

NOTE: Areas shaded in gray indicate information from the PY'11 plan that has been changed for PY'12.

1) Executive Summary

The Executive Summary should provide a concise description of the entirety of the plan. It should be able to function as a stand-alone document that provides key stakeholders and partners with the key themes, initiatives, and actions to be taken by the workforce investment board or regional workforce board during Program Year 2012 (July 1, 2012 – June 30, 2013). (The Executive Summary should not exceed two pages)

Demographics

Region 8 is comprised of Brown, Daviess, Greene, Lawrence, Martin, Monroe, Orange and Owen Counties located in South Central Indiana. According to DWD's Hoosiers by the Numbers website, in January 2012 the region had 156,870 individuals in the labor force. Of the total labor force, 143,708 were employed and 13,162 were unemployed resulting in an 8.4% unemployment rate for the region. While this rate is higher than the residents of Region 8 would like, it is well below the state (9.2%) and national (8.8%) averages.

Region 8 has a number of business assets that are unique from other parts of the state. The strong presence of life science related jobs, many of which are in the manufacturing sector, are key to the region's economy. These advanced manufacturing jobs are primarily located in Monroe and Owen counties and have replaced many of the traditional jobs that have been lost in recent years.

The region also serves as a tourist destination due to the many recreational opportunities that are available. The numerous state parks, reservoirs, and forests make the region an ideal place to camp, fish, and enjoy the outdoors. Indiana University's variety of cultural activities and sporting events draw thousands of visitors to the area each year. The shops and restaurants in Brown County and the hotels and casino in Orange County also help to make the region an enjoyable place to relax. Tourism is important to the region because it attracts large numbers of individuals from outside the region who contribute to the regional economy by supporting local hotels, restaurants, and shopping establishments during their visits.

The presence of NSA Crane is also a unique and very significant part of the regional economy. In addition to the approximately 4,000 jobs that Crane directly provides, numerous other companies contract to provide goods and services to Crane thus creating even more jobs. Jobs related to the agribusiness industry are also important to the region.

The demographics of the region also pose some unique challenges. The education levels within the region vary significantly between Monroe County and the rest of the counties which are more rural. Seven of the eight counties in the region have over 10% of the adult population ages 25 and older with less than a high school diploma. The low education levels of these rural counties likely explains why the average wage (\$17.14/hr.) of all workers in the region is well below the state average of \$18.76/hr. and the national average of \$21.35/hr.

Occupational Projections

Based upon short term occupational projections available from DWD, the region is expected to have a number of growing industries within the next few years. The ONET job family categories that are expected to show the most job openings due only to growth are: Food and Beverage Serving Workers; Assemblers and Fabricators; Construction Trades Workers; Motor Vehicle Operators; Health Diagnosing and Treating Practitioners; Other Protective Service Workers; and Computer Specialists.

More specifically, some of the occupations that are expected to have a large number of job openings due to growth include: Team Assemblers; Combined Food Preparation and Serving Workers; Security Guards; Truck Drivers, Heavy and Tractor Trailer; Landscaping and Groundskeeping Workers; Office Clerks, General; and Registered Nurses.

According to long term occupational projections through 2018 available from DWD, the ONET job family categories that are projected to generate the highest number of job openings due to growth are: Health Diagnosing and Treating Practitioners; Food and Beverage Serving Workers; Business Operations Specialists; Construction Trades Workers; Health Technologists and Technicians; Postsecondary Teachers; and Computer Specialists.

Specific occupations expected to offer the most job opportunities due to growth are: Team Assemblers; Combined Food Preparation and Serving Workers; Registered Nurses; Nurse Aides, Orderlies and Attendants; Truck Drivers, Heavy and Tractor Trailer; Retail Salespersons; and Licensed Practical and Licensed Vocational Nurses.

WorkOne Services

A priority of the RWB is to have an office located in each county of the region to ensure that customers can have convenient access to WorkOne services. As such, the region has three full service offices located in Bloomington, Bedford, and Linton as well as 5 express offices located in Nashville, Washington, Loogootee, Paoli, and Spencer.

The primary goal of WorkOne is to prepare individuals for success in the workplace. As such, the region has implemented an integrated customer flow model that allows customers to access all available programs and services designed to assist them with their training and/or employment needs. WorkOne programs included in this integrated model include: WIA Adult, Dislocated Worker, and Youth; Wagner-Peyser; Unemployment Insurance; Trade Act; Title 38 Veterans Programs; Worker Profiling and Reemployment Services; Reemployment and Eligibility Assessment; and Rapid Response. In addition, each WorkOne coordinates with a wide variety of economic development and community partners that have similar goals.

The services available through the WorkOne offices in Region 8 include:

- Workshops on a variety of topics including orientation, resume, interviewing, career interest, job search, Unemployment Insurance, healthy lifestyles, digital literacy, financial literacy, work readiness, job club, and introduction to federal employment.
- Assessment, counseling, and case management to help customers identify appropriate training and employment options.
- Financial assistance with tuition, books, and other costs associated with training.
- Supportive services to help with the cost of child care, transportation, and other necessary expenses related to attendance at training or job search activities.
- Business services for employers including technical assistance with Indiana Career Connect, applicant screening and referral, job fairs, labor market information, and WorkKeys assessments.
- Rapid Response services to assist laid off workers in the event of a large dislocation or facility closure.
- Youth services for 14-21 year old economically disadvantaged including: employment assistance, scholarships, workshops, assessment, counseling, career guidance, basic skill enhancement, leadership, and other services designed to help youth get a high school diploma or GED, acquire marketable skills and obtain employment.

Regional Workforce Board Goals and Initiatives

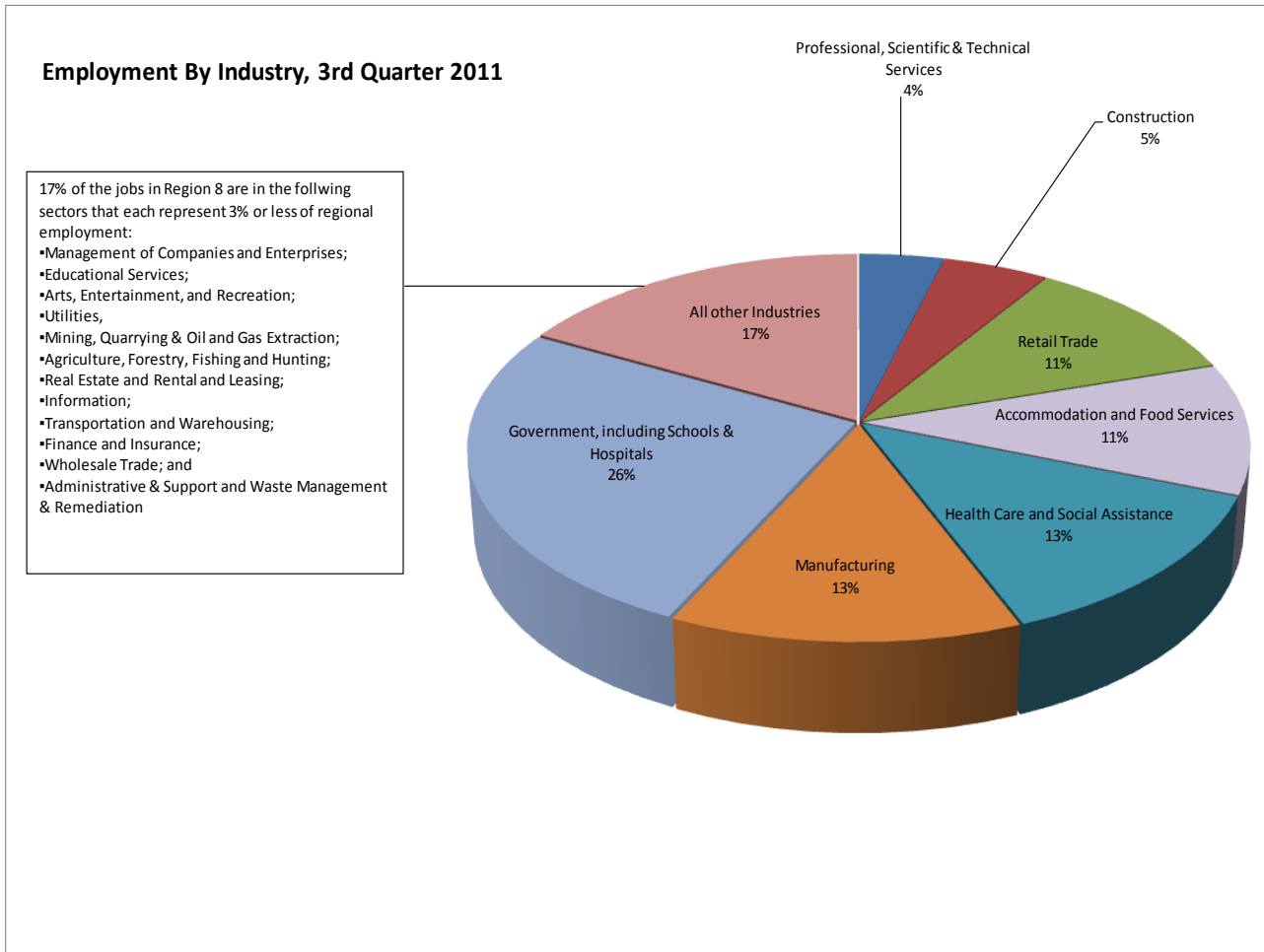
Job seekers and employers are the primary key stakeholders in the success of the WorkOne system. In an effort to better meet the needs of these primary customers, the South Central Region 8 Workforce Board has identified the following goals for PY'12:

- Service Levels – It is anticipated that during Program Year '12 (July 1, 2012 – June 30, 2013) approximately 12,000 customers will be enrolled in WIA funded programs. Of this 12,000, it is anticipated that 3,200 customers will receive case management services and 400 will receive training level services.
- Improved Customer Flow – The region will continue to enhance customer flow to improve the ability of WorkOne staff to more efficiently provide services that are responsive to the specific needs of each customer. Staff will focus upon the unique needs of customers who are in the job-to-job track and those who are in the training-to-job track to help ensure each customer can access specific services designed to enhance success based upon their individual needs and employment goals.
- Increased Selection of Workshops – The region will continue to offer an increased selection of workshops that are available to customers. Additionally, a more aggressive approach to marketing the availability of these workshops will be implemented in an effort to increase the number of customers attending workshops throughout the region.
- Enhanced Digital Literacy Instruction – In addition to the basic computer workshops that are offered through the WorkOne, customers will be able to attend classes designed to prepare them for the Microsoft Office certification exam.
- Increased Partner Coordination – Since nearly all community organizations are experiencing budget reductions, enhancing existing partnerships and developing new ones is becoming an increasingly important goal of the RWB. WorkOne staff will work to identify new partners and find ways to partner more efficiently with existing partners to maximize the resources and services available to customers.
- Increased Number of Employers Served – Connections with employers are an essential tool for assisting job seekers to find employment. Staff will increase marketing efforts to ensure that more employers are aware of the valuable services available to them through the WorkOne offices throughout the region. Efforts will also be made to better organize the scheduling of employer visits and contacts to avoid duplication of employer contacts among the WorkOne partners. For PY'12 the RWB has established a goal of providing services to 550 employers.

2) Labor Market Analysis – all responses should be strongly supported by available data.

- **What are the area’s primary business sectors by business size?**
(Response should not exceed one page)

According to the Quarterly Census of Employment and Wages Report from DWD, in the third quarter of 2011 there were 114,384 jobs in the eight county area that comprises Economic Growth Region (EGR) 8. As illustrated by the chart below, the top five business sectors in the region are Government, including Schools and Hospitals (29,795 jobs); Manufacturing (14,644 jobs); Health Care and Social Services (14,415 jobs); Accommodation and Food Service (12,848 jobs); and Retail Trade (12,602 jobs). Other industries that provide significant numbers of jobs to workers in the region include Professional, Scientific and Technical Services, and Construction.



It is important to note there are a number of other industry sectors such as defense, life sciences, and agribusiness that also play a key role in the region’s economy. Because many of the jobs from these sectors are classified within the industries included in the chart above, it is often difficult to illustrate their significance when looking at traditional labor market information. For example, the production of medical products is an essential part of the life science initiatives in the region, but in the data above, these jobs are included within the manufacturing industry.

Entrepreneurship is also a critical component of the economy. Of the 6,028 total businesses located within the region, approximately 66% (4,029) have fewer than 10 employees.

- **What are the current and projected employment opportunities within the local area?**
(Response should not exceed one page)

Despite the economic challenges of the past several years, there are a number of industries that continue to offer a significant number of employment opportunities to the residents of the region. According to the short-term occupational projections available from the Department of Workforce Development (DWD), each of the following industries are anticipated to have over 400 openings during the period 2010-2012:

2 Digit Industry Code	Occupational Category	Projected Openings 2010 - 2012	Average Annual Wage in 2009
35	Food Preparation and Serving Related Occupations	1,378	\$ 16,903
41	Sales and Related Occupations	970	\$ 18,889
43	Office and Administrative Support Occupations	955	\$ 27,437
51	Production Occupations	720	\$ 25,855
25	Education, Training and Library Occupations	650	\$ 34,602
53	Transportation and Material Moving Occupations	468	\$ 26,323
29	Healthcare Practitioners and Technical Occupations	448	\$ 43,756

More specifically, there are a number of jobs available within the region that offer a good wage to local workers. According to DWD's Hoosiers by the Numbers website, the following are the current top 20 "hot jobs" for the region:

	O-NET Code	Job Title	Average Wage in 2009
1.	29-1111	Registered Nurses	\$ 50,842
2.	15-1081	Computer Systems Analysts	\$ 51,370
3.	13-1081	Logisticians	\$ 60,907
4.	13-1111	Management Analysts	\$ 74,048
5.	15-1031	Computer Software Engineers, Applications	\$ 62,958
6.	25-1000	Postsecondary Teachers	\$ 70,318
7.	13-1199	Business Operations Specialists, All Other	\$ 59,169
8.	23-1011	Lawyers	\$ 82,850
9.	29-2061	Licensed Practical and Licensed Vocational Nurses	\$ 33,365
10.	13-2011	Accountants and Auditors	\$ 45,442
11.	29-1069	Physicians and Surgeons	\$ 103,988
12.	31-9091	Dental Assistants	\$ 41,022
13.	25-2021	Elementary School Teachers, Except Special Education	\$ 51,481
14.	43-3031	Bookkeeping, Accounting, and Auditing Clerks	\$ 28,071
15.	41-3000	Sales Representatives, Services, All Other	\$ 42,514
16.	15-1041	Computer Support Specialists	\$ 39,176
17.	11-9199	Managers, All Other	\$ 68,747
18.	47-2073	Operating Engineers and Other Construction Equipment Operators	\$ 38,726
19.	53-3032	Truck Drivers, Heavy and Tractor-Trailer	\$ 33,359
20.	21-1000	Social Workers	\$ 35,570

- **What are the area’s high-demand, high wage occupations, and what job skills and educational attainment are needed for those occupations? (Please attach area’s “demand occupation” list or policy)**
(Response should not exceed one page, not including attachment)

The South Central Region 8 Workforce Board is committed to utilizing available funds to train individuals only for occupations that are anticipated to have available job openings and pay a good wage. In an effort to ensure that funds are used effectively, each year the Regional Workforce Board (RWB) reviews and approves the list of occupations that will be considered “in demand” and approved for WIA funded training assistance.

The Regional Operator conducts updated labor market research each year to provide the RWB with the necessary information to make this determination. Some of the available data that is used to identify occupations that are appropriate for inclusion on the demand list include data available from Hoosiers by the Numbers, Stats Indiana, and local sources. Specific examples of data used include: Indiana’s High-Demand, High-Wage occupations; Hoosier Hot 50 jobs for Region 8 and Indiana; Long Term and Short Term projections for the region; ICC Job Posting and Starting Wages Report; information from local economic development entities; and current knowledge of WorkOne staff and RWB members regarding planned business expansions and reductions.

The most recently approved demand occupation list is included as Attachment 1 to this plan. This list will be utilized by all WorkOne staff throughout the region and will have two primary purposes. First, the list will be used to identify the occupations in demand for which WIA funding for training is authorized. Second, this list will be used as an assessment tool to identify those job seekers who already have marketable skills and are therefore not in need of WIA financial assistance for training.

Every effort was made when analyzing the data to ensure the demand list included trainings that would result in a variety of credentials that require different time commitments for students to complete training. This allows WorkOne customers to pursue training that is appropriate and achievable for them. As a result, the demand occupation list includes occupations for which On-the-Job Training is appropriate and also includes occupations where post secondary vocational training, a certificate, or Associate or Bachelor’s degrees are needed. Since WIA funds are not used to assist with advanced degrees, occupations that require Master’s or Doctorate degrees to qualify for entry level positions are not included on the demand list.

Region 8 is fortunate to have several post-secondary education providers located within the region. Ivy Tech Community College, Vincennes University, and Indiana University offer a variety of short-term training opportunities as well as Associate and Bachelor’s Degree programs designed to prepare individuals for demand occupations. In addition, there are a number of private training institutions that are easily accessible to residents of the region.

- **What industries and occupations within the local area’s economy are expected to grow or decline within the next three years and within the next ten years?**
(Response should not exceed one page)

Short Tem Projections

Based upon short term occupational projections available from DWD, the region is expected to have a number of growing industries within the next few years. The ONET job family categories that are expected to show the most job openings due only to growth are: 35-3000 Food and Beverage Serving Workers; 51-2000 Assemblers and Fabricators; 47-2000 Construction Trades Workers; 53-3000 Motor Vehicle Operators; 29-1000 Health Diagnosing and Treating Practitioners; 33-9000 Other Protective Service Workers; and 15-1000 Computer Specialists.

