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| POLICY TYPE: Prosperity 10K Participant Intake Policy |
| 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

SERVICE DEFINITIONS

Basic and Staff Assisted Basic Career Services:

| Service | Definition |
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| Intake and Eligibility Determination | Application for program services and eligibility determination. Also includes outreach, intake, and orientation. |
| Job Search | Customer engages in self-directed job search activities. No staff assistance. |
| General Information | Providing readily available information that does not require an assessment by a staff member of the individual’s skills, education, or career objectives. This includes providing general program, training provider, performance, or support services information. |
| Workforce Information | Providing labor market, in-demand occupation, and general job vacancy information. |
| Job Search Assistance | <p>Providing job search activities with significant staff involvement, and which are designed to help the participant plan and carry out a successful job-hunting strategy. This includes:</p> <p>Resume Assistance. Providing instructions on the content and format of resumes and cover letters and providing assistance in the development and production of the same.</p> <p>Job Search Workshops. An organized activity that provides instructions on resume writing, application preparation, interviewing skills, and/or job lead development.</p> <p>Job Finding Clubs. Have all the elements of a Job Search Workshop, plus a period of structured application where participants attempt to obtain jobs.</p> <p>Job Search Planning. Development of a plan (not necessarily a written plan) that includes the necessary steps and timetables to achieve employment in specific occupational, industry, or geographic area.</p> <p>Examples of WSO Workshop types that fit into this category: Career assessment, career planning, career</p> |

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| | exploration, job searching, social media & networking, resume writing, interview preparation. |
| Career Guidance | Providing career guidance services with significant staff involvement. Career guidance services include the initial assessment of skill levels and supportive service needs, and provision of information (Including information on local performance and eligible training providers), materials, suggestions, or advice intended to assist the job seeker in making occupation or career decisions. |
| Referral to Employment | Providing a referral to employment which includes significant staff involvement. A referral to employment is (a) the act of bringing to the attention of an employer a job seeker or group of registered job seekers who are available for a job and (b) the record of such a referral. |
| Referral to Other Federal/State Assistance | Participant referred to Other Federal/State Assistance. This may include Supplemental Nutrition Assistance Program (SNAP) benefits, Temporary Assistance for Needy Families (TANF), health insurance assistance, child support assistance, tax preparation support, and any other Federal or State assistance programs. |
| Other Basic Career Services | Participant received basic career services requiring a significant expenditure of staff involvement, and not reported through PIRL elements 1102-1115. These additional basic career services may include, but are not limited to: (a) reemployment services; (b) federal bonding program; (c) job development contacts; (d) referrals to educational services; and (e) tax credit eligibility determination. When this service is used, it must be defined by the Local Area and align or include appropriate and specific definition of the activity. |
| Placed into Federal Training | Participant entered any training program supported by the Federal Government, such as WIOA-funded projects, TAA, Adult Education, Vocational Rehabilitation, and Job Corps. |
| Placed into Federal Contractor Job | Participant who is a disabled veteran, campaign veteran, or recently separated veteran was referred to a job opening listed by an employer identified as a Federal contractor. |

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| Referred to Federal Job | Participant referred to a job opening filed with a placement office by a department or agency of the Federal Government or other entity under the jurisdiction of the U.S. Office of Personnel Management. For example, a job posting with USAJOBS. |
| Referred to Training | Providing a referral to a training program supported by the Federal Government, such as WIOA-funded projects, TAA, Adult Education, Vocational Rehabilitation, and Job Corps. |
| Unemployment Insurance (UI) Claim Assistance | Participant was provided meaningful assistance in filing a UI claim. |

Individualized Career Services:

| Services | Definition |
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| Individualized Employment Training Plan | Individual Employment Plan (IEP) was created or otherwise established to identify the participant's employment goals, and development of program goals to complete the appropriate combination of services for the participant to achieve the employment goals. |
| Work Experience/Internships | Planned, structured learning experience that takes place in a workplace for a limited period of time, may be paid or unpaid, and is consistent with other laws such as fair labor. The Work Experience may be with a public, private, or non-profit employer. Also referred to as internship. |
| English as a Second Language | Participant received any English as a second language service or training. ESL services are those services provided to participants whose primary language is not English. These services are designed to increase the English language proficiency of the participant so they can attain training and/or employment success. Service delivery is through either 1:1 with staff or in group counseling setting/workshop where the curriculum addresses individual needs. |
| Job Shadow | A structured activity where the customer spends one-on-one time at a worksite with an employee where they observe daily job functions and learn about the job and industry. |
| Pre-Apprenticeship Programs | A program or set of strategies designed to prepare individuals to enter and succeed in a registered |

