



WORKFORCE DEVELOPMENT BOARD

One Stop Operations Committee

January 14, 2025 at 3:00pm

SC Works Clemson Comprehensive Center, Large Conference Room

Conference Call Information:

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

Meeting ID: 643 641 9262

Dial: 1-646-558-8656

Passcode: 29631

AGENDA

- I. **Call to Order/Introductions** Alex Vitou, Chair

- II. **Consent Agenda*** Alex Vitou
 - a. Amended Meeting Minutes (8.20.25)
 - b. Meeting Minutes (10.15.25)
 - c. PY2025 Usage Reports
 - d. PY2025 Financial Reports
 - e. PY2025 Employer Service Reports

- III. **SC Works System Updates**
 - a. Employer Services Update Andie Keef, SC DEW Staff
 - b. PY2025 SC Works Center Update Billy Hunter, Eckerd WDS
 - c. Rapid Response - Incumbent Worker Training Update Jennifer Campbell, WorkLink Staff
 - d. Business Services Representative

- IV. **WIOA Program Updates**
 - a. PY2024 Program Update Stan Hill, Eckerd
 - b. Adult Budget Mod 1 – Update Jennifer Campbell
 - c. Proposed Policy Mod – Training Cap increase*

- V. **Other Business**
 - a. OSO Meeting Format* Alex Vitou
 - b. PY2026 Eckerd Grant Extensions/RFPs* Jennifer Campbell

- VI. **Adjourn**

**Denotes voting item*

UPCOMING MEETINGS:

WorkLink WDB Meeting, February 4, 2026 @ 1pm

Visitor Center (Lunch at Noon)

OneStop Operations Committee Meeting, March 18, 2026

Clemson SC Works, Large Conference Room or Conference Call

WORKFORCE DEVELOPMENT BOARD
OneStop Operations Committee Meeting Minutes
August 20, 2025 at 3:00pm
SC Works Clemson Comprehensive Center, Large Conference Room
With Conference Call Option

AGENDA

Members Present

David Bowers, Chair	Danny Brothers	Brad Blackston	O'Neil Burton
Brooke Garren	Brian Jones	Hunter Kombe	Jim Kilton
Ellen Pate	Alex Vitou		

Members Absent:

Andie Keef	Wendy Smith
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Staff Present:

Jennifer Campbell	Windy Graham	Nicole Lawing
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Guests Present:

Renee Alexander	Billy Hunter	Jeff Snider
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Welcome and Introductions

Chair David Bowers officially called the meeting to order at 3:08 p.m., welcoming all attendees and noting that the meeting would be recorded for the purpose of processing minutes.

Consent Agenda*

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

- 5.21.25 Meeting Minutes
- PY24 Usage Reports
- PY24 Financial Reports
- PY25 Financial Reports

ACTION TAKEN: O'Neil Burton made a motion to accept all consent agenda items as presented, seconded by Hunter Kombe. The motion carried unanimously.

SC Works System Updates

PY24 Usage Report

- 77 hiring events hosted, attracting 4,164 job seekers.
- Oconee Regional Job Fair highlighted for strong collaboration.

July Hiring Events

- 6 events held with 291 job seekers in attendance.

Upcoming Events

- September is designated as Workforce Development Month.
- Multiple job fairs and hiring events scheduled across counties.

Center Updates (Presented By Billy Hunter)

- Center traffic: 11,191 customers served in PY24.
- Orientation sessions: 377 attendees.
- Workshops: 134 offered (in-person and virtual).
- Partner referrals: 604.

Workshop Attendance

- Attendance low in some workshops due to lack of incentives.
- Expungement workshops noted as highly successful.
- Partnership with SC Legal to increase frequency of expungement sessions.

Customer Satisfaction

- SurveyMonkey used to collect feedback.
- Majority of users seek unemployment and job search support.
- Satisfaction scores (7–10 range): 70–77.3%.

Rapid Response Applications

- Two applications received from Anderson and Pickens counties.
- Focused on upskilling to prevent layoffs.

WIOA Program Updates (Presented by Jeff Snider)

PY24 Budget

- Adult: 98.2% expenditure
- Dislocated Worker: 90.5% expenditure
- PAD Grant (Staff Development): 97.8% expenditure
- 81 new participants enrolled
- \$76,810 in scholarships leveraged from Tri-County Technical College

PY25 Budget

- Adult (July): 7.2% expenditure
- Dislocated Worker (July): 11.7% expenditure
- \$28,878 in scholarship funds received from TCTC

Partnerships

- Collaboration with Goodwill Industries for tuition assistance.

Other Business

Anderson County Impact Award

- Nominees: D. Davis and D. Duncan
 1. Davis selected for his inspiring Second Chance story.

ACTION TAKEN: Ellen Pate made a motion to recognize D. Davis as the Anderson County Impact Award Winner, seconded by O'Neil Burton. The motion carried unanimously.

One-Stop Operation Standards

- Annual monitoring conducted by Eckerd Connect; no corrective actions required.
- State exploring funding for enhanced safety measures at SC Works centers.
- Executive Committee reviewed and approved these standards. This vote is for ratification only

ACTION TAKEN: Jim Kilton made a motion to ratify the decision made by the Executive Committee to Certify the One-Stop Operations Standards, seconded by Danny Brothers. The motion carried unanimously.

High Performing Workforce Development Professionals

- Vicky Sexton (Pickens County Career Coach) recognized for outstanding service.

ACTION TAKEN: Ellen Pate made a motion to recognize Vicky Sexton as the **High Performing Workforce Development Professional for the WorkLink Area**, seconded by Danny Brothers. The motion carried unanimously.

OSO Committee Chair Discussion

- Committee seeking candidates for chair and vice-chair roles.
- Vice-chair position successfully filled.
- Motion to table chair nomination and decision for PY2025 was made, seconded, and passed.

Announcements

- Workforce Development Board Meeting scheduled for September 10 at the Visitor Center.
- Lunch to follow at Sole on the Green.
- Next OSO Committee Meeting scheduled for October 15 at 3:00 p.m.

Adjourn

With no further business, the meeting was adjourned at 4:07 pm.

Respectfully submitted,
Jennifer Campbell

WORKFORCE DEVELOPMENT BOARD
OneStop Operations Committee Meeting Minutes
October 15, 2026 at 3:00pm
SC Works Clemson Comprehensive Center, Large Conference Room
With Conference Call Option

AGENDA

Members Present

David Bowers	Danny Brothers	Brad Blackston	O'Neil Burton
Brooke Garren	Brian Jones	Hunter Kombe	Jim Kilton
Ellen Pate	Alex Vitou	Shonna Williams	

Members Absent:

Andie Keef	Wendy Smith
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Staff Present:

Jennifer Campbell	Windy Graham
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Guests Present:

Renee Alexander	Billy Hunter	Jeff Snider
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Welcome and Introductions

Shonna Williams officially called the meeting to order at 3:02 p.m., welcoming all attendees and noting that the meeting would be recorded for the purpose of processing minutes.

Consent Agenda*

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

- 8.20.25 AI Generated Meeting Minutes
- PY25 Usage Reports
- PY25 Financial Reports

Review of AI-Generated Minute Format*

Jennifer Campbell presented the new AI-generated meeting minute format. The committee discussed benefits and limitations, including the absence of attendee names and motion makers in the automated output.

ACTION TAKEN: The committee voted to accept the AI-generated format for future minutes.

Approval of the August 20, 2025 minutes was **tabled** until missing details can be manually added.

ACTION TAKEN: Motion made by David Bowers and seconded by Jim Kilton to approve the consent agenda. The motion carried unanimously.

SC Works Employer Services Updates

- ☐ 12 hiring events held July–August, serving 521 job seekers.
- Upcoming events include:
- Anderson Library Job Fair – October 22
- Veteran-focused event in November

- AOP Showcase planned for 6,000 eighth-grade students.