More specifically, some of the occupations that are expected to have a large number of job openings due to growth include: 51-2092 Team Assemblers; 35-3021 Combined Food Preparation and Serving Workers; 33-9032 Security Guards; 53-3032 Truck Drivers, Heavy and Tractor Trailer; 37-3011 Landscaping and Groundskeeping Workers; 43-9061 Office Clerks, General; and 29-1111 Registered Nurses.

Short term projections also indicate that some industries and occupations in the region are expected to decline in the near future. The ONET occupational job family categories that are expected to have the most significant decline are: 47-5000 Extraction Workers; 51-5000 Printing Workers; 51-4000 Metal Workers and Plastics Workers; 17-2000 Engineers; and 51-3000 Food Processors.

Some of the specific job titles that are expected to decline are: 51-9132 Photographic Processing Machine Operators; 43-5053 Postal Service Mail Sorters, Processors, and Processing Machine Operators; 27-3011 Radio and Television Announcers; 51-4031 Cutting, Punching and Press Machine Setters, Operators, and Tenders, Metal and Plastic; and 13-2072 Loan Officers

Long Term Projections

According to long term occupational projections through 2018 available from DWD, the ONET job family categories that are projected to generate the highest number of job openings due to growth are: 29-1000 Health Diagnosing and Treating Practitioners; 35-3000 Food and Beverage Serving Workers; 13-1000 Business Operations Specialists; 47-2000 Construction Trades Workers; 29-2000 Health Technologists and Technicians; 25-1000 Postsecondary Teachers; and 15-1000 Computer Specialists.

Specific occupations that are expected to offer the most job opportunities due to growth are: 51-2092 Team Assemblers; 35-3021 Combined Food Preparation and Serving Workers; 29-1111 Registered Nurses; 31-1012 Nurse Aides, Orderlies and Attendants; 53-3032 Truck Drivers, Heavy and Tractor Trailer; 41-2031 Retail Salespersons; and 29-2061 Licensed Practical and Licensed Vocational Nurses.

There are a few ONET job families that are expected to experience a long term decline in the region. Those job families are: 53-7000 Material Moving Workers; 41-9000 Other Sales Related Workers; 51-9000 Other Production Occupations; 51-5000 Printing Workers; 51-6000 Textile, Apparel and Furnishings Workers; 51-1000 Supervisors, Production Workers; and 11-1000 Top Executives.

Specific job titles for which job opportunities are expected to decline long term are: 51-4031 Cutting, Punching and Press Machine Setters, Operators, and Tenders, Metal and Plastic; 51-4041 Machinists; 41-9041 Telemarketers; 51-6031 Sewing Machine Operators; 51-9198 Helpers, Production Workers; 51-4121 Welders, Cutters, Solderers, and Brazers; and 43-9011 Computer Operators.

- **Does the area have any “targeted” business sectors that are unique from other areas within the State? If so, describe the information and process utilized to establish the “targeted” sector. (Response should not exceed one page)**

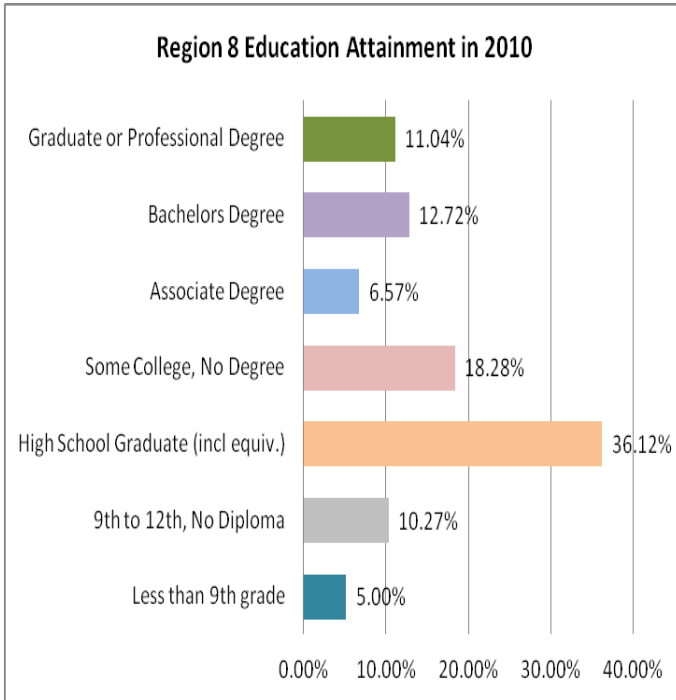
The region has not formally identified any specific “targeted” business sectors upon which to focus WIA resources. There are a number of industries that offer excellent employment opportunities that are critical to the economy of the region. Rather than targeting only a few business sectors, the RWB seeks to offer customers a wide array of choices from which to select their career path.

As previously described in this plan, the RWB directs the Regional Operator to annually conduct labor market research to identify the occupations within the region that offer local residents significant employment opportunities with good wages. This research is used by the RWB to establish the list of demand occupations for which WIA funds may be used to assist customers with training costs. The process results in a comprehensive list that offers customers an opportunity to choose from a wide variety of occupations to select the one that most appropriately meets their individual needs. A copy of the current demand occupation list is included as Attachment 1 to this plan.

What does the area’s workforce look like statistically along the following categories?

- **Demographics (Age, Gender, Race)**
- **Educational Attainment (HSD/GED, Associate, Bachelor, Advanced Degree)**
- **Current HS Graduation Rate**
- **Employed/Unemployed numbers and percentages**

(Response should not exceed one page)

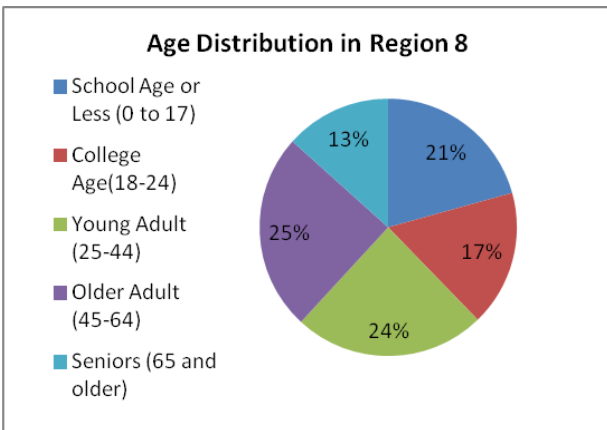
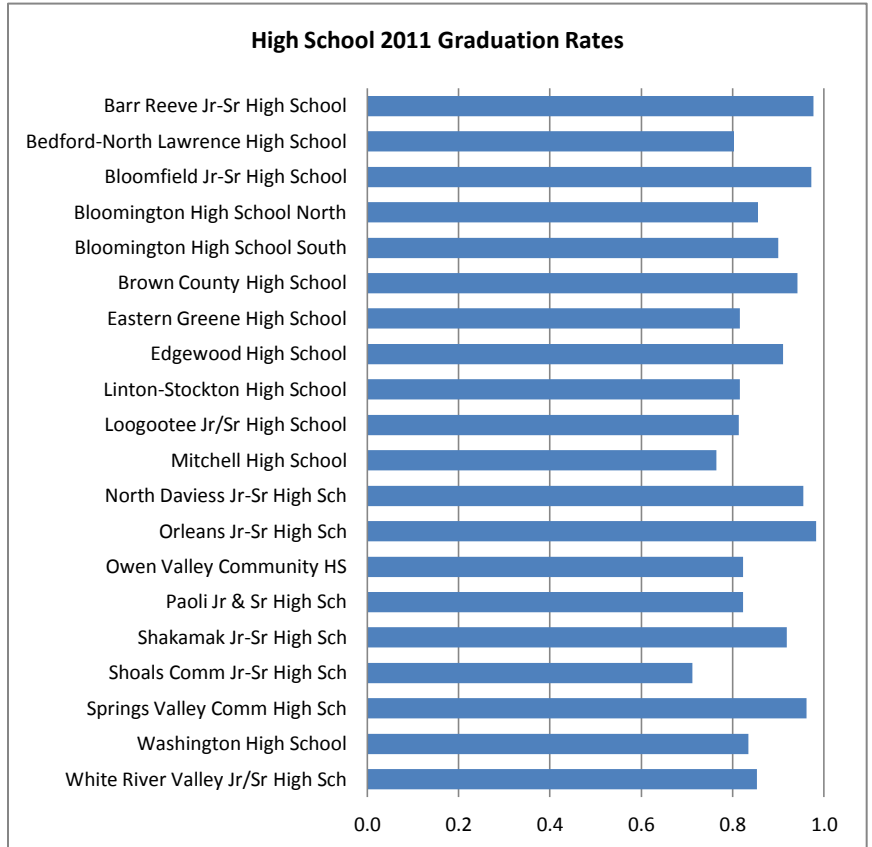


According to DWD’s Hoosiers by the Numbers website, in January 2012 the region had 156,870 individuals in the labor force. Of the total labor force, 143,708 were employed and 13,162 were unemployed resulting in an 8.4% unemployment rate for the region. While this rate is higher than the residents of Region 8 would like, it is well below the state (9.2%) and national (8.8%) averages.

The majority (93.1%) of the Region 8 population is comprised of individuals who indicate White as their race. It is interesting to note the second highest concentration of race is Asian (2.5%), and the third highest is Black (1.6%). Approximately 50.8% of the residents are female and 49.2% are male.

The chart to the left illustrates educational attainment levels of residents who are 25 years and older. Despite the presence of Indiana University and Ivy Tech Community College within the region, nearly 70% of these individuals have less than an Associate Degree.

The chart to the right displays the 2011 graduation rates reported by the Indiana Dep’t. of Education’s website for each of the region’s 20 public high schools. Most of these are small high schools located in rural areas. Slightly less than half of the region’s schools met or exceeded the state average graduation rate of 85.7 percent. Only 2 high schools had a graduation rate less than 80 percent.



The region’s population is well balanced between age groups. The chart above shows the age distribution of residents in the region.

- **Based upon labor market information and demographics, what makes the area unique to its contiguous areas and within the State as a whole?**

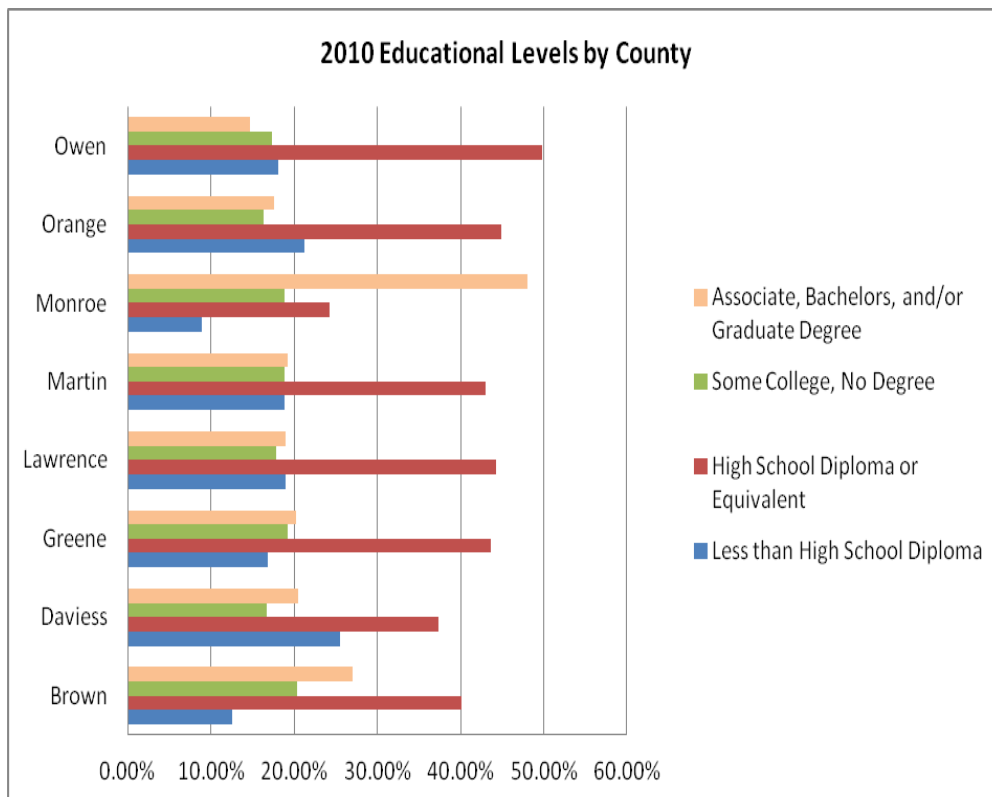
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Region 8 has a number of business assets that are unique from other parts of the state. The strong presence of life science related jobs, many of which are in the manufacturing sector, are key to the region's economy. These advanced manufacturing jobs are primarily located in Monroe and Owen counties and have replaced many of the traditional jobs that have been lost in recent years.

The region also serves as a tourist destination due to the many recreational opportunities that are available. The numerous state parks, reservoirs, and forests make the region an ideal place to camp, fish, and enjoy the outdoors. Indiana University's variety of cultural activities and sporting events draw thousands of visitors to the area each year. The shops and restaurants in Brown County and the hotels and casino in Orange County also help to make the region an enjoyable place to relax. Tourism is important to the region because it attracts large numbers of individuals from outside the region who contribute to the regional economy by supporting local hotels, restaurants, and shopping establishments during their visits.

The presence of NSA Crane is also a unique and significant part of the regional economy. In addition to the approximately 4,000 jobs that Crane directly provides, numerous other companies contract to provide goods and services to Crane thus creating even more jobs. Jobs related to the agribusiness industry are also important to the region.

Entrepreneurship is also a key part of the regional economy. Approximately 66% of the businesses in the region have fewer than 10 employees. The presence of the Gayle and Bill Cook Center for Entrepreneurship at Ivy Tech Bloomington provides residents of the region with a unique opportunity to prepare for successful entrepreneurial endeavors which create jobs within the region.



The demographics of the region also pose some unique challenges. The education levels within the region vary significantly between Monroe County and the rest of the counties which are more rural. As pictured in the chart to the left, seven of the eight counties in the region have over 10% of the adult population ages 25 and older with less than a high school diploma.

The low education levels of these rural counties likely explains why the average wage (\$17.14/hr.) of all workers in the region is well below the state average of \$18.76/hr. and the national average of \$21.35/hr.

3) Operational Plans

- **Provide the address, phone number, and hours of operations for each WorkOne office located within the area. Identify which offices are “full-service” and “express.”**

A priority of the RWB is to have an office located in each county of the region to ensure that customers throughout the region can have convenient access to WorkOne services. As such, the region has three full service offices located in Bloomington, Bedford, and Linton as well as 5 express offices located in the remaining counties of the region. To make services more accessible to individuals with disabilities, accessible workstations are located in the three full service offices.

Office Location	Phone Number	Hours of Operation
WorkOne Bloomington 450 S. Landmark Avenue Bloomington, IN 47403	(812) 331-6000	Mon – Fri 8 AM to 4:30 PM
WorkOne Bedford 918 16th Street, Suite 200 Bedford, IN 47421	(812) 279-4400	Mon – Fri 8 AM to 4:30 PM
WorkOne Linton 1600 N.E. A Street, Suite 4 Linton, IN 47441	(812) 847-4479	Mon – Fri 8 AM to 4:30 PM
WorkOne Express Brown County 246 E. Main Street Nashville, IN 47448	(812) 988-6968	Mon – Fri 8 AM to 4:30 PM
WorkOne Express Daviess County 219 E. Main Street Washington, IN 47501	(812) 254-7734	Mon – Fri 8 AM to 4:30 PM
WorkOne Express Martin County 123 Cooper Street Loogootee, IN 47553	(812) 295-2722	Mon – Fri 8 AM to 4:30 PM
WorkOne Express Orange County 1075 N. Sandy Hook Rd. Paoli, IN 47454	(812) 723-2359	Mon – Fri 8 AM to 4:30 PM
WorkOne Express Owen County 205 E. Morgan Street, Suite B Spencer, IN 47460	(812) 829-6511	Mon – Fri 8 AM to 4:30 PM

- **Does the WIB/RWB use any performance metrics in addition to Common Measures? If so, describe those metrics.**
(Response should not exceed one-half page)

In addition to the Common Measures, the RWB establishes target service levels for the WIA Adult, WIA Dislocated Worker, and WIA Youth programs. The service level goals for these programs are contained on the WIA Adult/DW service matrix and the Youth service matrix attached to this plan.

The RWB also is strongly committed to providing the maximum amount of financial assistance possible directly to the customers served by the WIA Programs. As such, the service provider contracts contain goals for direct client expenditures. The RWB defines direct client expenditures as funds spent to provide direct assistance to customers such as supportive services, transportation, child care, tuition, books, tools, etc. that are necessary for the

successful participation in WIA funded employment and training activities. These direct client expenditures do not include any costs associated with staff salaries or office overhead.

Based upon the amount of funds available, a preliminary goal has been established for the service provider to spend at least 30% of its budget on direct client expenditures in PY'12. In order to ensure that all residents of the region can readily access WorkOne services, the RWB also requires that the service provider maintain full-time offices in every county of the region.

- **Briefly describe how the WIB/RWB has implemented the WorkOne Customer Flow Policy, DWD Policy 2010-13, including how participants move through the tiers of service(Core, Intensive, and Training), and what is required for participants to become “fully enrolled” in WIA performance-bearing services. (*Response should not exceed one-half page.*)**

The RWB implemented the WorkOne Customer Flow Policy (DWD Policy 2010-13) on July 1, 2011. When customers visit a WorkOne office, staff will review basic information including: educational levels and credentials; barriers to employment; length of unemployment; Veterans status; REA/WPRS status; and TAA eligibility. Based on the information provided by the customer, staff determines appropriate next steps including customer need for, or interest in, meeting with a case manager. Customers with the necessary documentation who demonstrate a need or desire for WIA services are fully enrolled by a case manager. At the point of enrollment, customers will be included in WIA performance measures.

