



# **WIOA Title II Adult Education Workforce Development Board Alignment Review**

January 18, 2018



# Agenda

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- Overview of NYC Workforce Development Board
- Board Review of Title II Adult Education Applications
  - How to Apply
  - Defining Alignment
  - Attachment 5 Deep Dive
- Q & A
- Letters of Support
- Dedicating Seats for Public Assistance Recipients
- Q & A



# Local Workforce Development Boards

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## What is a local board?

- A board required by federal law responsible for overseeing the effective use of WIOA Title I employment and training dollars

## Key roles of a local board

- Set the vision, goals, and budget for a local area
- Convene and coordinate with key partners
- Drive innovations in programs and operations

**Local boards review WIOA Title II applications and determine whether they are aligned with the Local Plan**



## RFP Clarifications from NYSED

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- The deadline for applications is **April 11**
- The email for the Notice of Intent is: [wioarfp@nysed.gov](mailto:wioarfp@nysed.gov).
  - (There is no hyphen.)
  - This non-mandatory step is due by 3/26/2018.



# How to Submit Your Application in NYC

## Submission:

1. Go to [www.nyc.gov/wdb](http://www.nyc.gov/wdb)
2. Click on a link to an online database (available by Feb. 7)
3. Enter requested information and upload Attachment 5
4. You will receive a confirmation email with a time and date stamp

**Back-up Plan:** Email to  
[questions@wkdev.nyc.gov](mailto:questions@wkdev.nyc.gov)

The screenshot shows the NYC Office of Workforce Development website. The header includes the NYC logo, "Office of Workforce Development", and navigation links for "NYC Resources", "311", and "Office of the Mayor". A search bar is present. The main content area is titled "Workforce Development Board" and contains the following text:

NYC Workforce Development Board Releases Draft of WIOA Local Plan for New York City 2017 to 2020

On January 9, 2018 the New York City Workforce Development Board published an addendum to its Local Plan. The addendum features six attachments, three of which are required by the New York State Department of Labor. [Download the addendum \(in PDF\)](#).

On December 21, 2017, the New York City Workforce Development Board published a draft of its Local Plan. [Download the Plan \(in PDF\)](#). This Plan, required by the federal Workforce Innovation and Opportunity Act (WIOA), covers WIOA programming across New York City. The Local Plan is a requirement for all local boards stipulated by the federal WIOA and includes questions regarding local area labor market information, program services, and strategic priorities to which all local boards must respond. The document contains several sections, including the WIOA Local Plan, which is approximately 20 pages, and two Appendices which total more than 90 pages. The Board welcomes feedback on any and all components of this Local Plan document.

There are two avenues for providing feedback:

1. **Provide written feedback no later than January 12, 2018:** The Board staff has set up a form for collecting feedback on the Local Plan. [Provide feedback online](#).
2. **Attend a public information session on January 5, 2018:** The New York City Employment and Training Coalition is partnering with the Board to convene this session, which is meant to solicit substantive feedback on the plan. This session will be held:

The left sidebar contains a navigation menu with the following items: Home, About WKDEV, Career Pathways, Workforce Development Board (with sub-items: WDB Members, WDB Meetings, WDB Committees, WDB Minutes, WDB Resolutions, WDB Governance, WDB Support Letters, IWARN, Contact the WDB), Archived News, Research & Publications, Frequently Asked Questions, and Contact WKDEV.



# Application Review Timeline

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Application Step	Deadline
Submit Attachment 5 to New York City Workforce Development Board	February 7, 2018
Board returns applications by email with an indication of whether they are “aligned” or “not aligned” with the Local Plan	March 21, 2018
Final applications due to NYSED (with any changes made to address “not aligned” evaluation from Board)	April 11, 2018



## Review of Applications for Alignment with Local Plan

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### **The Board will only review your application for alignment with the 7-page NYC LOCAL PLAN**

- Will be available at [www.nyc.gov/wdb](http://www.nyc.gov/wdb)
- You do not need to align your application with the full, 112-page WIOA Local Plan
- Only need to align with *Appendix I: Local Plan for WIOA Title II Adult Education Request for Proposals* (p. 24 to 31)



## Alignment with the Local Plan

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### Five key plan elements for alignment:

- Help students identify a **long-term career goal**, the key **steps** required to achieve that goal, and the immediate **next step** on their career pathway.
- Be **contextualized** to maximize student engagement.
- Ensure students **understand, are prepared for, and are connected to their immediate next step**.
- Demonstrate **good performance** or a **demonstrated ability** to design and implement successful programs.
- Focus as a system on getting *more* students to **completion**.





