

Checklist

Section 01..... Proposer's Statement

Section 02.....Statement of Work

Section 03.....Budget Information

Section 04.....Disclosure of Lobbying

Section 05.....Certifications

Section 06.....Proposal Summary Form & Contract

Attachments

SECTION 01

- 1. Wanda Whitlow**, Manager, Physical Address: 103 West Blue Ridge Street
Stuart, VA 2417, Mailing Address: PO Box 1412 Stuart, VA 24171 Phone: 276-
694-6542
Dean Gilbert, Assistant Superintendent, Physical Address: 104 Rucker Street
Stuart, VA 24171 Mailing Address: PO Box 346 Stuart, VA 24171, Phone: 276-
694-3163
- 2. Wanda Whitlow**, Manager, 276-694-6542
- 3. Patrick County** is the area of consideration for this proposal.
- 4. Programs of Interest:** Adult, Dislocated Worker and Business Services
- 5. N/A**
- 6. N/A**
- 7. Over the past eight years of administering the Adult, Dislocated Worker and Business Service programs** there has been a great improvement in the skills of our workforce through individuals receiving GEDs, certifications, degrees, work experience, on-the-job training and even core services through the VWC-PC that has served the businesses, as well as, in providing them with well educated, trained workforce. It is evident that the VWC-PC partnered with Patrick County Public Schools gives back to this area in a professional and efficient manner. Patrick County School Board has and will continue to strive in meeting the goals and performance measures that have been set by the West Piedmont Workforce Investment Board and by the State. The goals that have been set by VWC-PC will exceed the goals and measures set by WIB or State. Everyone that enters the VWC-PC has a goal set for him or her already and the goal is for them to become gainfully employed and self-sufficient. Sometimes that happens quickly and sometimes it takes a while, whatever their barriers and limits are the VWC-PC has measures in place to assist them to overcome those things. VWC-PC has placed individuals in training to upgrade skills that have lead them to self-sufficient employment. Some have been placed in Work Experience/Internships and once completed has led to full time employment. VWC-PC has worked with businesses throughout the area and assisted with HR issues, target recruitments, locating the qualified applicant for specific positions, introduced them to partnering agencies that could also serve them in different ways, assisted with workshops that helped businesses in finding the qualified person for the positions they have available.
- 8. WCC-PC consists of a Manager, Wanda Whitlow and a Case Manager, Sheri Montgomery** that is funded by the WIA grant through Patrick County Public Schools. Southern Area of Agency on Aging sponsors two staff to assist in front office and computer lab. The job descriptions for Manager's position and Case

Manager's position are **Attachment B** and **Attachment C**, which are enclosed in packet information. Flow Chart of how the Job Seeker and Employer would flow through WWC-PC is **Attachment D** that is also enclosed in packet.

9. The financial management system operates through the Patrick County School Board is well managed by the Assistant Superintendent, Dean Gilbert and assisted by the Accounts Receivable Clerk and others in the Accounting Department.
 - a. The type of accounting system used by PCSP is in form of a cash/check system.
 - b. An expense budget and revenue is how the funds are registered and maintained.
 - c. The accounting month is July through June and it is operated on a calendar year.
 - d. The internal control of Patrick County School Board is handled by Assistant Superintendent, Dean Gilbert, at 104 Rucker Street, PO Box 346 Stuart, VA 24171 and phone number is 276-694-3163. The procedures are as follows: checks are locked in a safe, plate is used to sign checks with two people present at signing (County Treasure and Clerk of School Board), all WIA invoices are approved by Manager of WCC-PC, Wanda Whitlow, reviewed and approved by Dean Gilbert, at that point the invoices are key punched into accounting program by Financial Officer, reimbursements prepared by Accounts Receivable Clerk and approved by Assistant Superintendent.
10. Patrick County School Board has a grievance policy that is included in packet as **Attachment F**. Also, included in packet is Nondiscrimination Policy, which is **Attachment F** and Drug and Alcohol Free Work Place – **Attachment F** also included.
11. Patrick County School Board has a Fidelity Bond and it is enclosed in packet as **Attachment G**.
12. Workforce Career Center – Patrick County has a Manager, Wanda Whitlow and Case Manager, Sheri Montgomery. Job descriptions are enclosed in packet as **Attachment B and C**.

SECTION 02

STATEMENT OF WORK

1. The Patrick County Public Schools seek continued funding under the provisions of the Workforce Investment Act to fund the Virginia Workforce Center –Patrick County to serve Adults, Dislocated Workers and Businesses of Patrick County and surrounding areas. The need for the services of the Virginia Workforce Center – Patrick County are great due to the elevated unemployment rate, lack of employable skills, lack of education, the decline of the economy and businesses upgrading machines/skills sets for continued growth.
2. **a-1. Dislocated Worker Program:**

Patrick County has experienced several plant closures and minor/major layoffs over the past several years. While the creation of new businesses are limited or existing businesses are not doing any significant hiring in the county to replenish the jobs that have been lost shows a great necessitate for WIA services. Virginia Workforce Center – Patrick County has hosted two rapid response sessions over the past two weeks with companies downsizing due to the declining sales of their products. These companies are not eligible for Trade Act certification; therefore, the need of the services that are offered through the dislocated worker program at the Virginia Workforce Center to assist with upgrade their skills and retrain the DW to obtain employable skills and to earn a self-sufficient income is enormous. The supportive services that are obtainable through the DW program is much needed in Patrick County due to only a satellite campus of Patrick Henry Community College is offered in this county and most of the educational opportunities will have to be acquired outside the county of Patrick. For that reason, the need for travel expense is amazingly large for the DW. A huge amount of the intensive services for the Virginia Workforce Center – Patrick County are allocated towards travel expenses. Many of the dislocated workers are not eligible for Pell Grant due to earning a significant income while employed; as a result, the need for tuition assistances to upgrade their skills through the VWC is the only means of assistance that they may qualify for. For these reasons the justification for WIA services being needed here in PC are great.

a-2. Adult Program:

The need for the Adult Program in Patrick County through the Virginia Workforce Center is evident due to countless individuals being eligible for services through the Department of Social Services, such as, food stamps, TANF, heating and cooling assistance. VWC-PC has served Adult customers through the work experience/internship program, supportive services and many job readiness workshops. The current job market also contributes to these adults not being able to find employment that will lead to self-sufficiency. Many of the individuals that enter the VWC-PC lack work experience or have poor work ethic. Through the many services and workshops offered at the VWC these individuals can become educated in these areas and work to improve these barriers.

The lack of high school diplomas or GEDs in Patrick County is well above the level of 30% according the 2000 Census Data. The necessity to advance the educational level to the citizens of Patrick County is great. The county falls well below the educational level that is needed to entice new companies in advancing into this area. With the services

that WIA offer through the Adult and Dislocated Worker Programs will increase opportunities to individuals, as well as, enlarge the prospects of more businesses approaching this area.

b. Virginia Workforce Center in Patrick County partner with many different agencies in Patrick County and surrounding areas to better serve the customers of the center as well as the businesses.

Here are the agencies and training facilities those VWC-PC partners with to better serve this area:

- Department of Social Services - assist low income families with becoming self-sufficient whether that is using core services, resume/interview preparation, job referrals, upgrading skills through training or an internship/work experience. Letter from DSS is enclosed in packet **Attachment H**.
- Patrick Henry Community College - assist with incumbent worker training, workshops, job fairs, etc. Letter from PHCC enclosed in packet **Attachment I**
- Patrick County Adult Education – GED preparation. Letter from PCALC is enclosed in packet **Attachment J**
- Patrick County Public Schools – Letter from PCPS is enclosed in packet **Attachment K**
- Patrick County Chamber of Commerce- Partner together to serve businesses and job seekers with job fairs, job readiness, customer service workshops, Letter from PC Chamber enclosed in packet **Attachment L**
- Patrick County EDA- Letter from County of Patrick enclosed in packet **Attachment M**

Adult & Dislocated Worker Services:

- Career Counseling/Case Management
- Plan Development
- In-depth Core Services
- Prevocational Services
- Individual/group Counseling
- Comprehensive Assessment
- Testing
- Financial Counseling
- Work Experience
- Internships
- Evaluations
- Training
- Childcare Assistance
- Transportation Assistance
- Job Search Assistance
- Labor Market Information
- Resume Preparation
- Individual Employment Plan Development
- Occupational Skills Training
- Skills Retraining and Upgrading
- Job Readiness Training
- One-time allocation for Needs related payment
- Tuition Assistance
- Orientation to One-Stop
- Training Tools
- GED- Adult Education and Literacy

- A. Job search, job referral and placement assistance** – Services provided to a participant looking for work. Case Manager includes review of employment goals and plans to achieve those goals and the impact on the participant's long-term employment objectives. Job openings, job fair information are posted throughout the center, assistance with registering in Virginia Workforce Connection as a job seeker, job readiness workshops are provided to job seekers, resume/interview preparation is available and newspapers are provided throughout center. Job referrals/placement assistance is referred to employers or VEC once the qualifications have been determined.
- B. Career Counseling**- Case Manager provides research, assessments, Individual Employment Plan, LMI, information on In-demand occupations, job referrals, job search assistance, determines needs for supportive services and training.
- C. Labor Market Information** – LMI is a body of information that deals with the functioning of labor markets and the determination of the demand for and supply of labor. It includes, but is not limited to, such key factors as changes in the level and/or composition of economic activity, the population, employment and unemployment, income and earnings, wage rates, and fringe benefits. It also can provide data on occupational growth and decline, unemployment statistics for a specific area, along with demographics and other helpful tools for businesses to use. Case manager and customer research LMI to determine if there occupational training that the customer desires to go into is an in-demand occupation.
- D. Skills and Needs** – TABE is administered by case manager or Patrick County Adult Ed to determine the level of math and reading skills of customer. Career Scope is administered by case manager to determine interest of the customer prior to approving training.
- E. Individual Employment Plan Development** – establishing a plan for customer which should include an employment goal, appropriate achievement objectives, support services needs and an appropriate combination of services for them based on an initial assessment and a more comprehensive or specialized assessment.
- F. Occupational Skills Training**- Instruction conducted in an institutional or work site setting designed to provide or upgrade a participant's technical skills to perform a specific job or group of jobs such as auto mechanics, health services or clerical work. Approved providers are one that is included on Training Providers List.
- G. Skills Upgrading and Retraining** – Training to upgrade employees to new jobs that require additional skills that relate to the introduction to new technologies, new production or service procedures, and will provide opportunity to advance in their current job.
- H. Job Readiness Training** - Training a customer in job-seeking and job-retention techniques through interactive presentations designed to reinforce his or her job search efforts. VWC-PC has job readiness workshops to improve these skills for job seekers.
- I. Adult Education and Literacy** – Educational services that improve basic skills (math, reading, etc.) that may be necessary to obtain and/or retain employment, including education resulting in the customer obtaining a GED certificate.
- J. DW – Rapid Response Services** – Our Rapid Response Team provides immediate, on-site downsizing assistance businesses. We partner with the state's Rapid Response Unit to provide assistance to businesses and their employers regardless of the reason for the layoff or closure (NAFTA-impacted, downsizing or restructuring, natural disaster, plant relocation, bankruptcy, etc.). The Rapid Response Team's expertise helps ease the transitions of laid-off workers, maintain the morale and

productivity of your remaining employees. Arrange, with state officials and business that is having lay off, a meeting with dislocated workers to inform them of all partners, services, etc. that is available to them. A packet of information will be put together to inform DW of contacts, agencies, training providers, etc. Workshops can be arranged on site if employer agrees this is beneficial to DW.

Flow Chart – Attachment N

c. Outreach/Recruitment for Job Seekers: The outreach and recruitment that is used for job seekers through the Workforce Career Center are:

- Local TV/Radio programs
- Rapid Response Sessions
- Partner Referrals
- Advertisements in Newspapers
- Word of Mouth
- Chamber of Commerce
- Economic Development Association
- Trade/Career Shows

d. Participant Selection Criteria: The targeted groups to be served by the Virginia Workforce Centers are:

- Individuals who are at or below poverty level income
- People who are laid off
- High School drop outs
- Displaced homemakers
- Offenders
- Individuals who lack work experience
- Individual who receives public assistance
- Homeless
- Individuals who are basic skills deficient

Priority of Service Policy: enclosed in packet Attachment A

e. Participant Eligibility Verification & Documentation:

Dislocated Worker Provides: Individuals must meet General Eligibility, which consists of Citizenship or Eligible to Work, Age, and Selective Service Registration.

Citizenship or Eligible to Work – participation in programs and activities financially assisted in whole or part under WIA shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States (applies to all programs under Title I). **[Act 188(a)(5)]**

Selective Service Registrant – the Secretary shall ensure that each individual participating in any program established under WIA, or receiving any assistance or benefit under WIA, has not violated Section 3 of the Military Selective Service Act (MSSA) (50 U.S.C. App. 453) by not presenting or submitting to registration as required pursuant to such section. The Director of the Selective Service System shall cooperate with the Secretary in carrying out this section.

NOTE: Males born on or after January 1, 1960 must register with the selective service system within 30 days after their 18th birthday or at least before they reach the age of 26. [Act 189(h)]

Procedures outlined in TEGL No. 4-89, dated March 19, 1990, and TEGL No. 8-98, dated November 4, 1998, must be followed.

Age – to be eligible for the dislocated worker program, an individual must be 18 years of age or older. **[20 CFR 663.110]**

In addition, individuals must meet the following Specific Eligibility: A dislocated worker must meet the definition of one of the five dislocated worker categories.

A dislocated worker is an individual who has been:

Terminated/Laid Off and Eligible for UC and Unlikely to Return – has been terminated or laid off, or who has received a notice of termination or layoff, from employment and is eligible for or has exhausted entitlement to unemployment compensation; **OR** has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in Section 134(c), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under a State unemployment compensation law and is unlikely to return to a previous industry or occupation;

Permanent Closure/Substantial Layoff – has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;

General Announcement of Closure – is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or for purposes of eligibility to receive services other than training services described in Section 134(d)(4), intensive services described in Section 134(d)(3), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;

Formerly Self-Employed/Currently Unemployed – was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters; or

Displaced Homemaker – an individual who has been providing unpaid services to family members in the home and who

(A) has been dependent on the income of another family member but is no longer supported by that income; **AND**

(B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Adult: WIA ELIGIBILITY REQUIREMENTS: ADULT (18 OR OLDER)

An individual (18 or older) shall be eligible to participate in the WIA Title I Adult Program if such individual meets:

General Eligibility consists of:

- Citizenship or Eligible to Work
- Selective Service Registrant (if applicable)
- Age

NOTE: If funds allocated to a local area for adult employment and training activities are limited, priority shall be given to recipients of public assistance and other low-income individuals for intensive and training services.

Each Local Workforce Investment Board must develop a priority of service policy regarding Workforce Investment Act (WIA) Title I Adult intensive and training services.

The Local Workforce Investment Board's priority of service policy must include, but is not limited to, public assistance and other low-income individuals in the local area. The Local Workforce Investment Board will indicate its priority of service policy in its WIA local plan, specifying the target groups that will receive Individuals must meet general eligibility, which consists of citizenship or eligible to work, age, and selective service registration.

Citizenship or Eligible to Work – participation in programs and activities financially assisted in whole or part under WIA shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States (applies to all programs under Title I). **[Act 188(a)(5)]**

Selective Service Registrant – the Secretary shall ensure that each individual participating in any program established under WIA, or receiving any assistance or benefit under WIA, has not violated Section 3 of the Military Selective Service Act (MSSA) (50 U.S.C. App. 453) by not presenting or submitting to registration as required pursuant to such section. The Director of the Selective Service System shall cooperate with the Secretary in carrying out this section.

NOTE: Males born on or after January 1, 1960 must register with the selective service system within 30 days after their 18th birthday or at least before they reach the age of 26. [Act 189(h)]

Procedures outlined in TEGL No. 4-89, dated March 19, 1990, and TEGL No. 8-98, dated November 4, 1998 must be followed.

Age – the term adult means an individual who is age 18 or older. **[Act 101(1) and 20 CFR**

Documentation/Verification is Attachment O

f. Participant Assessment Process & Instruments: After customers have been provided core services and needs further services in order to become employed they will be asked to provide documents to determine eligibility for intensive services and trainings. Once customer has been deemed eligible and case manager has received all documents assessments & individual employment plan is completed.

Using TABE to test the level of aptitude and Career Scope to obtain the interest of the person will assess the individual and assist case manager in determination of correct training for individual. Once the objective assessments have been completed then individual and case manager will develop an Individual Employment Plan. Goals, objectives and services will be determined in assisting individual in reaching self-sufficient employment.

In developing Individual Employment Plan (IEP) several areas are looked at by case manager and individual. Labor Market Information is researched, which will give the individual an idea of income, required education, job requirements, required skills, and tools needed. LMI also will show if it is an in-demand or declining occupation. The assessments are reviewed to determine if the individual has an interest and aptitude for the training that they desire to enter. Case Manager does a job search activity with them to see if they would have to commute or relocate to find employment in the desired training they want to enter. Approved training providers listed is given to individual to research so they can determine which educational institute would be the proper one for them to attend to be successful in completing training. Intensive services are discussed to determine which services need to be rendered to individual in order for them to

reach their goals successfully. The Virtual One Stop System (VOS) is reviewed with individual so they can maneuver through system to be self-sufficient in job searching. Resume and interview preparation is discussed during the creation of the IEP. Much career counseling and guidance is done during development of the IEP due to individuals do not know what their options or even goals are. Case Managers see lots of people that have never desired or needed goals to be successful in finding employment. Once all of this has been completed the goals and objectives are set for the individual.

g. Ongoing Case Management & Follow Up Services:

Ongoing Case Management: Case Manager has monthly contact with customer prior, during and after training until follow up is completed. They are to oversee the reporting, tracking and management of the customer's intensive, training and employment services. Case notes are documented with all interaction with the customer. The IEP is to be updated monthly to assure the customer is meeting their goals and objectives towards becoming gainfully employed.

Follow Up Services: Adult and Dislocated Worker customers are eligible for and should receive follow-up services for a minimum of 12 months following exit from the applicable program. These services should be based on individual customer need(s). Follow-up activities could include additional assistance with job search; assistance in obtaining a better job, increased hours or increased wages; assistance in resolving conflicts or issues on-the-job; access to One-Stop Center or program resources for use in obtaining/upgrading employment, etc.

In order to identify and meet these customer needs, the WPWIB is requiring contact with customers at least once during the first four weeks of each quarter after exit. However, if the customer is found to be unemployed at any time during the first three quarters following exit, the WPWIB requires at least monthly contact with the customer up until nine months after exit from the applicable program.

If the customer requires additional services during any contact, the Program Operator is responsible for providing whatever services are allowable and suitable for the customer. Particularly when a client indicates that he/she is unemployed or has received a cut in hours or wages during the first nine months following exit, diligent effort MUST be made to secure/upgrade employment for this customer.

A follow-up log should be maintained in the file to document all contacts and efforts made on behalf of the customer during the twelve-month follow-up period. Usage of follow-up questionnaires/logs is at the discretion of the Program Operator. However, follow-up questionnaires/logs should verify the complete status of the customer, including place of employment, wage, hours per week, and information about any lapses of employment. In addition, the customer should be asked if additional services are needed. Follow-up screens in the Virginia Workforce Connection must be updated quarterly to document that follow up has occurred.

h. Records Management & Participant Reporting:

- The contractor must provide a list indicating all active participants by full name, program and location.
- The contractor must provide a list indicating the inactive participants by full name, program and location.

- The contractor must provide an updated VOS Client Listing Report that indicates all the participants who should be active in the program at the time of the transfer.
- The contractor must indicate in writing an explanation of any missing files.
- A chain of custody document must be completed indicating the date of transfer, the recipient entity and any problems incurred during the transfer, i.e., missing files. Have the chain of custody signed by all parties representing the contractor and the board.
- The contractor will retain the signed original chain of custody document with a copy going to the board.

Once participants have exited the program and follow up has concluded (fourth quarter after exit), participants' files will be stored at the board office for the required three years (for state and federal auditing purposes). When these files are transferred (or handed over) to the board, the steps mentioned above must be followed.

After the required three years have lapsed, the board is responsible for shredding these files.

Custody of Records Policy - Enclosed in packet **Attachment V**

i. Sequence of Programs Activities & Services:

Sequence of Program Activities: The receptionist will greet customers arriving at the Workforce Career Center. All customers will be asked to sign in each time they visit the center. First time customers will be asked to complete an initial assessment Form (**Attachment P**). The following core services will be made available to everyone who enters the Center:

- (a) Initial assessment of skill levels, aptitudes, and abilities
- (b) Provision of employment statistics information including:
 - Job vacancy listings in the labor market area
 - Information about skills necessary to obtain the jobs listed
 - Information relating to local occupations in demand and the earnings and skill requirements of each occupation
- (c) Job search and placement assistance
- (d) Provision of information regarding performance measures of training providers in the local area
- (e) Provision of information relating to availability of supportive services including childcare and transportation available in the local area and referral to such services
- (f) Provision of information regarding filing claims for unemployment compensation
- (g) Assistance Eligibility determination for other human service programs and referrals to those services

Specific forms are available to document core service accomplishments such as:

- Initial Assessment Form
- Job Search Efforts Form

All individuals will be offered the opportunity to utilize the Resource Center where important career information is available in a variety of formats. The Resource Center is designed to be a self-service environment with knowledgeable and friendly staff

available to assist customers as needed. Customers will have access to computers that provide high-speed access to unlimited career information and job banks. In addition to computers, job seekers will have access to telephones, fax machines and copiers. A variety of orientations and workshops will be offered to customers through the center at scheduled intervals. Customers will be asked to complete specialized forms for the purpose of tracking and/or documenting job search efforts such as the Job Search Efforts form. This document will support a customer's request for intensive services if there is a need to become employed.

Supportive & Intensive Services:

Supportive Services that are offered if there is a need are:

- Transportation Assistance
- Childcare Assistance
- Needs Related Payment
- Training Allowance
- Training Tools

A need for these services has to be proven to the case manager by the customer. The customer must provide a proof of outgoing debt in the household and the flow of revenue coming into the household. The financial award analysis form has to be completed (**Attachment Q**) and if there is a proven need for supportive services the customer will be rendered as long as funds are available.

Intensive services involve counseling and case management, which begin with the development of the Individual Employment Plan (IEP). The case manager will keep a record of all customers they have enrolled. This record will include dates of contact and services provided to that customer. Intensive Services may also include in-depth core services, prevocational services, individual/group counseling, comprehensive assessment, testing, financial counseling, work experience, internships, and evaluations. The objective is for the customer to become employed in a self-sufficient manner. If the customer has followed through on their IEP and still lacks employment and self-sufficiency, he/she may be a candidate for training.

Adult & Dislocated Worker Services:

- Career Counseling/Case Management
- Plan Development
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- GED- Adult Education and Literacy

j. Supportive Services: Supportive & Intensive Services:

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k. Participant Attendance Tracking: Customer completes and returns bi-weekly attendance forms that is enrolled in intensive or training services. Case Manager documents and encloses in file. Sign-in sheets are used for job fairs, financial workshops, job readiness workshops, resume/interview workshops, etc.

l. Internal Monitoring & Eligibility:

Internal Monitoring: Manager oversees the eligibility criteria of each customer and uses a verification checklist that is provided by WPWIB. **Attachment R** Once all eligibility documentation is provided then intensive and training services are approved. A data system is also used between manager and case manager to manage the services being provided to customer.

Dislocated Worker Provides: Individuals must meet General Eligibility, which consists of Citizenship or Eligible to Work, Age, and Selective Service Registration.

Citizenship or Eligible to Work – participation in programs and activities financially assisted in whole or part under WIA shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States (applies to all programs under Title I). **[Act 188(a)(5)]**

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In addition, individuals must meet the following Specific Eligibility: A dislocated worker must meet the definition of one of the five dislocated worker categories.

A dislocated worker is an individual who has been:

Terminated/Laid Off and Eligible for UC and Unlikely to Return – has been terminated or laid off, or who has received a notice of termination or layoff, from employment and is eligible for or has exhausted entitlement to unemployment compensation; **OR** has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in Section 134(c), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under a State unemployment compensation law and is unlikely to return to a previous industry or occupation;

Permanent Closure/Substantial Layoff – has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;

General Announcement of Closure – is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or for purposes of eligibility to receive services other than training services described in Section 134(d)(4), intensive services described in Section 134(d)(3), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;

Formerly Self-Employed/Currently Unemployed – was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters; or

Displaced Homemaker – an individual who has been providing unpaid services to family members in the home and who

(A) has been dependent on the income of another family member but is no longer supported by that income; **AND**

(B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Adult: WIA ELIGIBILITY REQUIREMENTS: ADULT (18 OR OLDER)

An individual (18 or older) shall be eligible to participate in the WIA Title I Adult Program if such individual meets:

General Eligibility consists of:

- Citizenship or Eligible to Work
- Selective Service Registrant (if applicable)
- Age

NOTE: If funds allocated to a local area for adult employment and training activities are limited, priority shall be given to recipients of public assistance and other low-income individuals for intensive and training services.

Each Local Workforce Investment Board must develop a priority of service policy regarding Workforce Investment Act (WIA) Title I Adult intensive and training services. The Local Workforce Investment Board's priority of service policy must include, but is not limited to, public assistance and other low-income individuals in the local area. The Local Workforce Investment Board will indicate its priority of service policy in its WIA local plan, specifying the target groups that will receive Individuals must meet general eligibility, which consists of citizenship or eligible to work, age, and selective service registration.

Citizenship or Eligible to Work – participation in programs and activities financially assisted in whole or part under WIA shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States (applies to all programs under Title I). **[Act 188(a)(5)]**

Selective Service Registrant – the Secretary shall ensure that each individual participating in any program established under WIA, or receiving any assistance or benefit under WIA, has not violated Section 3 of the Military Selective Service Act (MSSA) (50 U.S.C. App. 453) by not presenting or submitting to registration as required pursuant to such section. The Director of the Selective Service System shall cooperate with the Secretary in carrying out this section.

NOTE: Males born on or after January 1, 1960 must register with the selective service system within 30 days after their 18th birthday or at least before they reach the age of 26. [Act 189(h)]

Procedures outlined in TEGL No. 4-89, dated March 19, 1990, and TEGL No. 8-98, dated November 4, 1998 must be followed.

Age – the term adult means an individual who is age 18 or older. **[Act 101(1) and 20 CFR**

Documentation/Verification is Attachment O

- m. WPWIB's General Complaint Policy:** Patrick County Public Schools will comply with the general provisions as contained in this packet and any changes that may be made in the future. Letter from Dean Gilbert, Patrick County Public Schools Assistant Superintendent is enclosed in packet. **Attachment K**

n. Participant Evaluation Process & Criteria:

Priority will be given to adult clients receiving public assistance and who are classified as low income in accordance with WIA definitions. A low-income individual is defined as an individual who:

- A. Receives, or is a member of a family that receives, cash payments under a Federal, State, or Local income-based public assistance program;
- B. Received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A), and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to family size, does not exceed the higher of:
 - 1. The poverty line for an equivalent period or
 - 2. Seventy percent (70 percent) of the lower living standard income level (LLSIL) for an equivalent period
- C. Is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);
- D. Qualifies as a homeless individual as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);
- E. Is a foster child on behalf of whom state or local government payments are made;

OR

In cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described above in subparagraphs (A) or (B), but who is a member of a family whose income does not meet such requirements.

The Poverty Guidelines and the Lower Living Standard Income Level as published by the U.S. Department of Labor annually are to be used in determining low-income status.

Additionally, the "Jobs for Veterans Act" calls for priority of service for "covered persons" for DOL-funded programs, a "covered person" as defined below, is entitled to and must be given priority of service over non-covered persons for the receipt of employment, training and placement services if the person otherwise meets the eligibility requirements of a particular program. **"Covered individuals" (as defined below) are given priority over non-veterans for all available services if they otherwise meet the eligibility requirements of a particular program.**

The term "covered person" includes anyone who is a veteran. The term "covered person" also includes spouses of veterans that fall into the following categories:

1. any veteran who died of a service-connected disability;
2. any member of the armed forces on active duty who, at the time of the spouse's
3. application, is listed in one or more of the categories and has been so listed for more than 90 days: a) missing in action, b) captured in the line of duty by a hostile force, or c) forcibly detained or interned in the line of duty by a foreign government or power;
4. any veteran who has a total disability resulting from a service-connected disability; or
5. any veteran who died while a disability so evaluated was in existence.

Thus, the following sequence of services priority will apply:

1. First priority will be provided to recipients of public assistance and other low-income individuals in the local area who are covered persons with respect to veterans' priority;
2. Second priority will be provided to recipients of public assistance and other low income individuals in the local area;
3. Third priority will be covered persons (these would be covered persons not considered to be recipients of public assistance or low-income) that fall in one of the following categories be given priority as approved by the WPWIB which is specific to this region and not required by the state;
 - Individuals who are basic skills deficient (English reading, writing, or math skills at or below the 8th grade on a generally accepted standardized test)
 - Individuals who are high school drop-outs
 - Individuals who are felons
 - Individuals who are long-term unemployed (unemployed 15 of the last 26 weeks)
 - Individuals who have limited English-Speaking Skills

Priority services will involve both intensive services and training. Customers in the designated target groups will receive priority services based on individual needs of the customer and contingent upon fund availability. WIA funds will be leveraged with other resources to maximize the customers served and the level of services provided.

With limited WIA funding available, extensive efforts will be made to provide services to those most in need and to leverage additional non-WIA resources to meet the needs of our customers. Data relating to the identified target groups will be captured and recorded in the customers file.

Dislocated Worker Programs

All services provided under the dislocated worker funding stream will provide for priority of service to covered persons. The WIA and its accompanying regulations (20 CFR 5663.610) hold that dislocated worker funds are not subject to the same requirement as adult funds with regard to priority of service to public assistance recipients or low-income individuals. However, the veterans' priority must be considered. Thus, covered individuals will receive priority over noncovered individuals for the provisions of services funded under the dislocated worker funding stream.

Priority of Service Policy Attachment A

- o. Linkage With & Support from the Business Community:** The Virginia Workforce Center – Patrick County Adult and DW programs are promoted through local TV, radio, newspaper, Business partner meetings, word of mouth, Chamber of Commerce, partner referrals, Economic Development Association, being active in community functions, social media and rapid response sessions. Local businesses have knowledge that VWC-PC can provide them the qualified workforce they are seeking. They contact the manager/business service representative with the employment needs.

p. Coordination and collaboration with community resource organization to deliver services:

The outreach and recruitment that is used for job seekers through the Workforce Career Center are:

- Local TV/Radio programs
- Rapid Response Sessions
- Partner Referrals
- Advertisements in Newspapers
- Word of Mouth
- Chamber of Commerce
- Economic Development Association
- Trade/Career Shows

q. Meet or Exceed Performance Measures/Common Measures:

Performance measures are met several different ways.

