

**LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014**

*Final
revised
& corrected
copy
2-12-14*

**LOCAL WORKFORCE INVESTMENT BOARD
Local Plan**

January 1, 2014 - June 30, 2015

Local Plan Instructions

For Kentucky's

LOCAL WORKFORCE INVESTMENT SYSTEM

Program Years 2013 - 2014

**-Submitted by-
Workforce Investment Board**

LOCAL AREA:	TENCO
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Instructions

In accordance with the Workforce Investment Act (WIA), this document provides directions to Kentucky's Local Workforce Investment Boards (LWIBs) for preparing the Local Plan update. The Local Plan covers the time period of January 1, 2014 through June 30, 2015. LWIBs are required to submit plans to the Kentucky Department of Workforce Investment's Office of Employment and Training (OET) in order to receive funding under WIA.

The Local Plan update guidance is composed of three sections:

- **Section A: "Integration and Strategies."** This section should illustrate the LWIB's engagement in regional economic development strategies, as well as how the LWIB conducts business beyond the narrow focus of WIA programs.
- **Section B: "Program Operations."** This section collects information required by law in order for LWIBs to receive their base funding.
- **Section C: "System Operations and Attachments."** This section includes information needed to ensure that the local workforce systems meets certain legal requirements as well as complies with agreements between OET and the LWIBs. This section also asks for information needed to respond to requests from legislative leaders, local leaders, Education and Workforce Development Cabinet's executive leadership, and other interested parties.

2013 - 2014 Local Plan Update Requirements

- **Local Plan Update Due Date: December 1, 2013**
- **Deliverables:**
 1. Electronically submitted, via e-mail, Local Plan Update Sections A, B, and C, including all attachments (A,B,C,D,E) to Pat Dudgeon at PatriciaO.Dudgeon@ky.gov and;
 2. Mail one (1) hard copy of the signature page with original signatures to:

Pat Dudgeon
Office of Employment and Training
Division of Workforce & Employment Services
275 East Main Street, 2WA
Frankfort, Kentucky 40621

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Planning Timetable Estimates

July 12, 2013	Issuance of Local Plan Guidelines
November 1, 2013	Last date to begin the Public Comment Period. Beginning of the OET review, comment and clarification period
November 30, 2013	End of the 30 Day Public Comment Period
December 1, 2013	Local Plans are due to OET along with submittal of the original signature page. Final Review and Approval of Local Plan Updates by OET begins
January 1, 2014	Beginning of Local Plan Period

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Section A: Integration and Strategies

One of the state's strategies is to invest in LWIBs who perform at a strategic level and who are leading or participating in innovative approaches to a wide range of regional challenges and opportunities. This section will be used to describe the LWIB's engagement in regional development strategies, as well as how the LWIB conducts business beyond the narrow focus of employment programs. OET will use this information for guidance in allocating special, discretionary and incentive grants (if funding is available).

1. How does the WIB identify and analyze regional economies?

TENCO uses community forums, partner meetings, business services and several online resources (such as Workforce KY, Cabinet for Economic Development, and Census), and a local labor Market study (ERISS) to analyze our regional economy. Labor market information is also collected in a local database specifically for TENCO WIA participants. Along with the Occupational Outlook projections, this data is thoroughly analyzed and combined in spreadsheets for the Strategic Planning Committee and LWIB to review. This review results in supporting data for our strategic plan, development of sector strategies, development of the TENCO occupational training list, and WIA budget planning.

2. How is this information used to identify the key industries and demand occupations within this economy?

The information collected as identified in question 1, is analyzed by WIA staff, placed in easy to follow spreadsheets showing all high growth occupations in the TENCO area. It is broken down further to identify those with wages of or exceeding \$10.00 per hour (identified as high wage for TENCO), and those occupations requiring credentials/training. Key industries in the area are identified by the local and online labor market services, business services, and partner services.

3. How is this information incorporated into your service delivery strategies?

TENCO provides training funds for Adults, DW and out-of-school youth who are enrolled in occupations identified through the above-mentioned process and deemed to be in high demand within the targeted sectors. The majority of On-the-Job training funds must also go to support the sectors identified through the economy analysis. Projects which incorporate services in the identified sectors are given priority to TENCO WIA funds. The sectors/Occupational Training List is available at all Career Centers in order to guide individuals in projected high demand, high wage occupations.

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4. In a separate attachment, based on your most recent analysis of regional economies, provide a list of the key industry sectors in your regional economy.

TENCO has followed a sector strategy approach for several years. Based on the most recent analysis of the regional economy, there are 5 sectors which provide opportunity for high wage, high demand occupations in our area:

Manufacturing/Distribution

Energy

Skilled Trades

Health Care

Education

5. At the direction of Governor Beshear, the Kentucky Workforce Investment Board established a strategic vision and goals for the transformation of the Commonwealth's workforce system. ([WorkSmart Kentucky Strategic Plan](#)) Key to the realization of that vision is the state board's assertion that local workforce boards must be innovative, responsive and able to make substantial positive impacts on the communities they serve.

Please describe the role of your board in implementing transformational change to the Kentucky workforce system for each of the statewide strategic areas of focus listed below. ONLY SUBMIT DESCRIPTIONS FOR INITIATIVES YOUR BOARD HAS BEGUN, IS CONTINUING OR IS PLANNING TO IMPLEMENT.

For each initiative, please indicate:

1. If the initiative is a local innovation or part of a statewide initiative (examples provided for each focus area).
2. The initiative's mission and strategic goals (if local) or any local adaptation for statewide initiatives.
3. A timeframe for implementation, including major milestones and evaluation.
4. Identify key partners/players/stakeholders, including the role of the WIB
5. Provide the current status of the initiative.

(Space is provided for one initiative in each focus area. To add additional initiatives, copy and paste the formatted narrative layout under the appropriate Focus Area. If initiatives are not currently being planned in any of the focus areas, leave blank.)

STATEWIDE STRATEGIC AREAS OF FOCUS

1. **System Transformation**

Related statewide initiatives: [Sector Strategies](#), Branding & Identity, [One-Stop Certification](#), User-Friendly On-Line Services, National Career Readiness Certificate, Eligible Training Provider List Enhancements

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System Transformation Initiative (1)

Title:	Fast Forward to Work
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Initiative is a local innovation **Part of a statewide initiative**

Initiative's mission and strategic goals:

During the TENCO community forum, many business and partners identified a growing issue with the lack of basic soft skills in employees and job seekers. Therefore, the TENCO LWIB identified soft skills training as a necessary goal in the Strategic Plan. The mission is to develop a workforce trained in soft skills, leading to a higher retention of employees for businesses.

Implementation timeframe:

Curriculum content is provided to businesses in TENCO sectors - 6/13 - 6/14
Evaluation of curriculum and overall workshop - 6/13 - 6/14
Determination to continue and/or expand workshops for individual consumers - 10/13 - 6/14

Partners/players/stakeholders and role of WIB:

The TENCO LWIB is the driver of this initiative. The LWIB partners with the business community to determine interest and need. The LWIB has also partnered with another local area (EKCEP) to provide the training, as they have a certified soft skills curriculum already in place.

The LWIB role is to determine funding levels for this project, participate in the project presentation, and evaluate the effectiveness/return on investment this has for the community.

Current status of initiative:

Currently, the soft skills training, Fast Forward to Work, has been provided to two businesses in the healthcare sector. The evaluations from both health care providers have been overwhelmingly positive, with one provider asking for another session to include more employees. TENCO is currently scheduling this training for a consortium of manufacturing businesses in the local area.

System Transformation Initiative (2)

Title:	User-Friendly On-Line Services
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Initiative is a local innovation Part of a statewide initiative

Initiative's mission and strategic goals:

This is a statewide initiative with a mission of providing a more effective, appealing, and easily accessed website that is user friendly for both individual consumers and businesses.

Implementation timeframe:

TENCO completed the basic reinvention of our local website www.btadd.com. At this time, the basic changes have been made including a more visually appealing, easily navigated and complete picture of WIA and the Kentucky Career Center activities/services. The website is currently being evaluated, and additional changes may be made throughout the year to ensure the goal of the initiative is met.

Partners/players/stakeholders and role of WIB:

Being a state WIB initiative, our local WIB and staff has supported and driven this project. Partners, community leaders, and the LWIB will have the opportunity to evaluate the effectiveness of the website.

Current status of initiative:

The website is currently available with all the basic functions necessary to meet the state's initiative. As evaluations are conducted on the effectiveness of the website, additional changes may be made.

System Transformation Initiative (3)

Title:	Branding
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Initiative is a local innovation Part of a statewide initiative

Initiative's mission and strategic goals:

Statewide the goals include: Transforming the identity of the "unemployment office", Unifying promotional efforts, reducing confusion for those unfamiliar with the system, and increasing communication among all service delivery points.

Implementation timeframe:

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The internal and external branding initiative has been officially rolled out by the Governor.

Partners/players/stakeholders and role of WIB:

This is a statewide initiative with the main stakeholders being the Office of Employment and Training at the state level. However, this initiative has made the LWIB, community leaders, and partners much more aware of services available, procedural needs, and role the LWIB serves for the Kentucky Career Centers in our local area.

Current status of initiative:

Internal and external roll out has occurred. Most signs have been put in place. Websites have been changed to incorporate the Kentucky Career Center logo. Throughout the year (2013 - 2014), the TENCO LWIB will continue to support and provide training on the importance of changing the perception of our Kentucky Career Centers by improving customer service, development of consistent procedures, and providing services as a functional component of the Kentucky Career Center.

System Transformation Initiative (4)

Title:	One-Stop Certification
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Initiative is a local innovation Part of a statewide initiative

Initiative's mission and strategic goals:

Kentucky has set the One-Stop Certification goal to ensure our Kentucky Career Centers are operating at the highest level possible. The TENCO LWIB has included this goal in the Strategic Plan and has identified the goal as high priority.

Implementation timeframe:

Completion of the One-Stop Certification packet for the Kentucky Career Center - Maysville - 6/30/2014

Partners/players/stakeholders and role of WIB:

LWIB, OET, OVR, Business representatives, community partners all play a major role in successfully achieving this initiative. The LWIB oversees the Kentucky Career Centers – TENCO, and therefore play a significant role in the oversight of

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policy, procedure, performance, career center and business service activity.

Current status of initiative:

Kentucky Career Center procedures and policies are currently being evaluated and developed. Activities of Kentucky Career Center - Maysville staff are being identified and recorded. Documentation of measures is being collected.

System Transformation Initiative (5)

Title: Eligible Training Provider Initiative

Initiative is a local innovation Part of a statewide initiative

Initiative's mission and strategic goals:

As a statewide initiative, the mission is to reinforce priorities around high demand occupations, with sustainable wages and career ladder goals. TENCO LWIB also has the mission to ensure a strong return on investment for our communities. The transformation of the Eligible Training Provider List will ensure that training dollars not only meets the needs of industry, but individual consumers will have the resources to make knowledgeable decisions on careers and training opportunities.

