



WORKFORCE INNOVATION & OPPORTUNITY ACT

LOCAL PLAN

FOR

WORKFORCE AREA #22

(LWIA #22)



Madison County

Employment and Training Department

June 2016

Serving Madison & Bond Counties



TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE

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CHAPTER 4: OPERATING SYSTEMS AND POLICIES – LOCAL COMPONENT

A. Provide a description of the one-stop delivery system in the local area, including the roles and resource contributions of the one-stop partners (see MOU Part V-VII);

- **Identify the career services and other program services to be provided, include the location (address) at which services will be accessible including the:**
 - **Comprehensive One-Stop**
 - **Affiliated Workforce Centers**
 - **Specialized Workforce Centers**

LWIA 22 is operating with one Comprehensive One-Stop Center at 101 East Edwardsville Road, Wood River, IL 62095 and one Affiliate Workforce Center at 209 North Third St, Greenville, IL 62246. The Wood River One-Stop Center is a fully comprehensive one-stop in Madison County with the following partnering agencies: Madison County Employment and Training Department; Illinois Department of Employment Security; Educational Opportunity Center; American Association of Retired Persons (AARP); Illinois Department of Human Services/Temporary Assistance for Needy Families; Lewis & Clark Community College; Illinois Department of Human Services/Division of Rehabilitation Services; Madison County Community Development and Southwestern Illinois College. Full partners of the Greenville Affiliate Workforce Center in Bond County are the Madison County Employment & Training Department and Kaskaskia College (Greenville Center). Additional partners that utilize the affiliate center on a part-time basis are Illinois Department of Human Services-Department of Vocational Rehabilitation and WorkPartners (Fayco). In addition, a Career Planner is on-site once a week at the Southwestern Illinois College Granite City Campus, and offers some information and services at that location.

Our one-stop delivery system focuses on an integrated customer service strategy with a “single-point of contact” to our job seeker and employer customers. The service delivery model will be driven by providing exceptional customer service, by meeting the needs of business and job seekers, and by providing seamless services with a team approach.

Career Services and Training Services are reflected in the Career Matrix that follows. The roles and resource contributions of the one-stop partners are identified in LWIA 22’s Memorandum of Understanding (MOU).

Career Service	Partner/Provider
Eligibility for Title 1-B participants	Madison County Employment and Training Department (MCETD)
Outreach, intake and orientation	MCETD, Lewis & Clark Community College (LCCC), Illinois Department of Employment Security (IDES), Division of Rehabilitation Services (DRS), AARP Senior Community Services Employment Program (SCSEP), Madison County Community Development (MCCD), Southwestern Illinois College (SWIC), Kaskaskia College, Work Partners
Skills and supportive service needs assessment	MCETD, LCCC, DRS, AARP-SCSEP, MCCD, SWIC, Kaskaskia College, Work Partners
Labor exchange services	IDES
Program coordination and referral	MCETD, IDES, LCCC, DRS, AARP-SCSEP, MCCD, SWIC, Kaskaskia College, Work Partners
Labor market information	IDES
Training provider performance and cost information	MCETD
Performance information for the local area as a whole	MCETD, IDES

Information about the availability of supportive services and referral to these services	MCETD, DRS, LCCC, IDES, MCCD, SWIC, Kaskaskia College, Work Partners
Information and assistance with UI claims	IDES
Assistance establishing eligibility for financial aid	MCETD, Education Opportunity Center (EOC), MCCD, LCCC, SWIC, Kaskaskia College
Employment retention services	MCETD, IDES, DRS, AARP-SCSEP, Work Partners
Follow-up services for Title 1-B participants	MCETD

Training Service	Partner/Provider
Occupational skills training, including training for nontraditional employment	MCETD, LCCC, MCCD, SWIC, Kaskaskia College
On-the-job training	MCETD
Incumbent worker training	MCETD
Programs that combine workplace training with related instruction, which may include cooperative education programs	MCETD, LCCC, SWIC, Kaskaskia College

Skill upgrading and retraining	MCETD, LCCC, DRS, IDES, SWIC, Kaskaskia College
Entrepreneurial training	Small Business Center SIUE
Job readiness training provided in combination with other career services	MCETD, IDES, DRS
Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs	LCCC, SWIC, Kaskaskia College, Edwardsville High School South Alternative School
Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training	MCETD

- **Explain how the comprehensive one-stop center provides on demand access to the required career services in the most inclusive and appropriate setting and accommodations.**

Customers entering our Comprehensive Center are immediately greeted or referred to the Help Desk to determine the reason for the visit and to sign in. The Center utilizes a stand-alone sign-in system to track all customer visits. Existing customers are then immediately referred to “their reason for visit” which could be self- utilizing the resource room, an appointment with an employer or partner, participation in the workshop, etc. New customers will first complete a short customer profile form, and then given an individual center orientation. Next, they may talk with the Career Specialist on Call (CSOC) for a quick assessment of their needs. From there the customers be may be referred to the resource room for assistance with job search or resume development, or given an appointment or sign up for a career planning session, job interview, or workshop of interest to them. This process ensures the customers will be provided on-demand access in the quickest possible way to career services available.

- **Provide information regarding the one-stop operator and describe the methods for coordinated service delivery between operator and partners.**

- **Name of the procured one-stop operator**

A one-stop operator has not been determined as of this writing. However, a one-stop operator will be procured by the State's deadline of July 1, 2017.

- **Describe the functions and scope of work of the one-stop operator**

The functions and scope of work of the one-stop operator(s) will be as follows:

- Cooperate and coordinate with the Board in the development of labor market information.
- Prepare Board members to be knowledgeable to speak about the One-Stop system.
- Provide content for the One-Stop website.
- Meet with and provide reports to the One-Stop Operations Committee of the WIB on no less than a quarterly basis regarding progress on implementation of the one-stop system, the plan as it relates to the one-stop system, and system-wide performance indicators identified in the plan.
- Ensure all One-stop partners identified in the plan are convened and function to implement the plan.

- **Describe how the one-stop operator will be procured**

A request for application (RFA) will be made available to all interested partners and final selection of the one-stop operator(s) will be approved by the Executive Committee of the WIB.

- **Describe the local operator's role and responsibility for coordinating referrals among required partners.**

The one-stop operator will oversee the referral process that is set in place by the one-stop partners and review the process periodically at One-Stop Operations Committee meetings to ensure a smooth and effective process for referrals are on-going.

- **Describe how the workforce centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under WIOA.**

Both workforce centers will continue to utilize the Illinois Workforce Development System (IWDS) for intake, case management, and to track resource room usage. In keeping with a team approach and a seamless service delivery, LWIA 22 is looking at the possibility of training partners on the system so that any partner working with same customer can access that customer's case record and IEP.

- **Describe how the Local Board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and other means.**

LWIA 22 facilitates access to services through the marketing of center services and events through social media outlets such as Facebook and LinkedIn, as well as through established community partnerships. Email blasts, website information, conference calling, E-newsletters, Chamber meetings, printed materials, job fairs, career fairs, webinars, and community meetings are additional means to "get the word out". In addition, two social service community groups, the Madison County Continuum of Care and the Madison County Community Collaboration, for many years, have circulated information on the one-stop delivery system to both their members and the general public.

- **Describe how the Local Board will work with entities carrying out core programs to:**
 - **Expand access to employment, training, education and supportive services for eligible individuals, particularly eligible individuals with barriers to employment;**
 - **Facilitate the development of career pathways and co-enrollment, as appropriate, in core programs; and**
 - **Improve access to activities leading to a recognized post-secondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable)**

In order to expand, facilitate and improve core programs, LWIA 22 will plan and develop the following steps for a results-driven talent development system:

- Engage employers and use labor market intelligence in determining and providing training and hiring options in their industry sector.
- Develop and implement more earn-and-learn job opportunities with employers through on-the-job training, paid work experience and apprenticeships.
- Measure and evaluate employment gained by program enrollees and earnings outcomes to determine their effectiveness.
- Promote stepping stones for employment from entry, to advancement, to career.
- Promote competency attainment in industry sectors with training skills.
- Increase the emphasis on contracting with training providers that focus on industry-recognized credentials that enhance movement along established career pathways.
- Leverage resources and collaborate with core and other partners to expand services to those with barriers to employment
- Continue to partner with the local community college and training providers to improve access to activities leading to recognized postsecondary credentials including industry recognized certificates, certifications, and portable and stackable credentials
- Continue to develop partnerships with employers and training providers to develop specific career pathways to employment.

B. Provide information regarding the local coordination strategies with state, regional and local partners to enhance services and avoid duplication of activities including a description of:

- **Adult, Dislocated Worker and Youth employment and training activities under WIOA Title I.**

The one-stop delivery system in LWIA 22 will or will continue to coordinate strategies concerning Adult, Dislocated Worker and Youth employment and training activities under WIOA Title 1 in the following ways:

- Current education and training service provisions have been designed and implemented in conjunction with local labor market information and are designed to meet customer needs
- Partnerships exist with the community college and other organizations to help administer job search, financial, and educational opportunity workshops within the Career Centers
- Robust resource rooms have been established and are continuously updated to assist job seekers with their job search, other employment and training services, and to connect them with other agencies resources
- Job seekers have access to current labor market information relating to growing and emerging industries
- Local businesses will be and are engaged to identify industry needs and local educational and training entities are consulted to develop customized training to address needs
- Customers are engaged at first point of entry through the Help Desk and Career Specialist On Call (CSOC); customers are oriented to center services that are inclusive of education and training services
- Customers requiring more intense services are provided the opportunity to work individually with a Career Counselor in a holistic approach in addressing barriers of employment and the provision of resources, including training opportunities, to meet job seeker needs
- Individual Employment Plans are developed with customers so that they are able to move strategically along a career pathway
- The One-Stop Operations Committee will meet regularly and will ensure non-duplication of services and activities amongst partners
- Focus and emphasis on combining skills training with work-based learning that enables customers to not only receive hands-on experience but that also allows them to earn while they learn are in the form of paid work experience and on-the-job training opportunities
- Title 1 staff will continue to review training programs, graduation rates, employment and wage information, and LMI information to focus more sharply on sector approaches that

produce both short and long term employment outcomes, including an approved list of training providers/programs that produce the best trained graduates