- Record required reports to WIB office
- Follow up monthly with customers to record updated information in VOS
- Customer/Business satisfaction surveys completed on WPWIB website
- Sign-in sheets for activities provided by VWC office

Performance Measures that apply to Adult and Dislocated Workers **Attachment S**

r. Proposed Timeline for Delivery of Services:

From the time the customer enters VWC-PC they are provided Core Services. During the initial meeting with case manager a determination is made if there is a need for intensive and/or training services for this customer. At that point eligibility is determined. Within the next 12 months the need for specific services are determined by administering assessments, LMI, researching the customer's specific skills they obtain and the skills they will need to retain to become gainfully employed. Services are updated every 30 or 60 days. Enclosed are specific services with exact time that services are to be updates. **Attachment T**

s. Amount/Type of leveraged cash and/or in-kind resources:

Patrick County School System will provide several in-kind services the Virginia Workforce Center – Patrick County. The PCPS will provide copy paper, 6 printers, 34 computers, 2 copiers, ink to all printers/copiers, internet service and much of the furniture throughout the center. Patrick County Public School also provides the

managerial services to administer the funds for the Adult, Dislocated Worker and Business Services at no expense to the Workforce Investment Act grant.

The County of Patrick provides several in-kind services to the Workforce Career Center – Patrick County. They provide the VWC-PC with a building at no expense to the WIA grant. Patrick County also pays for 37% of the utilities to the VWC-PC, along with providing the maintenance expenses to the building at no charge to the WIA budget.

3. Business Services:

a. WIA Business Services: Patrick County Public Schools partnered with Virginia Workforce Center – Patrick County to work collectively with local and surrounding businesses to provide them the services they need to be prosperous in this declining economy. The goal of PCPS and the VWC-PC is to assist in developing a demand driven workforce that will prepare the labor force for jobs that are obtainable in the new economy. VWC-PC partnered with PCPS wants to assist the region in developing long and short-term strategies for improving and maintaining the economic health of this area and surrounding areas. VWC-PC desires to work with the businesses in conjunction with providing the skilled and qualified applicants for the positions they have available. The training that VWC-PC approves for WIA customers will assist in providing the business customer with the trained employee they desire. Maintaining a partnership between Patrick County Public Schools, VWC-PC, economic development, educational institutes, Chamber of Commerce, businesses and other partners is essential in order to obtain the goals that have been mentioned above. An additional method that VWC-PC promotes to determine the need of the businesses that use the service or VWC-PC is asking them to complete the business comment card that is located on www.wpwin.org. This supports the VWC-PC in providing the precise services to the businesses.

VWC-PC holds quarterly partnered business meetings to provide the business representative the time to voice their needs and how the center can provide them better, stronger services. Businesses have identified as wanting services that are demand driven, professional, timely, responsive, efficient, and knowledgeable. The VWC-PC promotes this integrated delivery system to the business customer.

Services offered to businesses by Workforce Career Center

- Incumbent Worker Training
- On-the-Job Training
- Human Resource Services – assist businesses gain information on compensation, hiring, safety issues, wellness, benefits, employee motivation, communication, administration and training
- Job registration and Pre-employment screening
- Rapid Response Sessions to assist a company with dislocated workers
- Target Recruitments - Recruitment of qualified job seekers
- Business Service Matrix – Provide partnering information and partner referrals to better serve our businesses (**found on www.wpwin.org)**
- Work Experience/Internships

- Workshops to upgrade skills and awareness of transferable skills to potential and/or current employees
- Provide Assessments to employers based on their need
- Provide space to do interviews and trainings at WCC-PC
- Customized Training
- Introduce employers to the Virtual One Stop System (VOS)
- Provide Resource Labs for businesses
 - Telephones, copier, fax, computers, printers, high speed internet, televisions, DVD/VCR player, overhead projector, smart board
 - Job openings posted – qualifications for jobs
 - Labor Market Information posted

b. WIA Services to Employers:

A. Job Fairs/Target Recruitments:

The businesses are informed by business service representative of WWC-PC of Job Fairs/Target Recruitments. Also, Patrick County Chamber of Commerce and Patrick County Economic Development are involved with assisting in conveying information to employers about the business services of the WWC-PC.

B. Adult Internship/Work Experience:

The Business Service Representative along with a collaboration of the PC Chamber of Commerce and PC EDA promote the internship/work experience program to the businesses. The promotions of these programs are done through the business meetings that the WWC-PC is held quarterly throughout the year with businesses and partnering agencies in attendance. Also, the BSR is a guest on the local radio station who has a community service broadcasting throughout the year to promote the internship/work experience programs. BSR determines the need of the businesses and works with the case managers to find the right participant for the businesses.

C. On-the-Job-Training:

The Business Service Representative meets with the businesses to promote OJT's. The OJT program is also discussed in business meeting that is held quarterly throughout the year. PC Chamber of Commerce and PC EDA assist with connecting with the businesses to let them know about the OJT program through the WWC-PC. Promotion is also done when broadcasting on the local radio station.

D. Incumbent Worker:

Incumbent Worker training is promoted to the businesses by the PC EDA, PC Chamber of Commerce and Business Service Representative. When the business has announced they are going to upgrade their incumbent worker's skills then IW training is discussed and direction are given to businesses of how to apply for the IW program money.

E. Federal Bonding Program:

Business Service Representatives will inform the businesses about the Federal Bonding Program by meeting with them to discuss the business services that is offered to the businesses. Also, it is discussed in the quarterly business meetings that are held in Patrick County.

Employers have available to them free fidelity bonds for new hires who may have been denied coverage by commercial carriers because of:

- Record of arrest, conviction or imprisonment
- History of drug or alcohol abuse
- Lack of employment history
- Poor credit history
- Dishonorable military discharge

Each bond is for \$5,000 of coverage for a six-month period beginning the first day the new hire starts his/her employment.

F. Customized Training:

Customized Training is promoted to the businesses by the PC EDA, PC Chamber of Commerce and Business Service Representative. When the business has announced they are going to upgrade their current employee's skills or hire new employees then Customized Training is discussed and direction are given to businesses of how to apply for the Customized Training program money. Staff will work with each employer on a case-by-case basis to determine training needs and develop a plan as appropriate.

G. Planned Closing/Layoff Services:

Our Rapid Response Team provides immediate, on-site downsizing assistance for businesses. WWC-PC partner with the state's Rapid Response Unit to provide assistance to businesses and their employers regardless of the reason for the layoff or closure (NAFTA-impacted, downsizing or restructuring, natural disaster, plant relocation, bankruptcy, etc.). The Rapid Response Team's expertise helps ease the transitions of laid-off workers, maintain the morale and productivity of the remaining employees. Businesses are made aware of these services by WWC-PC Business Service Representative/Manager contacting them to discuss the process of the services that are made available to them. The closing/lay off services is also discussed at the business meetings that are held quarterly in Patrick County.

H. Resource Lab at WWC-PC:

Each Virginia Workforce Center is equipped with a resource lab consisting of computer workstations with Internet access, fax services, copy machines and printers. Software is available to upgrade basic reading and math skills and other basic workplace skills. Businesses can use the lab to complete assessments to determine or improve skill levels. Plus, it is a great place to host target recruitment if pre-assessments are needed to determine potential employment. Businesses are made aware of these services by WWC-PC Business Service Representative/Manager contacting them to discuss the process of the services that are made available to them. The closing/lay off

services is also discussed at the business meetings that are held quarterly in Patrick County.

I. Pre-employment Screening:

A list of job vacancies are located at the Virginia Workforce Center – Patrick County and the businesses work directly with one of our Business Service Representatives who will assist them in getting a pool of qualified applicants. The pre-employment screening services are discussed during the quarterly business meetings. Also, businesses are notified of this service as the BSR is building the relationship with them.

J. Labor Market Information:

LMI is a body of information that deals with the functioning of labor markets and the determination of the demand for and supply of labor. It includes, but is not limited to, such key factors as changes in the level and/or composition of economic activity, the population, employment and unemployment, income and earnings, wage rates, and fringe benefits. It also can provide data on occupational growth and decline, unemployment statistics for a specific area, along with demographics and other helpful tools for businesses to use. Businesses are made aware of this service by VWC-PC Business Service Representative/Manager contacting them to discuss the process of the services that are made available to them. The LMI is also discussed at the business meetings that are held quarterly in Patrick County.

c. Employer Recruitment & Outreach:

Employer recruitment and outreach is done by partnering with Patrick County Economic Development Team and Patrick County Chamber of Commerce. When doing the recruitment and outreach WIA businesses services included in the packet of information that are given/discussed to new businesses that are considering Patrick County as their home.

d. Records Management & Reporting:

Files are kept on each business that takes advantage of the business services with the VWC-PC. Documentation of internships, work experiences, OJT's, incumbent worker training, customized training, rapid response services & plant closings/layoff services are recorded and kept in files. Monitoring & tracking success of these services are done through use of database.

e. Sequence of Program Activities & Services:

Our Virginia Workforce Centers across the region have partnered with the Chambers of Commerce to assist with the delivery of our business services. This partnership provides a variety of services to help businesses with their workforce, human resource needs. Our goal is to connect employers to employees, saving you time as an employer and reducing your costs.

Build Relationships with Business and Business Focused Organizations

Relationship building is a key component of business services. It is important that business services staff build strong ongoing relationships with businesses and

business focused organizations. Examples of relationship building activities include:

- Providing outreach to employers educating them on the One-Stop services and business services
- Communicating regularly with existing business partners
- Developing partnerships with business focused agencies (i.e. economic development, chambers of commerce, industry associations, small business administration, etc.)
- Participating on economic development boards
- Facilitating regularly scheduled business focus groups

Coordinate and Streamline Services Offered to Employers by One Stop Partners

Services offered to businesses should be streamlined amongst One-Stop partners. Businesses prefer one point of contact when working with the One-Stop system. Coordinating services eliminates duplication of services to businesses. Examples of coordinating activities include:

- Developing a business services team that includes staff from all One-Stop partners developing an integrated approach to servicing businesses
- Providing a single point of contact for businesses
- Developing a unified business message
- Implementing Career Pathways Modeling in local One-Stop Delivery System
- Conducting economic research that calculates collaborations between business entities (chambers of commerce/economic development) and the workforce development system to determine the local direct economic impact of local workforce investment systems

Act as an Informational Resource to Businesses

Examples of informational resources include:

- State and/or federally generated labor market information
- State and/or federally generated information on Americans with Disabilities Act
- Information regarding consultations on workplace accommodations for persons with disabilities
- Business start-up, retention and expansion services
- Sources for developing customized training programs
- Career preparation activities
- Tax Credits
- Federal Fidelity Bonding

Assist Businesses in Recruiting Process

Assistance with recruiting will save businesses valuable time and resources and will directly impact One-Stop customers through placement. Examples of recruitment assistance include:

- Assisting in finding qualified workers for businesses
- Connecting to Labor exchange resources and systems
- Providing interview facilities at Virginia Workforce Centers
- Conducting position analysis and develop work skill set
- Assessing job applicants based on business developed criteria
- Recruiting and screening applicants
- Hosting and planning job fairs and recruiting events
- Posting job openings in the One-Stop, Virginia Workforce Connection, and amongst partner agencies

- Offering assessments for job candidates (i.e. CRC, TABE, etc.)

Assist Businesses with Addressing Training Needs

The training components of the Adult and Dislocated worker programs and the comprehensive nature of One-Stop partnerships allow business services to offer connection to valuable training programs. Examples of connection to training include:

- Providing inventory of education and training providers
- Facilitating the referral and/or registration of employers or their employees into training programs
- Coordinating On-The-Job training opportunities
- Offering incumbent worker/customized training

Provide Quality Individualized Services to Businesses

Services offered to businesses must be tailored to meet their individualized needs. To offer tailored services staff must communicate with businesses regularly and learn their needs. Business services staff should be knowledgeable of the industries they are serving and familiarize themselves with industry norms and practices. Staff should facilitate relationships and services in a business-like fashion providing prompt and efficient services. Staff must also be flexible and accommodating when providing services to businesses.

Services to businesses are many:

- **Job registration and pre-employment screening.**
List job vacancies at one of our conveniently located Virginia Workforce Centers and work directly with one of our Business Service Representatives who will assist you to get a pool of qualified applicants.
- **Target Recruitment Events.**
The days of the traditional job fair are gone. Let one of our Business Service Representatives coordinate an employer- or industry-specific job fair for you. This is a more efficient, cost effective way to hire several individuals at one time.
- **Adult Internships or Work Experience.**
This program provides opportunities for you to get to know a potential employee and for the potential employee to learn more about your industry. Participants are paid by the Virginia Workforce Center (One Stop) Operator for a limited period of time (up to 360 hours).
- **On-the-Job Training.**
The OJT Program provides individualized occupational skills training for Dislocated Workers and WIA-eligible Adults and Older Youth. The goal is to place participants in occupations that will enhance their prospects for long-term employment and will ultimately permit them to become self-sufficient. It also involves the acquisition of specific skills and employment competencies, through exposure in an actual work setting, to the processes, work tasks, tools and methods of a specific job or group of jobs. As the employer, you enter into an agreement with the Virginia Workforce Center to hire, train, and retain the individual upon successful completion of the training program. Through this program, you may be reimbursed up to 50% of the new employees' wages while they are in training. In addition...
 - Participants receive no less than the State minimum wage
 - Training participants must meet WIA eligibility criteria (low income, 18 years old and above, legally authorized to work in the United States, and have complied with Selective Service provisions)

- Employers must be established businesses with workers compensation insurance
- Participating employers receive a reimbursement to cover the extraordinary costs of training and supervision as well as to compensate for expected lower productivity of the trainee vs. a more experienced employee
- **Incumbent Worker Training.**
In an effort to be more responsive to the needs of employers, the WPWIB has received approval from the state to restrict a percentage of its WIA funds for educational and skills training for existing workers. Known as incumbent workers, these existing workers are defined as workers who are currently on the payroll of the applicant employer, 18 years old and above, legally authorized to work in the United States, and have complied with Selective Service provisions. This program is structured to meet your training objectives by enhancing the skills of existing employees, resulting in increased employee productivity and potential growth of your business.
- **Federal Bonding Program.**
Employers have available to them free fidelity bonds for new hires who may have been denied coverage by commercial carriers because of:
 - Record of arrest, conviction or imprisonment
 - History of drug or alcohol abuse
 - Lack of employment history
 - Poor credit history
 - Dishonorable military discharge

Each bond is for \$5,000 of coverage for a six-month period beginning the first day the new hire starts his/her employment.

- **Customized Training.**
Funding is available for specific skills training for new hires or incumbent workers. Through this program, you may be reimbursed up to 50% of the new employees' wages while they are in training. Staff will work with each employer on a case-by-case basis to determine training needs and develop a plan as appropriate.
- **Plant Closings/Layoffs.**
Our Rapid Response Team provides immediate, on-site downsizing assistance for your business. We partner with the state's Rapid Response Unit to provide assistance to you and your employers regardless of the reason for the layoff or closure (NAFTA-impacted, downsizing or restructuring, natural disaster, plant relocation, bankruptcy, etc.). The Rapid Response Team's expertise helps ease the transitions of laid-off workers, maintain the morale and productivity of your remaining employees.
- **Resource Lab.**
Each Virginia Workforce Center is equipped with a resource lab consisting of computer workstations with Internet access, fax services, copy machines and printers. Software is available to upgrade basic reading and math skills and other basic workplace skills. Your employees can use the lab to complete assessments to determine or improve skill levels. Plus, it is a great place to host a target recruitment if pre-assessments are needed to determine potential employment.

Business Service Model – Attachment U

f. WPWIB's General Complaint Policy:

Patrick County Public Schools will comply with the general provisions as contained in this packet and any changes that may be made in the future. Letter from Dean Gilbert, Patrick County Public Schools Assistant Superintendent is enclosed in packet. **Attachment K**

g. Coordination and Collaboration with Community Resource Organization to Deliver Program Services:

In-kind services provided to the VWC-PC to serve the business customer are done by the collaboration of partners. County of Patrick & PHCC provides facility to have quarterly meetings with businesses, job fairs, workshops and target recruitments. Patrick County Chamber of Commerce, PC EDA, Department of Social Services – Patrick County, PHCC-Patrick County Site and Patrick County Public Schools has donated time, personnel and advertising to assist in serving the businesses.

h. Proposed Timeline for Delivery of Services to Employer:

Over the next year VWC-PC is going to have 4 quarterly business meetings to provide and inform businesses about the businesses services that are offered to them to meet their needs. As stated in VWL #11-04, "Business Services Model," the board expects all services to employers to build relationships with businesses and business focused organizations (such as economic development agencies), coordinate and streamline services, act as an informational resource (LMI, ADA compliance issues, customize training opportunities, tax credits and federal fidelity bonding), assist with recruiting of qualified applicants and training needs and offer quality individualized services.

i. Amount or Type of Leveraged Cash & In-Kind Resources:

In-kind services provided to the VWC-PC to serve the business customer are done by the collaboration of partners. County of Patrick & PHCC provides facility to have quarterly meetings with businesses, job fairs, workshops and target recruitments. Patrick County Chamber of Commerce, PC EDA, Department of Social Services – Patrick County, PHCC-Patrick County Site and Patrick County Public Schools has donated time, personnel and advertising to assist in serving the businesses.

SECTION 03

	<u>Adult</u>	<u>Dislocated Worker</u>	<u>Business Service Representative</u>
Ordinary Income/Expense	<u>PY 13-14</u>	<u>PY 13-14</u>	<u>PY 13-14</u>
Expense			
• Salary & Wages-Operational	27,859.20	8294.04	10,278.76
• Salary & Wages-Client Services	17,913.42	11,942.28	
• FICA-Operational	6,020.37	1792.34	2221.24
• FICA-Client Services	3,871.09	2580.73	
• Electricity	2700.00	1800.00	
• Travel	500.00		
• Office Supplies	500.00	650.00	
• Intensive Services	5000.00	8597.61	
• Training Services	3,281.92	4,000.00	
Total Expense	<u>67,646.00</u>	<u>39,657.00</u>	<u>12,500.00</u>

BUDGET NARRATIVE FOR ADULT & DISLOCATED WORKER

Patrick County Public Schools seeks Workforce Investment Act (WIA) grant funding in the amount of \$122,813.00 over the next twelve months for the Adult, Dislocated Worker, and Business Service programs to continue to operate the Virginia Workforce Center – Patrick County. PCPS in collaboration with partnering agencies proposed to spend 60% of the total grant amount (\$67,646.00.00) in the Adult Program and 40% of the total grant amount (\$39,657.00) in the Dislocated Worker Program. PCPS propose to spend total of \$12,500.00 towards Business Services Program and \$3000.00 in outreach for the businesses of Patrick County.

Expenditures:

PCPS will consist of a Manager for the Workforce Career Center-Patrick County at \$36,153.24 per year and one Case Manager at \$29,855.70 per year. Fringe benefits (social security, health insurance, retirement and group life) for Manager are \$7812.71 and Case Manager is \$6451.82. **Totally all fringe benefits and salaries at \$80,273.47**

The school system will use grant funds will be obligated towards the following:

- Office Supplies \$1150.00 (Adult \$650.00 DW \$500.00)
- Staff Travel \$500.00 (Adult \$500.00)
- One Stop Expense (utilities) \$4500.00 (Adult \$2700.00 DW \$1800.00)

- Intensive Services \$13597.61 (Adult \$8597.61 & DW \$5000.00)
- Training \$7281.92 (Adult \$3281.92 DW \$4000.00)

Expenditures totaling – \$107,303.03

Business Services Budget

Salary & Wages: Business Service Representative \$12,500.00

BUDGET NARRATIVE FOR BUSINESS SERVICES FOR VIRGINIA WORKFORCE CENTER – PATRICK COUNTY

Patrick County Public Schools seeks Workforce Investment Act funding to deliver businesses services to the County of Patrick. The funds of \$12,500.00 will be the salary of the Business Service Representative. BSR will be located in the Virginia Workforce Center – Patrick County.

Business Service Outreach Budget

Business Service Outreach Budget: \$3000.00

- Job Fair/Target Recruitment Announcements - \$1000.00
- Quarterly Business Service Meetings - \$1000.00
- Outreach Materials -\$1000.00

BUDGET NARRATIVE FOR BUSINESS SERVICE OUTREACH FOR VIRGINIA WORKFORCE CENTER – PATRICK COUNTY

Patrick County Public Schools proposes to operate the Business Services Program and use the Outreach budget to serve the businesses. PCPS will serve the businesses in providing job fairs/target recruitments, have quarterly business service meetings and provide outreach materials for this area. Please refer to the above section for the itemization of the outreach budget.

Expenditures Totaling: \$15,500.00

In-Kind Services:

Patrick County School System will provide several in-kind services the Virginia Workforce Center – Patrick County. The PCPS will provide copy paper, 8 printers, 34 computers, 2 copiers, ink to all printers/copiers, internet service and much of the furniture throughout the center. Patrick County Public School also provides the managerial services to administer the funds for the Adult, Dislocated Worker and Business Services at no expense to the Workforce Investment Act grant.

The County of Patrick provides several in-kind services to the Virginia Workforce Center – Patrick County. They provide the VWC-PC with a building at no expense to the WIA grant. County of Patrick also pays for 37% of the utilities to the VWC-PC, along with providing the maintenance expenses to the building at no charge to the WIA budget.

Breakdown of funding:

Patrick County Public Schools is requesting funding for Adult program is \$67,646.00, Dislocated Worker program is \$39,657.00, Business Service Program \$12,500.00 and Business Service Outreach \$3000.00.

Section 04

Disclosure of Lobbying

See Attachment E

Section 05

Certifications

- a. Compliance with Nondiscrimination and Equal Opportunity Laws and Regulations Debarment/Suspension – See Attachment F**
- b. Drug-Free Workplace – See Attachment F**
- c. Indemnification – See Attachment F**

Section 06

Proposal Summary Form and Contract (See Attachment W)

ATTACHMENT A

WEST PIEDMONT WORKFORCE INVESTMENT BOARD

Declaration of Limited Adult Funding and Priority of Service Policy

Effective Date: April 18, 2011

Revision Date:

Title: Declaration of Limited Adult Funding and Priority of Service Policy

Purpose

To establish factors by which local adult funds have determined limited, and to establish the area's priority of service considerations, which also incorporate Veterans preference.

Policy Statement

Pursuant to Virginia Workforce Letter #03-03 stating each LWIB should develop and implement a policy for prioritizing provision of intensive and training services in the event that adult funds are determined to be limited in the local area, the following policy is established:

Declaration of Limited Adult Funds: The West Piedmont Workforce Investment Board has established that funds are limited because:

1. The WPWIB does not receive funds from other sources that are equivalent to at least 50 percent of the total WIA allocation;
2. The WPWIB does not receive in-kind contributions from other sources that are equivalent to at least 25 percent of the total WIA application; and
3. The local area has an unemployment rate that is more than the state average.

Therefore, the WPWIB has established the following Priority of Service policy for assessing intensive and training funds:

Priority will be given to adult clients receiving public assistance and who are classified as low income in accordance with WIA definitions. A low-income individual is defined as an individual who:

- A. Receives, or is a member of a family that receives, cash payments under a Federal, State, or Local income-based public assistance program;
- B. Received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A), and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to family size, does not exceed the higher of:
 1. The poverty line for an equivalent period or
 2. Seventy percent (70 percent) of the lower living standard income level (LLSIL) for an equivalent period

- C. Is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);
- D. Qualifies as a homeless individual as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);
- E. Is a foster child on behalf of whom state or local government payments are made;

OR

In cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described above in subparagraphs (A) or (B), but who is a member of a family whose income does not meet such requirements.

The Poverty Guidelines and the Lower Living Standard Income Level as published by the U.S. Department of Labor annually are to be used in determining low-income status.

Additionally, the "Jobs for Veterans Act" calls for priority of service for "covered persons" for DOL-funded programs, a "covered person" as defined below, is entitled to and must be given priority of service over non-covered persons for the receipt of employment, training and placement services if the person otherwise meets the eligibility requirements of a particular program. **"Covered individuals" (as defined below) are given priority over non-veterans for all available services if they otherwise meet the eligibility requirements of a particular program.**

The term "covered person" includes anyone who is a veteran. The term "covered person" also includes spouses of veterans that fall into the following categories:

1. any veteran who died of a service-connected disability;
2. any member of the armed forces on active duty who, at the time of the spouse's application, is listed in one or more of the categories and has been so listed for more than 90 days: a) missing in action, b) captured in the line of duty by a hostile force, or c) forcibly detained or interned in the line of duty by a foreign government or power;
4. any veteran who has a total disability resulting from a service-connected disability; or
5. any veteran who died while a disability so evaluated was in existence.

Thus, the following sequence of services priority will apply:

1. First priority will be provided to recipients of public assistance and other low-income individuals in the local area who are covered persons with respect to veterans' priority;
2. Second priority will be provided to recipients of public assistance and other low income individuals in the local area;
3. Third priority will be covered persons (these would be covered persons not considered to be recipients of public assistance or low-income) that fall in one of the following categories be given priority as approved by the WPWIB which is specific to this region and not required by the state;

- Individuals who are basic skills deficient (English reading, writing, or math skills at or below the 8th grade on a generally accepted standardized test)
- Individuals who are high school drop-outs
- Individuals who are felons
- Individuals who are long-term unemployed (unemployed 15 of the last 26 weeks)
- Individuals who have limited English-Speaking Skills

Priority services will involve both intensive services and training. Customers in the designated target groups will receive priority services based on individual needs of the customer and contingent upon fund availability. WIA funds will be leveraged with other resources to maximize the customers served and the level of services provided.

With limited WIA funding available, extensive efforts will be made to provide services to those most in need and to leverage additional non-WIA resources to meet the needs of our customers. Data relating to the identified target groups will be captured and recorded in the customers file.

Dislocated Worker Programs

All services provided under the dislocated worker funding stream will provide for priority of service to covered persons. The WIA and its accompanying regulations (20 CFR 5663.610) hold that dislocated worker funds are not subject to the same requirement as adult funds with regard to priority of service to public assistance recipients or low-income individuals. However, the veterans' priority must be considered. Thus, covered individuals will receive priority over noncovered individuals for the provisions of services funded under the dislocated worker funding stream.

Youth Programs

All services provided under the youth funding stream will provide for priority of service to covered persons. The WIA and its accompanying regulations (see 20 CFR 664) generally provides youth funds to service low-income youth age 14 to 21 (American Recovery and Reinvestment Act of 2009 provides for the youth eligibility age to be increased to 24) with one or more barriers to employment. At least thirty percent (30 percent) of local area funds must be used to serve out-of-school youth. The application of the veterans' priority does not change these requirements. Thus, in providing services to both in and out of school youth priority does not change these requirements. This, in providing services to both in and out of school youth priority must be given to any covered individuals who qualify under the WIA eligibility requirements.

Attachment B

Workforce Career Center – Patrick County

Manager

JOB DESCRIPTION

General Description:

The function of the Manager of the Workforce Career Center in Patrick County is to assist with successful operation of the center and the WIA programs. This is assuring that identified programs meet the objectives and goals set forth by the Workforce Investment Act. The Manager will be knowledgeable of employer needs and hiring practices. Also, will develop relationships with partnering agencies along with employers and obtain labor market information to identify industries and occupations.

Duties may include the following:

- Plan, direct and coordinate WIA services.
- Plan and implement job fairs.
- Coordinate employment activities with other local employment agencies, such as, VEC, Temporary Agencies and others.
- Complete reports, maintain records, and interpret policies, procedures and regulations.
- Provide reports to Workforce Director
- Ensure that all program reports are identified and submitted correctly and within the designated time frame.
- Keep Director informed of status of programs and any pertinent program information.
- Will meet with area agencies and businesses to explain the WIA program and services.
- Maintain active working relationship with Chamber of Commerce, Civic Organizations, Economic Development personnel and other in the community.

Education/Experience:

- Bachelors Degree in Social Services, Business, Education or related field with at least 4 years of appropriate experience preferred in managing employment and related services.

Knowledge/Capabilities:

- Ability to work under extreme pressure to meet short deadlines.
- Loyalty, integrity, confidentiality and discretion.
- Ability to work well with others.\
- Knowledge of program administration and employment training programs.
- Ability to collect data and prepare reports, statistical and narrative.
- Ability to plan programs and work activities.
- Ability to work independently as well as cooperatively.
- Public speaking experience.
- Working knowledge of PC computer systems (word processing, database and spreadsheets)
- Experience working with public.
- Strong organizational and management skills.
- Good oral and written skills.
- Excellent interpersonal and human relations skills.
- Experience in group presentations.
- Strong computer skills.

Attachment C

Case Manager Job Description

General Description:

The WIA Case Management position provides Individual Employment Development plans, employment readiness, case management, job search, educational training, technical training, career planning, Job development and job placement assistance and referrals.

Duties:

- Administer assessments to clients.
- Responsible for providing individual service plans to clients.
- Responsible for in-depth interviewing and evaluation to identify employment barriers and establish employment goals.
- Provide clients with individual counseling and career planning.
- Assist clients with pre-employment training and job searches.
- Maintain client contact and provide follow-up services.
- Provide accurate records of all communication with clients.
- Responsible for enrolling clients into training programs.
- Oversee the front office and responsible for maintaining the office equipment.
- Responsible for providing assistance in the computer lab.

Education/Experience:

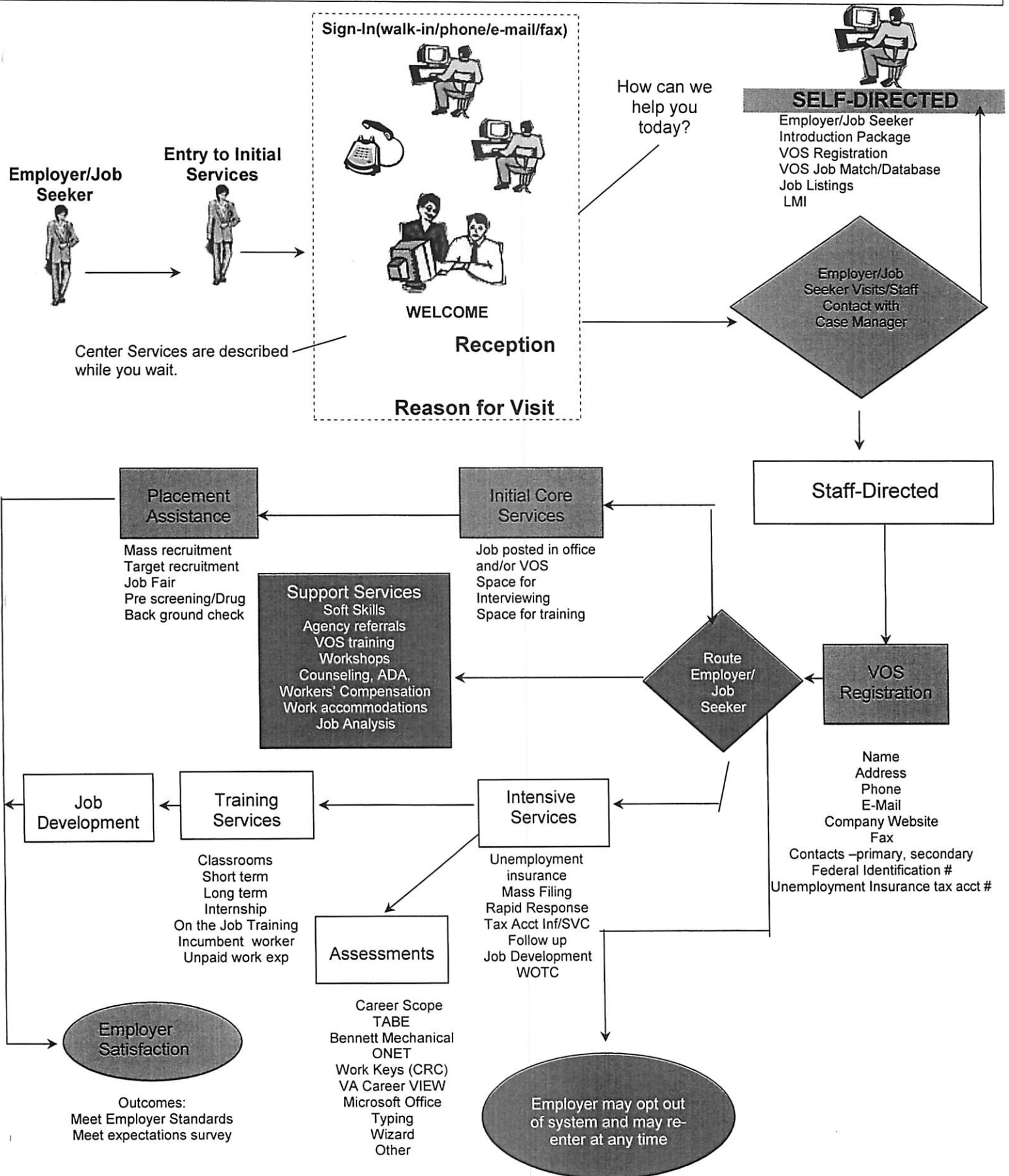
- Bachelors or Associate Degree in Social Services, Business, Education preferred or related with appropriate experience; High School Diploma with extensive experience.
- Experience in job placement assistance counseling or related position, preferred.