Center Updates (Presented By Billy Hunter)

- Workshop and information session attendance slightly increased over last year.
- Key upcoming dates:
- Clemson Office Closure – October 31
 - Veterans Day – November 11
 - Staff Training & Thanksgiving Meal – November 2

SC Works WorkLink Closure Policy*

Billy reviewed the updated closure policy, including procedures for power outages and communication protocols with the Executive Director and Board Chair.

ACTION TAKEN: Motion made by David Bowers and seconded by Jim Kilton to approve the WorkLink Closure Policy as presented. The motion carried unanimously.

Rapid Response

Jennifer Campbell provided updates and reminders regarding rapid response procedures.

WIOA Program Updates (Presented by Jeff Snider)

- 26 new participants enrolled July–September; 30 total to date.
- \$44,936 in scholarship funds leveraged through TCTC and Goodwill partnerships.

Success Story

- Christian Stone (Pickens County) recognized for strong progress and participant referrals.
- Tim Broom (Oconee County), a veteran, successfully completed CDL training and secured employment with TMC as a flatbed truck driver, improving financial stability for his family.

Other Business

PY2026 OSO Committee Meeting Dates*

Proposed dates for 2026 (all at 3:00 p.m.):

- January 14, March 18, May 20, August 19, October 14

ACTION TAKEN: Motion made by David Bowers and seconded by Brian Jones to approve the 2026 meeting schedule. Motion carried unanimously.

New Committee Chair*

Nomination: Alex Vitou

ACTION TAKEN: Approved unanimously.

New Committee Vice Chair*

Nomination: David Bowers

ACTION TAKEN: Approved unanimously.

Announcements

- Workforce Development Board Meeting scheduled for November 5th at the Clemson Visitor Center.
- Next OSO Committee Meeting scheduled for January 14, at 3:00 p.m.

Adjourn

With no further business, the meeting was adjourned at 3.58 pm.

Respectfully submitted,

Jennifer Campbell

PY2025 - July 1, 2025 to July 30, 2026

[illegible]

SC WORKS
WORKLINK
ANDERSON-O'CONNOR-PICKENS

BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

PY20243 - July 1, 2025 to July 30, 2026

WIOA Individualized Career Services = July 1, 2024 - July 30, 2025

Job Seeker at WIOA Enrollment	Caseload Breakdown				
	A	O	P	Other	Total
Veterans	CO 4	1	2	1	8
	New 0	0	0	0	0
Offenders	CO 11	0	1	0	12
	New 0	0	0	0	0
TAA Co-enrolled	CO 0	0	0	0	0
	New 0	0	0	0	0
Adult/DW Low Income	CO 13	7	17	0	37
	New 0	0	0	0	0
SNAP Recipient	CO 6	4	8	0	18
	New 0	0	0	0	0
Basic Skills Deficient	CO 25	3	17	1	46
	New 0	0	0	0	0
	25	3	17	1	46

Caseload Breakdown			
Active	Follow-up	Total	
Goldsmith	9	22	31
Hill	19	36	55
Sexton	34	39	73
Total	62	97	159

Active Enrollment		
CO	July	Total
Goldsmith	9	0
Hill	19	0
Sexton	34	0
Total	62	0

Applications		
August	YTD Total	
YTD Total Determinations	8	49
Enrollment		
TD Planned (+/-)		
New MTD Enrolled	0	5
New YTD Enrolled	41	34
Total YTD Participants	87	7
Total YTD Exits	27	
Priorities*	YTD Enrolled	% Goal
1. Veterans - PAR, LI, or BSD**		70%
2. PAR, LI, or BSD		
3. Veteran		
4. Non-Veterans		30%
Sum		
*Applies to Adult Population Only		
**PAR = Public Assistance Recipients, LI = Low Income, BSD = Basic Skills Deficient		

Career Interest		
In-Demand Career Cluster	December	YTD
Admin, Support, Waste Mgmt., Remediation Svcs..	0	0
Health Care and Social Assistance	4	4
Manufacturing	0	0
Professional Scientific Technical Services	1	1
Construction	1	1
CDL Exception	2	2
Other	0	0

One-on-One Services (WIOA)		
(214 Activity Codes reflect students in the seat regardless of start/end date; all others are services provided in that month)*		
Activity	December	YTD
106 - Provided Internet Job Search	4	44
107 - Provision of Labor Market In	2	45
115 - Resume Preparation Assista	3	20
132- Workshop	2	42
142 - Soft Skills Instruction	0	29
202 - Career Guidance/Planning	22	181
214 - Adult Literacy or Basic Skills	0	1

WorkKeys or WIN		
CO	New MTD	Total
Platinum	26	0
Gold	77	1
Silver	356	0
Bronze	190	1
No Certificate	98	0
Total	747	2
		749

PY2023 - July 1, 2025 to July 30, 2026

WIOA Training and Follow-Up Services - July 1, 2025 - July 30, 2026

Recommended for Training Services

	December	YTD
GED	0	0
Occupational	0	0
On-the-Job Training	0	0

OJT Training Synopsis

Company Name	Location of Company	Successful	Unsuccessful	In-Progress
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Total Current Contracts	0
Total Carryover	0
Total All OJT Contracts	0

Carryover equals those contracts started in PY24 but finished in PY25

	July	YTD Total
Adult	0	0
Dislocated Workers	0	0

Program Outcomes and Follow-Up Services

	December Total	YTD Total
Entered Employment	0	31
Credential Attained (current year)	5	7
Measurable Skills Gained	3	11
Follow-Up Services Provided	11	69
Follow-Up Services Individuals	11	69

Occupational Training by Provider

Training Provider	Currently in Training	PY25 Rec'd Training
Arclabs Welding School	0	0
Capstone Career Development Center	1	5
CDL Training Service (Ace Driving Academy)	0	1
Coding Clarified LLC	0	0
Commercial Driving Academy	0	0
Norris Mechanical, LLC	1	2
PSI Project Management	0	0
Tri-County Technical College	13	34
Truck Driver Institute	0	0
Village Career Center, LLC	0	1

Total 15 43


Total Occupational Training by Cluster

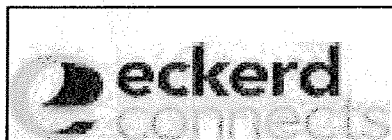
Occupation	Total Trained	PY25 Rec'd Credential
GED/Occupational Training (324)	0	0
Admin, Support, Waste Mgmt., Remediation Svcs.	6	0
CDL	19	8
Construction	1	0
Health Care and Social Assistance	13	2
Manufacturing	12	9
Professional, Scientific, Technical Services	5	1

Funding Source PY25 Rec'd (occupational and GED training)

WIOA Funding	YTD Total	Partner Funding	Amount Leverage YTD
Adult	62	TCTC Scholarships	\$ 66,979
Dislocated Workers	4	SC Lottery	\$ -
DWG	0	Pell Grant	\$ -
Trade (co-enrolled)	0	Goodwill	\$ 2,971
		Other	
Total	66		\$ 69,950