- Cost limitations for ITA's will be reviewed periodically to possibly increase the cap on WIOA scholarship limits, particularly as it relates to more expensive programs that have proven to lead to high wage placements and for those students who are not eligible for Pell or other non-WIOA financial assistance
- Marketing efforts will continue to inform the public and stakeholders about what we do well, increases our visibility, and allows for more diversity while increasing enrollments among the adult, dislocated worker and youth populations we serve

- **Adult education and literacy activities under WIOA Title II. This description must include how the Local Board will carry out the review of local applications submitted under Title II consistent with WIOA Secs. 107(d)(11)(A) and (B)(i) and WIOA Sec. 232. [Additional Guidance will be released by ICCB]**

Adult Education programming in LWIA 22 is offered by Lewis and Clark Community College (L&C), Southwestern Illinois College (SWIC), Kaskaskia College (KC) and an alternative school program through the Edwardsville High School South. These programs will work closely with the one-stop delivery system in LWIA 22 to coordinate strategies concerning its programming. This includes participation on local Area Planning Councils (APCs), legislated councils that include all adult education providers and WIOA partners in each in community college district. The work of the APCs is to ensure that adult education services are not duplicated and that they meet the adult education needs of all residents across the district and includes the following:

- Adult Basic Education and GED® preparation (ABE/GED®) classes for adults over the mandatory school age.
- English Language Acquisition/English as a Second Language (ELA/ESL) classes.
- Project READ tutoring for all lower level adults, over the age of 16, in reading, math and ELA/ESL offered at convenient sites is offered in some capacity.
- Bridge Programming that lead to college and/or careers.
- ICAPS (integrated college and HSE instruction) for Manufacturing, TDL, Child Development and Healthcare for students to finish their GED® and access college simultaneously
- The Highway Construction Careers Training Program (HCCTP) at L&C and SWIC is for individuals, especially disadvantaged, minorities, and females, interested in entering trades, especially those in the highway construction fields.

- CNA scholarships are available and provided through Madison County CSBG funds (financial need is necessary) or adult education funds.

On a broader scale, these programs are also involved in:

- Developing curriculums that align with the state's elementary and secondary education content standards which specifies what adult education learners should know and be able to do in the areas of reading, language arts, mathematics, and English language acquisition.
 - Promoting transition from adult education to postsecondary education and employment through career pathways by providing adult education instructional services that are contextually related to workforce training and the needs of employers.
 - Assisting immigrants and English language learners in (a) improving reading, writing, math, speaking, and comprehending the English language and (b) acquiring understanding of American government, individual freedom, and responsibilities of citizenship.
 - Establishing of high quality professional development programs to enhance the instructional services provided by adult education providers.
- **Wagner-Peyser Act (29 U.S.C. 49 et seq.) services.**

Illinois Department of Employment Security provides Employment Service, Unemployment Insurance and Labor Market Information.

Service Delivery

Illinois Department of Employment Security (IDES) staff are cross trained in both employment services and unemployment insurance. IDES staff receive ongoing program and tools training to ensure they have the competencies needed to provide excellent service to our customers. Staff are equipped with the skills, knowledge, and ability to deliver service to a diverse population of jobseekers, employers and service providers with a wide range of skills sets and backgrounds. To ensure every customer receives a quality experience, employment services are provided through three distinct formats: self-service, limited assistance and full assistance.

- Self-service: Employers and job seekers who do not require hands-on assistance. These individuals are typically self-sufficient and have computer skills.
- Limited Assistance: Staff assisted. Employers and job seekers who are comfortable with computers but may require some assistance utilizing our online tools and/or may require general job search services.

- Full Assistance: Staff Assisted. Employers and job seekers requiring individual assistance from our staff. Trained employment service staff will assist employers and job seekers with completing various online functions. Staff also provide referrals through community linkage to partners and supportive service organizations.

General Job Seekers

Each IDES office offers the full range of employment services to general jobseekers. General jobseekers are individuals who do not fit the criteria for any other “special” population (noted below) served by IDES. Through collaborations with educational institutions, community based organizations, faith based organizations, partners, various government entities and others employment service staff provide the tools and techniques needed to increase the individual’s employability. In keeping with the concept of universal access, core (i.e., basic) services are available to any person seeking employment service assistance. For many, core services may be all that is needed to satisfy their employment-related needs. Local office employment services staff are also knowledgeable about specialized programs and resources within the local workforce area to which individuals can be referred for additional services: intensive or training. Access to these levels of service may be governed by eligibility criteria, depending on program requirements. IDES is required by the Wagner-Peyser Act to provide core services; intensive and training services are provided in conjunction with or by the Title I partners. All other partners provide valuable services for general job seekers and special populations.

Special Populations

IDES job seeker population includes the following groups and are outlined by the descriptions below:

General Job Seekers

Youth

Veterans

Ex-Offenders

Migrant Seasonal Farm Workers

Individuals with Disabilities

Hire the Future (HTF)

Each IDES office offers the full range of employment services to youth ages 16-24 years of age. Employment service staff works with educational institutions, community based organizations and faith based organizations to provide the tools necessary to transition from education to workforce. Through online tools and in-person workshops employment services staff assist this population with career assessments, comprehensive job search using online tools, various job readiness skills and other techniques to increase their chances of gainful employment. Employment services staff also educate parents, educators, and providers on the various tools IDES uses to assist with online career path development, scholarship searches and understanding labor market data to make informed decisions about the youth’s career choice. Employment service staff are also visible in the community providing workshops and presentations at community and faith-based organizations and others vested in the success of the youth. IDES looks forward to coordinating services with the WIOA Title 1 Youth Program which is primarily focused on out of school youth and the Title IV

Division of Rehabilitation Services Youth Program. By combining resources and sharing information there is an expectation of success for both in school and out of school youth.

Re-entry Employment Services Program (RESP)

Each IDES office offers the full range of employment services to Re-entry Employment Service Program (RESP) clients. The Governor's Reentry Commission identified 10 targeted regions which were selected on the basis of their substantial parolee populations and high crime rates. IDES, partnering with the Illinois Department of Corrections (IDOC), other governmental agencies and community and faith based organizations, provide information to groups of inmates, probationers and corrections staff to assist clients with employment barriers. IDES staff also collaborate with various organizations and partner staff to meet the needs of this very specific population. Working with each individual to find gainful employment utilizing the services offered by all partners is crucial to help overcome this barrier to employment. IDES offers Fidelity Bonding to this and other populations to increase the employability of individuals. Information is also available concerning federal tax credits for hiring certain populations and should be distributed to employers through partner outreach.

Migrant Seasonal Farm Workers

Each IDES office offers the full range of employment services to Migrant Seasonal Farm Workers (MSFW) clients. Services can be delivered in Spanish or English as needed and bilingual materials are available. Staff are trained to handle the immigrant community and seasonal workers. The staff are able to provide services in: English and Spanish via bilingual staff or tele-interpretor phone services. IDES staff also collaborate with various Hispanic focused organizations to ensure the employment and resource needs of this very specific population.

Veteran Services Program

Eligible Veteran clients will receive "priority of service" at all America Job Centers/Illinois WorkNet Centers as well as a full range of employment and training services. Veterans receive services primarily by the IDES employment service staff. Disabled Veteran Outreach Program (DVOP) specialists provide intensive services and case management to veteran clients with significant barriers to employment as defined by TEGL 19-13 and subsequent changes (VPL03-4). In addition, DVOP specialists outreach to community organizations to identify services to assist veterans and eligible persons. Local Veterans' Employment Representatives (LVER) conduct outreach to employers, advocating the advantages of hiring veterans and all eligible persons. The LVER's also perform job development services for veterans who are referred by the DVOP and are job ready. The Illinois JobLink system gives veterans and all eligible persons "priority of service" on all job postings to include exclusive first 72-hours of all job postings. Illinois JobLink places a U.S. flag next to every veteran profile so that employers can readily identify them.

Note: The term "priority of service" means, with respect to any qualified job-training program, that a covered person shall be given priority over nonveterans for the receipt of employment, training, and placement services provided under that program, notwithstanding any other provision of law. Such priority includes giving access to such services to a covered person before a non-covered person or, if resources are limited, giving access to such services to a covered person instead of a non-covered person. (Title 38, Chapter 42, Section 4215.

Agencies receiving federal funds are bound by priority of service to veterans and other eligible persons. Recognizing those persons in the AJC through a common procedure will ensure a comprehensive delivery of services to all veterans and other eligible persons by all partners. IDES veteran staff is available for training AJC partners on the Veterans Employment Program as outlined by USDOL-VETS. Combining workshops, providing intensive services to veterans with significant barriers to employment and employer outreach will all be integrated with other partners to provide paramount services to veterans and other eligible persons.

Individuals with Disabilities

Each IDES office offers the full range of employment services to Individuals with Disabilities. All IDES offices are accessible to people with disabilities. Sign language interpreters can be accessed by staff as well as an array of tools and technology to ensure appropriate services are provided. Through collaborations with organizations such as the DRS/DHS, Disability Works, American Disability Association, and many local organizations our local office has been able to have an impact on assisting individuals with disabilities to obtain gainful employment.

Business Services Team

The employer population represents a very unique and diverse group. This population consists of business owners, chambers of commerce, business associations, etc. Appropriate service to this population is essential to meeting the needs of each jobseeker population. The creation of new job opportunities is the foundation to the labor exchange system and the outcomes of the unemployment insurance program. As employment opportunities increase so does gainful employment and a decrease in UI benefits. Understanding this premise, IDES is charged with meeting the needs of employers by connecting employers to the Business Services Team (BST).

The Business Services Coordinators (BSCs) provide employers with information on all programs and services provided by IDES including but not limited to: Veterans, Work Opportunity Tax Credits, IJL, obtaining job orders, Labor Market Information and Re-Entry Employment Service Program.

Through employer visits, networking and workshops the role of the Business Services Team is to build relationships and provide ongoing education and training to business customers. The Business Services Team also utilizes Illinois JobLink (IJL) to track and record business contacts, referrals, services delivered, and more. The employment services staff reference the employer information inputted by the BST to identify employment opportunities for job seekers.

Through business interviews business services staff collect primary information and record data to ensure ongoing communication. Business services staff assist business customers to clarify needs/requirements of businesses, to refine the service offerings via working directly with staff or utilizing available tools. The Business Services directly communicates the needs of employers to the employment services staff. Employment services review job orders to understand the job descriptions, qualifications and requirements, of available positions within an organization. A thorough background of the organization and its employment opportunities assists and employment services staff in referring qualified candidates for the positions.

