

**WORKFORCE DEVELOPMENT BOARD MEETING**  
**Wednesday, February 7, 2024 – 1:00 P.M.**  
**Seminar Room I, Clemson University Center & Inn**  
Conference Call Information:

<https://us02web.zoom.us/j/6436419262?pwd=Vm9zNTB2ZDNYU3ZWZno1ZIM2QVBqdz09>

Meeting ID: 643 641 9262      Dial: 1-646-558-8656      Passcode: 29631

**AGENDA**

- |  |  |
|--|--|
| <p><b>I. Call to Order/Introductions</b></p> <p><b>II. Approval of Minutes (9/20/2023)*</b></p> <p><b>III. Presentation - Overview of WorkLink's Workforce</b></p> <p><b>IV. Director's Update</b></p> <p style="margin-left: 20px;">A. PY2022 Corrective Action Plan (FUR)</p> <p style="margin-left: 20px;">B. PY2022 Annual Report</p> <p style="margin-left: 20px;">C. 2023 AOP Business Showcase Report</p> <p><b>V. Committee Reports</b></p> <p style="margin-left: 20px;"><b>A. Executive Committee</b></p> <p style="margin-left: 40px;">1) Report of Actions*</p> <p style="margin-left: 20px;"><b>B. Finance Committee</b></p> <p style="margin-left: 40px;">1) PY2023 Budget Overview</p> <p style="margin-left: 60px;">a. In-house Budget &amp; Financial Status Update</p> <p style="margin-left: 60px;">b. Incumbent Worker Training Grants</p> <p style="margin-left: 60px;">c. One Stop Operator (All Sources)</p> <p style="margin-left: 60px;">d. Adult/DW Program (All Sources)</p> <p style="margin-left: 60px;">e. Adult/DW Program &amp; Operator Grant Modification 2*</p> <p style="margin-left: 60px;">f. Youth Program (All Sources)</p> <p style="margin-left: 20px;"><b>C. Youth Committee</b></p> <p style="margin-left: 40px;">1) PY 23 PYC- New Enrollment Report-Information</p> <p style="margin-left: 40px;">2) WIOA Work Experience (WEX) Work-Readiness Evaluation(Sample)</p> <p style="margin-left: 40px;">3) PY 22 WL WEX Work-Readiness Basic Soft Skills Evaluation</p> <p style="margin-left: 40px;">4) <b>Next YC Meeting: March 5, 2024</b></p> <p style="margin-left: 20px;"><b>D. SC Works Operations Committee</b></p> <p style="margin-left: 40px;">1) Committee Update</p> <p style="margin-left: 40px;">2) Adult/DW Program Grant Extension*</p> <p style="margin-left: 40px;">3) Adult/DW Operator Grant Extension*</p> <p style="margin-left: 40px;">4) PY2024 Adult/DW Budget Negotiations Team*</p> <p style="margin-left: 40px;">5) Policy Update – Supportive Service Policy*</p> <p><b>E. Priority Populations Committee</b></p> <p><b>V. Other Business</b></p> | <p>Mike Wallace, Board Chair</p> <p>Chair Wallace</p> <p>Leah Price, LMI Dept, DEW</p> <p>Jennifer Kelly, Executive Director</p> <p>Laura Cox, Workforce Advisor, DEW</p> <p>Chair Wallace</p> <p>Stephanie Collins, Committee Chair</p> <p>Susan Gibson, Committee Chair</p> <p>David Bowers, Committee Chair</p> <p>Lisa Gillespie, Committee Chair</p> <p>Chair Wallace</p> |
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**NEXT MEETING –April 3, 2023 @ 1:00PM**  
**MADREN CONFERENCE CENTER AT CLEMSON UNIVERSITY**  
**LUNCH IMMEDIATELY PRECEDES THE MEETING AT NOON**

**WORKFORCE DEVELOPMENT BOARD  
BOARD MEETING**

**September 20, 2023 Minutes**

**Madren Center Executive Board Room/ Teleconference via Zoom**

**Members Present:**

Mike Wallace, Chair  
Galen DeHay  
Kristi King-Brock

David Bowers  
Brooke Garren  
Melanie McLane

David Collins  
Robert Halfacre  
Patrick Pruitt

Stephanie Collins  
Tyler James  
Shonna Williams

**Members Absent:**

Jeromy Arnett  
Susan Gibson

Danny Brothers  
Lisa Gillespie

Edgar Brown  
Teri Gilstrap

Billy Gibson

**Staff Present:**

Sharon Crite

Windy Graham

Jennifer Kelly

**Guests Present:**

Renee Alexander  
Laura Cox  
Jennifer Meeks

Caitlin Brazell  
Robert Davis  
JT Parnell

Stephanie Blake  
Billy Hunter  
Leah Price

Karen Craven  
Jennifer Judy  
Jeff Snider

**I. Call to Order/Introductions**

The meeting was called to order at 1:00 p.m. Chair Melanie McLane 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 around the room.

**II. Election of Board Officers**

Chair McLane announced that it was time for election of Board officers for PY2023. The Board Chair will lead the Board meetings and serve as the primary contact for staff regarding Board business for PY2023. The Vice Chair will assist the Board Chair in conducting the WorkLink Board meetings for Program Year 2023 and will plan to rotate to Board Chair for PY2024.

**BOARD ACTION TAKEN: Stephanie Collins made a motion to nominate Mike Wallace as Board Chair for PY2023, seconded by Kristi King-Brock. The motion carried with a unanimous voice vote.**

**BOARD ACTION TAKEN: Teri Gilstrap made a motion to nominate Shonna Williams as Vice Chair, seconded by David Collins. The motion carried with a unanimous voice vote.**

### **III. Approval of Minutes**

The minutes from the May 31, 2023 meeting were emailed with the meeting notice and included in the meeting packet. Chair Wallace called for any corrections or amendments to the minutes.

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

### **IV. Special Recognition**

- Chair Wallace presented Stephanie Blake with a plaque recognizing her as the Outstanding SC Works Center Staff of the Year.
- Chair Wallace presented Melanie McLane with an award for her outstanding service to the WorkLink Board as Chair for PY2021 and PY2022.
- Chair Wallace presented Ed Parris with a plaque recognizing his 20+ years of service on the WorkLink Board, Executive Director Jennifer Kelly accepted the award on his behalf.

### **V. Workforce Coordinating Council Overview**

Mr. Robert Davis, SC Department of Employment and Workforce, gave a Board presentation concerning the goals and objectives of the new State Workforce bill that was passed in late summer of 2023.

### **VI. Director's Report**

#### *A. PY2023 State Allocation*

Ms. Kelly reviewed WorkLink allocation information in the Board packet on page 9, stating that WorkLink received \$1,403,301 for PY2023, a decrease of \$21,343 from the previous year. WorkLink received \$440,694 in Adult, \$418,653 in Dislocated Worker, and \$543,954 in Youth. Overall, this is flat funded for PY2023 with a decrease of only \$21,343, or a 1% cut. A chart was provided showing the differences by fund stream, WorkLink's allocation over time, as well as State vs. Local allocation and the distribution by local area.

#### *B. PY2022 Q3 WIOA Performance Update (Rolling 4)*

Ms. Kelly reviewed pages 10-14 which show WIOA performance for Eckerd through the third quarter of PY2022 (March 31, 2023). WorkLink is meeting or exceeding all performance measures.

#### *C. AOP Business Showcase Update*

Ms. Laura Cox gave an update on the AOP Business Showcase, stating that the event will be hosted on November 28 & 29<sup>th</sup> at the Anderson Civic Center for 8<sup>th</sup> graders in the area. Employers may still register to be apart of the event.

### **VII. Committee Reports**

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

- i.) Report of Actions

The Executive Committee met on May 17, 2023 to discuss the expiring Clemson SC Works lease. The Executive Committee email voted in July to renew the lease with Trehel Corporation for a 5-year term. The terms of the lease raised the cost from \$13 to \$13.50 per sq ft.

The Executive Committee met on September 8, 2023 to review PY2023 Eckerd budgets and approve Budget Modifications.

- For Adult/Dislocated Worker/Engage Build Serve (EBS) grants, the overall funding was reduced by \$74,938. It will also allow us to shift funds around to meet the EBS expenditure requirements by September 30.
- For Youth and Engage Build Serve budgets, overall funding was reduced by \$20,000.
- All funding reductions were to make additional funding available in the first quarter of PY2024.

Although not required by our by-laws, it's been the board's practice to ratify these actions at the following Board meeting.

**BOARD ACTION TAKEN: Kristi King-Brock made a motion to ratify the Executive Committee's decision as presented, seconded by David Collins. The motion carried with a unanimous voice vote.**

## **VIII. Finance Committee**

### **1) Budget Overview**

#### **a. PY22 & PY23 IN-HOUSE BUDGET OVERVIEW**

Ms. Kelly reviewed the PY2022 in-house budget through June 30, 2023 found on page 16 of the Board packet. Ms. Kelly noted that the Adult and Dislocated Worker funding did not meet the fund utilization requirement of 70% by June 30 in part due to the previous director's and MOU costs reflected in the budget. A chart was provided on page 17-18 of the Board packet. Ms. Kelly stated that we did achieve the Participant Cost Rate of 35.01%, the Youth Funding Rate of 88.75%, and the obligation rates of all three fund streams of 80%. A chart was provided on page 19.

Ms. Kelly reviewed the PY2023 in-house budget through August 31, 2023 found on page 20 of the Board packet. She drew the committee's attention to the undesignated funds and noted that this amount has diminished significantly from the previous year. She will be watching this closely and looking at other grant funding to supplement the Board budget for PY2023.

Ms. Kelly requested to transfer \$200,000 from Dislocated Worker Funding to Adult for PY2023 allocations beginning October 1, 2023. This transfer will help the WorkLinks staff facilitate expenditure of funds in a timely manner.

**BOARD ACTION TAKEN: Finance Committee made a motion to transfer \$200,000 from Dislocated Worker to Adult, seconded by Dr. Galen DeHay. The motion carried unanimously.**

**2) IWT**

Ms. Kelly reviewed the Incumbent Worker Training (IWT) Grant awards that were approved at the June Board meeting. The packet included the report on page 21. Ms. Kelly stated that four of the six companies have finalized their training and have received reimbursement as of August 31, 2023. The remaining two companies have until December 31, 2023 to finalize their training and submit the paperwork for reimbursement.

**3) Rapid Response IWT**

Ms. Kelly stated that a Rapid Response IWT grant was awarded to Sulzer Processing Pumps from the 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. Ms. Kelly stated that \$27,195 had been reimbursed for training at Sulzer as of August 31, 2023.

**4) Adult/DW Program/Operator Budgets (All Sources)**

Finance Committee Chair Collins called on Eckerd Connects to review the Adult/Dislocated Worker and Youth invoices. The following budget updates were provided for PY2022 the Adult and Dislocated Worker Grants through June 30, 2023:

- Page 23 shows expenditures for the Adult Program budget expended at 97%.
- The Dislocated Worker Program budget as shown on page 24 is 91.3% expended.
- Page 25 shows the Adult Resiliency grant is 99.3% expended. Mr. JT Parnell, Eckerd Connects Area Manager, stated that this grant closed out on April 30, 2023.
- Page 26 shows Adult Engage, Build, Serve Program grant is expended at 93%.

The following budget updates were provided for PY2023 the Adult and Dislocated Worker Grants through August 31, 2023:

- Page 28 shows expenditures for the Adult Program budget expended at 9.1%.
- The Dislocated Worker Program budget as shown on page 29 is 2.0% expended.
- Page 30 shows expenditures for the Adult Operator budget expended at 0.2%.
- The Dislocated Worker Operator budget as shown on page 31 is 0.3% expended.
- Page 32 shows Adult Engage, Build, Serve Operator grant is expended at 36.4%.
- Page 33 shows Adult Engage, Build, Serve Program grant is expended at 45.9%.
- Page 34 shows the ITA Obligations and Participant Cost Report, which reflects budgets related to participant costs. Mr. Parnell reviewed the vouchers approved, vouchers paid, and ITA obligations for each grant budget.

**5) Youth Program (All sources)**

The following budget updates were provided for PY2022 the Youth Grants through June 30, 2023:

- Page 35 shows the Youth grant with PYC is expended at 95.2%. Ms. Karen Craven, Program Manager for Palmetto Youth Connections, drew attention to line item 6507 “Work Experience” and stated it was 100% expended.
- Page 36 shows the Engage, Build, Serve Youth Program grant expenditures expended at 89.5%. Ms. Noted line item 6507 “Work Experience” was 100% expended.

The following budget updates were provided for PY2023 the Youth Grants through August 31, 2023:

- Page 37 shows the Youth grant with PYC is expended at 10.7%. Ms. Craven reported that as of the board meeting, Work-based learning was expended at 22.51%.
- Page 38 shows the Engage, Build, Serve Youth Program grant expenditures expended at 28.4%. Ms. Crave noted line item 6507 “Work Experience” was 33.3% expended as of the date of the Board meeting.

## **B.) Youth Committee**

### **1) PY23 PYC New Enrollment Report-Information**

Ms. Susan Gibson reported from page 55 that there were 22 new enrollments through August 31, 2023. In PY2022, PYC served a total of 124 youth participants, which was 103% of the goal.

### **2) Board Education Spotlight – WIOA Youth Program**

Ms. Crite provided an overview of the Youth Program and the elements required under WIOA as presented in the Board packet on page 58-59. Ms. Craven gave a success story of Josh as can be seen on the packet on page 60.

### **3) Anderson Cty. Award Event – PYC Youth Participant Nominee**

Ms. Gibson referred the Board to pages 56-57, stating that Ms. Karlee Keaton is being presented as the Anderson County Youth Participant of the Year and will be recognized at the Awards event hosted by Anderson County on October 14, 2023.

**ACTION TAKEN: A motion from the Youth Committee to approve the nomination for the Youth participant of the Year as presented, seconded by Dr. Galen DeHay. The motion carried unanimously.**

## **D.) SC Works Operations Committee**

### **1) Committee Update**

One Stop Committee Chair Bowers stated that the committee met on August 23, 2023. He directed the Board’s attention to the Board packet on pages 41-39.

