



Workforce Development Area 1
Adams, Brown, Pike & Scioto Counties

A proud partner of the American Job Center Network

Board Meeting Agenda

Wednesday, September 23, 2026; starts at 10 a.m.

Endeavor Center, 1862 Shyville Rd., Piketon, OH 45661

Virtual Option: <https://us02web.zoom.us/j/84375446842?pwd=fO9PKUBTaXatdGuzNhblOS5uctaOCN.1>

- I. Call to Order & Roll Call
- II. Public Comment Period
- III. Approval of Previous Meeting Minutes (5/27/26) Motion by_____, Seconded by_____
- IV. Standard Reports
 1. Monthly Reports
 2. Monitoring Reports
 3. Fiscal Reports
- V. Updates
 1. SO Consortium/Area 1 Audit FY 24 & 25
 2. PORTS Recruitment & Career Center
 3. Upcoming Event: Trade & Career Expo-Oct 13th
 4. Upcoming Event: OMJ Adams Brown Fall Job Fair-Oct 22nd
 5. Recent Policy Reviews/Recommendations
- VI. Action Items (motions required)
 1. Retire Capitalization of Small Business Policy; Motion by_____, Seconded by_____
 2. Retire Job Search Policy; Motion by_____, Seconded by_____
 3. Retire revision to Training Services A/DW; Motion by_____, Seconded by_____
 4. Approve revision to Veteran Priority of Service; Motion by_____, Seconded by_____
 5. Approve revision to Monitoring Policy; Motion by_____, Seconded by_____
 6. Approve revision to CCMEP Incentive Policy; Motion by_____, Seconded by_____
 7. Approve revision to CCMEP Incentive GRID; Motion by_____, Seconded by_____
 8. Publish GRIT Summer Training RFQ; Motion by_____, Seconded by_____
- VII. New/Old Business
- VIII. Adjournment Motion by_____, Seconded by_____

Next Meeting: Wednesday, November 18, 2026

WORKFORCE DEVELOPMENT BOARD #1

BOARD MEETING MINUTES

Date: May 27, 2026

Location: Endeavor Center, 1862 Shyville Rd., Piketon, Ohio 45661

Virtual option: Zoom

Time: 10:00 a.m.

ATTENDANCE:

Board Members Present: Holly Johnson, Tim Grooms, Todd Cron, Josh Renison, Jeff Hamilton, Trampas Puckett, Joe Dillow, Matt Louanglath, Wes Davis, Kyle Copley, Maura Meranda, and Paula Baumgardner

Staff Present: Crystal Keaton, Michelle Cutlip, Dwayne Alexander and Sarah Carver

Guests: Bryn Stepp, Julie Stephens, Lisa Pfeifer, Carolyn Fyffe, Lisa Tumbleson-Davis, Nikki Atkins, Debora Plymail, Susan Huff, Steve Sturgill, Mindy Purero and Sarah Redouety

CALL TO ORDER:

Holly Johnson, Board Chair called the meeting to order and Michelle Cutlip confirmed attendance by roll call.

PUBLIC COMMENT:

Holly asked for any public comments, none was given.

APPROVAL OF MINUTES:

Motion to approve the previous meeting minutes (March 2026) was made by Joe Dillow, seconded by Matt Louanglath and approved.

STANDARD REPORTS:

Monthly Reports

Director Crystal Keaton reviewed monthly program participant reports including each county's funded participant numbers, total participants, and employment outcomes.

Business Resource Network (BRN) report: employer follow-ups continue across Adams, Brown, Pike, and Scioto Counties.

RESEA program performance (January 1 – December 31, 2026; reported as of May 4, 2026):

1. Initial appointments completed: 130 of a year-to-date goal of 200, or 65 percent of goal.
2. Subsequent appointments completed: 124 of a year-to-date goal of 160, or 78 percent of goal.

UI Pilot Program (January 1 – March 31, 2026):

1. Initial applications: 118.
2. Additional/reopened claims: 129.
3. Continued weeks: 380.

4. Total issues: 653.
5. Total calls transferred outside of the worker's scope: 176.
6. In-person assistance (OhioMeansJobs walk-ins) #568 and total calls through the UI system: # 653]; meaningful assistance data remains unavailable from ODJFS.

GRIT Project (July 1, 2025 – March 31, 2026):

1. Youth assessments completed: 6,931.
2. Adult assessments completed: 1,162.
3. School districts participating in the Career Navigation Project: 36.

Monitoring Reports

Director Crystal Keaton reviewed two final monitoring summary reports issued by the ODJFS Office of Fiscal and Monitoring Services (OFMS), both dated May 21, 2026 and signed by Alan Thompson, Bureau Chief, Bureau of Monitoring and Consulting Services.

WIOA Fiscal Monitoring Review Summary Report, PY 2024 — Local Area 1. Sections subject to review included Governance, Financial Reporting, Cost Principles, and Subrecipient Monitoring. Two significant observations were identified in Financial Reporting. Continuous Improvement Plans (CIPs) were completed by WDA 1 and signed by the Executive Director on May 4, 2026.

1. **CIP 1 — Inaccurate Financial Reporting** (2 CFR 200.302). Review of the Community Action Organization of Scioto County (CAO) MIP general ledger against the County Finance and Information System (CFIS) for January 2023 through March 2025 identified understated variances of \$37,538.77 in WIOA Adult; \$61,528.17 in WIOA Adult Under DW and WIOA Dislocated Worker; \$122,600.29 in CCMEP TANF; and \$134,554.37 across Youth In-School, Youth Out-of-School, and the corresponding Youth Work Experience categories. This was a repeat observation from the prior year; variances have been greatly reduced but remain significant. Corrective steps include a standard operating procedure requiring line-by-line monthly reconciliation between MIP and CFIS, a dual-review process in which the Fiscal Officer prepares the monthly CFIS entry and the WDA Director or designee approves it before submission, and consultation with BCFTA on necessary adjustments. Timeline: BCFTA consultation completed by May 15, 2026; reconciliation procedure and Excel tracking template finalized and distributed to the fiscal team by June 12, 2026; first dual-review cycle launching with the June 2026 period closeout.
2. **CIP 2 — Inaccurate Reporting of Accruals and Obligations** (2 CFR 200.302 and OAC 5101:9-7-29(A)). For the period April 2024 through March 2025, accruals were reported as \$0.00 for Adams CCMEP (C0101) in two months and Brown CCMEP (C0108) in six months. Obligations were reported as \$0.00 for Adams CCMEP in eleven months, Brown CCMEP in seven months, Pike CCMEP (C0166) in six months, and Pike WIOA (S0166) in six months. Contributing causes included insufficient review of the CFIS CT302 and CT315 reports and staff turnover following prior-year training. Corrective steps include an internal review of reporting procedures (completed April 6, 2026), specialized staff training on CFIS reporting and the CT302/CT315 reports to be scheduled by June 30, 2026, a strengthened monthly verification process before close, and a more robust WDA 1 review of monthly reports by June 30, 2026, with new hires trained as part of onboarding.

CCMEP Fiscal Monitoring Review Summary Report, PY 2024 — Local Area 1 and Scioto County Department of Job and Family Services. Sections reviewed included Governance, Financial Reporting, Cost Principles, and Subrecipient Monitoring. No significant observations were noted, and no Continuous Improvement Plan was required. Fiscal Reports

Statement of Cash Flows — Community Action Organization of Scioto County, Workforce Development Fund (WDA 2024–2025), as of April 30, 2026:

1. Total intergovernmental receipts: \$14,033,409.96.
2. Total workforce development disbursements: \$13,977,540.57.
3. Net cash: \$55,869.39; total cash balances across grant lines: \$118,890.82.
4. Largest activity remains the GRIT Project, with SFY 25–26 receipts of \$5,773,734.20 against disbursements of \$3,699,477.27, and SFY 24–25 receipts of \$5,280,996.32 against disbursements of \$5,293,956.32.
5. Other current lines reviewed included WIOA Adult 24/25, WIOA Dislocated Worker 24/25, PY24 CCMEP, RESEA 24/25, OMJ Admin 24/25, the SFY 26 State Special Broadband award, the Arise Apprenticeship grant, and the newly established SFY 26P PORTS Recruitment and Career Center line.

Bank statement — WesBanco, CAO-WDA-1 account, statement period April 1 – April 30, 2026:

1. Beginning balance: \$131,525.34.
2. Total additions: \$698,521.05; total subtractions: \$741,559.62.
3. Ending balance: \$88,486.77, with a low balance during the period of \$63,541.29.
4. Interest earned: \$72.88 at an annual percentage yield of 0.88 percent on an average balance of \$101,447.32.

UPDATES:

SO Consortium / Area 1 Audit FY 24 & FY 25

Director Crystal Keaton provided an update on the Southern Ohio Consortium and Area 1 audits for FY 2024 and FY 2025, continuing the discussion of audit challenges for program years 2018 through 2024 presented in March, including the historical fiscal entanglement with Community Action and ongoing efforts to segregate accounts and comply with single audit requirements under WIOA. The consortium is in the beginning phases of audits FY 24 & 25.

The Board reviewed the Auditor of State's Fraud Risk Assessment Questionnaire (FRAQ) for State and Local Governments, which is directed to those charged with governance, including governing body members. The questionnaire addresses awareness of fraud or suspected fraud, misuse of funds or theft, significant unusual or questionable transactions, related party transactions and conflicts of interest, and cybersecurity incidents, and notes the duty under ORC 4113.52 to timely report suspected fraud to the Auditor of State. Board members were asked to complete and return the questionnaire by June 3, 2026 to Michelle Cutlip or directly to Auditor of State staff Miranda Schoettle.

PORTS Recruitment & Career Center

Crystal Keaton provided an update on economic development and workforce opportunities related to the Piketon PORTS site, including SoftBank, SB Energy, AEP, Centrus, Oklo, and Meta partnerships. A dedicated funding line, SFY 26 PORTS Recruitment and Career Center, has been established and appears on the April 30, 2026 statement of cash flows.