Knowledge/Capabilities:

- Experience working with public.
- Good oral and written skills.
- Strong computer skills.
- Ability to match client skills and experience with employer needs.
- Ability to manage time well.

- **Ability to work under pressure and in an efficient manner.**
- **Must be able to multitask in a busy office setting.**
- **Must be trustworthy and dependable.**

Workforce Career Center – Patrick County Process



Section 04 – Attachment E

West Piedmont Workforce Investment Board Disclosure of Lobbying

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g. the first sub-awardee of the prime is the 1st tier. Sub-awards include but are not limited to subcontracts, sub-grants, and contract awards under grants.
5. If the organization filing the report in item 4 checks “sub-awardee,” then enter the full name, address, city, state, and zip code of the prime Federal Recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g. Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/ proposal control number assigned by the Federal agency). Include prefixes, e.g. ARFP-DE-90-001(a).
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state, and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or

- will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box (boxes). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
 13. Check the appropriate box (boxes). Check all boxes that apply. If other, specify nature.
 14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
 15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
 16. The certifying official shall sign and date the form, print his/her name, title and telephone number.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all* sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all* sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Lobbying Activities (Complete the following on the next page to disclose lobbying activities pursuant to 31 U.S.C. 1352)

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

1. Type of Federal Action: <u>NA</u> Contract <u>NA</u> Grant <u>NA</u> Cooperative agreement <u>NA</u> Loan <u>NA</u> Loan guarantee <u>NA</u> Loan insurance	2. Status of Federal Action: <u>NA</u> Bid/offer/application <u>NA</u> Initial award <u>NA</u> Post-award	3. Report Type: <u>NA</u> <u>NA</u> For Material Change Only: <u>NA</u> Year <u>NA</u> Date of last report <u>NA</u>
4. Reporting Entity: <u>NA</u> Address: <u>NA</u> <input type="checkbox"/> Prime <u>NA</u> <input type="checkbox"/> Sub-awardee Tier, if known: <u>NA</u> Congressional District, if known:	5. If Reporting Entity in No. 4 is Sub-awardee, Prime Name <u>NA</u> Address <u>NA</u> Congressional District, if known: <u>NA</u>	
6. Federal Department/Agency: <u>NA</u>	7. Federal Program Name/Description: <u>NA</u> CFDA Number, if applicable: <u>NA</u>	
8. Federal Action Number, if known: <u>NA</u>	9. Award Amount, if known: \$ <u>NA</u>	
10. a. Name and Address of Lobbying Entity <u>NA</u> b. Individual Performing Services (including address if (If individual, last name, first name, MI): different from No. 10. a.) (last name, first name, MI): (Attach Continuation Sheet(s) SF-LLL-A, if necessary)		
11. Amount of Payment (check all that apply): \$ <input type="checkbox"/> Actual <input type="checkbox"/> Planned <u>NA</u>	13. Type of Payment (Check all that apply): <input type="checkbox"/> a. Retainer <input type="checkbox"/> b. One-time fee <input type="checkbox"/> c. Commission <u>NA</u> <input type="checkbox"/> d. Contingent fee <input type="checkbox"/> e. Deferred <input type="checkbox"/> f. Other; specify:	
12. Form of Payment (check all that apply): <input type="checkbox"/> a. Cash <input type="checkbox"/> b. In-kind; specify: nature and value: <u>NA</u>		
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment indicated in Item 11: (Attach Continuation Sheet(s) SF-LLL-A, if necessary) <u>NA</u>		
15. Continuation Sheet(s) SF-LLL-A attached: <input type="checkbox"/> Yes <input type="checkbox"/> No <u>NA</u>		
16. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a cash penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		

Name of Agency Patrick County Public Schools
Authorized Representative C. Dean Gilbert
Title Assistant Superintendent
Signature C. Dean Gilbert

Section 05 – Attachment F

West Piedmont Workforce Investment Board Certifications

Compliance with Nondiscrimination and Equal Opportunity Laws and Regulations

Initials (CAG)

In regards to Contracts, Grants, Loans, and Cooperative Agreements, the undersigned certifies, to the best of his or her knowledge and belief, that as a condition to the award of financial assistance under WIA from the Department of Labor, the grant applicant assures, with respect to operation of the WIA-funded program or activity and all agreements or arrangements to carry out the WIA-funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Investment Act of 1998, Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 34. The United States has the right to seek judicial enforcement of this assurance.

This certification is a material representation of fact upon which reliance was placed when this agreement was made or entered into. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the nondiscrimination and equal opportunity laws and regulations, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the nondiscrimination and equal opportunity laws and regulations.

Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

Initials (CAG)

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants Responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

- a. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
- b. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
- c. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- d. The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded”, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- e. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier

covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.

- f. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause title "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- g. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required, to check the List of Parties Excluded from Procurement or Non-procurement Programs.
- h. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

Except for transactions authorized under paragraph (e) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principles are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Certification Regarding Drug-Free Workplace

Initials (COC-)

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1978, 29 CFR Part 98, Sections 98.305, 98.320, and Subpart F.

In addition, this certification is a material representation of fact upon which reliance is placed when the agency determines to award the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

The prospective grantee certifies that it will provide a drug-free workplace by:

- i. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- ii. Establishing a drug-free awareness program to inform employees about:
 - 1. The dangers of drug abuse in the workplace;
 - 2. The grantee's policy of maintaining a drug-free workplace;
 - 3. Any available drug counseling, rehabilitation, and employee assistance programs; and

4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- iii. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- iv. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 1. Abide by the terms of the statement; and
 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- v. Notifying the agency within ten days after receiving notice under subparagraph (d)(2), with respect to any employee or otherwise receiving actual notice of such conviction;
- vi. Taking one of the following actions within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
- vii. Taking appropriate personnel action against such an employee up to and including termination; or
- viii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.
- ix. Making a good faith effort to continue to maintain a drug-free workplace.

Certification Regarding Indemnification

Initials (CGL)

It is understood by the recipient and signatory for the receiving agent that, hereafter, they will accept responsibility for the funds and their program. It is understood that each recipient is responsible for adhering to the rules/regulations promulgated by the Workforce Investment Act, U.S. Department of Labor, Virginia Community College System, and West Piedmont Workforce Investment Board in the performance of their contract.

With this understanding of responsibility, all WIA contractors will account for all Federal funds, WIA property and program income, if generated. The recipient hereby agrees to indemnify, reimburse and save harmless the West Piedmont Workforce Investment Board and Chief Local Elected Officials, for any mistakes, errors of judgments, malfeasance, theft, or other actions by the recipient or their staff which result in disallowed cost.

Name of Recipient

Authorized Representative

Title

Signature

Date

C. Dean Gilbert

Assistant Superintendent

C. Dean Gilbert

2-7-13

EQUAL EMPLOYMENT OPPORTUNITY/ NONDISCRIMINATION

I. Policy Statement

The Patrick County School Board is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, age, marital status, genetic information or disability is prohibited. Personnel decisions shall be based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

The Patrick County School Board shall provide facilities, programs and activities that are accessible, usable and available to qualified disabled persons. Further, the Patrick County School Board shall not discriminate against qualified disabled persons in the provision of health, welfare and other social services.

The statement, "Patrick County School Board is an equal opportunity employer," shall be placed on all employment application forms.

II. Notice of Policy/Prevention

This policy shall be: (1) posted in prominent areas of each school division building, (2) included in employee handbooks and (3) provided to any employee or candidate for employment upon request. Training to prevent prohibited discrimination should be included in employee in-service training.

III. Complaint Procedure

A. File Report

Any person who believes he has not received equal employment opportunities should report the alleged discrimination to one of the Compliance Officers designated in this policy. The alleged discrimination should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Any employee who has knowledge of conduct which may constitute prohibited discrimination shall immediately report such conduct to one of the Compliance Officers designated in this policy.

The reporting party should use the form, Report of Discrimination, GB-F, to make complaints of discrimination. However, oral reports and other written reports will also be accepted. The complaint must be filed with one of the Compliance Officers designated in this policy. Any complaint that involves the Compliance Officer shall be reported to the superintendent.

The complaint and the identity of the complainant and the person or persons allegedly responsible for the discrimination will be disclosed only to the extent necessary

to fully investigate the complaint and only when such disclosure is required or permitted by law. A complainant who wishes to remain anonymous will be advised that anonymity may limit the school division's ability to fully respond to the complaint.

B. Investigation

Upon receipt of a report of alleged discrimination, the Compliance Officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which generally should be not later than 14 school days after receipt of the report by the Compliance Officer. Upon receiving the complaint, the Compliance Officer will acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the complainant and the superintendent. If the Compliance Officer determines that more than 14 school days will be required to investigate the complaint, the complainant and the Superintendent will be notified of the reason for the extended investigation and the date by which the investigation will be concluded.

The investigation may consist of personal interviews with the complainant, the person(s) alleged to have violated the policy and any others who may have knowledge of the alleged discrimination or the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the complainant and the person(s) responsible for the alleged discrimination. The investigation may also include the inspection of any documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the investigation.

Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed by a complete and thorough investigation.

The Compliance Officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint alleges the superintendent has violated this policy, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged discrimination conducted under this policy or by an appropriate state or federal agency.

C. Action by Superintendent

Within 5 school days of receiving the Compliance Officer's report, the superintendent or designee shall issue a written decision regarding (1) whether this policy was violated and (2) what action, if any, should be taken.

If the complaint alleges that the superintendent has violated this policy, the School Board's standing Equal Employment Opportunity/Nondiscrimination Committee shall make the decision and determine what action should be taken. If the School Board does not have such a standing committee, at its next scheduled meeting it shall appoint a committee consisting of three of its members to handle the matter. The committee shall issue a written decision within 14 calendar days of the time the School Board receives the Compliance Officer's report or the time a committee is appointed, if there is no standing committee. The written decision shall state (1) whether this policy was violated and (2) what action, if any, should be taken.

The written decision must be mailed to or personally delivered to the complainant within 5 calendar days of the issuance of the decision. If the superintendent or committee concludes that prohibited discrimination occurred, the Patrick County School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including dismissal.

D. Appeal

If the superintendent or committee determines that no prohibited discrimination occurred, the person who was allegedly subjected to discrimination may appeal this finding to the School Board within 5 school days of receiving the decision. Notice of appeal must be filed with the superintendent, or with a member of the committee which issued the written decision, who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party and the superintendent, or the committee, whichever issued the written decision, and any other individual the School Board deems relevant. Written notice of the School Board's decision will be given to the complainant.

Employees may choose to pursue their complaints arising under this policy through the relevant employee grievance procedure instead of the complaint procedure in this policy.

E. Compliance Officer and Alternate Compliance Officer

The Patrick County School Board has designated **C. Dean Gilbert, Assistant Superintendent, Patrick County School Board Office, P.O. Box 346, Stuart, Virginia, 24171- (276) 694-3163** as the Compliance Officer responsible for identifying, investigating, preventing and remedying prohibited discrimination. Complaints of discrimination may also be made to the Alternate Compliance Officer, **Dr. Karen M. Wood, Patrick County School Board, P.O. Box 346, Stuart, Virginia, 24171- (276) 694-3163**.

The Compliance Officer shall

- receive reports or complaints of discrimination;
- conduct or oversee the investigation of any alleged discrimination;
- assess the training needs of the school division in connection with this policy;
- arrange necessary training to achieve compliance with this policy; and
- ensure that any discrimination investigation is conducted by an impartial investigator who is trained in the requirements of equal employment opportunity, and has the authority to protect the alleged victim and others during the investigation.

IV. Retaliation

Retaliation against employees who report discrimination or participate in the related proceedings is prohibited. The school division shall take appropriate action against any employee who retaliates against another employee or candidate for employment who reports alleged discrimination or participates in related proceedings. The Compliance Officer will inform persons who make complaints, who are the subject of complaints, and who participate in investigations of how to report any subsequent problems.

V. Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited discrimination including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

VI. Prevention and Notice of Policy

Training to prevent discrimination should be included in employee orientations and in-service training.

This policy shall be (1) displayed in prominent areas of each division building in a location accessible to school personnel, and (2) included in employee handbooks. All employees shall be notified annually of the names and contact information of the Compliance Officers.

VII. False Charges

Employees who knowingly make false charges of discrimination shall be subject to disciplinary action.

Adopted: July 9, 2001
Revised: April 7, 2005
August 4, 2005
August 9, 2007
January 10, 2013

Legal Refs.: 20 U.S.C. § 1681 et seq.
29 U.S.C. § 701.
42 U.S.C. §§ 6101 et seq., 2000e-2 et seq., 2000ff-1(a) and 12101 et seq.
Code of Virginia, 1950 as amended, §§ 2.2-3900, 2.2-3901, 2.2-3902.

Cross Refs:	AC	Nondiscrimination
	AD	Educational Philosophy
	BCE	School Board Committees
	GB-F	Report of Discrimination
	GBA/JFHA	Prohibition Against Harassment and Retaliation
	GBM	Professional Staff Grievances
	GBMA	Support Staff Grievances
	GCPD	Professional Staff Discipline
	JB	Equal Educational Opportunities/Nondiscrimination
	KKK	Service Animals in Public Schools

**UNLAWFUL MANUFACTURE, DISTRIBUTION, DISPENSING,
POSSESSION OR USE OF A CONTROLLED SUBSTANCE**

The Patrick County School Board is committed to maintaining a Drug-Free Workplace.

Prohibited Conduct

Employees may not unlawfully manufacture, distribute, dispense, possess or use a controlled substance on school property, at any school activity, or on any school-sponsored trip. It is a condition of employment that each employee of the Patrick County School Board will not engage in such prohibited conduct and will notify the Patrick County School Board of any criminal drug conviction for a violation occurring on school property, at any school activity, or on any school-sponsored trip no later than 5 days after such conviction. An employee who is convicted of criminal drug activity for a violation occurring on school property, at any school activity, or on any school-sponsored trip will be subject to appropriate discipline, up to and including termination, or required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

Discipline

The superintendent and School Board will take appropriate personnel action up to and including dismissal of any employee found to have engaged in prohibited conduct listed above. Such personnel action will include the imposition of a sanction on, or the requiring of the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is convicted of a violation occurring on school property, at any school activity, or on any school-sponsored trip.

Distribution of Policy

All employees shall be given a copy of this policy.

Drug-Free Awareness Program

The Patrick County School Board shall establish a drug-free awareness program to inform its employees about the dangers of drug abuse in the workplace, the Board's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for violations of laws and policies regarding drug abuse.

Adopted: April 14, 2011

Legal Refs.: 41 U.S.C. § 702, 703.

Code of Virginia, 1950, as amended, § 22.1-78.

Cross Refs.:	GCPD	Professional Staff Members: Contract Status and Discipline
	GDPD	Support Staff Members: Contract Status and Discipline
	GDQ	School Bus Drivers

Procedure for Adjusting Grievances

8 VAC 20-90-10 et seq.

Adopted by the Board of Education
Effective May 2, 2005

PATRICK COUNTY PUBLIC SCHOOLS

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Procedure for Adjusting Grievances May 2005

PART I Definitions

8 VAC 20-90-10. Definitions.

The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise:

“Business day” means, in accordance with §§ 22.1-312 of the Code of Virginia, any day that the relevant school board office is open.

“Days” means calendar days unless a different meaning is clearly expressed in this procedure. Whenever any period of time fixed by this procedure shall expire on a Saturday, Sunday, or legal holiday, the period of time for taking action under this procedure shall be extended to the next day if it is not a Saturday, Sunday, or legal holiday.

“Dismissal” means the dismissal of any teacher within the term of such teacher’s contract and the nonrenewal of a contract of a teacher on a continuing contract.

“Grievance” means, for the purpose of Part II (8 VAC 20-90-20 et seq.), a complaint or a dispute by a teacher relating to his employment, including but not necessarily limited to the application or interpretation of personnel policies, rules and regulations, ordinances, and statutes; acts of reprisal as a result of discrimination on the basis of race, color, creed, political affiliation, handicap, age, national origin, or sex. “Grievance” means, for the purposes of Part III (8 VAC 20-90-60 et seq.), a complaint or a dispute involving a teacher relating to his employment involving dismissal or placing on probation. The term “grievance” shall not include a complaint or dispute by a teacher relating to the establishment and revision of wages or salaries, position classifications or general benefits; suspension of a teacher or nonrenewal of the contract of a teacher who has not achieved continuing contract status; the establishment or contents of ordinances, statutes, or personnel policies, procedures, rules and regulations; failure to promote; or discharge, layoff, or suspension from duties because of decrease in enrollment, decrease in a particular subject, abolition of a particular subject, insufficient funding; hiring, transfer, assignment, and retention of teachers within the school division; suspension from duties in emergencies; or the methods, means, and personnel by which the school division’s operations are to be carried on. While these management rights are reserved to the school board, failure to apply, where applicable, these rules, regulations, policies, or procedures as written or established by the school board is grievable.

“Personnel file” means, for the purposes of Part III (8 VAC 20-90-60 et seq.), any and all memoranda, entries, or other documents included in the teacher’s file as maintained in the central school administration office or in any file regarding the teacher maintained within a school in which the teacher serves.

“Probation” means a period not to exceed one year during which time it shall be the duty of the teacher to remedy those deficiencies which give rise to the probationary status.

“Teacher” or “teachers” means, for the purpose of Part II (8 VAC 20-90-20 et seq.), all employees of the school division involved in classroom instruction and all other full-time employees of the school division except those employees classified as supervising employees. **“Teacher”** means, for the purposes of Part III (8 VAC 20-90-60 et seq.), all regularly certified professional public school personnel employed under a written contract as provided by § 22.1-302 of the Code of Virginia, by any school division as a teacher or supervisor of classroom teachers but excluding all superintendents.

“Shall file,” “shall respond in writing,” or “shall serve written notice” means the document is either delivered personally to the grievant or office of the proper school board representative or is mailed by registered or certified mail, return receipt requested, and postmarked within the time limits prescribed by this procedure.

“Supervisory employee” means any person having authority in the interest of the board (i) to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees; and (ii) to direct other employees; or (iii) to adjust the grievance of other employees; or (iv) to recommend any action set forth in clause (i), (ii), or (iii) above; provided that the authority to act as set forth in clause (i), (ii), (iii) or (iv) requires the exercise of independent judgment and is not merely routine and clerical in nature.

“Written grievance appeal” means a written or typed statement describing the event or action complained of, or the date of the event or action, and a concise description of those policies, procedures, regulations, ordinances or statutes upon which the teacher bases his claim. The grievant shall specify what he expects to obtain through use of the grievance procedure. A statement shall be written upon forms prescribed by the Board of Education and supplied by the local school board.

PART II

Grievance Procedure

8 VAC 20-90-20.

Purpose of Part II of this Grievance Procedure.

The purpose of Part II of the Procedure for Adjusting Grievances is to provide an orderly procedure for resolving disputes concerning the application, interpretation, or violation of any of the provisions of local school board policies, rules, and regulations as they affect the work of teachers, other than dismissals or probation. An equitable solution of grievances should be secured at the most immediate administrative level. The procedure should not be construed as limiting the right of any teacher to discuss any matter of concern with any member of the school administration nor should the procedure be construed to restrict any teacher's right to seek, or the school division administration's right to provide, review of complaints that are not included within the definition of a grievance. Nothing in this procedure shall be interpreted to limit a school board's exclusive final authority over the management and operation of the school division.

8 VAC 20-90-30.

Grievance Procedure.

Recognizing that grievances should be begun and settled promptly, a grievance must be initiated within 15 business days following either the event giving rise to the grievance, or within 15 business days following the time when the employee knew or reasonably should have known of its occurrence. Grievances shall be processed as follows:

1. **Step 1 - Informal.** The first step shall be an informal conference between the teacher and his immediate supervisor (which may be the principal). The teacher shall state the nature of the grievance, and the immediate supervisor shall attempt to adjust the grievance. It is mandatory that the teacher present the grievance informally prior to proceeding to Step 2.
2. **Step 2 - Principal.** If for any reason the grievance is not resolved informally in Step 1 to the satisfaction of the teacher, the teacher must perfect his grievance by filing said grievance in writing within 15 business days following the event giving rise to the grievance, or within 15 business days following the time when the employee knew or reasonably should have known of its occurrence, specifying on the form the specific relief expected. Regardless of the outcome of Step 1, if a written grievance is not, without just cause, filed within the specified time, the grievance will be barred.

A meeting shall be held between the principal (or his designee or both) and the teacher (or his designee or both) within five business days of the receipt by the principal of the written grievance. At such meeting the teacher or other party involved, or both, shall be entitled to present appropriate witnesses and to be accompanied by a representative other than an attorney. The principal (or his designee or both) shall respond in writing within five business days following such meeting.

The principal may forward to the teacher within five days from the receipt of the written grievance a written request for more specific information regarding the grievance. The teacher shall file an answer thereto within 10 business days, and the meeting must then be held within five business days thereafter.

3. **Step 3 - Superintendent.** If the grievance is not settled to the teacher's satisfaction in Step 2, the teacher can proceed to Step 3 by filing a written notice of appeal with the superintendent, accompanied by the original grievance appeal form within five business days after receipt of the Step 2 answer (or the due date of such answer). A meeting shall then be held between the superintendent (or his designee or both) and the teacher (or his designee or both) at a mutually agreeable time within five business days. At such meeting both the superintendent and the teacher shall be entitled to present witnesses and to be accompanied by a representative who may be an attorney. A representative may examine, cross-examine, question, and present evidence on behalf of a grievant or the superintendent without violating the provisions of § 54.1-3904 of the Code of Virginia. If no settlement can be reached in said meeting, the superintendent (or his designee) shall respond in writing within five business days following such meeting. The superintendent or designee may make a written request for more specific information from the teacher, but only if such was not requested in Step 2. Such request shall be answered within 10 business days, and the meeting shall be held within five business days of the date on which the answer was received. If the grievance is not resolved to the satisfaction of the teacher in Step 3, the teacher may elect to have a hearing by a fact-finding panel, as provided in Step 4, or after giving proper notice may request a decision by the school board pursuant to Step 5.
4. **Step 4 - Fact-finding panel.** In the event the grievance is not settled upon completion of Step 3, either the teacher or the school board may elect to have a hearing by a fact-finding panel prior to a decision by the school board, as provided in Step 4. If the teacher elects to proceed to Step 4, he must notify the superintendent in writing of the intention to request a fact-finding panel and enclose a copy of the original grievance form within five business days after receipt of a Step 3 answer (or the due date of such answer). If the school board elects to proceed to a fact-finding panel, the superintendent must serve written notice of the board's intention to the grievant within 15 business days after the answer provided by Step 3.
 - a. **Panel.** Within five business days after the receipt by the division superintendent of the request for a fact-finding panel, the teacher and the division superintendent shall each select one panel member from among the employees of the school division other than an individual involved in any previous phase of the grievance procedure as a supervisor, witness or representative. The two panel members so selected shall within five business days of their selection select a third impartial panel member.
 - b. **Selection of impartial third member.** In the event that both panel members are unable to agree upon a third panel member within five business days, both members of the panel shall request the chief judge of the circuit court

- c. having jurisdiction of the school division to furnish a list of five qualified and impartial individuals from which one individual shall be selected by the two members of the panel to serve as the third member. The individuals named by the chief judge may reside either within or outside the jurisdiction of the circuit court, be residents of the Commonwealth of Virginia, and in all cases shall possess some knowledge and expertise in public education and education law and shall be deemed by the judge capable of presiding over an administrative hearing. Within five business days after receipt by the two panel members of the list of fact finders nominated by the chief judge, the panel members shall meet to select the third panel member. Selection shall be made by alternately deleting names from the list until only one remains. The panel member selected by the teacher shall make the first deletion. The third impartial panel member shall chair the panel. No elected official shall serve as a panel member. Panel members shall not be parties to, or witnesses to, the matter grieved. With the agreement of the teacher's and division superintendent's panel members, the impartial panel member shall have the authority to conduct the hearing and make recommendations as set forth herein while acting as a hearing officer.

The Attorney General shall represent personally or through one of his assistants any third impartial panel member who shall be made a defendant in any civil action arising out of any matter connected with his duties as a panel member. If, in the opinion of the Attorney General, it is impracticable or uneconomical for such legal representation to be rendered by him or one of his assistants, he may employ special counsel for this purpose, whose compensation shall be fixed by the Attorney General and be paid out of the funds appropriated for the administration of the Department of Education.

- c. Holding of hearing. The hearing shall be held by the panel within 30 business days from the date of the selection of the final panel member. The panel shall set the date, place, and time for the hearing and shall so notify the division superintendent and the teacher. The teacher and the division superintendent each may have present at the hearing and be represented at all stages by a representative or legal counsel.

- d. Procedure for fact-finding panel.

- (1) The panel shall determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing, provided that, at the request of the teacher, the hearing shall be private.
- (2) The panel may ask, at the beginning of the hearing, for statements from the division superintendent and the teacher clarifying the issues involved.
- (3) The parties shall then present their claims and evidence. Witnesses may be questioned by the panel members, the teacher and the

division superintendent. The panel may, at its discretion, vary this procedure, but shall afford full and equal opportunity to all parties to present any material or relevant evidence and shall afford the parties the right of cross-examination.

- (4) The parties shall produce such additional evidence as the panel may deem necessary to an understanding and determination of the dispute. The panel shall be the judge of the relevancy and materiality of the evidence offered. All evidence shall be taken in the presence of the panel and of the parties.
- (5) Exhibits offered by the teacher or the division superintendent may be received in evidence by the panel and, when so received, shall be marked and made a part of the record.
- (6) The facts found and recommendations made by the panel shall be arrived at by a majority vote of the panel members.
- (7) The hearing may be reopened by the panel, on its own motion or upon application of the teacher or the division superintendent, for good cause shown, to hear after-discovered evidence at any time before the panel's report is made.
- (8) The panel shall make a written report which shall include its findings of fact and recommendations and shall file it with the members of the school board, the division superintendent, and the teacher, not later than 30 business days after the completion of the hearing.
- (9) A stenographic record or tape recording of the proceedings shall be taken. However, in proceedings concerning grievances not related to dismissal or probation, the recording may be dispensed with entirely by mutual consent of the parties. In such proceedings, if the recording is not dispensed with the two parties shall share equally the cost of the recording. If either party requests a transcript, that party shall bear the expense of its preparation.

In cases of dismissal or probation, a record or recording of the proceedings shall be made and preserved for a period of six months. If either the teacher or the school board requests that a transcript of the record or recording be made at any time prior to expiration of the six-month period, it shall be made and copies shall be furnished to both parties. The school board shall bear the expense of the recording and the transcription.

- (10) The recommendations and findings of fact of the panel submitted to the school board shall be based exclusively upon the evidence presented to the panel at the hearing. No panel member shall conduct an independent investigation involving the matter grieved.

e. Expenses.

- (1) The teacher shall bear his own expenses. The school board shall bear the expenses of the division superintendent. The expenses of the panel shall be borne one half by the school board and one half by the teacher.
 - (2) The parties shall set the per diem rate of the panel. If the parties are unable to agree on the per diem, it shall be fixed by the chief judge of the circuit court. No employee of the school division shall receive such per diem for service on a panel during his normal business hours if he receives his normal salary for the period of such service.
 - (3) Witnesses who are employees of the school board shall be granted release time if the hearing is held during the school day. The hearing shall be held at the school in which most witnesses work, if feasible.
- f. Right to further hearings. Following a hearing by a fact-finding panel, the teacher shall not have the right to a further hearing by the school board as provided in subsection 5 c of this section. The school board shall have the right to require a further hearing in any grievance proceeding as provided in subsection 5 c of this section.

5. Step 5 - Decision by the school board.

- a. If a teacher elects to proceed directly to a determination before the school board as provided for in Step 5, he must notify the superintendent in writing of the intention to appeal directly to the board, of the grievance alleged and the relief sought within five business days after receipt of the answer as required in Step 3 or the due date thereof. Upon receipt of such notice, the school board may elect to have a hearing before a fact-finding panel, as indicated in Step 4, by filing a written notice of such intention with the teacher within 10 business days of the deadline for the teacher's request for a determination by the school board.
- b. In the case of a hearing before a fact-finding panel, the school board shall give the grievant its written decision within 30 days after the school board receives both the transcript of such hearing, if any, and the panel's finding of fact and recommendations unless the school board proceeds to a hearing under subdivision 5 c of this section. The decision of the school board shall be reached after considering the transcript, if any; the findings of fact and recommendations of the panel; and such further evidence as the school board may receive at any further hearing which the school board elects to conduct.
- c. In any case in which a hearing before a fact-finding panel is held in accordance with Step 4, the local school board may conduct a further hearing before such school board.

- (1) The local school board shall initiate such hearing by sending written notice of its intention to the teacher and the division superintendent within 10 days after receipt by the board of the findings of fact and recommendations of the fact-finding panel and any transcript of the panel hearing. Such notice shall be provided upon forms to be prescribed by the Board of Education and shall specify each matter to be inquired into by the school board.
- (2) In any case where such further hearing is held by a school board after a hearing before the fact-finding panel, the school board shall consider at such further hearing the transcript, if any; the findings and recommendations of the fact-finding panel; and such further evidence including, but not limited to, the testimony of those witnesses who have previously testified before the fact-finding panel as the school board deems may be appropriate or as may be offered on behalf of the grievant or the administration.
- (3) The further hearing before the school board shall be set within 30 days of the initiation of such hearing, and the teacher must be given at least 15 days written notice of the date, place, and time of the hearing. The teacher and the division superintendent may be represented by legal counsel or other representatives. The hearing before the school board shall be private, unless the teacher requests a public hearing. The school board shall establish the rules for the conduct of any hearing before it. Such rules shall include the opportunity for the teacher and the division superintendent to make an opening statement and to present all material or relevant evidence, including the testimony of witnesses and the right of all parties or their representatives to cross-examine the witnesses. Witnesses may be questioned by the school board.