Mr. Bowers shared a few highlights from the last program year:

- 10,344 individuals were served in-person through the SC Works Centers
- 8 Rapid Response events served 215 individuals. (Affected companies included Pre-Zero, Fraenkische, Keys Innovative Solutions, and DSV Solutions.)

- 13 hiring events were hosted with 374 attendees.
- 161 individuals were enrolled in the Adult/Dislocated Worker program out of 125 planned, which equates to 129% achieved of planned enrollments.
- 169 individuals received training, of which 98 received a credential
- \$165,678 was leveraged in scholarships in partnership with Tri-County Technical College.

Mr. Bowers noted that the initial PY2023 usage report is listed on pages 49-52 and reflects data current through July.

## **2) Anderson Cty. Award Event -Adult Nominees\***

At the Community Impact Awards ceremony each year, Anderson County recognizes outstanding alumni of the various programs in the county for their success in making strides in their career and education. This year the committee voted to recognize Robby and Tracie. Their success stories can be found in the packet on pages 53 and 54.

**ACTION TAKEN: A motion from the One Stop Committee to approve the nomination for the two Adult participants of the Year as presented, seconded by Melanie McLane. The motion carried unanimously.**

Our standard committee report can be found on pages 39-40. The next meeting will be held on October 18, 2023 at 3 pm.

## **E.) Priority Populations Committee**

Mr. Pat Pruitt stated the committee members received a presentation from himon the South Carolina Department of Employment and Workforce at the last meeting. WorkLink's unemployment rate is 3.1% and for individuals with a disability, the unemployment rate is 6.8%.

The next Priority Populations meeting is planned for October 3, 2023.

## **F.) Other Business**

Ms. Kelly referred the committee to pages 69-71, and asked Board members to participat in a Board survey indicating interests and availability for future board meetings.

Chair Wallace adjourned the meeting at 2:20 p.m.

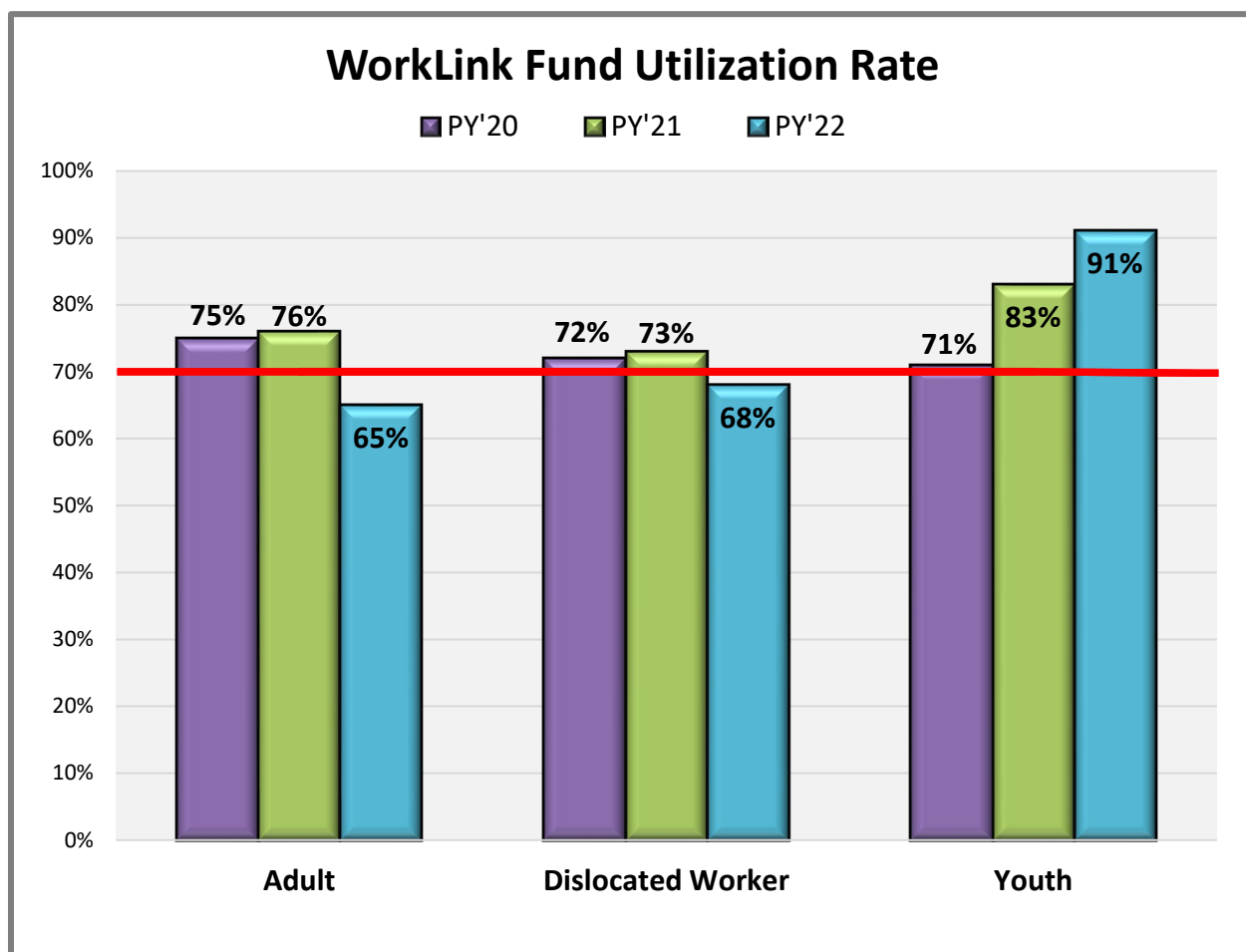
*Respectfully submitted by: Jennifer Kelly*

This update includes five sections: Fund Utilization/Finance, Performance, Participation, Training and Soft Skills Activity and Grants. Unless otherwise noted, the information contained in this report is through the Program Year (PY) ending June 30, 2023, and has been created to provide operational information. Any questions or comments that arise from the information contained herein may be directed to your Workforce Support Coordinator or [workforcesupport@dew.sc.gov](mailto:workforcesupport@dew.sc.gov).

## FUND UTILIZATION/FINANCE

### Fund Utilization Rate (FUR)

Below are Workforce Innovation and Opportunity Act (WIOA) fund utilization rates for PYs 2020, 2021, and 2022. The FUR includes program and administrative funds carried into the PY and money allocated in the current program year. The US Department of Labor (DOL) and the State Workforce Development Board (SWDB) have an expectation that for each fund stream, 70% of available WIOA funds will be expended in the program year.



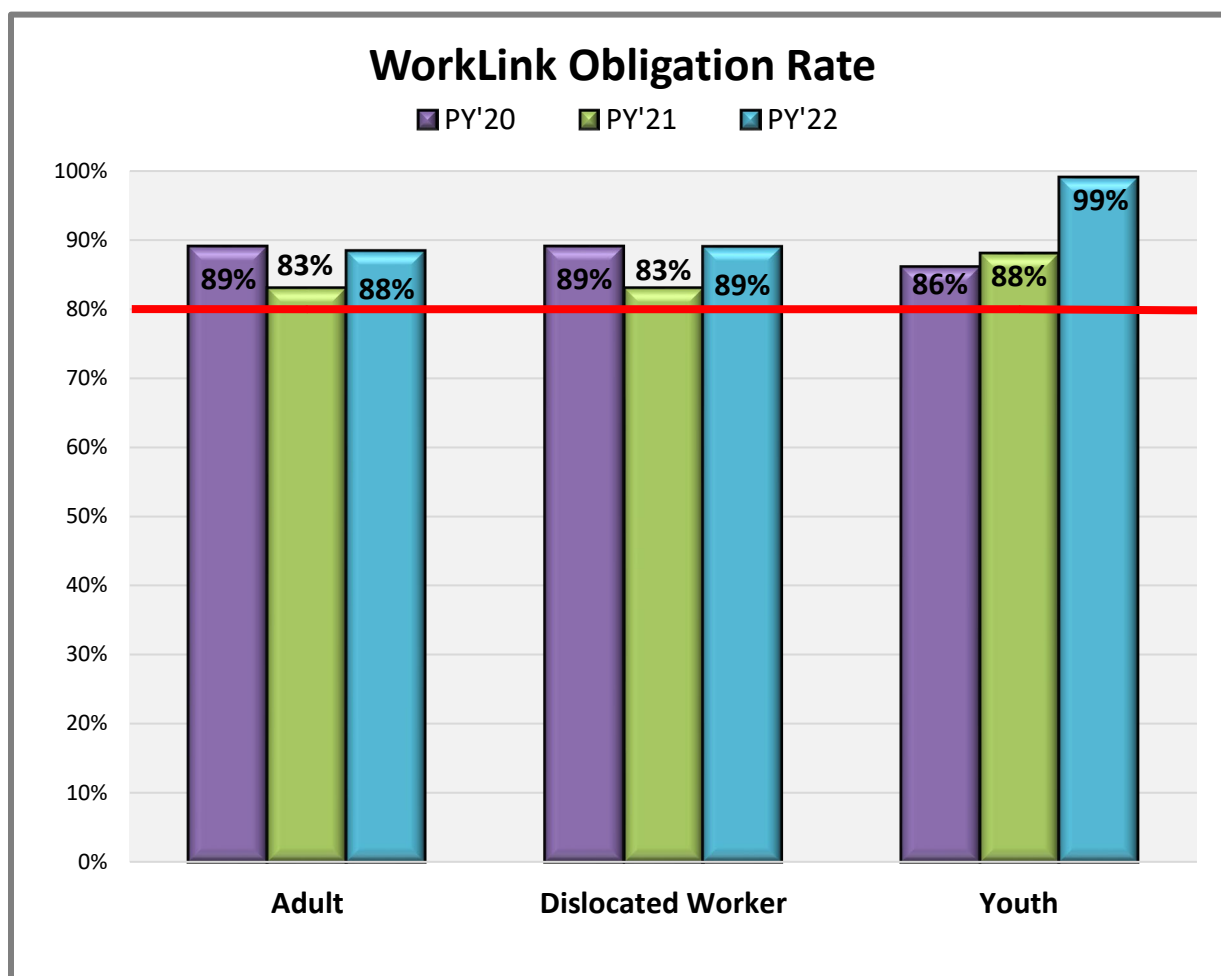
The WorkLink Local Workforce Development Area (LWDA) met the 70% expenditure rate for Youth for PY'22 but *did not meet* the required rate for the Adult and Dislocated Worker funding streams.



### Obligation Rate

The obligation rate is based on allocated program funds received in the current PY and does not include any carry-in funds. As outlined in State Instruction Letter 21-07, *WIOA Obligation and Expenditure Requirements*, at least 80% of the program portion of the current year's allocation must be obligated by the end of the program year.

Local areas that did not meet the 80% obligation rate in each fund stream by June 30<sup>th</sup> will have funds recaptured to be reallocated to LWDA's that met the expected rate. The WorkLink LWDA met the 80% obligation rate for the Adult, Dislocated Worker and Youth funding streams for PY'22.



### **Participant Cost Rate**

As outlined in State Instruction Letter 17-04, Change 2, *Participant Cost Rate Policy*, each local workforce development board shall ensure that WIOA Adult and Dislocated Worker expenditures, including Rapid Response for additional assistance funds, meet a minimum participant cost rate of 30%. The participant cost rate is evaluated annually and is based on program expenditures of both carry-in and new funds.

WorkLink met the requirement for PY'22 with a participant cost rate of 35.01%.

	PY'20	PY'21	PY'22
WorkLink Participant Cost Rate	31.64%	34.67%	35.01%

### **Cost Per Participant**

The cost per participant is calculated by dividing total expenditures for all three funding streams by the total number of participants served in each program, resulting in an average cost per participant for the local area. WorkLink had an average cost per participant of \$3,515 for PY'22.

	State Totals	WorkLink
Total Available Program and Admin Funds (Adult, Dislocated Worker and Youth)	\$30,625,011	\$1,968,627
Total Program and Admin Expenditures (Adult, Dislocated Worker and Youth)	\$23,843,754	\$1,465,562
Number of Participants (Adult, Dislocated Worker and Youth)	5,633	417
Average Cost per Participant	\$4,233	\$3,515

### **Youth Program Spending Requirements**

Per WIOA Section 129(a)(4), not less than 75% of the youth program funds (over the life of the funds) allotted to local areas shall be used to provide workforce activities for out-of-school youth (OSY). However, to increase flexibility, reach performance goals and increase services to eligible in-school youth (ISY), the South Carolina Department of Employment and Workforce (DEW) has requested and been granted a waiver of the 75% OSY expenditure requirement by DOL, reducing the OSY expenditure requirement to 50% for PYs 2022 and 2023. With 100% of PY'21 youth program funds expended, the WorkLink LWDA reported 100% of program funds utilized for OSY, meeting expectations. With 86.59% of PY'22 funds expended, the LWDA is on track to meet the expectation with 100% of PY'22 youth program expenditures reported on this population.

Similarly, WIOA Section 129(c)(4) states that not less than 20% of the youth program funds allocated to the local area shall be used to provide ISY and OSY with work-based learning (WBL) opportunities over the life of the funds. With 100% of PY'21 funds reported as expended, the LWDA met this requirement with 25.21% of program funds used for WBL. With 86.59% of PY'22 funds expended, the LWDA has reported a rate of 22.92% on WBL activities and is on track to meet the expenditure requirement.

## PERFORMANCE

### Performance Measures

The assessment below reflects performance for the five measures across programs and indicators. Please note that a LWDA must meet performance in all three ways identified below:

- Having an Overall Program Score (across all negotiated indicators) of at least 90% for the Adult, Dislocated Worker (DW) and Youth programs.
- Having an Overall Indicator Score (across Adult, DW and Youth programs) of at least 90% for each one of the negotiated indicators.
- Having an individual indicator percentage of at least 50%. Please keep in mind that the individual indicator percentage affects both the Overall Program Score and the Overall Indicator Score. A local area could pass an individual indicator with 50% but fail both the Overall Program Score and the Overall Indicator Score. It is suggested that local areas strive for greater than 90% of their negotiated goal per individual indicator.

The information presented is the PY'22 Annual Performance.