May 20th was the official grant opening of the PORTS Recruitment & Career Center which had over 160 community partners, officials, workforce partners & board members and the general public in attendance. Members that were able to attend the grand opening discussed the success of the event and excitement around the center's opening. Members discussed the short term and long term need for this type of center in Pike County.

Members requested once the website and social media pages up been up and available enough time to have analytic reports along with center traffic and service reports. These reports will become available in the next reporting quarter and will be shared thereafter.

Evaluation of AI-Enabled Participant Support Platform Proposals

Overview of the RFP process for an AI-enabled participant support platform. Two proposals were received by the deadline. Proposals were evaluated by a review committee and a summary of the evaluation was provided to the board today. Probatium Technologies had the highest scoring proposal at 99% and the other proposal RavenWolfe Consulting scored 95%.

Evaluation of GRIT Adult Training Bootcamp Proposals

At its March 25, 2026 meeting the Board approved issuance of an RFQ for GRIT Adult Training Bootcamps modeled on successful pilot programs, providing quick-entry credentials with supportive services, in the amount of \$200,000 over 13 months.

Fourteen responses were received and ten providers met the stated criteria. Proposals were evaluated by a review committee and a summary of the evaluation was provided to the board today.

Recommended providers and funding allocations were presented as follows: Washington Co Career Center \$46,000; Ashtabulah Tech \$49,000; Tri-County Career Technical Center \$21,000, Innovative Consulting \$29,000 and Vitruvian \$55,000.

ACTION ITEMS:

SELECT AI-ENABLED PLATFORM PROVIDER:

Holly asked for motion. Based on the evaluation results presented, staff recommended selection of Probatium Technologies to deliver the AI-enabled participant support platform at a cost of \$50,000 for SFY 27

Motion was made by Josh Renison, seconded by Tim Grooms, and approved with abstentions by Matt Louanglath, Wes Davis and Joe Dillow.

SELECT GRIT ADULT TRAINING BOOTCAMPS:

Staff presented the recommended GRIT Adult Training Bootcamp providers and funding allocations resulting from the RFQ approved March 25, 2026, within the \$200,000 award authority over 13 months.

Motion to approve the recommended GRIT Adult Training Bootcamp providers and funding allocations as presented was made by Todd Cron, seconded by Trampas Puckett and approved. Matt Louanglath, Wes Davis and Joe Dillow abstained from the vote.

POLICY: WIOA FUNDS TO PURCHASE FOOD:

Staff presented draft Policy 05-26, Use of Workforce Innovation and Opportunity Act (WIOA) Federal Funds to Purchase Food, with a proposed effective date of May 27, 2026. The policy is issued under 2 CFR Part 200, WIOA Title I, and the ODJFS Office of Workforce Development (OWD) memo issued March 27, 2026, which rescinded prior restrictive guidance and authorized local areas to determine allowability within federal per diem limits.

Key provisions reviewed with the Board:

1. **General standard.** Food purchases are allowable when the cost is reasonable, necessary, and allocable to the WIOA program; modest rather than entertainment or ceremonial; adequately documented and supported by local policy; and within federal per diem limits for the applicable meal.
2. **Allowable situations.** Participant-focused activities that remove barriers to participation or support engagement in required training or full-day sessions; official, required LWDB or committee meetings that span a meal period where breaking would disrupt business; and official, job-related staff training or professional development spanning several hours or a full day where participants cannot leave without disrupting instruction.

3. **Prohibited situations.** Holiday parties, celebrations, or morale events; entertainment or social gatherings; alcohol or luxury catering; and any meal exceeding federal per diem limits.
4. **Cost limits.** The U.S. General Services Administration per diem meal rate for the applicable Ohio region is the maximum allowable cost per individual. The local area may adopt stricter limits but may not exceed the federal cap.
5. **Procedures.** Pre-approval is required before costs are incurred, with documentation of purpose, agenda, expected duration, and justification. Records retained must include the meeting or training agenda, sign-in sheets or attendance records, an explanation of why participants could not reasonably leave, itemized receipts and invoices, and the cost allocation method where applicable. Staff involved in purchasing or approving food must be trained on the policy, and compliance will be reviewed during internal monitoring and external audits.

Motion to approve Policy 05-26, Use of WIOA Federal Funds to Purchase Food, effective May 27, 2026, was made by Joe Dillow seconded by Matt Louanglath and approved,

APPROVE PY 26 / FY 27 WIOA ALLOCATIONS:

Director Crystal Keaton presented the PY 2026 / FY 2027 WIOA allocations for Local Area 1 by funding stream.

SFY 27 WIOA Formula Allocation Breakdown
Workforce Development Area 1

County	SFY 27 CCMEP WIOA Youth	PY 26 Adult	FY 27 Adult	PY 26 Dislocated Worker*	FY 27 Dislocated Worker*
Adams	\$109,396	\$20,842	\$89,789	\$26,589	\$94,294
Brown	\$110,981	\$22,117	\$96,202	\$22,324	\$83,894
Pike	\$122,872	\$23,296	\$99,409	\$29,720	\$95,113
Scioto	\$370,201	\$66,645	\$291,814	\$66,957	\$258,121
Admin	\$79,272	\$14,745	\$64,135	\$16,177	\$59,047
Total	\$792,722.00	\$147,445.00	\$641,349.00	\$161,767.00	\$590,469.00

Motion to approve the PY 26 / FY 27 WIOA allocations as presented was made by Trampas Puckett, seconded by Joe Dillow, and approved.

PARTICIPATION / PAY DUES FOR OWA:

Staff presented a request for Workforce Development Area 1 to participate in the Ohio Workforce Association (OWA) and to pay PY 2026 membership dues. Membership benefits include statewide policy advocacy, professional development for board members and staff, peer networking across local areas, and technical assistance on WIOA implementation.

The PY 26 dues schedule totals \$140,000 statewide and is calculated on a 50/50 basis: a flat fee of \$3,500 per local area, plus a percentage-based share of \$70,000 allocated by each area's share of statewide allocation. Based on Area 1's [2.7] percent share, the total PY 26 dues amount is \$5,390.00.

Motion to approve participation in the Ohio Workforce Association and payment of PY 26 dues in the amount of \$5,390.00 was made by Matt Louanglath, seconded by Wes Davis, and.

SCCTC / WDA 1 STAFFING CONTRACT:

Director Crystal Keaton presented the annual proposed staffing contract between Scioto County Career Technical Center (SCCTC) and Workforce Development Area 1.

Motion to approve the SCCTC / WDA 1 staffing contract as presented was made by Joe Dillow seconded by Matt Louanglath, and approved with abstentions by Kyle Copley and Trampas Puckett.

STAFF COLA INCREASE:

Director Crystal Keaton presented the Scioto County Career Technical Center's proposed 4% cost-of-living adjustment for the 4 current WDA 1 staff members: Crystal Keaton, Michelle Cutlip, Louis "Dwayne" Alexander and Sarah Carver.

Motion to approve the staff cost-of-living increase as presented was made by Matt Louanglath, seconded by Josh Renison, and approved with abstentions by Kyle Copley and Trampas Puckett.

NEW/OLD BUSINESS:

No new or old business was introduced.

ADJOURNMENT:

Motion to adjourn was made by Trampas Puckett, seconded by Matt Louanglath, and approved.

Meeting adjourned at 10:50 a.m.

Next Meeting: Wednesday, July 22, 2026

Minutes Prepared by: Michelle Cutlip Signature: _____

Board Chair Singature: _____

Approved Date: _____

JULY 1, 2026 thru August 31, 2026

Funding Name	Adams			Brown			Pike			Scioto		
	Enrolled	Closed	Total	Enrolled	Closed	Total	Enrolled	Closed	Total	Enrolled	Closed	Total
W/OA Adult	12	7	19	9	4	13	73	4	77	82	9	91
W/OA Dislocated Worker	0	0	0	0	0	0	4	0	0	1	0	1
CCMEP Youth	8	0	8	6	1	7	28	0	28	150	12	162
CCMEP TANF	70	3	73	78	9	87	108	3	111	163	13	176
Fresh Start	0	0	0	0	0	0	0	0	0	0	0	0
Car Repair Program	4	1	5	4	4	8	26	0	26	0	0	0
Adults served out of Dislocated Worker funds	0	0	0	0	0	0	8	0	8	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
Participants Placed in Employment	8			12			16			14		
Total Unduplicated Participants	100			104			221			285		

RESEA Program Performance: Jan. 1, 2026 – Dec. 31, 2026; as of Sept 6, 2026

Performance Metric	Actual (Year-to-Date)	Goal (Year-to-Date)	Percentage of Goal Met
Initial Appointments Completed	217	200	108%
Subsequent Appointments Completed	206	160	129%

UI Pilot Program - Performance: July 1, 2026 to June 30, 2027; as of August 31, 2026

Category	Total
Initial Apps	49
Additional/Reopen	23
Continued Weeks	267
Total Issues	363
Meaningful Assistance	unavailable
Total Calls Transferred (outside of worker's scope)	unavailable
Training Hours	165
In Person Helped (OMJ Walk-in's)	443
Total Calls (through UI system)	121

GRIT Project - July 1, 2025 to August 31, 2026

Category	Total
Youth Assessments	7,987
Adult Assessments	1,466
School Districts in Career Navigation Project	44