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

		ECKERD YOUTH ALTERNATIVES, INC.					
		100 N. Starcrest Drive, Clearwater, FL 33765					
		INVOICE					
		Operator					
Worklink Development Board		Contract Number:					
1376 Tiger Blvd.		Invoice Number: 1092-06					
Clemson, SC 29631		Invoice Month: December 2025					
Attn: Jennifer Campbell		Period Covered: July 1, 2025 - June 30, 2026					
email: jcampbell@worklinkweb.com		Total Amount Due: \$ 6,150					
Eckerd Goal:		DECEMBER					
		50.0%					
		100.0%					
Line Item		Budget	1092-6	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	
Staff Salary Total		\$ 46,202.34	\$ 3,717.91	23,291.38	\$ 22,910.96	50.4%	
Fringe Benefit Total		51xx \$ 14,490.20	\$ 1,160.96	7,289.99	\$ 7,200.21	50.3%	
TOTAL STAFF COSTS		\$ 60,692.54	\$ 4,878.87	30,581.37	\$ 30,111.17	50.4%	
Operating Costs:							
1.1 Facility, Utilities		6185 \$ -	\$ -	-	\$ -	0.0%	
1.2 Staff Expendable Supplies & Materials		6000 \$ 2,059.55	\$ 455.64	455.64	\$ 1,603.91	22.1%	
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)		6735 \$ 1,500.00	\$ -	-	\$ 1,500.00	0.0%	
1.4 Copy & Print Expenses		6730 \$ 1,800.00	\$ -	-	\$ 1,800.00	0.0%	
1.5 Communications (Phone, Fax, Internet, etc.)		6270 \$ 180.00	\$ 17.02	102.12	\$ 77.88	56.7%	
1.6 Staff Travel		6105, 6120, 6125 \$ 1,500.00	\$ -	86.48	\$ 1,413.52	5.8%	
1.7 Staff Training/Technical Services Costs		5110 \$ -	\$ -	-	\$ -	0.0%	
1.8 Non-Expendable Equipment Purchases		6095 \$ -	\$ -	-	\$ -	0.0%	
1.9 Postage (Stamps, FedEx, etc)		6005 \$ 175.00	\$ -	-	\$ 175.00	0.0%	
1.10 Staff Background Checks		5100 \$ 22.50	\$ -	12.20	\$ 10.30	54.2%	
TOTAL OPERATING COSTS		\$ 7,237.05	\$ 472.66	656.44	\$ 6,580.61	9.1%	
Training Costs:							
2.3 WI Customer Credential Exam Fees (CAN, GED, TABE, Workkeys)		6525 \$ -	\$ -	-	\$ -	0.0%	
2.6 Individual Training Account/Voucher Cost		6530 \$ -	\$ -	-	\$ -	0.0%	
Client On the Job Training		6515 \$ -	\$ -	-	\$ -	0.0%	
TOTAL TRAINING COSTS		\$ -	\$ -	\$ -	\$ -	0.0%	
Supportive Services Costs :							
3.11 WI Customer Transportation Costs		6485 \$ -	\$ -	-	\$ -	0.0%	
3.12 WI Customer Childcare Costs		6660 \$ -	\$ -	-	\$ -	0.0%	
3.13 WI Customer Emergency Assistance		6596 \$ -	\$ -	-	\$ -	0.0%	
3.14 Training Support Materials		6545 \$ -	\$ -	-	\$ -	0.0%	
TOTAL SUPPORTIVE SERVICES COSTS		\$ -	\$ -		\$ -	0.0%	
Training/Professional Fees/Profit:							
4.2 General Liability Insurance		6305 \$ 975.00	\$ 81.25	487.50	\$ 487.50	50.0%	
TOTAL FEES / PROFIT COSTS		\$ 975.00	\$ 81.25	487.50	\$ 487.50	50.0%	
4.1 INDIRECT COST:		13.20%	\$ 9,095.41	\$ 717.13	4,187.74	\$ 4,907.67	46.0%
Contract Total		\$ 78,000.00	\$ 6,149.91	35,913.05	\$ 42,086.95	46.0%	



ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

INVOICE

Operator DW

Worklink Development Board	Contract Number:	
1376 Tiger Blvd.	Invoice Number:	1223-06
Clemson, SC 29631	Invoice Month:	December 2025
Attn: Jennifer Campbell	Period Covered:	July 1, 2025 - June 30, 2026
email: jcampbell@worklinkweb.com	Total Amount Due:	\$ 2,020

Eckerd Goal:

DECEMBER

50.0%

100.0%

Line Item	Budget	1223-06	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
Staff Salary Total	13,999.98	1,326.81	6,772.62	7,227.36	48.4%
Fringe Benefit Total	51xx 4,559.44	432.15	2,199.92	2,359.52	48.2%
TOTAL STAFF COSTS	18,559.42	1,758.96	8,972.54	9,586.88	48.3%
Operating Costs:					
1.1 Facility, Utilities	6185 -	-	-	-	0.0%
1.2 Staff Expendable Supplies & Materials	6000 -	-	-	-	0.0%
1.3 Program Outreach Expenses (Brochures,	6735 -	-	-	-	0.0%
1.4 Copy & Print Expenses	6730 247.71	-	-	247.71	0.0%
1.5 Communications (Phone, Fax, Internet, e	6270 60.00	3.00	18.00	42.00	30.0%
1.6 Staff Travel	6105, 6120, 6125 225.00	-	12.92	212.08	5.7%
1.7 Staff Training/Technical Services Costs	5110 -	-	-	-	0.0%
1.8 Non-Expendable Equipment Purchases	6095 -	-	-	-	0.0%
1.9 Postage (Stamps, FedEx, etc)	6005 60.00	-	-	60.00	0.0%
1.10 Staff Background Checks	5100 7.50	-	-	7.50	0.0%
TOTAL OPERATING COSTS	600.21	3.00	30.92	569.29	5.2%
Training Costs:					
Client On the Job Training	6515 -	-	-	-	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 -	-	-	-	0.0%
TOTAL TRAINING COSTS	-	-	-	-	-
Supportive Services Costs :					
3.11 WI Customer Transportation Costs	6485 -	-	-	-	0.0%
3.12 WI Customer Childcare Costs	6660 -	-	-	-	0.0%
3.13 WI Customer Emergency Assistance	6596 -	-	-	-	0.0%
3.14 Training Support Materials	6545 -	-	-	-	0.0%
TOTAL SUPPORTIVE SERVICES COSTS	-	-	-	-	0.0%
Training/Professional Fees/Profit:					
4.2 General Liability Insurance	6305 275.00	22.92	137.52	137.48	50.0%
TOTAL FEES / PROFIT COSTS	275.00	22.92	137.52	137.48	50.0%
4.1 INDIRECT COST:	13.20%	2,565.37	235.60	1,206.61	47.0%
CONTRACT TOTAL:	22,000.00	2,020.48	10,347.59	11,652.41	47.0%

24RRIWT01

Grant #	Company	Originally Awarded	Modifications	Current Award	Expended	Balance	Start Date	End Date	Status	Notes
24RRIWT03-01	Eu We Eugene Wexler	\$ 44,400.00		\$ 44,400.00	\$ 18,400.00	\$ 26,000.00	10/1/2024	9/30/2025	Completed	

25RRIWT01

Company	Originally Awarded	Modifications	Current Award	Expended	Balance	Start Date	End Date	Status	Notes
25RRIWT05-01	Vanguard Metal	\$ 50,000.00	\$ 50,000.00	\$ -		9/1/2025	6/30/2026	Active	
25RRIWT06-01	KP Components	\$ 49,900.00	\$ 49,900.00	\$ -		9/1/2025	6/30/2026	Active	

25 IWT01

Grant #	Company	Originally Awarded	Modifications	Current Award	Expended	Balance	Deobligated	Start Date	End Date	Status
Total:		\$144,300.00		\$144,300.00	\$ 18,400.00	\$26,000.00	\$0.00			

Total Grant Award \$44,400.00
Undesignated -\$99,900.00

Contract Status

Executed
Pending from Employer

Payment

Yellow= final
Green=pending documentation

SC WORKS

BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

WORKLINK

ANDERSON·OCONEE·PICKENS

WorkLink Region

Business Service Lead Application

Applicant
Name

Position

Mailing
Address

Business/
Organization

Phone

Fax

E-Mail

Counties Served: Check all that apply

☐

Anderson

☐

Pickens

☐

Oconee

☐

Other

Are you willing to serve as the lead for the WorkLink area Business Service Team for one year, fulfilling the job duties described in the position description to the best of your ability?

