

Southern Middle TN Workforce Development Board
Program Year 2018-2020
Local Plan

Serving the Counties of Bedford, Coffee, Franklin, Giles, Hickman, Lawrence,
Lewis, Lincoln, Marshall, Maury, Moore, Perry, and Wayne



Public Listening Meeting
January 14, 2019 5:30p.m. –
6:30 p.m.

American Job Center – Lawrenceburg 702
Mahr Ave
Lawrenceburg, TN 38464
931-766-1405

Open for Public Comment December 28, 2018 – January 15, 2019
Submit comments or questions in writing to:
South Central TN Development District
Attn: Carl D. Sims II
101 Sam Watkins Blvd
Mt Pleasant, TN 38474
csims@sctdd.org

Any comments received in relation to the content of the Program Year 2018 - 2020
Local Plan will be addressed within the plan prior to submission to the TN Department
of Labor and Workforce Development (TDLWD).

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Operating Systems and Policies

A. Description of the One-Stop Delivery System

The one-stop delivery system provides an integrated service delivery by aligning staff by functional teams and also providing cross-training on all programs and services offered by the various American Job Center partners. The mission of the Southern Middle Tennessee Local Workforce Development Board (LSMWB) and its partners is to empower employers, individuals, and communities to prosper and grow the region's economy through a workforce development system that is inherently customer focused, seamless, efficient, transparent and financially accountable. The LSMWB delivers this through the American Job Center system providing high quality customer service to employers and job seekers. The LSMWB aligns its focus and vision with the Governor's goals:

1. Jobs and Economic Development Goal:
 - a) Identify, assess, and certify skills for successful careers
 - b) Promote economic development by connecting workforce development with job creation and growth
 - c) Increase employer engagement with the workforce development system
 - d) Expand programs of study that bring together a sequence of career-focused courses that start in high school and extend through college
 - e) Increase work-integrated learning
2. Education & Workforce Development Goal:
 - a) Leverage resources, including WIOA statewide and local funding and other non-WIOA funds, and partnerships across departments and programs to aid in developing more seamless paths from training into the workforce
 - b) Increase the number of credentials and certificates
3. Conservative Fiscal Leadership Goal:
 - a) Eliminating duplication and leveraging dollars to provide more opportunities to existing job seekers and the emerging workforce.
 - b) Improve job search and placement services for unemployed and underemployed workers
 - c) Establish cost-effective co-investment models, across government funding streams and other funding streams.

Promote business driven talent solutions that integrate education, workforce and economic development resources across systems to provide businesses, individuals, and communities with the opportunity to prosper and contribute to growing the state's economy.

Our Guiding Principles include:

- 1) Demand driven orientation
- 2) Strong partnerships with business at all levels
- 3) Career pathways to today's and tomorrow's jobs
- 4) Cross-agency collaboration and alignment
- 5) Integrated service delivery
- 6) Access and opportunity for all populations
- 7) Clear metrics for progress and success
- 8) Focus on continuous improvement and innovation

For the business customers, the Business Services Team and One-Stop Operator Manager work in tandem to refer business customers to the resources and partners that will best meet their needs. The development of community partnerships with other service providers, private businesses, and institutions of higher learning will ensure that referrals and placements are both consistent and reliable. Working with these partners and other core partners will further integrate services to ensure the best leveraging of resources and to prevent unnecessary service duplication. Referrals between partners may transpire through different means to include, but not limited to, warm hand-off, electronic communication/technology, social media, and telephone.

WIOA includes a requirement that partners dedicate funding for allowable infrastructure and other shared costs. (20 CFR 678.700 – 678.760) Each AJC partner financially contributes to the operations of the one-stop delivery system through an Infrastructure Agreement (IFA). All partner contributions are proportionate to the relative benefits received by the partner. Proportionate share, cost allocation methodologies, and any additional considerations are determined at AJC Partner Team meetings. Each partner must agree to costs determined for their share at these meetings and sign the IFA denoting approval. Actual costs are billed rather than estimated budgeted amounts. Actual costs are reviewed and if any changes need to be made for any partner, the IFA can be modified at the next scheduled AJC Management Team meeting.

Locations and Services:

The thirteen counties that make up Southern Middle include Bedford, Coffee, Giles, Franklin, Hickman, Lawrence, Lewis, Lincoln, Marshall, Maury, Moore, Perry, and Wayne.

Three Comprehensive AJCs in the area:

Maury County (Columbia)
119 Nashville Hwy., Suite 106
Columbia, TN 38401

Lawrence County (Lawrenceburg)
702 Mahr Avenue
Lawrenceburg, TN 38464

Coffee County (Tullahoma)
111 East Lincoln Street
Tullahoma, TN 37388

Six Specialized AJCs:

Lewis County (Hohenwald)
25 Smith Avenue
Hohenwald, TN 38462

Giles County (Pulaski)
125 North Cedar Lane
Pulaski, TN 38478

Marshall County (Lewisburg)
980 S. Ellington Parkway
Lewisburg, TN 37091

Bedford County (Shelbyville)
301 Colloredo Blvd.
Shelbyville, TN 37160

Franklin County (Winchester)
825 Dinah Shore Blvd
Winchester, TN 37398

Lincoln County (Fayetteville)
1437 Winchester Hwy.
Fayetteville, TN 37334

Three Access Point Centers:

Wayne County (Waynesboro)
100 Court Circle
Waynesboro, TN 38485

Hickman County (Centerville)
130 Progress Center Plaza
Centerville, TN 37033

Perry County (Linden)
113 Factory Street Ste. #1
Linden, TN 37096

The MOU also details the career services and other program services to be provided at, or through, each AJC. Services include:

1. Basic Career Services

- a. Job Center outreach, intake and orientation
- b. Initial assessment of skills levels (including literacy, numeracy, and English language proficiency)
- c. Labor exchange services
- d. Referrals to and coordination with other programs and services
- e. Provision of workforce and labor market employment statistics information
- f. Provision of information on ETP performance and related program costs
- g. Provision of information about local area achievement in performance measures and OSO performance
- h. Information and referrals to supportive services or assistance
- i. Provision of information and assistance regarding filing claims for UI

2. Individual Career Services

- a. Specialized assessments of skill levels/service needs of Adults/Dislocated Workers
- b. Development of an Individual Employment Plan (IEP)
- c. Group counseling
- d. Individual counseling
- e. Career planning
- f. Short-term pre-vocational services
- g. Internships and work experiences that are linked to careers
- h. Workforce preparation activities
- i. Financial literacy services
- j. Out-of-area job search assistance and relocation assistance
- k. English language acquisition and integrated education and training programs

3. Follow-up services – For up to 12 months after first day of employment. Follow-up services do not extend the date of exit in performance reporting.

Training Services

Training services are also available to WIOA participants who cannot find employment leading to self-sufficiency. Under WIOA, there is no requirement that a participant must receive career services prior to training services. However, at a minimum, to be eligible for training, an individual must receive an eligibility determination for training services. Training services may include: [Ref: WIOA 134(d)]

- Occupation skills training, including training for nontraditional employment
- On-the-job training
- Incumbent worker training
- Programs that combine workplace training with related instruction, which may include cooperative education programs
- Training programs operated by the private sector
- Skill upgrading and retraining
- Transitional jobs
- Adult education and literacy services, including activities of English language acquisition and integrated education and training programs
- Job readiness training
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of training

Business services are made available to employers through via the Business Services Team. These services consist of the following:

- a. Certain career services must be made available to local employers, specifically labor exchange activities and labor market information.
- b. Customized business services may be provided to employers, employer associations, or other organizations;
 - Customized screening and referral of qualified participants in training services to employers
 - Customized services to employers, employer associations
 - Customized recruitment events and related services for employers including targeted job fairs;
 - Human resource consultation
 - Services, including but not limited to, assistance with:
 - Writing/reviewing job descriptions and employee handbooks
 - Developing performance evaluation and personnel policies
 - Creating orientation sessions for new workers
 - Honing job interview techniques for efficiency and compliance
 - Analyzing employee turnover
 - Creating job accommodations and using assistive technologies
 - Explaining labor and employment laws to help employers comply with discrimination, wage/hour, and safety/health regulations
 - Customized labor market information for specific employers, sectors, industries or clusters
 - Other similar customized services.
- c. Local areas may also provide other business services and strategies that meet the workforce investment needs of area employers; Allowable activities, consistent with each partner's authorized activities, include, but are not limited to:
 - Developing and implementing industry sector strategies (including strategies involving industry)
 - Partnerships, regional skills alliances, industry skill panels, and sectoral skills partnerships
 - Customized assistance or referral for assistance in the development of a registered apprenticeship program

- Developing and delivering innovative workforce investment services and strategies for area
- Assistance to area employers in managing reductions in force in coordination with rapid response activities with strategies for aversion of layoffs which may include:
 - Strategies such as early identification of firms at risk of layoffs
 - Use of feasibility studies to assess the needs of and options for at-risk firms
 - Delivery of employment and training activities to address risk factors
- Assisting employers with accessing local, State, and Federal tax credits

On Demand Access - Required Career Services in Most Inclusive and Appropriate Setting and Accommodations

Coordinated services among all WIOA-funded workforce programs are necessary to achieve the level of integrated service delivery that WIOA embodies. This entails that all WIOA-funded workforce programs work collaboratively in partnership to optimize the quality of services provided. To assure a high-quality customer experience through aligned and integrated services and to improve service outcomes, the workforce partners in the Southern Middle Region commit to:

- Coordinating the “welcome function” through the OSO making sure the individual is warmly welcomed and offered a menu of the services available
- Sharing customer information and data by requesting the individual register at Jobs4TN.gov
- Closely planning and coordinating services to customers by referring customers to appropriate partners through a warm hand-off
- Training frontline staff to make them more knowledgeable about other workforce development programs and to improve the efficacy of referrals
- Planning and acting strategically based on a common understanding of regional economies, key sectors, workforce demographics and employer needs
- Leveraging program resources where possible to the mutual benefit of both customers and programs

One Stop Operator (OSO) Information:

South Central Human Resource Agency is the One Stop Operator for the Southern Middle TN Workforce Area. The appropriate procedures were followed in the procurement process as outlined in Workforce Services Guidance - One-Stop Operator and Career Service Provider Procurement. A Request for Proposal was posted for a designated time period, with public notice being provided through print media and/or electronic means, and with potential bidders being notified by email. Proposals received were evaluated by the Executive Committee of the LSMWB and a recommendation was made to the full Board. A contract was then entered in to between SCHRA for OSO and LSMWB. The contract outlines the scope of work of the OSO, including the methods for coordinating service delivery between the OSO and operators as: “The Grantee shall establish One-Stop Operator Services pursuant to 20 CFR 678.620(a), including at a minimum, the coordination of service delivery of the required One-Stop American Job Center (AJC) partners, and service providers. Additional roles of the OSO in Southern Middle include:

- Evaluate performance of the AJCs (as indicated in the Incentives and Sanctions Policy) and implement required actions to meet performance standards

- Evaluate various customer experiences (including but not limited to employer, job seekers, and partner staff)
- Ensure coordination of partner programs
- Act as liaison with the LWDB and One-Stop Center
- Define and provide means to meet common operational needs (e.g. training, technical assistance, additional resources, etc.)
- Oversee full implementation and usage of all State systems by all local areas
- Design the integration of systems and coordination of services for the site and partners
- Manage fiscal responsibility for the system or site
- Plan and report responsibilities to the LWDB
- Write and maintain business plan
- Market One-Stop Career Center services
- Facilitate the sharing and maintenance of data; primarily the site, with emphasis on the State system
- Integration of available services and coordination of programs for the site with all partners

The primary role of the OSO is to coordinate the service delivery of required one-stop partners and service providers resulting in a seamless customer flow based on customer's needs. Referrals and shared customer data will be utilized in facilitating co-enrollment of the customer.

B. Local Referral Process

The One Stop Operator oversees the referral process of customers within the AJC system and is tied directly to the AJC MOU which is the baseline agreement signed by all partners within the AJC system. All core and other program partners have agreed to the referral process, which enhances seamless services to customers and leverages funding and services available to business and job seekers. Referrals to on-site partners will be made using a warm hand-off. In order to track the referrals made among the partners, a referral form was developed and all partners are encouraged by the One-Stop Operator to utilize the form. The form may be completed electronically and emailed or faxed to partners who are not available on-site at the AJC, and the receiving agency is asked to complete and return the form.

Referral Tracking

Once a referral is made it is always useful to obtain customer feedback about the referral as well as feedback from each agency to which referrals are made. A follow-up call should be made to each to ensure the referral was effective. Discussion of next steps can also be discussed during this time. The MOU also establishes how referrals will be tracked.

Reasonable accommodations are provided for all aspects of a customer's experience in the AJCs, such as during referrals as well as during application/registration for, and provision of, aid, benefits, services, and training. Accommodations are made according to the individual's need in order to ensure that he / she receives equal benefits from the program or activity, will be able to compete fairly in educational work settings, and in general, to have an equal opportunity. To ensure that individuals with barriers to employment, including individuals with disabilities, can access available services the required partners will, as established in the MOU:

- 1) Ensure compliance with ADA requirements when locating to a new building or when repairs are needed;
- 2) Maintain the above named accommodations, or ones similar, and others on an as-needed basis;
- 3) Offer referrals to provide customers with a comprehensive set of services, including accommodations;
- 4) Maintain an Equal Opportunity Officer for the LWDA to ensure compliance with all appropriate legislation
- 5) Provide training to staff on a routine basis.

Auxiliary aids are available upon request to individuals with disabilities. Partners ensure that services are available to populations with barriers to employment by actively conducting outreach targeting these populations in coordination with one another. The customer will be referred to the most appropriate partner to provide services based on the customer's needs and available services. Targeted populations include, but are not limited to, the following:

- Displaced homemakers
- Low-income individuals
- Individuals with disabilities
- Older individuals
- Ex-offenders
- Homeless
- Youth who have aged out of foster care system
- Single parents
- Long-term unemployment individuals

C. Provision of Adult and Dislocated Worker Employment & Training Activities

Partners of the AJCs in Southern Middle are committed to aligning workforce programs and activities seeking the best employment and education opportunities for the job seekers in the area and to building the relationships with employers by providing the needed services. The WIOA Adult and DLW formula programs, in coordination with the Wagner-Peyser (WP), are pivotal pieces of the one-stop delivery system. The system provides universal access to career services to meet the diverse needs of Adults and Dislocated Workers. The Adult and Dislocated Worker programs are required partners in the one-stop delivery system. Adult and Dislocated Workers may access career services and training services in any AJC located in the Southern Middle TN area.

WIOA programs are required by law to provide a priority or preference for a particular group of individuals. All WIOA programs (Adult, DLW, and Youth) are required to provide priority of service to veterans and eligible spouses of veterans. The Adult program is additionally required to provide priority of service to public assistance recipients, other low-income individuals and individuals that are basic skills deficient, when providing individualized and training services. English Language Learners meet the criteria for "basic skills deficient".

Rapid Response activities are provided by the Business Services Team, a lead staff person receives WARN notification, contacts the employer to collect information and with partner collaboration puts together a team of appropriate staff and resources for a Rapid Response meeting. The purpose of this meeting and the orientations are to share information about available employment transition services for workers that have lost their jobs as a result of a layoff or facility closure.

The Rapid Response Team can help employees with job search assistance while also providing help to the employer by assisting in the management of the workforce reduction and transition of employees while ensuring stability in the community in a positive and productive way.

D. Youth Services

The Career Service Provider, South Central Human Resource Agency, in the Southern Middle TN area has the discretion to determine what specific program services a youth participant receives based on each participant's objective assessment and individual service strategy. It is not required to provide every program service to each participant; the following 14 services are made available to participants:

1. Tutoring, study skills training, instruction and dropout prevention services that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential. This includes secondary school dropout prevention strategies that keep a youth in school and engaged in formal learning or training
2. Alternative secondary school services, or dropout recovery services – Alternative secondary school services assist youth who have struggled in traditional secondary school education. Dropout recovery services are aimed at getting youth who have dropped out of secondary education back into a secondary school or alternative secondary school/high school equivalency program
3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:
 - Summer employment opportunities and other employment opportunities available throughout the school year
 - Pre-apprenticeship programs
 - Internships and job shadowing;
 - On-the-job training opportunities
4. Occupational skills training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area, is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupation fields at entry, intermediate, or advanced levels. Occupational skills training must meet the following criteria:
 - Be outcome-oriented and focused on an occupational goal specified in the individual service strategy
 - Be of sufficient duration to impart the skills needed to meet the occupational goal
 - Lead to the attainment of a recognized postsecondary credential
 - Meet the quality standards in WIOA Section 123

5. Education offered concurrently with workforce preparation and training for a specific occupation or occupational cluster – This element refers to the concurrent delivery of workforce preparation activities, basic academic skills, and hands-on occupational skills training in a specific occupation, occupational cluster, or career pathway
6. Leadership development opportunities, including community service and peer-centered activities, encouraging responsibility, confidence, employability, self-determination, and other positive social behaviors
7. Supportive services that enable an individual to participate in WIOA activities
8. Adult mentoring for a duration of at least 12 months that may occur both during an after program participation
9. Follow-up services for not less than 12 months after the completion of participation
10. Comprehensive guidance and counseling provides individualized counseling to participants and may include drug and alcohol abuse counseling, mental health counseling, and referral to partner programs
11. Financial literacy education includes information and activities such as creating budgets, setting up checking and saving accounts, managing spending, understanding credit reports, and protecting against identity theft
12. Entrepreneurial skills training assists youth develop the skills associated with starting and operating a small business
13. Services that provide labor market information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services
14. Post-Secondary preparation and transition activities, which prepares youth for postsecondary education after attaining a high school diploma or its recognized equivalent.

LSMWB elected to adopt the waiver approval to move to 50% In-School Youth expenditure rate. With the continuation of the current Youth Policy, Southern Middle will expend 50% of youth funds on Out-of-School Youth and the other 50% of funds on In-School Youth.

The Career Service Provider (SCHRA) will provide incentives to youth who earn their High School Equivalency Diploma through the AE program as a motivational tool. A solid educational footing allows youth to become self-sufficient and opens the options for further education and training opportunities. The Board has Vocational Rehabilitation as a primary partner located in the AJC as well as a Ticket to Work Representative that can leverage funding and options to alleviate barriers to employment and education targeting those youth with disabilities.

School districts in the area offer some form of Career and Technical Education (CTE) or Career Pathway courses and the local AJC's provide support for these programs as needed. Dual enrollment courses are available in all schools so students can receive high school and college credit simultaneously. The TN Pathway program will also provide valuable assistance for school districts and their students to increase opportunities and guidance for students as they complete secondary schooling and transition to post-secondary schooling or jobtraining.

E. Services to Priority Populations

Per TEGL 19-16, Section 134(c)(3)(E) of WIOA, funding allocated to a local area for Adult employment and training activities, priority must be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient (BSD) for receipt of Individualized Career Services and Training Services. TEGL 19-16 also states that Veterans and eligible spouses continue to receive priority of service for all DOL-funded job training programs, which include WIOA programs.

