

Workforce Investment Act
Local Plan Modification
Program Year 2009-10
(Narrative Forms)

Local Workforce Investment Area (LWIA):

Name of LWIA Orange County Workforce Investment Area

Submitted on February 26, 2010

Contact Person Andrew Munoz

Contact Person's Phone Number 714 567-7371

AREA CODE PHONE NUMBER

EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Special requests for services, aids, and/or special formats need to be made by calling (916) 654-8055 (Voice). TTY users, please call the California Relay Service at 711.

<input checked="" type="checkbox"/> WIA Local Plan Modification PY 2009–10	LWIA: <u>Orange County Workforce Investment Area</u>
<input type="checkbox"/> Modification # _____	Date: <u>02/26/2010</u>

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ORANGE COUNTY WORKFORCE INVESTMENT BOARD

LOCAL PLAN MODIFICATION PROGRAM YEAR 2009-10

The following are areas of supplemental information to augment or update the original narrative in the Local Plan and are not designed to replace existing information submitted in the original Plan or any modification thereto, unless otherwise stipulated.

EXECUTIVE SUMMARY

No modification is necessary to information already submitted.

I. PLAN DEVELOPMENT PROCESS

Describe the method used to make copies of the local plan available through public hearings and through other means e.g., local news media and the Internet. [WIA Section 118(c)(2)]

A public notice was published in the Orange County Register on January 25, 2010. The Plan Modification was accessible on the OCWIB internet site at www.ocwib.org for a 30 day period. Any comments received are included as an attachment.

II. LOCAL VISION AND GOALS

What are the local/regional efforts used to plan/implement sector strategies or target industries important to both the local and regional economy's vitality and competitiveness?

Approximately three fourths (3/4) of all Orange County jobs are in ten (10) Industry Clusters. Identification of Industry Clusters reflects both key economic drivers for the Orange County economy and industries that are central to workforce development. In 2009-2010, the WIB will bolster current Business Services with additional Special Projects that provide businesses in specific cluster customized assistance, specially developed for the following clusters: Energy, Environment, and Green Technologies; Healthcare; Information Technology; Manufacturing and Biotechnology/Nanotechnology.

What efforts are being made toward revising local strategies that address issues related to green collar jobs, including any involvement in green jobs initiatives.

The OCWIB approved an Orange County Green Initiative Strategic Tactics plan (OC-GIST) in 2009, and will be implementing the plan in conjunction with the Orange County Comprehensive Economic Development Strategy (CEDS) through 2013. Projects implemented under this plan will include the Green Job Corps and other training programs, as well as green business assistance programs such as LEED training for business owners and builders/operators.

How is your local area integrating the services of New Start Prison to Employment Program within your One-Stop Centers?

The Orange County Workforce Investment Board (OCWIB) received a total of \$214,275 to partner with the California Department of Corrections and Rehabilitation (CDCR) to implement the New Start (Prison to Employment Program) within Orange County. The OCWIB submitted a New Start Service Plan to CDCR on November 1, 2009. The plan diagramed strategies to serve the targeted population and to collaborate with regional CDCR offices. The One-Stop Centers and satellite will be funded to staff and implement the program.

Under the New Start Plan the OCWIB and One-Stop Center Staff is expected to

- Offer WIA services including the three-tier Core, Intensive and Training.
- Participate in Parole and Community Team (PACT) local meetings coordinated by the CDCR Division of Adult Parole Operations (DAPO).
- Market the employability of parolees to prospective employers. .
- Participate in employer stakeholder forums with CDCR.
- Develop a list of employers that are ready to hire parolees and maintain the list as additional employers are identified.

III. LABOR MARKET ANALYSIS

What are the significant changes in your local economic conditions?

The most significant changes in the local economic conditions in the past 12 months include the increase in the number of individuals unemployed and wage stagnation. LMID reports that the unemployment rate in the Orange County was 9.4 percent in November 2009, up from a reported 6.1 percent for the previous year. Between November 2008 and November 2009, non-farm wage and salary employment declined by 53,000, or 3.6 percent. The biggest loss over the year occurred in trade, transportation, and utilities (12,600 jobs) with retail trade accounting for nearly 63 percent of the loss, with losses within all its sectors. Construction in Orange County recorded the second largest decline over the year, as it dropped 11,700 jobs, with specialty trade contractors responsible for 75 percent of the decline. As the economy declined across the nation, wages in Orange County have stagnated and in some case contracted, specifically in the service sectors (2009-10 Orange County Workforce Indicators Report).

IV. LEADERSHIP

No modification is necessary to information already submitted.

V. LOCAL ONE-STOP SERVICE DELIVERY SYSTEM

We have recently upgraded our registration system in our One-Stop Centers. Clients may now complete the process in a matter of minutes, including on-line registration. Not only is this system more user-friendly, it will enable the OCWIB to collect reliable data for clients accessing

universal services. Upon verification of right-to-work documents, individual photo ID cards are produced on-the-spot. Initial feedback from the One-Stop customers has been very positive.

How did the incumbent worker training waiver increase the Local Workforce Investment Area's ability to respond to the business community, to assist in retaining good jobs in California's target sectors, and enable employers to maintain operations and avert layoffs?

The OCWIB is currently reviewing and considering a Customized Training policy for employers in Orange County, outlining cost-sharing mechanisms and training eligibility determination methodology. Funding will serve low-income adults and all training will be restricted to skill attainment activities. This waiver will allow the OCWIB to provide alternatives to layoffs and enable local employers to maintain their workforce. This, in turn, will lead to increased employment rates for skilled job seekers. Upon finalization of our internal policy, the OCWIB will submit a request to implement these services.

How is the customized training waiver anticipated to impact the marketing of WIA-funded customized training to the private sector and the building of relations with employers in demand/growth industries?

This waiver will provide a valuable tool for the OCWIB in our support of our local businesses and their employees. This will encourage greater employer participation, enhance innovative partnerships and pave the way for future project development and implementation. The Customized training will relate to the introduction of new technologies, introduction to new production or services procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes identified by the OCWIB.

VI. YOUTH ACTIVITIES

No modification is necessary to information already submitted.

VII. ADMINISTRATIVE REQUIREMENTS

No modification is necessary to information already submitted.

VIII. ASSURANCES

No modification is necessary to information already submitted.

IX. PROGRAM ADMINISTRATION DESIGNEE AND PLAN SIGNATURES

This Local Plan represents the Orange County Workforce Investment Board's efforts to maximize and coordinate resources available under Title I of the Workforce Investment Act (WIA) of 1998.

This Local Plan is submitted for the period of April 1, 2009 through June 30, 2010 in accordance with the provisions of WIA.

Local Workforce Investment Board Chair

Signature

Bob Bunyan

Name

Chair, Orange County
Workforce Investment Board

Title

Date

Chief Elected Official

Signature

Janet Nguyen

Name

Chair, Orange County
Board of Supervisors

Title

Date



COUNTY OF ORANGE
ORANGE COUNTY WORKFORCE INVESTMENT BOARD



**LOCAL PLAN MODIFICATION
PROGRAM YEAR 2009-10**

Attachment 1:

Budget Plan Summaries

<input checked="" type="checkbox"/> WIA Local Plan Modification PY 2009-10 <input type="checkbox"/> Modification # _____	LWIA: <u>Orange County</u> Date: <u>07/01/09</u>
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TITLE IB BUDGET PLAN SUMMARY¹ (Adult or Dislocated Worker)

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2009, beginning 07/01/09 through 06/30/10

- Grant Code 201/202/203/204 WIA IB-Adult
 Grant Code 501/502/503/504 WIA IB-Dislocated Worker

FUNDING IDENTIFICATION	R9xxxxx Subgrant	K0xxxxx Subgrant
1. Year of Appropriation	2008	2009
2. Formula Allocation	1,769,181	2,788,437
3. Allocation Adjustment - Plus or Minus		
4. Transfers - Plus or Minus		
5. TOTAL FUNDS AVAILABLE (Lines 2 thru 4)	1,769,181	2,788,437
TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (sum of Lines 6.A thru 6.E)	1,592,263	2,509,593
A. Core Self Services		
B. Core Registered Services	445,277	491,883
C. Intensive Services	453,863	855,232
D. Training Services	491,526	725,544
E. Other	201,597	436,934
7. Administration (Line 5 minus 6)	176,918	278,844
8. TOTAL (Line 6 plus 7)	1,769,181	2,788,437
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from July 1, 2008 and July 1, 2009 respectively)		
9. September 2008		
10. December 2008	100,580	
11. March 2009	347,506	
12. June 2009	1,007,678	
13. September 2009	1,394,494	
14. December 2009	1,769,181	200,660
15. March 2010	1,769,181	557,687
16. June 2010	1,769,181	1,199,028
17. September 2010		1,700,947
18. December 2010		2,230,750
19. March 2011		2,509,593
20. June 2011		2,788,437
COST COMPLIANCE PLAN (maximum 10%)		
21. % for Administration Expenditures (Line 7/Line 5)	10%	10%

Win Swe	714-567-7481	01/20/10
Contact Person, Title	Telephone Number	Date Prepared

Comments: _____

¹ Refer to 20 CFR Part 667.160 and WIA Directive WIAD01-10 for guidance and information regarding local area obligation rates, and recapture and reallocation policies and procedures.

