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WORKFORCE DEVELOPMENT PROGRAMS

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Category:	WIA - State Initiatives
Subject#:	Unemployment Insurance (UI) Pilot Project – Dislocated Worker Reemployment Project
Source:	Federal/State
Revise/Replace:	PGL #13-06-WIA
Contact:	Workforce Development Programs Director
Distribution:	Managers, Workforce Development Staff, Workforce Region Directors, Fiscal, UI staff
Colorado One-Stop System Policy Guidance Letter#: 13-06-WIA revised	
Date: May 13, 2014	

All revisions are highlighted in yellow.

I. REFERENCE(S):

- Workforce Investment Act (WIA) of 1998 (Public Law 105-220), August 7, 1998, Sections 173 and 189(i) (29 USC 2918)
- WIA regulations at 20 CFR Part 661 663, 671
- PGL 08-03-WIA, WIA Eligibility Determination and Documentation
- PGL #08-06-WIA, Quarterly Reporting
- PGL 14-03-WIA, On-the-Job Training
- PGL 10-5-V, Implementing Priority of Service for Veterans and Eligible Spouses in All Qualified Job Training Programs Funded in Whole or in Part by the US Department of Labor (USDOL)
- PGL 12-06-WIA Guidance on Data Integrity and the Customer Participation Cycle for WIA and TAA Programs

II. PURPOSE:

To provide information and instruction on the implementation and program requirements of the Unemployment Insurance (UI) Pilot Project – Dislocated Worker Reemployment Initiative. This PGL includes a revised Compliance File Monitoring Checklist, which notes that an IEP is required for training, but not for Intensive only services. In addition, the PGL now includes the quarterly reporting template from PGL #08-06-WIA as an attachment.

III. BACKGROUND:

In 2011, the Colorado Department of Labor and Employment (CDLE) released FY12 WIA Dislocated Worker (DW) 25% discretionary funds to the local Workforce Regions with funding provisions that stated the funds were to be used to serve long-term

unemployed UI claimants who were eligible dislocated workers (DX-LT program). The thought was that since extended benefits from the state and federal levels were coming to an end, these claimants would be highly motivated to receive intensive or training services to assist them in securing employment. However, the workforce centers reported that, generally speaking, these folks were not interested in any sort of training services; they just wanted to search for and find a job. In addition most local Workforce Regions were struggling to find dislocated workers to enroll in their WIA formula-funded DW program and, in some cases, were significantly underspent with these funds. At the same time many UI claimants had been and were continuing to stay on unemployment insurance for long periods of time, putting a strain on the UI trust fund. This in turn impacted businesses, when the legislature raised their UI tax rate to ensure trust fund solvency.

This new UI Pilot Project establishes a process for state level UI and Workforce Development Program (WDP) staff (the UI Pilot Project team) to identify dislocated workers from a pool of prescreened UI claimants, document their DW eligibility, and refer them to the workforce centers to help them meet their DW enrollment numbers. It also is being implemented to assist UI claimants by providing services to them soon after they file a claim to hasten their reemployment and reduce their time collecting UI benefits.

IV. POLICY/ACTION:

A. Required Program Elements

1. The local workforce regions will work collaboratively with the State's UI/WDP staff to speed delivery of services to UI claimants. The State's UI/WDP staff will assist the local workforce region staff by identifying and collecting documentation on UI claimants who meet the eligibility requirements of dislocated workers pursuant to the provisions of WIA, and who meet the eligibility criteria for this UI Pilot Project. The local workforce region should contact those identified eligible claimants who live in their local area to schedule them for an intake appointment or orientation at their workforce center to facilitate rapid enrollment and participation in their services and programs. The local workforce region may also identify eligible participants for this UI Pilot Project through local outreach efforts.

2. The local workforce region has the discretion to interview and/or enroll any of customers identified by the UI Pilot Project team at UI. This process can include assessing and documenting each participant's interests, abilities, skill levels, and knowledge base to help determine an appropriate plan for reemployment assistance.

3. For those enrolled in the UI Pilot, the local workforce region shall make the following services available, as appropriate:

- Job search assistance
- Intensive case management
- Participant assessments
- Specialized workshops
- On-the-Job Training (OJT)
- Customized training
- Work Experience (WE)*
- Paid or Unpaid internships**
- Volunteer training opportunities with employers

- Training for high-demand, high growth industries (including courses for local union certifications) (Note: Training providers do not have to be on the Eligible Training Provider List.)
- Supportive services

NOTE: Workers' Compensation Insurance Coverage stipulations:
*The Local Workforce Region shall be responsible to pay for Workers' Compensation Insurance coverage for participants involved in these services.
**If an internship is part of a community college training program, the community college shall be responsible to pay for the workers' compensation insurance coverage.