Implementation timeframe:

2013 - 2015

Partners/players/stakeholders and role of WIB:

LWIB, Post-secondary institutions, private occupational skills institutions, and OET. LWIB currently approves private schools for inclusion on the statewide list.

Current status of initiative:

Kentucky has provided guidance and a timeline for this initiative to be completed. The LWIB is supportive of the initiative and is currently working with local training providers to ensure they are aware of the upcoming changes, and to ensure they have completed the necessary steps to be included in the Eligible Training Provider List.

II. Education Alignment

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Related statewide initiatives: Tech-High, Accelerating Opportunity (aka Skill Up or I-Best), Apprenticeships, High School Outreach

Education Alignment Initiative (1)

Title:	Accelerating Opportunities
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Initiative is a local innovation Part of a statewide initiative

Initiative's mission and strategic goals:

State initiative with a mission of preparing lower skilled adults for employment by assisting them with improving basic literacy skills while earning nationally recognized credential.

Implementation timeframe:

Identify individuals on extended unemployment benefits - 11/13 Referrals to Accelerated Opportunities programs - 11/13 - 6/14 OJT referrals 11/13 - 6/14
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Partners/players/stakeholders and role of WIB:

OET, LWIB, KCTCS, local business. The LWIB governs the interaction between the LWIA and AO programs, as they determine funds supporting training short and long term training opportunities through this partnership.

Current status of initiative:

The LWIB is involved in a project partnering with OET to identify individuals on extended unemployment benefits. The LWIB will then work with KCTCS to identify appropriate referrals to the AO program for basic skills remediation and short term occupational skills training. Once the training has been completed, OJTs may be utilized to support the employment objective.

Education Alignment Initiative (2)

Title:	Business and Education Alignment
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Initiative is a local innovation Part of a statewide initiative

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Initiative's mission and strategic goals:

To connect local business and post-secondary institutions ensuring the curriculum for specific programs meets the business need.

Implementation timeframe:

Develop a consortium of businesses representing the industry within each sector - 3/14
Work with businesses and educational institutions to determine curriculum for specific businesses and/or industry. - 3/14 - 6/30/15

Partners/players/stakeholders and role of WIB:

LWIB, KCTCS, Post-Secondary Institutions, Business. The LWIB supports this mission.

Current status of initiative:

This initiative is currently in its infancy. The LWIB staff is discussing development of industry consortiums, opportunities for curriculum review, and procedures for implementation.

III. Economic Development Alignment

Related statewide initiatives: Entrepreneurship, Work Ready Communities, Business Services Redesign-Unified Business Services)

Economic Development Initiative (1)

Title:	Work Ready Communities
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Initiative is a local innovation Part of a statewide initiative

Initiative's mission and strategic goals:

A Statewide initiative with a mission to develop community plans and benchmarks which will enhance Kentucky's competitiveness for new industry.

Implementation timeframe:

Have three counties certified in progress or higher by 12/31/13
An additional two counties certified as in progress or higher by 6/30/14

Partners/players/stakeholders and role of WIB:

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LWIB, Community leaders (Chambers, local elected officials), Secondary and Post-secondary Institutions, business. The LWIB members play a significant role in marketing and participating in Work Ready programs within their county. The Board fully supports this initiative.

Current status of initiative:

Currently, TENCO has two areas certified as in progress - Montgomery and Rowan. TENCO staff held presentations numerous times for all ten counties regarding the benefit of being certified as a Work Ready Community. At least five other counties have started the process of working toward this goal.

IV. System Simplification

Related statewide initiatives: Alphabet Soup, Partner for Success, Case Management, [High Impact Workforce Investment Boards](#)

System Simplification Initiative (1)

Title:	Partner for Success
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Initiative is a local innovation Part of a statewide initiative

Initiative's mission and strategic goals:

A Statewide Initiative designed to establish areas of common and complementary services within the agencies who have similar goals of meeting the needs of employers, individual's training, and job placement.

Implementation timeframe:

Meetings were held April 30 - May 1, 2013

Partners/players/stakeholders and role of WIB:

OET, Vocational Rehabilitation, WIA

Current status of initiative:

Completed

System Simplification Initiative (2)

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Title:	High Impact Workforce Investment Board
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Initiative is a local innovation Part of a statewide initiative

Initiative's mission and strategic goals:

State Initiative that will assure the effectiveness of local workforce investment boards.

Implementation timeframe:

Application deadline: October 4, 2013

Partners/players/stakeholders and role of WIB:

LWIB, Business, Community leaders, Partners. The LWIB has supported this initiative for several years. They drive the activities necessary to be a high impact WIB, such as the development of the strategic plan, community involvement, and budget planning.
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Current status of initiative:

TENCO WIB has submitted their documentation to support the High Impact WIB application. The review date with the LWIB, community stakeholders, and staff is set for December 3-4, 2013.

V. Customer Service

Related statewide initiative: Workforce Academy

Customer Service Initiative (1)

Title:	Workforce Academy
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Initiative is a local innovation Part of a statewide initiative

Initiative's mission and strategic goals:

State Initiative that will assist in the achievement of system-wide consistency in the approach to customer service.
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Implementation timeframe:

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Completed December 2012

Partners/players/stakeholders and role of WIB:

OET, WIA, Vocational Rehabilitation, Office of the Blind, Veterans

Current status of initiative:

Completed

Oversight/Monitoring Process – Describe the local board strategy to ensure continuous improvement to move the local system toward the Commonwealth’s vision and achieve the goals identified in the [*WorkSmart Kentucky Strategic Plan*](#).

The LWIB, TENCO staff, and Partner agencies have received copies of the WorkSmart Kentucky Strategic Plan. Community leaders, partner agencies, and LWIB members came together through a community forum and have developed a strategic plan outlining the immediate and long term goals for the TENCO workforce area. Many of these goals directly relate to Kentucky’s initiatives. The TENCO LWIB will continue to publicly support the plan with our own vision and goals, allowing community input and involvement through a number of possible avenues, including but not limited to forums, web-based review and evaluation, and public comment.

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Section B: Program Operations

This section collects information required by “WIA Law, Section 118: Local Plan” in order for LWIBs to receive their base funding.

1. Keeping the changing economy in mind, describe the workforce investment needs of your local area:

a) Businesses

The future of the region is becoming more dependent on the availability of a skilled workforce, not only for entry level employment, but also current employees who need to upgrade their skills through continuous learning. Based on a community forum in TENCO where businesses were represented, workforce investment needs for businesses include:

- Job seekers do not have basic employability skills (soft skills), basic literacy skills (reading/math), and/or basic computer skills.
- Employees needing to upgrade skills with the advancement of technology.
- Employees do not retain employment, often due to lack of soft skills and inability to pass drug screenings.
- Training does not always match the skill needed by the business.
- Lack of revenue to maintain the current business, support expansion, advancement, and/or compete with other businesses.

b) Job seekers

Job seekers in the TENCO area need to be knowledgeable of workplace skills, including basic reading, math, computer skills, and workplace ethics.

Job seekers are frustrated with their job search for several reasons, including.

- Lack of available jobs with stable, self-sustaining employment.
- Transportation in rural counties remains an issue.
- Training programs do not always meet the needs of the local businesses.
- Lack of opportunity to “showcase” transferable skills.
- Due to the large number of job seekers, those with barriers (felons, lack of work history, lack of secondary education, etc.) find it difficult to obtain an interview for employment.

c) Workers

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Current employees have the following needs:

- Upgrade skills.
- Opportunity for career ladders/advancement.
- Benefits.
- Transportation/Child Care.
- Soft skills – responsibility, accountability, and conflict resolution.

2. Describe the current and projected employment opportunities in your local area.

The current and projected employment opportunities providing self-sustaining wages are in the TENCO identified sectors: Health Care, Education, Skilled Trades, Energy, and Manufacturing/Distribution.

Other occupations, such as food and retail service are in high demand in the local area; however, they are not occupations that lead to self-sufficiency.

3. Describe the job skills necessary to obtain such employment opportunities.

Generally, food and retail service require at least a high school diploma or equivalent. The remainder requires post-secondary credentials. In addition to the required credentials, the ability to pass a drug screen, and then demonstrate soft skills, which leads to employment retention, is necessary.

4. How does the LWIB ensure continuous improvement of its providers?

The LWIB ensures continuous improvement in contract and training providers through collaboration and review of outcomes data. Technical assistance is provided a minimum of once per year, but is available upon request or by TENCO's determination of need. Monthly meetings are held in order to inform contractors of changes in law, regulations, guidance memos, review of caseload, performance, etc. Financial and program monitoring are conducted annually, with additional reviews completed upon any findings/concerns through monitoring. Contractors may be invited to attend/participate in state, local, and partner meetings.

Continuous improvement of training providers is achieved through analyzing internal outcomes. Additionally, providers and employers are invited to participate in TENCO facilitated focus groups which provides an avenue of dialogue resulting in training alignment with business needs.

5. List the continuous improvement activities in which your local providers and partners participated in PY 2012.

Monthly staff meetings for contractors; Quarterly Career Counselor meetings; Technical

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assistance at a minimum annually, but more often if needed; Annual financial and program monitoring; Quarterly EKOS and Data Validation; Participate in state, local, and/or partner meetings.

6. Provide a list of planned continuous improvement activities for PY 2013-2014 in which your local providers and partners will participate.

Continuous improvement listed in # 5 has been in place for several years and will continue throughout 2013 - 2014.

7. What new initiatives is the LWIB implementing to ensure that the local workforce system meets the needs of employers and participants?

TENCO is developing processes and policy to provide a unified, streamlined, and customer focused approach in the TENCO Kentucky Career Centers. **Once implemented in all three career centers (2014), this regional re-employment plan will provide a uniform and seamless approach to customer service delivery.**

TENCO will also ~~utilize~~ **implement** customer service surveys **(2014) that will be analyzed regularly to identify strengths and obstacles within the system. The identification of obstacles within our system will be addressed, with action plans being developed and monitored to ensure customer needs are given priority.**

The Strategic Plan will be reviewed annually to ensure the local workforce system meets the needs of customers, both business and individual participants.

8. Performance Standards. What is the rationale for the LWIB negotiated performance measures? – Refer to Attachment A.

Performance is based on past years outcomes. Negotiations were based on Kentucky's standards. TENCO's performance levels for 2013 are in alignment with Kentucky and other local workforce areas.

9. What percentage of the participants will be in training programs (not pre-vocational services) that lead to targeted high-growth and high-wage industries, demand driven occupations, and/or career laddering occupations as identified in Section A?