Core services are available to everyone. Customers who lack basic skills or need more in-depth assistance to find suitable employment may be offered intensive services based upon need, desire, and/or commitment to achieving employment goals. Customers who lack marketable skills and are unable to find employment through core and intensive services may access training services. Staff will assess customers' skills and work history to determine how their skills and experience align with labor market information, Region 8 occupations in demand, and the needs of regional employers. If it is determined that more skills are needed and the customer will be able to benefit from attending postsecondary training, staff will work individually with each customer to identify appropriate training options and next steps.

- **Describe how the WIB/RWB will track actual performance against performance goals. (*Response should not exceed one-half page*)**

Regional Operator staff regularly reviews service provider performance by reviewing available enrollment, placement, and performance data to ensure that the service provider is making satisfactory progress toward meeting program performance goals.

At each quarterly RWB meeting, Regional Operator, Service Provider, and Regional WorkOne Coordinator staff provide brief presentations supported by written reports to the RWB members to ensure that board members are aware of the actual service levels of each WorkOne office. In addition, Fiscal Agent staff also presents information and written reports on expenditure levels to allow RWB members the opportunity to stay informed on the expenditure rates of available funds.

WIA Adult and Dislocated Worker Services

- **Complete Program Year 2012 WIA Adult and Dislocated Worker Services Matrix, closely following instructions contained within spreadsheet document.**

The completed Program Year 2012 WIA Adult and Dislocated Worker Service Matrix is included as Attachment 2 to this plan.

- **Complete Program Year 2011 WIA Adult and Dislocated Worker Services Matrix – Results, closely following instructions contained within spreadsheet document.**

The completed Program Year 2011 WIA Adult and Dislocated Worker Service Matrix - Results is included as Attachment 3 to this plan.

- **Describe the criteria to be used by the WIB/RWB to determine if WIA Annual Adult Funds shall be considered “limited”**
 - **Describe how the WIB/RWB will be involved in the process of determining when WIA Adult Funds are “limited”**
(Response should not exceed one page)

The RWB has determined that WIA Adult funds will be considered “limited” for PY’12. This determination was based upon 1) the region’s history of spending a high percentage of available WIA Adult funds, 2) past requests to transfer WIA Dislocated Worker funds to WIA Adult, and 3) a reduction in funds available for PY’12.

Since the RWB has determined that funds are limited, a priority system will immediately go into effect and funds for supportive services and/or training will be allocated to new applicants for the remainder of the program year based on priority scores as described below.

- **Describe the process that the WIB/RWB will use to ensure priority is provided to veterans and veterans’ spouses, low income individuals, and recipients of public assistance when WIA Adult Funds become “limited”**
(Response should not exceed one-half page)

The priority index form will be completed on all new WIA Adult applicants and will award one point for each of the following characteristics: veteran, veteran’s spouse, low income individual, and public assistance recipient. Staff in each WorkOne office will review the list of individuals who need direct financial assistance with training and/or supportive service and give priority consideration to those individuals with the highest scores on the priority index.

All new applicants will continue to have access to core and intensive services that do not require direct financial assistance. It should also be noted that the priority index will be used to determine which individuals are given first consideration for training. These individuals, however, will be required to be appropriate and in need of training and/or supportive services and must meet all applicable criteria for receiving these services. Being considered a priority for consideration will not guarantee an applicant automatic access to direct financial assistance.

WIA Youth Services

- **Complete Program Year 2012 WIA Youth Services Matrix, closely following instructions contained within spreadsheet document.**

The completed Program Year 2012 WIA Youth Services Matrix is included as Attachment 4 to this plan.

- **Complete Program Year 2011 WIA Youth Services Matrix – Results, closely following instructions contained within the spreadsheet.**

The completed Program Year 2011 WIA Youth Services Matrix - Results is included as Attachment 5 to this plan.

- **Indicate the number of Full Time Equivalent staff persons funded by WIA Youth located within the area.**

Region 8 is a small region, and as such, staff frequently serves in multiple roles. Because the WIA Youth service provider is also the service provider for WIA Adult and Dislocated Worker programs, 14 staff members who serve adults and dislocated workers will also spend a portion of their time serving youth. This allows the service provider to effectively manage the available resources and also provides a more coordinated plan of services for older youth who are dual enrolled in the WIA Adult and/or Dislocated Worker programs. In addition, the JAG Specialist located at Eastern Greene High School works full-time on the WIA Youth Program. It is anticipated that this structure results in approximately 7 staff full time equivalents providing WIA Youth services within the region.

- **Describe specific outreach activities targeted to Youth within the area. (*Response should not exceed one-half page*)**

Outreach activities will be conducted in all communities in the region by establishing and maintaining relationships with community agencies, schools, and employers. More specifically, partnerships with housing authorities, adult basic education providers, Boys and Girls clubs, alternative schools, probation departments, and other organizations that serve youth will result in client referrals and an increased awareness of the services available. Staff will also participate on boards, committees, work groups, etc. related to youth issues in their respective communities. Staff will maintain regular contact with youth serving agencies to exchange information and promote cross referrals. Staff will also regularly screen customers of the WIA Adult program who are 18-21 years old, including participants of the YHCC program, for WIA Youth eligibility and will dual enroll these customers in both programs as appropriate.

Other outreach activities include distribution of brochures and posting information on the regional website to market the availability of services to youth. The members of the RWB are also familiar with the services available through all WIA programs including the Youth program and they are encouraged to assist with marketing the services throughout their respective communities. Many RWB members serve on other local boards and committees which provides an enhanced opportunity for sharing information about the youth program with other agencies throughout the region. The close working relationship between the WIA Youth service provider and other WorkOne partners also helps to generate referrals of youth who need assistance.

Staff also conducts outreach by promoting the benefits of the WIA services, not just the availability of services. Additionally, staff works with schools and community agencies to identify any youth that could benefit from WorkOne services. Staff works in coordination with Adult Basic Education providers and post secondary institutions, and youth are often referred from these entities for WIA assistance and/or GED+ training assistance. Service provider staff also have established processes for exchanging referrals between WorkOne and other community agencies that serve youth.

- **How does WIB/RWB measure the success of Youth service providers?**
(Response should not exceed one-half page)

In addition to the WIA Common Measures, the RWB has established the following additional criteria by which the success of the WIA Youth service provider is measured:

- 1) Targeted service levels - preliminary planned numbers for PY'12 are a total of 300 youth to be served.
- 2) A minimum of 65% must be older youth.
- 3) Eligible youth must have at least two locally defined most in need characteristics.
- 4) The planned placement rate for youth who exit the program is 72%.
- 5) A JAG program must be successfully operated at Eastern Greene High School.

Other Services

- **How does the WIB/RWB ensure that local staff coordinate activities with the State Rapid Response team/Dislocated Worker Unit to perform the following:**
 - **Securing and sharing information when there is a possibility of a mass layoff (50 or more workers)?**
 - **Coordinating activities where a layoff involves a company that is Trade certified?**

(Response should not exceed one page)

The Regional WorkOne Coordinator serves as the Rapid Response Coordinator for Region 8. As such, the Regional WorkOne Coordinator will maintain regular contact with the State Rapid Response Team/Dislocated Worker Unit (DWU) for mass layoffs, WARN information, and TAA activity. Information from DWD and the Dislocated Worker Unit will be shared with the regional Leadership Team, and information obtained locally will be shared with the State Rapid Response Team and DWU.

The Regional WorkOne Coordinator will share information with the regional Leadership Team through use of regular meetings, email, and phone contact for immediate issues. The Coordinator, working with the service provider for the region, will schedule meetings with the WorkOne Manager responsible for the county in which the rapid response activity occurs. The Coordinator will ensure that all staff and partners needed to participate in orientations are advised and scheduled for appropriate presentations. The Coordinator will keep the Regional Operator advised of activities and provide reports as required to the Regional Operator and to the Regional Workforce Board.

In the event that layoff activity involves a TAA certified company, the Coordinator will ensure that all local activities are well coordinated between WIA Dislocated Worker programs and TAA. All Trade related activities will be shared with the Leadership Team and the Coordinator will be copied on all communications related to Trade program issues. The Coordinator will ensure contact with the State DWU occurs whenever a Trade activity occurs or has a potential to occur. Regular contacts with the Trade Specialists assigned to the region will ensure a cohesive ongoing relationship. Trade Specialists throughout the region will work with the Coordinator to ensure all staff are aware of Trade activities and understand how to properly implement the applicable policies and procedures.

- **How does the WIB/RWB ensure the coordination of the following programs, at minimum, at each WorkOne?**
 - **Adult Education**
 - **Unemployment Insurance**
 - **Trade Act**
 - **Title 38 Veterans Programs (LVER, DVOP)**
 - **Worker Profiling and Reemployment Services (WPRS) and Reemployment and Eligibility Assessment (REA)**

(Response should not exceed two pages)

WorkOne staff works in cooperation with Adult Education staff, as appropriate, to ensure that mutual customers receive the services they need. WorkOne and Adult Education staff have participated in joint cross-training sessions to learn more about the services provided by both entities and identify ways to better coordinate their efforts. WorkOne customers who lack a high school diploma or GED, and those who need basic skills remediation, are referred to Adult Education. Likewise, Adult Education students who need assistance with employment and training issues are referred to WorkOne. Customer referral processes are in place between WorkOne and Adult Education to ensure that clients get connected to the services they need.

The Regional Adult Education Coordinator also works to enhance close coordination between WorkOne and Adult Education. The Coordinator meets regularly with the Regional Operator and WorkOne management staff to facilitate information sharing and communication. Regional Operator and WorkOne staff participate actively on the Regional Adult Education Consortium. The Coordinator also attends the quarterly meetings of the RWB to provide information and answer questions about regional Adult Education efforts.

The Unemployment Insurance, Trade Act, Veterans Programs, Worker Profiling and Reemployment Services, and Reemployment Eligibility Assessment programs are all part of the integrated service delivery model implemented in the WorkOne offices throughout the region. Because the integrated service model is designed to offer seamless delivery of services, customers will be able to access these programs by following the normal customer flow process.

UI claimants are encouraged to register for Indiana Career Connect and begin their job search immediately. The recently expanded product line will be available including several workshops that could benefit job seekers who are unemployed. WorkOne Managers will work to build an even stronger connection between UI and job search services by ensuring that UI claimants are referred as appropriate to workshops, job club, and any other services that can help them become re-employed more quickly.

Customers participating on the WPRS and REA programs are routinely screened for eligibility for other programs, especially dislocated worker programs. All individuals on the list of potential participants are selected and requested to visit the WorkOne for services. These individuals are assigned to a staff member who works to identify what skills are needed for these job seekers to become more marketable to area employers. WorkOne staff help these customers access services such as workshops, adult basic education, post secondary training, or on-the-job training, that will help them meet their goal of becoming employed. As a part of the regional coordination for these programs, staff from the three full-service WorkOne offices who have special knowledge or expertise that can benefit WPRS and/or REA participants are cross utilized at offices throughout the region.

Veterans programs are also well coordinated with other available WorkOne programs. Veterans staff participate in staff meetings and have provided staff training on a variety of topics and available programs geared toward meeting the employment needs of Veterans. Staff of the Veterans programs serve on the Skills and Employment team and the Business Services team to ensure that services that benefit veterans are being well coordinated with other programs and that veterans' priority for services is implemented in all programs.

The Regional WorkOne Coordinator helps to coordinate all programs available in the WorkOne offices to ensure consistency of services throughout the region. In addition, the Local WorkOne Managers facilitate daily coordination of not just the aforementioned programs, but WIA and Wagner-Peyser resources as well. As the formal supervisor of state staff and the functional supervisor of WIA service provider staff, the Managers conduct regular staff meetings to share new information and updates regarding all programs. In addition, staff members are frequently offered the opportunity to be cross-trained on a variety of programs and they continually become more knowledgeable about all the services available to customers through close daily interaction with their co-workers.

The Leadership Team also plays a key role to ensure that all programs are coordinated effectively. This team is comprised of Regional Operator staff, the Local WorkOne Managers, the WorkOne Regional Coordinator, and management staff from the WIA Service Provider. This team meets regularly to review, update and/or design local plans, policies and procedures; to discuss current issues; plan for implementation of new programs or changes to existing ones; and to review financial and service level reports to ensure progress toward meeting performance and expenditure goals. This group also works together to identify and address any needs such as staff training, equipment, assessments, staffing levels, marketing, etc. that exist within the WorkOne offices in the region.

- **Briefly describe the business services, specifically job recruitment, job posting, and job matching services, that are offered within the local area.**
(Response should not exceed one page)

The Regional WorkOne Coordinator also serves as the Business Services Consultant for the region. A Business Services Team has been established to ensure a coordinated approach to assisting businesses throughout the region to utilize the services available through the WorkOne offices. In addition to the Business Services Consultant, the Business Services team is comprised of local staff representing the WIA service provider, Veterans program staff, and local DWD staff who regularly assist employers.

The Business Services team meets regularly to share information and coordinate business contacts with area employers. Members of the Business Services team also participate actively with area Chambers of Commerce, local economic development entities, and employer organizations such as local human resources staff associations to ensure that area businesses are aware of the many valuable services they can access through WorkOne offices.

The WorkOne offices throughout the region provide a variety of services designed to assist employers with job recruitment, job posting, and job matching, including the following:

- Business contacts – Staff make individual contact with businesses to increase awareness of Indiana Career Connect and encourage them to post their job openings through the WorkOne and utilize other available resources.
- Technical assistance to businesses – Staff members advise businesses on how to post jobs and screen applicants using ICC.
- Account representatives – To ensure excellent customer service, large employers and businesses who utilize WorkOne services frequently have a designated WorkOne account representative who is familiar with the individual needs of their business.
- Job Fairs – Organize, develop and participate in local and regional job fairs for multiple businesses.
- Mini Job Fairs – To assist with recruitment, WorkOne offices host smaller job fairs that are targeted primarily to one employer or a small group of employers from the same industry.
- Labor Market Information – WorkOne staff help businesses access information available on DWD's Hoosiers by the Numbers website.
- Office space – WorkOne provides office space and support to employers for recruitment, job fairs, and interviews.
- WorkKeys – Numerous employers in the region rely on WorkKeys test scores to assist with job matching and recruitment.

- **Describe how the WIB/RWB will ensure that veterans' priority of service will be carried out within the local area.**
(Response should not exceed one-half page)

Individuals who have served in active Military, Naval or Air Service, and spouses of Veterans who are discharged under other than dishonorable conditions are eligible to receive Veterans' priority for services. Veterans' priority for services is carried out in the local WorkOne office in a variety of ways. Signs are posted in the offices indicating that veterans will receive priority. Welcome Team staff have been trained to implement veterans' priority by offering veterans and their spouses the opportunity to move to the front if there is a line of customers waiting for services.

Whenever an individual is enrolled in a WorkOne program, he/she receives priority of referral to appropriate staff members who can assist with employment and/or training needs. In addition, these individuals continue to receive priority as they access all services of the WorkOne.

Staff of Veterans programs provide activity reports to the Local WorkOne Managers for inclusion in the quarterly Manager's Report on Services to Veterans. The managers review this information to ensure that Veterans' priority of services is being effectively implemented in the WorkOne offices.

Veterans program staff work to make sure that all staff are aware of the veterans' priority of service requirement and trained on how to properly implement this practice in the WorkOne offices. In addition LVER and DVOP staff routinely monitor office activity to ensure that veterans are receiving priority for all available services.

4) Key Partnerships

- **Complete Key Workforce Investment Board/Regional Workforce Board Partnership Matrix.**

The RWB has directed the WorkOne staff to establish partnerships with a variety of entities that have similar goals and/or common customers with the WorkOne. Completed partnership matrix information for each of the WorkOne offices in the region is included as Attachment 6 to this plan.

- **Describe how the WIB/RWB partners with economic development entities within the local area and at the state level.**
(Response should not exceed one-half page)

Local economic development organizations are valuable partners of the WorkOne system since they share the goal of having a skilled workforce available to local employers. The RWB and staff of the WorkOne offices work in coordination with local economic development organizations in a variety of ways. The RWB has an economic development representative on the Board. Other board members also participate actively with economic development organizations located in their communities. These board members provide knowledge and expertise to the RWB by sharing regional economic and workforce goals and concerns with the RWB during planning discussions.

WorkOne staff also work closely with the economic development organizations in their communities. The Regional WorkOne Coordinator and members of the Business Services team have regular contact with economic development officials to coordinate retention and expansion activities, assist with developing new employment opportunities, and assist in developing recruitment and training plans. Staff members frequently provide labor market information and assist economic development staff and businesses to utilize data available through DWD's Hoosiers by the Numbers website and others sources. When economic development officials are working with potential business prospects that may be considering locating within the region, local WorkOne offices routinely provide information on the skills of the workforce, the currently available labor pool, and other information that is key to helping a business decide the best location for its facilities.

5) Budget

- **Attach a copy of the WIB's or RWB's, and its WIA service providers' proposed budgets for Program Year 2012 using PY 2011 allocation information.**

A copy of the RWB budget and the budget of the WIA service provider is included as Attachment 7 to this plan.

- **Describe how the WIB/RWB monitors its annual budget and the budget of its service providers?**

The South Central Region 8 Workforce Board, Inc. monitors its overall annual budget by reviewing planned budget versus actual expenditures on a quarterly basis. This is a regular agenda item for every quarterly board meeting. Adjustments to the budget are made only after discussion and an affirmative vote by a majority of the Board of Directors.

The contracted Fiscal Agent, Crowe Horwath LLP and the contracted Regional Operator, CLJ Associates, LLC review expenditures versus budget through an analysis of monthly accrued expenditure reports and invoices submitted by the service provider, Fiscal Agent, Regional Operator and any other contractors. Expenditures must be reported monthly by these entities in order to receive payment. Invoices and accrued expenditure reports must conform to expectations by the Board, Fiscal Agent and Regional Operator or payment is withheld. Since Region 8 receives one of the smallest allocations in Indiana, budgetary controls are essential to ensure that funds are available to serve our customers. Funding is one of the critical functions of the Board and no funds are expended without prior budgeting and Board approval.