<input checked="" type="checkbox"/> WIA Local Plan Modification PY 2009–10 <input type="checkbox"/> Modification # _____	LWIA: <u>Orange County</u> Date: <u>07/01/09</u>
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WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2009, beginning 07/01/09 through 06/30/10

- Grant Code 201/202/203/204 WIA IB-Adult
 Grant Code 501/502/503/504 WIA IB-Dislocated Worker

FUNDING IDENTIFICATION	R9xxxxx Subgrant	K0xxxxx Subgrant
1. Year of Appropriation	2008	2009
2. Formula Allocation	4,012,121	5,374,457
3. Allocation Adjustment - Plus or Minus		
4. Transfers - Plus or Minus		
5. TOTAL FUNDS AVAILABLE (Lines 2 thru 4)	4,012,121	5,374,457
TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (sum of Lines 6.A thru 6.E)	3,610,909	4,837,011
A. Core Self Services		
B. Core Registered Services	569,495	941,314
C. Intensive Services	1,044,260	2,221,736
D. Training Services	936,676	1,631,388
E. Other	1,060,478	42,573
7. Administration (Line 5 minus 6)	401,212	537,446
8. TOTAL (Line 6 plus 7)	4,012,121	5,374,457
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from July 1, 2008 and July 1, 2009 respectively)		
9. September 2008		
10. December 2008	22,748	
11. March 2009	422,638	
12. June 2009	1,994,769	
13. September 2009	2,906,138	
14. December 2009	4,012,121	154,581
15. March 2010	4,012,121	1,182,381
16. June 2010	4,012,121	2,633,484
17. September 2010		3,278,419
18. December 2010		4,407,055
19. March 2011		4,890,756
20. June 2011		5,374,457
COST COMPLIANCE PLAN (maximum 10%)		
21. % for Administration Expenditures (Line 7/Line 5)	10%	10%

Win Swe	714-567-7481	01/20/10
Contact Person, Title	Telephone Number	Date Prepared

Comments: _____

¹ Refer to 20 CFR Part 667.160 and WIA Directive WIAD01-10 for guidance and information regarding local area obligation rates, and recapture and reallocation policies and procedures.

WIA Local Plan Modification PY 2009–10

LWIA: Orange County

Modification # _____

Date: 04/01/09

TITLE IB BUDGET PLAN SUMMARY¹ (Youth)

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2009, beginning 04/01/09 through 06/30/10

Grant Code 301/302/303/304 WIA IB-Youth

FUNDING IDENTIFICATION		
1. Year of Appropriation	R9xxxxx Subgrant 2008	K0xxxxx Subgrant 2009
2. Formula Allocation	1,820,762	2,894,918
3. Allocation Adjustment - Plus or Minus		
4. TOTAL FUNDS AVAILABLE (Line 2 plus 3)	1,820,762	2,894,918
TOTAL ALLOCATION COST CATEGORY PLAN		
5. Program Services (sum of Lines 5A and 5B)	1,638,686	2,605,426
A. In School	645,983	1,068,632
B. Out-of-School (30%)	992,703	1,536,794
6. Administration (Line 4 minus 5)	182,076	289,492
7. TOTAL (Line 5 plus 6)	1,820,762	2,894,918
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from April 1, 2008 and April 1, 2009 respectively)		
8. June 2008		
9. September 2008	1,913	
10. December 2008	347,213	
11. March 2009	888,763	
12. June 2009	1,366,974	
13. September 2009	1,746,360	
14. December 2009	1,820,762	554,702
15. March 2010	1,820,762	1,013,221
16. June 2010	1,820,762	1,447,459
17. September 2010		1,881,697
18. December 2010		2,315,934
19. March 2011		2,605,426
20. June 2011		2,894,918
COST COMPLIANCE PLAN		
21. % for Administration Expenditures (Line 6/Line 4)		10%

Win Swe

714-567-7481

01/20/10

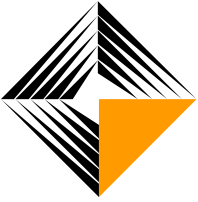
Contact Person, Title

Telephone Number

Date Prepared

Comments:

¹ Refer to 20 CFR Part 667.160 and WIA Directive WIAD01-10 for guidance and information regarding local area obligation rates, and recapture and reallocation policies and procedures.



COUNTY OF ORANGE
ORANGE COUNTY WORKFORCE INVESTMENT BOARD



**LOCAL PLAN MODIFICATION
PROGRAM YEAR 2009-10**

Attachment 2:

Participant Plan Summaries

<input checked="" type="checkbox"/>	WIA Local Plan Modification PY 2009–10	LWIA: <u>Orange County</u>
<input type="checkbox"/>	Modification # _____	Date: <u>07/01/09</u>

TITLE IB PARTICIPANT PLAN SUMMARY

WIA 118; 20 CFR 661.350(a)(13); TEGL 17-05

Plan the number of individuals that are in each category.

Totals for PY 2009 (07/01/09 through 06/30/10)	ADULT	DW	YOUTH
1. Registered Participants Carried in from PY 2008	256	588	286
2. New Registered Participants for PY 2009	505	1,320	169
3. Total Registered Participants for PY 2009 (Line 1 plus 2)	761	1,908	455
4. Exiters for PY 2009	228	572	137
5. Registered Participants Carried Out to PY 2010 (Line 3 minus 4)	533	1,336	318

PROGRAM SERVICES			
6. Core Self Services	6,130	7,493	
7. Core Registered Services	761	1,908	
8. Intensive Services	381	954	
9. Training Services	59	142	

YOUTH MEASURES			
10. Attainment of a Literacy and/or Numeracy Gain			68
11. Attainment of a High School Diploma, GED, or Certificate			62

EXIT STATUS			
12. Entered Employment	177	455	63
12A. Training-related	47	114	3
13. Remained with Layoff Employer		2	
14. Entered Military Service			1
15. Entered Advanced Training			1
16. Entered Postsecondary Education			26
17. Entered Apprenticeship Program			0
18. Returned to Secondary School			7
19. Exited for Other Reasons	51	115	40

Andrew Munoz, Executive Director	(714) 567-7371	2/26/2009
Contact Person, Title	Telephone Number	Date Prepared

Comments:



**LOCAL PLAN MODIFICATION
PROGRAM YEAR 2009-10**

Attachment 3:

**Negotiated Levels of
Performance Chart**

<input checked="" type="checkbox"/>	WIA Local Plan Modification PY 2009–10	LWIA: <u>Orange County</u>
<input type="checkbox"/>	Modification # _____	Date: <u>07/01/2009</u>

WORKFORCE INVESTMENT ACT TITLE IB

STATE NEGOTIATED LEVELS OF PERFORMANCE¹

WIA Requirement at Section 136(b) ²	PY 2007-08	PY 2008-09	PY 2009-10
Adults			
Entered Employment Rate	77%	78%	65%
Employment Retention Rate	82%	83%	81%
Average Earnings	\$12,400	\$12,500	\$12,500
Dislocated Workers			
Entered Employment Rate	85%	86%	81%
Employment Retention Rate	87%	88%	83%
Average Earnings	\$15,800	\$15,900	\$14,900
Youth (ages 14-21)			
Placement in Employment or Education	65%	67%	63%
Attainment of a Degree or Certificate	45%	47%	47%
Literacy and Numeracy Gains	15%	30%	30%

LOCAL NEGOTIATED LEVELS OF PERFORMANCE¹

WIA Requirement at Section 136(c) ²	PY 2007-08	PY 2008-09	PY 2009-10
Adults			
Entered Employment Rate	77.5%	77.5%	TBD
Employment Retention Rate	80.5%	80.5%	TBD
Average Earnings	\$14,400	\$14,400	TBD
Dislocated Workers			
Entered Employment Rate	79.5%	79.5%	TBD
Employment Retention Rate	87%	87%	TBD
Average Earnings	\$16,200	\$16,200	TBD
Youth (ages 14-21)			
Placement in Employment or Education	65%	65%	TBD
Attainment of a Degree or Certificate	45%	45%	TBD
Literacy and Numeracy Gains	15%	15%	TBD

¹ Guidance on state and local performance can be found on the U.S. Department of Labor (DOL) [Employment and Training Administration](#) Web site. Specific Training and Employment Guidance Letters (TEGL) include, but are not limited to 8-99, 11-01, and 17-05. For additional guidance, see Workforce Services Directives WSD08-1 and WSD08-6, and Workforce Services Information Notice WSIN07-33.