All participants (100%) served with formula WIA training funds are in high-growth/demand, high wage occupations. Trade participants are provided labor market Information to make an informed decision regarding training and employment opportunities. Per DOL guidelines, Trade individuals do not have to adhere to the LWIA's sector approach for training; Therefore, Trade funded participants may be in training that does not follow programs identified by the LWIB.

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10. What is the LWIB plan to help Kentucky increase by 10 percent the number of people who receive training and attain a degree or certificate through the following programs by June of 2015: WIA Title I-B programs, National Emergency Grants and Trade Adjustment Assistance?

The data supports the need to increase degrees and certificates utilizing a two prong approach, increase post-secondary enrollment, and provide services to those enrolled leading to credential achievement.

The TENCO LWIB Strategic Planning committee has identified this as a goal in the Strategic Plan. TENCO developed specific action steps within the Strategic Plan to assist with the successful completion of this goal. However, as funding decreases each year, the goal of increasing the number of WIA participants funded for training services has become increasingly difficult to achieve.

TENCO has participants who have achieved the number of hours necessary to obtain a credential, but has never completed the application process. KCTCS and WIA are working together to resolve these types of issues, including making the application for credentials easier.

11. Describe the LWIB’s Unified Business Services processes. (May attach separate Unified Business Services Plan)

TENCO has had many staff transitions within the past year. A Unified Business Service Plan is still in the development stage. However, processes for Business Service activities are in place.

Business Service Teams include “core” individuals from OET, KCTCS, WIA, and Chamber members. Core members have one-on-one contact with local businesses and represent the Kentucky Career Center. “Extended” members of the team include, Vocational Rehabilitation, other economic development programs, Area Development Districts, Small Business Loans, Older Worker programs, Veterans, and etc. Members are to make contact with at least 10 businesses within the quarter. There is a data system designed for the members to capture basic information, including the services requested and services provided. A follow-up survey is completed within a week of the initial contact to determine if the team is meeting the businesses expectations.

As businesses identify their needs, the Business Service Coordinator is notified and communicates the need to all Business Service Team members. An array of potential services are discussed, and then provided to the business. Services are provided and recorded on the web-based database. Services/Activities are also reflected in EKOS.

The core members have regular monthly contact, more often if needed. Quarterly meetings are held with all members.

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12. How does the LWIA notify Rapid Response and/or Business Services team members to coordinate services when a business may be actually or potentially considering a layoff?

The Business Service Coordinator is notified either through partners, a public announcement, staff, etc. of an actual or potential layoff. The Business Service Coordinator is responsible for making contact, and if applicable, setting up a meeting with the business. The Business Service Coordinator is also responsible for making contact with the Rapid Response team and scheduling the rapid response meeting.

13. How does the LWIA respond to and secure information when there is a possibility of a mass layoff? How is this information communicated to local and state Rapid Response and Business Services teams?

Upon notification, the Business Service Coordinator immediately makes contact with the business, and requests information regarding the layoff, such as number of employees affected, address, phone number, etc. **The Business Service Coordinator will complete the RR-50 and submit the form to the state Rapid Response Coordinator.** The Business Service Coordinator is responsible for ensuring the Rapid Response teams are notified. The Business Service Coordinator coordinates the Rapid Response meeting with the affected employees. **The state Rapid Response Coordinator is notified by email of the upcoming Rapid Response meeting. The Business Service Coordinator will document Rapid Response activities in EKOS.**

14. What is the LWIA process to inform the state of local Rapid Response events?

Data for each local Rapid Response event is included in the Employ Kentucky Operating System.

15. How does the LWIA respond to or assist companies that are potentially TAA certifiable?

Collaboration and partnership is vital in the prompt and concise provision of services to companies and workers who are potentially TAA certifiable. The TENCO WIA maintains a positive relationship with the State Trade representatives including the TENCO Trade Facilitator. Any company experiencing Rapid Response services is evaluated for state Trade Certification by the TENCO Business Services Team. The TENCO Business Services Team aids and facilitates the application and filing of State Trade paperwork and applications on behalf of the affected company, per their wishes, utilizing TENCO's Regional Plan for Integrated Trade Services Plan.

16. What is the process used to provide assistance to a company that is DOL Trade-certified?

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TENCO provides resources throughout the life cycle of a business. Business Service Team members have an identified business list within a specific occupational sector. Business Service Team members, who represent the partner agencies of the Career Center, are responsible for making contact with their identified businesses each quarter in order to develop strong working relationships and provide an array of resources for all stages of business. These services are designed to provide businesses with resources in order to prevent lay-off or closure, if possible.

Once a business has determined a lay-off or closure is evident, the TENCO Business Service Coordinator may assist the business with documentation, such as submitting information to the state Rapid Response Coordinator, linking the business with appropriate resources, etc.

The TENCO Business Services Coordinator works hand in hand with State Trade Facilitators to coordinate the Rapid Response/Trade Orientation for the company's affected workers. If the business is still operating, the business is contacted with information regarding the Trade orientation. A location, time, date is selected and affected workers are notified either through the business, Business Service Coordinator, or Trade Facilitator. Communication between the Trade Facilitator and the Business Service Coordinator is maintained throughout the entire process.

17. Provide the current Trade Regional Plan. (May attach separate Trade Regional Plan)

The Plan must include:

- Updated to date with the latest Trade Law, as amended.
- The process employed from the point of Petition Certification to Trade participant post-exit follow-up.
- Roles of both OET and WIA and other partners as applicable.
- Compliance with 618.890 merit staffing regulations.

See Attached.

18. How will your LWIA work with OET in calling in and conducting orientation sessions for people who are chronically unemployed? (*chronically unemployed - those who are not employable because of their lack of skills, education, and experience*)

LWIA staff participates in Ken Workshops and REA workshops as scheduled by OET. OET makes the initial contact with the unemployed individual. LWIA staff are partners in the development and presentation of workshops.

19. Describe the process in which partners (i.e. Wagner-Peyser) will ensure some level of enhanced services to the chronically unemployed and UI applicants selected for

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Reemployment and Eligibility Assessment (REA). Describe what services will be offered such as job placement activities, resume writing or interviewing workshops, etc.

Individuals selected for REA are provided with enhanced services through a series of workshops which includes things such as job search, job readiness activities, resume writing, and interviewing techniques. If the assessment indicates a need for intensive job readiness skills and/or training skills, a referral is made to workforce staff through their functional role.

20. What is your strategy to ensure that job-ready job seekers enrolled in your programs (including non-program Universal Customers), are registering in FocusCareer and are making their resumes viewable to employers?

LWIA and OET Career Center staff has been fully trained in Focus Career. When an individual enters the Career Center to access services, staff first determines if registration in Focus Career has been fully completed including a viable resume. If this has not been achieved, staff either guides or assists in the completion of this process. The benefits of making their resume viewable to employers are explained to customers.

21. Describe how youth activities are provided in the LWIA (in-house, contractors, combination, etc). Provide a brief description of a current or recent exemplary youth program or activity and a brief description of any anticipated new youth programs or activities envisioned by the LWIA.

Youth activities are provided by contractors. TENCO currently has two youth providers – Morehead State University and Lewis County Board of Education. Both programs have repeatedly exceeded performance measures. An activity that is exemplary in both programs is the work experience service. The registered youth have barriers (sometimes many barriers) to employment, including a lack of work history. Businesses have many job seekers to choose from and sometimes overlook a young person’s potential. The work experience component provides the youth an opportunity to not only earn an income, but also to prove him/herself to a business. This trains the young person in work ethics, and provides insight into career choices.

The income eligibility criteria for WIA formula youth funds can be detrimental to providing services to those in need. There is a great need for summer youth programs, serving not only poverty level families, and without the strict performance guidelines. TENCO has developed a goal of seeking additional funding sources to offer a full summer program where work ethic, soft skills, and career planning is coupled with work experience.

22. Identify the criteria used in awarding grants for youth activities, including criteria used to identify effective and ineffective youth activities and providers of such activities.

TENCO solicits youth proposals through a Request for Proposal process. The proposals

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are reviewed and rated based on specific information requested in the RFP. Criteria includes program operation, program elements, performance (current and/or projected based on services/activities and assessments provided), and budget. The Youth Council reviews the proposals/ratings and makes a funding recommendation to the LWIB.

Current contracts of youth services are monitored a minimum of once per year in financial and program content, file management, performance, and services provided. The Contract Administrator provides monthly contact with youth contractors. Intensive technical assistance is provided as requested, or as determined necessary by the WIA.

23. Provide a description of the process used by the LWIB to provide an opportunity for public comment, including comment/input by representatives of business and labor organizations, prior to submission of the plan.

Input from community forums (partners, business representatives, LWIB members, and community leaders) provided the feedback necessary to complete the Local Plan. The Local Plan is then reviewed and approved by the LWIB for placement on the website and local newspapers. The public is provided a minimum of 30 days to respond with comment prior to submission to the Office of Employment and Training.

24. Describe the competitive process to be used for awarding the grants and contracts in your local area for WIA activities.

Contracts are competitively bid through a Request for Proposal process. The notice of the Request for Proposal is advertised in local newspapers, placed on the website, and sent to a maintained bidders list. Proposals are received and evaluated by a representative of the Youth Council, Board member, and staff. Discussion for each proposal is held at the Youth Council meeting. The Youth Council Chair then makes a recommendation to the full Board.

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Section C: System Operations and Attachments

S

In this section, LWIBs must provide information needed to ensure that the local workforce delivery system meets certain legal requirements as well as complies with agreements between OET and LWIAs. This section also asks for information needed to respond to requests from legislative leaders, local leaders, Education and Workforce Development Cabinet's executive management, and other interested parties. *(As with the state plan submitted to the Department of Labor, local areas should update their contact information if there have been changes to the individuals listed since the last submittal. This process is simply a contact change—not a requirement to modify the local plan.)*

- 1. List contact information for the designated site representative(s) at each of your comprehensive career center locations. If there is more than one contact, please include.**

Location:		Kentucky Career Center - Maysville		
Contact:	1)	Alice Dunlap	2)	
Title:	1)	OET Manager	2)	
Phone:	1)	606-564-3347	2)	
E-mail:	1)	AliceC.Dunlap@ky.gov	2)	

Location:		Kentucky Career Center - Morehead		
Contact:	1)	Tonia Anderson	2)	
Title:	1)	Career Center Manager	2)	
Phone:	1)	606-783-8525	2)	
E-mail:	1)	Toniam.Anderson@ky.gov	2)	

**LOCAL WORKFORCE INVESTMENT BOARD PLAN
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Location:		Kentucky Career Center - Ashland		
Contact:	1)	Kelli Felty	2)	
Title:	1)	Career Center Manager	2)	
Phone:	1)	606-920-9024	2)	
E-mail:	1)	KelliR.Felty@ky.gov	2)	

2. List the contact information for the person responsible for the WIB's rapid response activities.

Contact:	1)	Jeremy Faulkner	2)	
Title:	1)	Business Service Coordinator	2)	
Phone:	1)	606-564-6894	2)	
E-mail:	1)	jfaulkner@btadd.com	2)	
Reports to:		Denise Dials		

3. List the contact information for the person responsible for the WIB's business services activities.

Contact:	1)	Jeremy Faulkner	2)	
Title:	1)	Business Service Coordinator	2)	

LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014

Phone:	1)	606-564-6894	2)	
E-mail:	1)	jfaulkner@btadd.com	2)	
Reports to:		Denise Dials		

4. List contact information for the local person responsible for Americans with Disabilities Act (ADA) for all partner programs in your area.