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	81.1	91.2	112.5%	83.3	88.5	106.2%	83.5	89.8	107.5%	108.7%
Employment Rate Q4	81.8	88.5	108.2%	83.4	92.0	110.3%	82.0	93.5	114.0%	110.8%
Median Earnings	\$6,200	\$8,133	131.2%	\$7,935	\$10,216	128.7%	\$2,900	\$3,639	125.5%	128.5%
Credential Rate	73.8	80.4	108.9%	67.1	86.7	129.2%	76.9	75.9	98.7%	112.3%
Measurable Skill Gains	55.2	86.1	156.0%	60.2	83.3	138.4%	60.6	85.0	140.3%	144.9%
	Overall Program Score		123.3%	Overall Program Score		122.6%	Overall Program Score		117.2%	
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%									

The WorkLink LWDA met performance in all three ways identified above for PY'22.

### Quarterly Reporting Analysis (QRA)

Per State Instruction Letter 20-11, *Follow-Up Services for WIOA Title I Program Participants*, the intent of the QRA is to improve data quality and provide consistent aggregate views of the state's data to identify performance areas in need of improvement. Below are the Federal Data Integrity Measures and a summary of what each measure evaluates.

- **Employment Related to Training**: Evaluates the rate of participants whose employment second quarter after exit relates to training received in the program.
- **Individual Employment Plan (IEP)**: Evaluates the rate of participants whose IEP creation date precedes the first date of training to ensure IEPs are conducted prior to program training activity.
- **Occupational Code of Employment 2<sup>nd</sup> Quarter**: Evaluates the rate of accuracy of corresponding Occupational Information Network (or O\*NET) codes for participants' employment, second quarter after exit.
- **Successful Training Completion**: Evaluates the rate of participants who have successfully completed training.
- **Training Occupational Skills Code**: Evaluates the rate of accuracy of corresponding O\*NET codes for participants' training(s).
- **WIOA Adult Priority of Service**: Evaluates the rate of program exiters\* who are low-income and/or basic skills deficient.  
 \*The Federal Data Integrity measure evaluates *exiters*, while State Instruction 15-17, Change 3, *Adult Priority of Service under WIOA*, evaluates *enrolled* participants.
- **With at Least One Barrier**: Participants are evaluated on whether or not a barrier was reported, in an effort to ensure eligibility criteria is met.

The table below reflects data through the 4<sup>th</sup> quarter, pulled from the Federal Reports in the SC Works Online Services (SCWOS) system.

Adult Measures	Statewide		Local Area Rate
	Target	Rate	
Individual Employment Plan (IEP)	90%	99.8%	100.0%
Successful Training Completion	80%	76.4%	80.2%
Training Occupational Skills Code	98%	99.4%	100.0%
Occupational Code of Employment 2 <sup>nd</sup> Quarter	35%	54.7%	78.6%
Employment Related to Training	50%	71.0%	90.7%
WIOA Adult Priority of Service	75%	87.6%	76.2%
Dislocated Worker Measures	Statewide		Local Area Rate
	Target	Rate	
Individual Employment Plan (IEP)	90%	100.0%	100.0%
Successful Training Completion	80%	76.2%	80.0%
Training Occupational Skills Code	98%	98.4%	100.0%
Occupational Code of Employment 2 <sup>nd</sup> Quarter	35%	60.6%	95.5%
Employment Related to Training	50%	80.7%	100.0%
Youth Measures	Statewide		Local Area Rate
	Target	Rate	
Successful Training Completion	80%	74.9%	N/A
With at Least One Barrier	95%	97.6%	96.6%
Occupational Code of Employment 2 <sup>nd</sup> Quarter	35%	68.0%	89.5%
Employment Related to Training	50%	72.2%	N/A

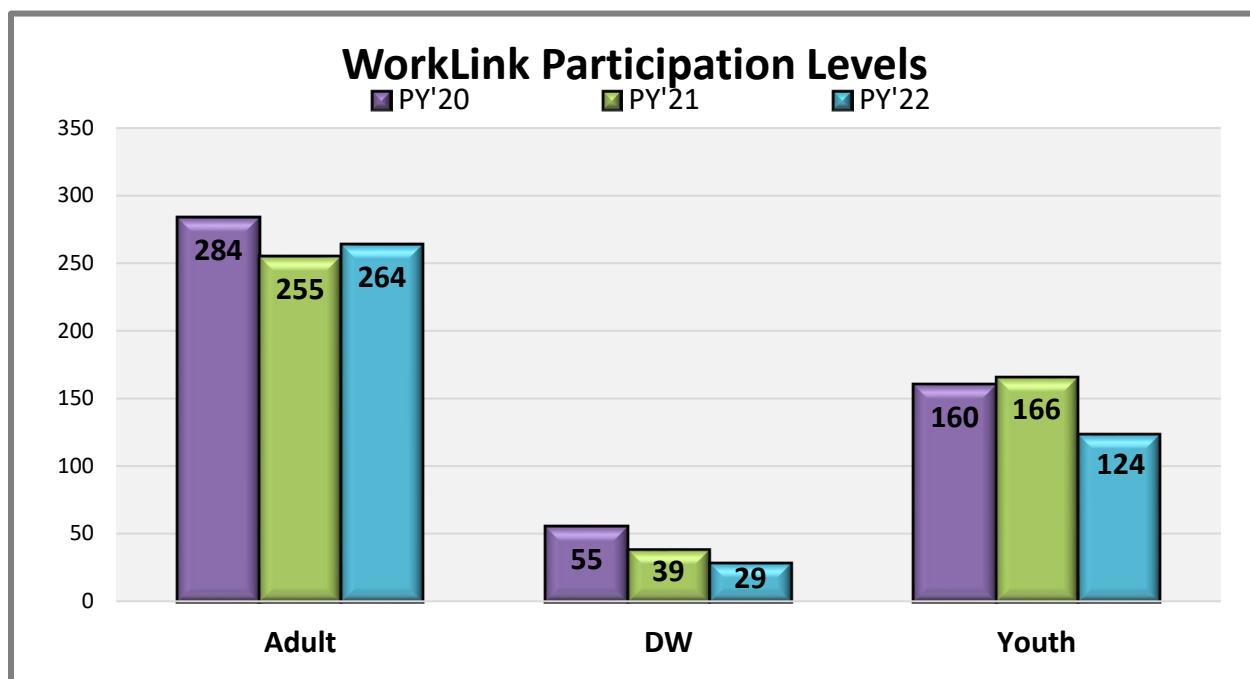
### State Adult Priority of Service

As outlined in State Instruction Letter 15-17, Change 3, *Adult Priority of Service under WIOA*, 75% of all enrolled adult participants must be low-income or basic skills deficient.

WorkLink met the requirement for PY'22 with a priority of service rate of 75.6%.

## PARTICIPATION

Participation numbers include carryover and new enrollments.



### Youth Five Percent Low-Income Exception

WIOA Section 129(a)(3)(A) maintains a 5% low-income eligibility exception where 5% of local area participants who ordinarily would need to be low-income do not need to meet the low-income provision. The 5% low-income exception is calculated based on the 5% of youth newly enrolled in a given program year who would ordinarily be required to meet the low-income criteria. Through PY'22, the LWDA did not enroll any youth with an exception to the low-income requirement.

### Youth Five Percent ISY Limitation

WIOA Section 129(a)(3)(B) states that in each local area, not more than 5% of the ISY assisted may be eligible based on paragraph (1)(C)(iv)(VII), which refers to the barrier for an ISY who requires additional assistance to complete an educational program or to secure or hold employment. Local areas must ensure that no more than 5% of newly enrolled ISY in the program year are eligible based on the "additional assistance" criterion. Through PY'22, the LWDA did not enroll any ISY; thus, not participating in the measure.

WIOA Allocations and Unemployment Rates by Year			
	2020	2021	2022
Adult	\$492,446	\$517,729	\$439,601
Dislocated Worker	\$557,981	\$609,916	\$491,686
Youth	\$541,640	\$575,241	\$493,357
LWDA Unemployment Rate	5.5%	3.6%	3.4%*
State Unemployment Rate	6.0%	3.9%	3.5%*

\*Through June 2023, not seasonally adjusted

## TRAINING AND SOFT SKILLS ACTIVITY

PY'22			
LWDA	Total Served	Training Regardless of Fund Source	
		Received Training	Received Training %
Adult			
WorkLink	264	166	62.9%
State Totals	3,656	1,975	54.0%
Dislocated Worker			
WorkLink	29	20	69.0%
State Totals	490	263	53.7%
Youth			
WorkLink	124	0	0.0%
State Totals	1,487	411	27.6%

### Soft Skills Activity

The SWDB has emphasized that the workforce system must provide soft skills training to the existing and emerging workforce seeking employment assistance. As outlined in State Instruction Letter 20-02, *Soft Skills Instruction and Activity Code*, the 142 activity must be recorded upon the provision of soft skills instruction for Adult, Dislocated Worker and Youth participants.

According to the SCWOS Detailed Reports for PY'22, WorkLink has recorded soft skills instruction code(s) for 180 participants.

	Total Participants Receiving Soft Skills Instruction
WorkLink	180
State Totals	1,298

## GRANTS

PY'22 active grants are listed below:

Grant Number	Description	Grant Start Date	Grant End Date	Award Amount	Amount Expended as of 6/30/2023	Unexpended Balance
21LRA01	Adult LWDA Resiliency	12/1/2021	5/31/2023	\$297,700.00	\$296,059.00	\$1,641.00
21LRY01	Youth LWDA Resiliency	12/1/2021	5/31/2023	\$81,461.00	\$81,418.00	\$43.00
22EBA01	A/DW Engage, Build, & Serve	10/1/2022	3/31/2024	\$413,050.00	\$115,520.96	\$297,529.04
22EBY01	Youth Engage, Build, & Serve	10/1/2022	3/31/2024	\$131,660.00	\$69,384.21	\$62,275.79
22RRIWT03	Rapid Response IWT	6/1/2023	5/31/2024	\$77,175.00	\$0	\$77,175
Totals:				\$1,001,046.00	\$562,382.17	\$438,663.83

### 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	81.1	90.7	111.8%	83.3	83.3	100.0%	83.5	89.0	106.6%	106.1%
Employment Rate Q4	81.8	89.9	109.9%	83.4	87.0	104.3%	82.0	93.9	114.5%	109.6%
Median Earnings	\$6,200	\$8,649	139.5%	\$7,935	\$10,258	129.3%	\$2,900	\$3,940	135.9%	134.9%
Credential Rate	73.8	83.0	112.5%	67.1	92.9	138.5%	76.9	69.0	89.7%	113.5%
Measurable Skill Gains	55.2	88.1	159.6%	60.2	88.2	146.5%	60.6	67.6	111.6%	139.2%
	Overall Program Score		126.7%	Overall Program Score		123.7%	Overall Program Score		111.6%	

### 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	77.9	75.1	96.4%	80.2	83.3	103.9%	73.2	57.1	78.0%	92.8%
Employment Rate Q4	74.1	80.0	108.0%	84.5	82.4	97.5%	75.7	68.1	90.0%	98.5%
Median Earnings	\$5,800	\$7,191	124.0%	\$7,750	\$9,344	120.6%	\$3,650	\$4,185	114.7%	119.7%
Credential Rate	67.0	58.8	87.8%	63.2	83.3	131.8%	72.1	93.8	130.1%	116.6%
Measurable Skill Gains	55.2	50.5	91.5%	57.2	66.7	116.6%	52.8	53.8	101.9%	103.3%
	Overall Program Score		101.5%	Overall Program Score		114.1%	Overall Program Score		102.9%	

### 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	78.7	80.8	102.7%	81.6	78.3	96.0%	79.0	74.6	94.4%	97.7%
Employment Rate Q4	76.5	85.0	111.1%	80.0	82.3	102.9%	73.7	80.4	109.1%	107.7%
Median Earnings	\$6,429	\$9,463	147.2%	\$8,037	\$11,604	144.4%	\$2,600	\$3,121	120.0%	137.2%
Credential Rate	67.5	79.4	117.6%	60.5	62.5	103.3%	75.3	100	132.8%	117.9%
Measurable Skill Gains	58.1	60.0	103.3%	58.5	80.4	137.4%	44.3	70.8	159.8%	133.5%
	Overall Program Score		116.4%	Overall Program Score		116.8%	Overall Program Score		123.2%	

### 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	77.8	86.3	110.9%	85.0	90.0	105.9%	72.0	79.5	110.4%	109.1%
Employment Rate Q4	78.0	82.1	105.3%	80.0	88.1	110.1%	70.0	83.3	119.0%	111.5%
Median Earnings	\$6,800	\$8,511	125.2%	\$8,629	\$8,932	103.5%	\$3,100	\$3,323	107.2%	112.0%
Credential Rate	65.0	82.3	126.6%	58.4	78.1	133.7%	70.0	70	100.0%	120.1%
Measurable Skill Gains	60.0	72.6	121.0%	60.0	75.0	125.0%	52.8	70.7	133.9%	126.6%
	Overall Program Score		117.8%	Overall Program Score		115.7%	Overall Program Score		114.1%	