4. The local workforce region is encouraged to provide enhanced or expanded intensive services, including individualized assessment testing, one-on-one career counseling, job search preparedness workshops, emotional readiness coaching, soft skill and work ethic courses, networking/job clubs, skill training and refresher courses, and the use of social media to strengthen participants' work search efforts and hasten participants' reemployment.

B. Processes and Procedures

1. UI Claimant Selection Process

This process is triggered when an individual files for unemployment insurance benefits. Of the total population that file each day, a computer generated extract will select those who meet the following criteria:

- were laid off from their employer (an 09 separation code entered in CUBS),
- are not job-attached or union-attached,
- have a single employer on the claim,
- are determined to be monetarily eligible for UI, and
- are determined to be US citizens (as verified through the Division of Motor Vehicles).

Once 12 days have passed since those on the extract have filed for UI, an email is sent to them. The email instructs the claimants to complete and return a short survey about their layoff, and what types of reemployment services they might be interested in. If they return the survey, the UI Pilot Project team will conduct a dislocated worker eligibility review of the claimant. A second email blast will go out to those who did not respond, approximately 14 days after the first email was sent.

2. Dislocated Worker Eligibility Review Process

Participants in the UI Pilot Project must meet WIA Dislocated Worker eligibility requirements. The UI Pilot project team focuses on those who return the survey by collecting documentation for proof of layoff, monetarily eligible for UI, and unlikely to return to their previous occupation. Once these eligibility requirements are reviewed, collected, and analyzed for each claimant, the eligibility document is created and the claimant is either approved or denied. If approved, the claimant data is then entered into the OT database in Connecting Colorado using the DX-RE program code. This application package will include the DW eligibility documentation. Please note that at each juncture in this project, veterans are selected for processing before non-vets to ensure that vets are receiving priority of service.

3. Workforce Center Responsibilities

Applicants entered in the OT database can be viewed and accessed by workforce center staff on Connecting Colorado by running the UI Pilot Project report. The workforce centers are asked to run this report on a regular basis to check to see if any applicants have been entered who reside in their workforce regions. (Please note that the UI Pilot project team does not direct eligible claimants to a specific workforce region. The region is selected by the workforce location the claimant selected when registering in Connecting Colorado.)

The UI Pilot Project report can be run by workforce region, city, or zip code. The report also asks for a date range. The workforce region has the discretion to contact any person on that list for an intake appointment or orientation at their workforce center. If they want to enroll them in their region, then they will need to copy the claimant's application and eligibility documentation from the OT database into their region's database in Connecting Colorado. While the project is intended to help the regions find eligible dislocated workers to enroll, the decision to enroll someone in the UI Pilot Project or other DW program is ultimately up to the region. An instruction sheet is attached (**see attachment 1**) that walks workforce center staff through the steps in this process.

Standard case file documentation requirements apply to the participants enrolled in DX-RE including enrollment, all services, activities, results of assessments, IEP, case notes, OJT and/or work experience contract documents (if applicable), and training grades and certificates (if applicable). The UI Pilot Project team provides the workforce region with the Dislocated Worker program eligibility documentation by uploading it into Connecting Colorado, but the workforce region must collect and assess all basic WIA eligibility documentation as well as the DD214 for veterans.

4. Co-enrollment

CDLE encourages workforce regions to co-enroll participants into other workforce programs that are appropriate for the individual participant's needs. Co-enrollment can offer the opportunity to access additional program services and funds to help address a participant's specific barriers to employment and/or education. An example of co-enrollment into the UI Pilot Project could be a customer in the Trade Assistance Act (TAA) program who needs supportive services not covered by the TAA program.

When co-enrollments occur, case managers need to include a case note of justification in the participant file explaining why the co-enrollment is appropriate. Also, please note that participants must meet the eligibility requirements of each program and will become part of each program's performance outcomes. In addition, please be sure that any local co-enrollment policies are followed when co-enrollment is being considered.

V. MONITORING:

Project monitoring will be conducted at the same time as the region's regular program monitoring by the state monitoring team. Project progress will be tracked throughout the period of performance (as needed) by the project coordinator. As noted below, quarterly reporting requirements do apply to this project. **Attachments 2 and 3** are the monitoring tools that will be used for the UI Pilot Project.