## Alignment with the Local Plan

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### How WDB will determine alignment:

- Alignment is ALL OR NOTHING – all five key elements are met or the application is determined to be “not aligned.”
- Feedback form will include info on what isn’t aligned and how to correct it.



## Alignment with the Local Plan

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### Additional areas of alignment for **IET and IELCE:**

Programs with a workforce training component must be aligned with the City's definition of **bridge programs**.

- Sector-focused instruction developed in partnership with employer and/or high education provider;
- Strong bridge between basic skills provider and next-step program/destination;
- Support services, including college and career advisement and transition support;
- Clear measurable outcomes for evaluation, program improvement, and accountability.



# Attachment 5

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## WIOA Title II LWDB Application Review Form

WIOA Title II funding area:

- Adult Basic Education and Literacy Services
- Integrated English Literacy and Civics Education (IELCE)
- Corrections Education and Other Institutionalized Education Programs
- Literacy Zone Program

**Note: You must submit a separate Attachment 5 for each funding area in which you are applying.**



## Attachment 5

### Alignment

The applicant must demonstrate alignment between the proposed WIOA Title II activities and services and the strategy and goals of the LWDB plan (in each of the 4 areas). Use the space provided to explain this alignment. The LWDB will assess the applicant's alignment with the local plan and advise the applicant how to strengthen that alignment as appropriate.

- 1. Summary overview of proposed program.**
- 2. How is your program aligned with the 5 key elements of the local plan?**
- 3. If you are proposing an IET or IELCE program, how does your program align with the City's definition of bridge programs?**



## Attachment 5

### Primary Next Step

When considering the Primary Next Step, applicants should be placing a strong emphasis on participants' advancement along their career pathway, of participants' current work being embedded in a strategy that includes the way the program is structured in collaboration with next step partners.

The **primary next step** for your program shows movement along a clearly defined pathway for program participants. The step can be the next level of adult education, college, apprenticeship, training, employment.

- Example: the next step for learners in a literacy class could be a Basic Education class – higher level adult education.



## Attachment 5

# Previous Experience

# Served	# demonstrating Educational Gain*	# earning an Education Credential	# earning an Occupational Credential
# attaining outcomes	# enrolled in postsecondary education	# enrolled in training or apprenticeship	# attained employment

**ALL APPLICANTS** must complete this section, demonstrating their effectiveness in providing literacy programs.



## Attachment 5

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### **IET / IELCE Applicants**

- Complete this section only once if you are only choosing one sector for integration or contextualization.
- If you are choosing multiple sectors, choose the two primary sectors and fill out both sections.
- Previous Experience: The WIOA Title II grant will only support the education portion of your IET/IELCE program, so fill out the previous experience section with data about your experience as a provider of literacy programming.
- Training component



# Training in IET or IELCE Programs

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## Identify Occupation(s) In Demand by Local Employers

- Use the **In-Demand Occupation List**, available at [www.nyc.gov/wdb](http://www.nyc.gov/wdb);  
OR
- Demonstrate the occupation is in demand, ideally with labor market data and direct input about need from employers

## Ensure the Training Program is on the Approved Providers List

- **ETPL** = Eligible Training Providers List (approved providers list)
- Two major steps to get on the ETPL:
  - Ensure the training program is licensed, if required
  - Follow the steps online for being listed on the ETPL:  
[www.nyc.gov/trainingguide](http://www.nyc.gov/trainingguide)





# Eligible Training Provider List in NYC



## WORKFORCE 1

- SEARCH
- TRAINING PROVIDERS**
- HELP

### New York City Training Guide

[Contact Us](#)



#### Welcome New York City Training Providers

This is the New York City connection to the Training Providers who are on the [Eligible Training Provider List \(ETPL\)](#) or want to be eligible to receive Individual Training Grant vouchers. This page connects you to resources that will make doing business with the City easier in regards to working with Workforce1 Career Centers, Process Help, and Communication.

#### News

[Click here to learn how to feature successful students on the NYC Training Guide](#)

#### New Training Providers

Are you interested in listing your organization and courses online with the NYC Training Guide? Click "New Training Providers" above to learn about the benefits and how to register.