The school board's attorney, assistants, or representative, if he, or they, represented a participant in the prior proceedings, the grievant, the grievant's attorney, or representative and, notwithstanding the provisions of § 22.1-69 of the Code of Virginia, the superintendent shall be excluded from any executive session of the school board which has as its purpose reaching a decision on a grievance. However, immediately after a decision has been made and publicly announced, as in favor of or not in favor of the grievant, the school board's attorney or representative, and the superintendent, may join the school board in executive session to assist in the writing of the decision.

A stenographic record or tape recording of the proceedings shall be taken. However, in proceedings concerning grievances not related to dismissal or probation, the recording may be dispensed with entirely by mutual consent of the parties. In such proceedings, if the recording is not dispensed with, the two parties shall share the cost of the recording equally, and if either

party requests a transcript, that party shall bear the expense of its preparation.

In the case of dismissal or probation, a record or recording of the proceedings shall be made and preserved for a period of six months. If either the teacher or the school board requests that a transcript of the record or recording be made at any time prior to the expiration of the six month period, it shall be made and copies shall be furnished to both parties. The school board shall bear the expense of the recording and the transcription.

- (4) The decision of the school board shall be based solely on the transcript, if any; the findings of fact and recommendations of the fact-finding panel; and any evidence relevant to the issues of the original grievance procedure at the school board hearing in the presence of each party. The school board shall give the grievant its written decision within 30 days after the completion of the hearing before the school board. In the event the school board's decision is at variance with the recommendations of the fact-finding panel, the school board's written decision shall include the rationale for the decision.
- d. In any case where a hearing before a fact-finding panel is not held, the board may hold a separate hearing or may make its determination on the basis of the written evidence presented by the teacher and the recommendation of the superintendent.
- e. The school board shall retain its exclusive final authority over matters concerning employment and the supervision of its personnel.

8 VAC 20-90-40. Grievability.

A. Initial determination of grievability. Decisions regarding whether a matter is grievable shall be made by the school board at the request of the division superintendent or grievant. The school board shall reach its decision only after allowing the division superintendent and the grievant opportunity to present written or oral arguments regarding grievability. The decision as to whether the arguments shall be written or oral shall be at the discretion of the school board. Decisions shall be made within 10 business days of such request. Such determination of grievability shall be made subsequent to the reduction of the grievance to writing but prior to any panel or board hearing or the right to such determination shall be deemed to have been waived. Failure of the school board to make such a determination within such a prescribed 10-business-day period shall entitle the grievant to advance to the next step as if the matter were grievable.

B. Appeal of determination on grievability.

1. Decisions of the school board may be appealed to the circuit court having jurisdiction in the school division for a hearing on the issue of grievability.

a. Proceedings for a review of the decision of the school board shall be instituted by filing a notice of appeal with the school board within 10 business days after the date of the decision and giving a copy thereof to all other parties.

b. Within 10 business days thereafter, the school board shall transmit to the clerk of the court to which the appeal is taken a copy of its decision, a copy of the notice of appeal and the exhibits. The failure of the school board to transmit the record within the time allowed shall not prejudice the rights of the grievant. The court may, on motion of the grievant, issue a writ of certiorari requiring the school board to transmit the record on or before a certain date.

c. Within 10 business days of receipt by the clerk of such record, the court, sitting without a jury, shall hear the appeal on the record transmitted by the school board and such additional evidence as may be necessary to resolve any controversy as to the correctness of the record. The court may, in its discretion, receive such other evidence as the ends of justice require.

d. The court may affirm the decision of the school board or may reverse or modify the decision. The decision of the court shall be rendered not later than 15 days from the date of the conclusion of the court's hearing.

8 VAC 20-90-50. Time Limitations.

- A. The right of any party to proceed at any step of this Part II grievance procedure shall be conditioned upon compliance with the time limitations and other requirements set forth in this procedure.
- B. The failure of the teacher to comply with all substantial procedural requirements including initiation of the grievance and notice of appeal to the next step in the procedure, shall eliminate the teacher's right to any further proceedings on the grievance unless just cause for such failure can be shown.
- C. The failure of the school board or any supervisory employee to comply with all substantial procedural requirements without just cause shall entitle the grievant, at his option, to advance to the next step in the procedure or, at the final step, to a decision in his favor.
- D. The determination as to whether the substantial procedural requirements of this Part II of the Procedure for Adjusting Grievances have been complied with shall be made by the school board. In any case in which there is a factual dispute as to whether the procedural requirements have been met or just cause has been shown for failure to comply, the school board shall have the option of allowing the grievant to proceed to its next step. The fact that the grievance is allowed to proceed in such case shall not prevent any party

from raising such failure to observe the substantial procedural requirements as an affirmative defense at any further hearing involving the grievance.

PART III

Procedure for Dismissals or Placing on Probation and Time Limitations

8 VAC 20-90-60. Dispute resolution.

This Part III of the Procedure for Adjusting Grievances adopted by the Board of Education in accordance with the statutory mandate of Article 3, (§ 22.1-306 et seq.) Chapter 15 of Title 22.1 of the Code of Virginia and the Standards of Quality for school divisions, Chapter 13.1 (§22.1-253.13:1 et seq.) of Title 22.1 of the Code of Virginia, is to provide an orderly procedure for the expeditious resolution of disputes involving the dismissal or placing on probation of any teacher

8 VAC 20-90-70. Procedure for dismissals or placing on probation.

A. Notice to teacher of recommendation for dismissal or placing on probation.

1. In the event a division superintendent determines to recommend dismissal of any teacher, or the placing on probation of a teacher on continuing contract, written notice shall be sent to the teacher on forms to be prescribed by the Board of Education notifying him of the proposed dismissal, or placing on probation, and informing the teacher that within 15 days after receiving the notice, the teacher may request a hearing before the school board, or before a fact-finding panel as hereinafter set forth.
2. During such 15-day period and thereafter until a hearing is held in accordance with the provisions herein, if one is requested by the teacher, the merits of the recommendation of the division superintendent shall not be considered, discussed, or acted upon by the school board except as provided for herein.
3. At the request of the teacher, the superintendent shall provide the reasons for the recommendation in writing or, if the teacher prefers, in a personal interview. In the event a teacher requests a hearing pursuant to § 22.1-311 or § 22.1-312 of the Code of Virginia, the division superintendent shall provide, within 10 days of the request, the teacher or his representative with the opportunity to inspect and copy his personnel file and all other documents relied upon in reaching the decision to recommend dismissal or probation. Within 10 days of the request of the division superintendent, the teacher, or his representative, shall provide the division superintendent with the opportunity to inspect and copy the documents to be offered in rebuttal to the decision to recommend dismissal or probation. The division superintendent and the teacher or his representative shall be under a continuing duty to disclose and produce any additional documents identified later that may be used in the respective parties' cases-in-chief. The cost of copying such documents shall be paid by the requesting party.

B. Fact-finding panel. Within 15 days after the teacher receives the notice referred to in subdivision A 1 of this section, either the teacher, or the school board, by written notice to the other party upon a form to be prescribed by the Board of Education, may elect to have a hearing before a fact-finding panel prior to any decision by the school board.

1. **Panel.** Within five business days after the receipt by the division superintendent of the request for a fact-finding panel, the teacher and the division superintendent shall each select one panel member from among the employees of the school division other than an individual involved in the recommendation of dismissal or placing on probation as a supervisor, witness, or representative. The two panel members so selected shall within five business days of their selection select a third impartial panel member.

2. **Selection of impartial third member.** In the event that both panel members are unable to agree upon a third panel member within five business days, both members of the panel shall request the chief judge of the circuit court having jurisdiction of the school division to furnish a list of five qualified and impartial individuals from which list one individual shall be selected by the two members of the panel as the third member. The individuals named by the chief judge may reside either within or without the jurisdiction of the circuit court, be residents of the Commonwealth of Virginia, and in all cases shall possess some knowledge and expertise in public education and education law, and shall be deemed by the judge capable of presiding over an administrative hearing. Within five business days after receipt by the two panel members of the list of fact finders nominated by the chief judge, the panel members shall meet to select the third panel member. Selection shall be made by the panel members alternately deleting names from the list until only one remains with the panel member selected by the teacher to make the first deletion. The third impartial panel member shall chair the panel. No elected official shall serve as a panel member. Panel members shall not be parties to, or witnesses to, the matter grieved. With the agreement of the teacher's and division superintendent's panel members, the impartial panel member shall have the authority to conduct the hearing and make recommendations as set forth herein while acting as a hearing officer.

The Attorney General shall represent personally or through one of his assistants any third impartial panel member who shall be made a defendant in any civil action arising out of any matter connected with his duties as a panel member. If, in the opinion of the Attorney General, it is impracticable or uneconomical for such legal representation to be rendered by him or one of his assistants, he may employ special counsel for this purpose, whose compensation shall be fixed by the Attorney General and be paid out of the funds appropriated for the administration of the Department of Education.

3. **Holding of hearing.** The hearing shall be held by the panel within 30 calendar days from the date of the selection of the final panel member. The panel shall set the date, place, and time for the hearing and shall so notify the division superintendent and the teacher. The teacher and the division superintendent each may have present at the hearing and be represented at all stages by legal counsel or another representative.

4. Procedure for fact-finding panel.

- a. The panel shall determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing, provided that, at the request of the teacher, the hearing shall be private.
- b. The panel may ask, at the beginning of the hearing, for statements from the division superintendent and the teacher (or their representative) clarifying the issues involved.
- c. The parties shall then present their claims and evidence. Witnesses may be questioned by the panel members, the teacher and the division superintendent. However, the panel may, at its discretion, vary this procedure but shall afford full and equal opportunity to all parties for presentation of any material or relevant evidence and shall afford the parties the right of cross examination.
- d. The parties shall produce such additional evidence as the panel may deem necessary to an understanding and determination of the dispute. The panel shall be the judge of relevancy and materiality of the evidence offered. All evidence shall be taken in the presence of the panel and of the parties.
- e. Exhibits offered by the teacher or the division superintendent may be received in evidence by the panel and, when so received, shall be marked and made a part of the record.
- f. The facts found and recommendations made by the panel shall be arrived at by a majority vote of the panel members.
- g. The recommendations and findings of fact of the panel shall be based exclusively upon the evidence presented to the panel at the hearing. No panel member shall conduct an independent investigation involving the matter grieved.
- h. The hearing may be reopened by the panel at any time before the panel's report is made upon its own motion or upon application of the teacher or the division superintendent for good cause shown to hear after-discovered evidence.
- i. The panel shall make a written report which shall include its findings of fact and recommendations and shall file it with the members of the school board, the division superintendent, and the teacher, not later than 30 days after the completion of the hearing.
- j. A stenographic record or tape recording of the proceedings shall be taken. However, in proceedings concerning grievances not related to dismissal or probation, the recording may be dispensed with entirely by the mutual consent of the parties. In such proceedings, if the recording is not dispensed with, the two parties shall share the cost of the recording equally; if either party requests a transcript, that party shall bear the expense of its preparation.

In cases of dismissal or probation, a record or recording of the proceedings shall be made and preserved for a period of six months. If either the teacher or the school board

requests that a transcript of the record or recording be made at any time prior to expiration of the six-month period, it shall be made and copies shall be furnished to both parties. The school board shall bear the expense of the recording and the transcription.

5. Expenses.

a. The teacher shall bear his own expenses. The school board shall bear the expenses of the division superintendent. The expenses of the panel shall be borne one half by the school board and one half by the teacher.

b. The parties shall set the per diem rate of the panel. If the parties are unable to agree on the per diem, it shall be fixed by the chief judge of the circuit court. No employee of the school division shall receive such per diem for service on a panel during his normal business hours if he receives his normal salary for the period of such service.

6. Right to further hearing. If the school board elects to have a hearing by a fact-finding panel on the dismissal or placing on probation of a teacher, the teacher shall have the right to a further hearing by the school board as provided in subsection C of this section. The school board shall have the right to require a further hearing as provided in subsection C also.

7. Witnesses. Witnesses who are employees of the school board shall be granted release time if the hearing is held during the school day. The hearing shall be held at the school in which most witnesses work, if feasible.

C. Hearing by school board.

1. After receipt of the notice of pending dismissal or placing on probation described in subdivision A 1 of this section, the teacher may request a hearing before the school board by delivering written notice to the division superintendent within 15 days from the receipt of notice from the superintendent. Subsequent to the hearing by a fact-finding panel under subsection B of this section, the teacher, as permitted by subdivision B 6 of this section, or the school board may request a school board hearing by written notice to the opposing party and the division superintendent within 10 business days after the receipt by the party initiating such hearing of the findings of fact and recommendations made by the fact-finding panel and the transcript of the panel hearing. Such notice shall be provided upon a form to be prescribed by the Board of Education and shall specify each matter to be inquired into by the school board.

2. In any case in which a further hearing is held by a school board after a hearing before the fact-finding panel, the school board shall consider at such further hearing the record, or transcript, if any, the findings of fact and recommendations made by the fact-finding panel and such further evidence, including, but not limited to, the testimony of those witnesses who have previously testified before the fact-finding panel as the school board deems may be appropriate or as may be offered on behalf of the teacher or the superintendent.

3. The school board hearing shall be set and conducted within 30 days of the receipt of the teacher's notice or the giving by the school board of its notice. The teacher shall be given at least 15 days written notice of the date, place, and time of the hearing and such notice shall also be provided to the division superintendent.

4. The teacher and the division superintendent may be represented by legal counsel or other representatives. The hearing before the school board shall be private, unless the teacher requests a public hearing. The school board shall establish the rules for the conduct of any hearing before it, and such rules shall include the opportunity for the teacher and the division superintendent to make an opening statement and to present all material or relevant evidence including the testimony of witnesses and the right of all parties to cross-examine the witnesses. Witnesses may be questioned by the school board. The school board may hear a recommendation for dismissal and make a determination whether to make a recommendation to the Board of Education regarding the teacher's license at the same hearing or hold a separate hearing for each action.

5. A record or recording of the proceedings shall be made and preserved for a period of six months. If either the teacher or the school board requests that a transcript of the record or recording be made at any time prior to expiration of the six-month period, it shall be made and copies shall be furnished to both parties. The board shall bear the expense of the recording and the transcription.

6. The school board shall give the teacher its written decision within 30 days after the completion of the hearing before the school board.

7. The decision by the school board shall be based on the transcript, the findings of the fact and recommendations made by the fact-finding panel, and any evidence relevant to the issues of the original grievance produced at the school board hearing in the presence of each party.

The school board's attorney, assistants, or representative, if he or they represented a participant in the prior proceedings, the grievant, the grievant's attorney, or representative and, notwithstanding the provisions of § 22.1-69 of the Code of Virginia, the superintendent shall be excluded from any executive session of the school board which has as its purpose reaching a decision on a grievance. However, immediately after a decision has been made and publicly announced, as in favor of or not in favor of the grievant, the school board's attorney or representative and the superintendent may join the school board in executive session to assist in the writing of the decision.

D. School board determination.

1. In any case in which a hearing is held before a fact-finding panel but no further hearing before the school board is requested by either party, the school board shall give the teacher its written decision within 30 days after the school board receives both the transcript of such hearing and the panel's findings of the fact and recommendation. The decision of the school board shall be reached after considering the transcript, the findings of fact, and the recommendations made by the panel.

2. The school board may dismiss, suspend, or place on probation a teacher upon a majority vote of a quorum of the school board. In the event the school board's decision is at variance with the recommendations of the fact-finding panel, the school board shall be required to conduct an additional hearing which shall be public unless the teacher requests a private one. However, if the fact-finding hearing was held in private, the additional hearing shall be held in private. The hearing shall be conducted by the school board pursuant to subdivisions C 1 and 2 of this section, except that the grievant and the division superintendent shall be allowed to appear, to be represented, and to give testimony. However, the additional hearing shall not include examination and cross-examination of any other witnesses. The school board's written decision shall include the rationale for the decision.

8 VAC 20-90-80. Time Limitations.

The right of any party to proceed at any step of the grievance procedure shall be conditioned upon compliance with the time limitations and other requirements set forth in this grievance procedure.

1. The failure of the grievant to comply with all substantial procedural requirements shall terminate the teacher's right to any further proceedings on the grievance unless just cause for such failure can be shown.
2. The failure of the school board or of any supervisory employee to comply with all substantial procedural requirements without just cause shall entitle the grievant, at his option, to advance to the next step in the procedure or, at the final step, to a decision in his favor.
3. The determination as to whether the substantial procedural requirements of this Part III of the Procedure for Adjusting Grievances have been complied with shall be made by the school board. In any case in which there is a factual dispute as to whether the procedural requirements have been met or just cause has been shown for failure to comply, the school board shall have the option of allowing the grievance to proceed to its next step. The fact that the grievance is allowed to proceed in such case shall not prevent any party from raising such failure to observe the substantial procedural requirements as an affirmative defense at any further hearing involving the grievance.

APPENDIX

FORMS FOR PART II OF THE PROCEDURE FOR ADJUSTING GRIEVANCES

*Enclosed herein are the necessary forms for adjusting grievances in accordance with Part II of the
Grievance Procedure of the State Board of Education.*

*The grievant is advised to become familiar with the procedure for adjusting grievances.
Special emphasis should be given to the procedural steps.*

VIRGINIA BOARD OF EDUCATION

PATRICK COUNTY PUBLIC SCHOOLS

_____ Public Schools

STATEMENT OF GRIEVANCE

STEP 2 – TO BE PRESENTED TO PRINCIPAL

Name of grievant	Date filed	
School/department of assignment	Subject	area or grade
Immediate superior and/or principal	Grievant's	representative

Policy, procedure, regulation, ordinance, statute being grieved, and date you knew of reasonably should have known of its occurrence:

Statement of grievance:

Specific relief requested:

Grievant's signature	Representative's signature
Date	Date

PRINCIPAL'S DECISION

STEP 2 – DECISION TO BE PRESENTED TO GRIEVANT

Name of grievant	Date grievance received
------------------	-------------------------

Decision of principal or designee:

___ I lack the authority to grant the relief requested.

Signature of principal or designee	Date
Is the above decision acceptable to grievant?	<u>Check one box</u> <input type="checkbox"/> Yes <input type="checkbox"/> No

___ I hereby appeal this decision to Step 3, Superintendent's Level.

Grievant's signature	Date
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SUPERINTENDENT'S LEVEL

STEP 3 – DECISION TO BE PRESENTED TO GRIEVANT

Name of grievant	Date appeal received
------------------	----------------------

Decision of superintendent or designee:

Signature of superintendent or designee	Date
Is the above decision acceptable to the grievant?	<u>Check one box</u> <input type="checkbox"/> Yes <input type="checkbox"/> No

_____ I hereby appeal this decision.

Grievant's signature	Date
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REQUEST FOR HEARING

STEP 5 – DECISION TO BE PRESENTED TO GRIEVANT

Name of Grievant	Date grievance filed
------------------	----------------------

(Check one)

____ I hereby petition the attached grievance be submitted to an advisory fact-finding hearing.

_____ Panel Designee

____ I hereby waive my right to an advisory fact-finding hearing and petition that the following grievance be submitted to the board.

Grievant's signature	Representative's signature
Date	Date

**FORMS FOR PART III
OF THE PROCEDURE FOR
ADJUSTING GRIEVANCES**

FORMS FOR PROPOSED DISMISSAL/PROBATION

Enclosed herein are the necessary forms for proposed dismissal/probation proceeding as prescribed in Part III of the procedure enacted by the State Board of Education.

VIRGINIA BOARD OF EDUCATION

PATRICK COUNTY PUBLIC SCHOOLS

PUBLIC SCHOOLS

**NOTIFICATION: NOTICE OF PROPOSED DISMISSAL OR PROPOSED
PLACING ON PROBATION**

Date

Name of teacher

School/department of assignment

(Check one)

_____ The Division Superintendent will recommend to the School Board that you be placed on probation for the period:

_____ to _____
(date) (date)

At your request reasons for this recommendation will be provided to you in writing or in a personal interview.

_____ The Division Superintendent will recommend to the School Board that you be dismissed from your position as:

(position)

At your request reasons for this recommendation will be provided to you in writing or in a personal interview.

You have 15 days from receipt of this form to request, in writing, a hearing before the School Board or an advisory fact-finding panel as provided in the procedure. Please advise me as soon as possible whether you wish to have such a hearing (see attached form). Enclosed, for your information, is a copy of the procedure.

Signature of Superintendent

REQUEST FOR HEARING

TO BE SUBMITTED TO SUPERINTENDENT

Name of Teacher	Superintendent's proposed action ____ Dismissal ____ Probation
-----------------	--

(Check one)

____ I hereby request that I be afforded an advisory fact-finding hearing on the above referenced matter.

____ Panel Designee

____ I hereby waive my right to an advisory fact-finding hearing and request that I be afforded a hearing before the School Board on the above referenced matter.

Teacher's signature	Representative's signature
Date	Date

ATTACHMENT G

VSBA Property & Casualty Pool
Common Policy Declarations
2012-13

NAMED INSURED **Patrick County Public Schools**

MAILING ADDRESS **P.O. Box 346**
Stuart, VA 24171

POLICY PERIOD **7/1/2012 TO 6/30/2013**
12:01 A.M. of the Start Date to Midnight of the End Date,
Standard Time at Mailing Address of the Insured as Shown Above

BUSINESS DESCRIPTION	School District
-----------------------------	------------------------

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

	CONTRIBUTION
Automobile Liability	\$ 22,552.00
Automobile Physical Damage	\$ 4,992.00
General Liability - Occurrence Form	\$ 3,004.00
School Board Legal - Claims Made Form	\$ 7,001.00
Crime	\$ 800.00
Property	\$ 58,775.00
Boiler & Machinery	\$ 5,440.00
Excess Liability	\$ 6,750.00
	<hr/>
TOTAL	\$ 109,314.00

Premium shown is payable at inception

Forms applicable to all Coverage Parts: See Schedule of Forms and Endorsements IL 12 01 11 85 A

COUNTERSIGNED June 27, 2012 BY _____
(Date)

David B Smith
(Authorized Representative)

(Authorized Representative)

DESCRIPTION OF COVERED AUTO DESIGNATION SYMBOLS

SYMBOL	DESCRIPTION
1	ANY AUTO.
2	OWNED AUTOS ONLY. Only those autos you own (and for liability coverage any trailers you don't own while attached to power units you own). This includes those autos you acquire ownership of after the policy begins.
3	OWNED AUTOS OTHER THAN PRIVATE PASSENGER AUTOS ONLY. Only those autos you own which are not of the private passenger type (and for liability coverage any trailers you don't own while attached to power units you own). This includes those autos, not of the private passenger type, that you acquire ownership of after the policy begins.
4	OWNED AUTOS SUBJECT TO NO-FAULT. Only those autos you own which are required to have No-Fault benefits in the state where they are licensed or principally garaged. This includes those autos, that you acquire ownership of after the policy begins provided they are required to have No-Fault benefits in the state where they are licensed or principally garaged.
5	OWNED AUTOS SUBJECT TO NO-FAULT. Only those autos you own which are required to have No-Fault benefits in the state where they are licensed or principally garaged. This includes those autos you acquire ownership of after the policy begins provided they are required to have No-Fault benefits in the state where they are license or principally garaged.
6	OWNED AUTOS SUBJECT TO COMPULSORY UNINSURED MOTORISTS LAW. Only those autos you own which, because of the law in the state where they are licensed or principally garaged, are required to have and cannot reject uninsured motorists insurance. This includes those autos you acquire ownership of after the policy begins provided they are subject to the same state uninsured motorists requirement.
7	SPECIFICALLY DESCRIBED AUTOS. Only those autos described in the automobile schedule for which a premium charge is shown (and for liability coverage any trailers you don't own while attached to any power unit described).
8	HIRED AUTOS ONLY. Only those autos you lease, hire, rent or borrow. This does not include any auto you lease, hire, rent or borrow from any of your employees or members of their households.
9	NON-OWNED AUTOS ONLY. Only those autos you do not own, lease, hire or borrow which are used in connection with your business. This includes autos owned by your employees or members of their households but only while used in your business or your personal affairs.

NAMED INSURED **Patrick County Public Schools**

POLICY NUMBER VSBA 080 -GL

BUSINESS DESCRIPTION	School District
<p>1. Business Name: [Name of the business]</p> <p>2. Address: [Address of the business]</p> <p>3. City: [City of the business]</p> <p>4. State: [State of the business]</p> <p>5. Zip: [Zip of the business]</p> <p>6. Phone: [Phone of the business]</p> <p>7. Website: [Website of the business]</p> <p>8. Business Type: [Business type of the business]</p> <p>9. Business Description: [Business description of the business]</p> <p>10. Business Hours: [Business hours of the business]</p> <p>11. Business Hours: [Business hours of the business]</p> <p>12. Business Hours: [Business hours of the business]</p> <p>13. Business Hours: [Business hours of the business]</p> <p>14. Business Hours: [Business hours of the business]</p> <p>15. Business Hours: [Business hours of the business]</p> <p>16. Business Hours: [Business hours of the business]</p> <p>17. Business Hours: [Business hours of the business]</p> <p>18. Business Hours: [Business hours of the business]</p> <p>19. Business Hours: [Business hours of the business]</p> <p>20. Business Hours: [Business hours of the business]</p>	<p>1. School District: [School district of the business]</p> <p>2. School District: [School district of the business]</p> <p>3. School District: [School district of the business]</p> <p>4. School District: [School district of the business]</p> <p>5. School District: [School district of the business]</p> <p>6. School District: [School district of the business]</p> <p>7. School District: [School district of the business]</p> <p>8. School District: [School district of the business]</p> <p>9. School District: [School district of the business]</p> <p>10. School District: [School district of the business]</p> <p>11. School District: [School district of the business]</p> <p>12. School District: [School district of the business]</p> <p>13. School District: [School district of the business]</p> <p>14. School District: [School district of the business]</p> <p>15. School District: [School district of the business]</p> <p>16. School District: [School district of the business]</p> <p>17. School District: [School district of the business]</p> <p>18. School District: [School district of the business]</p> <p>19. School District: [School district of the business]</p> <p>20. School District: [School district of the business]</p>

LIMITS OF COVERAGE

DEDUCTIBLE: 0

TOTAL PREMIUM	\$ 3,004.00
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These Declarations, together with the Common Policy Conditions and Coverage Form(s) and any Endorsement(s),

BY

David Smith

(Authorized Representative)

**VSBA Property & Casualty Pool
School Leaders Errors and Omissions Declarations**

This is a Claims Made Policy - Please Read Carefully

NAMED INSURED	Patrick County Public Schools				
MAILING ADDRESS	P.O. Box 346 Stuart, VA 24171				
POLICY NUMBER	VSBA 080 -SB				
POLICY PERIOD	7/1/2012 TO 6/30/2013 12:01 A.M. of the Start Date to Midnight of the End Date, Standard Time at Mailing Address of the Insured as Shown Above				
BUSINESS DESCRIPTION	School District				
LIMIT OF LIABILITY	<table><tbody><tr><td>Limit of Liability</td><td>\$1,000,000</td></tr><tr><td>Aggregate</td><td>\$1,000,000</td></tr></tbody></table>	Limit of Liability	\$1,000,000	Aggregate	\$1,000,000
Limit of Liability	\$1,000,000				
Aggregate	\$1,000,000				
DEDUCTIBLE	0				
PREMIUM	\$ 7,001.00				
RETROACTIVE DATE	July 1, 2001				

Endorsements Attached to this Policy:

See IL 12 01 11 85 A Schedule of Forms and Endorsements

COUNTERSIGNED June 27, 2012

(Date)

BY



(Authorized Representative)

**VSBA Property & Casualty Pool
Fidelity Declarations**

NAMED INSURED **Patrick County Public Schools**

MAILING ADDRESS **P.O. Box 346**
 Stuart, VA 24171

POLICY NUMBER **VSBA 080 -CR**

POLICY PERIOD **7/1/2012 TO 6/30/2013**
 12:01 A.M. of the Start Date to Midnight of the End Date,
 Standard Time at Mailing Address of the Insured as Shown Above

LIMITS OF COVERAGE

COVERAGE	LIMIT	DEDUCTIBLE
1. Employee Theft	\$250,000	\$250
2. Forgery or Alteration	\$250,000	\$250
3. Theft of Money And Securities - Inside and Outside Premises	\$250,000	\$250
4. Robbery Or Safe Burglary of Other Other Property	\$250,000	\$250
5. Computer Fraud	\$250,000	\$250
6. Funds Transfer Fraud	\$250,000	\$250
7. Money Orders And Counterfeit Paper Currency	\$250,000	\$250
8. Individual Public Official Bonds for Clerk and Deputy Clerk	\$10,000	\$0

CONTRIBUTION \$ 800.00

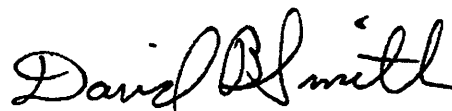
Forms and Endorsements Contained in this Policy at its inception:

See IL 12 01 11 85 A Schedule of Forms and Endorsements

COUNTERSIGNED June 27, 2012

(Date)

BY



(Authorized Representative)

NAMED INSURED	Patrick County Public Schools
MAILING ADDRESS	P.O. Box 346 Stuart, VA 24171
POLICY NUMBER	VSBA 080 -PR
POLICY PERIOD	7/1/2012 TO 6/30/2013 12:01 A.M. of the Start Date to Midnight of the End Date, Standard Time at Mailing Address of the Insured as Shown Above
BUSINESS DESCRIPTION	School District

Limit of Coverage	Per Schedule
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Per Occurrence: \$1,000 except \$25,000 flood and earthquake

CONTRIBUTION \$ 58,775.00

Endorsements Attached to this Policy:

See IL 12 01 11 85 A Schedule of Forms and Endorsements

COUNTERSIGNED **June 27, 2012**

(Date)

BY

David Smith

(Authorized Representative)

VSBA Property & Casualty Pool, Property and Inland Marine Declarations
Patrick County Public Schools, 2012-2013

LIMITS OF PROPERTY INSURANCE

1.	Buildings and Personal Property	\$118,260,420
2.	Extra Expense	\$5,000,000
3.	Power Machinery and Equipment	\$10,000,000
4.	Earthquake, Volcanic Eruption, Landslide and Mine Subsidence	\$25,000,000
5.	Flood, except this policy does not cover Flood loss occurring in Zones prefixed A or V as classified under the National Flood Insurance Program	\$25,000,000
6.	Electronic Data Processing Equipment	\$1,000,000
7.	Library Collection and Valuable Papers	\$1,000,000
8.	Inland Marine	\$3,500,000
9.	Builders Risk	\$1,000,000
10.	Fine Arts	\$10,000
11.	Newly Constructed or Acquired Property - 180 day limit	\$5,000,000
12.	Trees, shrubs and plants	\$100,000
13.	Personal Effects of Officers and Employees of the Insured:	
	per Employee	\$1,000
	in any one occurrence	\$50,000
14.	Covered Property at Undescribed Premises, in any one occurrence:	
	While at an Exhibition	\$100,000
	Temporary Storage	\$100,000
	At any other Non-Owned, Leased or Regularly Operated Premises	\$100,000
15.	Covered Property in Transit	\$5,000,000
16.	Debris Removal (additional), in any one occurrence	\$5,000,000
17.	Pollutant Cleanup and Removal	\$1,000,000
18.	Claim Data Expense, in any one occurrence	\$25,000
19.	Ordinance or Law:	
	Loss to the Undamaged Portion	\$10,000,000
	Demolition, in any once occurrence	Included
	Increased Cost of Construction, in any one occurrence	Included
	Included means, included in the Limit shown for Loss to the Undamaged Portion	
20.	Limited "Fungus," Wet Rot, Dry Rot and Bacteria Coverage:	
	a. Direct Damage	
	Aggregate, in any one policy year	\$100,000
	b. Extra Expense	
	Number of days: 30	
21.	Miscellaneous Unnamed Property:	\$500,000
22.	Off Premises Power Failure:	\$1,000,000

**VSBA Property & Casualty Pool
Equipment Breakdown Declarations**

NAMED INSURED Patrick County Public Schools

MAILING ADDRESS P.O. Box 346
Stuart, VA 24171

POLICY NUMBER VSBA 080 -BM

POLICY PERIOD 7/1/2012 TO 6/30/2013
12:01 A.M. of the Start Date to Midnight of the End Date,
Standard Time at Mailing Address of the Insured as Shown Above

BUSINESS DESCRIPTION School District

LIMITS OF COVERAGE

Direct Property Damage	\$10,000,000
Expediting Expense / Business Income / Extra Expense / Spoilage	\$500,000
Utility Interruption	Included
Ordinance of Law	\$1,000,000
Newly Acquired Premises	90 days

DEDUCTIBLE: \$1,000

CONTRIBUTION \$ 5,440.00

Endorsements Attached to this Policy:

See IL 12 01 11 85 A Schedule of Forms and Endorsements

COUNTERSIGNED June 27, 2012

(Date)

BY



(Authorized Representative)

VSBA Property & Casualty Pool Excess Liability Declarations

NAMED INSURED	Patrick County Public Schools	
MAILING ADDRESS	P.O. Box 346 Stuart, VA 24171	
POLICY NUMBER	VSBA 080 -EX	
POLICY PERIOD	7/1/2012 TO 6/30/2013 12:01 A.M. of the Start Date to Midnight of the End Date, Standard Time at Mailing Address of the Insured as Shown Above	
BUSINESS DESCRIPTION	School District	
LIMIT OF COVERAGE	Limit of Coverage	\$1,000,000
CONTRIBUTION	\$ 6,750.00	

Endorsements Attached to this Policy:

See IL 12 01 11 85 A Schedule of Forms and Endorsements

These Declarations, together with the Common Policy Conditions and Coverage Form(s) and any Endorsement(s), complete the above policy.