Southern Middle's CSP works with AJC partners and staff to specifically meet the targeted populations' needs. This group includes veterans and spouses of veterans, low-income individuals, basic skills deficient persons, Adults and Youth with disabilities, and individuals who are re-entering society following incarceration. Specialized training has been developed on assisting individuals of diverse geographic and demographic populations consisting of rural and urban communities veterans, recipients of public assistance, other low-income individuals, and individuals who are basic-skills deficient. Services to eligible WIOA Adult Program participants will be provided in the following order:

- a. First, to Veterans and eligible spouses of Veterans who are:
 1. Recipients of public assistance
 2. Low-income, or
 3. Basic skills deficient
- b. Second, to individuals who are not Veterans and eligible spouses of Veterans but are:
 1. Recipients of public assistance
 2. Low-income, or
 3. Basic skills deficient
- c. Third, to Veterans and eligible spouses of Veterans who are not:
 1. Recipients of public assistance
 2. Low-income, or
 3. Basic skills deficient
- d. Fourth, groups established by the Governor and/or Local Board. The following populations experiencing barriers to employment are specifically targeted for services and must be provided priority for training activities per TDLWD Workforce Services Guidance/MOU/IFA:
 1. Individuals with significant barriers to employment
 2. Displaced homemakers
 3. Individuals with no high school diploma
 4. Individuals who are homeless
 5. Unemployed individuals, including long-term unemployed individuals who have low literacy levels
 6. English language learner individuals
 7. Individuals with disabilities, including youth with disabilities
 8. Eligible migrant and seasonal individuals
 9. Individuals re-entering the workforce
 10. Older individuals
 11. Single parents (including single pregnant women and non-custodial parents)
 12. Native Americans, Alaskan Natives, and Native Hawaiians
 13. Veterans

14. Youth who are in, or have aged out of, the foster care system
15. Individuals facing substantial cultural barriers
16. Individuals within two years of exhausting lifetime eligibility under Part A of the Social Security Act 13

How Local Board Will Determine Priority Populations and How to Best Serve Them:

The Workforce Development Board along with the CSP addresses the needs of individuals with multiple barriers to employment, specifically low-income individuals, basic skills deficient individuals and veterans. Even though these population groups have been identified for targeted services, a coordinated response will be developed for other groups that often face multiple barriers to employment such as dropouts and migrant and seasonal farm workers to assure their personal and professional goals are met as well.

F. Training Services

An Individual Training Account is the mechanism by which payment for training services is made. Individual training accounts allow Adults, Dislocated Workers and Out-of-School Youth to purchase training that will assist them in obtaining self-sufficient employment. Priority of services will be observed when providing ITA. Local policy defines an ITA to include the cost of tuition, books and fees. Tools, uniforms, supplies, and supportive services are not included in the ITA.

- They must meet provisions of WIOA eligibility regulations
- They must have been interviewed, evaluated, and assumed by a career specialist and be determined to be in need of training services. They must also have the skills and qualifications needed to successfully complete the selected training program.
- They must select a program of training that is directly linked to employment opportunities in the local area as demonstrated by labor market information. If the training area is not high growth, a letter must be obtained from an employer stating that the customer will be hired upon successful completion of training or the client must agree to re-locate to a high growth area for the type of training which is being funded in order to obtain employment after training is completed.
- The training provider must be included on the state-approved list.
- The customer must be unable to obtain grant assistance from other sources or need assistance beyond what is available to pay for the cost of training.
- A customer must apply for federal financial aid before being granted an ITA since WIOA funds are to be utilized as "last source".

Contracts for services may be used instead of an ITA only when one or more of these exceptions apply:

- The services provided are OJT, customized training, incumbent worker training, or transitional jobs;
- The Board determines that there are an insufficient number of Eligible Training Providers in the local area to accomplish the purpose of a system of ITA;
- The Board determines that in the area there is a training-services program of demonstrated effectiveness offered by a community-based organization or other private organization to serve individuals with barriers to employment;

- The Board determines that the most appropriate training could be provided by an institution of higher education to train multiple individuals for jobs in sector-demanded occupations, provided this does not limit customer choice;

G. Customer Choice in the Selection of Training Programs

Information on local training providers and programs is included on Jobs4TN.gov. Eligible training providers are listed on the Eligible Training Provider List (ETPL). All AJC customers may access this information, regardless of how training services are to be provided. The selection of training services should be conducted in a manner that maximizes customer choice, is linked to in-demand occupations, informed by the performance of relevant training providers, and coordinated to the extent possible with other sources of assistance (see WIOAsec. 134(c) (3)). Each individual that aspires to attend additional training goes through a series of assessments via their case manager that points them into a direction for success and alignment into the correct career pathway. The final career decision is up to the customer, but through case management guidance and analysis of ETPL programs, the customer is able to make informed decisions in their choice for aligned training when launching new careers.

H. Continuous Improvement of Eligible Providers

The Training Provider must initiate applications for initial eligibility by completing an online New Provider Application. The online application is first submitted to the LSMWB for verification of completeness. The LSMWB must verify that the provider is in compliance with all Tennessee regulations pertaining to training authorization. Providers must supply any additional supplemental information requested by the LSMWB to assist in the initial eligibility decision. Applications must be presented in the time and manner determined by the LSMWB.

The LSMWB ensures that service providers achieve program quality and outcomes that meet the objectives of federal, state and local programs by providing technical assistance and guidance, as needed; regularly monitoring and comparing results with federal and state standards, and requiring corrective actions when necessary; following up to ascertain that corrective actions are completed, and documenting progress through regular reporting. Service provider contracts include the required outcomes and quality standards required by the board. To ensure the performance, effectiveness and continuous improvement of the LSMWB's service providers, its AJC delivery system and fiscal responsibilities, the LSMWB uses an oversight, monitoring, and system performance improvement evaluation process which include, but are not limited to:

- Periodic on-site monitoring visit to ensure programmatic and statutory compliance of all funded programs
- Ongoing review and assessments of service providers' performances
- Periodic independent monitoring for programmatic and fiscal compliance by a qualified certified public accounting firm
- Ongoing assessment of labor and economic data and trends

I. Provision of Transportation and Supportive Services

The LSMWB recognizes that Supportive Services are limited and must be leveraged with other partner resources. Supportive services should only be provided when the services are not available elsewhere, since WIOA is considered funding of last resort. Funds allocated to a local area (WIOA Section 133) may be used to provide supportive services to Adults and Dislocated Workers who: (1) Are participating in programs with activities authorized in WIOA Section 134(c)(1)(A)(ii) or WIOA Section 134(c)(1)(A)(iii); (2) Have exited and need post-program support services as follow-up (for up to 12 months after exit); and (3) Are unable to obtain such supportive services through other programs providing such services. Supportive services for youth, as defined in WIOA Section 3(59), are services that enable an individual to participate in WIOA activities. Participants in WIOA programs who face significant barriers to employment, such as recipients of public assistance, low income individuals, or individuals who are basic skills deficient, should be given service according to their level of need. The participant's need for services will be documented in the case file; participants enrolled in individualized career or training services and must demonstrate need in the Individual Employment Plan or Individual Service Strategy. Support services activities and supporting case notes will be entered into VOS by AJC staff. The One-Stop Operator and Service Providers shall ensure procedures are in place to coordinate support services through community partner referral to avoid duplication of support services. Allowable and unallowable support services are outlined in the attached Supportive Services policy.

Vision, Goals, and Implementation Strategies

A. Access to Employment, Training, Education, and Supportive Services

The Southern Middle Local Workforce Board focuses on building a successful workforce development system that supports business growth and competitiveness, centers on the skill sets needed in the local labor market, and how workers can obtain these skills through education, training and job retention and succession with an emphasis on Career Pathways. The AJC partners, led by the board's vision, are committed to their roles as the leaders in local and regional economic and workforce development. AJC services are delivered through the three Comprehensive Centers, six Specialized Center locations, three Access Point locations, and the use of the Mobile AJC. Partners braid and leverage partnership services to create services throughout Southern Middle TN. This supports the Tennessee's workforce development vision and strategies. The AJC One-Stop Delivery System promotes continual skill gains, wage progression, retention, advancement and/or rapid re-employment services and personal development activities.

The LSMWB is committed to working with our core program partners to expand access to employment, training, education, and supportive services. Expansion strategies will include, but are not limited to:

- (1) Improving our outreach and awareness efforts to the community, particularly with regard to populations with barriers to employment.
- (2) Promoting the creation of additional effective electronic linkages while maintaining electronic service delivery systems that are user-friendly, effective, and accessible to individuals who reside in remote parts of our area.

- (3) Maintaining efforts to identify individuals with barriers to employment during intake
- (4) Making sure that the participants of all core partners are made aware of the full scope of services that are available to them through the AJC system

To measure our effectiveness in expanding access to services, the board will analyze OSO and AJC partner reports as outline in the MOU and sub-recipient contracts, and will make recommendations for continuous improvements.

Members of the Business Services Team also conduct outreach in order to educate employers on the services available through the AJC designed, with employers' input, to meet their needs and support talent development. Coordination between training institutions, funding sources, the LSMWB, and employers ensures that training is available for in-demand occupations in the local area, current and prospective students are aware of various resources for funding training, including those offered by the partner programs, and that resources are leveraged through co-enrollment and referrals to eliminate duplication.

By supporting strategies under the Governor's Drive to 55 initiative to align education and training with the needs of business and industry and assisting individuals in accessing training opportunities, the LSMWB is working towards achieving the initiative's goal of 55% of Tennesseans earning a postsecondary credential by 2025. Strategies to improve access to activities leading to a recognized postsecondary credential, academic or industry recognized, thereby prepare workers for in-demand industry sectors and occupations include:

- (1) Approving in-demand training opportunities to be included on the statewide Eligible Training Provider List (ETPL) as WIOA fundable programs;
- (2) Encouraging all job seekers to consider these programs as career options by offering assessments, opportunities, and materials noting local employment opportunities;
- (3) Partnering with employers and high schools on career pathway opportunities in employer driven training programs;
- (4) Considering options to partner with training providers and neighboring local workforce development areas to "buy" classes offered by training providers so that dislocated workers, adults, and disadvantaged youth have an opportunity to train in the high-demand occupation without a delay due to a waiting list;
- (5) Leveraging assets such as TN Promise, Pathways, and ReConnect in order to increase capacity and provide integrated services to increase skill development and educational attainment of area residents.

Education and training services offered include:

- Needs-Based Scholarships for Postsecondary Training
- Transportation Stipends for Postsecondary Training and Work Experience
- On-the-Job Training and Incumbent Worker Training Grants
- Apprenticeship Programs

Needs-Based Scholarships, issued through Individual Training Accounts (ITAs) for postsecondary training, are managed in the AJCs by members of the Career Development Services Team. After a thorough assessment and verification that the training plan will lead to employability in an in-demand occupation, staff obligate funds, which is documented in Jobs4TN to allow fiscal staff and the LSMWB to have a clearer picture of funds available and projected expenditures for the program year. A priority of service policy is in place to ensure the most in need receive services first.

While brick-and-mortar AJCs are valued for cost effectiveness, availability of resources to customers, and visibility in the community, Southern Middle also recognizes the need to bring the services to the customers who may not be able to visit the established AJC given the large service area and transportation barriers. In order to bring the services to the people, the TDLWD's Mobile AJC is utilized to serve remote areas and individuals who are unable to commute to one of the AJCs in the region. A Title I staff member has been assigned to coordinate with the Mobile AJC staff to ensure staff from the Title I partner attend Mobile AJC events, providing customers with access to all AJC services. Jobs4TN also allows jobseekers and employer customers to remotely access secure, web-based AJC services such as labor market information, unemployment insurance, and mediated labor exchange.

In order to maximize services to populations with barriers, agencies serving these populations are targeted for outreach efforts such as distribution of marketing materials, participation in events, such as those involving "street teams" or the Mobile AJC, and invitations to participate in AJC events and strategy meetings. Such agencies may include Adult Education, Department of Human Services, Health Department, Housing Authorities, Head Start programs, and Boys & Girls Clubs. The AJC displays marketing materials for core and community partners, and provides materials to be displayed at the partners' sites. Social media accounts are also used to connect with customers and other agencies and inform them of the services available through the AJC. The Business Services Team conducts rapid response meetings to serve workers dislocated through closures or layoffs. Outreach to unemployment claimants regarding AJC services is also conducted via email when contact information is available. A standing committee of the board provides guidance for reaching and serving such populations.

B. Business Service Strategy

Developing career pathways in a demand-driven system will require strong partnerships with the area partners and organizations who serve persons with disabilities and other populations with barriers to employment. Working with businesses who have a history of working with persons who have barriers will assist to define the specific, essential and occupational skills needed to meet their workforce needs. Alignment and integration of partner services and resources will enhance new and existing career pathway opportunities for our students, job seekers and workers, including those facing multiple barriers to employment. The incorporation of career-planning strategies throughout our AJC system will serve as the linkage connecting career pathways with in-demand industries and occupations. The linkage provides access to activities leading to a recognized post-secondary credential, including a credential that is an industry-recognized certificate or certification, portable, and stackable as well as expanded Work-Based Learning opportunities. In the end, the focus is strengthening companies, strengthening communities and thus strengthening individuals.

The Business Services Team will also assist in identifying and meeting the needs of local employers in existing and emerging industries and occupations by building relationships through local and regional initiatives, identifying means of addressing human resources needs, and promoting and facilitating the use of AJC services such as On-the-Job Training grants, customized training opportunities, industry and sector strategies, apprenticeships, and the availability of Incumbent Worker Training grants. Other services provided to new and prospective companies by the Business Services Team and American Job Center Partners include:

- Pre-screening Applicants – Analyzing and pre-screening job applications based on minimum requirements, then referring qualified candidates to various pre-employment assessments.

- Job Fairs – Facilitating, organizing, planning and finding qualified labor for open positions, including joint job fairs across the region.
- Labor Market Information – Labor Market FAQs can be found on www.Jobs4TN.gov - an online resource that provides access to a wide variety of information about jobs in the local area, such as the average wages for jobs in an area, the occupations predicted to have the most future job openings, the salary expectations for specific occupations, and county unemployment rates.
- Virtual American Job Center – Using the Jobs4TN online website to connect employers to job seekers by listing job orders and making coordinated referrals based on job descriptions.
- On-the-Job and Incumbent Worker Training – Educating employers about the availability of OJT and IWT funds to assist in upgrading skills of new and existing employees.
- Unemployment Insurance (UI) Services – Using Jobs4TN to report layoffs and closures, workers to file claims, job search, and complete weekly certifications, and connect to programs for UI recipients including Re-Employment Services Eligibility Assessment (RESEA).

C. Coordination of Education and Workforce Development Activities

Education plays a key role in the development and the delivery of the skills required with the workforce. The LSMWB is involved in matching that skill set to employers in a variety of ways. The Board is aligning educational opportunities to meet the business and industry needs that are in demand and growing. Educational fields such as advanced manufacturing, health care, information technology, transportation and logistics are all targets for job seekers and targets for investment of Board resources. These are delivered through our educational partners such as the Tennessee Colleges of Applied Technology as well as the Community Colleges. Scholarships in the form of Individual Training Accounts are awarded within these high demand fields that link to career pathways within the field.

The LSMWB also takes advantages of initiatives, such as TN Pathways, to collaborate with workforce, education, training, and employer partners. The TN Pathways initiative supports alignment among K-12, postsecondary education, and employers across the state so that students have a clear and guided pathway to gain the knowledge and experience needed to move seamlessly into the workforce. TN Pathways directly supports the Drive to 55 goal to equip at least 55% of Tennesseans with a college degree or certificate by 2025 through:

1. High-quality college and career advisement throughout K-12;
2. Rigorous early postsecondary and work-based learning opportunities in high school;
3. Seamless vertical alignment between K-12, postsecondary programs, and career opportunities as a result of effective partnerships among school districts, higher education institutions, employers, and community organizations.

The board will partner with the Southern Middle TN Pathways Regional Coordinator to certify pathways in at least 10 high schools and work to have a majority of graduates earn a postsecondary credential. Tracy Whitehead, who is the TN Pathways Regional Coordinator for the Southern Middle region, has agreed to be a member of our Youth Committee for the local Southern Middle Workforce Board.

D. Coordination of Core and Other Workforce Development Programs

The LSMWB with the direct assistance of the Title I- IV partners as well as other community-based organizations has developed a linked American Job Center system that focuses on solid business principles, professional staff and effective partnerships to ensure business and job seekers receive high quality services. All of the partners have entered into a MOU, including programs authorized under the Carl D. Perkins Career and Technical Education Act of 2006. This leverages resources, eliminates duplication of services and streamlines functions. Through this agreement, funds are braided between the four core partners and others such as TAA, SNAP, RESEA, NCOA, SCSEP, DVOPs, and LVERs. The delivery is through an integrated three-team function of the Welcome, Career Service and Business Service Teams.

Performance Goals and Evaluation

The LSMWB will follow the factors developed by the State Board, communicate a vision, build strategic partnerships, and keep the local workforce system accountable.

The LSMWB's vision, developed through strategic planning with workforce system stakeholders, is for Southern Middle Tennessee to be an area where business and industry thrive based on the availability of a skilled workforce and a robust talent pipeline, and where increasing wealth fuels prosperous communities and a high quality of life. To achieve this vision, the LSMWB focuses on aligning resources and partners to support key priorities.

Regionally, the Regional Planning Council, including representatives from all of the core partners, develops the Regional Plan which includes methods for enhancing services. The cooperation of the leadership of the core partners is echoed among front-line staff at the AJC who implements the vision and directives of the LSMWB and Regional Planning Council by striving to align by functional purpose and thereby avoiding program silos. Furthermore, the LSMWB collects and analyzes data to evaluate the one-stop system. The AJCs utilize the Virtual One-Stop (VOS), or Jobs4TN, in order to collect, measure, review, and analyze data, including data regarding required performance measures. The system also allows for data regarding caseloads, center traffic, case notes, exit status, and other items to be generated into reports for specified time periods, which are shared with staff and stakeholders. Customer surveys including an AJC Survey are also utilized to gather data regarding customers' experiences in the AJC. Survey results are analyzed to determine if changes or improvements are needed in the AJC. When conducting Rapid Response activities, a Needs Survey is also utilized to ensure the needs of the affected workers are understood and the Center is prepared to meet them accordingly. By fulfilling these three critical roles as described above, the LSMWB will achieve its mission of developing a quality workforce system to meet the needs of area employers and job seekers.

With historically higher unemployment rates than the rest of TN, high poverty rates, and low educational attainment in the area, the AJCs in Southern Middle TN serve many customers experiencing barriers to employment, requiring staff in the AJCs to be knowledgeable of partner programs and community resources and are prepared to help customers in successfully utilizing AJC services. Populations with barriers, typically served through the Welcome Function and / or

Career Development Function, often need staff assistance to address barriers such as lack of transportation, childcare, healthcare, education, and/or work ethic and become self-sufficient. Given the many needs of populations with barriers, specialized programs such as Re-Employment Services and Eligibility Assessment (RESEA) and Supplemental Nutrition and Assistance Program (SNAP E&T) are also incorporated into the AJCs to serve populations typically faced with multiple barriers. Because customers often need guidance and encouragement to take the next step in utilizing such resources, AJC staff must be sensitive to, and understanding of, the unique needs of the customers they serve, including the job seeker and employer. Members of the Career Development Team and Business Services Team work together to meet both the needs of job seekers and the needs of employer by assisting job seekers in attaining the skills necessary to meet the job requirements of local employers.

A. Projected Local Service Levels - Annual

LSMWB plans to perform as a highly efficient and effective workforce area within the state. It does so through strong partnerships and a vision designed to provide necessary services for businesses and job seekers while leveraging resources from stakeholders and partners. LSMWB and the Chief Local Elected Official adopted the state performance goals listed below in Negotiated Local Levels of Performance. LSMWB projects to maintain the local service levels listed below by AJC for the PY2018 2019 year.