#### Returning Training Providers

Click "Returning Training Providers" above to learn

- Training Grants Payment Guidelines
- Course Evaluation and Placement Reporting Process
- Updating Course Information Process and
- Training Provider Responsibilities

#### Success Stories



Read about employment and advancement success

[more](#)



# Letters of Support

	1. Adult Basic Education and Literacy Services	2. Integrated English Literacy and Civics Education (IELCE) Program	3. Corrections Education and Other Institutionalized Education Program	4. Literacy Zones
Letter <u>if</u> consortium application?	YES	YES	YES	YES
Letter of support <u>required</u> for <u>all</u> applications?	NO	NO	YES	YES
Organizations from which letters are required	N/A	N/A	Corrections Institution or Agency	5 mandatory partners, including: <ul style="list-style-type: none"> <li>• <b>Human Resources Administration</b></li> <li>• NYSDOL Career Centers (Small Business Services)</li> </ul>

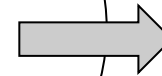


# Terminology

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## Career Centers

- New York State Career Center System (One-Stop centers)
- Career Centers
- New York State Career Center/one-stop center
- New York State Career Centers
- Local New York State Career Center System
- NYS Career Center system
- Local NYSDOL Career Center



**Workforce1 Career Centers**  
managed by NYC Department  
of Small Business Services



## Letters of Support from HRA or SBS

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- **HRA and SBS will only provide letters of support where they are required – predominantly for Literacy Zone applications.**
  - Both agencies will *consider* letters of support for Citywide Consortium applications, provided there is a substantive role they can play.
  - Organizations that commit to becoming or remaining **HRA Community Partners** will receive language to strengthen their applications.
- The NYC Workforce Development Board will not provide letters of support to any organizations.



## Requesting Letters of Support from HRA or SBS

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- **Request a letter of support using the online system, available at [www.nyc.gov/wdb](http://www.nyc.gov/wdb)**
  - Provide basic information required by the agency.
  - Indicate your interest in becoming an HRA Community Partner, and will then receive language to strengthen your application.

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# HRA COMMUNITY PARTNERS FOR CAREER SERVICES & WIOA TITLE II

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# HRA CASH ASSISTANCE CLIENTS

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HRA's Career Services offer Cash Assistance clients opportunities to help them increase their job skills and build a career that will lead to success and financial security.

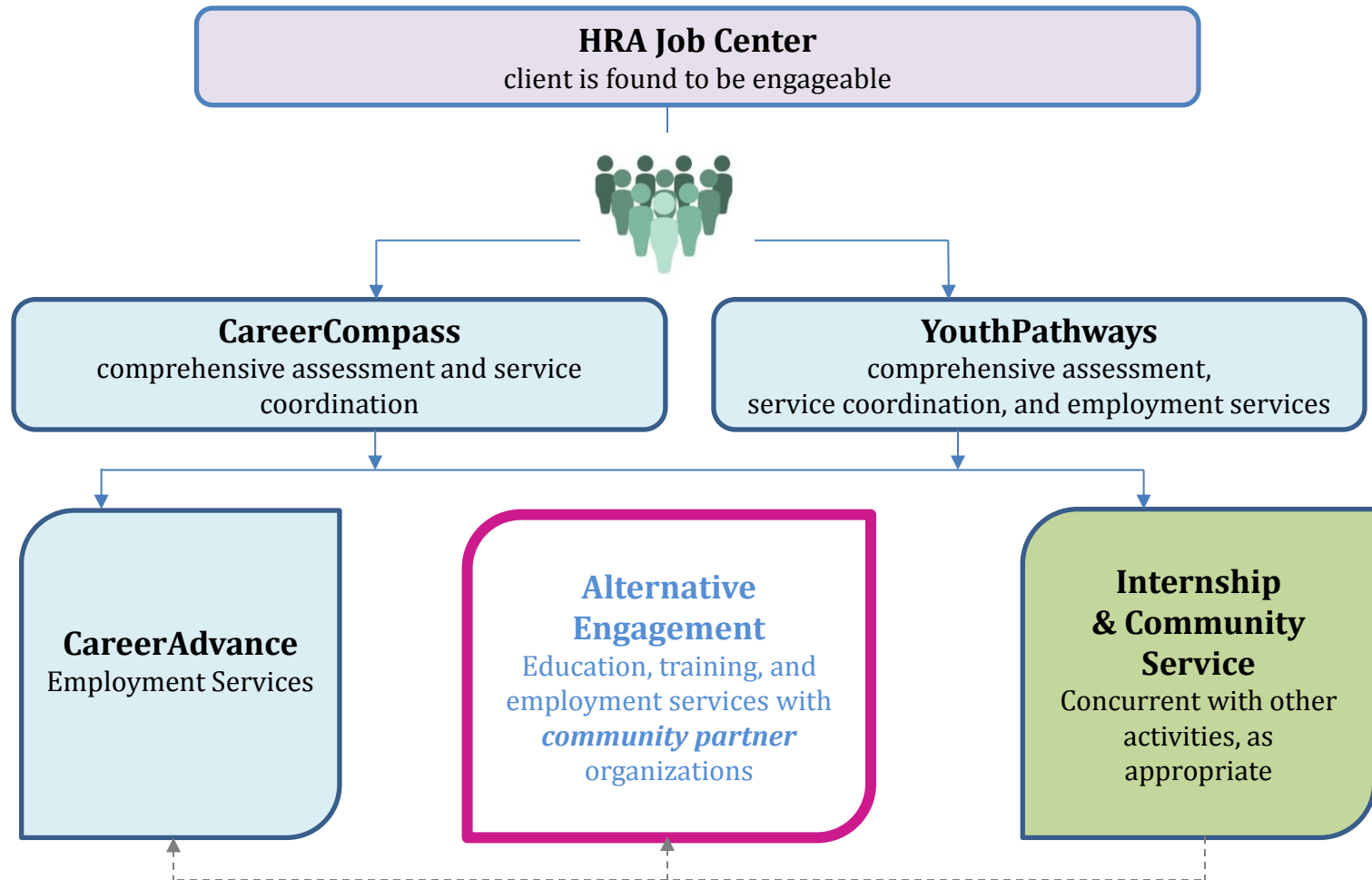
- ~60% of all HRA Cash Assistance (CA) clients, which includes TANF and Safety Net, do not possess a HSD/HSE
  - 30% of those without a diploma or equivalent are below 9th grade proficiency for Math and Reading