VI. REGIONAL REPORTING AND TRACKING REQUIREMENTS:

Local Workforce Regions are required to submit quarterly reports for this UI Pilot Project using **Attachment 4.**

REPORTING DUE DATES

Quarter:	**Due Date:**
July 1- September 30th	October 31st
October 1 – December 31st	January 31st
January 1 – March 31st	April 30th
April 1 – June 30th	July 31st
Closeout Report	**60** days after the period of performance ends
Follow-Up Report	**30** days after all grant activity & tracking has ended

All reports should be submitted electronically to the Project Coordinator and Regional Liaison with original or electronic signatures.

Local workforce regions will be required to track the number of participants served with these funds by utilizing the following discretionary grant project codes:

- Project code: DX – Dislocated Worker Discretionary Grant
- Sub-code: RE – Reemployment Services

Note: Participants who were enrolled in the DX-LT program can be grandfathered into this program and may continue receiving services without being enrolled in the DX-RE program. Costs incurred by those enrolled in DX-LT can be charged to this project. No new enrollments to DX-LT were allowed as of April 15, 2013. If the participant is only enrolled in DX-LT, and never enrolled in DX-RE, they will only be subject to the performance measures of the initial DX-LT program (see below).

VII. PERFORMANCE MEASURES:

The performance measures for the UI Pilot Project (DX-RE) are:

- Entered Employment: 76%
- Employment Retention: 78%
- Average Wage: $17,000

Note: Participants enrolled only in DX-LT who are grandfathered into this project remain under the following performance measures:

- Entered Employment: 66.4%
- Employment Retention: 68.8%
- Average Wage: $14,158

VIII. FISCAL REQUIREMENTS:

A. Funding

This projected is being funded with $1,650,000 in FY13 WIA Dislocated Worker 25% discretionary funds with a period of performance of 6-1-13 through 3-31-15.Prior to receiving this funding, the workforce regions had

received FY12 WIA Dislocated Worker 25% Discretionary funds to serve the long-term unemployed for the DX-LT program. Those funds were released under the PY11 grant agreement and were set to expire on 6-30-13. In April of 2013, the regions were asked, first, to submit an EA mod so that they could start enrolling dislocated workers with these funds under DX-RE (as of 4-15-13) who were not long-term unemployed. The second requirement was that any FY12 funds that were unspent as of 6-30-13 would be recaptured by the State and would then be returned to the regions under the PY12 grant agreement, which would extend the funds until 6-30-14 and be governed by the UI Pilot funding provisions. Due to EA processing times, these returned funds will not be available to the regions until mid-August 2013 However, regions should have the new FY13 funds available to cover the time period between July 1 and mid-August.

B. Allowable Costs

Funds may be used for the following allowable costs:

1. Outreach, intake, assessments, case management, job fairs, and business services (including On-the-Job-Training (OJT), and work experience (WE) agreement negotiations);

2. Monitoring activities that directly support the activities and functions of this project;

3. Staffing costs that are charged as a direct cost to this project (time spent on program and/or participant activities); other direct costs related to the program such as rent, phones, supplies etc.

4. Direct customer costs, such as, Individual Training Accounts (ITAs), customized training (CT), On-the-Job-Training (OJT), work experiences (WE), internships, and other short term trainings for in-demand occupations (Note: Training providers do not need to be on the ETPL); and

5. Supportive Services that shall directly support the activities related to the training, work experiences, and project activities, such as:

- Participants' gas/travel/transportation costs to training site;
- Child-care costs;
- Cost of purchasing work-appropriate clothes, tools and materials;
- Costs to purchase the license for a skills evaluation tool, such as Prove It!, or to purchase additional WorkKeys assessments through ACT, Inc. as necessary; and
- Costs of Workers Compensation Insurance coverage for participants in work experience, internships, or volunteer training positions while on UI benefits.

IX. IMPLEMENTATION DATE:

June 1, 2013

X. INQUIRIES:

Please direct all inquiries to Terry Bohannon at 303-318-9439 or terry.bohannon@state.co.us.

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Elise Lowe-Vaughn, Director
Workforce Programs, Policy, and Special Initiatives

XI. ATTACHMENTS:

1. UI Pilot Project – Workforce Center Staff Instructions
2. Compliance File Monitoring Checklist – revised April 2014
3. Compliance Monitoring Program Review Questionnaire
4. Quarterly Reporting Template