In addition to the budget monitoring, the Board, Regional Operator and Service Provider are subject to an annual audit of these funds. In addition to the audit, the Board monitors the Service Provider and Regional Operator through an annual financial monitoring review conducted by the Fiscal Agent. The audits, monitoring, and monthly review of budget and expenditures result in effective control of the financial operations of the Board.

- **Describe how the WIB/RWB will ensure that administrative spending is kept to a minimum.**

Administrative spending is limited first through the available allocation, and second by the WIA regulations' limited definition of administrative costs. Costs of administration generally include: financial management; procurement; audit; monitoring of administrative functions such as financial management and procurement; personnel management and travel for the administration of the program. Administrative funds are limited to 10% of the allocation. By regulation, the cost of the Fiscal Agent is charged 100% to administration. The costs associated with the maintenance of financial records and audit for both the Regional Operator and the Board are also charged to administration. Many functions performed by the Regional Operator, such as oversight of the case management system, program activity oversight, and coordination of programs are considered program expenses and are charged accordingly through the cost allocation plan.

The narrow definition of what constitutes an administrative cost per the WIA regulations allows some flexibility locally. The Board routinely under expends the WIA administrative allocation, which allows the administrative funding to be reallocated to fill gaps in program funding and enhance services in the WorkOne system.

In addition to controlling the costs associated with the Fiscal Agent and Regional Operator, the Board also controls the overhead costs of the service provider by specifying the percentage of funds that may be expended on overhead, staff, facilities, and travel versus tuition, books, fees, and supportive services.

- **Explain how WIA administrative funds will be utilized, including projected expenditures for the following categories:**
 - **Staffing (Administrative Cost)**
 - **Travel**
 - **Outreach**
 - **Other (describe)**

(Response should not exceed two pages, not included any attached policies)

For projected spending by cost category (Program and Administration) please refer to the RWB budget that is included as an attachment to this plan.

Staffing – Administrative staffing costs in the region consist of the total cost of the Fiscal Agent and a portion of the Regional Operator costs. Please refer to the attached Regional Workforce Board budget.

Travel – The Regional Operator, the Fiscal Agent, and the WorkOne Coordinator are contracted to the Board on a fee for service basis. Travel is included in the monthly fee charged by these entities, and as such, travel is not a budgeted line item for the RWB. The Fiscal Agent contract fees are established competitively on a sliding scale based on accrued expenditures. The Regional Operator fees are also competitively established on a fixed fee basis. The Board does not permit out of state travel by contractors without the prior consent of the Regional Operator. The Board must approve out of state travel by Board members or the Regional Operator in order to charge such travel to the regional budget. In the case of the Service Provider, travel is considered an Overhead line item and is controlled by the limits of Overhead versus Direct Client Cost expenditure.

Outreach – Outreach is a program cost. The only cost of outreach occurs on the Service Provider or WorkOne Coordinator level and both of these contracts are charged completely to the program cost category.

Other – Other administrative expenditures include the cost of audits of the Board and the Regional Operator. These audits are competitively bid as required and vary based on cost per thousand audited. The Board spends less than \$15,000 per year on audits. Legal fees for the Board vary based on usage but have historically been less than \$2,500 per year.

- **Provide any policies/procedures the WIB/RWBs will utilize to approve the following:**
 - **Hiring of staff**
 - **Travel**

Hiring of Staff – The Board has no hired staff. The Regional Operator and Fiscal Agent are both private companies that provide staff support to the Board and both are competitively procured.

Travel – Upon submission of proper receipts and documentation, Board members may be reimbursed for mileage at IRS rates and actual costs incurred such as airfare and meals while attending conferences. The Board has charged the Regional Operator with the responsibility of approving out of state travel by the Service Provider. Since 2006 only two conferences have been authorized for out of state travel. A copy of the Board's travel policy is included as Attachment 8 to this plan.

The South Central Region 8 Workforce Board, Inc. is frugal with the funding provided by the Department of Workforce Development. The Board contracts for services on a fee basis for Fiscal Agent, Regional Operator, WorkOne Coordinator and audit. The Regional Operator and WorkOne Coordinator contracts are on a fixed fee basis. Adjustments for cost over-runs are not made.

6) Governance and Structure

- **Describe how the WIB/RWB consulted with members of the public, including local elected officials, representatives of business, labor, and economic development prior to the submission of this plan (Response should not exceed one-half page)**

Prior to the submission of this plan to DWD, a draft of the plan was posted on the RWB website. Members of the RWB which includes representatives of business, education, labor, community based organizations, and economic development were asked to review and comment on the plan. An invitation to comment was also sent via email to local elected officials, and a variety of economic development representatives from throughout the region. Comments and questions received from these individuals and entities were discussed with the RWB at its April 25, 2012 meeting prior to formal approval being granted from the RWB and Chief Local Elected Official for submission of this plan to DWD.

- **Describe the role of the local elected officials in the governance and implementation of WIA programs in the local area/region. (If there have been changes to the Local Elected Official's Agreement and the County Chief Elected Officials' Agreement during PY 2011, attach a copy of the agreement. If there have been no changes to the agreements, indicate how the public may access a copy.) (Response should not exceed one-half page, not included attached agreement)**

A very important role of the local elected officials is to appoint the members of the South Central Region 8 Workforce Board. It is critical to the success of the RWB that members are knowledgeable about workforce issues throughout the region and will participate actively and share their expertise with the RWB. The local elected officials appoint both the business representatives and the at-large sector representatives to the Regional Workforce Board. The at-large sector representatives include Education, Economic Development, Community Based/Faith Based Organizations and Labor. The Local Elected Officials also select the Region 8 Chief Elected Official.

In Region 8 there are eight counties. The South Central Region 8 Workforce Board consists of eight business representatives and one representative from each of the four at-large sectors. The local elected officials communicate the needs of their communities to their appointees on the Regional Workforce Board who in turn represent those needs to the Board.

Local elected officials from throughout the region are invited to attend all Regional Workforce Board meetings. The local elected officials review and comment on the plan for WIA programs within the region. On behalf of the local elected officials, this plan is signed by Mayor Shawna Girgis of the City of Bedford who serves as the Chief Elected Official for the region.

There have been no changes to the Local Elected Officials and the County Chief Elected Officials Agreements. The public may access a copy of these agreements through the Archives section of the RWB's website at www.southcentral8.org.

- **Identify who the fiscal agent or entity responsible for the disbursement of WIA grant funds is in the local area.**

Name: Scott Nickerson
Organization: Crowe Horwath, LLP
Address: 3815 River Crossing Parkway, Suite 300
P.O. Box 40977
Indianapolis, IN 46240-0977
Telephone Number: 317-706-2693
Email Address: scott.nickerson@crowehorwath.com

- **If the RWB’s Bylaws have been changed throughout PY 2011, attach a copy of the bylaws. If no changes have been made, indicate how the public may obtain a copy of the bylaws.**
There have been no changes to the RWB Bylaws. The public may access a copy of these bylaws through the Archives section of the RWB’s website at www.southcentral8.org.
- **Provide a description of the WIB/RWB’s support and administrative staffing**
 - **Complete a chart in Word indicating the compensation of the top five paid individuals employed by the RWB, One Stop Operator, Regional Operator, Fiscal Agent, or WIA Service Providers that utilize WIA local funds.**

Executive Compensation

	Staff Person Name	Salary	Benefits	Bonuses	Total Annual Compensation
1	Shannon Laurent	\$96,158	-0-	-0-	\$96,158
2	John Corcoran	\$94,792	-0-	-0-	\$94,792
3	Tina Judd	\$92,254	-0-	-0-	\$92,254
4	Robin Branch	\$60,000	\$21,300	-0-	\$81,300
5	Richard Rampley	\$70,242	-0-	-0-	\$70,242

Compensation Notes:

1. CLJ Associates LLC pays no benefits such as health, dental or life insurance; disability; retirement; vacation, sick or holiday pay; FICA and all federal, state and local income tax etc. In lieu of the standard fringe benefit package which often equates to approximately 30% of salary, CLJ partners must pay for these benefits from their salary.
2. Corcoran, Laurent, Judd are Members of CLJ Associates LLC (Regional Operator).
3. CLJ Associates LLC Members salary is net after Overhead, Travel, Supplies and other expenses.
4. CLJ Associates LLC Members are responsible for Self-Employment Tax and any individual contributions to a SIMPLE retirement plan.
5. Rampley is an owner of Rampley Consulting (contracted Region 8 WorkOne Coordinator) Rampley is self employed and is responsible for all self employment taxes and overhead expenses including travel.
6. Robin Branch is an employee of Vincennes University (Service Provider Director)

The South Central Region 8 Workforce Board, Inc. has no employees.

- **Attach WIB/RWB Organization Chart, and provide a brief description of the key responsibilities of all WIB or Regional Operator staff persons**
(Response should not exceed one page)

The following is a flow chart of the Region 8 governance structure. The key responsibilities of individuals providing staff support to the RWB are as follows:

Regional Operator – CLJ Associates, LLC

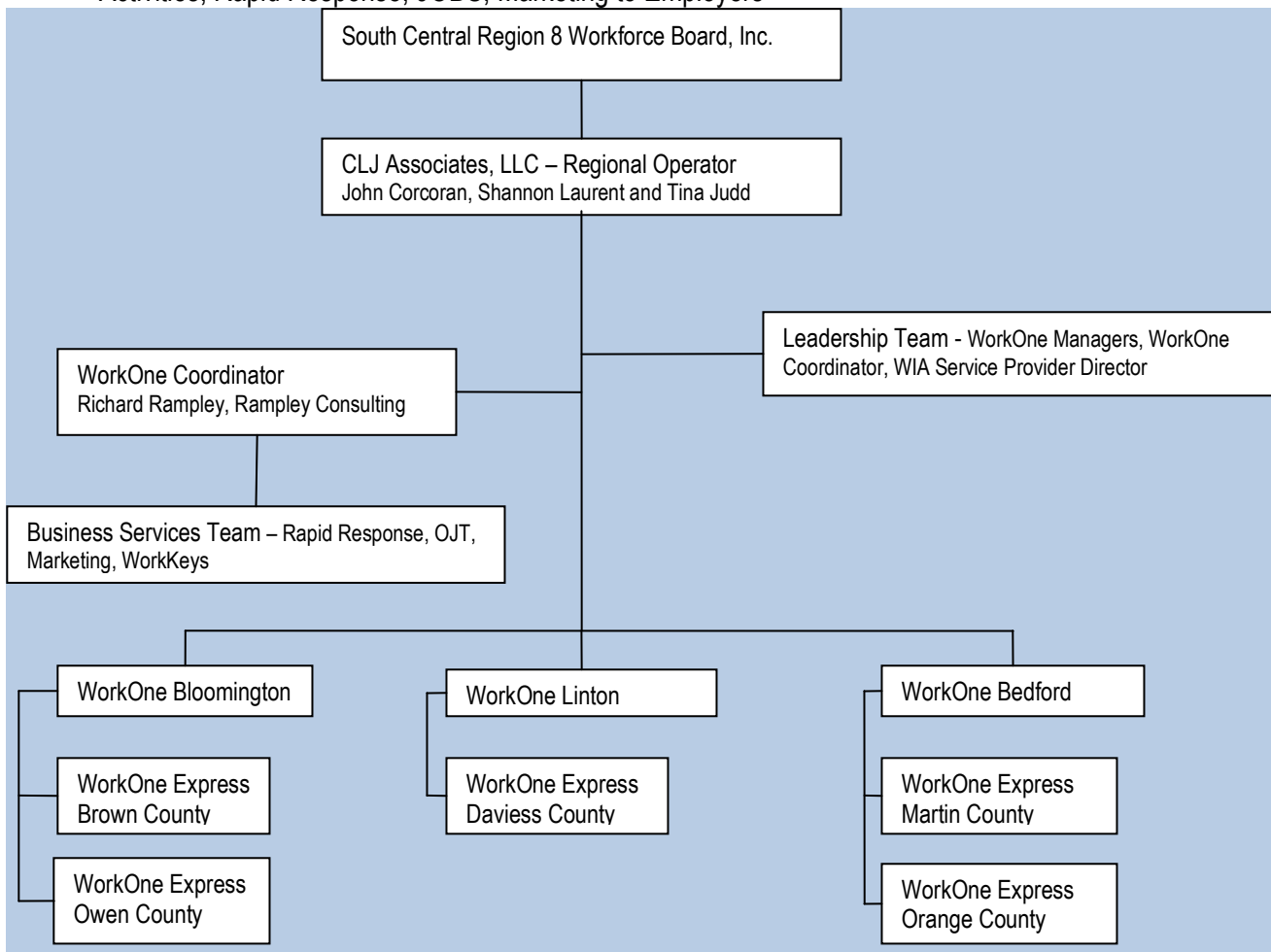
John Corcoran – Board Maintenance, Minutes, Agendas, Regional Elected Official contact, Primary DWD Contact, CLJ Accounting, Procurement, Monitoring, Invoice Approval, EEO Officer

Shannon Laurent – WorkOne Operations, Monitoring, Leadership Team Chair, Operations Reports to Board, Primary Youth Program Contact, CLJ Budget, Plan/Grant Writer

Tina Judd – Data Management, Case Management Elite User, Monitoring, Service Provider Training, Continuous Monitoring of Service Provider Data

WorkOne Coordinator – Rampley Consulting

Richard Rampley – Business Consultant, Leadership for Business Services Team, Coordinates WorkOne Activities, Rapid Response, JOBS, Marketing to Employers



- **Identify what WIA services and activities will be awarded through competitive grants within the local area, and briefly describe the competitive process that was or will be utilized within each competition.**
 - **OneStop Operator?**
 - **WIA Youth Service Providers?**
 - **WIA Adult Service Providers?**
 - **WIA Dislocated Worker Providers?**
 - **Other?**

(Response should not exceed two pages)

Regional Operator – The Department of Workforce Development has developed a Request for Proposal template and procedure to be used by Regional Workforce Boards in Indiana. Using this RFP format, the Board conducted a competitive procurement for a Regional Operator in October 2011 for the contract period July 1, 2012 to June 30, 2014 with an optional one year renewal based on performance. The availability of the RFP was advertised in regional newspapers and on the DWD and RWB websites, and all current Regional Operators in Indiana were made aware of the opportunity to bid. As a result of this procurement, the Board selected CLJ Associates, LLC as the Regional Operator and the Joint Workforce Investment Board and DWD have given the necessary approvals for this selection.

WIA Adult, Dislocated Worker, and Youth Service Provider – The South Central Region 8 Workforce Board, Inc. conducted a competitive procurement for a WIA Adult, Dislocated Worker, and Youth Service Provider in January 2012. The availability of the RFP was emailed to current Regional Operators and other qualified entities, advertised in regional newspapers and in the Indianapolis Star, posted on the DWD and RWB websites, and provided to the National Association of Workforce Development Professionals (NAWDP) for distribution to their members. As a result of this procurement, Vincennes University was awarded the contract for the period July 1, 2012 to June 30, 2014 with an optional one year renewal based on performance. This selection was approved by the JWIB.

WorkOne Coordinator – The South Central Region 8 Workforce Board, Inc. has competitively solicited for the services of a WorkOne Coordinator on three occasions. In all three instances the contract was awarded to Rampley Consulting. The most recent procurement was conducted in January 2012. Rampley Consulting is responsible for coordinating the WorkOne activities in the Regions’ eight counties. The Board maintains a WorkOne office in each of the eight counties of Region 8. The WorkOne Coordinator also acts as the Business Consultant in Region 8.

Other Services – The Board may procure goods and services through its procurement policy. This policy requires the use of competitive procurement processes or in the case of small purchases, quotes or catalog pricing are acceptable.

- **Describe the process the WIB/RWB utilizes to monitor any services/activities it procures, including WIA Service Provider**
(Response should not exceed one page)

The South Central Region 8 Workforce Board, Inc. contracts with the Regional Operator to conduct programmatic oversight and monitoring of all WorkOne activities in the Region. The Board contracts with the Fiscal Agent, Crowe Horwath to account for funds and monitor the financial management of each contractor. The service provider and other contractors are monitored financially and programmatically at least once per Program Year (July 1 to June 30) by the Regional Operator and the Fiscal Agent. In addition, the Regional Operator provides on-going monitoring by regularly reviewing data entered into the participant tracking system mandated by DWD.

The Regional Operator and Fiscal Agent utilize compliance guides developed specifically for Workforce Investment Act activities. As a result of the annual monitoring, a compliance report is developed and issued to the contractor and the Board by the Fiscal Agent and the Regional Operator. Findings are presented with recommendations for improvement in the report. Contractors are required to take corrective actions in some cases to resolve the monitoring findings. The Board through its Regional Operator maintains a written monitoring policy.

In addition to being monitored by the Regional Operator and Fiscal Agent, the current WIA service provider (Vincennes University) is audited annually by the State Board of Accounts. The Regional Operator and the Board reviews and resolves the Vincennes University audit in accordance with procedures established by DWD.

The Regional Operator financial system is monitored by the Fiscal Agent and audited by the Board selected auditor each year. The Department of Workforce Development conducts annual monitoring of the Regional Operator and the Workforce Board. The audits of the Board, Regional Operator and Service Provider are presented to the Board when completed along with recommendations for improvement if required.

- **How does the WIB/RWB eliminate real or perceived conflict of interest in developing RFPs, scoring proposals, and issuing grant awards?**
(Response should not exceed one-half page)

The Regional Workforce Board does not allow a financially interested individual or entity that appears to be conflicted, or who is a likely bidder, to participate in the drafting of specifications for a solicitation for proposals. If an individual or entity participates in the drafting of proposal specifications, that individual or entity will be precluded from bidding. Individuals with a real or perceived conflict of interest are asked to leave the room when the Board is discussing the award or solicitation of proposals, or the specifications of a future solicitation. If an individual is conflicted either in fact or in appearance, that individual and the entity they represent will be precluded from bidding.

