

**SOUTHEAST ARKANSAS WORKFORCE DEVELOPMENT BOARD
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**SEAWDB DEFINITIONS
Self Sufficiency
DLW Categories A-C
Tracking WIOA Youth Percentages, Funds, &
Allocations**

Self-Sufficiency

Pursuant to section 134 (b)(3)(A)(i)(I) of the Workforce Innovation and Opportunity Act (WIOA), for adults and dislocated workers to receive training services, they must be in need of such service to obtain or retain employment that leads to self-sufficiency or wages comparable to or higher than wages from previous employment.

The Self-Sufficiency Standard measures how much income a family of a certain composition in a given place needs to adequately meet their basic needs—without public or private assistance.

Southeast Arkansas Workforce Development Board’s definition of self-sufficiency is:

- 1) An adult whose total family income is at or above 150% of the Lower Living Standard Income Level (LLSIL) as determined annually by the Department of Labor.
- 2) A Dislocated Worker whose total family income is at or above 150% of the LLSIL or at 90% of his/her wage at time of dislocation, whichever is higher.

Dislocated Worker (DLW), Category A: Definition of “Unlikely to Return to a Previous Industry or Occupation”

In order to document that an individual is unlikely to return to a previous industry or occupation, the Southeast Arkansas Workforce Development Board is requiring that Program Operators use the following documentation/procedure to define Category A of DLW eligibility.

An individual unlikely to return to previous industry or occupation must meet at least one (1) category in item A below AND must meet the requirement contained in item B (1) below:

Item A:

1. The most current Labor Market Information (LMI) from the Arkansas Department of Workforce Services indicating a decline in the occupation in the state of Arkansas.

For purposes of documenting Unlikely to Return to previous industry or occupation, Program Operators should consider the long term (ten years) employment projections for that occupation. LMI that reflects a projected employment outlook that is less than the most recent estimated employment for the occupation will be considered a declining occupation or

2. If the most current Labor Market Information (LMI) does not show a decline, the Program Operator(s) can document one or more of the following and provide a detailed explanation in the participant's case notes:

- a) Qualifications for occupation/industry changed and jobseeker is no longer qualified.
- b) Obsolete individual skills in demand occupation which makes the individual non-competitive.
- c) Finding employment in current occupation will require skills upgrading.
- d) Jobseeker became disabled and cannot perform in previous occupation or industry.
- e) Industry was represented by only one employer in area and is now out of business.
- f) Excess number of workers with similar skill sets and experience seeking limited employment opportunities in the region
- g) Notice of qualifying for TAA eligibility
- h) DD-214 with other than dishonorable discharge showing service discharge date is within the past 48 mos.
- i) Copy of driver's license showing applicant is 55 or older
- j) Doctor's note or medical records stating or showing that the individual can no longer perform his/her previous occupation for medical reasons
- k) Fewer than 10 full-time job postings for the type of work for which the individual is qualified
- l) Media reports/Rapid Response notices or fact sheets indicating layoffs in same industry
- m) Documented job search log indicating date, name, address & contact of employer (if

known), position applied for, method of contact, and results of contact – minimum of 6 contacts; or

3. Receipt of UI benefits showing duration of receipt of UI for at least 12 of the previous 26 weeks or showing that UI benefits have been exhausted.

Note: For Item A, Case Managers must complete the ***UNLIKELY TO RETURN TO WORK IN THE SAME FIELD JUSTIFICATION FORM***, attached to the Job Search Placement Verification Form which must be signed, dated, and included in the participant’s paper file in the eligibility section of the folder.

Item B:

1. Documentation from separating employer indicating that the individual is unlikely to return for a period of at least six months or longer. If the Program Operator is unable to obtain this documentation from the separating employer, permission to serve must be granted in writing by the SEAWDB Director.

Dislocated Worker (DLW), Category B: Definition of “General Announcement of a Plant Closing”

The SEAWDB, for the purposes of dislocated worker eligibility, establishes the following policy: For employers of less than 50 people not covered by WARN, a newspaper press release or a public media announcement or letter from the employer or their representative with an actual closing date constitutes a 'general announcement' of a plant closing.

Dislocated Worker (DLW), Category C: Definition of Self-Employed but Unemployed as a Result of General Economic Conditions in the Community in which an Individual Resides or Because of Natural Disasters”

The following are conditions that can cause an individual to lose a business include, but are not limited to:

- Failure of one or more businesses to which the self-employed individual supplied a substantial proportion of products or services; or
Acceptable Documentation: Business contracts, plant closure announcements, letter from business

- Failure of one or more businesses from which the self-employed individual obtained a substantial proportion of products or services; or
Acceptable Documentation: Business contracts, plant closure announcements, letter from business

- Substantial layoffs, or permanent closure(s) of one or more plants or facilities that support a significant portion of the state or local economy; or
Acceptable Documentation: Business contracts, plant closure announcements, letter from business
- Depressed price(s) or market(s) for the article(s) produced by the self-employed individual.
Acceptable Documentation: Cost comparison of price changes and statement explaining effects

The determination that a person has become unemployed due to these conditions must be recorded in AJL. Any documentation provided to verify this criterion must be kept in the participant paper file and cited in AJL case notes in the initial enrollment note.

SEAWDB Policy on tracking WIOA funds allocated to Youth

75% Out-of-School / 25 In-School

As required in WIOA Section 129(4)(A), a minimum of 75 percent of the WIOA funds allocated to a local area for eligible youth must be used to provide youth activities to Out-of-School youth. This requirement applies to the total amount of all funds allocated to a local area for youth activities (except for local area expenditures for administrative purposes).

The Fiscal Support Specialist, on behalf of the SEAWDB, will track all Youth funds spent on Out-of-School and In-School youth on the Monthly Financial Expenditure and Projection Report. The Monthly Financial Expenditure and Projection Report will be distributed to the Fiscal Agent on a monthly basis. A Monthly Financial Expenditure Report will be presented to the SEAWDB at each Board Meeting.

20% Work Experience

At least 20% of the funds allocated to a local area for youth must be spent for work experience [WIOA § 129(c)(4); 20 CFR 681.590]. The entire 20% may be spent on In-School youth or Out-of-School youth or a combination of both.

The following expenditures may be counted toward the 20% work experience requirement [TEGL 21-16]:


- 1) Wages/stipends paid for participation in a work experience (including employment costs such as FICA match and workers' compensation insurance).
- 2) Staff time working to identify and develop a work experience opportunity, including staff time spent working with employers to identify and develop the work experience.
- 3) Staff time working with employers to ensure a successful work experience, including staff time spent managing the work experience.

- 4) Staff time spent evaluating the work experience.
- 5) Participant work experience orientation sessions.
- 6) Employer work experience orientation sessions.
- 7) Classroom training or the required academic education component directly related to the work experience.
- 8) Incentive payments directly tied to the completion of work experience
- 9) Employability skills/job readiness training to prepare youth for a work experience.

Supportive services are separate program element and cannot be counted toward the work experience expenditure requirement, even if supportive services assist the youth in participating in the work experience [TEGL 21- 19].

The Fiscal Support Specialist, on behalf of the SEAWDB, will track all Youth funds spent on youth work experience on the Monthly Expenditure and Projection Report (Staff wages and staff costs for the development and management of work expenses will be tracked on the report as needed). The Monthly Financial Expenditure and Projection Report will be distributed to the Fiscal Agent on a monthly basis. A Monthly Financial Expenditure Report will be presented to the SEAWDB at each Board Meeting.

Approved:

 2-20-19
SEAWDB Chairperson Date

Amended:

SEAWDB Chairperson Date