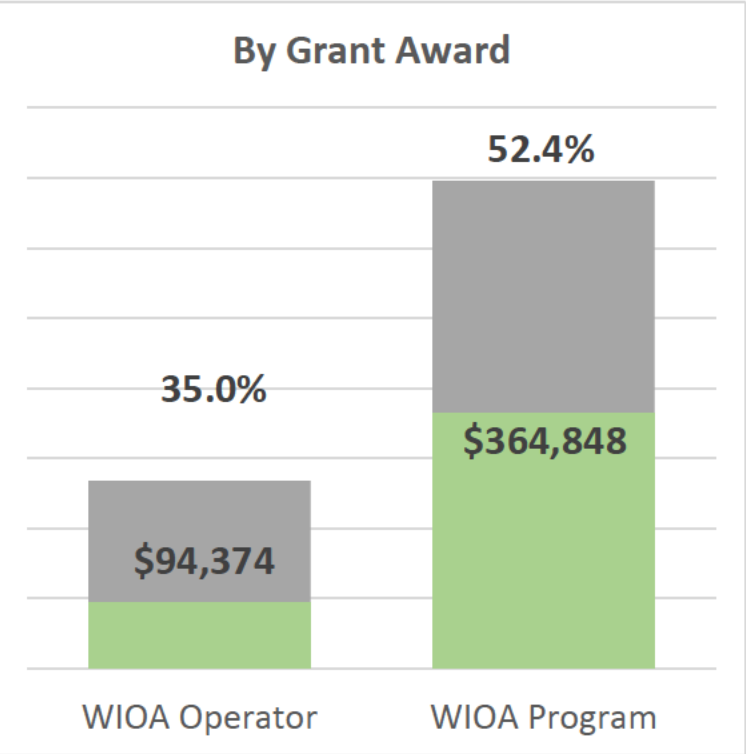
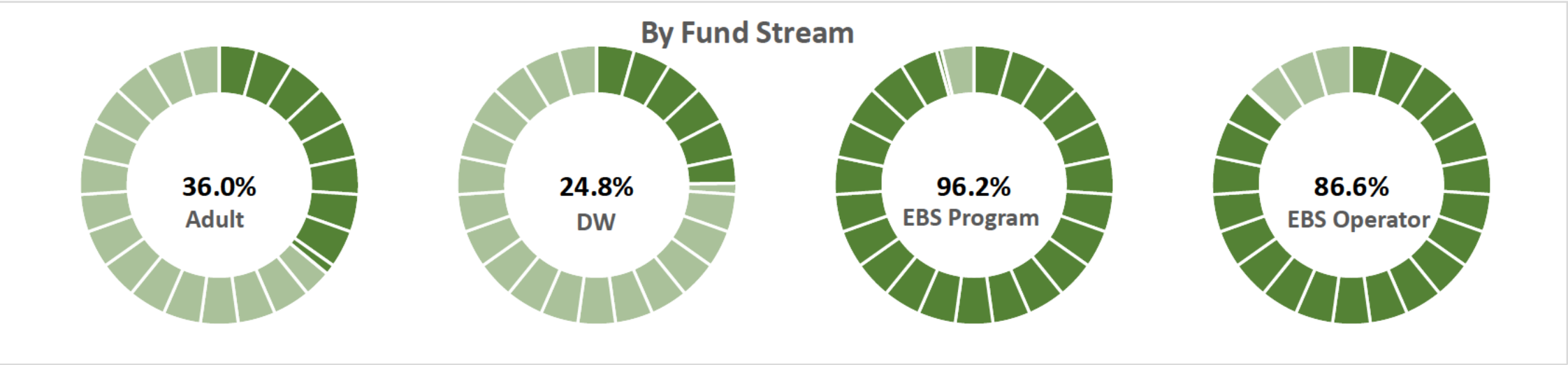
PY2023 One Stop Operator & Adult/Dislocated Worker WIOA Program Services

Reporting Period: 2023 December

Program Year	2023	% Expended	90% Goal	100% Goal
Type	(All)	47.5%	48.4%	53.8%
Fund Stream	(All)			

Category	Grant Amount	Expenditure	% Expended
Salary	348,796	166,635.59	48%
Fringe Benefits	108,211	50,961.98	47%
Operating Costs	38,600	14,430.79	37%
Direct Training	309,732	160,017.45	52%
Supportive Service	73,180	34,864.06	48%
General Liability	11,597	5,294.89	46%
Indirect Cost	76,337	27,016.66	35%

Grant Amount		Expenditures		Remaining
\$	966,453	\$	459,221	\$ 507,232



Fund Stream	Award Amount	Grant Period
Adult - Program	475,455	July 1, 2023 to June 30, 2024
Dislocated Worker - Program	85,066	July 1, 2023 to June 30, 2024
Adult - Operator	154,160	July 1, 2023 to June 30, 2024
Dislocated Worker - Operator	31,340	July 1, 2023 to June 30, 2024
Engage, Build, Serve Adult - Operator	84,019	July 1, 2023 to March 31, 2024
Engage, Build, Serve Adult - Program	136,414	July 1, 2023 to March 31, 2024
Total	966,454	



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: 23A295E1
Invoice Number: 1055-06
Invoice Month: December 2023
Period Covered: July 1, 2022 - June 30, 2023
Total Amount Due: 40,010.90

Eckerd Goal:

DECEMBER
0.50

100.0%

Line Item	Budget MOD 1	1055-6	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
Staff Salary Total	133,993.62	12,799.77	35,516.55	98,477.07	26.5%
Fringe Benefit Total 51xx	43,394.47	4,075.77	11,487.09	31,907.38	26.5%
TOTAL STAFF COSTS	177,388.09	16,875.54	47,003.64	130,384.45	26.5%
Operating Costs:					
Facility Rent, Utilities, Maintenance, etc. 6185	-	-	-	-	0.0%
Staff Expendable Supplies & Materials 6000	2,125.00	12.82	176.35	1,948.65	8.3%
Software Licenses 6095	3,816.50	2,941.00	2,941.00	875.50	77.1%
Staff Computers 6085	-	-	-	-	0.0%
Program Outreach Expenses (Brochures, Flyers, etc.) 6735	-	-	-	-	0.0%
Copy & Print Expenses 6730	1,100.00	-	186.56	913.44	17.0%
Communications (Phone, Fax, Internet, etc.) 6270	3,519.00	26.99	117.98	3,401.02	3.4%
Staff Travel					
Local Mileage cost 6105	1,700.00	-	71.76	1,628.24	4.2%
Non-Local Per Diem/Lodging Cost 6115/6120/6125	-	-	-	-	0.0%
Client Verifications 6516	2,125.00	-	-	2,125.00	0.0%
Staff Training 5110	-	-	-	-	0.0%
Staff Background Checks 5100	304.30	29.00	147.43	156.87	48.4%
Postage (Stamps, FedEx, etc.) 6005	637.50	94.76	451.92	185.58	70.9%
TOTAL OPERATING COSTS	15,327.30	3,104.57	4,093.00	11,234.30	26.7%
Training Costs:					
WI Customer Credential Exam Fees (C.N.A., GED, TABE) 6525	9,050.00	616.50	3,614.31	5,435.69	39.9%
WI Customer Individualized Training Costs					
Individual Training Account/Voucher Cost 6530	178,299.00	11,808.00	111,588.19	66,710.81	62.6%
Client Testing Fees 6535	-	-	-	-	0.0%
TOTAL TRAINING COSTS	187,349.00	12,424.50	115,202.50	72,146.50	61.5%
Supportive Services Costs :					
WI Customer Transportation Costs 6485	20,400.00	1,625.00	12,530.00	7,870.00	61.4%
WI Customer Childcare Costs 6660	-	-	-	-	0.0%
Training Support Materials (Uniforms, Drug Screens, Backg 6590	40,600.00	2,302.38	18,963.06	21,636.94	46.7%
WI Customer Emergency Assistance (Rent, Car Repair, e 6596	1,700.00	-	-	1,700.00	0.0%
TOTAL SUPPORTIVE SERVICES COSTS	62,700.00	3,927.38	31,493.06	31,206.94	50.2%
Training/Professional Fees/Profit:					
General Liability Insurance 6305	5,705.46	846.49	2,501.68	3,203.78	43.8%
TOTAL FEES / PROFIT COSTS	5,705.46	846.49	2,501.68	3,203.78	43.8%
INDIRECT COST: 13.60%	26,985.24	2,832.42	7,289.37	19,695.86	27.0%
Contract Total	475,455.09	40,010.90	207,583.25	267,871.84	43.7%



