

WORKFORCE DEVELOPMENT BOARD MEETING

Wednesday, February 4, 2026- 1:00 PM

Neri Family Alumni and Visitors Center

220 Madren Center Drive, Clemson SC

Conference Call Information:

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

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

AGENDA

I. Call to Order/Introductions	Jim Kilton, Board Chair
II. Approval of Minutes (11/5/2025) *	Chair Kilton
III. Board Education – NAWDB	Jennifer Campbell, WorkLink Staff
IV. WorkLink Update	Victoria Britton and Jennifer Campbell
V. Committee Reports	
A. Finance Committee	Stephanie Collins, Committee Chair
1) PY2025 Budget Overview	
a. In-house Budget	
b. Rapid Response/ IWT Grants	
c. One-Stop Operator (All Sources)	
d. Adult/DW Program (All Sources)	
e. Youth Program (All Sources)	
B. Youth Committee	Katie Brown, Youth Committee Chair
1) Committee Update	
C. SC Works Operations Committee	Alex Vitou, Committee Chair
1) Committee Update	
2) Proposed Policy Modification- Training Cap Increase*	
D. Priority Populations Committee	Lisa Gillespie, Committee Chair
1) Committee Update	
V. Other Business	
1) RFP Program Services*	Victoria Britton, WorkLink Director
2) ETPL Warning of Non-Compliance	Windy Graham, WorkLink Staff

NEXT Meeting – April 1, 2026 @ 1:00PM

Neri Family Alumni and Visitors Center

220 Madren Center Drive, Clemson SC

LUNCH IMMEDIATELY PRECEDES THE MEETING AT NOON

WORKFORCE DEVELOPMENT BOARD MEETING
Wednesday, November 5, 2025 Minutes
Clemson Visitor Center/ Teleconference via Zoom

Members Present:

Jim Kilton, Chair	Jeromy Arnett	David Bowers	Katie Brown
Danny Brothers	David Collins	Stephanie Collins	Brooke Garren
Lisa Gillespie	Robert Halfacre	Hunter Kome	Elizabeth McDonald
Burris Nelson	Pat Pruitt	Alex Vitou	Mike Wallace
Shonna Williams			

Members Absent:

Lt. Ashley Anderson	Galen DeHay	Billy Gibson	Tyler James
Kristi King-Brock	Ashley Teal		

Staff Present:

Jennifer Campbell	Windy Graham	Nicole Lawing	Steve Pelisser
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Guests Present:

Renee Alexander	Ann Marie Baker	Stan Hill	Shanelle Holmes
Leah Price	Jeff Snider		

I. Call to Order/Introductions

Chair Jim Kilton called the meeting to order at **1:00 p.m.**, confirming a quorum was present. He reminded attendees that the meeting was being recorded to assist with accurate minute preparation. Introductions followed both in person and via Zoom.

II. Approval of Minutes (9/10/25)*

The minutes from the September 10, 2025, meeting were distributed via email along with the meeting notice and included in the meeting packet. Chair Kilton invited attendees to propose any corrections or amendments.

BOARD ACTION TAKEN: Alex Vitou made a motion to approve the minutes as presented, seconded by Mike Wallace. The motion carried with a unanimous voice vote.

III. Special Recognition

Chair Kilton acknowledged the upcoming retirement of **Jeff Snider**, Eckerd Adult WIOA Program Manager, at the end of December 2025, recognizing his 20 years of service and contributions to workforce development.

IV. Board Education- Rapid Response and Workforce Insights

Rapid Response Presentation:

Shanelle Holmes (SCDEW) provided an overview of the Rapid Response Team, covering:

- Services offered (training, job search assistance, group information sessions)
- Tools used to identify layoffs (news outlets, social media, local contacts)
- PY2023–2024 statistics on layoffs and services delivered

Board members asked questions about collaboration with local partners and response timing.

Workforce Insights Overview:

Leah Price (SCDEW Workforce Insights Analyst) introduced her role and shared:

- An economic overview for the WorkLink Region
- Examples of Real Time LMI reporting

She invited board members to contact her at Imprice@dew.sc.gov or **803-737-2374** for assistance.

V. Director's Report

Interim Executive Director Jennifer Campbell reviewed:

- Current enrollment and performance data across Adult, Dislocated Worker, and Youth programs
- Progress toward work experience benchmarks
- Updates on priority populations and regional workforce activity
- Updates on ongoing administrative actions, including preparation and submission of the High Performance Board Grant.