A coordinated effort of Business Services Teams and/or individuals that perform employer outreach from all partner agencies is indispensable to prevent duplication of services. Shared information is necessary to provide outstanding service to employers.

Labor Market Information

[Data & Statistics](#) include employment statistics, job forecasts, wages and demographic characteristics. IDES collects, analyzes and disseminates this data in cooperation with the U.S. Department of Labor's Bureau of Labor Statistics (BLS) and Employment and Training Administration (ETA). The Illinois Virtual Labor Market Information System interactively delivers labor market and occupational information and resources. The Illinois Career Information System provides jobseekers a planning tool to develop career plans, information on occupations, education, budgeting and a portfolio to organize plans.

Services include:

- [Business Employment Dynamics](#) - Set of statistics generated from the Quarterly Census of Employment and Wages that help to provide a picture of the dynamic state of the labor market.
- [Commuting Patterns](#) - Provides a picture of the County-to-County Worker flow chart.
- [Current Employment Statistics](#) - Produces payroll job estimates of Illinois and metro area non-farm industries.
- [Employment Projections](#) - Provides short-term and long-term employment projections for both industries and occupations.
- [Help Wanted Online \(HWOL\) Reports](#) - Compiles job want ads from online job boards, newspapers and aggregator sites and tallies the hottest job opportunities by region each month.
- [Illinois Labor Market Review](#) - Publication: Online journal providing workforce and labor market analysis and information.
- [Labor Market and Career Information Publications](#) - A collection of useful Labor Market and Career Information publications.
- [Legislative District Dashboard](#) - The Dashboard contains information on Illinois claimants for regular (non-Federal) unemployment insurance benefits. The reports are organized by legislative district and feature claimant information by education, age, and military status.
- [Learn More Earn More](#) - Publication: Highlights occupations expected to provide the most job openings each year organized by education and training requirements.
- [Licensed, Certified & Registered Occupations in Illinois](#) - Provides information about occupations that are regulated in some way by many state boards, commissions, and agencies.
- [Local Area Unemployment Statistics \(LAUS\)](#) - Develops monthly and annual estimates of the labor force, employed, unemployed and the unemployment rate for the State

- [Local Employment Dynamics \(LED\)](#)-Information about local workforce and labor market conditions covering more than 90% of total wage and salary civilian jobs. OnTheMap is a mapping and reporting application that shows the travel patterns of workers and identifies the workforce characteristics of local areas.
- [Mass Layoff Statistic \(MLS\)](#)-Federal-State initiative that identifies, describes and tracks large job cutbacks, reports mass layoffs and closures in Illinois.
- [Monthly Employment and Unemployment Press Releases](#)-The Illinois Employment Situation: Statewide and metro area employment and unemployment press releases.
- [Occupational Wages](#)-Provides wages for more than 700 occupations [from the Occupational Employment Statistics (OES) Survey].
- [Quarterly Census of Employment & Wages](#)-Produces comprehensive quarterly counts of employment and wages for workers covered under Unemployment Insurance programs.
- [UI Program Data](#)=Provides data collected on individuals currently applying for and those receiving Unemployment Insurance.
- [Workforce Availability](#)-Necessary data to complete Affirmative Action compliance, or EEO reports. Available for all counties and Metropolitan Statistical Areas.
- [Illinois Virtual Labor Market Information System](#)-The Illinois Virtual Labor Market Information System interactively delivers labor market and occupational information and resources.

Conclusion

Working with all American Job Center partners IDES will provide superior service to all populations of job seekers and employers through collaboration of services and professional relationships throughout the community.

- **Vocational rehabilitation service activities under WIOA Title IV.**
 1. DRS is able to assist people with physical and mental disabilities.
 2. DRS is strictly employment focused.
 3. DRS would benefit from initial knowledge of other agencies the person is working with to avoid duplicate services, funding, and /or referrals.
- **Relevant secondary and post-secondary education programs and activities with education and workforce investment activities.**

LWIA 22 works with the secondary and post-secondary institutions to encourage and support career and employer focused events such as Manufacturing Day at SWIC and Business/Entrepreneurship workshops at Granite City High School. The Madison County Regional Superintendent sits on our LWIB and the Madison-Bond Youth Committee as well as representatives from all three

Community Colleges in our area. The coordinator of the Madison County Career and Technical Education Systems has been participating on our youth committee for many years.

LWIA 22 will continue to focus its efforts at developing career pathways with secondary and post-secondary education institutions within its key sectors. Currently, these sectors are defined in collaboration with education, business and economic development, and include advanced manufacturing, healthcare, IT and transportation/logistics. The Southwestern Illinois Economic Development Region 9 regional plan describes these efforts in fuller detail.

For the past eight (8) years, the Madison-Bond Workforce Innovation Board's Youth Council/Committee has co-sponsored a career fair event entitled "Career Days" with one or two local school districts. It all started with a passionate discussion at a 2006 quarterly LWIB meeting about the need to educate students on how to make the right career choices. From there, the determination grew so strong among the members to make something happen that a decision was made to approach a local high school about piloting a first career fair event at their school. This first year, a simple career fair format was successfully implemented with seniors from the school district. But much was learned by the LWIB from this experience, which identified the need for more intense planning. Each year since, a different high school and/or middle school is approached, and a Career Days model is created unique to the individual school and their needs using basically the process just described. Anywhere from 200-2000 students and 20-90 local and regional employers participate at each Career Day event, depending on the size and needs of the school. Presenters typically talk about their own occupations during 3-6 breakout sessions with anywhere from 10-50 students per session. Most sessions are hands on and interactive. Presenters dress as they would on the job and bring their tools of the trade, and sometimes enhance their presentations with power point slides, photos and examples of work. A master list of the speakers attending is shared with the school for future events if the school makes the request. Their Career Day model is now complete and school staff are armed with the tools to tweak and continue Career Days on their own. Positive impact is experienced by students, school staff and even presenters. Large St. Louis area companies such as Boeing, Monsanto and Ameren participate year after year alongside local businesses and organizations. Students and school staff are given the opportunity to learn about non-traditional, high growth and some little known occupations in addition to the more traditional jobs. Careers represent many walks of life and require a diversity of training and educational requirements from technical training to high level degrees. Connecting business and education is integral to the Madison-Bond Workforce Innovation Board's mission, and what better way to do this than to bring the employers to the students, while they are still trying to figure out what career path is right for them. Attestation from both middle school and high school students over the years indicate that Career Days influenced and sometimes changed their future career plans.

For customers who enter the One-Stop system without an academic and/or career plan, the utilization of career assessments, identification of an initial career goal and exploration of potential next steps within a career pathway may be explored in collaboration with our Community College Adult Ed partners and other post-secondary institutions.

The Madison County E-Learning Program continues to provide a means to a high school diploma or GED, with college preparation classes, FAFSA assistance, career exploration classes, and paid work experience. The Educational Resource Specialist works with the local school districts, community colleges and the County Regional Office of Education to provide these services to high school dropouts and to some college bound students who are basic skills deficient.

Adult Education programs are transforming to better align GED to postsecondary education using two main strategies. The first strategy focuses on contextualized bridge programs. Rather than focusing solely on passing the test, these courses have been designed explicitly as a pathway to college. In the redesigned classes students attend more hours than traditional GED classes, receive guidance and support from caring staff, and participate in contextualized curricula in either health sciences or technology fields. The second strategy is Integrated Instructional models called ICAPS in Illinois. Based on Washington State's I-BEST, these models were developed in response to the recognition that adults with less than a high school education could benefit from college credit in a technical skills field and a credential. In this model, basic skills experts and professional-technical faculty jointly design and teach college credit courses and also provide an additional academic adult education support class. These courses must be part of larger program that leads to college credential(s) and in-demand jobs. One of the strengths of these programs for adult learners is that energy is focused on innovative instruction and supports and with internal partners who already have existing partnerships with employers.

- **How the Local Board will support the strategy identified in the State Plan under 20 CFR 676.105 and work with the entities carrying out core programs and other workforce development programs, including programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) to support service alignment.**

Every college technical program has an advisory committee made up local employers who advise faculty coordinators on current practices and make recommendations to maintain relevance and alignment to the workplace.

The region has seen continued growth and demand for postsecondary Career and Technical Education (CTE) in both higher completion rates and increased program offerings. All three local community college districts receive these federal funds from the Illinois Community College Board (ICCB) to support post-secondary CTE programs. The Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins IV) is the most important piece of legislation affecting career and technical education (CTE) in Illinois. Perkins IV focuses state and local efforts on continuously improving programs to facilitate the academic achievement of CTE students by: strengthening the connections between secondary and post-secondary education; restructuring the

way stakeholders, high schools, community colleges, universities, business and parents work together; and increasing state and local accountability standards. The intent of Illinois post-secondary CTE is to provide students with the skills and knowledge necessary to excel in the global economy. Career and technical education equips students with the foundational knowledge to explore a cluster of occupations and careers. As a student evolves through their educational experience, their focus is narrowed to a particular program. This process allows students to transition seamlessly while providing them with hands-on exploration, rigorous academics and the support necessary to succeed.

L&C, SWIC and KC are dedicated to ensuring that all students have access to rigorous and relevant educational opportunities that prepares them for success in college and careers and they provide students with the academic and technical skills necessary to succeed in the 21st century knowledge and skills-based economy. Students participating in these programs are held to specific and reliable industry-based learning standards to ensure that they are fully prepared for both postsecondary education and the high-wage, high-skill and high-demand career of their choice.

A key to a robust career pathways system is that portable, stackable credentials are incorporated fully into the system, particularly at the postsecondary level. The incorporation of portable, stackable credentials has been an ongoing commitment of the postsecondary career and technical education system since the implementation of the Carl D. Perkins Career and Technical Education Improvement Act (Perkins IV).

- **Other services provided in the one-stop delivery system including but not limited to the programs outlined in WIOA Sec. 121.**

Educational Opportunity Center

The Educational Opportunity Center (EOC) provides the following services: education and career counseling, career assessments, college and career printouts, college application assistance, scholarship searches, electronic filing of the FAFSA application, assistance completing other types of student financial aid forms and assistance with defaulted student loans. They attend the one-stop comprehensive center's Educational Opportunities workshop and assist with the customer orientations.