² Per WSIN07-33, the DOL Employment and Training Administration approved California's waiver request to move from the statutory performance measures specified in WIA Section 136 to the common performance measures defined in TEGL 17-05. This waiver was initially approved for Program Years (PY) 2007-08 and 2008-09. Per TEGL 14-08, this waiver has been approved for PY 2009-10.



COUNTY OF ORANGE
ORANGE COUNTY WORKFORCE INVESTMENT BOARD



**LOCAL PLAN MODIFICATION
PROGRAM YEAR 2009-10**

Attachment 4:

**Copies of MOUs for
Each One-Stop**

(See Separate Document)



COUNTY OF ORANGE
ORANGE COUNTY WORKFORCE INVESTMENT BOARD



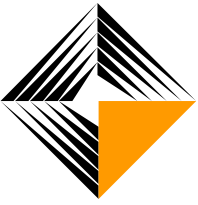
**LOCAL PLAN MODIFICATION
PROGRAM YEAR 2009-10**

Attachment 5:

**Public Comments of
Disagreement**

PUBLIC COMMENTS OF DISAGREEMENT

Public Comments Received will be inserted here



COUNTY OF ORANGE
ORANGE COUNTY WORKFORCE INVESTMENT BOARD



**LOCAL PLAN MODIFICATION
PROGRAM YEAR 2009-10**

Attachment 6:

Grant Recipient Listing

**STATE of CALIFORNIA
LOCAL AREA GRANT RECIPIENT LISTING**

[WIA Sections 117(d)(3)(B)(i) and 118(b)(8)]

ORANGE COUNTY WORKFORCE INVESTMENT AREA

ENTITY	ORGANIZATION	CONTACT (NAME/TITLE)	MAILING ADDRESS (STREET, CITY, ZIP)	TELEPHONE, FAX, E-MAIL
Grant Recipient (or Sub-recipient if applicable)	OC COMMUNITY RESOURCES, OC COMMUNITY SERVICES	Andrew Munoz Community Investment Division Administrator	1300 South Grand Blvd., Building B Santa Ana, CA 92705	P: (714) 567-7371 F: (714) 834-7132 Andrew.Munoz@occr.ocgov.com
Fiscal Agent	OC COMMUNITY RESOURCES, OC COMMUNITY SERVICES	Win Swe Accounting Manager	1300 South Grand Blvd., Building B Santa Ana, CA 92705	P: (714) 567-7481 F: (714) 834-7132 Win.Swe@occr.ocgov.com
Local Area Administrator	ORANGE COUNTY WORKFORCE INVESTMENT BOARD	Andrew Munoz Executive Director	1300 South Grand Blvd., Building B Santa Ana, CA 92705	P: (714) 567-7371 F: (714) 834-7132 Andrew.Munoz@occr.ocgov.com
Local Area Administrator Alternate	ORANGE COUNTY WORKFORCE INVESTMENT BOARD	Julie Elizondo Deputy Director	1300 South Grand Blvd., Building B Santa Ana, CA 92705	P: (714) 834-6877 F: (714) 834-7132 Julie.Elizondo@occr.ocgov.com

Signature: _____

Chief Elected Official

Date

If a Local Grant Sub-recipient has been designated, please submit a copy of the agreement between the Chief Elected Official and the Sub-recipient. The agreement should delineate roles and responsibilities of each, including signature authority.



COUNTY OF ORANGE
ORANGE COUNTY WORKFORCE INVESTMENT BOARD

**LOCAL PLAN MODIFICATION
PROGRAM YEAR 2009-10**

Attachment 7:

ARRA LOCAL PLAN

American Recovery and Reinvestment Act Local Plan

ARRA Plan Questions

1. Integrated Services

Describe how your LWIA will develop close partnering relationships between Unemployment Insurance (UI) and One-Stop services to ensure UI claimants are quickly linked to a local One-Stop in the area to develop and pursue an employment plan.

The goal of the OCWIB and Orange County Board of Supervisors is to create a workforce system that is seamless to its customers - both job seekers and employers. Memoranda of Understanding are in place with EDD and all of the mandatory WIA partners. Key to the full integration of services is the sharing and exchange of information about clients; sharing of costs; reliance on the expertise partners bring to the One-Stop; cross-training of staff and shared information systems.

All UI claimants are entered into the One-Stop registration system. As EDD is co-located in all of our Centers, UI claimants have immediate access to universal services. "Get to Know Your One-Stop Center" Orientations are provided on site. Both One-Stop and EDD have staff assigned to the Resource Room to insure that cross-referrals occur, as appropriate.

2. Green Jobs

How will your LWIA recognize opportunities to prepare workers for "green jobs" related to other sources of federal funding?

The OCWIB consistently seeks additional funding opportunities, and at the center of all grant applications is job training and skill development for employment in a "green" industry/occupation. OCWIB partners with organizations and agencies that have "green" practices or provide a "green" service in order to build a network of employers that will provide work experience, on-the-job training, and unsubsidized employment opportunities for youth, adults, and dislocated workers.

3. Collaboration and Alignment

Describe how your LWIA will collaborate with local government agencies and employers who are creating jobs in road and bridge projects, local food production and processing, nursing and allied health, and local conservation projects and energy efficiency programs such as the Weatherization Program run by many local Community Action Agencies.

The OCWIB, with the Orange County Business Council, Coastline Community College, and the Irvine Chamber of Commerce is conducting workshops, round-table discussions, expo-style meetings of employers in cluster specific industries to discuss industry specific needs in business and/or workforce development for the industry clusters of Healthcare, Information Technology, Energy/Environment, and Biotechnology through the second quarter of 2010. The OCWIB, in partnership with the Workforce Investment Boards of Long Beach, Anaheim, and Southeast Los Angeles County, Long Beach Memorial Hospital and other healthcare employers, have formed a Healthcare Workforce Intelligence Network (HealthcareWINs), and developing a project to address critical skills gaps, worker shortages, educational and developmental needs of an underserved diverse population of this key healthcare industry sector, using a regional consensus approach that engages stakeholders from business, industry, educational institutions, CBOs, public, profit and non-profit agencies. The OCWIB actively works with the Orange County Conservation Corps in multiple projects, including the Green Jobs Corp.

4. Accountability and Transparency

Describe the oversight and monitoring activities to be used to determine whether or not there is compliance with programmatic, accountability, and transparency provisions of the ARRA, as well as the regular provisions of WIA and the Wagner-Peyser Act.

Oversight and monitoring activities include on-site visits to contractors to ensure compliance pursuant to WIA and ARRA regulations. Activities include a review of participant files, EO and grievance procedures, supportive services and a review of service delivery practices and outcomes. Fiscal review checks to insure that all expenditures made against budgeted cost categories are within cost limitations. Cash management and internal control systems are also evaluated for regulatory compliance.

5. Adult Services

The intent of the ARRA is that WIA Adult funds be used to provide necessary services to substantially increased numbers of adults to support their entry or reentry into the job market. Describe the programs and processes your LWIA will use to achieve this goal.

The Orange County One-Stop Centers are designed to meet the needs of the Adult job seeker. Most job seekers can utilize the Center's Universal Access Core Services to assist them in their job search. The job seeker has access to a wide variety of resources including: labor market information, job vacancy listings, and information pertaining to unemployment insurance claims. In the Center's Resource Room, they have access to computers with internet connectivity, telephones, faxes, and Xerox machines.

If a job seeker is still unemployed after core service activities, they may transition into Intensive Services. These services provide comprehensive and specialized

assessments of client skill levels in addition to the development of an individual employment plan to identify vocational and educational goals and objectives. If it is determined that training is required for the client to find or retain employment, training services will also be provided. A large portion of the ARRA funding has been designated for a variety of training opportunities.

ARRA adults are dually enrolled with WIA Formula adults. Eligibility and performance measures are identical. ARRA funding supports enhanced services for enrolled adults.

6. Training

Because workers may need to learn new skills to compete for limited career opportunities, training will be a particularly vital service during the economic recovery, and overall training enrollments are expected to increase. Describe the programs and processes your LWIA will use to achieve this goal.

As a result of the ARRA funds, OCWIB released an RFP in May 2009 for cohort-based classroom training and work-based training opportunities specific to industries and occupations in demand in Orange County, including but not limited to healthcare, information technology, and business and professional services. It is anticipated that an additional 375 people will participate in classroom or work-based training as result of the increase in funds. In addition to the classroom and work-based training, OCWIB continues to utilize Individual Training Accounts (ITAs) to provide training in demand occupations in Orange County. The ARRA funds designated for ITAs will allow approximately 74 individuals to enroll in training.

7. Supportive Services and Needs Related Payments

The ARRA specifically emphasizes the authority to use these funds for supportive and needs-related payments to ensure participants have the means to pay living expenses while receiving training. Supportive services may include transportation, child care, dependent care, housing, and other services that are necessary to enable an individual who is unable to obtain the services from other programs to participate in activities authorized under WIA. Describe any new policies, programs and processes your LWIA will use to achieve this goal.