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

DW Program

Contract Number: 23D295E1
 Invoice Number: 1056-06
 Invoice Month: December 2023
 Period Covered: July 1, 2023 - June 30, 2024
 Total Amount Due: \$ **6,784**

Eckerd Goal:

DECEMBER

50%

100.0%

Line Item	Budget MOD 1	1056-6	Cumulative	Remaining	Percent Spent
Staff Salary Total	\$ 24,153.60	\$ 3,094.57	\$ 8,580.79	\$ 15,572.81	35.5%
Fringe Benefit Total 51xx	\$ 7,756.38	\$ 1,027.34	\$ 2,725.04	\$ 5,031.34	35.1%
TOTAL STAFF COSTS	\$ 31,909.98	\$ 4,121.91	\$ 11,305.83	\$ 20,604.15	35.4%
Operating Costs:					
Facility Rent, Utilities, Maintenance, etc. 6185	\$ -	\$ -	\$ -	\$ -	0.0%
Staff Expendable Supplies & Materials 6000	\$ 375.00	\$ 3.21	\$ 44.08	\$ 330.92	11.8%
Software Licenses 6095	\$ 673.50	\$ 519.00	\$ 519.00	\$ 154.50	77.1%
Staff Computers 6085	\$ -	\$ -	\$ -	\$ -	0.0%
Client Verifications 6516	\$ 375.00	\$ -	\$ -	\$ 375.00	0.0%
Program Outreach Expenses (Brochures, Flyers, etc.) 6735	\$ -	\$ -	\$ -	\$ -	0.0%
Copy & Print Expenses 6730	\$ 270.00	\$ -	\$ 46.64	\$ 223.36	17.3%
Communications (Phone, Fax, Internet, etc.) 6270	\$ 621.00	\$ 9.49	\$ 29.51	\$ 591.49	4.8%
Staff Travel					
Local Mileage Cost 6105	\$ 333.30	\$ -	\$ 15.36	\$ 317.94	4.6%
Non-Local Per Diem/Lodging Cost 6110/6115/6120/6125/6130	\$ -	\$ -	\$ -	\$ -	0.0%
Staff Training 5110	\$ -	\$ -	\$ -	\$ -	0.0%
Staff Background Checks 5100	\$ 20.70	\$ -	\$ -	\$ 20.70	0.0%
Postage (Stamps, FedEx, etc.) 6005	\$ 112.50	\$ 15.64	\$ 51.65	\$ 60.85	45.9%
TOTAL OPERATING COSTS	\$ 2,781.00	\$ 547.34	\$ 706.24	\$ 2,074.76	25.4%
Training Costs:					
WorkKeys, etc.) 6525	\$ 1,500.00	\$ 645.95	\$ 645.95	\$ 854.05	43.1%
WI Customer Individualized Training Costs					
Individual Training Account/Voucher Cost 6530	\$ 32,697.00	\$ -	\$ 7,857.83	\$ 24,839.17	24.0%
Client Testing Fees 6535	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL TRAINING COSTS	\$ 34,197.00	\$ 645.95	\$ 8,503.78	\$ 25,693.22	24.9%
Supportive Services Costs :					
WI Customer Transportation Costs 6485	\$ 3,600.00	\$ 240.00	\$ 1,955.00	\$ 1,645.00	54.3%
WI Customer Childcare Costs 6660	\$ -	\$ -	\$ -	\$ -	0.0%
Training Support Materials (Uniforms, Drug Screens, Backg 6590	\$ 6,400.00	\$ 455.00	\$ 1,416.00	\$ 4,984.00	22.1%
WI Customer Emergency Assistance (Rent, Car Repair, etc 6596	\$ 300.00	\$ -	\$ -	\$ 300.00	0.0%
TOTAL SUPPORTIVE SERVICES COSTS	\$ 10,300.00	\$ 695.00	\$ 3,371.00	\$ 6,929.00	32.7%
Training/Professional Fees/Profit:					
General Liability Insurance 6305	\$ 1,020.79	\$ 122.16	\$ 443.12	\$ 577.67	43.4%
TOTAL FEES / PROFIT COSTS	\$ 1,020.79	\$ 122.16	\$ 443.12	\$ 577.67	43.4%
INDIRECT COST: 13.60%	\$ 4,856.80	\$ 651.63	\$ 1,693.91	\$ 3,162.89	34.9%
Contract Total	\$ 85,065.57	\$ 6,783.99	\$ 26,023.88	\$ 59,041.69	30.6%



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/DW Engage Build Serve Program

Contract Number: 23EBA295E1
Invoice Number: 1432-06
Invoice Month: December 2023
Period Covered: July 1, 2023 - March 31, 2024
Total Amount Due: \$ **758**

Eckerd Goal:

DECEMBER

50.0%

100.0%

Line Item	Budget MOD 1	1055-6	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
Staff Salary Total	\$ 64,595	\$ 27	64,139.27	\$ 456.22	99.3%
Fringe Benefit Total 51xx	\$ 20,605	\$ 321	20,599.17	\$ 6.30	100.0%
TOTAL STAFF COSTS	\$ 85,201	348.03	84,738.43	\$ 462.51	99.5%
Operating Costs:					
Facility Rent, Utilities, Maintenance, etc.	6185	\$ -	\$ -	\$ -	0.0%
Staff Expendable Supplies & Materials	6000	\$ 1,750	\$ -	1,749.10	\$ 0.90 99.9%
Software Licenses	6095	\$ -	\$ -	\$ -	0.0%
Staff Computers	6085	\$ -	\$ -	\$ -	0.0%
Program Outreach Expenses (Brochures, Flyers, etc.)	6735	\$ -	\$ -	\$ -	0.0%
Copy & Print Expenses	6730	\$ -	\$ -	\$ -	0.0%
Communications (Phone, Fax, Internet, etc.)	6270	\$ 1,350	\$ 204	1,401.68	\$ (51.68) 103.8%
Staff Travel					
Local Mileage cost	6105	\$ -	\$ -	\$ -	0.0%
Non-Local Per Diem/Lodging Cost	6115/6120/6125	\$ -	\$ -	\$ -	0.0%
Client Verifications	6516	\$ -	\$ -	\$ -	0.0%
Staff Training	5110	\$ -	\$ -	\$ -	0.0%
Staff Background Checks	5100	\$ 135	\$ -	144.87	\$ (9.87) 107.3%
Postage (Stamps, FedEx, etc.)	6005	\$ -	\$ 20	20.08	\$ (20.08) 0.0%
TOTAL OPERATING COSTS	\$ 3,235	224.23	3,315.73	\$ (80.73)	102.5%
Training Costs:					
WI Customer Credential Exam Fees (C.N.A., GED, TABE)	6525	\$ -	\$ -	\$ -	0.0%
WI Customer Individualized Training Costs					
Individual Training Account/Voucher Cost	6530	\$ 34,091	\$ -	34,091.17	\$ - 100.0%
Client Testing Fees	6535	\$ -	\$ -	\$ -	0.0%
Client Allowances	6590	\$ -	\$ -	\$ -	0.0%
TOTAL TRAINING COSTS	\$ 34,091	\$ -	\$ 34,091	\$ -	100.0%
Supportive Services Costs :					
WI Customer Transportation Costs	6485	\$ -	\$ -	\$ -	0.0%
WI Customer Childcare Costs	6660	\$ -	\$ -	\$ -	0.0%
Training Support Materials (Uniforms, Drug Screens, Backg)	6545/6546	\$ -	\$ -	\$ -	0.0%
WI Customer Emergency Assistance (Rent, Car Repair, e	6596	\$ -	\$ -	\$ -	0.0%
TOTAL SUPPORTIVE SERVICES COSTS	\$ -	-	-	\$ -	0.0%
Training/Professional Fees/Profit:					
General Liability Insurance	6305	\$ 1,637	\$ 45	1,288.16	\$ 348.81 78.7%
TOTAL FEES / PROFIT COSTS	\$ 1,637	45.43	1,288.16	\$ 348.81	78.7%
INDIRECT COST:	10.00%	\$ 12,250	\$ 141	8,934.23	\$ 3,315.68 72.9%
Contract Total	\$ 136,414	758.24	132,367.72	\$ 4,046.27	97.0%