American Association of Retired Persons (AARP)-Senior Community Service Employment Program (SCSEP)

AARP Foundation's Senior Community Service Employment was created to help make connections between older adults looking to return to the workforce and employers looking to benefit from mature, experience employees. For more than 45 years, the program has provided Americans over age 55 with opportunities to fill entry-level and mid-level positions with employers in their

communities. AARP Foundation SCSEP has successfully move thousands of older adults into job-providing them with opportunities to contribute their skills while also offering valuable work experience.

Illinois Department of Human Services/Temporary Assistance for Needy Families

The Temporary Assistance for Needy Families (TANF) program provides temporary financial assistance for pregnant women and families with one or more dependent children. TANF provides financial assistance to help pay for food, shelter, utilities, and expenses other than medical. Services offered include the following: time-limited cash assistance for basic needs, such as food, clothing, housing, etc.; transitional services to help families become independent, such as GED preparation, vocational training, postsecondary education, vocational rehabilitation, classes in basic English, help with child care, work stipends, job retention services, etc.; and screening for issues related to substance abuse, mental health, and domestic violence, and referrals for available services to address them.

Madison County Community Development

Madison County Community Development (MCCD) operates the following programs in Madison County: Energy Assistance, Home Weatherization, Homebuyer Program, Housing Development, Economic Development and Transitional Housing.

Job Corp

Job Corps is a free education and training program that helps young people learn a career, earn a high school diploma or GED, and find and keep a good job. For eligible young people at least 16 years of age that qualify as low income, Job Corps provides the all-around skills needed to succeed in a career and in life.

FAYCO-WorkPartners

FAYCO Enterprises Inc., serving Fayette, Bond, Montgomery, Jefferson and adjacent counties, is a private not-for-profit charitable and tax-exempt corporation-501(c)3-which was developed to provide the experience, training, and opportunity for a person with a disability to take their own productive place in their community. The thrust behind FAYCO's Work Partners program is to help local employers to understand the many benefits they will enjoy when they hire workers that we have screened and are able to perform the work the employer needs to have done. Placement is a cooperative effort between FAYCO and the business and industrial community to find competitive employment opportunities for a qualified worker.

- **Provide a copy of the local supportive service policy and describe how the Local Board will coordinate the provision of transportation and other appropriate supportive services in the local area.**

LWIA 22's Supportive Service Policy is included as **Attachment 1**. The Local Workforce Innovation Board realizes there may be situations or circumstances that arise where the customer may need assistance to fill an employment or training need. An example of this need may be an auto insurance payment, transportation to a job interview, limited child care assistance while conducting a job search or attending an interview, car repair payment, rent assistance, temporary shelter payment, travel assistance for full time employment, utility payment, job interview clothing, or other legitimate need of a customer that is reasonable and necessary. Each individual circumstance and amount of support may be different. Since it would be difficult to outline each scenario, the LWIB has decided that supportive services might be available to the customer, utilizing WIOA funds, when no other sources are available. However, other avenue and resources must be sought out – WIOA funds can only be expended as a last resort.

The Career Planner will be responsible for determining whether WIOA funds should be considered for supportive services. The Career Planner must submit the proper documentation and paperwork for consideration prior to authorizing WIOA funds for supportive service costs.

1. Prior to being considered for supportive services, the customer must seek other forms of financial assistance. The Career Planner must first provide the customer with information on other agencies, local community providers, and one-stop partners that could possibly provide assistance, document the referral, and verify the outcomes.
2. This type of supportive services will be made only to customers who are enrolled in an approved WIOA activity, and will be limited to those adults and dislocated workers in an intensive or training activity or youth enrolled in a WIOA approved program.
3. In the event WIOA funds are determined the only resource available to assist with the special need, the customer and Career Planner will be required to provide reasonable information and/or documentation on why the need exists.
4. When considering supportive services sound judgment must be exercised. Each request must be evaluated in light of need. It is the responsibility of the agency's Administrative Office to make the final decision whether to grant or deny any supportive services payment prior to the commitment of WIOA funds.

The current amount approved for supportive service assistance is \$1000.00 per customer per year.

- **Describe the local referral process (see MOU Part IX).**
 - **Identify the entities between who the referrals occur**
 - **Explain the method(s) that will be used to refer participants between programs**
 - **Define the roles related to referrals**
 - **Identify the method of tracking referrals**
 - **Describe specific arrangements to assure that individuals with barriers to employment, including individuals with disabilities, can access available services**

Customers who are in need of services not available through our centers will be referred to the most appropriate one-stop or community resource as soon as the need for referral is established. The United Way 211 Service Locators for the Riverbend area (Northern Madison County and the Tri-Cities area (Southern Madison County), offered as **Attachment 2**, will be utilized when referring customers to outside resources. An entry in the IWDS case management system will be made to track each referral. For WIOA program participants, the referral and the follow-up will be documented in the case notes in the IWDS case management system. Each customer being referred will be evaluated by a career planner to insure that they are able to access the available service.

C. Provide a description of how the local area will provide adult and dislocated worker employment and training activities including:

- **A description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area.**

LWIA 22 will provide a continuum of sequenced services to adult job seekers that are based on an “on-demand” philosophy. Services traditionally provided through separate agencies should be truly integrated (vs. co-located), appearing seamless to the customers. The levels of service include the required career services and also individual training services. LWIA 22 will work closely with dislocated workers to assist them to smoothly transition into a new job or career. Based on this team approach and a seamless service delivery system, partnering agencies will work together to address customer needs.

Available career services for adults or dislocated workers may include:

- Determination of eligibility to receive services under Title 1B
- Outreach, intake (which may include profiling) and orientation to one-stop centers and programs
- Initial assessment of skill levels, aptitudes and abilities and need for supportive services
- Employment statistics information including job vacancy listings, job skill requirements for job listings & information on demand occupations

- Performance information about eligible training providers and the local one-stop delivery system
- Information on support services and referral to support services
- Information regarding filing for Unemployment Insurance
- Assistance in establishing eligibility for training and education programs
- Resource room usage, including Internet job search
- Internet accounts
- Self-service access to job vacancy listings
- Initial development of employment plan
- Workshops and job clubs
- Follow-up services including counseling regarding the workplace
- Individual job development
- Staff-assisted job referral services (testing and background checks done before referral or when operating as an employer's agent)
- Comprehensive and specialized assessment, including diagnostic testing and interviewing
- Full development of individual employment plans
- Group counseling
- Individual counseling and career planning
- Case management
- Short-term pre-vocational services
- Follow-up services after entering employment

Available adult or dislocated worker training services may include:

- Occupational skills training
- On the job training
- Workplace training and cooperative education programs
- Private sector training programs
- Skill upgrading and retraining
- Entrepreneurial training
- Job readiness training, including paid work experience with public and private sector employers

- Adult education and literacy activities in combination with training
- Customized training

- **A description of how the Local Board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities.**

LWIA 22, in cooperation with the Illinois Department of Commerce & Economic Opportunity (DCEO), will coordinate rapid response activities in our 2 county region. If the layoff/trade event affects less than 25 employees, LWIA 22 will take the lead in coordinating the rapid response workshops. If over 25 employees, DCEO will be the lead organization. LWIA 22 will be responsible for the presentation and administration of employment and training services to affected employees. Also included in the presentation of available services will be the following local and state partners: LWIA 22, DCEO, Illinois Department of Employment Security, Illinois Department of Insurance and United Way. In some instances, the affected company and/or union will also have representatives at the rapid response workshops. Following that, customers are referred to their local center for an Educational Opportunities Workshop or Job Search Workshop as well as a meeting with a Career Specialist. LWIA 22 and DCEO will also be responsible for collecting surveys and entering data into the DETS system.

D. Provide a description of how the local area will provide youth activities including:

- **A description and assessment of the type and availability of youth workforce investment activities in the local area including activities for youth who are individuals with disabilities, which must include an identification of successful models of such activities.**

The organizations providing workforce activities in LWIA 22 include MERS/Goodwill, Madison CUSD #12, and Madison County Employment & Training. Each of these organizations provides selected workforce activities to youth with barriers to employment and/or youth with disabilities. The organizations provide resources and workforce activities to youth with barriers such as homelessness, criminal background, pregnant or parenting, youth with disabilities, youth that are basic skills deficient, high school dropout, youth in foster care or who have aged out of the foster care system, etc. The activities include soft skills training, job readiness training, tutoring, drop-out prevention activities, financial literacy, as well as the other required elements of the Workforce Innovation and Opportunity Act (WIOA). There are currently four (4) WIOA youth programs operating who provide all of the required elements of WIOA, or have a referral source for each of the elements. The Madison County MERS/Goodwill Youth Program and the Madison County E-Learning Program (thru Madison County Employment and Training Department) provide

workforce activities to the out-of-school youth population in the Madison County area, and the Bond County MERS/Goodwill Youth Program provides workforce activities to the out-of-school youth population in the Bond County area. Madison High School (Madison CUSD #12) provides workforce activities to the in-school population being served in the Madison County (Madison School District) area. Vocational Rehabilitation provides employment and independent living services for individuals with disabilities-physical, mental, or intellectual. Successful workforce investment models for in-school youth include pairing secondary education with work-based learning opportunities and post-secondary exposure. This type of model provides the opportunity for career pathway development while the youth is in high school, during their junior and senior year. High school juniors and seniors are able to participate in work-based learning opportunities such as subsidized work experience, job shadowing opportunities, work-place tours, etc. to assist in the development of their career plan. Successful workforce investment models for out-of-school youth include re-engaging disconnected youth who have dropped out of high school or obtained their high school diploma or recognized equivalent. The out-of-school youth are exposed to post-secondary opportunities such as occupational skills training, two-year and four-year degrees, and participate in work-based learning opportunities to determine their career interest. Youth create a career plan based on their desired career pathway and are given the necessary tools and resources to accomplish their plan. All four (4) youth programs have been successful models, and assist us in meeting and exceeding performance measures each year.

