



COUNTY ADMINISTRATOR
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TO: Al Robinson, Chair
Ways & Means Committee

THROUGH: Robert E. Guenzel
County Administrator

FROM: Trenda Rusher, Director
Employment Training/Community Service Group

DATE: September 1, 1999

SUBJECT: Resolution ratifying the signature of the County Administrator on the Employment Training and Community Services (ETCS) Group's 1999 JTPA Title IIA Job Training Plan to the Michigan Jobs Commission (MJC) in the amount of \$ 236,475, for the period of July 1, 1999 through June 30, 2000 and approving the Budget

Board Action Requested:

The Employment Training/Community Service Group is requesting that the Board of Commissioners ratify the signature of the County Administrator on the 1999 Job Training Partnership Act (JTPA) Title IIA Job Training Plan with the MJC for the period of July 1, 1999 through June 30, 2000 and approve the Budget.

Background:

The Employment Training/Community Service Group, funded by the Job Training Partnership Act, the Department of Labor, and the MJC to provide employment training and placement services, is the administrator and operator of Employment Training programs in Washtenaw County.

The Employment Training/Community Service Group has received notification from the MJC of the 1999 allocation in the amount of \$236,475. This represents a decrease of \$44,289 from last year's allocation of \$280,764. The Employment Training/Community Service Group has developed the Program Year (PY) 1999 Title IIA Job Training Plan to serve 100 eligible adult participants. This represents a decrease of 24 from last year's 124 participants.

Discussion:

The services available to participants include: classroom training, on-the-job training, work experience, job search skills assistance, job search assistance, job club activities, support services, or combinations of these. The above activities will be delivered through the Washtenaw County "No Wrong Door" system.

The Washtenaw County Workforce Development Board (WDB) has, again for PY 1999, identified survivors of family or domestic violence as individuals who face serious barriers to employment and will be served under the 'Locally Developed Category' of the plan.

Survivors of family or domestic violence are defined as, individuals who have suffered a physical assault by a person who is:

- Married or formerly married to the individual
- Living with or formerly living with the individual
- Engaged or formerly engaged to the individual
- Dating or formerly dating the individual
- Has a child or children in common with the individual

Eligibility is determined using the Job Training Partnership Act (JTPA)- Management Information System (MIS) Participant Management

Information Guide (PMIG) as described below:

Formal Eligibility Determination for JTPA Programs

A formal eligibility determination occurs when during an interview between the applicant and the JTPA intake worker, the applicant presents sufficient documentation to complete the determination of eligibility or ineligibility. The process includes the following actions:

1. Completion of a JTPA Application form or the local forms designed to capture the minimum requirements for JTPA eligibility determination, including family income and work history information,
2. Presentation of sufficient documentation to complete the determination of eligibility or ineligibility. If a local group has implemented the use of a common application form and the required JTPA information has previously been collected and recorded, it will not be necessary to obtain duplicate information on MJC forms. Upon completion of the eligibility determination, all applicants who are determined eligible become eligible applicants.

Eligible applicants must be enrolled within 45 days of the date of eligibility determination. If more than 45 days elapse between the date of eligibility determination and JTPA enrollment, a copy of the application data must be updated and resigned or a new application must be taken. If the applicant applies to another cooperating agency, the Service Delivery Area (SDA) /SubState Grantee (SSG) should consider reviewing and recertifying information on the common application to allow for the maximum of 45 days from eligibility determination to enrollment into JTPA.

NOTE: The applicant must be age eligible at the time of initial participation in these JTPA programs:

Title IIA - Age 22 or older

Initial participation is defined as the date on which objective assessment begins.

If the application is recertified, the recertification date becomes the date of application for all purposes including

documentation of eligibility. A formal determination of eligibility must be completed. Parents/guardians of minors must sign the recertification as well as the minor.

If an individual who was originally determined ineligible for JTPA reappplies, a new application must be completed, regardless of the length of time between applications.

If a Certificate of Continuing Eligibility (CCE) is redeemed, the applicant must be enrolled within 45 days of the date of certificate redemption. The 45 days includes the date the CCE is redeemed.

Title IIA Adult Eligibility Requirements

To be eligible for participation in the JTPA Title IIA Adult program, the applicant must be:

- A citizen of the United States or an eligible non-citizen, and
- Registered with selective service (if applicable), and

• Economically disadvantaged, and

- A resident of the Service Delivery Area (SDA).

NOTE: The applicant must be age eligible at the time of initial participation in this JTPA program. Initial participation is defined as the date on which objective assessment begins.