COUNTERSIGNED June 27, 2012
(Date)

BY David B Smith
(Authorized Representative)

INSURANCE DECLARATION

Date: June 27, 2012

PRODUCER: VSBA Property & Casualty Pool
200 Hansen Road
Charlottesville, VA 22911

Insurer Affording Coverage

Academic Benefits Trust

INSURED: Patrick County Public Schools
P.O. Box 346
Stuart, VA 24171

Effective: 7/1/2012 - 6/30/2013

COVERAGES**STUDENT ATHLETIC ACCIDENT & STUDENT ACCIDENT**

Maximum Benefit	\$10,000 Per Accident
Coverage	Full Excess
Schedule of Benefits:	
Inpatient:	
Inpatient R & B	Usual and Customary (U&C) Semi private room up to \$1,000 1st Day and \$700 each additional day
Hospital Misc.	U&C
Outpatient:	
Day Surgery Misc.	U&C up to \$1,500
Physicians Visits	U&C up to \$50/visit
Physiotherapy	U&C up to \$50/visit w/ \$500 max
Emergency Room	U&C up to \$750
X-rays	U&C up to \$500
Laboratory	U&C
Prescriptions	U&C
Orthopedic Braces and Appliances	U&C up to \$300
Inpatient and/or Outpatient:	
Surgeon's Fees	U&C up to \$3,000
Asst. Surgeon	30% of amount paid for surgery
Anesthetist	30% of amount paid for surgery
Ambulance	up to \$500
Consultant	up to \$500
Dental	\$600 per tooth
Motor Vehicle Injury	\$500

David B. Smith

June 27, 2012

AUTHORIZED REPRESENTATIVE

DATE

**PUBLIC OFFICIAL BOND
FOR DEFINITE TERM**

**VSBA Property and Casualty Pool
Charlottesville, VA 22911**

KNOW ALL MEN BY THESE PRESENTS, That we Sara Leigh Collins, as Principal, and VSBA Property and Casualty Pool, a corporation of Charlottesville, VA 22911, as Surety are held and firmly bound unto Patrick County Public Schools (obligee) in the penal sum of \$10,000.00, lawful money of the United States of America, for the payment of which well and truly to be made, said principal binds himself/herself, his/her heirs, executors, administrators and assigns, and said Surety binds itself, its successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the said Principal has been Elected/Appointed to the office of Clerk of the School Board for a definite term beginning July 1, 2012 and ending June 30, 2013 and is required to furnish a bond for the faithful performance of the duties of the said office or position.

NOW, THEREFORE THE CONDITION OF THIS OBLIGATION is such that if the above bounden Principal shall (except as hereinafter provided) faithfully perform the duties of his/her said office or position during the said term, and shall pay over the persons authorized by law to receive the same all moneys that may come into his/her hands during the said term without fraud or delay, and at the expiration of said term, or in case of his/her resignation or removal from office, shall turn over to his/her successor all records and property which have come into his/her hands, then this obligation is to be null and void; otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that the above named Surety shall not be liable hereunder for any loss of any public fund resulting from the insolvency of any bank or banks in which said funds are deposited; and, if this provision shall be held void, this entire bond shall be void.

AND PROVIDED FURTHER, that the Surety may cancel bond at any time during the said term by giving to the obligee a written notice of its desire so to cancel and at the expiration of thirty (30) days from the receipt of such notice by the obligee the Surety shall be completely released as to all liability thereafter accruing. If this provision shall be held void, this entire bond shall be void.

VSBA Property and Casualty Pool

By:



David B. Smith

**PUBLIC OFFICIAL BOND
FOR DEFINITE TERM**

**VSBA Property and Casualty Pool
Charlottesville, VA 22911**

KNOW ALL MEN BY THESE PRESENTS, That we Karen T. Fulcher, as Principal, and VSBA Property and Casualty Pool, a corporation of Charlottesville, VA 22911, as Surety are held and firmly bound unto Patrick County Public Schools (obligee) in the penal sum of \$10,000.00, lawful money of the United States of America, for the payment of which well and truly to be made, said principal binds himself/herself, his/her heirs, executors, administrators and assigns, and said Surety binds itself, its successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the said Principal has been Elected/Appointed to the office of Accounts Receivable Clerk for a definite term beginning July 1, 2012 and ending June 30, 2013 and is required to furnish a bond for the faithful performance of the duties of the said office or position.

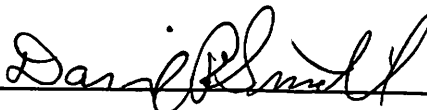
NOW, THEREFORE THE CONDITION OF THIS OBLIGATION is such that if the above bounden Principal shall (except as hereinafter provided) faithfully perform the duties of his/her said office or position during the said term, and shall pay over the persons authorized by law to receive the same all moneys that may come into his/her hands during the said term without fraud or delay, and at the expiration of said term, or in case of his/her resignation or removal from office, shall turn over to his/her successor all records and property which have come into his/her hands, then this obligation is to be null and void; otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that the above named Surety shall not be liable hereunder for any loss of any public fund resulting from the insolvency of any bank or banks in which said funds are deposited; and, if this provision shall be held void, this entire bond shall be void.

AND PROVIDED FURTHER, that the Surety may cancel bond at any time during the said term by giving to the obligee a written notice of its desire so to cancel and at the expiration of thirty (30) days from the receipt of such notice by the obligee the Surety shall be completely released as to all liability thereafter accruing. If this provision shall be held void, this entire bond shall be void.

VSBA Property and Casualty Pool

By:



David B. Smith

**PUBLIC OFFICIAL BOND
FOR DEFINITE TERM**

**VSBA Property and Casualty Pool
Charlottesville, VA 22911**

KNOW ALL MEN BY THESE PRESENTS, That we Katina H. Hylton, as Principal, and VSBA Property and Casualty Pool, a corporation of Charlottesville, VA 22911, as Surety are held and firmly bound unto Patrick County Public Schools (obligee) in the penal sum of \$10,000.00, lawful money of the United States of America, for the payment of which well and truly to be made, said principal binds himself/herself, his/her heirs, executors, administrators and assigns, and said Surety binds itself, its successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the said Principal has been Elected/Appointed to the office of Finance Officer for a definite term beginning July 1, 2012 and ending June 30, 2013 and is required to furnish a bond for the faithful performance of the duties of the said office or position.

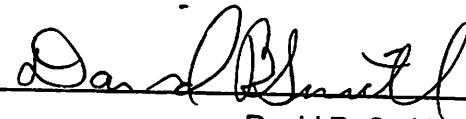
NOW, THEREFORE THE CONDITION OF THIS OBLIGATION is such that if the above bounden Principal shall (except as hereinafter provided) faithfully perform the duties of his/her said office or position during the said term, and shall pay over the persons authorized by law to receive the same all moneys that may come into his/her hands during the said term without fraud or delay, and at the expiration of said term, or in case of his/her resignation or removal from office, shall turn over to his/her successor all records and property which have come into his/her hands, then this obligation is to be null and void; otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that the above named Surety shall not be liable hereunder for any loss of any public fund resulting from the insolvency of any bank or banks in which said funds are deposited; and, if this provision shall be held void, this entire bond shall be void.

AND PROVIDED FURTHER, that the Surety may cancel bond at any time during the said term by giving to the obligee a written notice of its desire so to cancel and at the expiration of thirty (30) days from the receipt of such notice by the obligee the Surety shall be completely released as to all liability thereafter accruing. If this provision shall be held void, this entire bond shall be void.

VSBA Property and Casualty Pool

By:


David B. Smith

**PUBLIC OFFICIAL BOND
FOR DEFINITE TERM**

**VSBA Property and Casualty Pool
Charlottesville, VA 22911**

KNOW ALL MEN BY THESE PRESENTS, That we Dr. Roger N. Morris, as Principal, and **VSBA Property and Casualty Pool**, a corporation of Charlottesville, VA 22911, as Surety are held and firmly bound unto Patrick County Public Schools (obligee) in the penal sum of \$10,000.00, lawful money of the United States of America, for the payment of which well and truly to be made, said principal binds himself/herself, his/her heirs, executors, administrators and assigns, and said Surety binds itself, its successors and assigns, jointly and severally, firmly by these presents.

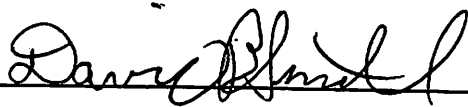
WHEREAS, the said Principal has been Elected/Appointed to the office of Superintendent for a definite term beginning July 1, 2012 and ending June 30, 2013 and is required to furnish a bond for the faithful performance of the duties of the said office or position.

NOW, THEREFORE THE CONDITION OF THIS OBLIGATION is such that if the above bounden Principal shall (except as hereinafter provided) faithfully perform the duties of his/her said office or position during the said term, and shall pay over the persons authorized by law to receive the same all moneys that may come into his/her hands during the said term without fraud or delay, and at the expiration of said term, or in case of his/her resignation or removal from office, shall turn over to his/her successor all records and property which have come into his/her hands, then this obligation is to be null and void; otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that the above named Surety shall not be liable hereunder for any loss of any public fund resulting from the insolvency of any bank or banks in which said funds are deposited; and, if this provision shall be held void, this entire bond shall be void.

AND PROVIDED FURTHER, that the Surety may cancel bond at any time during the said term by giving to the obligee a written notice of its desire so to cancel and at the expiration of thirty (30) days from the receipt of such notice by the obligee the Surety shall be completely released as to all liability thereafter accruing. If this provision shall be held void, this entire bond shall be void.

VSBA Property and Casualty Pool

By: 
David B. Smith

ATTACHMENT H



1791

THE PATRICK COUNTY
DEPARTMENT OF SOCIAL SERVICES

106 RUCKER STREET • SUITE 128
STUART, VIRGINIA 24171
TELEPHONE (276) 694-3328

February 11, 2013

Ms. Wanda Whitlow, Manager
Workforce Career Center- Patrick County
PO Box 1412
Stuart, VA 24171

RE: Grant Application

TO Whom It May Concern:

Patrick County Department of Social Services and the Workforce Center of Patrick County work together in providing services to help low income adults as well as dislocated workers find gainful employment. Part of our mission statement is to help people become self sufficient which are the mutual goals for both agencies.

Patrick DSS often refers clients to the Workforce Center for job resources. In the near future, Patrick DSS would like to partner with the Workforce Center in providing job readiness classes for the citizens of Patrick County. Currently Patrick County residents must travel 40 to 50 miles one way to Henry County for job readiness classes which is a hardship for those who do not have reliable vehicles as well as having the extra funds to pay for gas. It is essential that we provide services to help our citizens become gainfully employed so that they do not have to rely on any forms of public assistance to meet their basic needs.

Patrick County Department of Social Services looks forward to working with the Workforce Center in providing the needed services to our citizens as well as building a strong work relationship between the two agencies.

Sincerely,

Joan V. Rogers, MSW
Director

ATTACHMENT I



PHCC From here,
can go anywhere.

February 12, 2013

Wanda Whitlow
Patrick County Site Manager
Virginia Workforce Center – Patrick County
108 E. Blue Ridge Street
PO Box 1412
Stuart, VA 24171

Dear Wanda:

Patrick Henry Community College's Patrick County site (PHCC) is pleased to offer our continued support for the Virginia Workforce Center - Patrick County as we partner in a variety of ways to provide services to the citizens of Patrick County. PHCC provides classroom and meeting space, referral services, assistance with the college application process, and placement testing to clients of the Workforce Center. Additionally, the Workforce Center and PHCC also partner in various ways to help prepare the residents for training and employment. By working together on job fairs, making referrals, assisting Trade Act students, and working together on community outreach projects, we are able to assist residents that are often underserved in our community.

The Workforce Center is a much needed resource in Patrick County as many residents have transportation barriers and do not have the means to travel out of the County. Considering that the Virginia Employment Commission has closed their Patrick County office, the services at the Workforce Office are especially vital.

PHCC believes in and supports the mission of the Virginia Workforce Center - Patrick County. We are hopeful that funding will be continued so that residents of Patrick County can continue to benefit from the valuable services provided locally.

Sincerely,

Angie Brown
Site Director

ATTACHMENT J



Patrick County Adult Education

PO Box 1412

103 W. Blue Ridge Street

Stuart, VA 24171

Phone: 276.694.6542

Fax: 276.694.6743

Email: leighann.hazelwood@patrick.k12.va.us

February 20, 2013

To whom it may concern,

This letter comes to you in support of the Virginia Workforce Center – Patrick County. As coordinator of Patrick County Adult Education, I work closely with the Workforce program on a daily basis. The partnership between Patrick County Adult Education and the Virginia Workforce Center – Patrick County is critical to the success of the clients/students that both programs serve. Both programs are housed in the same building which provides the opportunity for an ideal working relationship.

Through our partnership numerous opportunities are provided to our clients/students that otherwise would not be possible:

- Resume preparation
- Appropriate skills training
- Job readiness workshops
- Preparation for students to obtain their CRC – Career Readiness Certificates
- Professional soft skills workshops

Through our partnership numerous benefits are provided to both programs:

- Relationship development with local businesses and other service organizations
- Use of computers owned by Patrick County Adult Education in our community computer lab
- Use of same facilities and other equipment
- Resource development for students and staff
- Shared testing/assessment of clients/students

Sincerely,

Leigh Ann Hazelwood

Leigh Ann Hazelwood
Coordinator, Adult Education

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ATTACHMENT K

PATRICK COUNTY PUBLIC SCHOOLS

P.O. Box 346 • 104 Rucker Street • Stuart, Virginia 24171
Phone (276) 694-3163 • Fax (276) 694-3170

Ronnie N. Terry, Chair - Blue Ridge District
Quinn M. Brim, Vice-Chair - Dan River District
Dr. Roger N. Morris, Division Superintendent

Bobby W. Mangrum, Member - Smith River District
Annie H. Hylton, Member - Peters Creek District
A. Michelle Day, Member - Mayo River District

February 5, 2013

West Piedmont Workforce Investment Board
914 Brookdale Street
PO Box 4043
Martinsville, VA 24115

To Whom It May Concern:

Patrick County Public Schools will comply with West Piedmont Workforce Investment Board Region XVII specification for serving Adult and Dislocated Worker programs. PCPS will administer the Adult and Dislocated Worker programs according to the provisions and requirement stipulated in the service plan that has been provided by WPWIB (Attachment A). PCPS will be in compliance with following the policies and procedures that is set by the state. PCPS will also meet or exceed the performance measures that have been set for the Workforce Career Center-Patrick County.

PCPS will serve the business customer in an efficient, professional and timely manner. WCC-PC will provide the business with a trained workforce that will assist the businesses in being productive and successful.

Sincerely,



C. Dean Gilbert
Assistant Superintendent



Website: <http://www.patrick.k12.va.us>

ATTACHMENT L



P.O. Box 577 • Stuart, VA 24171 • 276/694-6012 • 276/694-3582 fax • www.patrickchamber.com

November 27, 2012

Ms. Wanda Whitlow, Manager
Workforce Career Center - Patrick County
103 West Blue Ridge Street
PO Box 1412
Stuart, VA 24171

Dear Wanda,

This is to explain about your organization's working relationship with the Patrick County Chamber of Commerce.

First of all, we have been in constant contact with your office concerning many things.

1. We try to keep you informed of issues that relate to local businesses, such as those starting a new business, changes in businesses, and expansion in our business community.
2. You keep us informed of changes in local businesses when businesses close and need help in finding job placement. We are available to assist the employer and the unemployed.
3. We have worked together to conduct business round table discussions that includes sometimes a lunch or breakfast meeting. We try to involve the managers of Human Resources or Plant Managers. We maintain a contact list of this type of people and make it available to your office.
4. We have partnered to provide training opportunities to our local work force. We work closely with the Patrick Henry Community College, Patrick County Education Foundation, and Patrick County Economic Development.
5. We have had good success in conducting job fairs, that requires the resources of your office and our Chamber office. We assist you in the promotion of such events.

Overall our relationship has been excellent over the last several years and that includes the Martinsville Workforce Office too. We look forward to a continuing relationship.

Sincerely,

Tom Bishop, Executive Director
Patrick County Chamber of Commerce

ATTACHMENT M



COUNTY OF PATRICK

Board of Supervisors

Wanda Whitlow, Manager
Patrick County Workforce Career Center
PO Box 1412
108 East Blue Ridge Street
Stuart, VA 24171

Dear Ms. Whitlow,

The Patrick County Administration and Economic Development Departments partner with Workforce Career Center in fostering social and economic development for Patrick County. Our collective goals of providing employment and career opportunities, training programs, and public awareness continue to keep Patrick County unemployment rate below 10%.

Our partnership continues to develop structured economic strategies to create these common goals by partnering to provide training opportunities to our local work force. We have had good success in conducting job fairs that require the resources of the Patrick County Administration office. We assist Workforce Career Center in the promotion of these events.

We are confident that such a continued partnership with Workforce Career Center will be very useful in empowering our citizens in becoming financially stable. We look forward to continued success in our partnership.

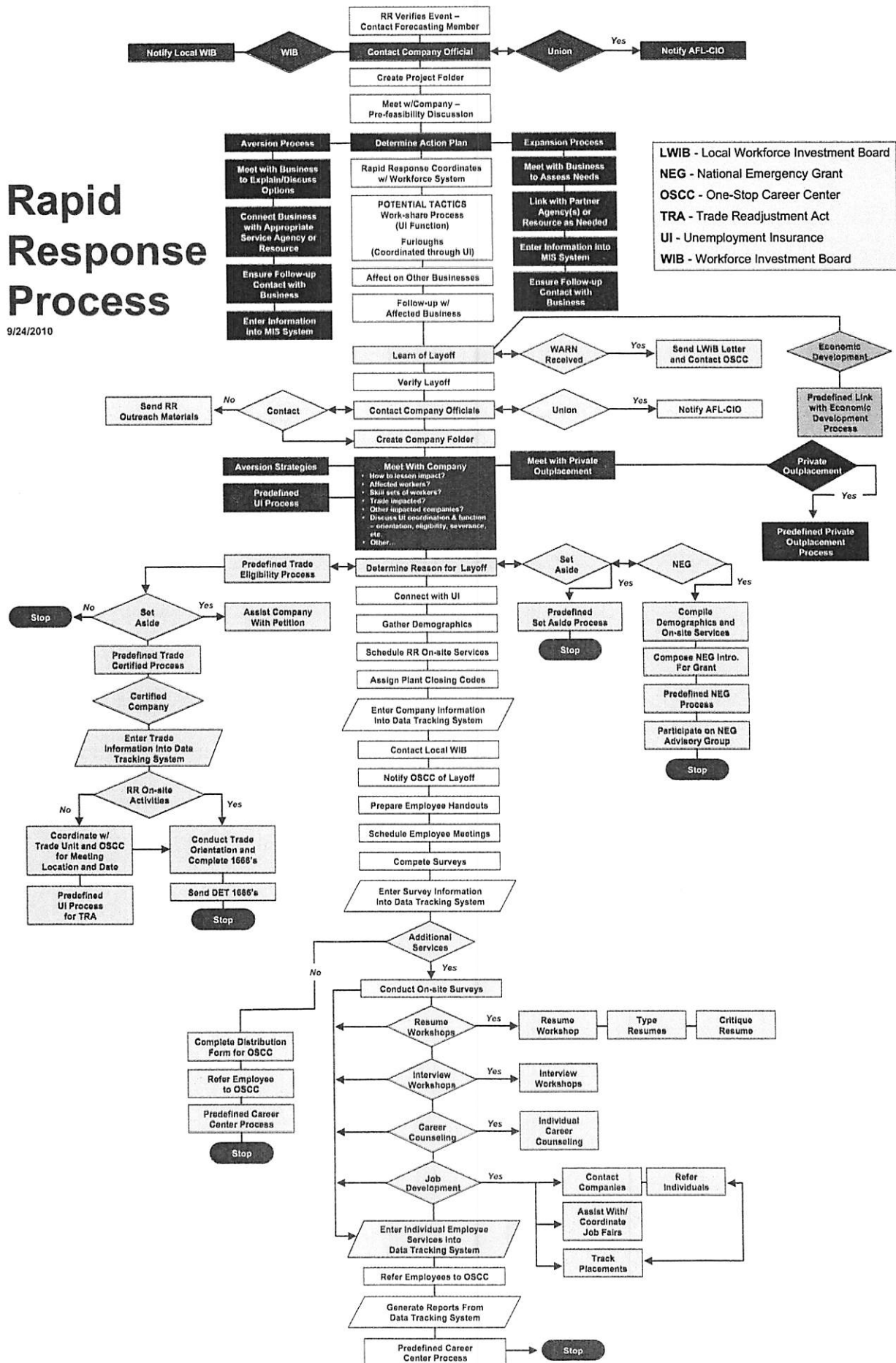
Sincerely,

Tom Rose
County Administrator

ATTACHMENT N

Rapid Response Process

9/24/2010



Adult and DLW Enrollment Form/Application

Application Date:		Name:	
Phone #		Alternate #:	
Address:		Employer:	
City, State, Zip		City, State	
Email Address		Job Title: DLW only	
Start Date: DLW only		End Date: DLW only	
Salary: DLW only		Reason for Leaving DLW only	
Job Duties: DLW only			

Questions:	Answer:	Verification Source (if Necessary)
General Information		
Application Date:		No Verification Needed
Local Workforce Investment Area:		No Verification Needed
Office Location Responsibility:		No Verification Needed
Social Security Number:		<input type="checkbox"/> DD-214 <input type="checkbox"/> Drivers License (if SS# is shown) <input type="checkbox"/> Employment Records <input type="checkbox"/> IRS Form Letter 1722 <input type="checkbox"/> Letter from Social Service Agency <input type="checkbox"/> Pay Stubs <input type="checkbox"/> SS Benefit Documents <input type="checkbox"/> SS Card/Notice of SS# Assignment <input type="checkbox"/> UC Records (if name and SS# are shown) <input type="checkbox"/> W-2 form <input type="checkbox"/> Agency Award Letter
Date of Eligibility for Core/Dislocated Worker/Youth:		No Verification Needed
Date of Eligibility for Adult/Dislocated Worker Intensive Application:		No Verification Needed
Contact Information		
Contact Information	Information found at the top of form.	No Verification Needed
Address Verification:	<u>Local WIA does not verify address</u>	No Verification Needed
Alternative Contacts	Name: _____ Address: _____ City: _____ State: _____ Zip Code: _____ County: _____ Phone No.: _____ Relationship: _____	Name: _____ Address: _____ City: _____ State: _____ Zip Code: _____ County: _____ Phone No.: _____ Relationship: _____

Personal Information		
Date Of Birth:	_____	<input type="checkbox"/> Baptismal Record (if Date of Birth is shown) <input type="checkbox"/> Birth Certificate <input type="checkbox"/> DD-214 <input type="checkbox"/> Driver's License <input type="checkbox"/> Federal, State or Local Government ID Card <input type="checkbox"/> Hospital Record of Birth (if full name is shown) <input type="checkbox"/> Passport <input type="checkbox"/> Public Assistance/Social Service Records <input type="checkbox"/> School Records/ID Card (If Birth Cert # is shown) <input type="checkbox"/> Work Permit (Alien)
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female	No Verification Needed
Have you registered for the Selective Service?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> DD-214 <input type="checkbox"/> Internet Verification/Registration (www.sss.gov) <input type="checkbox"/> Selective Service Acknowledgement Letter <input type="checkbox"/> Selective Service Status Information Letter <input type="checkbox"/> Selective Service Verification Form <input type="checkbox"/> SS Registration Record (Form 3A) <input type="checkbox"/> SS Telephone Verification (847) 688-6888 <input type="checkbox"/> Stamped Post Office Receipt of Registration <input type="checkbox"/> Selective Service Registration Card
Citizenship:	<input type="checkbox"/> U.S. Citizen/Naturalized <input type="checkbox"/> Lawfully admitted Alien/Refugee <input type="checkbox"/> Permanent Resident <input type="checkbox"/> No-none of the above	<input type="checkbox"/> Alien Registration Card indicating Right to Work <input type="checkbox"/> Baptismal Certificate (if Place of Birth is shown) <input type="checkbox"/> Birth Certificate <input type="checkbox"/> DD-214/Report of Transfer or Discharge (if Place of Birth is shown) <input type="checkbox"/> Food Stamp Record (if Place of Birth and Birth Cert # is shown) <input type="checkbox"/> Foreign Passport Stamped Eligible to Work <input type="checkbox"/> Hospital Record of Birth (if Place of Birth is shown) <input type="checkbox"/> I-9 Documents (specify: _____) <input type="checkbox"/> Naturalization Certification <input type="checkbox"/> Public Assistance Records <input type="checkbox"/> Native American Tribal Document <input type="checkbox"/> US Passport
Do you consider yourself to be of Hispanic Heritage?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Information not Provided	No Verification Needed
Race (select 1 or more)	<input type="checkbox"/> White <input type="checkbox"/> African American/ Black <input type="checkbox"/> American Indian/Alaskan <input type="checkbox"/> Asian <input type="checkbox"/> Hawaiian/Pacific Islander <input type="checkbox"/> Information not provided	No Verification Needed
Individual with Disability:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Letter from Drug or Alcohol Rehabilitation Agency <input type="checkbox"/> Medical Records <input type="checkbox"/> Observable Condition (Self-Certification Form Needed) <input type="checkbox"/> Physician's Statement <input type="checkbox"/> Psychiatrist's Diagnosis <input type="checkbox"/> Psychologist's Diagnosis <input type="checkbox"/> Rehabilitation Evaluation <input type="checkbox"/> Shelter Workshop Certification <input type="checkbox"/> School Records <input type="checkbox"/> Workers' Compensation Record <input type="checkbox"/> Social Security Administration Disability Record <input type="checkbox"/> Veterans Administration Letter/Record <input type="checkbox"/> Vocational Rehabilitation Letter
Veteran Information		
Have you served in the US Military, Naval or Air Services?	<input type="checkbox"/> Yes, less than or equal to 180 days and was discharged under other then dishonorable conditions <input type="checkbox"/> Yes, Eligible Veteran <input type="checkbox"/> No <input type="checkbox"/> Yes, Other Eligible Person	<input type="checkbox"/> Self Attestation <input type="checkbox"/> DD-214 <input type="checkbox"/> Military Document (ID, other DD form) indicating dependant spouse <input type="checkbox"/> Other Applicable Documentation: _____
Are you a campaign veteran?	<input type="checkbox"/> YES <input type="checkbox"/> NO	No Verification Needed

Adult and DLW Enrollment Form/Application

Are you a disabled veteran?	YES NO	___ VA Certification of Disability
Are you a recently separated veteran? (within last 48 months)	YES NO	No Verification Needed
Employment Information		
Employment Status	<input type="checkbox"/> Not Employed <input type="checkbox"/> Employed <input type="checkbox"/> Employed with Notice of Termination /Military Separation <input type="checkbox"/> Never Worked	<input type="checkbox"/> Self Attestation <input type="checkbox"/> UI Records <input type="checkbox"/> Employer Contact <input type="checkbox"/> Other Applicable Documentation: _____
Current or most recent rate of pay:	\$ _____	No Verification Needed
If employed, are you under employed?	YES NO	No Verification Needed
Have you received a termination or layoff notice from your last job or, if still employed, current job?	YES NO	No Verification Needed
Reason for layoff:	<input type="checkbox"/> #1 Terminated or Laid off, or has received notice of termination or layoff, and is eligible for or has exhausted entitlements to UC and is unlikely to return to previous industry or occupation. <input type="checkbox"/> #2 Terminated or laid off, or has received notice of termination or layoff, and has been employed for sufficient duration (minimum of six weeks) to demonstrate workforce attachment, but is not eligible for UC due to insufficient earnings or employer not being covered under state compensation law and is unlikely to return to previous industry or occupation. <input type="checkbox"/> #3 Termination or laid off, or has received notice of termination of layoff, from employment as result of permanent closure of, or substantial layoff at a plant, facility or enterprise. The projected date or actual date of layoff is required in the space provided. <input type="checkbox"/> #4 Employer has made a general announcement that facility will close. Please specify the projected date or actual date of closure in space provided. <input type="checkbox"/> #5 Previously Self-employed (including farmers, ranchers, and fisherman) but is unemployed due to general economic condition in the community of residence or because of natural disaster. <input type="checkbox"/> #6 Displaced Homemaker <input type="checkbox"/> None of the above. Termination/layoff does not qualify individual for DLW Program	All documentation listed required for each category: <input type="checkbox"/> Criteria #1 or #2 Separation Notice <input type="checkbox"/> Criteria #1 or #2 UC Records <input type="checkbox"/> Criteria #1 or #2 LMI Data <input type="checkbox"/> Criteria #3 WARN notice or letter of authorization from the State WIA Administration Department. <input type="checkbox"/> Criteria #3 Layoff List if name not documented on WARN notice. <input type="checkbox"/> Criteria #4 Documentation of "General Announcement" <input type="checkbox"/> Criteria #4 Layoff List if name not listed on General Announcement. <input type="checkbox"/> Criteria #5 Receipt of Notice of foreclosure or intent to foreclose <input type="checkbox"/> Criteria #5 Proof of failure of the farm, business or ranch to return a profit during proceeding 12 months. <input type="checkbox"/> Criteria #5 Entry of individual into bankruptcy proceedings <input type="checkbox"/> Criteria #5 Inability to make payments on loans secured by tangible business assets <input type="checkbox"/> Criteria #5 Inability to obtain capital necessary to continue operations <input type="checkbox"/> Criteria #5 A debt-to-asset ratio sufficiently high to be indicative of the likely insolvency of the farm, ranch or business <input type="checkbox"/> Criteria #5 Other events indicative of the likely insolvency of the farm, ranch or business <input type="checkbox"/> Criteria #6 is verified in Barriers- Displaced Homemaker

