



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Labor and Training

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WORKFORCE INVESTMENT NOTICE: 12-12

TO: WORKFORCE INVESTMENT AREAS

FROM: David Tremblay, Administrator-Workforce Investment Office

SUBJECT: Temporary Aid to Needy Families (TANF) Funding Allocations for the Summer Employment Opportunities for Youth Program for Program Year (PY) 2013

DATE: June 28, 2013

1. PURPOSE This issuance will provide Local Areas with TANF allocations for the PY 2013 Summer Employment Opportunities for Youth Program.

2. REFERENCES WIN 11-18, WIN 11-19; Cooperative Agreement between the Rhode Island Department of Labor and Training (DLT) and the Department of Human Services (DHS) for the period May 1, 2013 through December 31, 2013.

3. BACKGROUND The Department of Human Services, Administration for Children and Families is encouraging State TANF agencies to work with State and Local Workforce Investment Boards to combine resources in developing or expanding summer employment programs. Therefore, DHS has provided DLT with \$600,000 to be distributed to the two Local Workforce Boards (Workforce Solutions of Providence Cranston and The Workforce Partnership of Greater Rhode Island) to expand upon the existing 2013 Summer Employment Opportunities for Youth program. **The funds are being allocated based on caseload and demographic data provided by DHS. The programs must mirror the guidelines outlined in the joint summer youth employment RFP and related contracts, including monitoring procedures and timelines for funding availability.** It is strongly recommended that programs adhere to the assessment and TABE requirements of the JDF Summer Program where practical; however this may be optional upon justification to the SWIO.

Due to the timing of the availability of the TANF funding, it was not possible to conduct a dedicated procurement process to award the funds. However, the local areas have in place vendors who have successfully responded to open and competitive RFPs to provide summer employment services. Therefore, TANF funds must be awarded to only vendors who have existing contracts to provide summer employment services and that were awarded those contracts under the WIA stand-alone, JDF or Youth Center procurement processes. In addition, separate contracts must be executed for the TANF funds and the cost per participant must be equivalent to the competitively awarded summer employment services.

4. LIMITATIONS. TANF funds awarded to vendors must be used to provide work readiness and summer work experience to TANF eligible youth.

The funds cannot be used for eligibility determination, assessment or follow-up services. These activities will only be conducted by Youth Center staff under existing WIA and JDF contracts, unless otherwise approved by the SWIO upon justification.

5. PARTICIPANT ELIGIBILITY DHS has provided the following eligibility guidelines that all youth must meet:

Income:

Eligible youth include families currently receiving DHS program benefits to include TANF Cash Assistance, Supplemental Nutrition Assistance or Medical Assistance. Families who are not receiving DHS benefits will also qualify if they are at or below 225% of the Federal Poverty Level as detailed in the following chart:

225% FPL Poverty Guideline Chart							
Family Size	2	3	4	5	6	7	8
Monthly Gross Income	\$2,154	\$2,908	\$3,662	\$5,169	\$5,923	\$6,677	\$7,431
For families/households with more than 8 persons, add \$754 for each additional person.							

Family Composition:

- Youth ages 14-17, as long as the youth is a minor child in an eligible family and is in school (youth may be 18 if they are a full time student in a secondary school);
- Youth ages 18-24, as long as they are in an eligible family that also has a minor child; or
- Youth ages 18-24 that have a minor child and are considered income eligible as noted by guidelines above

- Disabled youth or those youth in foster care will be served by JDF contracts

6. REPORTING Each Local Workforce Area must submit fiscal and programmatic reports monthly to the State Workforce Investment Office (SWIO). The reports will be due no later than the 15th day of the following month. SWIO will submit a monthly statewide report to DHS after the end of the reporting period, with a final summary report submitted at the conclusion of the program.

7. POLICY Each Local Workforce Investment Area receiving TANF funds for The Summer Employment Opportunities for Youth program (including the chief elected official of the local area), and providers receiving funds under this title, shall comply with the applicable Circulars and Regulations of the Office of Management and Budget for the type of entity receiving Federal WIA funds and all applicable State and Local Laws.

Nothing in this policy shall preclude the entity that is receiving TANF funds from adopting new policies and procedures or utilizing existing policies and procedures provided they are at least as restrictive as the Federal Circulars and Regulations.

8. TANF ALLOCATIONS FOR YOUTH PROGRAMS The total TANF allocation for the Summer Youth program is **\$600,000**. 10% is available for administrative costs and the WIA definitions of administrative and program costs will be utilized. These funds can be used solely for the conduct of the State’s Summer Youth Program during the period of May 1, 2013 – December 31, 2013. The State Workforce Investment Office will be reserving 5% (\$3,000) of the available administrative funds for processing and monitoring of the program. **The remaining 95% (\$57,000) of the administrative funds and all of the program funds (\$540,000) will be allocated to the locals based on percentages related to the caseload and demographic data provided by DHS.**

The following is the distribution of funds:

Administrative Funds (\$60,000):

SWIO		\$ 3,000
WPGRI	55% x \$57,000	\$ 31,350
WSPC	45% x \$57,000	<u>\$ 25,650</u>
TOTAL		<u>\$ 60,000</u>

Program Funds (\$540,000):

WPGRI	55% x \$540,000	\$297,000
WSPC	45% x \$540,000	<u>\$243,000</u>
TOTAL		<u>\$540,000</u>

9. PAYMENT & ADVANCES. Payment will be on a cost reimbursement basis once per month and one advance payment may be offered to the vendors for the payment of participant wages. The advance must be made within the first month of the contract in an amount not to exceed twenty five percent (25%) of the full contracted amount. The advance will be used to ensure initial program start up and will be expended prior to additional cost reimbursement.

10. INQUIRIES. Questions regarding this WIN may be directed to the Administrator of the State Workforce Investment Office at 462-8812.