The Orange County Workforce Investment Area's Supportive Services Policy and Procedures (*Information Notice No. 09-OCWDA-33 Revised, dated November 18, 2009*) provides guidance for the delivery of supportive services to participants in the Adult, Dislocated Worker, Youth and/or Special Programs under the Workforce Investment Act and the American Recovery and Reinvestment Act. A copy of this policy is included as an attachment. As a result of the current economic downturn, the need for assistance with supportive services has increased five-fold. The OCWIB responded to this by contracting with a separate provider to coordinate and administer supportive services throughout the One-Stop Centers.

8. Priority of Service

The WIA Adult formula funds are to be targeted on the services that most efficiently and effectively assist workers impacted by the current economy to obtain employment, with priority given to recipients of public assistance and other low-income individuals as described in WIA section 134(d)(4)(E). The LWIAs must also incorporate priority of service for veterans and eligible spouses in accordance with the Jobs for Veterans Act. This requires veterans and eligible spouses to receive service priority over recipients of public assistance and low-income individuals. Describe what programs and processes your LWIA will use to achieve these goals.

The Orange County Workforce Investment Area's Prioritization of Services Policy (*Information Notice No. 09-OCWDA-32 Revised, dated November 12, 2009*) provides guidance regarding the prioritization of adults who receive intensive and training services delivered through the Orange County One-Stop system.

Priority of Services will be given to five groups seeking intensive and training services through the One-Stop Centers in the following order:

- Group 1:** Veterans and their Eligible Spouses who are Economically Disadvantaged Adults or recipients of public assistance.
- Group 2:** Economically Disadvantaged Adults
- Group 3:** Veterans
- Group 4:** Older Workers (55 and older), former Foster Youth, the Disabled, School Dropouts and Offenders. These individuals do not need to meet any income guidelines.
- Group 5:** Underemployed workers

A copy of the OCWIB's Prioritization of Services Policy is attached.

9. Apprenticeship Programs

The LWIAs are encouraged to leverage new, and existing national, state and local registered apprenticeship programs and assets as a key resource in their talent development and reemployment strategies. Describe the programs and processes your LWIA will use to achieve this goal.

The OCWIB has collaborated with local unions on grants and other projects in Orange County as means to leverage resources and provide job training and employment opportunities. The OCWIB One-Stop Center and Youth Employment Program providers present information to participants regarding apprenticeships. The providers assist participants with applying for the apprenticeships and provide the support necessary to help the participant, including remediation of basic skills and supportive services.

10. Regional Collaboration

The LWIAs are encouraged to partner with each other regionally and across political jurisdictions as necessary. Describe how this will be accomplished.

The OCWIB has worked with numerous LWIA on projects that have a regional impact. LWIA include the Cities of Santa Ana and Anaheim, Pacific Gateway (Long Beach), South Bay and Verdugo. Projects include such topics as Labor Market information sharing, regional grant collaborations, and industry specific outreach and Cluster of Opportunity projects. Our Veterans Employment Assistance Program and the New Start Prison to Employment Program are two current examples of regional collaboration.

11. Dislocated Worker Services

The ARRA makes available additional funding for dislocated workers. It is the intent of the law that substantially increased numbers of dislocated workers will be served with this infusion of formula funds, and that training will be a significant area of focus. Describe how your LWIA will achieve this goal.

The needs of dislocated workers are met through the provision of the full range of core and intensive services described in WIA, along with the specific core and intensive services of the One-Stop partners. The vast majority of clients enrolled in our Centers are individuals who have lost their job and are seeking new employment opportunities. ARRA dislocated workers are dually enrolled with WIA Formula dislocated workers. Eligibility and performance measures are identical. As previously stated, the OCWIB is using ARRA funding to increase the availability of supportive services and training opportunities for dislocated workers.

12. Wagner-Peyser Act – Coordination of Services

The ARRA makes available additional Wagner-Peyser Act funding. Describe how your LWIA will utilize these funds to provide services such as assessment of skill levels, career guidance, job search workshops and referral to employers, to name a few.

It is the intent of the Orange County workforce investment policy makers to rely on the California Employment Development Department (EDD) for basic labor exchange and unemployment insurance services in the Orange County One-Stop Centers. EDD has representation in each One-Stop. Job listings through CalJOBS are available to One-Stop clients. All UI claimants are also entered into the One-Stop's registration system. WIA funds are used to supplement Wagner-Peyser services for core services identified in WIA that are not available through Wagner-Peyser. Local EDD, One-Stop and OCWIB management meet on a monthly basis to discuss operational and administrative issues and to insure that high quality, non-duplicative services are provided to our customers.

13. Summer Youth

The LWIAs are encouraged to use ARRA funds to operate an expanded summer youth employment opportunities program in 2009, and provide as many youth as possible with summer employment opportunities and work experiences throughout the year. Also, the ARRA specifies that 30 percent of Youth funds are to be spent on out-of-school youth. Finally, two waivers have been approved. One deals with procurement of youth employment providers and the other using the work readiness indicator only for youth employment outside the summer months. Describe how your LWIA will achieve the goal of providing summer employment opportunities. Further, describe how your LWIA will ensure 30 percent of Youth funds are spend on out-of-school youth. Finally, describe how your LWIA will use the waivers and publish the list of youth employment service providers.

The OCWIB will deliver Work Readiness Skill as defined in TEG 17-05. Attachment B. Work Readiness service delivery includes a measureable increase in work readiness skills; labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, and job search techniques. It also encompasses survival/daily living skills, positive work habits, attitudes and behaviors, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. When setting work readiness goals, the OCWIB follows the definition for a work readiness skill goal as specified above. Youth's skill level is assessed with a pre and post test to measure the increase in work readiness skills. To ensure 30% of funds are spent on out of school youth, there is a focus on disconnected, out of school youth in recruitment and outreach. A second Summer Youth Program may be implemented, depending upon funding availability.

14. Economic Analysis

Provide a detailed analysis of the LWIA's economy, the labor pool, and the labor market context in relation to the economic downturn.

Orange County's economy has suffered as a result of the economic downturn, beginning in 2008 as Orange County served as ground zero of the mortgage meltdown. The unemployment rate jumped 3.3 percent in a 12-month period from 6.1 percent to 9.4 percent (LMID: November 2008 / 2009 Comparison). Between November 2008 and November 2009, non-farm wage and salary employment declined by 53,000. The biggest loss over the year occurred in trade, transportation, and utilities (12,600 jobs) with retail trade accounting for nearly 63 percent of the loss, with losses within all its sectors. As the economy declined across the nation, wages in Orange County have stagnated and in some case contracted, specifically in the service sectors.

As a result of the increase in unemployment, individuals from all employment levels – from entry-level worker to CEO – have joined the open labor pool and are competing for jobs that are few and far between in many industries and occupations.

While Orange County's employment is expected to increase 13.4% based on the 2006-2016 projections (LMID); this projection is much lower than the 18.0% expected increase in the previous 2004-2014 projection, showing the impact of the recession in 2008-2009.

15. The Governor has identified key priorities for the workforce system in *California's Strategic Vision for Implementation of Employment and Training Provisions of the American Recovery and Reinvestment Act (ARRA)*. How will your local plan modification implement the Governor's priorities?

1. Understanding and Meeting the Workforce Needs of Business and Industry in order to Prepare Workers for 21st Century Jobs

The OCWIB sought and obtained funding for the Workforce 2025 Report which provided valuable labor market information for long range planning into the year 2025. The OCWIB conducts other research works in partnership with the Orange County Business Council to identify workforce and economic development trends and to design strategies to meet the challenges of the 21st Century. The Orange County Workforce State of the County report provides information on how Orange County can best address our many workforce challenges. The report provides current and projected workforce data that can facilitate strategic planning on how to improve business growth and training opportunities in the Orange County region.

2. Targeting Limited Resources To Areas Where They Can Have the Greatest Economic Impact

Maximizing resources continues to be a priority of the OCWIB. One of the OCWIB Strategic Goals is to "Design focused and outcome-driven cluster projects". This helps ensure that services and projects are targeted into occupational demand areas that will benefit both employers and job seekers. Another OCWIB Strategic Goal is to "Create diverse, sustainable funding courses and resources". Additional funding has been sought to meet the highly complex workforce needs of Orange County customers. The OCWIB's Fund Diversification Plan identified the following goals:

- Maximize and diversify resources that fund the overall One-Stop System
- Pursue appropriate funding opportunities available through Foundation grants
- Use industry cluster data to develop new and/or identify existing training programs and seek industry participation in funding the training
- Pursue appropriate grants and additional funding streams
- Expand capacity to access funds outside government offerings
- Consider how available dollars can be regionally leveraged
- Regionally plan to maximize existing resources

3. Collaborating to Improve California’s Educational System At All Levels

Collaboration with the educational system is pivotal to the success of Orange County’s One-Stop System. The priority for educational representation begins at the OCWIB level wherein education member representation greatly exceeds the WIA minimum mandates. In addition, Orange County is unique in that the competitively procured One-Stop operator is Coast Community College District. This provides opportunity for significant collaboration that directly links workforce development with the educational system. The OCWIB actively participates in working groups involving representatives from K – 12, local community colleges, universities, and the Orange County Business Council to work together on workforce and education challenges. The Orange County Department of Education is also represented on the OCWIB and is crucial to the delivery of services to youth.