- **A description of how local areas will meet the requirement that a minimum of 75% of the youth expenditures be for out-of-school youth.**

In anticipation of the 75% minimum out of school expenditure requirement, our focus for the past several years has been to gradually decrease our in-school youth enrollments and increase our out-of-school youth enrollments. Initially, two years ago, our two (2) out-of-school youth programs (Bond County MERS/Goodwill and Madison County E-Learning Program) were asked to increase their enrollments by 20% and maintain those numbers. At the same time, in-school enrollments of our single provider, Madison High School, were reduced by 10 students. Program Year 2015, we added an additional out-of-school youth provider; MERS/Goodwill in Madison County. LWIA 22 is also offering more year round paid work experience opportunities to enrolled youth to both meet the 20% minimum requirement and to assist in maintaining a minimum expenditure rate of 75%.

E. Provide a description of how the local area will provide services to priority populations as outlined in the Unified Plan:

- **Provide information on how priority will be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient consistent with WIOA Sec. 134(c)(3)(E).**

Under the Workforce Innovation and Opportunity Act (WIOA), priority requirements under the Adult and Dislocated Worker programs are given to individuals with connections to the military. Veterans and eligible spouses continue to receive priority of service for all USDOL-funded job training programs, which include WIOA programs. As described in TEGL 10-09 and 03-15, when programs are statutorily required to provide priority for a particular group of individuals, such as are outlined in WIOA Policies on Eligibility in Chapter 4 - Adult Eligibility, priority must be provided in the following order:

1. First, to veterans and eligible spouses who are also included in the groups given statutory priority for WIOA Adult Formula funds. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services provided with WIOA adult formula funds.
2. Second, to non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds.
3. Third, to veterans and eligible spouses who are not included in WIOA's priority groups.
4. Last, to non-covered persons outside the groups given priority under WIOA.

A veteran who is eligible or spouse of an eligible veteran who is entitled to receive priority of service is a person who has served at least one day in the active military, naval, or air service, and who was discharged or released from service under any condition other than a condition classified as dishonorable is a covered person. This definition includes Reserve units and National Guard units activated for Federal Service.

LWIA 22's Priority of Service Policy is included as **Attachment 3**.

- **Describe how the Local Board will determine priority populations and how to best serve them, along with any other state requirements.**

Check all that apply:

- | | |
|---|----------|
| _____ Public assistance and low-income veterans and eligible spouses,
or other low income individuals, or individuals who are basic
skills deficient who would receive first priority for 1A funds. | 4 points |
| _____ Public assistance and low-income non-veterans. | 3 points |
| _____ Veterans and eligible spouses who are not low-income or
receiving public assistance | 2 points |
| _____ Non-veterans who are not low-income or receiving public
assistance | 1 point |
| _____ Total number of points | |

LWIA 22 has developed a priority of service point ranking system that is approved by the WIB and is completed on all applicants in the one-stop centers. The priority of service ranking system is as follows:

F. Provide a description of training policies and activities in the local area including:

- **How local areas will meet the requirement that a minimum of 40% of expenditures be for direct training costs;**

LWIA 22 will monitor and make adjustments as necessary to meet expenditure goals.

- **How local areas will encourage the use of work-based learning strategies including the local area goals for specific work-based learning activities and proposed outcomes related to these activities;**

Work based learning is best addressed by a high utilization of OJT programming, where a job and a worker are directly connected. In addition, work experience will be used to serve the youth which in our case and nationally have much less actual work experience than previous generations. The key is to develop meaningful work and instill the “soft skills” necessary for an attachment to the workforce.

- **Provide a copy of the local Individual Training Account Policy and describe how training services outlined in WIOA Sec. 134 will be provided through the use of individual training accounts, including, if contracts for training services will be used, how the use of such contracts will be coordinated with the use of individual training accounts under that chapter, and how the Local Board will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided; and**

LWIA 22's ITA policy is included as **Attachment 4**. The Department of Commerce and Economic Opportunity will maintain the State list of eligible providers of training services available to customers in the one-stops. Customers may access IWDS to obtain cost and performance information on each provider. LWIA #22 will maintain a local list of providers and all information will be updated routinely.

After the customer has completed the assessment process and career services, and it is determined that the customer needs training, he/she will be provided the State list and all provider information. The customer will be referred to the training providers he/she selected, and after gathering information at each training site, the customer will select the training provider he/she wishes to utilize. An “Individual Training Account Voucher” will be issued to the customer to take to the training provider and the training provider will invoice WIOA #22 for payment of approved charges. Service providers may also refer customers to us and they will be run through the testing and assessment process.

On September 12, 2007, the LWIB approved the amount of \$12,500.00 for a course of study (tuition). The LWIB stipulated that the ITA should if at all possible be used in our local metropolitan area and that it should be used for training which leads to employment in a growth occupation in our local area. However, LWIA 22 ensures that such limitations will not be

implemented in a manner which undermines WIOA's requirement to maximize customer choice in the selection of an eligible training provider. In addition, the LWIB has approved a classroom training supportive service payment of up to \$7,500.00 maximum per customer to assist enrolled WIOA classroom training participants with books, fees, and supplies.

Provide a copy of the local training provider approval policy and procedures and describe how the Local Board will ensure the continuous improvement of eligible providers of services through the system and that the providers will meet the employment needs of local employers, workers and jobseekers.

WIOA Policy 15-WIOA-5.3 entitled WIOA Training Provider and Training Program Eligibility (interim) will be the policy and procedure followed by LWIA 22 until further guidance and a final policy is issued by DCEO.

G. Provide information regarding the local strategies that will be financed by the transfer of Title IB workforce funds including the maximum dollar amount and/or percentage that is authorized to be transferred on an annual basis:

- **To transfer funds between the adult and dislocated worker funding streams.**

As the need arises, a transfer of funds between the adult and dislocated worker funding streams will be made.

- **To use funds for incumbent worker training as outlined in WIOA Sec. 134(d)(4)(A)(i).**

Incumbent worker training will also be determined by the needs of our businesses and by the opportunities those activities provide for wage growth and new employment within the business.

- **To use funds for transitional jobs as outlined in WIOA Sec. 134(d)(5).**

LWIA 22 does not plan to use funds for transitional jobs at this time.

- **To use funds for pay for performance contracts as outlined in WIOA Sec. 133(b)(2-3).**

LWIA 22 does not plan to use funds for pay for performance contracts at this time.

CHAPTER 5: PERFORMANCE GOALS AND EVALUATION – LOCAL COMPONENT

The plan must include information on the actions the Local Board will take toward becoming or remaining a high performing board, consistent with the factors developed by the State Board (WIOA Sec. 101(d)(6)).

- A. Provide information regarding the projected local service levels. [Note the details regarding this requirement will be developed in the Spring of 2016.]**

LWIA 22 is waiting for guidance regarding this requirement from DCEO.

- B. Provide information regarding the local levels of performance negotiated with the Governor and chief elected official consistent with WIOA Sec. 116(c), 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 (where appropriate), eligible providers under WIOA Title I Subtitle B, and the one-stop delivery system in the local area. [NOTE: The details regarding this requirement will be developed as the WIOA rules are finalized.]**

- **WIOA Common Measures**

LWIA 22 is waiting for guidance regarding this requirement from DCEO.

- **Additional State Measure**

LWIA 22 is waiting for guidance regarding this requirement from DCEO.

CHAPTER 6: TECHNICAL REQUIREMENT AND ASSURANCES – LOCAL COMPONENT

This chapter includes the technical requirements and assurances that are required by the Workforce Innovation and Opportunity Act.

A. Fiscal Management

- **Identify the entity responsible for the disbursement of grant funds described in WIOA Sec. 107(d)(12)(B)(i)(III), as determined by the chief elected official or the Governor under WIOA Sec. 107(d)(12)(B)(i).**

Madison County Employment and Training Department (LWIA 22) will be the entity responsible for disbursing grant funds under the direction of the Madison-Bond Workforce Innovation Board (WIB).

- **Provide a copy of the local procurement policies and procedures and describe the competitive procurement process that will be used to award the subgrants and contracts for WIOA Title I activities.**

LWIA 22, Madison County Employment and Training Department, is a department of Madison County Government. Each department of Madison County Government is required by law to adhere to the purchasing and procurement policies and procedures adopted and revised by the County Board. These policies and procedures are available for review at the Administrative Services Department of Madison County IL Government in Edwardsville IL or at the Madison County Employment and Training Department Administrative Office in Wood River, IL. LWIA 22's Purchasing and Procurement Policies and Procedures are included as **Attachment 5**. For most purposes, the competitive process that will be used is a request for proposal (RFP). The Madison County Administrative Services Department will publicize the RFP in a sufficient number of newspapers, on the county website and in other media that will provide for a general circulation throughout the area served. This public notice will be made concurrent with the release of the RFP. This public notice shall also contain information on the bidders' conference. A bidder's list shall be maintained of all entities that have indicated in writing an interest in providing workforce services in the LWIA. A notice indicating the service or activity being procured, date, time, location of the RFP release, etc., shall be sent to all individuals on this list, all existing service providers, and others as applicable.

All RFPs shall be released with language which shall include:

- Name and address of the administrative entity.
- Name, address and phone number of person(s) to contact regarding the solicitation.
- General description of the sub-grant program, including identification of the applicable Federal and State laws and regulations with which the selected contractor must comply
- The population to be served and minimum service levels to specific target groups
- An estimate of the number/range of individuals to be served and expected performance results in each activity.
- Requirements for coordination with other workforce entities, as applicable.
- Funding parameters by activity.
- A detailed description of the training and/or services to be provided.
- The period of performance.
- Applicable monitoring and reporting requirements, including, but not limited to, data entry, performance, and financial reporting.
- Other services or requirements (e.g., responsibility for eligibility determination, policy on support payments, audit requirements and work statement requirements) that will affect proper budgeting by the bidder.
- Prohibition against subcontracting without WDB approval.
- Line item budget of proposed costs, including any local contribution
- Documentation to be supplied by the bidder to establish its programmatic and financial capability to perform the work
- Requirements for preparation and submission of the proposal, due date and time, content and format, number of copies and location/person where the bid should be submitted
- Process and procedures by which proposals will be evaluated for competitiveness, including identification of specific criteria which will be used
- Description of the procedures for responding to bidder inquiries and a schedule for the receipt of proposals, approximate dates for review and award
- Conditions under which the completed contract may be modified and extended for additional years, if applicable
- A Hold Harmless Statement

At the LWIB's discretion, procurement may be for either single or multi-year program proposals and contracts may be for a single year or multiple years. Multi-year contracts may not exceed a three (3) year period. Such multi-year contracts shall include provisions for first year funding and activity levels and provisions and conditions for the negotiation of subsequent year funding and activity levels. Bidders will be required to submit their qualifications to be a service provider. The provider, at a minimum, shall submit a brief description of the following: 1) organizational structure and experience; 2) personnel standards; 3) financial system; 4) latest audit; 5) bonding coverage; 6) procurement procedures; and, 7) monitoring procedures. A log will be maintained of all bidders that have requested and been sent an RFP. A potential bidders' conference shall be held after the RFP becomes publically available. To maintain fair and open competition, the answers to questions that arise from the bidders' conference shall be provided to all entities on the bidders' list and all entities that have requested an RFP. The closing submission date must be clearly stated in the RFP. Where

late proposals come in, these shall be accepted and the date and time recorded. A letter shall then be sent to the bidder returning its proposal package and explaining why it is not being considered. The Local WIB in conjunction with Madison County reserves the right to accept or reject any and all proposals received in response to the RFP. Obligation to the bidder is contingent upon the availability of grant funds. No legal liability on the part of the Local WIB or Madison County for payment of any money shall arise unless and until funds are made available. The bidders shall be responsible for all costs involved in the development of the proposal.