VI. Committee Reports

A. *Finance Committee- Stephanie Collins, Chair*

The committee reviewed:

- In-house operating budget
- Rapid Response & Incumbent Worker Training Grants
- One-Stop Operator budget
- Adult/DW budgets
- Youth program funding

PY2025 Budget Modification

Renee Alexander, Eckerd Connects presented a modification reflecting an additional \$30,000 in Youth Program funding, redistributed across staffing, facility expenses, operating costs, and participant services. Total grant amount: \$384,300 Planned participants: 100 active + 100 follow-up

BOARD ACTION TAKEN: Stephanie Collins stated a motion from the Finance Committee was made to accept the Budget Modification to the Youth Program Funds as presented, Seconded by Robert Halfacre. The motion carried a unanimous voice vote with no opposition.

B. Youth Committee- Katie Brown, Chair

Katie Brown reported steady enrollment and performance outcomes for the PY2025 Youth Program. Ann Marie and the Youth Team continue to prioritize work experience placements to meet the 33.7% work experience goal.

C. One Stop Operator- Jennifer Campbell

Jennifer Campbell reported on PY2025 Usage Data and activity at SC Works Centers.

BOARD ACTION TAKEN: Jennifer Campbell stated a motion from the One Stop Committee was made to accept Alex Vitou as the One Stop Operations Chair, Seconded by Mike Wallace. The motion carried a unanimous voice vote with no opposition.

BOARD ACTION TAKEN: Jennifer Campbell stated a motion from the One Stop Committee was made to accept David Bowers as the One Stop Operations Chair, Seconded by Mike Wallace. The motion carried a unanimous voice vote with no opposition.

BOARD ACTION TAKEN: Jennifer Campbell stated a motion from the One Stop Committee was made to accept the SC Works Center Closure Policy as presented, Seconded by Alex Vitou. The motion carried a unanimous voice vote with no opposition.

D. Priority Populations- Lisa Gillespie, Chair

The committee provided updates on:

- Reentry efforts
- Services supporting individuals with disabilities
- Regional unemployment trends

The committee also reviewed workforce challenges and opportunities influencing service delivery.

VII. Other Business

Jennifer Campbell shared that the 2026 Calendar Year Board and Committee Meeting Schedule has been approved by all committees and the Clemson Visitor Center.

BOARD ACTION TAKEN: Mike Wallace made a motion to approve the meeting dates as presented, Seconded by Shonna Williams. The motion carried a unanimous voice vote with no opposition.

Chair Kilton adjourned the meeting at 2:04 p.m.

Respectfully submitted by Jennifer Campbell.

WorkLink Membership in the National Association of Workforce Boards (NAWB)

What is NAWB?

National Association of Workforce Boards represents and advocates for workforce boards nationally, shaping policy, funding, and innovation.

Why Membership Matters:

- Stronger advocacy for WIOA protection.
- Keeps WorkLink up to date with federal policy changes and national workforce reforms.
- Access to national best practices, AI tools, LERs, and skills-based hiring models.
- Participation in national initiatives and research.

Board Member Benefits:

- Policy PowerUps, NAWB News, legislative alerts.
- Discounts for national conferences and training courses.
- Access for all staff, board members, and elected officials.

How to Access the Member Portal:

1. Visit NAWB.org
2. Select “Member Portal”
3. Log in or register with your email

Impact for WorkLink:

Ensures WorkLink remains aligned with evolving national workforce initiatives, policies, and reforms, positioning our region to stay competitive, informed, and ready for what's next.

Program Year 2025 Quarter 1 - Rolling 4 Quarters Performance Summary
WIOA Adult/DW/Youth

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	82.0%	84.2%	102.7%	86.5%	78.9%	91.2%	83.5%	85.60%	102.5%	98.8%
Employment Rate Q4	84.2%	82.7%	98.2%	85.6%	83.3%	97.3%	82.0%	71.10%	86.7%	94.1%
Median Earnings	\$7,750	\$9,281	119.8%	\$9,287	\$10,122	109.0%	\$3,555	\$4,182	117.6%	115.5%
Credential Rate	73.8%	73.9%	100.1%	82.6%	91.7%	111.0%	70.0%	58.40%	83.4%	98.2%
Measurable Skill Gains	70.0%	72.3%	103.3%	72.4%	85.7%	118.4%	62.5%	64.00%	102.4%	108.0%
	Overall Program Score		104.8%	Overall Program Score		105.4%	Overall Program Score		98.5%	

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	78.1%	76.6%	98.1%	85.4%	66.7%	78.1%	75.0%	78.60%	104.8%	93.7%
Employment Rate Q4	81.0%	77.7%	95.9%	85.0%	83.3%	98.0%	75.0%	72.70%	96.9%	97.0%
Median Earnings	\$6,832	\$6,513	95.3%	\$8,600	\$6,961	80.9%	\$4,500	\$4,663	103.6%	93.3%
Credential Rate	67.0%	71.1%	106.1%	78.1%	85.7%	109.7%	69.5%	68.80%	99.0%	104.9%
Measurable Skill Gains	65.0%	80.3%	123.5%	67.7%	100.0%	147.7%	62.5%	62.10%	99.4%	123.5%
	Overall Program Score		103.8%	Overall Program Score		102.9%	Overall Program Score		100.7%	

