



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Labor and Training

Center General Complex
1511 Pontiac Avenue
Cranston, RI 02920

Telephone: (401) 462-8000
TDD: (401) 462-8006

Donald L. Carcieri
Governor
Sandra M. Powell
Director

WORKFORCE INVESTMENT NOTICE: 08-16, Change 1 **Workforce Investment Act**

TO: WORKFORCE INVESTMENT AREAS

FROM: Donna Treglia, Administrator - Workforce Investment Office

SUBJECT: American Recovery and Reinvestment Act of 2009 -- Rhode Island Specific Guidance

DATE: August 24, 2009

1. **PURPOSE.** To transmit Rhode Island specific guidance regarding the American Recovery and Reinvestment Act (Recovery Act) of 2009 funding for activities authorized under the Workforce Investment Act (WIA) of 1998 and Wagner-Peyser (WP) Act.

2. **REFERENCES.**

- a. Workforce Investment Act of 1998
- b. WIA Regulations, 20 CFR parts 652 and 660-671
- c. Wagner-Peyser Act, as amended
- d. [Training and Employment Guidance Letter #14-08](#)
- e. [Training and Employment Guidance Letter #14-08, Change 1](#)

3. **BACKGROUND.** According to TEGL 14-08, the Recovery Act as signed by President Barack Obama on February 17, 2009 is intended to preserve and create jobs, promote the nation's economic recovery and assist those most impacted by the recession. In utilizing the funding in the Recovery Act and to play a vital role in the nation's economic recovery, federal, state and local levels of the workforce system must be guided by four principles:

An Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities

- Transparency and accountability in the use of Recovery Act funding;
- Timely spending of the funds and implementation of activities;
- Increasing workforce system capacity and service levels; and
- Using data and workforce information to guide strategic planning and service delivery

This policy issuance is specifically focused on the four guiding principles as well as the activities and services to be undertaken in accordance with both WIA Title I Adult and Dislocated Worker provisions and the additional local ARRA funding allocations. Specific guidance relative to the Wagner-Peyser Act and Reemployment Services will be issued under separate cover by the Workforce Development Services Division within the Department of Labor and Training.

4. POLICY

- **Transparency**

- ARRA activities must be carried out in a transparent manner. To that end, Local Plan Modifications should be posted on your website. The Local Plan Modification will serve as an important element of demonstrating and ensuring ARRA transparency.
- Local transparency will also be served through a public comment period prior to submission of the required Local Plan Modification.
- A local workforce area's success in realizing ARRA goals will be gauged, in part, by the progress it demonstrates and achieves in using its annual allocation in conjunction with ARRA funds to assist job seekers.

- **Timely Spending of ARRA Funds**

- ARRA funds must be spent quickly as they are intended as a key component to timely economic stimulation. They are to be expended concurrently with regular allocations. Local areas must demonstrate timeliness of spending through reported expenditures.
- WIA ARRA funding is considered PY2008 funding and must be expended by June 30, 2011.

- **Increased Workforce System Capacity and Service Levels**

- The influx of additional ARRA funds to the local areas requires an expansion of the planned number of customers to be served during the fiscal year as well as an increase in the service levels provided. It is expected that such increases in the customer base and service levels for each area will be generally reflective of the proportional increase in funding levels for the local area resulting from the added ARRA funding.

- b. It is also expected that local areas will assure staffing levels adequate to meet the expanded customer and service goals resulting from the additional ARRA funding. Local areas must be cognizant of the temporary nature of ARRA funding.

- **Data and Workforce Information to Guide Planning and Service Delivery**

- a. Workforce and economic information should form the foundation of local workforce development strategies. Such information will be critical in identifying those business sectors that have a current and continuing demand for workers and those that are projected to grow as the economy recovers.
- b. Tied to utilizing information to guide service decision making at the local level, local area WIBs should monitor ARRA funding streams for other federal departments, i.e. Energy, Transportation, Health and Human Services, Defense, etc. to align efforts and activities to infrastructure and other recovery-related initiatives.

- **Services and Activities for WIA Title I Adults and Dislocated Workers**

- a. Local areas must remain cognizant of the WIA priority of service for eligible low income and public assistance recipients with additional Title I ARRA funds for Adults (not applicable for Dislocated Workers).
- b. The veterans' priority of service as described in WIN 04-09 (Change 1) remains in effect for the utilization of ARRA funds for Adults and Dislocated Workers.
- c. It is expected that the majority of WIA ARRA funds allocated for local WIA Title I Adult and Dislocated Worker services will be utilized for training and training related support services.
- d. Thorough assessment of individual customer need must inform all training decisions. Local areas must assist adults to adapt their skills and career goals by helping customers map their skills against current and anticipated jobs.
- e. Training must focus on high-demand/high-growth employment opportunities that offer economic self-sufficiency.
- f. Training that aligns to "green jobs" as defined in the Green Jobs Bill of 2007 is strongly encouraged.
- g. Allowable training services may include, but are not limited to:
 - 1. Occupational skills training – ITAs through Eligible Training Providers (Includes tuition, fees, books and other materials and equipment required for the training.)
 - 2. Occupational skills training – group contracts that meet procurement requirements, as applicable (Contracts may be cost reimbursable or performance based.)
 - 3. On-the-Job training – Payments made to both public, not-for-profit and for-profit employers for training costs authorized pursuant to an OJT contract.
 - 4. Skill upgrading and retraining, including Apprenticeship for those not earning a self-sufficient wage.

5. Adult education as long as provided in conjunction with occupational skills training. Includes basic or ESOL education and contextualized training.
 6. Customized training – Conducted with a commitment by an employer or group of employers to employ individuals upon successful completion of training.
 7. Supportive services such as transportation, child care, dependent care, housing, and needs-related payments are considered allowable training costs.
4. **ACTION REQUIRED.** Effective August 1, 2009, local areas must ensure that an equitable distribution of WIA Title I Adult and Dislocated Worker Formula and ARRA funds are allocated concurrently for the delivery of services. Local guidance should be developed in order that appropriate staff are knowledgeable with regard to the content of this issuance, how to cost allocate time charges, and how to enroll WIA Title I Adults and Dislocated Workers in EmployRI.
5. **INQUIRIES.** Questions concerning this subject may be directed to me at 462-8784 or Mavis McGetrick at 462-8791.