#### 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%



WorkLink					Pee Dee				
Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score	Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score
Employment Rate Q2	111.8%	100.0%	106.6%	106.1%	Employment Rate Q2	103.5%	101.7%	96.5%	100.6%
Employment Rate Q4	109.9%	104.3%	114.5%	109.6%	Employment Rate Q4	103.7%	86.9%	104.2%	98.3%
Median Earnings	139.5%	129.3%	135.9%	134.9%	Median Earnings	136.9%	135.9%	152.3%	141.7%
Credential Rate	112.5%	138.5%	89.7%	113.5%	Credential Rate	104.9%	95.3%	101.5%	100.6%
Measurable Skill Gains	159.6%	146.5%	111.6%	139.2%	Measurable Skill Gains	124.4%	134.7%	102.6%	120.6%
	126.7%	123.7%	111.6%			114.7%	110.9%	111.4%	
Upper Savannah					Lower Savannah				
Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score	Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score
Employment Rate Q2	96.4%	103.9%	78.0%	92.8%	Employment Rate Q2	111.1%	117.8%	113.4%	114.1%
Employment Rate Q4	108.0%	97.5%	90.0%	98.5%	Employment Rate Q4	113.3%	110.0%	110.8%	111.4%
Median Earnings	124.0%	120.6%	114.7%	119.7%	Median Earnings	146.6%	153.2%	112.2%	137.3%
Credential Rate	87.8%	131.8%	130.1%	116.6%	Credential Rate	128.9%	130.2%	107.0%	122.0%
Measurable Skill Gains	91.5%	116.6%	101.9%	103.3%	Measurable Skill Gains	134.0%	134.8%	123.8%	130.9%
	101.5%	114.1%	102.9%			126.8%	129.2%	113.4%	
Upstate					Catawba				
Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score	Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score
Employment Rate Q2	102.7%	96.0%	94.4%	97.7%	Employment Rate Q2	104.0%	113.3%	102.0%	106.4%
Employment Rate Q4	111.1%	102.9%	109.1%	107.7%	Employment Rate Q4	104.6%	103.0%	107.8%	105.1%
Median Earnings	147.2%	144.4%	120.0%	137.2%	Median Earnings	132.0%	127.2%	117.5%	125.6%
Credential Rate	117.6%	103.3%	132.8%	117.9%	Credential Rate	103.6%	105.4%	126.4%	111.8%
Measurable Skill Gains	103.3%	137.4%	159.8%	133.5%	Measurable Skill Gains	132.5%	102.9%	156.3%	130.6%
	116.4%	116.8%	123.2%			115.4%	110.3%	122.0%	
Greenville					Santee-Lynches				
Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score	Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score
Employment Rate Q2	110.9%	105.9%	110.4%	109.1%	Employment Rate Q2	101.2%	98.2%	109.4%	102.9%
Employment Rate Q4	105.3%	110.1%	119.0%	111.5%	Employment Rate Q4	97.2%	87.8%	102.3%	95.8%
Median Earnings	125.2%	103.5%	107.2%	112.0%	Median Earnings	148.3%	57.5%	124.9%	110.2%
Credential Rate	126.6%	133.7%	100.0%	120.1%	Credential Rate	102.5%	112.1%	105.1%	106.6%
Measurable Skill Gains	121.0%	125.0%	133.9%	126.6%	Measurable Skill Gains	125.6%	156.8%	109.4%	130.6%
	117.8%	115.7%	114.1%			115.0%	102.5%	110.2%	
Midlands					Waccamaw				
Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score	Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score
Employment Rate Q2	97.5%	101.3%	87.5%	95.5%	Employment Rate Q2	102.4%	96.8%	103.9%	101.0%
Employment Rate Q4	97.3%	97.1%	101.0%	98.5%	Employment Rate Q4	102.5%	101.4%	114.1%	106.0%
Median Earnings	114.0%	132.0%	152.3%	132.8%	Median Earnings	124.6%	94.2%	134.4%	117.7%
Credential Rate	124.4%	88.8%	90.6%	101.3%	Credential Rate	97.9%	100.5%	101.9%	100.1%
Measurable Skill Gains	120.8%	144.3%	122.7%	129.3%	Measurable Skill Gains	118.8%	115.7%	117.4%	117.3%
	110.8%	112.7%	110.8%			109.2%	101.7%	114.3%	
Trident					Lowcountry				
Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score	Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score
Employment Rate Q2	114.4%	104.5%	110.1%	109.7%	Employment Rate Q2	104.9%	94.7%	89.8%	96.5%
Employment Rate Q4	110.5%	107.9%	112.5%	110.3%	Employment Rate Q4	107.3%	98.8%	103.2%	103.1%
Median Earnings	128.0%	132.5%	143.4%	134.6%	Median Earnings	126.5%	129.7%	180.4%	145.5%
Credential Rate	116.1%	121.8%	132.2%	123.4%	Credential Rate	123.7%	115.9%	132.7%	124.1%
Measurable Skill Gains	117.9%	145.9%	120.3%	128.0%	Measurable Skill Gains	132.2%	114.3%	123.7%	123.4%
	117.4%	122.5%	123.7%			118.9%	110.7%	126.0%	
The assessment reflects performance across programs and negotiated indicators. To pass performance a Local Workforce Development Area (LWDA) must:									
<ul style="list-style-type: none"> <li>Have an Overall Program Score (across all indicators) of at least 90%</li> <li>Have an Overall Indicator Score (across Adult, Dislocated Worker and Youth programs) of at least 90%</li> <li>Have an individual indicator percentage of at least 50%</li> </ul>									
Color Coding				Pass					
				Fail					

**2024 Committee/ Board Meeting Schedule**

Committee	Meeting Dates				
Youth	January 23	March 5	May 7	August 6	October 1
Priority Populations	January 9	March 12	May 14	August 13	October 8
One Stop Operations	January 17	March 20	May 15	August 21	October 16
Finance	January 24	March 27	May 22	August 28	October 30
Workforce Development Board	February 7	April 3	May 29	September 4	November 6

**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 Campbell, Assistant Director, [jcampbell@worklinkweb.com](mailto:jcampbell@worklinkweb.com), 864-646-1458

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

**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: [jkelly@worklinkweb.com](mailto:jkelly@worklinkweb.com), Executive Director, [jkelly@worklinkweb.com](mailto:jkelly@worklinkweb.com), 864-646-5898



## PROPOSED POLICY CHANGES

### Policy Change 1 - Re-entry into Adult and Dislocated Worker WIOA Program

**Current Policy:** Customers that are applying to re-enroll into Adult/DW program services must wait until they have reached the end of the fourth quarter after exit. (Approximately 1 year after they leave the WIOA program.)

**Change in Policy:** Allow WIOA Adult and Dislocated Worker customers that are applying to re-enroll into the WIOA program upon successful completion of three quarters of follow-up. Customers can re-enroll into the Adult/DW program at the beginning of their fourth quarter follow-up, but only after they have provided their employment and credentialing information for the fourth quarter.

**Benefits:** Participants may enter the program again after 9 months instead of 1 year, allowing them to access needed services earlier than previously allowed.

**Considerations:**

- 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.
- Performance measures will be captured prior to re-enrollment into the program.
- Performance will not overlap even if enrolled during the fourth quarter.

**Recommendation from SC Works Operations Committee.**

### Policy Change 2 - Eligible Training Provider List (ETPL) - Programs of Study

**Current Policy:** 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.

Using O\*Net online Services, shows that Certified Nursing Assistants may earn the following wages in the MSA Greenville, Anderson, Mauldin, SC area:

10/18/23, 9:02 AM

Local Wages: 31-1131.00 - Nursing Assistants

Location	Hourly Low (10%)	Hourly Q <sub>L</sub> (25%)	Hourly Median (50%)	Hourly Q <sub>U</sub> (75%)	Hourly High (90%)
Greenville-Anderson-Mauldin, SC	\$12.14	\$14.12	\$14.97	\$16.80	\$18.55

**According to O\*Net, in Greenville-Anderson-Mauldin, SC:**

- Workers on average earn \$14.97 per hour.
- 10% of workers earn \$12.14 or less per hour.
- 10% of workers earn \$18.55 or more per hour.

**Change in Policy:** 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.

**Benefits:** Allows additional programs of study to be included in the WorkLink area, and more individuals to access entry-level occupational skills into a career field of their choice.

**Considerations:**

- Wages may not be self-sufficient for everyone but may be a steppingstone on their career pathway. Career Coaches will also look at the family income to determine if the family unit is self-sufficient as well.
- All occupations will still be required to be in-demand for the WorkLink area.
- After conducting a brief job search, wages in the WorkLink area averaged around \$14 to \$15 per hour.

**Recommendation from SC Works Operations Committee.**

PY2023 WorkLink Budget as of 12.31.2023*													
Revenue	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth	22EBA01 ends 3/31/24	22EBY01 ends 3/31/2024	22RRIWT03 ends 5/31/2024	23IET01 ends 9/30/2024	TOTAL BUDGET	YTD EXPENDED	% Expended
PY'23 Allocation	396,625	44,069	376,788	41,865	489,559	47,960	-	-	-	176,863	1,573,729		
PY'23 Transfer of funds	200,000		(200,000)								-		
PY'22 Carryover (22A, 22D, 22Y)	290,818	3,751	148,963	-	59,533	-	297,529	62,276	77,175	-	940,045		
	887,443	47,820	325,751	41,865	549,092	47,960	297,529	62,276	77,175	176,863	2,513,773	1,055,240	
Service Providers	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth	22EBA01 ends 3/31/24	22EBY01 ends 3/31/2024	22RRIWT03	23IET01		Thru Dec	
Eckerd - Adult/DW Services Program	475,455		85,066								560,521	201,984	36.0%
Eckerd - Adult/DW Operator/OJT	154,160		31,340								185,500	53,221	28.7%
Eckerd - Youth					420,077						420,077	178,786	42.6%
23EBA995E2 - Eckerd Operator/Bus. Svc.							84,019				84,019	71,925	85.6%
23EBA295E2 - Eckerd Prog							136,414				136,414	132,095	96.8%
23EBY295E2 - Eckerd PYC								59,923			59,923	54,603	91.1%
IWT - EBA							49,750				49,750	18,700	37.6%
22RIWT03									73,500		73,500	37,195	50.6%
IWT - IET										50,000	50,000	-	0.0%
23IETA295E1 - Eckerd Program										25,000	25,000	-	0.0%
Undesignated Funds	81,252	110	78,157	6,100	67,992	-	-	(0)	-	101,863	335,474	-	0.0%
Total Pass-Through Contracts	710,867	110	194,563	6,100	488,069	-	270,183	59,923	73,500	176,863	1,980,178	748,509	37.8%
Total Revenue after Obligations	176,576	47,710	131,188	35,765	61,023	47,960	27,346	2,353	3,675	-	533,595		
In-House Expenses	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth	22EBA01	22EBY01	22RRIWT03	23IET01	TOTAL BUDGET	Thru Dec	
Salaries, Fringe, Indirect	139,960	28,666	111,936	24,571	54,888	41,470	17,493		3,675		422,659	174,904	41.4%
Travel	182	182	147	147	104	104	117	234			1,215	372	30.6%
SCW Centers Facility Costs	29,743	12,747	13,451	5,765	3,532	3,532					68,770	26,483	38.5%
Accounting Services		4,200		3,800		2,000					10,000	5,000	50.0%
Supplies	804	195	842	156	353	148	1,405				3,904	1,238	31.7%
Insurance	4,796		3,670		1,666						10,133	5,065	50.0%
Postage	167	41	175	32	74	31					520	146	28.1%
Printing	608	148	637	118	267	112					1,890	537	28.4%
Website Hosting & FB, CC & Adobe							5,328	2,079			7,407	4,850	65.5%
Memberships, Dues, & Prof Fees	315	76	330	61	138	58					979	996	101.7%
Training	-	-	-	-	-	-	2,943				2,943	1,069	36.3%
Outreach	-	-	-	-	-	-	60	40			100	-	0.0%
Meeting Expense		1,456		1,114		506					3,075	1,235	40.2%
	176,576	47,710	131,188	35,765	61,023	47,960	27,346	2,353	3,675	-	533,595	221,894	41.6%
Balance	-	-	-	-	-	(0)	-	-	-	-	(0)		

## 22IWT01 EBA

Grant #	Company	Originally Awarded	Modifications	Current Award	Expended	Balance	Start Date	End Date	Status
22IWT01-01	Tactical Medical	\$17,850.00		\$17,850.00	\$ 17,849.00	\$1.00	4/12/2023	12/31/2023	Final
22IWT01-02	Sargent Metal Fabricators	\$250.00		\$250.00	\$ 250.00	\$0.00	4/12/2023	8/31/2023	Final
22IWT01-03	Sealevel Systems Inc.	\$6,300.00		\$6,300.00	\$ 6,300.00	\$0.00	4/12/2023	8/31/2023	Final
22IWT01-04	United Tool and Mold	\$6,200.00		\$6,200.00	\$ 6,200.00	\$0.00	4/12/2023	8/31/2023	Final
22IWT01-05	Reliable Automatic Sprinkler	\$6,200.00		\$6,200.00	\$ 6,200.00	\$0.00	4/12/2023	8/31/2023	Final
22IWT01-06	Greenfield Industries	\$13,200.00	\$ (2,700.00)	\$10,500.00	\$ 4,989.00	\$5,511.00	4/12/2023	12/31/2023	Final
<b>Total:</b>		<b>\$50,000.00</b>		<b>\$47,300.00</b>	<b>\$ 41,788.00</b>	<b>\$5,512.00</b>			

Available - Expended \$8,212.00

## 22RRIWT03

Grant #	Company	Originally Awarded	Modifications	Current Award	Expended	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	Ongoing

## 23IWT01 IET

Grant #	Company	Originally Awarded	Modifications	Current Award	Expended	Balance	Start Date	End Date	Status
23IWT01-01	Mergon	\$23,179.95		\$22,000.00		\$22,000.00			Executed
23IWT01-03	Tetramer Technologies	\$2,475.00		\$2,475.00		\$2,475.00			Executed
23IWT01-04	United Tool and Mold	\$6,487.50		\$6,487.50		\$6,487.50			Executed
23IWT01-05	Reliable Automatic Sprinkler	\$9,000.00		\$9,000.00		\$9,000.00			Executed
23IWT01-06	RBC Aerostructures	\$14,000.00		\$14,000.00		\$14,000.00			Pending Employer
<b>Total:</b>		<b>\$55,142.45</b>		<b>\$53,962.50</b>	<b>\$ -</b>	<b>\$53,962.50</b>			