Adult and DLW Enrollment Form/Application

Did you attend a group orientation? (Rapid Response)	YES NO	Dislocation Event # _____
Who is the Dislocation Employer or, if still employed, current employer?	Name: _____ Address: _____ City: _____ State: _____ Zip Code: _____	No Verification Needed
Dislocation Hourly Wage	\$ _____	No Verification Needed
What is your actual layoff date? If date is in the future, leave blank until active layoff date.	_____	No Verification Needed
Are you receiving Unemployment Compensation?	YES NO	_____ Not Applicable _____ Eligible Claimant Referred by WPRS (Wagner-Peyser Reemployment Services) _____ Eligible Claimant _____ Exhaustee _____ Neither Claimant or Exhaustee
Education Information		
Current School Grade Completed (from registration)	_____ No School Grade Completed _____ 1 st Grade Completed _____ 2 nd Grade Completed _____ 3 rd Grade Completed _____ 4 th Grade Completed _____ 5 th Grade Completed _____ 6 th Grade Completed _____ 7 th Grade Completed _____ 8 th Grade Completed _____ 9 th Grade Completed _____ 10 th Grade Completed _____ 11 th Grade Completed _____ 12 th Grade Completed & Did not Graduate _____ General Equivalency Degree (GED) _____ High School Diploma _____ 1 Year at College/Tech/Vocational _____ 2 Years @ College/Tech/Vocational _____ 3 Years @ College/Tech/Vocational _____ Vocational School Certificate _____ Associates Degree _____ Bachelor's Degree _____ Masters Degree _____ Doctorate Degree _____ Specialized Degree (Ex. MD, DDS)	_____ Self Attestation
Federal Reported Highest School Grade Completed	_____	_____ Self Attestation

Barriers		
Are you a Displaced Homemaker	<input type="checkbox"/> Yes-LWIA Program- DLW <input type="checkbox"/> Yes- Statewide Program-TANF <input type="checkbox"/> Yes- Statewide(TANF) & DLW <input type="checkbox"/> No	<input type="checkbox"/> Divorce decree or legal separation <input type="checkbox"/> Employer Statement <input type="checkbox"/> Statement from family member or ex-spouse of non-support (Notarized) <input type="checkbox"/> Applicant Statement and Unemployment Wage Record <input type="checkbox"/> IRS Records <input type="checkbox"/> Court Documents <input type="checkbox"/> Bank Financial Records <input type="checkbox"/> Spouse Death Certificate <input type="checkbox"/> Spouse Disability Form <input type="checkbox"/> In depth assessment with Case Manager <input type="checkbox"/> Applicant Statement of the continuous efforts to seek employment and a recent job search that shows a minimum of ten (10) employers contacted documenting that a reasonable effort has been made to obtain employment
Do you have limited reading, speaking, writing or understanding of the English Language AND is English a second language?	YES NO	No Verification Needed
Are you a single parent?	YES NO	No Verification Needed
Are you Homeless?	YES NO	<input type="checkbox"/> Written statement from shelter <input type="checkbox"/> Written statement from an individual providing temporary assistance <input type="checkbox"/> Written statement from Social Service agency <input type="checkbox"/> Applicant statement/self attestation, in limited cases <input type="checkbox"/> Telephone Verification
Are you an Offender?	YES NO	<input type="checkbox"/> Police records <input type="checkbox"/> Court Documents <input type="checkbox"/> Halfway house resident <input type="checkbox"/> Letter of parole <input type="checkbox"/> Letter from probation officer <input type="checkbox"/> Applicant Statement/self attestation, in limited cases <input type="checkbox"/> Telephone Verification
Public Assistance		
Are you receiving TANF?	YES NO	<input type="checkbox"/> Public assistance records/printout <input type="checkbox"/> Copy of authorization to receive cash public assistance <input type="checkbox"/> Copy of public assistance Check <input type="checkbox"/> Medical Card showing cash grant status <input type="checkbox"/> Public assistance identification card showing cash grant status <input type="checkbox"/> Statement from Social Services agency <input type="checkbox"/> Refugee assistance records <input type="checkbox"/> Telephone Verification
Are you receiving Supplemental Security Income?	YES NO	<input type="checkbox"/> Public assistance records/printout <input type="checkbox"/> Copy of authorization to receive cash public assistance <input type="checkbox"/> Copy of public assistance Check <input type="checkbox"/> Medical Card showing cash grant status <input type="checkbox"/> Public assistance identification card showing cash grant status <input type="checkbox"/> Statement from Social Services agency
Are you receiving Refugee Cash Assistance?	YES NO	<input type="checkbox"/> Public assistance records/printout <input type="checkbox"/> Copy of authorization to receive cash public assistance <input type="checkbox"/> Copy of public assistance Check <input type="checkbox"/> Medical Card showing cash grant status <input type="checkbox"/> Public assistance identification card showing cash grant status <input type="checkbox"/> Statement from Social Services agency <input type="checkbox"/> Refugee assistance records <input type="checkbox"/> Telephone Verification

Adult and DLW Enrollment Form/Application

Are you receiving General assistance?	YES NO	<input type="checkbox"/> Public assistance records/printout <input type="checkbox"/> Copy of authorization to receive cash public assistance <input type="checkbox"/> Copy of public assistance Check <input type="checkbox"/> Medical Card showing cash grant status <input type="checkbox"/> Public assistance identification card showing cash grant status <input type="checkbox"/> Statement from Social Services agency
Are you in a household receiving Food Stamps?	YES NO	<input type="checkbox"/> Public assistance records/printout <input type="checkbox"/> Current food stamp receipt <input type="checkbox"/> Food Stamp card with current date <input type="checkbox"/> Letter from food stamp disbursing agency <input type="checkbox"/> Current authorization to obtain food stamps <input type="checkbox"/> Postmarked food stamp mailer with applicable name and address <input type="checkbox"/> Telephone Verification
Are you receiving or have you been notified you will be receiving Pell Grant monies	YES NO	No Verification Needed
Income Information		
Due to the individual's disability they qualify as a Family of 1?	YES NO	No Verification Needed
What is your family size?	_____	<input type="checkbox"/> Public assistance/social service agency records <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Decree of court <input type="checkbox"/> Disabled <input type="checkbox"/> Divorce Decree <input type="checkbox"/> Landlord Statement <input type="checkbox"/> Lease <input type="checkbox"/> Marriage Certificate <input type="checkbox"/> Medical Card <input type="checkbox"/> Most recent tax return supported by IRS documents (ex. Form letter 1722) <input type="checkbox"/> Public housing authority (if resident or on waiting list) <input type="checkbox"/> Written statement from a publicly supported 24-hour care facility or institution (ex. mental. prison) <input type="checkbox"/> Applicant Statement/Self Attestation, in limited cases <input type="checkbox"/> Telephone Verification
What is your annualized family income?	\$ _____	<input type="checkbox"/> Alimony agreement <input type="checkbox"/> Unemployment insurance documents and/or printout <input type="checkbox"/> Award Letter from Veterans Administration <input type="checkbox"/> Bank Statement (Direct Deposit) <input type="checkbox"/> Compensation award letter <input type="checkbox"/> Court award letter <input type="checkbox"/> Employer statement/contact <input type="checkbox"/> Farm or business financial records <input type="checkbox"/> Housing authority verification <input type="checkbox"/> Pay Stubs <input type="checkbox"/> Pension/Annuity statement <input type="checkbox"/> Public assistance records <input type="checkbox"/> Quarterly estimated tax for self-employed persons (Schedule C) <input type="checkbox"/> Social Security benefits <input type="checkbox"/> Telephone Verification <input type="checkbox"/> Applicant Statement/Self Attestation, in limited cases <input type="checkbox"/> Farm/Business Financial Records <input type="checkbox"/> Workers' Compensation Records <input type="checkbox"/> Other Applicable Documentation: _____
Does applicant meet the definition for low income? (WIA reporting data, not for eligibility)	YES NO	No Verification Needed
Miscellaneous		
Is LWIA priority of services policy in effect?	YES NO	No Verification Needed

Adult and DLW Enrollment Form/Application

Is not considered Self Sufficient based on LWIA definition?	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Yes, Adult <input type="checkbox"/> Yes, Dislocated Worker <input type="checkbox"/> Yes, Adult and Dislocated Worker <input type="checkbox"/> No	No Verification Needed
Staff Information		
Staff Information	Pre-populating or question on case assignment.	No Verification Needed
Formula Eligibility Information		
System Eligibility Determination	Pre-populating	No Verification Needed

APPLICANT CERTIFICATION

I certify that the information provided in the attached application is true to the best of my knowledge. I am also aware that the information I have provided is subject to review and verification (including wage records and unemployment compensation information) and that I may have to provide documents to support this application. I am also aware that I am subject to immediate termination if I am found ineligible after enrollment and may be prosecuted for fraud and/or perjury. I allow release of this information for verification purposes and understand that it will be used to determine eligibility.

Signature of Applicant

Date

Virginia Workforce Network STAFF CERTIFICATION

I HAVE REVIEWED ALL OF THE ATTACHED INFORMATION SUPPLIED BY THE APPLICANT AND HAVE FOUND IT TO BE A REASONABLE REPRESENTATION OF THE INDIVIDUAL'S STATUS AT THE TIME OF THE INTERVIEW.

Signature of Responsible Staff

Date

Eligibility Review:

I certify that I have reviewed the source document(s) indicated or have made contact with the individuals listed to verify eligibility or this customer.

Signature of Reviewer

Date

ATTACHMENT O

V.

Acceptable Verification and Documentation for WIA Eligibility

It is important to note that verification is far different than hard copy documentation.

Verification means to **confirm** eligibility requirements through examination of official documents (e.g., birth certificates, public assistance records, or speaking with official representatives of cognizant agencies).

Documentation means to **maintain** physical evidence, which is obtained during the verification process, in participant files. Such evidence would be copies of documents (where legally permitted), completed telephone/document inspection forms, and signed self-certification statement. *The use of self-certification statements should be used as the last resort in determining eligibility for WIA services.*

Therefore, all registered adults must verify the General Eligibility criteria, which consist of citizenship or eligible to work, selective service registrant (if applicable), and age. Should a registered adult reach the 2nd tier (intensive) and/or 3rd tier (training) of services, then verification must be provided in accordance with the locally adopted priority policy.

Likewise, all registered Dislocated Workers and Youth must verify the General and Specific Eligibility criteria that pertain to each.

Individuals must meet the following General Eligibility Criteria, which consists of Citizenship or Eligible to Work, Age, and Selective Service Registration. Although an individual's Social Security Number is not considered General Eligibility Criteria, it must be verified.

ELIGIBILITY CRITERIA	ACCEPTABLE VERIFICATION and DOCUMENTATION	Youth	Adult	Dislocated Worker
SOCIAL SECURITY NUMBER Assignment of pseudo Social Security Number is forbidden by IRS regulations. NOTE: An unsigned social security card is valid, and a child's social security card is valid if signed by a parent. When the child reaches working age (14 or 15), the parent can apply for another card, which can then be signed by the child.	DD-214, Report of Transfer or Discharge (if Social Security Number is listed) Employment Records IRS Form Letter 1722 Letter from Social Service Agency Drivers License (if Social Security Number is listed) Pay Stub Social Security Benefit Documents Social Security Card/Notice of Social Security Number Assignment W-2 Form U. C. Records (if Name and Social Security Number is shown)	X	X	X
CITIZENSHIP OR ELIGIBLE TO WORK DSS records of printout of a parent can be used as proof of citizenship of dependent children. If, on the verification source, the place of birth is not in the United States, additional verification may be needed. * From List B of the I-9 Form the Voter Registration Form cannot be used.	Alien Registration Card Indicating Right to Work (INS Form I-151, I-551, I-94, I-688A I-197, I-179) Baptismal Certificate (if Place of Birth is shown) Birth Certificate DD-214, Report of Transfer or Discharge (if Place of Birth is shown) Food Stamp Record Foreign Passport Stamped Eligible to Work Hospital Record of Birth (if Place of Birth is shown) Hand Gun Permit Naturalization Certification Public Assistance Records U. S. Passport Social Security Card (Work Eligible) with I. D. Native American Tribal Document One verification source from List A of the I-9 Form OR one verification source from List B AND one verification source from List C of the I-9 Form* School Records (added 9/12/2006)	X	X	X

ELIGIBILITY CRITERIA	ACCEPTABLE VERIFICATION and DOCUMENTATION	Youth	Adult	Dislocated Worker
AGE/BIRTHDATE	Baptismal Record (if Date of Birth is shown) Birth Certificate DD-214, Report of Transfer or Discharge Paper Driver's License Federal, State or Local Government Identification Card Hospital Record of Birth (if Full Name is shown) Passport Public Assistance/Social Service Records School Records/Identification Card Work Permit	X	X	X
SELECTIVE SERVICE REGISTRANT	Selective Service Advisory Opinion Letter Selective Service Registration Record (Form 3A) DD-214, Report of Transfer or Discharge Stamped Post Office Receipt of Registration Internet Verification/Registration (www.sss.gov) Selective Service Telephone Verification (847) 688-6888	X	X	X

When applicable, individuals must meet at least one of the following Specific Eligibility Criteria, which consists of Individual/Family Income, Individual Status/Family Size, Cash Public Assistance, Food Stamps, Homeless, Supported Foster Child, and Individuals with Disabilities.

ELIGIBILITY CRITERIA	ACCEPTABLE VERIFICATION and DOCUMENTATION	Youth	Adult	Dislocated Worker
INDIVIDUAL/FAMILY INCOME Verification should be provided for each applicable income source. If the applicant is low-income based on meeting the definition of TANF, Food Stamps, SSI, Homeless, or Foster Child, this must be verified. However, family size does not need to be verified, and family income does not need to be verified or recorded.	Alimony Agreement Award Letter from Veterans Administration Bank Statement (Direct Deposit) Compensation Award Letter Court Award Letter Employer Statement/Contact Farm or Business Financial Records Housing Authority Verification Pay Stubs Pension Statement Public Assistance Records Quarterly Estimated Tax for Self-employed Persons (Schedule C) Social Security Benefits UI Documents and/or Printout Self-Certification Form	X	Not applicable unless funds are limited and a priority policy is in place with the local board for intensive and/or training services	
INDIVIDUAL STATUS/FAMILY SIZE If the applicant is low-income based on meeting the definition of TANF, Food Stamps, SSI, Homeless, or Foster Child to determine Low-income Individual Family size; does not need to be verified, but the family for the individual needs to be established.	Birth Certificate Decree of Court Disabled (See Individuals with a Disability) Divorce Decree Landlord Statement Lease Marriage Certificate Medical Card Most Recent Tax Return supported by IRS Documents (e.g., Form Letter 1711) Public Assistance/Social Service Agency Records Public Housing Authority (if Resident of or on Waiting List) Written Statement from a Publicly supported 24-hour Care Facility or Institution (e.g., Mental, Prison) Self-Certification Form	X	Not applicable unless funds are limited and a priority policy is in place with the local board for intensive and/or training services	

ELIGIBILITY CRITERIA	ACCEPTABLE VERIFICATION and DOCUMENTATION	Youth	Adult	Dislocated Worker
CASH PUBLIC ASSISTANCE If the applicant is low-income based on meeting the definition of TANF, Food Stamps, SSI, Homeless, or Foster Child, this must be verified. However, family size does not need to be verified and family income does not need to be verified or recorded.	Copy of Authorization to Receive Cash Public Assistance Copy of Public Assistance Check Medical Card Showing Cash Grant Status Public Assistance Identification Card Showing Cash Grant Status Public Assistance Records/Printout Refugee Assistance Records Self-Certification Form Telephone Verification (if covered by a local Memorandum of Understanding)	X	Not applicable unless funds are limited and a priority policy is in place with the local board for intensive and/or training services	
FOOD STAMPS If the applicant is low-income based on meeting the definition of TANF, Food Stamps, SSI, Homeless, or Foster Child, this must be verified. However, family size does not need to be verified and family income does not need to be verified or recorded.	Current Authorization to Obtain Food Stamps Current Food Stamp Recipient Food Stamp Card with Current Date Letter from Food Stamp Disbursing Agency Postmarked Food Stamp Mailer with Applicable Name and Address Public Assistance Records/Printout Self-Certification Form Telephone Verification (if covered by a local Memorandum of Understanding)	X	Not applicable unless funds are limited and a priority policy is in place with the local board for intensive and/or training services	
HOMELESS If the applicant is low-income based on meeting the definition of TANF, Food Stamps, SSI, Homeless, or Foster Child, this must be verified. However, family size does not need to be verified and family income does not need to be verified or recorded.	Written Statement from an Individual Providing Temporary Residence Written Statement from Shelter Written Statement from Social Service Agency Self-Certification Form Telephone Verification (if covered by a Local Memorandum of Understanding)	X	Not applicable unless funds are limited and a priority policy is in place with the local board for intensive and/or training services	

ELIGIBILITY CRITERIA	ACCEPTABLE VERIFICATION and DOCUMENTATION	Youth	Adult	Dislocated Worker
SUPPORTED FOSTER CHILD If the applicant is low-income based on meeting the definition of TANF, Food Stamps, SSI, Homeless, or Foster Child, this must be verified. However, family size does not need to be verified and family income does not need to be verified or recorded.	Court Contact Court Documentation Medical Card Verification of Payments made on Behalf of the Child Written Statement from State/Local Agency Self-Certification Form Telephone Verification (if covered by a Local Memorandum of Understanding)	X	Not applicable unless funds are limited and a priority policy is in place with the local board for intensive and/or training services	
INDIVIDUALS WITH DISABILITIES 20 CFR 663.640 May an individual with a disability whose family does not meet income eligibility criteria under the Act be eligible for priority as a low-income adult? Yes, even if the family of a disabled individual does not meet the income eligibility criteria, the disabled individual is to be considered a low-income individual if the individual's own income: (a) Meets the income criteria established in WIA section 101(25)(B); or (b) Meets the income eligibility criteria for cash payments under any Federal, State or local public assistance program. (WIA section 101(25)(F).)	Letter from Drug or Alcohol Rehabilitation Agency Letter from Child Study Team stating Specific Disability Medical Records Physician's Statement Psychiatrist's Diagnosis Psychologist's Diagnosis Rehabilitation Evaluation Sheltered Workshop Certification Social Service Records/Referral Social Security Administration Disability Records Veterans Administration Letter/Records Vocational Rehabilitation Letter Workers Compensation Record Self-Certification Form School Records	X	X	

YOUTH BARRIERS

Youth must be within one or more of the following Youth Barriers which consist of Basic Skills Deficient, Pregnant or Parenting, School Dropout, Offender, Homeless, Runaway Youth or Foster Child, and Requires Additional Assistance.

ELIGIBILITY CRITERIA	ACCEPTABLE VERIFICATION and DOCUMENTATION	Youth	Adult	Dislocated Worker
YOUTH BARRIERS	BASIC SKILLS DEFICIENT Assessed by a Generally Accepted Standardized Test School Records	X		
YOUTH BARRIERS	PREGNANT OR PARENTING Birth Certificate Hospital Record of Birth Medical Card Physician's Note Referrals from Official Agencies School Program for Pregnant Teens School Records Statement from Social Service Agency Self-Certification Form	X		
YOUTH BARRIERS	SCHOOL DROPOUT Attendance Record Dropout Letter Self-Certification Form (for youth ages 18 to 21 only)	X		

ELIGIBILITY CRITERIA	ACCEPTABLE VERIFICATION and DOCUMENTATION	Youth	Adult	Dislocated Worker
YOUTH BARRIERS	OFFENDER Court Documents Halfway House Resident Letter of Parole Letter from Probation Officer Police Records Self-Certification Form (for youth ages 18 to 21 only) Telephone Verification	X		
YOUTH BARRIERS	HOMELESS, RUNAWAY YOUTH Written Statement from an Individual providing Temporary Residence Written Statement from Shelter Written Statement from Social Service Agency Self-Certification Form (for youth ages 18 to 21 only) OR FOSTER CHILD Court Contact Court Documentation Medical Card Verification of Payments made on Behalf of the Child Written Statement from State/Local Agency	X		
YOUTH BARRIERS	REQUIRES ADDITIONAL ASSISTANCE Identified in the Local Workforce Area Plan Assessment results by Local Workforce Area Letter from employer Letter from school or education institution	X		

EXCEPTIONS YOUTH 5% WINDOW

EXCEPTIONS (YOUTH) SPECIAL RULE (5% WINDOW) – Not more than 5% of participants assisted under Section 129 in each local area may be individuals who do not meet the minimum income criteria to be considered eligible youth, if such individuals are within one or more of the following categories: School Dropout, Basic Skills Deficient, Behind Grade Level, Pregnant or Parenting Youth, Individuals with Disabilities, Homeless or Runaway Youth, Offender, and Serious Barriers to Employment.

ELIGIBILITY CRITERIA	ACCEPTABLE VERIFICATION and DOCUMENTATION	Youth	Adult	Dislocated Worker
EXCEPTIONS (YOUTH) SPECIAL RULE (5% WINDOW)	SCHOOL DROPOUT Self-Certification Form (for youth ages 18 to 21 only) Attendance Records Dropout Letter	X		
	BASIC SKILLS DEFICIENT (English reading, writing, or computing skills at or below the 8th grade level) Assessed by a Generally Accepted Standardized Test School Records	X		
	BEHIND GRADE LEVEL Report Card School Records	X		
	PREGNANT OR PARENTING YOUTH Birth Certificate Hospital Record of Birth Medical Card Physician's Note Referrals from Official Agencies School Program for Pregnant Teens School Records Statement from Social Service Agency Self-Certification Form (for youth ages 18 to 21 only)	X		
	INDIVIDUALS WITH DISABILITIES (including learning disabilities) Letter from Drug or Alcohol Rehabilitation Agency Letter from Child Study Team stating Specific disability Medical Records Physician's Statement Psychiatrist's Diagnosis	X		

EXCEPTIONS YOUTH 5% WINDOW

ELIGIBILITY CRITERIA	ACCEPTABLE VERIFICATION and DOCUMENTATION	Youth	Adult	Dislocated Worker
EXCEPTION (YOUTH) SPECIAL RULE (5% WINDOW) (continued)	<p>Psychologist's Diagnosis Rehabilitation Evaluation Sheltered Workshop Certification Social Service Records/Referral Social Security Administration Disability Records Veterans Administration Letter/Records Vocational Rehabilitation Letter Workers Compensation Record</p> <p>HOMELESS OR RUNAWAY YOUTH Self-Certification Form (for youth ages 18 to 21 only) Written Statement from an Individual providing Temporary Residence Written Statement from Shelter Written Statement from Social Service Agency</p> <p>OFFENDER Self-Certification Form (for youth ages 18 to 21 only) Court Documents Halfway House Resident Letter of Parole Letter from Probation Officer Police Records</p> <p>SERIOUS BARRIERS TO EMPLOYMENT AS IDENTIFIED BY LOCAL BOARD Other _____ (please type in the Barrier) Self-Certification Form (for youth ages 18 to 21 only)</p>	X		
		X		
		X		

DISLOCATED WORKER – the term “dislocated worker” means an individual who (a) has been terminated or laid off, or who has received a notice of termination or layoff, from employment; is eligible for or has exhausted entitlement to unemployment compensation; or has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center, attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and is unlikely to return to a previous industry or occupation; (b) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or for purposes of eligibility to receive services other than training services, intensive services, or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close; (c) was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in a community in which the individual resides or because of natural disasters; or (d) is a displaced homemaker.

ELIGIBILITY CRITERIA	ACCEPTABLE VERIFICATION and DOCUMENTATION	Youth	Adult	Dislocated Worker
DISLOCATED WORKER	TERMINATED/LAID OFF/RECEIVED NOTICE OF TERMINATION OR LAYOFF Certification of Expected Separation Layoff Letter from Employer Verification from Prospective Employer Verification from Employment Agency Self-Certification Form Other verifiable sources as appropriate AND ELIGIBLE FOR UI UI Documents and/or Printout E.S. Contact Profile Reemployment Program (PREP) Service Activity Plan Other verifiable sources as appropriate AND UNLIKELY TO RETURN (Reemployment Opportunity is poor) Contact with Separating Employer Job Service Contact Layoff/Termination Notice Profile Reemployment Program (PREP) Service Activity Plan Statewide/Local Labor Market Information UC Printout listing Reason for Termination Self-Certification Form Telephone Verification Other verifiable sources as appropriate			X

ELIGIBILITY CRITERIA	ACCEPTABLE VERIFICATION and DOCUMENTATION	Youth	Adult	Dislocated Worker
DISLOCATED WORKER	<p>PERMANENT CLOSURE OF PLANT/FACILITY/ ENTERPRISE OR SUBSTANTIAL LAYOFF Certification of Expected Separation Letter from Employer Media Announcement with Employment Verification Contact with Separating Employer Layoff Notice Public Notice as determined by the State's Rapid Response Coordination Services UI Documents and/or Printout WARN Notice to Individual with Separating Employer WARN Notice to Labor Union which represents Worker Self-Certification Form Telephone Verification Other verifiable sources as appropriate</p> <p>GENERAL ANNOUNCEMENT OF CLOSURE Verification from Media Source Employer Verification Self-Certification Form Telephone Verification Other verifiable sources as appropriate</p>			X
DISLOCATED WORKER				X

ELIGIBILITY CRITERIA	ACCEPTABLE VERIFICATION and DOCUMENTATION	Youth	Adult	Dislocated Worker
DISLOCATED WORKER	<p>FORMERLY SELF-EMPLOYED/CURRENTLY UNEMPLOYED</p> <p>Business License/Permit</p> <p>IRS Forms</p> <p>Labor Market Information</p> <p>Unemployment Rate</p> <p>Approved Labor Market Analysis</p> <p>Business Ledgers</p> <p>Chapter 7 – Bankruptcy published in Newspaper (Date must be shown)</p> <p>Chapter 11 – Bankruptcy published in Newspaper (Date must be shown)</p> <p>Failure of Business Supplier</p> <p>Failure of Business Customer</p> <p>Depressed Prices or Market</p> <p>Federal/State Declaration of Disaster</p> <p>BWI Approved Disaster AND Permanent Dislocation</p> <p>Self-Certification Form</p> <p>Telephone Verification</p> <p>Other verifiable sources as appropriate</p>			X

Displaced Homemaker – an individual who has been providing unpaid services to family members in the home and who

A. has been dependent on the income of another family member but is no longer supported by that income; **AND**

B. is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

ELIGIBILITY CRITERIA	ACCEPTABLE VERIFICATION and DOCUMENTATION	Youth	Adult	Dislocated Worker
DISLOCATED WORKER	DISPLACED HOMEMAKER			X
<p>The term “displaced homemaker” means an individual who has been providing unpaid services to family members in the home and who</p> <p>(A) has been dependent on the income of another family member but is no longer supported by that income;</p> <p>AND</p> <p>(B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p>	<p>IRS Forms Court Records Medical Records Bank/Financial Records Divorce Decree Spouse Death Certificate Spouse Disability check Self-Certification Form Other verifiable sources as appropriate</p> <p>AND</p> <p>Employer Verification Job Search Verification Self-Certification Form Telephone Verification Other verifiable sources as appropriate</p>			

VII.

Family Size/Family Income

WORKFORCE INVESTMENT ACT (WIA) REQUIREMENT OF FAMILY SIZE/FAMILY INCOME

In cases where the recommended verification sources of Family Size/Family Income verification are unavailable, or the attainment of such documentation would place an undue hardship on the applicant, then the form at the end of this section may be used.

The purpose of the form is to document information that verify the WIA applicant's family size at time of registration and family income during the last six months (26 weeks). This entails verifying the size and makeup of the applicant's **FAMILY**. This form is only necessary when eligibility is based on **FAMILY INCOME**.

The applicant should complete the **Statement of Family Size/Family Income** with the assistance of WIA intake staff to ensure it is completed correctly. The applicant will then take the form to have it signed by a witness who can corroborate the given information.

Family – two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- (A) a husband, wife, and dependent children.
- (B) a parent or guardian and dependent children.
- (C) a husband and wife.

A dependent child is defined as a child:

- Under age 19 at the end of the previous calendar year, or
- Under age 24 at the end of the previous calendar year and was a student.

A dependent child was a student if he or she:

- Was enrolled as a full-time student at a school during any 5 months of the previous calendar year or took a full-time, on-farm training course during any 5 months of the previous calendar year. The course had to be given by a school or a state, county or local government agency. A school includes technical, trade, and mechanical schools. It does not include on-the-job training courses or correspondence schools.

In applying the definition of family, runaway youth, emancipated youth, and court adjudicated youth separated from the family through involuntary temporary residence elsewhere (e.g., institutionalized, incarcerated, or placed as a result of a court order) shall not be classified as dependent children.

A *disabled individual*, whose family does not meet the income criteria, is considered low income if the individual's own income, separate from the household's, meets the income eligibility guidelines.

Family Income – for the purpose of determining WIA income eligibility, list the total income received by you and members of your family from (1) gross wages and salaries (before deductions); (2) net self-employment income (gross receipts minus operating expenses); and (3) other money income from sources such as net rents, social security, pensions, alimony, government and armed forces retirement payments, insurance policy annuities, and other sources of periodic income.

Inclusions for Family Income

1. **Gross wages and salaries before deductions:** Total money earnings received from work performed as an employee. If a family's only source of income was from wages and salary payments, family income would be equal to gross wages and salary received.
2. **Income from non-farm self-employment:** Net income (gross receipts minus operating expenses) from a business or other non-farm enterprise in which a person is engaged on his/her own account. If the business or enterprise has suffered a loss, this loss will be allowed to offset wage earnings.
3. **Income from farm self-employment:** Net receipts from farm self-employment (receipts from a farm which operates as an owner, renter, or sharecropper, after deductions for farm operating expenses). If the farm has suffered a loss, this loss will be allowed to offset wage earnings. Money received under the Agricultural Crop Stabilization Program is considered income.
4. **WIA and Title V Older Americans Act Program Participation:** Wages paid to participants in WIA OJT and the Title V Older Americans Program placements count as income.
5. **Social Security Disability Insurance (SSDI):** pays benefits to you and certain members of your family if you are "insured" meaning that you worked long enough and paid Social Security taxes.
6. **Money received from such sources:**
 - Net rents;
 - Governmental and non-governmental pensions;
 - Railroad retirement benefits;
 - Strike benefits from union funds;
 - Worker's compensation;
 - Training stipends;
 - Alimony;
 - Military family allotments or other regular support from an absent family member or someone not living in the household; (except for military payments indicated below which are excluded from family income calculations)
 - Regular insurance or annuity payments;
 - College or university scholarships, grants (excluding pell grants), fellowships, and assistantships;
 - Dividends and interest;
 - Net royalties;
 - Periodic receipts from estates and trusts; and
 - Net gambling or lottery winnings.

