



Dutchess County
LOCAL PLAN

JULY 1, 2017 - JUNE 30, 2021

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Strategic Planning Elements

LWDB and Regional Demand Lists are now maintained online at:
<https://labor.ny.gov/workforcenypartners/lwda/lwda-occs.shtm> .

I attest that the priority ranked list of the local area's demand occupations was last updated on 8/31/17.

How is this information shared with the Board? What was the last date on which it was shared?

This information was presented and adopted at the 10/28/2017 Board Meeting. It is posted on the Dutchess County Workforce Investment Board's website: www.dcwib.org.

a. Provide an analysis of regional economic conditions, including:

i. Existing and emerging in-demand sectors and occupations; and

The Mid-Hudson Region's WORK initiative seeks to attract and retain quality jobs in mature and emerging clusters including biotech, advanced and high-tech manufacturing, information technology, financial and professional services and distribution.

In Dutchess County, four targeted industries have been identified. Including IT and IT Related Industries, Advanced Manufacturing, Healthcare and Biotechnology.

IT AND RELATED IT INDUSTRIES

Software Developers, Applications (15-1132)

Computer User Support Specialists (15-1151)

Network and Computer Systems Administrators (15-1142)

ADVANCED MANUFACTURING

Maintenance and Repair Workers, General (49-9071)

Welders, Cutters, Solders and Brazers (51-4121)

Computer controlled machine tool operators metal and plastic (51-4011)

Computer Hardware Engineer (17-2061)

HEALTHCARE

PCA (39-9021)

Home Health Aid (31-1011)

CNA (31-1014)

Registered Nurses (29-1141)

Dental Assistants (31-9091)

Medical Assistant (31-9092)

ADMINISTRATIVE SUPPORT SERVICES

Janitors and Cleaners (37-2011)

Security Guards (33-9032)

Customer Service Representative (43-4051)

Bookkeeping, Accounting and Auditing Clerks (43-3031)

Office Clerks (43-9061)

ii. **The employment needs of businesses in those sectors and occupations.**

In August 2017 Dutchess County had 6,082 unique job postings across all sectors as compared to 1,623 in 2012.

IN THE PAST TWO YEARS IN DUTCHESS COUNTY (EMSI Data)

Unique Job Postings- 149,408

Top 5 Job Postings- Retail Sales Associate, Travel Nurses, Dishwasher, Outside Sales Media Consults and Bank Tellers

Top Posted Occupations: Heavy and Tractor-Trailer Truck Drivers, Registered Nurses, First Line Supervisors of Retail Sales Workers, Retail Salespersons, Stock clerks and order fillers, Customer Service Representatives, Cashiers, First Line Supervisors of Food Preparation and Serving Workers, Medical and Health Service Managers, Social and Human Service Assistants

Top Posted Job Titles: Truck Drivers, CDL Drivers, RN's, Retail Sales Associates, Owner Operators, Sales Managers, Customer Service Rep, Flatbed Drivers, Over the Road Drivers and Customer Service Associates

In Demand Skills: Merchandising, Finance, Nursing, Clinical Works, Selling Techniques, Urgent Care, Oncology, Home Care, Restaurant Operation, Purchasing

Top Companies Hiring- Health Quest, CRST International, Inc., CVS, Hogan Transports, Inc. Parallon Business Solutions, LLC., Shop- Rite, The Culinary Institute of America, Wel Companies, Inc., Blitz Media, Inc., The Home Depot

Top Cities- Poughkeepsie, Wappinger Falls, Fishkill, Rhinebeck, Hyde Park, Beacon, Hopewell Junction, Lagrangeville, Pleasant Valley and Amenia

IT AND RELATED IT INDUSTRIES-

Average monthly job postings - 78

Average Monthly Hires- 55

With the most positions: Computer User Support Specialists

Top Job Title: Client Support Specialists

Top Companies Posting include: Sutherland Global Services, Inc., IBM, Health Quest, Computer Task Group and CTG Inc.

Jobs available in Poughkeepsie, Fishkill, Wappinger Falls, Hopewell Junction, Hyde Park, East Fishkill, Beacon, Arlington, Millerton and Dover Plains

ADVANCED MANUFACTURING

Average monthly job postings - 54

Average Monthly Hires- 100

With the most positions: Maintenance and Repair Workers, General

Top Job Title: Maintenance Workers

Top Companies Posting include: IBM, The Home Depot, Health Quest, McDonalds, Aramark, Gold's Gym, Global Foundries, Marriot

Jobs available in Poughkeepsie, Fishkill, Wappinger Falls, Hopewell Junction, Millbrook, Hyde Park, Lagrangeville, Castle Point, Staatsburg and New Hamburg

HEALTHCARE

Average monthly job postings - 650

Average Monthly Hires- 364

With the most positions: Registered Nurses (2nd- Travel Nurses)

Top Job Title: Maintenance Workers

Top Companies Posting include: Health Quest, Parallon Business Solutions, Supplemental Health Care, Favorite Healthcare Staffing, Inc., US Department of the Air Force, White Gloves Carpet Care, Department of Veterans Affairs, Fresenius Medical Care, Wingate Health Care

Jobs available in Poughkeepsie, Rhinebeck, Fishkill, Wappinger Falls, Beacon, Castle Point, Hyde Park, Hopewell Junction, Lagrangeville, Amenia

ADMINISTRATIVE SUPPORT SERVICES

Average monthly job postings - 216

Average Monthly Hires- 604

With the most positions: Customer Service Representatives

Top Job Title: Customer Service Representatives (2nd- Security Guard)

Top Companies Posting include: Health Quest, Family Dollar Store, The Home Depot, BJ's Wholesale Club, Shop-Rite, Sears, Best Buy, Allied Universal

Jobs available in Poughkeepsie, Wappinger Falls, Fishkill, Rhinebeck, Hyde Park, Lagrangeville, Amenia, Beacon, Hopewell Junction, Pleasant Valley

- b. Describe the knowledge, skills, and abilities needed to meet the employment needs of businesses, including those in in-demand sectors and employing individuals in demand occupations.

IT AND IT RELATED INDUSTRIES				TOP KSA'S NEED FOR EMPLOYER		
	Demand Level- High Med Low	Outlook	Minimum Education Required	Knowledge	Skills	Abilities
Software Developers, Applications (15-1132)	High	Bright	Bachelors	Computer and electronics Engineering and Technology Mathematics	Programming Systems Analysis Systems Evaluation	Information Ordering Mathematical Reasoning Selective Attention
Computer User Support Specialists (15-1151)	High	Bright	High School	Computers and Electronics Telecommunications Engineering and Technology	Systems Analysis Monitoring Complex Problem Solving	Information Ordering Inductive Reasoning Fluency of Ideas
Network and Computer Systems Administrators (15-1142)	High	N/A	High School	Computers and Electronics Mathematics Engineering and Technology	Systems Evaluation Equipment Maintenance Critical Thinking	Information Ordering Selective Attention Mathematical Reasoning
ADVANCED MANUFACTURING				TOP KSA'S NEED FOR EMPLOYER		
	Demand Level- High Med Low	Outlook	Minimum Education Required	Knowledge	Skills	Abilities

Maintenance and Repair Workers, General (49-9071)	High	Bright	High School	Mechanical Public Safety and Security Building and Construction	Equipment Maintenance Operation and Control Quality Control Analysis	Information Ordering Selective Attention Manual Dexterity
Welders, Cutters, Solders and Brazers (51-4121)	High	Bright	Less Than HS	Engineering and Technology Building and Construction Production and Processing	Operation and Control Coordination Equipment Maintenance	Manual Dexterity Arm-Hand Steadiness Multilimb Coordination
Computer controlled machine tool operators metal and plastic (51-4011)	High	Bright	High School	Production and Processing Engineering and Technology	Operation Monitoring Equipment Maintenance	Near Vision Reaction Time
Computer Hardware Engineer (17-2061)	Med	N/a	Bachelors	Computers and Electronics Physics Mathematics	Coordination Systems Evaluation Critical Thinking	Mathematical Reasoning Selective Attention
HEALTHCARE				TOP KSA'S NEED FOR EMPLOYER		
	Demand Level- High Med Low	Outlook	Minimum Education Required	Knowledge	Skills	Abilities
PCA (39-9021)	High	Bright	Less than HS	Customer and Personal Service	Social Perceptiveness Active Listening	Inductive Reasoning Information Ordering
Home Health Aid (31-1011)	High	Bright	Less than HS	Customer and Personal Service	Service Orientation Monitoring	Arm Hand steadiness Inductive Reasoning
CNA (31-1014)	High	Bright	Less than HS	Medicine and Dentistry Customer and personal service Psychology	Coordination Monitoring Social Perceptiveness	Trunk Strength Deductive Reasoning Arm-Hand Steadiness
Registered Nurses (29-1141)	Low	Bright	Associates	Medicine and Dentistry Biology Sociology and Anthropology	Judgement and decision making Social Perceptiveness	Memorization Trunk Strength Deductive Reasoning
Dental Assistants (31-9091)	High	Bright	Post-secondary certificate	Medicine and Dentistry Psychology	Social Perceptiveness Monitoring	Arm-Hand Steadiness Finger Dexterity