4. Ensuring the Accountability of Public and Private Workforce Investments

Two of the major themes of this goal include “improving State and local coordination between partner agencies and programs” and “identifying and achieving administrative efficiencies and better service integration in California’s workforce system.” Coordination of partner agencies and programs at the One-Stop level is an ongoing challenge. Partner meetings help facilitate communication between agencies and the implementation of shared policies maximizes efficiency. Operating Agreements and Cost Allocation Plans are negotiated annually to help identify how the existing resources at the One-Stop can be most effectively managed. Regional collaboration in planning and grant submissions has not only resulted in increased funding to the region but has also strategically aligned the region to respond to the workforce needs that are unique to Southern California.

16. Educational Opportunities

Describe how your LWIA will align itself with local educational institutions and other training providers to maximize opportunities for education and training for adult and dislocated workers.

The OCWIB has a long history of working collaboratively with the educational community in Orange County. OCWIB has over 40 educational institutions, including community colleges, private post-secondary, and ROP schools, approved to provide training services in demand occupations for adults and dislocated workers through ITAs and classroom-based training program. The educational institutions provide educational job training and employment placement services to enrolled participants. Additionally, as previously mentioned, Coast Community College District is our procured One-Stop operator.

17. One-Stop Staffing

Describe the additional staffing which will be provided at local One-Stops to ensure the provision of expanded staff assisted services to customers.

Coast Community College District, as the primary One-Stop operator employs 64 FTEs between the Irvine and Westminster Centers while EDD employs 35 FTEs. Workforce Specialists manage a case load of at least 80 clients each. Propath operates Business Services with eight FTEs at these two locations. Additional staff was hired by both Coast and EDD to accommodate the increased demand for services. Hours of operation were also expanded to include Wednesday and Thursday evenings until 7 pm and Saturday from 8 am to noon.

In August of 2009, a new satellite location was established in Buena Park to accommodate the most northern part of the County. Propath operates this satellite location and employs eight One-Stop staff and 6 Business Services staff. Two EDD employees are also out stationed at this location.

Lastly, the OCWIB and Coast Community College District have been active partners in the development and establishment of a Veterans Service Center at the Los Alamitos Joint Forces Command Center. The Center provides easy access to a variety of medical and social services for Veterans and their families.

18. Levels of Service

Describe the adjustments being made in One-Stop Career Centers in order to provide increased levels of service. Do One-Stop Career Centers have a uniform method of organizing their service delivery to business customers? Is there a common individual assessment process utilized in every One-Stop? What approaches will be used to ensure funds are targeted to those most in need, including low-income, public assistance recipients, persons with disabilities, etc.? How will One-Stops streamline the sequence of service to facilitate individual access to needed services and training?

Job Seeker Services

All One-Stop Centers and satellites provide core services, intensive services and access to training. Services are provided in English, Spanish and Vietnamese (or any other language that is appropriate for the geographic community). All Centers and satellites have TTDY line access and meet the requirements of the Americans with Disabilities Act. EDD services, including CalJOBS, are available at all sites. As previously mentioned, hours of operation have been extended and an additional satellite location has been established to provide increased level of service.

The following services are available at all One-Stop Centers to individuals with the right to work in the U.S. who are 18 years of age or older:

- Outreach, intake, profiling, and orientation to the One-Stop Center
- Initial assessment of skill levels, aptitudes, abilities, and support services
- Labor Market Information
- One-Stop partner services and supportive services

- Information on filing UI claims and other EDD services
- Resource Room usage with access to computers, phone, e-mail, fax and Xerox
- “How to” Workshops (e.g. writing a resume, interviewing techniques).
- Job Referral and Registration into Cal Jobs
- Basic skills training/English as a Second Language (ESL)
- Job placement assistance
- Assistance in establishing eligibility for additional services including WIA intensive and training services as well as other specialized programs and non-WIA training and education services.

If a job seeker is still unemployed after core service activities, they may transition into Intensive Services. These services provide comprehensive and specialized assessments of client skill levels in addition to the development of an individual employment plan to identify vocational and educational goals and objectives. If it is determined that training is required for the client to find or retain employment, training services will also be provided. A large portion of the ARRA funding has been designated for a variety of training opportunities. This may include training/retraining in demand occupational skills through Individual Training Accounts, work experience, customized training, and/or On-the-Job Training. Access to child care, transportation, books, clothing and other support services is also available to enrolled clients.

Employer Services

The OCWIB operates the Orange County One-Stop System in a cooperative fashion linking the One-Stop Centers and Business Services to provide a cost efficient, full menu of services to the business community. Services can be customized to meet specific business and industry employment requirements. The Business Service Centers provide a complete range of recruitment services, job fairs, topical business seminars as well as regional wage and labor market information including the latest cluster development reports and surveys. Area businesses recognize that the Business Service Centers are pivotal in the recruitment of qualified job applicants because of their proven ability to successfully match the skill sets of candidates with appropriate job openings.

19.Public Comment

Describe the process used to ensure transparency and to obtain public comment on the ARRA local plan modification. What were the outcomes of the public comments?

The ARRA plan modification was first made public on January 25, 2010 through a public notice published in the Orange County Register. The plan modification was accessible on the OCWIB internet site at: www.ocwib.org through February 26, 2010. Any public comments received will be included as an attachment.

20. Performance Measures

Describe the measures which will be used to gauge performance for use of ARRA and WIA funds.

There will not be separate performance goals for ARRA programs. OCWIB will continue to report progress against already established WIA goals.

All Adult and Dislocated Worker programs are accountable for a single set of measures:

- Entered Employment Rate
- Employment Retention Rate
- Average Earnings

All Youth programs are accountable for the following measures:

- Placement in Employment and Education
- Attainment of a Degree or Certificate
- Literacy/Numeracy

The measure for the Summer Youth Program is limited to Work Readiness Skills.

All participants in WIA Adult and Dislocated Worker program and NEG ARRA will be included in regular WIA reports and OCWIB will report aggregate counts of participants (WIA and ARRA). For WIA youth programs, there is a distinction between youth served with recovery funds from youth served with WIA funds.

21. Expenditure Monitoring

Describe the processes which will be adopted to track and monitor expenditure of ARRA funds.

A set of Job Numbers were established in the County's accounting system to track ARRA expenditures. Contractors were instructed to submit separate invoices for ARRA contracts. The Job Numbers are used to isolate ARRA expenditures from other Workforce Investment Act expenditures.

ARRA expenditures are compiled into a monthly report by program for monitoring purposes and made available to Contract Administrators. The reports are also used to compile a quarterly report for ARRA 1512 reporting to the State.

<input checked="" type="checkbox"/> WIA Local Plan Modification PY 2009–10 <input type="checkbox"/> Modification # _____	LWIA: <u>Orange County</u> Date: <u>07/01/09</u>
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ARRA BUDGET PLAN SUMMARY (Adult or Dislocated Worker)
 WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE

- Grant Code 102 WIA IB-Adult
 Grant Code 105 WIA IB-Dislocated Worker

FUNDING IDENTIFICATION		R9xxxxx Subgrant
1. Year of Appropriation		2008
2. Formula Allocation		1,428,500
3. Allocation Adjustment - Plus or Minus		
4. Transfers - Plus or Minus		
5. TOTAL FUNDS AVAILABLE (Lines 2 thru 4)		1,428,500
TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (sum of Lines 6.A thru 6.E)		1,285,650
A. Core Self Services		
B. Core Registered Services		260,843
C. Intensive Services		272,624
D. Training Services		229,074
E. Other		523,109
7. Administration (Line 5 minus 6)		142,850
8. TOTAL (Line 6 plus 7)		1,428,500
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from February 17, 2009)		
9. September 2008		
10. December 2008		
11. March 2009		
12. June 2009		214,369
13. September 2009		436,888
14. December 2009		697,747
15. March 2010		1,071,375
16. June 2010		1,285,650
17. September 2010		1,314,220
18. December 2010		1,357,075
19. March 2011		1,399,930
20. June 2011		1,428,500
COST COMPLIANCE PLAN (maximum 10%)		
21. % for Administration Expenditures (Line 7/Line 5)		10%

Win Swe	714-567-7481	01/20/10
Contact Person, Title	Telephone Number	Date Prepared

Comments: _____

1 Refer to Training and Employment Guidance Letter 14-08, Change 1 for information regarding recapture and reallocation of unobligated local WIA American Recovery and Reinvestment Act funds