Exclusions for Family Income

1. Unemployment Compensation;
2. Child support payments;
3. Old age and survivors' insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)

4. **Military Pay or Allowances:** Are there special rules that apply to veterans when income is a factor in eligibility determinations? (Sec. 667.255) Yes, under 38 U.S.C. 4213, when past income is an eligibility determinant for Federal employment or training programs, any amounts received as military pay or allowances by any person who served on active duty, and certain other specified benefits must be disregarded. This applies when determining if a person is a "low-income individual" for eligibility purposes (for example, in the WIA youth, Job Corps or NFJP programs) and applies if income is used as a factor in applying the priority provision under 20 CFR 663.600 when WIA adult funds are limited. Questions regarding the application of 38 U.S.C. 4213 should be directed to the Veterans Employment and Training Service.

US Code: Title 38, Section 4213. Eligibility requirements for veterans under Federal employment and training programs:

Any (1) amounts received as pay or allowances by any person while serving on active duty, (2) period of time during which such person served on such active duty, and (3) amounts received under chapters 11, 13, 30, 31, 35, and 36 of this title by an eligible veteran, any amounts received by an eligible person under chapters 13 and 35 of such title, and any amounts received by an eligible person under chapter 106 of title 10, shall be disregarded in determining eligibility under any public service employment program, any emergency employment program, any job training program assisted under the Economic Opportunity Act of 1964, any employment or training program carried out under the Job Training Partnership Act or **Title I of the Workforce Investment Act of 1998**, or any other employment or training (or related) program financed in whole or in part with Federal funds.

Title 38:

Chapter 11 - Compensation for Service-Connected Disability or Death
Chapter 13 - Dependency and Indemnity Compensation for Service-Connected Deaths
Chapter 30 - All-Volunteer Force Educational Assistance Program
Chapter 31 - Training and Rehabilitation for Veterans with Service-Connected Disabilities
Chapter 35 - Survivors' and Dependents' Educational Assistance
Chapter 36 - Administration of Educational Benefits

US Code: Title 10, Chapter 106 - Educational Assistance for Members of the Selected Reserve

5. Federal non-cash benefits such as: Medicare, Medicaid, food stamps, school lunches, and housing assistance;
6. Capital gains and losses;
7. Assets drawn down as withdrawals from a bank;
8. Public Assistance payments: Payments received under TANF (Temporary Assistance to Needy Families), Supplemental Security Income, General Assistance, Refugee Cash Assistance;
9. The sale of property, house, or an automobile;
10. Tax refunds;
11. One-time gifts;
12. Loans;
13. Lump-sum inheritances;
14. One-time insurance payments, or compensation for injury;

15. Cash value of employer-paid or union-paid portion of health insurance or other employee fringe benefit;
16. Cash value of food or housing received in lieu of wages;
17. Cash value of food and fuel produced and consumed on farms;
18. Imputed value of rent from owner-occupied non-farm or farm housing;
19. Amounts received as pay or allowances by any person while serving on active duty;
20. Payments received under the Trade Readjustment Act of 1974;
21. Black Lung payments received under the Benefits Reform Act of 1977;
22. Needs-based scholarship assistance;
22. Financial assistance under Title IV of the Higher Education Act, i.e., PELL Grants, BEOG Grants, Federal Supplemental Educational Opportunity Grants and Federal Work Study, PLUS, Stafford, and Perkins loans like any other kind of loan are debt and not income.
23. Terminal leave pay: Severance pay or a cash out of accrued vacation leave;
24. Stipends received in the following programs: VISTA, Peace Corps, Foster Grandparents Program, Retired Senior Volunteer Program; Youth Works/AmeriCorps Program;
25. Foster care payments.

NOTE: When a federal statute specifically provides that income or payments received under such statute shall be excluded in determining eligibility for the level of benefits received under any other federal statute, such income or payments shall be excluded in WIA eligibility determination.

Instructions for Completing the “WORKFORCE INVESTMENT ACT STATEMENT OF FAMILY SIZE/FAMILY INCOME” Form

IDENTIFYING INFORMATION

Please complete this block with the WIA applicant's name, address, social security number, and application date.

FAMILY MEMBERS NAME/RELATIONSHIP TO APPLICANT/FAMILY MEMBER INCOME

- List the names of all **FAMILY MEMBERS** living in the applicant's residence on the date of registration.
- Indicate the relationship of each **FAMILY MEMBER** to the applicant.
- Indicate the income during the last six months (26 weeks) of each **FAMILY MEMBER** living in the applicant's residence on the date of registration.
- Complete the block Total Number in Family.
- Complete the block Total Income (if applicable).

NAME/LOCATION/REASON

- List the names of any **FAMILY MEMBERS** not currently residing in the applicant's residence.

This should include any **FAMILY MEMBER** who is not currently living in the residence but would be considered a part of the applicant's family. These absences may be due to temporary and voluntary residence elsewhere (e.g., attending school or college, or visiting relatives). It would not include involuntary temporary residence elsewhere (e.g., incarceration, or placement as a result of a court order). Members of the Armed Forces on extended temporary assignment elsewhere are considered to be assigned involuntarily and would not be considered as part of the applicant's **FAMILY**.

- Indicate the location of the absent family member.
- Indicate the reason for the absence. Include whether the absence is voluntary or involuntary and if it is temporary or permanent.

The applicant must sign and date the form.

A corroborating witness must sign and date the form attesting to the accuracy of the given information. The corroborating witness may live in or out of the residence, and may or may not be related to the applicant. The witness must have verifiable knowledge of the applicant's **FAMILY STATUS**.

**WORKFORCE INVESTMENT ACT
STATEMENT OF FAMILY SIZE/FAMILY INCOME**

IDENTIFYING INFORMATION			
Applicant's Name _____			
Last		First	
MI			
Address _____			
Social Security Number _____ Application Date: _____			

To be completed by WIA applicant with staff assistance

For use in completing this form, the definitions of FAMILY and FAMILY INCOME can be found on the previous page.

Please provide information regarding the applicant's FAMILY as requested below.

FAMILY MEMBER'S NAME	RELATIONSHIP TO APPLICANT	FAMILY MEMBER INCOME (Last Six Months)
Total Number in Family:		Total Income:

If applicable, please complete the following information for FAMILY MEMBERS not currently residing in the applicant's residence (see instructions).

NAME	LOCATION	REASON

I attest to the best of my knowledge that the information above is true and correct.

Signature of Applicant

Date

CORROBORATING WITNESS – I attest to the best of my knowledge that the information is true and correct.

Name _____ Signature _____ Date _____

Street Address _____ City _____ State _____ Zip _____

Telephone Number _____ Relationship to WIA Applicant _____

ATTACHMENT P



PATRICK COUNTY

NAME: _____

STREET: _____ CITY & STATE: _____

ZIP: _____ PHONE: _____ EMAIL: _____

HIGH SCHOOL/GED GRADUATE: YES ___ NO ___ IF NO, HIGHEST GRADE COMPLETED: _____

COLLEGE: YES ___ NO ___ IF YES, WHAT IS YOUR MAJOR: _____

ARE YOU 21 YEARS OF AGE OR YOUNGER: YES ___ NO ___ (YOUTH PROGRAM IF 21 OR YOUNGER)

EMPLOYED: YES ___ NO ___ CURRENT/LAST EMPLOYER: _____

YEARLY INCOME: _____ WHAT IS YOUR FAMILY SIZE: _____

DO YOU RECEIVE FOOD STAMPS: YES ___ NO ___ DO YOU RECEIVE TANIF: YES ___ NO ___

ARE YOU A VETERAN: YES ___ NO ___

DO YOU HAVE A DISABILITY: YES ___ NO ___ IF YES, WHAT ARE YOUR LIMITS: _____

REASON FOR YOUR VISIT: _____

DESCRIBE YOUR COMPUTER SKILLS: ___ excellent ___ fair ___ poor ___ none

Comments (For Staff): _____

SIGNATURE: _____ DATE: _____

E.O.E. Equal Opportunity Employer

ATTACHMENT Q

Support Service Need Financial Analysis

Customer Name:	Social Security Number:
Training Provider:	Name/Type of Training:
Training Service Start Date:	Training Service End Date:

A. TRAINING EXPENSES	COST PER SEMESTER/ QUARTER	NUMBER OF SEMESTER/ QUARTERS	TOTAL COST OF TRAINING SERVICE
Application/Registration Fee(s)	\$		\$
Tuition	\$		
Books/Supplies			
Lab Fees	\$		\$
Test/License Fees	\$		\$
Other:	\$		\$
		Total Cost	

B. FAMILY LIVING EXPENSES	COST PER MONTH	NUMBER OF MONTHS OF TRAINING	TOTAL COST OF EXPENSE
Housing Expense (rent, house payment, etc.)	\$		
Food			
Transportation (gas, insurance, car payment, etc)			
Utilities (electric, water, phone, gas, etc.)			
Child Care	\$		\$
Other: Credit Card	\$		\$
Other:	\$		\$
		Total Cost	\$

C. AVAILABLE FUNDING & REVENUE SOURCES FOR THE FAMILY	INCOME PER MONTH/SEMESTER/QUARTERS	NUMBER OF SEMESTER/QUARTERS	TOTAL REVENUE
Federal Pell Grants (attach Tentative Award Letter)	\$		\$
SEOG Grant (attach document)	\$		\$
Scholarships/Grants(s)/Other Financial Aid (attach applicable award letter(s))	\$		\$
Other Education Funding Source: Sub Loan	\$		\$
Wages (all family members)	\$		\$
TANF/Food Stamps	\$		\$
Social Security Income	\$		\$
Veterans' Benefits	\$		\$
Child Support	\$		\$
Other (TRADE Benefits/UI)	\$		\$
Other Family Revenue:	\$		\$
		Total Revenue	\$

\$ _____ **- \$** _____ **= \$** _____
(B) (C) **WIA Funds used for Su**

WIA Funds used for Support Services

I hereby certify that the information provided is correct and accurate to the best of my knowledge.

WIA Service Provider Signature

Date _____

WIA Participant Signature

Date _____

ATTACHMENT R

WEST PIEDMONT WORKFORCE INVESTMENT BOARD

WIA Adult, Dislocated Worker and Youth Eligibility Verification Checklist

Client Name: _____

Social Security Number: _____ **Phone Number:** _____

Adult, Dislocated Worker or Youth Program (check one):

- ☐ Adult
- ☐ Dislocated Worker
- ☐ Youth

By checking appropriate boxes and providing a signature at the end of this checklist, the Program Manager is verifying on behalf of the Contractor that all acceptable verifications and documentations are included in the client's file prior to acceptance into the WIA program.

Adult, Dislocated Worker or Youth General Eligibility (all must be checked):

- ☐ Social Security Number
- ☐ Citizenship or Eligible to Work
- ☐ Age / Birth Date
- ☐ Selective Service Registrant (if applicable)

Adult or Youth Income Eligibility:

- ☐ Individual / Family Income Verification (if on public assistance, this does not need verification)
- ☐ Individual Status / Family Size (if on public assistance as an individual without others in the household, this does not need verification)
- ☐ Low-Income Verification based on one of the following (check one):
 - ☐ TANF
 - ☐ Food Stamps
 - ☐ SSI
 - ☐ Homeless
 - ☐ Supported Foster Child
 - ☐ Individual with Disability (income eligibility criteria may be waived based on board's priority as a low income adult)

Youth Barriers (check one or more):

- ☐ Basic Skills Deficient
- ☐ Pregnant or Parenting
- ☐ School Drop Out
- ☐ Offender
- ☐ Homeless / Runaway Youth
- ☐ Foster Child
- ☐ Requires Additional Assistance

Exceptions Youth Special Rule (5 Percent Window) – Income Eligibility is waived, but one or more of the following has been confirmed:

Please note: Prior to using this 5 percent rule, board staff approval must be obtained.

- ☐ School Dropout
- ☐ Basic Skill Deficient
- ☐ Behind a Grade Level
- ☐ Pregnant or Parenting Youth
- ☐ Individual with Disability (including learning disability)
- ☐ Homeless / Runaway Youth
- ☐ Offender
- ☐ Serious barriers to employment as identified by board: _____
- ☐ Self Certification Form (for youth 18 to 21 years old only)

Dislocated Worker Eligibility (check one):

- ☐ Terminated / Laid off / Received Notice of Termination or Layoff (both boxes must be checked)
 - ☐ Proof of separation from employer
 - ☐ Eligible for UI
 - ☐ Unlikely to Return (Reemployment opportunity is poor)
- ☐ Permanent Closure of Plant, Facility, Enterprise or Substantial Layoff
- ☐ General Announcement of Closure
- ☐ Formerly Self-Employed / Currently Employed
- ☐ Displaced Homemaker (both boxes must be checked)
 - ☐ Dependent on income of another family member
 - ☐ Unemployed or underemployed

For additional information pertaining to this check list, such as what is considered acceptable verification and documentation, [click here](#) to reference “Acceptable Verification and Documentation for WIA Eligibility.”

Contractor: _____

Program Manager (Print): _____

Program Manager (Signature): _____

Date: _____ Contact Number: _____ Email: _____

Please retain this form in the client’s file.

wanda.whitlow@patrick.k12.va.us

ATTACHMENT S

Entered Employment

Of those who are not employed at the date of participation:

of adult participants who are employed in the first quarter after the exit quarter

of adult participants who exit during the quarter

Employment Retention

Of those who are employed in the first quarter after the exit quarter:

of adult participants who are employed in both the second and third quarters after the exit quarter

of adult participants who exit during the quarter

Average Earnings

Of those adult participants who are employed in the first, second, and third quarters after the exit quarter:

Total earnings in the second plus the total earnings in the third quarters after the exit quarter

of adult participants who exit during the quarter

Placement in Employment or Education

Of those who are not in post-secondary education or employment (including the military) at the date of participation:

of youth participants who are in employment (including the military) or enrolled in post-secondary education and/or advanced training/occupational skills training in the first quarter after the exit quarter

of youth participants who exit during the quarter

Attainment of a Degree or Certificate

Of those enrolled in education (at the date of participation or at any point during the program):

of youth participants who attain a diploma, GED, or certificate by the end of the third quarter after the exit quarter

of youth participants who exit during the quarter

Literacy and Numeracy Gains

Of those out-of-school youth who are basic skills deficient:

of youth participants who increase one or more educational functioning levels

of youth participants who have completed a year in the program (i.e., one year from the date of first youth program service) plus the # of youth participants who exit before completing a year in the youth program

ATTACHMENT T

COMMONWEALTH OF VIRGINIA
VIRGINIA COMMUNITY COLLEGE SYSTEM

WORKFORCE INVESTMENT ACT

VIRGINIA WORKFORCE LETTER (VWL) #11-02

TO: LOCAL WORKFORCE INVESTMENT BOARDS
FROM: WORKFORCE DEVELOPMENT SERVICES
SUBJECT: WIA Participant Activity Code Definitions and Time/Use Limitations
DATE: August 1, 2011

Purpose:

To provide guidance to local workforce areas and their service providers on the exiting process and procedures for Workforce Investment Act (WIA) program participants consistent with US Department of Labor (DOL) Training and Employment Guidance Letter (TEGL) 17-05; to provide a standardized set of definitions for the WIA participant activity codes in the Virtual One Stop (VOS) system; to initiate time or use limitations on those codes; and to eliminate unused or obsolete activity codes.

A. Background:

DOL's November, 2010 review of Virginia's Workforce System (released January, 2011), included a finding that Adult and Dislocated Worker participants are not exited in accordance with ETA guidance. This VWL is intended to address this finding by providing both definitions for the WIA activity codes and provide guidance on their appropriate use.

In preparing this document, analysis of the frequency of activity code used since 2000 revealed a number of activity codes that had been used rarely or not at all, or were rendered obsolete by the implementation of the Virginia Workforce Connection ("VaWC" or "VOS") in 2007.

B. Discussion:

Workforce Development Services has developed a list of valid activity codes, definitions for each of the codes and "limitations" for the use of each code. The standardized definitions will assist the local areas in accurately recording participant activities in WIA.

The purpose of defining limitations is not to restrict the local areas in their ability to serve participants, but to ensure that events related to those activities are recorded in the proper sequence and according to DOL policies and guidelines for accuracy and timeliness.

In addition to satisfying the findings of the DOL report, adding limitations to the activity codes will help insure accuracy of participant data, which is vital to the new Workforce Data Quality Initiative (WDQI). Some aggregate elements of participant records (not any specific identifying information) will be incorporated into WDQI analyses. Accuracy of participant information in WIA is crucial to WDQI's successful presentation of a complete and precise picture of Virginia's Workforce efforts.

C. Implementation

The attached list shows each valid participant activity code, defines the code and includes any limitation that will govern each code's use. For example, code 104, Job Search Workshop, is limited to 30 calendar days. A "limitation" does not mean a code cannot be used more than once per participant, nor does it mean an activity cannot be extended for a participant based upon the participant's service plan.

There are seven obsolete codes listed for reference only, as they may appear on some past participant records in VOS. They are not valid for current or future use.

D. Effective Date

The new activity code definitions and limitations will become effective August 1, 2011. Workforce Services will be working with its software provider, Geographic Solutions, in the coming months to implement edits in VOS that reflect the new limitations. These edits will appear as informational or error messages that discourage or prevent use of an activity code in a way that may conflict with the code's limitation.

E. Required Action

Local boards are responsible for ensuring that all WIA service provider/case management staff are familiar with this information

VIRGINIA WORKFORCE CONNECTION DEFINITIONS OF ACTIVITIES AND SERVICES

What is "Limitation" in the Activity Code Definitions?

The term "Limitation" refers to one or both of the following circumstances for all Activity Codes:

- Time Limit for an Activity Code – a limited period of time that an activity code may be active ("open") in VaWC ("VOS"). It does not refer to the duration of the activity itself. For example, Activity Code 213, Mentorship, can be entered initially into VOS for a period beginning on a certain date with an ending date as much as 30 calendar days later, even if the Mentoring activity lasts longer than 30 days. At the end of the **initial** 30 day period, the case is to be reviewed and the end date **may be extended** an additional 30 days, or fewer as appropriate, if the participant is still involved in that activity. The review and update of this activity code's end date continues for as long as it is applicable to the participant's situation. **All extensions must be documented in VOS Case Notes and in the participant's file.**
- Restriction of Use of an Activity Code - Certain activity codes can be used for only a particular segment of persons or only under certain circumstances. For example, Activity Code 181, Transportation Assistance, may be used only for persons enrolled in WIA Title 1B activities. This code may not be used for persons in "applicant" status.

001 – Hold, waiting for activities or health/medical – This code is used when the participant has a planned, **temporary** break in training with a planned date of re-entry as documented in the ISS/IEP. Holding **may not** exceed 90 days except when there is a regularly scheduled break in training that exceeds the 90-day limit. Examples include summer recess, semester breaks or under documented extenuating circumstances from a third party based on the participant's situation such as being under medical care, class schedule change, etc. This service will prevent the soft exit from occurring and should be used only for one of the following conditions:

- Delay before the beginning of training;
- Health/medical condition or providing care for a family member with a health/medical condition; and
- Temporary move from the area that prevents the person from participating in services, i.e. National Guard or other related military service.

(Training and Employment Guidance Letter No. 17-05).

The participant folder and VOS case notes should contain documentation to support the holding status.

Limitation: May not exceed 90 calendar days and must be documented. Any extension(s) must be fully documented.

VIRGINIA WORKFORCE CONNECTION DEFINITIONS OF ACTIVITIES AND SERVICES

Staff-Assisted Core Services

101 – Orientation – Information provided on services that are available through the One-Stop service centers and other WIA service providers.
Limitation: Not to exceed 30 calendar days.

102 – Initial Assessment – to help a participant and program staff make decisions about appropriate employment goals and to develop effective service strategies for reaching those goals.
Limitation: Not to exceed 30 calendar days.

104 – Job Search Workshop – train a participant in job-seeking and job-holding techniques through interactive presentations designed to reinforce his or her job search efforts.
Limitation: Not to exceed 30 calendar days.

105 – Job Finding Club – support group activities and interactions designed to reinforce a participant's job search efforts.
Limitation: Not to exceed 30 calendar days.

110 – Attended Rapid Response Workshop – attend an informational briefing related to the layoffs at a particular employer.
Limitation: Not to exceed 30 calendar days.

131 – Testing/ background check as required by employer – a service provided on behalf of a participant as a condition of consideration for employment. This service could include pre-employment testing and background checks that may be required by an employer of all new hires.
Limitation: Not to exceed 30 calendar days.

153 - Job Search/Placement Assistance, including Career Coaching – services provided to a participant looking for work. Career coaching includes review of employment goals and plans to achieve those goals and the impact on the participant's long-term employment objectives.
Limitation: Not to exceed 30 calendar days.

What are Adult & Dislocated Worker Supportive Services – 180 to 185?

Supportive services for adults and dislocated workers include services such as transportation, child care, dependent care, housing and needs-related payments, necessary to participate in WIA activities.

Local Boards, in consultation with the One-Stop partners and other community service providers, must develop a policy on supportive services that ensures resource and service coordination in the local area. Such policy should address

VIRGINIA WORKFORCE CONNECTION DEFINITIONS OF ACTIVITIES AND SERVICES

procedures for referral to these services, including how the services will be funded when they are not otherwise available from other sources.

When may supportive services be provided to participants?

Supportive services may only be provided to persons who are:

- Participating in core, intensive or training services; **and**
- Unable to obtain supportive services through other programs providing such services.
- Supportive services may only be provided when they are necessary to enable persons participate in Title I activities.

Are there limits on the amounts or duration of funds for supportive services?

Local Boards may establish procedures on the provision of supportive services or provide the One-Stop operator with the authority to establish such limits, including a maximum amount of funding and maximum length of time for supportive services to be available to participants. ***These codes should be closed out as soon as the supportive service is completed.***

180 – Support Service – Family Care – depending on need and local policies, funds provided to a participant for the care of his or her dependents (dependents can be children or persons dependent on the participant for support) while the participant is enrolled in training activities.

Limitation: Available ***only*** to participants enrolled in Title 1B activities.

181 – Support Service – Transportation Assistance – depending on need and local policies, transportation assistance provided to a participant enrolled in a training activity to enable him or her to participate in that activity. Transportation assistance can be in the form of mileage reimbursement, bus tickets or other transportation payments that enable a participant to go to training and return to his or her residence. Transportation services may be provided during follow-up.

Limitation: Available ***only*** to participants enrolled in Title 1B activities.

182 – Support Service – Medical - depending on need and local policies, a service provided to adults or dislocated workers to assist them in gaining access to medically-required services in the community.

Limitation: Available ***only*** to participants enrolled in Title 1B activities.

183 – Support Service – Incentive/Bonuses - depending on need and local policy, an allowance provided to a participant as an award for outstanding participation in or completion of a training program.

Limitation: Available ***only*** to participants enrolled in Title 1B activities.

VIRGINIA WORKFORCE CONNECTION DEFINITIONS OF ACTIVITIES AND SERVICES

184 – Support Service – Temporary Shelter – depending on need and local policies, funds provided to a participant to assist him or her in obtaining housing/shelter.

Limitation: Available *only* to participants enrolled in Title 1B activities.

185 – Support Service – Other – services provided to adults and dislocated workers that are included in the existing supportive services, for example:

- Employment and training related items that are required by a worksite or training agency (e.g., uniforms, work shoes, safety gear, safety glasses, tools, stop watches, stethoscopes, etc.).
- Health screenings: dental, general medical, drug screening needed to enter training or employment, e.g., physicals, dental exams for health occupations, drug screening prior to entering training.
- Testing fees required for the following exams – GED test, CRC test, driver's permit, licensing test fees for professional certification after training (e.g. cosmetology, CNA, LPN, barber, MCSE, CDL, etc.)
- Examinations/inoculations – examinations required before entering training or employment (e.g. tuberculin skin tests, eye examinations, etc.).
- Other-services – other services such as an interpreter or signer, etc, for intake/registration, assessment, etc.

Limitation: Available *only* to participants enrolled in Title 1B activities.

Adult Intensive Services Codes 200 to 227

What are Adult Intensive Services?

Adult Intensive Services may include the following:

- Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include diagnostic testing and use of other assessment tools; and in-depth interview and evaluation to identify employment barriers and appropriate employment goals.
- Development of an individual employment plan to identify the employment goals, appropriate achievement objectives and appropriate combination of services for the participant to achieve the employment goals.
- Group counseling.
- Individual counseling and career planning.
- Case management for participants seeking training services
- Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills and professional conduct, to prepare participants for unsubsidized employment or training.

VIRGINIA WORKFORCE CONNECTION
DEFINITIONS OF ACTIVITIES AND SERVICES

200 – Individual Counseling – clinical or psychological counseling for a participant in a one-on-one setting. Individual counseling could involve problem-solving and techniques to overcome life issues; may include referral to outside organizations. Counseling should be provided by an appropriately trained/ licensed professional counselor or social worker, for example a Licensed Clinical Social Worker.

Limitation: Not to exceed 30 calendar days.

201 – Group Counseling – clinical or psychological counseling provided in a group setting to discuss employment and training-related issues, or techniques to overcome life issues that may present a barrier to employment or training. Counseling should be provided by an appropriately trained/ licensed counselor or social worker, for example a Licensed Clinical Social Worker.

Limitation: Not to exceed 30 calendar days.

202 – Career Guidance/Planning – working with the participant to develop career goals and steps necessary to achieve those goals.

Limitation: Not to exceed 30 calendar days.

203 – Objective Assessment - process to determine the academic levels, skill levels and service needs of a participant. This assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs and developmental needs of the participant. Note that a new assessment of a participant is not required if the provider carrying out the program determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education or training program.

Limitation: Not to exceed 30 calendar days.

204 – Interest and Aptitude Testing – standardized testing and assessment services that guide the participant to make an informed choice about a course of action that best meets his or her needs and interests and maximizes his or her employment opportunities.

Limitation: Not to exceed 30 calendar days.

205 – Develop Service Strategies (IEP/ISS/EDP) – *establishing* a plan (not implementing or executing the plan) for a participant which should include an employment goal, appropriate achievement objectives, support service needs and an appropriate combination of services for him or her based on an initial assessment and a more comprehensive or specialized assessment.

Limitation: Not to exceed 30 calendar days.

212 – Other Intensive Services Not Otherwise Classified - services designed to inform and educate a participant about the labor market, his or her employment strengths, weaknesses and the range of services appropriate to his or her situation.

VIRGINIA WORKFORCE CONNECTION
DEFINITIONS OF ACTIVITIES AND SERVICES

Limitation: Not to exceed 30 calendar days.

213 – Mentorship – services that include peer counseling that encourages responsibility, employability and other positive social behaviors. May include exposure to postsecondary educational opportunities, community and service learning projects, peer-centered activities, including organizational and team work training, team leadership training, training in decision making, including determining priorities.

Limitation: Not to exceed 30 calendar days.

214 – Adult Literacy, basic Skills or GED Preparation – educational services that improve basic skills (math, reading, etc.) that may be necessary to obtain and/or retain employment, including education resulting in the participant obtaining a GED certificate.

Limitation: Not to exceed 90 calendar days.

215 – Short-Term Pre-Vocational Services – services that include the development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills and professional conduct, to prepare a participant for unsubsidized employment or training.

Limitation: Not to exceed 90 calendar days.

216 – Out-of-Area job search assistance – depending on need and local policy, transportation assistance to attend an interview out of state for a job in the same field as training received or in participant's previous occupation. This activity may be used only for expenses for travel outside of the participant's Local Workforce Investment Area.

Limitation: Not to exceed 30 calendar days. Each occurrence must be recorded separately.

218 – Internships – an activity similar in outcome and structure to work experience; may include paid and unpaid internships.

Limitation: Not to exceed 90 calendar days.

219 – Work Experience – a short-term or part-time paid or unpaid work activity in the public, private not-for-profit or private for-profit sector which provides a participant with the opportunity to acquire the skill and knowledge necessary to perform a job, including appropriate work habits and behaviors and becoming accustomed to basic work requirements.

Limitation: Not to exceed 90 calendar days.

222 – English as a Second Language (ESL) – training that improves a participant's English-language proficiency to increase his or her employment opportunities when the participant's own native language (first language) is not English.

Limitation: Not to exceed 90 calendar days.

VIRGINIA WORKFORCE CONNECTION DEFINITIONS OF ACTIVITIES AND SERVICES

226 – Reading and/or Math Testing – standardized testing that measures a participant's ability to read, write and speak in English, compute and solve problems at levels of proficiency necessary to function on the job, in the participant's family and in society.

Limitation: Not to exceed 30 calendar days.

227 - Computer Literacy – programs that increase a participant's level of expertise and familiarity with computers. Computer literacy generally refers to the ability of a participant to use applications such as Microsoft Office and similar end-user programs, rather than to program the computer itself.

Limitation: Not to exceed 90 calendar days.

Training Services

300 – Occupational Skills Training – Approved Provider (ITA) - Instruction conducted in an institutional or work site setting designed to provide or upgrade a participant's technical skills to perform a specific job or group of jobs such as auto mechanics, health services or clerical work. Approved provider is one that is included on the State Eligible Training Providers List.

Limitation: Not to exceed 90 calendar days.

301 – On-the-Job Training – training provided by an employer that is provided to a paid participant while engaged in productive work in a job that:

- Provides knowledge or skills assessment for the full and adequate performance of the job;
- Provides reimbursement to the employer of up to 50 percent of the wage of the participant, for extraordinary costs of providing the training

Limitation: Not to exceed 90 calendar days.

302 – Entrepreneurial Training - programs designed to help prospective new business owners launch and successfully operate new enterprises.

Limitation: Not to exceed 90 calendar days.

304 – Customized Training – training designed to meet the special requirements of an employer or group of employers that is conducted with a commitment by the employer to employ a participant on successful completion of the training, and for which the employer pays for not less than 50 percent of the cost of the training.

Limitation: Not to exceed 90 calendar days.

314 – Enrolled in Apprenticeship Training - participant is employed to learn an apprenticeable occupation and is registered with a sponsor in an approved apprenticeship program.

Limitation: Not to exceed 90 calendar days.

VIRGINIA WORKFORCE CONNECTION
DEFINITIONS OF ACTIVITIES AND SERVICES

320 – Private sector Training – training that allows an employer to provide training to a participant in the for-profit and non-profit sector either through an in-house program or an on-the-job training program.

Limitation: Not to exceed 90 calendar days.

323 – Workplace Training & Cooperative Education - training conducted in the workplace that teaches employees job specific skills and competencies. Includes training conducted in the public and private for-profit and non-profit sector for a specific occupation. Training services are provided through a cooperative planning process between eligible participants and local staff.

Limitation: Not to exceed 90 calendar days.