Contact:	1)	Michael Thoroughman	2)	
Title:	1)	Finance Officer	2)	
Phone:	1)	606-564-6894	2)	
E-mail:	1)	mthoroughman@btadd.com	2)	
Reports to:		Amy Kennedy		

<p>Law Reference: 29 CFR 37.25 – Responsibility of Equal Opportunity Officer Law Reference: 29 CFR 37.23 – Designation of Equal Opportunity Officer</p>
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5. List contact information for the local person responsible for Equal Opportunity and completing the Discrimination Complaint Log. (*Section 188 of the WIA or 29 CFR Part 37*)

Contact:	1)	Michael Thoroughman	2)	
Title:	1)	Finance Officer	2)	
Phone:	1)	606-564-6894	2)	

LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014

E-mail:	1)	mthoroughman@btadd.com	2)	
Reports to:		Amy Kennedy		

6. List contact information for the person responsible for English as a Second Language (ESL) for all partner programs in the local area.

Contact:	1)	Doi Woodall	2)	
Title:	1)	OVR Assistant	2)	
Phone:	1)	606-564-4056	2)	
E-mail:	1)	Dois.woodall@ky.gov	2)	
Reports to:		Brent Sturgill		

7. List contact information for the person responsible for local customer relations such as recording/reporting incidents and non-discrimination complaints. (i.e. customer is injured in one-stop career center; customer complaints about non-professional service, etc.)

Contact:	1)	Jason Slone	2)	Brent Sturgill
Title:	1)	Regional OET Manager	2)	Ashland District Manager
Phone:	1)	606-783-8525	2)	606-920-2338
E-mail:	1)	Jason.Slone@ky.gov	2)	AnthonyB.Sturgill@ky.gov
Reports to:		Regina Oney		Holly Hendricks

**LOCAL WORKFORCE INVESTMENT BOARD PLAN
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Contact:	3)	Denise Dials
Title:	3)	Workforce Development Director
Phone:	3)	606-564-6894
E-mail:	3)	ddials@btadd.com
Reports to:		Amy Kennedy

List the programs for which this individual is responsible for providing customer relations.

Office of Employment and Training, Vocational Rehabilitation, Workforce Investment Act

8. If the individual listed above is NOT the person responsible for customer relations for any of the core partner programs, list the contact information for the person responsible for customer relations for each of the other programs.

Program(s))	NA	
Contact:		
Title:		
Phone:		
E-mail:		
Reports to:		

Program(s))	NA	
Contact:		
Title:		
Phone:		
E-mail:		

**LOCAL WORKFORCE INVESTMENT BOARD PLAN
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Reports to:		
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9. Does the local area have in place an agreed upon WIA Discrimination complaint process per 29 CFR Part 37.76-77?

Yes No

If no, is there a plan in process to develop a discrimination complaint procedure?

Yes No

10. List contact information for the person responsible for local data in the Kentucky Career Center facilities.

Contact:	Jason Slone
Title:	Regional OET Manager
Phone:	606-783-8525
E-mail:	Jason.Slone@ky.gov
Reports to:	Regina Oney

11. Complete Attachment D – *Workforce Investment Area Sub-Grantee List* and provide a current listing for each of the LWIA Sub-Grantee names, services provided, funding source, city and state of Sub-Grantee, and whether the Sub-Grantee/Provider is located in a Kentucky Career Center.

12. Complete Attachment B – *Workforce Investment Board/Council Membership List* and provide current contact information for the members of the local workforce investment board, including any vacancies, and the organizations that are represented on the board. Indicate whether the business representatives come from “targeted high-growth/high wage” industries, and/or provide demand driven occupations.

13. Briefly describe the LWIB’s policy and timetable for filling vacancies, replacing/reappointing individuals whose terms have come to an end. Include in your description any plans to fill the terms that will be expiring as of June 30, 2014.

Nominations and Board composition shall be made in accordance with federal statutes and regulations. The Chief Elected Official appoints the members to the TENCO Board. Members shall be appointed for a term of three (3) years.

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Members may elect to remain on the board for additional terms. The Board may vacate the position of any member missing three consecutive meetings or tendering a resignation. Mandatory partner organizations must be from the same category where a vacancy exists. Private sector appointees are to reflect, whenever possible, the TENCO identified sectors. Board members whose terms expire June 30, 2014 will be reviewed by the Executive Committee for another three year term.

According to DOL Training and Employment Guidance Letter (TEGL) 10-09 program operators/service providers are required to provide Veterans Priority of Service in 20 DOL-funded programs. These programs include WIA Adult and Dislocated Worker formula funded programs, Wagner-Peyser Employment services, Trade Act Programs, National Emergency Grants, Senior Community Service Employment Programs (SCSEP), Migrant/Seasonal Farmworker Programs, H-1B Technical Skills Training Grants, Job Corps, WIA Demonstration Projects, Youth Opportunity Grants, pilots, and Research and Development.

Final rules (dated December 19, 2008) for Veterans Priority of Service as it relates to DOL programs.

Veterans' Program Letter (VPL) 07-09 (dated November 10, 2009) implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in Whole or in Part by the U.S. DOL.

Considering the Public Law cited here, answer the following questions pertaining to your local process and procedures that ensure that Veterans receive priority of service.

14. What is the process you use to identify Veterans coming into your Kentucky Career Center?

Veterans are first identified at point of entry in each Career Center. Customers will complete a basic request for information, expressing what services they need and indicating if they are a veteran. Anyone who submits a request for labor exchange services as a veteran is given a brief questionnaire to determine eligibility for priority of service. If the customer is deemed a veteran/eligible person and seeking labor exchange services, the next available Career Center staff will engage the customer.

15. What is the process you use to assess the needs of Veterans seeking service in your Kentucky Career Center and how do you identify Veterans with a barrier to employment?

Veteran/eligible customers will first be registered into the Kentucky Career Focus system. This will identify each customers skill sets, education, work history, etc. Staff will provide a full range of core services at this time. This will include, LMI, job search

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assistance, career guidance on occupations identified by the veteran, resume assistance, etc. Career Center staff will provide a basic initial assessment for career goals, strengths, and obstacles. A referral will be made to the veterans program if barriers are detected that could prevent the veteran from being job ready.

16. What is your process for referral to appropriate program staff, or in the case of a Veteran with an employment barrier, to the local Veterans Employment Representative?

Career Center staff regardless of program provides core services. Once staff has exhausted core services and deem the veteran is not job ready, a referral to the veterans program (DVOP) is made. **The referral is completed by email to the DVOP, and then a follow-up contact is made by Career Center staff with the DVOP within 48 hours.** The DVOP then assists this customer in becoming job ready. The customer is referred to the LVER for job search assistance and placement. LVER's are responsible for conducting business outreach and job development.

17. What is your process to ensure veterans receive priority of service when performing job referrals, enrolling in training and enrolling in training if waiting lists exist?

Veterans and eligible spouses are given priority over non-covered individuals for the receipt of employment, training, and placement services. A veteran and/or eligible spouse receive access to services earlier than a non-covered person, or if the resource is limited, the veteran or eligible spouse receives access to the service instead of, or before the non-covered person. If waiting lists exist for services, the veteran and/or eligible spouse will be moved to the top of the waiting list for training.

LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 – 2014

Signature Page

Program Years 2013 – 2014
(January 1, 2014 – June 30, 2015)

TENCO

Workforce Investment Area Name:

TENCO Workforce Investment Board

Workforce Investment Board Name:

Name and Contact Information for the WIB:

Name and Title:	Roger Russell, Chairman
Address:	St. Claire Regional Medical Center
Address:	222 Medical Circle
City, State, Zip:	Morehead, Kentucky 40351
Phone:	606-783-6429
Fax:	606-783-6374
Email:	rdrussell@st-claire.org

Name and Contact Information for the Local Elected Official(s):

Name and Title:	Judge James Gallenstein
Address:	219 Stanley Reed Court
Address:	
City, State, Zip:	Maysville, Kentucky 41056
Phone:	606-564-6706
Fax:	
Email:	jgallenstein@masoncountykentucky.com

**LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014**

*placed
in file
12-2-13
JD*

Email:	jgallenstein@masoncountykentucky.com
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We the undersigned, attest that this submittal is the Program Years 2013-2014 (January 1, 2014 – June 30, 2015) Local Plan for our WIB/WIA and hereby certify that this Local Plan has been prepared as required, and is in accordance with all applicable state and federal laws, rules, and regulations.

	For the Workforce Investment Board		For the Local Elected Officials
Name:	Roger Russell	Name:	James Gallenstein
Title:	TENCO WIB CHAIR	Title:	TENCO WIB Chief Elected Official
Signature:	<i>R. D. Russell</i>	Signature:	<i>James L. Gallenstein</i>
Date:	11/27/13	Date:	11/27/13

Certifications and Assurances

By signing and submitting this plan, the local workforce investment board is certifying on behalf of itself and the grant recipient, where applicable:

- A. That this *Program Year 2013-2014 Local Plan for the local Workforce Investment System* was prepared and is in accordance with all applicable titles of the Workforce Investment Act of 1998 (WIA), Title V of the Older Americans Act, applicable Kentucky state statutes and that it is consistent with the PY 2012-2017 [Kentucky State Plan](#);
- B. that members of the local board and the public including representatives of business and labor organizations have been allowed at least a thirty day period for comment and that any comments representing disagreement with the plan are included with the local plan forwarded to the Office of Employment and Training (as the Governor's representative) by the local board and that available copies of a proposed local plan are made available to the public; (WIA, Section §118 (c))
- C. that the public (including individuals with disabilities) have access to all of the workforce investment board's and its components' meetings and information regarding the board's and its components' activities;

LOCAL WORKFORCE INVESTMENT BOARD PLAN

PY 2013 - 2014

We the undersigned, attest that this submittal is the Program Years 2013-2014 (January 1, 2014 – June 30, 2015) Local Plan for our WIB/WIA and hereby certify that this Local Plan has been prepared as required, and is in accordance with all applicable state and federal laws, rules, and regulations.