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	79.2%	66.0%	83.3%	82.0%	58.9%	71.8%	79.0%	82.20%	104.1%	86.4%
Employment Rate Q4	79.1%	68.6%	86.7%	81.1%	71.2%	87.8%	74.0%	76.70%	103.6%	92.7%
Median Earnings	\$7,200	\$8,575	119.1%	\$8,400	\$8,517	101.4%	\$2,750	\$4,820	175.3%	131.9%
Credential Rate	68.5%	71.6%	104.5%	67.6%	78.3%	115.8%	75.3%	75.00%	99.6%	106.7%
Measurable Skill Gains	66.3%	81.3%	122.6%	71.5%	92.9%	129.9%	53.5%	56.80%	106.2%	119.6%
	Overall Program Score		103.3%	Overall Program Score		101.4%	Overall Program Score		117.7%	

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	78.0%	75.5%	96.8%	85.2%	80.0%	93.9%	73.0%	84.60%	115.9%	102.2%
Employment Rate Q4	82.5%	79.4%	96.2%	84.5%	90.9%	107.6%	70.0%	85.00%	121.4%	108.4%
Median Earnings	\$8,078	\$8,224	101.8%	\$9,000	\$10,932	121.5%	\$3,200	\$3,655	114.2%	112.5%
Credential Rate	66.0%	75.8%	114.8%	66.7%	66.7%	100.0%	53.0%	43.50%	82.1%	99.0%
Measurable Skill Gains	72.7%	84.2%	115.8%	69.60%	85.7%	123.1%	62.5%	78.80%	126.1%	121.7%
	Overall Program Score		105.1%	Overall Program Score		109.2%	Overall Program Score		111.9%	

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

2025 WorkLink Board Budget (1.11.2026)

As of 1.10.2026

Revenue	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth	PAD ends 7/31/2025	24RRIWT03 9/30/2025	25PRG01 6/30/2026	25RRIWT05 7/31/2026	25RRIWT06 6/30/2026	25HPI01	TOTAL BUDGET	YTD EXPENDED	% Expended
PY'25 Allocation	417,780	46,420	309,196	34,354	516,806	57,422		31,584	52,395	52,500	66,651		1,585,108		
PY'25 Transfer	190,000		(190,000)												
PY'24 Carryover (24A, 24D, 24Y)	95,595	-	66,139	2,392	89,588	1,455	2,800	27,561						285,530	
	703,375	46,420	185,335	36,746	606,394	58,877	2,800	27,561	31,584	52,395	52,500	66,651	1,870,638	646,244	34.5%

Service Providers	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth	PAD ends 7/31/2025	24RRIWT03 7/31/2025	25PRG01 6/30/2026	25RRIWT05 7/31/2026	25RRIWT06 6/30/2026	25HPI01	TOTAL BUDGET	YTD EXPENDED	% Expended	
Eckerd - Adult/DW Services Program	409,901		60,228											470,129	186,699	39.7%
Eckerd - Adult/DW Operator/OJT	78,000		22,000											100,000	46,260	46.3%
Eckerd - Youth			384,300					27,500						384,300	175,126	45.6%
24RRIWT03									49,900					27,500	1,500	5.5%
25RRIWT05 - KP Components										50,000				49,900	-	0.0%
25RRIWT06 - Vanguard Metals											50,000			50,000	-	0.0%
25HP295E01 - High Performance											50,000			50,000	-	0.0%
Undesignated Funds														-	-	0.0%
Total Pass-Through Contracts	487,901	-	82,228	-	384,300	-	-	27,500	-	49,900	50,000	50,000	50,000	1,131,829	409,585	36.2%
Total Revenue after Obligations	215,474	46,420	103,107	36,746	222,094	58,877	2,800	61	31,584	2,495	2,500	16,651	738,809			