ITA Obligations and Participant Cost Report

Service Provider: Eckerd Workforce Development Serv

Period Covered: PY2023 (July 1, 2023 to June 30, 2024)

Report Date: 1/11/2024

ITA Report	Open Adult	%	Open DW	%	Open Adult EBS Program	%	PY2023 Total All Funding	%
Scholarship Budget	\$ 178,300		\$ 32,697		\$ 34,091.00		\$ 245,088	
Scholarship Awards	\$ 152,722	86%	\$ 15,737	48%	\$ 34,091.00	100%	\$ 202,550	83%
Scholarships Available	\$ 25,578	14%	\$ 16,960	52%	\$ -	0%	\$ 42,538	17%


Participant Cost Budget*	\$ 250,049		\$ 44,497		\$ 34,091.00		\$ 328,637	
Pending Transactions	\$ 34,950	14%	\$ 5,784	13%	\$ -	0%	\$ 40,734	12%
Cleared Transactions	\$ 146,696	59%	\$ 11,875	27%	\$ 34,091.00	100%	\$ 192,662	59%
Total Authorized Transactions	\$ 181,646	73%	\$ 17,659	40%	\$ -	0%	\$ 199,305	61%
Remaining Available Balance	\$ 68,403	27%	\$ 26,838	60%	\$ -	0%	\$ 129,332	39%


*Participant Cost Budget totals include sholarships and supportive services

Acronyms

ITA	Individual Training Accounts are also known as scholarships or tuition costs.
DW	Dislocated Worker
EBA	Engage Build Serve Adult Program Grant (State WDB speciality grant to support WIOA Adult/DW program)

Leveraged Scholarships YTD	64,134
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	ECKERD YOUTH ALTERNATIVES, INC.					
	100 N. Starcrest Drive, Clearwater, FL 33765					
	INVOICE					
	Adult Operator					
Worklink Development Board	Contract Number:	23A995E1				
1376 Tiger Blvd.	Invoice Number:	1092-06				
Clemson, SC 29631	Invoice Month:	December 2023				
Attn: Jennifer Kelly	Period Covered:	July 1, 2023 - June 30, 2024				
email: jkelly@worklinkweb.com	Total Amount Due:	\$ 13,744				
Eckerd Goal:			DECEMBER			
			50.0%			100.0%
Line Item		Budget MOD 1	1092-6	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
Staff Salary Total		\$ 66,606.63	\$ 7,740.04	4,739.28	\$ 61,867.35	7.1%
Fringe Benefit Total	51xx	\$ 19,213.53	\$ 2,316.47	8,332.40	\$ 10,881.13	43.4%
TOTAL STAFF COSTS		\$ 85,820.16	\$ 10,056.51	12,286.24	\$ 73,533.92	14.3%
Operating Costs:						
1.1 Facility, Utilities	6185	\$ -	\$ -	-	\$ -	0.0%
1.2 Staff Expendable Supplies & Materials	6000	\$ -	\$ -	-	\$ -	0.0%
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	6735	\$ -	\$ -	-	\$ -	0.0%
1.4 Copy & Print Expenses	6730	\$ -	\$ -	-	\$ -	0.0%
1.5 Communications (Phone, Fax, Internet, etc.)	6270	\$ 1,683.00	\$ -	-	\$ 1,683.00	0.0%
1.6 Staff Travel	6105, 6120, 6125	\$ 585.09	\$ 113.59	197.11	\$ 387.98	33.7%
1.7 Staff Training/Technical Services Costs	5110	\$ -	\$ -	-	\$ -	0.0%
1.8 Non-Expendable Equipment Purchases	6095	\$ 1,215.50	\$ 748.00	748.00	\$ 467.50	61.5%
1.9 Postage (Stamps, FedEx, etc)	6005	\$ 212.50	\$ 99.68	165.43	\$ 47.07	77.8%
1.10 Staff Background Checks	5100	\$ 243.10	\$ 7.25	7.25	\$ 235.85	3.0%
TOTAL OPERATING COSTS		\$ 3,939.19	\$ 968.52	1,117.79	\$ 2,821.40	28.4%
Training Costs:						
2.3 WI Customer Credential Exam Fees (CAN, GED, TABE, Workkeys)	6525	\$ -	\$ -	-	\$ -	0.0%
2.6 Individual Training Account/Voucher Cost	6530	\$ -	\$ -	-	\$ -	0.0%
Client On the Job Training	6515	\$ 44,095.00	\$ 1,044.00	2,220.00	\$ 41,875.00	5.0%
TOTAL TRAINING COSTS		\$ 44,095.00	\$ 1,044.00	\$ 2,220.00	\$ 41,875.00	\$ 0.05
Supportive Services Costs :						
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%
TOTAL SUPPORTIVE SERVICES COSTS		\$ -	\$ -	-	\$ -	0.0%
Training/Professional Fees/Profit:						
4.2 General Liability Insurance	6305	\$ 1,849.92	\$ 29.95	48.72	\$ 1,801.20	2.6%
TOTAL FEES / PROFIT COSTS		\$ 1,849.92	\$ 29.95	48.72	\$ 1,801.20	2.6%
4.1 INDIRECT COST:	13.60%	\$ 18,455.78	\$ 1,645.46	2,131.49	\$ 16,324.29	11.5%
Contract Total		\$ 154,160.06	\$ 13,744.44	17,804.24	\$ 136,355.81	11.5%

	ECKERD YOUTH ALTERNATIVES, INC.					
	100 N. Starcrest Drive, Clearwater, FL 33765					
	INVOICE					
	DW Operator					
Worklink Development Board	Contract Number:	23D995E1				
1376 Tiger Blvd.	Invoice Number:	1223-06				
Clemson, SC 29631	Invoice Month:	December 2023				
Attn: Jennifer Kelly	Period Covered:	July 1, 2023 - June 30, 2024				
email: jkelly@worklinkweb.com	Total Amount Due:	\$ 2,213				
Eckerd Goal:			DECEMBER			
			50.0%			100.0%
Line Item	Budget MOD 1	1223-06	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	
Staff Salary Total		12,063.75	1,370.57	1,668.65	10,395.10	13.8%
Fringe Benefit Total	51xx	3,440.84	405.63	455.54	2,985.30	13.2%
TOTAL STAFF COSTS		15,504.59	1,776.20	2,124.19	13,380.40	13.7%
Operating Costs:						
1.1 Facility, Utilities	6185	-	-	-	-	0.0%
1.2 Staff Expendable Supplies & Materials	6000	127.50	-	-	127.50	0.0%
1.3 Program Outreach Expenses (Brochures,	6735	-	-	-	-	0.0%
1.4 Copy & Print Expenses	6730	180.00	-	-	180.00	0.0%
1.5 Communications (Phone, Fax, Internet, e	6270	297.00	-	-	297.00	0.0%
1.6 Staff Travel	6105, 6120, 6125	649.17	20.05	34.79	614.38	5.4%
1.7 Staff Training/Technical Services Costs	5110	-	-	-	-	0.0%
1.8 Non-Expendable Equipment Purchases	6095	214.50	132.00	132.00	82.50	61.5%
1.9 Postage (Stamps, FedEx, etc)	6005	37.50	17.59	17.59	19.91	46.9%
1.10 Staff Background Checks	5100	42.90	-	-	42.90	0.0%
TOTAL OPERATING COSTS		1,548.57	169.64	184.38	1,364.19	11.9%
Training Costs:						
Client On the Job Training	6515	10,000.00	-	-	10,000.00	0.0%
2.3 WI Customer Credential Exam Fees (CAH	6525	-	-	-	-	0.0%
2.6 Individual Training Account/Voucher Cost	6530	-	-	-	-	0.0%
Client Allowances	6590	105.00	-	-	105.00	0.0%
TOTAL TRAINING COSTS		10,105.00	-	-	10,105.00	-
Supportive Services Costs :						
3.11 WI Customer Transportation Costs	6485	75.00	-	-	75.00	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%
TOTAL SUPPORTIVE SERVICES COSTS		75.00	-	-	75.00	0.0%
Training/Professional Fees/Profit:						
4.2 General Liability Insurance	6305	376.08	1.86	4.98	371.10	1.3%
TOTAL FEES / PROFIT COSTS		376.08	1.86	4.98	371.10	1.3%
4.1 INDIRECT COST:	13.60%	3,730.38	264.89	314.64	3,415.73	8.4%
CONTRACT TOTAL:		31,339.61	2,212.59	2,628.19	28,711.41	8.4%