	For the Workforce Investment Board		For the Local Elected Officials
Name:		Name:	
Title:		Title:	
Signature:		Signature:	
Date:		Date:	

Certifications and Assurances

By signing and submitting this plan, the local workforce investment board is certifying on behalf of itself and the grant recipient, where applicable:

- A. That this *Program Year 2013-2014 Local Plan for the local Workforce Investment System* was prepared and is in accordance with all applicable titles of the Workforce Investment Act of 1998 (WIA), Title V of the Older Americans Act, applicable Kentucky state statutes and that it is consistent with the PY 2012-2017 [Kentucky State Plan](#);
- B. that members of the local board and the public including representatives of business and labor organizations have been allowed at least a thirty day period for comment and that any comments representing disagreement with the plan are included with the local plan forwarded to the Office of Employment and Training (as the Governor's representative) by the local board and that available copies of a proposed local plan are made available to the public; (WIA, Section §118 (c))
- C. that the public (including individuals with disabilities) have access to all of the workforce investment board's and its components' meetings and information regarding the board's and its components' activities;
- D. that fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for, funds paid through the allotments funded through the master agreement issued by the Office of Employment and Training have been established;

LOCAL WORKFORCE INVESTMENT BOARD PLAN
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- E. that veterans will be afforded employment and training activities authorized in WIA, Section §134, and the activities authorized in Chapters 41 and 42 of Title 38 US code, and in compliance with the veterans' priority established in the Jobs for Veterans Act. (38 USC 4215.), U.S. Department of Labor, Training and Employment Guidance Letter 5-03;
- F. that it is, and will maintain a certifiable local Workforce Investment Board (WIB);
- G. that it will comply with the confidentiality requirements of WIA, Section §136 (f)(3);
- H. that the master agreement and all assurances will be followed;
- I. that it will ensure that no funds covered under the master agreement are used to assist, promote, or deter union organizing;
- J. that collection and maintenance of data necessary to show compliance with the nondiscrimination provisions of WIA, Section §188, as provided in the regulations implementing that section, will be completed;
- K. that this plan was developed in consultation with local elected officials, the local business community, labor organizations and appropriate other agencies;
- L. that it acknowledges the specific performance standards for each of its programs and will strive to meet them;
- M. that there will be compliance with the Architectural Barriers Act of 1968, Sections §503 and §504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990;
- N. that WIB members will not act in a manner that would create a conflict of interest as identified in Regulations 20 CFR, Section §667.200(a)(4), including voting on any matter regarding the provision of service by that member or the entity that s/he represents and any matter that would provide a financial benefit to that member or to his or her immediate family;
- O. that Memoranda of Understanding that is endorsed and signed by the current WIB Chair and current One-Stop Career Center partner representatives and Cost Allocation Plans are in place and available upon request for each One-Stop Career Center within the WIB's local workforce service area;
- P. that insurance coverage be provided for injuries suffered by participants in work-related activities as required under Regulations 20 CFR, Section §667.274.

ASSURANCES

LOCAL WORKFORCE INVESTMENT BOARD PLAN

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As a condition to the award of financial assistance from the Department of Labor under Title I of the Workforce Investment Act of 1998 (WIA), the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- *WIA, Section §188, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I financially assisted program or activity;*
- *Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin;*
- *Section §504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;*
- *The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and*
- *Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;*
- *The Americans with Disabilities Act of 1990 (42 USC 12101), as amended, which prohibits discrimination on the basis of physical sensory, or mental disability or impairment, and the ADA Amendments Act of 2008 effective January 1, 2009;*
- *Each grant applicant and each training provider seeking eligibility must also ensure that they will provide programmatic and architectural accessibility for individuals with disabilities.*

The grant applicant also assures that it will comply with Regulations 29 CFR, Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.



TENCO Workforce Investment Board
201 Government Street, Suite 300
P.O. Box 460
Maysville, Kentucky 41056

Phone: 606.564.6894
Fax: 606.564.0955
TDD: 1.800.648.6056
www.tenco-onestop.ky.gov

November 27, 2013

Pat Dudgeon
Office of Employment and Training
Division of Workforce & Employment Services
275 East Main Street, 2WA
Frankfort, KY 40621

Dear Pat,

Enclosed is the original signature page for the TENCO Workforce Investment Board Local Plan for the period January 1, 2014 – June 30, 2015. As requested, the complete document was electronically forwarded to you.

If you have any questions or concerns, please contact me at 606-564-6894 or ddials@btadd.com.

Thank you,

A handwritten signature in blue ink that reads "Denise Dials".

Denise Dials,
TENCO Workforce Development Director

DD/tw

Enclosure

2009/2011 AMENDMENTS

Petitions TA-W-70,000 through TA-W-79,999
Petitions TA-W-81,000 and above

KENTUCKY CAREER CENTER'S

TENCO REGIONAL PLAN

INTEGRATED TRADE SERVICES

OET – Office of Employment & Training Staff

LWIA – Local Workforce Investment Area Staff

EKOS – Employ Kentucky Operating System

TENCO's Regional Plan for Integrated Trade Services-2009/2011

Service	TAAEA OF 2011 - CHANGES
<p>TAA funded training is available for up to 117 weeks of cash payments to workers enrolled in full-time training.</p> <p>Up to 130 weeks of cash payments if the worker is allotted 13 weeks of Completion TRA, which are only available if needed for completion of a training program and if training benchmarks are met.</p> <p>Federal Good Cause Information can be found on pages 22-23 of TEGL 10-11. There are 9 factors for consideration.</p>	<ol style="list-style-type: none"> 1. Service and manufacturing sector workers may be covered; 2. Retroactive Provisions- A choice between 2002 & 2011 benefits petition numbers 80,000-80,999 - deadline was March 19, 2012 – Equitable Tolling may apply - additional information on pages 10-12 of TEGL 10-11; 3. Completion TRA and Benchmarks – see section 858C; 4. Elimination of remedial TRA – as a “category” of TRA, although remedial & prerequisite training should continue to be part of an approved training plan where appropriate. Remedial & prerequisite training will no longer result in the worker’s eligibility for up to 26 additional weeks of TRA; 5. Elimination of three training waivers – These three are allowable under 2011 – 1) Worker in Poor Health 2) Delay in enrollment Availability 3) TAA Training Funds not Available; 6. Job search & relocation allowances – see section Job search/Relocation Assistance; 7. HCTC tax credit coverage is 72.5%; 8. Federal good cause –Allows for a waiver for good cause of deadlines relating to time limitations on filing an application for TRA or enrolling in training. This provision supersedes the state good cause provision applicable to these deadlines under the 2009 amendments; 9. RTAA at TAA 2002 benefit levels. <p style="text-align: center;">Please review TEGL 10-11</p>

Service	TRADE PETITION
	<ol style="list-style-type: none"> 1. Employer Trade petition may be filed by several different individuals/groups – including a One-Stop Partner according to Trade regulations; 2. OET or LWIA staff may assist the employer and/or employees in completing a petition if they chose to submit one; 3. Regional Trade Facilitator will check petition web site on a monthly basis to determine if any trade petitions have been filed or approved in the TENCO service delivery area; 4. If petitions are found approved, Regional Trade Facilitator will disseminate information to Rapid Response Lead, LWIA Director, OET Regional, One-Stop Managers and other staff as determined. 5. Website location for petition is: doleta.gov

Service	RAPID RESPONSE
	<ol style="list-style-type: none"> 1. LWIA Rapid Response Lead is responsible for arranging initial RR employer meeting; 2. Follow local area RR plan in coordination of services with all One-Stop partners and community agencies; Partners may include: Health Department, Dept. for Vocational Rehabilitation, Office of Employment & Training, WIA, Dept. of Labor, Adult Education, Veterans, Regional Trade Facilitator, & Dept. of the Blind. 3. LWIA Rapid Response Lead is responsible for entering RR data/activities in EKOS for employers and individuals(Reference Trade Guide pgs 17-19); 4. OET and LWIA can provide information for a full Focus Career registration; Or EKOS for incumbent workers registration.

Service	OUTREACH
<p>Helpful Hints:</p> <p>Liabile State – The state which administers the applicable state UI law. This is usually the state where the company is located, however not always.</p> <p>Agent State- Takes applications, provides re-employment services, provides information to the liable state for determinations, procures and pays for approved training including subsistence & transportation.</p> <p>The Liabile/Agent State field now has an additional value of "In State" to identify a participants record being reported by the state which is the same state the TAA participant lives, receives UI benefits and receives TAA training services.</p>	<ol style="list-style-type: none"> 1. Outreach activities begins once petition is filed and/or certification trade-eligible customers; 2. OET Regional Trade Facilitator is responsible for providing outreach activities to the customer; 3. After petition certification, the initial outreach activity will be the development and distribution of the Letter of Potential Services to all impacted workers from the dislocation event. The letter will schedule a trade orientation meeting which will be held no later than 3 weeks after certification notification. The company will be contacted for name and address listing of affected individuals. The letter will be used to schedule the orientation session and request necessary documents to bring such as, two forms of identification, one having a picture and the DD-214, if applicable; 4. OET Regional Trade Facilitator will schedule an Orientation session to provide information about available Trade services; 5. OET Regional Trade Facilitator will enter information about the outreach services provided in each customer's EKOS record. 6. All communications related to RR activities should be copied to the Rapid Response Lead.

Service	ORIENTATION
<p>Helpful Hints –</p> <p>Process to be completed:</p> <p>Registration for work thru www.oet.ky.gov;</p> <p>Completion of forms 855 & 855A;</p> <p>Copy of worker's DD214;</p>	<ol style="list-style-type: none"> 1. The TAA Orientation session is led by the OET Regional Trade Facilitator. 2. The trade orientation meeting will be held no later than 3 weeks after date of certification notification; 3. Orientation will include information regarding services of the Career Center and partners;

<p>Copy of SS card & driver's license;</p> <p>Completion of Focus Career;</p> <p>Schedule 1st case management meeting.</p> <p>A change for 2009 is OET must first provide employment & case management services with documentation in EKOS prior to referral to WIA.</p> <p>OET Case Manager confers with WIA Case Manager for potential start dates for training.</p>	<ol style="list-style-type: none"> 4. OET will assist with filing the UI Claim; 5. The TAA Customer Handbook should be distributed to affected workers during Orientation. All participants are to sign the acknowledgement page with original in OET hard copy file. OET will provide copy of acknowledgement page to WIA at referral. 6. Request copies of the Handbook by contacting taa.coordinator@ky.gov at least one week prior to the orientation event. 7. OET will document Orientation activities in each customer's EKOS record.
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Service	ELIGIBILITY
<p>Helpful Hints – Please see available Trade check list for case files.</p> <p>WIA funds cannot be expended on customers who are not registered with selective service. Should the customer be past their 26th birthday a lengthy process which could take up to 90 days must be followed to determine their eligibility for training. Therefore it is vital to begin this process as quickly as possible.</p>	<ol style="list-style-type: none"> 1. OET will assist the customer in the completion of the following forms: <ul style="list-style-type: none"> ➤ TAA-855 ➤ TAA-855a 2. OET will collect documents such as copies of driver's license, social security cards, and DD-214. If customer becomes co-enrolled, OET will share copies of these documents with the LWIA. 3. For those male customers who are remotely interested in training OET will access the selective services website http://www.sss.gov to determine if customer is registered. If customer is registered a copy of the results will be placed in the case file. If the customer is not registered confer immediately with the local WIA Counselor for guidance. Note- Not a requirement for males born on or before 12/31/1959. 4. Co-enrollment may be determined at a later date. Anyone who will be receiving TAA training will be co-enrolled and will follow

established policies and procedures for WIA eligibility and enrollment which will include:

- WIA 20
- Application
- TAA-858.