WIA Local Plan Modification PY 2009–10

LWIA: Orange County

Modification # _____

Date: 07/01/09

ARRA BUDGET PLAN SUMMARY (Adult or Dislocated Worker)

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE

Grant Code 102 WIA IB-Adult

Grant Code 105 WIA IB-Dislocated Worker

FUNDING IDENTIFICATION		R9xxxxx Subgrant
1. Year of Appropriation		2008
2. Formula Allocation		5,618,066
3. Allocation Adjustment - Plus or Minus		
4. Transfers - Plus or Minus		
5. TOTAL FUNDS AVAILABLE (Lines 2 thru 4)		5,618,066
TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (sum of Lines 6.A thru 6.E)		5,056,259
A. Core Self Services		
B. Core Registered Services		482,563
C. Intensive Services		1,361,147
D. Training Services		1,100,074
E. Other		2,112,475
7. Administration (Line 5 minus 6)		561,807
8. TOTAL (Line 6 plus 7)		5,618,066
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from February 17, 2009)		
9. September 2008		
10. December 2008		
11. March 2009		
12. June 2009		445,593
13. September 2009		1,348,049
14. December 2009		2,046,619
15. March 2010		3,089,936
16. June 2010		3,932,646
17. September 2010		5,056,259
18. December 2010		5,224,801
19. March 2011		5,449,524
20. June 2011		5,618,066
COST COMPLIANCE PLAN (maximum 10%)		
21. % for Administration Expenditures (Line 7/Line 5)		10%

Win Swe

714-567-7481

01/20/10

Contact Person, Title

Telephone Number

Date Prepared

Comments:

1 Refer to Training and Employment Guidance Letter 14-08, Change 1 for information regarding recapture and reallocation of unobligated local WIA American Recovery and Reinvestment Act funds

WIA Local Plan Modification PY 2009–10

Modification # _____

LWIA: Orange County

Date: 04/01/09

ARRA BUDGET PLAN SUMMARY (Youth)

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE

Grant Code 103 WIA IB-Youth

FUNDING IDENTIFICATION		R9xxxxx Subgrant
1. Year of Appropriation		2008
2. Formula Allocation		3,311,538
3. Allocation Adjustment - Plus or Minus		
4. TOTAL FUNDS AVAILABLE (Line 2 plus 3)		3,311,538
TOTAL ALLOCATION COST CATEGORY PLAN		
5. Program Services (sum of Lines 5A and 5B)		2,980,384
A. In School		1,823,987
B. Out-of-School (30%)		1,156,397
6. Administration (Line 4 minus 5)		331,154
7. TOTAL (Line 5 plus 6)		3,311,538
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from February 17, 2009)		
8. June 2008		
9. September 2008		
10. December 2008		
11. March 2009		
12. June 2009		354,872
13. September 2009		1,841,089
14. December 2009		2,274,124
15. March 2010		2,748,577
16. June 2010		3,311,538
17. September 2010		3,311,538
18. December 2010		3,311,538
19. March 2011		3,311,538
20. June 2011		3,311,538
COST COMPLIANCE PLAN		
21. % for Administration Expenditures (Line 6/Line 4)		10%

Win Swe

714-567-7481

01/20/10

Contact Person, Title

Telephone Number

Date Prepared

Comments:

1 Refer to 20 CFR Part 667.160 and WIA Directive WIAD01-10 for guidance and information regarding local area obligation rates, and recapture and reallocation policies and procedures.

<input checked="" type="checkbox"/>	WIA Local Plan Modification PY 2009–10	LWIA: <u>Orange County</u>
<input type="checkbox"/>	Modification # _____	Date: <u>07/01/09</u>

ARRA PARTICIPANT PLAN SUMMARY

WIA 118; 20 CFR 661.350(a)(13); TEGL 17-05

Plan the number of individuals that are in each category.

Totals for PY 2009 (07/01/09 through 06/30/10)	ADULT	DW	
1. Registered Participants Carried in from PY 2008	68	147	
2. New Registered Participants for PY 2009	505	1,320	
3. Total Registered Participants for PY 2009 (Line 1 plus 2)	573	1,467	
4. Exiters for PY 2009	172	440	
5. Registered Participants Carried Out to PY 2010 (Line 3 minus 4)	401	1,027	

PROGRAM SERVICES			
6. Core Self Services	6,130	7,493	
7. Core Registered Services	573	1,467	
8. Intensive Services	287	734	
9. Training Services	8	66	

EXIT STATUS			
12. Entered Employment	133	350	
12A. Training-related	6	53	
13. Remained with Layoff Employer		2	
14. Entered Military Service			
15. Entered Advanced Training			
16. Entered Postsecondary Education			
17. Entered Apprenticeship Program			
18. Returned to Secondary School			
19. Exited for Other Reasons	39	88	

Andrew Munoz, Executive Director	(714) 567-7371	2/26/2009
Contact Person, Title	Telephone Number	Date Prepared

Comments:

<input checked="" type="checkbox"/>	WIA Local Plan Modification PY 2009–10	LWIA:	Orange County
<input type="checkbox"/>	Modification # _____	Date:	07/01/09

ARRA PARTICIPANT PLAN SUMMARY

WIA 118; 20 CFR 661.350(a)(13); TEGL 17-05

Plan the number of individuals that are in each category.

Totals for PY 2009 (07/01/09 through 06/30/10)	YOUTH	SUMMER YOUTH
1. Registered Participants Carried in from PY 2008	41	0
2. New Registered Participants for PY 2009	103	1,065
3. Total Registered Participants for PY 2009 (Line 1 plus 2)	144	1,065
4. Exiters for PY 2009	43	849
5. Registered Participants Carried Out to PY 2010 (Line 3 minus 4)	101	216

PROGRAM SERVICES		
6. Core Self Services		
7. Core Registered Services		
8. Intensive Services		
9. Training Services		

YOUTH MEASURES		
10. Attainment of a Literacy and/or Numeracy Gain	22	
11. Attainment of a High School Diploma, GED, or Certificate	19	
12. Attainment of a Work Readiness Skill		768

EXIT STATUS		
13. Entered Employment	20	27
13A. Training-related	0	0
14. Remained with Layoff Employer		
15. Entered Military Service	1	0
16. Entered Advanced Training	0	0
17. Entered Postsecondary Education	8	0
18. Entered Apprenticeship Program	0	0
19. Returned to Secondary School	2	324
20. Exited for Other Reasons	13	498

Andrew Munoz	(714) 567-7371	2/26/2009
Contact Person, Title	Telephone Number	Date Prepared

Comments: _____

WIA Local Plan Modification PY 2009–10

LWIA: Orange County

Modification # _____

Date: 07/01/2009

AMERICAN RECOVERY AND REINVESTMENT ACT

STATE NEGOTIATED LEVELS OF PERFORMANCE

WIA Requirement at Section 136(b) ¹	PY 2009–10
Adults	
Entered Employment Rate	65%
Employment Retention Rate	81%
Average Earnings	\$12,500
Dislocated Workers	
Entered Employment Rate	81%
Employment Retention Rate	83%
Average Earnings	\$14,900
Youth (ages 14-24)²	
Placement in Employment or Education	63%
Attainment of a Degree or Certificate	47%
Literacy and Numeracy Gains	30%

LOCAL NEGOTIATED LEVELS OF PERFORMANCE

WIA Requirement at Section 136(b) ¹	PY 2009–10
Adults	
Entered Employment Rate	TBD
Employment Retention Rate	TBD
Average Earnings	TBD
Dislocated Workers	
Entered Employment Rate	TBD
Employment Retention Rate	TBD
Average Earnings	TBD
Youth (ages 14-24)²	
Placement in Employment or Education	TBD
Attainment of a Degree or Certificate	TBD
Literacy and Numeracy Gains	TBD

¹ Per WSIN07-33, the DOL Employment and Training Administration approved California's waiver request to move from the statutory performance measures specified in WIA Section 136 to the common performance measures defined in TEGL 17-05. This waiver was initially approved for

Program Years (PY) 2007-08 and 2008-09. Per TEGL 14-08, this waiver has been approved for PY 2009-10.

² For purposes of eligibility under the American Recovery and Reinvestment Act, the term "eligible youth" includes individuals 14 to 24 years of age.



COUNTY OF ORANGE
ORANGE COUNTY WORKFORCE INVESTMENT BOARD



**LOCAL PLAN MODIFICATION
PROGRAM YEAR 2009-10**

Attachment 8:

Other Submittals

November 12, 2009

To: WIA Contractors of the Orange County
Workforce Investment Area

From: Andrew Munoz
Community Investment Division Administrator/
Orange County Workforce Investment Board Executive Director

Subject: Prioritization of Services Policy
Information Notice No. 09-OCWDA-32
Supersedes Information Notice No. **06-OCWDA-02**

PURPOSE:

- A) To provide guidance regarding the prioritization of Workforce Investment Act (WIA) Adult recipients who receive intensive and training services delivered through the Orange County One-Stop system, administered by the Orange County Workforce Investment Board (OCWIB).
- B) To provide guidance regarding the prioritization of services for recipients of the American Recovery and Reinvestment Act (ARRA) Adult recipients as well as for recipients of public assistance and other low-income individuals who receive intensive and training services delivered through the Orange County One-Stop System, administered by the OCWIB.
- C) To include the “Veterans’ Priority Provisions” into the “Prioritization of Services Policy”.

EFFECTIVE DATE:

This notice is effective on the date of issuance.

REFERENCES:

- Workforce Investment Act of 1998, §134
- American Recovery and Reinvestment Act of 2009 (PL 111-5)
- 20 CFR Workforce Investment Act Final Rules, Subpart F, §663.600 – 663.640
- U.S. Department of Labor (DOL) TEGL No. 14-08 dated March 18, 2009
“Guidance for Implementation of Workforce Investment Act and Wagner Peyser Act Funding in the American Recovery and Reinvestment Act of 2009 and State Planning Requirements for Program Year 2009”
- OCWIB Information Notice No. 04-OCWDA-18 dated May 6, 2005 “Eligibility Technical Assistance Guide”



- OCWIB Information Notice No. 08-OCWDA-29 dated June 15, 2009 “Annual Revision to Income Guidelines 2009 70 Percent LLSIL and 2009 Poverty Guidelines” and subsequent annual revision
- EDD Directive: WIAD06-22 dated June 29, 2007 “2007 70 Percent LLSIL and Poverty Guidelines” and subsequent annual revisions
- U.S. Department of Labor (DOL) TEGL No. 05-03 dated September 16, 2003 “Implementing the Veterans’ Priority Provisions of the ‘Jobs for Veterans Act” (PL 107-288)
- EDD Bulletin: WIAB04-4 dated July 6, 2004 “Released Guidance on Implementing the Veterans’ Priority Provisions”
- EDD Bulletin: WIAB03-25 Dated September 26, 2003 “Implementing the Veterans’ Priority Provisions”
- U.S. Department of Labor Veterans’ Employment and Training Services 20 CFR Part 1010 dated December 19, 2008 “Priority of Service for Covered Persons; Final Rule”

BACKGROUND:

The Workforce Investment Act established guidelines regarding requirements for adults to obtain **intensive** and **training services**. The Workforce Investment Act Final Rules, §663.600, states the following:

- (a) In the event that funds allocated to a local area for Adult employment and training activities are limited, priority for intensive and training services funded with Title I Adult funds must be given to recipients of public assistance and other low-income individuals in the local area.
- (b) Since funding is generally limited, States and local areas must establish criteria by which local areas can determine the availability of funds and the process by which any priority will be applied under WIA section § 134(d)(2)(E). Such criteria may include the availability of other funds for providing employment and training-related services in the local area, the needs of the specific groups within the local area, and other appropriate factors.
- (c) States and local areas must give priority for Adult intensive and training services to recipients of public assistance and other low-income individuals, unless the local area has determined that funds are not limited under the criteria established under (b) of this section.
- (d) The process for determining whether to apply the priority established under paragraph (b) of this section does not necessarily mean that only the recipients of public assistance and other low income individuals may receive WIA Adult funded intensive and training services when funds are determined to be limited in a local area. The Local Board and the Governor may establish a process that gives priority for services to the recipients of public assistance and other low income individuals and that also serves other individuals meeting eligibility requirements.

The American Recovery and Reinvestment Act was signed into law on February 17, 2009. The Department of Labor’s Employment and Training Administration released guidance for implementing the WIA and Wagner Peyser Act Funding under the

American Recovery and Reinvestment Act of 2009. Training and Employment Guidance Letter No. 14-08 states the following:

- (a) Priority use of WIA Adult formula funds under the Recovery Act must be for services to recipients of public assistance and other low-income individuals as described in WIA section 134(d)(4)(E). Unlike the normal formula funded WIA programs, The Recovery Act priority applies regardless of whether funds are limited in the local area or not.
- (b) States and local areas must incorporate priority of services for Veterans and Eligible Spouses sufficient to meet the requirements of 20 CFR part 1010, published at Fed. Reg. 78132 on December 19, 2008, the regulations implementing priority of service for Veterans and Eligible Spouses in Department of Labor job training programs under the Jobs for Veterans Act. Under sec. 1010.310(b)(3) of these regulations, when the veterans priority is applied in conjunction with another statutory priority like the Recovery Act's priority for recipients of public assistance and low-income individuals, Veterans and Eligible Spouses who are members of the Recovery Act priority group must receive the highest priority within that priority group, followed by non-Veteran members of the Recovery Act priority group.

POLICY AND PROCEDURE:

This "Prioritization of Services" policy is intended to provide OC One-Stop System Contractors with a policy for the provision of intensive and training services to individuals, who are most in need of services, to successfully compete in the labor market.

Five priority groups have been established to prioritize services. The priority of individuals served does not change basic eligibility criteria for the program. An individual must first qualify for the program before priority of service is applied.

Group 1: First priority must be given to Veterans and their Eligible Spouses who are Economically Disadvantaged Adults or recipients of public assistance seeking intensive and training services through the OC One-Stop Centers. Veterans and Eligible Spouses must meet guidelines as indicated below. All eligible individuals in Group 1 must be offered intensive services before individuals in Groups 2, 3, 4 and 5.

A Veteran is defined as any individual who:

- A. Served in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable; OR
- B. The Spouse of any of the following individuals:
 - (1) Any Veteran who died of a service-connected disability;
 - (2) Any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
 - (i) Missing in action;

- (ii) Captured in line of duty by a hostile force; or
 - (iii) Forcibly detained or interned in line of duty by a foreign government or power;
- (3) Any Veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs;
- (4) Any Veteran who died while a disability, as indicated in paragraph (3) of this section, was in existence.

An Economically Disadvantaged Adult is defined as an individual who:

- A. Receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program; OR
- B. Receives Medi-Cal, Medicaid or Medicare; OR
- C. Received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved that, in relation to family size, does not exceed the higher of the poverty level or 70% of the Lower Living Standard Income Level/Poverty Standards; OR
- D. Is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977; OR
- E. Qualifies as a homeless individual as defined by the Stewart B. McKinney Homeless Assistance Act.

Group 2: Second priority must be given to Economically Disadvantaged Adults seeking intensive and training services through the OCWIB One-Stop Centers. All eligible individuals in Group 2 must be offered intensive services before individuals in Groups 3, 4 and 5. An Economically Disadvantaged Adult is defined above.

Group 3: Third priority must be given to Veterans seeking intensive and training services through the OC One-Stop Centers. All eligible individuals in Group 3 must be offered intensive services before individuals in Groups 4 and 5. These individuals do not need to meet any income guidelines. A Veteran is defined above.

Group 4: Fourth priority is given to Older Workers (55 and older), former Foster Youth, the Disabled, School Dropouts and Offenders who are in need of intensive and training services through the OC One-Stop Centers. These individuals do not need to meet any income guidelines. All eligible individuals in Group 4 must be offered intensive services before individuals in Group 5.

Group 5: Fifth priority is given to the underemployed workers who are in need of intensive and training services. An individual must meet the following criteria:

- A. Is underemployed and who is working part time but desires full time employment, or who is working in employment not commensurate with the individual's demonstrated level of educational attainment [Reference: TEGL

14-00 Change 1] or does not earn 100% of the federal Lower Living Standard Income Level/Poverty Standards.

NOTES:

- ▷ In the event additional WIA funds become available, the OCWIB reserves the right to identify additional barriers and modify the criteria for determining prioritization of service.
- ▷ According to Federal Register, Volume 65, No. 156, §663.610, the statutory priority applies to Adult funds for intensive and training services only. Funds allocated for Dislocated Workers are not subject to a prioritization of service requirement.
- ▷ WIA Section 101(37) – the term PUBLIC ASSISTANCE means federal, state or local government cash payments for which eligibility is determined by a needs or income test. According to the preamble to the Final rule, cash payments such as Social Security Insurance (SSI), state payments to individuals with disabilities, and local general relief payments to homeless individuals would meet both parts of the statutory definition of public assistance. Social Security Disability Insurance (SSDI) Payments are not income tested, and therefore, cannot be considered public assistance. Similarly, Medi-Cal, Medicaid and Medicare benefits are not considered public assistance as defined under the WIA.

ACTION:

1. Insert into the Technical Assistance Guide (TAG) and bring to the attention of all staff.
2. For income-based eligibility, use the appropriate Lower Living Standard Income Level (LLSIL) and Poverty Guidelines Chart (Information Notice No. 08-OCWDA-29).

ATTACHMENT(S):

None

INQUIRIES:

If you have any questions regarding this policy, please contact Ron Milone at (714) 567-7121 or ron.milone@hcs.ocgov.com .