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/DW Engage Build Serve Operator
Contract Number: 23EBA995E1
Invoice Number: 1407-06
Invoice Month: December 2023
Period Covered: July 1, 2023 - March 31, 2024
Total Amount Due: \$ **1,271**

Eckerd Goal:

DECEMBER

50.00%

100.0%

Line Item	Budget MOD 1	1407-6	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
Staff Salary Total	\$ 47,383	\$ (761)	47,198.93	\$ 184.07	99.6%
Fringe Benefit Total 51xx	\$ 13,800	\$ (153)	\$ 12,940	\$ 860.55	93.8%
TOTAL STAFF COSTS	\$ 61,183	(913.18)	60,138.65	\$ 1,044.63	98.3%
Operating Costs:					
Staff Expendable Supplies & Materials 6000	\$ 1,185	514.84	1,166.27	\$ 18.89	98.4%
Software Licenses 6095	\$ 1,625	1,000.00	1,000.00	\$ 625.00	61.5%
Staff Computers 6085	\$ 1,400	-	-	\$ 1,400.00	0.0%
Program Outreach Expenses (Brochures, Flyers, etc. 6735	\$ 2,000	302.10	302.10	\$ 1,697.90	15.1%
Copy & Print Expenses 6730	\$ 1,750	-	63.60	\$ 1,686.40	3.6%
Communications (Phone, Fax, Internet, etc.) 6270	\$ 750	163.75	678.38	\$ 71.62	90.5%
Client Verifications 6516	\$ -	-	-	\$ -	0.0%
Staff Travel	\$ -	-	-	-	-
Local Mileage cost 6105	\$ 1,558	-	1,538.10	\$ 19.90	98.7%
Non-Local Per Diem/Lodging Cost 6115/6120/6125	\$ -	-	-	\$ -	0.0%
Staff Training 5110	\$ -	-	-	\$ -	0.0%
Staff Background Checks 5100	\$ 295	-	265.20	\$ 29.80	89.9%
Postage (Stamps, FedEx, etc.) 6005	\$ -	(28.87)	-	\$ -	0.0%
Dues 6750	\$ 1,206	-	-	\$ 1,205.72	0.0%
TOTAL OPERATING COSTS	\$ 11,769	\$ 1,952	5,013.65	\$ 6,755.23	42.6%
Training Costs:					
WI Customer Credential Exam Fees (C.N.A., GED, TABE 6525	\$ -	-	-	\$ -	0.0%
WI Customer Individualized Training Costs	-	-	-	\$ -	0.0%
Individual Training Account/Voucher Cost 6530	\$ -	-	-	\$ -	0.0%
Client Testing Fees 6535	\$ -	-	-	\$ -	0.0%
TOTAL TRAINING COSTS	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Supportive Services Costs :					
WI Customer Transportation Costs 6485	\$ -	-	-	\$ -	0.0%
WI Customer Childcare Costs 6660	\$ -	-	-	\$ -	0.0%
Training Support Materials (Uniforms, Drug Screens, Backg 6545/6546	\$ -	-	-	\$ -	0.0%
Client Allowances 6590	\$ -	-	-	\$ -	0.0%
WI Customer Emergency Assistance (Rent, Car Repair, t 6596	\$ -	-	-	\$ -	0.0%
TOTAL SUPPORTIVE SERVICES COSTS	\$ -	-	-	\$ -	0.0%
Training/Professional Fees/Profit:					
General Liability Insurance 6305	\$ 1,008	116.59	1,008.23	\$ (0.00)	100.0%
TOTAL FEES / PROFIT COSTS	\$ 1,008	116.59	1,008.23	\$ (0.00)	100.0%
INDIRECT COST: 10.00%	\$ 10,059	115.52	6,616.05	\$ 3,442.56	65.8%
Contract Total	\$ 84,019	1,270.75	72,776.58	\$ 11,242.42	86.6%

22IWT01 EBA

Grant #	Company	Originally Awarded	Current Award	Expended	To Deobligate	Balance	Start Date	End Date	Status
22IWT01-01	Tactical Medical	\$17,850.00	\$17,850.00	\$ 17,850.00	\$ -	\$0.00	4/12/2023	12/31/2023	Executed, Training Ongoing
22IWT01-02	Sargent Metal Fabricators	\$250.00	\$250.00	\$ 250.00	\$ -	\$0.00	4/12/2023	8/31/2023	Executed
22IWT01-03	Sealevel Systems Inc.	\$6,300.00	\$6,300.00	\$ 6,300.00	\$ -	\$0.00	4/12/2023	8/31/2023	Executed
22IWT01-04	United Tool and Mold	\$6,200.00	\$6,200.00	\$ 6,200.00	\$ -	\$0.00	4/12/2023	8/31/2023	Executed
22IWT01-05	Reliable Automatic Sprinkler	\$6,200.00	\$6,200.00	\$ 6,200.00	\$ -	\$0.00	4/12/2023	8/31/2023	Executed
22IWT01-06	Greenfield Industries	\$13,200.00	\$10,500.00	\$ -	\$2,700.00	\$10,500.00	4/12/2023	12/31/2023	Executed, Mod 1, Training Ongoing
Total:		\$50,000.00	\$47,300.00	\$ 36,800.00	\$ 2,700.00	\$10,500.00			

22RRIWT03

Grant #	Company	Originally Awarded	Current Award	Expended	To Deobligate	Balance	Start Date	End Date	Status
22RRIWT03	Sulzer Processing Pumps	73,500.00	\$73,500.00	\$ 29,945.00	\$ -	\$43,555.00	6/1/2023	4/30/2024	Gathering Documentation

23IWT01 IET

Grant #	Company	Originally Awarded	Current Award	Expended	To Deobligate	Balance	Start Date	End Date	Status
23IWT01-01	Mergon	\$22,000.00			\$ -	\$0.00			
23IWT01-02	Sargent Metal Fabricators				\$ -	\$0.00			
23IWT01-03	Tetramer Technologies	\$2,475.00			\$ -	\$0.00			
23IWT01-04	United Tool and Mold	\$6,487.50			\$ -	\$0.00			
23IWT01-05	Reliable Automatic Sprinkler	\$9,000.00			\$ -	\$0.00			
					\$ -	\$0.00			
Total:		\$39,962.50	\$0.00	\$ -	\$ -	\$0.00			

Remaining from previous Grant 2,700.00
 Total Grant Award 50,000.00
 Undesignated 12,737.50