Remaining from previous Grant \$8,212.00

Total Grant Award \$50,000.00

Undesignated \$4,249.50

### Contract Status

Executed

Pending from Employer

### Payment

Yellow= final

Green=pending documentation

# SC Work WorkLink: PY2023 Eckerd Grant Award Financial Status

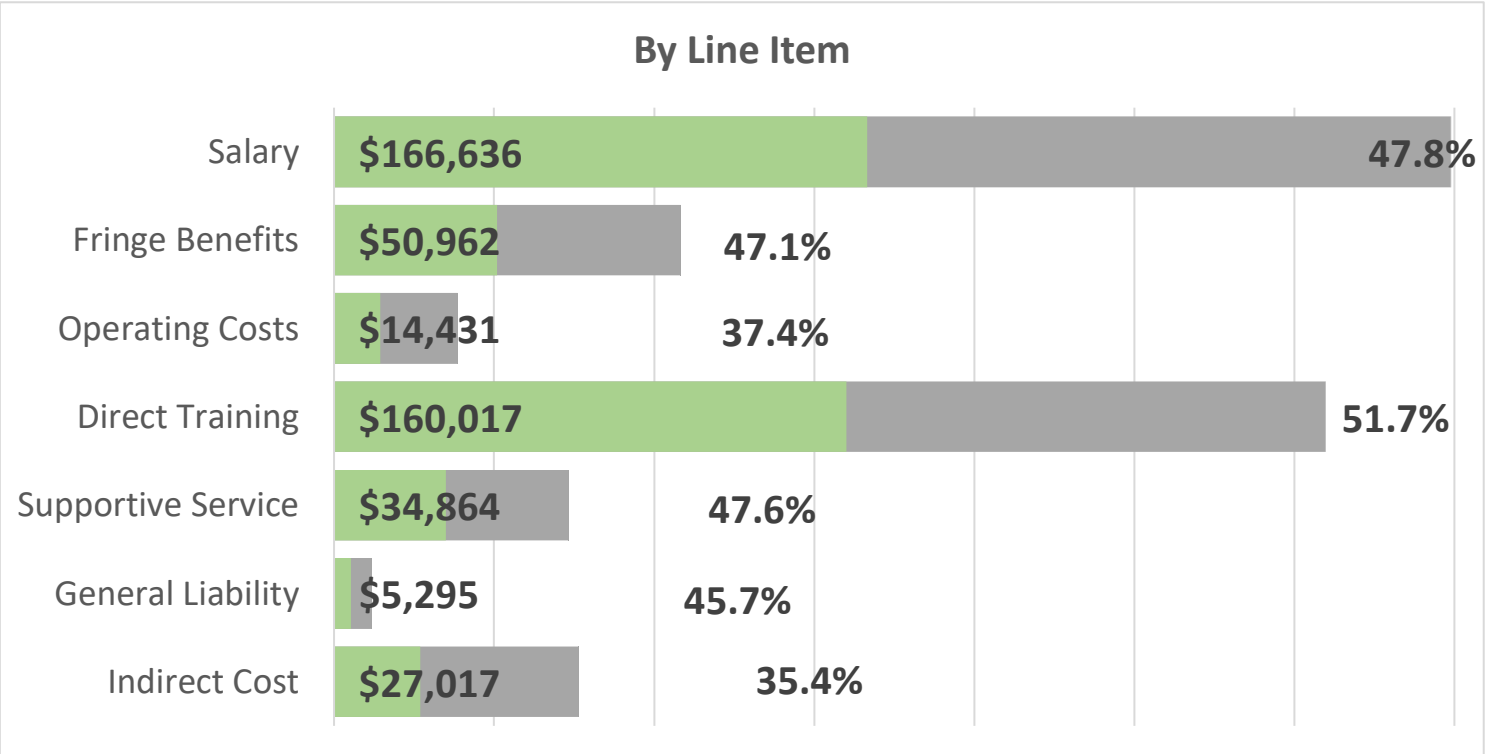
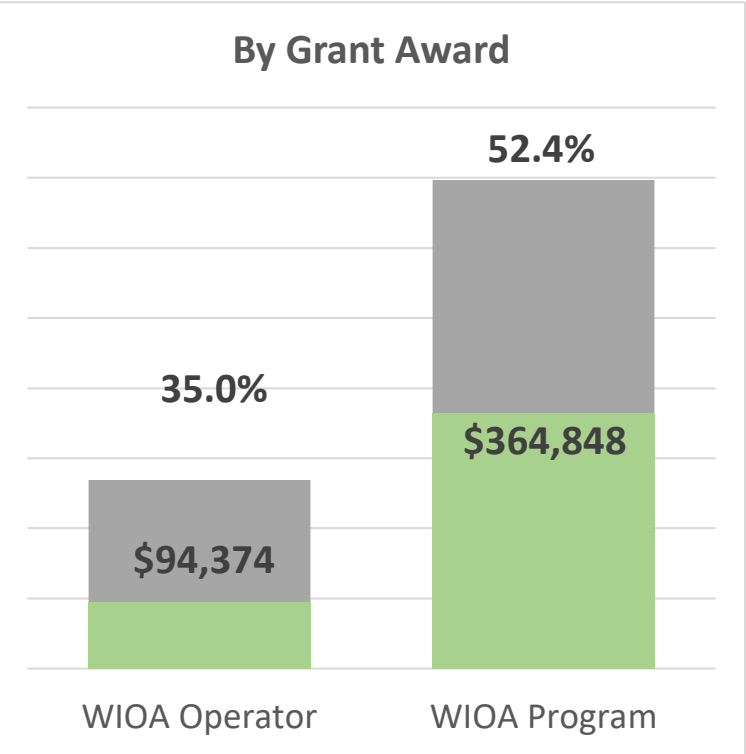
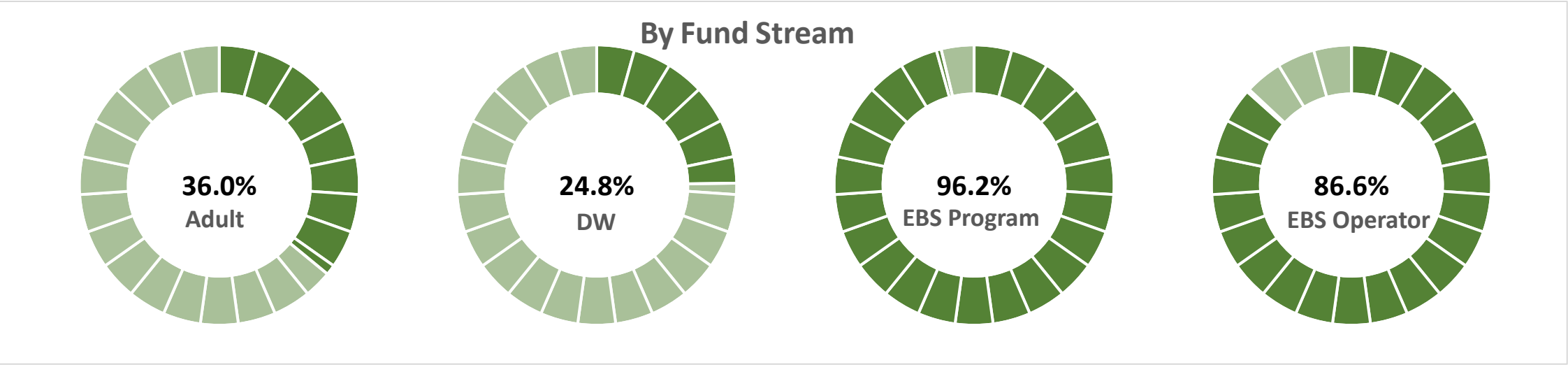
PY2023 One Stop Operator & Adult/Dislocated Worker WIOA Program Services

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	

	<b>ECKERD YOUTH ALTERNATIVES, INC.</b>					
	100 N. Starcrest Drive, Clearwater, FL 33765					
	<b>INVOICE</b>					
Worklink Development Board	Contract Number:	23A995E1				
1376 Tiger Blvd.	Invoice Number:	1092-06				
Clemson, SC 29631	Invoice Month:	December 2023				
<b>Attn: Jennifer Kelly</b>	Period Covered:	July 1, 2023 - June 30, 2024				
email: jkelly@worklinkweb.com	Total Amount Due:	\$ 14,711				
Eckerd Goal:			DECEMBER			
			50.0%			100.0%
<b>Line Item</b>	<b>Budget MOD 1</b>	<b>1092-6</b>	<b>Cumulative Cost YTD</b>	<b>Remaining Balance</b>	<b>Percent Spent YTD</b>	
<b>Staff Salary Total</b>		\$ 66,606.63	\$ 8,393.96	10,185.29	\$ 56,421.34	15.3%
<b>Fringe Benefit Total</b>	51xx	\$ 19,213.53	\$ 2,513.36	2,951.76	\$ 16,261.77	15.4%
<b>TOTAL STAFF COSTS</b>		\$ 85,820.16	\$ 10,907.32	13,137.05	\$ 72,683.11	15.3%
<b>Operating Costs:</b>						
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%
<b>TOTAL OPERATING COSTS</b>		\$ 3,939.19	\$ 968.52	1,117.79	\$ 2,821.40	28.4%
<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%
Client On the Job Training	6515	\$ 44,095.00	\$ 1,044.00	2,220.00	\$ 41,875.00	5.0%
<b>TOTAL TRAINING COSTS</b>		\$ 44,095.00	\$ 1,044.00	\$ 2,220.00	\$ 41,875.00	\$ 0.05
<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>		\$ -	\$ -	-	\$ -	0.0%
<b>Training/Professional Fees/Profit:</b>						
4.2 General Liability Insurance	6305	\$ 1,849.92	\$ 29.95	48.72	\$ 1,801.20	2.6%
<b>TOTAL FEES / PROFIT COSTS</b>		\$ 1,849.92	\$ 29.95	48.72	\$ 1,801.20	2.6%
<b>4.1 INDIRECT COST:</b>	13.60%	\$ 18,455.78	\$ 1,761.17	2,247.20	\$ 16,208.58	12.2%
<b>Contract Total</b>		\$ 154,160.06	\$ 14,710.96	18,770.76	\$ 135,389.29	12.2%



	<b>ECKERD YOUTH ALTERNATIVES, INC.</b>					
	100 N. Starcrest Drive, Clearwater, FL 33765					
	<b>INVOICE</b>					
Worklink Development Board	Contract Number:	23D995E1				
1376 Tiger Blvd.	Invoice Number:	1223-06				
Clemson, SC 29631	Invoice Month:	December 2023				
<b>Attn: Jennifer Kelly</b>	Period Covered:	July 1, 2023 - June 30, 2024				
email: jkelly@worklinkweb.com	Total Amount Due:	\$ 2,411				
<b>Eckerd Goal:</b>			DECEMBER			
			50.0%			100.0%
<b>Line Item</b>		<b>Budget MOD 1</b>	<b>1223-06</b>	<b>Cumulative Cost YTD</b>	<b>Remaining Balance</b>	<b>Percent Spent YTD</b>
<b>Staff Salary Total</b>		12,063.75	1,504.50	1,802.58	10,261.16	14.9%
<b>Fringe Benefit Total</b>	51xx	3,440.84	445.96	495.87	2,944.98	14.4%
<b>TOTAL STAFF COSTS</b>		15,504.59	1,950.46	2,298.45	13,206.14	14.8%
<b>Operating Costs:</b>						
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, et	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%
<b>TOTAL OPERATING COSTS</b>		1,548.57	169.64	184.38	1,364.19	11.9%
<b>Training Costs:</b>						
Client On the Job Training	6515	10,000.00	-	-	10,000.00	0.0%
2.3 WI Customer Credential Exam Fees (CA	6525	-	-	-	-	0.0%
2.6 Individual Training Account/Voucher Cost	6530	-	-	-	-	0.0%
Client Allowances	6590	105.00	-	-	105.00	0.0%
<b>TOTAL TRAINING COSTS</b>		10,105.00	-	-	10,105.00	-
<b>Supportive Services Costs :</b>						
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%
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>		75.00	-	-	75.00	0.0%
<b>Training/Professional Fees/Profit:</b>						
4.2 General Liability Insurance	6305	376.08	1.86	4.98	371.10	1.3%
<b>TOTAL FEES / PROFIT COSTS</b>		376.08	1.86	4.98	371.10	1.3%
<b>4.1 INDIRECT COST:</b>	13.60%	3,730.38	288.59	338.34	3,392.03	9.1%
<b>CONTRACT TOTAL:</b>		31,339.61	2,410.55	2,826.15	28,513.45	9.0%



# ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

## INVOICE

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

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
<b>Staff Salary Total</b>	\$ 47,383	\$ (761)	47,198.93	\$ 184.07	99.6%
<b>Fringe Benefit Total</b> 51xx	\$ 13,800	\$ (153)	\$ 12,940	\$ 860.55	93.8%
<b>TOTAL STAFF COSTS</b>	\$ 61,183	(913.18)	60,138.65	\$ 1,044.63	98.3%
<b>Operating Costs:</b>					
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	\$ -	-	-	\$ -	0.0%
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%
<b>TOTAL OPERATING COSTS</b>	\$ 11,769	\$ 1,952	5,013.65	\$ 6,755.23	42.6%
<b>Training Costs:</b>					
WI Customer Credential Exam Fees (C.N.A., GED, TABE 6525	\$ -	-	-	\$ -	0.0%
WI Customer Individualized Training Costs					
Individual Training Account/Voucher Cost 6530	\$ -	-	-	\$ -	0.0%
Client Testing Fees 6535	\$ -	-	-	\$ -	0.0%
<b>TOTAL TRAINING COSTS</b>	\$ -	\$ -	\$ -	\$ -	#DIV/0!
<b>Supportive Services Costs :</b>					
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%
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	\$ -	-	-	\$ -	0.0%
<b>Training/Professional Fees/Profit:</b>					
General Liability Insurance 6305	\$ 1,008	116.59	1,008.23	\$ (0.00)	100.0%
<b>TOTAL FEES / PROFIT COSTS</b>	\$ 1,008	116.59	1,008.23	\$ (0.00)	100.0%
<b>INDIRECT COST:</b> 10.00%	\$ 10,059	115.52	6,616.05	\$ 3,442.56	65.8%
<b>Contract Total</b>	\$ 84,019	1,270.75	72,776.58	\$ 11,242.42	86.6%



# ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

## INVOICE

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

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
<b>Staff Salary Total</b>	133,993.62	12,799.77	35,516.55	98,477.07	26.5%
<b>Fringe Benefit Total 51xx</b>	43,394.47	4,075.77	11,487.09	31,907.38	26.5%
<b>TOTAL STAFF COSTS</b>	177,388.09	16,875.54	47,003.64	130,384.45	26.5%
<b>Operating Costs:</b>					
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%
<b>TOTAL OPERATING COSTS</b>	15,327.30	3,104.57	4,093.00	11,234.30	26.7%
<b>Training Costs:</b>					
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%
<b>TOTAL TRAINING COSTS</b>	187,349.00	12,424.50	115,202.50	72,146.50	61.5%
<b>Supportive Services Costs :</b>					
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%
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	62,700.00	3,927.38	31,493.06	31,206.94	50.2%
<b>Training/Professional Fees/Profit:</b>					
General Liability Insurance 6305	5,705.46	846.49	2,501.68	3,203.78	43.8%
<b>TOTAL FEES / PROFIT COSTS</b>	5,705.46	846.49	2,501.68	3,203.78	43.8%
<b>INDIRECT COST: 13.60%</b>	26,985.24	2,832.42	7,289.37	19,695.86	27.0%
<b>Contract Total</b>	475,455.09	40,010.90	207,583.25	267,871.84	43.7%



# ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

## INVOICE

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

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
<b>Staff Salary Total</b>	\$ 24,153.60	\$ 3,094.57	\$ 8,580.79	\$ 15,572.81	35.5%
<b>Fringe Benefit Total</b> 51xx	\$ 7,756.38	\$ 1,027.34	\$ 2,725.04	\$ 5,031.34	35.1%
<b>TOTAL STAFF COSTS</b>	\$ 31,909.98	\$ 4,121.91	\$ 11,305.83	\$ 20,604.15	35.4%
<b>Operating Costs:</b>					
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%
<b>TOTAL OPERATING COSTS</b>	\$ 2,781.00	\$ 547.34	\$ 706.24	\$ 2,074.76	25.4%
<b>Training Costs:</b>					
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%
<b>TOTAL TRAINING COSTS</b>	\$ 34,197.00	\$ 645.95	\$ 8,503.78	\$ 25,693.22	24.9%
<b>Supportive Services Costs :</b>					
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%
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	\$ 10,300.00	\$ 695.00	\$ 3,371.00	\$ 6,929.00	32.7%
<b>Training/Professional Fees/Profit:</b>					
General Liability Insurance 6305	\$ 1,020.79	\$ 122.16	\$ 443.12	\$ 577.67	43.4%
<b>TOTAL FEES / PROFIT COSTS</b>	\$ 1,020.79	\$ 122.16	\$ 443.12	\$ 577.67	43.4%
<b>INDIRECT COST:</b> 13.60%	\$ 4,856.80	\$ 651.63	\$ 1,693.91	\$ 3,162.89	34.9%
<b>Contract Total</b>	\$ 85,065.57	\$ 6,783.99	\$ 26,023.88	\$ 59,041.69	30.6%



# ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

## INVOICE

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

Contract Number: 23EBA295E1  
Invoice Number: 1432-06  
Invoice Month: December 2023  
Period Covered: July 1, 2023 - March 31, 2024  
Total Amount Due: \$ **419**

Eckerd Goal:

DECEMBER  
50.0%

100.0%

Line Item	Budget MOD 1	1055-6	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
<b>Staff Salary Total</b>	\$ 64,595	\$ 27	63,351.42	\$ 1,244.07	98.1%
<b>Fringe Benefit Total 51xx</b>	\$ 20,605	\$ 84	20,362.49	\$ 242.98	98.8%
<b>TOTAL STAFF COSTS</b>	\$ 85,201	111.35	83,713.90	\$ 1,487.04	98.3%
<b>Operating Costs:</b>					
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%
<b>TOTAL OPERATING COSTS</b>	\$ 3,235	224.23	3,315.73	\$ (80.73)	102.5%
<b>Training Costs:</b>					
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%
<b>TOTAL TRAINING COSTS</b>	\$ 34,091	\$ -	34,091	\$ -	100.0%
<b>Supportive Services Costs :</b>					
WI Customer Transportation Costs 6485	\$ -	\$ -	-	\$ -	0.0%
WI Customer Childcare Costs 6660	\$ -	\$ -	-	\$ -	0.0%
Training Support Materials (Uniforms, Drug Screens, Backgr 6545/6546	\$ -	\$ -	-	\$ -	0.0%
WI Customer Emergency Assistance (Rent, Car Repair, e 6596	\$ -	\$ -	-	\$ -	0.0%
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	\$ -	-	-	\$ -	0.0%
<b>Training/Professional Fees/Profit:</b>					
General Liability Insurance 6305	\$ 1,637	\$ 45	1,288.16	\$ 348.81	78.7%
<b>TOTAL FEES / PROFIT COSTS</b>	\$ 1,637	45.43	1,288.16	\$ 348.81	78.7%
<b>INDIRECT COST: 10.00%</b>	\$ 12,250	\$ 38	8,831.78	\$ 3,418.14	72.1%
<b>Contract Total</b>	\$ 136,414	419.11	131,240.74	\$ 5,173.26	96.2%

## 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	%
<b>Scholarship Budget</b>	\$ 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%

<b>Participant Cost Budget*</b>	\$ 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%
<b>Remaining Available Balance</b>	\$ 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)

<b>Leveraged Scholarships YTD</b>	<b>64,134</b>
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WorkLink Budget Comparison OPERATOR					
		PY23 Proposed Budget Mod #1	Change	PY23 Proposed Budget Mod #2	NOTES
<b>Slot Level</b>					
<b>Staff Costs</b>					
<b>Sub-Total of Staff Costs</b>		\$ 78,670.37	\$ (4,794.87)	\$ 73,875.50	
		\$ -	\$ -	\$ -	
<b>Fringe Benefits</b>	<b>Rate</b>	\$ -	\$ -	\$ -	
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	
<b>Sub-Total Fringe:</b>	<b>30.00%</b>	<b>\$ 22,654.38</b>	<b>\$ (1,175.39)</b>	<b>\$ 21,478.98</b>	
<b>Operating Costs</b>					
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	\$ -	\$ -	\$ -	
<b>Sub-Total Operating</b>		<b>\$ 5,487.76</b>	<b>\$ 81.38</b>	<b>\$ 5,569.14</b>	
<b>Training</b>		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	\$ -			
<b>Sub-Total Training</b>		<b>\$ 54,095.00</b>	<b>\$ -</b>	<b>\$ 54,095.00</b>	

<b>Supportive Services</b>		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	\$ -	\$ -		
<b>Sub-Total of Supportive Services</b>		<b>\$ 180.00</b>	<b>\$ -</b>	<b>\$ 180.00</b>	
<b>Sub-Total of Contract Costs</b>		<b>\$ 161,087.51</b>	<b>\$ (5,888.88)</b>	<b>\$ 155,198.63</b>	
<b>Indirect Cost &amp; Fees</b>					
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	
<b>Sub-Total of Indirect &amp; Fees</b>		<b>\$ 24,412.15</b>	<b>\$ (893.34)</b>	<b>\$ 23,518.81</b>	
		<b>\$ 185,499.66</b>	<b>\$ (6,782.22)</b>	<b>\$ 178,717.44</b>	



## WorkLink Budget Comparison PROGRAM

		PY23 Mod #1	Change	PY23 Mod #2	NOTES
<b>Slot Level</b>					
<b>Staff Costs</b>					
<b>Sub-Total of Staff Costs</b>		\$ 158,147.22	\$ (4,160.91)	\$ 153,986.31	
<b>Fringe Benefits</b>	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%	
<b>Sub-Total Fringe:</b>	<b>33.01%</b>	<b>\$ 51,150.85</b>	<b>\$ (163.10)</b>	<b>\$ 50,987.75</b>	
<b>Operating Costs</b>		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	\$ -	\$ -	\$ -	
<b>Sub-Total Operating</b>		<b>\$ 15,609.30</b>	<b>\$ 473.00</b>	<b>\$ 16,082.30</b>	
<b>Training</b>		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	\$ -	\$ -	\$ -	
<b>Sub-Total Training</b>		<b>\$ 224,046.18</b>	<b>\$ 11,063.23</b>	<b>\$ 235,109.41</b>	
<b>Supportive Services</b>		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	
<b>Sub-Total of Contract Costs</b>		521953.5536	7212.215404	529165.769	
<b>Indirect Cost &amp; Fees</b>					
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	
<b>Sub-Total of Indirect &amp; Fees</b>		\$ 38,568.04	\$ (430.90)	\$ 38,137.14	
		\$ 560,521.59	\$ 6,781.32	\$ 567,302.91	

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%

	<b>ECKERD YOUTH ALTERNATIVES, INC.</b>					
	100 N. Starcrest Drive, Clearwater, FL 33765					
	<b>YOUTH INVOICE</b>					
	Youth Program Invoice					
Worklink Development Board	Contract Number:	23Y495E2				
1376 Tiger Blvd.	Invoice Number:	1058-06				
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:	\$ 35,901				
Eckerd Goal:			DECEMBER			
			50.0%			100.0%
Line Item		Budget MOD 1	1058-6	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
Staff Salary Total		\$ 213,445	\$ 15,335	\$ 92,274.61	\$ 121,170.84	43.2%
Fringe Benefit Total	51xx	\$ 55,848	\$ 4,366	\$ 26,019.55	\$ 29,828.40	46.6%
<b>TOTAL STAFF COSTS</b>		<b>\$ 269,293</b>	<b>\$ 19,700.83</b>	<b>\$ 118,294.16</b>	<b>\$ 150,999.24</b>	<b>43.9%</b>
<b>Operating Costs:</b>						
Other Rental Fees	6195	\$ 7,200	\$ -	\$ 2,400.00	\$ 4,800.00	33.3%
Communications (Phone, Fax, Internet, etc)	6270	\$ 4,013	\$ 223	\$ 1,322.35	\$ 2,690.84	33.0%
Network (internet)	6265	\$ 1,200	\$ -	\$ 569.94	\$ 630.06	47.5%
Postage	6005	\$ 1,027	\$ 177	\$ 361.28	\$ 665.22	35.2%
Staff Travel	6105	\$ 3,000	\$ 208	\$ 1,500.59	\$ 1,499.41	50.0%
Other Travel	6115/6120	\$ -	\$ -	\$ -	\$ -	0.0%
Staff Background Checks	5100	\$ 285	\$ 36	\$ 36.25	\$ 249.24	12.7%
Staff Training	5110	\$ -	\$ -	\$ -	\$ -	0.0%
Office/Desktop Supplies and Materials	6000	\$ -	\$ -	\$ -	\$ -	0.0%
Copying	6730	\$ 1,000	\$ 91	\$ 90.83	\$ 909.17	9.1%
Software Licenses	6095	\$ 4,295	\$ 3,133	\$ 3,132.79	\$ 1,162.40	72.9%
Participant Verifications	6516	\$ 2,250	\$ -	\$ 555.81	\$ 1,694.19	24.7%
Participant Outreach	6735	\$ -	\$ -	\$ -	\$ -	0.0%
<b>TOTAL OPERATING COSTS</b>		<b>\$ 24,270</b>	<b>\$ 3,867.80</b>	<b>\$ 9,969.84</b>	<b>\$ 14,300.53</b>	<b>41.1%</b>
<b>Training Costs:</b>						
Work Experience Stipends	6507	\$ 29,429	\$ 5,743	\$ 11,224.92	\$ 18,204.02	38.1%
Tuition Cost (Adult Education)	6520	\$ 11,200	\$ 392	\$ 4,312.00	\$ 6,888.00	38.5%
Participant Graduation Fees	6595	\$ 1,045	\$ -	\$ -	\$ 1,045.00	0.0%
Credential Exam Fees	6525	\$ 12,500	\$ 241	\$ 2,782.50	\$ 9,717.50	22.3%
Individual Training Accounts	6530	\$ 500	\$ -	\$ -	\$ 500.00	0.0%
Instructional Supplies (Books)	6590	\$ 1,000	\$ -	\$ -	\$ 1,000.00	0.0%
<b>TOTAL TRAINING COSTS</b>		<b>\$ 55,674</b>	<b>\$ 6,376.44</b>	<b>\$ 18,319.42</b>	<b>\$ 37,354.52</b>	<b>32.9%</b>
<b>Supportive Services Costs :</b>						
Child Care	6660	\$ -	\$ -	\$ -	\$ -	0.0%
Transportation	6485	\$ 25,000	\$ 2,260	\$ 12,800.00	\$ 12,200.00	51.2%
Client Incentives	6585	\$ -	\$ -	\$ -	\$ -	0.0%
Client Training Support Materials	6545	\$ -	\$ -	\$ -	\$ -	0.0%
Client Supplies	6546	\$ 700	\$ -	\$ -	\$ 700.00	0.0%
Client Emergency Assistance & Expungen	6596	\$ 325	\$ -	\$ -	\$ 325.45	0.0%
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>		<b>\$ 26,025</b>	<b>\$ 2,260.00</b>	<b>\$ 12,800.00</b>	<b>\$ 13,225.45</b>	<b>49.2%</b>
<b>Training/Professional Fees/Profit:</b>						
General Liability Insurance	6305	\$ 5,041	\$ 432	\$ 2,011.80	\$ 3,029.13	39.9%
<b>TOTAL FEES / PROFIT COSTS</b>		<b>\$ 5,041</b>	<b>\$ 431.95</b>	<b>\$ 2,011.80</b>	<b>\$ 3,029.13</b>	<b>39.9%</b>
<b>4.1 INDIRECT COST: 13.60%</b>		<b>\$ 39,773</b>	<b>\$ 3,264</b>	<b>\$ 17,391.11</b>	<b>\$ 22,382.05</b>	<b>43.7%</b>
<b>Contract Total</b>		<b>\$ 420,077</b>	<b>\$ 35,901.10</b>	<b>\$ 178,786.33</b>	<b>\$ 241,290.91</b>	<b>42.6%</b>
<b>Work Experience:</b>			<b>DEC</b>	<b>Cumulative</b>	<b>YTD% Spent</b>	
	Staff WEX Salaries:		5,800.55	38,702.48	9.21%	
	Staff WEX Fringe:		1,829.66	12,044.24	2.87%	
	Stipends:		5,743.44	11,224.92	2.67%	
	<b>TOTAL</b>		<b>13,373.65</b>	<b>61,971.64</b>	<b>14.75%</b>	
	Percentage Spent:		3.18%	14.75%		



# ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

## YOUTH INVOICE

Youth EBY Invoice

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

Contract Number: 22EBY495E1  
Invoice Number: 1409-06  
Invoice Month: **December 2023**  
Period Covered: July 1, 2023 - March 31, 2024  
Total Amount Due: \$ **8,389**

Eckerd Goal:

DECEMBER

50.00%

100.0%

Line Item	Budget MOD 2	1407-6	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
<b>Staff Salary Total</b>	\$ 39,938	\$ 5,787	35,417.06	\$ 4,521.09	88.7%
<b>Fringe Benefit Total</b> 51xx	\$ 4,425	\$ 689	\$ 4,280	\$ 144.72	96.7%
<b>TOTAL STAFF COSTS</b>	\$ 44,363	6,475.37	39,697.50	\$ 4,665.81	89.5%
<b>Operating Costs:</b>					
Staff Background Checks 5105	\$ -	-	-	\$ -	0.0%
Staff Background Checks 5100	\$ -	-	-	\$ -	0.0%
Staff Training 5110	\$ -	-	-	\$ -	0.0%
Other Travel 6115/6120	\$ -	-	-	\$ -	0.0%
Staff Expendable Supplies & Materials 6000	\$ 1,483	1,150.74	1,312.10	\$ 170.95	88.5%
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	\$ -	-	-	\$ -	0.0%
Client Verifications 6516	\$ -	-	-	\$ -	0.0%
Staff Travel					
Local Mileage cost 6105	\$ -	-	-	\$ -	0.0%
Non-Local Per Diem/Lodging Cost 6115/6120/6125	\$ -	-	-	\$ -	0.0%
Staff Training 5110	\$ -	-	-	\$ -	0.0%
Staff Background Checks 5100	\$ -	-	-	\$ -	0.0%
Postage (Stamps, FedEx, etc.) 6005	\$ -	-	-	\$ -	0.0%
<b>TOTAL OPERATING COSTS</b>	\$ 1,483	\$ 1,151	\$ 1,312	\$ 170.95	88.5%
<b>Training Costs:</b>					
Work Experience Stipends 6507	\$ 9,037	-	9,036.12	\$ 0.64	100.0%
WI Customer Credential Exam Fees (C.N.A., GED, TABE) 6525	\$ -	-	-	\$ -	0.0%
WI Customer Individualized Training Costs					
Individual Training Account/Voucher Cost 6530	\$ -	-	-	\$ -	0.0%
Client Testing Fees 6535	\$ -	-	-	\$ -	0.0%
<b>TOTAL TRAINING COSTS</b>	\$ 9,037	\$ -	\$ 9,036	\$ 1	100.0%
<b>Supportive Services Costs :</b>					
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, e) 6596	\$ -	-	-	\$ -	0.0%
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	\$ -	-	-	\$ -	0.0%
<b>Training/Professional Fees/Profit:</b>					
General Liability Insurance 6305	\$ 414	-	413.64	\$ (0.00)	100.0%
<b>TOTAL FEES / PROFIT COSTS</b>	\$ 414	-	413.64	\$ (0.00)	100.0%
<b>INDIRECT COST:</b> 10.00%	\$ 4,626	762.61	4,142.32	\$ 483.68	89.5%
<b>Contract Total</b>	\$ 59,923	8,388.72	54,601.68	\$ 5,321.08	91.1%

### Work Experience:

	DEC	Cumulative	YTD% Spent
Staff WEX Salaries:	1,247.26	7,483.56	12.49%
Staff WEX Fringe:	136.02	816.09	1.36%
Stipends:	0.00	9,036.12	15.08%
<b>TOTAL</b>	<b>1,383.28</b>	<b>17,335.77</b>	<b>28.93%</b>
Percentage Spent:	2.31%	28.93%	

Youth Service Provider  
Enrollment Status  
July 1, 2023 - June 30, 2024

ENROLLMENT REPORT PY 23		PYC				
*Special notes:						
Board Goal		120				
Month	NEW WIOA Enrollments	Total Enrollments	Monthly Planned Enrollment	YTD % of Monthly Plan	YTD % of Total Planned	YTD % of Board Goal
<i>Active/Confirmed Carryover 10/16/2023</i>		11				
July	0	11	0	#DIV/0!	0%	9%
August	22	33	3	733%	20%	28%
September*	15	48	10	150%	34%	40%
October	10	58	15	67%	43%	48%
November	9	67	13	69%	51%	56%
December	1	68	0	#DIV/0!	52%	57%
January		68	14	0%	52%	57%
February		68	15	0%	52%	57%
March		68	15	0%	52%	57%
April		68	13	0%	52%	57%
May		68	11	0%	52%	57%
June		68	0	0%	52%	57%
<b>Totals</b>	<b>57</b>	<b>68</b>	<b>109</b>			
<b>Notes:</b>						
<b><u>Board Goal = 120</u></b>						
<b><u>11</u> Carryover + <u>57</u> New Total Enrollments as of 10/31/23 = <u>68.</u></b>						
<b>Remaining Slots = <u>52</u></b>						

Worksite Location:		Work Experience Training Evaluation			
Participant Name:		Worksite:			
Participant Job Title:		Worksite Supervisor/Reviewer:			
Start Date:		Review Date #1:		Review Date #2:	
FOUNDATION SKILL	PERFORMANCE EXPECTATIONS	Performance Improvement Plan Needed (1)	Needs Development (2)	Proficient (3)	Exemplary (4)
See page 3 for more detailed grading descriptions					
ATTENDANCE	Understanding work expectations for attendance and adhering to them. Notifying supervisor in advance in case of absence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUNCTUALITY	Understanding work expectations for punctuality. Arriving on time for work, taking and returning from breaks on time, and calling supervisor prior to being late.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKPLACE APPEARANCE	Dressing appropriately for position and duties. Practicing personal hygiene appropriate for position and duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAKING INITIATIVE	Participating fully in task or project from initiation to completion. Initiating interaction with supervisor for next task upon completion of previous one.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUALITY OF WORK	Giving best effort, evaluating own work, and utilizing feedback to improve work performance. Striving to meet quality standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMUNICATION SKILLS	Speaking clearly and communicating effectively – verbally and non-verbally. Listening attentively. Using language appropriate for work environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RESPONSE TO SUPERVISION	Accepting direction, feedback, and constructive criticism with positive attitude and using information to improve work performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEAMWORK	Relating positively with co-workers. Working productively with individuals and teams. Respecting diversity in race, gender, and culture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROBLEM-SOLVING/ CRITICAL-THINKING	Exercising sound reasoning and analytical thinking. Using knowledge and information from job to solve workplace problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKPLACE CULTURE POLICY AND SAFETY	Demonstrating understanding of workplace culture and policy. Complying with health and safety rules. Exhibiting integrity and honesty.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Would you hire this person?	Comment:				
Youth Provider:					
Grant Period:					
Employers may add as many or few additional skills as they see fit based on the position.	<b>TOTAL SCORE</b> _____ (add 4-box total; average score = total/# of skills)	# checked X 1 Total: _____	# checked X 2 Total: _____	# checked X 3 Total: _____	# checked X 4 Total: _____
<b>To meet work readiness skill attainment:</b>  <b>(1)*</b> trainee/employee must have an overall average score that is “proficient” (3.0) or trainee/employee must meet “proficient” standard in 80% of the total categories listed. <b>(2)</b> supervisor MUST verify that performance on job was satisfactory. <b>(3)</b> trainee/employee must not have been terminated from this work experience.  <i>*Examples: If there are 10 skill categories, participant must have a minimum score of 30 (3 x 10) out of a possible 40 or be proficient in at least 8 of the 10 categories. If an employer chose 15 skills to measure, participants would need minimum score of 45 (3 X15) out of a possible 60 or be proficient in at least 12 of the 15 categories.</i>		<b>Employee had satisfactory work performance and has met minimum total score:</b>  Employer Signature: _____ Employee Signature _____  Date: _____ (see page 2 for comments)			

**Review Comments/Goals/Other:**


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**Employer****Initials:** \_\_\_\_\_**TIPS FOR IMPLEMENTING WORK READINESS TOOL**

- **FLEXIBILITY:** This work readiness tool is modifiable to best meet employer's needs. Ten foundation skills have already been listed. Employers may measure all or most of these skills and are also encouraged to add any additional workplace and career skills.
- **SAMPLE SKILLS:** Listed below are examples of potential additional skills.

Occupation/Technical Skills	Academic Skills	Leadership Skills	Business Skills
-- Occupation-specific skills -- Industry-sector skills -- Industry-wide skills -- Understanding all aspects of an industry	-- Written communication -- Reading and reviewing -- Mathematics and data analysis -- STEM: science, technology, engineering, and mathematics -- Basic computer skills	-- Leadership -- Creative thinking/innovation -- Project management -- Teaching and instructing	-- Customer service skills -- Telephone skills -- Planning and organizing -- Scheduling & coordinating -- Using computer applications

- **PREPARATION:** Employers should review tool with the youth on or prior to the first day of the work experience. Depending on the number of youth at a worksite and the employer's discretion, this can be done as part of an employer-led group orientation or individually with each young worker. At the conclusion, each youth should have a clear understanding of their job description and expectations, what work readiness skills they will be measured on, and how often they will be measured.
- **FREQUENCY:** It is recommended that employers conduct more than one evaluation. Benefits of administering bi-weekly or "mid-point" assessments include the ability for employers to: offer youth constructive feedback; formally recognize positive work performances; address small issues before they become larger ones; and formally communicate youth performance with local program staff to ensure added support. An additional benefit is that local areas may be able to document the work readiness progress if a participant who has already proven to be proficient in work readiness leaves the program prior to its end.
- **FIRST EVALUATION:** The first evaluation can also be used as a helpful diagnostic and developmental tool that is maximized when delivered within the first two or three weeks. For participants experiencing challenges and have received a "1" in any category, a performance improvement plan should outline a set of goals in the comment section. In the past, some employers have had youth first assess their own performance and use any gaps in assessments to promote positive communication.
- **GRADING SCALE:** A grading scale of foundation skills has been listed on page 3 for employer convenience. To add any additional skills, employers can copy the language in the "general key" and modify as they see fit.
- **SUPPORT:** Local area program staff are available to make evaluation process as simple and seamless as possible. Through employer orientations, worksite monitoring, and on-going communication, summer youth program staff are available to address any outstanding questions or concerns by the employer. They may also be available to assist with job descriptions, and provide additional supportive work readiness training to participants. Sharon Crite, Youth Services Coordinator can be reached at 864-646-1828.

**Sources:** Tool content and design is based on three general sources encompassing public study, private research, and practical local application.

(1) US Dept. of Labor – ETA's "Building Blocks for Competency Models" [http://www.careeronestop.org/CompetencyModel/pyramid\\_definition.aspx](http://www.careeronestop.org/CompetencyModel/pyramid_definition.aspx)

(2) Employer research collaboration of The Conference Board, Partnership for 21<sup>st</sup> Century Skills, Corporate Voices, & Society for HR Management includes online-accessible reports: "New Graduates' Workforce Readiness", "Are They Really Ready to Work?", and "The Ill-Prepared US Workforce".

(3) Sample tool design is based most closely on the Massachusetts Work-Based Learning Plan (<http://www.skillslibrary.com/wbl.htm>). The Seattle King County's Learning and Employability Profile, and other tools from the 2009 Summer Youth Employment Initiative under the American Recovery and Reinvestment Act were also utilized. For more info, see: "Tips on Measuring Work Readiness" [www.workforce3one.org/view/5000910643776065645/info](http://www.workforce3one.org/view/5000910643776065645/info)



## EVALUATION GRADING SCALE

### ATTENDANCE

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Excessive absences consistently impact work performance. Additional training is needed.	Below 90% attendance, but participant seeks out opportunities to make up missed work.	Maintains 90% attendance and notifies supervisor ahead of time prior to absence.	100% attendance or missed one day with valid reason that did not occur during first two weeks.

### PUNCTUALITY

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Excessive lateness consistently impacts work performance. Additional training is needed.	Inconsistent in arriving to work, returning from breaks on time, and calling supervisor prior to lateness.	Arrives to work & returns from breaks on time with rare exception. If late, calls supervisor ahead of time.	Perfect or near perfect in arriving for work and returning from breaks on time. Model for other workers.

### WORKPLACE APPEARANCE

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not yet demonstrated appropriate appearance and/or personal hygiene for position and duties.	Inconsistent in demonstrating appropriate appearance and/or personal hygiene for workplace.	Dresses appropriately and practices hygiene for position and duties with rare exception.	Consistent display of professional appearance and hygiene serves as a model for other workers.

### TAKING INITIATIVE

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Reluctant to begin tasks without significant staff intervention. Needs frequent reminders. Additional training may be needed.	Inconsistently begins or remains on task. Needs occasional prompting. Often satisfied with bare minimum performance.	Begins and remains on task until completion with rare exception. Can work independently. Initiates interaction for next task.	Consistently begins/remains on task until completion, and initiates interaction for next task. Can work independently, and leads others.

### QUALITY OF WORK

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not yet given best effort. Rarely evaluates work and utilizes feedback. Completes work inconsistently. Additional training may be needed.	Uneven work quality. Sometimes evaluates own work and utilizes feedback, but inconsistent in meeting quality standards.	Quality of work meets expectations. Evaluates own work, and utilizes employer feedback to improve performance.	Quality of work often exceeds expectations. Consistently gives best effort. Evaluates own work and utilizes employer feedback.

### COMMUNICATION SKILLS

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Seldom speaks clearly or listens attentively. Repeatedly uses inappropriate language for the workplace. May need additional training and support.	Inconsistent in communicating in manner and language appropriate for workplace. Inconsistent in effort to speak clearly or listen attentively.	Demonstrates positive oral and non-verbal communication with rare exception. Listens attentively and uses language appropriate for workplace.	Consistently demonstrates positive oral/non-verbal communication skills. Speaks clearly and listens attentively. Can effectively present to a group if needed.

### RESPONSE TO SUPERVISION

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Reluctant to accept feedback and constructive criticism from supervisor. Responds with poor verbal or non-verbal communication. Additional training may be necessary.	Inconsistent in accepting direction, feedback, and constructive criticism from supervisor. Shows potential for improvement.	Accepts direction and constructive criticism with positive attitude with rare exception. Uses feedback to improve work performance.	Consistently accepts direction and constructive criticism with positive attitude. Uses feedback to improve work performance, and provides new and useful ideas to employer.