Bedford	Coffee	Franklin	Giles	Lawrence	Lewis	Lincoln	Marshall	Maury
1581	8403	692	6607	9433	526	---	1876	15,472

B. Negotiated Local Levels of Performance

LSMWB's negotiated performance targets for PY 2018-2019 were negotiated November 16, 2018 (see below). These performance targets were based on the new WIOA metrics and are focusing on employment rate, 2nd and 4th quarter after customer exit, and all funding sources. In addition, for adult and dislocated worker funding the metrics include median earnings in the 2nd quarter after customer exit. Also new to the performance targets in all funding sources is measurement of credential attainment within four (4) quarters after customer exit. Not included in the negotiated performance targets for PY 2018-2019, but will be part of future negotiations are the measurable skill gains and effectiveness in serving employers.

Tennessee		
Adult		
<i>Federal Performance Indicator</i>	<i>Agreed upon outcome PY 2018</i>	<i>Agreed upon outcome PY 2019</i>
Employment Rate 2nd Quarter After Exit	83.0%	83.5%
Employment Rate 4th Quarter After Exit	83.0%	83.5%
Median Earnings 2nd Quarter After Exit	\$6,633	\$6,650
Credential Attainment within 4 Quarters After Exit	58.0%	59.0%
Measurable Skill Gains		
Dislocated Worker		
<i>Federal Performance Indicator</i>	<i>Agreed upon outcome PY 2018</i>	<i>Agreed upon outcome PY 2019</i>
Employment Rate 2nd Quarter After Exit	81.0%	82.0%
Employment Rate 4th Quarter After Exit	81.0%	82.0%
Median Earnings 2nd Quarter After Exit	\$6,900	\$7,000
Credential Attainment within 4 Quarters After Exit	68.5%	69.0%
Measurable Skill Gains		
Youth		
<i>Federal Performance Indicator</i>	<i>Agreed upon outcome PY 2018</i>	<i>Agreed upon outcome PY 2019</i>
Employment or Ed. Enrollment Rate 2nd Quarter After Exit	79.0%	79.5%
Employment or Ed. Enrollment Rate 4th Quarter After Exit	75.0%	76.0%
Median Earnings 2nd Quarter After Exit	NA	NA
Credential Attainment within 4 Quarters After Exit	70.0%	72.0%
Measurable Skill Gains		

C. Performance and Effectiveness of the Local Fiscal Agent

In accordance with WIOA Section 107(d)(12)(B)(i)(II) SCTDD, has been selected as the local fiscal agent for the WIOA grant funds by a Consortium of Chief Elected Officials (CEO). According to the agreement between the Local Elected Officials and LSMWB, as the selected fiscal agent entity, the SCTDD's responsibilities include:

- Ensuring fiscal integrity and accountability for expenditures of funds in accordance with Office of Management and Budget circulars, WIOA and corresponding Federal Regulations and State Policies;
- Maintaining proper accounting records and adequate documentation;
- Conducting financial monitoring of service providers;
- Ensuring independent audits of all employment and training programs

The LSMWB Fiscal Agent uses a comprehensive program monitoring process to measure the effectiveness of the One Stop delivery system. Each partner's ability to contribute to the system in a manner that increases the likelihood of a positive outcome for every participant is vital to the overall success of the system. Assuring the programs and services meet the needs of each participant, each contracted service provider (not ITA vendors) is reviewed annually to measure the program content, delivery of the content and satisfaction of enrollees. The Fiscal Agent monitors to assure that all dollars allocated within the workforce delivery system are managed with prudence and provide the most efficient and effective delivery of services. For contracted service providers the fiscal agent will utilize State of Tennessee System Virtual One-Stop (VOS) to measure the completion rates, credential/ certificate attainment rate, entered employment rates and earnings. This unique tool allows for a more timely view of participant performance allowing for adjustments in strategies to achieve the negotiated performance levels if needed as well and provide for continuous improvement of the providers and the delivery. Yearly independent audits are performed by private auditing firms as well as yearly monitoring by the Tennessee Department of Labor & Workforce Development's Performance Accountability Review (PAR) team.

Eligible provider's performance and effectiveness is measured on a contract by contract basis. Each contract's compliance is reviewed and measured to ensure that performance criteria are being met. At least one (1) internal monitoring visit is conducted for all contracts and will measure compliance and insure that contract expectations are fulfilled.

D. Performance of the AJC Delivery System

Performance Standards are reviewed monthly using VOS reports. Workforce Dashboard is shared with partners to demonstrate referrals, collaborations, and service delivery to customers. Regular partner consortium meetings are held to review the dashboard numbers and quarterly IFA reports. Dashboard information is shared with our local board and posted to <http://www.schra.org> for partners and the general public to view. Performance and effectiveness results are used in the continuous improvement process within the AJC system. AJC staffs utilize work experience and volunteer programs available through partner programs such as Temporary Assistance for Needy Families (TANF) and the Senior Community Service Employment Program (SCSEP), and sometimes hire part time staff to assist in delivering services if needed. The AJC focuses on streamlining and maximizing services to ensure all provisions under WIOA are implemented.

F. WIOA Common Measure

Per the U.S. Department of Labor Employment and Training Administration's WIOA Performance Related Frequently Asked Questions (FAQ), under the WIOA, the four core partner programs have common performance measures. Additionally, other programs authorized under WIOA are required to report on the same performance indicators.

Technical Requirements and Assurances

A. Use of Technology in the One-Stop Delivery System

The Board through its network of 9 American Job Centers and 3 AJC Access Points utilizes the state web based Virtual One Stop (VOS) system for comprehensive information gathering and reporting. Each center is set with a VOS Greeter to track the numbers of clients visiting the AJC system. The One Stop Operator then conducts monthly analysis of traffic flow and services rendered via staff, and other means to leverage internal office resources to meet needs of current and future customers. The OSO then develops a dashboard based on VOS data and reports monthly with Quarterly reporting to the Board for center traffic reports and activities. The dashboard based on VOS reporting also tracks Performance measures, Partner referrals/co-enrollments, Business Services updates, and Reconnect numbers. The VOS system is currently expanding and additional partners and capabilities are being added each quarter via the Department of Labor. All centers are electronically linked with data and reports that are run via VOS. The Mobile Career Coach, when utilized, also shares data of services rendered into VOS for tracking and resource placement and tracked on dashboard report.

B. Physical Accessibility

All American Job Centers have been certified by the state Department of Labor and Workforce Development as well as the State Workforce Board. The certification requires an extensive evaluation via state Policy 18-3 that requires an accessibility evaluation by a Vocational Rehabilitation Representative who conducts a thorough analysis of physical accessibility of the building as well as accessibility to resources and disability training to staff. VR is represented on the LSMWB as well as being a physical partner in each of the four Comprehensive Centers and all AJC's are devoted to accessibility based upon WIOA SEC 188, and all centers have passed certification as well as the external VR inspection. Staff conducts spot training to other staff partners on such areas as disability etiquette. DVOP staffs are available throughout the system to assist veterans with disabilities and all staff has been trained to assist veterans with disabilities if DVOP is not available. An array of electronic devices is available for those with some physical disabilities to better access information, assistance and educational opportunities.

C. Fiscal Management

SCTDD was selected by the Chief Local elected Official via the Interlocal Agreement as the Fiscal Agent and Administrative Entity for the Board and to act as the sub recipient. The Fiscal Agent has signed the agreement and understands the responsibilities and liabilities of the role as the sub recipient as described in WIOA Section 107(d)(12)(B)(I)(II). All contacts between the CLEO and Fiscal Agent have clear defined roles and responsibilities and follow the functions of 20 CFR 679.420. The LSMWB follows the procurement of goods and services obtained with WIOA funds, as set forth in the requirements provided by the Office of Management and Budget, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for

Federal Awards Final Rule Title 2 of the Code of Federal Regulations 2CFR200. The attached Procurement Policy is the guidance followed by the LSMWB and will remain consistent with WIOA sections 107 and 121 as well as being in agreement with the CLEO in his selection of the One Stop Operator and the Title I Career Service Providers. The LSMWB will issue a Request for Proposal and conduct the outreach and handle proposals for the Board's One Stop Operator and Career Service Provider. The RFP will follow guidelines of the procurement policy as well as WIOA section 121 and applicable TN Sunshine Laws and state policies. The selected contractors by the Board will enter into contracts with the Fiscal Agent. The Board, via the One Stop Operator and Career Services Provider tracks MPCR and reports outcomes to the Operations Committee of the Board.

D. Transfer of Title I Workforce Funds

According to WIOA Section 133, the Board may transfer up to 100% of the funds between the Adult allocation and the Dislocated Worker funding allocation. The request to transfer these funds must be based on areas such as, but not limited to; current labor market information, performance data, comparison and analysis of adult priority of service population compared to dislocated workers either long term unemployed or mass layoffs, recruitment efforts within the AJC system or average cost per participant. The transfer request once motioned by the operations committee of the Board then goes to the full Board for approval. The Board can also use no more than 20% of its funds to pay for shared costs of Incumbent Worker trainings according to WIOA section 134(d)(4)(A)(i). For the Board to authorize these funds for Incumbent Worker training the Board takes into account factors such as the employer's competitiveness, characteristics of the employees to be trained, the wage and benefits to the employees and other factors. The guidance the Board uses for Incumbent Worker Training is found in policy of the Board entitled Consolidated Business Grant Policy, which outlines Apprenticeship, OJT and IWT programs that the Board may/may not authorize.

E. Cooperative Agreements

The LSMWB maintains the Interlocal Agreement to include Addendum One and Partnership Agreement with the 13 County Mayors/ County Executives. The American Job Center Partners via the MOU and Infrastructure Agreement, its subcontractors as well as the subcontractor agreements such as South Central Human Resources Agency (SCHRA) delivering seamless services to the job seeker as well as business and industry. Cross training of staff in all centers, and information sharing is conducted by the One Stop Operator during meetings and Quarterly AJC Partner meetings.

F. Title VI Training

The One Stop Operator as well as the Career Service Provider staff has attended Title VI training. Members of the LSMWB are aware of the requirements to ensure that providers of services throughout the AJC system are trained, but not limited to, areas such as EEO, Conflicts of Interest, and Title VI.

https://www.youtube.com/watch?v=MU_SfdA6E5w&t=36s

https://www.youtube.com/watch?v=Su_SRI6APU4&t=7s

<https://www.youtube.com/watch?v=yipxEyr35Qw&t=4s>

New Plan Element – Workforce and Correction Partnership

Workforce and Correction Partnership

The State Workforce Board has entered into a formal partnership with the Tennessee Department of Correction (TDOC), with the goal of improving labor market outcomes of the state's formerly-incarcerated population, often known as justice involved. This partnership seeks to provide the state's nine (9) local workforce areas with resources that will enable regions to better serve the formerly-incarcerated by fostering partnerships between Local community- based organizations (CBOs), faith-based organizations (FBOs), labor organizations, vocational training providers, and social enterprises that serve the formerly incarcerated and justice- involved individuals.

LSMWBs Goal is to provide career services to eligible formerly incarcerated and justice-involved individuals to attain self-sufficient wages by working through a community network to assist in recruitment, enrollment, support services, training, job search and placement and follow-up services providing a network of community assistance in order to provide local employers with the skilled employees to fill the current gap.

A. Local Board Partnerships

The LSMWB supports the goal of improving labor market outcomes of formerly-incarcerated population often known as justice involved. To do so, the LSMWB will continue to establish or enhance partnerships with re-entry service providers, parole and probation field offices, employers, community-based organizations, faith-based organizations, labor organizations, vocational training providers, and social enterprises that serve the formerly incarcerated and justice-involved individuals. The LSMWB recognizes the value of all partners, especially community and faith-based organizations who have firsthand expertise in understanding and providing impactful services to the re-entry population. The One-Stop Operator (OSO), on behalf of all partners of the AJC, will reach out to the various organizations that can assist in this effort. The LSMWB and AJC are actively working with local Sheriffs and county jails in seven of the eight counties to provide re-entry services for currently incarcerated inmates to ensure a smooth transition into the labor force upon release. The jails offer a network of community-based organizations already working with inmates for transition into society. By coupling these efforts, justice involved individuals will have a much better chance for success and reduce the recidivism rates for this population. The programs vary to meet the needs of the area and provide seamless, integrated and effective services to both current justice-involved individuals and those formerly incarcerated. Although the AJC OSO can arrange for partners to provide basic career services, including, but not limited to, labor market information, career pathway guidance, and job search assistance, etc., the LSMWB also recognizes that justice-involved individuals may need mental health and faith-based programs. The OSO will seek to coordinate with community-based organizations currently working with justice involved individuals to blend and braid services. Additionally, the OSO will seek out new community-based organizations to provide any void in services.

B. Assessment of Need and Population Size

Overview of Size and Demographics of Supervised Population.

The following information was included in the TN Jail Summary Report, October 2018, as of October 31, 2018 – One Day Snapshot.

Assessment of the Types of Services Needed

In addition to the traditional career services offered by AJC partners, employing individuals with barriers requires “specific” skills and experience to get a job and soft skills to keep that job. Title I partners can provide ITAs and supportive services for occupational skills training. LSMWB partners with area employers and the TCATs to try and understand and meet the needs of the manufacturing industry.

Number of Individuals Released Annually from State Prison

According to the TN Department of Correction Fiscal Year (FY) 2018 Statistical Abstract, releases increased by 423, or 3.2%, from FY 2017 to FY 2018. In FY 2018, there were 13,538 releases. Of those, 2,428 were released from local jails for reasons other than death. Also in FY 2018, 24,323 individuals were admitted to probation, parole, or community corrections while 23,792 individuals were released from community supervision.

C. Services – Who, What, When and How of Alignment

Existing and Prospective Partnerships to Coordinate Re-Entry

We are currently making improvements to our re-entry program due to high cost with poor performance metrics from prior program year. We also maintain a close relationship with all partners and share information with them on a regular basis. In several counties we have prospective employers and are working with them to provide a list of employers that have agreed to work with our formerly-incarcerated population. LSMWB also partners with Christine Hopkins with Middle Tennessee Rural Reentry program funded by Second Chance Act grant in Franklin County providing job readiness, job placement assistance, technology skills training and Moral Reconciliation therapy. Second Chance Re-Entry is looking to expand into additional counties in our region. Adult Education and partner staffs work hand in hand to provide HiSET training and testing as well as job readiness to incarcerated youth and adults at Maury County jail. Adult Ed services are also provided at all county jails, except Moore County. A Jail Transition Coordinator is located inside the Maury County Jail to assist inmates in preparing for release into the workforce and connecting certain inmates with employers to secure work release positions in an effort to maintain employment once released and refers inmates soon to be released to the local AJC’s for job placement services.

Current Level of Service and Plans to Modify

The Southern Middle TN region has been working with justice involved programs where multiple barriers await a justice involved individual as he/she tries to transition back into the workplace and keep their life on track. Through current efforts, the LSMWB has found the timing of release to be a real issue. Most jails will not release them unless they have a “plan” for housing and a job. Generally, the faith-based and community-based organizations work with them on housing for a very short period of time. Title I can provide transportation for schooling and work experience, but only for an approved period of time. Referrals are made to TANF for childcare. Title I can also provide tools and uniforms and other work-related expenses. LSMWB’s local plan based on contract with TDOC plans to refer to SCATS to provide transit services to the formerly-incarcerated population selected by TDOC for the following purposes:

- Attending job interviews or to go to their set employment location.
- Attending substance abuse treatment or programming sessions that are required as part of their supervision conditions established by either TDOC or the Courts.
- Attending education courses (high school equivalency classes)
- Under certain circumstances, the formerly-incarcerated population requiring emergency medical or regularly scheduled medical treatment appointments at the discretion at the TDOC

Outreach and Recruitment Strategies & Collaboration with Parole and Probation Partners

Outreach and recruitment of participants from local parole and probation partners are referred to our AJCs to receive services. We also work with the county mayors, sheriffs, Business Service Team, AJC Partner staff and training providers to continue to develop services that meets the needs of the our formerly-incarcerated population.

Intake and Case Management Needs

Case Managers work closely with all applicants to obtain current information about the education and training they have received. The LSMWB acknowledges that those who haven't received education and training during incarceration often have more difficult time providing information to help build the best employment plan possible. Case Managers will assist the justice involved individual by reaching out to Probation and Parole or directly to the facility or training provider to gather the information, such as transcripts of credentials.

Felon Inmate Admissions by County of Conviction: FY 2018						
County	TDOC		Local		System–Wide	
	#	%	#	%	#	%
Bedford	142	1.3%	0	0.0%	142	1.1%
Coffee	148	1.4%	3	0.2%	151	1.2%
Franklin	75	0.7%	1	0.1%	76	0.6%
Giles	56	0.5%	0	0.0%	56	0.4%
Hickman	36	0.3%	0	0.0%	36	0.3%
Lawrence	70	0.6%	0	0.0%	70	0.5%
Lewis	22	0.2%	0	0.0%	22	0.2%
Lincoln	85	0.8%	0	0.0%	85	0.7%
Marshall	57	0.5%	0	0.0%	57	0.4%
Maury	161	1.5%	1	0.1%	162	1.3%
Moore	16	0.1%	0	0.0%	16	0.1%
Perry	15	0.1%	0	0.0%	15	0.1%
Wayne	72	0.7%	0	0.0%	72	0.6%
Total	10,867	100%	1595	100%	12,789	100%

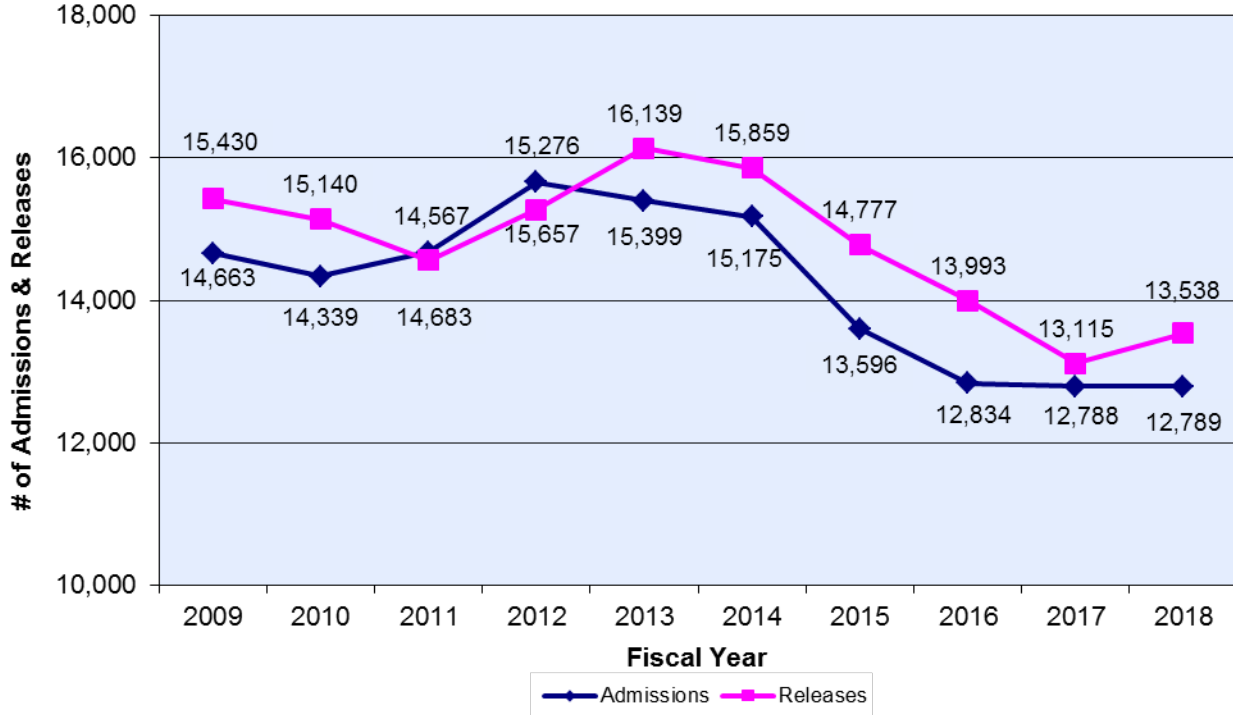
Felon Inmate Admissions by County of Conviction: FY 2018