Contract Status

Executed
 Pending from Employer

Payment

Yellow= final
 Green=pending documentation

WorkLink Budget Comparison PROGRAM

		PY23 Mod #1	Change	PY23 Mod #2	NOTES
Slot Level					
Staff Costs					
Sub-Total of Staff Costs		\$ 158,147.22	\$ (4,160.91)	\$ 153,986.31	
Fringe Benefits	Rate	0	0	0	
FICA	7.65%	\$ 12,098.26	\$ (318.31)	\$ 11,779.95	
Unemployment	0.69%	\$ 1,097.54	\$ (28.88)	\$ 1,068.67	
Workers Compensation	0.10%	\$ 158.15	\$ (4.16)	\$ 153.99	
Pension	1.75%	\$ 2,767.58	\$ (72.82)	\$ 2,694.76	
Health/month/FTE	21.89%	\$ 33,603.71	\$ 250.40	\$ 33,854.11	
Other Health Benefits	0.93%	\$ 1,425.61	\$ 10.66	\$ 1,436.27	
		0.00%	0.00%	0.00%	
Sub-Total Fringe:	33.01%	\$ 51,150.85	\$ (163.10)	\$ 50,987.75	
Operating Costs		0	0	0	
Local Mileage	6105	\$ 2,033.30	\$ -	\$ 2,033.30	
Non-Local Mileage/Travel	0	\$ -	\$ -	\$ -	
Staff Background Checks	5100	\$ 325.00	\$ 9.00	\$ 334.00	
Staff Training Registration Costs	5110	\$ -	\$ -	\$ -	
Consumable Supplies	6000	\$ 2,500.00	\$ -	\$ 2,500.00	
Postage	6005	\$ 750.00	\$ -	\$ 750.00	
Staff Computers	6085	\$ -	\$ -	\$ -	
Software Licenses	6095	\$ 4,491.00	\$ 194.00	\$ 4,685.00	
Facility Costs	6185	\$ -	\$ -	\$ -	
Wide Area Network Costs	6265	\$ -	\$ -	\$ -	
Staff Cell Phones	6270	\$ 4,140.00	\$ 270.00	\$ 4,410.00	
Copy/Print	6730	\$ 1,370.00	\$ -	\$ 1,370.00	
Participant Outreach	6735	\$ -	\$ -	\$ -	
Sub-Total Operating		\$ 15,609.30	\$ 473.00	\$ 16,082.30	
Training		0	0	0	
Participant Verification	6516	\$ 2,500.00	\$ -	\$ 2,500.00	
Individual Training Accounts	6520	\$ -	\$ -	\$ -	
Credential Exam Fees	6525	\$ 10,550.00	\$ -	\$ 10,550.00	
Tuition Cost (Adult Education)	6530	\$ 210,996.18	\$ 11,063.23	\$ 222,059.41	
Client Testing Fees	6535	\$ -	\$ -	\$ -	
Instructional Supplies (Books)	6545	\$ -	\$ -	\$ -	
Participant Graduation Fees	6595	\$ -	\$ -	\$ -	
Sub-Total Training		\$ 224,046.18	\$ 11,063.23	\$ 235,109.41	
Supportive Services		0	0	0	
Transportation	6485	\$ 24,000.00	\$ -	\$ 24,000.00	
Client Training Support Matl.	6546	\$ -	\$ -	\$ -	
Client Incentives	6585	\$ -	\$ -	\$ -	

Client Allowances	6590	\$ 47,000.00	\$ -	\$ 47,000.00	
Client Emergency Assistance	6596	\$ 2,000.00	\$ -	\$ 2,000.00	
Childcare	6660	\$ -	\$ -	\$ -	
Sub-Total of Supportive Services		\$ 73,000.00	\$ -	\$ 73,000.00	
Sub-Total of Contract Costs		521953.5536	7212.215404	529165.769	
Indirect Cost & Fees					
Indirect Cost (MTDC)	13.60%	\$ 31,842.04	\$ (512.53)	\$ 31,329.50	
General Liability (Eckerd)	1.20%	\$ 6,726.00	\$ 81.63	\$ 6,807.63	
Sub-Total of Indirect & Fees		\$ 38,568.04	\$ (430.90)	\$ 38,137.14	
		\$ 560,521.59	\$ 6,781.32	\$ 567,302.91	

WorkLink Budget Comparison OPERATOR					
		PY23 Proposed Budget Mod #1	Change	PY23 Proposed Budget Mod #2	NOTES
Slot Level					
Staff Costs					
Sub-Total of Staff Costs		\$ 78,670.37	\$ (4,794.87)	\$ 73,875.50	
		\$ -	\$ -	\$ -	
Fringe Benefits	Rate	\$ -	\$ -	\$ -	
FICA	7.65%	\$ 6,018.28	\$ (366.81)	\$ 5,651.48	
Unemployment	0.69%	\$ 545.97	\$ (33.28)	\$ 512.70	
Workers Compensation	0.10%	\$ 78.67	\$ (4.79)	\$ 73.88	
Pension	1.75%	\$ 1,376.73	\$ (83.91)	\$ 1,292.82	
Health/month/FTE	19.00%	\$ 14,039.12	\$ (658.66)	\$ 13,380.46	
Other Health Benefits	0.81%	\$ 595.60	\$ (27.94)	\$ 567.66	
Sub-Total Fringe:	30.00%	\$ 22,654.38	\$ (1,175.39)	\$ 21,478.98	
Operating Costs					
Local Mileage	6105	\$ 1,234.26	\$ 81.38	\$ 1,315.64	
Non-Local Mileage/Travel	0	\$ -	\$ -	\$ -	
Staff Background Checks	5100	\$ 286.00	\$ -	\$ 286.00	
Staff Training Registration Costs	5110	\$ -	\$ -	\$ -	
Consumable Supplies	6000	\$ 127.50	\$ -	\$ 127.50	
Postage	6005	\$ 250.00	\$ -	\$ 250.00	
Staff Computers	6085	\$ -	\$ -		
Software Licenses	6095	\$ 1,430.00	\$ -	\$ 1,430.00	
Facility Costs	6185	\$ -	\$ -		
Wide Area Network Costs	6265	\$ -	\$ -	\$ -	
Staff Cell Phones	6270	\$ 1,980.00	\$ -	\$ 1,980.00	
Copy/Print	6730	\$ 180.00	\$ -	\$ 180.00	
Participant Outreach	6735	\$ -	\$ -	\$ -	
Sub-Total Operating		\$ 5,487.76	\$ 81.38	\$ 5,569.14	
Training		0	0	0	
OJT reimbursable wages	6515	\$ 54,095.00	\$ -	\$ 54,095.00	
Participant Verification	6516	\$ -			
Individual Training Accounts	6520	\$ -			
Credential Exam Fees	6525	\$ -			
Tuition Cost (Adult Education)	6530	\$ -			
Client Testing Fees	6535	\$ -			
Instructional Supplies (Books)	6545	\$ -			
Participant Graduation Fees	6595	\$ -			
Sub-Total Training		\$ 54,095.00	\$ -	\$ 54,095.00	

Supportive Services		0	0	0	
Transportation	6485	\$ 75.00	\$ -	\$ 75.00	
Client Training Support Matl.	6546	\$ -	\$ -		
Client Incentives	6585	\$ -	\$ -		
Client Allowances	6590	\$ 105.00	\$ -	\$ 105.00	
Client Emergency Assistance	6596	\$ -	\$ -	\$ -	
Childcare	6660	\$ -	\$ -		
Sub-Total of Supportive Services		\$ 180.00	\$ -	\$ 180.00	
Sub-Total of Contract Costs		\$ 161,087.51	\$ (5,888.88)	\$ 155,198.63	
Indirect Cost & Fees					
Indirect Cost (MTDC)	13.60%	\$ 22,186.16	\$ (811.96)	\$ 21,374.20	
General Liability (Eckerd)	1.20%	\$ 2,226.00	\$ (81.39)	\$ 2,144.61	
Sub-Total of Indirect & Fees		\$ 24,412.15	\$ (893.34)	\$ 23,518.81	
		\$ 185,499.66	\$ (6,782.22)	\$ 178,717.44	

Worklink Workforce Development Board Grant
Budget vs. Actual Expenditures YTD
PY2023 Eckerd Adult/DW Grant Awards

CURRENT	
Mod 1	
Original	All Funding
Salary Total	348,796
Fringe Benefit Total	108,211
TOTAL STAFF COSTS	457,007
Operating Costs	
Staff Consumable Supplies	5,563
Software licenses	7,546
Staff computers	1,400
Program Outreach Expenses	3,206
Copy & Print	3,299
Communications	8,220
Staff Travel Local	4,825
Staff Travel Non-Local	-
Client Verifications	2,500
Staff Training	-
Staff Background Checks	1,041
Non Expandable (WAN)	-
Postage	1,002
TOTAL OPERATING COSTS	38,601
Training cost	
Credential Exam Fees	10,550
ITAs	245,087
Reimbursable Wages	54,095
TOTAL TRAINING COSTS	309,732
Supportive Service Cost	
Transportation	24,075
Childcare	-
Training Support Materials	47,105
Emergency Assistance	2,000
TOTAL SUPPORTIVE SERVICE COSTS	73,180
Training/Professional Service Fee/Profit	
General Liability	11,597
TOTAL FEES / PROFIT COSTS	11,597
INDIRECT COST:	76,337
TOTALS	966,454