November 18, 2009

To: WIA Contractors of the Orange County
Workforce Investment Area

From: Andrew Munoz
Community Investment Division Administrator/
Orange County Workforce Investment Board Executive Director

Subject: Supportive Services Policy and Procedures
Information Notice No. 09-OCWDA-33
Supersedes Information Notice No. 08-OCWDA-27

PURPOSE:

To establish the Policy and Procedures for providing supportive services to participants in the Adult, Dislocated Worker, Youth and/or Special Programs under the Workforce Investment Act (WIA) and the American Recovery and Reinvestment Act (ARRA).

BACKGROUND:

The WIA stipulates that supportive services must be available to participants engaged in core, intensive, training, and/or WIA Youth services. The WIA also stipulates that local policy must address the coordination and referral of services to other entities in order to avoid duplication of resources and services and may set limits on the funding and duration of such services.

These services are not an entitlement and are designed to enable the individual to participate in activities authorized under the WIA. Supportive services may be provided to a participant at any level of service including follow-up. Supportive services, except needs related payments, may be provided to those individuals in unsubsidized employment.

The attached Policy and Procedures along with the revised Supportive Services Matrix are intended to provide guidance to Staff, provide a streamlined process for approval and issuance of services and ensure accurate and timely expenditures.

EFFECTIVE DATE:

This notice is effective on the date of issuance.

REFERENCES:

- WIA [(P.L. 105-220) Title I, Sections 101 (46), 134 (d)(3)(c), 134 (e)(2) and (3)(d)(2)(h)]
- Title 20 CFR Section 663.800-810, 664.440
- ETA Training and Employment Guidance Letter (TEGL) No. 14-08, issued March 18, 2009
- Department of Social Services All County Letter No. 09-57, issued October 6, 2009



POLICY AND PROCEDURES:

1. Supportive services are not entitlements and shall be approved by the One-Stop Program Manager for a given participant on the basis of individual circumstances, the absence of other resources, and funding limitations. Supportive services provided must be reasonable, necessary and allowable based on federal guidelines.
2. The attached Supportive Services Matrix is for Staff use only and should not be shared with participants.
3. Determination of need must be clearly documented in the case notes. Documentation must support the Supportive Services Request Form and include justification of the cost. A Supportive Services Request Form must be completed and have an original signature from the One-Stop Workforce Specialist and the Reviewer prior to submission.
4. Supportive services must be necessary for a given participant to complete his/her Individual Employment Plan (IEP) and be beyond his/her ability to pay.
5. One-Stop Program Staff shall seek services from other community resources prior to authorizing supportive services under the WIA, as appropriate. Referrals should be made to other agencies or resources for assistance.
6. Original invoices, statements and receipts necessary to verify that a supportive service has been provided must be submitted to the One-Stop Workforce Specialist or Support Services Provider. It is the responsibility of the Supportive Services Provider to ensure that all support services documentation is collected and given to the One-Stop Program Provider.
7. It is the responsibility of the One-Stop Program Provider to ensure that all of the collected documentation is maintained in the participant's file and that the MIS paperwork is completed and submitted to the OCWIB for entry into the JTA system.
8. If a participant receives a supportive service and fails to return the appropriate documentation/receipts, no additional supportive services will be given to them until such receipts are provided.
9. The One-Stop Program Manager may only approve the types of supportive services and the dollar limits as described on the Supportive Services Matrix.
10. Other (Special Circumstances) supportive services may be granted on a case-by-case basis only if those services would significantly benefit the participant in job retention, wage progression or completion of training in order to achieve employment. Any requests for exception must be approved by the One-Stop Program Director or Senior Manager and may not exceed \$500.

ACTION:

Bring this Policy and Procedure to the attention of all Staff.

INQUIRIES:

If you have any question regarding this policy, contact Jessica Amezcua at 714-834-6878.

ATTACHMENTS:

Supportive Services Matrix
Supportive Services Request Form

Supportive Services Matrix

Supportive Services	Maximum Amount	Parameters
Automotive	Repairs \$1,000 Insurance \$400 Registration Renewal \$400	An estimate is required for any repair. If an estimate is unavailable, a waiver is required. A number of small repairs may be paid if supported but the cumulative cost may not exceed the maximum amount. Car Payments are NOT permitted.
Books and School Supplies	Not to exceed \$1500 for up to 4 semesters	The school must provide a list of items required for training. Services or items required by an OJT employer or items not required by school or OJT employer but essential for Participant to complete training or to become employed may be considered. May include costs associated with shipping & handling.
Certificates/Licenses/Testing	\$1,000	
Childcare	Will be based on the most recent <i>Regional Market Rate Ceiling for California Childcare Providers</i> issued by the California Department of Public Social Services.	Paid monthly directly to the Provider. Three quotes required from licensed childcare Provider. Maintain documentation on attendance/progress in training activities in Participant file.
Clothing/Shoes/Uniforms	\$500	Clothing may be purchased from a retail store or with a Voucher or other mechanisms established by the Contractor.
DMV	DMV Printout - \$15 -Two per year. Drivers License Renewal - \$30	Printout of California driving record if needed during documented job search as condition of employment.
Dry Cleaning	\$50	
Food	Not to exceed \$200 per program year	May include Food Boxes or other mechanisms established by the Contractor.

Health Services	Not to exceed \$1,000 Drug Screening Eye Exam Glasses or Contacts Hearing Exam/Aid Dentistry One time request only; except for drug screening as needed for employment.	An estimate is required for any health service. If an estimate is unavailable, a waiver is required. Participant may receive more than one health service if supported with written justification, but the cumulative cost may not exceed the maximum amount.
Hotel / Motel Vouchers	Not to exceed \$500	
Housing (Rental Assistance)	Not to exceed \$1,000	Mortgage payments are NOT permitted.
Transportation: Mileage /Bus Passes/Gas Cards	Cards \$50 per month (2-\$25) Parking \$150 /semester	
Tools/Professional Supplies	\$1,000	
Utilities	Not to exceed \$200 for all utilities except telephone; Telephone \$50	
Other (Special Circumstances)	Not to Exceed \$500	Approval of Senior Manager required. Must significantly benefit the Participant (job retention, wage progression, training etc.).

20 CFR Section 663.800 Supportive Services may only be provided to individuals who are unable to obtain Supportive Services through other programs providing such services. (WIA section 134(e)(2)(A) and (B).)

Cumulative payments to any participant may not exceed \$4,000 in any 12 month period.

Rev 11/18/09

SUPPORT SERVICES REQUEST FORM

SECTION I: GENERAL PARTICIPANT INFORMATION

Participant Name:		Date:	
WIA Application#:		Telephone: () -	
Grant Code:	ARRA	FORMULA	
	Adult <input type="checkbox"/> 102 DW <input type="checkbox"/> 105	Adult <input type="checkbox"/> 201 DW <input type="checkbox"/> 501	Location/Center: <input type="checkbox"/> Buena Park <input type="checkbox"/> Irvine <input type="checkbox"/> Westminster

SECTION II: PARTICIPANT'S STATEMENT OF NEED

Payable to:	Amount:			
Workforce Specialist Signature	Staff ID#	Date	Reviewer	Date

SECTION III: SUPPORTIVE SERVICES REQUEST & OUTCOME REPORT

SUPPORTIVE SERVICES AND AMOUNT REQUESTED	SUPPORTIVE SERVICE OUTCOME	AMOUNT/CHECK #:	TYPE OF RECEIPT AND DUE DATE:
	<input type="checkbox"/> Provided Service <input type="checkbox"/> Service Denied		<input type="checkbox"/> Yes <input type="checkbox"/> No, Due Date _____ <input type="checkbox"/> Copy of Receipt _____ <input type="checkbox"/> Copy of Gas Card _____ <input type="checkbox"/> Copy of Bus Pass _____
	<input type="checkbox"/> Provided Service <input type="checkbox"/> Service Denied		<input type="checkbox"/> Yes <input type="checkbox"/> No, Due Date _____ <input type="checkbox"/> Copy of Receipt _____ <input type="checkbox"/> Copy of Gas Card _____ <input type="checkbox"/> Copy of Bus Pass _____

SECTION IV: ACKNOWLEDGEMENT OF RECEIPT REQUESTED

I understand that I am required to return proper receipts and/or documentation that is requested for the purchases and services that I have received from the Supportive Services Provider. I understand that if the required receipts and/or documentation in the amount and by the due date detailed above are not returned there will be no additional supportive services provided to me.

I understand that the above-mentioned services provided by Arbor E&T is solely for myself and my immediate families' use (immediate family includes; children and spouse)/ If I use the services provided for any other activity or give to any person, other than my immediate family, I would be committing fraud that may be subject to consequence. Arbor E&T does not accept any type of payment from Participants for share of cost.

Participant Signature	Date				
Supportive Services Staff Signature	Date	Account Supervisor II	Date	Reviewer	Date