Community Action Organization of Scioto County

Statement of Cash Flows
WDA24 - WDA 2024-2025
As of 7/31/2026

	Workforce Development Fund
Receipts-Intergovernmental:	
SFY26P PORTS RECRUIT & CAREER CNTR	21,254.84
WDA Adult 24/25	49,512.70
WDA PY24 CCMEP	101,966.24
WDA Dislocated Worker 24/25	76,095.38
WDA OMJ ADMIN 24/25	18,907.53
WDA RESEA 24/25	227.52
WDA UNEMPLOYMENT SFY25	31,954.61
Total Receipts-Intergovernmental:	299,918.82
Disbursements-Workforce Development:	
SFY26P PORTS RECRUIT & CAREER CNTR	(31,443.25)
WDA Adult 24/25	(49,024.37)
WDBA 1 Arise Apprenticeship	(466.36)
WDA PY24 CCMEP	(101,213.34)
WDA Dislocated Worker 24/25	(75,620.39)
WDA OMJ ADMIN 24/25	(18,907.53)
WDA RESEA 24/25	(227.52)
WDA UNEMPLOYMENT SFY25	(31,404.61)
Total Disbursements-Workforce Development:	(308,307.37)
TOTAL CASH	(8,388.55)
CASH BALANCES	
WDA SFY24 STATE SPECIAL BROADBAND	(121,360.40)
WDA SFY24 STATE SPECIAL CAR REPAIR	171,619.50
WDA SFY25C STATE SPECIAL CAR REPAIR	38.24
WDA SFY25G State Special GRIT Admin	(2,155.69)
WDA SFY26 STATE SPECIAL BROADBAND	30,350.00
SFY26P PORTS RECRUIT & CAREER CNTR	(20,352.00)
WORKFORCE DEVELOPMENT BOARD 22/23	231,042.54
WORKFORCE DEVELOPMENT 23/24	(288,394.55)
WDA Adult 24/25	(6,039.46)
WDBA 1 Arise Apprenticeship	547.60
WDA PY24 CCMEP	84,768.80
WDA Dislocated Worker 24/25	38,907.81
#WG2425 GRIT PROJECT SFY 24 25 7/1/24 - 6/30/25	(45,846.40)
#WG2526 GRIT PROJECT SFY 25 26 7/01/25- 6/30/26	22,736.52
FUND WGRIT PY 19	41,450.00
WGT23 GRIT PY 22	(115,781.53)
WDA OMJ Branding 24	6,976.91

Community Action Organization of Scioto County

Statement of Cash Flows
WDA24 - WDA 2024-2025
As of 7/31/2026

	<u>Workforce Development Fund</u>
WDA OMJ ADMIN 24/25	50,186.72
WDA RESEA 24/25	2,758.58
WDA Super Rapids Funding	21,831.73
WDA UNEMPLOYMENT SFY25	<u>9,837.53</u>
Total CASH BALANCES	<u><u>113,122.45</u></u>



WesBanco

1 Bank Plaza
Wheeling, WV 26003
Return Service Requested

COMMUNITY ACTION ORG OF SCIOTO CO
CAO-WDA-1
433 3RD ST
PORTSMOUTH OH 45662-3811

Last statement: July 31, 2026
This statement: August 31, 2026
Total days in statement period: 31

Page 1
XXXXXX3462
(14)

Direct inquiries to:
800 905-9043

WesBanco Bank Inc
1 Bank Plaza
Wheeling WV 26003

Special Rate

Account number	XXXXXX3462	Beginning balance	\$59,862.80
Enclosures	14	Total additions	189,491.92
Low balance	\$55,048.94	Total subtractions	179,534.06
		Ending balance	\$69,820.66

DAILY ACTIVITY

Date	Description	Additions	Subtractions	Balance
07-31	Beginning balance			\$59,862.80
08-03	' Cash Mgmt Trsfr Dr REF 2150848L FUNDS TRANSFER TO DEP XXXXXX0712 FROM SCIOTO CO OMJ 2ND 3RD QTR 2026		-3,258.67	56,604.13
08-04	' ACH Withdrawal COMMUNITY ACTION ACH 260804		-156.48	56,447.65
08-04	' ACH Withdrawal COMMUNITY ACTION ACH 260804		-446.24	56,001.41
08-04	' ACH Withdrawal COMMUNITY ACTION ACH 260804		-952.47	55,048.94
08-05	Deposit	14,806.96		69,855.90
08-06	Deposit	871.03		70,726.93
08-06	' Cash Mgmt Trsfr Dr REF 2181252L FUNDS TRANSFER TO DEP XXXXXX0712 FROM OMJ SCIOTO 4TH QTR APR JUNE 2026		-871.03	69,855.90
08-06	Check 3079		-1,987.00	67,868.90



WesBanco

1 Bank Plaza
Wheeling, WV 26003
Return Service Requested

COMMUNITY ACTION ORG OF SCIOTO CO
August 31, 2026

Page 2
XXXXXX3462

Date	Description	Additions	Subtractions	Balance
08-13	' Cash Mgmt Trsfr Cr REF 2250534L FUNDS TRANSFER FRM DEP XXXXXX0712 FROM RSC01 ADAMS MOU 4TH QTR	371.62		68,240.52
08-13	Deposit	371.62		68,612.14
08-13	' Cash Mgmt Trsfr Cr REF 2250537L FUNDS TRANSFER FRM DEP XXXXXX0712 FROM RSC01 BROWN CO MOU 4TH QUARTER	457.10		69,069.24
08-13	Deposit	457.10		69,526.34
08-13	' Cash Mgmt Trsfr Cr REF 2250541L FUNDS TRANSFER FRM DEP XXXXXX0712 FROM RSC01 SCIOTO MOU 4TH QUARTER	871.03		70,397.37
08-13	Deposit	871.03		71,268.40
08-13	Deposit	914.07		72,182.47
08-13	' Cash Mgmt Trsfr Cr REF 2250539L FUNDS TRANSFER FRM DEP XXXXXX0712 FROM RSC01 PIKE CO MOU 4TH QUARTER	1,177.58		73,360.05
08-13	Deposit	1,694.06		75,054.11
08-13	Deposit	1,706.44		76,760.55
08-13	Deposit	5,211.94		81,972.49
08-13	' Cash Mgmt Trsfr Dr REF 2251429L FUNDS TRANSFER TO DEP XXXXXX0712 FROM SCIOTO MOU BILLING 4TH QUARTER		-1,742.06	80,230.43
08-14	' Cash Mgmt Trsfr Cr REF 2260530L FUNDS TRANSFER FRM DEP XXXXXX0712 FROM WIA DRAW DATE 08072026	30,642.35		110,872.78
08-14	' Cash Mgmt Trsfr Dr REF 2260752L FUNDS TRANSFER TO DEP XXXXXX0712 FROM FISCAL INV JULY 2026 WIOA PORTION		-6,033.00	104,839.78
08-14	' ACH Withdrawal COMMUNITY ACTION ACH 260814		-743.24	104,096.54
08-14	' ACH Withdrawal COMMUNITY ACTION ACH 260814		-1,828.27	102,268.27
08-14	' ACH Withdrawal COMMUNITY ACTION ACH 260814 2310718622		-3,600.00	98,668.27
08-14	' ACH Withdrawal COMMUNITY ACTION ACH 260814		-4,578.08	94,090.19



WesBanco

1 Bank Plaza
Wheeling, WV 26003
Return Service Requested

COMMUNITY ACTION ORG OF SCIOTO CO
August 31, 2026

Page 3
XXXXXX3462

Date	Description	Additions	Subtractions	Balance
08-17	' Cash Mgmt Trsfr Cr REF 2290504L FUNDS TRANSFER FRM DEP XXXXXX0712 FROM WDA UI REIMBURSEMENT 062026	28,048.35		122,138.54
08-17	' Cash Mgmt Trsfr Dr REF 2290739L FUNDS TRANSFER TO DEP XXXXXX0712 FROM FISCAL INVOICE JUNE 26 UI PORTION		-550.00	121,588.54
08-17	' Cash Mgmt Trsfr Dr REF 2290743L FUNDS TRANSFER TO DEP XXXXXX0712 FROM SCIOTO UI REIMB JUNE 2026		-12,355.23	109,233.31
08-17	' ACH Withdrawal COMMUNITY ACTION ACH 260817 2310718622		-148.40	109,084.91
08-17	' ACH Withdrawal COMMUNITY ACTION ACH 260817 2310718622		-3,731.90	105,353.01
08-17	' ACH Withdrawal COMMUNITY ACTION ACH 260817		-21,098.38	84,254.63
08-18	Deposit	371.62		84,626.25
08-18	' ACH Withdrawal COMMUNITY ACTION ACH 260818		-4,294.75	80,331.50
08-18	' ACH Withdrawal COMMUNITY ACTION ACH 260818		-5,152.65	75,178.85
08-18	' ACH Withdrawal COMMUNITY ACTION ACH 260818		-5,695.72	69,483.13
08-19	' ACH Withdrawal COMMUNITY ACTION ACH 260819 2310718622		-142.69	69,340.44
08-20	' ACH Withdrawal COMMUNITY ACTION ACH 260820		-371.62	68,968.82
08-21	Deposit	871.03		69,839.85
08-21	' Cash Mgmt Trsfr Cr REF 2330518L FUNDS TRANSFER FRM DEP XXXXXX0712 FROM WDA DRAW DATE 08142026	98,775.15		168,615.00
08-21	' Cash Mgmt Trsfr Dr REF 2330926L FUNDS TRANSFER TO DEP XXXXXX0712 FROM SCIOTO CO SCCTC 4TH QTR MOU BILLING		-871.03	167,743.97



WesBanco

1 Bank Plaza
Wheeling, WV 26003
Return Service Requested

COMMUNITY ACTION ORG OF SCIOTO CO
August 31, 2026

Page 4
XXXXXX3462

Date	Description	Additions	Subtractions	Balance
08-24	' ACH Withdrawal COMMUNITY ACTION ACH 260824		-2,955.61	164,788.36
08-24	' ACH Withdrawal COMMUNITY ACTION ACH 260824		-23,765.68	141,022.68
08-24	' ACH Withdrawal COMMUNITY ACTION ACH 260824		-33,439.55	107,583.13
08-24	' ACH Withdrawal COMMUNITY ACTION ACH 260824		-38,614.31	68,968.82
08-28	' Cash Mgmt Trsfr Cr REF 2400506L FUNDS TRANSFER FRM DEP XXXXXX0712 FROM WDA DRAW DATE 08212026	800.00		69,768.82
08-31	Check 3086		-75.00	69,693.82
08-31	Check 3082		-75.00	69,618.82
08-31	' Interest Credit	201.84		69,820.66
08-31	Ending totals	189,491.92	-179,534.06	\$69,820.66