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| | <p>apprenticeship program and has a documented partnership with at least one, if not more, registered apprenticeship program(s) that assist in placing individuals who complete the pre-apprenticeship program in a registered apprenticeship program.</p> |
| <p>Transitional Jobs</p> | <p>Time limited work experience that is wage-paid, subsidized and with a public, private, or non-profit employer. Reserved for participants with barriers to employment, who are chronically unemployed, or have an inconsistent work history. Combined with comprehensive employment and support services, designed to assist the participant to establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry and retention in unsubsidized employment.</p> |
| <p>Other Work Experience</p> | <p>When this service is used, it must be defined by the Local Area and align or include appropriate and specific definition of the activity.</p> |
| <p>Short-term Pre-Vocational</p> | <p>Participant received short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training. Service delivery is through either 1:1 with staff or in group counseling setting/workshop where the curriculum addresses individual needs.</p> |
| <p>Financial Literacy</p> | <p>Participant received financial literacy services. They may include services that help with creating budgets, initiate checking and savings accounts at banks, applying for and managing loans and credit cards, learning about credit reports and credit scores, and identifies identity theft. Service delivery is through either 1:1 with staff or in group counseling setting/workshop where the curriculum addresses individual needs.</p> |
| <p>Other Individualized Career Services</p> | <p>Workforce Preparation. Service(s) designed to help participants acquire a combination of basic academic skills, critical thinking skills, digital (computer) literacy skills and self-management skills, including competencies in: (a) utilizing resources; (b) using information; (c) working with others; (d) understanding systems; (e) skills necessary for successful transition into and completion of postsecondary education or training or employment; and (f) other employability skills that increase an individual's</p> |

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| | <p>preparation for the workforce. This also includes activities such as flagger/forklift certification, OSHA health and safety certifications, food handlers permits, and other occupational skills education leading to non-credentialed certifications that are required for entry level and/or health and safety employment requirements.</p> <p>Adult education and literacy. GED and ABE leading to secondary education diploma or equivalent.</p> <p>Comprehensive Skills and Career Assessment. Specialized assessments of the skill levels and services needs which may include: (a) diagnostic testing and use of other assessment tools, and (b) in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.</p> <p>Out of area job search and relocation assistance. Individualize assistance with job search and related relocation outside of the local area.</p> <p>As appropriate, service delivery is through either 1:1 with staff or in group counseling setting/workshop where the curriculum addresses individual needs.</p> |
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Training Services:

| Service | Definition |
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| ABE or ESL in Conjunction with Training | ABE and ESL incorporated into the Training curriculum. Training must be on Oregon ETPL. |
| On-the-Job Training | <p>Hire first training, provided to a participant by an employer that is defined by a contract and all of the following applies:</p> <ol style="list-style-type: none"> 1. Provides knowledge or skills essential to the full and adequate performance of the job. 2. Provides reimbursement to the employer of up to a certain percent – typically 50 percent but may be more based on certain circumstances and Local Workforce Development Board policy – of the wage-rate of the participant, for the extraordinary costs of providing the training and the additional supervision related to the training. |

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| | <p>3. It is limited in duration as appropriate to the occupation for which the participant is being trained; taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.</p> <p>The reimbursement rate must be established by Local Workforce Development Board policy.</p> |
| Occupational Skills Training | An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Training must be on Oregon ETPL. |
| Entrepreneurial Training | Education and training that develops the knowledge and skills around the basics of starting and operating a small business. |
| Customized Training | Training designed to meet the special requirements of an employer (including a group of employers) which is defined by a contract, is conducted with a commitment by the employer to employ an individual(s) upon successful completion of the training, and for which the employer pays a significant share of the cost of the training as determined by the Local Workforce Development Board. |
| Skills Upgrade Training | Training designed to provide a participant with new skills necessary to obtain, retain or advance in employment, upgrade skills for operation of new equipment or technological changes, enhance job productivity, or improve job performance. Training must be on Oregon ETPL. |
| Prerequisite Training | Any class or training that is required by the training provider before enrolling into a training program represented on the Eligible Training Provider List. This excludes activities defined under Workforce Preparation. Training must be on Oregon ETPL. |
| Registered Apprenticeship Training | A work-based training program registered through the US DOL and Oregon BOLI that connects job seekers looking to learn new skills with employers looking for qualified workers. Employers, employer associations, and joint labor-management organizations, known collectively as "sponsors", provide apprentices with paid on-the-job |

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| | learning and academic instruction that reflects industry needs. The goal of the instruction is to provide workers with advanced skillsets that meet the specific needs of their employers. Apprenticeship program must be on Oregon ETPL. |
| Other non-occupational skills training | When this service is used, it must be defined by the Local Area and align or include appropriate and specific definition of the activity. Training must be on Oregon ETPL. |
| Incumbent Worker Training | Training designed to meet the special requirements of an employer (including a group of employers) to increase the competitiveness of the employees or the employer. Training must be designed to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment and be conducted with a commitment by the employer(s) to retain or avert the layoffs of the incumbent workers trained. |