Medical Assistant (31-9092)	High	Bright	Post- secondary certificate	Medicine and Dentistry Psychology Mathematics	Social Perceptiveness Time Management	Information Ordering Written Expression
ADMINISTRATIVE SUPPORT SERVICES				TOP KSA'S NEED FOR EMPLOYER- LIST 2 OR 3		
	Demand Level- High Med Low	Outlook	Minimum Education Required	Knowledge	Skills	Abilities
Janitors and Cleaners (37- 2011)	Low	Bright	Less Than HS	Customer and Personal Service English Language	Active Listening	Manual Dexterity Trunk Strength
Security Guards (33-9032)	High	Bright	High School	Public Safety and Security Customer Service	Critical Thinking Social Perceptiveness	Selective Attention Perceptual Speed
Customer Service Representative (43-4051)	High	Bright	High School	Clerical Computer and electronics Customer and Personal Service	Reading Comprehension Critical thinking Time Management	Speech Clarity Inductive Reasoning
Bookkeeping, Accounting and Auditing Clerks (43-3031)	High	Bright	High School	Economics and Accounting Mathematics Customer Service	Time Management Mathematics Critical Thinking	Information Ordering Mathematical Reasoning
Office Clerks (43- 9061)	High	Bright	High School	Clerical Customer and Personal Service	Time Management Social Perceptiveness	Oral Comprehension Selective Attention

c. Provide an analysis of the regional workforce, including:

i. Current labor force employment and unemployment numbers;

The August 2017 unemployment rate for the Hudson Valley Region is 4.5 percent. That is unchanged from July 2017 and up from 4.3 percent in August 2016. In August 2017, there were 51,800 unemployed in the region, down from 52,800 in July 2017 and up from 48,900 in August 2016. Year-over-year in August 2017, labor force increased by 14,900 or 1.3 percent, to 1,150,500. The Hudson Valley Region's August unemployment rate at 4.5 percent is ranked third among the 10 Labor Market Regions in New York State, trailing only the Capital Region (4.2 percent), and the Long Island Region (4.4 percent). Among the 7 counties in the region, Dutchess County (4.2 percent) had the lowest unemployment rate in August 2017.

ii. Information on any trends in the labor market; and

In Dutchess County, there were 120,533 jobs. Data (EMSI- QCEW, BLS and BEA data) projects a 4.2% increase through 2021. The median hourly earnings are reported at \$19.15 hour.

From January 2016 to September 2017 there were 844,911 total job postings of which 129,487 were unique. This shows a 7-1 Posting Intensity which indicates an average effort toward hiring for the position. Average monthly postings were 6,166 and average monthly hires were 7,076 for this period.

The Top 10 Occupations as of August 2017 (Source: EMSI Data)

1. Heavy and Tractor-Trailer Truck Drivers
2. Registered Nurses
3. Retail Salespersons
4. First-Line Supervisors of Retail Sales Workers
5. Unclassified Occupation
6. Stock Clerks and Order Fillers
7. Cashiers
8. Customer Service Representatives
9. First-Line Supervisors of Food Preparation and Serving Workers
10. Medical and Health Services Managers

iii. Educational and skill levels of the workforce in the region, including individuals with barriers to employment.

PROJECTIONS OF EDUCATIONAL ATTAINMENT THROUGH 2021

Education Level	2017 Population	2021 Population	2017 % of Population	2017 State % Population	2017 National % Population
Less Than 9th Grade	7,699	7,994	4%	7%	6%
9th Grade to 12th Grade	13,281	13,594	6%	8%	8%
High School Diploma	57,799	59,880	28%	27%	28%
Some College	38,800	38,790	19%	16%	21%
Associate's Degree	20,302	20,911	10%	8%	8%
Bachelor's Degree	37,469	37,960	18%	19%	18%
Graduate Degree and Higher	30,013	30,180	15%	15%	11%
TOTALS	205,363	209,308	100%	100%	100%

- d. **Provide an analysis of workforce development activities, including education and training, in the region.**
- i. **Identify strengths and weaknesses of these workforce development activities.**

The ETPL list (Eligible Training Provider List) is updated frequently and offerings change based on the needs of the community concentrating on the needs of the individual and the needs of the business community. Career center staff works closely with individuals to identify career pathways and then works with training providers to add existing training to the ETPL list or to develop training to fit an identified need. The business community is actively involved in education and training and works with the DCWIB staff and DCWBD Board and Career Center staff to identify both current and future workforce needs.

Through our County Executive's (Marcus Molinaro's) vision for a successful consolidated system that is more efficient, the Th!nk Dutchess Alliance for Business formed and includes the Workforce Investment Board as a valued partner. Dutchess County has a vibrant workforce that is home to some of New York State's hardest working talent. The County has the grit to compete with multinational tech companies and supports small business, building on the region's natural resources.

ROBUST TRAINING AND PROVIDER LIST

Dutchess County is active with numerous education and training activities. Currently there are 10 training providers on the ETPL list with 129 course offerings in Dutchess County. Our region (Orange County, Ulster County, Putnam County and Westchester County) offers an additional 43 providers with 583 course offerings within driving distance of Dutchess County.

WORLD CLASS COLLEGES INCLUDE

Marist College- Contributes an annual local economic impact of more than \$500 million

Vassar College- Ranked in the top 75 best colleges in America, via Wall Street Journal

BARD College- Ranked #40 of the best colleges for art in America by Niche Rankings

Culinary Institute of America- an innovator in 3D food printing

Dutchess Community College- has the lowest tuition in the state and 1/3 of college bound Dutchess County public high school students go to DCC first.

EDUCATION LEVELS ARE A STRENGTH

28% have a high school diploma or equivalency, 19% have some college, 10% possess an Associate's degree, 18% attained a bachelor's degree and 15% have completed their graduate studies.

High School Equivalency classes are taught by both BOCES and Dutchess Community College and are available at locations throughout the County. Classes are offered throughout the day including evening classes. In addition, classes are offered in Spanish.

PARTNERSHIPS & COLLABORATION

The many partners working together in the employment and training system meet on a quarterly basis. Goals include creating a universal referral form, establishing one point of access for participants and working together with local business owners and managers to discuss the needs and training programs to fill current and anticipated future job needs.

- ii. **Does the local area have the capacity to address the education and skill needs of the local workforce, including individuals with barriers to employment, and businesses? Please explain.**

Dutchess County has the capacity to address the education and skill needs of the local workforce including individuals with barriers to employment. The One Stop Career Center offers comprehensive services to job seekers including assessments, career counseling, skills training, resume development, hands-on job search workshops, mock interview practice, job placement and follow up services. Individuals with barriers to employment such as English Second Language learners, individuals who are basic skills deficient, individuals with a disability, individuals who have been incarcerated, individuals who are homeless are “met where they are” and are provided services tailored to their specific needs. Partner referrals are made when an individual expresses the need for additional assistance. The DCWDB works closely with our identified target populations which includes individuals on TANF and veterans.

- e. **Describe the local board’s strategic vision and goals for preparing an educated and skilled workforce, including youth and individuals with barriers to employment.**

The DCWDB’s mission is to foster a skilled and competitive workforce by promoting an understanding of workforce trends and issues in a dynamic economy and to facilitate lifelong learning for individuals and businesses.

- i. **How do the local area’s workforce development programs, including programs provided by partner agencies, support this strategic vision?**

By meeting regularly with local employers and facilitating discussions the DCWDB works to ensure that the strategic vision and goals are met. The success of this first step is contingent on follow up and by working closely with the educators and the business community to create dynamic and effective training that addresses the full needs of the employer.

The success of our workforce requires engaged individuals in what can be a life-long process of learning and developing new skills. Career Center staff work together to bring meaningful programming to the participants and listen closely to the needs of the job seeker. By developing Career Pathways, Career Center staff can assist the individual to set goals based on customer

choice. Working with the unemployed and the under-employed to understand the possibilities and to set goals that are flexible, Center staff begins to maintain a strong, viable workforce.

ii. **How will the local area, working with the entities that carry out the core programs, align available resources to achieve the strategic vision and goals?**

Through the MOU process, DCWDB has worked diligently with our partners to understand their visions and goals and is working to incorporate these partners into the Career Center on a regular basis. Through our Systems Partner Meetings and our Across the Systems staff training, Dutchess County employment and training partners come together to create a roadmap to success for Dutchess County. The focus is on the customer and we are working to reduce and ultimately eliminate the duplication of services*.

The long-term goal is to have our core program partners have a presence in the Career Center.

*Duplication of services- The DCWDB recognizes that many agencies offer similar services, often in different ways, to better serve the individual and does not include these unique services in the definition of "duplication of services".

f. **Describe the local board's goals relating to performance accountability measures. How do these measures support regional economic growth and self-sufficiency?**

Performance Accountability is measured in a variety of ways.