The Board avoids conflicts of interest and the appearance of conflicts through the Code of By-Laws and an annual disclosure of economic interests. If a conflict is discovered, it will be reported to the Board and DWD in accordance with DWD policy 2007-33. When a new Director is appointed to the Board, the Regional Operator provides an orientation and education session which includes the Statement of Economic interests, Code of By-Laws and the avoidance of conflicts of interest and the appearance of conflicts of interest.

7) Program Contact Lists and Signature Page

- **Provide the name and contact information of the WIB/RWB’s primary contact persons for the following:**

WIA Adult and Dislocated Worker Programs	John Corcoran, CLJ Associates, LLC corcoranjfc@msn.com
WIA Youth Programs	Shannon Laurent, CLJ Associates, LLC slaurent@hotmail.com
Adult Education Programs	Shannon Laurent, CLJ Associates, LLC
Fiscal Management	Nancy Begle, Crowe-Horwath LLP NBegle-CroweChizek@live.com
Electronic/Information systems	Shannon Laurent, CLJ Associates, LLC
Data Collection/performance	Tina Judd, CLJ Associates, LLC juddtina@yahoo.com
WIA Equal Opportunity Officer	John Corcoran, CLJ Associates, LLC
WIA Program Complaints	Tina Judd, CLJ Associates, LLC

CLJ Associates LLC
2597 West Vernal Pike
Bloomington, IN 47404
Phone: 812-332-4496

Nancy Begle, Crowe-Horwath
1149 South Balthazar Drive
Santa Claus, IN 47579
Phone: 812-639-3059

- **The Local Workforce Investment Plan must be signed and dated by the following (include printed name and title, and contact information):**
 - **Workforce Investment Board/Regional Workforce Board Chairperson**
 - **Chief Elected Official**

The appropriate signatures have been included on the plan.

Signature Page

Dee Richards, Chair
South Central Region 8 Workforce Board, Inc.
First Merchants Bank
189 Commercial Drive
P.O. Box 1758
Nashville, IN 47448
812-988-1200
drichards@firstmerchants.com

Date

Mayor Shawna M. Girgis
City of Bedford
1102 Sixteenth Street
Bedford, IN 47421
812-279-6555
sgirgis@bedford.in.us

Date

Attachments to be included

Note: All of the following attachments have been updated since the submission of the PY'11 plan.

Attachment 1 – RWB Demand Occupations List

When viewing the plan electronically, this document is included in the Word file titled Local Plan Attachments 2012 Reg 8 included with this plan.

Attachment 2 – Program Year 2012 WIA Adult and Dislocated Worker Services Matrix

When viewing the plan electronically, this document is included in the Excel file titled Local Plan Attachments 2012 Reg 8 included with this plan.

Attachment 3 – Program Year 2011 WIA Adult and Dislocated Worker Services Matrix - Results

When viewing the plan electronically, this document is included in the Excel file titled Local Plan Attachments 2012 Reg 8 included with this plan.

Attachment 4 – Program Year 2012 WIA Youth Services Matrix

When viewing the plan electronically, this document is included in the Excel file titled Local Plan Attachments 2012 Reg 8 included with this plan.

Attachment 5 – Program Year 2011 WIA Youth Services Matrix - Results

When viewing the plan electronically, this document is included in the Excel file titled Local Plan Attachments 2012 Reg 8 included with this plan.

Attachment 6 – Key RWB Partners Matrix

When viewing the plan electronically, this document is included in the Excel file titled Local Plan 2012 Reg 8 Key RWB Partnership Matrix included with this plan.

Attachment 7 – RWB Budget and Service Provider Budgets

When viewing the plan electronically, this document is included in the Excel file titled Local Plan Attachments 2012 Reg 8 included with this plan.

Attachment 8 – RWB Travel Policy

When viewing the plan electronically, this document is included in the Word file titled Local Plan Attachments 2012 Reg 8 included with this plan.

Attachment 1

Demand Occupation List

Region 8 Demand Occupation List (Revised 04/24/12)

	Management Occupations	Education/Training
11-9000	Other Management Occupations	Bachelor's or higher degree, plus work experience
	Business and Financial Operations	
13-1000	Business Operations Specialists	Bachelor's degree
13-2011	Accountants and Auditors	Bachelor's degree
	Computer and Mathematical Occupations	
15-1000	Computer Specialists	Associate degree or Bachelor's degree
	Architecture and Engineering Occupations	
17-2000	Engineers	Bachelor's degree
17-3000	Drafters, Engineering and Mapping Technicians	Associate degree
	Life, Physical, and Social Science Occupations	
19-2031	Chemists	Bachelor's degree
19-4000	Life, Physical and Social Science Technicians	Associate degree or Bachelor's degree
	Community and Social Services	
21-1000	Counselors, Social Workers, Other Community and Soc Svc Specialists	Bachelor's degree or Master's degree
	Education, Training, and Library Occupations	
25-2000	Primary, Secondary, and Special Education School Teachers	Bachelor's degree
	Healthcare Practitioners and Technical Occupations	
29-1111	Registered Nurses	Associate degree
29-1124	Radiation Therapist	Associate degree
29-1126	Respiratory Therapists	Associate degree
29-2011	Medical and Clinical Laboratory Technologists	Bachelor's degree
29-2012	Medical and Clinical Laboratory Technicians (Phlebotomists are NOT considered in demand)	Associate degree
29-2021	Dental Hygienists	Associate degree
29-2031	Cardio Vascular Technologists and Technicians	Associate degree
29-2032	Diagnostic Medical Sonographer	Associate degree
29-2034	Radiologic Technologists and Technicians	Associate degree
29-2041	Paramedics (Emergency Medical Technicians are NOT considered in demand)	Postsecondary vocational training
29-2055	Surgical Technologists	Postsecondary vocational training
29-2061	Licensed Practical and Licensed Vocational Nurses	Postsecondary vocational training
29-2071	Medical Records and Health Information Technicians	Associate degree

Healthcare Support Occupations		
31-2011	Occupational Therapist Assistants	Associate degree
31-2021	Physical Therapist Assistants	Associate degree
31-9091	Dental Assistants	Moderate-term on-the-job training
31-9092	Medical Assistants	Moderate-term on-the-job training

Protective Service		
33-2011	Fire Fighters	Long-term on-the-job training
33-3051	Police and Sheriff's Patrol Officers	Long-term on-the-job training

Office and Administrative Support Occupations		
43-3031	Bookkeeping, Accounting, and Auditing Clerks	Moderate-term on-the-job training or Associate degree
43-6011	Executive Secretaries and Administrative Assistants	Work experience in a related occupation
43-6012	Legal Secretaries	Moderate-term on-the-job training or Associate degree
43-6013	Medical Secretaries	Moderate-term on-the-job training or Associate degree

Construction and Extraction Occupations		
47-2031	Carpenters	Long-term on-the-job training
47-2073	Operating Engineers and Other Construction Equipment Operators	Moderate-term on-the-job training
47-2111	Electricians	Long-term on-the-job training
47-2152	Plumbers, Pipefitters, and Steamfitters	Long-term on-the-job training

Installation, Maintenance, and Repair Occupations		
49-3023	Automotive Service Technicians and Mechanics	Postsecondary vocational training
49-3031	Bus, Truck Mechanics, Diesel Engine Specialists	Postsecondary vocational training
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	Long-term on-the-job training
49-9041	Industrial Machinery Mechanics	Long-term on-the-job training

Installation, Maintenance, and Repair Occupations		
51-4011	Computer Controlled Machine Tool Operators, Metal and Plastic	Moderate-term on-the-job training
51-4041	Machinists	Long-term on-the-job training
51-4121	Welders, Cutters, Solderers, Brazers	Postsecondary vocational training

Transportation and Material Moving Occupations		
53-3032	Truck Drivers, Heavy and Tractor-Trailer	Moderate-term on-the-job training or postsecondary vocational training
53-3033	Truck Drivers, Light or Delivery Services	Moderate-term on-the-job training

Special Exceptions

ONET Code 31-1012 (Nursing Aides, Orderlies, and Attendants) has been removed from the list as these occupations are no longer considered to be in demand in Region 8. However, a special exception request can be submitted to provide Certified Nursing Assistant (CNA) training to specific clients as long as this decision and been properly justified and documented. Staff should follow the existing CNA exception procedure to request approval to fund CNA training.

PY 2012 Planned Participation Snapshot

	Total Unique Planned Participants	Adult	DW	Co-Enrolled Adult and DW
	12000	12000*	450*	450*
	* see note at bottom of page			

PY2012 Planned Participation and Services Detail

			Annual Participation Target			Annual Service Target	
			Adult	DW	Co-Enrolled Out-of-School Youth	Adult	DW
	Activity	Description	Adult	DW	Co-Enrolled Out-of-School Youth	Adult	DW
Core Services	Orientation Workshop	<ul style="list-style-type: none"> ▪Frequency: At least 1 time per week in each full service WorkOne office and at least 1 time per month in WorkOne Express offices. ▪Delivery Mechanism: Staff presentation in group or individual setting. The region will explore providing by video as well. ▪Objective: Increased awareness of services provided by WorkOne ▪Anticipated Learning Outcomes: Participants will be aware of all available services and the best way to access them. 	8000	350	25	8000	350
	Resume Workshop	<ul style="list-style-type: none"> ▪Frequency: At least 1 time per month in each full service WorkOne and at least bi-monthly in WorkOne Express offices. ▪Delivery Mechanism: Staff presentation in group or individual setting. ▪Objective: Increased knowledge of how to create a resume. ▪Anticipated Learning Outcomes: How to produce a resume and cover letter, different resume styles, and how to best present key skills in a resume, tips for making a resume more effective. 	1200	120	15	1200	120

Interviewing Workshop	<ul style="list-style-type: none"> •Frequency: At least 1 time per month in each full service WorkOne and at least bi-monthly in WorkOne Express offices. •Delivery Mechanism: Staff presentation in group or individual setting. •Objective: Increased knowledge of how to be successful in a job interview. •Anticipated Learning Outcomes: How to dress for success, answer common interview questions, highlight key skills, and communicate effectively in an interview. 	500	50	5	500	50
Career Interest Workshop	<ul style="list-style-type: none"> •Frequency: At least 1 time per month in each full service WorkOne and at least bi-monthly in WorkOne Express offices. •Delivery Mechanism: Staff presentation in group or individual setting. •Objective: Increased knowledge of available career options. •Anticipated Learning Outcomes: Increased understanding of LMI, skill requirements, and work expectations of various careers. 	600	60	15	600	60
Job Search Workshop	<ul style="list-style-type: none"> •Frequency: At least 1 time per month in each full service WorkOne and at least bi-monthly in WorkOne Express offices. •Delivery Mechanism: Staff presentation in group or individual setting. •Objective: Increased knowledge of job search techniques. •Anticipated Learning Outcomes: Knowledge of job search techniques, use of Indiana Career Connect, completing paper and online applications, and locating job opportunities. 	600	60	10	600	60
UI Workshop	<ul style="list-style-type: none"> •Frequency: At least 4 times per month in each full service WorkOne office in the region. •Delivery Mechanism: Staff presentation in group or individual setting. •Objective: Increased knowledge about UI. •Anticipated Learning Outcomes: Learn UI processes and procedures, voucher completion, and job search requirements for UI claimants. 	3200	350	5	3200	350
Healthy Lifestyles Workshop	<ul style="list-style-type: none"> •Frequency: At least 1 time per month in each full service WorkOne and at least quarterly in WorkOne Express offices. •Delivery Mechanism: Staff presentation in group or individual setting. •Objective: Increased knowledge about how to live a healthy life. •Anticipated Learning Outcomes: Better understanding of the importance of nutrition, diet, exercise, and healthy living habits and how these can affect career success and finances. 	120	12	5	120	12

Digital Literacy Workshop	<ul style="list-style-type: none"> •Frequency: At least 1 time per month in each WorkOne office in the region. •Delivery Mechanism: Staff presentation in group or individual setting with hands on access to computer. •Objective: Increased knowledge of basic computer skills. •Anticipated Learning Outcomes: Basic knowledge of computer keyboard and mouse skills, as well as basic use of Word and Excel. 	750	75	10	1500	150
Financial Literacy Workshop	<ul style="list-style-type: none"> •Frequency: At least 1 time per month in each full service WorkOne and at least bi-monthly in WorkOne Express offices. •Delivery Mechanism: Staff presentation in group or individual setting. •Objective: Increased knowledge of basic budgeting and financial management skills. •Anticipated Learning Outcomes: Basic knowledge of how to create and follow a budget, checking and savings accounts, credit cards and mortgages, interest rates, and tips on managing and saving money. 	240	24	15	240	24
Work Readiness Workshop	<ul style="list-style-type: none"> •Frequency: At least 1 time per month in each full service WorkOne office and at least bi-monthly in WorkOne Express offices. •Delivery Mechanism: Staff presentation in group or individual setting. •Objective: Increased knowledge of skills needed to be successful at work. •Anticipated Learning Outcomes: Understanding the importance of attendance, punctuality, effort, job performance, attitude, cooperation, communication, honesty, accepting criticism and instruction, interpersonal skills, time and stress management and customer service. 	300	30	10	300	30
Other Workshops	<p>Introduction to Federal Employment</p> <ul style="list-style-type: none"> •Frequency: At least 1 time per month in each full service WorkOne office. •Delivery Mechanism: Staff presentation in group or individual setting. •Objective: Increased knowledge of federal employment opportunities. •Anticipated Learning Outcomes: Improved understanding to how to apply for federal employment and the procedures and expectations that apply to federal employees. 	120	30	5	120	30
Other Core Services	<p>No other core services have been identified.</p>					

Intensive Services	Case Mgmt	It is anticipated that the number of case managers will be a total of 21.25 FTE in the region. Case managers will fully enroll customers, recommend assessments, establish relationships with customers, provide on-going intensive services and assistance as needed and follow-up services.	3200	320	80	N/A	N/A
	Counseling	It is anticipated that the number of academic and career counselors will be a total of 7 FTE in the region. Academic and Career Counselors will administer and interpret assessments and help clients determine next steps. They will also develop relationships with academic institutions and ABE instructors. Counseling will not routinely be conducted in a group setting, but will be an option when needed such as in the case of large dislocations.	1600	160	50	3200	320
	Prevocational Training	Microsoft Office certification training that leads to a credential will be offered in WorkOne offices throughout the region. The rationale for offering the workshop is based upon the popularity and success of the current digital literacy workshops, and the needs of local employers to hire individuals with computer skills.	20	5	2	20	5
	Intensive-Level Workshops	No intensive level workshops are planned.					
Training	ITAs	In accordance with local policy, the following restrictions apply: The course of study must be on the state eligible training provider list; the customer must maintain a GPA of at least 2.0 on a 4.0 scale; and the occupation for which training is provided must be on the local demand occupation list. ITA limits are \$4,500 per person per program year, and individual funding limits (including training and supportive assistance combined) are \$5,000 per program year for WIA Adult funds and \$7,000 per program year for WIA Dislocated Worker funds.	375	160	40	375	160

	GED Plus	The region offers GED+ certifications in the following career areas: Welding, CDL, CNA, Computer Support Specialist (A+), Administrative Asst. (IC3) and Dental Asst. Individuals attending training must be enrolled in both WIA and Adult Education. Minimum TABE scores have been established for each training, and training must be listed on INTraining.	20	5	5	20	5
	OJT	In accordance with local policy, the following restrictions apply: OJT reimbursement is limited to 40 hours per week; OJT must not exceed 6 months in length, the job must pay at least \$10 per hour; and individual funding limits (including training and supportive assistance combined) are \$5,000 per program year for WIA Adult funds and \$7,000 per program year for WIA Dislocated Worker funds.	5	3	0	5	3
Other Activities or Programs	Supportive Services	In accordance with local policy, the following restrictions apply: customer must be enrolled in staff assisted core, intensive or training level services; must have documentation of financial need; the assistance must not be available from any other program; and individual funding limits (including training and supportive assistance combined) are \$5,000 per program year for WIA Adult funds and \$7,000 per program year for WIA Dislocated Worker funds.	400	100	40	800	200
	Business Services	Business services for employers include technical assistance with Indiana Career Connect, applicant screening and referral, job fairs, labor market information, and WorkKeys assessments. A more detailed description of available business services is contained in the plan narrative. There are approximately 5 full time equivalents spread amongst several staff dedicated to business services.					
	Staff Development	Staff development is conducted in a variety of ways including regular staff meetings with office managers, participation in DWD sponsored trainings, and individual or small group trainings on specific topics conducted by subject matter experts within the region. There will be at least one staff training session conducted each quarter.					
	Other	No other programs are planned.					

Admin Costs	Administrative Activities	WIA Administrative funds will be used to support the costs of the fiscal agent, a portion of the Regional Operator costs, and the RWB costs. After those obligations have been met, the RWB will use the remaining administrative funds to support additional activities designed to benefit WorkOne customers.					
	Totals	Total Core	12000	450	90	16380	1236
		Total Intensive	3200	320	80	3220	325
		Total Training	400	168	45	400	168
		Total Other	0	0	0	800	200
		Grand Totals	11460	450	90	20800	1929

*NOTE: It is anticipated that a total of 12,000 individuals will be enrolled. Co-enrolled enrollments are counted in each program in which they are enrolled. WIA Adult and Dislocated Worker programs are delivered as part of an integrated service delivery model. Some activities such as TrackOne data entry, workshops, case management, counseling, business services, and staff development are delivered in accordance with partner programs and resources including local DWD staff time.

Case Management will be provided, however, service numbers are listed as N/A since case management is not a "service" that is reported in TrackOne.