CHECKS

Number	Date	Amount	Number	Date	Amount
3079	08-06	1,987.00	3086 *	08-31	75.00
3082 *	08-31	75.00	* Skip in check sequence		

INTEREST INFORMATION

Annual percentage yield earned	3.00%
Interest-bearing days	31
Average balance for APY	\$80,287.01
Interest earned	\$201.84

Thank you for banking with WesBanco Bank Inc

8/13/26

DATE	CURRENCY	COINS	TOTAL CASH
8/13/26			14806.96

COMMUNITY ACTION ORG OF SCHOTO CO
433 3RD ST
PORTSMOUTH, OH 44880-9611

DEPOSIT TICKET
TOTAL ITEMS
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

RE-ENTER GRAND TOTAL IN SCREENED BOXES

WestRanco

\$ 14806.96

#043400036# 3810533462# 36

08/05/2026 Deposit \$14,806.96

8/6/26

DATE	CURRENCY	COINS	TOTAL CASH
8/6/26			871.03

COMMUNITY ACTION ORG OF SCHOTO CO
433 3RD ST
PORTSMOUTH, OH 44880-9611

DEPOSIT TICKET
TOTAL ITEMS
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

RE-ENTER GRAND TOTAL IN SCREENED BOXES

WestRanco

\$ 871.03

#043400036# 3810533462# 36

08/06/2026 Deposit \$871.03

8/13/26

DATE	CURRENCY	COINS	TOTAL CASH
8/13/26			371.62

COMMUNITY ACTION ORG OF SCHOTO CO
433 3RD ST
PORTSMOUTH, OH 44880-9611

DEPOSIT TICKET
TOTAL ITEMS
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

RE-ENTER GRAND TOTAL IN SCREENED BOXES

WestRanco

\$ 371.62

#043400036# 3810533462# 36

08/13/2026 Deposit \$371.62

8/13/26

DATE	CURRENCY	COINS	TOTAL CASH
8/13/26			457.10

COMMUNITY ACTION ORG OF SCHOTO CO
433 3RD ST
PORTSMOUTH, OH 44880-9611

DEPOSIT TICKET
TOTAL ITEMS
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

RE-ENTER GRAND TOTAL IN SCREENED BOXES

WestRanco

\$ 457.10

#043400036# 3810533462# 36

08/13/2026 Deposit \$457.10

8/13/26

DATE	CURRENCY	COINS	TOTAL CASH
8/13/26			871.03

COMMUNITY ACTION ORG OF SCHOTO CO
433 3RD ST
PORTSMOUTH, OH 44880-9611

DEPOSIT TICKET
TOTAL ITEMS
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

RE-ENTER GRAND TOTAL IN SCREENED BOXES

WestRanco

\$ 871.03

#043400036# 3810533462# 36

08/13/2026 Deposit \$871.03

8/13/26

DATE	CURRENCY	COINS	TOTAL CASH
8/13/26			914.07

COMMUNITY ACTION ORG OF SCHOTO CO
433 3RD ST
PORTSMOUTH, OH 44880-9611

DEPOSIT TICKET
TOTAL ITEMS
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

RE-ENTER GRAND TOTAL IN SCREENED BOXES

WestRanco

\$ 914.07

#043400036# 3810533462# 36

08/13/2026 Deposit \$914.07

8/13/26

DATE	CURRENCY	COINS	TOTAL CASH
8/13/26			1694.06

COMMUNITY ACTION ORG OF SCHOTO CO
433 3RD ST
PORTSMOUTH, OH 44880-9611

DEPOSIT TICKET
TOTAL ITEMS
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

RE-ENTER GRAND TOTAL IN SCREENED BOXES

WestRanco

\$ 1694.06

#043400036# 3810533462# 36

08/13/2026 Deposit \$1,694.06

8/13/26

DATE	CURRENCY	COINS	TOTAL CASH
8/13/26			1706.44

COMMUNITY ACTION ORG OF SCHOTO CO
433 3RD ST
PORTSMOUTH, OH 44880-9611

DEPOSIT TICKET
TOTAL ITEMS
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

RE-ENTER GRAND TOTAL IN SCREENED BOXES

WestRanco

\$ 1706.44

#043400036# 3810533462# 36

08/13/2026 Deposit \$1,706.44

8/13/26

DATE	CURRENCY	COINS	TOTAL CASH
8/13/26			5211.94

COMMUNITY ACTION ORG OF SCHOTO CO
433 3RD ST
PORTSMOUTH, OH 44880-9611

DEPOSIT TICKET
TOTAL ITEMS
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

RE-ENTER GRAND TOTAL IN SCREENED BOXES

WestRanco

\$ 5211.94

#043400036# 3810533462# 36

08/13/2026 Deposit \$5,211.94

8/18/26

DATE	CURRENCY	COINS	TOTAL CASH
8/18/26			371.62

COMMUNITY ACTION ORG OF SCHOTO CO
433 3RD ST
PORTSMOUTH, OH 44880-9611

DEPOSIT TICKET
TOTAL ITEMS
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

RE-ENTER GRAND TOTAL IN SCREENED BOXES

WestRanco

\$ 371.62

#043400036# 3810533462# 36

08/18/2026 Deposit \$371.62

8/31/26

DATE	CURRENCY	COINS	TOTAL CASH
8/31/26			871.03

COMMUNITY ACTION ORG OF SCHOTO CO
433 3RD ST
PORTSMOUTH, OH 44880-9611

DEPOSIT TICKET
TOTAL ITEMS
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

RE-ENTER GRAND TOTAL IN SCREENED BOXES

WestRanco

\$ 871.03

#043400036# 3810533462# 36

08/21/2026 Deposit \$871.03

COMMUNITY ACTION ORG OF SCHOTO CO
433 3RD ST
PORTSMOUTH, OH 44880-9611

WestRanco

3079

One Thousand Nine Hundred Eighty Seven and 00/100 Dollars

DATE 7/23/2026

AMOUNT \$1,987.00

TOTAL MEDIA GROUP INC.
702 E. MAIN ST. PO BOX 662
JACKSON, OH 45840

#003079# #043400036# 3810533462#

08/06/2026 3079 \$1,987.00

Account Number *****3462

Date 08/31/2026

PAGE 6 of 6

COMMUNITY ACTION ORG OF SCIOTO CO
433 3RD ST
PORTSMOUTH, OH 43062-3811

3082

***Seventy Five and 00/100 Dollars

DATE 8/26/2026 AMOUNT \$75.00

PAY TO THE ORDER OF Alexis Smith

08/31/2026 3082 \$75.00

COMMUNITY ACTION ORG OF SCIOTO CO
433 3RD ST
PORTSMOUTH, OH 43062-3811

3086

***Seventy Five and 00/100 Dollars

DATE 8/26/2026 AMOUNT \$75.00

PAY TO THE ORDER OF Charleigh Jarrells

08/31/2026 3086 \$75.00

Special Project Performance Summary

PORTS – Special Project Recruitment Center

Report Date: 09/18/2026



WORKFORCE AREA	PERIOD OF PERFORMANCE
WDA 1 — Pike, Scioto, Adams & Brown Counties	April 2026 – June 2027
PROJECT MANAGER	CENTER DIRECTOR
Jeff Long	Crystal Keaton, WDA 1 & PORTS RCC

HEADLINE PERFORMANCE

Actual to date

298

Unique Job Seekers Served

Primary and satellite locations

795

Total Visits & Contacts

2.7 return visits per customer

30

Interviews Reported

Customer-reported, Centrus Energy

32

Job Placements

PORTS, contractors, supply chain & regional

ACTIVITY PROGRESS TOWARD GRANT TARGETS

ACTIVITY	TARGET	ACTUAL TO DATE	PROGRESS
Career readiness workshops delivered	18	13	72%
Employer recruitment events & open houses	7	4	57%
Enrolled in pre-apprenticeship or apprenticeship	66	28	42%
Unique job seekers served	990	298	30%

Performance summary only. Fiscal and expenditure information is reported separately. Source: PORTS Special Project Report, WDA 1.

Monthly Marketing Report

PORTS Recruitment & Career Center

Weeks of 8/21, 8/28, 9/4, 9/11 & 9/18

About this period: Totals cover all five weekly reports — 8/21, 8/28, 9/4, 9/11, and 9/18. Weekly averages are calculated across five weeks. "Shoots Scheduled" is a running count rather than a weekly addition, so the latest week's figure is shown instead of a sum.