County	TDOC		Local		System-wide		County	TDOC		Local		System-wide	
	#	%	#	%	#	%		#	%	#	%	#	%
Anderson	143	1.3%	0	0.0%	143	1.1%	Lauderdale	78	0.7%	0	0.0%	78	0.6%
Bedford	142	1.3%	0	0.0%	142	1.1%	Lawrence	70	0.6%	0	0.0%	70	0.5%
Benton	9	0.1%	0	0.0%	9	0.1%	Lewis	22	0.2%	0	0.0%	22	0.2%
Bledsoe	8	0.1%	0	0.0%	8	0.1%	Lincoln	85	0.8%	0	0.0%	85	0.7%
Blount	291	2.7%	1	0.1%	292	2.3%	Loudon	56	0.5%	0	0.0%	56	0.4%
Bradley	244	2.2%	2	0.1%	246	1.9%	McMinn	155	1.4%	0	0.0%	155	1.2%
Campbell	132	1.2%	0	0.0%	132	1.0%	McNairy	17	0.2%	0	0.0%	17	0.1%
Cannon	50	0.5%	0	0.0%	50	0.4%	Macon	61	0.6%	0	0.0%	61	0.5%
Carroll	30	0.3%	0	0.0%	30	0.2%	Madison	308	2.8%	1	0.1%	309	2.4%
Carter	174	1.6%	4	0.3%	178	1.4%	Marion	50	0.5%	0	0.0%	50	0.4%
Cheatham	93	0.9%	3	0.2%	96	0.8%	Marshall	57	0.5%	0	0.0%	57	0.4%
Chester	21	0.2%	0	0.0%	21	0.2%	Maury	161	1.5%	1	0.1%	162	1.3%
Claiborne	108	1.0%	0	0.0%	108	0.8%	Meigs	17	0.2%	0	0.0%	17	0.1%
Clay	20	0.2%	0	0.0%	20	0.2%	Monroe	153	1.4%	1	0.1%	154	1.2%
Cocke	82	0.8%	0	0.0%	82	0.6%	Montgomery	132	1.2%	0	0.0%	132	1.0%
Coffee	148	1.4%	3	0.2%	151	1.2%	Moore	16	0.1%	0	0.0%	16	0.1%
Crockett	24	0.2%	0	0.0%	24	0.2%	Morgan	10	0.1%	0	0.0%	10	0.1%
Cumberland	154	1.4%	0	0.0%	154	1.2%	Obion	54	0.5%	0	0.0%	54	0.4%
Davidson	630	5.8%	430	27.0%	1,060	8.3%	Overton	35	0.3%	1	0.1%	36	0.3%
Decatur	11	0.1%	0	0.0%	11	0.1%	Perry	15	0.1%	0	0.0%	15	0.1%
DeKalb	63	0.6%	0	0.0%	63	0.5%	Pickett	4	0.0%	0	0.0%	4	0.0%
Dickson	124	1.1%	0	0.0%	124	1.0%	Polk	30	0.3%	1	0.1%	31	0.2%
Dyer	128	1.2%	0	0.0%	128	1.0%	Putnam	235	2.2%	1	0.1%	236	1.8%
Fayette	44	0.4%	0	0.0%	44	0.3%	Rhea	66	0.6%	0	0.0%	66	0.5%
Fentress	56	0.5%	0	0.0%	56	0.4%	Roane	92	0.8%	0	0.0%	92	0.7%
Franklin	75	0.7%	1	0.1%	76	0.6%	Robertson	137	1.3%	0	0.0%	137	1.1%
Gibson	96	0.9%	2	0.1%	98	0.8%	Rutherford	434	4.0%	5	0.3%	439	3.4%
Giles	56	0.5%	0	0.0%	56	0.4%	Scott	54	0.5%	0	0.0%	54	0.4%
Grainger	38	0.3%	0	0.0%	38	0.3%	Sequatchie	39	0.4%	1	0.1%	40	0.3%
Greene	156	1.4%	1	0.1%	157	1.2%	Sevier	172	1.6%	1	0.1%	173	1.4%
Grundy	37	0.3%	0	0.0%	37	0.3%	Shelby	580	5.3%	1,106	69.3%	1,686	13.2%
Hamblen	177	1.6%	4	0.3%	181	1.4%	Smith	52	0.5%	0	0.0%	52	0.4%
Hamilton	523	4.8%	5	0.3%	528	4.1%	Stewart	24	0.2%	0	0.0%	24	0.2%
Hancock	35	0.3%	2	0.1%	37	0.3%	Sullivan	376	3.5%	1	0.1%	377	2.9%
Hardeman	35	0.3%	0	0.0%	35	0.3%	Sumner	309	2.8%	4	0.3%	313	2.4%
Hardin	50	0.5%	1	0.1%	51	0.4%	Tipton	121	1.1%	0	0.0%	121	0.9%
Hawkins	85	0.8%	0	0.0%	85	0.7%	Trousdale	22	0.2%	0	0.0%	22	0.2%
Haywood	32	0.3%	0	0.0%	32	0.3%	Unicoi	25	0.2%	1	0.1%	26	0.2%
Henderson	100	0.9%	1	0.1%	101	0.8%	Union	65	0.6%	1	0.1%	66	0.5%
Henry	35	0.3%	0	0.0%	35	0.3%	Van Buren	6	0.1%	0	0.0%	6	0.0%
Hickman	36	0.3%	0	0.0%	36	0.3%	Warren	96	0.9%	1	0.1%	97	0.8%
Houston	18	0.2%	0	0.0%	18	0.1%	Washington	199	1.8%	0	0.0%	199	1.6%
Humphreys	38	0.3%	0	0.0%	38	0.3%	Wayne	72	0.7%	0	0.0%	72	0.6%
Jackson	19	0.2%	0	0.0%	19	0.1%	Weakley	36	0.3%	0	0.0%	36	0.3%
Jefferson	91	0.8%	1	0.1%	92	0.7%	White	90	0.8%	1	0.1%	91	0.7%
Johnson	40	0.4%	1	0.1%	41	0.3%	Williamson	139	1.3%	3	0.2%	142	1.1%
Knox	916	8.4%	1	0.1%	917	7.2%	Wilson	188	1.7%	1	0.1%	189	1.5%
Lake	35	0.3%	0	0.0%	35	0.3%	Unknown					327	3%
Total	10,867	100%	1,595	100%	12,789	100%							

PRISON ADMISSIONS AND RELEASES

Prison admissions increased by only 1 and releases increased by 423 (3.2%) from FY 2017 to FY 2018.

Annual Admissions and Releases: FY 2009 – FY 2018



Felon Inmate Admissions by Type and Location: FY 2018

Admission Type	TDOC		Local		Unknown		System-wide	
	#	%	#	%	#	%	#	%
New Commitments	6,443	59.3%	1,131	70.9%	157	48.0%	7,731	60.5%
Parole Violator Returns	1,482	13.6%	86	5.4%	30	9.2%	1,598	12.5%
Probation Violator Returns	2,089	19.2%	315	19.7%	94	28.7%	2,498	19.5%
Community Corrections Returns	762	7.0%	47	2.9%	40	12.2%	849	6.6%
Escape Returns & Other Returns	91	0.8%	16	1.0%	6	1.8%	113	0.9%
Total	10,867	100%	1,595	100%	327	100%	12,789	100%

Felon Inmate Releases by Type and Location: FY 2018

Release Type	TDOC		Back-Up		Local		Unknown		System-wide	
	#	%	#	%	#	%	#	%	#	%
Sentence Expiration	2,257	41.9%	1,844	32.2%	881	36.3%	0	0.0%	4,982	36.8%
Parole	2,369	44.0%	566	9.9%	236	9.7%	0	0.0%	3,171	23.4%
Probation	579	10.8%	2,771	48.4%	732	30.1%	1	100.0%	4,083	30.2%
Community Corrections	42	0.8%	459	8.0%	561	23.1%	0	0.0%	1,062	7.8%
Death	102	1.9%	0	0.0%	2	0.1%	0	0.0%	104	0.8%
Other	34	0.6%	84	1.5%	18	0.7%	0	0.0%	136	1.0%
Total	5,383	100%	5,724	100%	2,430	100%	1	100%	13,538	100%



Southern Middle Tennessee Local Workforce Board

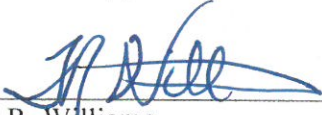
SUBJECT: Southern Middle Tennessee Local Workforce Development Board, Local Plan

FROM: T.R. Williams,
Chief Local Elected Official,
LSMWB

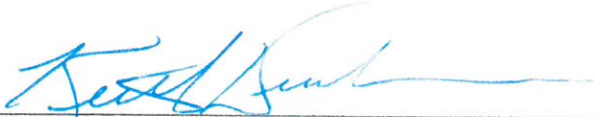
Keith Durham,
Chairman,
LSMWB

The Attached Local Plan represents the Southern Middle Tennessee Local Workforce Development Board's efforts to maximize resources available under Title I of the Workforce Innovation and Opportunity Act and, to coordinate these resources with other state and local programs in the Workforce Area.

We certify that we will operate our Workforce Development Program in accordance with this plan and applicable federal and state laws and regulations.



T.R. Williams,
Chief Local Elected Official,
LSMWB



Keith Durham,
Chairman,
LSMWB

Workforce Services Policy

Eligible Training Provider List TN-WIOA (16-19)

Purpose:

This policy provides information and direction for the Eligible Training Provider process, eligibility, application procedures, the appeal process, dissemination of the list, and reporting requirements. This policy also builds upon and enhances the Tennessee Department of Labor and Workforce Development's Combined Strategic Plan.

Scope:

Office of the Governor, Tennessee Department of Labor and Workforce Development (TDLWD), Tennessee Department of Economic and Community Development (TDECD), Tennessee Department of Education (TDOE), Tennessee Eligible Training Providers List (ETPL), Department of Human Services (TDHS), Tennessee Department of State (TDS), Adult Education (AE), Rehabilitation Services (RS), Office of Registered Apprenticeship (RA), State Workforce Development Board (SWDB), Division of Workforce Services (WFS), Regional Council (RC), American Job Center (AJC), American Job Center Operator (AJC Operator), American Job Center Access Point (AJC Access Point), Workforce Innovation and Opportunity Act (WIOA), Local Workforce Development Boards (LWDBs), Local Workforce Development Areas (LWDAs), other Workforce System Subrecipients (Subrecipients), Workforce System Partners (Partners).

References:

20 CFR 663.530; 20 CFR 680.490; 20 CFR 683.630(b); TEGL 41-14; WIOA Section 107(g)(1);

WIOA Section 166(b); WIOA Section 167(i); WIOA Section 122(b)(1)(A); WIOA Section 122(b)(1)(E); WIOA Section 122(b)(2); WIOA Section 122(b)(2)-(b)(4)(D); WIOA Section

122(b)(4)(C)-(E); WIOA Section 122(c)(1); WIOA Section 122(c)(2); WIOA Section 122(d); WIOA

Sections 122(d)(1) and (d)(3); WIOA Section 122(f)(1)(C); WIOA Section 122(g); WIOA Section 122(f)(1)(B); WIOA Section 134(c)(3)(E)

Action:

In order to maximize customer choice and assure that all significant population groups are served, an Eligible Training Provider process must assure that significant numbers of competent Eligible Training Providers (ETPs), offering a wide variety of training programs and occupational choices, are available to customers. Eligible participants who need training use the

Eligible Training Provider List (ETPL) to make an informed choice. In this way, the ETPL helps to provide consumer choice, while also supporting increased performance accountability. Only those programs that are approved/listed on the State's ETPL are eligible for referral and enrollment of a Workforce Innovation and Opportunity Act (WIOA) customer.

I. Eligible Training Provider Access:

A. How to Apply to Become an Eligible Training Provider:

The following are the steps for ETPL placement in the State of Tennessee:

- i. The State will develop the procedures and a system for disseminating the ETPL (WIOA Sections 122[d][1] and [d][3]) and the Local Workforce Development Board (LWDB) must make these procedures available to ETPs.
- ii. Prospective ETPs must submit initial eligibility criteria including: training services to be offered, information addressing alignment of the training services with in-demand industry sectors and occupations to the extent possible, performance and cost information, and annually met performance levels on specified performance measures as required.
- iii. Minimum performance levels are established by the State. The LWDB may require higher levels on specified performance measures or may require additional measures and corresponding levels.
- iv. The State receives the information on approved ETPs by LWDBs. The State then compiles a single list (the ETPL) and disseminates the ETPL with performance and cost information to the LWDBs.
- v. Participants utilizing an Individual Training Account (ITA) must have the opportunity to select any of the approved ETPs and programs on the ETPL (WIOA Section 122[d]).
 - a) While participants can select from the complete ETPL, State and LWDB policies determine the funding amounts for each program. Thus, the LWDB may choose not to fund certain categories of training programs based on, but not limited to, the following reasons:
 - Lack of occupational demand for the LWDA
 - High tuition cost in comparison to comparable programs
 - Lack of a livable wage upon program completion

B. Training Provider Eligibility (TEGL 41-14):

To be eligible to receive funds, the training provider must meet at least one of the following requirements:

- i. A postsecondary educational institution that is eligible to receive Federal funds under Title IV of the Higher Education Act of 1965 (20 U.S.C. 1070 et. seq.) and provides a program that leads to an associate degree, baccalaureate degree, or certificate.
- ii. An entity that carries out programs under the National Apprenticeship Act of August 16, 1937; 50 Stat. 664, Chapter 663; 29 U.S.C. 50 et. seq.
- iii. Another public or private provider of a program of training services for the general public or specialized training for participant populations that face multiple barriers to employment such as providers directly associated with the Division of Rehabilitation Services, TN Department of Human Services. These populations include the following categories: low- income individuals with barriers to employment and people with disabilities.
- iv. LWDBs if they meet the conditions of WIOA Section 107(g)(1)
- v. Another public or private provider with demonstrated effectiveness providing training to a population that faces multiple barriers to employment. These populations include:
 - a) Displaced homemakers
 - b) Low-income individuals
 - c) Indians, Alaskan natives, and native Hawaiians, as such terms are defined in WIOA Section 166(b)
 - d) Individuals with disabilities, including youth who are individuals with disabilities
 - e) Older individuals
 - f) Ex-offenders
 - g) Homeless individuals (as defined in Section 41403(6) of the Violence Against Women Act of 1994 [42 U.S.C. 1404e-2(6) as amended in 2013]); or homeless children and youths (as H.R. 803-10 defined in Section 725[2] of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a[2] and Section 721).
 - h) Youth who are in or have aged out of the foster care system
 - i) Individuals who are English language learners, including individuals who have low levels of literacy and individuals facing substantial cultural barriers
 - j) Eligible migrant farmworkers, as defined in WIOA Section 167(i), and services to other low-income individuals

- k) Individuals within two (2) years of exhausting lifetime eligibility under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et. seq.)
- l) Single parents (including single pregnant women)
- m) Long-term unemployed individuals
- n) Other groups the Governor determines to have barriers to employment (WIOA Section 134[c][3][E])

C. Program of Training:

A program of training services should consist of one (1) of the following:

- i. One (1) or more courses or classes that, upon successful completion, leads to a certificate, an associate degree, or baccalaureate degree, or a competency or skill recognized by employers;
- ii. A training regimen that leads to competitive integrated employment for individuals with disabilities that provides individuals with additional occupational skills or competencies generally recognized by employers; or
- iii. Identical programs offered in different locations by the same training provider must be considered as one program, and will not require separate applications unless the regulatory agency uses location as a factor in defining a unique program.

D. ETPL Exceptions:

The following training activities are exempt from utilizing the ETPL process.

- i. On-the-Job training and Customized Training (as defined by WIOA)
 - a) Skill enhancement and workplace literacy are considered to be short-term prevocational and, therefore, are not defined as training services for the purposes of this policy.
 - b) Short-term prevocational services are not tied to a specific occupation and include course-like services such as Literacy and Adult Basic Education, Workplace Literacy, introductory computer classes, as well as development of learning skills, communication skills, interviewing skills, punctuality training, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training.
 - c) Community-based organizations and other private organizations providing training.

E. Registered Apprenticeship Programs (TEGL 41-14):

- i. Registered Apprenticeship programs are not subject to the same application, performance information requirements, or period of initial eligibility procedures as other providers because such programs have gone through a detailed application and vetting procedure to become Registered Apprenticeship programs, sponsored by the United States Department of Labor.
- ii. In collaboration with the State Director of Apprenticeship, the State will contact all current program sponsors at the time of this writing to elicit their interest in being part of the ETPL. The goal is to place as many Registered Apprenticeship programs on the ETPL as possible.
- iii. In collaboration with the State Director of Apprenticeship, the State will ascertain at least every two (2) years those ETPs that have lost their registration status.
- iv. The State will work in collaboration with the State Director of Apprenticeship to develop a simplified process for new Registered Apprenticeship programs to become part of the ETPL.
- v. Minimal information is required for Registered Apprenticeship programs for ETPL placement. The information required is outlined below:
 - a) Occupation(s) included within the registered apprenticeship program,
 - b) Name and address of the Registered Apprenticeship program sponsor,
 - c) Name and address of the provider of related instruction, including location of instruction if different from program sponsor's address,
 - d) Method and length of instruction, and
 - e) Number of active apprentices
- vi. Program sponsors that do not provide the related instruction component of a Registered Apprenticeship program may be required to provide additional information about their education provider, including the cost of instruction. This is the only time that cost information will be required for Registered Apprenticeship programs.
- vii. Registered Apprenticeship programs are exempt from performance and reporting-related requirements in order to enable these evidence-based programs to be placed on the ETPL with minimum burden.
- viii. Registered Apprenticeship programs with openings for new apprentices will automatically be considered a statewide demand occupation to facilitate WIOA funding support as appropriate.
- ix. A Registered Apprenticeship program on the ETPL will be available to every Local Workforce Development Area (LWDA) in the State.

- x. The only criterion that applies to apprenticeships is that they be registered as apprenticeship programs with the U.S. Department of Labor.

II. Initial Eligibility and Application Procedures

A. Initial Eligibility:

- i. All training providers are required to complete the outline application in order to be included on the statewide ETPL. The online application is reviewed by the LWDB to make the determination about placement onto the ETPL. After the LWDB votes to add the provider/program to the ETPL, it is then sent to the State for final review.

B. ETPL Application Procedure for All Prospective Eligible Training Providers Except Registered Apprenticeship Programs:

- i. Applications for initial eligibility must be initiated by the training provider by completing an online New Provider Application (WIOA Section 122[b][4][C]-[E])
- ii. The online application is first submitted to the LWDB for verification of completeness.
- iii. The LWDB must verify that the training provider is in compliance with all Tennessee regulations pertaining to training authorization.
- iv. In addition, the LWDB is required to verify that all of the required data elements for the ETP are complete before the applications are submitted for consideration.
 - a) If the ETP is not compliant or the application is incomplete, the LWDB must notify the training provider within fifteen (15) days of receiving the application and prepare the application to be reviewed at the next LWDB meeting.
 - b) If the ETP is compliant and its application is complete, the LWDB must review the application within five (5) days of receiving the necessary information.
 - c) The LWDB cannot send WIOA participants to new training providers until they are approved by a LWDB and the State office has been notified of the approval of the new provider.
- v. The LWDB will ensure that the ETP meets their local eligibility criteria and then will vote to decide if the ETP and the associated programs will be added to the ETPL.