NOTE: Up to 10 percent of the participants in all programs in a service delivery area receiving assistance under this part may be individuals who are not economically disadvantaged if such individuals are within one or more categories of

individuals who face one or more serious barriers to employment. Individuals with serious barriers to employment may include individuals who are:

- basic skill deficient,
- school dropouts,
- recipients of cash welfare payment
- offenders,
- disabled,
- homeless,
- displaced homemakers,
- veterans,
- alcoholics or addicts, or
- SDA category approved by the Governor.

Measurement of the 10 percent non-economically disadvantaged participants will occur annually at the end of the program year. Only new participants for the current program year will be counted. Non-economically disadvantaged participants who are carried over into the next program year are not considered new participants. Therefore, they are not included in the calculation of the succeeding year's compliance with this requirement.

The job training plan may provide for limited exceptions to the residency requirement.

SDAs receiving Title IIA 5% Incentive Grant Funds shall use the above eligibility requirements for enrolling participants. Participants enrolled in a Hard To Serve (HTS) project must also meet the MJC HTS definition.

Ratification of the County Administrator's signature on the PY 1999 JTPA Title IIA Job Training Plan will allow the ongoing delivery of JTPA services to eligible Washtenaw County residents.

Impact on Human Resources:

The requested Board action has no impact on Washtenaw County positions, personnel policies or procedures.

Impact on Budget:

There are \$40,201 for administration in this grant. The remaining \$196,274 will be allocated as follows:

- \$2,365 for WIA Transition
- \$123,466 for Direct Training
- \$70,443 for Training Related/Support Services such as:
 - Transportation
 - Child Care
 - Needs Based Payments
 - Clothing
 - Car Repair

The requested Board action will approve the JTPA PY 1999 Title IIA budget. There are no County funds, nor match required for this program.

Impact on Indirect Costs:

There are no indirect costs associated with this budget.

Impact on Other County Departments or Outside Agencies:

The requested Board action has no impact on other County Departments or outside agencies.

Conformity to County Policies:

This matter has been reviewed by the Washtenaw County Workforce Development Board, Corporation Counsel, the Finance Department, Human Resources, the County Administrator's Office, and the Ways and Means Committee. The requested Board action is in conformity with County policies.

Attachments/Appendices:

PY 1999 JTPA Title IIA Plan

PY 1999 JTPA Title IIA Budget

Prepared by:

Trenda Rusher, Director

Employment Training/Community Service Group

A RESOLUTION RATIFYING THE SIGNATURE OF THE COUNTY ADMINISTRATOR ON THE PROGRAM YEAR (PY) 1999 JTPA TITLE IIA JOB TRAINING PLAN IN THE AMOUNT OF \$236,475 FOR THE PERIOD OF JULY 1, 1999 THROUGH JUNE 30, 2000 FOR THE EMPLOYMENT TRAINING/COMMUNITY SERVICE GROUP; SUTHORIZING THE ADMINISTRATOR TO SIGN THE NOTICE OF GRANT AWARD, AMENDING THE BUDGET AND AUTHORIZING DELEGATE CONTRACTS

WASHTENAW COUNTY BOARD OF COMMISSIONERS

September 15, 1999

WHEREAS, the Employment Training/Community Service Group requests the ratification of the signature of the County Administrator on the 1999 JTPA Title IIA Job Training Plan; and

WHEREAS, the Employment Training/Community Service Group is the administrator and operator of Employment Training programs in Washtenaw County. The Employment Training/Community Service Group is funded by the Job Training Partnership Act, the Department of Labor, and the Michigan Jobs Commission to provide employment training and placement services; and

WHEREAS, the Employment Training/Community Service Group has developed the PY 1999 Title IIA Job Training Plan to serve 100 adult participants with an allocation of \$236,475 for the period of July 1, 1999 through June 30, 2000; and

WHEREAS, this matter has been reviewed by the Washtenaw County Workforce Development Board, Corporation Counsel, the Finance Department, Human Resources, the County Administrator's Office, and the Ways and Means Committee

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby ratifies the signature of the County Administrator on the 1999 Title IIA Job Training Plan for the period of July 1, 1999 through June 30 2000 in the amount of \$236,475 for the Employment Training/Community Services Group, as on file with the County Clerk.

BE IT FURTHER RESOLVED that the Board of Commissioners takes the following actions contingent upon receipt of the grant award in conformity with the application:

1. Authorizing the County Administrator to sign the Notice of Grant Award
2. Amending the budget as attached hereto and made a part hereof
 3. Authorizing the County Administrator to sign the delegate contracts upon review by Corporation Counsel, to be filed with the County Clerk

Washtenaw County Employment Training/Community Service		
Summary Budget		
Fund #2320 - JTPA Title II-A		
Fiscal Year Ending June 30, 2000		
Revenues		
50000	Federal Revenue	\$ 236,475
Expenditures		
72600	Supplies / Other Services	\$ 236,475