

LWIA #5

**American Recovery
and Reinvestment
Act of
2009**

**River Valley Workforce Investment Board
Kane County Department of Employment and Education
June 30, 2009**

Section I. Context, Vision, and Strategy

Economic and Labor Market Context

Question I: Provide a detailed analysis of the local area's economy, the labor pool, and the labor market context.

In responding to this question, the local area should update its analysis to indicate how the economic downturn has impacted the local area's economy and the labor market context. This analysis should include current and anticipated impacts on employment by sector, current and projected demographics of the available labor pool including income levels as appropriate, and describe any skills gaps the local area faces, based on the skills held by current and expected dislocated workers and the skills demanded by industries and occupations expected to grow through economic recovery.

The current economic climate has created the need to address the impacts of the recession on the various aspects of the local economy in LWIA #5 - Kane, Kendall and DeKalb Counties. This economic downturn has been seen in both large and small company layoffs and closures. Areas where retail and commercial businesses had been developing and booming, are now scattered with empty strip malls, and vacated buildings. The latest unemployment rate reported by IDES for LWIA #5 as of April, 2009, was 10.3%. This rate was up from 6.2% just a little over a year ago in April, 2008. The three Counties of Kane, Kendall, and DeKalb respectively rank 17th, 18th, and 24th in the State of Illinois as Counties with the highest unemployment rates. The unemployment rate for both Kane and Kendall Counties was at 10.4% and DeKalb County at 9.8% in April, 2009. Cities within LWIA #5 specifically identified in IDES labor market economic report April 09 unemployment rates of 10.8% for the City of Aurora, 13.8% for the City of Elgin, the City of DeKalb at 8.1%, and City of St. Charles at 8.5%. These increased rates reflect the impact of the recession on our local economy. Few industry sectors in LWIA #5 have gone unaffected. Industries with the least employment change have been in Education and Health Services, Government, and Other Services.

Certainly the failing automotive industry has impacted LWIA #5 with many third, fourth, and fifth level suppliers concentrated in and throughout Northern Illinois, including Kane, Kendall and DeKalb Counties. Additionally, general manufacturing has felt losses, with the greatest impact most recently with the loss of approximately 600 jobs at the Caterpillar plant in Aurora/Montgomery. There will be subsequent trickle-down affect from local suppliers. Over 2,800 workers are affected through current active WARN events. LWIA #5 has seen significant trade impact, having seen nearly 850 workers in our LWIA from trade events throughout our Region, with new information being reported daily. Over 1,300 workers are reported through small layoffs and closures as tracked by IDES through weekly unemployment claims of 10 or more workers per company. The vast majority of affected workers in this category are Kane County residents.

Another significant statistic in LWIA #5 from the **Annual Illinois Unemployment Rates by Gender and Racial Groups for 2008** is the unemployment rate for African American men and women. This rate is double that of Hispanic men, and double that of White men and women. Strategies to address this discrepancy will be explored, and where feasible, addressed in targeted outreach and programming for this population. While growth in the Hispanic population continues upward, primarily in pockets of Kane County, the unemployment rate is similar to that of White individuals, however, pushing 8% for Hispanic Women.

Local Vision and Priorities

Question II: What is the local vision for ensuring a continuum of education and training opportunities that support a skilled workforce?

In responding to this question, the local area should review the state's vision for implementing the Recovery Act, and describe the new local vision since the economic downturn. The description should include the local vision for economic recovery, touching on the Act's principles and the view of how the Recovery Act funds can be integrated into transformational efforts to achieve an invigorated, more innovative public workforce system capable of helping enable future economic growth and advancing shared prosperity for all Americans.

LWIA # 5 Workforce Board members and WIA Title 1B agency staff participated in the DCEO sponsored regional roundtable held in mid-April. WIA Title 1B agency staff attended the DCEO sponsored technical assistance provided in late April, 2009. Much of the national and statewide vision was presented at these events, helping to communicate the desired shared vision for the State of Illinois. Local workforce development professionals will need to quickly adapt to the realities of the current economic situation, and direct local resources to provide for a skilled workforce that aligns with good paying employment opportunities expected to be available in the coming weeks, months, and years.

Manufacturing is among the leading industry sectors that will require skilled workers both today and in the future. While the Manufacturing sector is projected to contract, it will continue to employ over a half million persons in critical high-skilled positions, many of which are found in LWIA #5 and the surrounding region. During this period of time, both incumbent workers and job training candidates can benefit from one specific initiative to be deployed in LWIA #5. This is the development of a partnership with local manufacturing representatives belonging to the Illinois Manufacturing Association in providing Manufacturing Skills Standards Council assessments. The assessments will be available to local LWIA #5 manufacturing incumbent workers, as well as job seekers interested in preparing for careers in manufacturing. These assessments will serve to identify skills gaps in four critical Manufacturing skill sets, and upon successful test completion, certification will be granted in the four skills set groups that are nationally recognized as the skills standards for manufacturing. LWIA #5 will continue to support training in the industry sectors prioritized within the State's Recovery Act Plan, as well as local targeted industries in Education, Training and Health Services, Healthcare, Finance, Insurance and Social Assistance, Transportation, Warehousing, Logistics and Utilities, Light Assembly and Manufacturing, Hospitality (incl. entertainment and lodging) and Retail Industries, Information Technology, with emphasis in automating medical records, Agri-Business, Green Industries/Occupations and Alternative Energies. Larger numbers of individuals will be served in training through the Recovery Act funds. Additional training resources and staff assistance will be directed toward incumbent worker training, to aid local employers in furthering the education of their workforce to remain competitive and improve worker prosperity.

The Local Workforce Board will conduct an analysis of training needs of local employers that will support a skilled workforce. Additionally, the Local Workforce Board will continue to review the outcomes and effectiveness of training resources obligated for WIA and Recovery-Act funded participants. Efforts will be made to identify new and additional training sources, as well as implement class-size training projects with local community colleges as allowed.

Recent focus groups addressing skills gaps continue to report worker needs in three critical areas: 1) Computer literacy –to adequately conduct an effective job search. This includes the basics of keyboarding, software knowledge to produce and update resumes and cover letters, windows, and the internet. 2) Competency in applied math, reading for information, and locating information. It has been reported by local employers and educators that approximately 90% of all jobs require competency in these three areas; and 3) Employability skills – these have commonly been referred to as soft skills or critical skills and include communication, accountability, time and attendance expectations, reliability, conflict resolution, diversity awareness, etc. The Local Workforce Board will look at possible resources for addressing these needs.

Similar to the State, LWIA #5 will continue and expand working relationships with multiple agencies to coordinate resources to provide for a greater overall impact of the Recovery Act dollars. LWIA #5 plans to participate in DCEO's partnering efforts with the Department of Natural Resources during the summer work experience program. In addition, local efforts are being made to implement community gardens which will bring WIA services together with community based organizations, education, Cooperative Extension services, local faith-based organizations, and food pantries.

Outreach and recruitment of both students and employers for participation in the summer work experience program in LWIA #5 has stirred new interest and awareness of the continuum of education and training resources available in the three-County area. New potential partners are coming forward interested in both the short-term nature of the summer program for their student population or as an employment site, as well as expressing interest in longer-term program concepts as potential WIA service providers.

LWIA #5 has reviewed the recent preliminary plan analysis conducted by DCEO, and will make efforts to achieve training enrollments on the high end of the range across the state, with cost per client data to fall in the average range. Planning to achieve a low cost per client would be difficult to attain while implementing additional resources such as Needs Related Payments on top of training cost assistance and other supportive services needed for individual participation in training. Such assistance adds cost to the per capita ratio. NRPs are an additional supportive service that has not been offered in LWIA #5 since the CETA program.

Question III: What is the local vision for ensuring that every youth has the opportunity for developing and achieving career goals through education and workforce training, including the youth most in need of assistance, such as out-of-school youth, homeless youth, youth in foster care, youth aging out of foster care, youth offenders, children of incarcerated parents, migrant and seasonal farm-worker youth, youth with disabilities, and other youth at risk?

In responding to this question, the local area should review the state and DOL/ETA's vision for implementing the Recovery Act to reconnect disconnected youth through multiple pathways to education and training that enable them to enter and advance in the workforce. The local area should describe its strategy for serving youth with funds from the Recovery Act, as well as how its strategies will be adjusted to respond to the economic downturn. What activities will the local area focus on (i.e., primarily focus on summer employment opportunities, the full range of WIA youth services, or a combination)? Describe how plans for the Recovery Act youth activities will complement the local area's overall vision for serving youth under WIA.

The massive outreach effort manned by WIA Title 1B agency staff for the summer youth work experience program has demonstrated to a much broader community that WIA and Recovery Act resources are further reaching than ever before. New linkages have been developed, with broader exposure gained for both the Local Workforce Board and the WIA Title 1B agency. Our continued strong working relationship with the Department of Human Services has been reignited from the Work First initiative to the summer youth employment program, reaching the broadest age range of youth most in need. Youth offenders have been reached through a year-round Juvenile Justice program offered by WIA Title 1B agency staff, transitioning these offenders to resources following their incarceration. Many linkages have been developed specifically around services to youth, which will have residual benefits as our focus transitions from summer back to year-round programming. Priority of service to Veterans spans the WIA spectrum of youth, adults, and dislocated workers. The Veterans Assistance Commission is a Department of Kane County, and one of several sources for coordination and recruitment. Linkages with alternative high schools, after school programs, service organizations and special recreation services for students with disabilities, Youth Service Bureaus, and other sources have been developed. The WIA Title 1B agency and the Local Workforce Board also fund several partners experienced in developing and implementing youth services for those targeted and most in need. Starting with the Summer Youth Employment Program, several of these partner agencies/institutions have stepped out of their comfort zone to quickly assist in the implementation of the Summer Youth Employment Program. A couple are working with

students in age groups they have not yet dealt with under WIA in an effort to assist in providing as many youth with summer work experience as possible within the time constraints presented. Increased numbers of WIA-funded partner staff are preparing to become Certified Illinois workNet Advisors in order to assist students in completing the Illinois workNet pre-assessment, job search and readiness activities, and post-assessments. WIA Title 1B agency staff have quickly readied to the call to recruit significant numbers of low-income and at-risk youth, as well as engage the employer community in identifying positions for which they are prepared to provide supervision and training during the students' work experiences this summer.

Quality of services to be delivered beyond the summer program will continue to be strengthened. The exposure and experience gained by many provider staff with the Illinois workNet assessment, job search and work readiness components will carry benefit to our year-round programs and beyond, as the regular WIA-funded staff continue on, and the temporary staff move on to other education or workforce related employment in the Fall of 2009. WIA Title 1B agency staff will work with providers to identify youth that would be appropriate to continue their participation beyond the summer experience and further their assessment and identification of training needs for these youth who would become a part of the LWIA's performance pool. For several of our providers, implementing work experience as a training component is a new venture. We would hope to be able to continue offering this activity during year-round programming, in an even more targeted experience to the youth's training and employment goals. In addition, some older youth may be identified as appropriate for On-the-Job Training; some older youth may be served in incumbent worker activities. With additional direction to be provided through the new Executive Director of the Local Workforce Board, we hope to be able to tap into additional areas of training for youth through class-size training that may be developed with local community colleges.

All 10 WIA youth elements are available through different resources connected with the WIA youth services program in LWIA #5. For the summer, emphasis is being placed on summer employment opportunities, paid work experience, including internships and job shadowing as appropriate. Occupational training is being provided through one of the youth providers for office communications prior to placing students into general office work experience for the summer. Additional occupational training options will be available for appropriate youth following the summer experience and a transitional assessment to determine appropriateness for continued services. Leadership and development are superimposed within several community service projects being developed as a part of summer work experience. Supportive services primarily for transportation assistance are being provided to ensure the maximum number of students are able to get to and from the education and work experience components. A partnership with PACE will provide reduced summer fares for bus transportation for the WIA-eligible students. Other support services such as protective eye or foot wear, physicals required, background checks, etc. will be provided if required for work experience. Other tools and/or supplies as deemed necessary by the worksite will also be provided. Several of the work experience positions require drug screening, and in the event any identified students are not successful in passing the drug screen, referrals will be made for drug abuse counseling. The need for follow-up services will be assessed at the end of the summer, and only provided if a specific need or needs are identified for the summer only students.

Question IV: Identify the key workforce investment system priorities for the local area's workforce investment system and how each will lead to achieving the local vision for workforce and economic development.

In responding to this question, local areas should reflect on shifting priorities necessitated by the economic downturn and areas of focus for economic recovery. Local areas should identify the key workforce investment priorities for the use of the Recovery Act funds infused into the local area's workforce investment system and how each will lead to actualizing the new local vision.

LWIA #5 is attempting to take full advantage of the American Recovery & Reinvestment Act. Currently, plans are being made to implement the Summer Youth LWIA wide. The Illinois workNet portal is being used as a strategy to recruit more youth and additional employer worksites. The area is moving as quickly as possible to implement this program. Employers in the three county-area have welcomed the youth program.

County departmental agencies held a series of Recovery Act roundtable discussions to develop a website that lists funding information. This website will help residents learn about the different programs that are available. LWIA #5 has adopted the workforce investment system priorities of the State which are:

1. Funding must be spent quickly and effectively;
2. Transparency and accountability of Recovery Act investments;
3. The majority of WIA Recovery Act funding should be spent on training;
4. Priority on youth summer employment is for 2009;
5. Activity should focus on preparing for post-recession economic opportunities in particular green jobs and healthcare.

Priority will be given to use the Recovery Act funding to increase the number of clients served and the percentage of clients receiving training.

The LWIA will partner with industry organizations and employers to utilize incumbent, and class-sized training mechanisms to accelerate training and provide transitional employment opportunities for workers while in training, where possible.

The targeted key sectors include healthcare, manufacturing, transportation and logistics, information technology (focusing on healthcare applications), and green initiatives.

Healthcare

- Improving Healthcare and Preventing Dislocation - Invest in incumbent worker training to support efforts by hospitals to improve quality and patient safety and reduce costs as well as improve the working conditions of front-line healthcare workers.
- Upgrading Front-Line Healthcare Workers - Partner with healthcare employers and organizations to provide incumbent worker training funding to upgrade existing front-line workers in hospitals, long-term care facilities, and home healthcare to fill critical high-demand skilled allied healthcare positions.

- Conversion to Electronic Medical Records - Work with healthcare employers and organizations to upgrade and retrain healthcare workers (e.g., medical records clerks, medical billing and coding) to effectively use electronic healthcare records to improve quality and safety and reduce costs in healthcare services.
- Nursing Programs - Work with state agency partners to update nursing shortage estimates in all regions and provide funding to increase the number of nurses entering and remaining in healthcare employment.

Manufacturing

- Improving Competitiveness and Preventing Dislocation - Work with businesses to invest in incumbent worker training to support Illinois manufacturers who are retraining workers to remain more competitive and fill critical shortages in skilled positions.
- Manufacturing Training Programs - Work with IDES and industry associations to update CSSI shortage estimates (e.g., machining, welding, and industrial maintenance) in all regions and provide funding to industry-led projects.

Transportation and Logistics

- Improving Competitiveness and Preventing Dislocation - Work with industry associations to conduct outreach to employers and identify opportunities to invest in incumbent worker training to support Illinois transportation and logistics companies who are training workers to remain more competitive and fill critical shortages in skilled positions.
- Transportation and Logistics Training Programs - Work with IDES and industry associations to update CSSI shortage estimates (e.g., machining, welding, industrial maintenance) in all regions and provide funding to industry-led projects.

Information Technology

- Improving Competitiveness and Preventing Dislocation (Incumbent Worker Training) - Work with industry associations to conduct outreach to employers and identify opportunities to invest in incumbent worker training to support Illinois information technology companies who are retraining workers on company time to remain more competitive and fill critical shortages in skilled positions.

Green Initiatives

- Define Green Industries and Occupations - Work with other state agencies to define those industries and occupations which are critical to green-related economic development efforts and opportunities in Illinois.
- Green Training Programs - Invest in innovative green training programs targeted at identified industries and occupations.

Overarching Local Strategies

Question V: What strategies are in place to address the state’s strategic direction, the local priorities, and the workforce development issues identified through the analysis of the local area’s economy and labor market?

The response to this question should describe the local area’s key, actionable strategies it is deploying to achieve the local vision for the use of the Recovery Act and regular formula funds. The state is interested in how the local area is connecting and integrating recovery activities to ongoing workforce investments.

- How workforce investment system resources, both stimulus and regular formula funds, can be deployed to serve increased numbers of workers in need.
- How adults and dislocated workers, including low-income adults, who need to acquire new skills will have increased access to education and training opportunities.
- How the local area will address a dual-customer approach, meeting the skill needs of existing and emerging employers and high-growth occupations as well as the needs of under-skilled adults.
- How workforce activities (e.g., adult education, job training, postsecondary education, registered apprenticeship, career advancement, needs related payments, and support service activities) will be aligned in career pathways both now in implementing the Recovery Act and in the transformed system of the future.
- How the local area will partner to develop workforce solutions with community colleges, business and labor organization, registered apprenticeship program sponsors, civic groups and community organizations to align workforce development with strategies for regional development and share prosperity.

Additional resources must be targeted at direct customer service activities that add value for customer from all part of the WIA Title 1B client continuum. Illinois workNet Centers must prepare to assist the unemployed engineer as well as the unskilled high school dropout or immigrant with limited English skills. Case managers in the local area must recognize each client’s individual circumstance, strengths and weaknesses; and direct the client to appropriate services to re-enter the workforce quickly or enroll in skill-upgrading training or education. Skill upgrades should be directed at skills sets that will lead to employment opportunities for the client.

Increase in funding should quickly allow increase opportunities for:

1. To keep businesses competitive and employee working provide Incumbent Worker training;
2. Funding for class size training projects with community colleges;
3. Summer employment program for unemployed and unskilled youth;
4. Possibly bridge programs that provide for rapid increases in skills sets.

LWIA #5 decided to review and update the local policies for Incumbent Worker, ITAs, supportive services and needs related payments in order to take full advantage of Recovery Act funding. The three county area continues to reach out to partners from institutions of higher learning to investigate innovative methods of providing increase access to short term certificate training.

The workforce area continues to cultivate vital relationships with community-based organizations, economic and workforce development professionals and business leaders in key sectors such as healthcare and manufacturing. These meetings have produced new connections and relationships and have improved position of programs and resources in the community.

Service Delivery Strategies, Support for Training

Question VI: Describe innovative service delivery strategies the local area has or is planning to undertake to maximize resources, increase service levels, improve service quality, achieve better integration or meet other key local goals.

In answering this question, the local area should describe innovative local strategies to accomplish the local vision and achieve the goals of the Recovery Act, including how the local area will:

- Increase services to workers in need.
- Support the full range of Illinois workNet Center customer in acquiring the skills needed to attain jobs in high-growth, high-wage industries and occupations, including such supports as needs related payments, basic skills remediation, English as a second language, and supportive services.
- Ensure education and training delivered through the workforce system results in education and workforce skills of demonstrated value, and focus assessments and certifications towards the next level of education and employment.
- Strategically use youth, dislocated worker and adult funds to quickly deliver innovative services.
- Provide targeted work experience in order to prepare individuals for job opportunities in new industries or occupations, particularly using registered apprenticeship and on-the-job training for all jobseekers, and summer work experience for youth.
- Align workforce activities with education strategies and economic and community development strategies to meet skills needs of jobs and industries important to the local and regional economies and meet the needs of under-skilled adults.

With the influx of Recovery Act funds the local area is emphasizing the need to increase service levels to out customers. This should allow a tremendous increase in the number of WIA Title 1B clients served. The local area understands that the Recovery Act funding should be earmarked for direct client services, training in particular. LWIA #5 is committed to providing the necessary programs, technology and willingness to try different creative approaches to provide more comprehensive services to more workers.

LWIA #5 is committed to providing a skilled workforce ready to meet the needs of employers and workers. The objective is to provide tangible credentials that employers recognize as important.

All training, whether that provided by a transitional employment social enterprise bakery to lean manufacturing training for incumbent worker engineers is meant to take the trainee to the next level of his or her potential. WIA Title 1B clients run the gamut of highly skilled but unemployed to those with no skills and limited or no ability to even speak English. However, each person has the capacity to learn and the potential to make himself more employable if they are committed to the program.

LWIA #5 supports the use of Incumbent Worker, Registered Apprenticeships and transitional employment programs and projects especially in critical skill shortage occupations. This broad arsenal or targeted work experience program models is necessary to reach the full spectrum of WIA clients.

Section II. Service Delivery

Governance and Collaboration

Question VII: Describe how local agencies involved in the workforce investment system intend to interrelate on workforce, economic development, and education issues to improve alignment of Recovery Act.

In responding to this question, the local areas should describe how the CEOs, LWIB and Title IB Administrator are ensuring cross agency collaboration so that workforce investments are fully tied to other investments funded by the Recovery Act outside of workforce development.

Local Workforce Investment Area 5 has long had a close working relationship with area economic development professionals through their membership on the River Valley Workforce Investment Board and associations through local chambers of commerce. These associations have resulted in collaboration with the Kane County Economic Advisory Council that produced a report about the commuting patterns of workers in Kane County and collaboration with the Aurora Economic Development Commission for the creation of a soft skills training program for local participants.

The recent appointment of an Executive Director to the Local Workforce Board who has strong ties to local community based organizations is expected to yield fruitful collaborations with the City of Elgin (sustainable communities), the City of Aurora (weatherization program), the Quad County Urban League (community gardens).

In addition, the Local Workforce Board is expected to create employer focus groups around various occupational industries (e.g., healthcare, warehousing, logistics, and transportation) to get the business community involved in discussions about how best to prepare their workforce for post-recession productivity gains. Private sector members of the Local Workforce Board will be asked to take the lead in recruiting their colleagues from private industries to provide a real world perspective on training needs. Preliminary discussions have taken place with the workforce development committee of the Elgin Chamber of Commerce.

Discussions were also held with the President of the Illinois Manufacturing Association about establishing the local Illinois workNet Centers as authorized assessment centers for the Manufacturing Skill Standards Council (MSSC) certification. MSSC training would be provided by the community colleges within LWIA #5. Preliminary outreach to Elgin Community College and Waubensee Community College has occurred. Efforts will be made to bring Kishwaukee College on board.

At the local governmental level, the WIA Title 1B Administrator has met with other Kane County departments that have received Recovery Act dollars to discuss ways to coordinate resources for a greater overall impact in Kane County. In addition to funding for workforce development, Recovery Act funds have been received by the Development Department for its CDBG, Homelessness Prevention and Rapid Re-Housing Programs, Division of Transportation for transportation projects, Environmental Department for energy conservation and green initiatives and Sheriff's Office for community policing. Preliminary discussions have involved modification to the Kane County website to provide information to the public about which Kane County departments have received Recovery Act funds, federal, state and local guidelines governing use of the funds, projects created or subsidized with the funds, numbers of jobs created or retained because of the funding.

Several departments and offices within Kane County government have agreed to provide work experience opportunities for youth during the summer in areas such as preservation and naturalization of forest preserves, automation of vital records, and highway maintenance. The regional public transportation agency, PACE, has made it easier for these youth to get to their jobs by creating a WIA 2009 Summer Youth Program Pass.

Question VIII: Describe the steps the local areas will take to improve operational collaboration of the workforce investment activities and other related activities and programs at the local level (e.g., joint activities, memoranda of understanding, coordinated policies, etc.). How will local agencies eliminate any existing local-level barriers to coordination?

In responding to this question, local areas should describe how local collaboration will be supported and sustained.

The local agencies within this local workforce area have a long history of coordination. This coordination lead to the establishment of an affiliate location on the eastside of Aurora where community members could receive services Wagner-Peyser, WIA Title 1B, DHS-ORS services. Services through the Bridging the Digital Divide Program were provided by a local educational institutional, Waubonsee Community College.

Representatives from the WIA Title 1 agency, local centers of higher learning (Waubonsee Community College, Elgin Community College), labor organizations (Painters and Allied Trades Local 30) and private business (Bison Gear and Engineering) attended the regional meeting organized by DCEO on Recovery Act planning and implementation.

The receipt of Recovery Act funding presents an excellent opportunity to continued collaboration with the local community colleges, in particular, to get more short-term training programs for the state-wide certified provider list. It is hoped the colleges will offer short-term training programs in “green” industries that will lead to the employment of more local residents in programs spearheaded by our local municipalities.

Adult and Dislocated Worker Services

Question IX: Describe local strategies and policies to ensure adults and dislocated workers have universal access to the minimum required core services as described in §134(d)(2).

In its response, the local area should address core services for adults, dislocated workers, and target populations, especially those given preference in the WIA Adult program in the Recovery Act – recipients of public assistance and other low-income individuals.

Core and Intensive Services: LWIA #5 provides the following types of core services to adults and dislocated workers, delivered through Illinois workNet Centers, state agency partners, including the Illinois Department of Employment Security; a broad range of community partners; and through the Illinois workNet portal (www.illinoisworknet.com):

- Career Resource Center with professional staff to assist customers
- Access to high speed computers
- Assistance with computer software for resume development (Win Way Resume)
- Access to and assistance with basic computer information
- Job Search Workshops
- Job Search Assistance
- Job Fairs
- Job / Career Counseling
- Initial Assessment
- Employability Skills Information
- Training programs information
- Networking
- Workshops specifically designed for veterans
- Resume & Interviewing Workshops

- Job Coaching
- Local Labor Market Information

Question X: Describe how the local area will integrate resources provided under the Wagner-Peyser Act and WIA Title I for adults and dislocated workers, as well as resources provided by required Illinois workNet partner programs, to deliver core services.

In its response, the local area should address how it will integrate resources provided under the Recovery Act, the Wagner-Peyser Act, and WIA Title I for adults and dislocated workers, as well as resources provided by required Illinois workNet partner programs. For example, how will the local area use these resources to provide significant funding for low-income and low-skilled workers that help them access the services and training needed to pursue family-supporting jobs.

Illinois workNet partners' services are coordinated in LWIA #5 through a Memorandum of Understanding (MOU) process. To avoid duplication of services LWIA #5 workNet Centers provide easy access to all customers through appropriate signage, shared waiting rooms, and knowledgeable staff that will ascertain customers' needs and refer them to the appropriate center services.

New customers are introduced to Center services through orientation workshops to make customers aware of the complete range of services and related eligibility requirements.

Career Resource Centers provide universal access to all populations and staff is available to assist customers who need help using computer systems or other materials. Recovery Act funding will provide for additional resources, including staff.

A business solutions team was established in LWIA #5 to ensure that local businesses have easy access to all services of the Illinois workNet system. The committee includes, at a minimum, representatives from the WIA program, the Illinois Department of Employment Security (IDES), and the local community colleges. Services include: coordinated employer outreach, basic labor exchange services, customized applicant recruitment, employment and training services, job fairs, labor market information, and workshops on employer issues such as ADA compliance, Unemployment Insurance, OSHA requirements, and tax credits.

Question XI: Describe the local vision for increasing training access and opportunities for individuals including the investment of WIA Title I funds and the leveraging of other funds and resources.

In its response, the local area should describe how they will increase training access and opportunities for individuals, including the investment of WIA Title I funds and Recovery Act funds, and the leveraging of other funds and resources. How will the local area use contracts with institutions of higher education and other training providers to maximize funds to the greatest benefit?

LWIA #5 will devote a significant amount of Recovery Act funds toward training costs. We are working with the business community to identify skill shortages that exist and will partner with local training institutions to provide training in needed skill sets. Some of the training areas identified as in demand include health care, transportation, and green opportunities. All LWIA #5 partners are committed to increasing communication and cooperation as well as alignment and leveraging of resources to increase access to training opportunities.

Question XII: What models/templates/approaches does the local area utilize for service delivery in the local Illinois workNet Centers? For example, do all local Illinois workNet Centers have a uniform method of organizing their service delivery to business customers? Is there a common individual assessment process utilized in all local Illinois workNet Centers?

In its response, the local area should describe its models/templates/approaches for service delivery in the local Illinois workNet Centers, particularly whether the local area is adjusting its approach to deliver increased levels of services with funds received under the Recovery Act.

Do all local Illinois workNet Centers have a uniform method of organizing their service delivery to business customers?

- Is there a common individual assessment process utilized in all local Illinois workNet Centers?
 - 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 local areas streamline the sequence of service to facilitate individual access to needed services and training?
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In LWIA #5 a common individual assessment process is utilized in all of our Illinois workNet Centers. All Centers have updated signage to reinforce the Illinois workNet Center brand and to communicate the range of workforce services to customers. These signs are visible outside and inside Centers. Local partner staff use Illinois workNet portal and program resources to advertise workshops and as a component of workshops. Resource rooms are setup to guide users to the portal through use of quick tips, posters, information sheets, and setting the portal as the default home page

Services offered to our business customers include: No cost job postings to the Illinois workNet CareerBuilder Key Sector Job Board, business branding pages used to educate the public on key sectors and related jobs, marketing materials, and training and access to post business information to the portal.

Some of the ways that LWIA #5 targets funds to those most in need are as follows:

- WIA Title 1B adult grant funds budgeted for intensive and training services must be provided on a priority basis to TANF or other low-income individuals who do not otherwise have access to these services through other funding sources.
- LWIA #5 complies with the requirement that either 51% or more of WIA adult participants enrolled in intensive and training services are from the target population, or 51% or more of the adult WIA funds spent on intensive and training services are expended on the target population.
- If WIA adult funds can provide needed intensive or training services that are not allowed under other programs, priority should still be given to TANF recipients to receive those unique WIA services

Before providing intensive services, LWIA #5 must determine that an individual is unable to obtain employment through core services, among other criteria. To provide training services to an individual, LWIA #5 must determine that an individual is unable to obtain employment through intensive services, among other criteria. These determinations do not mean that the individual must go through layers of service to prove that need; the determination of need itself can be a core and/or intensive service, such as an assessment or development of an Individual Employment Plan. Thus, a case worker could initially meet with a participant at an Illinois workNet Center, assess his or her skills and consider labor market conditions, and determine that core or intensive services will not be sufficient to result in employment for the participant. The provision of training or other needed services can then be provided sequentially, concurrently, or in whatever order makes the most sense for the individual.

Youth Services

Question XIII: Describe the local area's strategy for providing comprehensive, integrated services to eligible youth, including those most in need.

In responding to this question, the local area should include the following:

- Describe the anticipated program design for the WIA Youth funds provided under the Recovery Act. Include in this description a program design for both younger, in-school, and older or out-of-school youth (including the 22-24 year olds that can be served with Recovery Act funds).
 - The State strongly encourages local areas to expend the maximum amount of Recovery Act funds possible for summer youth in the summer of 2009. Will the local area use the Recovery Act funds to fund only a 2009 summer youth program or some combination of 2009 and 2010? If using the funds over two summers, what percentage of funds does the local area anticipate using for the first summer?
 - If using the funds for summer employment opportunities, describe how the local area will deliver summer youth employment opportunities. Will the local area operate the program or allocate the funds?
 - Describe the types of worksites that will be developed for summer employment, including a mix of public and private sector work experiences, and how the local area will ensure that meaningful work experiences will be developed.
 - Describe the local area's policy for developing the mix of classroom versus worksite time in a summer employment opportunity. Describe the local area's policy for determining that summer employment opportunities are connected to academic and/or occupational learning and the types of connections that will be utilized.
 - Describe the how the local area will implement activities that support out-of-school youth during summer and/or non-summer months, such as supportive services.
 - Provide the anticipated number of youth to be served with Recovery Act funds, including the anticipated number of summer employment opportunities created with Recovery Act funds.
 - Describe if the local area will take advantage of flexibility provided in the Recovery Act to alter program design in serving youth with Recovery Act funds who participate in summer employment only. Local areas have the flexibility to determine: 1) which of the 10 program elements will be provided with Recovery Act funds; 2) if the 12 month follow-up will be required for youth served with Recovery Act funds during the summer months only; 3) the type of Individual Service Strategy for youth served with Recovery Act funds during the summer months only; and 4) whether it is appropriate that academic learning be directly linked to summer employment for each youth served with Recovery Act funds during the summer months only.
-
- The program design for use of the Recovery Act funds includes primarily the pre and post-assessment, job search and job readiness activities required on Illinois workNet to be provided in a classroom basis, or individually if accommodations are needed, and then matching and placement into an age appropriate work experience. In-school youth and out-of-school youth ages 14-24 will be served.
 - Plans are to spend as much of the youth Recovery Act funds during the summer of 2009. Upon completion of the summer component, any ARRA youth funds remaining, if sufficient for the implementation of a second summer initiative across our three Counties, could be reserved for that purpose. If not sufficient to provide equitable summer services in three Counties, the remaining ARRA

youth funds will be available to WIA Title 1B youth service providers to spend side-by-side their WIA 09 formula funds. A rough estimate is to spend 70% of the funds during the summer of 2009.

- The summer youth work experience program will be jointly delivered by WIA Title 1B agency staff and current PY'08 youth sub-recipients. WIA Title 1B agency staff, along with temporary summer case managers took first initiative to promote and recruit youth and worksites while sub-recipients presented plans for services to the WIA Title 1B agency and Youth Council of the Local Workforce Board for consideration of ARRA funding. The WIA Title 1B agency is in the process of transitioning approved WIA Title 1B eligible youth cases over to the youth sub-recipient providers that have been approved for summer ARRA funding. Students will be linked to the provider nearest and most appropriate for them. In addition, worksite development was begun by the WIA Title 1B agency and temporary staff, and will also be transitioned over to the approved youth sub-recipients. Special projects such as the State's Department of Natural Resources and community gardens initiative will be coordinated between WIA Title 1B agency staff and the local sub-recipient provider with the DNR or gardens programs.
- Worksites expressing interest in supervising youth in meaningful work experiences have been recruited through a variety of means. Positions requests range from general office/clerical work, summer camp workers, child care program assistants, light mechanical and janitorial work, school district custodial help, food pantry assistants, shipping/receiving/warehouse/purchasing clerks, animal care technicians, to surgical center greeters, customer service, computer/IT/graphics design work, grounds crew, naturalist assistants, business development assistant, engineering intern, grants/research/library assistants, and motorcycle parts and sales positions to name some examples. Position requests have come in from community based organizations, parks and recreation centers, private sector companies, retail establishments, cities, school districts, County government, and municipalities. Positions are part-time and full-time to benefit both our younger, in-school youth as well as older, out-of-school youth. Once students move through their assessment and job readiness activities, the matching and/or interviewing process will take place so that students can be connected with the summer employment opportunities developed. Additional, specialized job development will occur as needed.
- Classroom activities will primarily be provided for the purpose of the assessment and job readiness activities. Additional classroom time is planned by some of the providers for career exploration that will include exposure to green technologies, as well as some academic remediation. We are attempting to identify green work opportunities through the position requests coming in or through some specialized job/worksite development. Through the post assessment classroom activity, identification of links to subsequent occupational training will be made.
- Youth will be supported during summer and non-summer activities with supportive services already described above.
- LWIA #5 anticipates services to approximately 500 youth during the summer component of the Recovery Act program. A fraction of those students, perhaps 15%, may continue on into regular WIA Title 1B youth programming. Over 500 worksite positions have been developed. Not all slots requested at each worksite may be used, and additional new positions may need to be developed based on student need/interest.
- LWIA #5 will be implementing the new program feature of utilizing the Illinois workNet pre and post assessment and job search, job readiness activities for the summer ARRA. WIA Title 1B agency staff will evaluate the process and outcomes and determine possible integration with year-round programming, if it remains available. 1) The WIA Title 1B agency has addressed the 10 program elements that will be provided through the Recovery Act funds; 2) 12-month follow-up will NOT be required for students served in the summer work experience only. However, during the post-assessment a determination of need for follow-up services will be addressed, and if appropriate, will be provided; 3) An abbreviated Individual Service Strategy has been designed for use with summer

only participants. WIA Title 1B agency staff will complete the initial ISS, and transfer this to the sub-recipient provider that will be case-managing the youth; 4) Where possible, attempts will be made to directly link academic learning to summer employment, however, this will be on a very limited basis given the timeframe in which we have had to develop summer activities with our current sub-recipient providers.

Veterans' Priority of Service

Question XIV: What policies and strategies does the local area have in place to ensure that, pursuant to the Jobs for Veterans Act (P.L.107-288) (38 USC 4215), priority of service is provided to veterans (and certain spouses) who otherwise meet the eligibility requirements for all employment and training programs funded by the Department of Labor?

In answering this question, the local area should outline the changes to local policies and strategies that make them sufficient to meet the requirements of 20 CFR 1010.230, published at 73 Fed. Reg. 78132 on December 19, 2008, of the Jobs for Veterans Act regulations issued on December 19, 2008 implementing priority of service for veterans and eligible spouses in Department of Labor job training programs. This includes providing the following information and/or attachments to the local plan modification:

- A description of the changes to policies for the delivery of priority of service by the Local Workforce Investment Board and Illinois workNet Center(s) for all qualified job training programs delivered through the local workforce system. The description must include how:
 1. The local policies ensure that covered persons are identified at the point of entry and given an opportunity to take full advantage of priority of service.
 2. The local policies ensure that covered persons are aware of:
 - a. Their entitlement to priority of service;
 - b. The full array of employment, training, and placement services available under priority of service; and
 - c. Any applicable eligibility requirements for those programs and/or services.

Provide a copy of the local policy to implement priority of service for the local Illinois workNet Centers and for service delivery by local workforce preparation and training providers.

Priority of service has been implemented in LWIA #5 under policy guidance issued by the Employment and Training Administration Jobs for Veterans Act in 2002, the State of Illinois WIA policy letter No. 04-01, State of Illinois Policy Notice 08-NOT-38 and the Federal Register Priority of Service for Covered Persons; final rule 20 CFR part 1010.

All prescribed requirements set out in Federal Law and State policy have been incorporated into the appropriate processes impacting applicants of the following programs: WIA Adult, Dislocated Workers, Youth, statewide activity programs, Dislocated Worker National Emergency Grants, and the Trade Adjustment Assistance program, all overseen by the State of Illinois Department of Commerce and Economic Opportunity. In order to meet State requirements, steps have been taken to ensure the WIA grantee and sub-grantees are identifying all eligible veterans at their earliest point of access to the one-stop system. A poster titled, "Priority of Service for Veterans and Eligible Spouses" is posted at the entry points of all Illinois workNet Centers and affiliate locations. A priority of service checklist must be completed for all veterans to ensure that they receive first priority. This was done by adding additional questions to customer information forms such as applications, eligibility documents, and surveys. This additional screening has been added to the WIA Title 1B eligibility determination process. Veterans that have applied for LWIA #5 services that meet the "covered person" definition will be notified of their employment-related rights and benefits to which they are entitled. Verification of notification will be maintained with the customer's application, and subsequently in their case file should the veteran enroll in

LWIA #5 services. Acceptance and follow-through on services for which the veteran is eligible will be the responsibility of the eligible veteran.

The Veterans Assistance Commission of Kane County, Illinois is an agency operated by and for veterans. LWIA #5 coordinates with Superintendent John Carr to ensure that veterans are provided with information on services available to veterans through our Illinois workNet Centers.

A copy of the local policy to implement priority of services for the local Illinois workNet Centers and for service delivery by local workforce preparation and training providers is provided on the following pages.

WIA Title I POLICY & PROCEDURES MANUAL RELEASE

To	All WIA Title I Grantee Staff, and WIA Title I Sub-Grantees	SUBJECT AREA	WIA Employment & Training
From	KCDEE Administration	POLICY NUMBER	CM-04-06 & 08-38
Date	6/12/2009	EFFECTIVE DATE	Upon approval

SUBJECT: PRIORITY OF SERVICE FOR VETERANS AND ELIGIBLE SPOUSES

PURPOSE:

To transmit revised local operating procedures for the implementation of Veterans Priority of Service provisions under the Jobs for Veterans Act, Public Law 107-288, enacted November 7, 2002.

REFERENCES:

WIA Notice 08-NOT-38
 WIA Final Rules, 20 CFR part 660 et. al. Jobs for Veterans Act P.L. 107-288
 WIA Policy Letter No. 04-01
 TEGL No. 5-03

BACKGROUND:

In response to guidance issued by the U. S. Department of Labor Employment and Training Administration and the Illinois State Department of Commerce and Economic Opportunity regarding the Jobs for Veterans Act, the following operating procedures will be implemented to ensure Veterans are provided priority of service.

WIA TITLE I POLICY:

Pursuant to Federal Law established to encourage veterans' access to services within the one-stop delivery system, all prescribed requirements set out in Federal Law and State policy will be incorporated into the appropriate processes impacting applicants of the following programs: WIA Adult, Dislocated Workers, Youth, statewide activity programs, Dislocated Worker National Emergency Grants, and the Trade Adjustment Assistance program, all overseen by the State of Illinois Department of Commerce and Economic Opportunity.

Veterans' status will be determined for all WIA eligible customers. As prescribed in the attached WIA Policy Letter No. 04-01, individuals that meet the definition of a "covered person" will be entitled to priority of services under the WIA Title I programs noted above. Priority determination at various service levels will be implemented as described in WIA Policy Letter No. 04-01.

In order to meet new reporting requirements, steps will be taken to ensure the WIA grantee and sub-grantees are identifying all eligible veterans at their point of entry to the Illinois workNet Centers and affiliate locations. To fulfill this requirement the poster titled "Priority of Service for Veterans and Eligible Spouses" will be posted at the entry points of all Illinois workNet Centers and affiliate locations. This notice is also available on the Workforce Professionals pathway of the Illinois workNet website (select Resources/Veterans).

This identification must also inform covered persons of their entitlement to priority of service, the services and resources available, and the eligibility requirements that apply. This will be done by adding additional questions to customer information forms such as applications, eligibility documents, and surveys. This additional screening will be added to the WIA eligibility determination process. The regulations specify that identification processes do not include verification of covered person status unless the individual immediately undergoes eligibility determination and enrollment.

Veterans that have applied for WIA Title I services that meet the “covered person” definition will be notified of the employment-related rights and benefits to which they are entitled. Verification of notification will be maintained with the customer’s application, and subsequently in their case file should the veteran enroll in WIA Title I services. Acceptance and follow-through on services for which the veteran is eligible will be the responsibility of the eligible veteran.

Data elements relating to eligible veterans will be tracked via the existing statewide data management system, or manually until the necessary system adjustments have been made to the statewide system. Such tracking will allow for accurate reporting.

In addition, targeted outreach and recruitment will occur by ensuring program announcements, brochures, and other materials are routinely made available to local organizations that also provide services to veterans. Priority of service for covered veterans’ will be stated on all outreach and recruitment materials, as well as noted on resources available in self-access areas of the Illinois workNet Centers and affiliate locations. .

All sub award agreements funded by WIA Title 1 will contain the following language: “This program is subject to the provisions of the “Jobs for Veterans Act,” Public Law 107-288, which provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by the Department of Labor. Please note that to obtain priority service; a veteran must meet the program’s eligibility requirements. ETA Training and Employment Guidance Letter (TEGL) No. 5-03 (September 16, 2003) provides general guidance on the scope of the veterans priority statute and its effect on current employment and training programs. “

Language will be added to monitoring instruments utilized by the WIA Title I grantee to monitor compliance with the Act, including monitoring compliance by all contractors and sub recipients.

Monitoring of service levels to veterans as described in WIA Policy Letter 04-01 will be incorporated into the Grantee’s existing procedures for monitoring WIA Title I performance and reporting such service levels to the local Workforce Investment Board on a quarterly basis.

REQUIREMENTS:

The local Workforce Investment Board will modify its five-year plan for submission to the State of Illinois Department of Commerce and Economic Opportunity, as prescribed in the WIA Policy Letter #04-01 and WIA Notice No. 08-NOT-38.

All WIA Title I grantee and sub-grantee staff are required to implement the procedures noted in this policy letter and all subsequent policy attachments noted herein.

EXPIRATION DATE:

This policy will remain in effect until amended or rescinded by DCEO, Bureau of Workforce Development.

ATTACHMENTS:

1. WIA Notice No. 08-NOT-38
2. WIA Policy #04-01
3. Priority of service checklist

Priority of Service Check List

Under the Jobs for Veterans Act, a “covered person” is entitled to priority of service under twenty Department of Labor funded programs including WIA Title I Adult, Youth, and Dislocated Worker programs, statewide activity programs, National Emergency Grants (NEG) and the Trade Adjustment Assistance program (TAA). A covered person is defined as

- A veteran, or
- The spouse of any of the following individuals:
 - Any veteran who died of a service-connected disability
 - Any member of the Armed Forces serving on active duty who, at the time of application for assistance under this section, is listed, by the Secretary concerned in one or more of the following categories and has been so listed for a total of more than 90 days:
 - Missing in action,
 - Captured in the line of duty by a hostile force, or
 - Forcibly detained or interned in the line of duty by a foreign government or power;
 - Any veteran who has a total disability resulting from a service-connected disability; or
 - Any veteran who died while a disability so evaluated was in existence.

The term “veterans’ priority of services” means that a covered person, who meets program eligibility requirements, shall be given priority over non-veterans for the receipt of all services under the program, not withstanding any other provision of the law.

Customer name: _____

WIA Dislocated Worker/TAA Dislocated Worker/NEG Dislocated Worker

- Veteran or covered person eligible for WIA Dislocated Worker services first receive priority of service.
- Non-veteran or covered person that is eligible for WIA Dislocated Worker services—second priority of service.

WIA Adult/Youth

- Veteran or covered person eligible for WIA Adult services priority for service:
 - Public assistance or low income eligible veteran – first priority for service
 - Public assistance or low income non-veteran – second priority of service
- Veteran not receiving public assistance or low income eligible – third priority for service
- Non-veteran not receiving public assistance or low income eligible – last priority for service

Service Delivery to Targeted Populations

Question XV: Describe the local area's strategies to ensure that the full range of employment and training programs and services delivered through the Illinois workNet delivery system are accessible to and will meet the needs of dislocated workers, displaced homemakers, low-income individuals, migrant and seasonal farm workers, women, minorities, individuals training for nontraditional employment, veterans, public assistance recipients and individuals with multiple barriers to employment (including older individuals, limited English proficiency individuals, and people with disabilities).

In responding to this question, the local area should:

- Describe the strategy the local area will use to effectively implement the Recovery Act priority of service for low-income individuals and recipients of public assistance under the WIA Adult program.

This local workforce area has long been in the forefront of ensuring access to services by special targeted populations. WIA Title 1 written materials are provided in English, Spanish and Laotian. Limited English proficient individuals using Illinois workNet to register for workshops in the local area have the ability to register in Spanish. In addition, the equal employment officer monitors the site of all providers receiving WIA Title 1 to ensure the training facilities are fully accessible to individuals with disabilities. WIA Title 1B staff constantly monitors the operability of assistive equipment, repairs when needed and purchases updated software as necessary. Recently, we have requested new and improved accessibility equipment from one of our partner agencies.

The local WIA Title 1B agency is also a recipient of funding from the Illinois Department of Human Services to provide front door services to its clients. This close working relationship has permitted immediate "in person" access to low-income individuals who may also qualify for WIA Title 1 services. DHS has also provided a mailing list so that its clients can be made aware of the availability of WIA Title 1 services (whether funded by formula or Recovery Act dollars) that can be obtained from the comprehensive Illinois workNet Centers or through visits by a WIA Title 1 representative at DHS office locations.

WIA Title 1 representatives working in the Career Resource Centers have been trained to identify appropriate users of CRC services who might be appropriate for additional services. Individuals applying for WIA Title 1 services are first screened for eligibility as potential adult workers. Depending upon the skill level of the adults that have been identified, these individuals may be excellent candidates for the occupational bridge programs developed by the local community colleges to serve WIA Title 1 eligible participants.

Section III. Operations

Transparency and Public Comment

Question XVI: Include a description of the process the local area used to make the Plan available to the public and the outcome of the local area's review of the resulting public comments.

The Recovery Act places a high priority on transparency. The local area should describe:

- Local efforts to promote transparency.
- The process used to make the plan modification available to the public and the outcome of the local area's review of resulting public comments.

The local area fully adheres to the requirements of the Illinois Open Meetings Act. The agenda and meeting minutes of the Local Workforce Board are posted to the internet for viewing and publication and on the bulletin board in the local Illinois workNet Centers. The meeting minutes are detailed enough that anyone reading the minutes has a pretty good idea of what discussions took place during the meetings.

Notices about annual formula allocations and modifications to the local plan are posted on the website of the Local Workforce Board and the WIA Title 1B agency. All required notices are published in newspapers of general circulation in Kane County, DeKalb County and Kendall County. Copies of the documents can also be obtained in person at any of the local Illinois workNet Centers.

In addition to Kane County's website that will contain information about any department of Kane County government that received Recovery Act funds, a hyperlink will direct the public to the homepage of the WIA Title 1 agency.

When public comments are received, they are added to the local plan document and when necessary changes are made.

Increasing Services for Universal Access

Question XVII: What local policies are in place to promote universal access and consistency of service?

In its response, the local area should explain how it will efficiently and effectively use Recovery Act funds to support the hiring of sufficient levels of staff in the limited time period available for local Illinois workNet Centers to provide universal access and services required to meet the needs of increased numbers of customers in the economic downturn.

Additional temporary staff to supplement the existing staff of the WIA Title 1 agency was competitively procured from three (3) temporary staffing agencies. The temporary staff was divided into two (2) main groups: 1) those who will make eligibility determination for youth involved in summer youth work experience opportunities and 2) those that will provide ongoing case management services after the summer work program ends. These temporary workers are also tasked, where appropriate with identifying appropriate worksites and employers.

A special "hotline" was created for both youth and employers to use to obtain information about Recovery Act funds and services. Other marketing efforts include use of the Illinois workNet portal, flyer, public service announcements, radio announcements, distribution of materials at schools and churches.

Current providers had their contracts extended to provide summer youth employment opportunities. These providers are expected to hire regular or temporary workers as needed.

Procurement

Question VIII.F.5. Describe the competitive and non-competitive processes that will be used at the state level to award grants and contracts for activities under title I of WIA, including how potential bidders are being made aware of the availability of grants and contracts. (§112(b)(16).) (Note: All procurements must comply with OMB requirements codified in 29 CFR Parts 95.40-95.48 and 97.36.)

In answering this question, the state should describe:

- How providers of all youth services will be procured under the Recovery Act. If using funds for summer employment opportunities and the fiscal agent or the state is not operating this program element, please specifically describe procedures for procuring summer employment operational entities and job opportunities.
- How the state will implement the Recovery Act provision that a Local Workforce Investment Board may award a contract to an institution of higher education or other eligible training provider if the local board determines that it would facilitate the training of multiple individuals in high-demand occupations, and if such a contract does not limit customer choice.

LWIA #5 will comply with OMB requirements codified in 29 CFR Parts 95.40-95.48 and 97.36. For the purpose of operating summer youth employment programs, and consistent with technical assistance provided by DCEO, LWIA #5 took two approaches to implementing the summer youth work experience program. The WIA Title 1B agency posted a 5-day notice of open solicitation for services in newspapers across the three-County area and on the websites of the WIA Title 1B agency and Local Workforce Board, as well as contacted existing youth service providers to propose summer work experience specific activities that could be operated along side their current sub-recipient program. Summer youth proposals from current providers were received and evaluated by the Youth Council of the Local Workforce Board and the WIA Title 1B agency staff. Current contracts for services amended to incorporate the additional youth services. No new proposals have been submitted by the general public, however, in developing linkages described earlier in this Addendum, there is potential for additional proposals to be submitted under the open solicitation. Review and approval will follow standard procurement procedures whereby any proposal from a new entity will be considered, evaluated and scored, and a determination made through the proper bodies in accordance with the WIA Title 1B agency's financial accounting and procurement procedures. This procurement process would be the same for any new program initiatives for adults and/or dislocated workers that require a sub-recipient agreement funded out of Recovery Act or regular WIA formula funds.

Open recruitment has occurred for summer work experience worksites. All worksites will be visited and evaluated for EO/ADA compliance, safety considerations, tasks to be performed by students will be reviewed for age appropriateness. The worksite and sub-recipient agency will sign assurances and certifications that meaningful work will be provided, adequate supervision will be provided, safety and work rules will be enforced, etc.

Procurement of training providers for Incumbent Worker projects is primarily done by the employer recipient of the IWT grant funds. Documentation of the employer's training purchase decision is provided prior to awarding the IWT grant. Expenditure of OJT funds is done in compliance with the policy of the Local Workforce Board and the WIA Title 1B agency. Significant ARRA funds will be directed to ITAs in order to meet the overall objective of increasing numbers of students receiving training assistance.

The Local Workforce Investment Board, with the WIA Title 1B agency may award contracts to institutions of higher education or other eligible training providers if the Local Workforce Board determines that it would facilitate the training of multiple individuals in high-demand occupations, and if such a contract

does not limit customer choice. Under the direction of the Executive Director of the Local Workforce Board, contacts will be made with qualifying institutions at such time as further review and analysis is conducted to consider specific high-demand occupations.

Monitoring and Oversight

Question VIII.H. Describe the monitoring and oversight criteria and procedures the state utilizes to move the system toward the state's vision and achieve the goals identified above, such as the use of mystery shoppers, performance agreements. (§112(b)(14).)

In responding to this question, the state should demonstrate, through a monitoring plan or otherwise, that the state monitoring system meets the requirement of 20 CFR 667.410(b)(2) and that the state's plan includes monitoring and oversight of the additional funds provided under the Recovery Act, particularly plans to monitor reemployment services and summer employment, including summer employment worksites.

LWIA #5 will utilize similar procedures for fiscal and programmatic monitoring and oversight of Recovery Funds as it does with WIA. Programmatic and fiscal monitoring plans are in the process of being developed which will include components of the ARRA Summer Youth program. Worksites will be monitored for compliance with statutory, regulatory and policy requirements. These plans will specifically cover monitoring of the summer youth employment component of the Recovery Act as well as the Adults and Dislocated customers.

If it is determined that the Recovery Act requires monitoring efforts beyond those already in place, those extraordinary measures will be implemented.