



## POLICIES AND PROCEDURES

POLICY TYPE: Prosperity 10K Participant Intake
EFFECTIVE: April 1, 2023
REVISED:

### PURPOSE/BACKGROUND

The Prosperity 10K Grant fund is part of the larger Future Ready Oregon initiative with a focus on self-sufficiency through training and career development for priority populations or those experiencing the need for employment assistance. To address the critical need to invest in human capital and respond to industry led workforce demands in the Lane County area, Lane Workforce Partnership is prioritizing the use of the funds to upgrade skills of the private sector workforce in order to:

- Increase productivity, keep Lane County businesses viable and competitive;
- Offer new skills and opportunities to Lane County’s workers; and
- Bring awareness to the importance of all aspects of Diversity, Equity, and Inclusion (DEI) in the workplace.

### REFERENCES

- Higher Education Coordinating Commission – Future Ready Oregon:  
<https://www.oregon.gov/highered/policy-collaboration/Pages/Future-Ready.aspx>

### GOALS OF FUTURE READY OREGON

The goals of Future Ready are to:

- Improve the capacity and responsiveness of the public workforce system in Oregon by:
  - Providing assistance for workforce development program navigation;
  - Expanding access to community-based career counseling and wraparound supports and services; and
  - Providing opportunities to earn industry-recognized certificates and credentials through work-based learning experiences;
- Ensure that services and benefits available through workforce programs are provided to individuals from priority populations;
- Provide increased access for priority populations to services and benefits available through workforce programs;
- Provide opportunities for at least 50 percent of the participation by women;
- Ensure that at least 80 percent of the participants successfully complete the program;
- Ensure that at least 75 percent of the participants successfully obtain employment; and
- Ensure that at least 75 percent of the participants who successfully obtain employment earn at least \$17 per hour.

## **PARTICIPANT INTAKE AND ELIGIBILITY**

All Oregonians who need employment and training services are technically eligible to participate in Future Ready Oregon/Prosperity 10,000 funded services. Priority shall be given to the following target populations:

- Historically marginalized and underserved communities
- People of color
- Women
- Rural communities
- Veterans
- The disability community
- People with low incomes

Staff shall follow Lane Workforce Partnership's Priority of Service Policy located at: <https://www.laneworkforce.org/about-us/policies/>. Lane Workforce Partnership expects that greater than 75% of those served in the Prosperity 10K program will be from one of the above prioritized groups.

Each participant shall complete the Future Ready Oregon Prosperity 10,000 Program application.

- If enrolling through WorkSource Lane Services, the application will be completed through the I-Trac data collection system.
- If enrolling through the Customized Training Solutions for Businesses program, the application will be completed through Lane Workforce Partnership's SMART Sheet data collection process or per staff assigned to meet in person at the work site.

As part of the application and data collection process, staff shall verify the following:

- Date of Birth/Participant Identification/Age
- Sex/Gender
- Social Security Number
- Ethnicity/Race/Characteristics
- Employment Status prior to enrollment
- Household Size and Household Annual Income

Documents to be collected at intake and enrollment:

- Collection of source documents shall follow the WIOA Adult/DW Eligibility Policy located at: <https://www.laneworkforce.org/about-us/policies/>

## **PROCEDURE**

WIOA Service Provider staff shall ensure that participants complete the intake application and document collection requirements for enrollment in Future Ready Oregon/Prosperity 10,000 programs prior to the provision of individualized career or training services.

## **ISSUED**

**Date: April 1, 2023**

**LWP Director of Workforce Programs**