Using the evaluation criteria contained in the RFP, the local staff/LWIB committee members will review all proposals that meet the submission requirements and will submit summary reports of all proposals received to the appropriate committee of the LWIB along with recommendations for contractors it deems best able to operate the program efficiently and effectively, with price and other factors considered. At its discretion the LWIB/LWIB committee may conduct additional reviews or direct local

staff to obtain additional information. After evaluation and recommendation of the proposals received, the final selection of service providers will be made by the LWIB and Madison County. Communication will be sent to each successful and unsuccessful bidder that contains the decision related to that procurement.

B. Physical Accessibility

- **Describe how entities within the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with WIOA Sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding the physical and programmatic accessibility of facilities, programs and services, technology and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities.**

LWIA 22 ensures ADA compliance and provides support to individuals with disabilities to make services available. Staff training and support to assist in meeting the needs of individuals with disabilities is ongoing. The local area EO officer participates in several training workshops each year, including training on ADA compliance provisions updates.

Both the Wood River and Greenville One-Stop Centers provide auxiliary aids and services such as:

- Qualified interpreters
- Assistive listening headsets

- Open captioning on videos
- Telecommunication devices for deaf persons (TTY number)
- Computers that allow voice input and output
- Readers
- Brailled materials
- Video-text imaging displays

At the Bond County Greenville location, there are braille numbers on the outside wall of all classrooms and the bathroom.

All public information includes the tag, “auxiliary aids and services are available upon request to individuals with disabilities”, on local recruitment and marketing materials. Fonts are enlarged on printed materials to accommodate a visually impaired person. Both DCEO and the local EO officer monitor the comprehensive site and affiliate site for physical and programmatic accessibility to individuals with disabilities. When customers need assistance in a language other than English, the one-stop centers use the Propio Language Services, LLC provided by a contracted vendor through the Illinois Department of Central Management Services. A Spanish speaking Interpreter who works for LAMP (Language Access Metro Project) has been utilized in the past at our annual regional job fair held each September, and LAMP may also be utilized as needed on an individual basis for a small fee. If local interpreter services are available either through the local college or a local church, these services may also be utilized. Outside the one stop buildings, accessible parking spaces are available as well as outside ramps, and either an automatic door or automatic door button are available at each entrance.

- **Provide copies of executed cooperative agreements (as applicable) which 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 one-stop system with respect to efforts that will enhance the provision of services to individuals with disabilities.** [This may include cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers and other efforts at cooperation, collaboration and coordination.]

The local Memorandum of Understanding (MOU) will be provided under separate cover to DCEO by the state’s deadline.

C. Plan Development and Public Comment

- **Describe the process used by the Local Board, consistent with WIOA Sec. 108(d), to provide a 30-day public comment period prior to submission of the plan, including an opportunity to have input into the development of the local plan, particularly for representatives of businesses, education and labor organizations.**

The plan is made available to the public for review and comment for 30 days prior to submittal, and its availability is published in a Madison County newspaper and a Bond County newspaper. Certificates of publication will be included separately with the plan or forwarded when received. Copies of the plan are made available at the administrative office of MCETD for circulation to interested parties.

The ability to provide formal comment on the local plan by the public and by representatives of business, education and labor organizations is made available at open meetings of the full Board. Public notice of all WIB meetings are posted on the Madison County Calendar. Comments and questions from all concerned individuals and groups are welcomed and considered. Any resulting revisions to the plan are incorporated after being approved and adopted by the WIB and the CEO.

- **Provide a summary of the public comments received and how this information was addressed by the CEO, partners and the Local Board in the final plan.**

A summary of public comments received and how this information was addressed by the persons or groups above are included as **Attachment 6**.

- **Provide information regarding the local plan modification procedures.**

Local plans will be modified as needed by LWIA 22, and the same procedure will be followed regarding publication, the 30 day public comment period, and resulting revisions made to the modification.

Attachments

Attachment 1

LWA #22 WIOA Supportive Service Policy

Revised **November 20, 2015** (updates in bold)

The Local Workforce Investment Board realizes there may be situations or circumstances that arise where the customer may need assistance to fill an employment or training need. An example of this need may be an auto insurance payment, transportation to a job interview, limited child care assistance while conducting a job search or attending an interview, car repair payment, rent assistance, **temporary shelter payment, travel assistance for full time employment**, utility payment, job interview clothing, **or other legitimate need of a customer that is reasonable and necessary**. Each individual circumstance and amount of support may be different. Since it would be difficult to outline each scenario, the LWIB has decided that supportive services might be available to the customer, utilizing **WIOA** funds, when no other sources are available. However, other avenue and resources must be sought out – **WIOA** funds can only be expended as a last resort.

The Career Specialist will be responsible for determining whether **WIOA** funds should be considered for supportive services. The Career Specialist must submit the proper documentation and paperwork to the Administrative Office Program Development Manager, Richard Heinz for consideration prior to authorizing **WIOA** funds for supportive service costs.

1. Prior to being considered for supportive services, the customer must seek other forms of financial assistance. The Career Specialist must first provide the customer with information on other agencies, local community providers, and one-stop partners that could possibly provide assistance, document the referral, and verify the outcomes.
2. This type of supportive services will be made only to customers who are enrolled in an approved **WIOA** activity, and will be limited to those adults and dislocated workers in an intensive or training activity or youth enrolled in a **WIOA** approved program.
3. In the event **WIOA** funds are determined the only resource available to assist with the special need, the customer and Career Specialist will be required to provide reasonable information and/or documentation on why the need exists.
4. When considering supportive services sound judgment must be exercised. Each request must be evaluated in light of need. It is the responsibility of the agency's Administrative Office to make the final decision whether to grant or deny any supportive services payment prior to the commitment of **WIOA** funds.

The Career Specialist and the customer are required to submit a formal request using the Supportive Services Request Form (attached) and submit it to the Administrative Office for review.

Supportive Service Policy

Policy Statement

WIOA clients who receive Individual Training Accounts are eligible to receive supportive services if there is an identifiable need. This will be done utilizing a Supportive Service Account. These accounts can be used for any item that will support them in their training endeavor and has been approved by staff. Supportive Service Accounts will be for \$1,000.00 per twelve-month period. Twelve-month period starts upon the issuance of the first request.

Procedures

1. Career Specialist will document a need for the supportive service request (i.e., explain why other avenues and resources are not available).
2. Career Specialist will complete a Supportive Service Request Form for the client and forward to the Administrative Office with appropriate documentation.
3. Upon receipt of the documents, fiscal will compare the request form and supportive documentation. Upon approval, payment will then be made.
4. Career Specialist will enter supportive services on the IWDS system.

Attachment- Supportive Services Request Form

SUPPORTIVE SERVICE REQUEST FORM

Please prepare a check for the following:

Amount \$ _____

Payable To: _____

Mailing Address: _____

For (Customer): _____

Social Security #: _____ - _____ - _____ Career Services ☐

Grant Title: _____ Training Services ☐ (*Check One*)

Youth Program ☐

For the Purpose of: _____

_____ Attached is a signed, original receipt, excluding tax paid.
(Receipt should show vendor, date, item purchased and total paid.)

_____ Please **MAIL** check to the address listed above.

_____ Please **HOLD** check. Arrangements will be made to pick up the check.

Staff Signature

Date

Approved

Date

Attachment 2

United Way

211

Service Locators

Helping people.



United Way • Missouri/Illinois



United Way of Greater St. Louis

Southwest Illinois Division

707 Berkshire Blvd., Suite 270

East Alton, IL 62024

(618) 258-9800

Serving Calhoun, Greene, Jersey, Macoupin and Madison counties

2016 UNITED WAY FUNDED AGENCIES IN THE SOUTHWEST ILLINOIS DIVISION SERVICE AREA

Alcoholic Rehabilitation Community Home (ARCH)

Raechele M. Young, Executive Director

1313 21st Street
Granite City, IL 62040
P: (618) 877-4987 F: (618) 877-4930

Extended care facility providing shelter and counseling for drug-dependent men.

Alton Day Care & Learning Center

DBA Kreative Kids Learning Center

Keith Neuber, Executive Director

121 West Elm St., P.O. Box 516
Alton, IL 62002
P: (618) 467-0630 F: (618) 467-0638

Provides early childhood education and developmental daycare for children ages 6 weeks to 5 years and full-day programs for school-age children during breaks.

American Red Cross of Central and Southern Illinois Region

Bryan Soady, Director of Government & External Relations

1045 Outer Park Drive, P. O. Box 1058

Springfield, IL 62704

P: (217) 787-7602 F: (217) 787-7952

Helps people prevent and prepare for emergencies through disaster relief and preparedness, assistance to military families, international services, health and safety education, and community care.

American Red Cross - St. Louis Area Chapter: Serving CMT, Calhoun, Greene, Jersey, Macoupin, Madison

Cindy Erickson, CEO

2805 N. Illinois

Swansea, IL 62226

P: (314) 516-2841 F: (618) 397-4771

10195 Corporate Square Drive

St. Louis, MO 63132

P: (314) 516-2179 F: N/A

Helps people prevent and prepare for emergencies through disaster relief and preparedness, assistance to military families, international services, health and safety education, and community care.