Mod 2								Mod 1 to Mod 2
AD Program	DW Program	EBS Program	IET Program	Ad Operator	DW Operator	EBS Operator	All Funding	Difference
130,462	23,525	64,595	-	62,481	11,394	47,383	339,840	(8,956)
43,257	7,731	20,605	-	18,210	3,269	13,800	106,872	(1,338)
173,719	31,256	85,201	-	80,691	14,664	61,183	446,713	(10,294)
								-
2,125	375	1,750		-	128	1,185	5,563	(1)
3,982	703			1,216	215	1,625	7,740	195
						1,400	1,400	-
-	-					3,206	3,206	-
1,100	270			-	180	1,750	3,300	1
3,749	662	1,350		1,683	297	750	8,490	271
1,700	333			655	661	1,558	4,907	82
		-				-	-	-
2,125	375						2,500	-
		-		-	-	-	-	-
312	22	135		243	43	295	1,050	10
							-	-
638	113			213	38		1,000	(2)
15,730	2,852	3,235	-	4,009	1,560	11,769	39,155	555
								-
9,050	1,500						10,550	-
187,696	34,363	34,091	25,000				281,150	36,063
				44,095	10,000		54,095	-
196,746	35,863	34,091	25,000	44,095	10,000	-	345,795	36,063
								-
20,400	3,600			-	75		24,075	-
							-	-
40,600	6,400			-	105		47,105	-
1,700	300						2,000	-
62,700	10,300	-	-	-	180	-	73,180	-
								-
								-
5,775	1,033	1,637	-	1,780	365	1,008	11,597	-
5,775	1,033	1,637	-	1,780	365	1,008	11,597	-
								-
26,550	4,779	12,250	-	17,758	3,616	10,059	75,012	(1,324)
								-
481,220	86,083	136,414	25,000	148,333	30,384	84,019	991,453	25,000

Available Amounts	475,455	85,066	136,414	-	154,160	31,340	84,019	966,454
Difference	5,765	1,017	-	25,000	(5,827)	(956)	0	25,000
Participant Costs	259,446	46,163	34,091	25,000	44,095	10,180	-	418,975
Goal	40%	40%			30%	30%		
Actual	54%	54%	25%	100%	30%	34%	0%	42%

WorkLink

WIOA INSTRUCTION LETTER NO.: PY'21-06 (Replaces Revised PY'19-02)

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

ISSUANCE

DATE: February 2, 2022

EFFECTIVE

DATE: Immediately

EXPIRATION

DATE: Indefinite

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

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

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

SECTION 1 - MAXIMUM ALLOWABLE LIMITS

Supportive Services for adults and dislocated workers are available up to a maximum total of \$3,000 per program year. Please review each individual type of supportive service for additional caps.

SECTION 2 - ADMINISTERING SUPPORTIVE SERVICES

Payor of Last Resort

WIOA is a payer of last resort and so only if a participant cannot find financial relief by other means should WIOA provide supportive services.

The availability of and referral to non-WIOA sources is one of the services that must be made available to adults and dislocated workers through the One-Stop delivery system. Case Managers are expected to make appropriate referrals for supportive services on behalf of participants to partner agencies. It will be left to the discretion of the Case Manager that all appropriate non-WIOA sources of funding have been explored or exhausted.

Documentation Requirements: Case Managers must document in case notes efforts to access non-WIOA sources to justify providing supportive services through WIOA. All referrals to partners should be issued through the SCWOS system and a hard copy provided to participants. In the event that the referral cannot be made through SCWOS, the case manager may provide a paper referral form to the participant and place a copy in the participant's hard file.

Supportive Service Payments

With the exception of transportation reimbursement and Needs-Related Payments, all supportive service assistance payments should be issued directly to the vendor on behalf of the participant (i.e. childcare provider, automotive repair shop, gas or electric utility company, etc.). As an alternative, the service provider may instead pay the cost on behalf of the participant and be reimbursed through the monthly billing process. All appropriate documentation should be available as part of reconciliation and appropriate documentation included in the participant's hard file.

In emergency situations - the participant may receive reimbursement based on an itemized receipt or current bill (a copy should be maintained in the participant's hard file). The service provider must verify that the receipt or bill is for the supportive service and from the vendor agreed upon by the participant and the case manager, and that the receipt or bill is dated within the appropriate timeframe of the supportive service code. A case note must justify the emergency situation.

Supportive Service Tracking

A Supportive Services Report for each supportive service recipient will be maintained by the WIOA service provider and made available upon request. The WIOA Program Manager will verify that the maximum amount of funded supportive services is not exceeded.

SECTION 3 - DETERMINING SUPPORTIVE SERVICES FOR PARTICIPANTS

Eligibility for Supportive Services - Who May Receive

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

- The service provider's grant has supportive service funding available to accommodate the request.
- Total supportive service expenditures (including vouchers issued to vendors, but the resulting invoice has not yet been paid) has not exceed \$3,000 during the current program year for the participant.
- A supportive service need was identified for the participant to complete a qualifying WIOA activity. The need for supportive services is documented in the assessment, IEP, and case notes.

- The participant is currently active. Supportive services cannot be paid for activities occurring prior to WIOA enrollment and cannot occur after exit (TEGL 19-16).
- Documentation or evidence shows that all other reasonable means for obtaining or receiving non-WIOA assistance/support have been explored or exhausted.
 - For childcare assistance – applicant must have proof of ABC Voucher eligibility determination
 - For transportation – applicant must have proof of valid driver’s license only in the case of those requesting gas reimbursement
 - For car repairs – applicant must provide two quotes from licensed repair facilities and proof of ownership (i.e., name listed as a driver on insurance, registration, car title, etc.)
- *Childcare/Dependent Care, One-Time Emergency Assistance, and Needs-Related Payment recipients must be Low Income* - Those who are determined low-income, as described in “WIOA Family Income Guidelines For South Carolina,” as outlined in the current Instruction Letter: Updated Family Income Guidelines.

Documentation: Initial determination for Childcare/Dependent Care, One-Time Emergency Assistance, and Needs-Related Payments will be based on low-income status as notated on the Eligibility Determination application for WIOA assistance.

If a participant is not low-income at the time of application, a participant may re-apply for supportive services at any time. WIOA staff should use the same procedures as that of Eligibility Determination to determine low-income. Documentation should be dated and kept in the participant’s hard file.

SECTION 4 - ALLOWABLE SUPPORTIVE SERVICES FOR WIOA PARTICIPANTS

For both adult and dislocated worker services

A. TRANSPORTATION ASSISTANCE

To receive transportation assistance, the participant is not required to be low income.

Commented [JC1]: Participant must be low income at time of enrollment and reside 10 miles or more from the training facility.

- **Direct Transportation**

If a participant is unable to attend a WIOA activity or training because they lack a driver’s license and/or access to a car, the case manager may provide or procure transportation. Transportation will be provided temporarily while participants make a transition plan to provide their own transportation.

Bus, ride share, car service, taxi, and other fare fees are allowable costs.

Case managers should consider cost when procuring transportation. Public transportation should be utilized when available. Arrangements may be made with other agencies that transport participants or with for-profit businesses. The service provider should have an agreement with the transportation provider specifying the cost and billing arrangements.

The service provider may choose to pay private individuals selected by participants to provide transportation. Prior to using a private individual to provide transportation, the service provider must verify the individual providing transportation has a valid driver's license and car insurance. In this instance, the service provider will follow the Transportation Reimbursement procedure outlined in this policy. Mileage should be calculated based on the driver's home address to the participant's address to the location of the activity.

- **Transportation Reimbursement**

Participants not receiving Direct Transportation supportive services may receive transportation assistance to help defray the out-of-pocket expenses associated with WIOA activities or training.

Reimbursement is available to those participants (1) attending full-time training (or other qualifying WIOA activities), (2) not receiving other transportation funds from partner programs, AND (3) traveling from night-time residence to a training provider at the following mileage and rates:

- 0 to 24 miles one way - \$10 per day
- 25 to 50 miles one way - \$15 per day
- 51+ miles one way - \$20 per day

Commented [JC2]: 10 to 24 miles one way - \$10 per day

Transportation will only be reimbursed for days that the participant attended training. The WIOA participant must submit time and attendance sheets to their assigned case manager by the required deadlines in order to be reimbursed. Each time and attendance sheet must be signed by an authorized training instructor at their approved training provider.

For trainings that require the participant to stay multiple nights near the training provider, mileage will be calculated from the closest hotel with a reservation available or from the local residence at which they are staying.