☐

Yes

Are you a Certified Business Service Professional?

☐

Yes

If not, would you be willing to complete training within one year?

☐

Yes

How many years experience do you have providing Business Services?

How many years experience do you have coordinating a team?

Applicant
Signature

Date

Agency
Signature

Date

Business Service Lead Position Description
Voluntary, Elected Position (1 -year term, renewable)

Position Overview:

The Business Service Integration Team Lead plays a critical role in supporting the goals of the SC Works system by facilitating the integration of business services within the WorkLink region. This individual is responsible for leading a team focused on building strong partnerships with local businesses, industry groups, training providers, and community organizations to align workforce development initiatives with regional economic needs. The Team Lead will work closely with local and state agencies to create and implement strategies that promote job growth, upskilling opportunities, and sustainable employment across the state.

Key Responsibilities:

Team Leadership: Lead, coach, and mentor a team of business service representatives to deliver high-quality services to WorkLink's employers and job seekers. Convene and coordinate business service team meetings quarterly, recording meeting minutes and posting within one week.

Program Development & Integration: Develop and implement strategies to integrate business services across various business service programs. Ensure alignment of workforce development initiatives with the needs of local industries and employers.

Employer Engagement: As appropriate, act (or appoint appropriate business team members) as a liaison to local businesses, industry associations, and chambers of commerce, and facilitate employer outreach to assess workforce needs and connect them with relevant workforce system services, training programs, and resources.

Partnership Building: Collaborate with local and state agencies, educational institutions, training providers, and community organizations to design and promote programs that meet the needs of employers and job seekers.

Data Analysis & Reporting: Utilize labor market information and performance metrics to identify industry trends, workforce gaps, and program effectiveness. Provide regular updates to leadership and the SC Works Operations Committee (five times per year) on business service team activities and outcomes.

Compliance & Reporting: Ensure compliance with SC Works Certification Employer Standards guidelines. Prepare and submit required reports and implement the changes needed in the business team.

Outreach & Communication: Develop and implement communication strategies to increase awareness of workforce services and programs available to WorkLink employers. Represent business service programs or coordinate Integrated Business Service Team representation at community events, job fairs, and regional events as appropriate.



ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

INVOICE

Operator DW

Worklink Development Board

1376 Tiger Blvd.

Clemson, SC 29631

Attn: Jennifer Campbell

email: jcampbell@worklinkweb.com

Contract Number:

Invoice Number: 1055-06

Invoice Month: December 2025

Period Covered: July 1, 2025 - June 30, 2026

Total Amount Due: \$ 28,411

Eckerd Goal:

DECEMBER

50.0%

100.0%

Line Item	Budget	1055-6	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
Staff Salary Total	\$ 177,012	\$ 18,081	90,513.83	\$ 86,498.50	51.1%
Fringe Benefit Total 51xx	\$ 65,989	\$ 5,386	32,187.40	\$ 33,801.81	48.8%
TOTAL STAFF COSTS	\$ 243,002	23,466.86	122,701.23	\$ 120,300.30	50.5%
Operating Costs:					
Facility Rent, Utilities, Maintenance, etc.	6185	\$ -	\$ -	\$ -	0.0%
Staff Expendable Supplies & Materials	6000	\$ 1,200	\$ 778	777.61	64.8%
Software Licenses	6095	\$ 1,139	\$ -	1,063.80	93.4%
Staff Computers	6085	\$ 1,449	\$ -	\$ -	0.0%
Technology	6090	\$ -	\$ -	\$ -	0.0%
Program Outreach Expenses (Brochures, Flyers, etc.)	6735	\$ -	\$ -	\$ -	0.0%
Copy & Print Expenses	6730	\$ 800	\$ -	\$ -	0.0%
Communications (Phone, Fax, Internet, etc.)	6270	\$ 864	\$ 72	420.48	48.7%
Staff Travel					
Local Mileage cost	6105	\$ 1,000	\$ -	\$ -	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	\$ 113	\$ -	61.00	53.8%
Postage (Stamps, FedEx, etc.)	6005	\$ 600	\$ 31	119.00	19.8%
TOTAL OPERATING COSTS	\$ 7,165	881.04	2,441.89	\$ 4,723.01	34.1%
Training Costs:					
WI Customer Credential Exam Fees (C N A, GED, TABE)	6525	\$ 2,700	\$ 165	2,073.00	76.8%
WI Customer Individualized Training Costs					
Individual Training Account/Voucher Cost	6530	\$ 51,145	\$ 79	13,732.00	26.8%
Client Testing Fees	6535	\$ -	\$ -	\$ -	0.0%
TOTAL TRAINING COSTS	\$ 53,845	\$ 244	\$ 15,805	\$ 38,040	29.4%
Supportive Services Costs:					
WI Customer Transportation Costs	6485	\$ 6,300	\$ 60	1,435.00	22.8%
WI Customer Childcare Costs	6660	\$ -	\$ -	\$ -	0.0%
Training Support Materials (Uniforms, Drug Screens, Backgr	6590	\$ 11,475	\$ 20	7,118.28	62.0%
WI Customer Emergency Assistance (Rent, Car Repair, e	6596	\$ -	\$ -	\$ -	0.0%
TOTAL SUPPORTIVE SERVICES COSTS	\$ 17,775	80.00	8,553.28	\$ 9,221.72	48.1%
Training/Professional Fees/Profit:					
General Liability Insurance	6305	\$ 4,499	\$ 464	2,338.68	52.0%
TOTAL FEES / PROFIT COSTS	\$ 4,499	464.18	2,338.68	\$ 2,160.08	52.0%
INDIRECT COST:	13.20%	\$ 33,616	\$ 3,275	16,827.60	50.1%
Contract Total	\$ 359,901	28,411.27	168,667.68	\$ 191,233.33	46.9%



ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

INVOICE

Adult DW Program

Worklink Development Board
1376 Tiger Blvd
Clemson, SC 29631
Attn: Jennifer Campbell
email: jcampbell@worklinkweb.com

Contract Number:
Invoice Number: 1056-06
Invoice Month: December 2025
Period Covered: July 1, 2025 - June 30, 2026
Total Amount Due: \$ **2,890**

Eckerd Goal:

DECEMBER

50%

100.0%

Line Item	Budget	1056-6	Cumulative	Remaining	Percent Spent
Staff Salary Total	\$ 20,160.93	\$ 1,797.13	\$ 11,343.41	\$ 8,817.52	56.3%
Fringe Benefit Total 51xx	\$ 7,430.89	\$ 579.75	\$ 4,055.58	\$ 3,375.31	54.6%
TOTAL STAFF COSTS	\$ 27,591.83	\$ 2,376.88	\$ 15,398.99	\$ 12,192.84	55.8%
Operating Costs:					
Facility Rent, Utilities, Maintenance, etc.	6185	\$ -	\$ -	\$ -	0.0%
Staff Expendable Supplies & Materials	6000	\$ 240.00	\$ 86.40	\$ 153.60	36.0%
Software Licenses	6095	\$ 126.50	\$ -	\$ 118.20	93.4%
Staff Computers	6085	\$ 161.00	\$ -	\$ 161.00	0.0%
Technology	6090	\$ -	\$ -	\$ -	0.0%
Client Verifications	6516	\$ -	\$ -	\$ -	0.0%
Program Outreach Expenses (Brochures, Flyers, etc.)	6735	\$ -	\$ -	\$ -	0.0%
Copy & Print Expenses	6730	\$ 120.00	\$ -	\$ 120.00	0.0%
Communications (Phone, Fax, Internet, etc.)	6270	\$ 96.00	\$ 8.00	\$ 60.00	62.5%
Staff Travel					
Local Mileage Cost	6105	\$ 150.00	\$ -	\$ 150.00	0.0%
Non-Local Per Diem/Lodging Cost	6110/6115/6120/6125/6130	\$ -	\$ -	\$ -	0.0%
Staff Training	5110	\$ -	\$ -	\$ -	0.0%
Staff Background Checks	5100	\$ 12.60	\$ -	\$ 12.60	0.0%
Postage (Stamps, FedEx, etc.)	6005	\$ 90.00	\$ -	\$ 90.00	0.0%
TOTAL OPERATING COSTS	\$ 996.10	\$ 94.40	\$ 264.60	\$ 731.50	26.6%
Training Costs:					
WorkKeys, etc.)	6525	\$ 450.00	\$ -	\$ 450.00	0.0%
WI Customer Individualized Training Costs					
Individual Training Account/Voucher Cost	6530	\$ -	\$ -	\$ -	0.0%
Client Testing Fees	6535	\$ -	\$ -	\$ -	0.0%
TOTAL TRAINING COSTS	\$ 450.00	\$ -	\$ -	\$ 450.00	0.0%
Supportive Services Costs :					
WI Customer Transportation Costs	6485	\$ 450.00	\$ -	\$ 450.00	0.0%
WI Customer Childcare Costs	6660	\$ -	\$ -	\$ -	0.0%
Training Support Materials (Uniforms, Drug Screens, Backg	6590	\$ 1,467.99	\$ -	\$ 1,467.99	0.0%
WI Customer Emergency Assistance (Rent, Car Repair, etc	6596	\$ -	\$ -	\$ -	0.0%
TOTAL SUPPORTIVE SERVICES COSTS	\$ 1,917.99	\$ -	\$ -	\$ 1,917.99	0.0%
Training/Professional Fees/Profit:					
General Liability Insurance	6305	\$ 440.35	\$ 81.34	\$ 175.51	60.1%
TOTAL FEES / PROFIT COSTS	\$ 440.35	\$ 81.34	\$ 264.84	\$ 175.51	60.1%
INDIRECT COST: 13.20%	\$ 3,831.73	\$ 336.95	\$ 2,102.55	\$ 1,729.18	54.9%
Contract Total	\$ 35,228.00	\$ 2,889.57	\$ 18,030.98	\$ 17,197.02	51.2%

WORKFORCE INVESTMENT BOARD
 WorkLink Workforce Investment Area
GRANT BUDGET SUMMARY

Service Provider <u>Eckerd Workforce Development</u>	Contract # <u>25A295E3 & 25D295E3</u>	
Project/Activity <u>SC Works Adult-DW Services</u>	Funding Source <u>WIOA Adult & DLW Formula Funds</u>	Modification # <u>1</u>

CATEGORIES	ADULT	DLW	Administration	Non-Administration	Total Budget Amount
STAFF COSTS (Salaries & Fringe Benefits)	\$ 246,686	\$ 28,001		\$ 274,687	\$ 274,687
OPERATING COSTS	\$ 7,315	\$ 1,163		\$ 8,478	\$ 8,478
TRAINING COSTS	\$ 94,742	\$ 19,862		\$ 114,604	\$ 114,604
SUPPORTIVE SERVICE COSTS	\$ 21,830	\$ 6,500		\$ 28,330	\$ 28,330
Training Fees/Professional Fees/Profit	\$ 5,124	\$ 753		\$ 5,877	\$ 5,877
Indirect Costs	\$ 34,204	\$ 3,949		\$ 38,153	\$ 38,153
Total Budget Costs	\$ 409,901	\$ 60,228	\$ -	\$ 470,129	\$ 470,129
Percentage of Budget	87%	13%		100%	
Cost Limitations			2% Maximum	At least 98%	100%

WORKFORCE INVESTMENT BOARD

WorkLink Workforce Investment Area

COST AND PRICE ANALYSIS WORKSHEET

Service Provider Eckerd Workforce Development Contract # 25A295E3 & 25D295E3

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

STAFF & INDIRECT COST - BUDGET SUMMARY

SALARIES, FRINGE BENEFITS, & INDIRECT COST				ADULT		DLW		NON-ADMINISTRATION	
Staff Salaries: Position Title	Salary Per Month	No. of Months	% of Time	TOTAL AMOUNT	%	Amount	%	Amount	Amount
TOTAL SALARIES				\$ 200,122.97		\$ 179,667.07		\$ 20,455.90	\$ 200,122.97
FRINGE BENEFITS:									
FICA	\$ 200,123	X	7.65%	\$ 15,309.41	89.8%	\$ 13,744.53	10.2%	\$ 1,564.88	\$ 15,309.41
Unemployment	\$ 200,123	X	0.66%	\$ 1,324.81	89.8%	\$ 1,189.40	10.2%	\$ 135.42	\$ 1,324.81
Workers Compensation	\$ 200,123	X	0.05%	\$ 100.06	89.8%	\$ 89.83	10.2%	\$ 10.23	\$ 100.06
Pension	\$ 200,123	X	2.20%	\$ 4,402.71	89.8%	\$ 3,952.68	10.2%	\$ 450.03	\$ 4,402.71
Health Ins/Other Health Benefit:	\$ 200,123	X	26.68%	\$ 53,427.06	89.9%	\$ 48,042.04	10.1%	\$ 5,385.03	\$ 53,427.06
TOTAL FRINGE BENEFITS				\$ 74,564.05		\$ 67,018.47		\$ 7,545.58	\$ 74,564.05
INDIRECT COST: RATE	\$ 289,041.64	X	13.20%	\$ 38,153.50	89.6%	\$ 34,204.43	10.4%	\$ 3,949.06	\$ 38,153.50
TOTAL COST				\$ 312,840.52	89.92%	\$ 280,889.98	10.08%	\$ 31,950.55	\$ 312,840.52

Each position must be supported by a job description.

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

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

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

Service Provider Eckerd Workforce Development Contract # 25A295E3 & 25D295E3
Project/Activity SC Works Adult-DW Services Fund Source WIOA Adult & DLW Formula Funds Modification # 1