PY2011 Adult and Dislocated Worker Participation Overview				
	Total Unique Partipants	Adult	DW	Co-Enrolled Adult and DW
	2138	2082	301	245

PY2011 Annual Participation and Service Detail (Through March 30, 2012)

	Activity	Adult		DW		Co-Enrolled Out-of-School Youth		Notes
		Planned (PY2011)	Actual (Through Mar 30, 2012)	Planned (PY2011)	Actual (Through Mar 30, 2012)	Planned (PY2011)	Actual (Through Mar 30, 2012)	
Core Services	Orientation Workshop	10000	4711	800	189	150	18	
	Resume Workshop	1200	683	100	44	50	8	
	Interviewing Workshop	300	357	25	21	20	3	
	Career Interest Workshop	900	305	70	39	50	8	
	Job Search Workshop	600	381	50	46	20	3	
	UI Workshop	4000	2082	1000	91	20	0	
	Healthy Lifestyles Workshop	120	84	10	13	8	1	
	Digital Literacy Workshop	750	487	63	41	50	1	
	Financial Literacy Workshop	240	136	20	15	20	5	
	Work Readiness Workshop	300	86	25	10	20	3	
	Other Workshops (Add additional rows as necessary)	200	216	20	23	0	2	
	Other Core Services (Add additional rows as necessary)							

Intensive Services	Case Mgmt	4000	2068	400	301	200	188	
	Counseling	2000	980	250	158	150	49	
	Prevocational Training	40	0	5	1	0	0	
	Intensive-Level Workshops	500	0	100	0	50	0	
Training	ITAs	750	221	150	62	50	30	
	OJT	25	0	10	5	5	0	
Other Activities	Supportive Services	1000	268	175	50	75	32	
	Other							
Totals	Core	18610	9528	2183	532	408	52	
	Intensive	6540	3048	755	460	400	237	
	Training	775	221	160	67	55	30	
	Other	1000	268	175	50	75	32	
Grand Total		12000	2082	1000	301	200	245	

PY2012 Planned Participation Snapshot

Total Unique Planned Participants	In-School	Out-of-School
300	200	100

PY2012 Planned Participation and Funding Detail

Program/ Activity	Description	Youth Classification	Program Elements										% WIA Youth Funds to be Utilized		Other Funds/Resources to be Utilized (Type of Funds and Amount)		Annual Participation Target		Number of active sites offering program			
			Tutoring, Study Skills, Secondary School Completion	Alternative Secondary School Services	Summer Employment Opportunities	Paid or Unpaid Work Experience	Occupational Skills Training	Leadership Development Opportunities	Supportive Services/Incentives	Adult Mentoring	Follow-up Services	Guidance and Counseling	In-School	Out-of-School	Source and grant period	Amount	In-School	Out-of-School				
			Jobs for America's Graduates (JAG)	The region has one in-school JAG program located at Eastern Greene High School. The targeted number to be served is 35 students. Students are connected to businesses through job shadowing and work experience opportunities. Higher education connections are made through visits to the classroom by representatives from area colleges.		X	X	X	X	X	X	X	X	X	X						6%	0

Employment Experience	There are a number of programs and services provided through the WorkOne offices designed to assist youth in obtaining employment. These services include YHCC, summer employment, work experience, job development, referrals to employers, Indiana Career Connect and job search workshops.	JAG Participants			X	X							1%	0		0	35	0	1
		Non JAG Participants			X	X		X	X	X	X			17%	12%		0	115	75
Adult Education Programs	WorkOne staff work closely with ABE providers to ensure that youth receive assistance. WorkOne staff make and accept referrals to and from ABE staff. WIA funds are often used to assist with fees associated with attending ABE classes and testing fees. Youth will be pre and post- tested as required. It is projected that 40% of those youth who are in the numeracy and literacy performance measure will improve literacy and numeracy levels.	<i>Excluding JAG Participants</i>	X	X					X	X	X	X							
													0%	1%		0		12	8
GED+	The region offers GED+ certifications in the following career areas: Welding, CDL, CNA, Computer Support Specialist (A+), Administrative Asst. (IC3) and Dental Asst. Individuals attending training must be enrolled in both WIA and Adult Education. Minimum TABE scores have been established for each training, and training must be listed on INTraining.	JAG Participants											0%	0%		0		0	0

		Non JAG Participants	X	X			X					0%	0%	GED+ PY'12	\$6,000		4	8
Occupational Skills Training & Career Pathways	A significant amount of funds will be used to support youth who are attending post secondary training. Financial assistance for tuition, books, incentives for credential completion, and supportive services will be provided.	JAG Participants					X	X	X	X		1%	0%	0	0	5	0	1
		Non JAG Participants					X	X	X	X		15%	8%	0	0	110	60	8
Post-Secondary Transition and Assistance	Staff will provide a variety of services designed to assist youth in making a successful transition to post-secondary training including: assessment, career exploration, counseling, case management, and supportive services.	<i>Excluding JAG Participants</i>					X	X	X	X		25%	14%		0	110	60	8
Other Programs	No other programs are planned.	JAG Participants																
		Non JAG Participants																
Totals												65%	35%		6000	200	100	

PY2011 WIA Youth Participation Overview (Through March 30, 2012)

	Total Unique Participants	In-School Youth	Out-of-School Youth
	188	114	74

PY2011 Annual Participation and Service Detail (Through March 30, 2012)

Program/ Activity	% WIA Youth Funds to be Utilized				Annual Participation (PY2011)				Notes
	In-School		Out-of-School		In-School		Out-of-School		
	Planned (PY2011)	Actual (Through Mar 30, 2012)	Planned (PY2011)	Actual (Through Mar 30, 2012)	Planned (PY2011)	Actual (Through Mar 30, 2012)	Planned (PY2011)	Actual (Through Mar 30, 2012)	Notes
Jobs for America's Graduates (JAG)	7%	6%	0%	0%	35	35	0	0	A total of \$32,464 in WIA Youth funding was spent on JAG.
Employment Programs	17%	See Note	12%	See Note	68	71	47	49	The WIA financial system does not have the capability to track staff time expenditures by activity therefore this figure is not available.
Adult Education Programs	1%	See Note	2%	See Note	10	0	35	14	The WIA financial system does not have the capability to track staff time expenditures by activity therefore this figure is not available.
Scholarships	39%	See Note	0%	See Note	136	99	70	60	A total of \$23,710 (\$14,902 in-school and \$8,808 out of school) has been spent on tuition payments for WIA youth. The WIA financial system does not have the capability to track staff time expenditures by activity therefore the total cost associated with this service is not available.
Workshops	1%	See Note	0%	See Note	73	47	31	11	The WIA financial system does not have the capability to track staff time expenditures by activity therefore this figure is not available.
Other Programs	0%	0%	0%	0%	0	0	0	0	No other programs were planned.

Attachment 6

Key Workforce Investment Board/Regional Workforce Board Partnership Matrix

Board Name: South Central Region 8 Workforce Board (Partnerships with WorkOne Bloomington)

Name of Partner	Description of Partnership	Shared Customers/Interests
Community Alliance of Services for Young Children (CAS Y)	<ul style="list-style-type: none"> ▪ CASY refers individuals in need of employment and or job training to WorkOne for assistance in finding careers and employment opportunities. ▪Work One refers individuals in need of child care to CASY for enrollment and eligibility determination. ▪CASY leases space within the WorkOne Center. 	<ul style="list-style-type: none"> ▪Both entities serve Individuals in need of child care in order for the adults to participate in employment, job search or training.
Family Solutions Inc.	<ul style="list-style-type: none"> ▪ Family Solutions refers youth who have aged out of foster care to the WorkOne. ▪ WorkOne provides assistance with employment and training needs. ▪ WorkOne and Family Solutions work together to coordinate services to mutual clients. 	<ul style="list-style-type: none"> ▪ Both entities serve youth who have aged out of foster care.
Monroe County Public Library	<ul style="list-style-type: none"> ▪ MCPL refers individuals to WorkOne for assistance in finding or jobs and training and unemployment information. ▪MCPL provides computer assistance to individuals filing for UI benefits and searching for employment on ICC and promotes Workshops and Seminars provided by WorkOne in the evenings at the Library. ▪WorkOne Management and staff serve on various Advisory Councils and Boards. 	<ul style="list-style-type: none"> ▪Both entities are interested in assisting individuals access workforce development resources in the region to properly complete UI claims, apply for jobs on ICC and participate in Job Search and other workshops. ▪Both entities are also interested in building a skilled workforce to ensure the success of individuals and businesses in the region.
South Central Community Action Program	<ul style="list-style-type: none"> ▪WorkOne provides wage information to SCCAP for client eligibility for Energy Assistance, Weatherization, and Head Start programs. ▪SCCAP refers clients to WorkOne for assistance. ▪Management serves as members of the Guiding Coalition to provide assistance to the CIRCLES initiative to move individuals out of poverty. 	<ul style="list-style-type: none"> ▪Both entities serve low income individuals who need assistance with training and/or obtaining employment.

Bloomington Housing Authority	<ul style="list-style-type: none"> ▪ BHA and Family Self Sufficiency program refers individuals in Public Housing and Section 8 housing to WorkOne for assistance in obtaining jobs, training, and other related services. ▪WorkOne provides on site assistance to individuals for enrollment during Adult Education programs, resume and other job search information and computer assistance for ICC during Job Search programs and seminars. ▪WorkOne Management and staff serves on various BHA Commissions and Boards. 	<ul style="list-style-type: none"> ▪Both entities serve Individuals with low income who need assistance obtaining or retaining employment.
Monroe County Probation Dept.	<ul style="list-style-type: none"> ▪ Probation and Community Corrections refer individuals to WorkOne for employment counseling and assistance in job search, WOTC information and job training opportunities. ▪WorkOne provides consultative services to Probation and Community Correction staff in managing work search options for their participants. ▪WorkOne Staff and Management serve on various Probation/Community Corrections Boards and Commissions. 	<ul style="list-style-type: none"> ▪Both entities are interested in assisting individuals access job and training information and resources to ensure reduced recidivism in the community. ▪Both entities are also interested in building a skilled workforce to ensure the success of individuals and businesses in the region.
Oasis	<ul style="list-style-type: none"> ▪ Oasis is provided access to space in the WorkOne Center to meet with ex-offenders and assist them in developing a working relationship with WorkOne staff and resources in order to utilize employment and training programs. ▪WorkOne refers individuals to Oasis for additional counseling and assistance. ▪WorkOne staff ensures individuals have access to WOTC certifications. 	<ul style="list-style-type: none"> ▪Both entities serve ex-offenders in their job search and preparation to reenter the workforce through training and employment opportunities.
Vocational Rehabilitation (VR)	<ul style="list-style-type: none"> ▪VR leases space within the WorkOne and is a full partner in the WorkOne and regularly meets with common customers and utilizes Resource Area and other available WorkOne resource to assist clients. ▪WorkOne and VR exchange referrals and work in coordination to serve mutual customers. 	<ul style="list-style-type: none"> ▪Both entities serve individuals with disabilities who need assistance obtaining or retaining employment.
VITAL	<ul style="list-style-type: none"> ▪ Volunteers in Tutoring Adult Learners (VITAL) refers individuals to WorkOne for workforce development related services and coordinates with Adult Education programs in the community. ▪WorkOne refers individuals at low reading and comprehension levels to VITAL for one on one tutoring. ▪WorkOne management and staff participates in VITAL events (such as Quiz Bowl) to promote WorkOne services and assist VITAL with fundraising. 	<ul style="list-style-type: none"> ▪Both entities are interested in assisting low performing readers improve their skills to be more competitive in the labor force. ▪Both entities are also interested in the building a skilled workforce to ensure the success of businesses in the region.

Hoosier Hills Career Center	<ul style="list-style-type: none"> •WorkOne management serves as Advisory Board members to assist HHCC in determining activities and programs 	<ul style="list-style-type: none"> •Both entities are interested in building a skilled workforce from the emerging students of the Career Center to ensure the success of businesses in the region.
Monroe County Community Schools	<ul style="list-style-type: none"> • ABE program coordination exists between MCCSC and WorkOne to co-enroll individuals and provide employment assistance. •WorkOne participates in special school related events related to workforce development including Career Days, Speaking engagements, special training programs and dropout prevention. •WorkOne Management and staff serve on boards and commissions including the Adult Education Board and the Dropout Prevention Coalition. 	<ul style="list-style-type: none"> •Both entities are interested in assisting businesses in the region to grow and expand in order to create more jobs within the region. •Both entities are also interested in building a skilled workforce to ensure the success of businesses in the region.
Indiana University Continuing Studies	<ul style="list-style-type: none"> • IU Continuing Studies provides computers, computer desks, server, and printers for the computer lab and conducts college level credit and non-credit courses in the evening. • WorkOne provides space for the computer lab and manages the daily operation of the lab with oversight by IU Continuing Studies and provides basic computer skills and internet based activities during day hours. •WorkOne Management serves on the Continuing Studies Advisory Board. 	<ul style="list-style-type: none"> •Both entities are interested in improving the skill levels of emerging entrants into the labor force and ensuring adults have the requisite skills to compete for employment in the community.
Franklin Initiative	<ul style="list-style-type: none"> • Franklin Initiative promotes WorkOne services and programs through a variety of resources including Graduation Coaches and regular meetings with school officials. •WorkOne conducts Job Fairs, Seminars for participants of the FI Stay in School program and coordinates employment activities with the Graduation Coaches and participating High Schools and participate in the Reality Stores organized by FI. •WorkOne Management serves on the Franklin Initiative Board. 	<ul style="list-style-type: none"> •Both entities serve individuals entering the workforce and focus upon improving the skills of these new entrants so they can complete High School and then successfully compete for jobs and are prepared to enter post secondary training.
Bloomington Economic Development Corp.	<ul style="list-style-type: none"> • BEDC refers businesses to WorkOne for recruitment assistance, training resources, and tax credit information. •Work One provides LMI to BEDC and assists with recruitment, retention, and expansion of business opportunities. •The WorkOne Business Consultant serves on the BEDC Board. 	<ul style="list-style-type: none"> •Both entities are interested in assisting businesses in the region to grow and expand in order to create more jobs within the region. •Both entities are also interested in building a skilled workforce to ensure the success of businesses in the region.

Diversity Works	<ul style="list-style-type: none"> ▪ Diversity Works refers businesses to WorkOne for assistance in finding qualified workers and refers individuals for assistance in obtaining employment and training opportunities. ▪ WorkOne promotes Diversity Works and South Central Business Leaders Network (BLN) within the community and refers interested businesses and accepts individuals and business referred by partner organizations. ▪ WorkOne Management and staff serves on the Diversity Works Steering Committee and the BLN. 	<ul style="list-style-type: none"> ▪ Diversity Works is a community partnership focused upon improving employment opportunities for persons with disabilities through education and awareness. All partner entities (Vocational Rehabilitation, Life Designs, Stonebelt, Centerstone and WorkOne) serve individuals with disabilities who need assistance obtaining or retaining employment.
Experience Works	<ul style="list-style-type: none"> ▪ Experience Works provides in depth assistance to individuals over 55 meeting the requirements of the SCSEP program as they move through subsidized and unsubsidized employment. ▪ WorkOne and Experience Works staff work jointly on many workforce development programs and conduct joint job fairs and workshops. ▪ All applicants to the Experience Works program are enrolled in WorkOne programs. 	<ul style="list-style-type: none"> ▪ Both entities are interested in assisting Older Workers in the region to develop their skills to become competitive in the workforce. ▪ Both entities are focused upon coordinating community service activities to ensure participants can access training opportunities in the region.
Centerstone	<ul style="list-style-type: none"> ▪ WorkOne refers customers to Centerstone for counseling. ▪ Centerstone refers customers to WorkOne for job search assistance. 	<ul style="list-style-type: none"> ▪ Both entities provide assistance to individuals seeking employment.
Transition Resources	<ul style="list-style-type: none"> ▪ WorkOne and Transition Resources exchange referrals and work in coordination to serve mutual customers. ▪ Transition Resources leases space and has staff located at the WorkOne Bloomington. 	<ul style="list-style-type: none"> ▪ Both entities assist migrant and seasonal farm workers with their employment needs.

Key Workforce Investment Board/Regional Workforce Board Partnership Matrix

Board Name: South Central Region 8 Workforce Board (Partnerships with WorkOne Bedford)		
Name of Partner	Description of Partnership	Shared Customers/Interests
Southern Indiana Center for Independent Living (SICIL)	<ul style="list-style-type: none"> Referral process is in place for referral to be made between the two entities. Regular exchange of information on available services and program SICIL advises WorkOne on access issues 	<ul style="list-style-type: none"> Both entities serve Individuals with disabilities who need assistance obtaining or retaining employment.
Bedford Urban Enterprise Association (BUEA)	<ul style="list-style-type: none"> BUEA refers businesses located in the Enterprise Zone to WorkOne for assistance in finding qualified workers. Work One refers businesses to BUEA for tax credit information. The WorkOne Manager serves on the BUEA Board. 	<ul style="list-style-type: none"> Both entities assist businesses located in the Enterprise Zone and job seekers who are seeking employment with companies located inside the Enterprise Zone.
Hoosier Uplands (HU)	<ul style="list-style-type: none"> WorkOne provides wage information to HU for client eligibility for Energy Assistance, Weatherization, and Head Start programs. HU refers clients to WorkOne for assistance. 	<ul style="list-style-type: none"> Both entities serve low income individuals who need assistance with training and/or obtaining employment.
Vocational Rehabilitation (VR)	<ul style="list-style-type: none"> VR staff visit the WorkOne regularly to meet with customers. WorkOne and VR exchange referrals and work in coordination to serve mutual customers. 	<ul style="list-style-type: none"> Both entities serve individuals with disabilities who need assistance obtaining or retaining employment.
Lawrence County Economic Growth Council (LCEGC)	<ul style="list-style-type: none"> WorkOne provides labor market information to LCEGC to assist with business attraction, expansion and retention. WorkOne staff presents information on available screening and recruitment assistance to prospective businesses. LCEGC and WorkOne work together to organize and conduct job fairs. WorkOne Manager is an ex-officio member of the LCEGC board, and board members from the LCEGC serve as members of the RWB. 	<ul style="list-style-type: none"> Both entities are interested in assisting businesses in the region to grow and expand in order to create more jobs within the region. Both entities are also interesting the building a skilled workforce to ensure the success of businesses in the region.
Mitchell Community Schools	<ul style="list-style-type: none"> WorkOne annually produces a Reality Store for all 8th graders in the school corporation. 	<ul style="list-style-type: none"> Both entities are interested in helping youth to make good career choices.
North Lawrence Community Schools	<ul style="list-style-type: none"> WorkOne annually produces a Reality Store at the Bedford Middle School for all 8th graders in the school corporation. WorkOne presents workshops on resume writing on Career Day at the school. 	<ul style="list-style-type: none"> Both entities are interested in helping youth to make good career choices.
ResCare	<ul style="list-style-type: none"> ResCare refers clients to WorkOne for Indiana Career Connect and employment and training services. ResCare uses the WorkOne conference room for monthly orientations. 	<ul style="list-style-type: none"> Both entities assist low income individuals who receive TANF or Food Stamps with training and/or obtaining employment.
Success and Opportunity at Reading (SOAR)	<ul style="list-style-type: none"> SOAR provides tutoring at the WorkOne office. WorkOne refers customers who need literacy assistance to SOAR. The WorkOne Manager serves on the SOAR Board. 	<ul style="list-style-type: none"> Both entities assist job seekers who need employment and basic skill enhancement.