Boy Scouts of America - Abraham Lincoln Council

Daniel A. O'Brien, Scout Executive & CEO

5231 South Sixth Street Road

Springfield, IL 62703

P: (217) 529-2727 F: (217) 546-0598

Scouting programs for youth in Greene, Macoupin and Montgomery Counties in Illinois. Scouts learn leadership, confidence, independence and more as they work, play and serve their community with their fellow scouts.

Boys and Girls Club of Alton, Inc.

Al Womack, Executive Director

115 Jefferson Avenue

Alton, IL 62002

P: (618) 462-6249 F: (618) 462-6218

Youth organization that provides programs and services that focus on character, leadership development, education, career development, health and life skills, arts, sports, fitness and recreation.

Boys and Girls Club of Bethalto, Inc.

Kathleen A. Wilson, Executive Director

324 East Central Avenue

Bethalto, IL 62010

P: (618) 377-6030 F: (618) 377-6003

Youth organization providing educational programs, character and leadership development, health and life skills, career development, and fitness and recreational activities, homework help, tutoring and computer lab.

Calhoun County Council for Senior Citizens

Mary Crawford, Executive Director

203 Main Street

P. O. Box 64

Hardin, IL 62047-0064

P: (618) 576-9331 F: (618) 576-9331

Provides transportation services and information and referral for seniors.

Catholic Charities of Madison County

Denise Brown, Area Director

3512 McArthur Boulevard

Alton, IL 62002

P: (618) 462-0634 ext. 223

F: (618) (618) 462-3209

Provides professional counseling, long-term medication assistance, food pantry, mobile food pantry, and civil legal program.

Children's Home and Aid

Rena Storey, Southern Region Vice President

2133 Johnson Rd., Suite 104

Granite City, IL 62040

P: (618) 452-8900 ext. 133

F: (618) 452-9062

Provides a continuum of professional services to children and their families, including day care, foster care, adoption, and quality in-home services.

Collinsville Area Meals on Wheels

Mary Smith, Director

804 Claremont Court

Collinsville, IL 62234

P: (618) 345-7779 F: (618) 345-7779

Deliver hot nutritious meals to seniors and persons with disabilities.

Crisis Food Center, Inc.

Mary Brand, Interim Executive Director

21 East 6th Street

Alton, IL 62002

P: (618) 462-8201 F: (618) 462-8201

Provides free food and clothing for those who are in need.

Faith in Action Edwardsville/Glen Carbon

Marcia Golden

Executive Director

903 North 2nd Street, P. O. Box 255

Edwardsville, IL 62025

P: (618) 692-0480 F: (618) 656-4384

Matches volunteer caregivers with seniors that need transportation to doctor appointments, grocery shopping, etc.

Gateway Region YMCA

Sarah Rhodebeck, Executive Director

One Town Center Drive

Maryville, IL 62062

P: (618) 346-5600 F: (618) 346-8550

YMCA provides services to families to build physical strength, cardio-vascular fitness, spiritual well-being, health promotion, recreational services, summer day camp and latchkey programs.

Girl Scouts of Central Illinois

Pamela Kovacevich, CEO

3020 Baker Drive

Springfield, IL 62703

P: (217) 523-8159 ext. 1610

F: (217) 523-8321

Provides girls with opportunities to develop their potential and have fun with their peers in a supportive setting.

Girl Scouts of Southern Illinois

Villie Appoo, CEO

4 Ginger Creek Parkway

Glen Carbon, IL 62034

P: (618) 692-0692 F: (618) 692-0685

Premier Girl Scouting Leadership Experience program that builds girls of courage, confidence and character through programs such as Healthy Living, Science Technology Engineering and Math (STEM), Financial Literacy, Community Service, and Leadership.

Glen-Ed Pantry

Judy Moody, Director

125 5th Avenue

Edwardsville, IL 62025

P: (618) 656-7506 F: (618) 656-9212

Provides food, clothing, emergency financial assistance, and school supplies to those in need.

Highland Area Christian Service Ministry

Diane Williams, Executive Director

900 Chestnut Street

Highland, IL 62249

P: (618) 654-9295 F: (618) 654-9965

Provides food, emergency financial assistance, job search assistance, counseling and advocacy to persons in need.

Illinois Center for Autism

Susan Szekely, Executive Director

548 South Ruby Lane

Fairview Heights, IL 62208

P: (618) 398-7500 F: (618) 394-9869

Provides comprehensive mental health/educational services to children and adults with autism.

IMPACT CIL, Inc.

Cathy Contarino, Executive Director

2735 East Broadway
Alton, IL 62002
P: (618) 462-1411 ext. 314

F: (618) 474-5309

IMPACT provides independent living services to persons with disabilities, family members and targeted segments of the population in Madison, Macoupin, Greene, Jersey, Calhoun, and Bond Counties. IMPACT provides a pharmaceutical procurement program that assists uninsured, low-income individuals with disabilities in obtaining prescription medications.

Land of Lincoln Legal Assistance Foundation, Inc.

Clarissa Gaff, Managing Attorney

310 Easton Street, Suite 330
Alton, IL 62002
P: (618) 462-0029 Ext. 22

F: (618) (618) 463-1101

Provide free, high-quality legal assistance to resolve the critically important legal problems of low-income and elderly persons through legal advice, representation, and education.

Lewis and Clark Council, Inc. Boy Scouts of America

Alicia Lifrak, Scout Executive

335 West Main Street

Belleville, IL 62220

P: (618) 234-9111 F: (618) 234-5670

Scouting programs for youth in Madison and Bond Counties in Illinois.

Lutheran Child and Family Services of Illinois

Deborah Al-Waraqi, Interim Executive Director

200 South County Road

Hardin, IL 62047

P: (618) 576-9023

Provides food, clothing, household goods, and information and referral and proxy services.

Macoupin Center for the Developmentally Disabled

Debi Lyons, Director

700 East Elm Street
Carlinville, IL 62626
P: (217) 854-3473 F: (501) 423-1708

A day center for developmentally disabled adults of Macoupin County, offering transportation to and from the Center, learning experiences in social skills, classroom activities, life skills, etc.

Madison County Urban League, Inc.

Brenda Walker-McCain, CEO

408 East Broadway

P. O. Box 8093

Alton, IL 62002

P: (618) 463-1906 F: (618) 463-9021

Assists individuals and disadvantaged persons to achieve social and economic equality through interracial cooperation, advocacy and education in Madison County. Programs include: employment assistance and counseling, housing assistance, youth empowerment, and emergency financial assistance.

Main Street Community Center, Inc.

Sarah Berkbigler, Executive Director

1003 North Main Street

Edwardsville, IL 62025

P: (618) 656-0300 F: (618) 656-0315

Operates a senior center providing recreation, socialization, transportation, information and assistance, health screenings, and advocacy for individuals in accessing other services.

National Alliance on Mental Illness Southwestern Illinois (NAMI)

Jessica Gruneich, Executive Director

Gateway Regional Medical Center

2100 Madison Avenue – 4th Floor

Granite City, IL 62040

Phone: (618) 798-9788

Fax: (618) 332-5338

Provides free education, support, and advocacy programs to individuals, family members, and others impacted by brain disorders.

Oasis Women's Center

Margarette Truschel, Executive Director

P.O. Box 981

Alton, IL 62002

P: (618) 465-1978 F: (618) 465-0749

Provides counseling, shelter and other related services to survivors of domestic violence.

Operation Blessing (People That Care, Inc.)

Virginia Kirkpatrick, Director

18 East Lorena

P.O. Box 433

Wood River, IL 62095

P: (618) 251-5683 F: (618) 251-9109

Provides emergency food, household items, clothing and holiday assistance for those in need.

Rebuilding Together SouthWest Illinois

Christopher Clements, Executive Director

1101 Greenwood Street

Madison, IL 62060

P: (618) 876-4578 P: (618) 462-2762

Rehabilitates the homes of low-income families, particularly the elderly and the disabled, so that they may live in warmth, safety, and independence.

Riverbend Family Ministries, NFP

Tammy Iskarous, Executive Director

131 E. Ferguson Avenue

Wood River, IL 62095

P: (618) 251-9790 F: (618) 251-9750

Provides families and individuals with the tools to be self-sufficient. Works with those who have trauma most often due to violence, addictions, poverty and homelessness.

Riverbend Head Start and Family Services, Inc.

Chuck Parr, President

550 Landmarks Boulevard

P.O. Box 250

Alton, IL 62002

P: (618) 463-8911 F: (618) 463-5901

Provides family and individual counseling and a comprehensive program for families identified as at-risk of school failure.

Salvation Army

Lt. Bryan Ellison, Executive Director

525 Alby Street

Alton, IL 62002

P: (618) 465-7764 F: (618) 465-0331

Operates an emergency family shelter, food pantry and emergency financial assistance program.

Senior Services Plus, Inc.

Jonathan Becker, Executive Director

2603 North Rodgers Avenue

Alton, IL 62002

P: (618) 465-3298 F: (618) 465-3302

Provides center-based and home-delivered meals for senior and disabled persons, as well as personal care, homemakers, transportation, information and assistance, Wellness Center and Foster Grandparent program.

St. John's Community Care

Nancy Berry, Executive Director

222 Goethe Avenue

Collinsville, IL 62234

P: (618) 344-0276 F: (618) 344-4969

Provides services to senior citizens/persons with disabilities and their caregivers, including adult day care, in-home assistance, medical equipment loan, respite and an Answers on Aging program.

Society of St. Vincent de Paul – Edwardsville

Joseph G. Hagerty, Board President

St. Boniface Church

110 North Buchanan

Edwardsville, IL 62025

P: 1-800-775-0712 F: N/A

Provides emergency financial assistance for those in need, including help with prescriptions, child care, housing and utilities.

YMCA - Edwardsville

Gary Niebur, Director

1200 Esic Drive
Edwardsville, IL 62025
P: (618) 656-0436 F: (618) 656-9653

Community center offering a range of recreational activities for all ages, including before and after-school child care.

Helping people.