Service

INITIAL ASSESSMENT

Helpful Hints – If the participant is remotely interested in training – refer to Adult Education for GED/TABE testing as soon as possible.

OET local trade staff confers with WIA case manager on possible semester start dates.

1. OET and/or LWIA - Initial assessment of the participant may include a review of existing skills, work history, knowledge, credentials, a full focus career registration, etc. Participants may be referred to Adult Education as part of the assessment process as to utilize TABE, GED and/or Work Keys as an assessment tool.
2. Whomever completes the initial assessment is responsible for entering initial assessment data in EKOS including the Comp Assessment tab;
3. If the Participant was previously determined eligible for LWIA services, OET will update any new EKOS data including the Comp Assessment;
4. Based on the results of the initial assessment, OET or LWIA will provide or make referrals to additional services for which the participant may be eligible.
5. WIA will provide OET with the following:
 - Occupations in demand/WIB sectors
 - Semester start/end dates

Note: A formal referral to WIA is not required for WIA to provide core services.

Service	LABOR MARKET INFORMATION (LMI)
	<ol style="list-style-type: none"> 1. All participants will be provided regional labor market information to assist them in beginning their job search. <u>Participants are expected to obtain employment at an 80% replacement rate of prior wages, as designated by the Trade Act.</u> 2. OET is responsible for providing the LMI data to the participant. LWIA will assist OET with the compiling of local data as available; 3. LMI data may be derived from an array of sources including, but not limited to, the following: <ul style="list-style-type: none"> • TENCO WIB Sector Strategies which includes approved High Wage occupations • Local High Growth Occupations opportunities • Local and National Job Order Listings • Local Newspapers • Identified Online Resources

Service	EMPLOYMENT CASE MANAGEMENT
<p>Helpful Hints –</p> <p>*The case management file must document for each participant that the worker has been notified of his/her enrollment in training deadlines.</p> <p>Focus on reemployment;</p> <p>Comprehensive assessment;</p>	<ol style="list-style-type: none"> 1. All Trade participants <u>must</u> be offered case management services to assist in their reemployment efforts. If participant refuses case management, appropriate refusal form will be signed by participant and placed in OET hard copy file. 2. OET will enter a Case Management service in EKOS for those who receive case management services. Case Management services will be provided at least monthly; 3. OET and LWIA will enter a case management service attached to the

<p>Diagnostic testing & use of other assessment tools;</p> <p>In depth interview & evaluation to identify employment barriers;</p> <p>Development of IEP;</p> <p>Individual career counseling, job search & placement counseling;</p> <p>Labor Market Information.</p>	<p>correct funding streams.</p> <p>4. Employment Case Management services may consist of the following:</p> <ul style="list-style-type: none"> ● Individual Employment Plan (IEP) development; ● Job search assistance ● Job referrals ● Workshops, job clubs, resume assistance, etc;
--	--

Helpful Hints – Acceptable Forms of Case Management
 Scheduling a one-on-one meeting with the customer
 Set up a space at the training facility where your customers can come and check in with you in between classes

Helpful Hints – Unacceptable Forms of Case Management
 Calling and leaving a message for the customer to follow up for case management – If you do not speak with the customer, it is not case management
 Mailing a letter asking the customer to follow up for case management – If you do not speak with the customer, it is not case management

IEP is a tool that establishes and documents employment goals and objectives, & possible training to achieve those goals and objectives. A thorough IEP must:

- Outline a reasonable path to reemployment;
- LMI regarding targeted and demand occupations and wage information by occupation, as well as length of training;
- Occupations that will meet an 80% wage replacement goal;
- Identify barriers for the selected occupation, & clearly establish how training will remove those barriers;
- If the participant selects an occupation that will not meet the 80% wage replacement goal, case notes and the IEP reflect the participant's decision.

Service	COMPREHENSIVE ASSESSMENT/IEP
<p>Helpful Hints –</p> <p>EKOS - Comp Assessment Module - Do not make any changes to, or delete, information in the free-text fields entered by another staff. You may update by adding current information. Begin each entry by posting your initials and date of entry.</p> <p>Identify specific occupations for the</p>	<ol style="list-style-type: none"> 1. Specific information related to the participant's work history, job skills, work characteristics, training needs, etc. shall be documented in the Comp Assessment Tab of EKOS, and will be updated on an ongoing basis by the involved staff. <u>Information/Data shall not be deleted;</u> 2. Data entered into the Comp Assessment Tab is populated to the Employment Plan (IEP) Custom Tab to create a printable IEP for the customer; Staff will print a copy, have participant sign attesting understanding, and place in participant case file.

Trade certified worker that will meet an 80% wage replacement goal.

Ensure that, if the customer selects an occupation that will not meet the 80% wage replacement goal, the case notes and the IEP reflect the customer's decision.

3. Staff must provide an initial copy of the IEP to the participant and a subsequent copy as information/data is modified throughout the participant's search for employment; Staff should document in case notes the initial copy of the IEP has been given to the participant.
4. IEP's will be kept in the participants OET case file and if co-enrolled, in LWIA case file.

Helpful Hints - Elements to include in the IEP:

1. Job skills, work history, education;
2. Assessment & other test results;
3. Specific occupation meeting the 80% wage replacement;
4. Job skills, requirements, certifications, or licenses that the worker lacks for employment;
5. Training plan meets all of the skills needs of the occupation within the available weeks of TRA benefits
6. LMI includes wage information, including whether the occupation will meet the 80% wage replacement goal
7. If TRA benefits will not cover the entire training time, document how the participant will cover the expenses with other income support;

Service

Completion TRA and Benchmarks 858C Plan

Helpful Hints -

Meeting training benchmarks is an eligibility requirement for Completion TRA.

Completion TRA is to provide up to 13 more weeks of income support for a worker who has exhausted the maximum 65 weeks of Additional TRA and requires a longer period of income support to complete an approved training program.

Completion TRA may be payable to assist a worker to complete training that leads to a degree or industry-recognized credential.

In order to qualify

1. KY is implementing benchmarks for all participants, regardless of which set of amendments their petition falls under. Participants are required to follow up with their case managers every thirty days and provide proof via 858c that their benchmarks are being met. Benchmarks must be established at the beginning of the participants training program.
2. There are two benchmarks that are required under the Federal regulations:
 - A) Maintaining satisfactory academic standing (not on probation or determined to be at risk by the instructor or training institution, and
 - B) On schedule to complete training within the timeframe identified in the approved training plan.
3. Benchmarks must be included in all but short-term training plan.

for Completion TRA
 5 criteria must be
 met. See TEGL for
 criteria.

NOTE: Under the
 2002 and 2009
 amendments, the
 State is not able to
 implement these
 same consequences
 if the customer fails
 to meet their
 benchmarks.
 However,
 establishing the
 benchmarks and
 completing case
 management every
 30 days is still
 required in order to
 ensure timely and
 successful completion
 of the approved
 training program.

- 4. Comp. Assessment/IEP – The training benchmarks must be described in the worker’s Individual Employment Plan.
- 5. Consequences for TAAEA 2011 participants if they are not meeting benchmarks – See NOTE
 - A) The first time that a participant fails to meet the benchmark, they are to be given a warning
 - B) The second time they fail to meet a benchmark, they are given the option of continuing with their approved training plan or amending their current training plan. If they chose to continue with their approved training plan, then they will forfeit their rights to Completion TRA. If they chose to amend training plan, they still have the opportunity to claim Completion TRA, providing that future benchmarks are met.
- 6. TENCO can establish additional benchmarks which could be individualized.

Examples of Additional Benchmarks:

- The participant is required to provide a class schedule after registration.
- The participant is required to provide proof that they are attending tutoring sessions.
- The participant is required to report to their appointments on time.
- The participant is required to provide a draft of a resume.

Service	WAIVER
	<p>1. In the event the Trade participant has not secured employment or been enrolled into an approved training program, OET should issue a waiver within the 26th week. OET will consult with WIA on when the next training session starts for a review of employment and/or training opportunities with the customer.</p> <p>2. OET will attach Waiver in Service module of EKOS and insert related</p>

dates;

3. **OET** will continue to review Waiver eligibility until such time as the participant becomes employed, training enrollment notification is received from **LWIA** or the issuance reasoning is no longer valid. At such times, the waiver shall be revoked.

Service

REFERRAL PROCESS TO WIA:

Helpful Hints –

Assess & document suitability for training.

Add to the IEP to identify employment goals & objectives and appropriate training needed to achieve those goals & objectives including the 6 criteria for suitability of training.

Individual career counselling, including job search & placement counselling.

Information & skills requirements relating to local occupations that are in demand & earnings potential of such occupations.

- 1) EKOS screens including Comp Assessment/IEP completed and updated showing inability for reemployment with current skill sets;
- 2) Relevant Job Searches are documented in EKOS in case notes;
- 3) Activities for case management, IEP and Reemployment services completed;
- 4) Local OET trade staff emails WIA Counselors in the appropriate Career Center the name of the participant being referred.
- 5) WIA counselor will review EKOS and receive copies of required documents; IE – copies of driver’s license, DD214, Social Security card, etc.;
- 6) WIA Counselor will contact trade participant.

Note: A formal referral to WIA is not required for WIA to provide core services.

6 Criteria:

1. Suitable employment is not available
2. He/She will benefit from appropriate training
3. A reasonable expectation for employment following training exists.

4. Training is reasonable available.

5. The worker is qualified to undertake and complete this training.

6. This training is suitable and available at a reasonable cost.

Service

OUT-OF-AREA JOB SEARCH ASSISTANCE and/or RELOCATION ASSISTANCE

1. TAAEA – 2011 Job search allowances and/or Relocation assistance

are no longer entitlements for workers who meet the eligibility requirements; However, Kentucky offers job search allowances and/or relocation assistance as a benefit for workers.