Vincennes University - Adult Basic Education (ABE)	<ul style="list-style-type: none"> •VU conducts ABE classes at the WorkOne for 12 hours per week. •WorkOne refers customers to ABE. •VU refers students who need assistance with employment and training to WorkOne. 	<ul style="list-style-type: none"> •Both entities assist job seekers who need employment and basic skill enhancement.
4C of Southern Indiana	<ul style="list-style-type: none"> • 4C provides CCDF child care services to WorkOne participants and other customers who are employed or in training. •WorkOne refers customers to 4C. 	<ul style="list-style-type: none"> • Both entities assist individual who need child care assistance while they are at work or attending training. CCDF funds help WorkOne clients afford child care which helps to maximize the use of available WIA supportive service funds.
Experience Works	<ul style="list-style-type: none"> • Experience Works provides in depth assistance to individuals over 55 meeting the requirements of the SCSEP program as they move through subsidized and unsubsidized employment. •WorkOne and Experience Works staff work jointly on many workforce development programs and conduct joint job fairs and workshops. •All applicants to the Experience Works program are enrolled in WorkOne programs. •Experience Works leases office space in the WorkOne. 	<ul style="list-style-type: none"> •Both entities are interested in assisting Older Workers in the region to develop their skills to become competitive in the workforce. •Both entities are focused upon coordinating community service activities to ensure participants can access training opportunities in the region.
National Able	<ul style="list-style-type: none"> • WorkOne Express provides space for customers to meet with National Able staff. • National Able accepts referrals from and makes referrals to WorkOne. • WorkOne serves as a host agency for a National Able worker. 	<ul style="list-style-type: none"> • Both entities provide services to low income individuals 55 years and older who are seeking assistance with employment and training needs.
Crane Learning and Employment Center (CLEC)	<ul style="list-style-type: none"> • WorkOne refers veterans CLEC as appropriate. • CLEC refers customers who need assistance with training and job search to WorkOne. •WorkOne and CLEC work in coordination to serve mutual customers. 	<ul style="list-style-type: none"> •Both entities serve disabled veterans who are recently separated from military service.
Experience Works	<ul style="list-style-type: none"> • Experience Works provides in depth assistance to individuals over 55 meeting the requirements of the SCSEP program as they move through subsidized and unsubsidized employment. •WorkOne and Experience Works staff work jointly on many workforce development programs and conduct joint job fairs and workshops. •All applicants to the Experience Works program are enrolled in WorkOne programs. 	<ul style="list-style-type: none"> •Both entities are interested in assisting Older Workers in the region to develop their skills to become competitive in the workforce. •Both entities are focused upon coordinating community service activities to ensure participants can access training opportunities in the region.
Transition Resources	<ul style="list-style-type: none"> •WorkOne and Transition Resources exchange referrals and work in coordination to serve mutual customers. • Transition Resources visits the WorkOne regularly to meet with customers. 	<ul style="list-style-type: none"> •Both entities assist migrant and seasonal farm workers with their employment needs.

Key Workforce Investment Board/Regional Workforce Board Partnership Matrix

Board Name: South Central Region 8 Workforce Board (Partnerships with WorkOne Linton)

Name of Partner	Description of Partnership	Shared Customers/Interests
Linton-Stockton Schools	<ul style="list-style-type: none"> ▪ Staff also assist the school with additional career activities for students as needed. 	<ul style="list-style-type: none"> ▪ Both the schools and WorkOne share the goal of preparing high school students to be successful in meeting their future career goals.
Shakamak Schools	<ul style="list-style-type: none"> ▪ WorkOne staff assist the school by maintaining career information boards at the schools that are updated every 2 weeks. ▪ Staff also assist the school with additional career activities for students as needed. 	<ul style="list-style-type: none"> ▪ Both the schools and WorkOne share the goal of preparing high school students to be successful in meeting their future career goals.
White River Valley Schools	<ul style="list-style-type: none"> ▪ Staff also assist the school with additional career activities for students as needed. 	<ul style="list-style-type: none"> ▪ Both the schools and WorkOne share the goal of preparing high school students to be successful in meeting their future career goals.
AARP	<ul style="list-style-type: none"> ▪ WorkOne Express provides space for customers to meet with AARP staff. ▪ AARP accepts referrals from and makes referrals to WorkOne. ▪ WorkOne serves as a host agency for AARP workers. 	<ul style="list-style-type: none"> ▪ Both entities provide services to low income individuals 55 years and older who are seeking assistance with employment and training needs.
Vocational Rehabilitation (VR)	<ul style="list-style-type: none"> ▪ VR staff visit the WorkOne regularly to meet with customers. ▪ WorkOne and VR exchange referrals and work in coordination to serve mutual customers. 	<ul style="list-style-type: none"> ▪ Both entities serve individuals with disabilities who need assistance obtaining or retaining employment.
Turning Point	<ul style="list-style-type: none"> ▪ WorkOne provides space where ABE classes can be conducted. ▪ WorkOne refers individuals who need ABE or GED services to Turning Point. ▪ Turning Point refers students who need assistance with employment and training to WorkOne. 	<ul style="list-style-type: none"> ▪ Both entities serve individuals who need improved basic skills and/or a GED to be successful at work.
PACE	<ul style="list-style-type: none"> ▪ WorkOne Express provides wage information to customers of PACE to assist with determining eligibility for utility assistance. ▪ WorkOne receives referrals from PACE. ▪ PACE receives referrals from WorkOne. 	<ul style="list-style-type: none"> ▪ Both entities assist low income individuals who need assistance with employment and training.
Four Rivers Rehabilitation Services	<ul style="list-style-type: none"> ▪ Four Rivers uses WorkOne services such as the Information Resource Area, job search, and computer workshops to assist their clients. 	<ul style="list-style-type: none"> ▪ Both entities serve individuals with disabilities who need assistance obtaining or retaining employment.
Greene Co. Literacy Coalition	<ul style="list-style-type: none"> ▪ WorkOne accepts and receives referrals from Greene Co Literacy Coalition. ▪ Greene Co. Literacy Coalition receives referrals from WorkOne. 	<ul style="list-style-type: none"> ▪ Both entites serve customers who need improved basic skills.
Division of Family Resources	<ul style="list-style-type: none"> ▪ WorkOne refers customers who need TANF and Food Stamp assistance to DFR. ▪ DFR refers customers who need assistance with training and job search to WorkOne. ▪ WorkOne and DFR work in coordination to serve mutual customers. 	<ul style="list-style-type: none"> ▪ Both entities assist low income individuals who need assistance.

Crane Learning and Employment Center (CLEC)	<ul style="list-style-type: none"> ▪ WorkOne refers veterans CLEC as appropriate. ▪ CLEC refers customers who need assistance with training and job search to WorkOne. ▪ WorkOne and CLEC work in coordination to serve mutual customers. 	<ul style="list-style-type: none"> ▪ Both entities serve disabled veterans who are recently separated from military service.
Transition Resources	<ul style="list-style-type: none"> ▪ WorkOne and Transition Resources exchange referrals and work in coordination to serve mutual customers. 	<ul style="list-style-type: none"> ▪ Both entities assist migrant and seasonal farm workers with their employment needs.
Greene Co. Economic Development Corp. (GCEDC)	<ul style="list-style-type: none"> ▪ WorkOne staff presents information on available screening and recruitment assistance to prospective businesses. ▪ WorkOne Manager is an ex-officio member of the GCEDC board. 	<ul style="list-style-type: none"> ▪ Both entities assist businesses in the region to grow and expand to increase regional economic development. ▪ Both entities seek to build a skilled workforce to ensure the success of business attraction, expansion, and retention efforts.

Key Workforce Investment Board/Regional Workforce Board Partnership Matrix

Board Name: South Central Region 8 Workforce Board (Partnerships with Daviess Co. WorkOne Express)

Name of Partner	Description of Partnership	Shared Customers/Interests
AARP	<ul style="list-style-type: none"> ▪ WorkOne Express provides space for customers to meet with AARP staff. ▪ AARP accepts referrals from and makes referrals to WorkOne. ▪ WorkOne serves as a host agency for a AARP worker. 	<ul style="list-style-type: none"> ▪ Both entities provide services to low income individuals 55 years and older who are seeking assistance with employment and training needs.
PACE	<ul style="list-style-type: none"> ▪ WorkOne Express provides wage information to customers of PACE to assist with determining eligibility for utility assistance. ▪ WorkOne receives referrals from PACE. ▪ PACE receives referrals from WorkOne. 	<ul style="list-style-type: none"> ▪ Both entities assist low income individuals who need assistance with employment and training.
Samaritan Center	<ul style="list-style-type: none"> ▪ WorkOne Express provides wage information to customers of Samaritan Center to assist with determining eligibility for utility assistance. ▪ WorkOne receives referrals from Samaritan Center. ▪ Samaritan Center receives referrals from WorkOne. 	<ul style="list-style-type: none"> ▪ Both entities assist low income individuals who need assistance with employment and training.
Vincennes University - Adult Basic Education (ABE)	<ul style="list-style-type: none"> ▪ WorkOne refers customers to ABE. ▪ VU refers students who need assistance with employment and training to WorkOne. 	<ul style="list-style-type: none"> ▪ Both entities assist job seekers who need employment and basic skill enhancement.
Vocational Rehabilitation (VR)	<ul style="list-style-type: none"> ▪ VR staff visit the WorkOne regularly to meet with customers. ▪ WorkOne and VR exchange referrals and work in coordination to serve mutual customers. 	<ul style="list-style-type: none"> ▪ Both entities serve individuals with disabilities who need assistance obtaining or retaining employment.
Four Rivers Rehabilitation Services	<ul style="list-style-type: none"> ▪ Four Rivers uses WorkOne services such as job search and computer workshops to assist their clients. 	<ul style="list-style-type: none"> ▪ Both entities serve individuals with disabilities who need assistance obtaining or retaining employment.
Transition Resources	<ul style="list-style-type: none"> ▪ WorkOne and Transition Resources exchange referrals and work in coordination to serve mutual customers. 	<ul style="list-style-type: none"> ▪ Both entities assist migrant and seasonal farm workers with their employment needs.
Connections	<ul style="list-style-type: none"> ▪ WorkOne and Connections exchange referrals and work in coordination to serve mutual customers. 	<ul style="list-style-type: none"> Both entities assist individuals who need community assistance.
Division of Family Resources	<ul style="list-style-type: none"> ▪ WorkOne refers customers who need TANF and Food Stamp assistance to DFR. ▪ DFR refers customers who need assistance with training and job search to WorkOne. ▪ WorkOne and DFR work in coordination to serve mutual customers. 	<ul style="list-style-type: none"> Both entities assist low income individuals who need assistance.

Key Workforce Investment Board/Regional Workforce Board Partnership Matrix

Board Name: South Central Region 8 Workforce Board (Partnerships with Martin Co. WorkOne Express)

Name of Partner	Description of Partnership	Shared Customers/Interests
Martin County Alliance (MCA)	<ul style="list-style-type: none"> ▪MCA works with the WorkOne to arrange job fairs for area businesses and workers. ▪MCA refers businesses to the WorkOne for labor market information needed to assist with job retention and expansion efforts. 	<ul style="list-style-type: none"> ▪Both entities are interested in assisting businesses in the region to grow and expand in order to create more jobs within the region. ▪Both entities are also interesting the building a skilled workforce to ensure the success of businesses in the region.
Middle Way House (MWH)	<ul style="list-style-type: none"> ▪MWH provides service in the WorkOne office for victims of domestic violence. ▪WorkOne provides employment and training services to clients of MWH. 	<ul style="list-style-type: none"> ▪Both entities serve individuals who need assistance with training and/or obtaining employment.
St. Vincent DePaul Society	<ul style="list-style-type: none"> ▪ St. Vincent DePaul refers customers to WorkOne. ▪WorkOne refers customers to St. Vincent DePaul. ▪St. Vincent DePaul and WorkOne work together to coordinate the availability of supportive services to mutual clients. 	<ul style="list-style-type: none"> ▪Both entities serve low income individuals who need assistance with training and/or obtaining employment.
Vincennes University - Adult Basic Education (ABE)	<ul style="list-style-type: none"> ▪WorkOne refers customers to ABE. ▪VU refers students who need assistance with employment and training to WorkOne. 	<ul style="list-style-type: none"> ▪Both entities assist job seekers who need employment and basic skill enhancement.
4C of Southern Indiana	<ul style="list-style-type: none"> ▪ 4C provides CCDF child care services to WorkOne participants and other customers who are employed or in training. ▪WorkOne refers customers to 4C. 	<ul style="list-style-type: none"> ▪ Both entities assist individual who need child care assistance while they are at work or attending training. CCDF funds help WorkOne clients afford child care which helps to maximize the use of available WIA supportive service funds.

Key Workforce Investment Board/Regional Workforce Board Partnership Matrix

Board Name: South Central Region 8 Workforce Board (Partnerships with Orange Co. WorkOne Express)

Name of Partner	Description of Partnership	Shared Customers/Interests
Childhood Connection	<ul style="list-style-type: none"> ▪ Childhood Connection refers clients to WorkOne Express for employment and training services. ▪ WorkOne Express staff conducts orientations at Childhood Connections to inform clients and staff of services available. 	<ul style="list-style-type: none"> ▪ Both entities assist individual who need child care assistance while they are at work or attending training.
Vocational Rehabilitation (VR)	<ul style="list-style-type: none"> ▪ VR staff visit the WorkOne regularly to meet with customers. ▪ WorkOne and VR exchange referrals and work in coordination to serve mutual customers. 	<ul style="list-style-type: none"> ▪ Both entities serve individuals with disabilities who need assistance obtaining or retaining employment.
Hoosier Uplands (HU)	<ul style="list-style-type: none"> ▪ WorkOne provides wage information to HU for client eligibility for Energy Assistance, Weatherization, and Head Start programs. ▪ HU refers clients to WorkOne for assistance. 	<ul style="list-style-type: none"> ▪ Both entities serve low income individuals who need assistance with training and/or obtaining employment.
Orange County Economic Development Partnership	<ul style="list-style-type: none"> ▪ WorkOne provides labor market information to OCEDP to assist with business attraction, expansion and reention. ▪ WorkOne staff presents information on available screening and recruitment assistance to prospective businesses. ▪ OCEDP and WorkOne work together to organize and conduct job fairs. 	<ul style="list-style-type: none"> ▪ Both entities are interested in assisting businesses in the region to grow and expand in order to create more jobs within the region. ▪ Both entities are also interesting the building a skilled workforce to ensure the success of businesses in the region.
Vincennes University - Adult Basic Education (ABE)	<ul style="list-style-type: none"> ▪ WorkOne refers customers to ABE. ▪ VU refers students who need assistance with employment and training to WorkOne. 	<ul style="list-style-type: none"> ▪ Both entities assist job seekers who need employment and basic skill enhancement.
Experience Works	<ul style="list-style-type: none"> ▪ WorkOne Express provides space for customers to meet with Experience Works staff. ▪ Experience Works accepts referrals from and makes referrals to WorkOne. ▪ WorkOne serves as a host agency for Experience Works workers. 	<ul style="list-style-type: none"> ▪ Both entities provide services to low income individuals 55 years and older who are seeking assistance with employment and training needs.