You may already work with HRA as an approved training provider, through our Education Services unit (also known as Training Assessment Group, or TAG), which helps individuals on CA who self-enroll in training/education.

HRA provides clients with access to choice in determining their individualized path through a network of contracted providers.

- HRA anticipates that ~70K individuals (who are primarily CA clients) annually will be engaged in our new CareerCompass, CareerAdvance, and YouthPathways programs

# HRA CAREER SERVICES (RELEVANT PROGRAMS)



**HRA seeks to create Community Partner relationships with WIOA Title II providers**



# HRA COMMUNITY PARTNERS

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As the largest local social services agency in the country, HRA is uniquely positioned to support **Community Partners for Career Services**. By cultivating relationships with mission-aligned providers, we connect HRA clients with existing programs in **education, training and employment** that equip them with the skills to transition out of poverty and towards self-sufficiency.

## Community Partners Goals

- **Connect** clients to the diverse set of external services and providers
- **Ensure** quality client experience in programs that provide strong outcomes for education, training, and employment
- **Expand** the service capacity of HRA providers and training, education, and employment opportunities for clients
- **Support** partners when they serve HRA clients

## Progress to Date

- Soft launch with selected providers in April 2017 (495 individuals enrolled in partner organizations' services to date)
- Development of a repository for tracking opportunities
- Plan for full launch in 2018

# WIOA TITLE II PARTNERSHIP WITH HRA

## Why Partner With HRA?

- Large pool of clients that are screened and referred to appropriate external education and training organizations (also known as “alternative engagement”)
- Clients are receiving benefits (e.g., childcare, Metrocard, Cash Assistance, SNAP, Medicaid, etc.) while they are in programs
- Become part of our alternative engagement network with an existing supportive infrastructure
  - Central repository for entering and managing training/education opportunities
  - Designated point of contact (HRA partnership coordinator) for navigating HRA services and programs
- Ongoing training about HRA services (e.g., Access HRA)
- Assistance in ensuring appropriate client engagement to minimize negative outcomes (such as losing benefits)
  - Our experience of working with select DYCD Adult Literacy Program providers is that when we started referring clients to them, their average daily attendance went up
- Resources of CareerCompass, CareerAdvance, and YouthPathways providers
  - “Home base” at CareerCompass and YouthPathways, where clients check in on an ongoing basis
  - Outreach to clients as an ongoing channel of communication to help with persistence
  - Assistance with job placement and retention (for up to one year) for any clients not assisted with placement by an Alternative Engagement partner

# WIOA TITLE II PARTNERSHIP WITH HRA

## Working with HRA

### *Requirements*

- Minimum level of classes/client engagement
- Timekeeping through HRA systems
- Reporting of client outcomes (e.g., employment)
- Follow-up on client enrollment status and start in a timely manner
- Participation in individual check-in meetings, as needed
- Attend quarterly HRA-led learning community meetings with other Community Partners
- If awarded WIOA Title II funds, enter into an agreement with HRA

### *Ideal Components*

- HRA-reserved slots and in some cases HRA client-specific classes – including expanded schedules
- Designated intake days for HRA clients
- If requested, potential for dedicated teachers that offer classes on-site at provider sites

**HRA/WKDEV will also be hosting a separate session for those who want to learn more about partnering with HRA on 1/24. To RSVP by the deadline (1/22), go to [www.nyc.gov/wdb](http://www.nyc.gov/wdb).**