- vi. ETPs must supply any supplemental information requested by the LWDB to assist in the initial eligibility decision.
- vii. Applications must be presented in the time and manner determined by the LWDB, i.e. some LWDBs may require a formal presentation before voting on the training provider and the associated programs. New training provider program applications may be submitted on any day of the year.
- viii. After the LWDB votes on the ETP's application, a written notification must be submitted to the State within thirty (30) days of the decision to add or deny the training provider placement on the ETPL.

C. Out-of-State Providers, Except Registered Apprenticeship Programs:

- i. ETPs that are headquartered outside of Tennessee who do not have in-state training facilities may apply to any LWDB where they wish to provide services. Applications must include all information required by these policies.
- ii. Reciprocal Agreements (WIDA Section 122[g]). Local Workforce Development Board can send a Tennessee WIDA participant to a provider located in a different State given that the training provider appears on the other State's ETPL.
- iii. Reciprocal Agreements are subject to the following guidelines:
 - a) Use of an out-of-state provider as part of a reciprocal agreement does not assure the ETP placement on the Tennessee ETPL.
 - b) If the ETP wants to appear on the Tennessee TEPL, it must complete the process for becoming an approved Tennessee ETP.
 - c) If the LWDB utilizes a training provider that does not appear on the Tennessee ETPL, it is the responsibility of the LWDB to track and report the necessary performance information needed for subsequent eligibility determinations. To fulfill this obligation, the LWDB must ensure that verification of enrollment, completion, and subsequent placement for ETPs are recorded in the State performance tracking system (currently Virtual One-Stop Data Management Tracking System [VOS]).

D. Out-of-Area Providers, Except Registered Apprenticeship Programs:

- i. If an ETP has a physical presence in the State, its ETPL application must be submitted to the LWDB covering the area where that training provider is headquartered or has its main campus.

- ii. Any LWDB can approve a satellite site for a training program so long as that training provider and program have been first approved by the LWDB in which the provider is headquartered.
- iii. Local Workforce Development Boards can approve training providers for the State ETPL when the training provider does not have a permanent training structure anywhere in Tennessee; in such a case, such providers are treated as out-of-state training providers.

III. Appeal of Local Workforce Development Board Denial:

A. Provider Application Denial:

- i. If a LWDB denies an ETP's initial application for listing on the ETPL, the LWDB must, within thirty (30) days from the date of determination, inform the ETP in writing, including the detailed reason(s) for the denial and complete information on the appeal process.

B. Reasons for Denial of Application for Initial Eligibility:

- i. The LWDB or the State may deny eligibility if the application from an ETP is not complete or not submitted within required time frame.
- ii. The LWDB or the State may deny eligibility if an applicant fails to meet the minimum criteria for initial listing specified in this policy (WIOA Section 122[c][1]).
- iii. The LWDB may deny eligibility if the training programs offered by the ETP do not lead to gainful employment in in-demand occupations as determined by a labor market analysis.
- iv. The LWDB may deny eligibility if the training program demographics (i.e. cost and length) are substantially higher (beyond fifty percent [50%]) than previously approved programs offering the same credential (within the past two [2] program years).
- v. The LWDB or the State may deny eligibility if it is determined that the applicant intentionally supplied inaccurate information (WIOA Section 122[f][1][B]).
- vi. The LWDB or the State may deny eligibility to a training provider who has been found to have substantially violated any WIOA requirements (WIOA Section 122[f][1][B]).

C. Appeals to the Local Workforce Development Board (WIOA Section 122(C)[1]):

- i. This procedure applies to appeals by ETPs to the LWDBs based on the denial of a ETP's application for the initial listing on the ETPL. The LWDB must establish an appeal procedure for providers of training to appeal a denial of eligibility that meets the requirements of 20 CFR 683.630(b). The LWDB must have a written appeal process that includes the following provisions:
 - a) A training provider wishing to appeal a decision by the LWDB must submit an appeal to the LWDB within thirty (30) days of the issuance of the denial notice. The appeal must be in writing and include a statement of the desire to appeal, specification of the program(s) in question, the reason(s) for the appeal (i.e. grounds), and the signature of the appropriate provider official.
 - b) The LWDB appeal process must grant the training provider the opportunity to directly address the reasons for their denial and do it either in writing or through an appeal hearing.
 - c) The LWDB must have one to three (1-3) impartial appeal officers who are responsible for re-evaluating the supplemental materials supplied by the ETP in addressing the initial reasons for denial. An impartial appeal officer may be any staff member uninvolved in the initial designation.
 - d) The LWDB will notify the ETP of the final decision made by the LWDB on an appeal within thirty (30) days of receipt of the appeal.
 - e) The LWDB appeal notification to the ETP must reference the process for filing a State appeal in the event that the ETP is not satisfied with the outcome of the local appeal.

D. Appeals to the State (WIOA Section 122[c][1]):

This procedure applies only to ETPs who have exhausted the appeal process of a LWDB and are dissatisfied with the LWDB's final decision.

- i. A training provider wanting to appeal to the State must submit an appeal request to the State within thirty (30) days from the LWDB's notification to the training provider of its final decision on an appeal. The request for an appeal to the State must be in writing and include a statement of the desire to appeal, specifications of the program(s) in question, the reason(s) for the appeal (i.e. grounds), and the signature of the appropriate provider official.

- ii. The State will promptly notify the appropriate LWDB when it receives a request for appeal. The State will also notify the appropriate LWDB when it makes the final decision on an appeal.
- iii. The State appeal process includes the opportunity for the appealing ETP to have a hearing. The hearing officer must be impartial. The hearing officer must provide written notice to the concerned parties of the date, time, and place of the hearing at least ten (10) calendar days before the scheduled hearing. Both parties must have the opportunity to: present oral and written testimony under oath, to call and question witnesses, to present oral and written arguments, to request documents relevant to the issue(s), and to be represented.
- iv. The five-member State appeals committee, chaired by the hearing officer, will administratively review the appeal, make a preliminary decision, and notify the ETP and the LWDB. The committee may either uphold or reverse the LWDB decision.
- v. The State appeals committee must render a decision within sixty (60) days from receiving the training provider's initial state-appeal request.

IV. Dissemination of the ETPL:

A. Statewide Dissemination and Customer Access:

- i. The State will ensure that the ETPL is accurate and current. The State must ensure that the updated list is available to all LWDBs (WIOA Section 122[d][1]) and to the general public through the State website wherever internet service is available.
- ii. The LWDB is responsible for ensuring that all American Job Center (AJC) staff members in the respective LWDAs have access to the ETPL, and are knowledgeable about utilizing the ETPL; the LWDB is also to ensure local access to the ETPL for customers within the AJCs (WIOA Section 122[d][1]).
- iii. The Local Workforce Development Board is responsible for ensuring that all American Job Center staff in the respective LWDAs do not allow WIOA participants to enroll in programs that do not appear on the ETPL.

V. Program Changes:

A. Adding New Programs (Previously Approved Providers):

- i. The ETP must submit the program using the online web application for addition to the ETPL.

- ii. The application materials are received electronically by the LWDB and reviewed for completeness.
 - a) All new programs must have prior authorization by the appropriate State authorizing agency (Tennessee Higher Education Commission, Tennessee Board of Regents, etc.) before they can be added to the ETPL.
- iii. After verification of completeness, the application materials are forwarded to the LWDB for its vote on whether to add the program to the ETPL.
- iv. After the LWDB has rendered a vote about the application material, its decision is communicated in writing to the State.
- v. All approvals from the LWDB are added to the ETPL by the State within three (3) business days.

B. Adding New Registered Apprenticeship Programs:

Registered Apprenticeship sponsors that want to add new programs to the ETPL must indicate their interest in being included on the list and must use the online web application to submit their programs.

C. Making Changes to Program Information:

- i. Revision(s) to already approved and existing program curriculums must first be approved by the appropriate State authorizing agency (Tennessee Higher Education Commission, Tennessee Board of Regents, etc.).
- ii. The Eligible Training Provider must submit the proper forms using the online web application to make changes on the ETPL.
- iii. Changes submitted by the ETP are subject to review by the Operator and the State.
 - a) Changes in program cost or length that are beyond twenty-five percent (25%) must be resubmitted to the LWDB for approval as a new program.
- iv. It is the responsibility of the ETP to ensure that information displayed on the ETPL is accurate.
 - a) ETPs with inaccurate information on the ETPL as discovered in conjunction with a Data Validation review or a Data Accuracy Report are subject to removal from the ETPL for a set suspension period or until all information is corrected (whichever occurs later).

D. Removing Programs from the ETPL:

- i. Any time after the initial program approval by the LWDB, the ETP - including Registered Apprenticeship programs - can request to have a program removed from the ETPL.
- ii. If a program is removed from the ETPL, with the exception of Registered Apprenticeship programs, the ETP is still required to submit quarterly performance reports until the last WIOA training participant completes or withdraws from the program.
- iii. Failure to submit the remaining quarterly performance reports will subject the ETP to the penalties detailed in Section Nine (9) of this policy.
- iv. If at any point after initial approval training is temporarily not offered or is permanently deleted from the ETP's selection of the programs, it must be removed from the ETPL within thirty (30) days of the institutional decision.

VI. Performance Data (Registered Apprenticeship Programs are Excluded):

A. Provider Quarterly Report Requirements:

- i. ETPs must provide the information necessary to determine program performance and to meet other requirements of the WIOA. The ETP must agree to make available verifiable data to validate any information submitted (WIOA Section 122[d][1]).
- ii. ETPs on the ETPL are required to submit quarterly performance reports to the State. The report must contain individual-level data for all participants in programs offered by the ETP that have serviced at least one (1) student with the assistance of WIOA funding.
- iii. The reports are due to the State on the specified due dates.
 - a) Quarterly report due dates: January 15th, April 15th, July 15th and October 15th of every year.
 - b) In the event that the due date falls on a State holiday or a weekend reports are due by the conclusion of the next business day.

VII. WIOA Eligible Training State Performance Measures:

The WIOA Participant Program Completion Rate measure outlined in Table 1 below will be available beginning of 2018. The performance measures will be reviewed annually by the Governor and the State Workforce Development Board.

Table 1: WIOA Eligible Training Provider State Performance Measures

Performance Measure	Implementation Year	Description
All Students Credential Attainment Rate	CY 2018	Total number of students who obtain a recognized post-secondary credential, or a secondary school diploma or its recognized equivalent during participation or 1 year after exit divided by the total number of students exiting the program (both completers and non-completers) within the 12 month reporting period
All Student* Employment Rate During 2nd Quarter After Exit	CY 2018	Total number of students exiting (both completers and non-completers) from the applicable program that were working in unsubsidized employment during the 2nd quarter subsequent to the exit quarter (the calendar quarter containing the exit or completion date), divided by the total number of students exiting the program.
All Student* Employment during 4th Quarter After Exit	CY 2018	Total number of students exiting (both completers and non-completers) from the applicable program that were working in unsubsidized employment during the 4th quarter subsequent to the exit quarter (the calendar quarter containing the exit or completion date), divided by the total number of students exiting the program.

Performance Measure	Implementation Year	Description
All Student* Median Earnings in Employment during 2nd Quarter After Exit	CY 2018	Median earnings expressed as an hourly rate for all students exiting the applicable program and working in unsubsidized employment during the 2nd quarter subsequent to the exit quarter (the calendar quarter containing the exit or completion date).
WIOA Participant Program Completion Rate	CY 2017	Total number of WIOA participants completing the applicable program divided by the total number of WIOA participants exiting the program (both completers and non-completers) within the 12 month reporting period.
WIOA Participant Credential Attainment Rate	CY 2018	Total number of WIOA participants who obtain a recognized post-secondary credential, or a secondary school diploma or its recognized equivalent during participation or 1 year after exit divided by the total number of WIOA participants exiting the program (both completers and non-completers) within the 12 month reporting period.

Performance Measure	Implementation Year	Description
WIOA Participant Employment Rate During 2nd Quarter After Exit	CY 2018	Total number of WIOA participants exiting (both completers and non-completers) from the applicable program that were working in unsubsidized employment during the 2nd quarter subsequent to the exit quarter (the calendar quarter containing the exit or completion date), divided by the total number of WIOA participants exiting the program.
WIOA Participant Employment Rate During 4thQuarter After Exit	CY 2018	Total number of WIOA participants exiting(both completers and non-completers) from the applicable program that were working in unsubsidized employment during the 4th quarter subsequent to the exit quarter (the calendar quarter containing the exit or completion date), divided by the total number of WIOA participants exiting the

Performance Measure	Implementation Year	Description
WIOA Participant Median Earnings in Employment During the 2nd Quarter After Exit	CY 2018	Median earnings expressed as an hourly rate for WIOA participants exiting the applicable program and working in unsubsidized employment during the 2nd quarter subsequent to the exit quarter (the calendar quarter containing the exit or the completion date).

VIII. Performance Measure Calculation Methodology and Process:

A. Performance Measure Calculation Methodology:

The following performance measures will be calculated separately for two distinct populations of students: Credential Attainment Rate, Employment Rate During 2nd Quarter After Exit, Employment Rate During 4th Quarter After Exit, and Median Earnings 2nd Quarter After Exit-

- i. The WIDA Participant population comprises only students who are participants in WIOA.
- ii. The All Student population includes every student enrolled in a WIOA- approved training program.

The Program Completion Rate measure will be calculated for the WIDA Participant population only.

B. Program Completion Rate:

The program completion rate for WIOA Participant populations reflects the following fraction: Numerator = Total number completing program during the twelve (12) month reporting period.

Total# WIOA Participants Completing Program in 12-Month Reporting Period

Total# WIOA Participants Exiting Program in 12-Month Reporting Period (Completers and Non-Completers)

The denominator (total number WIOA Participants exiting the program) is defined as the total number of new program enrollments and number of active (continuing) students during the twelve (12) month reporting period minus the total number still enrolled in the program at the conclusion of the reporting period

Total# Exiting Program in 12-Month Reporting Period	=Total# Program Enrollments in 12-Month Reporting Period	Total# Still Enrolled at End of 12-Month Reporting Period
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C. Credential Attainment Rate:

The credential attainment rate reflects the following fraction: Numerator= Total number who obtain a recognized post-secondary credential, or a secondary school diploma or its recognized equivalent during participation or one (1) year after exit; Denominator = Total number exiting the program (both completers and non-completers) during the twelve (12) month reporting period.

Total# Obtaining Credential, Diploma, or Equivalent During Participation or 12-Months After Exit

Total# Exiting Program in 12-Month Reporting Period

D. Employment Rate During 2nd Quarter After Exit:

The employment rate is represented by the following fraction: Numerator = Total number exiting the program (both completers and non-completers) during the twelve (12) month reporting period with wages reported in the 2nd quarter subsequent to the

exit quarter (the calendar quarter containing the exit or completion date);
Denominator = Total number exiting the program (both completers and non-completers) during the twelve (12) month reporting period.

Total # Exiting Program in 12 -Month Reporting Period with Wages in 2nd Quarter After Exit

Total# Exiting Program in 12-Month Reporting Period

Reported employment is found through unemployment insurance records in TDLWD and, as available, through other states or through Federal payroll records.

* All student measures will be calculated using only All Student numerator and denominator; WIOA Participant measures will be calculated using only WIOA participant numerator and denominator.

E. Employment Rate During 4th Quarter After Exit:

The employment rate is represented by the following fraction: Numerator = Total number exiting the program (both completers and non-completers) during the twelve (12) month reporting period with wages reported in the 4th quarter subsequent to the exit quarter (the calendar quarter containing the exit or completion date);
Denominator = Total number exiting the program (both completers and non-completers) during the twelve (12) month reporting period.

Total # Exiting Program in 12-Month Reporting Period with Wages in 4th Quarter After Exit

Total # Exiting Program in 12-Month Reporting Period

Reported employment is found through unemployment insurance records in Tennessee Department of Labor and Workforce Development (TDLWD) and, as available, through other states or through Federal payroll records.

* All student measures will be calculated using only All Student numerator and denominator; WIOA Participant measures will be calculated using only W/OA participant numerator and denominator.

F. Median Earnings During 2nd Quarter After Exit:

This measure calculates the median quarterly earnings in unsubsidized employment of individuals exiting the program (both completers and non-completers) during the reporting period with earnings in the 2nd quarter subsequent to the exit quarter (the calendar quarter containing the exit or completion date).

The calculated median quarterly earnings is then divided by five hundred twenty (520) hours (the standard amount of hours considered full time employment in a calendar year) to arrive at an hourly rate for comparison to the Federal minimum wage.

Reported wages are found through unemployment insurance records in TDLWD and, as available, through other states or through Federal payroll records.

*All students will be calculated using only All Student numerator and denominator; WIOA Participant measures will be calculated using only WIOA participant numerator and denominator.

IX. Subsequent Eligibility Determination:

A. Subsequent Eligibility:

- i. All programs approved for initial eligibility by one of the LWDBs must be reviewed annually by the LWDB. Subsequent eligibility requirements under WIOA apply to ETPs transitioning to WIOA Title 18 who were previously eligible under WIA Title I and new ETPs that were determined to be initially eligible under WIOA to determine their continued eligibility to remain on the ETPL. This determination is called "Subsequent Eligibility" (WIOA Section 122[c][2] and 20 CFR 663.530) until changed to WIOA.
- ii. Subsequent eligibility determinations are made on an annual basis using the performance data supplied quarterly by the ETP.
- iii. Only those programs with a minimum of ten (10) WIOA students enrolled during the reporting year are considered for subsequent eligibility decisions.
- iv. Any program that fails to meet the minimum performance standards, as established by the State, will be removed from the ETPL for a minimum period of one (1) program year.
- v. The State compiles and disseminates an annual Subsequent Eligibility Report. The report is posted for public viewing online through the ETPL website.
- vi. ETPs receive the opportunity to review and correct their performance information prior to Subsequent Eligibility decisions and public dissemination of the report.

- vii. The State adheres to the following guidelines when displaying performance data for each provider:
 - a) All programs with a minimum of one (1) WIOA participant during the reporting year will appear in the report.
 - b) For confidentiality purposes, only those programs with a minimum of ten (10) WIOA students enrolled during the reporting year have all their performance data displayed for public viewing.

B. Failure to Meet Subsequent Eligibility:

- i. The State must remove a program if, as a result of the subsequent eligibility determination process, the program is found not to have met the minimum levels of performance set by the State (WIOA Section 122[b][1][A]).
 - a) If the State removes a program from the ETPL for subsequent eligibility reasons, the State must, within ten (10) days of its decision, inform the LWDB in writing and include the reason(s) for the removal.
- ii. Prior to removal by the State, the LWDB must have the opportunity to submit supplemental performance data in efforts to keep the program on the ETPL. The types of supplemental data submitted may include information explained within WIOA Section 122(b)(2)-(b)(4)(D) and 20 CFR 680.490.
 - a) The specific economic, geographic, and demographic factors in the local areas in which training providers seeking eligibility are located; and
 - b) The characteristics of those served by the eligible training providers seeking eligibility, including the demonstrated difficulties in serving such populations, where applicable.
- iii. Any program removed from the ETPL for subsequent eligibility reasons must remain off of the ETPL for a minimum of one (1) complete program year.
- iv. In order for the program to be added back to the ETPL, the ETP must re-apply through the LWDB. Performance data is required as part of the application process for the time period when the program was removed from the ETPL.
- v. While a program is removed from the ETPL for subsequent eligibility reasons, the ETP cannot receive new training participants utilizing ITA funds for the removed programs.

X. Accuracy of Information:

A. Data Validation:

- i. To ensure that accuracy and validity of the information supplied by Eligible Training Providers, the State conducts data validation visits at least once every year for all ETPs or as warranted eligible by WIOA enrollment numbers.
 - a) During data validation visits, the State audits ETP files to verify previously submitted student, program, and provider information.
- ii. ETPs must meet the enrollment threshold before a data validation visit can occur. The enrollment threshold is as follows:
 - a) An ETP must have a minimum of fifteen (15) WIOA participants enrolled in its combined program offerings over a two (2) year period.
- iii. ETPs will receive at least a twenty-one (21) calendar-day advanced notice of the State's upcoming audit.
- iv. The ETPs must make available all files pertaining to WIOA participants covering the three (3) most recent program years.
- v. Each student file must contain documents to validate the following elements:
- vi. ETPs must also make available internal documents or sources to validate the following program elements:
- vii. ETPs may be removed from the ETPL for a period of ten to ninety (10-90) days if the score they receive for data validation is not satisfactory.
- viii. If the State discovers evidence of intentionally misleading performance information, the ETP will be removed from the ETPL for a period of no less than two (2) years.
- ix. The State will notify the certifying LWDB of the audit findings within ten (10) days of auditing of an ETP within their respective LWDA.

XI. ETPL Penalties:

A. Removal of a Provider or Program on the ETPL:

- i. The State may remove a program if the ETP fails to submit all the data required for subsequent eligibility determination within the required time frames (WIOA Section 122[b][2]).
- ii. The State may remove a program if an ETP fails to notify the State of any program changes including but not limited to costs, location of training, or change in State authorization status.

- iii. The State may remove a program at any point at which it is determined that the program does not meet the minimum criteria for initial listing specified in this procedure. For example, a program can be removed if its eligibility depended on accreditation, and the accreditation was lost (WIOA Section 122[b][1][E]).
- iv. The State may remove a program if it is determined that the applicant intentionally supplied inaccurate information.
- v. The State may remove a program if the ETP is found to have substantially violated any WIOA requirements.
- vi. The State may remove a program or ETP if it loses its accreditation after an appeal process.
- vii. The State may remove a program or ETP, at the request of the LWDB, for any of the following reasons:
 - a) Unethical/illegal billing practices
 - b) Violations of Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; or the Act Discrimination Act 1975.
 - c) Lack of qualified training personnel or building infrastructure.
- viii. The State must conduct an investigation prior to removing an ETP at the request of the LWDB.
- ix. The State may remove a program or ETP at the request of the institution.
 - a) If an eligible training provider requests removal from the ETPL for a particular program or for the institution as a whole, it can be reactivated on the ETPL within one (1) year assuming that it was in good standing when it was removed and no changes occurred in their program demographics during the removal period.
 - b) If an ETP whose self-requested removal is off the ETPL for a period of time greater than one (1) year, that training provider must re-apply for placement on the ETPL to the LWDB.

B. Suspension from the ETPL:

- i. ETP may be suspended from the ETPL for any of the following actions:
 - a) Failure to submit quarterly performance reports or the exemption claim sheet by the deadlines
 - b) Failure to keep current the eligible training provider and program demographic information displayed on the ETPL

- c) Failure to respond to a State request for a data validation visit
 - d) Poor performance during a data validation visit
 - e) Failure to submit corrections needed following quarterly report validation by the specified deadline
 - f) Failure to comply with State request for information
- ii. During any State or Federal criminal investigation launched against the institution or key personnel at the institution, the ETP may be removed from the ETPL until a final resolution is reached. Depending on the final resolution, the provider may be permanently removed from the ETPL.

C. Financial Reimbursement:

An ETP whose eligibility is terminated as a result of the reasons specified above in Section IX-Subsequent Eligibility Determination (A)(ii)-(vi) of the current policy for a program shall be liable for repayment of all funds received during any period of noncompliance (WIOA Section 122[f][1][C]).

I. BACKGROUND:

President Barack Obama signed the Workforce Innovation and Opportunity Act (WIOA) into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

Section 134(c)(3)(D) of the Workforce Innovation and Opportunity Act identifies the training services that may be provided. Section 134(c)(3)(F)(iii) of the Workforce Innovation and Opportunity Act allows for the payment of the Individual Training Account. Training for Adults and Dislocated Workers will be in the demand occupations and sectors as identified in the Regional Plan and approved by the Board.

II. PURPOSE:

This policy will establish monetary limits for Individual Training Account (Scholarship) & Support funding for Adults, Dislocated Workers and Out-of-School Youth as determined eligible and suitable for training services. Such guidelines will be consistent with WIOA Section 134(c)(3)(F)(iii) and approved by the Middle Tennessee Workforce Development Board.

III. INSTRUCTIONS:

Waivers to this policy may be granted on a case-by-case basis subject to the approval of the Board.

- A. The following limitations shall apply to the combination of Training Scholarship accounts and support funding as describe in section III of the Supportive Services Policy. The limits may be changed by the Board.
 1. Each new Adult Scholarship Account is limited to a maximum amount of \$5,000 during a participant's enrollment period without separation (i.e. exit from the program).
 2. Each new Dislocated Worker Scholarship Account is limited to a maximum amount of \$5,000 during a participant's enrollment period without separation (i.e. exit from the program).
 3. Each new Youth Scholarship Account is limited to a maximum amount of \$5000 during a participant's enrollment period without separation (i.e. exit

from the program). Youth participant wages are not included in this amount.

4. Occupations listed on the Healthcare Training High Demand listing may exceed the amounts stated in (1) & (3) above with prior approval from Provider.
5. Customers who receive grants from sources such as Pell, Trade Adjustment Assistance, State training funds, or other sources that are sufficient to pay the costs (tuition, books, fees, etc.) of their Training and/or Support Services shall not receive WIOA funds. Exclusions such as the G.I. Bill may apply.

B. Additional Criteria to Use Training funds:

1. Training provider must be approved on the Eligible Training Provider List (Adult and Dislocated Worker only)
2. Training must be in a demand occupation as determined by the Middle Tennessee Workforce Development Board
3. Training must result in a recognized credential such as a degree, certificate, license, etc.

C. Grandfather Clause:

- Customers who have submitted training or support applications prior to the execution of this policy shall not be affected by its terms and conditions.

D. ITA Coordination:

- This policy does not change, modify, or set aside any other policies or procedures regarding the issuance of Individual Training Accounts. This policy is intended to address only the account limits for training and support.

IV. CONTACT:

All costs must be reasonable, allowable and allocable for all expenses. The Board reserves the right to request changes for regional coordination.

Questions concerning the above may be addressed to the Executive Director of LWSM /Staff to the Board.

V. EFFECTIVE DATE:

January 1, 2018 until revisions are deemed necessary by the LWSM Board.

Title: LWSM Policy

Effective Date:

Duration: Indefinite

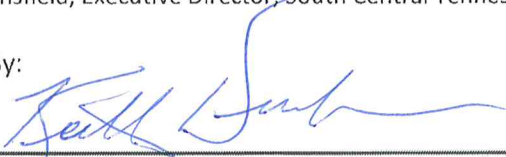
Authorized By:



Jerry Mansfield, Executive Director, South Central Tennessee Development District

Date

Approved By:



12/21/2018

Keith Durham, Board Chair, Southern Middle Tennessee Local Workforce Board

Date

This Policy explains the procedures and criteria for the utilization of an ITA and associated Support Services.

I. Purpose

Individual Training Accounts have previously been used to support the training services of individuals under the Workforce Investment Act (WIA). The Workforce Innovation Opportunity Act (WIOA) provides more flexibility for American Job Center (AJC) staff to issue ITAs for apprenticeship programs. An ITA is used by a participant to access training services from an Eligible Training Provider List (ETPL). Under WIOA, priority of service must be provided regardless of the level of funds. WIOA also expands the priority to include individuals who are basic skills deficient, as defined in WIOA Section 3(5). The Local Workforce Development Board (LWDB or local board) contract training services in some circumstances involving work-based training; some work-based training consists of on-the-job training (OJT), customized training, registered apprenticeship, incumbent worker training, and transitional jobs. LWDBs must use WIOA funds for support and other needs of the individual while coordinating funding for ITAs with funding from other Federal, State, local, or private job training programs or resources to assist individuals in obtaining training services.

The Individual Training Account (ITA) will be used to provide funding for training opportunities to eligible WIOA customers. Customers/students may enroll in any program offered by training providers approved by the Tennessee Higher Education Commission (THEC). The WIOA provides more flexibility for American Job Center (AJC) staff to issue ITAs for apprenticeship programs. An ITA is used by a participant to access training services from an entity on the State's approved Eligible Training Provider List (ETPL).

II. Eligibility

Individuals are determined eligible through the criteria established under the Workforce Innovation and Opportunity Act (WIOA) as WIOA Adult, WIOA Dislocated Worker or WIOA Youth. The provision of training services shall be limited to individuals who are

1. Unable to obtain other assistance through Pell grants, Trade Adjustment Assistance (TAA) or other federal grants, or...

2. Require assistance beyond the compensation available under other grant assistance programs. Some dislocated workers, who have been laid off due to no fault of their own, will also qualify for services if the company they were laid off from has filed for and been granted a Trade Assistance Act petition (TAA/NAFTA).

If the TAA/NAFTA petition has not been approved, the dislocated worker can receive an ITA or other training options until the approval is final. The requested training must be in accordance with the Tennessee Higher Education Commission's (THEC) approved Eligible Provider Training list, lead to employment, and be completed within the two-year time limit established by the local board.

III. Who Receives Training Services?

After an interview, evaluation, assessment, or career planning an American Job Center one of the service providers determines that the participant is:

- Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to, or higher than, wages from previous employment through career services
- In need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to, or higher than, wages from previous employment through career services
- To have the skills and qualifications to participate successfully in training services.

IV. LWDB Responsibilities

A. LWDBs must have a written policy and procedure that may include, but is not limited to the following:

1. ITAs are restricted to programs that address the skills needed for occupations in demand (20 CFR 680.340(f))
2. ITA cap (\$5,000) and duration (2 years)
3. Priority of services
4. Post-secondary education providers must release a participant's financial aid information
5. Participants must have access to the list of Eligible Training Providers
6. Staff members authorizing ITAs must be identified
7. Full ITA payment for entire programs beyond each training period are not allowed unless the institutions have a refund policy requiring that this will be paid in full

8. ITAs are to pay for the full cost of training (e.g., books, license fees, training materials, registration fees, supplies, uniforms) that the financial institution does not cover
 9. Participant's choice for a training provider must be observed.
- B. Tennessee recognizes limited exceptions to the use of ITAs. Contracts for services may be used instead of an ITA only when one or more of these exceptions apply (WIOA Section 134(c)(3)(G)(ii)).
1. The services provided are OJT, customized training, incumbent worker training, or transitional jobs;
 2. The LWBD determines that there are an insufficient number of Eligible Training Providers in the LWSM area to accomplish the purpose of a system of ITAs;
 3. The LWDA determines that in the area there is a training-services program of demonstrated effectiveness offered by a community-based organization or other private organization to serve individuals with barriers to employment;
 4. The LWDA determines that the most appropriate training could be provided by an institution of higher education to train multiple individuals for jobs in sector- demanded occupations, provided this does not limit customer choice; or
 5. The LWDA is considering entering into a pay-for-performance contract and the LWDA ensures that the contract is consistent with 20 CFR 683.510.

V. Entrance Requirements

All customers/students must complete basic and intensive services prior to being referred to training. All customers/students must have a high school diploma or a High School Equivalency (HSE) and/or test scores that demonstrate their ability to benefit from training. Additionally, students must comply with the entrance requirements of their chosen training provider. Students must receive a WIOA orientation as a prerequisite to participation in a training activity and establish a training plan. Any prospective student with prior post- secondary education experience must have a minimum cumulative grade point average of 2.0 on a 4.0 scale or a C average.

VI. Support Services (need to list all available with an ITA)

In addition to the ITA provided to the eligible WIOA participant a menu of support services may be available based on need to include:

1. Travel Reimbursement - WIOA customers are eligible to receive a travel reimbursement at the point of registration into training with an approved training provider.
Reimbursement will be made on a monthly basis.

Customers are eligible for the reimbursement if they drive OR if they ride with someone else.

2. Other Supports - The LWDB may also choose to provide Support Services in addition to the travel reimbursement. These may include the purchase of tools, uniforms and debit- type cards used for the purchase of on-line tests fees and other costs of training. Debit cards may be purchased in the names of eligible participants and sent to training providers who will ensure funds are spent appropriately.

VII. Financial Aid Requirements

All customers/students must apply for federal student financial aid prior to applying for WIOA assistance. Funding will be based on state and federal funding allocations in cooperation with the approved training provider's financial aid office.

The role of the financial officers in each institution is to first assess the training needs, i.e., tuition fees, books, and other training expenses, of each applicant. After assessing and calculating the grants from Pell and other financial resources, the financial officer will determine if other resources are needed. If the applicant's training needs exceed all available resources, then Workforce Innovation and Opportunity Act (WIOA) Title I funds will be utilized as funding of last resort. WIOA Title I funds will NOT be utilized when a student is in default of any federal student loan. In addition, if Pell funding is

terminated due to a student's attendance/progress/participation in school. no WIOA funds will be utilized. WIOA case managers must be notified by the school's financial aid office when a student becomes ineligible for the Pell Grant for this reason. WIOA funds will not be available until this issue is resolved, and Pell is reinstated.

A participant may enroll in WIOA-funded training while his/her application for Pell Grant is pending. This enrollment is permitted as long as the One-Stop Operator has made arrangements with the training provider and the WIOA participant regarding allocation of the Pell Grant, if it is subsequently awarded. In that case, the training provider must reimburse the One-Stop Operator all WIOA funds used to underwrite the training for the amount that Pell Grant covers (WIOA Section 134(c) (3)(B)(ii)). Reimbursement is not required from the portion of Pell Grant assistance disbursed to the WIOA participant for education-related expenses. Opportunities with the Tennessee Reconnect program should also be considered prior to determining if an ITA is needed.

Title: LWSM Policy

Effective Date:

Duration: Indefinite

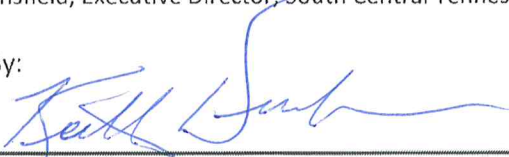
Authorized By:



Jerry Mansfield, Executive Director, South Central Tennessee Development District

Date

Approved By:



12/21/2018

Keith Durham, Board Chair, Southern Middle Tennessee Local Workforce Board

Date

TITLE: PROGRAM POLICIES -- PARTICIPANT SUPPORT SERVICES

Purpose

1. To provide only absolutely essential participant support required to keep the participant in a WIOA activity.
2. To coordinate support services with other partners, agencies and businesses to ensure that there is no duplication of service. Support services are mentioned in WIOA Sections 680 and 687.

General Provisions

1. No needs-based payments will be provided.
2. Transportation will be provided, if noted as a barrier to training and depending on availability of funds, to all eligible customers, at a maximum up to \$15.00 per day for training and job search activities. Check current procedures for current transportation costs.
3. Child care support will be provided, if noted as a barrier to training and depending on availability of funds, to all eligible customers, up to a maximum of \$150 per week (for one child) or \$200.00 per week (for two or more children) with a time limit consistent with training.
4. Other allowable support services may be provided on an as-needed individual basis only when a barrier is established which no other agency will meet. Such support services would maintain a maximum expenditure of \$1500.00 (Suggested up to \$2,000) for any one participant. On-line fees to be included as a support service. Any amount over \$1,500 (Suggested up to \$2,000) may be approved by the Executive Director upon recommendation by the Director of Program Operations. Exceptions will be reported to the Executive Committee and a \$2,000.00 (Suggested up to \$2,500) cap will be in place.
5. Under WIOA Section 680.660 a one-time supportive service of \$800.00 for relocation services will be provided to Dislocated Workers.
6. A maximum supportive service of \$350.00 shall be given to the exited customer for post placement supportive services based on individual need. WIOA Section 680.150 indicates local board can determine how follow up support can be determined.
7. The staff will develop administrative operational procedures for approving, documenting, and reimbursing for support services within limits provided by the WIOA legislation, Tennessee Department of Labor and Workforce Development regulations and directives, Board policies, and LWSM budgetary provisions and performance standards. All funding dependent on funding availability.

Title: LWSM Policy

Effective Date:

Duration: Indefinite

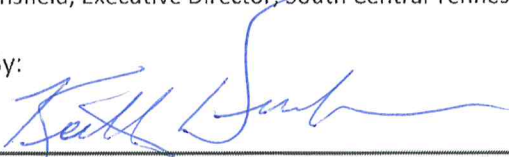
Authorized By:



Jerry Mansfield, Executive Director, South Central Tennessee Development District

Date

Approved By:



12/21/2018

Keith Durham, Board Chair, Southern Middle Tennessee Local Workforce Board

Date

TO: The Honorable T.R. Williams , CLEO for Southern Middle TN Workforce Area

DATE: October 26, 2018

RE: Southern Middle TN Workforce Board Certification

The purpose of this email is to notify you that the Southern Middle TN Workforce Board has submitted all required documentation (Board roster, nomination forms, conflicts of interest). This email serves as official notification that the Southern Middle TN Workforce Board is fully certified and compliant according to WIOA regulation. Compliance ensures that the Southern Middle TN Workforce Board is able to perform the functions of the local board as outlined in under WIOA Section 107(d).

We appreciate your diligence in working with the state staff and look forward to continued successes as your area serves the citizens of Tennessee, specifically those in the Southern Middle TN Workforce Area. Should you have any questions regarding this email, please send your request to Workforce.Board@tn.gov.

Robert Tyler Manning | Director of Compliance, Policy, and Evaluation
Workforce Services Division
TN Department of Labor and Workforce Development
Floor 4B
Nashville, TN 37243
p. 615-253-4606
Robert.T.Manning@tn.gov
tn.gov/workforce

Partnership Agreement

By and Between The

Chief Local Elected Official (CLEO)

And

Southern Middle Tennessee Local Workforce Development Board

Of

Southern Middle Tennessee LWDA

This agreement is entered into on this 17th day of August 2018, by and between the Consortium of the Chief Local Elected Official (CLEO), the Local Elected Official (LEOs) of Bedford, Coffee, Franklin, Giles, Hickman, Lawrence, Lewis, Lincoln, Marshall, Maury, Moore, Perry and Wayne counties in Middle Tennessee, all political subdivisions of the State of Tennessee (hereinafter referred to as the Consortium), and the Southern Middle Tennessee Local Workforce Development Board (hereinafter referred to as the Board) pursuant to the Workforce Innovation and Opportunity Act of 2014.

Whereas, the Workforce Innovation and Opportunity Act of 2014 was enacted by the Congress of the United States and signed into law by the President of the United States, has developed a unified training system that will increase the employment, retention and earnings by participants, and as a result improve the quality of the workforce, reduce welfare dependency, and enhance productivity and competitiveness; and

Whereas, the Workforce Innovation and Opportunity Act of 2014 (the "Act") requires the Governor to designate a local Workforce Development Board (LWDB) to promote the effective delivery of job training services and further provides that a consortium of general purpose local governments may constitute such an area; and

Whereas, the Local Elected Officials of Bedford, Coffee, Franklin, Giles, Hickman, Lawrence, Lewis, Lincoln, Marshall, Maury, Moore, Perry and Wayne counties have entered into an agreement to form such consortium for the purposes of the Act; and

Whereas, the Act requires the establishment of a Local Workforce Development Board (the Board) to provide policy guidance and exercise oversight of activities under the job training program for its LWDA in partnership with the Consortium; and

Whereas, it is the responsibility of the parties to determine procedures and policies for local board membership, the Development of a Workforce Development plan, the approval of a LWDA budget.