As of 1.1.2026

In-House Expenses	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth	PAD ends 7/31/2025	24RRIWT03 7/31/2025	25PRG01 6/30/2026	25RRIWT05 7/31/2026	25RRIWT06 6/30/2026	25HPI01	TOTAL BUDGET	YTD EXPENDED	% Expended	
Salaries, Fringe, Indirect	105,265	41,246	31,554	31,695	103,240	53,905	-	61	3,144	2,495	2,500	6,286	381,391	155,879	40.9%	
Travel	-	-	-	-	-	-	-	-	1,320	-	-	-	-	1,320	365	27.7%
SCW Centers Facility Costs	13,912	1,500	11,997	1,500	35,992	1,500	-	-	4,723	-	-	3,120	74,245	55,459	74.7%	
Consulting Services	-	3,400	-	3,300	-	3,300	2,800	-	-	-	-	-	12,800	6,000	46.9%	
Supplies	29	7	27	7	27	6	-	-	5,817	-	-	1,200	7,120	3,994	56.1%	
Insurance	5,018	-	1,322	-	4,326	-	-	-	-	-	-	-	10,667	5,221	48.9%	
Postage	8	5	6	7	6	7	-	-	312	-	-	585	936	90	9.6%	
Printing	750	100	750	100	750	100	-	-	500	-	-	-	3,050	1,491	48.9%	
Website Hosting & FB, CC & Adobe	109	21	72	25	71	16	-	-	7,005	-	-	2,280	9,599	4,801	50.0%	
Memberships, Dues, & Prof Fees	-	-	-	-	-	-	-	-	1,716	-	-	-	1,716	1,642	95.7%	
Training	-	-	-	-	-	-	-	-	7,047	-	-	3,180	10,227	1,238	12.1%	
Outreach	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	
Meeting Expense	1,379	20	363	20	1,189	17	-	-	-	-	-	-	2,988	480	16.1%	
	126,470	46,299	46,092	36,654	145,601	58,851	2,800	61	31,584	2,495	2,500	16,651	516,058	236,659	45.9%	
Balance	89,004	121	57,015	92	76,493	26	-	0	-	-	-	-	222,751			

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	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

		ECKERD YOUTH ALTERNATIVES, INC.					
		100 N. Starcrest Drive, Clearwater, FL 33765					
		INVOICE					
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				
				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 (CAN	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	137.48	50.0%
4.1 INDIRECT COST:	13.20%	2,565.37	235.60	1,206.61	1,358.76	47.0%
CONTRACT TOTAL:	22,000.00	2,020.48	10,347.59	11,652.41	11,652.41	47.0%



ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

INVOICE

Adult Program

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
TOTAL STAFF COSTS		\$ 243,002	23,466.86	122,701.23	\$ 120,300.30
Operating Costs:					
Facility Rent, Utilities, Maintenance, etc.	6185	\$ -	\$ -	\$ -	0.0%
Staff Expendable Supplies & Materials	6000	\$ 1,200	\$ 778	777.61	\$ 422.39
Software Licenses	6095	\$ 1,139	\$ -	1,063.80	\$ 74.70
Staff Computers	6085	\$ 1,449	\$ -	\$ -	\$ 1,449.00
Technology	6090	\$ -	\$ -	\$ -	0.0%
Program Outreach Expenses (Brochures, Flyers, etc.)	6735	\$ -	\$ -	\$ -	0.0%
Copy & Print Expenses	6730	\$ 800	\$ -	\$ -	\$ 800.00
Communications (Phone, Fax, Internet, etc.)	6270	\$ 864	\$ 72	420.48	\$ 443.52
Staff Travel					
Local Mileage cost	6105	\$ 1,000	\$ -	\$ -	\$ 1,000.00
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	\$ 52.40