COMMON MEASURES AND PERFORMANCE INDICATORS

NYS DOL negotiates the common measures with local areas based on who is being served. These performance measures are watched closely and DCWDB works to meet and/or exceed these goals for adults, dislocated workers and youth. In addition, the number of youth served and the type of youth served are central to our youth programming in Dutchess County. The DCWDB prides itself on serving the hardest to serve youth and maintains robust caseloads in our Youth One Stop.

PERFORMANCE ACCOUNTABILITY EXTENDS TO THE WORKFORCE

The DCWDB is committed to provide a full range of wrap around services to employers. In addition to programs such as On-the- Job Training, the Board recognizes the importance of maintaining a skilled and trained workforce. Therefore, accountability extends to our relationship to the business community and our ability to assess current employer needs while preparing for the future. To support regional economic growth and self-sufficiency for our County's workforce, the DCWDB strives to pair employers with skilled workers.

Local Workforce Development System

a. **Identify the programs, whether provided by the Career Center or any partners, that are a part of the local area's workforce development system, including:**

i. **Core programs;**

WIOA Title	Core Program	Career Center and/or Partners
Title I	Adult & Dislocated Worker	Smart Staffing and Career Center
Title II	Youth	The Chamber Foundation, Inc., and Career Center
Title II	Adult Ed	BOCES
Title III	Wagner-Peyser	NYS DOL local
Title IV	Access VR	Access-VR and the Commission for the Blind

ii. **Programs that support alignment under the Carl D. Perkins Career and Technical Education Act of 2006; and**

Dutchess Community College (DCC)

NOTE: The DCWDB Executive Director sits on the DCC Perkin's Career and Technical Education Advisory Committee.

iii. **Other workforce development programs, if applicable.**

Other Workforce Development Programs	Local Provider
Temporary Assistance for Needy Families	Department of Community and Family Services
Job Corps	Glenmont Job Corp
Youth Build	New Directions II
Re-entry Employment Opportunities	Exodus and Project Moore
Migrant and Seasonal Workers	Pathstone
Community Action E & T	Dutchess County Community Action

b. **Describe how the local area will ensure continuous improvement of services and service providers.**

PARTNERS

Through quarterly partner meeting led by our System's Operator the workforce system in Dutchess County is streamlining its approach to customer service.

CAREER CENTER/ONE STOP STAFF AND YOUTH ONE STOP STAFF

Staff identifies gaps on the ETPL provider list and works with local educators to increase offerings based on customer and employer needs.

c. **Describe how eligible providers will meet the employment needs of local businesses, workers, and jobseekers.**

The DCDWB continues to provide information to the partners to foster the breaking down of silos to ensure that the employment needs of employers, workers and job seekers are met. Eligible providers can meet employment needs by using available information and by providing services to individuals.

USING INFORMATION

Using Labor Market Data Information and the Demand Occupation List to offer relevant training

Developing and updating Career Pathways

Using information from Job Postings to analyze job trends

OFFERING SERVICES

Referring eligible students to the One Stop for career counseling

Referring individuals to the One Stop for Training funding

Having a presence at the One Stop

d. Describe the roles and resource contributions of the Career Center partners.

The goal of the DCWDB is to create a One Stop Center where employers, workers and job seekers have access to all employment and training program activities available in the County.

Career Center and/or Partners	CURRENT CONTRIBUTION (2017)
Smart Staffing and Career Center	Provide Adult and Dislocated Worker Services to the Career Center and local libraries throughout the community
The Chamber Foundation, Inc., and Career Center	Provide ISY and OSY (in school and out of school) youth with employment and training services using the 14 elements identified in WIOA.
BOCES	Referrals
NYS DOL local	Co-located. Share workshops.
Access-VR and the Commission for the Blind	Referrals
Dutchess County Department of Community and Family Services	Referrals Offering some employment services in the Center
Glenmont Job Corp	Referrals
New Directions II (Nubian)	Referrals
Exodus and Project Moore	Referrals
Pathstone	Referrals
Dutchess County Community Action	Referrals

Workforce Development and Career Pathways

a. Describe how the board will facilitate the development of career pathways, including co-enrollment in core programs when appropriate.

Working with local employers and educators, the DCWDB is in the process of developing career pathways to work. Taking a no-wrong-path philosophy, the Board concentrates on the needs of the employer, worker and job seeker.

Regionally, the DCWIB is administering the Tech Hire Program in Dutchess County in partnership with the lead agency, The Westchester/Putnam WIB. Tech Hire concentrates on the fields of advanced manufacturing, bio-tech and health care. Career Center staff identify, train and place in work eligible and interested individuals.

b. Describe how the board will improve access to activities leading to recognized postsecondary credentials.

Dutchess Community College (DCC) is located in the heart of Dutchess County and offers many courses leading to postsecondary credentials. Career Center staff is available to discuss options with interested individuals, focusing first on customer choice. DCC has materials available for individuals at the Career Center. In the Youth One Stop, DCC offers High School Equivalency classes and DCC staff is available to talk to youth about attending college. In addition, there are many colleges in Dutchess County and the surrounding area. Information is available at the Center and online.

i. Are these credentials transferable to other occupations or industries (“portable”)? If yes, please explain.

Most credentials are transferable to other occupations or industries. Someone trained as a Certified Nursing Assistant could work as a Medical Office Assistant or a Direct Care Worker. Someone trained in bookkeeping and attaining a credential could go on and get their associates degree in accounting or could go into business and work as a supervisor or manager in a business or agency.

Career Center staff are trained to help individuals identify and articulate their transferable skills. These are incorporated in a resume, used on a job interview and used to change or advance their skills in a training program (certificate or degree).

ii. Are these credentials part of a sequence of credentials that can be accumulated over time (“stackable”)? If yes, please explain.

Credentials are definitely stackable, in the same way that a high school diploma, leads to an associate’s degree, to a bachelor’s degree to a graduate degree and ultimately a doctorate degree, training programs have a progression. Someone on a college pathway may find they start in business and end up in accounting, or start in psychology and end up in public administration. The same is true of stacking credentials. Someone with a certificate in bookkeeping may find themselves working in a hospital where they become interested in being a surgical technician. A benefit of career pathways is that there is not a single answer and customer choice plays a significant role. There are thousands of ways to stack credentials and each pathway is the right way to go.

Access to Employment and Services

- a. Describe how the local board and its partners will expand access to employment, training, education, and supportive services for eligible individuals, particularly individuals with barriers to employment.

Individuals with barriers to employment are a priority for the Board and the partners in Dutchess County. One of the goals of the System's Operator and the quarterly partner meetings is to develop a referral system to ensure a continuity of service.

Through the use of technology services will be expanded.

- b. Describe how the local area will facilitate access to services through the One-Stop delivery system, including remote areas, through the use of technology.

The Board has allocated resources to develop a web based service delivery system.

- c. Describe how Career Centers are implementing and transitioning to an integrated technology-enabled intake case management information system.

OSOS is currently used and will continued to be used by Dutchess County to track all customer activities and efforts for workers and job seekers.

- d. Provide a description and assessment of the type and availability of programs and services provided to adults and dislocated workers in the local area.

All of the required employment and training activities (WIOA Sec. 134(C)) are available in Dutchess County. Basic Career Services, Individualized Services and Business Services are available.

BASIC CAREER SERVICES	INDIVIDUALIZED CAREER SERVICES	BUSINESS SERVICES
Resource room usage and access to job search software, resume writers and resource room materials including videos and brochures.	Assessment of knowledge, skills and abilities. Review and discussion of assessment results as the first step in identifying a career path.	Occupational Skills Training.
Internet access to https://www.dutchessonestop.org and other job information and training searches systems.	Explanations of the services and stages within the career pathway process to ensure customer understanding.	Programs combining workplace training with related instruction.
Outreach, intake and orientation to information and other services available through the One Stop Job Center System.	Individual job development.	On the Job Training (OJT) - Subsidized wages paid to business to promote skill development and placement.
Assistance with applying for benefits.	Job Clubs.	Partnering with training programs operated by the private sector.
Initial assessment of skill levels (including literacy, numeracy, and English language proficiency), aptitudes, abilities (including skills gaps), and supportive service needs.	Screened referrals.	Skill upgrading and retraining.

Provision of employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including the following:	Follow-up services, including counseling regarding the workplace, for participants in workforce investment activities under Title I who are placed in unsubsidized employment, for not less than twelve (12) months after the first day of employment as appropriate.	Entrepreneurial training.
Job vacancy listings by labor market area	Provision of comprehensive and specialized assessments of the skill levels and service needs including diagnostic testing and use of other assessment tools and in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.	Apprenticeships -providing referrals and assistance with enrollments.
Information on job skills necessary to obtain those jobs. Information related to local occupations in demand and the earnings and skill requirements for such occupations.	Group and/or individual counseling and career planning.	Adult education and literacy activities provided in combination with services described above.
Provision of performance information and program cost information on eligible providers of training services including adult education, vocational rehabilitation programs, youth employment and training activities, post-secondary vocational education activities and vocational education activities available to school dropouts.	Individual employment plans, to identify the employment goals, appropriate achievement objectives and appropriate combination of services for the participant to achieve the employment goals.	Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.
Provision of information regarding how the local area is performing on the local performance measures and any additional performance information with respect to the Job Center delivery system in the local area.	Case management for participants seeking training services.	Business outreach in sectors to assess the needs of the business community (sector based).
Provision of accurate information relating to the availability of supportive services, including child care and transportation available in the local area and referral to such services, as appropriate.	Short-term pre-vocational services and workshops including, development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment.	Customer Service for Business Members on OJT and Customized Training Accounts.