### TEAMWORK

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not yet demonstrated appropriate group behaviors. Improvement needed in treating others with respect. Rarely contributes to group efforts. Additional training may be necessary.	Inconsistent in promoting positive group behaviors amongst coworkers, and in contributing to group efforts. Shows potential for improvement.	Works well with co-workers, is respectful, and contributes to group efforts with rare exception. Respects diversity within the workplace.	Consistently facilitates positive group dynamics. Demonstrates leadership that plays a significant role in success of group efforts. Promotes larger group unity.

### PROBLEM-SOLVING/CRITICAL THINKING

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Makes little or no effort to use knowledge learned from the job to solve workplace problems.	Inconsistent in using sound reasoning to solve work problems. Shows potential for improvement.	Uses sound reasoning, and job knowledge to solve workplace problems. Shows initiative in improving skills.	Consistently applies sound reasoning to solve work problems. Identifies potential problems before they can occur.

### WORKPLACE CULTURE, POLICY AND SAFETY

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not demonstrated understanding of workplace policies/ethics. Has not completed applicable training on workplace .	Inconsistent in demonstrating understanding of workplace culture, policies, and safety rules.	Demonstrates understanding of workplace policies. Completed safety training if applicable, and adheres to rules. Exhibits honesty and integrity.	Shows clear understanding of work policies and safety rules. Exhibits honesty and integrity. Has completed applicable safety trainings and has led coworkers.

### GENERAL KEY

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Is not yet demonstrating the skills required for the position and needs to have a formal plan for improving skills. May need additional training.	Inconsistent in demonstrating and developing skills for the position, but development is needed.	Demonstrates the skills required for the position with rare exception, and shows initiative in improving skills.	Consistently demonstrates skills required for the position. Often exceeds expectations and has emerged as leader that improves overall team.

***This general key is adaptable for employers to copy, paste in boxes on page 1, and modify accordingly for job-specific skills.***

Palmetto Youth Connections PY 22 7/1/22-6/30/23					
Work-Readiness Basic/Soft Skills					
Basic/Soft Skills Score:	1	2	3	4	NR
ATTENDANCE	1	6	1	5	
PUNCTUALITY		3	7	2	1
WORKPLACE APPEARANCE			9	4	
INITIATIVE	1	3	4	5	
QUALITY OF WORK		3	5	5	
COMMUNICATION SKILLS	1	1	8	3	
RESPONSE TO SUPERVISOR		3	3	7	
TEAMWORK		1	6	6	
PROBLEM SOLVING/CRITICAL THINKING	1	3	5	4	
WORKPLACE CULTURE POLICY AND SAFETY		2	5	6	
WOULD YOU HIRE THIS PERSON? YES 07					
WOULD YOU HIRE THIS PERSON? NO 04					
NO RESPONSE (NR) 02					
	PY 22 Goal Met = 23.78%				
Mandate Work Base-Learning 20% Expenditure					
Data Collected from WorkLink Work Readiness					
Tool for WIOA Work Experience Training Opportunity					
Completed by 08 Employers for 13 participants.					
Satisfactory Work Performance = Score of 3.0					

## One Stop Operations Committee Report

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*Presented February 7, 2024 – Board Meeting*

The OneStop Operations Committee met in-person with an option for conference call on January 17, 2024.

### Reports

The Committee received the following dashboard reports:

- *Employer Services*
  - On-the-Job Training Coordination
  - Incumbent Worker Training Grants
- *SC Works Center Reports*
  - Systemwide 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

All PY2023 reports were for the period: July 1, 2023 – December 31, 2023 unless otherwise marked.

### SC Works System Updates

#### *Employer Services Update*

Ms. Lillian Cleveland, Eckerd Business Services Specialist, spoke to the group about ongoing community contacts such as local SHRM and Rotary Club meetings. There have been conversations with Ripple of One regarding possible joint meetings for services along with other SC Works service providers. There is a quarterly Business Integration Teams Meeting coming up on February 9th. Eckerd has been participating in bi-monthly job fairs organized by SCDEW and in the process of planning for a virtual job fair, virtual resource fair, and regional sectors strategies meeting.

#### *On The Job Training*

Ms. Cleveland gave an update on On-The-Job Training placements. There have been three placements thus far, with one second-chance employee completing the OJT contract and two others in progress.

#### *Rapid Response*

Ms. Jennifer Kelly, Executive Director for WorkLink WDB, informed the group that MedLine Industries in Honea Path will be closing on February 8<sup>th</sup> which will displace 25 employees. The Rapid Response team will be onsite February 6<sup>th</sup> and a Job Fair will be held at the Watkins Community Center on February 9<sup>th</sup> with the SCDEW Career Coach onsite to assist job seekers.

#### *Incumbent Worker Training Grant*

Ms. Jennifer Campbell, Assistant Director for WorkLink WDB, provided an update for Incumbent Worker

Training (IWT). All grants awarded through the Engage, Build Serve (EBS) Statewide grant that WorkLink received have finalized training. There was a remaining balance of \$8,212 available to be used until March 31, 2024.

WorkLink was awarded \$50,000 in IWT funding through the Integrated Education and Training (IET) Statewide grant. There were five companies, representing all three counties, awarded a total of \$53,963. This created a total balance of \$4,249 to be used before September 30, 2024.

#### *SC Works Center Signage Refresh Grant*

Ms. Campbell informed the group that an application was submitted for the Statewide SCWorks Center Signage Refresh Grant. The grant would allow for up to \$25,000 in repairs to existing signage. Our application was for \$5,342 with proposals to benefit all four SCWorks WorkLink locations. Awards should be granted by the end of February.

#### *SC Works Center Update*

Mr. Billy Hunter, Eckerd One-Stop Operator, gave an update regarding SC Works Center efforts. There have been 5,500 job seeker surveys sent out with 477 responses. Of those 443 were satisfied or very satisfied with the services. There was an Expungement workshop on February 2<sup>nd</sup>, a Financial Literacy workshop is scheduled for February 16<sup>th</sup>, and a Networking workshop is being planned. There have been many well-attended job fairs in all three counties since the last meeting and job fairs are scheduled each week in February.

#### *PY2023 Budget Modification - 2*

The committee reviewed the proposed budget modification presented by Eckerd staff. This budget modification shifted line items to training costs and opened \$25,000 in Individual and Employer Training grant funds to be spent in PY2023. **A recommendation to approve the budget modification to the Board as presented was approved.**

#### *Supportive Services Policy Modification*

The Adult/DW supportive services policy was reviewed, and staff recommended changing the policy to only pay transportation for low-income participants whose residence is 10 miles or greater to the training facility. **A recommendation to approve the supportive services policy modification to the Board as presented was approved.**

#### *PY2023 WIOA Program Update*

Mr. Jeff Snider, Eckerd Career Service Manager, gave an update on all budget standings and shared there have been 35 new participants enrolled this quarter with a total of 63 participants this program year and 28 who have enrolled in training. Mr. Snider also shared a success story with the committee that has been included in the packet for the Board members to review.

#### *PY2024 Eckerd Grant Extension*

Eckerd grants for services may be extended up to three total times before requiring the Board to procure services. The Committee reviewed the grant awards for Eckerd, which are currently in their first year of the procurement cycle. **A recommendation to approve the Eckerd Grant Extension for PY 2024 to the Board as presented was approved.**

Budget negotiations with Eckerd for PY2024 are forthcoming. A meeting will be scheduled for May 2024. The One Stop Operations Committee will serve as the Negotiating Committee. **A recommendation to approve the One Stop Operations Committee to serve as the Negotiating Committee was presented and approved.**

## Other

The next committee date is Wednesday, March 20, 2024 @ 3pm at the Clemson SC Works Center, Large Conference Room. A Zoom Conference call will be made available.

Data through: December 2023  
Last Revision Date: 1.12.2024



\*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	
Jobseekers 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
<b>SYSTEM WIDE SERVICES</b>													
<b>Unduplicated Customer Count</b>	<b>2459</b>	<b>2525</b>	<b>3447</b>	<b>3133</b>	<b>2534</b>	<b>2405</b>							<b>7316</b>
<b>Individuals that Registered</b>	<b>208</b>	<b>221</b>	<b>186</b>	<b>230</b>	<b>198</b>	<b>204</b>							<b>1247</b>
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
<b>Job Search Services</b>	<b>66264</b>	<b>64945</b>	<b>60552</b>	<b>47498</b>	<b>46063</b>	<b>69657</b>							<b>354979</b>
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
<b>CENTER-WIDE SERVICES</b>													
<b>Center Traffic (Total Customer Count):</b>	<b>1164</b>	<b>1090</b>	<b>742</b>	<b>1067</b>	<b>814</b>	<b>942</b>							<b>5819</b>
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
<b>Orientation Attendance</b>	<b>39</b>	<b>58</b>	<b>41</b>	<b>39</b>	<b>47</b>	<b>22</b>							<b>246</b>
<b>Workshops Offered</b>	<b>33</b>	<b>34</b>	<b>33</b>	<b>3</b>	<b>2</b>	<b>3</b>							<b>108</b>
# 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
<b>Referrals to Partners:</b>	<b>49</b>	<b>62</b>	<b>61</b>	<b>61</b>	<b>30</b>	<b>34</b>							<b>297</b>
# of Individuals Received Referral	43	54	55	55	28	34							269

Data through: December 2023  
Last Revision Date: 1.12.2024

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

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
<b>Internal Job Orders Created</b>	<b>309</b>	<b>398</b>	<b>353</b>	<b>275</b>	<b>321</b>	<b>265</b>							<b>1921</b>
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
<b>Services Provided Employers</b>	<b>1192</b>	<b>1544</b>	<b>1698</b>	<b>1976</b>	<b>1754</b>	<b>1615</b>							<b>9779</b>
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
<b>Hiring Events</b>	<b>3</b>	<b>5</b>	<b>6</b>	<b>4</b>	<b>4</b>	<b>5</b>							<b>27</b>
<b>Total Job Seekers</b>	<b>35</b>	<b>143</b>	<b>80</b>	<b>234</b>	<b>171</b>	<b>276</b>							<b>939</b>
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
<b>Entered Employments</b>	<b>21</b>	<b>29</b>	<b>8</b>	<b>2</b>	<b>9</b>	<b>4</b>							<b>73</b>
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
<b>Rapid Response Events</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>							<b>5</b>
<b>Total Affected</b>	<b>15</b>	<b>34</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>12</b>							<b>70</b>
<i>Fraenkische</i>	15	34	0	9	0	12							70

PY2023 - July 1, 2023 to June 30, 2024

WIOA Individualized Career Services = July 1, 2023 - June 30, 2024														
Job Seeker at WIOA Enrollment							Caseload Breakdown				Applications			
A O P Other Total							Active Follow-up Total				December YTD Total			
Veterans							Goldsmith 35 35 70				YTD Total Determinations 10 56			
							Hill 38 46 84							
Offenders							Sexton 47 44 91				Enrollment			
							Snider 0 8 8							
TAA Co-enrolled							Total 120 133 253				December TD Planned (+/-)			
											New MTD Enrolled 10 6 4			
Adult/DW Low Income											New YTD Enrolled 63 48 15			
											Total YTD Participants 153			
SNAP Recipient											Total YTD Exits 31			
Basic Skills Deficient											Priorities* YTD Enrolled % Goal			
											1. Veterans - PAR, LI, or BSD** 99 76.2% 75% or More			
											2. PAR, LI, or BSD			
											3. Veteran 31 23.8% 25% or Less			
											4. Non-Veterans			
											Sum 130			
											*Applies to Adult Population Only			
											**PAR = Public Assistance Recipients, LI = Low Income, BSD = Basic Skills Deficient			
Career Interest							One-on-One Services				WorkKeys or WIN (2008 to present)			
(214 Activity Codes reflect students in the seat regardless of start/end date; all others are services provided in that month)*														
Activity December YTD							Activity December YTD				CO New MTD Total			
Admin, Support, Waste Mgmt., Remediation Svcs.. 0 2							106 - Provided Internet Job Search 6 40				Platinum 35 0 35			
Health Care and Social Assistance 4 16							107 - Provision of Labor Market Information 9 65				Gold 315 0 315			
Manufacturing 2 12							115 - Resume Preparation Assistance 1 14				Silver 1257 1 1258			
Professional Scientific Technical Services 0 3							132- Workshop 10 52				Bronze 443 1 444			
Construction 0 2							142 - Soft Skills Instruction 9 51				No Certificate 101 1 102			
CDL Exception 2 23							202 - Career Guidance/Planning 34 99				Total 2151 3 2154			
Other 2 5							214 - Adult Literacy or Basic Skills 5 8							





PY2023 - July 1, 2023 to June 30, 2024

WIOA Training and Follow-Up Services = July 1, 2023 - June 30, 2024									
Recommended for Training Services					Occupational Training by Provider				

## 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](mailto:jkelly@worklinkweb.com).

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Trent Acker, Executive Director  
WorkLink Workforce Development Board

**DISTRIBUTION:** All WIOA staff

**SUPPLEMENT:** SUPPORTIVE SERVICE POLICY

**ATTACHMENT A:** REQUEST FOR EXCEPTION FORM



**Priority Populations Committee  
Meeting Summary  
Tuesday, January 9, 2024  
Zoom Conference Call  
Clemson SC Works Comprehensive Center**

**Members Present**

Lisa Gillespie  
Patrick Pruitt  
Cherri Boller  
Cynthia Sprinkle

Ms. Jennifer Campbell, Assistant Director, WorkLink Workforce Development Board – provided a presentation to the Committee on Outreach.

Mr. Billy Hunter provided an update for the SC Works Centers.

Ms. Windy Graham, staff member of the WorkLink Board, referenced reports in the packet.

Beginning on page 7, Ms. Graham reviewed the Community Profile report from November 2023 that the SC Department of Employment and Workforce released.

WorkLink's unemployment rate is 3.0%, and the population of those with disabilities is higher nationwide at 7.3%.

Our next meeting is scheduled for March 12, 2024.