2 · WEEK-BY-WEEK DETAIL

All channels

2.1 SEO — WEBSITE & SEARCH VISIBILITY

WEEK OF	ORGANIC TRAFFIC	TOTAL SESSIONS	CONTACT FORMS
8/21	90	311	101
8/28	125	301	109
9/4	174	449	5
9/11	90	316	5
9/18	170	739	10
Period total	649	2,116	230
<i>Weekly average</i>	<i>130</i>	<i>423</i>	<i>46</i>

2.2 FACEBOOK — AUDIENCE REACH & ENGAGEMENT

WEEK OF	VIEWS	LINK CLICKS	ENGAGEMENT
8/21	2,500	75	50
8/28	4,800	132	145
9/4	5,600	81	66
9/11	24,300	267	235
9/18	82,500	545	258
Period total	119,700	1,100	754
<i>Weekly average</i>	<i>23,940</i>	<i>220</i>	<i>151</i>

2.3 LINKEDIN — AUDIENCE REACH & ENGAGEMENT

WEEK OF	VIEWS	LINK CLICKS	ENGAGEMENT
8/21	663	36	20
8/28	506	36	39
9/4	393	36	28
9/11	325	26	20
9/18	609	26	20
Period total	2,496	160	127
<i>Weekly average</i>	<i>499</i>	<i>32</i>	<i>25</i>

2.4 VIDEO PRODUCTION — CONTENT ACTIVITY

WEEK OF	SHOOTS COMPLETED	SHOOTS SCHEDULED / IN PROGRESS
8/21	0	2 in progress
8/28	2	3 in progress
9/4	1	2 in progress
9/11	2	3 in progress
9/18	0	4 in progress
Period total	5	4 in progress (current)

4 • TREND SUMMARY

August vs. September — weekly averages

METRIC	AUGUST AVG 8/21, 8/28	SEPTEMBER AVG 9/4, 9/11, 9/18	CHANGE
Organic Traffic	108	145	▲ +37 (+34.6%)
Total Website Sessions	306	501	▲ +195 (+63.8%)
Contact Forms Submitted	105	7	▼ -98 (-93.7%)
Facebook Views	3,650	37,467	▲ +33,817 (+926.5%)
Facebook Link Clicks	104	298	▲ +194 (+187.6%)
Facebook Engagement	98	186	▲ +89 (+91.1%)
LinkedIn Views	585	442	▼ -142 (-24.3%)
LinkedIn Link Clicks	36	29	▼ -7 (-18.5%)
LinkedIn Engagement	30	23	▼ -7 (-23.1%)
Shoots Completed	1.0	1.0	No change

SOUTHERN OHIO: THE NEXT CHAPTER TRADES & CAREER EXPO

Explore Your Future in the Skilled Trades & Technical Fields

EVENT DETAILS



Date: Tuesday, October 13, 2026



Location: Pike County Fairgrounds
Piketon, OH



Time: 9:00 AM - 1:00 PM
Flexible, come-and-go format



Open to: High School Juniors & Seniors

WHAT TO EXPECT

- Meet Directly with Union Trade Representatives



- Hands-on Work Simulations



- See Equipment & Tools in Action



- Complimentary Lunch Provided



TRANSPORTATION SUPPORT



Reimbursement up to \$150 per school available to offset costs.

REGISTRATION

Register by Sept. 17th to ensure student lunches.
Link: [Trades & Career Expo Registration Form](#)
or Scan QR Code



Have questions or need help with registration please contact the PORTS Recruitment & Career Center at portsjobs@outlook.com or 740-935-8779

CAREER PATHWAYS & POTENTIAL ANNUAL EARNINGS

Occupation	Potential Earnings	
Electrician	\$63,000-\$94,000	
Welder	\$63,000-\$105,000	
Heavy Equipment Operator	\$62,000-\$101,000	
Laborer	\$50,000-\$80,000	
Rad Tech	\$55,000-\$72,000	
Industrial Mechanic	\$55,000-\$92,000	
Engineer (Nuclear, Mech., Elec)	\$80,000-\$180,000	
Carpenter	\$58,000-\$88,000	
Ironworker	\$69,000-\$99,000	
Millwright	\$65,000-\$94,000	

Sponsored by SODI's NUCLEAR TECH HUB and Ports Recruitment and Career Center.

BUILD YOUR FUTURE. DISCOVER THE TRADES.

SOUTHERN OHIO: THE NEXT CHAPTER TRADES & CAREER EXPO

INVITATION TO EXHIBIT: SKILLED TRADE UNIONS & EMPLOYERS

Connect with the region's current and future workforce

EVENT DETAILS



Tuesday, October 13, 2026



Pike County Fairgrounds, Piketon, OH



Gates open at 7:00 am for exhibit set up.

Exhibitor lunch served from 1:00 PM to 2:30 PM

Gates close at 7:00 pm for exhibit tear down.



This is a 2-part event!!



High School Juniors & Seniors
9:00 AM to 1:00 PM



General Public
3:00 PM to 6 PM

WHY EXHIBIT?

- Direct Access to Motivated Students
- Provide Hands-on Demonstrations & Simulations
- Build Your Talent Pipeline
- Showcase Your Trade & Career Pathways
- Network with Job Seekers, Educators & Partners
- Increase Brand Visibility

WHAT'S INCLUDED

- Most Sites Include Electric Access
- Indoor & Outdoor Sites Available
- Room for Equipment & Hands-on Simulations
- Table & Chairs
- Complimentary Lunch for Exhibitors
- Promotion in Event Materials

EVENT SPONSORS

SODI's NUCLEAR TECH HUB Partners
PORTS Recruitment and Career Center
OhioMeansJobs Pike County

REGISTRATION

Confirm Your Booth Space by Wednesday, Sept. 30, 2026.

Register on line at: [Exhibitor Registration Link-](#)

or Scan QR Code:



Fall 26 Job fair

Your next great hire is at the Fall 26 Job Fair. Meet motivated local job seekers, network with area businesses, and fill your open positions — all in one day in Winchester, OH. Scan the QR code to register your business today.

THURSDAY OCTOBER 22

At 04:00 PM - 06.00 PM

35 West Street, Winchester, OH

Have questions? Contact the business team at 937-695-0316.

JOIN US



OhioMeansJobs®

Adams & Brown Counties

A proud partner of the
American Job Center network



<https://form.jotform.com/OMJAdamsBrown/fall-2026-job-fair>



Workforce Development Area 1

Policy Review Date	8/26/26
Recommendations	Obsolete policy and needs retired.

Policy Number:	
Subject:	Capitalization of Small Business- Entrepreneurial Talent Development
Effective Date:	6/10/2009
This Policy Obsoletes:	
Board Approved:	6/10/2009
Revision Approved:	

Purpose:

The purpose of this policy is to establish basic guidelines on using Workforce Innovation and Opportunity Act (WIOA) funds for capitalization of small businesses started by adult and dislocated worker program participants who complete enterprise training or entrepreneurial training.

Background

WIOA Section 181(e) and 20 CFR 667.262 prohibits the use of WIOA funds for capitalization of businesses and similar activities that are not directly related to training for eligible individuals. In May 2007, ODJFS submitted to the U.S. Department of Labor (USDOL) a set of waiver requests aimed at improving the workforce development services in Ohio. On November 5, 2007, USDOL approved these waiver requests that expire June 30, 2009. One of the waivers received removes the limitation on using WIOA funds for capitalization of small businesses.

Action

Eligibility

Capitalization of business funds may be provided only to individuals who are eligible and enrolled under WIOA adult or dislocated worker programs. Capitalization funds will not be provided to individuals who have a finding for recovery listed with Auditor of State.

Individuals seeking capitalization funds must:

1. Meet the eligibility criteria described in WIOATL No. 27 (Source of

Documentation for WIOA Eligibility).

2. Demonstrate the need for training and technical advisory services for starting and operating a small business;
3. Successfully complete entrepreneurial or microenterprise training before capitalization funds are awarded;
4. WIOA eligible adults and dislocated workers who previously have completed microenterprise training within the previous 12 months are eligible to apply given that their Business Plans are updated, reviewed and approved by the Ohio Department of Development's Small Business Center (SBDC) or Minority Business Enterprise Development Center (MBEDC);
5. Agree to participate in the SBDC or MBEDC free technical advisory services.

Documentation and Monitoring

All participants' files enrolled in this program must contain the following:

1. All necessary documentation of eligibility as described in WIOATL No. 27;
2. Proof of successful completion of the approved entrepreneurial or microenterprise training;
3. A completed Business Plan approved (accompanied with letter of approval) by SBDC or MBEDC;
4. Sub-grantee approval for the funding;
5. Suitability for entrepreneurial training;
6. Description of and receipt for which capitalization funds were used;

Local WIB Sub-grantee using funds for capitalization of business funds must provide:

1. Number of participants enrolled in microenterprise training;
2. Number of participants who have applied for capitalization funds;
3. Number of approved participants;
4. Follow-up status on a quarterly basis of businesses of all participants utilizing capitalization funds.

Performance Outcomes

All capitalization participants will be included in the WIOA general population for common performance measures. The following specific measurable performance outcomes shall include:

1. Number of jobs created;
2. Number of businesses created;
3. Number and percentage of participants completing microenterprise training;
4. Number and percentage of participants submitting applications for Business Capitalization funds;
5. Number and percentage of business still in operation during follow-up reports.
6. Number and percentages of participants utilizing Small Business Capitalization

funds.

Use of Funds

Allowable Costs / Activities

WIOA funds may be used for adult and dislocated worker program participants for costs associated with the establishment of a new small business. Eligible small businesses that have been approved may receive up to \$5,000. Small businesses are considered only if they have 25 employees, or less. Purchases that are allowable include, but not limited to:

1. Equipment (for the purpose of training the small business owner or employees. Equipment and computers can be purchased for the purpose of creating new employment opportunities for workers);
2. Fees and tuition payments for licensure or certification of employees when required by law or local ordinance;
3. Unfinished or raw materials for production of finished goods.

Disallowable Costs / Activities:

1. Employee Stock Option Purchase;
2. Weapons;
3. Alcohol;
4. Entertainment;
5. Foreign Travel;
6. Purchase or rental of fixtures (i.e. counters, showcases, shelves);
7. Purchase of office supplies;
8. Advertising and marketing materials;
9. Real estate / Office space
10. Licenses and permits associated with starting a new business (i.e. vendor license);
11. Lease payments on facility or equipment;
12. Insurance payments;
13. Legal fees directly related to the formation of the business;
14. Business consulting fees;

Other Consideration:

The use of funds for capitalization of business must meet all applicable fiscal and administrative requirements listed in 20 CFR 667.200. A participant whose business benefits from these funds must not gain competitive advantage as a result of WIOA capitalization funds.

