

**NORTEC
POLICY STATEMENT
SECTOR PARTNERSHIP NEG**

*Effective Date: July 1, 2015
Last Update: February 22, 2016*

PURPOSE

The purpose of this policy is to provide guidelines to the Service Providers (NoRTEC Subcontractors) in the provision of services to dislocated workers who are eligible for, and enrolled in, the Sector Partnership NEG special project.

The following provides information on the minimum requirements for the provision of services. Service Providers may include additional elements in their local policies and procedures, as long as they are in conformance with this policy, WIOA, DOL Regulations, and State of California Directives.

DEFINITIONS

Dislocated Worker

A dislocated worker means an individual who meets the criteria outlined in at least one of the following five categories:

1. Has been terminated or laid off, or who received a notice of termination or layoff, from employment; and
 - Is eligible for or has exhausted entitlement to unemployment compensation; or
 - Has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and
 - Is unlikely to return to a previous industry or occupation.
2. Has been terminated or laid off, or received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; or

Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or

For purposes of eligibility to receive services other than training services described in Section 134(c)(3) of WIOA, career services described in section 134(c)(2), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close.

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

4. Is a displaced homemaker.
5. Is the spouse of a member of the Armed Forces on active duty (as defined in Section 101(d)(1) of Title 10, United States Code), and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or
Is the spouse of a member of the Armed Force on active duty and who meets the criteria described in section 3, paragraph 16(B)¹ of WIOA.

Displaced Homemaker

A displaced homemaker is an individual who has been providing unpaid services to family members in the home and who:

- A. Has been dependent on the income of another family members but is no longer supported by that income; or
Is the dependent spouse of a member of the Armed Force on active duty² and whose family income is significantly reduced because of a deployment³, a call to order to active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station, or the service-connected⁴ death or disability of the member; and
- B. Is unemployed or underemployed is experiencing difficulty in obtaining or upgrading employment.

PARTICIPANT/TRAINEE ELIGIBILITY

All individuals enrolled in this program must meet eligibility requirements for a dislocated worker (see DEFINITIONS section of this policy for Dislocated Worker eligibility section).

Additionally, the State of California has defined Dislocated Workers who have been unemployed for more than 26 weeks as a priority target group. NoRTEC Service Providers must make every effort to recruit these long term unemployed individuals. If, however, recruitment efforts do not produce suitable applicants for this program, then individuals meeting Dislocated Worker

¹ **Paragraph 16B** of WIOA reads as follows, “is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.”

² **Active Duty** is defined in section 101(d)(1) of title 10, United States Code: “Active duty” means full-time duty in the active military service of the United States. Such term includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Such term does *not* include full-time National Guard duty.

³ **Deployment** is defined in section 991(b) of title 10, United States Code: “(1) For the purposes of this section, a member of the armed forces shall be considered to be deployed or in a deployment on any day on which, pursuant to orders, the member is performing service in a training exercise or operation at a location or under circumstances that make it impossible or infeasible for the member to spend off-duty time in the housing in which the member resides when on garrison duty at the member’s permanent duty station or homeport, as the case may be.” For additional information, perform an Internet search on “section 991(b) title 10.”

⁴ As defined in section 101(16)of title 38, United States Code—perform an Internet search to obtain exact wording.

eligibility requirements may be served.

As with other ETA-funded programs, veterans will receive Priority of Service for training and services provided under Sector Partnership National Emergency Grants.⁵

GENERAL INFORMATION

This funding is designed to support job-driven approaches to workforce development through sector partnerships and strategies. Sector partnerships are employer-driven partnerships with industry, education, and training, and other stakeholders that focus on workforce needs of key industries in a regional labor market.

A. Assessment and Individual Employment Plan Development (IEP)

All participants enrolled in this project must be assessed, have an Individual Employment Plan (IEP) developed, and be in need of enhanced career services or training services focused on obtaining employment in one of the following three industry sectors: **Healthcare, Manufacturing, and Agriculture**. Co-enrollment in other WIOA funding titles is allowable and encouraged.⁶

B. Enhanced Career Services

A minimum of 24.5% of funding allocated to each Service Provider must be spent on Enhanced Career Services. These Enhanced Career Services are outlined below. The staff time, overhead, and supportive service charges associated with these activities are allowable expenses under the terms of this project, *but they are not included in the 24.5% minimum expenditure rate*.

- Short-term Prevocational Services – Short-term prevocational services include:
 - Development of learning skills
 - Communication skills
 - Interviewing Skills
 - Punctuality
 - Personal maintenance skills
 - Professional conduct skills
- Internships – This activity must be paid and linked to careers in one of the industry sectors identified above.

⁵ Per DOL's TEGL 22-04, it is Department of Labor policy that being discharged (under honorable circumstances) either voluntarily or involuntarily terminates an employment relationship between an individual and the military and thus falls within the scope of the termination component of the definition of a dislocated worker. The separating military personnel must also satisfy the other criteria for dislocated worker eligibility, including the requirement that the individual is "unlikely to return to a previous industry or occupation." Additionally, under the priority of service provisions of the Jobs for Veterans Act, separating service members who, upon discharge, meet the eligibility criteria for dislocated workers would be afforded priority over individuals who are not veterans.

⁶ If the participant is co-enrolled in two or more funding titles and the cost of training activities are split between one or more programs, the limitations of 1,040 total hours for internships and OJTs still applies, regardless of which funding source(s) the training costs are charged to.

An internship is a planned, structured learning experience that takes place in a workplace for a limited period of time. An internship must be paid, and may be arranged within the *private for-profit sector or the non-profit sector*. Labor standards apply in any internship setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists.