Provision of information regarding filing claims for unemployment compensation.	Stand-alone GED/HSED training or literacy activities related to basic workforce readiness.	
Assistance in establishing eligibility for welfare-to-work activities available in the local area and programs of financial aid assistance for training and education programs that is not funded under WIOA and is available in the local area.	Internships and apprenticeships. Work experience - Work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time, which may be paid or unpaid. A work experience workplace may be in private-for-profit, non-profit or public-sector organization.	

<u>FOLLOW UP SERVICES</u>	<u>SUPPORTIVE SERVICES</u>	<u>RAPID RESPONSE SERVICES</u>
<p>Available for 12 months following the participant's first date of employment.</p> <p>Follow up services can be useful for participants in order to maintain employment. Title I staff can provide workplace information and tips for success in a workplace environment. Additionally, follow up services provide a continuing link between the participant and workforce system; these services allow the One Stop to assist with other services the participant may need once he or she obtains employment. Examples may include assistance with employer benefits, health insurance, and financial literacy and budgeting assistance.</p>	<p>Supportive services may be available for eligible Title I participants defined in WIOA Sections 3(59), 134(d)(2), and (3) and based on our current Local Policy.</p>	<p>Assist in providing Rapid Response services. Rapid Response activities are necessary to plan and deliver services to enable dislocated workers to transition to new employment as quickly as possible following either a permanent closure, mass layoff, or a natural or other disaster resulting in a mass job dislocation. Business Services in a coordinated effort with system partners and the Economic Development Advisory Council the provider of services will help employers find workers with the necessary skills or the training programs that can prepare talent. In conjunction with NYSDOL Regional Business Service teams, collaborations will be required to meet the needs of regional employers or programs.</p>

- e. **Describe how workforce activities will be coordinated with the provision of transportation, including public transportation, and appropriate supportive services in the local area.**

TRANSPORTATION:

Public Transportation is available on the Route 9 corridor and throughout the county, Dutchess County is working to increase rural transit access. Workers and job seekers have access to route

maps and schedules at the Career Center. Information can also be found online. Referrals are made to partners who provide bus passes for job search, training, interviews and work.

SUPPORTIVE SERVICES:

The Career Center is key in linking individuals to available community services. The Board is working with local partners to update and consolidate information on key supportive services. The current DCWDB Supportive Services Policy is available online.

- f. **Describe the replicated cooperative agreements in place to enhance the quality and availability of services to people with disabilities, such as cross training of staff, technical assistance, or methods of sharing information.**

Upon execution, the Memorandum of Understanding for Service Delivery outlines the roles of partners within the employment and training system in Dutchess County.

DCWDB is working to establish cooperative agreements that enhance the quality and availability of services to people with disabilities. Currently quarterly partner meetings are held to provide *Across the Systems Training* for WIOA partners and other employment and training services providers in the region. The intent of these meetings is to educate front line staff to better serve all workers and job seekers in the system.

- g. **Describe the direction given to the One-Stop System Operator to ensure priority for adult career and training services is given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.**

The DCWDB establishes priority populations that currently include TANF recipients and other low-income individuals. Determining if an individual is basic skills deficient requires testing. The DCWDB is working with BOCES to offer testing services for individuals seeking funding for training to establish their reading and math grade level equivalent. Individuals who test below 9th grade for reading and/or math will be referred to a partner in order to increase their scores.

The Career Center staff use the priority population list to determine an individual's eligibility for training funding. Procedures are in place to serve low income individuals and those who are basic skills deficient. Consideration is given to their unique barriers.

- h. **Describe how One-Stop System Operators and One-Stop partners will comply with the nondiscrimination requirements of WIOA (section 188), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding:**

- i. **The physical and programmatic accessibility of facilities, programs, and services;**

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT AND SECTION 188 OF WIOA:

PHYSICAL ACCESSIBILITY

The One-stop centers maintains a culture of inclusiveness and the physical characteristics of the facility, both indoor and outdoor, is striving to meet the latest standards of accessible design. Services are available in a convenient, high traffic, and accessible locations, taking into account

reasonable distance from public transportation and adequate parking (including parking clearly marked for individuals with disabilities). Indoor spaces are designed in an “equal and meaningful” manner providing access for individuals with disabilities.

PROGRAMMATIC ACCESSIBILITY

All Partners agree that they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran’s status, or on the basis of any other classification protected under state or federal law.

ii. Technology and materials for individuals with disabilities; and

VIRTUAL ACCESSIBILITY

The Dutchess County WDB is working to ensure that job seekers and businesses have access to the same information online as they do in a physical facility. At the present time there is access to some, but not all of the information. Information will be clearly marked and compliant with Section 508 of the U.S. Department of Health and Human Services code. Partners will comply with the Plain Writing Act of 2010; the law that requires that federal agencies use "clear Government communication that the public can understand and use" and all information kept virtually will be updated regularly to ensure dissemination of correct information. Partners will have either have their own web presence via a website and/or the use of social media, or work out a separate agreement with the Dutchess WDB to post content through its website.

COMMUNICATION ACCESSIBILITY

Communications access, for purposes of the local plan, means that individuals with sensory disabilities can communicate (and be communicated with) on an equal footing with those who do not have such disabilities. All Partners agree that they will provide accommodations for individuals who have communication challenges, including but not limited to individuals who are deaf and hard of hearing, individuals with vision impairments, and individuals with speech-language impairments.

iii. Providing staff training and support for addressing the needs of individuals with disabilities.

At *Across the Systems trainings*, held quarterly, the unique needs of individuals with disabilities will be addressed. Staff trainings will be developed based on the needs of the Career Center staff and staff at the partner agencies.

iv. Describe the roles and resource contributions of the One-Stop partners related to the nondiscrimination requirements of WIOA (section 188), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

Outlined in the executed partner MOU’s.

Business Engagement

- a. **What strategies and programs, including training programs, will be used to facilitate engagement of businesses, including small businesses and businesses in in-demand sectors and occupations?**

Several strategies and programs are in place and being developed to facilitate engagement of businesses:

PROGRAMS

On the Job Training, Customized Training, Incumbent Worker Training

These programs are covered by DCWDB policies.

STRATEGIES

STAFF- The Career Center has designated a staff member to work with local businesses.

Career Center and WIB Staff strive to provide information to employers in the area.

BOARD- The DCWIB Board members work to educate and inform local business owners, managers and supervisors on the employment and training services available through the WDB and WIOA.

PRINTED MATERIAL/WEBSITE- The Website and printed material are used to disseminate information in the community.

IN-DEMAND SECTORS and OCCUPATIONS- The DCWDB is actively working with local health care providers to determine staffing needs and to match training providers and programs with the need for human talent. The intent is to duplicate efforts in other high and medium demand sectors.

- i. **If applicable, describe the local area's use of business intermediaries.**

Th!nk Dutchess Alliance for Business is the premier one-stop shop for business development needs and activities in Dutchess County. A business-led, nationally recognized economic development corporation, Th!nk Dutchess Alliance for Business brings together 10 agencies to offer a single point of contact for a multitude of programs for entrepreneurs, businesses and site selectors including:

- **Business Retention and Expansion**
- **Business Attraction**
- Site Selection
- **Workforce Development**
- Financial counseling and deal structuring
- State and local incentives
- Permitting, zoning and advocacy

- Commercial real estate listings and analytics
- **Technology and innovation**
- **Strategic marketing and networking**
(**Bold- Program services directly affecting Workforce Development activities**)

In 2015, the Th!nk Dutchess brand defined the invigorated economic development efforts of Dutchess County. This robust identity represents business retention, expansion and attraction and the alliance that is working together to advance the Dutchess County economy. Ten Partners include: Dutchess County Government, Dutchess County Local Development Corporation, Dutchess County Workforce Investment Board, Dutchess County Industrial Development Agency, Dutchess Community College, Dutchess Tourism, Dutchess County Regional Chamber of Commerce, Empire State Development, America’s SBDC New York and Women’s Enterprise Development Center.

b. What strategies or services are used to support a local workforce development system that meets the needs of businesses in the local area?

For decades, Dutchess County has been home to thriving industries and entrepreneurial endeavors. Today, Dutchess effortlessly mixes big names in corporate America like IBM, Global Foundries, and Gap Inc. with innovative startups and small- to medium-businesses that draw energy from the boundless opportunity in the region.

Dutchess County is an ideal location for business thanks to a strong economic environment, talented workforce, world-class universities and accessible business-friendly location.

PROGRAMS AND STRATEGIES

The same strategies that are directed toward businesses (employers) and training providers are designed to support a strong robust local workforce development system. DCWDB pairs EMPLOYERS with TRAINING PROVIDERS and JOB SEEKERS to strengthen the business community, support our local educators and assist all job seekers to achieve their employment and training goals.

c. Describe how the local area’s workforce development programs and strategies will be coordinated with economic development activities.

The DCWDB is a partner in the Th!nk Dutchess Business Alliance and is co-located with our Local Development Corporation at 3 Neptune Road in Poughkeepsie NY.

- i. Describe how these programs will promote entrepreneurial skills training and microenterprise services.

THINK DUTCHESS PARTNER

Women's Enterprise Development Center (WEDC)

Start or grow a business, finance your business, certify your business as an M/WBE

- 60+ Hour Entrepreneurial Training Program
- Small Group Sessions
- Path to Entrepreneurship Program
- Business Topic Workshops & Webinars
- Advanced Business Training Programs
- Free One on One Business Counseling
- Free M/WBE Certification Assistance
- MWBE Business Growth Accelerator Program
- Financial Assistance (Qualifications for a BOC Capital Microloan)

COMMUNITY PARTNERS

Empire State Development

- Entrepreneurial Assistance Program (EAP)
- Small Business Programs – Business Express
- Business Mentor NY

America's SBDC New York

- Provides small business and entrepreneurs in New York with the highest quality, pro-bono, confidential business counseling, training and business research
- Offers business plan development, accounting, marketing, financial planning, cost-analysis, legal business structures, loan packaging, e-commerce, entering international markets, employee management
- Division of Small Business
- Individual appointments
- Offers Small Group Training
- On-going Services available
- Entre Skills

SCORE

- Identify your business questions, work on your business goals
- Mentoring
- Workshops

d. Describe how the local board will coordinate its workforce investment activities with

statewide rapid response activities.

The DCWDB continues to work closely with the NYSDOL Rapid Response Team to provide dislocated worker services.

The Dutchess County Workforce Investment Board works with DC Government to respond to announcements of layoffs and plant closings by quickly coordinating services and providing immediate aid to companies and their affected workers in an effort to minimize impacts of the layoff.

Through the DC One Stop workers can receive career counseling and job search assistance, resume preparation and interviewing skills workshops, information on the local labor market, accessibility to unemployment benefits (co-located with DOL), information about education and training opportunities, information on health benefits and many other services as a proud partner of America's Job Center.

Program Coordination

a. How do the local area's programs and strategies strengthen the linkages between the One-Stop delivery system and unemployment insurance programs?

Reemployment services are delivered to unemployment insurance recipients at the Dutchess County One Stop. Career Center staff work closely with NYSDOL staff to establish common procedures in order to coordinate the delivery of employment and training services. Through regular communication and information sharing at staff meetings and trainings a seamless delivery system is ensured. Examples of services include career counseling and job search assistance, resume preparation and interviewing skills workshops, information on the local labor market and information about education and training opportunities.

b. Describe how education and workforce investment activities will be coordinated in the local area. This must include:

i. Coordination of relevant secondary and postsecondary education programs;

BOARD- Representatives from Dutchess Community College and BOCES are members of the DCWDB and participate in board meetings and discussions.

SUB COMMITTEES- Community partners including staff of secondary and postsecondary education programs are invited to participate in DCWDB sub committees.

FRONT LINE STAFF- Career Center staff, particularly staff working with individuals who are seeking training interact with front line staff at Dutchess Community College and BOCES. Other training providers are consulted based on customer interest in an effort to broaden customer choice.

ii. Activities with education and workforce investment activities to coordinate strategies and enhance services; and

Matching training to job opportunities is a priority for the DCWDB. Discussions are held at Executive Committee Meetings, Sub Committee Meetings and DCWDB Board Meetings. In addition, DCWIB staff and Board Members seek out employers to identify potential skills gaps and to learn more about the Knowledge, Skills and Abilities (KSA's) required for each position. This information is used to communicate directly with educators to strategize and enhance training services offered in Dutchess County.

iii. **A description of how the local board will avoid duplication of services.**

Open communication is the key to avoiding duplication of services. Through regular meetings and discussions with partners at the *Across the Systems Trainings*, agencies are encouraged to share information and discuss services provided.

NOTE: It may be necessary for an individual to have multiple case managers depending on the needs of the individual. The DCWDB is customer centered and is aware that job readiness training may be new to some individuals and having multiple points of contact and support may be necessary.

c. **Describe plans, strategies, and assurances concerning the coordination of services provided by the State employment service under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), to improve service delivery and avoid duplication of services.**

Through co-location of staff and regular communication the DCWDB is working to improve service delivery to the individual while avoiding duplication of services.

d. **Provide a list executed cooperative agreements that define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local Career Center system. This includes agreements between the LWDB and entities that serve individuals eligible under the Rehabilitation Act. If no such agreements exist, provide an explanation why this is the case and/or progress towards executing such agreements.**

DCWDB has completed a service delivery MOU in 2017. Currently the Systems Operator and the Systems Operator Sub Committee is discussing services offered and the goal for PY17 is to have a comprehensive list of partner services offered in Dutchess County. Next steps would be to establish MOU's.

Youth Activities

- a. **Provide contact details of Youth Point of Contact for your local area:** Youth One Stop
- i. **Name of Youth Point of Contact:** Audra Gerty
- ii. **Email Address:** audra@drcoc.org
- iii. **Name of Organization:** The Chamber Foundation, Inc.

- iv. **Title:** Executive Vice President and CFO
- v. **Phone:** (845)454-1700
- vi. **Address:** 1 Civic Center Plaza, Poughkeepsie NY 12601

b. **Provide the number of planned enrollments in PY 2017 - 60**

- i. **Out-of-School Youth-** 50
- ii. **New In-School Youth-** 10
- iii. **Carry-Over In-School Youth-** 90
Youth in Follow Up- 29
- iv. **Work Experience-** 20% of PY17 youth funding.

*Please note that PY 2017 enrollments will provide the baseline estimate for the remaining three years of the Plan.

c. **Who provides the WIOA Youth Program Design Framework, which includes Intake and Eligibility, Objective Assessment, and the Individual Service Strategy (ISS)?**

Staff of the Chamber Foundation, Inc.

i. **Describe how career pathways is included in the ISS.**

Youth complete an Individual Service Strategy and Assessment. Based on the youth's goals, career pathways are discussed and action plans are implemented. The ISS is a "living document" and is updated on a regular basis, based on youth performance and changes in goals. New information about on demand occupations, training providers and employer needs are discussed and incorporated in the youth's ISS.

d. **In Attachment G, Youth Services, located on the NYSDOL website at <https://labor.ny.gov/workforcenypartners/wioa/workforce-planning.shtm> under the Local Planning section, identify the organization providing the 14 Youth Program Elements and whether the provision of each element is contractual, with a Memorandum of Agreement (MOA), or provided by the LWDB.**

e. **Explain how providers and LWDB staff ensure the WIOA elements:**

i. **Connect back to the WIOA Youth Program Design Framework, particularly Individual Service Strategies; and**

Youth are provided with a "Menu of Services" that include all 14 elements offered in Dutchess County. Based on customer choice and goals, youth incorporate elements into their ISS.

ii. **Are made available to youth with disabilities.**

Youth One Stop staff are trained to pay attention to additional needs and/or barriers while maintaining focus on the youth's goals. Special care is taken that youth with disabilities receive the same service levels and do not experience different treatment. All youth services are individualized.

f. Identify successful models for youth services.

The Youth One Stop through the Chamber Foundation, Inc. has consistently been successful in achieving the performance measures and serving youth in Dutchess County.

g. If you plan to serve In-School Youth (ISY) and/or Out-of-School Youth (OSY), using the "Needs Additional Assistance" criteria, please attach a policy that defines reasonable, quantifiable, and evidence based specific characteristics of youth needing additional assistance.

Attached.

Administration

a. Identify the entity responsible for the disbursal of grant funds as determined by the Chief Elected Official or Governor.

The Dutchess County Workforce Investment Board.

b. Describe the competitive process to be used to award sub grants and contracts for WIOA Title I activities in the local area.

The DCWDB follows the procurement policies and procedures set by the Board. WIOA Title I activities are subject to the RFP process.

c. Provide the local levels of performance negotiated with the Governor and Chief Elected Official to be used to measure the performance of the local area and to be used by the local board for measuring the performance of the local fiscal agent (when applicable), eligible providers, and the One-Stop delivery system, in the local area.

INDICATOR	ADULT	DW	YOUTH
Employment in Second Quarter	✓ (Negotiated) 60.8%	✓ (Negotiated) 48.2%	✓ (Negotiated) 38.9%
Employment in Fourth Quarter	✓ (Negotiated) 57.5%	✓ (Negotiated) 45.2%	✓ (Negotiated) 50.8%
Median Earnings Second Quarter	✓ (Negotiated) \$5,863	✓ (Negotiated) \$6,215	✓ (Baseline)
Post-Secondary Credentials	✓ (Negotiated) 52.1%	✓ (Negotiated) 62.4%	✓ (Negotiated) 24.9%
Measurable Skills Gain	✓	✓	✓

	(Baseline)	(Baseline)	(Baseline)
Effective Serving Employers (Business Indicators)	✓ (Baseline)	✓ (Baseline)	✓ (Baseline)
<ul style="list-style-type: none"> • Repeat Business Customers • Business Penetration Rate 			

PER NYSDOL TA #17-5

BASELINE- baseline indicators are in place for PY17

NEGOTIATED- to be negotiated with NYSDOL

- d. **Describe the actions taken toward becoming or remaining a high-performing board, consistent with factors developed by the SWIB. A board will be defined as high performing if it meets the following criteria:**
- i. **The board is certified and in membership compliance;**
 - ii. **All necessary governance actions and items have been accomplished, including executing a local MOU, selecting a One-Stop System Operator, and implementing all required local policies, etc.;**
 - iii. **All One-Stop Career Centers in the LWDA have achieved at least an 80% score in the Career Center Certification process; and**
 - iv. **The LWDA meets or exceeds all performance goals.**

The DCWDB strives to be in compliance with WIOA regulations. We have addressed all governance actions and items and are in the process of executing our MOU. Our One-Stop Systems Operator has been procured with funds attached and we are implementing all policies. The Career Center Certification process is still in progress. Our PY16 performance indicators were negotiated to zero and we are waiting for PY17 confirmation. (We are awaiting a replacement appointment for NYSDOL).

Training Services

- a. **Describe how training services will be provided in the local area.**

Training is available for individuals through ITA's (Individual Training Accounts) and for individuals/businesses through OJT's (On the Job Training). Training must be in a Demand Occupation as established by the DCWDB. Training providers must be on the ETPL (Eligible Training Provider List) for Dutchess County. The DCWDB has these policies posted on the website.

- b. **Describe how contracts will be coordinated with the use of ITAs.**

ITA's are as the name implies, a training plan developed with an individual and their career counselor. Funding is on a first come, first served basis based on our priority of service list.

The DCWDB establishes the amount available for training and on the on-the job training each PY year and sets limits and priorities. Individuals follow the procedures set up in the Career Center.

- c. **Describe how the local board will ensure informed customer choice in the selection of training programs regardless of how training services are provided.**

Through the research phase of the ITA process the individual looks at available trainings, in the area, for their career of interest and is encouraged to talk to multiple training providers. The paperwork asks for a minimum of two providers to be listed. This will foster independence in their selection of a training provider.

Public Comment

- a. Describe the process used by the local board to provide up to 30-day opportunity for public comment and input into development of the plan by representatives of business, labor organizations, and education prior to submission.

Post to the Website: For no more than 30 days per NYSDOL guidelines

(November 30, 2017- December 13, 2017)

Send to County Executive: Sent to County Executive Molinaro

(After Public Comment Period)

Send to County Legislators: Sent to County Legislators

(After Public Comment Period)

Send to WDB Board: Sent to DCWDB Board Members

(After Public Comment Period)

Send to Partners including Economic Development: After Public Comment Period: Th!nk Dutchess Business Alliance (9 partners including economic development), WIOA Core partners, Local partners

- b. Did the NYSDOL State Representative review the plan before submission? If no, please submit to your State Representative for review prior to posting for public comment.

Yes.

List of Attachments:

Please complete all attachments.

Attachment A – Units of Local Government

Attachment B – Fiscal Agent

Attachment C – Signature of Local Board Chair

Attachment D – Signature of Chief Elected Official(s)

Attachment E – Federal and State Certifications

Attachment F – Youth Services Chart

Attachment G – Local Plan Budget 2017

Original signature pages (Attachments C, D, E, and F) must be delivered to NYSDOL in one of the following two ways:

- Electronic signature (if the board has the capability for it) – Note that electronic signature must follow the requirements and guidelines of the Electronic Signature and Records Act (ESRA). Further information on ESRA standards and requirements can be found at <https://its.ny.gov/nys-technology-law#art3>. Boards choosing to submit signature pages via electronic signature may submit these pages via email with the Local Plan.
- Mail original versions – Hard copies of traditional signature pages may be sent to:

Attn: Local Plan

New York State Department of Labor

Division of Employment and Workforce Solutions

Building 12 – Room 440

W. Averell Harriman Office Building Campus

Albany, New York 12240

All other attachments must be submitted along with the LWDB Local Plan Template via email.

In addition to these attachments, LWDBs must provide copies of the agreements listed in the Program Coordination section of this template under (d). If possible, it would be preferable to provide a list of hyperlink.

Attachment A: Units of Local Government

Please list the unit or units (multiple counties or jurisdictional areas) of local government included in the local area. If the CEO Grant Recipient has designated a local grant subrecipient to administer WIOA pursuant to WIOA § 107, please indicate the unit of local government that is the grant subrecipient. However, if instead, the CEO Grant Recipient has designated a fiscal agent, please indicate this on Attachment B.

Unit of Local Government	Grant Subrecipient
	Yes
Dutchess County Government (County Executive)	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

§107(6)(B)(i) - When a local workforce area is composed of more than one unit of general local government, the chief elected officials of such units may execute an agreement that specifies the respective roles of the individual chief elected officials.

If your local workforce area is composed of more than one unit of general local government, is there a written agreement between local officials that details the liability of the individual jurisdictions?

Yes No

Attachment B: Fiscal Agent

WIOA §117(d)(3)(B)(i)(II) indicates that the chief elected official Grant Recipient may designate a local fiscal agent as an alternative to a local grant subrecipient. Such designation to a grant subrecipient or fiscal agent shall not relieve the chief elected official or the Governor of the liability for any misuse of grant funds. If the CEO identified a fiscal agent to assist in the administration of grant funds, please provide the name of the agent.

Fiscal Agent
N/A

ATTACHMENT C: SIGNATURE OF LOCAL BOARD CHAIR

**Workforce Innovation and Opportunity Act (WIOA) Local Plan for
Program Year 2017-2018, for WIOA Title 1-B
and Wagner-Peyser Programs**

In compliance with the provisions of the Workforce Innovation and Opportunity Act of 2014, the Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

- Agree to comply with all statutory and regulatory requirements of the Act as well as other applicable State and federal laws, regulations, and policies;
- Affirm that the composition of the Local Board is either in compliance with the law, rules, and regulations and is approved by the State or, will be in compliance within 90 days of Local Plan submission;
- Affirm that this Plan was developed in collaboration with the Local Board and is jointly submitted with the Chief Elected Official(s) on behalf of the Local Board; and
- Affirm that the board, including any staff to the board, will not directly provide any career services unless approved to do so by the Chief Elected Official and the Governor.

Date:	11/30/17	Signature of Local Board Chair: <i>Sheila Appel</i>	
Mr. <input type="checkbox"/>	<input checked="" type="checkbox"/>	Typed Name of Local Board Chair: Sheila Appel	
Ms. <input checked="" type="checkbox"/>	<input type="checkbox"/>		
Other <input type="checkbox"/>			
Name of Board:	Dutchess County Workforce Development Board		
Address 1:			
Address 2:			
City:	Poughkeepsie		
State:	NY	Zip: 12603	
Phone:	845-463-0517	E-mail: info@dcwib.org	

Submission directions: Complete this attachment as part of the Plan development process and submit it, with original signatures, as described in the Local Plan Template.

ATTACHMENT D: SIGNATURE OF CHIEF ELECTED OFFICIAL(S)

**Workforce Innovation and Opportunity Act (WIOA) Local Plan for
Program Year 2017-2018, for WIOA Title 1-B
and Wagner-Peyser Programs**

In compliance with the provisions of the Workforce Innovation and Opportunity Act of 2014, the Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

- Agree to comply with all statutory and regulatory requirements of the Act as well as other applicable State and Federal laws, regulations, and policies;
- Affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in §679.420 of the rules and regulations;
- Affirm that the composition of the Local Board is either in compliance with the law, rules, and regulations and is approved by the State or, will be in compliance within 90 days of Local Plan submission;
- Affirm that the Chair of the Local Board was duly elected by that board; and
- Affirm that the board, including any staff to the board, will not directly provide any career services unless approved to do so by the Chief Elected Official and the Governor.

Note: A separate signature sheet is required for each local Chief Elected Official (CEO). If additional pages are necessary, please replicate this document for each CEO.

Date:	11/30/17	Signature of Local Chief Elected Official (CEO):
		
Mr. <input type="checkbox"/>	<input type="checkbox"/>	Typed Name of Local CEO: Marcus Molinaro , BY HEIDI SEELBACH COMMISSIONER OF FINANCE
Ms. <input type="checkbox"/>	<input type="checkbox"/>	
Other <input type="checkbox"/>	<input type="checkbox"/>	
Title of Local CEO:		Dutchess County Executive
Address 1:		
Address 2:		
City:		Poughkeepsie
State:	NY	Zip: 12601
Phone:		E-mail:
Are you the Grant Recipient CEO? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Submission directions: Complete this attachment as part of the Plan development process and submit it, with original signatures, as described in the Local Plan Template.

F13454

Bidder Organization Name:

ATTACHMENT E: FEDERAL AND STATE CERTIFICATIONS

The funding for the awards granted under this contract is provided by the United States Department of Labor which requires the following certifications:

A. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statement in this certification, such prospective participant shall attach an explanation to this proposal.
3. The prospective lower tier participant shall pass the requirements of A.1. and A.2., above, to each person or entity with whom the participant enters into a covered transaction at the next lower tier.

B. CERTIFICATION REGARDING LOBBYING - Certification for Contracts, Grants, Loans, and Cooperative Agreements

By accepting this grant, the signee hereby certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The signer shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of facts upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. **Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.**

Bidder Organization Name:

C. DRUG FREE WORKPLACE

By signing this application, the grantee certifies that it will provide a Drug Free Workplace by implementing the provisions at 29 CFR 94, pertaining to the Drug Free Workplace. In accordance with these provisions, a list of places where performance of work is done in connection with this specific grant must be maintained at your office and available for Federal inspection.

D. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE

As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

(1) Proposed Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I - financially assisted program or activity;

(2) Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;

(3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

(4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

(5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with proposed 29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I - financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

E. BUY AMERICAN NOTICE REQUIREMENT

The grant applicant assures that, to the greatest extent practicable, all equipment and products purchased with funds made available under the Workforce Innovation and Opportunity Act will be American made. See proposed WIOA Section 502 – Buy American Requirements.

F. SALARY AND BONUS LIMITATIONS

In compliance with Public Laws 110-161, none of the federal funds appropriated in the Act under the heading 'Employment and Training' shall be used by a subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation shall not apply to vendors providing goods and services as defined in OMB Circular A-133.

Bidder Organization Name:

See Training and Employment Guidance Letter number 5-06 for further clarification. Where applicable, the grant applicant agrees to comply with the Salary and Bonus Limitations.

G. VETERANS' PRIORITY PROVISIONS

Federal grants for qualified job training programs funded, in whole or in part, by the U.S. Department of Labor are subject to the provisions of the "Jobs for Veterans Act" (JVA), Public Law 107-288 (38 USC 4215). The JVA provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. Please note that to obtain priority service, a person must meet the program's eligibility requirements. Training and Employment Guidance Letter (TEGL) No. 10-09 (November 10, 2009) and Section 20 of the Code of Federal Regulations (CFR) Part 1010 (effective January 19, 2009) provide general guidance on the scope of the veterans priority statute and its effect on current employment and training programs. Where applicable, the grant applicant agrees to comply with the Veteran's Priority Provisions.

STATE CERTIFICATIONS

H. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND OUTSTANDING DEBTS

The undersigned, as a duly sworn representative of the contractor/vendor, hereby attests and certifies that:

- (1) No principal or executive officer of the contractor's/vendor's company, its subcontractor(s) and/or successor(s) is presently suspended or debarred;
- (2) The contractor/vendor, its subcontractor(s) and/or its successor(s) is not ineligible to submit a bid on, or be awarded, any public work contract or sub-contract with the State, any municipal corporation or public body for reason of debarment for failure to pay the prevailing rate of wages, or to provide supplements, in accordance with Article 8 of the New York State Labor Law; and
- (3) The contractor/vendor, its subcontractor(s) and/or its successor do not have any outstanding debts owed to the Department, including but not limited to, contractual obligations, fines related to Safety and Health violations, payments owed to workers for public works projects or the general provisions of the Labor Law, unemployment insurance contributions or other related assessments, penalties or charges.

I. CERTIFICATION REGARDING "NONDISCRIMINATION IN EMPLOYMENT IN NORTHERN IRELAND: MacBRIDE FAIR EMPLOYMENT PRINCIPLES"

In accordance with Chapter 807 of the Laws of 1992 the bidder, by submission of this bid, certifies that it or any individual or legal entity in which the bidder holds a 10% or greater ownership interest, or any individual or legal entity that holds a 10% or greater ownership interest in the bidder, either:

(Answer Yes or No to one or both of the following, as applicable.)

- (1) Has business operations in Northern Ireland:
 - Yes
 - No

If Yes:

Bidder Organization Name:

(2) Shall take lawful steps in good faith to conduct any business operations they have in Northern Ireland in accordance with the MacBride Fair Employment Principles relating to nondiscrimination in employment and freedom of workplace opportunity regarding such operations in Northern Ireland, and shall permit independent monitoring of its compliance with such Principles.

Yes

No

J. NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit to bid for the purpose of restricting competition.

K. IRAN DIVESTMENT ACT

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that it is not on the "Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012" list ("Prohibited Entities List") posted on the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such a Contract any subcontractor that is identified on the Prohibited Entities List. Additionally, Bidder/Contractor is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the Contract is renewed or extended.

During the term of the Contract, should Labor receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certifications, Labor will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then Labor shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the Contractor in default.

Department reserves the right to reject any request for renewal, extension, or assignment for an entity that appears on the Prohibited Entities List prior to the renewal, extension, or assignment of the Agreement, and to pursue a responsibility review with Contractor should it appear on the Prohibited Entities List hereafter.

I, the undersigned, attest under penalty of perjury that I am an authorized representative of the Bidder/Contractor and that the foregoing statements are true and accurate.

Bidder Organization Name:

Signature of Authorized Representative:	<i>Louis McLaughlin</i>
Title:	<i>Executive Director DCWIB</i>
Date:	<i>3/20/18</i>

Operational Expenses:						
Rent	\$ 54,647	\$ 20,219	\$ 16,941	\$ 3,279	\$ 5,465	
Utilities/Telephone/IT Expense	\$ 24,535	\$ 9,814	\$ 7,606	\$ 1,472	\$ 2,454	
Supplies/Equipment	\$ 54,188	\$ 20,050	\$ 16,798	\$ 0	\$ 5,419	
Maintenance/Janitorial	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Operational Costs	\$ 166,359	\$ 56,946	\$ 50,747	\$ 11,601	\$ 5,973	
Totals	\$ 1,945,200	\$ 432,816	\$ 329,099	\$ 549,804	\$ 135,365	
Carry-in to PY'18:	\$ 295,691	\$ 95,607	\$ 94,801	\$ 95,926	\$ 9,358	

Projected PY 2017 FTE Staffing <1						
Enter Data into these cells.	WIOA Adult	WIOA DW	WIOA Youth	WIOA Admin	Non-WIOA Funding	
Function/ Type of Service						
WDB (Program and Admin)	0.8	0.7	0.2	0.3	1	
System Operator (Program)	1.4	1.3	0.3	0.5	1.8	
Other Program Staff/Service Provider	0	0	5.2	0	0	
Other Admin Staff	0	0	0	0	0	
Total	2.2	2	5.7	0.8	2.8	

<1 The total FTE's here should match the total staff that are funded in the LWDA.

Enter Data into these cells.		LWDA				Dutchess C	
PY'16	Totals	Adult	Dislocated Worker	Youth			
Revenue							
WIOA / Other PY'15 Carryover at 6/30/16	\$ 615,357	\$ 146,583	\$ 172,115	\$ 241,087			
WIOA PY '16 NOA and Other funding	\$ 1,913,611	\$ 475,515	\$ 380,820	\$ 496,373			
Total Revenue PY '16	\$ 2,528,968	\$ 622,098	\$ 552,936	\$ 737,460			
Actual Expenses							
WIOA							
PY'16							
Totals							
Payroll/Staff Salaries		Adult	Dislocated Worker	Youth			
WDB (Program and Admin)	\$ 155,576	\$ 10,412	\$ 32,008	\$ 1,056			
System Operator (Program)	\$ 287,799	\$ 83,384	\$ 162,984	\$ -			
Other Program Staff/Service Providers	\$ -	\$ -	\$ -	\$ -			
Other Admin Staff	\$ -	\$ -	\$ -	\$ -			
FICA-Medicare Expenses	\$ 34,041	\$ 7,175	\$ 14,917	\$ 81			
Fringe Benefits:							
Health and Dental Insurance	\$ 172,210	\$ 38,506	\$ 91,304	\$ 257			
Disability and other Insurances	\$ 14,291	\$ 3,430	\$ 6,717	\$ -			
Retirement Costs	\$ 12,260	\$ 2,942	\$ 5,762	\$ -			
Other related Fringe Benefits	\$ -	\$ -	\$ -	\$ -			
Travel and Other Related Staff Costs	\$ 9,184	\$ 2,477	\$ 4,118	\$ 394			
Contracted System Operator	\$ -	\$ -	\$ -	\$ -			
Contracted Service Providers/ Sub grantee:							
Training Expenses	\$ 431,266	\$ 288,112	\$ 101,592	\$ 41,562			
Supportive Service Expenses	\$ 11,734	\$ -	\$ -	\$ 11,734			
Work Experience Expenses	\$ 431,280	\$ -	\$ -	\$ 113,590			
Other Participant Expenses	\$ 367,671	\$ -	\$ -	\$ 367,671			