United Way of Greater St. Louis

Tri-Cities Area Division

1821 Edison Avenue

Granite City, IL 62040

(618) 877-6780

Serving Granite City, Madison, Mitchell, Pontoon

Beach and Venice cities

2016 UNITED WAY FUNDED AGENCIES

IN THE TRI-CITIES AREA DIVISION

SERVICE AREA

Alcoholic Rehabilitation Community Home (ARCH)

Raechell M. Young, Executive Director

1313 21st Street

Granite City, IL 62040

P: (618) 877-4987 F: (618) 877-4930

Extended care facility providing shelter and counseling for drug-dependent men.

American Red Cross, St. Louis Area Chapter

Cindy Erickson, CEO

2805 N. Illinois

Swansea, IL 62226

P: (314) 516-2841 F: (618) 397-4771

10195 Corporate Square Drive

St. Louis, MO 63132

Helps people prevent and prepare for emergencies through disaster relief and preparedness, assistance to military families, international services, health and safety education, and community care.

Big Brothers Big Sisters of Southwestern Illinois

Doug Clements, CEO

2726 Frank Scott Parkway West

Belleville, IL 62223

P: (618) 398-3162 F: (618) 398-3791

Matches adult volunteers with children, ages 7 to 14, who are in need of friendship and positive adult role models. Group activities are also provided and include children waiting to be matched with a Big Brother or Big Sister.

Catholic Charities of Madison County

Denise Brown, Area Director

3512 McArthur Boulevard

Alton, IL 62002

P: (618) 462-0634 ext. 223

F: (618) (618) 462-3209

Provides emergency financial assistance, financial literacy, community outreach, and civil legal program.

Children's Home and Aid

Renae Storey, Southern Region Vice President

2133 Johnson Rd., Suite 104

Granite City, IL 62040

P: (618) 452-8900 ext. 133

F: (618) 452-9062

Provides a continuum of professional services to children and their families, including day care, foster care, adoption, and quality in-home services.

Community Care Center

Debra Homyer, Office Manager

1818 Cleveland Avenue

Granite City, IL 62040

P: (618) 876-8770 F: 618) 876-8750

Provide a variety of services to low-income individuals and families through an emergency food pantry, soup and sandwich program, clothing center, and a back-to-school assistance program.

Coordinated Youth & Human Services

Cindy Gavilsky, Executive Director

2016 Madison Avenue

Granite City, IL 62040

Phone: (618) 876-2383 F: (618) 877-0772

Strives to meet the ever-changing needs of high-risk youths and their families. Client services include AIDS, WIC, Drug Prevention, counseling and educational programs.

Girl Scouts of Southern Illinois

Villie Appoo, Chief Executive Officer

4 Ginger Creek Parkway

Glen Carbon, IL 62034

P: (618) 692-0692 F: (618) 692-0685

Premier Girl Scouting Leadership Experience program that builds girls of courage, confidence and character through programs such as Healthy Living, Science Technology Engineering and Math (STEM), Financial Literacy, Community Service, and Leadership.

Good Samaritan House of Granite City, Inc.

Janice Donaldson, Executive Director

1825 Delmar Avenue

Granite City, IL 62040

P: (618) 876-0607 F: (618) 876-3982

Provides immediate emergency housing and supportive services for women and children in Madison County who are experiencing a period of homelessness.

Illinois Center for Autism

Susan Szekely, Executive Director

548 South Ruby Lane

Fairview Heights, IL 62208

P: (618) 398-7500 F: (618) 394-9869

Provides comprehensive mental health/educational services to children and adults with autism.

Joe W. Roberts Youth Club

DeWanda Crochrell, Administrative Assistant

P. O. Box 196

Madison, IL 62060

P: (618) 899-6000 F: (618) 877-0685

A youth organization that provides recreational and educational programs to youths located in Madison, Venice and Eagle Park Acres.

Land of Lincoln Legal Assistance Foundation, Inc.

Clarissa Gaff, Managing Attorney

310 Easton Street, Suite 330

Alton, IL 62002

P: (618) 462-0029

F: (618) (618) 463-1101

Provide free, high-quality legal assistance to resolve the critically important legal problems of low-income and elderly persons through legal advice, representation, and education.

Lewis and Clark Council, Inc. Boy Scouts of America

Alicia M. Lifrak, Scout Executive

335 West Main Street

Belleville, IL 62220

P: (618) 234-9111 F: (618) 234-5670

Scouting programs for youth in Madison and Bond Counties in Illinois.

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Brenda Walker-McCain, CEO

408 East Broadway

P. O. Box 8093

Alton, IL 62002

P: (618) 463-1906 F: (618) 463-9021

Assists individuals and disadvantaged persons to achieve social and economic equality through interracial cooperation, advocacy and education in Madison County. Programs include: employment assistance and counseling, housing assistance, youth empowerment, and emergency financial assistance.

The National Alliance on Mental Illness Southwestern Illinois

Jessica Gruneich, Executive Director

Gateway Regional Medical Center

2100 Madison Avenue – 4th Floor

Granite City, IL 62040

P: (618) 798-9788 F: (618) 332-5338

Provides free education, support, and advocacy programs to individuals, family members, and others impacted by brain disorders.

Phoenix Crisis Center, Inc.

Debbie Sander, Board of Directors

P. O. 345

Granite City, IL 62040

P: (618) 451-1008 F: (618) 451-1052

Comprehensive services for victims of domestic violence. A 24-hour hotline, safe house, counseling, legal advocacy, and referrals are provided to assist abuse victims.

Rebuilding Together SouthWest Illinois

Christopher Clements, Executive Director

1101 Greenwood Street

Madison, IL 62060

P: (618) 876-4578 F: (618) 876-5884

Rehabilitates the homes of low-income families, particularly the elderly and the disabled, so that they may live in warmth, safety, and independence.

Senior Services Plus, Inc.

Jonathan Becker, Executive Director

2603 North Rodgers Avenue

Alton, IL 62002

P: (618) 465-3298 F: (618) 465-3302

Provide home-delivered meals to homebound persons and information and assistance.

St. John's Community Care

Nancy Berry, Executive Director

222 Goethe Avenue

Collinsville, IL 62234

P: (618) 344-0276 F: (618) 344-4969

Provides services to senior citizens/persons with disabilities and their caregivers, including adult day care, in-home assistance, medical equipment loan, respite and an Answers on Aging program.

Tri-Cities Area Association for Handicapped, Inc.

Kathy Gregus, Executive Director

3127 W. Chain of Rocks Road

Granite City, IL 62040

Phone: (618) 931-0697 F: N/A

Volunteer organization which conducts training and recreational programming for persons with disabilities including: Special Olympics, educational and social activities, and transportation to all functions.

Gateway Region YMCA – Tri-City Area Branch

Mr. Aaron Elliott, Associate Executive Director

451 Niedringhaus Avenue

Granite City, IL 62040

P: (618) 876-7200 F: (618) 876-7201

Provide programs and services to enhance the quality of life for people of all ages. Programs include health and recreational services, sports leagues, child care, summer day camp, and exercise outreach programs for seniors.

Attachment 3

LWIA 22- WIOA Veterans Priority of Service Policy

November 4, 2015

Under the Workforce Innovation and Opportunity Act (WIOA), priority requirements under the Adult and Dislocated Worker programs are given to individuals with connections to the military.

Veterans and eligible spouses continue to receive priority of service for all USDOL-funded job training programs, which include WIOA programs. As described in TEGL 10-09 and 03-15, when programs are statutorily required to provide priority for a particular group of individuals, such as are outlined in WIOA Policies on Eligibility in Chapter 4 - Adult Eligibility, priority must be provided in the following order:

1. First, to veterans and eligible spouses who are also included in the groups given statutory priority for WIOA Adult Formula funds. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services provided with WIOA adult formula funds.
2. Second, to non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds.
3. Third, to veterans and eligible spouses who are not included in WIOA's priority groups.
4. Last, to non-covered persons outside the groups given priority under WIOA.

A veteran who is eligible or spouse of an eligible veteran who is entitled to receive priority of service is a person who has served at least one day in the active military, naval, or air service, and who was discharged or released from service under any condition other than a condition classified as dishonorable is a covered person. This definition includes Reserve units and National Guard units activated for Federal Service.

Attachment 4

LWIA 22

Individual

Training Account

Policy

Revised November 1, 2007

The Madison-Bond Workforce Investment Board recently voted to increase the ITA dollar amount for tuition and fees to \$12,500.00. As a result of this change, it would be a good time to re-issue the ITA policy and procedures.

The top dollar amount of the ITA for tuition and fees is \$12,500.00 and the maximum amount for books, supplies, testing fees etc. is \$7,500.00. These maximum amounts are for the length of the training program. For example, if the training program is a one-year certificate program or a two-year associate degree the maximum for either of these programs would be \$12,500.00 for tuition and \$7,500.00 for supplies. The training program should be able to be completed in a 2 year time period if the customer is attending full time and classes are available.

Remember that each customer must have an assessment completed to ensure that the training program is suitable. Assessment information will be entered into the IWDS system to support the customer's choice of training and how this training will enhance their marketability. Training is limited to demand occupations as specified in WIA Policy Letter 03-05, other forms of labor market information, local job listings (which support that there are openings in the occupational area) or a letter of intent to hire. The customer must attend full-time as defined by the training institution unless a class is not available. Even if a training program is listed on the Statewide List of Training Providers, each case manager must be sure that the training program leads to a growth occupation in the state, LWIA #22 or the St. Louis Metro area. This is a necessary step because a training program might have been approved for an individual who had a letter of intent to hire even though the program does not lead to a growth occupational area.

If a customer is interested in a training provider/program which is not currently on the Statewide List, please have them contact the Planning and Program Manager/Administrative Office to get information about the Provider Approval Process.

Attachment 5

LWIA 22

Purchasing and Procurement Policies and Procedures

Revised and Approved by the Madison
County Board on May 20, 1992

LWIA 22, Madison County Employment and Training Department, is a department of Madison County Government. Each department of Madison County Government is required by law to adhere to the purchasing and procurement policies and procedures adopted and revised by the County Board. These policies and procedures are available for review at the Administrative Services Department of Madison County IL Government in Edwardsville IL or at the Madison County Employment and Training Department Administrative Office in Wood River, IL.

Attachment 6

Summary of Local Plan Comments

There were no comments made regarding LWIA 22's WIOA local plan for PY 2016.