Categories & Line Items	Total Cost	ADULT	DLW	Non-Administration
OPERATING COSTS				
Facility Rent, Utilities, Maintenance, etc.	\$ -	\$ -	\$ -	\$ -
Staff Expendable Supplies & Materials	\$ 1,590	\$ 1,200.00	\$ 390.00	\$ 1,590
Software Licenses	\$ 1,182	\$ 1,063.80	\$ 118.20	\$ 1,182
Staff Computers	\$ 1,610	\$ 1,449.00	\$ 161.00	\$ 1,610
Program Outreach Expenses (Brochures, Flyers, etc.)	\$ -	\$ -	\$ -	\$ -
Copy & Print Expenses	\$ 920	\$ 800.00	\$ 120.00	\$ 920
Communications (Phone, Fax, Internet, etc.)	\$ 960	\$ 864.00	\$ 96.00	\$ 960
Client Verifications	\$ -	\$ -	\$ -	\$ -
Staff Travel				
Local Mileage cost	\$ 1,150	\$ 1,000.00	\$ 150.00	\$ 1,150
Non-Local Mileage cost	\$ -			\$ -
Non-Local Per Diem/Lodging Cost	\$ -	\$ -	\$ -	\$ -
Staff Training	\$ -	\$ -	\$ -	\$ -
Staff Background Checks	\$ 376	\$ 338.40	\$ 37.60	\$ 376
Non-Expendable Equipment Purchases (Computers, software, etc.)				
Non-Expendable Equipment Purchases (Computer Leases)	\$ -	\$ -	\$ -	\$ -
Wide Area Network (WAN) Equipment and Computer Software	\$ -	\$ -	\$ -	\$ -
Postage (Stamps, FedEx, etc.)	\$ 690	\$ 600.00	\$ 90.00	\$ 690
TOTAL OPERATING COSTS	\$ 8,478	\$ 7,315	\$ 1,163	\$ 8,478
TRAINING COSTS				
NI Customer Supplies & Materials Costs	\$ -	\$ -	\$ -	\$ -
NI Customer Book Costs	\$ -	\$ -	\$ -	\$ -
NI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, etc.)	\$ 11,810	\$ 8,960.00	\$ 2,850.00	\$ 11,810
NI Customer Individualized Training Costs				
Tuition Cost (Adult Education Skill Upgrade & GED)	\$ 102,794	\$ 85,782.06	\$ 17,011.80	\$ 102,794
Other Individualized Training Cost (TCTC Pre-Employment Workshops)	\$ -	\$ -	\$ -	\$ -
Individual Training Account/Voucher Cost	\$ -			\$ -
NI Customer On-the-Job Training Costs				
Reimbursable Wages	\$ -	\$ -	\$ -	\$ -
TOTAL TRAINING COSTS	\$ 114,604	\$ 94,742	\$ 19,862	\$ 114,604
SUPPORTIVE SERVICES COSTS				
NI Customer Incentives (Youth Only)	\$ -	\$ -	\$ -	\$ -
NI Customer Transportation Costs	\$ 4,800	\$ 3,300.00	\$ 1,500.00	\$ 4,800
NI Customer Childcare Costs	\$ -	\$ -	\$ -	\$ -
Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)	\$ 23,530	\$ 18,530.00	\$ 5,000.00	\$ 23,530
NI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ -	\$ -	\$ -	\$ -
TOTAL SUPPORTIVE SERVICES COSTS	\$ 28,330	\$ 21,830	\$ 6,500	\$ 28,330
TRAINING/PROFESSIONAL FEES/PROFIT				
Profit (Professional Fee - 5%) Can be tied to Performance	\$ -	\$ -	\$ -	\$ -
General Liability Insurance	\$ 5,877	\$ 5,123.76	\$ 752.85	\$ 5,877
TOTAL FEES / PROFIT COSTS	\$ 5,877	\$ 5,124	\$ 753	\$ 5,877

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

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

Service Provider	Eckerd Workforce Development
Contract #	25A295E3 & 25D295E3
Project Activity	SC Works Adult-DW Services
Fund Source	WIOA Adult & DLW Formula Funds
	PY25

PY25 Actuals Basis

	Adult + IET	Dislocated Worker	Total
PY24 Actual Budget Expenditure	\$ 489,153.95	\$ 52,769.96	\$ 541,923.91
PY24 Non-WIOA Training Funds	\$ 74,810.00	\$ 2,000.00	\$ 76,810.00
PY24 Total Program Expenditure	\$ 563,963.95	\$ 54,769.96	\$ 618,733.91
PY24 New Enrollments	81	3	84
PY23 Carryovers to PY24	91	15	106
PY24 Active Follow-up	84	10	94
PY24 Total Served	256	28	284
PY24 Cost per Participant	\$ 2,202.98	\$ 1,956.07	\$ 2,178.64
PY25 Contract Totals (95% of Contract)	\$ 389,405.95	\$ 57,216.60	\$ 446,622.55
PY25 Specialized Grants	\$ -	\$ -	\$ -
PY25 Non-WIOA Training Funds	\$ 77,500.00	\$ 5,500.00	\$ 83,000.00
PY25 Planned Program Expenditure	\$ 466,905.95	\$ 62,716.60	\$ 529,622.55
PY25 Contract Totals divided by PY24 Cost Per Participant equals PY25 Service Levels	212	32	243
	Clients Served		
Period	Adult	DW	Total
PY25 Follow-up as of 7/1/2025	94	10	104
PY25 Carryovers from PY24 as of 7/1/2025	74	11	85
PY25 New Enrollment Plan by Month	60	8	68
July-25	5	0	5
August-25	5	1	6
September-25	5	1	6
October-25	5	1	6
November-25	5	1	6
December-25	5	0	5
January-26	5	1	6
February-26	5	1	6
March-26	5	1	6
April-26	5	1	6
May-26	5	0	5
June-26	5	0	5
Formula Funds PY24 Total Served	228	29	257
	# of CC's		3
	Average per CC		86

WorkLink Adult Budget Comparison

		PY25 Budget	Change	PY25 Mod 1	NOTES
Staff Costs					
Sr VP, Workforce Operations		\$ 1,167.13	\$ -	\$ 1,167.13	
Sr Operations Director		\$ 7,004.00	\$ -	\$ 7,004.00	
Career Services Manager		\$ 49,594.68	\$ (21,979.46)	\$ 27,615.22	
Data Integrity Specialist		\$ 8,373.72	\$ -	\$ 8,373.72	
Workforce Career Coach		\$ 37,584.00	\$ -	\$ 37,584.00	
Workforce Career Coach		\$ 37,584.00	\$ (21,888.00)	\$ 15,696.00	
Workforce Career Coach		\$ 35,704.80	\$ -	\$ 35,704.80	
Career Services Manager		\$ -	\$ 28,875.00	\$ 28,875.00	
Workforce Career Coach		\$ -	\$ 17,647.20	\$ 17,647.20	
Sub-Total of Staff Costs		\$ 177,012.33	\$ 2,654.74	\$ 179,667.07	
Fringe Benefits					
	Rate				
FICA	7.65%	\$ 13,541.44	\$ 203.09	\$ 13,744.53	
Unemployment	0.66%	\$ 1,054.99	\$ 134.40	\$ 1,189.40	
Workers Compensation	0.05%	\$ 88.51	\$ 1.33	\$ 89.83	
Pension	2.20%	\$ 3,894.27	\$ 58.40	\$ 3,952.68	
Health/Other Health Benefits	26.68%	\$ 47,409.99	\$ 632.05	\$ 48,042.04	
Sub-Total Fringe:	37.24%	\$ 65,989.21	\$ 1,029.27	\$ 67,018.47	
Operating Costs					
Local Mileage	6105	\$ 1,000.00	\$ -	\$ 1,000.00	
Non-Local Mileage/Travel		\$ -	\$ -	\$ -	
Staff Background Checks	5100	\$ 113.40	\$ 225.00	\$ 338.40	
Staff Training Registration Costs	5110	\$ -	\$ -	\$ -	
Consumable Supplies	6000	\$ 1,200.00	\$ -	\$ 1,200.00	
Postage	6005	\$ 600.00	\$ -	\$ 600.00	
Staff Computers	6085	\$ 1,449.00	\$ -	\$ 1,449.00	
Software Licenses	6095	\$ 1,138.50	\$ (74.70)	\$ 1,063.80	
Facility Costs	6185	\$ -	\$ -	\$ -	
Wide Area Network Costs	6265	\$ -	\$ -	\$ -	
Staff Cell Phones	6270	\$ 864.00	\$ -	\$ 864.00	
Copy/Print	6730	\$ 800.00	\$ -	\$ 800.00	
Participant Outreach	6735	\$ -	\$ -	\$ -	
Sub-Total Operating		\$ 7,164.90	\$ 150.30	\$ 7,315.20	
Training					
Participant Verification	6516	\$ -	\$ -	\$ -	
Individual Training Accounts	6520	\$ -	\$ -	\$ -	
Credential Exam Fees	6525	\$ 2,700.00	\$ 6,260.00	\$ 8,960.00	
Tuition Cost (Adult Education)	6530	\$ 51,145.00	\$ 34,637.06	\$ 85,782.06	
Client Testing Fees	6535	\$ -	\$ -	\$ -	
Instructional Supplies (Books)	6545	\$ -	\$ -	\$ -	
Participant Graduation Fees	6595	\$ -	\$ -	\$ -	
Sub-Total Training		\$ 53,845.00	\$ 40,897.06	\$ 94,742.06	
Supportive Services					
Transportation	6485	\$ 6,300.00	\$ (3,000.00)	\$ 3,300.00	
Client Training Support Mail	6546	\$ -	\$ -	\$ -	
Client Incentives	6585	\$ -	\$ -	\$ -	
Client Allowances	6590	\$ 11,475.00	\$ 7,055.00	\$ 18,530.00	
Client Emergency Assistance	6596	\$ -	\$ -	\$ -	
Childcare	6660	\$ -	\$ -	\$ -	
Sub-Total of Supportive Services		\$ 17,775.00	\$ 4,055.00	\$ 21,830.00	
Sub-Total of Contract Costs		\$ 321,786.43	\$ 48,786.37	\$ 370,572.80	
Indirect Cost & Fees					
Indirect Cost (MTDC)	13.20%	\$ 33,615.81	\$ 588.63	\$ 34,204.43	
General Liability (Eckerd)	1.25%	\$ 4,498.76	\$ 625.00	\$ 5,123.76	
Sub-Total of Indirect & Fees		\$ 38,114.57	\$ 1,213.63	\$ 39,328.20	
		\$ 359,901.00	\$ 50,000.00	\$ 409,901.00	