324 – Adult Education w/ Occupational Skills Training – Approved Provider (ITA) - a combination of services or instruction below the postsecondary level for participants who have attained 16 years of age, are not enrolled or required to be enrolled in secondary school under state law, and lack sufficient mastery of basic educational skills to enable them to function effectively in society and on a job, do not have a secondary school diploma or its recognized equivalent. Instruction may be conducted in an institutional or work site setting designed to provide or upgrade the technical skills and knowledge required to perform a specific job or group of jobs such as auto mechanics, health services or clerical work. May include job-specific competency training, apprenticeship programs, on-site industry specific training, customized training, entrepreneurial training, internships and pre-apprenticeship training. Approved provider is one that is included on the State Eligible Training Providers List.

Limitation: Not to exceed 90 calendar days.

325 – Employed Worker Skills Upgrading/Retraining - training to upgrade employees to new jobs that require additional skills that relate to the introduction to new technologies, new production or service procedures, and will provide opportunity to advance in their current job.

Limitation: Not to exceed 90 calendar days.

326 – Support Service – Needs Related Payment – financial assistance to an eligible participant to enable him or her to **participate in training**. The eligibility requirements for needs-related payment are as follows:

An adult must:

- Be unemployed,
- Not qualified for, or have ceased to qualify for, unemployment compensation; and
- Be enrolled in a program of training services under WIA Title IB.

A dislocated worker must:

- Be unemployed; and not qualify for, or have ceased to qualify for unemployment compensation or trade readjustment assistance under TAA or NAFTA TAA; and

VIRGINIA WORKFORCE CONNECTION DEFINITIONS OF ACTIVITIES AND SERVICES

- Be enrolled in a program of training under WIA section 134 (d)(4) by the end of the 13th week after the most recent layoff that resulted in a determination of the worker's eligibility as a dislocated worker, **or, if later,**
- by the end of the 8th week after the worker is informed that a short-term layoff will exceed 6 months; **or**
- Be unemployed and not qualify for unemployment compensation or trade readjustment assistance under TAA or NAFTA-TAA.

Limitation: Not to exceed 90 calendar days.

328 – Occupational Skills Training Non-Approved Provider (No ITA) –

Instruction conducted in an institutional or work site setting designed to provide or upgrade the technical skills and knowledge required for a participant to perform a specific job or group of jobs such as auto mechanics, health services or clerical work. May include job-specific competency training, apprenticeship programs, on-site industry specific training, customized training, entrepreneurial training, internships and pre-apprenticeship training. Non-approved provider is one that is not included on the State Eligible Training Providers List.

Limitation: Not to exceed 90 calendar days.

Youth Services

400 – Youth Summer Employment – a program designed to provide direct linkages to academic and occupational learning, and may provide other elements and strategies as appropriate to serve the needs and goals of the participant. The summer youth employment opportunities element is not intended to be a stand-alone program. Local programs should integrate a youth's participation in that element into a comprehensive strategy for addressing the youth's employment and training needs. Youth who participate in summer employment opportunities must be provided with a minimum of twelve months of follow-up.

Limitation: Must occur within the calendar period of May 1 to Sept 30.

401 – Pre-employment Training/Work Maturity – competency-based training which is designed to develop marketable work habits. Services may include training in creative thinking and problem solving skills, self-esteem building, goal setting, self-motivation, personal and career development skills, teamwork skills, listening and speaking skills.

Limitation: Not to exceed 30 calendar days.

403 – Youth Computer Literacy – programs that increase a participant's level of expertise and familiarity with computers. Computer literacy generally refers to the ability of a participant to use applications such as Microsoft Office and similar end-user programs, rather than to program the computer itself.

Limitation: Not to exceed 90 calendar days.

VIRGINIA WORKFORCE CONNECTION DEFINITIONS OF ACTIVITIES AND SERVICES

406 – Tutoring, study skills training & instruction – educational achievement services provided to enable a participant to gain skills necessary to complete secondary school requirements.

Limitation: Not to exceed 90 calendar days.

408 - Youth Internship – unpaid - work experience designed to enhance the long-term employability of the participant by providing on-site exposure to a particular occupation or industry or the basic skills and abilities necessary to successfully compete in the local labor market. The program includes structural development or refinement of work maturity skills, exposure to specific occupations and the integration of work and learning.

Limitation: Not to exceed 90 calendar days.

409 – Youth-Job Shadowing – activity where a youth participant follows an employee at work site to learn the job the employee performs.

Limitation: Not to exceed 90 calendar days.

410 – Leadership Development Services – citizen and leadership services that are intended to develop the potential of youth participants as citizens and leaders, and include, but are not limited to: leadership development opportunities, which may include community service and peer-centered activities encouraging individual responsibility and other positive behaviors during non-school hours. Citizenship training includes life skills training such as parenting, work behavior training and budgeting of resources.

Limitation: Not to exceed 90 calendar days.

411 – Adult Mentoring – one-on-one training provided by a volunteer who assists a youth participant to successfully complete training and/or maintain employment through counseling, tutoring and on-the-job interaction. This service may also be used to assist a youth in completing his or her education.

Limitation: Not to exceed 90 calendar days.

412 - Objective Assessment - an assessment of the skill levels and service needs of a youth participant which should include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for non-traditional jobs) and supportive services needs.

Limitation: Not to exceed 30 calendar days.

413 - Develop Service Strategies (IEP/ISS) – *establishing* a plan (not implementing or executing the plan) for a participant which should include an employment goal, appropriate achievement objectives, support service needs and an appropriate combination of services for him or her based on an initial assessment and a more comprehensive or specialized assessment. This is a follow-up activity to code **412 – Objective Assessment**.

Limitation: Not to exceed 30 calendar days.

VIRGINIA WORKFORCE CONNECTION DEFINITIONS OF ACTIVITIES AND SERVICES

414 - Basic Skills Training – training provided to youth participants who are determined to be basic skills deficient. Should also be used to deliver services to youth participants under the Literacy and Numeracy activity. This training should be the process where the basic skills goal is addressed and attained.

Limitation: Not to exceed 90 calendar days.

415 – Enrolled in Alternative Secondary Education – educational achievement services that are not traditionally provided through the secondary schools to enhance the success of students, these services may be provided by the school system or by other service providers.

Limitation: Not to exceed 90 calendar days.

416 – Occupation Skills Training – Approved Provider – instruction conducted in an institution or worksite setting designed to provide or upgrade the technical skills and knowledge required for a participant to perform a specific job or groups of jobs, such as auto mechanics, health services or clerical work. Approved provider is one that is included on the State Eligible Training Providers List.

Limitation: Not to exceed 90 calendar days.

417 - Comprehensive Guidance and Counseling – clinical or psychological counseling that includes drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the youth participant. Counseling should be provided by an appropriately trained/ licensed counselor or social worker, for example a Licensed Clinical Social Worker.

Limitation: Not to exceed 30 calendar days.

418 – Adult Education (GED) - training that will enable the youth participant who does not have a high diploma to prepare for and take the GED tests.

Limitation: Not to exceed 90 calendar days.

425 – Work Experience – Paid – (see also code 426 – Work Experience Unpaid) planned, structured learning experiences that take place in a workplace for a limited period of time. Work experiences may be paid or unpaid:

- As provided in WIA sections 129 (c) (2) (D) and Section 664.470, work experiences may be paid or unpaid.
- Work experience workplaces may be in the private for profit, the non-profit sector or the public sector.
- Work experiences are designed to enable the youth to gain exposure to the working world and its requirements; appropriate and desirable activities for many youth throughout the year; should help the youth acquire the personal attributes, knowledge and skills needed to obtain a job and advance in employment; to provide the youth participant with the opportunities for career exploration and skill development and is not to

VIRGINIA WORKFORCE CONNECTION DEFINITIONS OF ACTIVITIES AND SERVICES

benefit the employer, although the employer may benefit from the activities performed by the youth. Work experiences may be subsidized or unsubsidized and may include the following elements:

- Instruction in employability skills or generic workplace skills such as those identified by the Secretary's Commission on Achieving Necessary Skills (SCANS);
- Exposure to various aspects of an industry;
- Progressively more complex tasks;
- Internships and job shadowing;
- The integration of basic academic skills into work activities;
- Supported work, work adjustment and other transition activities;
- Entrepreneurship;
- Service learning;
- Paid and unpaid community service;
- Other elements designed to achieve the goals of work experiences.

Limitation: Not to exceed 90 calendar days.

426 – Work Experience – Unpaid - see definition of 425 Work Experience – Paid.

Limitation: Not to exceed 90 calendar days.

427 - Youth Internship – Paid – work experience designed to enhance the long-term employability of the participant by providing on-site exposure to a particular occupation or industry or the basic skills and abilities necessary to successfully compete in the local labor market. The program includes structural development or refinement of work maturity skills, exposure to specific occupations and the integration of work and learning. Participant is paid a stipend to participate in this activity.

Limitation: Not to exceed 90 calendar days.

428 - Youth On-the-Job Training – training by an employer that is provided to a paid participant while engaged in productive work in a job that:

- Provides knowledge or skills development to allow for the full and adequate performance of the job;
- Provides reimbursement to the employer of up to 50 percent of the wage of the participant, for the extraordinary costs of providing training and additional supervision related to the training; and
- Is limited to the time period required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration must be given to the skills requirements of the occupation, the academic and occupational skill level of the participant, prior work experiences and the participant's individual service plan.

VIRGINIA WORKFORCE CONNECTION DEFINITIONS OF ACTIVITIES AND SERVICES

In most cases, on-the-job training is not an appropriate work experience activity for participants under age 18. Local program operators may choose, however to use this strategy for eligible youth when it is appropriate based on the needs identified in the objective assessment of a particular youth participant.

Limitation: Not to exceed 90 calendar days.

429 - Enrolled in Secondary School (H.S.) - youth participant is enrolled in a secondary school in the community. This service would be used in coordinating services between the local education program and the WIA youth service provider. Participation in this service should lead to the attainment of a high school diploma or state recognized equivalent. See Adult Education Code 324.

Limitation: Not to exceed 90 calendar days.

430 – Youth Occupational Skills Training – Non-approved Provider - instruction conducted in an institution or worksite setting designed to provide or upgrade the technical skills and knowledge required for a participant to perform a specific job or groups of jobs, such as auto mechanics, health services or clerical work. Non-approved provider is one that is not included on the State Eligible Training Providers List.

Limitation: Not to exceed 90 calendar days.

431 – Alternative Secondary School Services - specialized, structured curriculum offered inside or outside the public school system which may provide work/study and/or General Educational Development (GED) preparation for students with behavior problems, physical/mental disabilities, who are at risk of dropping out, who are institutionalized or adjudicated youth and/or youth who are in the legal custody of Child Protective Services and are residing in an institution or Foster Care.

Limitation: Not to exceed 90 calendar days.

432 – Counseling – clinical or psychological guidance in the development of a participant's vocational goals and the means to achieve those goals; and/or assist a participant with the solution to one or more individual problems that may pose a barrier(s) to sustained employment. Counseling should be provided by an appropriately trained/ licensed counselor or social worker, for example a Licensed Clinical Social Worker.

Limitation: Not to exceed 90 calendar days.

433 – Follow-Along Services - services and supports that enable a participant to maintain paid employment. Examples of when follow-along services are necessary would be if the participant's job is in jeopardy and the participant will lose the job without additional intervention; or it is determined that the new job requires more complex, comprehensive, intensive support than the participant received during program participation.

Limitation: Not to exceed 90 calendar days.

VIRGINIA WORKFORCE CONNECTION
DEFINITIONS OF ACTIVITIES AND SERVICES

434 – Job Placement, Career & Educational Services – services appropriate to the participant that may include but are not limited to:

- Outreach and recruitment
- Registration, orientation and eligibility determination
- Objective assessment provided to review the academic and occupational skill level, as well as the service needs
- Comprehensive strategy for youth in year-round activities
- Job search assistance
- Local demand occupational information
- Employment statistics for the labor market areas
- Performance and cost information
- Links to alternative secondary school services
- Referrals to appropriate training and educational programs
- Summer job/academic learning opportunities

Limitation: Not to exceed 90 calendar days.

484 - Incentives/Bonuses - depending on local policy, an allowance provided to a youth participant to assist him or her in participating in training; awarded to youth participants in recognition of attaining a program goal or milestone.

Limitation: Not to exceed 90 calendar days.

Youth Supportive Services Codes 480 to 483 & 485

What are supportive services for youth?

Supportive services for youth may include the following:

- Linkages to community services;
- Assistance with transportation;
- Assistance with child care and dependent care;
- Assistance with housing;
- Referrals to medical services; and
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear.

Use of any of the following supportive services is dependent on participant need and local workforce area boards' policy. The need for supportive services should be included in the individual service plan.

480 – Support Services – Family Care - depending on need and local policies, funds allocated to a participant for the care of his or her dependents (may be his or her children or persons dependent on the participant for support) while the participant is engaged in training and related activities.

Limitation: Not to exceed 90 calendar days.

VIRGINIA WORKFORCE CONNECTION DEFINITIONS OF ACTIVITIES AND SERVICES

481 – Support Services – Transportation - depending on need and local policies, funds allocated to assist a participant in accessing local transportation services. In communities where public transportation may not be available, this could mean assistance in obtaining a driver's license.

Limitation: Not to exceed 90 calendar days.

482 – Support Services – Medical – depending on need and local policies, service provided to a youth participant to assist him or her in gaining access to necessary medical services in the community.

Limitation: Not to exceed 90 calendar days.

483 - Support Services - Temporary Shelter - depending on need and local policies, services provided to a youth participant to assist him or her in securing suitable housing within the community.

Limitation: Not to exceed 90 calendar days.

485 - Support Services – Other – depending on need and local policies, services provided to youth participants in addition to existing supportive services:

- Employment and training related items required by a worksite or training agency (e.g., uniforms, work shoes, safety gear, safety glasses, tools, stop watches, stethoscopes, etc.)
- Health screenings: dental, general medical and drug screenings needed to enter training or employment, e.g. physicals and dental exams for health occupations, drug testing prior to entering tractor-trailer drivers' training, etc.
- Testing fees required by the following: GED test, driver's permit, state licensing test fees for professional certifications after training (e.g. cosmetology, LPN, barber, MSCA, MSCE, CDL, etc.)

Limitation: Not to exceed 90 calendar days.

COMPLETION Definitions

One of the following definitions is added to the participant record at the end of a service or activity. These definitions describe the outcome of the service or activity:

Successful Completion – the participant has met all requirements of the activity or service.

Unsuccessful Completion - the participant failed to meet the requirements of the activity or service.

Dropped out of Activity – participant left activity or service prior to the projected end date.

VIRGINIA WORKFORCE CONNECTION DEFINITIONS OF ACTIVITIES AND SERVICES

Unknown Status – outcome of activity or service cannot be determined from the information provided.

System Closed – activity or service closed as a result of inactivity. Inactivity means that the projected end date has passed and the service was closed. This may begin the 90-day period prior to the soft exit occurring.

Void – informational code for when an incorrect service was added to a participant record then voided; occurrence is not deleted from participant record.

Follow-up Services

The following services may be provided to persons participating in Workforce Investment Act programs. Any supportive service included in the follow-up process should be included in the local workforce investment board policies regarding the provision of supportive services. Local supportive service policies should address the following:

- What services are available?
- Who will provide these services?
- What are the limits on these services – time, amounts?
- What are the documentation requirements (how do you document need for the service, customer responsibilities, and program responsibilities)?
- What are VOS entry and supporting documentation requirements?
- How is the supportive service need addressed in the Individual Service Plan?

Virginia Workforce Connection (VaWC a.k.a. VOS):

Follow-up services in VOS are identified as F01- F19. These services may be provided once the Case Closure (see VOS User Guide, Chapter 6, Pages 6-31 & 6-32) is completed and the record is in the 90-day waiting period before the soft exit. The provision of follow-up services to youth is required for a period of 12 months. The scope and nature of follow-up services will vary by participant depending on his or her needs.

- F01 – Referral to Community Resources
- F02 – Referral to Medical Services
- F03 – Tracking Progress on the Job
- F04 – Work-Related Peer Support Group
- F05 - Assistance in Securing a Better Paying Job
- F06 – Career Development and further education planning
- F07 – Assistance with Job/Work-Related Problems
- F08 – Adult Mentoring

VIRGINIA WORKFORCE CONNECTION DEFINITIONS OF ACTIVITIES AND SERVICES

F09 – Tutoring
F10 – Leadership Development
F11 – Other Follow-up Service, not classified
F12 – Support Service-Transportation
F13 – Support Service-Purchase Work-Related Uniforms/Attire
F14 – Support Service-Purchase Work-Related Tools
F15 – Support Service-Housing Assistance
F16 – Support Service-Utilities
F17 – Support Service-Dependent Care
F18 – Support Service-Medical
F19 – Support Service-Incentives/Bonus

Inactive Codes – Do not Use:

The following seven codes may appear in some VOS participant records but are either conversion codes from an older system or are obsolete. Do not attempt to enter these codes in a participant record:

**299 – Conversion Intensive
Service**
399 – Conversion Training Service
402 – Other Youth Services
419 – Stipends

487 – Needs-Related Payments
499 – Conversion Youth Services
**F99 – Conversion Follow-up
Service**

ATTACHMENT U

COMMONWEALTH OF VIRGINIA
VIRGINIA COMMUNITY COLLEGE SYSTEM

WORKFORCE INVESTMENT ACT

VIRGINIA WORKFORCE LETTER (VWL) #11-04

TO: LOCAL WORKFORCE INVESTMENT BOARDS
FROM: WORKFORCE DEVELOPMENT SERVICES
SUBJECT: BUSINESS SERVICES MODEL
DATE: October 7, 2011

Purpose:

To provide guidance to the local workforce investment areas on the Commonwealth of Virginia's model for business services in One-Stops.

References:

- 20 CFR 667
- Workforce Investment Act of 1998
- VWC Policy 10-01
- ETA TEGL 13-07

Background:

The Workforce Investment Act (WIA) of 1998 created a comprehensive workforce investment system that places major emphasis on the role of business in the workforce development system. Businesses play a vital role in the structuring and implementation of the workforce development system and they are one of the primary customers in the One-Stop. The WIA regulations identify several examples of employer outreach and job development activities including working with economic development agencies, participating on economic development boards, providing workforce and economic information to businesses, identification of available training resources, or support in recruitment and hiring. The workforce development system should be coherent and accessible to businesses. Provision of services to businesses is value added to businesses, customers, and the community alike.

Local workforce investment areas should provide comprehensive services to businesses through the workforce development system. Business services are essential to the success of the workforce development system, full integration of business services in the workforce development system is necessary to have effective business services. The components of the business service model include building business relationships, coordinating services offered to businesses, acting as an informational resource to businesses, assisting employers in the recruiting process, and assisting businesses with training needs. Employers are targeted based on industry sectors that are critical to the economy of the local workforce investment areas.

Build Relationships with Business and Business Focused Organizations

Relationship building is a key component of business services. It is important that business services staff build strong ongoing relationships with businesses and business focused organizations. Examples of relationship building activities include:

- Providing outreach to employers educating them on the One-Stop services and business services
- Communicating regularly with existing business partners
- Developing partnerships with business focused agencies (i.e. economic development, chambers of commerce, industry associations, small business administration, etc.)
- Participating on economic development boards
- Facilitating regularly scheduled business focus groups

Coordinate and Streamline Services Offered to Employers by One Stop Partners

Services offered to businesses should be streamlined amongst One-Stop partners. Businesses prefer one point of contact when working with the One-Stop system. Coordinating services eliminates duplication of services to businesses. Examples of coordinating activities include:

- Developing a business services team that includes staff from all One-Stop partners developing an integrated approach to servicing businesses
- Providing a single point of contact for businesses
- Developing a unified business message
- Implementing Career Pathways Modeling in local One-Stop Delivery System
- Conducting economic research that calculates collaborations between business entities (chambers of commerce/economic development) and the workforce development system to determine the local direct economic impact of local workforce investment systems

Act as an Informational Resource to Businesses

Examples of informational resources include:

- State and/or federally generated labor market information
- State and/or federally generated information on Americans with Disabilities Act
- Information regarding consultations on workplace accommodations for persons with disabilities
- Business start-up, retention and expansion services
- Sources for developing customized training programs
- Career preparation activities
- Tax Credits
- Federal Fidelity Bonding

Assist Businesses in Recruiting Process

Assistance with recruiting will save businesses valuable time and resources and will directly impact One-Stop customers through placement. Examples of recruitment assistance include:

- Assisting in finding qualified workers for businesses
- Connecting to Labor exchange resources and systems
- Providing interview facilities at Virginia Workforce Centers
- Conducting position analysis and develop work skill set
- Assessing job applicants based on business developed criteria
- Recruiting and screening applicants
- Hosting and planning job fairs and recruiting events
- Posting job openings in the One-Stop, Virginia Workforce Connection, and amongst partner agencies
- Offering assessments for job candidates (i.e. CRC, TABE, etc.)

Assist Businesses with Addressing Training Needs

The training components of the Adult and Dislocated worker programs and the comprehensive nature of One-Stop partnerships allow business services to offer connection to valuable training programs. Examples of connection to training include:

- Providing inventory of education and training providers
- Facilitating the referral and/or registration of employers or their employees into training programs
- Coordinating On-The-Job training opportunities
- Offering incumbent worker/customized training

Provide Quality Individualized Services to Businesses

Services offered to businesses must be tailored to meet their individualized needs. To offer tailored services staff must communicate with businesses regularly and learn their needs.

Business services staff should be knowledgeable of the industries they are serving and familiarize themselves with industry norms and practices. Staff should facilitate relationships and services in a business-like fashion providing prompt and efficient services. Staff must also be flexible and accommodating when providing services to businesses.

ATTACHMENT V

WEST PIEDMONT WORKFORCE INVESTMENT BOARD

Custody of Records Policy

Effective Date: August 15, 2011

Revision Date:

Title: Custody of Records Policy

File Transfer from Contractors to the Board:

- The contractor must provide a list indicating all active participants by full name, program and location.
- The contractor must provide a list indicating the inactive participants by full name, program and location.
- The contractor must provide an updated VOS Client Listing Report that indicates all the participants who should be active in the program at the time of the transfer.
- The contractor must indicate in writing an explanation of any missing files.
- A chain of custody document must be completed indicating the date of transfer, the recipient entity and any problems incurred during the transfer, i.e., missing files. Have the chain of custody signed by all parties representing the contractor and the board.
- The contractor will retain the signed original chain of custody document with a copy going to the board.

Once participants have exited the program and follow up has concluded (fourth quarter after exit), participants' files will be stored at the board office for the required three years (for state and federal auditing purposes). When these files are transferred (or handed over) to the board, the steps mentioned above must be followed.

After the required three years have lapsed, the board is responsible for shredding these files.

File Transfers from the Board to Contractors:

- The board must provide a list of all the participant files that will be transferred to the contractor.
- The board must print out and provide a current client listing report with all active participants as of the date of transfer and give the contractor a copy.
- The client listing report will be compared with the actual files to be transferred and any missing files or unaccounted for files should be indicated on the chain of custody report.
- Complete the chain of custody document indicating the date of transfer, the recipient, the number of files being transferred and an explanation for any missing or unaccounted for files.
- The chain of custody must be signed by the board and recipient contractor with the board retaining the original and a copy going to the contractor.

Other:

- All official files of the Board and board-related program files will be maintained at the board office for three years.

WEST PIEDMONT WORKFORCE INVESTMENT BOARD

Year-End Reporting and Close-Out Policy

Effective Date: December 2, 2010

Revision Date:

Title: Year-End Reporting and Close-Out Policy

Purpose: To establish guidelines on year-end reporting and closing out of grant awards at the end of each program year

Policy: While WIA funds are available to the local area from a two-year allocation cycle, WPWIB grant recipients and/or sub-recipients are not eligible to carry over funds from one program year to the next. All fund balances are recaptured by the WPWIB and become part of the new annual budget process.

The program year ends on June 30 on any given year. All grant recipients and/or sub-recipients must submit to the WPWIB no later than 30 days after year-end (or by July 31) a final expenditure report (acknowledging all expenses for the month).

Within 45 days of year-end (or by August 15), all grant recipients and/or sub-recipients must submit to the WPWIB their requests for reimbursements.

This timeline will give WPWIB staff adequate time to close out the program year with the state. The state has to close out with DOL by September 30 of each year.

In extenuating circumstances, grant recipients and/or sub-recipients who fail to meet this timeline shall come before the WPWIB's Finance Committee to explain and to request approval for reimbursement. Prior to this occurring, the expenditure will be considered disallowed. WPWIB staff shall not have the authority to approve these extenuating circumstances regardless of the amount.

ATTACHMENT W

Section 06 – Attachment W

West Piedmont Workforce Investment Board Proposal Summary Form and Contract

Organization Name: Patrick County Public Schools

Address: PO 346 104 Rucker Street

City, State, Zip: Stuart, VA 24171

Phone, Fax, Website: 276-694-3163 (phone) 276-694-3170 (fax) www.patrick.k12.va.us

Type of Organization:

- | | |
|--|---|
| <input type="checkbox"/> Proprietorship | <input checked="" type="checkbox"/> Local Government Agency |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Nonprofit |
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Minority Owned |
| <input type="checkbox"/> Profit-making | <input type="checkbox"/> Small Business |
| <input type="checkbox"/> State Government Agency | <input type="checkbox"/> Other |

Brief Summary to provide services for WIA-eligible adults and dislocated workers, manage WIA business services to employers and/or serve as the One Stop Operator with geographic service area(s) in the region:

Patrick County Public Schools will operate the Virginia Workforce Center – Patrick County to provide WIA services to eligible Adults and Dislocated Workers as regulated by West Piedmont Workforce Investment Board.

- Citizens of Patrick County will be served with core service (see attachment D). If customer is in need for and eligibility is met intensive and training services (services listed under Statement of Work letter I and J) will be used to assist customers to become gainfully employed. All individuals will be offered the opportunity to utilize the Resource Center where substantial career information is available in a variety of formats. Customers will have access to computers that provide high-speed access to unlimited career information and job banks. In addition to computers, job seekers will have access to telephones, fax machines and copiers. A variety of orientations and workshops will be offered to customers through the Centers. Customers will be asked to complete an initial form for the purpose of tracking and/or documenting job search efforts. This document will support a customer's request for intensive services. Customers identified as needing individualized services will be referred to the Case Manager for eligibility determination. Eligibility must be determined prior to referral for Intensive Services. Intensive Services may be provided only if the job seeker is out of work **after using at least one of the core services listed above**, or needs the services to keep their job, or to advance so they can become self-sufficient. Upon determining that an individual is eligible for intensive services, a referral will be made and an appointment for an interview with the Case Manager will be scheduled. Case Manager will be assigned for all individuals receiving intensive services as appropriate, either at the Workforce Center or with a partner agency. Training services will be provided if a need is determined.
- Businesses of Patrick County will be the primary customer of the VWC-PC. Business services will be utilized to meet the business's needs. VWC-PC will partner with PC Chamber of Commerce, County of Patrick, PC EDA, among other partners to meet the business needs for Patrick County. Relationship with businesses has been established and will continue with new businesses to serve them according to their needs. Businesses need to know they have one point of contact and be informed of businesses services. See Section 02 -3 for business services. Patrick County Public Schools in partner with the VWC-PC wants the businesses to have a streamline of services and served in a timely manner.

Participant Summary Proposed Number to be recruited, enrolled, credentials earned and/or placed into employment by program and by geographic service area(s) in the region:

Currently the Virginia Workforce Center-Patrick County is serving 25 Dislocated Workers and 8 Adults customers. The VWC-PC will be recruiting 8 to 10 new DW customers and 10 new Adult customers in the PY 2013-2014. VWC-PC will serve over a thousand people in core services throughout the PY 2013-2014. Most of the current DW & Adult customers are in training and once training is completed they will be assisted with job searching, job referrals, job readiness skills, OJT's and internships/work experience. All new customers will also be assisted with any services that will assist them in becoming gainfully employed. The case manager will be working with the Business Service Representative to provide the employers with the qualified workforce through selecting VWC-PC customers. The customers will be encouraged to gain the Career Readiness Certificate before or during training. Other credentials that will be earned are GED, Associate Degrees, Career Study Certificates, Commercial Driver's License and Certified Nursing Assistant Licensure. The first goal of every person that enters the center is getting them back to work as quickly as possible. Each person is interviewed and assessed upon these initial services being completed a determination is made of how to assist them according to the individual's need.

Contract Performance and Statement of Work Responsibilities – In acceptance of program funding, I agree to provide and comply with the following:

1. Reporting for reimbursement only allowable expenditures contained in approved contract budget
2. Adhere to all performance standards as specified in the RFP and contained herein
3. Adherence to all specification contained in the following:
 - a. General Provisions of this RFP
 - b. Workforce Investment Act
 - c. All applicable federal and state policies
 - d. All applicable WPWIB (local) policies

Contract Funding Summary: For WPWIB Office Use Only – Do not write this section

	Initial Award Amount for PY 13-14				
	Adult	DW	Business Services	One Stop Operator	Total
Danville Pittsylvania Co. (55%)				\$0	
Martinsville-Henry Co. (35%)				\$0	
Patrick Co. (10%)				\$0	
Total				\$0	

Awarded with Following Stipulation(s): _____

Note: Should additional funds become available during the program year, contractors are entitled to consideration of such additional funds. This is not a guarantee of additional funding only an option that may be exercised by the WPWIB.



Contract Funding Summary: For WPWIB Office Use Only – Do not write this section

	Business Services for outreach only
Danville Pittsylvania Co. (55%)	
Martinsville-Henry Co. (35%)	
Patrick Co. (10%)	
Total	

Awarded with Following Stipulation(s): _____

Note: Should additional funds become available during the program year, contractors are entitled to consideration of such additional funds. This is not a guarantee of additional funding only an option that may be exercised by the WPWIB.

Signatures – We the undersigned agree to abide by the terms and conditions outlined above, including without limitation, the RFP, attachments thereto, and proposal, which are incorporated herein by reference, and we further acknowledge and agree that changes are acceptable only if mutually agreed to by way of a signed contract modification. The undersigned offers and agrees to furnish and abide by all items listed above and the price offered with the time specified. This offer is firm for 120 days. It is understood by the agency and signatory for the receiving agent that, hereafter, they will accept responsibility for the funds and their program. It is understood that each receiving agency is responsible for adhering to the rules/regulations promulgated by the Workforce Investment Act, U. S. Department of Labor, Virginia Community College System, and the West Piedmont Workforce Investment Board in the performance of their contract. With this understanding of responsibility, all WIA contractors will account for all federal funds, WIA property and program income if generated. The receiving agency hereby agrees to indemnify, reimburse and save harmless the West Piedmont Workforce Investment Board and Chief Local Elected Officials for any mistakes, errors of judgments, malfeasance, theft or other actions by the receiving agency or their staff which result in disallowed cost.

Proposer (Agency): Patrick County Public Schools	Authorized Signatory: 
Name: Wanda Whitlow	Print Name: Wanda Whitlow
Address: 103 West Blue Ridge Street	Title: Manager
City, State, Zip: Stuart, VA 24171	Signature: 
Phone: 276-694-6542	Date: 2/28/2013

West Piedmont Workforce Investment Board Signatory	
Signature	Signature
Kim E. Adkins, Executive Director	James A. L. Daniel, Chairman
Date:	Date: