

Agenda

Welcome/Call to Order..... Adam Wright, Chair

Roll Call (25 total, need 13 for quorum)

- | | | |
|---|--|--|
| <input type="checkbox"/> Adam Wright | <input type="checkbox"/> John Parkinson | <input type="checkbox"/> Stacey Wright |
| <input type="checkbox"/> Corrie Bobe | <input type="checkbox"/> Julie Brown | <input type="checkbox"/> Teresa Fontaine |
| <input type="checkbox"/> David Collins | <input type="checkbox"/> Mark Powers | <input type="checkbox"/> Tim Clark |
| <input type="checkbox"/> Debra Buchanan | <input type="checkbox"/> Marsha Mendenhall | <input type="checkbox"/> Tora Terry |
| <input type="checkbox"/> Dick Ephgrave | <input type="checkbox"/> Rebecca Adcock | <input type="checkbox"/> Tory Shepherd |
| <input type="checkbox"/> Donna Higdon | <input type="checkbox"/> Rhonda Hodges | |
| <input type="checkbox"/> Jason Davis | <input type="checkbox"/> R J Weaver | |
| <input type="checkbox"/> Jess Wade | <input type="checkbox"/> Robin Ferguson | |
| <input type="checkbox"/> Jim Daniel | <input type="checkbox"/> Shannon Hair | |
| <input type="checkbox"/> John Moody | <input type="checkbox"/> Sharon Barksdale | |

Welcome Guests.....Adam Wright, Chair

Call for Public Comment.....Adam Wright, Chair

Items for Approval:

- Minutes from June 10, 2021

Presentation of Financials - Brandon Martin

- Finance Reports through July 31 , 2021
- Policy Revisions
 - Complaint & Grievances Policy
 - Equal Opportunity and Nondiscrimination
 - Self Sufficiency and Adult Eligibility Policy
 - Unlikely to Return Policy
 - Work Based Learning (Adult Internship) Policy
 - Youth Incentive Policy/Agreement
 - Incumbent Worker Training Policy
 - On the Job Training Policy

Consent Agenda:

Old Business

New Business

Committee Report

- Business Engagement..... Rhonda Hodges
- Quality Assurance..... Teresa Fontaine
- Special Populations..... Jason Davis
- Youth Council..... Robin Ferguson

Updates:

- Performance Update.....Kim Turner
- CEO Update.....Tyler Freeland
- Board Chair Update.....Adam Wright

Save the Date: The next meeting is scheduled for December 14, 2021 at 4:00 P.M.

Adjourn

West Piedmont Workforce Development Board Meeting
Minutes
June 14, 2020

Present: Adam Wright, David Collins, Debra Buchanan, Donna Higdon, Jason Davis, Jess Wade, Jim Daniel, John Moody, Julie Brown, Mark Powers, Marsha Mendenhall, Rebecca Adcock, Rhonda Hodges, Sharon Barksdale, Tora Terry

Guests Present: Kim Turner (Ross), Natalie Hodge (Ross), Brandon Martin (Mallard & Mallard)

Staff Present: Tyler Freeland (CEO), Jael Membreno, Lavinia Wingfield

Adam Wright, Chairman, called the Zoom meeting to order at 4:00 pm. Roll was called and quorum was established with 15 in attendance. Mr. Wright welcomed new Board members, Jess Wade and Jason Davis. Mr. Wright proceeded with the approval of the minutes from March 22, 2021. Ms. Buchanan made a motion to approve the minutes as presented; Mr. Moody seconded; the motion passed unanimously.

Mr. Martin with Mallard and Mallard presented the financial reports through April 30, 2021. He began with the supplemental reports showing spending by funding stream. Mr. Martin commented Ross is on target with operational spending. He noticed training spending is below ideal. If training continues to increase as it did in the month of April, Ross will be on track to spend the funds. He estimated the carryover to be \$400,000. Ross operational training is on target. Training spending would ideally be at 83%. At the time of the report, training spending was reported at 47%. Mr. Martin then shared the final closeout of program year 2019, no WIOA funds were returned. Ms. Brown made a motion to approve the financial report; Ms. Mendenhall seconded; the motion passed unanimously. There was no new or old business.

Mr. Wright asked for a motion to accept Ross as service provider. Ms. Brown made the motion and was seconded by Mr. Collins. The motion passed unanimously. Mr. Wright then asked for a mention to approve the budget for program year 2021-2022. Mr. Davis made the motion and was seconded by Ms. Terry. The motion passed unanimously.

Ms. Turner with Ross gave a performance update beginning with the summer youth program launch. The Danville program has 28 participants and the Pittsylvania County program has 15 participants. Ms. Turner shared 126 NCRC tests have been administered. 126 work experiences were to start by June 30th. Ms. Hodge thanked Ms. Brown for her assistance in creating strategic partnerships with the city of Danville and Pittsylvania County to help serve local youth.

Mr. Freeland began his update by informing the Board that the West Piedmont Region is one of the only four areas to reach the 40% training goal. He shared the Wagner-Peyser team placed 168 individuals at area businesses and added 65 employers. He informed the Board that the area is currently applying for an ARC grant. He thanked both the WPWDB and Ross team for an excellent year.

Ms. Buchanan made a motion to adjourn; Ms. Barksdale seconded; the motion passed unanimously. The meeting adjourned at 5:00 p.m.

West Piedmont Workforce Investment Board

Supplemental Reports

July 2021

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Youth WEX (20% Requirement) Worksheet.....	Pg. 14

Carryover Worksheet as of 6/30/21

Dislocated Worker

Other Oper. Bal. as of 6/30/21	49,354.28
D-PC Underspent	28,634.23
D-PC One Stop Underspent	7,172.56
M-HC Underspent	16,549.75
M-HC One Stop Overspent	(6,623.91)
Patrick Co. Underspent	11,735.48
Patrick Co. One Stop Underspent	854.64
D-PC Additional June Invoice	(1,073.92)
M-HC Additional June Invoice	(336.87)
Patrick Co. Additional June Invoice	16.18
Mngt Fees to pay	(5,821.29)
Balance as of 6/30/21	<u>100,561.13</u>

Adult

Other Oper. Bal. as of 6/30/21	43,590.57
D-PC Underspent	51,819.16
D-PC One Stop Underspent	10,964.35
M-HC Overspent	(843.60)
M-HC One Stop Overspent	(11,554.26)
Patrick Co. Underspent	8,523.45
Patrick Co. One Stop Underspent	1,583.29
D-PC Additional June Invoice	(6,611.02)
M-HC Additional June Invoice	2.29
Patrick Co. Additional June Invoice	55.65
D-PC One Stop Additional June Invoice	279.25
M-HC One Stop Additional June Invoice	231.60
Patrick Co. One Stop Additional June Invoice	18.98
Mngt Fees to pay	(9,284.20)
Balance as of 6/30/21	<u>88,775.51</u>

Youth Out of School

Other Oper. Bal. as of 6/30/21	174,455.67
D-PC Underspent	33,382.14
D-PC One Stop Underspent	10,370.15
M-HC Overspent	(11,101.60)
M-HC One Stop Overspent	(8,738.94)
Patrick Co. Underspent	18,616.15
Patrick Co. One Stop Underspent	1,398.18
D-PC Additional June Invoice	159.76
M-HC Additional June Invoice	159.74
Patrick Co. Additional June Invoice	4.05
Mngt Fees to pay	(9,148.86)
Balance as of 6/30/21	<u>209,556.44</u>

Youth In School

Other Oper. Bal. as of 6/30/21	25,193.47
D-PC Underspent	37,102.45
D-PC One Stop Underspent	3,783.81
M-HC Underspent	26,916.26
M-HC One Stop Overspent	(2,777.70)
Patrick Co. Underspent	9,344.82
Patrick Co. One Stop Underspent	384.45
Mngt Fees to pay	(682.87)
Balance as of 6/30/21	<u>99,264.69</u>

Carryover Given to Ross	203,390.12
Carryover Given to WIB	<u>294,767.65</u>
Total	<u><u>498,157.77</u></u>

Administrative

05/18/21	<u>PY 20 Budget</u>	PY 21 Budget
Expense		
110000 · Salary & Wages-Operational	15,527.50	14,167.50
210000 · FICA/Benefits-Operational	5,665.90	4,828.80
2700000 · Worker's Compensation - Admin Treasurer Pitts. Co.	300.00	300.00
315000 · Consultants-Legal Clement & Wheatley	500.00	500.00
316000 · Consultants-Other Mallard & Mallard Monthly Mallard & Mallard Tax Prep	37,167.60	43,950.00
316100 · Consultants-Data Porcessing Treasurer Pitts. Co.	21,000.00	21,000.00
317100 · Temporary Help Service Fee	0.00	-
331000 · Repairs&Maintenance Ashley's Lock, Clearview, Robbin	100.00	100.00
521000 · Postage USPS	450.00	450.00
523000 · Telephone City of Martinsville	2,848.20	2,848.20
523100 · Mobile Telephone Emp. Reimb.	2,160.00	2,160.00
524000 · Internet Service City of Martinsville	2,220.00	2,520.00
530700 · Public Off Liability Insurance VA Dept. of Treasury	1,500.00	1,500.00
530800 · General Liability Insurance Treasurer Pitts. Co.	950.00	950.00
Lochman & Assoc.		
541000 · Lease/Rental-Equipment Bassett Office Supply	4,167.96	4,167.96
542000 · Lease/Rental-Building Rent	32,726.52	33,228.00
550000 · Travel Emp. Reimb.	2,000.00	2,000.00
581000 · Dues & Memberships SCC VA Assoc. of Workforce Boards Chamber Dues	2,000.00	2,000.00
600100 · Office Supplies Mt. Park Misc.	3,000.00	3,000.00
600200 · Food Service Meetings/Meals	2,000.00	2,000.00
601200 · Books & Subscriptions	200.00	200.00
601400 · Other Operating Supplies		
810700 · Computer Upgrades Equipment Martinsville Elec, misc.	500.00	500.00
Total Expense	<u>136,983.68</u>	142,370.46

#N/A

Other Operational Summary
5/18/2021

		DW	Adult	YOS	YIS	
			5%	35%	55%	5%
Martinsville One Stop Rent/Shared Costs	223,000.00	(11,150.00)	(78,050.00)	(122,650.00)	(11,150.00)	
Danville One Stop Rent/Shared Costs	213,703.00	(10,685.15)	(74,796.05)	(117,536.65)	(10,685.15)	
Salaries		22,085.00	34,260.00	100,030.00	47,620.00	
Benefits		7,627.60	11,438.85	34,051.55	16,035.20	
One Stop Expenses						
Bassett Office Supply-lease	8,335.92	416.80	2,917.57	4,584.76	416.80	
Bassett Office Supply-extra copies	2,400.00	120.00	840.00	1,320.00	120.00	
Virginia Business Systems	1,380.00	69.00	483.00	759.00	69.00	
Blue Ridge Springs	1,176.00	58.80	411.60	646.80	58.80	
City of Martinsville	15,844.92	792.25	5,545.72	8,714.71	792.25	
Comcast	2,940.00	147.00	1,029.00	1,617.00	147.00	
Crystal Springs	600.00	30.00	210.00	330.00	30.00	
First Piedmont	1,872.00	93.60	655.20	1,029.60	93.60	
First Piedmont	2,052.00	102.60	718.20	1,128.60	102.60	
Lester	193,692.00	9,684.60	67,792.20	106,530.60	9,684.60	
Nordan	171,636.00	8,581.80	60,072.60	94,399.80	8,581.80	
Security Monitoring	450.00	22.50	157.50	247.50	22.50	
Martinsville Electronics	10,000.00	500.00	3,500.00	5,500.00	500.00	
Piedmont Fire & Security	750.00	37.50	262.50	412.50	37.50	
Other Operational Expenses						
Mileage Reimb.	1,250.00	62.50	437.50	687.50	62.50	
D-PC Chamber-trade show	300.00	15.00	105.00	165.00	15.00	
HD Web Studio-Web Hosting	1,260.00	63.00	441.00	693.00	63.00	
Career Scope	3,800.00	190.00	1,330.00	2,090.00	190.00	
Shredding of Documents	700.00	35.00	245.00	385.00	35.00	
Professional Development	2,000.00	100.00	700.00	1,100.00	100.00	
Trade Show Booths-MHC	650.00	32.50	227.50	357.50	32.50	
PPE	5,000.00	250.00	1,750.00	2,750.00	250.00	
Total		29,281.89	42,683.89	129,343.76	63,224.49	264,534.04

Summary Sheet by Funding Stream

ADULT

	Other Operational			Total
	Regular Other Operational	Incumbent Wkr. Training	Other Operational	
Contractors				
6/30/21 balance	63,955.32	-	114,612.26	178,567.58
Set aside for PY 21-22	(63,955.32)	-	(10,529.25)	(74,484.57)
N00 FY 21-22	470,629.40	-	42,683.89	513,313.29
C/O given to Ross	68,000.00	-	(68,000.00)	-
Available for FY 6/30/22	538,629.40	-	78,766.90	617,396.30
Jul actual	(27,647.02)	-	(9,506.24)	(37,153.26)
Subtotal	510,982.38	-	69,260.66	580,243.04
Set aside for PY 22-23	66,727.71	-	10,670.97	77,398.68
7/31/21 balance	577,710.09	-	79,931.63	657,641.72

DISLOCATED WORKER

	Other Operational			Total
	Regular Other Operational	Incumbent Wkr. Training	Other Operational	
Contractors				
6/30/21 balance	39,843.15	-	116,452.30	156,295.45
Set aside for PY 21-22	(39,843.15)	-	(8,675.15)	(48,518.30)
N00 FY 21-22	290,982.23	-	29,281.89	320,264.12
C/O given to Ross	80,000.00	-	(80,000.00)	-
Available for FY 6/30/22	370,982.23	-	57,059.04	428,041.27
Jul actual	(23,256.57)	-	(3,035.22)	(26,291.79)
Subtotal	347,725.66	-	54,023.82	401,749.48
Set aside for PY 22-23	41,033.11	-	7,320.47	48,353.58
7/31/21 balance	388,758.77	-	61,344.29	450,103.06

Summary Sheet by Funding Stream
YOUTH IN SCHOOL

	Contractors	Regular Other Operational	Additional Training	Total Other Operational	Total
6/30/21 balance	-	99,947.86	-	99,947.86	99,947.86
NOO FY 21-22	83,749.56	63,224.49	-	63,224.49	146,974.05
C/O given to Ross	13,847.53	(13,847.53)	-	(13,847.53)	-
Available for FY 6/30/22	97,597.09	149,324.82	-	149,324.82	246,921.91
Jul actual	(2,319.30)	(6,177.31)	-	(6,177.31)	(8,496.61)
Subtotal	95,277.79	143,147.51	-	143,147.51	238,425.30
Transfer to YOS (other operational budget)	-	(15,082.43)	-	(15,082.43)	(15,082.43)
7/31/21 balance	95,277.79	128,065.08	-	128,065.08	223,342.87

YOUTH OUT SCHOOL

	Contractors	Regular Other Operational	Additional Training	Total Other Operational	Total
6/30/21 balance	-	218,381.81	-	218,381.81	218,381.81
NOO FY 21-22	251,248.69	129,343.76	-	129,343.76	380,592.45
C/O given to Ross	41,542.59	(41,542.59)	-	(41,542.59)	-
Available for FY 6/30/22	292,791.28	306,182.98	-	306,182.98	598,974.26
Jul actual	(32,514.68)	(15,665.37)	-	(15,665.37)	(48,180.05)
Subtotal	260,276.60	290,517.61	-	290,517.61	550,794.21
Transfer to YOS (other operational budget)	-	15,082.43	-	15,082.43	15,082.43
7/31/21 balance	260,276.60	305,600.04	-	305,600.04	565,876.64

Summary Sheet by Funding Stream

ADMINISTRATIVE

	Contractors	Regular Other Operational	Additional Training	Total Other Operational	Total
6/30/21 balance					15,501.75
NOO FY 21-22					151,543.70
Available for FY 6/30/22	-	-	-	-	167,045.45
Jul actual					(10,179.06)
7/31/21 balance	-	-	-	-	156,866.39

Ross Budget vs Actual Training PY 21-22

Description	Adult Training		DW Training		YOS (75%) Training		YIS (25%) Training		Total Training	
	Adult Training	DW Training	YOS (75%) Training	YIS (25%) Training	Total Training	YOS (75%) Training	YIS (25%) Training	Total Training	YOS (75%) Training	YIS (25%) Training
Per Ross Budget Budget/Contract										
July-21										
ITA	\$3,200.00	\$6,400.00	\$0.00	\$0.00	\$9,600.00	\$0.00	\$0.00	\$9,600.00	\$0.00	\$0.00
OJT	\$555.59	\$51.43	\$0.00	\$0.00	\$607.02	\$0.00	\$0.00	\$607.02	\$0.00	\$0.00
Transitional Jobs (Adult WEX)	\$2,290.00	\$800.00	\$0.00	\$0.00	\$3,090.00	\$0.00	\$0.00	\$3,090.00	\$0.00	\$0.00
Youth Work Exp	\$0.00	\$0.00	\$5,780.00	\$370.00	\$6,150.00	\$0.00	\$0.00	\$6,150.00	\$0.00	\$0.00
Youth Incentives										
Support Services	\$601.80	\$449.02	\$0.00	\$0.00	\$1,050.82	\$0.00	\$0.00	\$1,050.82	\$0.00	\$0.00
	\$6,647.39	\$7,700.45	\$5,780.00	\$370.00	\$20,497.84	\$370.00	\$32,603.33	\$53,756.90	\$370.00	\$32,603.33
Total Expended	\$6,647.39	\$7,700.45	\$5,780.00	\$370.00	\$20,497.84	\$370.00	\$32,603.33	\$53,756.90	\$370.00	\$32,603.33
Unexpended	\$240,501.07	\$171,515.57	\$93,136.93	\$32,603.33	\$537,756.90	\$32,603.33	\$32,603.33	\$537,756.90	\$32,603.33	\$32,603.33

WIOA Training Budget 8-10-21
 \$558,254.74
 Ross Total WIOA Budget
 Adult 538,629.40
 DW 370,982.23
 YOS 292,791.28
 YIS 97,597.09
 1,300,000.00

Training Spent @ 7/31/21
 Ideal 8.33%
 Actual 3.67%

Total July 2021 Invoice

C:\Users\Accounting\Documents\Finance\Budget\Contractor Budget v Actual PY21-22.xlsx[Ross Training Budget

Training Summary as of 7/31/21

	PY 21-22 Budget	YTD Reimbursement	Balance
D-PC Adult	135,931.93	1,227.03	134,704.90
D-PC DW	98,568.95	74.84	98,494.11
D-PC YOS	54,403.51	4,020.00	50,383.51
D-PC YIS	18,135.51	370.00	17,765.51
M-HC Adult	86,501.97	5,420.36	81,081.61
M-HC DW	62,725.49	7,625.61	55,099.88
M-HC YOS	34,621.55	1,360.00	33,261.55
M-HC YIS	11,540.53	-	11,540.53
Pat Adult	24,714.56	-	24,714.56
Pat DW	17,921.58	-	17,921.58
Pat YOS	9,891.87	400.00	9,491.87
Pat YIS	3,297.29	-	3,297.29
Total	558,254.74	20,497.84	537,756.90

D-PC Adult

830000 · Training Services	108,281.26	-	108,281.26
832500 · Contractual Training Services	1,744.19	-	1,744.19
833000 · Transitional Jobs	2,325.58	577.50	1,748.08
840000 · Supportive Services	1,810.41	93.94	1,716.47
850000 · OJT Training	20,930.23	555.59	20,374.64
901000 · Assessments, Lic. & Cert. Tests	840.26	-	840.26
Total	135,931.93	1,227.03	134,704.90

D-PC DW

830000 · Training Services	78,655.18	-	78,655.18
832500 · Contractual Training Services	1,255.81	-	1,255.81
833000 · Transitional Jobs	1,674.42	-	1,674.42
840000 · Supportive Services	1,303.49	74.84	1,228.65
850000 · OJT Training	15,069.77	-	15,069.77
901000 · Assessments, Lic. & Cert. Tests	610.28	-	610.28
Total	98,568.95	74.84	98,494.11

D-PC YOS

820500 · Work Experience/Internships	24,677.00	4,020.00	20,657.00
830000 · Training Services	26,314.41	-	26,314.41
831000 · Incentives/Stipends	3,000.00	-	3,000.00
901000 · Assessments, Lic. & Cert. Tests	412.10	-	412.10
Total	54,403.51	4,020.00	50,383.51

Training Summary as of 7/31/21

D-PC YIS

820500 · Work Experience/Internships	5,503.00	370.00	5,133.00
830000 · Training Services	11,495.14	-	11,495.14
831000 · Incentives/Stipends	1,000.00	-	1,000.00
901000 · Assessments, Lic. & Cert. Tests	137.37	-	137.37
Total	18,135.51	370.00	17,765.51

M-HC Adult

830000 · Training Services	65,148.66	3,200.00	61,948.66
832500 · Contractual Training Services	557.38	-	557.38
833000 · Transitional Jobs	826.51	1,712.50	(885.99)
840000 · Supportive Services	2,342.55	507.86	1,834.69
850000 · OJT Training	15,615.99	-	15,615.99
901000 · Assessments, Lic. & Cert. Tests	2,010.88	-	2,010.88
Total	86,501.97	5,420.36	81,081.61

M-HC DW

830000 · Training Services	45,768.37	6,400.00	39,368.37
832500 · Contractual Training Services	265.57	-	265.57
833000 · Transitional Jobs	1,674.41	800.00	874.41
840000 · Supportive Services	1,860.26	374.18	1,486.08
850000 · OJT Training	11,560.01	51.43	11,508.58
901000 · Assessments, Lic. & Cert. Tests	1,596.87	-	1,596.87
Total	62,725.49	7,625.61	55,099.88

M-HC YOS

820500 · Work Experience/Internships	20,492.79	1,360.00	19,132.79
830000 · Training Services	9,628.76	-	9,628.76
830500 · Occupational Skills Training	2,250.00	-	2,250.00
831000 · Incentives/Stipends	2,250.00	-	2,250.00
Total	34,621.55	1,360.00	33,261.55

M-HC YIS

820500 · Work Experience/Internships	5,204.05	-	5,204.05
830000 · Training Services	4,836.48	-	4,836.48
830500 · Occupational Skills Training	750.00	-	750.00
831000 · Incentives/Stipends	750.00	-	750.00
Total	11,540.53	-	11,540.53

Training Summary as of 7/31/21

Pat Adult

830000 · Training Services	17,852.78	-	17,852.78
832500 · Contractual Training Services	557.38	-	557.38
833000 · Transitional Jobs	1,046.19	-	1,046.19
840000 · Supportive Services	557.75	-	557.75
850000 · OJT Training	3,896.11	-	3,896.11
901000 · Assessments, Lic. & Cert. Tests	804.35	-	804.35
Total	<u>24,714.56</u>	-	<u>24,714.56</u>

Pat DW

830000 · Training Services	12,339.91	-	12,339.91
832500 · Contractual Training Services	442.62	-	442.62
833000 · Transitional Jobs	753.49	-	753.49
840000 · Supportive Services	442.92	-	442.92
850000 · OJT Training	3,303.89	-	3,303.89
901000 · Assessments, Lic. & Cert. Tests	638.75	-	638.75
Total	<u>17,921.58</u>	-	<u>17,921.58</u>

Pat YOS

820500 · Work Experience/Internships	5,526.10	400.00	5,126.10
830000 · Training Services	2,048.27	-	2,048.27
830500 · Occupational Skills Training	1,125.00	-	1,125.00
831000 · Incentives/Stipends	1,192.50	-	1,192.50
Total	<u>9,891.87</u>	<u>400.00</u>	<u>9,491.87</u>

Pat YIS

820500 · Work Experience/Internships	2,052.03	-	2,052.03
830000 · Training Services	182.76	-	182.76
830500 · Occupational Skills Training	375.00	-	375.00
831000 · Incentives/Stipends	687.50	-	687.50
Total	<u>3,297.29</u>	-	<u>3,297.29</u>

Ross
WIOA Spending FYE 6/30/22
as of July 31, 2021

Operational vs. Training Spending

W/O Mngt

Fees

Operational Spending	65,239.73
Operational Annual Budget	741,745.26
% Spent	8.80%
Ideal (1 month out of 12)	8.33%

Training Spending	20,497.84
Training Annual Budget	558,254.74
% Spent	3.67%
Ideal (1 month out of 12)	8.33%

Program Year 2020 Adult/DW Training (40% Requirement)

Adult				Adult	
Total NOO (minus 10% Admin)	478,836.90		Total Expenditures as of 7/31/21	337,422.50	
Training Requirement (40%)	191,534.76		Training as of 7/31/21	157,524.28	
Training Spent as of 7/31/21	<u>(157,524.28)</u>		Training Rate	46.68%	
Training needed to spend	34,010.48				
Operational/Non Training (60%)	287,302.14				
Operational/Non Training Spent as of 7/31/21	<u>(179,898.22)</u>				
Balance	107,403.92				
Dislocated Worker			Dislocated Worker		
Total NOO (minus 10% Admin)	320,751.00		Total Expenditures as of 7/31/21	191,063.11	
Training Requirement (40%)	128,300.40		Training as of 7/31/21	84,824.89	
Training Spent as of 7/31/21	<u>(84,824.89)</u>		Training Rate	44.40%	
Training needed to spend	43,475.51				
Operational/Non Training (60%)	192,450.60				
Operational/Non Training Spent as of 7/31/21	<u>(106,238.22)</u>				
Balance	86,212.38				
Adult/DW Combined			Adult/DW Combined		
Total NOO (minus 10% Admin)	799,587.90		Total Expenditures as of 7/31/21	528,485.61	
Training Requirement (40%)	319,835.16		Training as of 7/31/21	242,349.17	
Training Spent as of 7/31/21	<u>(242,349.17)</u>		Training Rate	45.86%	
Training needed to spend	77,485.99				
Operational/Non Training (60%)	479,752.74				
Operational/Non Training Spent as of 7/31/21	<u>(286,136.44)</u>				
Balance	193,616.30				

Program Year 2020

Youth WEX (20% Requirement)

Youth Combined

Total NOO (minus 10% Admin)	488,540.71
WEX Requirement (20%)	97,708.14
WEX Spent as of 7/31/21	<u>(74,665.75)</u>
WEX needed to spend	23,042.39

West Piedmont Workforce Investment Board

Financial Statements

As of July 31, 2021

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West Piedmont Workforce Investment Board
Stmnt of Assets, Liabilities, and Net Assets (Regulatory Body Basis)
As of July 31, 2021

	<u>Jul 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
Pitts. Co. (Harvest)	19,409.59
Pitts. Co. (Summer Youth-Dan)	78,180.99
Pitts. Co. (Summer Youth-Pitt)	-5,354.08
Pitts. Co. (Unrestricted)	898.57
Stifel Nicolaus	
Cash	8,065.13
Mutual Funds	
Cost	33,244.58
FMV Adjustment	1,500.56
Total Mutual Funds	<u>34,745.14</u>
Total Stifel Nicolaus	<u>42,810.27</u>
Total Checking/Savings	<u>135,945.34</u>
Accounts Receivable	
A/R-Rent & Shared Costs	
CRP-Martinsville	308.46
DARS-Danville	6,136.57
DARS-Martinsville	13,263.21
DCC-Danville	591.00
DOE-Martinsville	23.74
DPS-Danville	21.18
DSS-Danville	1,154.28
DSS-Martinsville	495.68
Goodwill-Martinsville	447.97
PCCA-Danville	128.35
PHCC-Martinsville	495.73
SAAA-Danville	165.84
STEP-Martinsville	63.00
VEC-Danville	6,520.40
VEC-Martinsville	40,461.03
Total A/R-Rent & Shared Costs	<u>70,276.44</u>
A/R - American Job Center Sec.	4,233.60
A/R - Economic Equity	929.18
A/R - TANF Grant	38,258.23
A/R - VCCS PY 20	225,599.64
A/R - VEC Wagner-Peyser	55,865.84
Grant Rec.-AJC Security	18,127.80
Grant Rec.-Economic Equity	-929.18
Grant Rec.-Return to Earn	85,874.00
Grant Rec.-TANF Grant	142,773.90
Grant Rec.-VEC Wagner Peyser	-55,865.84
Grant Receivable 2020/2021	242,517.07
Grant Receivable 2021/2022	1,515,437.00
Total Accounts Receivable	<u>2,343,097.68</u>
Total Current Assets	<u>2,479,043.02</u>
TOTAL ASSETS	<u>2,479,043.02</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Def. Rev.-AJC Security	22,361.40
Def. Rev.-Harvest Foundation	19,409.59
Def. Rev.-Return to Earn	85,874.00

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These financial statements omit substantially all disclosures required by the Regulatory Body Basis framework. 1

West Piedmont Workforce Investment Board
Stmnt of Assets, Liabilities, and Net Assets (Regulatory Body Basis)
As of July 31, 2021

	<u>Jul 31, 21</u>
Def. Rev.-Summer Youth (Dan.)	78,180.99
Def. Rev.-Summer Youth (Pitts.)	-5,354.08
Def. Rev. - TANF Grant	181,032.13
Deferred Revenue 21-22	
Def. Rev.-Admin 21-22	156,866.39
Def. Rev.-Adult 21-22	
D-PC	253,061.99
D-PC One Stop	31,450.67
M-HC	149,119.56
M-HC One Stop	25,730.43
Other Operational	69,258.39
Pat. Co.	48,957.06
Pat. Co. One Stop	2,664.89
PY 22-23	<u>77,398.68</u>
Total Def. Rev.-Adult 21-22	657,641.67
Def. Rev.-DW 21-22	
D-PC	175,530.34
D-PC One Stop	20,450.72
M-HC	99,673.90
M-HC One Stop	16,701.59
Other Operational	54,023.68
Pat. Co.	33,988.69
Pat. Co. One Stop	1,380.45
PY 22-23	<u>48,353.58</u>
Total Def. Rev.-DW 21-22	450,102.95
Def. Rev.-YIS 21-22	
D-PC	44,691.59
D-PC One Stop	7,761.17
M-HC	27,209.26
M-HC One Stop	5,912.45
Other Operational	128,064.19
Pat. Co.	9,050.85
Pat. Co. One Stop	<u>653.06</u>
Total Def. Rev.-YIS 21-22	223,342.57
Def. Rev.-YOS 21-22	
D-PC	121,278.80
D-PC One Stop	22,133.51
M-HC	72,706.56
M-HC One Stop	16,965.34
Other Operational	305,601.27
Pat. Co.	25,017.69
Pat. Co. One Stop	<u>2,173.40</u>
Total Def. Rev.-YOS 21-22	<u>565,876.57</u>
Total Deferred Revenue 21-22	<u>2,053,830.15</u>
Total Other Current Liabilities	<u>2,435,334.18</u>
Total Current Liabilities	<u>2,435,334.18</u>
Total Liabilities	<u>2,435,334.18</u>
Equity	
32000 · Unrestricted Net Assets	44,178.36
Net Income	<u>-469.52</u>
Total Equity	<u>43,708.84</u>
TOTAL LIABILITIES & EQUITY	<u>2,479,043.02</u>

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West Piedmont Workforce-Investment Board

Summary Totals

July 2021

	Jul 21	Budget	Jul 21	YTD Budget	Annual Budget	Page #	Ideal 100% % YTD Budget	Ideal 8.33% % Annual Budget
Danville/Pitts. Co. Dislocated	6,682.97	15,184.46	6,682.97	15,184.46	182,213.29	5	44.01%	3.67%
June 2021	1,073.92		1,073.92					
MHC Dislocated	11,895.71	9,297.45	11,895.71	9,297.45	111,569.60	6	127.95%	10.66%
June 2021	336.87		336.87					
Patrick Dislocated	1,619.25	2,967.36	1,619.25	2,967.36	35,607.94	7	54.57%	4.55%
June 2021	-16.18		-16.18					
Danville/Pitts. Co. DW One Stop	1,376.45	1,818.93	1,376.45	1,818.93	21,827.17	8	75.67%	6.31%
MHC DW One Stop	1,572.15	1,522.83	1,572.15	1,522.83	18,273.74	9	103.24%	8.60%
Patrick DW One Stop	110.04	124.21	110.04	124.21	1,490.48	10	88.59%	7.38%
Other Dislocated	1,640.61	2,440.16	1,640.61	2,440.16	29,281.89	11	67.23%	5.60%
Total Dislocated	26,291.79	33,355.40	26,291.79	33,355.40	400,264.11		78.82%	6.57%
Danville/Pitts. Co. Adult	9,456.96	21,876.58	9,456.96	21,876.58	262,518.95	12	43.23%	3.60%
June 2021	6,611.02		6,611.02					
MHC Adult	11,069.91	13,349.14	11,069.91	13,349.14	160,189.44	13	82.93%	6.91%
June 2021	-2.29		-2.29					
Patrick Adult	2,017.57	4,247.91	2,017.57	4,247.91	50,974.62	14	47.50%	3.96%
June 2021	-55.65		-55.65					
Danville/Pitts. Co. Adult One Stop	2,276.53	2,810.60	2,276.53	2,810.60	33,727.21	15	81.00%	6.75%
June 2021	-279.25		-279.25					
MHC Adult One Stop	2,600.25	2,360.89	2,600.25	2,360.89	28,330.69	16	110.14%	9.18%
June 2021	-231.60		-231.60					
Patrick Adult One Stop	225.80	240.89	225.80	240.89	2,890.68	17	93.74%	7.81%
June 2021	-18.98		-18.98					
Other Adult	3,482.99	3,556.99	3,482.99	3,556.99	42,683.89	18	97.92%	8.16%
Total Adult	37,153.26	48,443.00	37,153.26	48,443.00	581,315.48		76.69%	6.39%
Danville/Pitts. Co. Youth In	627.57	3,776.61	627.57	3,776.61	45,319.16	19	16.62%	1.38%
MHC Youth In	353.48	2,296.90	353.48	2,296.90	27,562.71	20	15.39%	1.28%
Patrick Youth In	1.23	754.33	1.23	754.33	9,052.10	21	0.16%	0.01%
Danville/Pitts. Co. YIS One Stop	598.45	696.64	598.45	696.64	8,359.63	22	85.91%	7.16%
MHC YIS One Stop	683.55	549.66	683.55	549.66	6,596.00	23	124.36%	10.36%
Patrick YIS One Stop	55.02	59.01	55.02	59.01	708.08	24	93.24%	7.77%
Other Youth In	6,177.31	5,268.71	6,177.31	5,268.71	63,224.49	25	117.25%	9.77%
Total Youth In	8,496.61	13,401.86	8,496.61	13,401.86	160,822.17		63.40%	5.28%
Danville/Pitts. Co. Youth Out	15,827.87	11,425.58	15,827.87	11,425.58	137,106.65	26	138.53%	11.54%
June 2021	-159.76		-159.76					
MHC Youth Out	10,754.12	6,955.07	10,754.12	6,955.07	83,460.68	27	154.62%	12.89%
June 2021	-159.74		-159.74					
Patrick Youth Out	1,921.63	2,244.96	1,921.63	2,244.96	26,939.34	28	85.60%	7.13%
June 2021	-4.05		-4.05					
Danville/Pitts. Co. YOS One Stop	1,795.36	1,994.08	1,795.36	1,994.08	23,928.86	29	90.03%	7.50%
MHC YOS One Stop	2,050.65	1,584.65	2,050.65	1,584.65	19,015.98	30	129.41%	10.78%
Patrick YOS One Stop	165.05	194.87	165.05	194.87	2,338.45	31	84.70%	7.06%
Other Youth Out	15,988.92	10,778.65	15,988.92	10,778.65	129,343.76	32	148.34%	12.36%

West Piedmont Workforce-Investment Board

Summary Totals

July 2021

	Jul 21	Budget	Jul 21	YTD Budget	Annual Budget	Page #	Ideal 100% % YTD Budget	Ideal 8.33% % Annual Budget
Total Youth Out	48,180.05	35,177.86	48,180.05	35,177.86	422,133.72		136.96%	11.41%
Administration	10,179.06	11,864.23	10,179.06	11,864.23	142,370.46	33	85.80%	7.15%
Harvest Foundation Grant	18,711.63	23,878.43	18,711.63	23,878.43	258,278.21	34	78.36%	7.24%
Unrestricted Non WIDA	608.23	0.00	608.23	0.00	0.00	35		
Summer Youth-Danville	21,889.46	19,091.70	21,889.46	19,091.70	152,733.60	36	114.65%	14.33%
Summer Youth-Pitts. Co.	13,486.52	10,144.71	13,486.52	10,144.71	81,157.68	37	132.94%	16.62%
AJC Security	4,233.60	8,865.01	4,233.60	8,865.01	26,595.00	38	47.76%	15.92%
Return to Earn	0.00	14,312.34	0.00	14,312.34	85,874.00	39	0.00%	0.00%
TANF Grant	8,305.91	13,368.65	8,305.91	13,368.65	160,423.67	40	62.13%	5.18%
Total Spending and Budget	197,536.12	231,903.19	197,536.12	231,903.19	2,471,968.10		85.18%	7.99%
June 2021 Expenses	-7,094.31	0.00	-7,094.31	0.00	0.00			
Harvest Foundation Grant	-18,711.63	-23,878.43	-18,711.63	-23,878.43	-258,278.21			
Unrestricted Non WIDA	-608.23	0.00	-608.23	0.00	0.00			
Summer Youth-Danville	-21,889.46	-19,091.70	-21,889.46	-19,091.70	-152,733.60			
Summer Youth-Pitts. Co.	-13,486.52	-10,144.71	-13,486.52	-10,144.71	-81,157.68			
AJC Security	-4,233.60	-8,865.01	-4,233.60	-8,865.01	-26,595.00			
Return to Earn	0.00	-14,312.34	0.00	-14,312.34	-85,874.00			
TANF Grant	-8,305.91	-13,368.65	-8,305.91	-13,368.65	-160,423.67			
Total on Original NOO	123,206.46	142,242.35	123,206.46	142,242.35	1,706,905.94		86.62%	7.22%
					(203,390.12) C/O given to Ross			
					125,750.81 3 months set aside PY22			
					(123,002.87) 3 months from PY 20			
					9,173.24 Admin under budget			
					1,515,437.00 matches NOO			

West Piedmont Workforce Investment Board
Stmt of Revenues & Expenses (Regulatory Body Basis)-Danville/Pitts. Co. Dislocated Worker
 July 2021

	Jul 21	Budget	% of Budget	Jul 21	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Expense							
110000 · Salary & Wages-Operational	185.39	192.11	96.5%	185.39	192.11	96.5%	2,305.31
111000 · Salary & Wages-Client Services	4,011.67	4,333.98	92.56%	4,011.67	4,333.98	92.56%	52,007.74
211000 · FICA-Client Services	1,276.55	783.35	162.96%	1,276.55	783.35	162.96%	9,400.19
350000 · Printing	0.00	6.46	0.0%	0.00	6.46	0.0%	77.56
360000 · Outreach	0.00	37.26	0.0%	0.00	37.26	0.0%	447.06
521000 · Postage	8.16	9.05	90.17%	8.16	9.05	90.17%	108.58
523000 · Telephone	62.78	15.02	417.98%	62.78	15.02	417.98%	180.24
542000 · Lease/Rental-Building	351.08	572.97	61.27%	351.08	572.97	61.27%	6,875.63
543000 · Shared Costs	153.00			153.00			
550000 · Travel	10.78	59.94	17.99%	10.78	59.94	17.99%	719.24
563000 · Indirect	547.36	607.89	90.04%	547.36	607.89	90.04%	7,294.65
563500 · Management Fee	0.00	303.94	0.0%	0.00	303.94	0.0%	3,647.32
564000 · Professional Dev.-Operating	3.28	26.72	12.28%	3.28	26.72	12.28%	320.58
600100 · Office Supplies	0.00	21.69	0.0%	0.00	21.69	0.0%	260.24
830000 · Training Services	0.00	6,554.60	0.0%	0.00	6,554.60	0.0%	78,655.18
832500 · Contractual Training Services	0.00	104.65	0.0%	0.00	104.65	0.0%	1,255.81
833000 · Transitional Jobs	0.00	139.54	0.0%	0.00	139.54	0.0%	1,674.42
840000 · Supportive Services	74.84	108.62	68.9%	74.84	108.62	68.9%	1,303.49
850000 · OJT Training	1,072.00	1,255.81	85.36%	1,072.00	1,255.81	85.36%	15,069.77
901000 · Assessments, Lic. & Cert. Tests	0.00	50.86	0.0%	0.00	50.86	0.0%	610.28
Total Expense	7,756.89	15,184.46	51.08%	7,756.89	15,184.46	51.08%	182,213.29
Net Ordinary Income	-7,756.89	-15,184.46	51.08%	-7,756.89	-15,184.46	51.08%	-182,213.29
Net Income	-7,756.89	-15,184.46	51.08%	-7,756.89	-15,184.46	51.08%	-182,213.29

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West Piedmont Workforce Investment Board
Stmt of Revenues & Expenses (Regulatory Body Basis)-MHC Dislocated Worker
 July 2021

	Jul 21	Budget	% of Budget	Jul 21	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Expense							
110000 · Salary & Wages-Operational	103.78	192.11	54.02%	103.78	192.11	54.02%	2,305.31
111000 · Salary & Wages-Client Services	2,245.78	2,368.58	94.82%	2,245.78	2,368.58	94.82%	28,423.01
211000 · FICA-Client Services	714.62	489.80	145.9%	714.62	489.80	145.9%	5,877.58
350000 · Printing	0.00	3.88	0.0%	0.00	3.88	0.0%	46.54
360000 · Outreach	0.00	12.93	0.0%	0.00	12.93	0.0%	155.12
521000 · Postage	4.57	3.88	117.78%	4.57	3.88	117.78%	46.54
523000 · Telephone	36.21	13.35	271.24%	36.21	13.35	271.24%	160.24
542000 · Lease/Rental-Building	634.68	352.59	180.01%	634.68	352.59	180.01%	4,231.06
543000 · Shared Costs	209.84			209.84			
550000 · Travel	14.50	38.52	37.64%	14.50	38.52	37.64%	462.26
563000 · Indirect	306.42	430.85	71.12%	306.42	430.85	71.12%	5,170.24
563500 · Management Fee	0.00	153.04	0.0%	0.00	153.04	0.0%	1,836.53
564000 · Professional Dev.-Operating	1.84	8.51	21.62%	1.84	8.51	21.62%	102.12
600100 · Office Supplies	0.00	2.30	0.0%	0.00	2.30	0.0%	27.56
830000 · Training Services	6,400.00	3,814.03	167.8%	6,400.00	3,814.03	167.8%	45,768.37
832500 · Contractual Training Services	0.00	22.13	0.0%	0.00	22.13	0.0%	265.57
833000 · Transitional Jobs	800.00	139.53	573.35%	800.00	139.53	573.35%	1,674.41
840000 · Supportive Services	374.18	155.02	241.38%	374.18	155.02	241.38%	1,860.26
850000 · OJT Training	386.16	963.33	40.09%	386.16	963.33	40.09%	11,560.01
901000 · Assessments, Lic. & Cert. Tests	0.00	133.07	0.0%	0.00	133.07	0.0%	1,596.87
Total Expense	12,232.58	9,297.45	131.57%	12,232.58	9,297.45	131.57%	111,569.60
Net Ordinary Income	-12,232.58	-9,297.45	131.57%	-12,232.58	-9,297.45	131.57%	-111,569.60
Net Income	-12,232.58	-9,297.45	131.57%	-12,232.58	-9,297.45	131.57%	-111,569.60

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West Piedmont Workforce Investment Board Stmt of Revenues & Expenses (Regulatory Body Basis)-Patrick County Schools Dislocated Wkr

July 2021

Ordinary Income/Expense	Jul 21	Budget	% of Budget	Jul 21	YTD Budget	% of Budget	Annual Budget
Expense							
110000 · Salary & Wages-Operational	48.94	15.11	323.89%	48.94	15.11	323.89%	181.22
111000 · Salary & Wages-Client Services	1,058.95	983.65	107.66%	1,058.95	983.65	107.66%	11,803.77
211000 · FICA-Client Services	336.96	135.47	248.73%	336.96	135.47	248.73%	1,625.64
350000 · Printing	0.00	1.02	0.0%	0.00	1.02	0.0%	12.19
360000 · Outreach	0.00	3.05	0.0%	0.00	3.05	0.0%	36.58
521000 · Postage	2.15	2.03	105.91%	2.15	2.03	105.91%	24.39
523000 · Telephone	-0.11	8.11	-1.36%	-0.11	8.11	-1.36%	97.30
542000 · Lease/Rental-Building	8.37	136.02	6.15%	8.37	136.02	6.15%	1,632.18
550000 · Travel	2.46	8.42	29.22%	2.46	8.42	29.22%	101.00
563000 · Indirect	144.48	113.51	127.28%	144.48	113.51	127.28%	1,362.06
563500 · Management Fee	0.00	56.71	0.0%	0.00	56.71	0.0%	680.53
564000 · Professional Dev.-Operating	0.87	1.88	46.28%	0.87	1.88	46.28%	22.56
600100 · Office Supplies	0.00	8.91	0.0%	0.00	8.91	0.0%	106.94
830000 · Training Services	0.00	1,028.33	0.0%	0.00	1,028.33	0.0%	12,339.91
832500 · Contractual Training Services	0.00	36.89	0.0%	0.00	36.89	0.0%	442.62
833000 · Transitional Jobs	0.00	62.79	0.0%	0.00	62.79	0.0%	753.49
840000 · Supportive Services	0.00	36.91	0.0%	0.00	36.91	0.0%	442.92
850000 · OJT Training	0.00	275.32	0.0%	0.00	275.32	0.0%	3,303.89
901000 · Assessments, Lic. & Cert. Tests	0.00	53.23	0.0%	0.00	53.23	0.0%	638.75
Total Expense	<u>1,603.07</u>	<u>2,967.36</u>	<u>54.02%</u>	<u>1,603.07</u>	<u>2,967.36</u>	<u>54.02%</u>	<u>35,607.94</u>
Net Ordinary Income	<u>-1,603.07</u>	<u>-2,967.36</u>	<u>54.02%</u>	<u>-1,603.07</u>	<u>-2,967.36</u>	<u>54.02%</u>	<u>-35,607.94</u>
Net Income	<u>-1,603.07</u>	<u>-2,967.36</u>	<u>54.02%</u>	<u>-1,603.07</u>	<u>-2,967.36</u>	<u>54.02%</u>	<u>-35,607.94</u>

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West Piedmont Workforce Investment Board
Stmt of Revenues & Expenses (Regulatory Body Basis) - D-PC DW One-Stop
 July 2021

	Jul 21	Budget	% of Budget	Jul 21	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Expense							
111000 · Salary & Wages-Client Services	944.11	1,310.00	72.07%	944.11	1,310.00	72.07%	15,720.00
211000 · FICA-Client Services	300.42	319.14	94.13%	300.42	319.14	94.13%	3,829.71
523000 · Telephone	0.00	10.83	0.0%	0.00	10.83	0.0%	130.00
542000 · Lease/Rental-Building	7.47	45.83	16.3%	7.47	45.83	16.3%	550.00
563000 · Indirect	124.45	85.97	144.76%	124.45	85.97	144.76%	1,031.64
563500 · Management Fee	0.00	42.99	0.0%	0.00	42.99	0.0%	515.82
600100 · Office Supplies	0.00	4.17	0.0%	0.00	4.17	0.0%	50.00
Total Expense	1,376.45	1,818.93	75.67%	1,376.45	1,818.93	75.67%	21,827.17
Net Ordinary Income	-1,376.45	-1,818.93	75.67%	-1,376.45	-1,818.93	75.67%	-21,827.17
Net Income	-1,376.45	-1,818.93	75.67%	-1,376.45	-1,818.93	75.67%	-21,827.17

West Piedmont Workforce Investment Board
Stmt of Revenues & Expenses (Regulatory Body Basis) - M-HC DW One-Stop
 July 2021

	Jul 21	Budget	% of Budget	Jul 21	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Expense							
111000 · Salary & Wages-Client Services	1,078.34	1,094.81	98.5%	1,078.34	1,094.81	98.5%	13,137.67
211000 · FICA-Client Services	343.14	298.14	115.09%	343.14	298.14	115.09%	3,577.66
523000 · Telephone	0.00	12.50	0.0%	0.00	12.50	0.0%	150.00
542000 · Lease/Rental-Building	8.52	29.17	29.21%	8.52	29.17	29.21%	350.00
563000 · Indirect	142.15	14.91	953.39%	142.15	14.91	953.39%	178.88
563500 · Management Fee	0.00	69.13	0.0%	0.00	69.13	0.0%	829.53
600100 · Office Supplies	0.00	4.17	0.0%	0.00	4.17	0.0%	50.00
Total Expense	1,572.15	1,522.83	103.24%	1,572.15	1,522.83	103.24%	18,273.74
Net Ordinary Income	-1,572.15	-1,522.83	103.24%	-1,572.15	-1,522.83	103.24%	-18,273.74
Net Income	-1,572.15	-1,522.83	103.24%	-1,572.15	-1,522.83	103.24%	-18,273.74

West Piedmont Workforce Investment Board
Stmnt of Revenues & Expenses (Regulatory Body Basis) - Pat. Co. DW One-Stop
 July 2021

	<u>Jul 21</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Jul 21</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense							
Expense							
111000 · Salary & Wages-Client Services	75.48	38.63	195.39%	75.48	38.63	195.39%	463.55
211000 · FICA-Client Services	24.01	50.17	47.86%	24.01	50.17	47.86%	602.09
523000 · Telephone	0.00	4.17	0.0%	0.00	4.17	0.0%	50.00
542000 · Lease/Rental-Building	0.60	16.67	3.6%	0.60	16.67	3.6%	200.00
563000 · Indirect	9.95	8.88	112.05%	9.95	8.88	112.05%	106.56
563500 · Management Fee	0.00	4.44	0.0%	0.00	4.44	0.0%	53.28
600100 · Office Supplies	0.00	1.25	0.0%	0.00	1.25	0.0%	15.00
Total Expense	110.04	124.21	88.59%	110.04	124.21	88.59%	1,490.48
Net Ordinary Income	-110.04	-124.21	88.59%	-110.04	-124.21	88.59%	-1,490.48
Net Income	-110.04	-124.21	88.59%	-110.04	-124.21	88.59%	-1,490.48

West Piedmont Workforce Investment Board
Stmnt of Revenues & Expenses (Regulatory Body Basis)-Other Dislocated
 July 2021

	Jul 21	Budget	% of Budget	Jul 21	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Expense							
110000 · Salary & Wages-Operational							
51-110 · Dislocated Wkr Salary-Oper							
110160 · Admin to Dislocated	2,007.08			2,007.08			
Total 51-110 · Dislocated Wkr Salary-Oper	<u>2,007.08</u>			<u>2,007.08</u>			
210000 · Salary & Wages-Operational							
210000 · FICA/Benefits-Operational	2,007.08			2,007.08			
51-210 · Dislocated-FICA/Ben-Operational							
512160 · Admin to Dislocated	611.89			611.89			
Total 51-210 · Dislocated-FICA/Ben-Operational	<u>611.89</u>			<u>611.89</u>			
Total 210000 · FICA/Benefits-Operational	<u>611.89</u>			<u>611.89</u>			
601400 · Other Operating Supplies							
51-6014 · Dislocated-Other Operating Supp							
One Stop Rent	-2,027.32			-2,027.32			
One Stop Shared Costs	-802.65			-802.65			
51-6014 · Dislocated-Other Operating Supp - Other	1,851.61	2,440.16	75.88%	1,851.61	2,440.16	75.88%	29,281.89
Total 51-6014 · Dislocated-Other Operating Supp	<u>-978.36</u>	<u>2,440.16</u>	<u>-40.09%</u>	<u>-978.36</u>	<u>2,440.16</u>	<u>-40.09%</u>	<u>29,281.89</u>
Total 601400 · Other Operating Supplies	<u>-978.36</u>	<u>2,440.16</u>	<u>-40.09%</u>	<u>-978.36</u>	<u>2,440.16</u>	<u>-40.09%</u>	<u>29,281.89</u>
Total Expense	<u>1,640.61</u>	<u>2,440.16</u>	<u>67.23%</u>	<u>1,640.61</u>	<u>2,440.16</u>	<u>67.23%</u>	<u>29,281.89</u>
Net Ordinary Income	<u>-1,640.61</u>	<u>-2,440.16</u>	<u>67.23%</u>	<u>-1,640.61</u>	<u>-2,440.16</u>	<u>67.23%</u>	<u>-29,281.89</u>
Net Income	<u>-1,640.61</u>	<u>-2,440.16</u>	<u>67.23%</u>	<u>-1,640.61</u>	<u>-2,440.16</u>	<u>67.23%</u>	<u>-29,281.89</u>

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West Piedmont Workforce Investment Board
Stmnt of Revenues & Expenses (Regulatory Body Basis)-Danville/Pitts. Co. Adult
 July 2021

	Jul 21	Budget	% of Budget	Jul 21	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Expense							
110000 · Salary & Wages-Operational	219.98	292.00	75.34%	219.98	292.00	75.34%	3,504.01
111000 · Salary & Wages-Client Services	4,760.18	6,587.54	72.26%	4,760.18	6,587.54	72.26%	79,050.53
211000 · FICA-Client Services	1,514.73	1,190.67	127.22%	1,514.73	1,190.67	127.22%	14,288.06
350000 · Printing	0.00	9.83	0.0%	0.00	9.83	0.0%	117.89
360000 · Outreach	0.00	56.63	0.0%	0.00	56.63	0.0%	679.52
521000 · Postage	9.68	13.75	70.4%	9.68	13.75	70.4%	165.05
523000 · Telephone	62.70	15.96	392.86%	62.70	15.96	392.86%	191.56
542000 · Lease/Rental-Building	676.41	848.90	79.68%	676.41	848.90	79.68%	10,186.79
543000 · Shared Costs	306.00			306.00			
550000 · Travel	17.35	91.10	19.05%	17.35	91.10	19.05%	1,093.23
563000 · Indirect	649.49	923.97	70.29%	649.49	923.97	70.29%	11,087.69
563500 · Management Fee	0.00	461.99	0.0%	0.00	461.99	0.0%	5,543.85
564000 · Professional Dev.-Operating	3.89	40.61	9.58%	3.89	40.61	9.58%	487.28
600100 · Office Supplies	0.00	15.96	0.0%	0.00	15.96	0.0%	191.56
830000 · Training Services	0.00	9,023.44	0.0%	0.00	9,023.44	0.0%	108,281.26
832500 · Contractual Training Services	0.00	145.35	0.0%	0.00	145.35	0.0%	1,744.19
833000 · Transitional Jobs	577.50	193.80	297.99%	577.50	193.80	297.99%	2,325.58
840000 · Supportive Services	468.94	150.87	310.82%	468.94	150.87	310.82%	1,810.41
850000 · OJT Training	6,801.13	1,744.19	389.93%	6,801.13	1,744.19	389.93%	20,930.23
901000 · Assessments, Lic. & Cert. Tests	0.00	70.02	0.0%	0.00	70.02	0.0%	840.26
Total Expense	16,067.98	21,876.58	73.45%	16,067.98	21,876.58	73.45%	262,518.95
Net Ordinary Income	-16,067.98	-21,876.58	73.45%	-16,067.98	-21,876.58	73.45%	-262,518.95
Net Income	-16,067.98	-21,876.58	73.45%	-16,067.98	-21,876.58	73.45%	-262,518.95

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West Piedmont Workforce Investment Board
Stmt of Revenues & Expenses (Regulatory Body Basis)-MHC Adult Worker
 July 2021

	Jul 21	Budget	% of Budget	Jul 21	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Expense							
110000 · Salary & Wages-Operational	120.24	292.00	41.18%	120.24	292.00	41.18%	3,504.01
111000 · Salary & Wages-Client Services	2,602.05	3,536.81	73.57%	2,602.05	3,536.81	73.57%	42,441.68
211000 · FICA-Client Services	828.00	746.39	110.93%	828.00	746.39	110.93%	8,956.65
350000 · Printing	0.00	5.90	0.0%	0.00	5.90	0.0%	70.73
360000 · Outreach	0.00	19.65	0.0%	0.00	19.65	0.0%	235.78
521000 · Postage	5.29	5.89	89.81%	5.29	5.89	89.81%	70.73
523000 · Telephone	37.19	26.80	138.77%	37.19	26.80	138.77%	321.56
542000 · Lease/Rental-Building	1,254.42	553.25	226.74%	1,254.42	553.25	226.74%	6,638.98
543000 · Shared Costs	419.59			419.59			
550000 · Travel	23.32	58.55	39.83%	23.32	58.55	39.83%	702.62
563000 · Indirect	355.03	562.76	63.09%	355.03	562.76	63.09%	6,753.06
563500 · Management Fee	0.00	311.96	0.0%	0.00	311.96	0.0%	3,743.56
564000 · Professional Dev.-Operating	2.13	12.94	16.46%	2.13	12.94	16.46%	155.22
600100 · Office Supplies	0.00	7.74	0.0%	0.00	7.74	0.0%	92.89
830000 · Training Services	3,200.00	5,429.06	58.94%	3,200.00	5,429.06	58.94%	65,148.66
832500 · Contractual Training Services	0.00	46.45	0.0%	0.00	46.45	0.0%	557.38
833000 · Transitional Jobs	1,712.50	68.88	2,486.21%	1,712.50	68.88	2,486.21%	826.51
840000 · Supportive Services	507.86	195.21	260.16%	507.86	195.21	260.16%	2,342.55
850000 · OJT Training	0.00	1,301.33	0.0%	0.00	1,301.33	0.0%	15,615.99
901000 · Assessments, Lic. & Cert. Tests	0.00	167.57	0.0%	0.00	167.57	0.0%	2,010.88
Total Expense	11,067.62	13,349.14	82.91%	11,067.62	13,349.14	82.91%	160,189.44
Net Ordinary Income	-11,067.62	-13,349.14	82.91%	-11,067.62	-13,349.14	82.91%	-160,189.44
Net Income	-11,067.62	-13,349.14	82.91%	-11,067.62	-13,349.14	82.91%	-160,189.44

These financial statements have not been subjected to a compilation engagement, and no assurance is provided on them. These financial statements omit substantially all disclosures required by the Regulatory Body Basis framework.

West Piedmont Workforce Investment Board
Stmnt of Revenues & Expenses (Regulatory Body Basis)-Patrick County Schools Adult Worker
 July 2021

	Jul 21	Budget	% of Budget	Jul 21	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Expense							
110000 · Salary & Wages-Operational	60.92	30.09	202.46%	60.92	30.09	202.46%	361.01
111000 · Salary & Wages-Client Services	1,318.21	1,500.37	87.86%	1,318.21	1,500.37	87.86%	18,004.40
211000 · FICA-Client Services	419.47	271.70	154.39%	419.47	271.70	154.39%	3,260.44
350000 · Printing	0.00	2.03	0.0%	0.00	2.03	0.0%	24.29
360000 · Outreach	0.00	6.07	0.0%	0.00	6.07	0.0%	72.87
521000 · Postage	2.68	4.05	66.17%	2.68	4.05	66.17%	48.58
523000 · Telephone	-35.65	13.62	-261.75%	-35.65	13.62	-261.75%	163.44
542000 · Lease/Rental-Building	10.43	61.80	16.88%	10.43	61.80	16.88%	741.59
550000 · Travel	4.92	16.77	29.34%	4.92	16.77	29.34%	201.21
563000 · Indirect	179.86	175.30	102.6%	179.86	175.30	102.6%	2,103.58
563500 · Management Fee	0.00	87.57	0.0%	0.00	87.57	0.0%	1,050.79
564000 · Professional Dev.-Operating	1.08	3.75	28.8%	1.08	3.75	28.8%	44.94
600100 · Office Supplies	0.00	15.24	0.0%	0.00	15.24	0.0%	182.92
830000 · Training Services	0.00	1,487.73	0.0%	0.00	1,487.73	0.0%	17,852.78
832500 · Contractual Training Services	0.00	46.45	0.0%	0.00	46.45	0.0%	557.38
833000 · Transitional Jobs	0.00	87.18	0.0%	0.00	87.18	0.0%	1,046.19
840000 · Supportive Services	0.00	46.48	0.0%	0.00	46.48	0.0%	557.75
850000 · OJT Training	0.00	324.68	0.0%	0.00	324.68	0.0%	3,896.11
901000 · Assessments, Lic. & Cert. Tests	0.00	67.03	0.0%	0.00	67.03	0.0%	804.35
Total Expense	1,961.92	4,247.91	46.19%	1,961.92	4,247.91	46.19%	50,974.62
Net Ordinary Income	-1,961.92	-4,247.91	46.19%	-1,961.92	-4,247.91	46.19%	-50,974.62
Net Income	-1,961.92	-4,247.91	46.19%	-1,961.92	-4,247.91	46.19%	-50,974.62

These financial statements have not been subjected to a compilation engagement, and no assurance is provided on them. These financial statements omit substantially all disclosures required by the Regulatory Body Basis framework.

West Piedmont Workforce Investment Board
Stmnt of Revenues & Expenses (Regulatory Body Basis) - D-PC Adult One-Stop
 July 2021

Ordinary Income/Expense	Jul 21	Budget	% of Budget	Jul 21	YTD Budget	% of Budget	Annual Budget
Expense							
111000 · Salary & Wages-Client Services	1,518.77	1,991.17	76.28%	1,518.77	1,991.17	76.28%	23,894.03
211000 · FICA-Client Services	483.28	485.09	99.63%	483.28	485.09	99.63%	5,821.06
523000 · Telephone	-216.98	23.33	-930.05%	-216.98	23.33	-930.05%	280.00
542000 · Lease/Rental-Building	12.01	91.67	13.1%	12.01	91.67	13.1%	1,100.00
563000 · Indirect	200.20	130.67	153.21%	200.20	130.67	153.21%	1,568.08
563500 · Management Fee	0.00	65.34	0.0%	0.00	65.34	0.0%	784.04
600100 · Office Supplies	0.00	23.33	0.0%	0.00	23.33	0.0%	280.00
Total Expense	1,997.28	2,810.60	71.06%	1,997.28	2,810.60	71.06%	33,727.21
Net Ordinary Income	-1,997.28	-2,810.60	71.06%	-1,997.28	-2,810.60	71.06%	-33,727.21
Net Income	-1,997.28	-2,810.60	71.06%	-1,997.28	-2,810.60	71.06%	-33,727.21

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West Piedmont Workforce Investment Board
Stmnt of Revenues & Expenses (Regulatory Body Basis) - M-HC Adult One-Stop
 July 2021

Ordinary Income/Expense	Jul 21	Budget	% of Budget	Jul 21	YTD Budget	% of Budget	Annual Budget
Expense							
111000 · Salary & Wages-Client Services	1,734.72	1,664.08	104.25%	1,734.72	1,664.08	104.25%	19,968.96
211000 · FICA-Client Services	552.01	454.32	121.5%	552.01	454.32	121.5%	5,451.88
523000 · Telephone	-160.47	12.50	-1,283.76%	-160.47	12.50	-1,283.76%	150.00
542000 · Lease/Rental-Building	13.72	100.00	13.72%	13.72	100.00	13.72%	1,200.00
563000 · Indirect	228.67	105.19	217.39%	228.67	105.19	217.39%	1,262.26
563500 · Management Fee	0.00	22.72	0.0%	0.00	22.72	0.0%	272.59
600100 · Office Supplies	0.00	2.08	0.0%	0.00	2.08	0.0%	25.00
Total Expense	2,368.65	2,360.89	100.33%	2,368.65	2,360.89	100.33%	28,330.69
Net Ordinary Income	-2,368.65	-2,360.89	100.33%	-2,368.65	-2,360.89	100.33%	-28,330.69
Net Income	-2,368.65	-2,360.89	100.33%	-2,368.65	-2,360.89	100.33%	-28,330.69

These financial statements have not been subjected to a compilation engagement, and no assurance is provided on them. These financial statements omit substantially all disclosures required by the Regulatory Body Basis framework.

West Piedmont Workforce Investment Board
Stmnt of Revenues & Expenses (Regulatory Body Basis) - Patrick Co. Adult One-Stop
 July 2021

Ordinary Income/Expense	Jul 21	Budget	% of Budget	Jul 21	YTD Budget	% of Budget	Annual Budget
Expense							
111000 · Salary & Wages-Client Services	150.95	76.96	196.14%	150.95	76.96	196.14%	923.46
211000 · FICA-Client Services	48.03	100.63	47.73%	48.03	100.63	47.73%	1,207.57
523000 · Telephone	-13.25	10.83	-122.35%	-13.25	10.83	-122.35%	130.00
542000 · Lease/Rental-Building	1.19	20.83	5.71%	1.19	20.83	5.71%	250.00
563000 · Indirect	19.90	17.76	112.05%	19.90	17.76	112.05%	213.10
563500 · Management Fee	0.00	8.88	0.0%	0.00	8.88	0.0%	106.55
600100 · Office Supplies	0.00	5.00	0.0%	0.00	5.00	0.0%	60.00
Total Expense	<u>206.82</u>	<u>240.89</u>	<u>85.86%</u>	<u>206.82</u>	<u>240.89</u>	<u>85.86%</u>	<u>2,890.68</u>
Net Ordinary Income	<u>-206.82</u>	<u>-240.89</u>	<u>85.86%</u>	<u>-206.82</u>	<u>-240.89</u>	<u>85.86%</u>	<u>-2,890.68</u>
Net Income	<u>-206.82</u>	<u>-240.89</u>	<u>85.86%</u>	<u>-206.82</u>	<u>-240.89</u>	<u>85.86%</u>	<u>-2,890.68</u>

These financial statements have not been subjected to a compilation engagement, and no assurance is provided on them. These financial statements omit substantially all disclosures required by the Regulatory Body Basis framework.

West Piedmont Workforce Investment Board
Stmnt of Revenues & Expenses (Regulatory Body Basis)-Other Adult
 July 2021

	Jul 21	Budget	% of Budget	Jul 21	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Expense							
110000 · Salary & Wages-Operational							
53-110 · Adult-Salary & Wages-Operational							
1101-60 · Admin to Adult	3,334.16			3,334.16			
Total 53-110 · Adult-Salary & Wages-Operational	3,334.16			3,334.16			
210000 · FICA/Benefits-Operational							
53-210 · Adult-FICA/Benefits-Operational							
5121-60 · Admin to Adult	887.03			887.03			
Total 53-210 · Adult-FICA/Benefits-Operational	887.03			887.03			
601400 · Other Operating Supplies							
53-6014 · Adult-Other Op. Supp.-Overhead							
One Stop Rent	-9,510.05			-9,510.05			
One Stop Shared Costs	-3,804.32			-3,804.32			
53-6014 · Adult-Other Op. Supp.-Overhead - Other	12,576.17	3,556.99	353.56%	12,576.17	3,556.99	353.56%	42,683.89
Total 53-6014 · Adult-Other Op. Supp.-Overhead	-738.20	3,556.99	-20.75%	-738.20	3,556.99	-20.75%	42,683.89
Total 601400 · Other Operating Supplies	-738.20	3,556.99	-20.75%	-738.20	3,556.99	-20.75%	42,683.89
Total Expense	3,482.99	3,556.99	97.92%	3,482.99	3,556.99	97.92%	42,683.89
Net Ordinary Income	-3,482.99	-3,556.99	97.92%	-3,482.99	-3,556.99	97.92%	-42,683.89
Net Income	-3,482.99	-3,556.99	97.92%	-3,482.99	-3,556.99	97.92%	-42,683.89

West Piedmont Workforce Investment Board
Stmnt of Revenues & Expenses (Regulatory Body Basis)-Danville/Pitts. Co. Youth In School
 July 2021

Ordinary Income/Expense	Jul 21	Budget	% of Budget	Jul 21	YTD Budget	% of Budget	Annual Budget
Expense							
110000 · Salary & Wages-Operational	0.00	64.74	0.0%	0.00	64.74	0.0%	776.87
111000 · Salary & Wages-Client Services	0.00	1,460.53	0.0%	0.00	1,460.53	0.0%	17,526.30
211000 · FICA-Client Services	0.00	263.98	0.0%	0.00	263.98	0.0%	3,167.81
350000 · Printing	0.00	2.18	0.0%	0.00	2.18	0.0%	26.14
360000 · Outreach	0.00	12.56	0.0%	0.00	12.56	0.0%	150.66
521000 · Postage	0.00	3.05	0.0%	0.00	3.05	0.0%	36.59
523000 · Telephone	0.00	-12.12	0.0%	0.00	-12.12	0.0%	-145.45
542000 · Lease/Rental-Building	175.65	141.87	123.81%	175.65	141.87	123.81%	1,702.39
543000 · Shared Costs	77.23			77.23			
550000 · Travel	4.69	20.20	23.22%	4.69	20.20	23.22%	242.38
563000 · Indirect	0.00	204.85	0.0%	0.00	204.85	0.0%	2,458.25
563500 · Management Fee	0.00	102.43	0.0%	0.00	102.43	0.0%	1,229.13
564000 · Professional Dev.-Operating	0.00	9.00	0.0%	0.00	9.00	0.0%	108.03
600100 · Office Supplies	0.00	-7.95	0.0%	0.00	-7.95	0.0%	-95.45
820500 · Work Experience/Internships	370.00	458.58	80.68%	370.00	458.58	80.68%	5,503.00
830000 · Training Services	0.00	957.93	0.0%	0.00	957.93	0.0%	11,495.14
831000 · Incentives/Stipends	0.00	83.33	0.0%	0.00	83.33	0.0%	1,000.00
901000 · Assessments, Lic. & Cert. Tests	0.00	11.45	0.0%	0.00	11.45	0.0%	137.37
Total Expense	627.57	3,776.61	16.62%	627.57	3,776.61	16.62%	45,319.16
Net Ordinary Income	-627.57	-3,776.61	16.62%	-627.57	-3,776.61	16.62%	-45,319.16
Net Income	-627.57	-3,776.61	16.62%	-627.57	-3,776.61	16.62%	-45,319.16

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West Piedmont Workforce Investment Board
Stmnt of Revenues & Expenses (Regulatory Body Basis)-Martinsville-Henry Co. Youth in School
 July 2021

Ordinary Income/Expense	Jul 21	Budget	% of Budget	Jul 21	YTD Budget	% of Budget	Annual Budget
Expense							
110000 · Salary & Wages-Operational	0.00	64.74	0.0%	0.00	64.74	0.0%	776.87
111000 · Salary & Wages-Client Services	0.00	716.27	0.0%	0.00	716.27	0.0%	8,595.22
211000 · FICA-Client Services	0.00	165.32	0.0%	0.00	165.32	0.0%	1,983.85
350000 · Printing	0.00	1.31	0.0%	0.00	1.31	0.0%	15.68
360000 · Outreach	0.00	4.36	0.0%	0.00	4.36	0.0%	52.27
521000 · Postage	0.00	1.31	0.0%	0.00	1.31	0.0%	15.68
523000 · Telephone	0.00	2.46	0.0%	0.00	2.46	0.0%	29.55
542000 · Lease/Rental-Building	246.78	177.35	139.15%	246.78	177.35	139.15%	2,128.23
543000 · Shared Costs	100.40			100.40			
550000 · Travel	6.30	13.65	46.15%	6.30	13.65	46.15%	163.78
563000 · Indirect	0.00	47.48	0.0%	0.00	47.48	0.0%	569.80
563500 · Management Fee	0.00	136.56	0.0%	0.00	136.56	0.0%	1,638.70
564000 · Professional Dev.-Operating	0.00	2.87	0.0%	0.00	2.87	0.0%	34.41
600100 · Office Supplies	0.00	1.51	0.0%	0.00	1.51	0.0%	18.14
820500 · Work Experience/Internships	0.00	433.67	0.0%	0.00	433.67	0.0%	5,204.05
830000 · Training Services	0.00	403.04	0.0%	0.00	403.04	0.0%	4,836.48
830500 · Occupational Skills Training	0.00	62.50	0.0%	0.00	62.50	0.0%	750.00
831000 · Incentives/Stipends	0.00	62.50	0.0%	0.00	62.50	0.0%	750.00
Total Expense	353.48	2,296.90	15.39%	353.48	2,296.90	15.39%	27,562.71
Net Ordinary Income	-353.48	-2,296.90	15.39%	-353.48	-2,296.90	15.39%	-27,562.71
Net Income	-353.48	-2,296.90	15.39%	-353.48	-2,296.90	15.39%	-27,562.71

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West Piedmont Workforce Investment Board
Stmnt of Revenues & Expenses (Regulatory Body Basis)-Patrick County Youth in School
 July 2021

	<u>Jul 21</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Jul 21</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense							
Expense							
110000 · Salary & Wages-Operational	0.00	7.28	0.0%	0.00	7.28	0.0%	87.37
111000 · Salary & Wages-Client Services	0.00	305.77	0.0%	0.00	305.77	0.0%	3,669.29
211000 · FICA-Client Services	0.00	65.75	0.0%	0.00	65.75	0.0%	789.04
350000 · Printing	0.00	0.49	0.0%	0.00	0.49	0.0%	5.88
360000 · Outreach	0.00	1.47	0.0%	0.00	1.47	0.0%	17.64
521000 · Postage	0.00	0.98	0.0%	0.00	0.98	0.0%	11.76
523000 · Telephone	0.00	3.42	0.0%	0.00	3.42	0.0%	41.01
542000 · Lease/Rental-Building	0.00	18.85	0.0%	0.00	18.85	0.0%	226.24
550000 · Travel	1.23	6.89	17.85%	1.23	6.89	17.85%	82.70
563000 · Indirect	0.00	42.18	0.0%	0.00	42.18	0.0%	506.14
563500 · Management Fee	0.00	21.09	0.0%	0.00	21.09	0.0%	253.07
564000 · Professional Dev.-Operating	0.00	0.91	0.0%	0.00	0.91	0.0%	10.88
600100 · Office Supplies	0.00	4.48	0.0%	0.00	4.48	0.0%	53.79
820500 · Work Experience/Internships	0.00	171.00	0.0%	0.00	171.00	0.0%	2,052.03
830000 · Training Services	0.00	15.23	0.0%	0.00	15.23	0.0%	182.76
830500 · Occupational Skills Training	0.00	31.25	0.0%	0.00	31.25	0.0%	375.00
831000 · Incentives/Stipends	0.00	57.29	0.0%	0.00	57.29	0.0%	687.50
Total Expense	1.23	754.33	0.16%	1.23	754.33	0.16%	9,052.10
Net Ordinary Income	-1.23	-754.33	0.16%	-1.23	-754.33	0.16%	-9,052.10
Net Income	-1.23	-754.33	0.16%	-1.23	-754.33	0.16%	-9,052.10

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West Piedmont Workforce Investment Board
Stmt of Revenues & Expenses (Regulatory Body Basis)-Danville/Pitts. Co. YIS One Stop
 July 2021

Ordinary Income/Expense	Jul 21	Budget	% of Budget	Jul 21	YTD Budget	% of Budget	Annual Budget
Expense							
111000 · Salary & Wages-Client Services	410.48	441.46	92.98%	410.48	441.46	92.98%	5,297.55
211000 · FICA-Client Services	130.62	107.55	121.45%	130.62	107.55	121.45%	1,290.59
523000 · Telephone	0.00	20.83	0.0%	0.00	20.83	0.0%	250.00
542000 · Lease/Rental-Building	3.24	66.67	4.86%	3.24	66.67	4.86%	800.00
563000 · Indirect	54.11	28.97	186.78%	54.11	28.97	186.78%	347.66
563500 · Management Fee	0.00	14.49	0.0%	0.00	14.49	0.0%	173.83
600100 · Office Supplies	0.00	16.67	0.0%	0.00	16.67	0.0%	200.00
Total Expense	598.45	696.64	85.91%	598.45	696.64	85.91%	8,359.63
Net Ordinary Income	-598.45	-696.64	85.91%	-598.45	-696.64	85.91%	-8,359.63
Net Income	-598.45	-696.64	85.91%	-598.45	-696.64	85.91%	-8,359.63

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West Piedmont Workforce Investment Board
Stmt of Revenues & Expenses (Regulatory Body Basis)-Martinsville-Henry Co. YIS One Stop
 July 2021

Ordinary Income/Expense	Jul 21	Budget	% of Budget	Jul 21	YTD Budget	% of Budget	Annual Budget
Expense							
111000 · Salary & Wages-Client Services	468.85	368.94	127.08%	468.85	368.94	127.08%	4,427.32
211000 · FICA-Client Services	149.19	100.63	148.26%	149.19	100.63	148.26%	1,207.56
523000 · Telephone	0.00	6.25	0.0%	0.00	6.25	0.0%	75.00
542000 · Lease/Rental-Building	3.71	44.83	8.28%	3.71	44.83	8.28%	538.00
563000 · Indirect	61.80	23.31	265.12%	61.80	23.31	265.12%	279.74
563500 · Management Fee	0.00	5.03	0.0%	0.00	5.03	0.0%	60.38
600100 · Office Supplies	0.00	0.67	0.0%	0.00	0.67	0.0%	8.00
Total Expense	<u>683.55</u>	<u>549.66</u>	<u>124.36%</u>	<u>683.55</u>	<u>549.66</u>	<u>124.36%</u>	<u>6,596.00</u>
Net Ordinary Income	<u>-683.55</u>	<u>-549.66</u>	<u>124.36%</u>	<u>-683.55</u>	<u>-549.66</u>	<u>124.36%</u>	<u>-6,596.00</u>
Net Income	<u>-683.55</u>	<u>-549.66</u>	<u>124.36%</u>	<u>-683.55</u>	<u>-549.66</u>	<u>124.36%</u>	<u>-6,596.00</u>

West Piedmont Workforce Investment Board
Stmnt of Revenues & Expenses (Regulatory Body Basis)-Patrick County YIS One Stop
 July 2021

Ordinary Income/Expense	Jul 21	Budget	% of Budget	Jul 21	YTD Budget	% of Budget	Annual Budget
Expense							
111000 · Salary & Wages-Client Services	37.74	18.62	202.69%	37.74	18.62	202.69%	223.48
211000 · FICA-Client Services	12.01	24.35	49.32%	12.01	24.35	49.32%	292.24
523000 · Telephone	0.00	2.50	0.0%	0.00	2.50	0.0%	30.00
542000 · Lease/Rental-Building	0.30	6.67	4.5%	0.30	6.67	4.5%	80.00
563000 · Indirect	4.97	4.30	115.58%	4.97	4.30	115.58%	51.57
563500 · Management Fee	0.00	2.15	0.0%	0.00	2.15	0.0%	25.79
600100 · Office Supplies	0.00	0.42	0.0%	0.00	0.42	0.0%	5.00
Total Expense	55.02	59.01	93.24%	55.02	59.01	93.24%	708.08
Net Ordinary Income	-55.02	-59.01	93.24%	-55.02	-59.01	93.24%	-708.08
Net Income	-55.02	-59.01	93.24%	-55.02	-59.01	93.24%	-708.08

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West Piedmont Workforce Investment Board
Stmnt of Revenues & Expenses (Regulatory Body Basis)-Other Youth In
 July 2021

	Jul 21	Budget	% of Budget	Jul 21	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Expense							
110000 · Salary & Wages-Operational							
56-110 · Youth In-Salary & Wages-Oper	5,176.68			5,176.68			
5611160 · Admin to Youth In	5,176.68			5,176.68			
Total 56-110 · Youth In-Salary & Wages-Oper	5,176.68			5,176.68			
210000 · Salary & Wages-Operational							
210000 · FICA/Benefits-Operational							
56-210 · Youth In-FICA/Ben.-Operational	1,333.73			1,333.73			
5621060 · Admin to Youth In	1,333.73			1,333.73			
Total 56-210 · Youth In-FICA/Ben.-Operational	1,333.73			1,333.73			
Total 210000 · FICA/Benefits-Operational	1,333.73			1,333.73			
601400 · Other Operating Supplies							
56 6014 · Youth In-Other Operating Supp	-1,513.49			-1,513.49			
One Stop Rent	-617.46			-617.46			
One Stop Shared Costs	1,797.85	5,268.71	34.12%	1,797.85	5,268.71	34.12%	63,224.49
56 6014 · Youth In-Other Operating Supp - Other	-333.10	5,268.71	-6.32%	-333.10	5,268.71	-6.32%	63,224.49
Total 56 6014 · Youth In-Other Operating Supp	-333.10	5,268.71	-6.32%	-333.10	5,268.71	-6.32%	63,224.49
Total 601400 · Other Operating Supplies	6,177.31	5,268.71	117.25%	6,177.31	5,268.71	117.25%	63,224.49
Total Expense	-6,177.31	-5,268.71	117.25%	-6,177.31	-5,268.71	117.25%	-63,224.49
Net Ordinary Income	-6,177.31	-5,268.71	117.25%	-6,177.31	-5,268.71	117.25%	-63,224.49
Net Income	-6,177.31	-5,268.71	117.25%	-6,177.31	-5,268.71	117.25%	-63,224.49

West Piedmont Workforce Investment Board
Stmnt of Revenues & Expenses (Regulatory Body Basis)-Danville/Pitts. Co. Youth Out of School
July 2021

	Jul 21	Budget	% of Budget	Jul 21	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Expense							
110000 · Salary & Wages-Operational	334.00	194.22	171.97%	334.00	194.22	171.97%	2,330.62
111000 · Salary & Wages-Client Services	7,227.67	4,381.58	164.96%	7,227.67	4,381.58	164.96%	52,578.90
211000 · FICA-Client Services	2,299.90	791.95	290.41%	2,299.90	791.95	290.41%	9,503.42
350000 · Printing	0.00	6.54	0.0%	0.00	6.54	0.0%	78.41
360000 · Outreach	0.00	37.66	0.0%	0.00	37.66	0.0%	451.97
521000 · Postage	14.70	9.15	160.66%	14.70	9.15	160.66%	109.78
523000 · Telephone	-50.11	-15.53	322.67%	-50.11	-15.53	322.67%	-186.35
542000 · Lease/Rental-Building	584.12	492.27	118.66%	584.12	492.27	118.66%	5,907.18
543000 · Shared Costs	231.69			231.69			
550000 · Travel	14.07	60.60	23.22%	14.07	60.60	23.22%	727.14
563000 · Indirect	986.16	614.65	160.44%	986.16	614.65	160.44%	7,375.76
563500 · Management Fee	0.00	307.17	0.0%	0.00	307.17	0.0%	3,686.01
564000 · Professional Dev.-Operating	5.91	27.22	21.71%	5.91	27.22	21.71%	326.65
600100 · Office Supplies	0.00	-15.53	0.0%	0.00	-15.53	0.0%	-186.35
820500 · Work Experience/Internships	4,020.00	2,056.42	195.49%	4,020.00	2,056.42	195.49%	24,677.00
830000 · Training Services	0.00	2,192.87	0.0%	0.00	2,192.87	0.0%	26,314.41
831000 · Incentives/Stipends	0.00	250.00	0.0%	0.00	250.00	0.0%	3,000.00
901000 · Assessments, Lic. & Cert. Tests	0.00	34.34	0.0%	0.00	34.34	0.0%	412.10
Total Expense	15,668.11	11,425.58	137.13%	15,668.11	11,425.58	137.13%	137,106.65
Net Ordinary Income	-15,668.11	-11,425.58	137.13%	-15,668.11	-11,425.58	137.13%	-137,106.65
Net Income	-15,668.11	-11,425.58	137.13%	-15,668.11	-11,425.58	137.13%	-137,106.65

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West Piedmont Workforce Investment Board
Stmt of Revenues & Expenses (Regulatory Body Basis)-Martinsville/HC Youth Out of School
 July 2021

Ordinary Income/Expense	Jul 21	Budget	% of Budget	Jul 21	YTD Budget	% of Budget	Annual Budget
Expense							
110000 · Salary & Wages-Operational	252.24	194.22	129.87%	252.24	194.22	129.87%	2,330.62
111000 · Salary & Wages-Client Services	5,458.30	2,148.81	254.02%	5,458.30	2,148.81	254.02%	25,785.67
211000 · FICA-Client Services	1,736.87	495.96	350.2%	1,736.87	495.96	350.2%	5,951.55
350000 · Printing	0.00	3.92	0.0%	0.00	3.92	0.0%	47.05
360000 · Outreach	0.00	13.07	0.0%	0.00	13.07	0.0%	156.82
521000 · Postage	11.10	3.92	283.16%	11.10	3.92	283.16%	47.05
523000 · Telephone	-76.93	-3.03	2,538.94%	-76.93	-3.03	2,538.94%	-36.35
542000 · Lease/Rental-Building	783.49	610.23	128.39%	783.49	610.23	128.39%	7,322.70
543000 · Shared Costs	301.20			301.20			
550000 · Travel	18.91	38.95	48.55%	18.91	38.95	48.55%	467.34
563000 · Indirect	744.74	354.84	209.88%	744.74	354.84	209.88%	4,258.04
563500 · Management Fee	0.00	197.29	0.0%	0.00	197.29	0.0%	2,367.49
564000 · Professional Dev.-Operating	4.46	8.56	52.1%	4.46	8.56	52.1%	102.74
600100 · Office Supplies	0.00	3.20	0.0%	0.00	3.20	0.0%	38.41
820500 · Work Experience/Internships	1,360.00	1,707.73	79.64%	1,360.00	1,707.73	79.64%	20,492.79
830000 · Training Services	0.00	802.40	0.0%	0.00	802.40	0.0%	9,628.76
830500 · Occupational Skills Training	0.00	187.50	0.0%	0.00	187.50	0.0%	2,250.00
831000 · Incentives/Stipends	0.00	187.50	0.0%	0.00	187.50	0.0%	2,250.00
Total Expense	10,594.38	6,955.07	152.33%	10,594.38	6,955.07	152.33%	83,460.68
Net Ordinary Income	-10,594.38	-6,955.07	152.33%	-10,594.38	-6,955.07	152.33%	-83,460.68
Net Income	-10,594.38	-6,955.07	152.33%	-10,594.38	-6,955.07	152.33%	-83,460.68

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West Piedmont Workforce Investment Board
Stmnt of Revenues & Expenses (Regulatory Body Basis)-Patrick County Youth Out of School
 July 2021

	Jul 21	Budget	% of Budget	Jul 21	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Expense							
110000 · Salary & Wages-Operational	45.94	21.85	210.25%	45.94	21.85	210.25%	262.10
111000 · Salary & Wages-Client Services	994.22	917.21	108.4%	994.22	917.21	108.4%	11,006.50
211000 · FICA-Client Services	316.39	197.50	160.2%	316.39	197.50	160.2%	2,369.98
350000 · Printing	0.00	1.47	0.0%	0.00	1.47	0.0%	17.64
360000 · Outreach	0.00	4.36	0.0%	0.00	4.36	0.0%	52.36
521000 · Postage	2.01	2.94	68.37%	2.01	2.94	68.37%	35.27
523000 · Telephone	11.01	9.42	116.88%	11.01	9.42	116.88%	113.04
542000 · Lease/Rental-Building	7.86	67.81	11.59%	7.86	67.81	11.59%	813.71
550000 · Travel	3.69	12.17	30.32%	3.69	12.17	30.32%	146.09
563000 · Indirect	135.67	113.32	119.72%	135.67	113.32	119.72%	1,359.86
563500 · Management Fee	0.00	56.83	0.0%	0.00	56.83	0.0%	681.93
564000 · Professional Dev.-Operating	0.79	2.72	29.04%	0.79	2.72	29.04%	32.63
600100 · Office Supplies	0.00	13.03	0.0%	0.00	13.03	0.0%	156.36
820500 · Work Experience/Internships	400.00	460.51	86.86%	400.00	460.51	86.86%	5,526.10
830000 · Training Services	0.00	170.69	0.0%	0.00	170.69	0.0%	2,048.27
830500 · Occupational Skills Training	0.00	93.75	0.0%	0.00	93.75	0.0%	1,125.00
831000 · Incentives/Stipends	0.00	99.38	0.0%	0.00	99.38	0.0%	1,192.50
Total Expense	1,917.58	2,244.96	85.42%	1,917.58	2,244.96	85.42%	26,939.34
Net Ordinary Income	-1,917.58	-2,244.96	85.42%	-1,917.58	-2,244.96	85.42%	-26,939.34
Net Income	-1,917.58	-2,244.96	85.42%	-1,917.58	-2,244.96	85.42%	-26,939.34

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West Piedmont Workforce Investment Board
Stmt of Revenues & Expenses (Regulatory Body Basis)-Danville/Pitts. Co. YOS One Stop
 July 2021

	Jul 21	Budget	% of Budget	Jul 21	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Expense							
111000 · Salary & Wages-Client Services	1,231.44	1,324.39	92.98%	1,231.44	1,324.39	92.98%	15,892.64
211000 · FICA-Client Services	391.85	322.65	121.45%	391.85	322.65	121.45%	3,871.76
523000 · Telephone	0.00	41.67	0.0%	0.00	41.67	0.0%	500.00
542000 · Lease/Rental-Building	9.74	133.33	7.31%	9.74	133.33	7.31%	1,600.00
563000 · Indirect	162.33	86.91	186.78%	162.33	86.91	186.78%	1,042.97
563500 · Management Fee	0.00	43.46	0.0%	0.00	43.46	0.0%	521.49
600100 · Office Supplies	0.00	41.67	0.0%	0.00	41.67	0.0%	500.00
Total Expense	1,795.36	1,994.08	90.04%	1,795.36	1,994.08	90.04%	23,928.86
Net Ordinary Income	-1,795.36	-1,994.08	90.04%	-1,795.36	-1,994.08	90.04%	-23,928.86
Net Income	-1,795.36	-1,994.08	90.04%	-1,795.36	-1,994.08	90.04%	-23,928.86

West Piedmont Workforce Investment Board
Stmt of Revenues & Expenses (Regulatory Body Basis)-Martinsville/HC YOS One Stop
 July 2021

	Jul 21	Budget	% of Budget	Jul 21	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Expense							
111000 · Salary & Wages-Client Services	1,406.54	1,106.83	127.08%	1,406.54	1,106.83	127.08%	13,281.96
211000 · FICA-Client Services	447.57	301.97	148.22%	447.57	301.97	148.22%	3,623.68
523000 · Telephone	0.00	29.17	0.0%	0.00	29.17	0.0%	350.00
542000 · Lease/Rental-Building	11.13	58.33	19.08%	11.13	58.33	19.08%	700.00
563000 · Indirect	185.41	69.93	265.14%	185.41	69.93	265.14%	839.21
563500 · Management Fee	0.00	15.09	0.0%	0.00	15.09	0.0%	181.13
600100 · Office Supplies	0.00	3.33	0.0%	0.00	3.33	0.0%	40.00
Total Expense	2,050.65	1,584.65	129.41%	2,050.65	1,584.65	129.41%	19,015.98
Net Ordinary Income	-2,050.65	-1,584.65	129.41%	-2,050.65	-1,584.65	129.41%	-19,015.98
Net Income	-2,050.65	-1,584.65	129.41%	-2,050.65	-1,584.65	129.41%	-19,015.98

West Piedmont Workforce Investment Board
Stmnt of Revenues & Expenses (Regulatory Body Basis)-Patrick County YOS One Stop
July 2021

	<u>Jul 21</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Jul 21</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense							
Expense							
111000 · Salary & Wages-Client Services	113.20	55.87	202.61%	113.20	55.87	202.61%	670.45
211000 · FICA-Client Services	36.03	73.15	49.26%	36.03	73.15	49.26%	877.77
523000 · Telephone	0.00	8.33	0.0%	0.00	8.33	0.0%	100.00
542000 · Lease/Rental-Building	0.90	36.50	2.47%	0.90	36.50	2.47%	438.00
563000 · Indirect	14.92	12.90	115.66%	14.92	12.90	115.66%	154.82
563500 · Management Fee	0.00	6.45	0.0%	0.00	6.45	0.0%	77.41
600100 · Office Supplies	0.00	1.67	0.0%	0.00	1.67	0.0%	20.00
Total Expense	<u>165.05</u>	<u>194.87</u>	<u>84.7%</u>	<u>165.05</u>	<u>194.87</u>	<u>84.7%</u>	<u>2,338.45</u>
Net Ordinary Income	<u>-165.05</u>	<u>-194.87</u>	<u>84.7%</u>	<u>-165.05</u>	<u>-194.87</u>	<u>84.7%</u>	<u>-2,338.45</u>
Net Income	<u>-165.05</u>	<u>-194.87</u>	<u>84.7%</u>	<u>-165.05</u>	<u>-194.87</u>	<u>84.7%</u>	<u>-2,338.45</u>

West Piedmont Workforce Investment Board
Stmnt of Revenues & Expenses (Regulatory Body Basis)-Other Youth Out
 July 2021

	Jul 21	Budget	% of Budget	Jul 21	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Expense							
110000 · Salary & Wages-Operational							
55-110 · Youth Out-Salary & Wages-Oper	9,439.98			9,439.98			
5511160 · Admin to Youth Out	9,439.98			9,439.98			
Total 55-110 · Youth Out-Salary & Wages-Oper	9,439.98			9,439.98			
Total 110000 · Salary & Wages-Operational							
110000 · Salary & Wages-Client Services	2,054.41			2,054.41			
55-111 · Youth Out Client Svc Salary	2,054.41			2,054.41			
Total 111000 · Salary & Wages-Client Services	2,054.41			2,054.41			
210000 · FICA/Benefits-Operational							
55-210 · Yout Out-FICA/Ben.-Operational	2,770.11			2,770.11			
5521060 · Admin to Youth Out	2,770.11			2,770.11			
Total 55-210 · Yout Out-FICA/Ben.-Operational	2,770.11			2,770.11			
Total 210000 · FICA/Benefits-Operational							
211000 · FICA-Client Services	653.73			653.73			
552111 · YouthOut FICA-Client Services	653.73			653.73			
Total 211000 · FICA-Client Services	653.73			653.73			
601400 · Other Operating Supplies							
55-6014 · YouthOut-Other Operating Supp	-13,268.98			-13,268.98			
One Stop Rent	-5,370.89			-5,370.89			
One Stop Shared Costs	19,710.56	10,778.65	182.87%	19,710.56	10,778.65	182.87%	129,343.76
55-6014 · YouthOut-Other Operating Supp - Other	1,070.69	10,778.65	9.93%	1,070.69	10,778.65	9.93%	129,343.76
Total 55-6014 · YouthOut-Other Operating Supp	1,070.69	10,778.65	9.93%	1,070.69	10,778.65	9.93%	129,343.76
Total 601400 · Other Operating Supplies	15,988.92	10,778.65	148.34%	15,988.92	10,778.65	148.34%	129,343.76
Total Expense	-15,988.92	-10,778.65	148.34%	-15,988.92	-10,778.65	148.34%	-129,343.76
Net Ordinary Income							
Net Income							

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West Piedmont Workforce Investment Board
Stmnt of Revenues & Expenses (Regulatory Body Basis)-Administrative
 July 2021

	Jul 21	Budget	% of Budget	Jul 21	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
44500 · Government Grants	10,179.06			10,179.06			
Total Income	10,179.06			10,179.06			
Gross Profit	10,179.06			10,179.06			
Expense							
110000 · Salary & Wages-Operational	1,347.28	1,180.63	114.12%	1,347.28	1,180.63	114.12%	14,167.50
210000 · FICA/Benefits-Operational	409.11	402.40	101.67%	409.11	402.40	101.67%	4,828.80
2700000 · Worker's Compensation - Admin	0.00	25.00	0.0%	0.00	25.00	0.0%	300.00
315000 · Consultants-Legal	0.00	41.67	0.0%	0.00	41.67	0.0%	500.00
316000 · Consultants-Other	3,060.00	3,662.50	83.55%	3,060.00	3,662.50	83.55%	43,950.00
316100 · Consultants-Data Porcessing	1,750.00	1,750.00	100.0%	1,750.00	1,750.00	100.0%	21,000.00
331000 · Repairs&Maintenance	0.00	8.33	0.0%	0.00	8.33	0.0%	100.00
521000 · Postage	31.80	37.50	84.8%	31.80	37.50	84.8%	450.00
523000 · Telephone	204.75	237.35	86.27%	204.75	237.35	86.27%	2,848.20
523100 · Mobile Telephone	96.75	180.00	53.75%	96.75	180.00	53.75%	2,160.00
524000 · Internet Service	163.75	210.00	77.98%	163.75	210.00	77.98%	2,520.00
530700 · Public Off Liability Insurance	0.00	125.00	0.0%	0.00	125.00	0.0%	1,500.00
530800 · General Liability Insurance	0.00	79.17	0.0%	0.00	79.17	0.0%	950.00
541000 · Lease/Rental-Equipment	310.65	347.33	89.44%	310.65	347.33	89.44%	4,167.96
542000 · Lease/Rental-Building	2,981.41	2,769.00	107.67%	2,981.41	2,769.00	107.67%	33,228.00
550000 · Travel	0.00	166.67	0.0%	0.00	166.67	0.0%	2,000.00
581000 · Dues & Memberships	25.00	166.67	15.0%	25.00	166.67	15.0%	2,000.00
600100 · Office Supplies	10.94	250.00	4.38%	10.94	250.00	4.38%	3,000.00
600200 · Food Service	49.62	166.67	29.77%	49.62	166.67	29.77%	2,000.00
601200 · Books & Subscriptions	-432.00	16.67	-2,591.48%	-432.00	16.67	-2,591.48%	200.00
601400 · Other Operating Supplies	170.00			170.00			
810700 · Computer Upgrades Equipment	0.00	41.67	0.0%	0.00	41.67	0.0%	500.00
Total Expense	10,179.06	11,864.23	85.8%	10,179.06	11,864.23	85.8%	142,370.46
Net Ordinary Income	0.00	-11,864.23	0.0%	0.00	-11,864.23	0.0%	-142,370.46
Net Income	0.00	-11,864.23	0.0%	0.00	-11,864.23	0.0%	-142,370.46

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West Piedmont Workforce Investment Board
Stmnt of Revenues & Expenses (Regulatory Body Basis) - Harvest Foundation Grant
 July 2021

Ordinary Income/Expense	Jul 21	Budget	% of Budget	Jul 21	YTD Budget	% of Budget	Annual Budget
Expense							
601400 · Other Operating Supplies							
87-6014 · Harvest Foundation Grant							
87-1100 · Salaries	4,878.18	3,958.34	123.24%	4,878.18	3,958.34	123.24%	35,625.00
87-2100 · Benefits	1,499.23	1,142.55	131.22%	1,499.23	1,142.55	131.22%	10,282.88
87-3172 · Work Experience Stipends	7,090.00	8,640.00	82.06%	7,090.00	8,640.00	82.06%	90,720.00
87-3600 · Outreach & Advertising	0.00	77.78	0.0%	0.00	77.78	0.0%	933.33
87-5230 · Telephone	68.34	90.00	75.93%	68.34	90.00	75.93%	1,080.00
87-5500 · Travel	7.00	300.00	2.33%	7.00	300.00	2.33%	3,600.00
87-5501 · Transportation-College & Job	0.00	250.00	0.0%	0.00	250.00	0.0%	3,000.00
87-5543 · Incentivized Life Skills Train,	1,920.00	4,500.00	42.67%	1,920.00	4,500.00	42.67%	54,000.00
87-5544 · Assessments & Course Materials	2,840.00	750.00	378.67%	2,840.00	750.00	378.67%	9,000.00
87-5899 · Administrative Costs	0.00	2,253.09	0.0%	0.00	2,253.09	0.0%	27,037.00
87-6001 · Office Supplies	0.00	41.67	0.0%	0.00	41.67	0.0%	500.00
87-8400 · Supportive Services	408.88	1,875.00	21.81%	408.88	1,875.00	21.81%	22,500.00
Total 87-6014 · Harvest Foundation Grant	18,711.63	23,878.43	78.36%	18,711.63	23,878.43	78.36%	258,278.21
Total 601400 · Other Operating Supplies	18,711.63	23,878.43	78.36%	18,711.63	23,878.43	78.36%	258,278.21
Total Expense	18,711.63	23,878.43	78.36%	18,711.63	23,878.43	78.36%	258,278.21
Net Ordinary Income	-18,711.63	-23,878.43	78.36%	-18,711.63	-23,878.43	78.36%	-258,278.21
Net Income	-18,711.63	-23,878.43	78.36%	-18,711.63	-23,878.43	78.36%	-258,278.21

West Piedmont Workforce Investment Board
Stmnt of Revenues & Expenses (Regulatory Body Basis) - Unrestricted Non WIOA
 July 2021

	<u>Jul 21</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Jul 21</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense							
Expense							
601400 · Other Operating Supplies	608.23			608.23			
65-6014 · Unrestricted Non-WIOA Exp.	608.23			608.23			
Total 601400 · Other Operating Supplies	608.23			608.23			
Total Expense	-608.23			-608.23			
Net Ordinary Income	<u>-608.23</u>			<u>-608.23</u>			
Net Income	<u>-608.23</u>			<u>-608.23</u>			

West Piedmont Workforce Investment Board
Stmnt of Revenues & Expenses (Regulatory Body Basis) - Summer Youth Danville
 July 2021

	Jul 21	Budget	% of Budget	Jul 21	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Expense							
601400 · Other Operating Supplies							
92-6014 · Summer Youth Intern-Danville							
92-1100 · Salaries	2,095.70	1,905.56	109.98%	2,095.70	1,905.56	109.98%	15,244.48
92-2100 · FICA	666.87	228.78	291.49%	666.87	228.78	291.49%	1,830.24
92-5230 · Telephone	0.00	45.56	0.0%	0.00	45.56	0.0%	364.48
92-5500 · Transportation	0.00	888.89	0.0%	0.00	888.89	0.0%	7,111.12
92-5840 · Recognition	0.00	147.23	0.0%	0.00	147.23	0.0%	1,177.84
92-5899 · Administrative Fee	414.39	320.12	129.45%	414.39	320.12	129.45%	2,560.96
92-6001 · Supplies	400.00			400.00			
9231722 · Intern Stipends-Danville	18,312.50	7,518.78	243.56%	18,312.50	7,518.78	243.56%	60,150.24
9231723 · Intern Stipends-JALR	0.00	2,777.78	0.0%	0.00	2,777.78	0.0%	22,222.24
9231724 · Intern Stipends-WPWDB	0.00	5,259.00	0.0%	0.00	5,259.00	0.0%	42,072.00
Total 92-6014 · Summer Youth Intern-Danville	21,889.46	19,091.70	114.65%	21,889.46	19,091.70	114.65%	152,733.60
Total 601400 · Other Operating Supplies	21,889.46	19,091.70	114.65%	21,889.46	19,091.70	114.65%	152,733.60
Total Expense	21,889.46	19,091.70	114.65%	21,889.46	19,091.70	114.65%	152,733.60
Net Ordinary Income	-21,889.46	-19,091.70	114.65%	-21,889.46	-19,091.70	114.65%	-152,733.60
Net Income	-21,889.46	-19,091.70	114.65%	-21,889.46	-19,091.70	114.65%	-152,733.60

West Piedmont Workforce Investment Board
Stmnt of Revenues & Expenses (Regulatory Body Basis) - Summer Youth Pitts. Co.
 July 2021

	Jul 21	Budget	% of Budget	Jul 21	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Expense							
601400 · Other Operating Supplies							
93-6014 · Summer Youth Intern-Pitts. Co.							
93-1100 · Salaries	838.22	956.89	87.42%	838.22	956.89	87.42%	7,671.12
93-2100 · FICA	266.72	115.00	231.93%	266.72	115.00	231.93%	920.00
93-5230 · Telephone	0.00	15.00	0.0%	0.00	15.00	0.0%	120.00
93-5500 · Transportation	0.00	111.12	0.0%	0.00	111.12	0.0%	888.96
93-5840 · Recognition	0.00	80.56	0.0%	0.00	80.56	0.0%	644.48
93-5899 · Administrative Fees	165.74	161.12	102.87%	165.74	161.12	102.87%	1,288.96
93-6001 · Supplies	383.95	0.00	100.0%	383.95	0.00	100.0%	0.00
93-6002 · Meals	676.89			676.89			
9331721 · Intern Stipends-Pitts. Co.	11,155.00	5,480.78	203.53%	11,155.00	5,480.78	203.53%	43,846.24
9331723 · Intern Stipends-IALR	0.00	1,111.12	0.0%	0.00	1,111.12	0.0%	8,888.96
9331724 · Intern Stipends-WPWDB	0.00	2,111.12	0.0%	0.00	2,111.12	0.0%	16,888.96
Total 93-6014 · Summer Youth Intern-Pitts. Co.	13,486.52	10,144.71	132.94%	13,486.52	10,144.71	132.94%	81,157.68
Total 601400 · Other Operating Supplies	13,486.52	10,144.71	132.94%	13,486.52	10,144.71	132.94%	81,157.68
Total Expense	13,486.52	10,144.71	132.94%	13,486.52	10,144.71	132.94%	81,157.68
Net Ordinary Income	-13,486.52	-10,144.71	132.94%	-13,486.52	-10,144.71	132.94%	-81,157.68
Net Income	-13,486.52	-10,144.71	132.94%	-13,486.52	-10,144.71	132.94%	-81,157.68

West Piedmont Workforce Investment Board Stmt of Revenues & Expenses (Regulatory Body Basis) - AJC Security

July 2021

	Jul 21	Budget	% of Budget	Jul 21	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Expense							
601400 · Other Operating Supplies							
95-6014 · AJC Security							
953163 · Cont. Serv. Sec.-AJC Mville	0.00	4,278.67	0.0%	0.00	4,278.67	0.0%	12,836.00
9531631 · Cont. Serv. Sec.-AJC Dville	4,233.60	4,586.34	92.31%	4,233.60	4,586.34	92.31%	13,759.00
Total 95-6014 · AJC Security	4,233.60	8,865.01	47.76%	4,233.60	8,865.01	47.76%	26,595.00
Total 601400 · Other Operating Supplies	4,233.60	8,865.01	47.76%	4,233.60	8,865.01	47.76%	26,595.00
Total Expense	4,233.60	8,865.01	47.76%	4,233.60	8,865.01	47.76%	26,595.00
Net Ordinary Income	-4,233.60	-8,865.01	47.76%	-4,233.60	-8,865.01	47.76%	-26,595.00
Net Income	-4,233.60	-8,865.01	47.76%	-4,233.60	-8,865.01	47.76%	-26,595.00

West Piedmont Workforce Investment Board
Stmnt of Revenues & Expenses (Regulatory Body Basis) - Return to Earn
 July 2021

	<u>Jul 21</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Jul 21</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense							
Expense							
601400 · Other Operating Supplies	0.00	14,312.34	0.0%	0.00	14,312.34	0.0%	85,874.00
94-6014 · Return to Earn	0.00	14,312.34	0.0%	0.00	14,312.34	0.0%	85,874.00
946014 · Contractual Bus. New Hire Supp.	0.00	14,312.34	0.0%	0.00	14,312.34	0.0%	85,874.00
Total 94-6014 · Return to Earn	0.00	14,312.34	0.0%	0.00	14,312.34	0.0%	85,874.00
Total 601400 · Other Operating Supplies	0.00	14,312.34	0.0%	0.00	14,312.34	0.0%	85,874.00
Total Expense	0.00	-14,312.34	0.0%	0.00	-14,312.34	0.0%	-85,874.00
Net Ordinary Income	0.00	-14,312.34	0.0%	0.00	-14,312.34	0.0%	-85,874.00
Net Income	0.00	-14,312.34	0.0%	0.00	-14,312.34	0.0%	-85,874.00

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West Piedmont Workforce Investment Board
Stmt of Revenues & Expenses (Regulatory Body Basis) - TANF Grant

July 2021

	Jul 21	Budget	% of Budget	Jul 21	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Expense							
601400 · Other Operating Supplies							
86-6014 · TANF Grant							
86-1100 · Salaries	2,445.72	3,858.55	63.38%	2,445.72	3,858.55	63.38%	46,302.50
86-2100 · Benefits	598.18	1,359.34	44.01%	598.18	1,359.34	44.01%	16,312.02
86-3500 · Printing	0.00	6.67	0.0%	0.00	6.67	0.0%	80.00
86-5210 · Postage	0.00	4.51	0.0%	0.00	4.51	0.0%	54.16
86-5230 · Phone	48.75	45.00	108.33%	48.75	45.00	108.33%	540.00
86-5500 · Travel	0.00	166.67	0.0%	0.00	166.67	0.0%	2,000.00
86-5540 · Training	0.00	100.00	0.0%	0.00	100.00	0.0%	1,200.00
86-5541 · Training-OTJ	755.00	3,170.15	23.82%	755.00	3,170.15	23.82%	38,041.75
86-5542 · Supportive Services	830.68	1,000.00	83.07%	830.68	1,000.00	83.07%	12,000.00
86-5543 · Training-Job Skills	3,200.00	2,500.00	128.0%	3,200.00	2,500.00	128.0%	30,000.00
86-5630 · Indirect	47.00	716.10	6.56%	47.00	716.10	6.56%	8,593.24
86-5899 · Admin Fees	380.58	380.58	100.0%	380.58	380.58	100.0%	4,567.00
86-6001 · Office Supplies	0.00	61.08	0.0%	0.00	61.08	0.0%	733.00
Total 86-6014 · TANF Grant	8,305.91	13,368.65	62.13%	8,305.91	13,368.65	62.13%	160,423.67
Total 601400 · Other Operating Supplies	8,305.91	13,368.65	62.13%	8,305.91	13,368.65	62.13%	160,423.67
Total Expense	8,305.91	13,368.65	62.13%	8,305.91	13,368.65	62.13%	160,423.67
Net Ordinary Income	-8,305.91	-13,368.65	62.13%	-8,305.91	-13,368.65	62.13%	-160,423.67
Net Income	-8,305.91	-13,368.65	62.13%	-8,305.91	-13,368.65	62.13%	-160,423.67

These financial statements have not been subjected to a compilation engagement, and no assurance is provided on them. These financial statements omit substantially all disclosures required by the Regulatory Body Basis framework.

West Piedmont Workforce Investment Board
Stmnt of Revenues & Expenses (Regulatory Body Basis) - Operating Income
 July 2021

Ordinary Income/Expense Income	Jul 21	Budget	% of Budget	Jul 21	YTD Budget	% of Budget	Annual Budget
49905 · Operating Income	4.61			4.61			
Dividend Income	87.10			87.10			
Unrealized Gain/Loss	47.00			47.00			
49910 · Operating Grant Admin Income							
Total 49905 · Operating Income	<u>138.71</u>			<u>138.71</u>			
Total Income	<u>138.71</u>			<u>138.71</u>			
Gross Profit	<u>138.71</u>			<u>138.71</u>			
Net Ordinary Income	<u>138.71</u>			<u>138.71</u>			
Net Income	<u><u>138.71</u></u>			<u><u>138.71</u></u>			

These financial statements have not been subjected to a compilation engagement, and no assurance is provided on them. These financial statements omit substantially all disclosures required by the Regulatory Body Basis framework.

**The following policies were revised to remove all outdated references to WIA.
The policy revisions were approved by the Quality Assurance Committee on 8/24/2021.**

Revised policies:

- o Complaint & Grievances Policy**
- o Equal Opportunity and Nondiscrimination**
- o Self Sufficiency and Adult Eligibility Policy**
- o Unlikely to Return Policy**
- o Work Based Learning (Adult Internship) Policy**
- o Youth Incentive Policy/Agreement**
- o Incumbent Worker Training Policy**
- o On the Job Training Policy**

Complaint & Grievances Policy

Purpose

To outline procedures for addressing grievances or complaints alleging a violation of the requirements of WIOA by the West Piedmont Workforce Development Board or service providers.

References

- PUBLIC LAW 113–128 Workforce Innovation & Opportunity Act (WIOA)
- VWL # 16-09 WIOA Program Grievance and Complaint Processing
- 20 CFR 683.600

Policy

It is the policy of the WPWDB to follow all procedures and guidance put in place by the state for processing any and all complaints or grievances that allege any violation of WIOA or provisions of a related agreement or service. Section 181 (c) of WIOA requires that each State, local workforce development area and direct recipient of WIOA Title I funds must establish and maintain a procedure for individuals to file a grievance or complaint alleging violations of the requirements WIOA Title I. These grievances or complaints may be submitted by participants and other interested parties affected by the local workforce investment system, including one-stop partners and service providers. This guidance does not address the procedures for processing complaints alleging discrimination under WIOA section 188 and 29 CFR part 38. Such complaints must be handled in accordance with the procedures outlined in that regulatory part and VWL 15-05, WIOA Discrimination Complaint Process. Questions about or complaints alleging a violation of the nondiscrimination provisions of WIOA section 188 may be directed or mailed to the designated local area Equal Opportunity (EO) Officer, State WIOA EO Officer or the Director of the Civil Rights Center, U.S. Department of Labor, Room N4123, 200 Constitution Avenue N.W., Washington, D.C., 20210. This guidance does not address procedures for processing complaints alleging fraud, abuse, or other alleged criminal activity. Such complaints should be directed to the Office of the Inspector General, U.S. Department of Labor.

Procedure

Participants and other interested parties must be provided this policy with the Complaints & Grievances form. The form also must include the Babel notice, to ensure that persons who have Limited English proficiency can understand the policy. A copy of the policy may also be provided via accessible software for text to speech and utilizing the video relay services for individuals with hearing and/or reading limitations. Rights to file a complaint or grievance will also be explained to employees and participants during orientations.

The local area shall notify participants that complaints or grievances should be addressed to the Director of the WPWDB at 300 Franklin Street Suite 241, Martinsville, VA 24112 or 276-656-6190. Examples of who may file a grievance or complaint include the following:

- Applicants or registrants for aid, benefits, services, or training

- Eligible applicants or registrants
- Participants
- Employers
- Applicants for employment under WIOA
- Service providers, or
- Eligible training providers

Each grievance or complaint must be filed, in writing, within thirty (30) calendar days of the alleged violation and must contain the following information:

- The name, address and phone number of the person filing the grievance or complaint
- The date of the alleged violation and the date the grievance or complaint was filed
- The identity of the respondent
- A description of the allegations, including enough detail to allow the reviewer to decide whether the allegations, if true, would violate any WIOA provisions, and
- The signature of the person filing the grievance or complaint

Upon receipt of the grievance or complaint, the reviewer will provide written notice to the grievant or complainant. This correspondence will be sent within five (5) business days and must include the following:

- A summary of the allegations submitted
- The date, time and place of the meeting or hearing with the reviewer (NOTE: WPWDB may offer an informal resolution and if it is accepted it shall be completed in a meeting before the hearing date)
- Notice that the grievant or complainant may be represented by an attorney, and
- Notice that the grievant or complainant may present witnesses and documentary evidence

Individuals in grievance investigations are protected from retaliation and are permitted to have translators, interpreters, readers and/or a representative of their choice during the grievance process.

The WPWDB has a maximum of sixty (60) calendar days to investigate of the allegations and offer a resolution to the complainant. If by the end of the sixty (60) days from the date on which the complaint was filed the WPWDB fails to issue a Notice of Final Action, the complainant or grievant may file a complaint directly with the State WIOA Administrative entity (WIOA Title I Administrator).

Once the investigation is complete and a decision has been reached, a Notice of Final Action must be sent to the grievant or complainant. If an informal resolution was provided, the Notice of Final Action must summarize the agreed upon resolution. If no informal resolution was provided, the Notice of Final Action must contain the following information:

- The reviewer's decision and the reasons for supporting that decision
- A brief description of the investigation process employed to reach the decision
- Notice that if dissatisfied with the decision the grievant or complainant may appeal to the Commonwealth of Virginia within 30 business days or receipt of the Notice of Final Action, and
- Notice that the grievant or complainant may seek a remedy authorized under another Federal, state, or local law

According to WIOA Section 181 (c) (3) remedies that may be imposed under this section for a violation of any requirement of this title shall be limited to:

- Suspension or termination of payments under this title
- The prohibition of placement of a participant with an employer that has violated any requirement under this title
- Where applicable, the reinstatement of an employee, payment of lost wages and benefits, and reestablishment of other relevant terms, conditions, and privileges of employment, and
- Where appropriate, other equitable relief.

Records regarding grievances and complaints must be maintained for at least three years from the date of resolution of the grievance or complaint. All records must include the following:

- The name and address of the grievant or complainant
- A description of the grievance or complaint
- The date the grievance or complaint was file
- The disposition (final action)
- The date of disposition of the grievance or complaint, and
- Any other pertinent information

To the maximum extent possible, the identity of any person who has furnished information relating to, or assisting in, an investigation of a possible violation of the WIOA shall be kept confidential. The information may only be used for purposes of:

- Record-keeping and reporting
- Determining the extent to which an entity is operating is WIOA-funded programs or activities in a nondiscriminatory manner, or
- Other use authorized by the nondiscrimination and equal opportunity provisions of WIOA

Approval Signature:

Revision Date: July, 2021

Equal Opportunity and Nondiscrimination Policy

Purpose

The West Piedmont Workforce Development Board (WPWDB) as a recipient of federal funds, is obligated to comply with the nondiscrimination and equal-opportunity provisions of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination on the basis of race, color, religion, gender, national origin, age, disability, political affiliation or belief and, for beneficiaries only, citizenship, as well as any other classes protected by federal law, and participation in WIOA programs.

References

- COMMONWEALTH OF VIRGINIA, Virginia Community College System Workforce Investment Act (WIA) Policy Number: 00-10
- Civil Rights Act of 1991
- Civil Rights Act of 1964
- Age Discrimination in Employment Act
- Americans with Disabilities Act of 1990
- Age Discrimination Act of 1975
- Rehabilitation Act of 1973
- Title IX Education Amendments Act of 1972
- Workforce Innovation and Opportunity Act
- Title IX Education Amendments Act of 1972
- State's Methods of Administration (MOA)
- DOL Civil Rights Center and state policy directives
- Immigration Reform and Control Act of 1986
- Equal Pay Act
- VWL # 15-05 WIOA Discrimination Complaint Process
- VWL # 16-09 WIOA Program Grievance and Complaint Processing

Policy

It is the policy of the WPWDB to provide equal opportunity to all employees and applicants for employment as well as participants in or recipients of any WPWDB program or activity. The Board will ensure recruitment and hiring of staff is done in a manner as to reflect the available workforce in the local and regional areas without regard to protected statuses. It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I—financially assisted program or activity.

Any person who believes he or she has been subjected to discrimination based on race, color, religion, sex, national origin, age, disability, political affiliation or belief, and for beneficiaries only, citizenship, or participation in WIOA, has the right to file a complaint within 180 days of the alleged discrimination.

WIOA-funded programs and activities will allow for physical as well as program accessibility to individuals with disabilities, programs will be provided in the most integrated environment appropriate to individuals with disabilities, and that communications with individuals with disabilities will be as effective as communications with others.

Procedure

The WPWDB has designated the Director as their Equal Opportunity (EO) Officer, who will be responsible for adopting and publishing complaint procedures and ensuring that they are followed. The EO Officer is also responsible for ensuring publication of the name, title, address, telephone number and TTY number of the EO Officer or other individuals responsible for receiving complaints. The local staff of the One Stop Operator will act as an EO liaison. The EO Officer can be contacted at the Board's office at 300 Franklin Street Suite 241, Martinsville VA 24112 or via telephone at 276-790-9841.

The WPWDB, Virginia Career Works Centers, Program Operators and Training Providers shall include in orientations to employees and/or participants a discussion of their rights under the nondiscrimination and equal opportunity provisions and the right to file a complaint of discrimination with either the local workforce investment board (LWIB)/Civil Rights Commission (CRC)/ U.S. Department of Labor (DOL) for customers and vendors or the WPWDB EO Officer/U.S. Equal Employment Opportunity Commission (EEOC) for employees and applicants. The EO Officer has the responsibility of communicating the available options of where to file complaints to complainants. Communication of policy shall be documented on a notification instrument for employees and applicants/participants and retained in individuals' files as well as a copy provided to new employees upon employment. Potential vendors should be notified of this policy by statements in contracts and MOUs. The WPWDB shall ensure audio access to Equal Opportunity information for individuals with visual disabilities, as well as persons who have difficulty reading and/or comprehending written materials. Additionally, "Equal Opportunity Is the Law" posters will be posted at all WPWDB facilities. These posters contain a nondiscrimination and EO statement as well as information about filing a complaint. Where a significant portion of eligible population may need service or information in a language other than English or Spanish, the WPWDB shall provide the initial notice and other material in the needed language to the extent possible.

Customers and vendors may file discrimination complaints with the WPWDB EO Officer or with the Director, Civil Rights Center, U. S. Department of Labor. Retaliatory action shall not be taken by agency management against any person for filing a complaint of discrimination; opposing a prohibited practice; furnishing information; assisting in participating in any manner in an investigation, review, hearing or any other activity related to the administration of, exercise of authority under, or privilege secured by, the nondiscrimination and EO provisions, of WIOA. Any WPWDB employee, contractor, or employee of a WPWDB contractor found in violation of the policy shall be subject to appropriate disciplinary action. Virginia Career Works Centers and Service and Training providers shall promptly notify the WPWDB EO Officer of any complaints or lawsuits filed against it alleging discrimination.

EO complaints may be filed by the individual or on behalf of the individual by an authorized representative, as a third-party complaint or as a class action complaint. The three major theories of discrimination that can be used to prove illegal discrimination under WIOA and other civil rights laws are disparate treatment, disparate impact, and failure to provide reasonable accommodation. The complaint must be filed in writing and signed by the filer and must include the following information:

- Complainant's name and address, or other means by which the complainant may be contacted;
- Identification of individual(s) and/or organization(s) responsible for the alleged discrimination;
- A description of the complainant's allegations to:
 - Determine WPWDB's jurisdiction of the complaint,

- Timeliness of the complaint,
- Specific prohibited basis of the alleged discrimination (i.e., race, sex, etc.), and
- Apparent merit of the complaint.

The WPWDB may only review complaints that are in its jurisdiction. There are three criteria that determine jurisdiction: basis, timeliness and whether the respondent is a recipient of DOL funds. Basis is met if the claim is regarding those protected classes covered by civil rights (above).

Timeliness is met if a complaint is filed within 180 days of the alleged violation. This time limit can be waived by the Director of CRC if certain criteria is met. All programs and activities operated by the WPWDB are funded by WIOA and therefore meet the final criteria for jurisdiction. If it is determined that the board does not have jurisdiction, the WPWDB EO Officer shall notify the complainant in writing that he or she does not have jurisdiction over the complaint, including reasons for the determination, and the complainant's right to file with the Director of CRC within 30 days of the notice and refer the complaint to the appropriate partner.

If the complainant elects to file a complaint with the WPWDB, the WPWDB shall have 90 days to process a complaint and issue a decision (60 days for the WPWDB to investigate and 30 days for a review at the State level, if warranted). If the complainant files with both the CRC and the WPWDB, they will be notified that the CRC shall not investigate until the 90-day period has expired. If the complainant chooses to file with the CRC only, the WPWDB EO officer should log the complaint and assist the complainant in preparing the CRC's Complaint Information Form.

During the 90-day period, complainants may elect to participate in mediation. The choice whether to use mediation or the customary investigative process rests with the complainant. If mediation is not elected, or is unsuccessful, the complaint shall be investigated in accordance with the WPWDB's complaint-processing procedures. Such complaint procedures shall include the following elements:

- Initial, written notice to the complainant, and a notice that the complainant has the right to be represented in the complaint process;
- A written statement provided to the complainant that contains a list of the issues raised in the complaint and, for each issue, a statement whether the WPWDB will accept or reject the issue, and the reasons for each rejection;
- A period for fact-finding or investigation (data collection or on-site) of the issues and review of evidence (direct, circumstantial, comparative, or statistical) followed by the writing of an investigative report;
- A 15-day period during which the WPWDB will attempt to resolve the complaint through mediation; and
- A written Notice of Final Action provided to the complainant within 90 days of the date on which the complaint was filed, that contains the WPWDB's determination.

The written Notice of Final Action must include:

- The jurisdictional authority including the basis for the investigation
- The WPWDB's decision on the issue and an explanation of the reasons underlying the decision,
- A description of the way the parties resolved the issue; and
- A notice that the complainant has the right to file a complaint with the Director of CRC within 30 days of the Notice if he/she is dissatisfied with the WPWDB's final action on the complaint.

If the WPWDB does not provide a written decision within 90 days of the filing of the complaint, the complainant need not wait for a decision to be issued but may file a complaint with the CRC within 30 days of the expiration of the 90-day period. If a complainant is not satisfied with the WPWDB's resolution, the complainant may file a complaint with the CRC. Such complaint must be filed within 30 days of the date the complainant received the Notice of Final Action from the WPWDB. The complainant shall be notified that if the complaint is not filed within 180 days of the alleged

discrimination or a complaint has not been filed with CRC within 30 days of the receipt of WPWDB's determination or expiration of the 90-day period, the Director of CRC may extend the time limits for good cause shown.

The WPWDB EO Officer shall determine at the conclusion of the investigation of a complaint whether there is reasonable cause to believe that a violation occurred. If an investigation results in a "reasonable cause" finding, the WPWDB's EO Officer shall submit the signed investigative report, including determination and recommendation, to the State EO Officer for review within 60 days of the filing date. Based on review of the determination, the State EO Officer will determine if further review by the Attorney General's Office and the VEC Commissioner, or his designee, is warranted. If the VEC concurs with the determination, the WPWDB's EO Officer shall issue a written determination. The determination shall notify the complainant of the specific findings, the proposed remedial or corrective action, and the time in which corrective action must be completed.

Where a "no cause" finding is made, the complainant shall be notified in writing. Such a determination represents the final action of the West Piedmont Workforce Development Board's EO Officer. The WPWDB's EO Officer shall notify the complainant of his or her right to file a complaint with the CRC if he or she believes the WPWDB's resolution is unsatisfactory. The complainant shall be informed that this right must be exercised within 30 days.

If discrimination is found through the process of a complaint investigation, the respondent shall be requested to voluntarily comply with corrective action(s) or conciliation agreement to correct the discriminatory actions or conditions. Actions to correct discrimination deficiencies may include any of the following:

- Back pay, or other monetary relief (Federal funds shall not be used to provide monetary relief);
- Hire or reinstatement;
- Promotion;
- Benefits or other services denied; and
- Any other remedial or affirmative relief such as outreach, recruitment, and training to ensure equal opportunity.

When technical violations are found during compliance monitoring, the EO Officer will notify the recipient in writing of the violations along with recommendations for corrective action. The EO Officer is responsible for providing technical assistance to correct the violations. Corrective action may include policy development or educating individuals responsible for implementing the required action. A follow-up visit, or contact will be made by either the Board's EO Officer to evaluate progress made toward resolving the violations when a Virginia Career Works Center, Service or Training Provider is cited for discrimination. Violations because of an investigation and/or monitoring efforts shall be made to achieve voluntary compliance by corrective action or a conciliation agreement to correct the discrimination.

Conciliation agreements must include the following provisions:

- Be in writing;
- Address each cited violation, specify the corrective action to be taken, and state the period needed to attain compliance;
- Provide for periodic reporting, as determined by the WPWDB EO Officer, regarding the status or corrective action;
- Provide that the violation(s) do not recur; and
- Provide for enforcement if a breach of the agreement occurs.

If the WPWDB EO Officer concludes that compliance cannot be achieved through voluntary means, he or she will notify the State EO Officer in writing, to include the following:

- The apparent violation(s) and the pertinent nondiscrimination or equal opportunity provision(s) of 29 CFR part 37;
- The efforts made to achieve voluntary compliance; and

- The corrective action the recipient must take to redress the violation.

The State EO Officer may secure voluntary compliance with the Virginia Career Works Center, Service or Training Provider through a written assurance and/or conciliation agreement.

Sanctions shall be considered by the State EO Officer (or the VEC Commissioner) only if the Virginia Career Works Center, Service or Training Provider will not agree to take voluntary corrective action. Sanctions that may be imposed include termination of funding, partial funding, and disallowance of selected cost.

The West Piedmont Workforce Development Board shall maintain an automated or manual log of discrimination complaints to include:

- name and address of complainant;
- the basis of the complaint (i.e., race, sex, age, etc.),
- a description of the complaint;
- the date the complaint was filed;
- the disposition and date of disposition of the complaint; and
- other pertinent information.

Records pertaining to discrimination complaints, investigations, or any other such actions shall be retained for a minimum of three (3) years from the date of resolution. Information pertaining to the identity of any persons providing information related to, or assisting in, an investigation or a compliance review shall be maintained in a confidential manner to the extent possible. If it is necessary that a person's identity be disclosed, the person(s) shall be protected from retaliation.

Self Sufficiency and Adult Eligibility Policy

Purpose

To ensure proper eligibility determinations for participation in the WIOA Adult program and receipt of WIOA funds. To provide guidance for effective Self-Sufficiency practices to support service strategies that assist WIOA eligible individuals reach their employment goals.

References

- VWL 15-02 Change 1 Eligibility Guidelines
- VWL 15-02 Change 1 Attachment A: WIOA Adult Eligibility
- VWL 15-02 Change 1 Attachment D: Verification and Documentation for WIOA Eligibility
- VWL 15-02 Change 1 Attachment E: Selective Service Requirements
- VWL 15-02 Change 1 Attachment F: Family Size/Family Income
- VWL 15-02 Change 1 Attachment G: Self-Certification and Telephone/Document Inspection Verification Requirements
- VWL 15-02 Change 1 Attachment H: WIOA Definitions for Title I Eligibility
- VWL 15-02 Change 1 Attachment I: WIOA Title I Adult Program Eligibility Checklist
- VWL 21-02 2021 Poverty Guidelines and 70% Lower Living Standard Income Levels and Use of Economic Self-Sufficiency under the Workforce Innovation and Opportunity Act

Policy

It is the policy of the West Piedmont Workforce Development Board (WPWDB) to follow all federal guidelines and state guidance in determining eligibility for participants in and recipients of the WIOA Adult program. The WPWDB and its' Service Provider will use their guidance to ensure accurate eligibility determinations are made.

Procedure

Self-Sufficiency Determination

The West Piedmont Workforce Development Board defines the term “low income individual” as an individual who:

- Receives or is a member of a family that receives, cash payments under a Federal, State or local income-based public assistance program;
- 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, cash payments under a Federal, State or local income-based public assistance program; 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:

- The poverty line, for an equivalent period; or
- 70 percent of the lower living standard income level, for an equivalent period (see chart below);

Any individual who is considered to be “low income”, as defined above, is eligible to receive WIOA funded training services in the West Piedmont Region.

Below are the charts detailing the 2020 Poverty Guidelines for the 48 Contiguous States and the District of Columbia, the 70% Lower Living Standard Income Level Chart and the 100% Lower Living Standard Income Level Chart for the West Piedmont Region.

2020 Poverty Guidelines for the 48 Contiguous States and the District of Columbia	
<u>Size of Family Unit</u>	<u>Poverty Guideline</u>
1	\$12,880
2	\$17,420
3	\$21,960
4	\$26,500
5	\$31,040
6	\$35,580
7	\$40,120
8	\$44,660

For family units with more than 8 members, add \$4,540 for each additional member.

Federal Register, April 9, 2021 – U.S. Department of Labor – Employment and Training Administration
Workforce Innovation and Opportunity Act (WIOA) 2021 - Lower Living Standard Income Level (LLSIL)

100% Lower Living Standard Income Level	
Metro Level – SOUTH Region SELF-SUFFICIENCY	
<u>Size of Family Unit</u>	<u>100% LLSIL</u>
1	\$14,139
2	\$23,167
3	\$31,797
4	\$39,256
5	\$46,332
6	\$54,187

For each family member above 6 add \$7,856.

Federal Register, April 9, 2021 – U.S. Department of Labor – Employment and Training Administration
Workforce Innovation and Opportunity Act (WIOA) 2021- Lower Living Standard Income Level (LLSIL)

100% Lower Living Standard Income Level	
Non-Metro-Level – SOUTH Region – SELF-SUFFICIENCY	
<u>Size of Family Unit</u>	<u>100% LLSIL</u>
1	\$13,737
2	\$22,504
3	\$30,886
4	\$38,128
5	\$44,994
6	\$52,619

For each family member above 6 add \$7,625.

- **Pittsylvania County**
- **Danville City**

- **Henry County**
- **Patrick County**
- **Martinsville City**

70% Lower Living Standard Income Level Metro-Level – SOUTH Region	
Size of Family Unit	70% LLSIL
1	(\$9,897)
2	(\$16,217)
3	\$22,258
4	\$27,479
5	\$32,432
6	\$37,931

For the values in parentheses, the Poverty level is higher for the corresponding family size. For each family member above 6 add \$5,499.

70% Lower Living Standard Income Level Non-Metro-Level – SOUTH Region	
Size of Family Unit	70% LLSIL
1	(\$9,616)
2	(\$15,753)
3	\$21,620
4	\$26,689
5	\$31,496
6	\$36,833

For the values in parentheses, the Poverty level is higher for the corresponding family size. For each family member above 6 add \$5,338.

- **Pittsylvania County**
- **Danville City**

- **Henry County**
- **Patrick County**
- **Martinsville City**

To better serve the adult population of our area, adults who are a member of a family whose income exceeds the Lower Living Standard Income Level (LLSIL) but not in excess of 175% may also receive WIOA services as an established priority group. Additionally, income self-sufficiency of a Dislocated Worker will be calculated as the higher of 175% of the LLSIL or 80% of the layoff wage. The LLSIL is established annually by the Department of Labor and can be found at <https://www.doleta.gov/lisil/>.

Suitability

Suitability must be determined through the assessed ability and the perceived personal commitment of the participant to attend activities, to successfully complete these activities and to acquire employment and/or post-secondary/advanced skill placement. While persons may be fully eligible for WIOA Title I programs, they may not be suitable pending resolution of immediate issues. Examples of an individual who may not be suitable include:

- An individual who does not meet eligibility requirements;
- Persons requiring extensive support beyond that of the WIOA Title I Programs;
- Persons whose needs are better served by another agency or program;
- Persons whose lives are in immediate crisis & who cannot participate at the time of determination;
- Persons who cannot commit time sufficient for participation in WIOA Title I Programs;
- Persons who consistently fail to attend scheduled meetings or appointments.

Should an applicant be determined not suitable, there must be proper documentation of the reason for denial of access to the program. Case notes must be entered to support the suitability determination.

For eligibility purposes, barriers to education/employment should be documented following guidance found in Federal, State, and local policy. All barriers should have tangible documentation found within the physical case file and/or the electronic system of record (VaWC).

Approval Signature:

Revision Date: July, 2021

Unlikely to Return Policy

PURPOSE

To establish criteria for the Unlikely to Return aspect of eligibility for the WIOA Dislocated Worker program.

REFERENCE

Workforce Innovations and Opportunity Act of 2014 Sec. 3(15)(A)(iii)

POLICY

Evaluation and documentation of the status known as “Unlikely to Return to Previous Occupation or Industry” is required by the Local Workforce Development Area. The evaluation must be based on a review of a number of criteria below:

To determine “unlikely to return” to previous industry or occupation, the applicant must fall into one of following:

- The applicant worked in a declining industry or occupation as documented on a list developed by the state or local area.
 - There are limited job orders in the area at the time of application.
 - The applicant does not have the necessary skills for re-entry into his/her former occupation.
 - The applicant has applied for positions, consistent with unemployment insurance qualification requirements, in their previous industry/occupation within the six months prior to application and has not been offered suitable employment.
 - The applicant is unable to return to previous industry/occupation because of an injury, disability or other physical limitation as documented by a medical professional.
-

- The applicant is unlikely to return to the previous industry or occupation due to a change in family circumstances that require higher income.
- Automation of previous job.
- Significant variance to normal seasonal employment patterns, including loss of wages due to a natural disaster.
- An applicant who is an “Unemployment Insurance Claimant” and who has been profiled as “likely to exhaust benefits” is to be considered as “unlikely to return”, such as an individual who has been required to attend a Reemployment Services and Eligibility Assessments (RESEA) meeting.
- Veterans transitioning from the military with a discharge that is anything other than dishonorable, are automatically considered “unlikely to return.”
- An applicant who has been furloughed or temporarily laid off for a minimum of 12 weeks with no return to date provided by the employer.

Documentation is required to determine that the job seeker is unlikely to return to the previous occupation. Documentation should include the Unlikely to Return Analysis form in use by the West Piedmont Workforce Development Board, but can also include an employer letter, disability confirmation, local area demand occupation determination, skills assessment documentation and any other that substantiates the status of unlikely to return to occupation.

Approval Signature:

Revision Date: July, 2021

Work Based Learning (Adult Internship) Policy

Purpose

The purpose of this policy is to establish guidelines for the arrangement of Work Experiences/Internships where an individual will be able to learn an employment related skill or qualify for an occupation through demonstration and practice.

References

- 20 CFR 663 and 664
- Virginia Workforce Letter (VWL) No. 19-07 WIOA Title I Youth Program Work Experience 20% Expenditure Requirement
- Fair Labor Standards Act
- 20 CFR 680
- WIOA, Public Law 113-128
- TEGL 19-16 and 10-16 Change 1

Policy

It is the policy of the West Piedmont Workforce Development Board (WPWDB) to provide the option of Work Experience/Internships to WIOA Title I program participants, where applicable and beneficial. Work Experiences/Internships are planned, structured learning experiences that takes place in a workplace for a limited period. Work Experiences/Internships may be paid or unpaid, as appropriate and may be in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any Work Experience/Internship where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists. WIOA is an Equal Opportunity Program and auxiliary aids, and services are available upon request to allow program participation in services, such as Work Experience/Internship.

Procedure

1. Determine customer eligibility for adult/dw program
 - a. Determine need for program and services
2. Once eligibility is determined, customer will need to be assessed academically and a career/skill assessment
 - a. Determination by case manager customer needs a work based learning service
 - b. Individual Employment Plan should be completed with the customer. The plan should reflect customer is in need of a work based learning/intensive service. Plan should also outline the specific course of the short-term process and indicate how this activity is going to help the customer move from training to employment.

- c. Plan should show the customer has no skills or mismatch of skills and the customer will be learning a new skill and experience for work based learning service.
 - d. File should contain Labor Market Information on the occupation the customer has left or had previous experience in and show the decline in the industry and contain Labor Market Information on the occupation the customer is being referred too for work based learning.
3. Once the determination of need for this intensive service has been established, the case manager will consult with the Business Service Representative to check the availability of work sites for the customer.
 4. Once the worksite has been established, all proper paperwork must be completed for the customer and employer. The customer must receive a copy of the participant manual and the worksite must receive a copy of the worksite manual and complete a worksite agreement.

Immediately following:

1. Worksite Manual
2. Work Based Learning Participant Manual
3. Worksite Agreement

Host Eligibility

An eligible host for a Work Experience/Internship must meet the following criteria:

- May be in the public, private non-profit, or private sector.
- Must have adequate personnel to provide enough supervision and training.
- Must provide a job description and working conditions at the same level and to the same extent as other trainees or employees working a similar length of time and doing the same type of work.
- Must not use assignments to displace regular employees, or to replace any employee on layoff.
- All Work Experience/Internship opportunities will allow the WIOA Title I participant to gain skills that lead to occupations identified as in demand in the labor market and determined to be of priority by the West Piedmont Workforce Development Board (WPWDB) and the Chief Local Elected Officials in the Local Plan

Relationship Between Host and WIOA Title I Participant

Because Work Experience/Internship is a pre-vocational service, the relationship between the WIOA Title I participant and the host for the work experience activity for the WIOA Title I program does not constitute an employer/employee relationship. Payments to WIOA Title I participants that are participating in Work Experience/Internship opportunities are stipends provided for progress and attendance in an intensive service, not compensation for work performed for an employer. A Work Experience/Internship agreement will be completed between the host site, WIOA Title I participant, and the WPWDB. This agreement must be limited to the period required for a participant to become proficient in the job for which the training is designed. Work Experiences/Internships must include an academic component of some nature related to the industry of placement, whether that be to learn work readiness, a specific skill, update or increase math skills, etc. This must be documented within the Work Experience/Internship agreement and must be completed either prior to or during the Work Experience/Internship. A review of the host will ensure that there is currently or expected to have enough work to provide the service for the participant. An on-site or virtual visit by staff will ensure that the host has the necessary equipment, materials, and supervision to conduct the training. The host will provide a job description of the occupation as performed in the company and a

concise outline of the Work Experience/Internship to be given, tasks to be learned, and the approximate hours of training required for each task. Once this information is provided, the WIOA Title I Staff will determine the length of the training period that will be covered by the agreement. The West Piedmont Workforce Development Board approves the local One-Stop Service Providers to offer and provide work based learning activities in the form of work experiences or internships to eligible adult and dislocated worker customers. Any customer receiving this service Any customer receiving this service will receive an incentive comparable to \$10.00 per hour and will typically train for 360 hours. The Executive Director of the Workforce Development Board may approve additional hours where there is an established customer need. Customers will not be able to train over 40 hours a week and no withholdings will be held from the customer's incentive to participate in this service. Roles and responsibilities of the program operator, customer, and work site are spelled out in the participant and work site manuals. Each participant and work site should receive a copy of the appropriate manual.

A WIOA Title I participant may use these hours in a variety of ways, including all hours at one site or divided between multiple sites. Funds allocated to a participant for a Work Experience/Internship will count towards the maximum expenditure per participant of \$8,000 per year. The WIOA Title I staff is responsible for ensuring the participant's skill levels will result in the successful completion of the Work Experience/Internship. The WIOA Title I staff must also ensure the following are completed:

- A Work Experience/Internship Agreement that articulates the learning that is to take place, the length of the experience and the competencies that must be mastered must be completed and signed prior to the start of the experience.
- The WIOA staff shall contact the participant at a minimum once each month and shall keep in the participant's file documentation of their progress. Concerns and corrective action necessary to accomplish the objectives shall be recorded and appropriate action and follow-up shall be documented.
- A minimum of one on-site or virtual monitoring visit must be made during the time of active training of a participant at the worksite.
- Time & attendance records must be reviewed prior to forwarding requests for payments.

Funding

While the WIOA Title I Adult and the WIOA Title I Youth program may provide Work Experience/Internship opportunities for enrolled participants, a minimum of 20% of WIOA Title I Youth program year funds must be spent on Work Experience/Internship opportunities and associated activities. Activities and expenditures that can count toward the calculation of Work Experience/Internship expenditures includes the following:

- Direct time and effort of WIOA Title I Youth program funded staff toward developing, implementing, or monitoring Work Experience/Internship opportunities, as shown on monthly timesheets.
- Academic coursework or curriculum related to the required academic component of the work experience.
- Direct stipend payments given to WIOA Title I Youth participants for attendance and progress in Work Experience/Internship opportunities.

Youth Incentive Policy/Agreement

Participant Name _____

Incentive Overview

Participant may receive up to \$300 maximum annually by anniversary date in incentives during the period beginning with enrollment and ending with the 12 month post-program follow-up. Incentives may be paid in the form of cash and non-cash awards.

Amount Eligible	Description of Incentive	Participant Initials
\$50.00	<u>Enrollment and job skills Completion (Career Plan):</u> The Career Plan consist of; successful program enrollment and completion of job skills, including ISS, Career Scope, Work Readiness and Career Services. Incentive issued at Career Plan completion.	
\$50.00	<u>Certification/Credential Attainment:</u> Earn a state, national, or industry recognized credential that is recognized in Virginia. Incentive issued at Career Plan or bi-weekly appointment.	
\$100.00	<u>High School Diploma/GED Attainment:</u> Successful completion/graduation of secondary education resulting in earning your high school diploma/GED. Provide a copy of the documentation of completion/attainment to your Career Specialist during program participation.	
\$50.00	<u>Literacy Numeracy Gain:</u> Out-of-School youth who are basic skills deficient will be eligible to receive an incentive for increasing in one or more educational functioning levels.	
\$25.00	<u>Completion of 6 workshops and/or special events:</u> Participate in at least 6 workshops or special events such as presentations from area employers or community agencies. Participation must be verified via sign in sheets and active participation.	
\$10.00	<u>Positive Accomplishments or Achievements:</u> Participants may also receive awards for positive accomplishments or achievements such as outstanding attendance, increase in grades, positive work experience performance evaluations, and other activity participation as determined by the Youth Program Operator.	

WIOA Youth Representative: I understand as a WIOA Youth Representative that I will follow ethical practices and guidelines concerning the purchase of incentives using WIOA funds as well as in the award of incentives to youth. I will be responsible for the recording/documentation of all incentives awarded to youth in the VaWC system. In addition, I am responsible for maintaining all supporting documentation in the participant's file record.

Participant: I understand the WIOA Youth incentives above are authorized by the Youth Program Operator during the program period (July 1, _____ through June 30, _____). I fully understand that if I do not successfully complete the WIOA Youth program by June 30, _____, that I will be subject to any changes in the incentive structure and will be required to sign a new incentive agreement and/or may forfeit my chances to receive incentives after that date.

I, the participant, fully understand that I may be eligible for the above incentives based on my ACTIVE participation and performance. WIOA Youth Career Specialist has reviewed this information in detail with me and all questions have been thoroughly addressed and resolved.

_____/_____/_____
Participant Signature DATE

-----/-----/-----
Parent or Guardian Signature DATE

_____/_____/_____
WIOA Youth Representative Signature DATE

WEST PIEDMONT WORKFORCE DEVELOPMENT BOARD

Incumbent Worker Training Policy

Purpose

The purpose of this policy is to describe the use of Workforce Innovation and Opportunity Act (WIOA) statewide and local formula funding to create incumbent worker training programs.

DEFINITIONS

Incumbent Worker Training (IWT) is a form of work-based training that is designed to ensure that employees of a company are able to acquire the skills necessary to retain employment and advance within the company, thus creating backfill opportunities for employer, or to provide the skills necessary to avert a layoff. It is designed to either assist workers in obtaining the skills necessary to retain employment or to avert layoffs and must increase both a participant's and a company's competitiveness.

Individual vs. Participant for Reporting Purposes:

REFERENCES

- VWL 16-05 Change 1 Incumbent Worker Training
- VWL 16-05 Change 1 Attachment A Incumbent Worker Training Data Entry Process
- VWL 16-05 Change 1 Attachment B Incumbent Worker Training Eligibility Documentation
- VWL 16-05 Change 1 Attachment C Incumbent Worker Training Required Data Elements
- VWL No. 16-05 Incumbent Worker Training
- VWL 16-05 Attachment A Incumbent Worker Training Data Entry Process
- VWL 16-05 Attachment B Incumbent Worker Training Eligibility Documentation
- Virginia Board of Workforce Development Policy Number 15-00, Incumbent Worker Training
- Virginia Board of Workforce Development Policy No. 15-02, Identification of Eligible Providers of Occupational Skills Training
- Workforce Innovation and Opportunity Act of 2014 Section 122 and Section 134
- Training and Employment Guidance Letter (TEGL) WIOA No. 03-15, Guidance on Services Provided through the Adult and Dislocated Worker Program under the Workforce Innovation and Opportunity Act and Wagner Peyser, as Amended by WIOA, and Guidance for the Transition to WIOA Services
- Workforce Innovation and Opportunity Act; Employment and Training Administration; Labor Final Rule, Subpart F—Work-Based Training Sections 680.700 through 680.840
- Policy 403-04 Incumbent Worker Training

I. POLICY ACTION

It is crucial for West Piedmont Workforce Region to promote a highly-skilled and job- ready workforce that meets the needs of employers. The West Piedmont Workforce Investment Board (WPWDB) ensures that workforce development services for the existing workforce are coordinated and designed for rapid access to the range of employer assistance available

through statewide and local initiatives. The WPWDB recognizes that improving the education and skill levels of the current workforce will not only improve regional economies, but will also increase the ability of businesses to effectively compete in the global market.

WIOA funds may be expended for incumbent worker training (WIOA section 133(b) (4)). WIOA funds will be made available through a process designed to assist regional businesses, which could include a single firm or a group of firms that share similar workforce needs, using a sector strategy approach to meet the skills training needs of their incumbent workforce.

A. Incumbent Worker Employee Eligibility

All employees participating in incumbent worker training must meet the eligibility below. An incumbent worker is:

- At least 18 years of age;
- A paid, full-time employee of the applicant's business working at a facility located in Virginia;
- A citizen of the United States or a non-citizen whose status permits employment in the United States, who has registered for selective service as appropriate;
- Meets the Fair Labor Standards Act requirements for an employer-employee relationship;
- Who has an established employment history with the employer for 6 months or more; and
- Recommended by their current employer for Incumbent Worker Training in order to address changes in the necessary skills to remain in their position, to remain in their company, or avoid a layoff.

Note, if the incumbent worker is receiving WIOA Adult or Dislocated Worker services in addition to incumbent worker training, the individual must also meet the additional program specific eligibility requirements like all other adult or dislocated worker participants and will be counted in local program performance.

In the event that the incumbent worker training is being provided to a cohort of employees, not every employee in the cohort must have an established employment history with the employer for 6 months or more as long as a majority of those employees being trained meet the employment history requirement.

Individuals receiving incumbent worker training are subject to selection for the federally mandated data validation. Therefore, documentation must be available to support incumbent worker eligibility requirements.

B. Funding Available

Statewide rapid response and local funds are available to provide incumbent worker training. The WPWDB may reserve and use up to 20 percent of the WIOA Title I Adult and Dislocated Worker funds allocated to the local area to pay for the Federal share of the cost of providing a training program for incumbent workers.

c. Determination of Employer Eligibility

- Demonstration of linkages of the training activity to demand occupations and/ or regionally targeted industries;
- The positive relationship of the training to the competitiveness of an individual and the employer

- The relative wage and benefit levels of those employees (pre-training and anticipated upon completion of the training);and
- The potential state and regional economic impact, if any, of the training project.

The following documentation must be provided by the employer and copies should be placed in each participant's file:

- Copy of the "Incumbent Worker Training Program Employer Information Form";
- Copy of the Contract;
- Itemized description of cost;
- Employee's current job title and description, date of hire, and current wage.

The Governor and the Workforce Board may make recommendations to the WPWDB for providing incumbent worker training that has statewide impact. WIOA Rapid Response funds may also be used for incumbent worker training. These funds will be made available to provide Virginia businesses with early intervention to avoid layoff situations.

D. Non-Federal Share

Employers participating in the program are required to pay for the non-Federal share of the cost of providing the training to incumbent workers of the employers.

The non-Federal share shall not be less than—

- i. 10 percent of the cost, for employers with not more than 50 employees
- ii. 25 percent of the cost, for employers with more than 50 employees but not more than 100 employees; and
- iii. 50 percent of the cost, for employers with more than 100 employees

The non-Federal share provided by an employer participating in an incumbent worker training project may include the amount of the wages paid by the employer to a worker while the worker is participating in the training activity. The employer may provide the share in cash or in-kind, fairly evaluated.

E. Description of Allowable Expenses

- The same rules for allowable of costs for other sources of WIOA training apply to Incumbent Worker Training.

Examples of approved training items include:

- Instructor fees/**trainer** wages or tuition costs
- Training related materials (facilities, equipment, tools, etc.)
- Materials/Supplies/Textbooks

- Travel/Lodging/Food for individuals and instructors in compliance with the WPWDB's current Travel Policy.
- Trainee Wages ARE NOT an allowed expense (They may be counted as an in-kind match for employer contribution)

II. PROHIBITION ON USE OF FUNDS TO ENCOURAGE OR INDUCE

RELOCATION

No funds provided under this title shall be used, or proposed for use, to encourage or induce the relocation of a business or part of a business if such relocation would result in a loss of employment for any employee of such business at the original location and such original location is within the United States.

III. RESTRICTIONS ON USE OF FUNDS AFTER RELOCATION

No funds provided under this title for an employment or training activity shall be used for customized or skill training, on-the-job training, incumbent worker training, transitional employment, or company-specific assessments of job applicants or employees, for any business or part of a business that has relocated, until the date that is 120 days after the date on which such business commences operations at the new location, if the relocation of such business or part of a business results in a loss of employment for any employee of such business at the original location and such original location is within the United States.

IV. BUSINESS SERVICES

Incumbent worker training is an important business services initiative that is designed to benefit business and industry by assisting with existing employees' skill development and by increasing employee productivity and company growth. Incumbent worker training will be tracked in the business engagement report and will be reported to the Virginia Board of Workforce Development (VBWD).

V. OUTCOMES

Strategies for developing new workforce skills in the existing workforce shall be designed to benefit regional business and industry in ways that encourage and support the integration of new technology and business processes, increase employee productivity and support the competitiveness of the company.

Incumbent worker programs create a number of positive outcomes including:

- Improving the alignment of existing workers' skills with new job requirements;
- Providing individuals access to new career opportunities within a business;
- Encouraging the retention of existing personnel who otherwise may become dislocated because of skills deficiencies; increasing the wages of newly trained workers;
- Creating new opportunities for entry-level workers through the promotion of existing workers; and supporting the overall enhancement of local and regional economic development efforts.

VI. INCUMBENT WORKER TRAINING DOCUMENTATION

The WPWDB has the responsibility for receiving, reviewing, and approving employer applications for participation in Incumbent Worker Training.

Once an employer application is reviewed and approved, the boards must ensure that data elements related to employee demographics, eligibility, training and attainment of desired skills or industry recognized credential, and performance are entered into the Virginia Workforce Connection, the supported state system of record.

The WPWDB is required to maintain all documentation received and reviewed for the minimum required retention period of three years. Documents that must be retained include:

- Completed and signed application
- Documentation or certification of employee eligibility _____
- Training plans, if separate from the application
- Copies of credentials received or employer certification of training completion
- A copy of the invoice from the training provider
- A copy of the employer's payment made to the training provider
- A completed reimbursement request form
- A signed form indicating that the employer has been made aware of the local area's Grievance and Equal Opportunity Policies
- All documentation regarding IWT related complaints and actions taken on those complains.

All documentation collected and maintained will be subject to validation during the monitoring and data validation processes.

Vii. PROGRAM PERFORMANCE REPORTING

The WPWDB is required to have all individuals receiving WIOA Title I funded incumbent worker training entered into the VaWC system and to report outcomes on all individuals who receive incumbent worker training.

Please note that for individuals that participate in incumbent worker training programs with local funds, they must have an Adult or Dislocated Worker classification.

In the case of a grievance, the employer will submit the claim in writing per procedure found in the WPWDB Complaint & Grievance policy.

On-the-Job Training Policy

Purpose:

The purpose of this policy and procedure is to establish guidelines for the arrangement of on-the-job training where an individual will be able to learn an employment related skill or qualify for a particular occupation through demonstration and practice.

References:

- Federal Register [20CFR, Sec. 667.272, Sec. 667.268, Sec. 664.710, 20 CFR Part 652, 20 CFR 663.700]
- VCCS Policy 00-8, Virginia's Training Voucher System under WIA and Exceptions
- PUBLIC LAW 113–128 Workforce Innovation and Opportunity Act (WIOA)
- VCCS Policy 403-03, On-the-Job Training

Policy:

Definition

- On-the-job training (OJT) means:
 - Training by an employer that is provided to a paid employee while engaged in productive work in a job; and
 - Knowledge or skills training that is essential to the full and adequate performance of the job; and
 - Training that provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training.

Participant Eligibility

Primarily, a Self-Sufficiency Analysis, based on On-The-Job Training (OJT) occupations, must be performed for ALL participants prior to being placed in an OJT. The case manager MUST develop a Self-Sufficiency Analysis and review it with the client, both case manager and client must sign the Self-Sufficiency Analysis and a copy placed in the client's file.

1. Participants who, after assessment, and in accordance with the Individual Employment Plan (IEP), have a substantial need for OJT;

2. Employed worker(s) when:
 - a. The employee is not earning a self-sufficient wage as determined by the board policy;
 - b. The OJT relates to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes identified by the board;
 - c. And the OJT meets the identified training needs of the participant, according to an IEP.

Employer Eligibility

1. May be in the public, private non-profit or private sector;
2. Must have been in business for at least one year;
3. Must have adequate personnel to provide sufficient supervision and training;
4. Must provide a minimum of 50 percent of the employee's wage throughout the training;
5. Must provide benefits and working conditions at the same level and to the same extent as other trainees or employees working a similar length of time and doing the same type of work;
6. Must not have a history or pattern of failing to provide OJT participants with permanent employment with wages, benefits and working conditions that are equal to those provided regular employees who have worked a similar length of time and are doing the same type of work;
7. Must not have relocated from any location in the United States within 120 days, if the relocation resulted in any employee losing his or her at the original location; and
8. Must not use OJT assignments to displace regular employees, or to replace any employee on layoff.

NEG OJT (On-the-job Training) Reimbursements (up to 90%)

90% reimbursement may be offered to employers for NEG OJT participants when the following criteria are used and documented properly (maximum reimbursement is still limited to 6 months):

(1) Employer size;

The non-Federal share shall not be less than—

- i. 10 percent of the cost, for employers with not more than 50 employees
- ii. 25 percent of the cost, for employers with more than 50 employees but not more than 100 employees; and
- iii. 50 percent of the cost, for employers with more than 100 employees

(2) The gap between the participant's initial skill level and the skill level needed to perform the job

The non-Federal share shall not be less than—

- i. 10 percent of the cost, for employers who utilize a participant who requires more than 12 months of training due to the skills gap;

- ii. 25 percent of the cost, for employers who utilize a participant who requires more than 6 Months and less than 12 months; and
- iii. 50 percent of the cost, for employers who utilize a participant who requires up to 6 months of training due to the skills gap.

Payments to Employers

1. Are deemed to be compensation for the extraordinary costs associated with training participants including additional supervision, training and the costs associated with the lower productivity of the participants, and those extraordinary costs need not be documented by the employer; and
2. Must not be in excess of 50 percent of the wage rate of the OJT participant.

Duration

1. An OJT typically lasts between three to six months. The contract must be limited to the agreed period of time required for a participant to become proficient in the job for which the training is designed. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the job, the academic and occupational skill level of the participant, prior work experience and the participant's Individual Employment Plan.
2. The OJT time conversion chart will be used to determine the number of weeks an OJT contract may be written for a specific occupation. This chart is based on the Dictionary of Occupational Titles and must be used for all OJT contract negotiations. In no case shall the training length exceed the Skill Level Code for any position.

Process

1. Participants will market themselves to employers as eligible for OJT, either verbally or with a referral form provided to them. If interested in a potential contract, the employer is to contact the adult and/or dislocated worker program manager at the appropriate Virginia Workforce Center.
2. A review of the employer will ensure that the employer has, or forecasts, sufficient work to provide permanent employment for the participant. An on-site visit will ensure that the employer has the necessary equipment, materials and supervision to conduct the training. Consideration will be given to the percentage of subsidized training positions assigned to a particular business/company. This ratio shall not exceed 25 percent of the workforce.
3. The employer will provide a job description of the occupation as performed in the company and a concise outline of the OJT to be give, tasks learned and approximate hours of training required for each task.

4. If the employer is agreeable to the length of training and the covered wage, then an OJT contract will be prepared OJT will require a written agreement between the Virginia Career Works program provider and the employer which details the specific and agreed upon training period and identifies the specific knowledge, skills and capabilities the trainee will learn in order to achieve full and adequate performance on the job. The OJT Agreement further stipulates the portion of the trainee's salary that the employer may reimbursed as the extraordinary cost of providing training and additional supervision to the trainee. **The issuing agency must use the board-approved contract. A copy of the contract accompanies this policy.** This contract must be in place prior to the start of training. When the contract is completed, it will be taken to the employer for his/her signature. After the employers has signed the contract, the appropriate official will sign for the adult or dislocated worker program. A copy of the contract will be sent to the employer. The original copy will be maintained by the issuing agency.
5. The employer will submit an OJT monthly progress report and invoice to the appropriate agency for review and approval. Once the invoice is approved and signed, it will be submitted for payment. The agency will then reimburse the employer for training costs.
6. In addition to what has been mentioned, the employer agrees to the OJT Training Program Manual.