Postage (Stamps, FedEx, etc.)	6005	\$ 600	\$ 31	119.00	\$ 481.00
TOTAL OPERATING COSTS		\$ 7,165	881.04	2,441.89	\$ 4,723.01
Training Costs:					
WI Customer Credential Exam Fees (C.N.A., GED, TABE	6525	\$ 2,700	\$ 165	2,073.00	\$ 627.00
WI Customer Individualized Training Costs					76.8%
Individual Training Account/Voucher Cost	6530	\$ 51,145	\$ 79	13,732.00	\$ 37,413.00
Client Testing Fees	6535	\$ -	\$ -	\$ -	0.0%
TOTAL TRAINING COSTS		\$ 53,845	\$ 244	\$ 15,805	\$ 38,040
Supportive Services Costs :					
WI Customer Transportation Costs	6485	\$ 6,300	\$ 60	1,435.00	\$ 4,865.00
WI Customer Childcare Costs	6660	\$ -	\$ -	\$ -	0.0%
Training Support Materials (Uniforms, Drug Screens, Backg	6590	\$ 11,475	\$ 20	7,118.28	\$ 4,356.72
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
Training/Professional Fees/Profit:					
General Liability Insurance	6305	\$ 4,499	\$ 464	2,338.68	\$ 2,160.08
TOTAL FEES / PROFIT COSTS		\$ 4,499	464.18	2,338.68	\$ 2,160.08
INDIRECT COST:	13.20%	\$ 33,616	\$ 3,275	16,827.60	\$ 16,788.21
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
TOTAL STAFF COSTS		\$ 27,591.83	\$ 2,376.88	\$ 15,398.99	55.8%
Operating Costs:					
Facility Rent, Utilities, Maintenance, etc.	6185	\$ -	\$ -	\$ -	0.0%
Staff Expendable Supplies & Materials	6000	\$ 240.00	\$ 86.40	\$ 86.40	153.60
Software Licenses	6095	\$ 126.50	\$ -	\$ 118.20	8.30
Staff Computers	6085	\$ 161.00	\$ -	\$ -	161.00
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
Communications (Phone, Fax, Internet, etc.)	6270	\$ 96.00	\$ 8.00	\$ 60.00	36.00
Staff Travel					62.5%
Local Mileage Cost	6105	\$ 150.00	\$ -	\$ -	150.00
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
Postage (Stamps, FedEx, etc.)	6005	\$ 90.00	\$ -	\$ -	90.00
TOTAL OPERATING COSTS		\$ 996.10	\$ 94.40	\$ 264.60	\$ 731.50
Training Costs:					
WorkKeys, etc.)	6525	\$ 450.00	\$ -	\$ -	450.00
WI Customer Individualized Training Costs					0.0%
Individual Training Account/Voucher Cost	6530	\$ -	\$ -	\$ -	0.0%
Client Testing Fees	6535	\$ -	\$ -	\$ -	0.0%
TOTAL TRAINING COSTS		\$ 450.00	\$ -	\$ -	\$ 450.00
Supportive Services Costs :					
WI Customer Transportation Costs	6485	\$ 450.00	\$ -	\$ -	450.00
WI Customer Childcare Costs	6660	\$ -	\$ -	\$ -	0.0%
Training Support Materials (Uniforms, Drug Screens, Backg)	6590	\$ 1,467.99	\$ -	\$ -	1,467.99
WI Customer Emergency Assistance (Rent, Car Repair, etc	6596	\$ -	\$ -	\$ -	0.0%
TOTAL SUPPORTIVE SERVICES COSTS		\$ 1,917.99	\$ -	\$ -	\$ 1,917.99
Training/Professional Fees/Profit:					
General Liability Insurance	6305	\$ 440.35	\$ 81.34	\$ 264.84	\$ 175.51
TOTAL FEES / PROFIT COSTS		\$ 440.35	\$ 81.34	\$ 264.84	\$ 175.51
INDIRECT COST:	13.20%	\$ 3,831.73	\$ 336.95	\$ 2,102.55	\$ 1,729.18
Contract Total		\$ 35,228.00	\$ 2,889.57	\$ 18,030.98	\$ 17,197.02
					51.2%



ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

INVOICE

Youth

Worklink Development Board 1376 Tiger Blvd. Clemson, SC 29631 Attn: Jennifer Campbell email: jcampbell@worklinkweb.com	Contract Number: Invoice Number: Invoice Month: Period Covered: Total Amount Due:	1058-06 1058-06 December 2025 July 1, 2025 - June 30, 2026 \$ 30,525				
			DECEMBER			
			50.0%			100.0%
Line Item	MOD 1	1058-6	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	
Staff Salary Total	\$ 201,225	\$ 17,540	\$ 102,076.46	\$ 99,148.60	50.7%	
Fringe Benefit Total	51xx	\$ 49,600	\$ 4,217	\$ 24,793.48	\$ 24,806.14	50.0%
TOTAL STAFF COSTS		\$ 250,825	\$ 21,757.48	\$ 126,869.94	\$ 123,954.74	50.6%
Operating Costs:						
Property Rent	6185	\$ 3,600	\$ -	\$ 1,500.00	\$ 2,100.00	41.7%
Communications (Phone, Fax, Internet, e)	6270	\$ 960	\$ 80	\$ 500.50	\$ 459.50	52.1%
Network (internet)	6265	\$ 1,500	\$ 105	\$ 630.00	\$ 870.00	42.0%
Postage	6005	\$ 1,000	\$ 92	\$ 308.45	\$ 691.55	30.8%
Staff Travel	6105	\$ 5,500	\$ 186	\$ 1,689.80	\$ 3,810.20	30.7%
Other Travel	6115/6120	\$ -	\$ -	\$ -	\$ -	0.0%
Staff Background Checks	5100	\$ 126	\$ -	\$ 61.80	\$ 63.90	49.2%
Staff Training	5110	\$ -	\$ -	\$ -	\$ -	0.0%
Office/Desktop Supplies and Materials	6000	\$ 1,730	\$ -	\$ 68.32	\$ 1,661.82	3.9%
Copying	6730	\$ 1,200	\$ -	\$ -	\$ 1,200.00	0.0%
Technology	6090	\$ -	\$ -	\$ -	\$ -	0.0%
Computer and Software	6085	\$ 6,440	\$ -	\$ -	\$ 6,440.00	0.0%
Software Licenses	6095	\$ 1,265	\$ -	\$ 1,182.00	\$ 83.00	93.4%
Participant Verifications	6516	\$ -	\$ -	\$ -	\$ -	0.0%
Participant Outreach	6735	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL OPERATING COSTS		\$ 23,321	\$ 463.73	\$ 5,940.87	\$ 17,379.97	25.5%
Training Costs:						
Work Experience Stipends	6507	\$ 34,092	\$ 3,792	\$ 8,034.00	\$ 26,057.69	23.6%
Tuition Cost (Adult Education)	6520	\$ 11,200	\$ -	\$ 4,928.00	\$ 6,272.00	44.0%
Participant Graduation Fees	6595	\$ 1,045	\$ -	\$ -	\$ 1,045.00	0.0%
Credential Exam Fees	6525	\$ 10,530	\$ -	\$ 2,383.00	\$ 8,147.00	22.6%
Individual Training Accounts	6530	\$ -	\$ -	\$ -	\$ -	0.0%
Instructional Supplies (Books)	6590	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL TRAINING COSTS		\$ 56,867	\$ 3,792.00	\$ 15,345.00	\$ 41,521.69	27.0%
Supportive Services Costs :						
Child Care	6660	\$ -	\$ -	\$ -	\$ -	0.0%
Transportation	6485	\$ 11,000	\$ 1,100	\$ 7,070.00	\$ 3,930.00	64.3%
Client Incentives	6585	\$ -	\$ -	\$ -	\$ -	0.0%
Client Training Support Materials	6545	\$ -	\$ -	\$ -	\$ -	0.0%
Client Supplies	6546	\$ -	\$ -	\$ -	\$ -	0.0%
Client Emergency Assistance & Expunge	6596	\$ 1,000	\$ -	\$ -	\$ 1,000.00	0.0%
TOTAL SUPPORTIVE SERVICES COSTS		\$ 12,000	\$ 1,100.00	\$ 7,070.00	\$ 4,930.00	58.9%
Training/Professional Fees/Profit:						
General Liability Insurance	6305	\$ 4,804	\$ 423	\$ 2,267.97	\$ 2,535.78	47.2%
TOTAL FEES / PROFIT COSTS		\$ 4,804	\$ 422.67	\$ 2,267.97	\$ 2,535.78	47.2%
4.1 INDIRECT COST:	13.20%	\$ 36,484	\$ 2,989	\$ 17,632.40	\$ 18,851.64	48.3%
Contract Total		\$ 384,300	\$ 30,524.87	\$ 175,126.18	\$ 209,173.82	45.6%

Data through: December 2025
Last Revision Date: 1/13/2026

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

*Workshops are offered Virtually

PY2025 - July 1, 2025 to July 30, 2026

	Q1 2025	Q1 2025	Q1 2025	Q2 2025	Q2 2024	Q2 2025	Q3 2025	Q3 2025	Q4 2025	Q4 2025	Q4 2025	
Jobseekers Services	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26
SYSTEM WIDE SERVICES												
Unduplicated Customer Count	7511	3055	3406	3231	7783	7024						7511
Individuals that Registered	278	212	217	228	178	211						278
Anderson	147	104	101	108	85	104						147
Clemson	22	18	21	25	17	28						22
Easley	53	45	44	41	36	37						53
Seneca	56	45	51	54	40	42						56
Job Search Services (006 and 06M)	62629	54732	49019	49955	53587	60803						62629
Anderson	32046	26780	23209	24921	27440	31824						32046
Clemson	6983	6714	6555	5390	5913	7225						6983
Easley	10554	10367	10119	10162	9406	10061						10554
Seneca	13046	10871	9136	9482	10828	11693						13046
CENTER-WIDE SERVICES												
Center Traffic (Total Customer Count):	1294	1005	1065	1139	895	1191						1294
Anderson	603	456	440	459	368	552						603
Clemson	395	292	3622	364	260	406						395
Easley	62	46	688	50	47	45						62
Seneca	234	211	1955	266	220	188						234
Orientation Attendance	40	32	26	48	19							40
Workshops Offered	11	11	12	12	11	11						68
# Attended Employability		2	2	4	1	4						13
# Attended Financial Literacy	3	7	1	0	0							11
# Attended Computer Skills	0	0	1	0	0	1						163
# Attended Expungement Info Session			80	25		58						
Referrals to Partners:	103	53	50	75	31	34						103
# of Individuals Received Referral	76	45	45	61	27	31						76