Internships are generally short-term in nature (up to 520 hours), and must provide an opportunity for the participant to develop predetermined, specific occupational skills. These skills will be outlined in the Worksite Agreement between the Service Provider and the employer, and a participant's progress towards attaining these skills will be monitored by Service Provider staff and documented in the participant's file at least once each calendar month.

Internships may be developed for up to 1,040 hours if the participant's IEP indicates a need for longer term training. Internships of more than 1,040 hours require prior written NoRTEC approval.

- Out-of-Area Job Search Assistance and Relocation Assistance – Each Service Provider must have a policy outlining what types of activities/services will be provided under these categories, along with any expenditure caps on these services.
- English-Language Acquisition Programs – ELA programs may be offered in coordination with other activities, as appropriate for individuals to obtain unsubsidized employment.
- Comprehensive and Specialized Assessments of Skill Levels and Service Needs – These may include Diagnostic testing and use of other assessment tools, and in-depth interviewing and evaluation to identify employment barriers and development of individual employment plans (IEPs).
- Career Planning, Job Coaching, and Job Matching Services
- Identification of Appropriate Training Programs
- Job Development and Placement
- Provision of Referrals to, and Coordination with, other Programs and Services

C. Training and Work-Based Training Models

A minimum of 35.5% of funding allocated to NoRTEC's Service Providers shall be expended on work-based learning activities. These training and work-based services are outlined below. The staff time, overhead, and supportive service charges associated with these activities are allowable expenses under the terms of this project, *but they are not included in the 35.5% minimum expenditure rate*.

To the extent practicable, Service Providers will promote the attainment of an industry recognized certificate or credential as an end result of all work-based learning models.

- OJT - On-the-job (OJT) training means training by employer that is provided to a paid participant while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance of the jobs and is made available through

a program that provides reimbursement to the employer of up to *50 percent of the wage rate* of the participant during the term of the OJT contract.

The skills to be learned will be outlined in the OJT contract between the Service Provider and the employer, and a participant's progress towards attaining these skills will be monitored by Service Provider staff and documented in the participant's file at least once each calendar month.

OJT reimbursement payments to employers are deemed to be compensation for the extraordinary costs associated with training participants and the potentially lower productivity of the participants while in the OJT.⁷

OJTs are limited to 1,040 hours per participant. OJTs proposed for more than 1,040 hours require prior written NoRTEC approval.

OJTs may only be developed under a contract with an employer in the *private for-profit or the private non-profit sector*.

- Customized Training – Training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training. The employer (or group of employers) must pay a significant portion of the cost of the training (at least 50%).

The skills to be learned will be outlined in a Customized Training Agreement between the Service Provider and the employer, and a participant's progress towards attaining these skills will be monitored by Service Provider staff and documented in the participant's file at least once each calendar month.

Customized training opportunities may only be developed under a contract with an employer or group of employers in the *private for-profit or the private non-profit sector*.

D. Non-Work-Based Training

Occupational Skills Training provided through an ITA may also be provided under this project, but funds expended on ITAs shall not be included in the 35.5% minimum training/work-based training expenditure rate. If an ITA is used, it should be combined with a worksite training activity (either sequentially or concurrently). All training providers that will be utilized under an ITA for this project must be listed on the State of California's Eligible Training Provider List (ETPL). The participant's progress in the training program under an ITA shall be monitored Service Provider staff and documented in the participant's file at least once each calendar month.

E. Follow-up

Follow-up contacts shall be conducted and recorded in CalJOBS, once each quarter, for the four quarters following the exit quarter, for all individuals who were placed in unsubsidized employment upon exit from the WIOA program.

After the project has been completed, it is understood that all four follow-up contacts will be

⁷ Employers are not required to document such extraordinary costs.

completed and documented in CalJOBS. Staff time spent conducting follow-up contacts may be charged to the program during the term of the agreement, but follow-up contacts conducted after the end date of the agreement shall be charged to an appropriate funding source.

INDUSTRY SECTORS AND OCCUPATIONS

NoRTEC was required to identify industry sectors and in-demand occupations within those sectors that will be targeted under this project. The table below lists this information.

If Service Provider staff wish to train for an occupation in these sectors that is not listed below, NoRTEC must be consulted prior to providing the training.

Healthcare (Click here for an expanded list of approved occupations)	
Certified Nurse Assistants	Home Health Aids
Phlebotomist	Medical Billing Workers
Pharmacy Technicians	Medical Equipment Technicians
Medical Assistants	Bilingual Medical Assistants
Medical Office Workers	Bilingual Medical Office Workers
Manufacturing (Click here for an expanded list of approved occupations)	
Heavy Equipment Operators	Millwright
Electricians	Drivers (Class A or B)
Machinist	Cleanroom/Assembly Technicians
Programmable Logic Controller	CNC Machine Operator
CNC Operator Assistant	Inventory Control Clerk
Quality Control Technician	Wood Worker
Lab Technician	Welding Fabricator
Agriculture (Click here for an expanded list of approved occupations)	
Heavy Equipment Operators	Ag Equipment Mechanics
Quality Control Technicians	Logistics Assistants
Welder	Welding Assistant
Millwright	Programmable Logic Controller
Drivers (Class A or B)	

PERFORMANCE

Each Service Provider must meet the following performance during the course of this project:

- Average Cost Per Enrollment – \$5,638 (maximum)
- Entered Employment Rate (at Exit) – 79.0% (minimum)
- Entered Employment Rate (in the Quarter After Exit) – 79.0% (minimum)

PARTICIPANT TRACKING

All participants will be tracked in the CalJOBS participant tracking system. Instructions on how to enroll participants in this project may be obtained by contacting NoRTEC personnel.

POLICY EXCEPTIONS

Service Providers (NoRTEC Subcontractors) may make exceptions to this policy only with prior written authorization from the NoRTEC Administrative entity.