B. TRAINING RELATED ASSISTANCE

To receive training-related assistance, the participant is not required to be low income.

- **Driver's Training**

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

- **Lodging**

For participants attending on-site training more than 75 miles away from the participant's night-time residence, the participant may receive up to \$94 per night for a hotel. In order to receive this, the participant must be scheduled to attend training for three or more days per week. The lodging facility must be approved in advance by WorkLink staff. Payments may be made in advance only to the lodging facility.

Classroom Training

- Training-Related Costs

Service providers may approve expenses for training related items not already covered under an Individual Training Account, such as books, fees, school supplies, uniforms, and other necessary items.

- Fees, Permits, Certifications or Licenses

Service providers may pay for fees related to obtain certifications, such as real estate license, driver's license, GED fees, etc.

- Miscellaneous

Service providers may pay for training-related applications, tests, and certifications not otherwise described above, but required for participation in training.

Employer Required or Work-Based Learning

- Work Clothing or Uniforms

The maximum amount for work clothing is \$250.

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, protective eyewear, smocks, etc.

- Work-Related Tools

The maximum amount for work-related tools should not exceed \$500.

Service providers may pay for work-related tools required by an employer. The employer must provide a letter or policy detailing the work-related tools to be provided by the participant. Case managers may purchase the minimum required tools as long as they are necessary for continued participation or a condition of employment. The WIOA manager must insure that procurement procedures are followed.

- Miscellaneous

Service providers may pay for employment and work-based learning related fees, permits, applications, tests, licenses, and certifications not otherwise described above, but required for participation in training.

C. CHILDCARE OR DEPENDENT CARE

To receive childcare or dependent care related assistance, the participant is required to be low income.

Participants who have out-of-pocket expenses associated with childcare or dependent care while attending activities or training may receive assistance to defray the cost.

Due to the limited amount of funds available, it is important that case managers insure that WIOA participants seeking childcare or dependent care assistance exhaust all available community resources available to them. If

there is adequate proof that the case manager and the participant have exhausted those community resources, then child care assistance may be provided.

Documentation Required

For childcare or dependent care supportive service assistance, vendor agreements, invoices, and time and attendance sheets are required documentation that must be kept in the participant's hard file.

Childcare or dependent care will only be paid to the child care or dependent care provider. Documentation and/or invoices must be collected by the service provider. The documentation or invoice must be itemized, showing the following information:

- The child or children in daycare;
- The name of the parent(s) or legal guardian(s);
- Times and dates covered; and
- Total charges.

No late fees will be paid with WIOA funding.

Childcare or dependent care assistance will only be reimbursed for days that the participant attended training. The WIOA participant must also submit time and attendance sheets to their assigned case manager by the required deadlines to ensure timely payment to their child or dependent care provider. Each time and attendance sheet must be signed by an authorized training instructor at their approved training provider.

Age Limitations

- Child care assistance for those under age 13 when the care is provided. The program manager may permit child care payments thru age 14 if expressly requested by the participant.
- Dependent care is not limited by age.

Reimbursement Amounts

Reimbursement is available to those participants attending approved activities at the following rates:

- Childcare
 - During the school year:*
 - \$25 per day for each pre-school aged child
 - \$10 per day for each school-aged child 12 years old and younger
 - During the summer:*
 - \$25 per day for each child 12 years old and younger
- Case managers will follow the participant's school district calendar.
- Dependent Care
 - \$10 per day for each dependent adult

D. EMERGENCY ASSISTANCE

To receive emergency assistance, the participant is required to be low income.

- One-time Emergency Costs
 - Minor Car Repair - Minor Car Repair should not exceed \$500.00.
 - Utilities - Pays for electric, water or gas bill. Excludes telephone, cell phone, and internet bills.
 - Housing - Pays for housing cost, such as rent. Mortgage payments may not be paid with WIOA funding.

One-time emergency costs exceeding \$1,000 must be approved by the Administrative Entity.

E. MEDICAL OR RELATED ASSISTANCE

To receive medical or related assistance, the participant is not required to be low income.

- Reasonable accommodations for those with disabilities – Pays for a reasonable accommodation that a participant needs in order to participate in training. The accommodation should not exceed \$1,000.
- Medical Assistance – Limited funding is available to provide medical services required for an individual to participate in individualized career services and/or training. 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 a training program
- Immunizations
- Pre-employment drug tests
- Dental extractions and dentures
- Eyeglasses but not contact lenses or any type of eye surgery
- Hearing devices

F. OTHER ASSISTANCE

To receive other assistance, the participant is not required to be low income.

- Background Checks – Pays for background checks, such as motor vehicle records check, criminal records (SLED), etc. when required for training.
- Translation Services – Pays for translation services on behalf of an English language learner.

G. LEGAL AID SERVICES ASSISTANCE

To receive legal aid services assistance, the participant is not required to be low income.

- Expungements - Assistance for an expungement may be offered in situations where a single offense is prohibiting a participant from obtaining employment and the participant is unable to pay for

expungement themselves. In determining whether or not to provide expungement assistance, the case manager should consider whether or not the participant will be employable upon the conclusion of the expungement process and any career and training services they may be participating in. The following conditions must exist:

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

- Driver's License Reinstatement Fees – Pays for fees associated with reinstatement of a driver's license.

H. COVID-19 Supportive Services

To receive COVID-19 supportive services, the WIOA participant must be low-income.

During State of Emergency declarations by the Governor of South Carolina due to the COVID-19 pandemic, the following described supportive services can be made available to WIOA participants.

1. Personal computers or laptops (with printer optional) may be purchased for WIOA participants meeting the following requirements:
 - Either is currently participating in training or has a start date for training in a course of study that is offered online or traditionally offered in-person, but has been adapted for online learning;
 - Is considered low-income;
 - Does not have access to a working computer or laptop in their residence; and
 - Does not have access to a working computer or laptop in an alternate location that complies with executive orders and maintains social distancing requirements as mandated by the Governor of South Carolina.

Purchasing Requirements - Personal computers or laptops should meet minimum requirements of the Training Provider, and if available, purchased through the Training Provider. A minimum of three informal quotes (printouts from websites) should be considered prior to purchase. The Service Provider is required to maintain those quotes in the participant's file and clearly label which computer was purchased. If the participant cannot purchase the needed equipment and submit documentation for reimbursement, Eckerd should attempt to establish a vendor agreement with local companies that will accept vouchers. If this option fails, Eckerd may purchase the equipment on behalf of the participant, and request reimbursement via the monthly invoices submitted to WorkLink.

The **total cost** of the computer or laptop (to include printer if needed) **should not be more than \$500.**

Documentation Requirements - The Case Managers must clearly justify and explain the purchase of the laptop, and document in case notes other avenues explored in meeting the computer requirements (i.e. borrowing from a family member/friend, arrangements with a community organization, lease through the Training Provider, etc.). It will be at the case manager's discretion to determine when these means have been exhausted. The final laptop bill(s) must be placed in the hard file with the quotes.

2. Internet Bills may be reimbursed to WIOA participants that meet the following requirements:

- Either is currently participating in training or has a start date for training in a course of study that is offered online or traditionally offered in-person, but has been adapted for online learning;
- Is considered low-income;
- Does not have access to the internet in their home; and
- Does not have access to secure, stable, reliable internet at an alternate location that complies with executive orders and maintains social distancing rules as mandated by the Governor of South Carolina.

Reimbursement Requirements – The case manager may reimburse the **total** cost of the internet bill as long as signed attendance sheets indicate that the WIOA participant attended online classes during the timeframe covered by the internet bill. The case manager must validate that the WIOA participant resides at the address listed on the internet bill (may be through state issued id, self-attestation, family member included in family size, etc.). Only standard internet costs will be reimbursed, anything above standard internet costs, such as cable and phone packages or higher download/upload speed packages will be the WIOA participant's responsibility. Any bills received for timeframes where the participant did not attend classroom training (either class had not yet begun, class ended, or they failed to attend) will not be reimbursed. Timely set-up and cancellation of internet service is the WIOA participant's responsibility. **No late fees will be paid.**

Documentation – The Case Managers must clearly justify and explain the need for reimbursement of internet bills, and document in case notes other avenues explored in meeting internet requirements (i.e. free or trial options for internet access, etc.). It will be at the case manager's discretion to determine when these means have been exhausted. A copy of the internet bill must be placed in the hard file with attendance sheets.

All vouchers issued for exceptions listed in this section on behalf of participants must fall within the State of Emergency declaration dates.

SECTION 5 - ALLOWABLE NEEDS-RELATED PAYMENTS (NRP) FOR WIOA PARTICIPANTS

For both adult and dislocated worker services – can be received in conjunction with other supportive service payments and is subject to the \$3,000 supportive service cap per year.

To receive Needs Related Payments, the participant is required to be low income.

Needs-related payments are designed to provide a participant with financial assistance for the purpose of enabling them to participate in training services. Many individuals in need of training services may not have the resources available to participate in the training; therefore, needs-related payments can help individuals meet their non-training expenses and help them to complete training successfully (Reference TEGL 19-16).

Eligibility for Needs Related Payments (NRP)

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

- A. Specific eligibility requirements for adults
 - 1. Must be unemployed; and
 - 2. Does not qualify for, or has ceased to qualify for, unemployment compensation; and
 - 3. Must be enrolled in a program of training services under WIOA.
- B. Specific eligibility requirements for dislocated workers
 - 1. Must be unemployed; and
 - 2. Have ceased to qualify for unemployment compensation or trade readjustment allowance under TAA; and
 - 3. Be enrolled in a program of training services under WIOA Section 134 (c)(3) by the end of the 13th week after the most recent layoff that resulted in a determination of the worker's eligibility as a dislocated worker, or, if later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed six months.
- C. Specific eligibility requirements for dislocated workers not eligible above.
 - 1. Must be unemployed; and
 - 2. Did not qualify for unemployment compensation or trade readjustment allowance under TAA; and
 - 3. Be enrolled in a program of training services under WIOA Section 134(c)(3).

Administering Needs-Related Payments

The level of a needs-related payment made to an adult or dislocated worker must not exceed the greater of:

- (1) The applicable weekly level of unemployment compensation benefits for participants who were eligible for unemployment compensation benefits; or
- (2) If such worker did not qualify for unemployment compensation, an amount equal to the poverty line for an equivalent period, the amount should be adjusted to reflect changes in total family income. (Reference the most current "Updated Federal Income Guidelines" Instruction Letter issued by WorkLink, attachment titled "Poverty Level Guidelines for South Carolina" used to determine NRP.)

Eligible Participants may be issued Needs Related Payments as follows:

- Adults (Category A) and Dislocated Workers (Category C) - Needs-related payments will be limited to \$5 per hour in training, not to exceed \$150 per week.
- Dislocated Workers (Category B) – Needs related payments will be the same as their most recent exhausted UI or TAA/TRA payment not to exceed \$150 per week.

NRPs are included in the overall Supportive Service cap of \$3,000 per program year.

Documentation Requirements: Case managers should ensure that the participant's most recent UI determination showing lack of eligibility, or the most recent UI or TAA/TRA benefit amount (that is currently exhausted) is included in the participant's file.

Only those enrolled in a program of training services under WIOA Section 134(c)(3) are eligible for Needs Related Payments; therefore, time and attendance sheets are to be used to ensure adequate participation in training services and are to be kept in the participant's hard file. In order to receive this payment, WIOA participants are required to abide by the Training Provider's attendance policy and turn in time and attendance sheets by the case manager's deadlines.

May needs-related payments be paid while a participant is waiting to start training classes?

Yes, NRP may be provided if the participant has been accepted in a training program that will begin within 30 calendar days. Documentation from the Training Provider confirming the participant's start date in the approved training must be included in the participant's hard file.

SECTION 6 - REQUESTS FOR EXCEPTIONS

When requesting an exception to any part of this policy, the service provider's program manager, or designated appointee, should fill out the Request for Exception form (Attachment A) and submit it to the Adult/DW grant point of contact for approval.

SECTION 7 - SUPPORTIVE SERVICES NOT ALLOWABLE FOR WIOA PARTICIPANTS

- Fines and penalties such as traffic violations, late finance charges, and interest payments;
- Entertainment including tips;
- Contributions or donations;
- Vehicle payments;
- Refundable deposits;
- Alcohol or tobacco products;
- Pet products;
- Supplies for plants;
- Membership fees (e.g., fitness or social club memberships, annual fees on personal credit cards);
- Out-of-state job search and relocation expenses that are paid for by the prospective employer or by the employer who has laid-off the individual;
- Child support;
- Legal consultation fees;
- Payments for food or food items; and
- Personal debt or obligation that occurred before WIOA registration.

ACTION: WorkLink Workforce Development Board Service Providers must abide by the policy as stated. All staff must be familiar with the policy. All other forms of supportive service requests not listed must be made in writing to the Administrative Entity using the Request For Exception Form (Attachment A).

Please copy and distribute this information appropriately within your agency.

INQUIRIES: Direct all inquiries on this Instruction Letter to Jennifer Kelly, WorkLink Workforce Development Board, 1376 Tiger Blvd., Suite 102, Clemson, SC 29631, telephone 864.646.5898, fax 864.646.2814, or e-mail jkelly@worklinkweb.com.

Trent Acker, Executive Director
WorkLink Workforce Development Board

DISTRIBUTION: All WIOA staff

SUPPLEMENT: SUPPORTIVE SERVICE POLICY

ATTACHMENT A: REQUEST FOR EXCEPTION FORM

WL Supportive Service Policy 21-06 - Supplement		CAP	\$	3,000
	Per Diem	Max	Low Income	
TRANSPORTATION ASSISTANCE			Yes	
Direct Transportation				
Bus tickets, ride share, car service, taxi, other fares	\$ -	\$ -		
Transporation Reimbursement (one way)	\$ -	\$ -		
10 to 24 miles per day	\$ 10.00	\$ -		
25 to 50 miles	\$ 15.00	\$ -		
51+ miles	\$ 20.00	\$ -		
TRAINING RELATED ASSISTANCE			No	
Driver's Training	\$ -	\$ -		
Lodging (training provider is more than 75 miles away)	\$ 94.00	\$ -		
Classroom Training (costs not included in ITA)				
Fees, Permits, Certifications, Licenses	\$ -	\$ -		
Miscellaneous	\$ -	\$ -		
Employer Required or Work-Based Learning				
Work Clothing or Uniforms	\$ -	\$ 250		
Work-Related Tools	\$ -	\$ 500		
Fees, Permits, Certifications, Licenses	\$ -	\$ -		
Miscellaneous	\$ -	\$ -		
CHILD AND DEPENDENT CARE ASSISTANCE			Yes	
Rates for Summer				
Per each child 12 and under	\$ 25.00	\$ -		
Rates for School Year				
Per each pre-school aged child	\$ 25.00	\$ -		
Per each school aged child 12 and under	\$ 10.00	\$ -		
Dependent Care - per dependent	\$ 10.00	\$ -		

EMERGENCY OR SPECIALIZED ASSISTANCE				Yes
One-time Emergency Costs			\$ 1,000	
Minor Car Repair		\$ -	\$ 500	
Utilities (<i>electric, gas, water bills only</i>)		\$ -	\$ -	
Housing (<i>no mortgage payments</i>)		\$ -	\$ -	
MEDICAL OR RELATED ASSISTANCE				No
Medical Assistance		\$ -	\$ 500	
Pre-employment/training physicals		\$ -	\$ -	
Immunizations		\$ -	\$ -	
Pre-employment drug tests		\$ -	\$ -	
Dental extractions and dentures		\$ -	\$ -	
Eyeglasses (<i>no contact lenses, no eye surgery</i>)		\$ -	\$ -	
Hearing devices		\$ -	\$ -	
Reasonable Accomodations		\$ -	\$ 1,000	
OTHER ASSISTANCE				No
Background Checks		\$ -	\$ -	
Interpreter Services		\$ -	\$ -	
LEGAL AID SERVICES ASSISTANCE			-	No
Expungements		\$ -	\$ 500	
Driver's License Reinstatement Fees		\$ -	\$ -	
NEEDS RELATED PAYMENTS		Per Week		Yes
Adults (Category A) - \$5 per credit hour		\$ 150.00	\$ -	
Dislocated Worker (Category B) - UI/TRA payment amt		\$ 150.00	\$ -	
Dislocated Worker (Category C) - \$5 per credit hour		\$ 150.00	\$ -	