Attachment G

County WIB		Difference between PY'16 and PY'17:		LWDA	
Admin	Other Funding	Totals	Adult	Dislocated Worker	
\$ 55,573	\$ -	\$ (189,275)	\$ 4,521	\$ (109,555)	
\$ 150,301	\$ 410,602	\$ (98,802)	\$ (98,196)	\$ (19,480)	
\$ 205,874	\$ 410,602	\$ (288,077)	\$ (93,675)	\$ (129,036)	
Revenue					
WIOA/Other Carryover at 6/30/16 to Carryover at 6/30/17					
WIOA PY '16 NOA and Other funding to PY '17					
Total Revenue PY '16 to PY '17					
Budgeted /Actual Expenses					
		Difference		WIOA	
Admin	Other Funding	Totals	Adult	Dislocated Worker	
Payroll/Staff Salaries					
\$ 62,226	\$ 49,874	\$ 53,896	\$ 67,093	\$ 32,929	
\$ 33,248	\$ 8,182	\$ (45,918)	\$ 6,111	\$ (88,002)	
\$ -	\$ -	\$ 13,000	\$ 4,810	\$ 4,030	
\$ -	\$ -	\$ -	\$ -	\$ -	
\$ 7,427	\$ 4,441	\$ 487	\$ 5,600	\$ (4,213)	
Fringe Benefits:					
\$ 29,665	\$ 12,479	\$ (66,636)	\$ 557	\$ (58,576)	
\$ 2,715	\$ 1,428	\$ 1,940	\$ 2,575	\$ (1,686)	
\$ 2,329	\$ 1,226	\$ 2,618	\$ 2,562	\$ (1,150)	
\$ -	\$ -	\$ -	\$ -	\$ -	
\$ 1,316	\$ 879	\$ 17,590	\$ 7,430	\$ 4,182	
\$ -	\$ -	\$ 5,500	\$ 2,035	\$ 1,705	
Contracted Service Providers/ Sub grantee:					
\$ -	\$ -	\$ (262,695)	\$ (209,425)	\$ (71,615)	
\$ -	\$ -	\$ 2,766	\$ -	\$ -	
\$ -	\$ 317,689	\$ 24,493	\$ -	\$ -	
\$ -	\$ -	\$ (28,882)	\$ -	\$ -	

Attachment G

Dutchess County WIB			
Youth	Admin	Admin	Other Funding
\$ (41,723)	\$ (42,519)	\$	\$ -
\$ (50,007)	\$ (18,632)	\$	\$ 87,513
\$ (91,730)	\$ (61,151)	\$	\$ 87,513
Summary			
Youth	Admin	Admin	Other Funding
\$ 11,512	\$ (21,279)	\$	\$ (36,358)
\$ 14,513	\$ 10,940	\$	\$ 10,519
\$ 780	\$ 1,300	\$	\$ 2,080
\$ -	\$ -	\$	\$ -
\$ 2,045	\$ (914)	\$	\$ (2,031)
Summary			
\$ 6,078	\$ (12,896)	\$	\$ (1,799)
\$ 974	\$ (1,093)	\$	\$ 1,170
\$ 893	\$ (841)	\$	\$ 1,154
\$ -	\$ -	\$	\$ -
\$ 1,212	\$ 1,361	\$	\$ 3,405
\$ 330	\$ 550	\$	\$ 880
Summary			
\$ 18,345	\$ -	\$	\$ -
\$ 2,766	\$ -	\$	\$ -
\$ (24,777)	\$ -	\$	\$ 49,271
\$ (37,563)	\$ -	\$	\$ 8,681

\$	3,267	\$	332	\$	7,242
\$	1,390	\$	(1,037)	\$	2,041
\$	(63)	\$	693	\$	11,052
\$	-	\$	-	\$	-
\$	10,007	\$	(34,570)	\$	30,207
\$	11,709	\$	(57,454)	\$	87,513
\$	(103,439)	\$	(3,696)	\$	0

d Projected PY 2017 FTE Staffing

	WIOA Admin	Non-WIOA Funding	Total
	0	0	0
	-0.2	0.3	-2.1
	0	0	-0.4
	0	0	0
	-0.2	0.3	-2.5



WIB

Dutchess County Workforce Investment Board

3 Neptune Road Poughkeepsie, NY 12601 Telephone (845) 463-0517 Fax (845) 463-0100 www.dcwib.org

“Building Partnerships for Workforce Solutions”

YOUTH NEEDS ADDITIONAL ASSISTANCE POLICY- Adopted 6/27/17

BACKGROUND

Eligibility criteria for WIOA Youth Services consist of two primary components income eligibility, and employment barriers as found in WIOA Section 129 (a)(1)(B).

The Workforce Innovation and Opportunity Act (WIOA) allows local areas to provide services to youth who are low income, but do not meet one of the WIOA identified barriers. These participants are considered “youth who need additional assistance” to complete an educational program or to secure and hold employment.* Providers of Title I Youth services should only use this barrier if none of the other WIOA recognized barriers apply.

NEEDS ADDITIONAL ASSISTANCE

The DCWIB local policy defines “youth who needs additional assistance” for out of school youth based on an assessment of ongoing needs of youth in our communities and are designed to meet the needs of low-income youth who need to enter or complete an educational program or to secure and hold employment.

The circumstances include:

- Has a documented poor work history; **or**
- Is currently unemployed and has been fired from a job in the last 6 months, **or**
- Is currently employed but lacks the necessary skills for advancement; or lacks skills as listed in the Regional Demand Occupations list and has at least one or more of the following additional barriers:
 - Unstable housing;
 - Lack of family support;
 - Lack of transportation to school or work;
 - Lives alone or is primary household support; **or**
- Has previously been placed in foster care for more than 6 months between the ages of 16-21; **or**
- Has experienced the loss of a primary caregiver (parent or guardian) due to debilitating health issues death, incarceration or military service; **or**
- Has been mandated by court or referred by agency to complete training and/or secure employment; **or**
- Has experienced recent traumatic events, is the victim of abuse or suffers from serious emotional or medical problems; or
- Has dropped out of a post-secondary educational program during the last 12 calendar months.

*The programs provided by this agency are partially funded by moneys received from the County of Dutchess
EOE/P auxiliary aids and services are available upon request to individuals with disabilities*

DOCUMENTATION

Attachment H

Program staff must record in OSOS that the eligible youth is a youth who needs additional assistance, as defined by the local policy. An OSOS Comment must be entered confirming if the additional assistance is to enter or complete an educational program or to secure and hold employment. The information must be recorded at the time of enrollment or at the first youth service in the youth program. A copy of the source documentation (including self-attestation where applicable) must be retained in the customer folder. Please refer to the current technical guidance issued by the New York State Department of Labor regarding Data Element Verification.

Self-attestation, except where it is prohibited by Federal or State Guidelines is an acceptable data element validation method. Self-attestation must include the following signed statement:

“I certify that the information provided on this document is true and accurate to the best of my knowledge. I understand that such information is subject to verification and further understand that the above information, if misrepresented or incomplete, may be grounds for immediate termination from any WIOA funded program and/or penalties as specified by law.”

Barrier	Date Element Verification
Attendance patterns	Records from educational institution (i.e. diploma, GED/HSE certificate, transcripts, attendance record, dropout letter, or documentation from school. Self-attestation is not allowable.
Foster Care	Documentation/confirmation from Dutchess County Department of Community and Family Services.
Loss of primary parent/guardian	Record from authorizing agency, public record search, cross reference with public record search or Dutchess County Department of Community and Family Services or self-attestation.
Work history and Employment Status	Employment status at participation, pay stubs, Unemployment Insurance field population, Employment Verification Form (Attachment A) or self-attestation.
Additional Barriers	Self-attestation.
Mandated participation or referral	Documentation/confirmation from Dutchess County Department of Community and Family Services, court or referral letter from program/agency (i.e. rehabilitation, recovery, etc.)
Traumatic events or medical issues	Record or documentation from school official or other qualified professional or self-attestation.
Gang activities	Court record, juvenile justice record, or self-attestation.

***REFERENCE:**

WIOA Section 129 (1)(B)(iii)VIII)

20 CFR 681.300

Plus additional guidance as it comes down from USDOL and/or NYSDOL

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Attachment A

EMPLOYMENT VERIFICATION FORM

Conducted by E-mail, Telephone, or Document Inspection (circle one)

Applicant's name and NY#

Company providing verification_____

Company area code & telephone number_____

Person verifying employment_____

Date of verification_____

Date of Hire _____

Wage rate_____

of Hours of Work per Week_____

Additional items verified_____

Additional items verified_____

Additional items verified_____

Verification

I attest that the information recorded by me on this document was obtained through e-mail, telephone, or document inspection on the above date.

WIOA staff name (print) _____

Signature of WIOA staff_____ Date_____