2. Trade participants may be eligible for Out-of-Area Job Search Assistance if the job opportunity is beyond 50 miles from their residence. Documentation is required via mapquest.com – physical address is documented by a utility bill. Documentation shall be attached to submitted request;
3. No activity for which reimbursement is being requested can be incurred prior to both the pre-approval by the LWIA Approval staff and final approval by the OET Approval Staff;
4. An initial request from a Trade participant may be presented to either OET or LWIA as follows:
 - Not in Training or Not Co-enrolled – Participants seeking Out-of-Area Job Search or Relocation Assistance must be co-enrolled prior to obligation of WIA/TAA funds. OET will complete the applicable form(s) and provide to WIA Career Counselor for review and initiation of WIA eligibility process. Pre-approval by LWIA Approval staff is required;
 - Enrolled in Training (or completed training) – LWIA staff will complete the necessary form(s) and submit to LWIA Approval staff for review and pre-approval of request;
5. Once pre-approval is determined, LWIA Approval staff will notify OET Approval staff via e-mail of the TAA-858b to obtain final approval. LWIA staff will notify customer regarding final approval;
6. LWIA staff will complete a WIA budget following the LWIA internal budget process;
7. Receipts for reimbursement must be presented by the participant to

the **LWIA** as described within the TAA Handbook;

8. Required receipts/documents will be forwarded to the designated **LWIA** staff for reimbursement according to **LWIA** internal payment procedures;
9. **LWIA** staff is responsible for entering service in **EKOS** and attaching related funding.

Service	TRAINING REQUEST
<p>Helpful Hints - Participant can have 1 training program.</p> <p>Amended training plans must go through the entire approval process, regardless of when the original training plan was approved. Review page 37 of trade guide for further details.</p>	<ol style="list-style-type: none"> 1. If the Trade participant is requesting training, OET will refer participant to the LWIA who shall assist participant in completing the TAA-858 form to request training; 2. LWIA will evaluate the 6 criteria of training with the participant. If criteria are <u>not</u> met, document on TAA-858 and in EKOS. 3. LWIA staff will forward TAA-858 to LWIA Approval staff. LWIA Approval staff will review denial and document in EKOS. TAA-858b will be forwarded electronically to the OET Approval staff. 4. If continued denial, the participant will be referred back to OET for case management. 5. TAA-858 form shall be placed in the participant's OET and LWIA hard copy file and a copy provided to the participant; 6. If criteria for training are met, LWIA will continue to conduct a training assessment on the participant.

Service	TRAINING ASSESSMENT
<p>Helpful Hint – Comp Assessment Module - Do not make any changes to, or delete, information in the</p>	<ol style="list-style-type: none"> 1. LWIA shall conduct a full assessment to determine likely success in requested training program;

free-text fields entered by another staff. You may update by adding current information. Begin each entry by posting your initials and date of entry.

2009 amendment - No training can be approved if participant cannot complete within 130 weeks.

2011 amendment - No training can be approved if participant cannot complete within 117 weeks. Completion TRA an additional 13 weeks for a total of 130 weeks (if Benchmarks are met).

2. **LWIA** Assessment may add COMPASS, to previous assessment or other assessment tool as required by the related industry and/or training institution. If these assessment tools were utilized by **OET**, these scores can be used. Participants must score according to training provider policy;
3. 80%Wage replacement is to be identified in regards to training program and discussed with participant.
4. **LWIA** shall update information in **EKOS** – Comp Assessment module; including justification of the required 6 training criteria.

Helpful Hint: In approving training- WIA must consider cost, suitability for the worker, quality & results.

Helpful Hint: Training may be approved for a period longer than the worker's period of eligibility for TRA if worker demonstrates a financial ability to complete the training after the expiration of eligibility. Reference page 33 of trade guide.

Service

CRITERIA REVIEW

1. If the assessment supports the need for training, the **LWIA** will complete and document in **EKOS** and forward to designated **LWIA** Approval staff for pre-approval of training;
2. Once the request is received, **LWIA** Approval staff will review EKOS for accuracy. The WIA Approval staff will confer with the Regional Trade Facilitator on any revisions.

Helpful Hints – Full time training is defined by the training institution.

Part time training – workers are not eligible for TRA.

Break in training-exceeds 30 days, additional TRA will be suspended until training resumes - a total of 13 weeks without losing any additional TRA.

Helpful Hints - Remedial and/or Prerequisite Training-Cannot be approved if it is not in conjunction with an occupational training. Please see TAAEA changes for Remedial and/or Prerequisite Training.

Satisfactory Progress in Training – Reasons for removal from training are: Failure to begin training and Failure to attend training.

Service	PRE-APPROVAL/DENIAL & NOTIFICATION
<p>Helpful Hints –</p> <p>Preapproval for Remedial and/or pre-requisites;</p> <p>Enrolled in training 26 weeks after certification or layoff, whichever is later;</p>	<ol style="list-style-type: none"> 1. Designated LWIA Approval staff will issue a determination (approval or denial); Designated LWIA staff will enter determination in EKOS; 2. Determination will be issued to OET via electronic Form TAA-858B.

Service	FINAL APPROVAL/DENIAL
<p>Amended training plans must go through the entire approval process, regardless of when the original training plan was approved. Review page 37 of trade guide for further details.</p>	<ol style="list-style-type: none"> 1. Once training notification is received from LWIA, designated OET Approval staff will review and enter final approval/denial in EKOS Training Custom Tab; 2. Designated OET Approval staff will enter comment in EKOS reflecting final approval or denial; 3. If training is approved, LWIA will notify participant of training approval; 4. If training is denied, OET Approval staff forwards information to State Trade Coordinator; 5. State Trade Coordinator will issue notification of training denial to the participant. 6. Participant has right to appeal the decision.

Service	SUBSISTENCE or TRANSPORTATION
<p>Helpful Hints – Mapquest Website – http://www.mapquest.com</p>	<ol style="list-style-type: none"> 1. Trade participants in training may be eligible for subsistence or transportation payments while enrolled in an eligible training program. A participant cannot receive both; 2. LWIA determines eligibility for payments based on requirements as

Federal POV
 Mileage
 Reimbursement
 Rates/Per Diem
 Rates
<http://www.gsa.gov>

Example of calculation:
 Per Diem Rate:
 Lodging - .77
 Meals & Inc. Exp. - .46
 $.77 + .46 = \$1.23$
 $\times 2$ (round trip) = \$61.50

Mileage
 Reimbursement Rate:
 51 miles $\times 2$ (round trip) = 102 $\times .51 =$ \$52.02

****Participant receives lesser of the 2 amounts.**

If the participant's residence does not show up on mapquest.com – please confer with the Economic Dept. department at the local ADD office for use of the GIS system in order to document distance from the worker's residence to training site.

- listed in the TAA Handbook;
3. **LWIA** will attach service to related funding stream in **EKOS**;
 4. Approved payments will be processed per the **LWIA**'s identified internal payment process;
 5. Commute Area:
 - Under Section Total Cost of Training states: If the distance from the worker's residence to training site exceeds 50 miles one way, travel or subsistence costs shall be included in the cost of TAA training. Cost is based on the entire travel distance, not the distance over 50 miles.
 - Commute area 50 miles one way from place of residence – use mapquest.com for documentation in case file.
 - Commute less than 50 miles – no reimbursement – use mapquest.com for documentation in case file.
 - Transportation cost is paid at the federal rate.
 - The physical address of the participant must be documented (ex: Utility bill) in order to document via MapQuest. A copy of the utility bill or other appropriate documentation along with MapQuest must be kept in the case file.

Service	TRADE READJUSTMENT ASSISTANCE (TRA)
	<ol style="list-style-type: none"> 1. OET will assist participants with issues related to TRA benefits and document information as required by the agency's identified service delivery process; 2. OET will enter related information in EKOS, and KEWES as required.

Service	ATAA/RTAA
	<ol style="list-style-type: none"> 1. OET will assist participants with issues related to ATAA/RTAA benefits and submit information as required by the agency's identified service delivery process; 2. OET will enter related information in EKOS, as required; 3. LWIA shall refer to OET any TAA participants seeking ATAA or RTAA benefits.

Service	HCTC
	<ol style="list-style-type: none"> 1. OET will assist participants with issues related to HCTC benefits and submit information as required by the agency's identified service delivery process; 2. OET will enter related information in EKOS, as required; 3. LWIA shall refer to OET any TAA participants seeking HCTC benefits.

Service	FEDERAL REPORTING AND PERFORMANCE
TAPR – Trade Activity Participant Report	<p>DOL uses information from the TAPR report completed by the state to establish state funding needs and evaluate the effectiveness of state administration of the TAA program under the Trade Act.</p> <p>In order to provide a meaningful data collection on participant activities and outcomes, it is essential that all activities, services, and outcomes are documented in EKOS correctly and in a timely manner.</p>

Service	TAA DATA ELEMENT VALIDATION
	<p>TEGL 22-08 and TEGL 31-09 list's all data elements and allowable source documentation for validating exited customer files. In order to comply with the requirements KY developed a Documentation Requirements Listing document for Trade Monitoring and Data Validation that staff will utilize to prepare for on-site and/or desktop monitoring, and Data Validation of the Trade Program.</p> <p>Documentation in file must also match information entered into EKOS.</p> <p>Upon exit, a single combined file must be available in a Central Records Unit (CRU) for monitoring and data validation purposes.</p> <ol style="list-style-type: none">1. The LWIA will be the Central Records Unit for trade files upon exit.2. The WIA Career Counselor along with OET local trade staff will coordinate forms/information in order to have a complete file for Data Validation Monitoring. The WIA Career Counselor will submit information to the WIA Trade Coordinator.3. OET local trade staff will email the Regional Trade Facilitator of coping forms/information for WIA.

**LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014**

ATTACHMENT A

Performance

Workforce Investment Act and Wagner Peyser

Adult Measures	PY 2013
Entered Employment Rate	82%
Employment Retention Rate	93.6%
Avg. Six Month Earnings	\$18,000.00
Dislocated Worker	
Entered Employment Rate	89%
Employment Retention Rate	95%
Avg. Six Month Earnings	\$17,500.00
Youth	
Placement in Employment or Education	76%
Attainment of a Degree or Certificate	70%
Literacy and Numeracy Gains	75%
Wagner-Peyser	PY 2013
Entered Employment Rate	55
Employment Retention Rate	79
Avg. Six Month Earnings	\$13,000

Local Area: TENCO Workforce Investment Board

**LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014**

ATTACHMENT B

Workforce Investment Board/Council Membership List

Program Year 2013

WIB: TENCO Workforce Investment Board

Date Submitted: October 29, 2013

LWIA: TENCO

Indicate any vacant positions or other constituency represented as well.
(To add a row, highlight entire row, copy and paste. To delete a row, highlight entire row, and cut)

<u>Name/Address/Email Phone/Fax</u>	<u>Organization</u>	<u>Position</u>	<u>Business/Industry Represented (Private Sector Only)</u>	<u>Business Representation From Targeted Industry/ Occupation? (Yes/No)</u>	<u>Term Start and Term End</u>
A. PRIVATE SECTOR					
Louie Flannery 120 Crest Avenue Flemingsburg, KY 41041 lflannery@windstream.net 606-748-0693	Mark IV Properties	Owner	Housing	No	2012-2015
Wayne Darnell 36 Brookhaven Drive Flemingsburg, KY 41041	Community Trust Bank	Senior Vice Pres.	Banking	No	2013-2016

**LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014**

Darnelwa@ctbi.com 606-845-3551	Mitsubishi Electric	Human Resources	Manufacturing	Yes	2011-2014
Debbie Hampton 1705 Downing Drive Maysville, KY 41056 dlhampton@meaa.meaa.com 606-759-4508	University of KY	AHEC Program Director	Health Care	Yes	2012-2015
Carlos Marin 138 Leader Avenue Lexington, KY 40508 859-323-8018 Cma223@uky.edu	St. Claire Regional Medical Center	Emergency Preparedness	Health Care	Yes	2012-2015
Roger Russell 222 Medical Circle Drive Morehead, KY 40351 rdrussell@st-claire.org 606-783-6429	CPA	Owner	Accounting/Business	Yes – Support Program	2012-2015
Phil Tackett 807 West Main Street Morehead, KY 40351 Ptackett1@hotmail.com 606-776-9027	Consultant	Owner	Consulting/Business	Yes – Support Program	2013-2016
Don Davis 4947 State Route 2070 South Shore, KY 41175 dldavis@earthlink.net 606-473-7877	Amedisys Home Health	Account Executive	Health Care	Yes	2013-2016
Sandra Loperfido 1212 Bath Avenue, Suite 306 Ashland, KY 41101 Sandra.loperfido@amedisys.com					

**LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014**

	Lewis County Board of Education	Superintendent	Education	Yes	2012-2015
<p>606-324-2491 Maurice Reeder P.O.Box 159 Vanceburg, KY 41179 Maurice.reeder@lewis.kyscho.ols.us 606-796-2811</p>				Yes	
<p>Sam Howard 127 Market Street, Suite 200 Vanceburg, KY 41179 samhoward@tracecreek.net 606-796-3867</p>	Trace Creek Construction	President	Skilled Trades	Yes	2013-2016
<p>Chet Smith 100 12th Street Catlettsburg, KY 41129 cesmith@marathonpetroleum.com 606-739-2491</p>	Marathon Petroleum Company	Human Resources	Energy	Yes	2013-2016
<p>George Jump 531 E. Fourth Street Augusta, KY 41002 gsjump@clopay.com 606-756-2131</p>	Clopay Plastic Products	Human Resources	Manufacturing	Yes	2013-2016
VACANCY					
VACANCY					
VACANCY					
B. PUBLIC ASSISTANCE AGENCY					
<p>Jennifer Royse –CBO –is both 201 Government Street, Suite 200</p>					

**LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014**

Maysville, KY 41056 606-407-3359						
C. ORGANIZED LABOR						
Jamie Rucker 924 Greenup Avenue Ashland, KY 41101 Jamie.rucker@local248.com 606-325-2544	Plumbers and Steamfitters Local 248	Business Manager				2011-2014
D. VOCATIONAL REHABILITATION						
Brent Sturgill 411 19th Street Ashland, KY 41105 Anthonyb.sturgill@ky.gov 606-920-2338	Office of Vocational Rehabilitation	District Branch Manager				2013-2016
E. COMMUNITY-BASED ORGANIZATION						
Jennifer Royse 201 Government Street, Suite 200 Maysville, KY 41056 606-407-3359	Cabinet for Health and Family Services	Family Support Supervisor				2013-2016
Teresa Plymmer 203 High Street Flemingsburg, KY 41041 fcnutritioncenter@yahoo.com 606-845-1411	Licking Valley Cap	Director of Aging Programs				2012-2015
F. ECONOMIC DEVELOPMENT AGENCY						
Brett Traver 100 Lake Park Drive	Morehead Rowan County EDC	Executive Director				2011-2014

**LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014**

Morehead, KY 40351 Brett.traver@roadrunner.com 606-784-5874						
G. PUBLIC EMPLOYMENT AGENCY						
Jason Slone KY Career Center – Morehead 126 Bradley Avenue Morehead, KY 40351 Jason.slone@ky.gov 606-783-8525	Office of Employment and Training	Regional OET Manager				2012-2015
H. EDUCATIONAL AGENCY						
Larry Ferguson 1400 College Drive Ashland, KY 41101 Larry.ferguson@kctcs.edu 606-326-2232	Ashland Community and Technical College	Dean of Workforce Solutions				2011-2014
Dan Connell 211 Education Services Morehead, KY 40351 d.connell@moreheadstate.edu 606-783-2005	Morehead State University	Assistant Vice President				2012-2015
I. LOCAL ELECTED OFFICIAL (list contact information even if CEO is not a member of the WIB)						
Judge James Gallenstein 221 Stanley Reed Court Street Maysville, KY 41056 jgallenstein@masoncountymkentucky.com 606-564-6706	Judge	Local Elected Official/Judge				

**LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014**

J. OTHER CATEGORY				
J. OTHER CATEGORY	Buffalo Trace Area Development District	Executive Director		2012-2015
Amy Kennedy 201 Government Street, Suite 300 Maysville, KY 41056 akennedy@btadd.com 606-564-6894				
Charlie Conn 6969 Tarr Ridge Road Frenchburg, KY 40322 cconn@fs.fed.us 606-768-2111	Frenchburg Job Corp	Administrative Officer		2012-2015
Penny Qualls 1400 College Drive Ashland, KY 41101 Penny.qualls@kctcs.edu 606-473-9156	Ashland Community and Technical College	Adult Education Interim Director		2013-2016
VACANCY		Housing		
K. YOUTH COUNCIL CHAIRPERSON (list contact information even if YCC is not a member of the WIB)				
Maurice Reeder P.O. Box 159 Vanceburg, KY 41179 Maurice.reeder@lewis.kyscho.ols.us 606-796-2811	Lewis County Board of Education	Superintendent		2012-2015

**LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014**

ATTACHMENT C

Workforce Investment Board Subcommittee List

Program Year 2013

WIB: TENCO Workforce Investment Board

Date Submitted: October 29, 2013

LWIA: TENCO

If applicable, provide a current list of the Board's committees and/or task forces along with a summary of the committee's objectives.

(To add a row, highlight entire row, copy and paste. To delete a row, highlight entire row, and cut)

Name of Committee or Task Force	Objective / Purpose of Committee or Task Force
Accountability	Evaluate the effectiveness of programs and the return of investment to the community. Develop policy/procedures governing WIA programs/projects. Works with performance negotiations.
Strategic Planning	Develop and oversee a strategic plan (sectors, regional labor market analysis) that includes community, partner, and LWIB feedback on the strengths, obstacles and goals for our local workforce.
One-Stop	Oversee the activities/services, performance, and goals of the One-Stop Career Centers in the TENCO area.
Executive	With the Local Elected Official, the Executive Committee does budget planning, reviews local and strategic plans, leverages partnerships, and provides clear direction for the LWIB and LWIB staff.

**LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014**

Youth Council
Oversee all youth services provided through TENCO – develops goals for youth funds, and reviews performance for contractors of service.

ATTACHMENT D

Workforce Investment Area Sub-Grantee List

Program Year 2013

WIB: TENCO Workforce Investment Board Date Submitted: October 29, 2013

LWIA: TENCO

(To add a row, highlight entire row, copy and paste. To delete a row, highlight entire row, and cut)

Name of Sub-Grantee	Services Provided	Funding Source	Provider Location
FIVCO Area Development District	Assessment, eligibility, enrollment, case management and follow-up for adult, DW, and Trade individuals. Also, assists with core services in the Kentucky Career Center – Ashland.	Adult/DW WIA Formula Trade	Counselor on-site at Kentucky Career Center - Ashland
Morehead State University	Assessment, eligibility, enrollment, case management and follow-up for youth. Provides or refers to 10 program elements as required by law.	Youth WIA Formula Funds	Off-site 212 Education Services Building Morehead, KY 40351

**LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014**

Lewis County Board of Education	Assessment, eligibility, enrollment, case management, and follow-up for youth. Provides or refers to 10 program elements as required by WIA.	Youth WIA Formula Funds	Off-site P.O. Box 159 Vanceburg, KY 41179
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**LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014**

ATTACHMENT E

Workforce Investment Area Business Services Team

Program Year 2013

WIB: TENCO Workforce Investment Board

Date Submitted: October 29, 2013

LWIA: TENCO

(To add a row, highlight entire row, copy and paste. To delete a row, highlight entire row, and cut)

Name of Team Member	Agency/Organization	Location	Team Role
Jeremy Faulkner	BTADD	Buffalo Trace ADD	Business Service Coordinator
Lindsay Phillips	BTADD	Buffalo Trace ADD	Extended Partner
Jason Slone	OET	Kentucky Career Center -- Morehead	Extended Partner
Amy Kennedy	BTADD	Buffalo Trace ADD	Extended Partner
Kevin Cornett	BTADD	Buffalo Trace ADD	Extended Partner
Steven Richard	OET	Kentucky Career Center --Ashland	Core Partner

**LOCAL WORKFORCE INVESTMENT BOARD PLAN
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Bill Hannah	Ashland Alliance	Ashland Alliance	
Michelle Sloas	FIVCO ADD	Kentucky Career Center – Ashland	Core Partner
Fuzzy Filliez	Mature Worker Program	Southwestern Community Action Council	Extended Partner
Kelli Felty	OET	Kentucky Career Center – Ashland	Core Partner
Barb Campbell	Maysville Community and Technical College	Maysville Community and Technical College	Extended Partner
Lori Ulrich	Chamber/Fleming County	Fleming Mason Energy	Core Partner
Angie Potter	KCTCS	Maysville Community and Technical College	Core Partner
Dena Green	Buffalo Trace Area Development District	Kentucky Career Center – Maysville	Core Partner
Alice Dunlap	OET	Kentucky Career Center – Maysville	Core Partner
Robert Boone	KCTCS	Maysville Community and Technical College	Core Partner
Lorrina Blevins	KCTCS	Maysville Community and Technical College	Core Partner
Corey Newdigate	OET	Kentucky Career Center – Maysville	Core Partner
Denise Jones	OET	Kentucky Career Center	Core Partner
Tonia Anderson	OET	Kentucky Career Center – Morehead	Core Partner
Brett Traver	Economic Development	Economic Development – Industrial Park, Morehead	Core Partner

**LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014**

Scott Caudill	OET	Kentucky Career Center – Morehead	Core Partner
Mark Murphy	Small Business Development Center	Chamber	Core Partner
Mark Lambert	KCTCS	MCTC – Rowan Campus	Core Partner
Brent Sturgill	Vocational Rehabilitation	Kentucky Career Center – Ashland	Extended Partner
Vicki Steigleder	Chamber	Chamber	Core Partner
Crystal Ruark	Chamber	Chamber	Core Partner