

Region 2
WORK FORCE
West Virginia USA



**REGION 2 WORKFORCE DEVELOPMENT BOARD
LOCAL STRATEGIC PLAN**

July 1, 2024 – June 30, 2028

4 Year Local Plan

Region 2 Workforce Development Board
2699 Park Ave. Suite 210 Huntington, West Virginia 25704

Region 2 Workforce Development Board serves the following counties:

Boone, Cabell, Lincoln, Logan, Mingo, Putnam, Wayne, and City of Huntington

John Mandt Jr., Chief, Region 2 Local Officials

Andy Skidmore, Chair, Region 2 Workforce Development Board

Melissa Bias, Executive Director

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Background

The Workforce Innovation and Opportunity Act (WIOA) signed into law on July 22, 2014, became effective July 1, 2015. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. WIOA is designed to help both job seekers and businesses by establishing a workforce system that helps them access employment, education and training, and support services to succeed in the labor force. WIOA addresses employer needs by matching them to the trained workers they require to compete in the worldwide economy.

Region 2 Workforce Development Board is committed to making sure WIOA is highly receptive to the needs of both the job seekers and businesses in the region. Region 2 Workforce Development Board method to the design this local plan was based on discussions and collaboration from the four core partners of the Region 2 Workforce American Job Partners.

Local Plans, under WIOA, must align with the State's vision as set forth in the United State Plan. The Local Plan must also address certain specific provisions as set forth in Section 108 of WIOA. The State provides guidance to the Local Boards in the formulation of its Local Plans through the Workforce West Virginia WIOA Guidance Notice No. 9-16, Change 1 dated January 6, 2020. At minimum, Local Plans must include the provisions in this guidance. Section 108 of WIOA requires that each Local Board develop and submit to the Governor a comprehensive 4-year Local Plan. All Local Plans must be submitted to Workforce West Virginia. Once reviewed, a recommendation will be made to the Governor regarding the approval of each Local Plan.

The Region 2 Workforce Development Board is pleased to present the Local Workforce Plan for the period *July 1, 2024 – June 30, 2028*. This plan describes how local workforce development activities (through WIOA and other funding sources) will be focused to stimulate effective economic, education, and workforce development collaborations that will improve and sustain productive workers for business and thereby create successful communities for our residents.

The Local Plan recognizes and evaluates anticipated employment opportunities, expected workforce needs, and the services required to grow a skilled workforce to meet local employers' needs. Examination of workforce trends includes skills gap analysis, strategic goals, objectives, and action strategies established to deal with identified concerns. Labor market information was provided through the Workforce West Virginia State Office, the U.S. Department of Labor, the U.S. Census, West Virginia University's College of Business and Economics, and regional research.

Additionally, the Local Plan delivers a review of the present position of the workforce, including current business needs for employees and their aptitudes, current worker skills inventories and characteristics, as well as the education and training capability accessible in the local area to meet present and future workforce requirements. Local area governance information is provided, including information on the Local Elected Officials, the Workforce Development Board, the Youth Committee, and the fiscal functions of the Board. Alignment of the local workforce development system is discussed, including services provided by partners, and services available for specific populations. The Local Plan also defines the process used for delivery of workforce services, including access points to services for the general population, adults, youth, dislocated workers, and employers. It is the commitment of the Board

to endorse efficient and effective streamlined services to all residents and to develop methods that make resources accessible through technology as well as through the West Virginia American Job Centers.

Timeframes

Important Dates regarding Local/Regional Planning

March 28, 2024: Executive Directors Meeting

May 3, 2024: Plans due to Workforce West Virginia for review.

May 24, 2024: Plans returned to locals for changes/additions.

June 14, 2024: Plans due to Workforce West Virginia for final approval.

June 30, 2024: Plans approved.

Important Dates regarding Local/Regional Planning Updates

July 7, 2026: Executive Directors Meeting

July 31, 2026: Plans due to Workforce West Virginia for review.

August 14, 2026: Plans returned to locals for changes/additions.

August 28, 2026: Plans due to Workforce West Virginia for final approval.

September 8, 2026: Plans approved.

Region 2 Workforce Development Board Plan

Section 1: Strategic Planning

Projected Employment Opportunities

- I. An analysis of the regional economic conditions including existing and emerging in-demand industry sectors and occupations; and the employment needs of the business in those industry sectors and occupations. The analysis should identify local priorities based on the employer partner input.*

Over 14,000 coal-related jobs were lost in West Virginia due to a decline in the mining industry in 2019, directly impacting four of the seven counties that Region 2 serves in southern West Virginia. Machinists of the remaining counties, primarily Cabell and Wayne, faced layoffs due to the decreased need for mining equipment repairs. Additionally, the loss of property taxes and coal severance taxes caused financial problems for the local government; thus, impacting educational opportunities in the areas that Region 2 serves. The industry projection in the table below projects a continuing decline of the mining industry.

Declining Industries Region 2 Industry Projections 2020-2030				Estimated Em.	Projected Em.
Growth Rate					
Mining and Geographical Engineers including all mining.	16	14	-1.33		

As the graph indicates below there is a shift and increase in the manufacturing sector, and West Virginia is expected to see an increase statewide approximately 0.7% through 2026. Region 2 lies directly in the realm of manufacturing; employers include Toyota, Steel Dynamics (Steel of West Virginia), Special Metals, Alcon, and Sogefi and Brasken located in Putnam, Cabell, and Wayne Counties. Just outside of the area that Region 2 serves, there is a new sheet steel manufacturing facility projected to bring over eight hundred full-time positions and opportunities to their manufacturing neighbors in the region.

Region 2 through our manufacturing sector partnership with local career centers, technical colleges, and Marshall Advanced Manufacturing Center are working together to assist our local job seekers with several short-term training opportunities to develop skills to become a region pipeline of trained CNC machinists, welders, sheet metal fabricators, and electricians.

Region 2 Workforce Development Board is also working with partners who offer several short-term medical training programs. We also have employers seeking inpatient healthcare employees;

medical assistants, technicians, licensed practical nurses, and other medical service personnel are being sought after by employers within the region. Additionally, Region 2 has at the table partners that employ emergency medical technician professionals. The partners have formed a health service sector strategy group to collaborate with one another to grow the number of certified medical employees. Region 2 Workforce Development Board through the partnership has informed both the training providers and employers about WIOA funding for eligible students, work experience funds for Youth, OJT for both Adult and Youth, and incumbent training funds for current staff needing additional training.



SWOT ANALYSIS

A SWOT analysis is the most effective way to organize a region's competitive advantages, as well as its relative disadvantages. This SWOT analysis identifies the strengths, weaknesses, opportunities, and threats currently facing the region that comprises the Region 2 Planning and Development Council and five of the seven counties of Region 2 Workforce Development Board. The following analysis took place over a period of two meetings, held on December 13, 2019 and January 10, 2020, and was collected through the input of community and economic development leaders and stakeholders throughout the region which is still current as of today.

The weaknesses and threats continue to plague our region and outweigh the strengths.

Strengths

- Low cost of living
- Low energy costs
- Cost effective labor
- Low business cost

Weaknesses

- Transportation
- Same fix for everything – more individualized approaches need to be taken.
- Declining population/brain drain – unmotivated workforce remaining.
- Quality of life deficiencies
- Dilapidated structures/abandoned properties
- Opportunities
- Agritourism – crafts/artisanal products
- Downtown Revitalization – including brownfield redevelopment.
- Emerging technical/IT sector
- Healthcare sector – *has many job openings due to limited education skills and a shortage of 25-55 in the workforce to fill the needs in the region.*

Threats

- Opioid epidemic
- Increase of youth dropping out of high school since the pandemic of 2020
- Environmental/Flooding hazards
- Regulatory issues
- Lack of available capital
- Aging population/Declining health
- Foster care system
- State image (both external and internal)

CURRENT EMPLOYER NEEDS

II. An analysis of the knowledge and skills needed to meet the employment needs of the business local area, including the employment needs in in-demand occupations industry sectors and occupations.

1. Highschool Diploma / Equivalency Diploma

88.4% of advertised positions in our area require at least a high school diploma or equivalent.

2. Customer Service including listening skills, oral comprehension, oral expression. Interpersonal skills with positive attitude, flexibility and relationship management. Basic Skills of problem solving, decision making, cash handling, standing for extended periods and food preparation.

3. Collaboration

Employers need jobseekers who can work well with others, collaborate seamlessly with colleagues, and contribute to perform job duties by problem solving.

4. Certifications

Region 2 provides training in Certified Respiratory, Certified Medical Assistants, Certified Emergency Technology, Certified Medical Lab Technician, Licensed Practical Nursing and Certified Medical Coding.

III. An analysis of the workforce in the local area, including current labor force, employment and unemployment data and information on the labor market trends and the educational and skills level of the workforce in the local area, including individuals with barriers to employment.

Based on annual growth rate, growing industries in Region 2 Workforce Development Board are contained within healthcare and social assistance. The health services sector contains the greatest numeric growth of industries on the list and includes ambulatory health care services, hospitals, and social assistance. Other growing industries include food services and drinking places and administrative and support services. The greatest declines by growth rate in Region 2 Workforce Development Board are found in miscellaneous store retailers, mining (except oil and gas), and telecommunications.

Workforce Development Region 2 Industry Employment Projections 2020-2030

Industry Title	Estimated 2020 Employment	Projected 2030 Employment	Numeric Change	Annual Growth Rate
Growing Industries				
Food Services and Drinking Places	7,648	9,925	2,277	2.6
Ambulatory Health Care Services	6,879	8,103	1,224	1.7
Hospitals	9,032	10,241	1,209	1.3
Social Assistance	3,715	4,831	1,116	2.7
Administrative and Support Services	4,553	5,646	1,093	2.2
Declining Industries				
Mining (except Oil and Gas)	2,082	1,817	-265	-1.4
Food and Beverage Stores	1,639	1,505	-134	-0.8
Miscellaneous Store Retailers	430	362	-68	-1.7
Gasoline Stations	1,354	1,292	-62	-0.5
Telecommunications	414	360	-54	-1.4

Workforce Development Activities: Strengths and Weaknesses

Region 2 is in Huntington, WV and governs a seven-county region in the State's southwestern portion. The R2WDB collaborates with the Southern Mountains District Consortium, a partnership of educational, governmental, and nonprofit entities. Region 2 Workforce Development Board creates pathways in allied health, trades, and early college programs to strengthen the workforce in southern counties.

Since 2019, Region 2 Workforce Development Board operates the WIOA Youth Program, offering employment and education assistance to eligible youth aged 16-24. Region 2 WDB helps participants develop individual plans and introduces youth to in-demand occupations through training agreements with local institutions.

Region 2 WDB also supports young adults without diplomas in achieving their education goals, offers expos, and provides hands-on training opportunities. Additionally, Region 2 partners with Coalfield Development to provide funding and assistance to job seekers in the trades, helping them establish career pathways and aiming to reduce recidivism.

Region 2 Workforce Development Board is lucky to have a major university like Marshall University in Huntington, WV (Cabell County). The university under the leadership of President Brad D. Smith continues to provide innovation and opportunities for local businesses, and students in the tri-state community. The new Brad D. Smith Business Facility Hub that opened at the beginning of 2024 has already brought transformation, innovative student resources, technology spaces for vital business growth and collaboration with local businesses and partners. Region 2 Workforce Development Board will work within the facility hub to build strong connections through collaboration, partnerships and provide opportunities to not only eligible participants

served under WIOA funding but assist local employers within the region and employers bordering our region in both states of Ohio and Kentucky.

Region 2 Workforce Development Board will continue to work to build strong relations with both local technical colleges within our region. Region 2 Workforce Development Board has over the years worked with Mountwest Community & Technical College (Cabell County) and Southern Community & Technical College (Logan & Williamson campuses) on several projects to build opportunities and pathways for those served under WIOA funding. With the growing demands for the need of skilled labor in areas such as Allied Health, CNC machinists, welding technicians, electrical industrial workers and commercial truck drivers, Region 2 WDB Career planners will work with both local colleges along with Marshall Advanced Manufacturing Center and Bridge Valley Technical College to assist eligible WIOA job seekers with WIOA training funds to help with meeting employer needs in our region.

Region 2 Workforce Development Board has and will continue to build strong relationships with local employers within the region. It is our continue goal through 2024-2027 to assist local sector strategy employers with WIOA training dollars for eligible Adult & Dislocated and Youth job seekers.

LOCAL AREA STRATEGIC VISION AND GOALS

IV. A description of the Local Board's strategic vision and goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment), including goals relating to the performance accountability measures based on primary indicators of performance described in Section 116(b)(2)(A) of WIOA in order to support Local Area economic growth and economic self-sufficiency.

The Region 2 Workforce Development Board will continue to promote the need for strong collaboration within our region to assist our local jobseekers and youth we serve in Region 2. Our vision is "To promote and help partners educate and develop certified skilled trained workers for local businesses in our region." Region 2 Workforce Development Board feels our local goals and strategies aligned with those of State Workforce goals which is to prepare and educate a skilled workforce (including youth and individuals with barriers to employment). These goals will assist in building a strong workforce, build strong relations with employers, work with our local job seekers to overcome employment barriers, continue to promote postsecondary and employment opportunities for local youth 16-24 and continue to assist in building the labor workforce of the Region 2 area.

Our mission for our area is to provide our eligible jobseekers with many different demand occupation training opportunities under WIOA funds and obtain good paying jobs. Region 2 WDB will provide eligible employers WIOA incumbent training funds to assist employers existing employees to maintain employment by continuing adding skills sets.

The Region 2 Workforce Development Board believes in building teams of collaboration groups throughout the region and open many doors for conversations to be made to work on resolutions to our local workforce, education, and economic issues within our region. The Region 2 Workforce Development Board will work with partners and county local elective officials to get a better understanding of the needs of businesses they represent and talk to local job seekers more and work very hard to connect business and education in an effective manner; promote as mentioned throughout the

Region 2 WDB plan to build a workforce system that provides as the state vision goal lines out and that is a seamless service delivery; supports effective communication; create innovative solutions; and, always do everything we can to improve our area we serve here in Region 2.

Performance Measures Region 2 Workforce Development Board

WIOA Performance Measures	West Virginia Final Negotiated Goals Region 2 WDB					
	PY 22	PY 23	PY 24	PY 25	PY 26	PY27
WIOA Adults						
Employment (Second Quarter after Exit)	71%	72%	73%	74%	77%	78%
Employment (Fourth Quarter after Exit)	71%	71%	71%	72%	75%	77%
Median Earnings	\$6400.00	\$6400.00	\$7000.00	\$7,500.00	\$8,200.00	\$8,500.00
Credential Attainment Rate	76%	77%	79%	80%	77%	80%
Measurable Skill Gains	45.5%	45.5%	48%	50%	61%	64%
WIOA Dislocated Workers						
Employment (Second Quarter after Exit)	77.5%	77.5%	77.5%	80%	81%	85%
Employment (Fourth Quarter after Exit)	79.5%	79.5%	79.5%	84%	84.5%	86%
Median Earnings	\$9600.00	\$9600.00	\$9600.00	\$11,000.00	\$11,000	\$11,500
Credential Attainment Rate	84.5%	84.5%	84.5%	84.5%	84%	84.5%
Measurable Skill Gains	43.5%	43.5%	43.5%	51%	59%	62%
WIOA Youth						
Employment (Second Quarter after Exit)	65%	60%	65%	66.5%	67%	69%
Employment (Fourth Quarter after Exit)	61.5%	61.5%	61.5%	67.7%	66%	70%
Median Earnings	\$3,500.00	\$3657.00	\$3500.00	\$4,100.00	\$4,800.00	\$5,000.00
Credential Attainment Rate	61.5%	61.5%	61.5%	62%	66%	69%
Measurable Skill Gains	44%	44%	44%	51%	55%	57%

Goal #1: Work-Based Learning

The Region 2 Workforce Development Board will continue to provide work-based learning employment opportunities in the region to local eligible WIOA participants. Region 2 offers the following opportunities to WIOA Region 2 eligible participants: OJT – (On the Job Training) for both adults and youth 16-24.

1. Employers are reimbursed 50% of the Region 2 WIOA eligible adult participants for the first five hundred hours of employment. (Region 2 WIOA eligible adult participants who have had barriers to employment due to lack of work history or poor work history due to incarceration or barriers related to recovery, Region 2 will reimburse the first 60 hours of the five hundred hours @ 75% giving these participants and opportunity to regain trust and reenter the workforce.
2. Employers are reimbursed 100% of the first five hundred hours of employment if the employee is a Region 2 Youth 16-24 participant that has limited or no work history to help the youth build a work history. If the same employer will add additional skill sets to be learned or assign a new role or assignment to the youth to learn on the job, Region 2 will reimburse the employer at 50% of the next 250 hours of training after completing the first five hundred hours under WE (Work Experience). Region 2 Youth 16-24 participants who are not retained after completing their initial Work Experience Contract are eligible for a second 500-hour WE in a different industry/field with a different employer at the same 100% reimbursement to further help the youth build a work history and practice employment skills.

The Region 2 WDB On-the-Job Training program helps employers to hire those with a documented skill gap, cover some of the costs of training and helps place jobseekers back in or in the workforce participation rate for our area and state. Region 2 Workforce Development Board do a great job in getting the word out about the OJT programs we offer to our area. Region 2 Case Management, Career Planners and our Business Services team provides information on our OJT programs during monthly, quarterly business team meetings, employer visits, roundtable discussions, business after hours events, community events, visits to recovery centers/day report centers/work release programs/homeless shelters, etc.

Goal #2: Reduce Barriers to Sustainable Employment

Region 2 Workforce Development Board will identify employment barriers of individuals and develop solutions. The removal of barriers is a key component to improving our WV's Labor Force Participation Rate. Through comprehensive interviewing, educational/career assessment, and counseling, the Region 2 Workforce Development Board will identify barriers and utilize support services so individuals will be successful in obtaining training and employment goals. To ensure support services needs are being met, individuals may be co-enrolled in partner programs such as Jobs and Hope WV.

Region 2 Workforce Development Board maintains close contact with participants in our on-the-job programs by weekly /monthly follow-ups with the employee and monthly progress reports from the employer to best serve the needs of both and address issues as they occur to have positive outcomes for all. Needs are addressed through counseling, supportive services offered by Region 2 Workforce Development Board staff, or through referral to a partner agency. These needs can cover additional training, accommodations, and support assistance like travel assistance, work attire, training and education needs, driver's license assistance, physical and mental health assistance, housing assistance, child and dependent care assistance and more.

An Individual Employment Plan (IEP) is developed for everyone to outline goals and needs and is updated as strategies and activities occur. The IEP is also used to document referral and contact information for services obtained from partner organizations.

The Region 2 Workforce Development Board also works with the Division of Rehabilitation Services to increase awareness and access to services to individuals with challenges to employment, specifically those with disabilities. Region 2 WDB works in a team effort with partners to maximize the resources, cross-referrals, co-enrollment in programs, and outreach in the service delivery of the local area.

Region 2 Workforce Development Board offers in house to our youth participants several opportunities to earn job readiness credentials and we also work closely with secondary and post-secondary schools, the community college system and employers to promote micro-credentials that establish job readiness, the achievement of employability skills and measurable skills gains which align to career pathways for individuals with challenges to employment.

The Region 2 Workforce Development Board will assist individuals who have created an Individual Employment Plan (IEP) in reaching their training and employment goals through connection to approved training programs that lead to high demand occupations, and self-sufficiency, such as Individual Training Accounts (ITAs), Registered Apprenticeships and On-the-Job Training (OJT).

The Region 2 Workforce Development Board Executive Director and some of the staff are on many boards where our OJT information along with other Region 2 WDB information is shared with homeless shelters, recovery centers, drug courts, day report centers, probations and parole officers and correctional centers to provide outreach and services to underserved populations.

Goal #3: Sector Strategies

The Region 2 Workforce Development Board participates through a collaboration effort with local employers to identify and discuss solutions to their workforce needs. The staff here at Region 2 WDB participate throughout the region in several business and industry round table discussions with local chambers of commerce committees and even employers at our local One Stop Pop up informational meetings. Something new here at Region 2 WDB is we have some staff that belong to the New Young Business Professional Committee that meets at the Brad D. Smith Business Hub to talk about business and service sector strategies. Region 2 WDB during the next four years will work hard and make it our

mission to collaborate more and expand efforts with our partners sectors and take the labor market data to assist sector goals and growth in our area.

Goal #4: Integration and Innovation in Service Delivery

For WIOA to continue to be successful the workforce development system must be seamless, comprehensive, and accessible in our area. The Region 2 WDB will work to improve in the following ways:

1. Create an integrated workforce system by working with more partners.
2. Continue to be regularly active and participate to ensure all staff in the workforce system are cross trained.
3. Continue our efforts to provide constant communication with all partners with the workforce development system.
4. Uniform use of the IT system to be developed and used by our R2 core partners.

Region 2 Workforce Development Board will further develop Memorandum of Understanding with coordination and cooperation of all partners. Region 2 WDB will share goals locally with partnering agencies through monthly and quarterly partner meetings.

Section 2: Alignment of the Local Workforce Development System

1. A description of the workforce development system in the Local Area that identifies the programs included in that system and how the Local Board will work with the entities carrying out workforce development programs identified in the State Plan. The description should also include how the Local Board and the programs identified plan to align and integrate to provide services to customers. The description should also include programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.).

The Region 2 Workforce Development Board, through partnerships, will improve the quality of life for the citizens throughout the local area. The workforce development system in Region 2 WDB is designed to help job seekers, focusing on those with barriers to employment, access to high quality career services, employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Our vision is for the region and its citizens to have opportunities for higher wage jobs; for existing businesses to expand and for new businesses to move into the region creating higher wage jobs; and for people to move to (or back to) the region because of the opportunities.

WIOA programs designed to meet workforce development needs available through the Region 2 WDB workforce system are outlined below:

Programs authorized under title I of WIOA, including:

- Adults
- Dislocated Workers
- Youth
- Job Corps
- Native American programs
- Migrant and Seasonal farm worker programs

Following the State Workforce Plan the four core partners include:

- I. Region 2 Workforce Development Board represents Title I WIOA programs-Adult, (AD) Dislocated Worker, (DW) Youth(Y) -Physical Presence
- II. Workforce WV which represents Wagner-Peyser (WP)-Title III WIOA-Physical Presence
- III. Adult Education and Family Literacy Program (AEFLA)Title II WIOA (represented by contractor through 2024 Catholic Charities)-Electronic Presence
- IV. WV Division of Rehabilitation (VR) Title IV WIOA-Physical Presence
- V. Optional Active Partners: Those included under the Interagency Collaborative Team (ICT) established by the West Virginia Legislature in 2002 and codified in 2004 as included in the State Plan.
- VI. Carl D. Perkins Grant post-secondary through Mountwest and Southern Community and Technical College Career Electronic Presence & Monthly Open house events at the AJC.
- VII. Senior Community Services is represented by Southwestern Community Action which operates the Employment Program Title V of Older Americans Act and provide individuals to serve as receptionists at Huntington AJC Career Center One Stop & Every Monday from 9am-12pm Senior Rep. located in the Huntington AJC. Physical Presence -Receptionist and Electronic Presence
- VIII. Economic Development is represented by two groups located in different areas on the Region 2 Local board Lincoln County Economic Development Agency representing-Lincoln County and Huntington Area Development Corporation (HADCO) representing Cabell and Wayne Counties.

Electronic Presence

- IX. Unemployment Insurance is represented by Workforce WV Logan & Workforce WV Huntington office. Physical Presence
- X. DOHS 1st Floor Huntington AJC Career Center & 2nd Floor Region 2 WDB contracted to provide the SNAP Physical Presence
- XI. Trade Adjustment Assistance-Workforce WV-Electronic Presence
- XII. Jobs for Veterans-Workforce WV-Physical Presence
- XIII. Job Corp-Charleston-Electronic Presence
- XIV. Native American-Charleston One Stop-Electronic Presence
- XV. Migrant and Seasonal Farmworker-Workforce WV-Electronic Presence
- XVI. Housing and Urban Development-Huntington Housing & Mingo Housing Electronic Presence
- XVII. Second Chance Act-Workforce WV-Electronic Presence
- XVIII. Jobs and Hope – Physical Presence
- XIX. Juvenile Justice / Corrections – Electronic Presence
- XX. DOHS Youth Services -Wayne – Electronic Presence

2. A description of how the Local Board, working with the entities identified in A, will expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment, including how the Local Board will facilitate the development of career pathways and co-enrollment, as appropriate, and improve access to activities leading to a recognized postsecondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable).

Region 2 Workforce Development Board utilizes Memorandums of Understanding with coordination of all partners. These were developed with a clear purpose of cooperation and service to all customers of the workforce system. Goals will be shared through quarterly partner meetings and information about opportunities.

Training opportunities in Region 2 WDB focus on high-demand occupations and are centered on Industry Certificate Programs of Study under the Carl D. Perkins Career and Technical Education Act of 2006 that include Health, Architecture and Construction, Transportation, Human Services, and Information Technology.

The Region 2 WDB WIOA Partner Referral form will help integrate services. This form allows agencies to make and track appropriate referrals of customers to partnering agencies for additional resources.

Training for partnering agencies and resource tools will be provided at Region 2 partner meetings, as developed, which are scheduled throughout the program year. Serving individuals with barriers to employment, especially those with disabilities, is a focus of the Region 2 Workforce Development Board. We will continue to work with the Division of Rehabilitation Services (WVDRS) for cross-training of staff in serving individuals with disabilities.

The Region 2 Workforce Development Board will promote the development of a career pathways model that will provide instruction and training that leads to a skilled labor force, thereby meeting the needs of in-demand jobs or entry level professions that advance to in-demand jobs.

Coordinated efforts to integrate existing career pathway programs within West Virginia Adult Ed, Career and Technical Education and the Community and Technical College System of West Virginia will be in place to ensure job seekers with barriers to employment, especially those with disabilities, can successfully access and navigate the career pathways. Job seekers will be co-enrolled, when appropriate, between core and other partner programs to provide the most comprehensive services possible. The career pathways system will be diverse, with various points of entry and exit, allowing individuals of varying capabilities to have realistic access to the pathways system. This integrated system will allow participants to enter the pathway at any of these levels. Existing career pathway programs will expand to include basic adult education offerings such as: literacy and numeracy, English Language Acquisition (ELA), and high school equivalency instruction as well as contextualized instruction in bridge and pre-bridge programs, pre-apprentice programs and integrated education and training programs supporting next steps in the career pathways models.

Region 2 Workforce Development Board will focus on identifying credentials along established career pathways, including badges, micro-credentials, and entry level credentials appropriate for individuals with barriers to employment. The established statewide and regional lists of industry-recognized credentials will include academic credentials and credentials showing job readiness and employability skills through workforce preparation activities. Region 2 Workforce Development Board will consult with engaged employers, including Registered Apprenticeship programs and industry partnerships, to ensure that the credential lists reflect skills that are in demand.

3. A description of the steps taken by the Local Board to engage entities identified in A in the formulation of its Local Plan.

The Region 2 Workforce Development Board collaborated with the WIOA core partners to develop the Region 2 Local Plan. Working together, the core partners will promote alignment and integration of programs and coordinated service delivery. This will be achieved by developing a clear purpose of cooperation and by delivering comprehensive high-quality customer-centered services to individuals and employers.

4. The strategies and services that will be used in the Local Area

- To facilitate engagement of businesses, including small businesses and businesses in in-demand industry sectors and occupations, in workforce development programs

- To support a local workforce development system that meets the needs of businesses in the Local Area
- To better coordinate workforce development programs and economic development
- To strengthen linkages between the American Job Center delivery system and Unemployment Insurance programs

The Region 2 Workforce Development Board is business-driven and provides much needed input into the direction of workforce programs. The Region 2 WDB Business Services team will coordinate needs and provide contacts with local employers. Businesses will be engaged through sector strategy meetings, collaborating with local economic development authorities and chambers of commerce and one-on-one comprehensive business visits to identify needs and share resources to train individuals. Local career and technical education centers and community and technical colleges benefit by having employers as members of their program advisory councils to identify labor market demand, program curriculum, certification needs and guide program improvements. The Region 2 local Career Centers approach, which was designed to integrate workplace environment protocols into the career and technical education classrooms, provides another opportunity for business and industry representatives to inspect classrooms to ensure alignment with industry needs.

The Region 2 Workforce Development Board will utilize Labor Market Information, results from the state-designed business survey, sector strategy partner meetings and information collected through local business visits to assess/identify true workforce needs to align training with needed skills and match employers with qualified workers.

Workforce and economic development go hand-in-hand. Region 2 Workforce Development Board will continue to work closely with the local economic development authorities to assess/identify needs of existing and new businesses, attend board meetings, participate in joint business visits, and support each agencies effort in meeting employers' current and future workforce needs.

We also partner with the Governor's Guaranteed WorkForce Program to provide and combine, when appropriate, training resources for businesses.

Quarterly core partner meetings are a catalyst for strengthening linkages between the American Job Center delivery system and Unemployment Insurance Programs. Cross-training for core partners will be used to upgrade skills so jobseekers and employers are provided a high quality of service.

Adult Ed, CTEs and CTCs will develop and promote streamlined training courses for individuals who already possess some transferrable skills. These streamlined programs will have multiple points of entry and lead to nationally recognized credentials in technical occupations and will allow job seekers to enter the workforce more quickly. The Region 2 Workforce Development Board will promote technical training through our website, workshops, job fairs, rapid response, youth programs, social media, and informational meetings. Alternative training opportunities for businesses include work-based training models that are an established method of providing businesses with the opportunity to train individuals into high-demand occupations to support economic development. These training models can be delivered through paid work experiences such as On-the-Job Training (OJT), Incumbent Worker Training / Customized Training and Earn and Learn.

5. A description regarding the implementation of apprenticeship, incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, integrated education and training, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies, designed to meet the needs of businesses in support of the strategy described in Section 1.

Training services are provided through Individual Training Accounts (ITAs) to eligible individuals through the AJCs. The ITA gives eligible customers financial power to use allotted funds at eligible training facilities that appear on the region/state list. These ITAs supplement financial aid already available through other sources or they may pay for all the costs of training and support. Support payments may be provided to customers based upon round trip mileage to and from the training/work site. The length of training shall be based on the time needed to adequately learn occupational skills as well as cost effectiveness. Training must be completed within a two (2) year timeframe.

The local board may contract for services in lieu of ITAs if there are insufficient eligible providers in the local area. Training services may also be provided in lieu of the ITA by contract for services if such services are On-the-Job Training (OJT) provided by an employer, community-based organization, or other private organizations that offer specialized services to targeted groups that face multiple barriers to employment, as determined by the local board. Additionally, Trade Adjustment Assistance (TAA) funding for training is also accessed through ITAs, while state guidelines are followed regarding the distribution of those funds.

The Region 2 Workforce Development Board will improve upon the expansion of sector strategies determined by labor market data and employer need. This includes supporting the growth and development of industry collaborations through local investment.

The Region 2 local workforce system will continue to promote business and education collaborations. These partnerships join businesses, schools, and youth-serving, community-based establishments with students and young adults to offer occupational-related experiences and opportunities that expose youth and young adults to soft skills development, internships, workplace job shadowing, and career mentoring.

The Region 2 local workforce system will depend on business partnerships to authenticate credentials established as part of state and regional lists of recognized credentials, career pathways, and other local and statewide efforts.

The Region 2 local workforce system will assist job seekers with barriers to employment, particularly those who have disabilities, to the greatest level possible. This will be accomplished by offering realistic access points into career pathways and ensuring supportive services are in place and coordinated across agencies. This will allow individuals with the greatest challenges to employment more success in gaining access to and navigating career pathways.

The Region 2 WDB will work closely with employers, the community college system, adult education, and secondary and post-secondary schools to promote micro-credentials that establish job readiness, the achievement of employability skills and measurable skills gains which align to career pathways for individuals with challenges to employment, specifically those who have disabilities. This effort will also include the sharing of best practices with others throughout the state.

The Region 2 local workforce area shall promote the development of a career pathways model that will provide instruction and training that leads to a skilled labor force, thereby meeting the needs of in-demand jobs or entry level professions that advance to in-demand jobs. The Career Pathways system will be diverse with various points of entry and exit, allowing individuals of varying capabilities, including those with multiple barriers to employment, to have realistic access to the pathways system.

The Region 2 local workforce system has developed strategies to implement an effective Career Pathways model, which will; (1) ensure and enhance career pathways development as set forth in WIOA; and (2) inform and encourage career pathways in training and employment for both jobseekers and employers.

Strategies to integrate and enhance existing career pathway programs within West Virginia Adult Ed, Career and Technical Education and the Community and Technical College System of West Virginia will be created to meet the pathway programs requirements of WIOA. This integrated system will allow participants to enter the pathway at any of these levels in addition to entering at the postsecondary level. Existing career pathway programs will expand to include adult education offerings and high school equivalency instruction. Region 2 WDB will also collaborate with Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) and higher education financial assistance to bring together education, training, counseling, and support services.

Region 2 Workforce Development Board will continue the partnership with local community and technical colleges and economic development authorities to engage employers to identify employer workforce needs and ensure career pathways are aligned to those occupations that are high-demand, have higher skill needs and are likely to pay family-sustaining wages.

Region 2 WDB will engage employers to identify the career pathways for quality entry-level jobs that can serve as pre-bridge and bridge models that lead to high-demand jobs and promote placement of individuals with barriers to employment, especially those with disabilities, into those jobs.

R2WDB will link Career Pathway programs to On-the-Job Training (OJT) and Incumbent Worker Training (IWT), whether provided through WIOA core programs or the industry partnerships.

6. A description of how the Local Board will coordinate workforce development activities carried out in the Local Area with economic development activities carried out in the Local Area in which the Local Area (or planning region) is located and promote entrepreneurial skills training and microenterprise services.

Region 2 Workforce Development Board works closely with and supports the local economic development authorities to promote workforce and economic development through attending board meetings, making joint business visits of existing businesses, as well as prospect businesses, and general sharing of information.

7. A description of how the Local Board will leverage and coordinate supportive services in the delivery of workforce development activities carried out in the Local Area. Specifically, the Local Plan should address how the Local Board will work with Local Management Boards and other providers to deliver supportive services to jobseekers.

Region 2 Workforce Development Board, in consultation with the American Job Center partners, and other community service providers will work together to ensure resource and service coordination for AJC customers. Supportive services will be designed to provide a participant with the resources necessary to enable their participation in career and training services. AJC customers will be assessed to identify their individual needs. A team-based case management approach will be utilized to connect one-stop customers with the appropriate resources and services. Region 2 Workforce Development Board referral system through the AJC will continue to be used and track such referrals in our referral booklets at the AJC center.

Region 2 Workforce Development Board will develop policies and procedures that ensure that supportive services are WIOA-funded only when the services are not available through other agencies and that the services are necessary for the individual to participate in title I activities. These policies will include establishing limits in the provision of supportive services and any exceptions to those limits, as described in 20 CFR 680.920.

Supportive services may be available to any adult or dislocated worker participating in Title I career or training activities unable to obtain supportive services through other programs providing such services; supportive services are also available to any youth enrolled in the Youth Program and tied to barriers identified on the youth's ISS/DP. The supportive services must be necessary to enable the individual to participate in career services or training activities. Follow-up career services are not a qualifying service for the receipt of supportive services. Individuals identified as needing ongoing supportive services must still be participating in career services (other than follow-up), training activities, or both to continue to receive supportive services. Supportive services, like follow-up services, do not make an individual a participant or extend participation.

8. A description of how the Local Board intends to provide a greater business voice in the delivery of workforce development activities carried out in the Local Area. The description should include how the Local Board will engage businesses in decisions regarding the type and content of training activities.

The Region 2 Workforce Development Board will continue its efforts to not only have 51% business representation on the Board of Directors but to build small business team hubs throughout the local area to discuss and work on the solutions of the barriers and needs for employers. Region 2 Workforce Development Board will continue to engage businesses through one-on-one business services team visits, sector strategy partner meetings, local workforce board meetings, and through the local economic development authorities and chambers of commerce. Lastly, Region 2 WDB will work in collaboration with the new partnerships that Region 2 WDB has formed with business and industry at the Marshall University business service hub in downtown Huntington, WV.

Region 2 Workforce Development Board will work to continue the growth of the sector strategy partnerships through meetings, surveys and visits to identify the needs of the employers, assess the skills and skills gaps of the workforce and then work together with the local career and technical educational centers and the local community and technical colleges to create solutions that will benefit both customer groups.

Local businesses will also be encouraged to participate in business-education partnerships, e.g., serve on Program Advisory Councils at local educational institutions and business service meetings held at our local AJC and satellite site.

9. A description of how the Local Board will promote and cultivate industry-led partnerships in the delivery of workforce training opportunities.

Region 2 Workforce Development Board works closely with employers within the region to design training opportunities appropriate to their needs and businesses. These opportunities arise through various business after-hours events, sector partnership meetings, industry roundtables, and one-on-one meetings. Tailored training, such as On-the-Job (OJT), Customized Training or Incumbent Worker Training (IWT) are created by working closely with employers and addressing their desires in training a skilled workforce.

10. A description of the role (if any) of local faith or community-based organizations in the local workforce development system.

Local faith and community-based organizations provide vital services including subsidized childcare, utility assistance, mentoring, food banks, housing assistance, and clothing closets.

The Region 2 Workforce Development Board will continue to work with local faith based and community agencies to provide One Stop Partner agency referrals to assist the personal needs of the job seekers we serve. Region 2 WDB currently collaborates with several community and faith base organizations throughout the region and will continue to build more partnerships and add to the list of support programs we presently work with in our local area. A sample list of the organizations Region 2 WDB career planners make referrals to on behalf of jobseekers are listed below. Our local Career One Stop Center has several tables full of program information for jobseekers or jobseekers can visit our social media site or website for more information.

Goodwill KYOWVA Hire for Attire Clothing Assistance

Huntington Housing Authority

Mingo Housing Authority

Dress for Success River Cities

Logan County Family Resource Center

Community Bridge Family Resource Center

Southwestern Community Action Council

Coalfield Community Action

Appalachia Council Head Start

Pride Community Services

FRN (Family Resource Networks)

The Bridge Clothing Closet & Food Resource Poca, WV

Link Child Care Resources

River Valley Child Development Centers

Wayne Baby Pantry

The Point Café

Prestera

Dept. of Health Services

Dept. of Health Service – Youth Services

Veterans Regional Office – (VET Resources)

Division of Rehabilitation Services

Marshall Core

Jobs & Hope

Williamson Health & Wellness Center

Recovery Point

Branches Domestic Violence Shelter

Mission WV Youth Services

ReGen Grab and Go

Step by Step Big Ugly Community Center

LCOC – Lincoln County Opportunity Center

Facing Hunger Food Bank – Region Monthly Pantry Mobile Listing

Listing of faith-based notices of food pantry dates & local grab and go boxes.

Huntington City Mission

Section 3: American Job Center Delivery System

(A) List the American Job Centers in your Local Area, including address and phone numbers. Indicate the One-Stop Operator for each site and whether it is a comprehensive or satellite center.

Region 2 WDB has two comprehensive centers:

1. Huntington Workforce WV – 2699 Park Ave. Suite 200 Huntington, WV 25704 304-508-2696
2. Logan Workforce WV – 130 Stratton Street Suite 100 Logan, WV 25601 304-792-7060

Human Resource Development Foundation currently serves as the Region 2 One Stop Operator (HRDF main address: 500 Leon Sullivan Way, Charleston, WV 304-342-2078).

(B) Customer Flow System - Describe the customer flow process used in the Local Area. This description should include eligibility assessment, individualized training plans and case management.

The workforce development system in the Region 2 local area recognizes the need for partners within the workforce development system to work together to provide maximum benefits to customers.

Region 2 Workforce Development Board will continue to strive to make our Workforce AJC the primary vehicle for creating innovative opportunities organized around customer needs. Region 2 Workforce Development Board has two centers in two of the seven counties in the region. All centers offer a core set of services to all customers.

Region 2 Workforce Development Board has updated the Customer Service Delivery Model to include how customers enter the system, the welcome experience, intake and assessment, flexible service flow,

co-enrollment and integrated services, priority of service, support after starting a job, access and fairness, constant improvement, and core partner roles.

Region 2 Workforce Development Board will continue to encourage utilization of the R2 WIOA Partner Referral form that was developed in cooperation with the local area Division of Rehabilitation Services, DOHS, Adult Ed, and Workforce WV. This referral form provides comprehensive and targeted referrals to mandated, core, and other relevant partners within the local workforce system. Region 2 WDB will also work with partners to begin using as they are trained to use the new referral system through the No Wrong Door initiative of the Governor's Office.

Customers are provided career services (previously core and intensive services) through core partners at both of our comprehensive centers. If a customer is believed to be prepared for gainful employment after receiving career services, American Job Center staff assists the customer with job search and placement. If the customer is deemed to need training services, then American Job Center staff refers the customer to the other core partners based on the needs of the customer. Funds for training services are provided to customers through means such as, but not limited to, the Region 2 Workforce Development Board, Workforce West Virginia, Department of Human Services, Division of Rehabilitation Services, and/or Adult Ed Services.

Region 2 Workforce Development Board is committed to providing high quality services for youth and adults through career exploration, guidance, support for educational attainment and On-the-Job training. Programs, services, and activities provided by the required partners. Region 2 Workforce Development Board is working on developing new Memorandums of Understanding (MOUs) with all required partners.

One Stop Coordinator and Region 2 Workforce Development Board staff are available at each location to provide customers with information about programs, services, and activities available through partners programs and how to access those services.

Describe how the Local Board will ensure meaningful access to all customers.

Region 2 Workforce Development Board's goal is to provide easy and meaningful access to services while being customer-friendly to both individual citizens and employers. The publicly funded workforce development system is a national network of federal, state, regional, and local agencies. These organizations provide a range of employment, education, training, and related services and support to help job-seekers secure jobs while providing businesses with the skilled workers they need to compete in the global economy. Region 2 Workforce Development Board promotes a shared understanding of the workforce needs within the state and fosters development of more comprehensive and integrated approaches, such as career pathways and sector strategies, for addressing the needs of businesses and workers. The Region 2 WDB AJC is in the redeveloping stages currently, but the staff and the AJC Coordinator are noted as a helpful group and work well with our entities to meet customer needs.

In addition, Region 2 Workforce Development Board will provide reasonable accommodation for individuals with disabilities to ensure equal access and opportunity for those with disabilities. Considering the ADA and Section 188 of WIOA, modifications will be made to the

application/registration process which will enable a qualified applicant with a disability to be considered for the same aid, benefits, services, and training or employment that is offered to a qualified applicant without a disability.

Region 2 Workforce Development Board is designating a new Equal Opportunity Officer whose responsibility is handling grievances and complaints filed. A log of such is kept by the EO Officer. The EO Officer designation is provided through outreach material and on the "Equal Opportunity is the Law" posters provided by the state office. These posters are displayed throughout the Region 2 WDB offices and in the One-Stop Centers for viewing. These materials are also provided to training providers for display. Recruitment materials, brochures, publications, and any public announcements published by Region 2 Workforce Development Board, i.e., television, radio, contain the required tagline "The Region 2 Workforce Development Board is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities."

Individuals with limited English proficiency (LEP) will be provided with written translation or oral interpretation when needed to allow the individual to be considered for the same aid, benefits, services, and training or employment that is offered to English speaking customers.

This accommodation will allow all qualified applicants with disabilities to be served effectively within the workforce development system.

The Region 2 Workforce Development Board will also ensure that all customers have meaningful access to American Job Center services by monitoring and implementing the provisions of the partner MOUs, which detail how participants will be provided services by each partner. In this way, there will be a continuous process of oversight of the access customers have to partner services.

(D) A description of the process the Local Board intends to provide for the solicitation and selection of a One-Stop Operator as identified in Section 107 of WIOA.

The Region 2 Workforce Development Board utilized a competitive Request for Proposal (RFP) process to provide for the solicitation and selection of a One-Stop Operator. The Region 2 Workforce Development Board will maintain written standards of conduct covering individual and organizational conflict of interest. Supporting documentation will be retained to sufficiently record the procurement process. This information will be available to auditors, state, and federal reviewers/monitors.

(E) A description of how the Local Board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local businesses, and workers and jobseekers.

Under current WIOA regulations, Region 2 Workforce Development Board will maintain a state approved comprehensive Eligible Training Provider List (ETPL). Participants in need of services to enhance their job readiness or career pathway may access career training through a list of state-approved training providers. WIOA Title 1-B builds upon and modifies the system in place under WIOA Title I.

The workforce development system established under WIOA emphasizes informed consumer choice, job-driven training, provider performance, and continuous improvement. The quality and selection of providers and programs of training services, including Registered Apprenticeship Programs and others, is vital to achieving success for participants. Eligible training providers are qualified to receive WIOA Title I-B funds to train adults and dislocated workers, including those with disabilities. The list of eligible training providers is kept in the Mid-Atlantic Career Consortium (MACC) database and is accompanied by relevant performance and cost information. This list must be made widely available, including in electronic formats, and presented in an easily understood way, to maximize informed consumer choice and serve all significant populations.

Training providers are required to offer courses, classes, or a structured regime that leads to a recognized post-secondary credential or employment. These training services may be delivered in person, online, or in a blended approach.

(F) A description of how the Local Board will facilitate access to services provided through the American Job Center delivery system, including in remote areas, using technology and through other means.

Using technology and other means, Region 2 Workforce Development Board will continue to provide services that are beyond what customers can achieve on their own, such as public websites, assistance through Ring Central online virtual meeting platforms, and of course by phone. Each of our centers located in Huntington and Logan are equipped with a computer lab and printer capabilities and both are in the state building which also includes our main partners and their direct case management personnel, job coaches, career planners, and case management easily available to assist the jobseekers.

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

Section 188 of Workforce Innovation and Opportunity Act ensures nondiscrimination and equal opportunity for various categories of persons, including persons with disabilities, who apply for and participate in programs and activities operated by recipients of WIOA Title I financial assistance. The Region 2 AJCs will utilize the "Promising Practices in Achieving Universal Access and Equal Opportunity: A Section 188 Disability Reference Guide" in assuring compliance with Section 188 of WIOA. The Guide is designed to ensure meaningful participation of people with disabilities in programs and activities operated by recipients of financial assistance under the Workforce Innovation and Opportunity Act (WIOA), including those that are part of the AJCs Network.

Methods in which our local AJC ensures reasonable accommodations to people with disabilities include but are not limited to the following: (1) Utilizing electronic technology to assist with opening and closing doors and assuring that entry ways provide easy access. (2) Auxiliary aids and services are available upon request. (3) Programs are administered in the most integrated setting appropriate for the customer's needs. (4) ADA Self-Evaluation forms are completed on a yearly basis to ensure all centers are in compliance with these standards, and (4) Working directly with WVDRS in providing staff training and support for addressing the needs of individuals with disabilities.

(H) An acknowledgment that the Local Board understands that, while Section 188 of WIOA ensure equal opportunity for individuals with disabilities, sub-recipients may also be subject to the requirements of:

- 1) Section 504 of the Rehabilitation Act, which prohibits discrimination against individuals with disabilities by recipients of Federal financial assistance.
- 2) Title I of the ADA, which prohibits discrimination in employment based on disability;
- 3) Title II of the ADA, which prohibits State and local governments from discriminating based on disability
- 4) Section 427 of the General Education Provisions Act and West Virginia Anti-Discrimination laws

The Region 2 Workforce Development Board in accordance with the Rehabilitation Act, Title I of the Americans with Disabilities Act (ADA), Title II of the ADA, the General Education Provisions Act, and all WV Anti-Discrimination Laws, understands and abides by the provisions as set forth by the State of WV. Eligible training providers and sub-recipients and/or contractors are subject to the equal opportunity and nondiscrimination requirements contained in Section 188 of WIOA. Region 2 Workforce Development Board works closely with the WVDRS to provide training to workforce staff to assist individuals with disabilities.

(I) A description of the roles and resource contributions of the American Job Center partners.

Required AJC partners that enter Region 2's new MOUs will work collaboratively with the local area to establish and maintain the AJCs system consistent with the laws, federal principles, and all other applicable requirements. These partners provide representation on the state and local workforce development boards and participate on other committees as needed. They provide access to its programs and activities and applicable career services. The AJCs infrastructure system is funded through a reasonable cost allocation methodology by which cash or in-kind costs are contributed by each partner in proportion to the relative benefits of their participation. The MOU as well as the One Stop Customer Service Delivery Model outlines the roles and responsibilities of all One Stop partners.

(J) A description of how the Local Board will use Individualized Training Accounts based on high-demand, difficult to fill positions identified within local priority industries identified in Section 1(A).

The Region 2 Workforce Development Board utilizes Individual Training Accounts (ITAs) as the primary method for procuring training services. Training services are linked to in-demand employment opportunities in the local area or an area in which the participant is willing to relocate. Growing industries within Region2 Workforce Development Board include the following health service occupations, manufacturing, and customer service.

(K) A description of how the Local Board will provide priority service conforming with the State Plan. This should include a description of additional local requirements or discretionary priorities including data to support the need and how the local requirement and/or priority will be documented and implemented for the adult program.

Region 2 Workforce will continue to offer basic skills services within the AJC through the assistance of our WIOA career planners and/or business service team without regard to specific eligibility criteria. As far as individualized assistance for the jobseekers who visit the AJC that may require a little more time than the basic service, the Region 2 staff will still try to address what can be done immediately but the jobseeker will be offered appointment times with specific staff or partners by the R2 One Stop Coordinator.

Region 2 WDB priority of service reflects and agrees with the state policy and no further requirements will or have been added except the occupation for training must be approved by the state and meet the definition of a demand occupation.

(L) A description of how the Local Board will utilize funding to create incumbent worker training opportunities.

Region 2 Workforce Development Board uses 20% of the combined total of adult and dislocated worker funds to fund incumbent training opportunities with employers in the local area of our region. Region 2 WDB will reimburse the employer 40% of the training costs for the eligible training. Region 2 WDB works with many manufacturers under incumbent training opportunities.

(M) A description of how the Local Board will train and equip staff to provide excellent, WIOA-compliant customer service.

Region 2 Workforce Development Board provides staff training in house through our lead case management team and sends staff to state offered training to ensure the R2WDB staff has the most up to date information and resources to best assist our local job seekers. R2WDB also hosts regular staff meetings and in-house trainings to keep staff updated and involved in creation of policies and procedures as well as updates to any state guidance and released TEGs.

Section 4: Title 1- Adult, Youth, and Dislocated Worker Functions

(A) A description and assessment of the type and availability of adult and dislocated worker employment and training activities in the Local Area.

Training services are provided using Individual Training Accounts (ITAs) to eligible individuals through American Job Centers. The ITA gives eligible customers the financial power to use allotted funds at eligible training facilities that appear on the region/state list. These ITAs supplement financial aid already available through other sources or they may pay for all the costs of training and support. Support payments may be provided to customers based on round-trip mileage to and from training/work sites. The length of training is based on the time needed to adequately learn occupational skills and cost-effectiveness. Training must be completed within a two (2) year timeframe.

On-the-Job Training (OJT), considered a Business Service, is a program for adults and dislocated workers. The OJT program is designed to benefit both the customer and the employer. This program will match an employer's needs with the customer's qualifications. The OJT Program will provide reimbursement for up to 50% percent of the customer's wages to the employer for the first five hundred hours for adults to allow for the extraordinary costs associated with training the customer and any additional supervision that may be needed during this period. The employer will be responsible for designing the training program for the customer at the work site. The customer is to be compensated with the same wage rate, including periodic increases, as other employees who are in similar occupations and who have similar training, experience, and skills. Payments for reimbursement of customer's wages will be made directly to the employer.

The Registered Apprenticeship system has been utilized to meet the needs of America's skilled workforce for over 75 years. It is a unique, flexible training system that combines job-related technical instruction with structured on-the-job learning experiences. Registered Apprenticeship is a leader in preparing American workers to compete in a global 21st Century economy because the system keeps pace with advancing technologies and innovations in training and human resource development. The Registered Apprenticeship system provides the opportunity for workers seeking high-skilled, high paying jobs and for employers seeking to build a qualified workforce. In this regard, the Registered Apprenticeship system effectively meets the needs of both employers and workers. Registered Apprenticeship is highly active in traditional industries such as construction and manufacturing, but it is also instrumental in the training and development of emerging industries such as healthcare, energy, and homeland security.

Incumbent Worker Training (IWT) is designed to meet the special requirements of an employer (including a group of employers) to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment and conducted with a commitment by the employer to retain or avert the layoff of the incumbent worker. An ideal Incumbent Worker Training would be one where a participant acquires new skills allowing him or her to move into a higher skilled and higher paid job within the company, thus allowing the company to hire a job seeker to backfill the incumbent worker's position. Incumbent Worker Training must increase both a participant's and a company's competitiveness. Under Section 134(d)(4) of WIOA, local boards can use

up to 20 percent of their adult and dislocated worker funds to provide for the federal share of the cost of providing Incumbent Worker Training.

(B) A description of how the Local Board will coordinate workforce development activities carried out in the Local Area with statewide rapid response activities, as described in Section 134(a)(2)(A).

The Region 2 Workforce Development is currently working to build a Rapid Response system that will help to stabilize a productive work environment during layoff warning periods by immediately linking community services to dislocated workers. The Rapid Response program provides comprehensive rapid response services to both businesses and job seekers. An emphasis is placed on early intervention with transitional services to employees, companies, and communities. Employment, re-employment and lay-off aversion, customized services, information regarding Unemployment Insurance, labor market information, strategies for re-employment, dislocated worker center resource services, labor/management committees, and other available services, such as Trade Adjustment Assistance, Children's Health Insurance Program (CHIP), Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T), Temporary Assistance for Needy Families (TANF), credit counseling and skills attainment opportunities are key components of the program. Key partner agencies are invited to Rapid Response meetings to provide information on their services and assist the needs of workers being dislocated.

(C) A description and assessment of the type and availability of youth workforce development activities in the Local Area, including activities for youth who are individuals with disabilities, which description and assessment shall include an identification of successful models of such youth workforce investment activities.

Region 2 Workforce Development Board provides comprehensive services to eligible youth participants by working to improve their educational and skill competencies while providing effective connections to employers to gain and learn job skills.

Region 2 Workforce Development Board develop strategies per the youth's ISS/DP Plan that is completed by the youth and the career planner as a goal agreement contract. Region 2 WDB Youth Program assesses the youth academic levels, skill levels, and services needed to reach their employment and education goals.

Region 2 Workforce Development Board utilizes the TABE 13-14 as one means of assessment. Region 2 WDB also offers the WORKKEYS assessment to all youth that have a highschool diploma and /or equivalency to not only use to assess their abilities for advance training but also for the youth to use on their resume with other certifications we offer to document they have skills training abilities. Region 2 WDB offers the following certifications based on the youth's ISS/DP and career/job goals:

- A. Food Handlers & Allergy Awareness
- B. Customer Service Certification
- C. OSHA 10 & OSHA Trade (Identified Employment Goal)

- D. CPR/ First Aid
- E. Computers Skills Training
- F. Workkeys Certification – Ready to Work
- G. Typing Skills Certification – WPM
- H. Additional certifications related to short-term employment goals and/or long-term career and employment goals

Region 2 WDB works with several partners to provide effective youth workforce investment activities and services in relation to the required **14 elements of the youth program:**

1. Tutoring
2. Alternative School Offerings
3. Work Experiences
4. Occupational Skills Training
5. Leadership Development Opportunities
6. Supportive Services
7. Adult Mentoring
8. Comprehensive Guidance and Counseling
9. Financial Literacy
10. Entrepreneurial Skills Training
11. Services that provide Labor Market information in the local area
12. Activities that assist Youth transition to postsecondary education, training and military
13. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
14. Follow-Up services

(D) A description of how the Local Board will coordinate education and workforce development activities carried out in the Local Area with relevant secondary and postsecondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services.

Region 2 WDB staff provides preparation for post-secondary educational opportunities, strong linkages between academic and occupational learning, preparation for unsubsidized employment opportunities, and effective connections to local and regional employers. Region 2 WDB assists in coordination with education and workforce development activities conducted in the local area by providing training services to those who meet the WIOA eligibility requirements for program acceptance. Region 2 WDB WIOA Career Planners are required to interview the job seeker to determine what services jobseekers are currently receiving from other providers or resource agencies. Based on the collection of data the Region 2 WIOA Career Planner staff then will communicate and reach out to other services and agencies to coordinate strategies and services to avoid duplication of services.

The Region 2 WDB Youth Program provides youth that are not ready to enter into an ITA training agreement preparation assistance for post-secondary educational opportunities, strong linkages between academic and occupational learning, preparation for unsubsidized employment opportunities, and effective connections to local and regional employers.

(E) A description of how the Local Board will coordinate workforce development activities carried out under this title in the Local Area with the provisions of transportation, including public transportation, and other appropriate support services in the Local Area.

The southern geographic Region 2 area has a lack or nonexistent public transit opportunities.

Region 2 WDB supportive services that may be available through the local workforce area, may include, but are not limited to the following:

- Transportation assistance
- Referral to childcare and dependent care costs
- Referral to housing and utility assistance
- Interview clothing, uniforms, and other appropriate work attire.
- Tools or other work or training-related materials
- Work and training-related licenses, permits, and fees.

(F) A description of how the Local Board will utilize Local Adult Funding, based on adult priority groups as specified in the State Plan.

Region 2 WDB priority of service is below:

WIOA Adult Funds:

- Priority is our local veterans and eligible spouses who are low-income or recipients of public assistance or who are basic skills deficient.
- Priority is given to individuals who are low-income or recipients of public assistance or individuals who are basic skills deficient.
- Priority is given to individuals who are unemployed and who have received a layoff notice and /or receiving unemployment benefits.
- Priority – Individuals who do not meet the above priorities but are unemployed and have a low income with barriers and meet eligibility to receive funding.

How Priority of Service is defined and applied: Priority of Service does not mean only those individuals who meet the criteria are provided services. It means that if there are individuals who meet those criteria who are registered for service and deemed in need of career and training services, they will be enrolled before other individuals are considered. Local Workforce West Virginia intake and case management staff will make decisions on who will be enrolled, using the rule that if individuals who meet the priority of service definition are available, they will receive consideration for training services over others.

(G) A description of how the Local Board will utilize Local Dislocated Worker Funding.

Eligible dislocated workers may receive intensive counseling, skill-development and professional-technical training through local Region 2 Workforce Development Board and or AJC partners in addition to basic employment services such as skill assessments, labor-market information, information about training programs and job-search assistance. Funds will be distributed based on the Dislocated Worker federal formula funding.

1. A dislocated worker is an individual who meets one of the five definitions required for certification as a Dislocated Worker:

a) Has been terminated or laid off, or has received a notice of termination or layoff from employment; AND

b) Is eligible for or has exhausted unemployment insurance; OR has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment insurance due to insufficient earnings or having performed services for an employer that were not covered under State unemployment compensation law; AND

c) Is unlikely to return to a previous industry or occupation.

2. Has been terminated or laid off, or received notification of termination or layoff, from employment because of a permanent closure of, or substantial layoff at, a plant, facility, or enterprise; OR Is employed at a facility, where the employer has made the general announcement that the facility will close within 180 days.

3. Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed because of general economic conditions in the community or because of a natural disaster.

4. Is a displaced homemaker. The term “displaced homemaker” means an individual who has been providing unpaid services to a family member in the home and who has been dependent on the income of another family member but is no longer supported by that income OR is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, call or order to active duty, a permanent change of station, or the service-connected death or disability of the member AND is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

5. Is the spouse of a member of the Armed Forces on active duty, and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member OR is the spouse of a member of the Armed Forces on active duty and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

(H) A description of how the Local Board will define “self-sufficiency” for employed Adult and employed Dislocated Worker participants.

In addition to providing career and training services to unemployed individuals, there remains a significant population of underemployed job seekers. These individuals may include those working less than full-time who are seeking full-time employment; individuals who are employed in a position that is inadequate concerning their skills and training; individuals who are employed who meet the definition of low-income individual, and; individuals who are working, but whose current job’s earnings are not sufficient compared to their previous job’s earnings from their previous employment.

(I) A description of the Local Board’s definition of “unlikely to return to previous industry or occupation” when required for eligibility for Dislocated Worker Services.

For the purpose of determining dislocated worker eligibility under the Layoff/Unlikely to Return to Work category, reasoning for “unlikely to return to work” may include, but not be limited to, the following:· Skill Oversupply- State or local supply of persons with the specific skills of the applicant exceeds current demand for those skills; or· Obsolete Skills- Applicants can no longer meet the minimum requirements of jobs available in their occupation (e.g. clerical worker without word processing skills, carpenter without updated safety training, etc.):· Only Stop-Gap Available- Jobs available to applicant would be temporary or substantially below applicant’s accustomed skill, hour, or wage level or· Local Layoff Impact- A local plant or business closing or layoff has had significant negative impact on the availability of jobs in the applicant’s primary occupation and accustomed wage/hour/skill level; orNo Job Offers Received- Applicant has been available and looking for work for a number of weeks, and has not received an offer to work: “number of weeks” might range from 6 to 12 weeks, depending upon the occupation, economy, and/or applicant’s verified job search efforts; or· Physical Limitations or Disabilities- Newly acquired physical limitations or injuries occurring away from the job may make an individual unlikely to return to the previous occupation; such individuals are dislocated workers if they meet the dislocated worker definition and fit one of the categories.· Other Factors- Factors that can be recorded in the participant’s file from written or verbal sources, including counselor judgment.

(J) A description of how the Local Board will interpret and document eligibility criteria for “requires additional assistance to complete an educational program or to secure or hold employment” as set forth in the State’s Guidance and WIOA Sections

The Region 2 Workforce Development Board provides employment and training programs for young people ages 16-21 who meet the criteria for In-School Youth and 16-24 who meet the criteria for Out-of-School Youth. They must meet income guidelines and have at least one mandated barrier to employment. For a youth to qualify for services using the criterion “Is an individual (including youth with a disability) who requires additional assistance to complete an education program, or to secure and hold employment,” the following conditions must be met:

1. Verification obtained from a professional source (school official, physician, drug or alcohol rehab agency, psychologist, literacy center, AEL coordinator, AE instructor, employer, current or past, Veteran's Administration, Division of Rehabilitation Services, DOHS, documentation such as school records, attendance records, medical records, SSD records, social service records, worker's compensation records, case records, or applicant statement) may also be used.

2. Criteria includes the following:

- Participant possesses a disability, including a learning disability or has an IEP
- Youth have poor school attendance (as defined by school)
- Youth has limited English proficiency
- Youth that is attending an alternative school
- Child of incarcerated parent(s)
- Migrant youth
- Youth that has aged out of foster care
- Youth with behavioral problems at school
- Youth from a family with illiteracy problem(s)
- Youth in a situation of domestic violence
- Youth with a substance abuse problem
- Youth with chronic health conditions
- Youth that lacks occupational goals/skills
- Youth that has a poor work history (been fired from one or more jobs within the last six months, OR has a history of sporadic employment, such as "has held three (3) or more jobs within the last twelve (12) months, and is no longer employed"), or
- Youth that has been actively seeking employment for at least two (2) months, but remains unemployed or underemployed, This includes a youth with no employment history, a youth with limited part-time experience (those working on an as-needed or seasonal basis), and youth actively seeking full-time employment, but have only achieved part-time employment.
- Youth with other extenuating circumstances that require additional assistance to obtain education or employment.

(K) A description of the documentation required to demonstrate a "need for training."

Eligibility and the need for training services is supported by, documented in the case record, and meets the following criteria:

- Is in a "priority of service" category, if any, as established by Region 2 Workforce Development Board.
- Participant has been determined to be unable to obtain or retain employment through basic services (documented in case notes)
- Participant has been determined to be in need of training services (through interview, case management, evaluation or assessment and as documented in case notes)

- Participant has been determined to have the skills and qualifications to successfully complete the training program services (through interview, case management, evaluation or assessment and as documented in case notes)
- Participant has selected a program of training directly linked to the employment opportunities (demand occupations) in the local area or another area in which the individual is willing to relocate (case file documents process of determining link to employment opportunities)

†

(L) A description of how the Local Board will provide the fourteen required program elements for the WIOA Youth program design.

The Region 2 Workforce Development Board will make available the following fourteen elements and will offer them to eligible youth in accordance with each youth's Individual Service Strategy/ Developmental Plan. It is not required that each youth receive services provided under all fourteen elements, but it is expected that each youth will receive services under at least two of the fourteen elements as part of their comprehensive plan. The fourteen service elements are:

1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a high school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential. Region 2 Workforce Development Board Youth Program partners closely with local high schools, homeschoolers, Adult Education / Penn Foster as well as programs such as Job Corps to ensure that participants receive the skills necessary to complete their high school diploma or recognized equivalent.
2. Alternative secondary school services, or dropout recovery services, as appropriate. Region 2 WDB ISY Program works schools within the region with eligible youth in Option Pathway programs and provides additional tutoring services to assist youth with passing pretest and GED tests. Region 2 provides tutoring services and resources to incarcerated youth in juvenile detention centers. Region 2 WDB works closely with detention centers such Boone County Kuhn Center as one example. Region 2 ISY Program coordinates with local school systems during the summer school sessions/recovery afterschool programs to assist any eligible youth with tutoring services and additional resources. Region 2 WDB collaborates with local school counselors and local court appointed state youth service personnel with youth who drop out with tutoring services and assist youth in obtaining high school diploma or GED equivalency based on the youth abilities and assessments.
3. Paid and unpaid work experiences that have as a component academic and occupational education, which may include (1) summer employment opportunities and other employment opportunities available throughout the school year; (2) pre-apprenticeship programs; (3) internships and job shadowing; and (4) on-the-job training opportunities.
4. Occupational skills training shall include priority consideration for training programs that lead to recognized postsecondary credentials aligned with in-demand industry sectors or occupations in the local area involved. Region 2 WDB Youth Career Planners work with youth and focus career goals in line within demand occupations and explore pathways through career exploration, per the youth's ability to

assess each youth success to enter in demand occupations. In doing so career planners work with youth to look at entry level options in occupations and build stackable credentials and/or if youth is ready and eligible complete ITA's with training providers on behalf of the eligible youth (through dual-enrollment with WIOA Adult Program).

5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupation cluster such as career pathways. Example: Region 2 WDB offers youth working on their high school equivalency diploma the opportunity to gain work experience through a WE contract while attending adult education courses to obtain equivalency. Youth receive a stipend for each hour in class up to 20 hours while working under a work experience contract.
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate. Region 2 WDB offers youth participants the opportunity to participate in local provider meetings and address community members/providers to tell the story of their accomplishments, achievements, and overcoming barriers.
7. Supportive Services assist participants in purchasing clothes, shoes, fuel assistance, and required equipment for work experience, employment, training, and interviews. Clothing assistance may be given to active youth participants employed or attending college or training. Assistance in purchasing books and supplies for school or training is also available.
8. Adult mentoring for the participation period and a subsequent period, for at least 12 months. Each participant is paired with a Career Planner who offers supportive counseling and mentoring for all participants. Workshops on topics such as hygiene; maintaining good credit; banking and budgeting; resume writing; how to dress for job interviews; and many more are provided monthly.
9. Follow-up services for not less than 12 months after the completion of participation, as appropriate. Region 2 WDB follows up with no less than once a month to check on the youth and provide resources and connections as needed.
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate. Region 2 makes referrals when necessary and provides literature to youth about community service programs that offer supportive programs and recommendations when necessary to consult with their medical provider and our case workers for additional services.
11. Financial literacy education. Workshops are held that will cover financial literacy topics such as: how to record transactions, credit reports / credit counseling, assess spending, create a budget, and pay bills. Region 2 WDB Youth Program also collaborates with youth on first time home buyer and covers rental agreements with youth. Region 2 WDB collaborates with local providers such as Goodwill Financial Services, Chase Bank (Community Banking Programs), and Truist Bank (community workshops).
12. Entrepreneurial skills training. Region 2 WDB works with local entrepreneurial programs such as Unlimited Futures that not only provides basic understanding of entrepreneurial skills required to open a business, but they also provide workshops on business plan writing, business coaching and provide an area within their facility to provide business incubation.

13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services. Region 2 WDB provides youth with LMI information by accessing the Workforce Career Solutions and My Next Move site to pull reports on outlooks for in demand occupations.

14. Postsecondary Preparation and Transition Activities that help youth prepare for and transition to postsecondary education, military and employment training include but not limited to workshops on: FAFSA, social media, Financial Literacy College Prep, Military exams, ACT prep, Career Assessment, Occupational Exploration, and short- and long-term goal setting. Region 2 WDB staff involve youth in career exploration events by either scheduling appointments with local training providers to do walk through of the programs or attend open house events that are provided by training providers. Region 2 staff schedule meetings with military personnel to speak to a group or individual youth of Region2 Youth. Region 2 has two former youth participants that have had careers in the military and they both come and speak to youth that have interests in the branches they have served.

(M) A description of the steps the Local Board will take to ensure at least 20% of Youth Funds are used for work-based training activities.

The Region 2 Workforce Development Board's Youth Program will remain in compliance with WIOA regulations: tracking the 20% expenditure rate on paid work experiences for In-School and Out-of-School youth/young adults. Every month The Region 2 Youth Program receives a financial report from our fiscal department documenting work experience expenditures that is then reported in the MACC system. Through consistent monitoring, Region 2 works hard to try to ensure a minimum of 20% of Youth Funds are utilized for work-based activities.

The Region 2 Workforce Development Board Youth program emphasizes paid and unpaid work experiences with academic and occupational education components that include (1) summer employment opportunities and other employment opportunities available throughout the school year; (2) pre-apprenticeship programs; (3) internships and job shadowing; and (4) on-the-job training opportunities.

(N) A description of the Local Board's plan to serve 75%+ out of school youth and identify specific steps that have been taken to meet this new goal.

Region 2 Workforce Development Board has recognized the priority on OSY/young adults and continues to identify models and effective practices to assist local area staff in successfully meeting the needs of individuals while also meeting the WIOA regulations that 75% of all youth funds must be spent on Out-of-School Youth.

(O) If the Local Area has contracted with youth service providers, provide a list and description of services.

The Region 2 Workforce Development Board youth program is currently operated in-house by the Region 2 WDB staff of R2 Career Planners. The Region 2 WDB serves participants by providing comprehensive, individualized services that enable youth to become successful, productive citizens. The fourteen key elements (listed and described in L) will be offered to eligible youth by each youth's Individual Service Strategy. It is not required that each youth receive services provided under all fourteen elements, but it is expected that each youth will receive services under at least two of the following components.

The Region 2 Workforce Development Board Youth Program focuses on three key components:

A) *Character Building*

- Mentoring
- Leadership Development
- Community Service

B) *Employability*

- Job Readiness
- Work Experience
- Job Shadowing
- Summer Employment
- Job Placement
- Job Retention
- Entrepreneurial Training
- Pre-Apprenticeship Programs

C) *Skill Enhancement*

- Skill Attainment/Certificate
- Tutoring
- Numeracy/Literacy GED/ HighSchool Diploma Preparation (Test Assessing Secondary Completion)
- Post-Secondary Education
- Financial Literacy
- Employability/Character Building Activities

Twenty percent at minimum of the In-School and the Out-of-School Budgets must be expended on work experience and monthly expended amounts reported to the Region 2 Workforce Development Board for reporting purposes.

In-School youth and of Out-of-School youth served in the program year will participate and successfully complete at least two (2) of the following employment activities: Job Readiness Workshops, Career Exploration Workshops, Paid/Unpaid Work Experience, Job Shadowing, Summer Employment, Job

Fairs, Internships, Pre-apprenticeship Programs, On the Job Training Opportunities, and Job Retention/Advancement Workshops.

(P) A description of how the Local Board will provide basic and individualized career services to customers. The description should explain how individualized career services will be coordinated across program/partners in the American Job Centers, including Vocational Rehabilitation, TANF, and Adult Education and Literacy activities. This description should specify how the Local Area will coordinate with these programs to prevent duplication and improve services to customers.

The Region 2 Workforce Development Board provides basic and individualized career services to customers at each American Job Center through various partners, including but not limited to: The Department of Health and Human Services (DOHS), WorkForce West Virginia, West Virginia Department of Education, Department of Rehabilitation Service, and WV Adult Ed.

Electronic partner referral forms will continue to be used to help integrate services. The Region 2 Partner Referral form allows agencies to make and track appropriate referrals of customers to partnering agencies for additional resources. The AJC One Stop Coordinator will work hard to utilize No Wrong Door Referral System with local partners. Partner referral services are assigned in the MACC system. The IT system will allow our partners a more user-friendly, accessible way to follow and track customers.

The One Stop Coordinator will utilize the Customer Service Delivery Model to efficiently and effectively serve customers at the Region 2 One Stop.

(Q) Describe the Local Board's follow-up services policy. This should include follow-up requirements, frequency of contact, and required documentation.

Follow-up services must be made available, as appropriate (including counseling regarding the workplace) for participants in adult or dislocated worker activities who are placed in unsubsidized employment for a minimum of 12 months after the first day of employment. Required documentation for follow-up is primarily case notes entered into the MACC system by staff performing the follow-up contact.

The Region 2 WDB Youth Career Planners will make follow-up services available to all youth participants for at least 12 months after participation. Follow-up services are those services necessary to assist a youth who has exited from the program to help ensure the youth is successful in employment and/or post-secondary education and training.

Section 5: Wagner-Peyser Functions

A) A description of plans and strategies for, and assurances concerning, maximizing coordination of services provided by the State employment service under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) and services provided in the Local Area through the American Job Center delivery system, to improve service delivery and avoid duplication of services.

Wagner-Peyser is represented on the Region 2 WDB Board of Directors by Maureen Persons, Director under Workforce West Virginia. This membership promotes the direct flow of communication between the board, Wagner-Peyser programs, and the American Job Centers. This link between the American Job Centers, the board, and the core partners, aids in avoiding duplication of services among the partners of the workforce system. Employment Service and UI staff and WIOA staff are fully cross trained to assist individuals in accessing a full range of services. Staff cross training is an ongoing process and ultimately means customers will get the best service while in the process also avoiding duplication of services.

Wagner-Peyser Employment Service offices are physically located in the 2 American Job Centers in the region. Services are provided in each of the American Job Centers in Region 2 WDB local area by Wagner-Peyser staff, along with other partner staff, and may include any and or all of the following: determination of participant eligibility to receive assistance under Subtitle B of Title I of WIOA; outreach, intake, and orientation to One-Stop; initial assessment of skill levels, aptitudes, abilities, and supportive service needs; labor market information; performance information on local area and One-Stop delivery system; provision of information about and referral to supportive services such as child care and transportation; assistance in establishing eligibility for financial aid assistance not funded under WIOA, but available in the local area; job search/placement assistance and career counseling; service provider performance and program cost information.

B) A description of how the Local Board will utilize the Wagner-Peyser program to provide access to local workforce development services for Unemployment Insurance claimants.

UI offices are co-located in each of the Region 2 WDB American Job Centers in the region, so in addition to the above services, Wagner-Peyser staff will provide assistance in filing UI claims when needed and will provide information on and referral to training and education opportunities where appropriate. Since Wagner-Peyser and UI are co-located in each of the four American Job Centers, it is easy for staff to make referrals between Employment Services, UI and WIOA programs.

C) If applicable, a description of how the Local Board will ensure that migrant and seasonal farm workers in its Local Area will be provided employment services.

Region 2 WDB will ensure that a full range of employment and training services is provided to the agricultural community, both farm workers and agricultural employers. If applicable, Region 2 WDB would partner with the other community and state organizations and State Monitor Advocates to provide appropriate career and training services, youth services, housing assistance services, and related assistance services to eligible migrant and seasonal farmworkers (MSFW) (including MSFW youth) and eligible seasonal farmworkers (including eligible MSFW youth) and their dependents.

Region 2 WDB and the American Job Centers within Region 2 may partner with Local

WorkForce offices to:

- Leverage the American Education and Family Literacy Act (AEFLA) as part of a career pathway strategy for program participants co-enrolled in NFJP.
- Refer MSFW participants to WIOA adult and youth formula programs if they need more intensive support around specific program elements.
- Refer MSFW participants to the Vocational and Rehabilitation program to assist with disabilities.
- Refer MSFW participants to the Senior Community Service Employment program for aging farmworkers.
- Refer MSFW participants to Veterans for State Grant operators for farmworkers identified as Veterans.
- Refer MSFW participants to Temporary Assistance for Needy Families programs for continued support for family nutrition.
- Coordinate resources to ensure customer-centered service delivery for all customers, including individuals who are English language learners and individuals who are facing substantial cultural barriers.
- Leverage and refer MSFW participants to Health and Human Services Head Start programs to promote school readiness for farmworker children by supporting their educational development.

Section 6: Title II – Adult Education and Family Literacy Functions

- A) **A description of how the Local Board will coordinate workforce development activities in the Local Area integrating the provision of adult education and literacy activities under Title II of WIOA, including, but not limited to, the implementation of the career pathways model.**

The Region 2 Workforce Development Board has an active collaboration with the Adult Education (Adult Ed) system in the local area. Their mission: To enable adult learners to be literate, productive, and successful in the workplace, home, and community by delivering responsive adult education programs and services. Adult Ed helps satisfy the continuing education needs of adults in the current labor force and those entering the labor force for the first time. The Adult Ed Program can assist individuals who: (1) do not have a high school diploma; (2) are considering college, the military, or post-secondary training; (3) are looking for work or looking to change jobs; and (4) are wanting to learn how to use a computer.

Currently Adult Ed Programs operate in all counties in the Region 2 local area providing individuals with an array of academic services. Adult Education Programs provide academic instruction and education services below the postsecondary level that increase an individual's ability to do the following:

1. Read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a high school equivalency diploma.
2. Transition to postsecondary education and training, and
3. Obtain employment.

Adult Education Programs are expanding to include career pathway programming, either as stand-alone programs, or in collaboration with CTE and CTC programs as well as employers to meet the needs of their company's employability requirements. All career pathways programs provide contextualized instruction in basic academic skills (Reading, Writing, Listening, Speaking, Applied Math, and Digital Literacy), including industry-specific vocabulary, critical thinking, and work-readiness skills.

B) A description of how the Local Board will coordinate efforts with Title II providers to align basic skills and English language assessments. The description should include:

- An outline of the agreed-upon steps that will be taken to align basic education skills and English language assessments within the local area, including, but not limited to, any Memoranda of Understanding entered by the workforce development and adult learning partners.
- An identification of how assessment scores will be shared among WIOA Title I areas and Title II providers (Consideration must be given to the Federal Education Rights and Privacy Act (FERPA)).
- An identification of who will conduct which of the approved assessments (including for Trade Participants) and when such assessments will be conducted, consistent with this policy.
- An outline of how the local area will coordinate testing between workforce development and adult education providers; and,
- An outline of how the local area will ensure that test administrators are to be trained in accordance with this policy and applicable testing guidelines as set forth by the applicable test publisher.

Moving forward, Adult Education programs will provide further integration of programming by collaborating with WIOA partners to align new activities with next steps of existing pathways. These activities will reflect current labor market information and align with post-secondary and other training opportunities.

Assessments for participants in Adult Education programs must be suitable for use in the National Reporting System for Adult Education. West Virginia Adult Education programs currently utilize some assessments including TABE (Test of Adult Basic Education).

Assessment protocols will reflect vendor guidelines for assessment administration (see below). Assessments will be administered and shared among partners (with referral and release in place). Adult Education Programs are prepared to administer assessments on behalf of all partners. Test Administrators must complete appropriate pre-service prior to test administration. This training will be available to all partners. A Memorandum of Understanding will be developed to import the guidelines.

A description of how the Local Board will ensure that the individual appointed to represent Title II services on the Board will coordinate with all Title II Grant Administrators in the Local Area in a uniform, regular and consistent manner.

The Regional Director of Adult Education in Local Area 2 just recently joined and now Title II service on the local AJC Committee. Regular and consistent coordination (and reporting) is achieved by activities including, but not limited to:

- Providing for participation of Adult Education Providers in each county work group
- Support of local initiatives (job fairs, information fairs for dislocated workers)
- Inclusion of partners in Adult Education Programming, Professional Development, Recognition Ceremonies, and other activities
- Collaboration with Public Awareness Initiatives
- Provision of monthly reporting on WIOA related activities to all partners and Adult Education Grant Administrators
- Encouragement of input in all partnership agreements and activities by Adult Education Providers.

County Adult Education Contact Information:

1. ***Cabell County Adult Education Center 1 Mountwest Way Huntington, WV 25701 304-710-3422***
2. ***Cabell County Adult Education Center 100 Mall Rd. Huntington, WV 25705 304-528-5016***
3. ***Boone County Adult Education Center 331 1st. WV Madison, WV 25130 304-369-4097***
4. ***Putnam County Adult Education Center 10256 Winfield Road Winfield, WV 25070 304-586-2411***
5. ***Wayne County Adult Education Center 11713 Rt 152 Wayne, WV 25570 304-272-2512***
6. ***Mingo County Adult Education Center Williams Campus of Southern 304-235-2022***
7. ***Lincoln County Adult Education Center 353 Walnut Street Hamlin, WV 25130 304-824-7760***
8. ***Logan Adult Education Center 197 Dingess St. Logan, WV 25601 304-688-9483***

C) A description of how adult education services will be provided in the American Job Center system within the Local Area

Adult Education Services will continue to be provided in the American Job Center system within the local area as described in the beginning of this section. Based upon need programs will be provided in the workplace and other settings. Continuing collaboration with American Job Center partners is a major focus with the intent to provide job seekers and employers alike with the best possible outcomes to strengthen and boost the local area's economy and way of life.

Section 7: Vocational Rehabilitation Functions

1. *A description of the cooperative agreements (as defined in section 107(d)(11)) between the Local Board or other local entities described in section 101(a)(11)(B) of the Rehabilitation Act of 1973 (29 U.S.C. 721(a)(11)(B)) and the local office of a designated State agency or designated State unit administering programs carried out under title I of such Act (29 U.S.C. 720 et seq.) (West Virginia Division of Rehabilitation Services) (other than section 112 or part C of that title (29 U.S.C. 732, 741) and subject to section 121(f)) in accordance with section 101(a)(11) of such Act (29 U.S.C. 721(a)(11)) with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.*

The Region 2 Workforce Development Board has an active partnership with the West Virginia Division of Rehabilitation Services (WVDRS) in the local area, including maintaining a Memorandum of Understanding between our entities. The WVDRS mission: Together, we enable and empower individuals with disabilities to work and to live independently by providing individualized services to consumers and employers. WVDRS provides one-on-one effective personal service to its consumers, carefully evaluating their skills and interests to enable them to achieve competitive employment in an integrated setting. To help people with disabilities achieve their employment goals, WVDRS is available to provide a variety of services to eligible consumers, such as: (1) Evaluation and Diagnostic Services; (2) Vocational Counseling and Guidance; (3) Training Services; (4) Rehabilitation Technology Services; (5) Physical and Mental Therapeutic Services; (6) Specialized Services; (7) Placement Services; (8) and Supportive Services.

Additionally, WVDRS has an in-house Employer Services Section that specializes in providing employers with disability-related information, services, and pre-screened job seekers. WVDRS' team of employment specialists provide business owners and employers with critical business options and assistance in staffing, employee retention strategies, education on disability-related issues, job accommodations, and information about financial incentives for employers who hire individuals with disabilities. WVDRS uses its employment specialists to gather information regarding employers at the local level, including information regarding job placements for individuals with disabilities and regarding current and expected employer needs. Employment specialists contact employers directly to identify current and future job openings and to identify competitive integrated employment and career exploration opportunities for WVDRS consumers.

2. *A description of how individuals with disabilities will be served through the American Job Center system in the Local Area. Currently, WVDRS operates in all counties in the Region 2 local area providing an array of services to eligible individuals.*

Currently, WVDRS operates in all seven counties in the Region 2 local area providing an array of services to eligible individuals. WVDRS field offices are in both of our locations in Huntington, WV and Logan, WV. WVDRS provides high-quality rehabilitation services to individuals with disabilities to assist them in meeting their competitive integrated employment goals. Additionally, WVDRS provides pre-employment transition services (Pre-ETS) to students with disabilities, ages 14-21, both statewide and at the local level. The provision of Pre-ETS offers students with disabilities information about careers, career opportunities, education and training programs, and self-advocacy. WVDRS counselors will also refer consumers as needed for other services provided by the Community Rehabilitation Programs (CRPs), WorkForce WV, Adult Education, or other services providers.

The Region 2 WDB has a strong commitment to providing the best possible services to job seekers and businesses alike. Additionally, each partner agency supports the development of cross-agency training for awareness regarding its programs and services within the AJC Centers. Each American Job Center is well equipped to provide a multitude of services to West Virginia job seekers, including those with disabilities.

All applicable staff at each American Job Center are expected to:

- Identify and have a clear understanding of industry skill needs
- Identify appropriate strategies for assisting employers and coordinating business service activities across one-stop center partner programs, as appropriate
- Offer access to education and training leading to industry-recognized credentials through the use of career pathways, apprenticeships, and other strategies that enable customers, including those with disabilities, to compete successfully in today's global economy
- Provide customers, including those with disabilities, as much labor market, job-driven information and choice as possible related to education and training, careers, and service delivery options
- Provide career services that motivate, support, and empower customers, including individuals with disabilities, to make informed decisions based on local and regional economic demand and effectively attain their personal employment and educational goals
- Value skill development by assessing and improving each individual's basic, occupational, and employability skills

The WVDRS is dedicated to providing technical assistance to the American Job Centers regarding matters related to individuals with disabilities, including accessibility to facilities and information, assistive technology, rights, advocacy, and other pertinent issues. WVDRS is guided by numerous federal and state laws in reference to confidentiality. These include, but are not limited to, confidentiality provisions under the Federal Rehabilitation Act, the Federal Privacy Act, and West Virginia Code 18-10A-10. WVDRS protects the confidentiality of all consumers and will only release information if the consumer signs a release form that identifies what is being released, to whom and the intended purpose. WVDRS also upholds the WVDRS consumer's choice whether to disclose to an employer if he/she has received services from the WVDRS.

All job-ready individuals are required to register with the WorkForce West Virginia AJCs to aid in their job-seeking efforts. WVDRS employment specialists participate in Business Services teams in all the workforce regions to enhance the services to employers, eliminate duplication, and better serve the state's employers.

The WVDRS provides services through an eligibility-based program. Eligibility criteria are established by the Rehabilitation Act, as amended, and its federal regulations. To be eligible for rehabilitation services, an individual must have a physical or mental impairment which constitutes or results in a

substantial impediment to employment AND the applicant must require rehabilitation services to prepare for, secure, retain, advance in, or regain employment consistent with the individual's strengths, resources, priorities, concerns, abilities, capabilities, and informed choice.

If an individual applies for rehabilitation services and is found eligible, job-ready individuals may choose to apply for other workforce services after receiving intensive services from WVDRS. WVDRS will encourage consumers to access the full range of workforce services.

Section 8: Jobs for Veterans State Grants Functions

A. A description of how the Local Board will provide priority of service to veterans and their eligible spouses.

The Local Board will provide Priority of service by identifying veterans and eligible spouses and/or family caregivers when they visit service delivery locations.

This includes displaying signs that clearly describe priority of services and the registration process. This information will also be conveyed when veteran and eligible spouses and/or family caregivers access services electronically or by telephone.

At the point of entry, it is not necessary nor appropriate to demand verification of a veteran's or other eligible individual's status. Instead, verification of their eligibility should be carried out through a separate process or at a more suitable time, as requiring immediate verification may cause inconvenience or discomfort. Point of entry staff need only ask "Are you a Veteran or the spouse of a Veteran?".

If a person self identifies as a veteran or other eligible person immediate priority of service is required.

Veterans will be screened and eligible Veterans or spouses will be referred to the DVOPS via the state case management system for JVSG services.

Point of entry staff will coordinate employer outreach development activities with related responsibilities of LVER staff.

On behalf of the eligible person the LVER will identify employers interested in hiring veterans by utilizing the HVMP database and online platforms, collaborate with military transition programs, attend veteran-focused job fairs and networking events, reach out to veteran service organizations, explore corporate veteran hiring programs, leverage professional networking platforms like LinkedIn, and seek recommendations from fellow veterans or military contacts.

Promoting job fairs for veterans and eligible persons and actively advocating and creating awareness for employment events that offer targeted opportunities and a supportive environment, ensuring priority of service and meaningful employment opportunities for those who have served or meet specific eligibility

criteria.

Monitoring the priority of services will be done at the point of entry and during training or employment services.

Priority of Service will be conducted in accordance with DOL VPL 07-09.

B. A description of how the Local Board will engage Local Veterans Employment Representatives in engaging and providing services to local businesses.

LVERs are an integral part of the AJCs as they facilitate employment, training and placement services furnished to covered persons in the State under the applicable State employment service delivery system.

LVERs routinely keep the AJC staff apprised of labor market information, serve as capacity builders to boost the effectiveness of AJC colleagues who assist veterans, promote awareness and appreciation of the unique qualities and skills that veterans possess by explaining how military experience and training translates into civilian competencies, and generate more business for the AJCs by educating employers and community organizations about the benefits of utilizing all of the services available.

Where applicable, LVERs will be fully integrated into the Business Service Team which affords them the opportunity to build strong relationships with employers in their local area, develop standard team business service knowledge and practices across participating partner agencies, and coordinate and link resources and information with the ultimate goal of ensuring more employers are aware of, and utilize, services and incentives.

To ensure that veterans receive the maximum assistance in employment and training opportunities, The Region 2 Workforce Development Board will support the efforts of Local Veterans Employment Representatives by sharing and disseminating information regarding programs and services, as well as making appropriate referrals. The LVER serving Region 2 is housed at the local AJC and partner on the Region 2 One Stop Committee, and the information they provide will inform employers of the benefits of hiring veterans.

Section 9: Fiscal, Performance, and Other Functions

(A) An identification of the entity responsible for the disbursement of grant funds described in section 107(d)(12)(B)(i)(III), as determined by the chief elected official or the Governor under section 107(d)(12)(B)(i).

The Region 2 Workforce Development Board is the organization responsible for the disbursement of grant funds. The R2 WDB has in-house staff positions of (Fiscal and Grants Manager and Fiscal and Grants Oversight – Contracted CPA) that are responsible for oversight of grant funds.

(B) A description of financial sustainability of the American Job Center services with current funding levels, and a description of the ability to make adjustments should funding levels change.

Total WIOA Formula funding for PY 2023/FY 2024 is \$2,304,974.00, PY 2024/FY 2025 is \$1,995,130.00, PY 2025/FY 2026 is \$2,019,024.46, and PY 2026/FY 2027 is \$1,798,481.00. Changes in funding levels will be dealt with as smoothly as possible as determined by the board and key staff should the need arise. Specific decisions will be based upon situationally specific facts and any negotiations, which may be obtained with partner agencies based on the MOU associated with the One Stop Operations in Region 2.

(C) A description of the competitive process to be used to award the subgrants and contracts in the Local Area for activities carried out under this title, including risk assessment of potential subgrantees and contractors.

The awarding of sub grants and contracts is accomplished through a competitive process where a Request for Proposal (RFP) is published in area newspapers, advertised on-line and through a bidders list. Interested bidders then submit their respective bids by a printed deadline. The board then subsequently reviews and approves the winning bid.

Risk assessment of potential subgrantees and contractors is a necessary and performed function within the RFP Process. All proposers submitting bids are required to complete a Checklist for Service Providers provided in the RFP. This checklist provides agency information relative to the applicant's status, experience, and qualifications. As well as requesting proof of General Liability Insurance, good standing with UI, and a copy of the bidder's last audit, as well as any outstanding audit deficiencies with any Federal, State, or Local Policies. Policy 7A.

(D) A description of the local levels of performance negotiated with the Governor and chief elected official pursuant to section 116(c), to be used to measure the performance of the Local Area and to be used by the Local Board for measuring the performance of the local fiscal agent (where appropriate), eligible providers under subtitle B, and the American Job Center delivery system, in the Local Area.

Performance Measures Region 2 Workforce Development Board

WIOA Performance Measures	West Virginia Final Negotiated Goals Region 2 WDB					
	PY 22	PY 23	PY 24	PY 25	PY 26	PY27
WIOA Adults						
Employment (Second Quarter after Exit)	71%	72%	73%	74%	77%	78%
Employment (Fourth Quarter after Exit)	71%	71%	71%	72%	75%	77%
Median Earnings	\$6400.00	\$6400.00	\$7000.00	\$7,500.00	\$8,200.00	\$8,500.00
Credential Attainment Rate	76%	77%	79%	80%	77%	80%
Measurable Skill Gains	45.5%	45.5%	48%	50%	61%	64%
WIOA Dislocated Workers						
Employment (Second Quarter after Exit)	77.5%	77.5%	77.5%	80%	81%	85%
Employment (Fourth Quarter after Exit)	79.5%	79.5%	79.5%	84%	84.5%	86%
Median Earnings	\$9600.00	\$9600.00	\$9600.00	\$11,000.00	\$11,000	\$11,500
Credential Attainment Rate	84.5%	84.5%	84.5%	84.5%	84%	84.5%
Measurable Skill Gains	43.5%	43.5%	43.5%	51%	59%	62%
WIOA Youth						
Employment (Second Quarter after Exit)	65%	60%	65%	66.5%	67%	69%
Employment (Fourth Quarter after Exit)	61.5%	61.5%	61.5%	67.7%	66%	70%
Median Earnings	\$3,500.00	\$3657.00	\$3500.00	\$4,100.00	\$4,800.00	\$5,000.00
Credential Attainment Rate	61.5%	61.5%	61.5%	62%	66%	69%
Measurable Skill Gains	44%	44%	44%	51%	55%	57%

(E) A description of the actions the Local Board will take toward becoming or remaining a high-performing board; This should include a description of the process used by the Local Board to review and evaluate performance of the local American Job Center(s) and the One-Stop Operator.

Region 2 WDB will continue to work hard to perform to the highest level possible to provide employment services to our local eligible jobseekers and to those who may want to attend training to assist themselves to reach personal self-sufficiency goals.

At Region 2 WDB, we will continue to work with our local area employers to assist by adding to the skilled labor workforce. Region 2 WDB will also assist employers with their current employees by possibly providing funding assistance to assist the employers to void turnover, layoffs by assisting current employees to be cross trained to assist employers' production and the employee receive measurable skills gains and increase in earnings.

To continue to perform at a high level, Region 2 WDB will continue to review annual performance reports as well as quarterly reports to continue to meet or exceed our local negotiation levels. During the reviews, staff and management will monitor and investigate situations as they occur to put measures in place immediately to correct. Region 2 Case Management and Career Planners will continue to work with and continue to check in with the jobseekers/ trainees' and support to meet skills goals and completion goals.

Region 2 WDB undergoes an annual audit of its fiscal practices through an independent auditing firm and is audited by WorkForce West Virginia for compliance with all WIOA programmatic and fiscal requirements.

Region 2 will continue to encourage staff to participate in professional development trainings and to cross train other staff in the strategies and information learned at trainings and audits to continue perform at meeting or exceeding our local areas with jobseekers we work with under WIOA.

(F) A description, including a copy of the Local Area's Individual Training Account policy. The description should include information such as the selection process, dollar limits, duration, etc.

The Region 2 Workforce Development Board utilizes the Individual ITA Training Accounts as the primary vehicle for participants to obtain training. An ITA can be utilized for a period of 12 months. Spending is limited up to \$5,000.00 per participant per program year for 2 years. For more information on Region 2 ITA's please refer to Policy Letter # 5.

(G) A description of how training services under chapter 3 of subtitle B will be provided in accordance with Section 134(c)(3)(G), including, if contracts for the training services will be used, how the use of such contracts will be coordinated with the use of individual training accounts under that chapter and

how the Local Board will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided.

As stated in accordance to WIOA Section 134 (c)(3)(G), contracts for training services (such as customized training, transitional work experience, incumbent worker training, or On-the-Job Training (OJT) programs) may be used in lieu of or in conjunction with Individual Training Accounts (ITAs). The client, with the assistance of the WIOA Career Planner will determine the best route to self-sufficiency/re-employment and document this in the Individual Employment Plan (IEP).

Region 2 WDB jobseekers are given the opportunity to sit down and discuss with case management, career planners who are available to assist the jobseeker to work on plan that is customized to meet the needs and life situations of the jobseeker. Region 2 WDB staff will document transferable skills and career interests along with assessing basic skills or other potential barriers to employment, such as transportation needs, childcare, housing, etc.

Region 2 WDB jobseekers are provided with opportunity to sit down with a Region 2 WDB WIOA Career Planner or WIOA Case Manager and review lists of state approved training providers in our local area and LMI information and then compare to local in demand-occupation training courses. Region 2 WDB Staff can go over with the jobseeker if needed and provide the jobseeker with performance information on each course of interests with information about the training provider at the time the training provider(s) were approved at the state level to be a training provider. Some additional information the career planner will or can provide to the job seeker is information on the cost of the training, the placement rate of all persons who took that course over the previous year, and the placement rate of just WIOA participants who took the course, the average hourly wage participants can expect to make after training, the drop-out rate of WIOA participants who took the course over the last year, and the number of WIOA participants who took the course over the last year. This information assists the jobseeker to make an informed choice of training provider. If the jobseeker is more interested in returning to the workforce immediately after discussion the Region 2 WDB Career Planners or Case Management team will then discuss and make the appropriate referral and discuss on the On-the-Job training as option and direction for the jobseeker to consider.

(H) A description of the process used by the Local Board, consistent with subsection (d), to provide an opportunity for public comment, including comment by representatives of businesses and comment by representatives of labor organizations, and input into the development of the Local Plan, prior to submission of the plan.

Advertisement on local website and announcement on social media and direction on how to locate on the website www.wvregion2.org . A copy will be sent to each local elected official and members of the Board of Directors to share along with the local Chambers of Commerce.

(I) A description of how the American Job Centers is utilizing the MACC as the integrated, technology-enabled intake and case management information system for programs carried out under WIOA and programs carried out by American Job Center partners.

Region 2 WDB will continue to utilize the MACC to promote uniformity in information collection and case management and to increase access to services by the customers of our area, both job seekers and employers.

Region 2 WDB also utilizes the MACC system as a data platform to assist staff with records of job seeker outcomes and to assist staff with data to identifying skilled workers within area.

Job seekers register in the MACC to access labor market information, job availability listings, comply with UI requirements, and in general tap into all the services available to them.

Partners of the local area utilize the MACC system to assist with co-enrollments and provide case management note updates so all partners can view the services and needs of the jobseeker to avoid duplication of services and assist the job seekers specific needs with all working on one goal that the job seeker receives training services that leads to obtaining employment.

(J) A description of the Local Board's procedures for conducting oversight and monitoring of its WIOA activities and those of its subgrantee and contractors. The monitoring plan addresses the monitoring scope and frequency and include the following:

- The roles and responsibility of staff in facilitating this procedure
- A requirement that all subgrantee agreements and contracts be monitored at least annually
- Procedures for determining that expenditures have been made against the cost categories and within the cost limitations specified in the Act and WIOA regulations
- Procedures for determining compliance with other provisions of the Act and regulations and other applicable laws and regulations, including the method of monitoring to be used for subgrantees and contractors
- Provisions for the recording of findings made by the recipients' monitor(s), the forwarding of such findings to the subgrantee or contractor for response and the recording of all corrective actions;
- Provisions of technical assistance as necessary and appropriate;
- Specific local policies developed by the Local Board for oversight of the American Job Center system, youth activities and employment and training activities under Title I of WIOA.

The Region 2 Workforce Development Board has developed a Monitoring Process Guidelines Policy for oversight and monitoring of its WIOA activities and those of its subgrantee and contractors.

The Region 2 Case Management Staff is responsible for conducting on-site Title 1 WIOA compliance monitoring. The monitoring process also includes insuring compliance with Federal and State regulations. The Region 2 Case Management staff also identifies areas where providers need technical assistance and follows up to see that any errors and action items have been properly rectified. Monitoring

is conducted at least annually. Preliminary reports are issued within 30 days of monitoring completion and are issued to all necessary parties. Also, the accounting department verifies from grant agreements, supporting documentation, and employees that expenses are allowable, appropriate, and actually incurred as a result of the program for which they are being charged. This includes but is not limited to applying charges to the correct accounts and classifying them accurately.

Scope of Region 2 WDB monitors WIOA funded programs to ensure compliance with WIOA Title I; federal and state requirements, applicable laws, and regulations; identify technical assistance needs; follow up on previous findings; and ensure the sub recipients is meeting performance goals and objectives. In addition, our monitoring efforts identify applicable operational changes and ensure that internal controls over fiscal management and accounting systems are adequate to accounting for program funds in accordance with state and federal programs.

(K) A description of the Local Board's policy and procedures regarding the handling of personally identifiable and confidential information.

All staff members are trained in the operations of the MACC system and its usage of personally identifiable and confidential information. Region 2 Workforce Development Board trains all staff to ensure all personal information is stored in locked cabinets and containers and behind locked doors. Staff completes an annual training that includes discussion of confidentiality and completion of confidentiality form acknowledging understanding and agreement. When uploading documents into the MACC containing personally identifiable information (PII), Region 2 WDB follows the guidance of the state in relation to the Digital Documentation and Records Management Policy effective 10/1/2025 in removing PII prior to upload.

(L) A description of the Local Board's procedures for handling grievances and complaints from participants and other interested parties affected by the local American Job Center system, including partners and service providers.

Region 2 Workforce Development Board follows our Grievance Policy # 2. Region 2 Board Policy # 2 reflects Title 20 CFR that Region 2 WDB and subrecipients comply with programmatic grievances and complaints pursuant to WIOA Section 181 (C) and does not address the procedure for process complaints alleging discrimination under WIOA Section 188 and or Title 29 CFR Part 37. Information and complaints involving allegations of fraud, abuse or other criminal activity must be reported directly to the US DOL Officer of Inspector General. Region 2 has updated the grievance policy to the requirements of State Policy 3-17.

(M) A description of the Local Board's policy and procedures with regard to aid, benefits, services, training, and employment, include a statement of assurance that you will provide reasonable accommodation to qualified individuals with disabilities unless providing the accommodation would cause undue hardship.

Board Policy #9 Equal Opportunity Policy Statement and Policy #11 Monitoring and Oversight which covers monitoring for compliance with ADA requirements and the state requirements and the state requirement a service provider must file 504 as part of approval process. Updates were made to Region 2 WDB's Monitoring Policy and received both Board approval April 2026 and was put into effect. Policy 9&11. Further information surrounding this matter can be found in WIOA Policy No. 5-16 of Workforce West Virginia.

(N) A description of how the Local Board will ensure compliance with the Americans with Disabilities Act. The description should include how the Local Board will provide reasonable accommodation regarding materials, technology, and physical and programmatic accessibility of facilities. The description should also include how the Local Board will provide staff training and support for addressing the needs of individuals with disabilities.

The Region 2 AJC is maintained in a manner that allows access to those with disabilities in compliance with the Americans with Disabilities Act of 1990. Also, the funding of participants is carefully monitored to ensure those with disabilities are served accordingly. Staff is regularly reminded in monthly meetings to be aware of relevant rules and regulations, making sure to treat customers with dignity, respect, and professional prudence, especially in cases involving disabilities. Region 2 Workforce Development Board also utilizes the experts who service individuals with disabilities and works closely with WVDRS, to assist in staff training and encourage open communication within the organizations to determine the best services available to participants. Region 2 also conveys their practices in all printed forms, which states "Auxiliary aids and services are available upon request to individuals with disabilities." And that the R2 WDB is "An Equal Opportunity Program/Employer."

(O) A description of the Local Board's policy and procedures in place to ensure that communications with individuals with disabilities, including individuals with visual or hearing impairments, are as effective as communications with others.

Individuals who are hearing or visually impaired are provided effective communication by whatever method their impaired conditions may require. It is the policy to always provide services to an individual with any impairment or disability, unless providing such services would cause undue hardships. Staff members are trained to reach out and work directly with local partners such as WVDRS to assist in serving the individual's needs.

(P) A description of the steps the Local Board will take to meet the language needs of limited English-speaking individuals who seek services or information. The description should include how the Local Board proposes that information will be disseminated to limited-English speaking individuals.

In the event a customer has limited English Language speaking abilities, R2WDB will strive to meet the specific needs by offering the following assistance or through partners and other service agencies within the AJC:

Utilizing bilingual staff or partners who are bilingual as a translator when necessary to facilitate effective, courteous communication. (Google Translate)

WV DRS Rep. assistance to bring computer device to assist with those who have trouble speaking or hearing impaired so staff can communicate through using the computer translator device.

(Q) A description of the Local Board's procurement system, including a statement of assurance that the procedures conform to the standards in DOL regulations set forth in 2 CFR 200.

Region 2 Workforce Development Board is working with Workforce WV and our local board to update our current policy as required of the state guidelines. 2 CFR 200.318 states that non-federal entities will reflect applicable state laws and regulations "which... conform to applicable federal law." All purchases must also follow West Virginia Code Section 5A-3-1 et seq., and the Code of State Rules Section 148-1-1 et.

(R) A description of any documentation to demonstrate that the acquisition, management, and disposition of property adhere to the Property Management Procedures taken from DOL regulations 2 CFR 200.

The Region 2 WDB keeps records and tags for each piece of equipment purchased with federal money. Inventory records are reconciled to physical inventory at least annually. Also, disposition of property must be brought to the attention of numerous parties before being completed. For in-depth, detailed information, compare the records of Region 2 WDB to financial records, minutes of board meetings, and inventory records to the applicable standards found in 29 CFR Parts 95 & 97.

(S) A description of any policies or procedures the Local Board adopted to avoid conflicts of interest or the appearance of such conflicts in the exercise of their responsibilities, particularly those related to the awarding of contracts.

Any member, agent, representative, or staff person of the Region 2 Workforce Development Board must perform their duties while keeping public interests at the forefront of duties and decisions. This includes notifying the Workforce Development Board of any conflicts of interest, whether real or potential, as soon as they become known. Any person found to have a conflict of interest shall not vote or participate in a decision-making process surrounding the issue giving rise to said conflict. Staff completes an annual training that includes a discussion about conflicts of interest; staff completes a form annually to include disclosure of potential conflicts and a signature indicating acknowledgement and understanding of the policy.

(T) A description of the Local Board or fiscal agent's accounting procedures, including the procedures used in preparing reports to the State. In addition to the requirement that all financial transactions be conducted in compliance with Generally Accepted Accounting Principles (GAAP), the fiscal management system must include the following in the accounting procedures. This description must address how the fiscal system: • tracks funding types, funding amounts, obligations, expenditures, and assets. • Permits the tracking of program income, stand-in costs, and leveraged funds. • Is adequate to prepare financial reports required by the State.

Please see Policy 6 & 6B. Region 2 WDB's Cost Allocation Plan was updated and adopted by the Region 2 WDB's Board of Directors July 1, 2025.

(U) An identification of key staff who will be working with WIOA funds.

The following is a list of key staff who work with WIOA funds:

Melissa Bias - Executive Director

Malissa Dishman – Business Service Rep./ Fiscal Assistant/ EO

Heather Merritt – Youth Program Supervisor

Chris Grimm – Adult/DW Case Manager

Carla Stewart - Fiscal and Grants Manager

Brenda Hunt - Fiscal and Grants Contracted CPA

(V) A description of how the Local Board's (or fiscal agent's) financial system will permit tracing of funds to a level adequate to establish that funds have not been used in violation of WIOA standards or DOL regulations.

The staff of Region 2 Workforce Development Board works together as a team to ensure information pertaining to WIOA and DOL standards is communicated in an efficient manner and prevent violations of said standards. This practice is part of our obligation control system which consists of the Fiscal department reviewing grant agreements and budgets while contemporaneously communicating spending limits to the approval of the Executive Director. Invoices are reviewed to ensure compliance with WIOA standards both before payment is issued and with monthly bank reconciliations.

(W) Provide a brief description of the following:

1. **Fiscal reporting system**- Region 2 WDB uses QuickBooks Enterprise System
2. **Obligation control system** - Monthly tracking spreadsheet by case management team with the fiscal agent and fiscal manager.
3. **ITA payment system** – Case Management teams approve invoice, provides to Executive Director for approval and then goes to the fiscal team to process and fiscal manager processes a check or direct payment to the training provider if accounts have been set up with the fiscal department.
4. **Chart of account system** - QuickBooks Enterprise System
5. **Accounts payable system** - QuickBooks processed to payment either ACH payments or check mailed.
6. **Staff payroll system** - Staff submit timesheets through QuickBooks to be approved by management, along with the approved roster of weekly time used signed by management then sent the Executive Director for final approval before sending to fiscal for payment. Payments are processed electronically through direct deposit every two weeks.
7. **Participant payroll system** - Case Management / Career Planners receive monthly invoices from the employers with back up of actual payments made by the employer to the participant and reviews that information is correct and accounted for before approving, the invoices are then sent to the Executive Director for approval who then approves and send to fiscal for registering on the roster to begin processing payments when funds have been received by the draw down from the state.
8. **Participant stipend payment system** – same process as the participant payroll process.

(X) A description of the Local Board's (or fiscal agent's) cash management system, providing assurance that no excess cash will be kept on hand, and that procedures are in place to monitor cash.

Cash management occurs through QuickBooks. Keeping excess cash on hand is avoided by obligating funds before requesting them from the state level.

(Y) A description of the Local Board's cost allocation procedures including:

- Identification of different cost pools
- Procedures for distribution of staff costs between cost categories (Administrative cost, program cost and indirect cost).
- Procedures used for distribution of funds from each cost pool.
- Description of funds included in each cost pool.
- Description of cost allocation plans for American Job Centers.

Staff costs are distributed based on the nature of each employee's work throughout any given month. Certain employees' time is determined to be administrative in nature and thus charged to the administration of each grant and documented by their hours.

To pool our costs of staff, timesheets outlining time spent in each funding stream are input by each employee into a web-based time keeping software called "T-Sheets". Each employee is assigned their distinct Region 2 WDB email address as a userid. Timesheets must be submitted to the supervisor no later than Friday or the last day worked for the week. Supervisors must approve time timesheet by the end of Friday or the last workday of the week. Supervisors can correct or reject time for their assigned staff. Employees shall complete their timesheets based on actual time spent, with all programmatic activities directly identified.

Please see Policy 6 & 6B. Region 2 WDB's Cost Allocation Plan was updated and adopted by the Region 2 WDB's Board of Directors July 1, 2025.

(Z) A description of the Local Board's (or fiscal agent's) procedure for collecting debts involving WIOA funds:

1. Invoices are issued on an "as needed" basis.
2. Payments of invoices must be made in full or arrangements for a standing order must be made within 30-60 days.
3. If full payment of the invoice or a payment arrangement is not made before the issuance of next month's invoice, next month's invoice will indicate a past due amount.
4. If full payment of the past due amount or a payment arrangement is not received within 60 days; the first notice is made by telephone and/or email to the partnering agency or invoice recipient's Accounts Payable Department to determine reason for non-payment.
5. If full payment of the past due amount or a payment arrangement is not received within 90 days; the final notice is made and a letter documenting the past due amount will be mailed to the head of the department or company to make arrangements for past due amount.

EQUAL OPPORTUNITY NON-DISCRIMINATION ASSURANCE

The Region 2 Workforce Development Board, as a recipient of Workforce Innovation and Opportunity Act (WIOA) financial assistance, shall provide initial and continuing notice that it does not discriminate on any prohibited ground, to: registrants, applicants, eligible applicants/recipients, participants, applicants for employment, employees and members of the public, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipients.

ASSURANCE

As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the grant applicant assures that it has the ability to comply with the nondiscrimination and equal opportunity provisions of the following laws, and will remain in compliance for the duration of the award of federal financial assistance:

Section 188 of the Workforce Innovation and Opportunity Act, (WIOA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I financially assisted program or activity;

Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities.

The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

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

TYPED NAME OF AGENCY OFFICIAL:

__Melissa A. Bias____

TITLE: Region 2 WDB Executive Director

SIGNATURE:

 Date: 8/7/2026

2024- 2028 Local Plan Assurances

		Assurance	References
X	1.	The Local Board has processes and timelines, consistent with WIOA Section 108(d), to obtain input into the development of the local plan and provide the opportunity for comment by representatives of business, labor organizations, education, other key stakeholders, and the general public for a period that is no more than 30 days.	WIOA Sections 108(d); 20 CFR 679.550(b) Drafts and final versions available online and in print at the Huntington Region 2 WDB office.
X	2.	The final Local Plan is available and accessible to the general public.	20 CFR 679.550(b)(5) www.wvregion2.org Drafts and final versions available online and in print at the Huntington Region 2 WDB office.
X	3.	The Local Board has established procedures to ensure public access (including people with disabilities) to board meetings and information regarding board activities, such as board membership and minutes.	WIOA Section 107(e); 20 CFR 679.390 and 679.550 Local policies and minutes on website www.wvregion2.org
X	4.	The Local Board makes publicly-available any local requirements for the Local Area, such as policies, including policies for the use of WIOA Title I funds.	20 CFR 679.390 www.wvregion2.org
X	5.	The Local Board has established a written policy or procedure that identifies circumstances that might present conflict of interest for any local workforce	WIOA Section 107(h) Region 2 WDB Policy – Updated and approved by Board 7/17/2025

		investment board or entity that they represent, and provides for the resolution of conflicts.	
X	6.	The Local Board has copies of memoranda of understanding between the Local Board and each American Job Center partner concerning the operation of the American Job Center delivery system in the Local Area, and has provided the State with the latest versions of its memoranda of understanding.	WIOA Section 121(c); 20 CFR 678.500-510 Updated MOU approved.
X	7.	The Local Board has written policy or procedures that ensure American Job Center operator agreements are reviewed and updated no less than once every three years.	WIOA Section 121(c)(v) Updated MOU approved.
X	8.	The Local Board has procurement policies and procedures for selecting One-Stop operators, awarding contracts under WIOA Title I Adult and Dislocated Worker funding provisions, and awarding contracts for Youth service provision under WIOA Title I in accordance with applicable state and local laws, rules, and regulations, provided no conflict exists with WIOA.	WIOA Sections 121(d) and 123; 20 CFR 678.600-615 and 681.400 Region 2 Policy 7A
X	9.	The Local Board has procedures for identifying and determining the eligibility of training providers and their programs to receive WIOA Title I individual training accounts.	WIOA Sections 107(d)(10), 122(b)(3), and 123; 20 CFR 679.370(1)-(m) and 680.410-430 Region 2 WDB Policy 3
X	10.	The Local Board has written procedures for resolving grievances and complaints alleging violations of WIOA Title I regulations, grants, or other agreements under WIOA and written policies or procedures for assisting customers who express interest in filing complaints at any point of service, including, at a minimum, a requirement that all partners can identify appropriate	WIOA Section 181(c); 20 CFR 683.600 Region 2 WDB Policy # 2

		staff contacts and refer customers to those contacts.	
X	11.	The Local Board has established at least one comprehensive, full-service American Job Center and has a written process for the local Chief Elected Official and Local Board to determine that the center conforms to the definition therein.	WIOA Section 121(e){2}(A); 20 CFR 678.305 Region 2 WDB 2 comprehensive full services. Region 2 WDB Policy # 2
X	12.	All partners in the local workforce and education system described in this plan ensure the physical, programmatic and communications accessibility of facilities, programs, services, technology, and materials in the Local Area's American Job Centers for individuals with disabilities.	WIOA Section 188; 29 CFR parts 37.7-37.9; 20 CFR 652.80) WV WIOA Guidance Notice 3-16 EO Assurance Region 2 WDB Policy # 2
X	13.	The Local Board ensures that outreach is provided to populations and sub-populations who can benefit from American Job Center services.	WIOA Section 188; 29 CFR 37.42 Local Plan Section 2
X	14.	The Local Board implements universal access to programs and activities to individuals through reasonable recruitment targeting, outreach efforts,	WIOA Section 188; 29 CFR 37.42 Local Plan Section 3

		assessments, service delivery, partner development, and numeric goals.	
X	15.	The Local Board complies with the nondiscrimination provisions of Section 188, and assures that Methods of Administration were developed and implemented.	WIOA Section 188; 29 CFR 37.54(a)(1) EO Non-Discrimination Assurance Policy form Region 2 Policy # 9

			Region 2 WIOA Handbook & WIOA Application
X	16.	The Local Board collects and maintains data necessary to show compliance with nondiscrimination provisions of Section 188 of WIOA.	WIOA Section 188; 29 CFR 37.37 EO Non-Discrimination Assurance Policy form Region 2 Policy # 9 Region 2 WIOA Handbook & WIOA Application
X	17.	The Local board complies with restrictions governing the use of federal funds for political activities, the use of the American Job Center environment for political activities, and the Local Board complies with the applicable certification and disclosure requirements.	CFR Part 230 Appendix B; 48 CFR 31.205-22; RCW 42.52.180; TELG 2-12; 29 CFR Part 93.100 Policy Updated 7/1/2025
X	18.	The local Board ensures that American Job Center staff, along with the Migrant and Seasonal Farmworker program partner agency, will continue to provide services to agricultural employers and MSFW's that are demand-driven and consistent with ESD's mission.	WIOA Section 167 Local Plan Section 2
X	19.	The Local Board follows confidentiality requirements for wage and education records as required by the Family Education Rights and Privacy Act of 1974 (FERPA), as amended, WIOA, and applicable Departmental regulations.	WIOA Sections 116(i)(3) and 185(a)(4); 20 USC 1232g; 20 CFR 677.175 and 20 CFR part 603 Region 2 WDB Policy # 5
X	20.	The local Board has a written policy and procedures to competitively award grants and contracts for WIOA Title I activities (or applicable federal waiver), including a process to be used to procure training services made as exceptions to the Individual Training Account process.	WIOA Section 108(b)(16); 20 CFR 679.560(a)(15); WIOA Title I Policy 5601; WIOA Section 134(c)(3)(G); 20 CFR 680.300-310 Region 2WDB Policy # 3

X	21.	The Local Board has accounting systems that follow current Generally Accepted Accounting Principles (GAAP) and written fiscal-controls and fund-accounting procedures and ensures such procedures are followed to insure proper disbursement and accounting of WIOA adult, dislocated worker, and youth program and the Wagner-Peyser Act funds.	WIOA Section 108(b)(15); WIOA Title I Policy 5230; WIOA Title I Policy 5250 Region 2 WDB Policy 6 & 6 B; Updated Cost Allocation Plan adopted 7/1/2025
X	22.	The Local Board ensures compliance with the uniform administrative requirements under WIOA through annual, on-site monitoring of each local sub-recipient.	WIOA Section 184(a)(3); 20 CFR 683.200, 683.300, and 683.400-410 Region 2 WDB Policy Letter #11
X	23.	The local Board has a written debt collection policy and procedures that conforms with state and federal requirements and a process for maintaining a permanent record of all debt collection cases that supports the decisions made and documents to actions taken with respect to debt collection, restoration, or other debt resolution activities.	WIOA Section 184(c); 20 CFR Part 652; 20 CFR 683.410(a), 683.420(a), 683.750 Region 2 WDB Policy 6 & 6 B; Updated Cost Allocation Plan adopted 7/1/2025
X	24.	The Local Board has a written policy and procedures for ensuring managements and inventory of all properties	WIOA Section 184(a)(2)(A); 20 CFR 683.200 and 683.220;

		obtained using WIOA funds, including property purchased with ITPA or WIA funds and transferred to WIOA, and that comply with WIOA, and, in the cases of local government, Local Government Property Acquisition policies.	Uniform Administrative Guidance; Generally Accepted Accounting Procedures (GAAP) Region 2 WDB Policy #7
X	25.	The Local Board will not use funds received under WIOA to assist, promote, or deter union organizing.	WIOA Section 181(b)(7); 20 CFR 680.850
X	26.	The Local Board has a written policy and procedures that ensure adequate and correct determinations of eligibility for WIOA-funded basic career services and qualifications for enrollment of adults, dislocated workers, and youth in WIOA-funded individualized career services and training services, consistent with state policy on eligibility and priority of service.	20CFR Part 680 Subparts A and B; 20 CFR Part 681 Subpart A

X	27.	The Local Board has a written policy and procedures for awarding ITAs to eligible adults, dislocated workers, and youth receiving WIOA Title I training services, including dollar and/or duration limit(s), limits on the number of times an individual may modify an ITA, and how ITAs will be obligated and authorized.	WIOA section 134(c)(3)(G); 20 CFR 680.300-320 Region 2 WDB ITA Application Policy
X	28.	The Local Board has a written policy and procedures that establish internal controls, documentation requirements, and leveraging and coordination of other community resources when providing supportive services and, as applicable, needs-related payments to eligible adult, dislocated workers, and youth enrolled in WIOA Title I programs.	WIOA Sections 129(c)(2)(G) and 134(d)(2); 20 CFR 680.900-970, 20 CFR 681.570
X	29.	The Local Board has a written policy for priority of service at its American Job Centers and, as applicable, affiliate sites and for local workforce providers that ensures veterans and eligible spouses are identified at the point of entry, made aware of their entitlement to priority of service, and provided information on the array of employment, training and placement services and eligibility requirements for those programs or services>	Jobs for Veterans Act; Veterans' Benefits, Health Care, and Information Technology Act; 20 CFR 1010; TEGL 10-09; Veterans Program Letter 07-09
X	30.	The Local Board has developed plans and strategies for maximizing coordination of services provided by the State employment service under the Wagner-Peyser Act (29U.S.C. 49 et seq.) and services provided in the Local Area through the American Job Center delivery system, to improve service delivery and avoid duplication of services.	MOU – Updated and approved.
X	31.	The Local Board will provide reasonable accommodation to qualifying individuals with disabilities unless providing the accommodation would cause	WIOA Packet Disability Statement Pages 4.5.10 www.wvregion2.org

		undue hardship.	
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The local Board of Directors for **Southwestern West Virginia Region 2 Workforce Development Board** certifies that it complies with all required components and assurances of the Workforce Innovation and Opportunity Act plan development guidelines issued by the State of West Virginia. The Local Board also assures that funds will be spent in accordance with the Workforce Innovation and Opportunity Act, Wagner-Peyser Act, and their regulations, written U.S. Department of Labor guidance implementing these laws, Office of Management and Budget circulars, and all other applicable federal and state laws, regulations, and policies.

Signed by:

John Mandt, Jr.

Local Chief Elected Official

8/7/2026

Date

DocuSigned by:

Andy Skidmore

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8/7/2026

Date

**Local Workforce Development Board
Chair**