Now, therefore, the parties agree as follows:

1. Local Board Membership:

The CLEO will assure adherence to the LWDB composition as outlined in WIOA Section 107(b) (2). The Board shall have a majority, as defined as greater than 50% of all Board membership, of business representatives. Business representatives must be owners of businesses, chief executives, operating officers, or other business executives or employers with optimum policy making or hiring authority; represent businesses with employment opportunities that reflect the employment opportunities of the local area; and are appointed from among individuals nominated by local business organizations and business trade associations. The Chairperson of the Board shall be elected from among the members of the Board and be a representative of the private sector in accordance with WIOA section 117 (b)(5).

A. Terms:

A member's term shall begin upon the date of the nomination form unless otherwise specified in the TDLWD status sheet received regarding each nomination. The member may continue to serve in good standing until reaffirmed or replaced. There is no limit on the number of successive terms that can be served. Any vacancy in the membership of the Board shall be filled in the same manner as the original appointment. Where applicable, successor appointments will serve the remainder of the vacancy term and is eligible for appointment to a full term by the CLEO.

B. Nomination:

Nominations for LWDB member's positions that represent business, labor, community-based organization and education shall require the CEO or head official from one of the organizations pertaining respectively to business, labor, or community-based organizations or education to perform the following tasks:

1. Sign the Local Workforce Board Nomination form; and
2. Sign a letter identifying the individual being nominated by his or her organization. This letter must also acknowledge the nominee's optimum policy making authority and include a short bio or resume; and,
3. Submit this letter to the CLEO of the LWDB.

Anyone making any other nominations or recommendations for other representative positions on the local board shall follow the same procedures as listed above (1-3).

C. Appointment:

The CLEO shall appoint the members of the Board in accordance with the criteria established by the Governor of the State of Tennessee under WIOA, as amended from time to time.

D. Change in Status;

Any LWDB member who no longer holds the position or status that made them eligible must resign or be removed by the CLEO immediately as a representative of that entity.

E. Mid-Term Appointments:

Any member replacing an out-going member in mid-term will serve the remainder of the out-going member's term and will be eligible for a full term appointment by the CLEO.

F. Vacancies:

LWDB vacancies shall be filled within a reasonable amount of time of the vacancy. The CLEO is authorized to make all reappointment of members.

G. Removal:

Any member of the Board shall be removed for cause when such member: no longer holds the position or status as an eligible Board member as described in Section 117(b) (2); or, has been determined by the Board to have violated conflict of interest rules; or, has been determined by the Board to have committed fraud or abuse in such members capacity as a member of the Board. Board members may be removed for other factors as determined by the WIOA Area SM Local Workforce Development Board by-laws. Any member of the Workforce Development Board may be removed for cause by a two-thirds (2/3) vote at a meeting, at which a quorum is present, in accordance with this article. Cause for removal shall include: a change in employment that results in a change of membership classification, failure or refusal to work cooperatively with the Board and to abide by the By-laws, and other causes as determined by the Board.

2. Relationship between Chief Elected Official, Local Elected Officials, and the Local Workforce Development Board:

A. Local Plan Requirements:

The Local Workforce Development plan shall be developed by the South Central Tennessee Development District (Administrative Entity) in partnership with the LWDB. The CLEO shall approve such plan and any amendments or modifications.

B. Budget and Approval:

The LWDB shall develop the LWSM budget with the assistance of the Administrative Entity staff. SCTDD shall be responsible for the administration of all funds and activities at the direction of the Board pursuant to the requirements of the Act. Such administration shall include the Development of the budget, subject to the approval of the Board, to carry-out Workforce Innovation and Opportunity Activities under the Act.

C. Workforce System Operator:

The LWDB, in consultation with the CLEO, shall be responsible for the oversight and selection of the Local Workforce System Operator. The LWDB must designate a Partner Consortium to ensure seamless service delivery within the American Job Center locations.

D. Local Board Policy:

All operating policies and procedures shall be approved by a majority vote of the LWDB.

3. Monitoring, Performance, and Oversight of LWDA:

Designated One-Stop Operator will be responsible for the oversight and monitoring of the WIOA programs administered in the Southern Middle Tennessee LWDA. One-Stop Operator will report to the Board regarding performance by utilizing a scorecard to develop in conjunction with the Local Board staff and the One-Stop Operator staff.

4. Communication:

LEOs and County Chambers notify staff of LWDB when a meeting is scheduled within the county regarding Workforce Development needs. A member of the LWDB staff will attend these meetings to identify how WIOA may assist with Workforce Development needs.

5. Amendments:

Should the occasion arise for an amendment to this agreement (Example: Change in composition of the LWDB/newly elected official, etc.) LWDA will amend the agreement and submit to each party for review and signatures.

By signing this agreement, you are acknowledging that you have read, understood, and will comply with the current Partnership agreement.

This agreement is entered into on Behalf of:

Consortium of Local Elected Officials



T.R. Williams, Chief Local Elected Official



Keith Durham, Board Chair



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SERVICES
220 French Landing Drive Nashville, TN 37243-1002
(615) 741-1031

Interlocal Agreement

LWDA: Southern Middle TN

1) State the Purpose of This Agreement: Describe the purpose and the term of the Interlocal Agreement.

To provide coordination by defining the responsibilities, duties, and liabilities between the LEOs, ultimately, providing a clear, organized plan for the CLEO and LEOs to carry out their vision for how the local area will operate. The designated CLEO will serve as the Chair and signatory authority for the LEOs to execute any documents as may be reasonably necessary to implement, including agreements, grants, and plans. The term of this Agreement will be July 1, 2018 through June 30, 2020.

2) Designation of a Chief Local Elected Official (CLEO): Explain who is selected as CLEO within the Local Workforce Development Area.

The LEO governing board shall require a majority to select the CLEO. This includes when the CLEO resigns, retires, or does not retain office. The process includes:

- Selection/appointment of the CLEO, which includes steps to ensure that their duties would not create, or be perceived to create, a conflict of interest between the consortium of LEOs, LWDB, Fiscal Agent, or other administrative entities;
- The CLEO will serve as the signatory for the LEOs;
- If the CLEO resigns, retires, or does not retain office, the LEOs shall convene a meeting no later than 60 days following notice of the CLEO's change in status in order to select a new CLEO.
- LEOs and CLEO shall select the One-Stop Operator through competitive procurement in partnership with the LWDB
- All decisions made by the CLEO on behalf of the Local Elected Officials shall carry out the functions as referenced in WIOA Section 107(d)(12)(B).
- Name, title, and contact information of the appointed CLEO:

T.R. Williams, CLEO
Lawrence County Executive
200 West Gaines, Suite 201
Lawrenceburg, TN 38464
TRWilliams@lawcotn.org
Office: 931.766-4121

3) Participating Local Elected Officials (LEOs): In **Appendix A - located on page 4** of this document - list all LEOs within the LWDA and include: name, representation, contact

Workforce Development. The LWDB will approve the budget by majority vote. The fiscal agent will submit fiscal performance reports to the LWDB on a quarterly basis.

9) LWDB Member Representation: Outline how LEOs will ensure LWDB representation is fair and equitable across the LWDA and is in accordance with WIOA policy regarding LWDB member nominations.

Local board membership, nomination, appointment, change in status, mid-term appointment, and removal are based on the Workforce Services Policy-Local Governance TN WIOA (16-11). All board members should be in positions of optimum policy-making authority within each of the entities they are representing; even those representing more than one. Term limits are based on occupancy of positions and offices (required for membership, held by members serving on the board).

10) Selection of a New Chief Elected Official: When applicable the newly elected CLEO or LEO must submit a written statement to the LWDB acknowledging that they have read, understood, and will comply with the Interlocal Agreement. Agreements must be reviewed within 90 days of county mayor elections to determine if updates are needed. Signing below demonstrates that the newly elected individual understands their roles and responsibilities. Please carry this out on **Appendix D on page 9** of this document.

11) Election of a County Mayor: When applicable, the newly selected county mayor (LEO) must submit a written statement to the LWDB acknowledging that they have read, understood, and will comply with the current Interlocal Agreement. Please carry this out on **Appendix D on page 9** of this document.

In the event that a new county mayor is elected, the LWDB is required to inform the new LEO(s)-in a timely manner-of their responsibilities and liabilities as well as the need to review and update any written agreements among the LEOs. Once the new LEO has had an opportunity to review the Interlocal Agreement they must submit a written statement to the LWDB acknowledging that they:

- Have read, understood, and will comply with the current Interlocal Agreement.
- Reserve the option to request negotiations to amend the Interlocal Agreement via written statement to the CLEO at any time during the official's tenure as a LEO.
- August Elections: Agreements must be reviewed within ninety (90) days of county mayor elections to determine if updates are needed (**See Appendix D**).

12) Amendment or Change to the Interlocal Agreement: Outline the process for amendments or changes to the Interlocal Agreement. Remember: all amendments or changes must be submitted to the LEOs, LWDB, and the TDLWD.

It is agreed that no modification, amendment or alteration of the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith. All amendments or changes must be submitted to the Local Elected Officials, Local Workforce Development Board and the Tennessee Department of Labor and Workforce Development.

13) LWDB Performance:

Determine how the CLEO and LEOs will monitor and review the performance of the LWDA to ensure each county's workforce goals and needs are being addressed. Determine and

monitor the performance of the One-Stop system to ensure the system maintains an efficient and effective capacity to serve the LWDA.

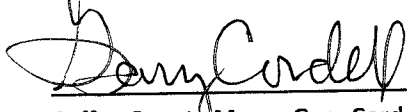
The CLEO and LEOs will require quarterly performance status reports that will be submitted by the WIOA Program Director. Procurement of the One-Stop Operator and provider of career services will identify county needs and goals.

Appendix A: Signatures of LEOs

Participating Local Elected Officials (LEOs) Signatures:



Bedford County Mayor Chad Graham
1 Public Square, Suite 101
Shelbyville, TN 37160
(931)684-7933 FAX: (931)684-8697
Email: chad.graham@bedfordcountyttn.org



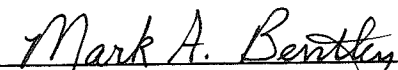
Coffee County Mayor Gary Cordell
1329 McArthur Street, Suite 1
Manchester, TN 37355
(931) 723-5100 FAX (931) 723-5152
Email: myor@coffeecountyttn.org



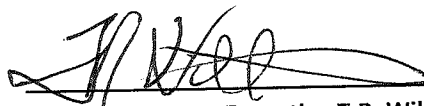
Franklin County Mayor David Alexander
855 Dinah Shore Blvd, Suite 3
Winchester, TN 37398
(931)967-2905 FAX: (931)962-0194
Email: dalexander@franklincotn.us



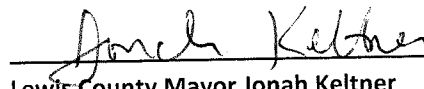
Giles County Executive Melissa Greene
Giles County Courthouse
P.O. Box 678
Pulaski, TN 38478
(931)363-5300 FAX: (931)363-2068
Email: mgreene@gilescountyttn.gov



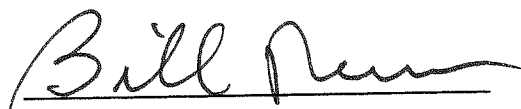
Hickman County Mayor Mark Bentley
114 North Central Avenue, Suite 204
Centerville, TN 37033
(931)729-2492 FAX: (931)729-6150
Email: mayor@hickmanco.com



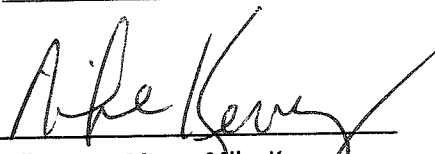
Lawrence County Executive T.R. Williams
Lawrence County Courthouse
200 West Gaines Street, Suite 201
Lawrenceburg, TN 38464
(931)766-4121 FAX: (931)766-2219
Email: trwilliams@lawcotn.org



Lewis County Mayor Jonah Keltner
110 North Park, Room 108
Hohenwald, TN 38462
(931)796-3378 FAX: (931)796-6010
Email: jonahkeltner@hotmail.com



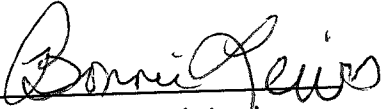
Lincoln County Mayor Bill Newman
112 Main Avenue South, Room 101
Fayetteville, TN 37334
(931)433-3045 FAX: (931)433-9979
Email: mayor@lc-tn.com



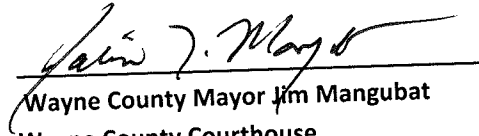
Marshall County Mayor Mike Keny
1108 Courthouse Annex
Lewisburg, TN 37091
(931)359-1279 FAX: (931)359-0539
Email: mkeny@marshallcountyttn.com



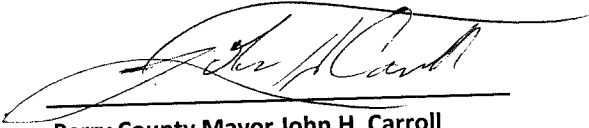
Maury County Mayor Andy Ogles
Maury County Courthouse
Columbia, TN 38401
(931)375-1000 FAX: (931)375-1019
Email: aogles@maurycounty-tn.gov



Metro Mayor/Moore Bonnie Lewis
Metro Moore County Courthouse
Lynchburg, TN 37352
(931)759-7076 FAX: (931)759-6394
Email: mayorlewis@metromoorecounty.org



Wayne County Mayor Jim Mangubat
Wayne County Courthouse
P.O. Box 848
Waynesboro, TN 38485
(931)722-3653
Email: Jim.mangubat@waynecountytn.org



Perry County Mayor John H. Carroll
Perry County Courthouse
P.O. Box 16
Linden, TN 37096
(931)589-2216 FAX: (31)589-2215
Email: john37096@gmail.com

Appendix B: Designation of the Fiscal Agent

This document is to acknowledge the designation, by the Chief Local Elected Official, of a Fiscal Agent to act as the grant subrecipient. By signing this document the Fiscal Agent has read and understood the responsibilities and liabilities of the role as subrecipient described in WIOA Section 107(d)(12)(B)(i)(II). This document is only an acknowledgement that the Fiscal Agent has been designated. Contracts between the Fiscal Agent and the CLEO should ensure that the Fiscal Agent's roles and responsibilities are clearly outlined, and include the functions stated in 20 CFR 679.420.

Fiscal Agent Name: South Central Tennessee Development District

Representation: Jerry Mansfield, Executive Director

Contact Info: 101 Sam Watkins Blvd.
Mt. Pleasant, TN 38474
(931)379-2640

Signature:

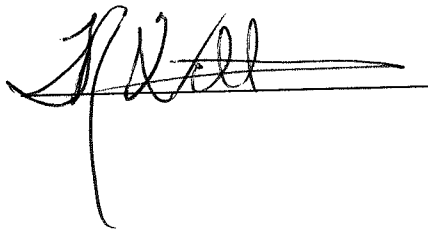


CLEO Name: Lawrence County Executive T.R. Williams

Representation: T.R. Williams, Lawrence County Executive

Contact Info: 200 West Gaines, Suite 201
Lawrenceburg, TN 38464

Signature:



Appendix C:

The LEOs must sign to acknowledge their responsibility of financial liability as the recipient of grant funds.

The LEOs must sign to acknowledge their responsibility of financial liability as the recipient of grant funds. Utilize this section to describe the percentage or amount of liability assigned to each county or local unit of government in terms of fiscal responsibility in the event of misuse or misappropriation of WIOA funds. This is required under 20 CFR 683.71 O(b)(2).


Bedford County

Percentage of Liability: 10%


Bedford County Mayor Chad Graham


Lawrence County

Percentage of Liability: 11%


Lawrence County Mayor T.R. Williams

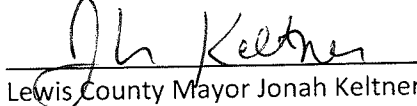
Coffee County

Percentage of Liability: 14%


Coffee County Mayor Gary Cordell


Lewis County

Percentage of Liability: 3%


Lewis County Mayor Jonah Keltner

Franklin County

Percentage of Liability: 8%


Franklin County Mayor David Alexander

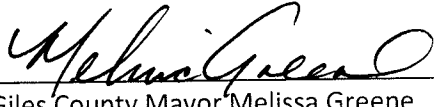
Lincoln County

Percentage of Liability: 9%


Lincoln County Mayor Bill Newman


Giles County

Percentage of Liability: 6%


Giles County Mayor Melissa Greene

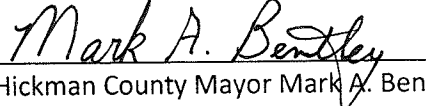
Marshall County

Percentage of Liability: 7%


Marshall County Mayor Mike Keen

Hickman County

Percentage of Liability: 5%


Hickman County Mayor Mark A. Bentley

Maury County

Percentage of Liability: 19%


Maury County Mayor Andy Ogles

Metro-Moore County

Percentage of Liability: 1%



Metro Mayor-Moore County Bonnie Lewis

Perry County

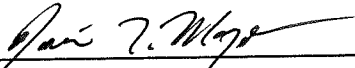
Percentage of Liability: 2%



Perry County Mayor John H. Carroll

Wayne County

Percentage of Liability: 5%



Wayne County Mayor Jim Mangubat

Appendix D:

When applicable the newly elected CLEO or LEO must submit a written statement to the LWDB acknowledging that they have read, understood, and will comply with the Interlocal Agreement. Agreements must be reviewed within 90 days of county mayor elections to determine if updates are needed. Signing below demonstrates that the newly elected individual understands their roles and responsibilities.

Newly Selected CLEO:

Name: T.R. Williams, CLEO
Lawrence County Executive
200 West Gaines, Suite 201
Lawrenceburg, TN 38464
TRWilliams@lawcotn.org
Office: 931.766-4121

Signature: _____

Newly Selected LEO:

Name:
Representation:
Contact Info:

Signature: _____

Newly Selected LEO:

Name:
Representation:
Contact Info:

Signature: _____

Newly Selected LEO:

Name:
Representation:
Contact Info:

Signature: _____

County Allocations

County	County	County	County	County					
Anderson	\$426,551	Decatur	\$109,674	Henderson	\$293,082	Maury	\$509,319	Sequatchie	\$106,590
Bledford	\$281,236	DeKalb	\$125,889	Henry	\$232,750	McMinn	\$367,972	Sevier	\$698,484
Benton	\$159,492	Dickson	\$259,312	Hickman	\$134,714	McNairy	\$215,637	Shelby	\$7,962,005
Bledsoe	\$103,082	Dyer	\$334,534	Houston	\$85,927	Meigs	\$115,500	Smith	\$98,676
Bloount	\$681,017	Fayette	\$262,865	Humphreys	\$161,421	Monroe	\$288,794	Stewart	\$109,771
Bradley	\$593,364	Fentress	\$148,061	Jackson	\$105,248	Montgomery	\$1,050,128	Sullivan	\$1,148,341
Campbell	\$362,903	Franklin	\$228,748	Jefferson	\$358,962	Moore	\$25,791	Sumner	\$712,646
Cannon	\$72,725	Gibson	\$404,773	Johnson	\$110,199	Morgan	\$169,251	Tipton	\$500,393
Carroll	\$289,563	Giles	\$152,693	Knox	\$2,438,569	Obion	\$307,311	Trousdale	\$42,983
Carter	\$417,798	Grainger	\$148,867	Lake	\$77,843	Overton	\$153,238	Unicoi	\$162,040
Chatham	\$176,798	Greene	\$546,545	Lauderdale	\$306,181	Perry	\$66,571	Union	\$127,960
Chester	\$126,115	Grundy	\$114,291	Lawrence	\$309,339	Pickett	\$47,497	Van Buren	\$42,580
Clayborne	\$242,990	Hamblen	\$385,179	Lewis	\$93,917	Polk	\$124,937	Warren	\$228,644
Clay	\$67,877	Hamilton	\$2,192,010	Lincoln	\$242,180	Putnam	\$509,154	Washington	\$807,629
Cocke	\$335,502	Hancock	\$71,597	Loudon	\$277,923	Rhea	\$343,840	Wayne	\$131,853
Coffee	\$383,988	Hardeman	\$230,772	Macon	\$113,811	Roane	\$359,181	Weakley	\$306,061
Crockett	\$111,921	Hardin	\$193,124	Madison	\$751,523	Robertson	\$285,808	White	\$158,012
Cumberland	\$410,282	Hawkins	\$360,508	Marion	\$232,918	Rutherford	\$1,358,106	Williamson	\$589,712
Davidson	\$3,503,328	Haywood	\$174,177	Marshall	\$192,732	Scott	\$240,936	Wilson	\$539,710



Procurement Policy

1. Purpose

The purpose of this policy is to ensure that goods and services purchased for the performance of a federal grant are obtained in a cost-effective manner and in compliance with federal regulations. This policy applies to South Central Tennessee Development District (SCTDD) in all forms to include all departments, subsidiaries and divisions within.

Purchasing

The South Central Tennessee Development District manages approximately forty State and Federal Awards. As a requirement of procurement compliance with all State and Federal awards, SCTDD will ensure adherence to methods of the individual awarding agency procurement systems. All purchases and reimbursement of the cost of goods, materials, supplies, equipment, and/or contracted services from Grant Contract/Award(s) shall be made in compliance with the Uniform Guidance 2 CFR Part 200, Subpart D (200.317 - 200.326). If any portion of South Central Tennessee Development District's Procurement policy conflicts with Federal or State policy, the more stringent of the policies will prevail. The following policy is to be utilized as guide but not to conflict with general rule for allowability and guidance found in Uniform Guidance and general rules 2 CFR Part 200.

2. Scope

This policy applies to Program Directors and any other employees ("buyer") authorized to initiate and/or approve purchases paid with federal grant funds.

3. Responsibility

The Program Director is responsible for determining whether a purchase is allowable under the terms of the federal grant and will ensure purchases are in accordance with this policy. The Purchasing Agent will provide decision support upon request. The Purchasing Agent is responsible for ensuring that all applicable bid and quote documentation is present before finalizing the purchase.

4. Code of Conduct

As representatives of the SCTDD, all employees are expected to conduct themselves in a professional and ethical manner, maintaining high standards of integrity and the use of good judgment. Employees are expected to be principled in their business interactions and act in good faith with individuals both inside and outside. The following Code of Conduct shall govern the performance, behavior and actions of the SCTDD, board members, employees, directors, volunteers, and agents who are engaged in any aspect of procurement, including – but not limited to – purchasing goods and services; awarding contracts and grants; or the administration and supervision of contracts.

Code of Conduct

- a. No employee, officer, board member, volunteer or agent may participate in the selection, award, or administration of a contract supported by a federal award if

he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, board member or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein has financial or other interest in or a tangible personal benefit from a firm considered for a contract. It is the responsibility of the employee, officer, board member or its agents to report the conflict of interest immediately to the Executive Director, Finance Director and Purchasing Agent.

b. No employee, officer, director, volunteer or agent of the SCTDD shall do business with, award contracts to, or show favoritism toward a member of his/her immediate family, spouse's family or to any company, vendor or concern who either employs or has any relationship to a family member; or award a contract or bid which violates the spirit or intent of Federal, State and local procurement laws and policies established to maximize free and open competition among qualified vendors.

c. The SCTDD employees, officers, directors, volunteers or agents shall neither solicit nor accept gratuities, gifts, consulting fees, trips, favors or anything having a monetary value from a vendor, potential vendor, or from the family or employees of a vendor, potential vendor or bidder; or from any party to a sub-agreement or ancillary contract.

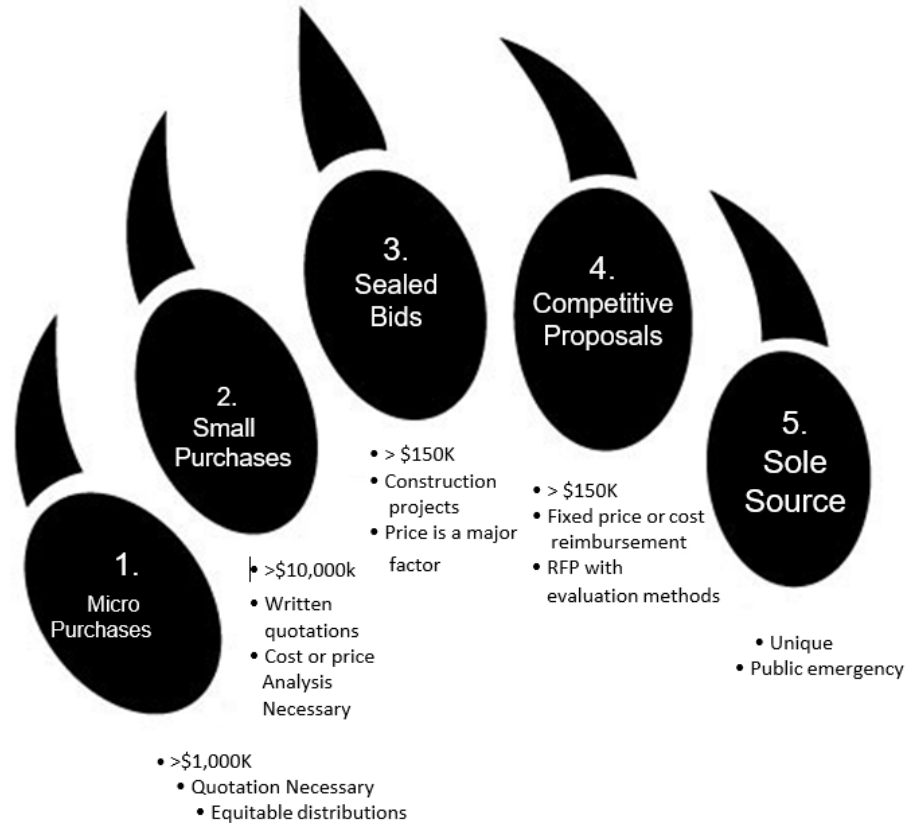
5. Overview

All purchases in excess of \$5,000.00 shall have the prior approval of the Finance Director and the Executive Director.

To promote compliance with federal regulations, the SCTDD requires buyers to perform a measure of cost/price analysis when making purchases under federal grants. Buyers shall avoid purchasing unnecessary items. All vendor bids and quotations must be evaluated on the basis of product quality, technical compliance with specifications, total cost, and the vendor's acceptance of the SCTDD terms and conditions. Before beginning vendor selection, buyers should be sure that they have a clear and accurate description of the requirements for the material, product, or service being acquired so that a fair and equitable comparison of price and/or cost can be made. Whenever possible, three price quotes should be obtained for all goods and services. The vendor selection process for goods and services valued at less than \$1,000 need not be documented or maintained as part of the transaction record. The vendor selection process for goods and services in excess of \$1,000 and up to \$10,000 require three competitive bids or quotes to be obtained and retained in procurement files. The vendor selection process for goods and services in excess of \$10,000 requires a "Request for Proposal" (RFP), Invitation to Bid" (IFB) OR "Request for Quote" (RFQ) be prepared and three written competitive bids obtained and retained in procurement files. The vendor selection process for goods and services will adhere to the

procurement law section 200.320 to include a stringent modification to micro and small purchases. Federal Uniform Guidance 2 CFR Part 200.113 – 200.326. State guidelines for procurement and bid opening should be resourced for updated information and/or revisions prior to each large procurement to ensure compliance above and beyond this policy.

Procurement “Claw” (Section 200.320)



6. Cost and Price Analysis

Some form of cost or price analysis must be made in connection with every procurement action. The vendor selection process for goods and services valued at less than \$1,000 need not include written bids or quotes to be documented or maintained as part of the transaction record. However, in a good faith effort the process of cost and price analysis should be completed. The vendor selection process for goods and services in excess of \$1,000 and up to \$10,000 require three competitive written bids or quotes to be obtained and retained in procurement files. Price analysis is used when it is a lump sum fixed price. Cost analysis may be used where it is a cost-reimbursement purchase or where there is only one prospective bidder and no comparable goods are services are available to be compared.

- Price analysis involves a comparison of marketplace prices.
- Cost analysis involves an examination of all the elements used in calculating a contract’s total estimated cost. It requires the review and evaluation of each element of cost to

determine whether it is reasonable, allocable to that grant program, and an allowable cost for that grant program.

Process of Purchase

- 1. Initiation of Purchase:** Any staff member may initiate a purchase. When a purchase is initiated, a standard requisition describing the type of item and quantity desired is prepared and signed by the staff member initiating the purchase. Applicable price quotation, bids or competitive bid documents should be attached to the requisition.

- 2. Authorization of Purchase:** The Department Director must give approval and sign the requisition.

- 3. Qualification of and Selection of Vendors:** All vendors providing supplies, equipment, or services shall be reputable firms having demonstrated capacity to produce or provide supplies, equipment, services, and other items within a reasonable time or within specific time limits established by the purchaser. Vendors shall be subject to disqualification if they misrepresent quality, quantity, or price of what is being purchased. Vendors that exceed reasonable time limits shall also be disqualified. The South Central Tennessee Development District & The South Central Area Transit Service, certifies to the best of its knowledge and belief, that it and its principals: In any transaction with a contractor that exceeds \$25,000, SCTDD's procurement personnel should access the System for Award Management ("SAM"), which may be found at <https://www.sam.gov/portal/public/SAM/#1>, to determine whether the contractor has been debarred or suspended from entering into contracts that utilize federal funds.
 - A. A screen print of the URL Search should be printed on the day of search and added to the procurement documentation. The search will signify that selected vendors are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
 - B. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
 - D. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or Local) terminated for cause or default.

Where South Central Tennessee Development District, is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this proposal.

- 4. Noncompetitive proposals:** Also known as sole-source procurement, this may be appropriate only when specific criteria are met. Examples include when an item is available only from one source, when a public emergency does not allow for the time of the competitive proposal process, when the federal awarding agency authorizes, or after a number of attempts at a competitive process, the competition is deemed inadequate. A written memorandum explaining all emergency purchases and all other sole-source purchases exceeding \$1,000.00 shall be attached to the file copy of the purchase order.

All purchases in excess of \$5,000.00 shall have the prior approval of the Finance Director and the Executive Director.

- 5. Purchase Orders:** All purchase orders (except when specific exceptions are permitted) are made by submitting consecutively numbered purchase order forms to vendors. The exceptions include contracts for professional services (where the contract serves as detailed documentation), bills for utilities and office rental, and emergency telephone orders.

Every purchase order shall be in duplicate. The Program Director and / or Finance Director compares expenditures to the Line-Item Budget. Only the Purchasing Agent, Finance Director or the Executive Director has the authorization to sign purchase orders. The original is submitted to the vendor; the first copy is filed numerically; it constitutes an official authorization for disbursement after the order has been satisfactorily filled, and the second copy is filed with the invoice.

- (a) Receipt of supplies and equipment shall be certified by a staff member who has been assigned responsibility for receipt of all purchased items. Deliveries shall be compared against packing slip or invoice and shall be examined for conformance to specifications in the order. The packing slip or invoice shall be signed if the delivery conforms to the order. If the invoice does not accompany the delivered goods, the signed packing slip shall be compared to the invoice prior to the invoice being approved for payment. The invoice, requisition, and second copy of the purchase order shall be filed in invoice date order, alphabetically by vendor name.
- (b) The billing or invoice shall be matched with the signed invoice, purchase order or requisition. The billing or invoice shall be examined to ensure that the amount requested for payment matches cost, types, and quantities shown on the signed invoice(s).
- (c) The Finance Department then reviews the invoice, purchase order, requisition, and billing and certifies the payment. No invoice or bill will be paid without such certification.

- (d) Purchase orders are not required for utility services (telephone, gas, electricity) or for rental / lease payments. Invoices for these services are to be reviewed by the Finance Director and paid in accordance with standard procedures for disbursement of funds.

6. Disbursement of Funds: Upon proper certification of invoices and bills, the Finance Director makes disbursements in accordance with standard procedures for the issuance of checks.

All purchases for the reimbursement for the cost of goods, materials, supplies, equipment, and/or contracted services from Grant Contract/Award(s) shall be made in compliance with the 2 CFR Part 200, Subpart D (200.317 - 200.326)

LWSM Title VI Training Plan

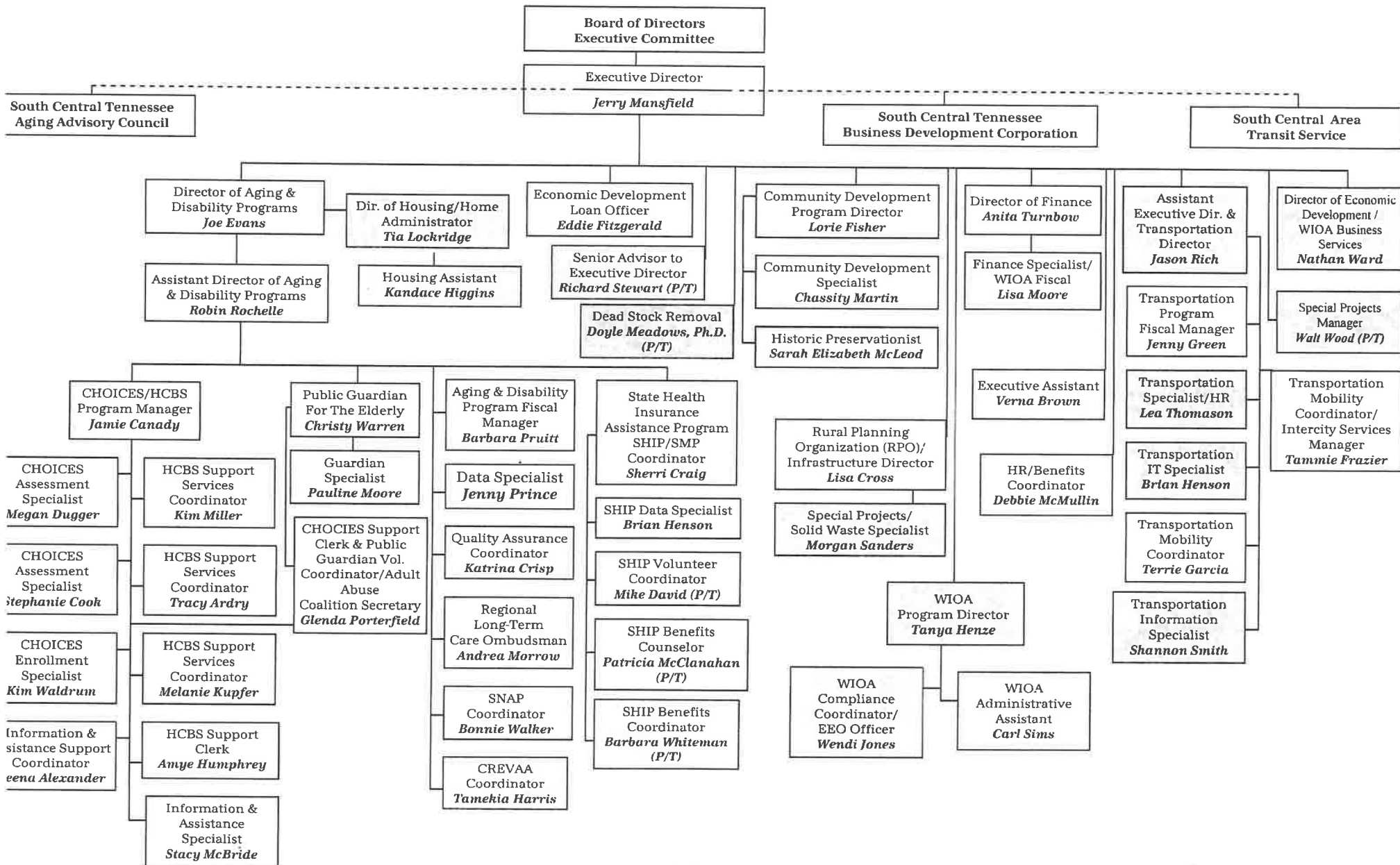
The One Stop Operator as well as the Career Service Provider staff has attended Title VI training. Members of the LSMWB are aware of the requirements to ensure that providers of services throughout the AJC system are trained, but not limited to, areas such as EEO, Conflicts of Interest, and Title VI. Training shown below.

https://www.youtube.com/watch?v=MU_SfdA6E5w&t=36s

https://www.youtube.com/watch?v=Su_SRI6APU4&t=7s

<https://www.youtube.com/watch?v=yjpxEyr35Qw&t=4s>

South Central Tennessee Development District Organizational Chart— FY19



- New SCTDD Staff
- Changed Position and/or Title Change



Southern Middle Tennessee Local Workforce Board

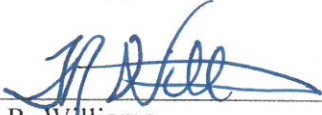
SUBJECT: Southern Middle Tennessee Local Workforce Development Board, Local Plan

FROM: T.R. Williams,
Chief Local Elected Official,
LSMWB

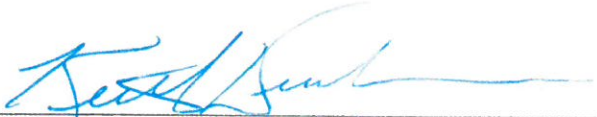
Keith Durham,
Chairman,
LSMWB

The Attached Local Plan represents the Southern Middle Tennessee Local Workforce Development Board's efforts to maximize resources available under Title I of the Workforce Innovation and Opportunity Act and, to coordinate these resources with other state and local programs in the Workforce Area.

We certify that we will operate our Workforce Development Program in accordance with this plan and applicable federal and state laws and regulations.



T.R. Williams,
Chief Local Elected Official,
LSMWB



Keith Durham,
Chairman,
LSMWB



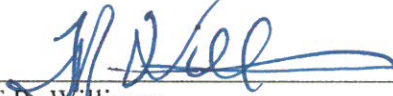
Southern Middle Tennessee Local Workforce Board

SUBJECT: Southern Middle Tennessee Region, Regional Plan

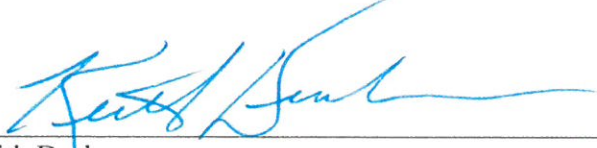
FROM: T.R. Williams
Chief Local Elected Official
LSMWB

Keith Durham,
Chairman,
LSMWB

I certify that as the Southern Middle Tennessee Local Workforce Development Board will operate within the guidelines of the Regional Plan in accordance with this plan and applicable federal and state laws and regulations.



T.R. Williams,
Chief Local Elected Official,
LSMWB



Keith Durham,
Chairman,
LSMWB