Reference:

Workforce Innovation and Opportunity Act (WIOA) Transmittal Letter No. 27

Source of Documentation for WIOA Eligibility

Workforce Innovation and Opportunity Act (WIOA) Policy Letter No. 08-10-2

**Waiver Authority; Use of Local WIOA Funds for Capitalization of
Business—entrepreneurial Talent Development**



Workforce Development Area 1

Policy Review Date	8/26/26
Recommendation	Policy obsolete, retire

Policy Number:	
Subject:	Job Search Policy
Effective Date:	June 21, 2011
This Policy Obsoletes:	
Board Approved:	June 21, 2011
Revision Approved:	

Purpose: To define and measure Job Search Activities for the purpose of determining WIOA participation and to clarify that the participant must be actively involved in his/her job activity and not passively engaged by receiving supports.

Requirements: Job Search is the act of actively seeking employment. At a minimum the participant will perform job search activities within the One-Stop System one (1) time each ninety (90) consecutive calendar days.

Failure for a participant to receive a service funded by the program or funded by a partner program for ninety (90) consecutive calendar days, and is not scheduled for future services will result in the participant being classified as "exited" from programming.

Job Search activities are not limited to, but should include, accessing labor market information, resume writing and updating, interviewing techniques, and techniques for finding job openings. Employer contacts are an integral part of structured job search and should include face-to-face contact with employers, networking, as well as telephone and computer contact via Internet.

Note:

TEGL17-05-1 states, *Case management and any other required administrative case load management activities that involve regular contact with the participant or employer to obtain information regarding the participant's employment status, educational status, or need for additional services...* are examples of activities that cannot extend the period of participation or delay program exit.

A. Limitations: Job Search activities duration shall not exceed eighteen (18) months. Exceptional circumstances must be approved by One Stop Director.

B. Considerations

C. D. Required Components

E. Employer Eligibility

F. Reporting: All participants must be eligible and enrolled in WIA. Participants will be counted for local performance and must be entered in SCOTI WIA. Participants may also be co-enrolled in other statewide funded WIA Programs. Participants co-enrolled in a statewide initiative will be counted in both statewide and local performance. Participant attendance will be measured via One-Stop electronic login system.



Workforce Development Area 1

Policy Review Date	08/26/2026
Recommendation	Policy Obsolete; Retire Policy

Policy Number:	WIOAPL 15-09
Subject:	Training Services for Adults and Dislocated Workers
Effective Date:	
This Policy Obsoletes:	
Board Approved:	

I. Purpose

The purpose of this policy is to provide direction to the local workforce development boards (WDB) in the provision of training services to adults and dislocated workers.

II. Effective Date

Immediately

III. Background

The Workforce Innovation and Opportunity Act (WIOA) program is designed to provide employment and training opportunities to those who can benefit from, and who are in need of such opportunities. However, WIOA is not an entitlement program. This requires local WDBs to ensure that eligible individuals are determined to be appropriate for program enrollment based upon a consistent equitable assessment that is relevant to the level of services for which the individuals are applying. WIOA services for adults and dislocated workers are grouped into two categories: career services and training services. Workforce Innovation and Opportunity Act Policy Letter (WIOPL) No. 15-08, Career Services for Adults and Dislocated Workers, provides guidance to the provision of career services.

IV. Definitions

Appropriateness: the possession of qualities which are right, needed, or suitable for training services.

Basic skills deficient: an individual who is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.

Customized training: training that is designed to meet the specific requirements of an employer (including a group of employers), that is conducted with the commitment by the employer to employ an individual upon successful completion; and for which the employer pays:

- A significant portion of the cost of training, as determined by the local board involved taking into account the size of the employer and such other factors as the local board determines to be appropriate, which may include the number of employees participating in training, wage and benefit levels of those employees, relation of the training to the competitiveness of the participant, and other employer-provided training and advancement opportunities; and
- In the case of customized training involving an employer located in multiple local areas in the State, a significant portion of the cost of the training, as determined by the Governor of the State, taking into account the size of the employer and such other factors as the Governor determines to be appropriate.

Extenuating circumstances: an economic hardship that is beyond the reasonable control of the person(s) responsible for providing financial assistance to the WIOA participant for training.

Family: two or more persons related by blood, marriage, or decree of court, who are living in a single residence and are included in one or more of the following categories:

- Two spouses and dependent children.
- A parent or guardian and dependent children.
- Two spouses.

Family self-sufficiency: the use of the combination of family members' incomes to determine whether or not the participant has the means to fund training services.

Incumbent worker training: training to employed workers who are in need of additional skills to support job retention and career development.

In-demand industry sector: an industry sector that has a substantial current or potential impact (including through jobs that lead to economic self-sufficiency and opportunities for advancement) on the State, regional, and local economy, as appropriate, and that contributes to the growth or stability of other supporting businesses, or the growth of other industry sectors as listed on the State In-Demand Occupations list or as defined by the local area per the Workforce

Innovation and Opportunity Act Policy Letter (WIOAPL) No. 15-11, Use of Individual Training Accounts (ITA).

In-demand occupation: an occupation that currently has or is projected to have a number of positions (including positions that lead to economic self-sufficiency and opportunities for advancement) in an industry sector so as to have a significant impact on the State, regional, or local economy as listed on the State In-Demand Occupations list or as defined by the local area per WIOAPL No. 15-11.

Interim employment (also known as stop-gap employment): Employment that has been accepted for the purpose of income maintenance prior to, and/or during, participation in career or training services with the intention of ending such employment at the completion of the career or training services and entry into permanent, unsubsidized employment as a result of the services. Interim employment is accepted because the affected workers have lost the primary occupation for which their training, experience, or work history qualifies them. Interim employment can be part-time or full-time and must not be with the same employer from which the affected workers were dislocated.

Occupational skill training: an organized program of study that provides specific vocational skills that lead to proficiency in performing actual task and technical functions required by certain occupational fields at entry, intermediate, or advance levels and results in attainment of a recognized postsecondary credential.

On-the-job training (OJT): training by an employer that is provided to a paid participant while engaged in productive work in a job that:

- Provides knowledge or skills essential to the full and adequate performance of the job;
- Is made available through a program that provides reimbursement to the employer a percentage of the wage rate of the participant; and
- Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, prior work experience of the participant, and the service strategy for the participant.

Program of training services: a structured regimen leading to recognized post-secondary credentials, industry-recognized credentials, employment, and measurable skill gains toward credentials or employment.

Pay-for-performance contract strategy: a procurement strategy that uses pay-for- performance contracts in the provision of training services and includes:

- Contracts, each of which shall specify a fixed amount that will be paid to an eligible service provider based on the achievement of specified levels of performance on primary indicators of

performance for target populations within a defined timetable, and which may provide for bonus payment to such service provider to expand capacity to provide effective training;

- A strategy for independently validating the achievement of the performance; and
- A description of how the State or local board will reallocate funds not paid to the provider because the achievement of performance did not occur for further activities related to such a procurement strategy.

Primary occupation: the customary work for which the dislocated worker's training, experience, or work history qualifies them.

Public assistance: as defined in section (3)(50) of WIOA, federal, state, or local government cash payments for which eligibility is determined by a needs or income test. This includes temporary assistance for needy families (TANF), supplemental nutrition assistance program (SNAP), or supplemental security income (SSI).

Transitional jobs: subsidized work experiences that are time-limited and designed to assist individuals to establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.

V. Requirements

A. Eligibility for Training Services

Pursuant to section 134 (b)(3)(A) of the WIOA, training services may be provided to adults or dislocated workers who:

1. After an interview, evaluation, or assessment and career planning, have been determined by OhioMeansJobs staff or OhioMeansJobs center partner staff to be:
 - Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services;
 - In need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment; and
 - Have the skills and qualifications to successfully participate in the selected program of training services.
2. Selects a program of training services that are directly linked to the employment opportunities in the local area or the planning region, or in another area to which the adults or dislocated workers are willing to commute or relocate; and

3. Are unable to obtain other grant assistance for training or require assistance beyond the assistance made available under other grant assistance programs, including Pell Grant funds.

Under WIOA, an individual may receive training services after an interview, evaluation or assessment, and career planning if the WIOA staff or the OhioMeansJobs partner determines the individual is unlikely or unable, by only receiving career services, to retain employment that leads to self-sufficiency or wages comparable to or higher than wages from previous employment.

Individual employment plans (IEP) are one of the most effective ways to serve individuals with barriers to employment and to coordinate the various services, including training services they may need to overcome these barriers. Therefore, all participants who receive an individualized career service per WIOAPL No. 15-08 or a training service must receive an IEP.

There is no requirement that career services be provided as a condition of receipt of training services; however, if career services are not provided before training, the local board must document the circumstances that justified its determination to provide training without first providing an interview, evaluation or assessment, and career planning.

Additionally, staff or the partner must determine that the training the individual receives would result in employment leading to self-sufficiency or wages comparable to or higher than wages from previous employment. A determination that the individual has the skills and qualifications to successfully participate in and complete training must be made. Upon a determination that career services are unlikely to obtain these employment outcomes, the individual may be enrolled in training services.

Documentation

The case files for adult and dislocated worker participants must contain a determination of need for training service as determined through the interview, evaluation, or assessment, and career planning informed by State and local in-demand occupation lists and training provider performance information, or through any other career service received. It is important that WIOA staff gather enough information, by whatever means, to justify the need for training services.

Use of Previous Assessments

When determining the services needed for an individual to obtain or retain employment, the local area or an OhioMeansJobs center partner shall not be required to complete a new interview, evaluation, or assessment of a participant if the local area or OhioMeansJobs partner determines it is appropriate to use a recent interview, evaluation, or assessment (within six (6) months) of the participant conducted pursuant to another education or training program. This may include

evaluations completed by a secondary school, Vocational Rehabilitation, Adult Basic and Literacy Education (ABLE), Veteran Program, or other education or training providers.