WorkLink DW Budget Comparison

		PY25 Budget	Change	PY25 Mod 1	NOTES
Staff Costs					
Sr VP, Workforce Operations		\$ -	\$ -	\$ -	
Sr Operations Director		\$ 1,400.80	\$ -	\$ 1,400.80	
Career Services Manager		\$ 5,510.52	\$ (2,442.16)	\$ 3,068.36	
Data Integrity Specialist		\$ 930.41	\$ -	\$ 930.41	
Workforce Career Coach		\$ 4,176.00	\$ -	\$ 4,176.00	
Workforce Career Coach		\$ 4,176.00	\$ (2,432.00)	\$ 1,744.00	
Workforce Career Coach		\$ 3,967.20	\$ -	\$ 3,967.20	
Career Services Manager		\$ -	\$ 3,208.33	\$ 3,208.33	
Workforce Career Coach		\$ -	\$ 1,960.80	\$ 1,960.80	
Sub-Total of Staff Costs		\$ 20,160.93	\$ 294.97	\$ 20,455.90	
Fringe Benefits					
	Rate				
FICA	7.65%	\$ 1,542.31	\$ 22.57	\$ 1,564.88	
Unemployment	0.66%	\$ 120.16	\$ 15.26	\$ 135.42	\$ -
Workers Compensation	0.05%	\$ 10.08	\$ 0.15	\$ 10.23	
Pension	2.20%	\$ 443.54	\$ 6.49	\$ 450.03	
Health/Other Health Benefits	26.33%	\$ 5,314.80	\$ 70.23	\$ 5,385.03	
Sub-Total Fringe:	36.89%	\$ 7,430.89	\$ 114.69	\$ 7,545.58	
Operating Costs					
Local Mileage	6105	\$ 150.00	\$ -	\$ 150.00	
Non-Local Mileage/Travel	0	\$ -	\$ -	\$ -	
Staff Background Checks	5100	\$ 12.60	\$ 25.00	\$ 37.60	
Staff Training Registration Costs	5110	\$ -	\$ -	\$ -	
Consumable Supplies	6000	\$ 240.00	\$ 150.00	\$ 390.00	
Postage	6005	\$ 90.00	\$ -	\$ 90.00	
Staff Computers	6085	\$ 161.00	\$ -	\$ 161.00	
Software Licenses	6095	\$ 126.50	\$ (8.30)	\$ 118.20	
Facility Costs	6185	\$ -	\$ -	\$ -	
Wide Area Network Costs	6265	\$ -	\$ -	\$ -	
Staff Cell Phones	6270	\$ 96.00	\$ -	\$ 96.00	
Copy/Print	6730	\$ 120.00	\$ -	\$ 120.00	
Participant Outreach	6735	\$ -	\$ -	\$ -	
Sub-Total Operating		\$ 996.10	\$ 166.70	\$ 1,162.80	
Training					
Participant Verification	6516	\$ -	\$ -	\$ -	
Individual Training Accounts	6520	\$ -	\$ -	\$ -	
Credential Exam Fees	6525	\$ 450.00	\$ 2,400.00	\$ 2,850.00	
Tuition Cost (Adult Education)	6530	\$ -	\$ 17,011.80	\$ 17,011.80	
Client Testing Fees	6535	\$ -	\$ -	\$ -	
Instructional Supplies (Books)	6545	\$ -	\$ -	\$ -	
Participant Graduation Fees	6595	\$ -	\$ -	\$ -	
Sub-Total Training		\$ 450.00	\$ 19,411.80	\$ 19,861.80	
Supportive Services					
Transportation	6485	\$ 450.00	\$ 1,050.00	\$ 1,500.00	
Client Training Support Matl.	6546	\$ -	\$ -	\$ -	
Client Incentives	6585	\$ -	\$ -	\$ -	
Client Allowances	6590	\$ 1,467.99	\$ 3,532.01	\$ 5,000.00	
Client Emergency Assistance	6596	\$ -	\$ -	\$ -	
Childcare	6660	\$ -	\$ -	\$ -	
Sub-Total of Supportive Services		\$ 1,917.99	\$ 4,582.01	\$ 6,500.00	
Sub-Total of Contract Costs		\$ 30,955.92	\$ 24,570.17	\$ 55,526.09	
Indirect Cost & Fees					
Indirect Cost (MTDC)	13.20%	\$ 3,831.73	\$ 117.33	\$ 3,949.06	
General Liability (Eckerd)	1.25%	\$ 440.35	\$ 312.50	\$ 752.85	
Sub-Total of Indirect & Fees		\$ 4,272.08	\$ 429.83	\$ 4,701.91	
		\$ 35,228.00	\$ 25,000.00	\$ 60,228.00	