Key Workforce Investment Board/Regional Workforce Board Partnership Matrix

Board Name: South Central Region 8 Workforce Board (Partnerships with Owen Co. WorkOne Express)

Name of Partner	Description of Partnership	Shared Customers/Interests
Spencer Owen Schools	<ul style="list-style-type: none"> ▪ WorkOne visits the school to talk with students about career preparation and job training assistance. ▪ Spencer Owen Schools refers students who need assistance with job skills training and education to WorkOne. 	<ul style="list-style-type: none"> ▪ A goal of both entities is to help students transition successfully into post secondary education or employment.
Owen County Learning Network	<ul style="list-style-type: none"> ▪ WorkOne refers individuals who need ABE or GED services to Owen Co. Learning Network. ▪ Owen County Learning Network refers students who need assistance with employment and training to WorkOne. 	<ul style="list-style-type: none"> ▪ Both entities serve individuals who need improved basic skills and/or a GED to be successful at work.
Owen County Library	<ul style="list-style-type: none"> ▪ Owen County Library allows WorkOne staff to utilize space to meet with customers. 	<ul style="list-style-type: none"> ▪ Both entities seek to assist community residents.
Owen Co. Probation Dept.	<ul style="list-style-type: none"> ▪ Probation staff refer individuals who are recently released from jail, on probation, or delinquent on child support to WorkOne for assistance in finding employment. ▪ WorkOne and Probation staff work together to serve mutual clients. 	<ul style="list-style-type: none"> ▪ Both entities seek to assist individuals with criminal records to gain successful employment and avoid further legal issues.
Owen County Head Start	<ul style="list-style-type: none"> ▪ WorkOne refers customers to Head Start for assistance with young children. ▪ Head Start refers parents to WorkOne for assistance with employment. 	<ul style="list-style-type: none"> ▪ Both entities assist families to become successful.
Community Alliance of Services for Young Children (CASY)	<ul style="list-style-type: none"> ▪ CASY refers individuals in need of employment and or job training to WorkOne for assistance in finding careers and employment opportunities. ▪ Work One refers individuals in need of child care to CASY for enrollment and eligibility determination. ▪ CASY meets with clients at the WorkOne. 	<ul style="list-style-type: none"> ▪ Both entities serve Individuals in need of child care in order for the adults to participate in employment, job search or training.
Hamilton Center	<ul style="list-style-type: none"> ▪ WorkOne refers customers who need mental health counseling to Hamilton Center. ▪ Hamilton Center refers customers to WorkOne for help finding employment. 	<ul style="list-style-type: none"> ▪ Both entities provide assistance to individuals seeking employment.
Centerstone	<ul style="list-style-type: none"> ▪ WorkOne refers customers to Centerstone for counseling. ▪ Centerstone refers customers to WorkOne for job search assistance. 	<ul style="list-style-type: none"> ▪ Both entities provide assistance to individuals seeking employment.
Division of Family Resources	<ul style="list-style-type: none"> ▪ WorkOne refers customers who need TANF and Food Stamp assistance to DFR. ▪ DFR refers customers who need assistance with training and job search to WorkOne. ▪ WorkOne and DFR work in coordination to serve mutual customers. 	<ul style="list-style-type: none"> ▪ Both entities assist low income individuals who need assistance.

Vocational Rehabilitation (VR)	<ul style="list-style-type: none"> ▪VR staff visit the WorkOne regularly to meet with customers. ▪WorkOne and VR exchange referrals and work in coordination to serve mutual customers. 	<ul style="list-style-type: none"> ▪Both entities serve individuals with disabilities who need assistance obtaining or retaining employment.
Community Action Program	<ul style="list-style-type: none"> ▪ WorkOne refers individuals who need help with housing and energy assistance and provides wage records to assist with eligibility. ▪CAP refers individuals to WorkOne for job search assistance, and job readiness training. 	<ul style="list-style-type: none"> ▪ Both entities serve individuals who need assistance with employment, training, and supportive services.
Experience Works	<ul style="list-style-type: none"> ▪ WorkOne Express provides space for customers to meet with Experience Works staff. ▪ Experience Works accepts referrals from and makes referrals to WorkOne. ▪ WorkOne serves as a host agency for Experience Works workers. 	<ul style="list-style-type: none"> ▪ Both entities provide services to low income individuals 55 years and older who are seeking assistance with employment and training needs.

Key Workforce Investment Board/Regional Workforce Board Partnership Matrix

Board Name: South Central Region 8 Workforce Board (Partnerships with Brown Co. WorkOne Express)

Name of Partner	Description of Partnership	Shared Customers/Interests
Vocational Rehabilitation (VR)	<ul style="list-style-type: none"> ▪VR staff visit the WorkOne regularly to meet with customers. ▪WorkOne and VR exchange referrals and work in coordination to serve mutual customers. 	<ul style="list-style-type: none"> ▪Both entities serve individuals with disabilities who need assistance obtaining or retaining employment.
Brown County Career Resource Center	<ul style="list-style-type: none"> ▪ WorkOne is located in the CRC facility. ▪CRC and WorkOne exchange referrals and work together to serve mutual customers. ▪CRC offers ABE and other training to WorkOne customers. ▪WorkOne provides employment and training assistance to CRC students. 	<ul style="list-style-type: none"> ▪ Both entities serve individuals who need assistance improving their skills.
Community Action Program	<ul style="list-style-type: none"> ▪ WorkOne refers individuals who need help with housing and energy assistance. ▪CAP refers individuals to WorkOne for job search assistance, and job readiness training. 	<ul style="list-style-type: none"> ▪ Both entities serve individuals who need assistance with employment, training, and supportive services.
Brown Co. Probation Dept.	<ul style="list-style-type: none"> ▪ Probation staff refer individuals who are recently released from jail, on probation, or delinquent on child support to WorkOne for assistance in finding employment. ▪ WorkOne and Probation staff work together to serve mutual clients. 	<ul style="list-style-type: none"> ▪ Both entities seek to assist individuals with criminal records to gain successful employment and avoid further legal issues.
Brown Co. Literacy Coalition	<ul style="list-style-type: none"> ▪ WorkOne refers customers who need tutors and help with literacy issues to the Literacy Coalition. ▪ The Literacy Coalition refers customers to WorkOne for job search assistance. 	<ul style="list-style-type: none"> ▪ Both entities serve customers who need assistance with basic skills and employment.
Division of Family Resources	<ul style="list-style-type: none"> ▪WorkOne refers customers who need TANF and Food Stamp assistance to DFR. ▪ DFR refers customers who need assistance with training and job search to WorkOne. ▪ WorkOne and DFR work in coordination to serve mutual customers. 	<ul style="list-style-type: none"> ▪ Both entities assist low income individuals who need assistance.
Brown County Community Network	<ul style="list-style-type: none"> ▪ WorkOne participates with representatives from various service providers to share information about new and existing programs available and to establish referral processes between agencies. 	<ul style="list-style-type: none"> ▪ All agencies involved in the Community Network serve individuals who need various types of education, training, employment and financial assistance.
Centerstone	<ul style="list-style-type: none"> ▪ WorkOne refers customers to Centerstone for counseling. ▪ Centerstone refers customers to WorkOne for job search assistance. 	<ul style="list-style-type: none"> ▪ Both entities provide assistance to individuals seeking employment.

Attachment 7A		WIB/RWB_Region #_8				
FY: 2013	WIA Admin (Adult/Dislocated Worker/Youth)				Other From DWD	TOTAL
Section I: Administration Budget/Expenditures						
Wages & Benefits	\$		28,500.00	\$	700.00	\$ 29,200.00
Fiscal Agent Contract	\$		105,945.00	\$	4,055.00	\$ 110,000.00
Overhead (Rent, Utilities, etc.)	\$		1,350.00	\$	-	\$ 1,350.00
Other (Contracts, Travel, Supplies, Equip.)	\$		18,162.00	\$	-	\$ 18,162.00
	Adult	Dislocated Worker	Youth In-School Out-of School		Other From DWD	TOTAL
A. TOTAL Allocated ADMINISTRATION	\$ 44,876.00	\$ 44,976.00	\$ 44,873.00	\$ 19,232.00	\$ 4,755.00	\$ 158,712.00
Section II: Program Budget/Expenditures						
Internal Costs						
Wages & Benefits	\$ 74,502.00	\$ 73,972.00	\$ 75,128.00	\$ 32,198.00		\$ 255,800.00
Overhead (Rent, Utilities, etc.)	\$ 3,539.00	\$ 3,514.00	\$ 3,568.00	\$ 1,529.00		\$ 12,150.00
Other (Contracts, Travel, Supplies, Equip.)	\$ 44,170.00	\$ 34,625.00	\$ 25,733.00	\$ 11,030.00	\$ 42,000.00	\$ 157,558.00
B. TOTAL Internal - Program	\$ 122,211.00	\$ 112,111.00	\$ 104,429.00	\$ 44,757.00	\$ 42,000.00	\$ 425,508.00
Contractual - Program Funds	\$ 471,675.00	\$ 363,880.00	\$ 336,925.00	\$ 175,220.00		\$ 1,347,700.00
Direct Client Services	\$ 253,325.00	\$ 186,120.00	\$ 173,075.00	\$ 104,780.00		\$ 717,300.00
C. TOTAL PROGRAM Budget/Expenditures	\$ 847,211.00	\$ 662,111.00	\$ 614,429.00	\$ 324,757.00	\$ 42,000.00	\$ 2,490,508.00
D. TOTAL BUDGET/EXPENDITURES	\$ 892,087.00	\$ 707,087.00	\$ 659,302.00	\$ 343,989.00	\$ 46,755.00	\$ 2,649,220.00
Section III: Administration / Program Cost Break-out						
Management (formerly Admin & Prog Mgmt)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program (formerly Core & Intensive)	\$ 26,241.00	\$ 16,823.00	\$ 7,654.00	\$ 3,282.00	\$ 42,000.00	\$ 96,000.00
Direct Client Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E. TOTAL	\$ 26,241.00	\$ 16,823.00	\$ 7,654.00	\$ 3,282.00	\$ 42,000.00	\$ 96,000.00
Section IV: Projected Revenue						
	Adult	Dislocated Worker	Youth In-School Out-of School		Other From DWD	TOTAL
2012 Allocation	\$ 598,641.00	\$ 619,983.00	\$ 580,405.00	\$ 248,746.00		\$ 2,047,775.00
Planned Carry-In	\$ 233,405.00	\$ 146,679.00	\$ 169,162.00	\$ 72,499.00		\$ 621,745.00
Other - Specify						\$ -
Integrated Services					\$ 46,755.00	\$ 46,755.00
						\$ -
F. TOTAL PROGRAM	\$ 832,046.00	\$ 766,662.00	\$ 749,567.00	\$ 321,245.00	\$ 46,755.00	\$ 2,716,275.00

Attachment 7B		RO - CLJ Associates						
FY: 2013	WIA Admin (Adult/Dislocated Worker/Youth)				Other From DWD	TOTAL		
Section I: Administration Budget/Expenditures								
Wages & Benefits	\$		28,500.00	\$	700.00	\$ 29,200.00		
Fiscal Agent Contract	\$		-	\$	-	\$ -		
Overhead (Rent, Utilities, etc.)	\$		1,350.00	\$	-	\$ 1,350.00		
Other (Contracts, Travel, Supplies, Equip.)	\$		3,612.00	\$	-	\$ 3,612.00		
		Adult	Dislocated Worker	Youth In-School Out-of School		Other From DWD	TOTAL	
A. TOTAL Allocated ADMINISTRATION	\$	9,782.00	10,131.00	\$	9,484.00	\$ 4,065.00	\$ 700.00	\$ 34,162.00
Section II: Program Budget/Expenditures								
Internal Costs								
Wages & Benefits	\$	74,502.00	\$ 73,972.00	\$	75,128.00	\$ 32,198.00	\$ -	\$ 255,800.00
Overhead (Rent, Utilities, etc.)	\$	3,539.00	\$ 3,514.00	\$	3,568.00	\$ 1,529.00		\$ 12,150.00
Other (Contracts, Travel, Supplies, Equip.)	\$	9,468.00	\$ 9,401.00	\$	9,547.00	\$ 4,092.00		\$ 32,508.00
B. TOTAL Internal - Program	\$	87,509.00	\$ 86,887.00	\$	88,243.00	\$ 37,819.00	\$ -	\$ 300,458.00
Contractual - Program Funds								\$ -
Direct Client Services								\$ -
C. TOTAL PROGRAM Budget/Expenditures	\$	87,509.00	\$ 86,887.00	\$	88,243.00	\$ 37,819.00	\$ -	\$ 300,458.00
D. TOTAL BUDGET/EXPENDITURES	\$	97,291.00	\$ 97,018.00	\$	97,727.00	\$ 41,884.00	\$ 700.00	\$ 334,620.00
Section III: Administration / Program Cost Break-out								
Management (formerly Admin & Prog Mgmt)	\$	-	\$ -	\$	-	\$ -	\$ 700.00	\$ 700.00
Program (formerly Core & Intensive)	\$	32,498.00	\$ 32,407.00	\$	32,644.00	\$ 13,991.00	\$ -	\$ 111,540.00
Direct Client Services	\$	-	\$ -	\$	-	\$ -	\$ -	\$ -
E. TOTAL	\$	32,498.00	\$ 32,407.00	\$	32,644.00	\$ 13,991.00	\$ 700.00	\$ 112,240.00
Section IV: Projected Revenue								
		Adult	Dislocated Worker	Youth In-School Out-of School		Other From DWD	TOTAL	
2011 Allocation	\$	97,291.00	\$ 97,018.00	\$	97,727.00	\$ 41,884.00	\$ -	\$ 333,920.00
Planned Carry-In								\$ -
Other - Specify								\$ -
Integrated Services / Admin						\$ 700.00		\$ 700.00
								\$ -
F. TOTAL PROGRAM	\$	97,291.00	\$ 97,018.00	\$	97,727.00	\$ 41,884.00	\$ 700.00	\$ 334,620.00

Attachment 7C Service Provider _____ VINCENNES UNIVERSITY Region 8						
FY: 2013	WIA Admin (Adult/Dislocated Worker/Youth)				Other From DWD	TOTAL
Section I: Administration Budget/Expenditures						
Wages & Benefits	\$	-	\$	-	\$	-
Fiscal Agent Contract	\$	-	\$	-	\$	-
Overhead (Rent, Utilities, etc.)	\$	-	\$	-	\$	-
Other (Contracts, Travel, Supplies, Equip.)	\$	-	\$	-	\$	-
	Adult	Dislocated Worker	Youth In-School Out-of School		Other From DWD	TOTAL
A. TOTAL Allocated ADMINISTRATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Section II: Program Budget/Expenditures						
Internal Costs	\$ 210,065.00	\$ 132,011.00	\$ 152,246.00	\$ 65,249.00		\$ 559,571.00
Wages & Benefits	\$ 360,184.00	\$ 325,635.00	\$ 320,727.00	\$ 137,454.00		\$ 1,144,000.00
Overhead (Rent, Utilities, etc.)	\$ 34,633.00	\$ 31,311.00	\$ 30,839.00	\$ 13,217.00		\$ 110,000.00
Other (Contracts, Travel, Supplies, Equip.)	\$ 29,502.00	\$ 26,671.00	\$ 26,269.00	\$ 11,258.00		\$ 93,700.00
B. TOTAL Internal - Program	\$ 424,319.00	\$ 383,617.00	\$ 377,835.00	\$ 161,929.00	\$ -	\$ 1,347,700.00
Contractual - Program Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Client Services	\$ 225,839.00	\$ 204,177.00	\$ 201,099.00	\$ 86,185.00		\$ 717,300.00
C. TOTAL PROGRAM Budget/Expenditures	\$ 650,158.00	\$ 587,794.00	\$ 578,934.00	\$ 248,114.00	\$ -	\$ 2,065,000.00
D. TOTAL BUDGET/EXPENDITURES						
	\$ 650,158.00	\$ 587,794.00	\$ 578,934.00	\$ 248,114.00	\$ -	\$ 2,065,000.00
Section III: Administration / Program Cost Break-out						
Management (formerly Admin & Prog Mgmt)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program (formerly Core & Intensive)	\$ 343,819.00	\$ 321,517.00	\$ 320,335.00	\$ 132,029.00	\$ -	\$ 1,117,700.00
Direct Client Services	\$ 225,839.00	\$ 204,177.00	\$ 201,099.00	\$ 86,185.00	\$ -	\$ 717,300.00
E. TOTAL	\$ 569,658.00	\$ 525,694.00	\$ 521,434.00	\$ 218,214.00	\$ -	\$ 1,835,000.00

Region 8 Board Travel and Expense Reimbursement Policy

This section sets forth the policy and procedures governing Board travel and expense reimbursements.

General

Reimbursements for expenses (other than auto-mileage) will only be made upon presentation of documentation of actual amounts and nature of expense. Such documentation includes vendor receipts, invoices or confirmation from vendors.

Only reasonable expenses directly related to Regional Workforce Board business will be reimbursed.

Additional requirements and limitations are presented below.

Items included in Lodging

1. The actual cost of a room or accommodations furnished, including all local taxes.
2. In no cases will a charge be approved that exceeds the single person occupancy rate.
3. If two claimants share a room, the total room charge cannot be claimed by both people; each person must request a hotel bill be issued in his or her own name.
4. If the expense of the lodging is being paid in total by the claimant but is for lodging for one or more additional persons, a separate bill need not be issued.

Receipts Required

When subsistence is claimed for overnight travel, attach a paid lodging receipt or other paid receipt showing dates, name and address of place of lodging, and a proper acknowledgement of payment signed by a representative of the place of lodging to the claim. Reimbursement for lodging subsistence cannot be approved without acceptable proof of expenditures. The normal credit card ticket is not considered an acceptable receipt for lodging. Cab fares, limousine fares, bus fares, registration fees, parking fees at airport terminals and similar expenses require receipts.

No Reimbursement for Guests or Others

All Board members requesting reimbursement for travel expenses may claim only their own expenses. No reimbursement for expenses for guests will be made.

Authorization of Extraordinary Travel or Expenses

The Board Chair and or Chair of the Finance Committee are responsible for the prior authorization of travel.

Mileage

Mileage reimbursement will be paid at the current IRS rate. This rate includes all expenses for such transportation.

Travel by Air

Travel by air is a reimbursable expense provided that proper evidence of such air travel is attached to the Travel Voucher. Board members are required to travel by coach or tourist rate.

Car Rental

The cost of renting an automobile while on out-of-state travel may be reimbursed when suitable local transportation is not available or when such rental is more advantageous to the Regional Workforce Board than the use of taxis or other local transportation due to routing or time factors.

Taxi Fare

Taxi fare and the cost of other local public transportation are allowable for official travel when supported by proper receipts.

Toll Roads

Toll charges for travel on toll roads are reimbursed for authorized travel when toll receipts are presented.

Parking Charges

Parking charges are reimbursed for authorized travel when proper receipts are presented.

Registration Fees

Registration fees for attendance at meetings may be paid based upon acceptable documentation.