Priority for Adult Program

Priority for training services funded by and provided through the adult program shall be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of training services determined appropriate to obtain or retain employment. The emphasis in WIOA is to prioritize services to those individuals who have the most barriers to employment and to provide those individual with the opportunity to benefit from employment and training services.

Priority for Veterans and Eligible Spouses

Additionally, the Jobs for Veterans Act, Public Law 107-288 establishes priority of service for veterans and eligible spouses. Veterans and eligible spouses must first meet any and all of the statutory eligibility criteria in order to be considered for: a) enrollment in the program; b) receipt of priority for enrollment in the program; and c) priority of receipt of services. Priority means that veterans and eligible spouses take precedence, with all other qualifying eligibility requirements being equal, over non-veteran and eligible spouses in obtaining services and program enrollment.

B.Training Services

Training Services may include:

- Occupational skills training, including training for nontraditional employment;
- On-the-job training;
- Incumbent worker training;
- Programs that combine workplace training with related instruction, which may include cooperative education programs;
- Training programs operated by the private sector;
- Skill upgrading and retraining;
- Entrepreneurial training;
- Transitional jobs;
- Job readiness training;
- Adult education and literacy activities;
- Customized training.

Linkage to Occupations in Demand

Training services provided shall be directly linked to an in-demand industry sector or occupation or a high potential for sustained growth in the local area or planning region, or in another area to

which an adult or dislocated worker receiving such services is willing to relocate. Refer to WIOPL No. 15-11, Use of Individual Training Accounts (ITA), for the guidelines on the selection of State In-Demand Occupations and Local In-Demand Occupations.

Eligible Training Providers

Training services shall only be provided by providers who have met the criteria to be eligible and have been identified as being on the list of eligible providers of training services pursuant to section 122 of the WIOA. Pursuant to 20 CFR 680.530, providers of OJT, customized training, incumbent worker training, internships, paid or unpaid work experiences, or transitional jobs are not subject to the eligibility requirements outlined in section 122 (a)-(f) of WIOA, but are required to provide performance information established by the State.

Informed Customer Choice

Training services shall be provided in a manner which maximizes consumer choice in the selection of an eligible provider of such services. Each local board, through the OhioMeansJobs centers, shall make available the list of eligible providers of training services and accompanying performance information. Based upon the available information, participants, with the assistance of the local area, are able to make informed customer choices. Refer to WIOPL No. 15-11 for more guidance on informed customer choice.

Individual Training Accounts (ITA)

An ITA is one of the primary methods through which training is financed and provided for adults and dislocated workers. ITAs are established on behalf of a WIOA participant to purchase a program of training services from eligible training providers. WIOAPL No. 15-11 provides guidance for the use of ITAs.

Training contracts may be provided pursuant to a contract in lieu of an ITA if consumer choice requirements and one of the following exceptions are met:

- If such training services are on-the-job training (including placing participants in a registered apprenticeship), customized training, incumbent worker training, or transitional jobs;
- Where a local board determines there are an insufficient number of eligible providers of training services in the local area to accomplish the purposes of a system of individual training accounts as described in the local plan;
- If the local board determines that there is a training services program of demonstrated effectiveness, through criteria developed by the local board, offered in the local area by a community-based organization or another private organization to serve individuals with barriers to employment;

- If the training is for multiple individuals in in-demand industry sectors or occupations, as long as the contract does not limit the individual's customer choice; or
- The contract is a pay-for-performance contract.

Needs-Related Payments

The WIOA fund may be used to provide needs-related payments to adults and dislocated workers, respectively, who are unemployed and do not qualify for (or have ceased to qualify for) unemployment compensation for the purpose of enabling such individuals to participate in programs of training services. Guidance regarding needs-related payments is found in WIOAPL No. 15-14, Needs-Related Payments Using Adult and Dislocated Worker Funds.

C. Determination of Self-Sufficiency

Pursuant to section 134 (b)(3)(A)(i)(I) of the WIOA, for adults and dislocated workers to receive training services, they must be in need of such service to obtain or retain employment that leads to self-sufficiency or wages comparable to or higher than wages from previous employment. The local areas must determine criteria for self-sufficiency. Level of self-sufficiency may vary by local area and the local economy; this flexibility allows local areas to tailor their services in a way that works in their local economy.

For working dislocated workers, determination of self-sufficiency status requires a two-step assessment of the worker's employment:

1. Determine if the employment is "interim employment."
2. If the employment is not "interim," determine if the wage is at least the locally defined level of self-sufficiency or if the hourly wage is comparable to or higher than wages from previous employment.

It should be noted that workers who have received notice of layoff, but have not yet been laid off and who do not have any other sources of employment are not subject to review of self-sufficiency.

Interim Employment for Dislocated Workers

Typically, employment is considered to be interim if the salary is below the salary of the dislocated worker's primary occupation and/or if the dislocated worker is working under the skill level of his or her customary occupation. There may be circumstances where interim employment does provide a sufficient wage temporarily but is not considered permanent employment that leads to self-sufficiency (e.g., working through a temporary agency). The determination about whether or not a dislocated worker's employment is interim employment must be made on a case

by case basis and take into consideration dislocated worker's personal, family, financial, and employment situation.

A dislocated worker who is in interim employment is not considered to be self-sufficient even if the hourly wage exceeds the lower living standard income or if the hourly wage is comparable to or higher than the wages from previous employment.

If a dislocated worker has interim employment, this participant is considered to be unemployed at participation and information should be entered into the Ohio Workforce Case Management System (OWCMS) as such.

Wage Standard for Non-Interim Employment for Dislocated Workers

Employed dislocated workers whose wages are over locally defined self-sufficiency standard or comparable or higher than the wages from previous employment are considered to be "self-sufficient," unless the employment is considered to be "interim employment." Dislocated workers who are determined to be "self-sufficient" may receive career services only.

D. Determination of Appropriateness for Training Services

As the WIOA program is designed to provide employment and training opportunities to those who can benefit from, and who are in need of such opportunities, the local WDBs must ensure that eligible individuals are determined to be appropriate for training services based upon a consistent and equitable assessment that is relevant to the type of training for which the individuals are applying.

WIOA staff must gather information and assess appropriateness in a timely manner. Local WDBs should strive to establish a customer flow that allows an expedited path to needed services.

Pursuant to section 134 (b)(3)(A) of the WIOA, training services may be provided to adults or dislocated workers who after an interview, evaluation, or assessment and career planning, have been determined by OhioMeansJobs staff or OhioMeansJobs center partner staff to be:

- Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services;
- In need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment; and
- Have the skills and qualifications to successfully participate in the selected program of training services.

The process to obtain this information is a local decision. However, this information should be a combination of-among other things- standardized tests, interviews, inventory of applicants' fields

of interests, skills assessments, career exploration, and available labor market, as well as other data which may have been collected through the provision of a career service.

Additional Requirements for Adult-Funded ITAs

As part of the determination of the appropriateness for training services, the local area must review "family self-sufficiency" for participants seeking a WIOA adult-funded ITA. WIOA adult-funded may only be approved for those who have been determined to be below a locally defined standard of "family self-sufficiency." This requirement is intended to ensure that adult participants seeking adult-funded ITAs are those whose families lack or have limited ability to pay for training and supportive services needed in order to obtain or retain employment.

Additionally, all young adults, ages 18-24, who are seeking WIOA adult-funded ITAs, must also be screened for dependency status. Refer to WIOAPL No. 15-06, Determination of Dependent Status, for guidance on determining dependency status. If an adult, ages 18-24, is determined to be dependent, "family self-sufficiency" would include the income(s) of all family members, including the young adult's parent(s).

WIOA eligible adults who are over the local standard for "family self-sufficiency" are not eligible for adult-funded ITAs. Other WIOA services may be provided, as appropriate. They may also be served using other WIOA funds, if eligible.

WDBs are required to develop the criteria for "family self-sufficiency." The new local definition of family self-sufficiency should not be confused with the "self-sufficiency" definition.

Extenuating Circumstances for WIOA Adult-Funded ITAs

If a family income exceeds the "family self-sufficiency" standard, a participant may still receive an adult-funded ITA if extenuating circumstances exist. When evaluating extenuating circumstances, the costs related to the economic hardship must be the responsibility of that person or for his or her legal dependent, spouse, or parent. Those costs must be ongoing and expected to cause a financial hardship for the duration of the ITA.

Economic hardships include, but are not limited to:

- The portion of medical procedure or prescription medication costs that are not covered by insurance and are ongoing and determined to be medically essential;
- Health insurance premium payments that are not paid for by private or public sources;
- Payments on past due or back mortgage, rent, or essential services (e.g., electric, water, natural gas, propane, and other utility arrearages) that accumulated because of involuntary unemployment or underemployment;
- Court-ordered child support or spousal payments;

- Ongoing payments to a nursing home, home health care provider, elder care provider, or assisted living provider;
- Payments toward debt that accumulated as a result of a natural disaster, severe illness, or disability.

Extenuating circumstances do not include normal rent, mortgage, utility, automobile, fuel, grocery, credit card, or "pay-day loan," payments.

Exceptions may be approved on a case by case basis for individuals whose family incomes exceeds the family self-sufficiency standard. Documentation explaining the extenuating circumstances must be maintained in the participant file, along with the signature approval of the local WDB Fiscal Agent and WDB Director or designee.

V. Reporting Requirements

Program participation begins when the participant is determined eligible, receives the staff-assisted basic career service, individualized career service, or training service which is funded by the adult or dislocated worker program. Pursuant to rule 5101:9-30-04 of the Administrative Code, the local board shall ensure the timely and accurate reporting of WIOA participants, activities, and performance information by using the Ohio Workforce Case Management System (OWCMS).

VI. Monitoring

At the local level, the local area must conduct oversight of the implementation of the WIOA adult and dislocated worker programs to ensure that participants are enrolled in the programs and have been provided identified services.