WorkLink AD/DW Budget Comparison

		PY25 Budget	Change	PY25 Mod 1	NOTES
Staff Costs					
Sr VP, Workforce Operations		\$ 1,167.13	\$ -	\$ 1,167.13	
Sr Operations Director		\$ 8,404.80	\$ -	\$ 8,404.80	
Career Services Manager		\$ 55,105.20	\$ (24,421.62)	\$ 30,683.58	retiring 12/31/25-PTO payout Jan-26 (100 hrs)
Data Integrity Specialist		\$ 9,304.13	\$ -	\$ 9,304.13	
Workforce Career Coach		\$ 41,760.00	\$ -	\$ 41,760.00	
Workforce Career Coach		\$ 41,760.00	\$ (24,320.00)	\$ 17,440.00	promoted to Program Manager
Workforce Career Coach		\$ 39,672.00	\$ -	\$ 39,672.00	
Career Services Manager		\$ -	\$ 32,083.33	\$ 32,083.33	promoted from WF CC
Workforce Career Coach		\$ -	\$ 19,608.00	\$ 19,608.00	backfilling promoted WF CC
Sub-Total of Staff Costs		\$ 197,173.26	\$ 2,949.71	\$ 200,122.97	
Fringe Benefits					
	Rate				
FICA	7.65%	\$ 15,083.75	\$ 225.65	\$ 15,309.41	
Unemployment	0.66%	\$ 1,175.15	\$ 149.66	\$ 1,324.81	
Workers Compensation	0.05%	\$ 98.59	\$ 1.47	\$ 100.06	
Pension	2.20%	\$ 4,337.81	\$ 64.89	\$ 4,402.71	
Health/Other Health Benefits	26.50%	\$ 52,724.79	\$ 702.27	\$ 53,427.06	
Sub-Total Fringe:	37.06%	\$ 73,420.10	\$ 1,143.96	\$ 74,564.05	
Operating Costs					
Local Mileage	6105	\$ 1,150.00	\$ -	\$ 1,150.00	
Non-Local Mileage/Travel	0	\$ -	\$ -	\$ -	
Staff Background Checks	5100	\$ 126.00	\$ 250.00	\$ 376.00	new hires approx \$250/FTE
Staff Training Registration Costs	5110	\$ -	\$ -	\$ -	
Consumable Supplies	6000	\$ 1,440.00	\$ 150.00	\$ 1,590.00	
Postage	6005	\$ 690.00	\$ -	\$ 690.00	
Staff Computers	6085	\$ 1,610.00	\$ -	\$ 1,610.00	
Software Licenses	6095	\$ 1,265.00	\$ (83.00)	\$ 1,182.00	lower than anticipated EBSCO costs
Facility Costs	6185	\$ -	\$ -	\$ -	
Wide Area Network Costs	6265	\$ -	\$ -	\$ -	
Staff Cell Phones	6270	\$ 960.00	\$ -	\$ 960.00	
Copy/Print	6730	\$ 920.00	\$ -	\$ 920.00	
Participant Outreach	6735	\$ -	\$ -	\$ -	
Sub-Total Operating		\$ 8,161.00	\$ 317.00	\$ 8,478.00	
Training					
Participant Verification	6516	\$ -	\$ -	\$ -	
Individual Training Accounts	6520	\$ -	\$ -	\$ -	
Credential Exam Fees	6525	\$ 3,150.00	\$ 8,660.00	\$ 11,810.00	
Tuition Cost (Adult Education)	6530	\$ 51,145.00	\$ 51,648.87	\$ 102,793.87	
Client Testing Fees	6535	\$ -	\$ -	\$ -	
Instructional Supplies (Books)	6545	\$ -	\$ -	\$ -	
Participant Graduation Fees	6595	\$ -	\$ -	\$ -	
Sub-Total Training		\$ 54,295.00	\$ 60,308.87	\$ 114,603.87	
Supportive Services					
Transportation	6485	\$ 6,750.00	\$ (1,950.00)	\$ 4,800.00	
Client Training Support Matl.	6546	\$ -	\$ -	\$ -	
Client Incentives	6585	\$ -	\$ -	\$ -	
Client Allowances	6590	\$ 12,942.99	\$ 10,587.01	\$ 23,530.00	
Client Emergency Assistance	6596	\$ -	\$ -	\$ -	
Childcare	6660	\$ -	\$ -	\$ -	
Sub-Total of Supportive Services		\$ 19,692.99	\$ 8,637.01	\$ 28,330.00	
Sub-Total of Contract Costs		\$ 352,742.35	\$ 73,356.54	\$ 426,098.89	
Indirect Cost & Fees					
Indirect Cost (MTDC)	13.20%	\$ 37,447.54	\$ 705.96	\$ 38,153.50	
General Liability (Eckerd)	1.25%	\$ 4,939.11	\$ 937.50	\$ 5,876.61	
Sub-Total of Indirect & Fees		\$ 42,386.65	\$ 1,643.46	\$ 44,030.11	
		\$ 395,129.00	\$ 75,000.00	\$ 470,129.00	

WorkLink

WIOA INSTRUCTION LETTER NO.: PY' 21-08

SUBJECT: WIOA Participant Lifetime Training Account (ITA) Cap (Replaces WorkLink Instruction Letter 10-07)

ISSUANCE

DATE: 2/2/2022

EFFECTIVE

DATE: Immediately

EXPIRATION

DATE: Indefinite

PURPOSE: This guidance provides additional detail on implementation of the Workforce Innovation and Opportunity Act (WIOA) participant lifetime ITA cap imposed by the State Workforce Development Board (SWDB).

BACKGROUND: In response to the South Carolina Legislative Audit Council review of the WIOA program, the SWDB established a lifetime maximum training cap to ensure consistent and effective use of WIOA training dollars throughout the state. The State's lifetime ITA cap for classroom training is set at a maximum of \$14,000 per WIOA participant.

POLICY: The ITA cap for the WorkLink region is limited to no more than \$5,000 per program year and no more than \$10,000 per a participant's lifetime. Proposed increase to \$6,000 per year and \$12,000 a lifetime.

Additional Policy Considerations

- Supportive services are not included in ITA caps.
- Any portion of the total training costs paid with non-WIOA funds (i.e. PELL, Lottery, TAA, etc.) will not count towards the WorkLink area training cap.
- *Occupational training with GED and/or basic skills training* is included in the lifetime ITA cap. Therefore, using the most expeditious and cost-efficient means of acquiring these prerequisites is imperative.
- Allowing participants to attend training on a part-time basis increases the cost of training and the time it takes to complete training. Therefore, full-time training should be the norm.

Requesting Exceptions to the ITA Cap

The Board has approved up to ten (10) ITA training cap exceptions per year to be approved at the discretion of the WorkLink Executive Director.

The service provider may request an exception to the ITA cap on behalf of the participant. The service provider must submit the request with accompanying cost details and justification to the appropriate

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program manager. An email approving the request will be sent to the Service Provider and should be placed in the participant's hard file for monitoring purposes.

Tracking Participant Related Costs

The WorkLink local area ITA cap effects all participants receiving training under an ITA from May 1, 2011 to present. The Service Provider has been and will continue to be required to track participant costs to comply with this policy.

Beginning on July 9, 2021 and in compliance with State Instruction Letter 21-01, each local area and their Service Providers are required to track all participant related costs utilizing the SC Works Online Services (SCWOS) Advanced Individual Fund Tracking (AIFT) module. Prior to this, SCWOS was encouraged, but not required to track participant costs.

This mandate does not prohibit the Service Provider from using a separate participant cost tracking system in conjunction with AIFT; however, **participant records must be accurately and timely reported in SCWOS to ensure that the ITA cap policy has been followed.**

ACTION: Please copy and distribute this information appropriately within your agency.

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



Trent Acker, Executive Director
WorkLink Workforce Development Board

DISTRIBUTION: All WIOA staff

Board Action:

February 2, 2022 – Approved an additional 5 exceptions to the Training Cap policy for PY2021.

Free Workshops and WIN Testing available at SC Works.

February 2026

Please call (864) 722-9273 to register for Workshops and WIN Tests.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Soft Skills Workshop 11:00am Clemson SC Works	3 Basic Computer Workshop 10:00am Clemson SC Works	4 FREE WIN Testing Clemson SC Works 10:00am Please call (864) 722-9273 to register	5 Communicating Effectively Workshop 10:00am Clemson SC Works	6	7
8	9 Digital Literacy Workshop 11:00am Clemson SC Works	10 Job Application Workshop 10:00am Clemson SC Works	11 Networking/Financial Reputation Workshop Clemson SC Works 2:00pm	12 Interviewing Workshop 10:00am Clemson SC Works	13	14
15	16 Closed for Presidents Day	17 Basic Computer Workshop 10:00am Clemson SC Works	18 FREE WIN Testing Clemson SC Works 10:00am Please call (864) 722-9273 to register	19 Communicating Effectively Workshop 10:00am Clemson SC Works	20	21
22	23 Digital Literacy Workshop 11:00am Clemson SC Works	24 Job Application Workshop 10:00am Clemson SC Works	25 Networking/Financial Reputation Workshop Clemson SC Works 2:00pm	26 Interviewing Workshop 10:00am Clemson SC Works	27	28

FREE Workshops
Basic Computer
Communicating Effectively
Completing Job Applications
Interviewing
Networking/Financial Rep.
Digital Literacy
Soft Skills

January
3, 17
5, 19
10, 24
12, 26
11, 25
9, 23
2

NEW!
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Free WIN Testing February 4, 18
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For individuals using a TTY device, please dial 711.