PY2025 - July 1, 2025 to July 30, 2026

	Q1 2025	Q1 2025	Q1 2025	Q2 2025	Q2 2025	Q2 2025	Q3 2025	Q3 2025	Q3 2025	Q4 2025	Q4 2025	Q4 2025	Total
Employer Services	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	
Internal Job Orders Created	102	44	67	39	42	70							364
Anderson	57	16	32	18	15	26							164
Clemson	14	20	18	14	14	24							104
Easley	7	3	5	2	4	10							31
Seneca	24	5	12	5	9	10							65
													0
Services Provided Employers	1091	829	875	2411	838	672							6716
Anderson	232	182	187	884	229	203							1917
Clemson	822	637	661	1503	594	425							4642
Easley	11	3	5	7	5	30							61
Seneca	26	7	88	17	10	14							162
													0
Hiring Events	6	6	8	7	5	5							37
Total Job Seekers	291	230	484	365	205	237							1812
Anderson	169	226	346	137	152	234							1264
Oconee	10	0	100	208	0	0							318
Pickens	79	4	38	8	53	3							185
Regional/ Virtual	33	0	0	12	0	0							45
													0
Entered Employments	14	3	6	3	1	1							28
Anderson	11	3	4	0	1	1							20
Clemson	0	0	2	0	0	0							2
Easley	3	0	0	0	0	0							3
Seneca	0	0	0	0	0	0							0
													0
Rapid Response Events	1	1											2
Total Affected	0	24											24
													0

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			Applications			
	A	O	P	Total		Active	Follow-up	Total		August	YTD Total
Veterans					Goldsmith	9	22	31	YTD Total Determinations	8	49
	CO	4	1	2	Hill	19	36	55			
	New	0	0	0	Sexton	34	39	73			
Offenders					Total	62	97	159	Enrollment		
	CO	11	0	1					TD Planned (+/-)		
	New	0	0	0					New MTD Enrolled	0	5
TAA Co-enrolled									New YTD Enrolled	41	34
	CO	0	0	0					Total YTD Participants	87	7
	New	0	0	0					Total YTD Exits	27	
Adult/DW Low Income					Active Enrollment				Priorities*	YTD Enrolled	%
	CO	13	7	17	CO	July	Total		1. Veterans - PAR, LI, or BSD**		70%
	New	0	0	0	Goldsmith	9	0	9	2. PAR, LI, or BSD		
SNAP Recipient					Hill	19	0	19	3. Veteran		30%
	CO	6	4	8	Sexton	34	0	34	4. Non-Veterans		
	New	0	0	0	Total	62	0	62	Sum		
Basic Skills Deficient									*Applies to Adult Population Only		
	CO	25	3	17					**PAR = Public Assistance Recipients, LI = Low Income, BSD = Basic Skills Deficient		
	New	0	0	0							
		25	3	17							
				1							
				46							
Career Interest					One-on-One Services (WIOA)			WorkKeys or WIN			
In-Demand Career Cluster					Activity	December	YTD	CO	New MTD	Total	
Admin, Support, Waste Mgmt., Remediation Svcs..					106 - Provided Internet Job Search	4	44	Platinum	26	26	
Health Care and Social Assistance					107 - Provision of Labor Market In	2	45	Gold	77	78	
Manufacturing					115 - Resume Preparation Assistai	3	20	Silver	356	356	
Professional Scientific Technical Services					132- Workshop	2	42	Bronze	190	191	
Construction					142 - Soft Skills Instruction	0	29	No Certificate	98	98	
CDL Exception					202 - Career Guidance/Planning	22	181	Total	747	749	
Other					214 - Adult Literacy or Basic Skills	0	1				

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

Total Current Contracts 0

Total Carryover 0

Total All OJT Contracts 0

Carryover equals those contracts started in PY24 but finished in PY25

Funding Source

	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	Amt 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.

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.



Summary of the Priority Populations Committee Meeting (January 13, 2026):

Meeting Details:

- **Date:** Tuesday, January 13, 2026
- **Time:** 3:00 PM - 4:00 PM (Eastern Time)
- **Location:** Clemson Center or Virtual via Zoom

Key Discussion Points:

- Focus on addressing workforce needs for individuals facing barriers to employment, including youth, justice-involved individuals, low-income jobseekers, individuals with disabilities, veterans, and others.
- Strategies to improve access to employment, training, and supportive services for priority populations.
- Updates on engagement clinics, job fairs, and veteran services.
- Review of workforce data trends, including South Carolina's unemployment rate (4.6%) and local labor force disability statistics (25.1%).

Action Items:

- Committee members to explore workforce data trends and potential partnerships.
- Follow-up on opportunities highlighted during the meeting.

Next Meeting:

- **Date:** Tuesday, March 10, 2026
- **Format:** Clemson Center or Virtual via Zoom

P.O. Box 995
1550 Gadsden Street
Columbia, SC 29202
dew.sc.gov



Henry McMaster
Governor

William H. Floyd, III
Executive Director

January 16, 2026

«ETP_Primary_Contact»
«Owner_Instructor»
«Provider_Name»
«Address»
«City_State_Zip»

Re: Official Warning of Non-Compliance with Workforce Innovation and Opportunity Act (WIOA) Eligible Training Provider List (ETPL) All-Student Data Reporting Requirements for Program Year 2024

Dear «ETP_Primary_Contact»,

This letter serves as an official warning regarding «Provider_Name»'s failure to submit the required all-student data elements for the approved program(s) of study listed on the Eligible Training Provider List (ETPL) for Program Year (PY) 2024 (July 1, 2024 – June 30, 2025). The program(s) referenced are listed at the end of this notice.*

This failure constitutes non-compliance with the Workforce Innovation and Opportunity Act (WIOA).

Regulatory Requirements

Under WIOA Sections 122(b)(2)(A), 20 CFR §§ 677.230 and 680.460, all providers of training services must submit appropriate, accurate, and timely performance data for each program of study on the ETPL as a condition of continued eligibility.

In addition, the ETPL Annual Memorandum of Agreement (MOA), *Article V - Methods and Timing of Requests for Information* requires "... the Applicant/ETP [to] collect and submit the following performance-related data elements on all individuals engaged in an approved program of training listed on the state's ETPL regardless of WIOA participation, no later than August 15, 2025, for Program Year 2024 (July 1, 2024 – June 30, 2025). ETPL approval is contingent on the timely submission of all student data. Failure to submit all student data for the prior year for each approved program of training will result in the denial or removal of programs from the ETPL."

ETPL approval and continued eligibility are contingent on timely submission of this data. Failure to comply may result in removal or denial of programs listed on the ETPL.

Required Corrective Action

To avoid further administrative action, your organization must complete the following steps no later than February 13, 2026:

1. Written Explanation:

Submit a written explanation describing reasons for your failure to submit the required PY24 all-student performance-related data elements by the established August 15, 2025, deadline.

2. Corrective Action Plan (CAP):

Provide a detailed corrective action plan outlining how your organization will ensure the timely submission of performance-related student data elements through PATh for all individuals engaged in each approved program of training listed on the state's ETPL regardless of WIOA participation, no later than August 15, 2026, for PY25 (July 1, 2025 – June 30, 2026).

Send both the written explanation and CAP to SCETPLSupport@dew.sc.gov by February 13, 2026.

Consequences of Non-Response or Continued Non-Compliance

Failure to respond or implement corrective actions may result in the following consequences:

- Removal of non-compliant programs of study from the ETPL
- Suspension of your organization's eligibility as a training provider
- Ineligibility for future WIOA occupational training funding

Resources and Assistance

We are committed to helping providers meet all reporting requirements. For PATh instructional video tutorials, data upload templates, and detailed PATh submission guidance, please visit <https://scworks.org/employer/education-and-training/eligible-training-provider-list-etpl>.

For technical support or clarification regarding this notification, contact SC ETPL Support at SCETPLSupport@dew.sc.gov.

***Program(s) without all student data submission:**

«Programs_with_no_data_reported»
«Programs_with_no_data_reported1»
«Programs_with_no_data_reported2»
«Programs_with_no_data_reported3»
«Programs_with_no_data_reported4»
«Programs_with_no_data_reported5»
«Programs_with_no_data_reported6»
«Programs_with_no_data_reported7»
«Programs_with_no_data_reported8»
«Programs_with_no_data_reported9»
«Programs_with_no_data_reported10»
«Programs_with_no_data_reported11»
«Programs_with_no_data_reported12»

«Programs_with_no_data_reported13»
«Programs_with_no_data_reported14»
«Programs_with_no_data_reported15»
«Programs_with_no_data_reported16»
«Programs_with_no_data_reported17»
«Programs_with_no_data_reported18»
«Programs_with_no_data_reported19»
«Programs_with_no_data_reported20»
«Programs_with_no_data_reported21»
«Programs_with_no_data_reported22»
«Programs_with_no_data_reported23»
«Programs_with_no_data_reported24»
«Programs_with_no_data_reported25»

Sincerely,

A handwritten signature in blue ink that reads "Nina Staggers". The signature is fluid and cursive, with "Nina" on the top line and "Staggers" on the bottom line.

Nina Staggers
Assistant Executive Director
Workforce Development

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.

NEW!
NEW!
Digital Literacy
Soft Skills

January

3, 17
5, 19
10, 24
12, 26
11, 25

NEW!
NEW!

Free WIN Testing February 4, 18

**Please call (864) 722-9273 to register for workshops and tests.
For individuals using a TTY device, please dial 711.**

An Equal Opportunity Employer/Program. Auxiliary aids and services available upon request to individuals with disabilities.

For program funding details in compliance with the Stevens Amendment, please visit the Funding Opportunities page of the www.worklinkweb.com website.