Through the state's monitoring system, program monitors will review the local area's implementation of the WIOA youth program, including a participant file review, during the annual onsite monitoring review for compliance with federal and state laws and regulations. Any issues will be handled through the state's monitoring resolution process.



Workforce Development Area 1
Adams, Brown, Pike & Scioto Counties
A proud partner of the American Job Center Network

Policy Review Date	08/26/27
Recommendation	Change highlighted on page 11/Data Collection

Subject:	Priority of Service for Veterans and Eligible Spouses
Effective Date:	03/27/2019
This Policy Obsoletes:	
Board Approved:	03/27/2019
Reviewed	08/26/2026

I. Purpose

The purpose of this policy is to outline requirements of the local workforce development board (WDB) and American Jobs Centers (in Ohio, called the OhioMeansJobs centers) for implementation of priority of service to veterans and eligible spouses for all U.S. Department of Labor (DOL) funded training programs.

II. Effective Date

Immediately

III. Background

On November 7, 2002, the Jobs for Veterans Act (JVA), Public Law (P.L.) 107-288 was signed into law. One provision of the JVA, codified at 38 U.S.C. 4215, establishes a Priority of Service requirement for covered persons in qualified job training programs. While recipients of DOL funds for qualified job training programs have been required to provide priority of service since 2002, the publication of 20 C.F.R. Part 1010, Priority of Service for Covered Persons; Final Rule, which took effect on January 19, 2009, signaled that recipients of DOL funds for these job training programs should review and, if necessary, enhance their current policies and procedures to ensure that adequate protocols are in place.

On December 21, 2016 Ohio Department of Job and Family Services issued a Policy Letter (WIOA Policy Letter 15-20), which required the Local Workforce Board to establish Local Priority of Service Policy for the OhioMeansJobs Centers to follow

IV. **Definitions**

Caregiver: With respect to an eligible veteran, an individual who provides personal care services to the veteran.

Covered person: A veteran or his/her eligible spouse.

Disabled veteran: A veteran who is entitled to compensation (or who, except for the receipt of military retired pay, would be entitled to compensation) under the Department of Veteran Affairs, or a veteran who was discharged or released from active duty, because of a service-connected disability.

Disabled Veterans' Outreach Program (DVOP) Specialist: The individual who provides basic and individualized career services and facilitates placements to meet the employment needs of veterans.

Eligible spouse: An individual who is one of the following:

1. The spouse of any person who died of a service-connected disability.
2. The spouse of any member of the Armed Forces serving on active duty who, at the time of application for assistance, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
 - a. Missing in action;
 - b. Captured in the line of duty by a hostile force;
 - c. Forcibly detained or interned in the line of duty by a foreign government or power for a total of more than 90 days; or
 - d. The spouse of any person who has a total (100%) disability permanent in nature resulting from a service connected disability or the spouse of a veteran who died while a disability was so evaluated was in existence.

Eligible veteran (for Jobs for Veterans State Grant (JVSG) Program): A person who:

1. Served on active duty for a period of more than 180 days and was discharged (or) released with other than a dishonorable discharge;
2. Was discharged or released from active duty because of a service-connected disability; or
3. Is a member of a reserve component under an order to active duty pursuant to 10 U.S.C. 12301(a), (d) or (g), 12302 or 12304, served on active duty during a period of war or in a campaign or expedition for which a campaign badge was authorized, and was discharged or released from such duty with other than dishonorable discharge.

Family caregiver: With respect to an eligible veteran, a family member who is a caregiver of the veteran.

Family member: With respect to an eligible veteran, an individual who:

1. Is a member of the family of the veteran, including:
 - a. A parent;
 - b. A spouse;
 - c. A child;
 - d. A step-family member; and
 - e. An extended family member; or
2. Lives with, but is not a member of the family of the veteran.

Homeless individual (Sections 103 (a) and (b) of the McKinney – Vento Homeless Assistance Act (42 U.S.C. 11302 (a) and (b), as amended)) means:

1. An individual or family:
 - a. Who lacks a fixed, regular, adequate nighttime residence;
 - b. With a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - c. Living in a supervised publicly or privately-operated shelter designated to provide temporary living accommodations (including hotels and motels paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing); or
 - d. Who resided in a shelter or place not meant for human habitation and who is exiting an institution where he or she temporarily resided; or
2. An individual or family:
 - a. Who will imminently lose their housing, including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, as evidenced by:
 - (i) A court order resulting from an eviction action that notifies the individual or family that they must leave within 14 days;
 - (ii) The individual or family having a primary nighttime residence that is a room in a hotel or motel and where they lack the resources necessary to reside there for more than 14 days; or
 - (iii) Credible evidence indicating that the owner or renter of the housing will not allow the individual or family to stay for more than 14 days, and any oral statement from the individual seeking homeless assistance that is found to be credible evidence for the purposes of this clause; and
 - b. Has no subsequent residence identified; and
 - c. Lacks the resources or support networks needed to obtain other permanent housing; or

3. Unaccompanied youth and homeless families with children and youth defined as homeless under other Federal statutes who:
 - a. Have experienced a long-term period without living independently in permanent housing;
 - b. Have experienced persistent instability as measured by frequent moves over such period; and
 - c. Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment.
4. Notwithstanding any of the provisions above, the definition of "homeless" shall include any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions in the individual's or family's current housing situation, including where the health and safety of the children are jeopardized, and who have no other residence or lack the resources or support networks to obtain other permanent housing.

Low-income individual (Section 3(36)(A)(i) and (ii) of the Workforce Innovation and Opportunity Act (WIOA)): For the purposes of this policy, the term "low income individual" means an individual who receives or in the past 6 months has received, assistance through the supplemental nutrition assistance program (SNAP) established under the Food and Nutrition Act of 2008; the program of block grants to States for temporary assistance for needy families (TANF) program under part A of title VI of the Social Security Act, or the supplemental security income (SSI) program established under title XVI of the Social Security Act, or other income-based public assistance, or is in a family with total family income that does not exceed the higher of:

- (i) The poverty line; or
- (ii) 70 percent of the lower living standard income level.

Non-covered person: Any individual who meets neither the definition of "veteran," nor the definition of "eligible spouse."

Offender (Section 3(38) of WIOA): An adult or juvenile who:

1. Is or has been subject to any stage of the criminal justice process, and for whom services under WIOA may be beneficial; or
2. Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

Priority of service: With respect to any qualified job training program, a covered person shall be given priority over a non-covered person in obtaining all employment, training, and placement services provided under the program.

Recently-separated service member: Any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty.

Service-connected disability: A disability resulting from disease or injury incurred or aggravated during active military service.

Special disabled veteran: A veteran who is entitled to compensation under laws administered by the U.S. Department of Veterans Affairs for:

1. Disabilities rated at 30 percent or higher; or
2. Disabilities rated at 10 to 20 percent, if the individual has a serious employment disability; or
3. A veteran who was discharged or released from active duty because of a service-connected disability.

Spouse: Someone who is married.

Transitioning service member: An individual in active duty status (including separation leave) who registers for employment services and is within 24 months of retirement or 12 months of separation.

Veteran (for priority of service): Any person who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than "dishonorable." Active service includes full-time Federal service in the National Guard or a Reserve component, other than full-time duty for training purposes.

Veteran of the Vietnam Era: Any person who fulfills the previous definition of "Veteran" and served between February 28, 1961 and May 7, 1975.

V. Requirements

Priority of service means that covered persons are given priority over non-covered persons for the receipt of employment, training, and placement services funded in whole or in part by DOL, including Wagner-Peyser, Trade Adjustment Assistance (TAA), Workforce Innovation and Opportunity Act, Senior Community Service Employment Program, Indian and Native American Programs, Migrant and Seasonal Farmworkers, Workforce Innovation in Regional Economic Development Competitive Grants, and National Dislocated Worker Grants. All DOL funded grant recipients must implement

and comply with locally developed priority of service policies. All program operators are required to ensure that priority of service is applied to all subrecipients of DOL funds.

A. Local Priority of Service Policy

OMJ Center

As a customer walks into the OMJ Center they will be asked if they are a veteran, spouse of a veteran or a caregiver and if applicable, will then be thanked for their service and provided a brochure of the Priority of Service Policy, and then directed the appropriate services they are seeking. The initial intake form also will ask for their veteran status and staff in the OMJ Center can view information.

A copy of the Policy shall be maintained on a Bulletin Board for Public Information that all customers have access to review.

The Workforce Board Website will have a Veterans Button that will take them to the information on Priority of Service Rights.

The Workforce Board staff will work with the ODJFS Veterans program managers, One Stop Operator, OMJ Center Operator to ensure shared responsibilities of monitoring

Notification of Priority of Service

The One Stop Operator will distribute Communications to all partners and ensure that all OMJ Staff and Partner staff are trained on the appropriate Veterans Priority of Service Rights and Policy.

Posters and handouts will be placed on bulletin board and receptionists' desk for distribution.

Websites will also contain Veterans Priority of Service Information.

All Labor exchange services are provided via the OhioMeansJobs.com per WIAPL 13-04.

B. Applying Priority of Service

The OhioMeansJobs centers are to apply the priority of service definition to all covered persons who access the workforce system through the OhioMeansJobs centers. A covered person is entitled to priority of service under any qualified job training program if the person otherwise meets the eligibility requirements for participation in such

program. Priority of service gives veterans and eligible spouses the right to take precedence over non-covered persons in obtaining services. Depending on the type of service or resource being provided, taking precedence may mean:

1. A veteran or an eligible spouse either receives access to a service earlier in time than a non-covered person; or
2. If the service or resource is limited, the veteran or eligible spouse receives access to the service instead of or before the non-covered person.

Determination of Veteran Status

The local area must have a policy outlining the procedure whereby veterans and eligible spouses are identified at the point of entry. During the initial intake processes with a customer, staff shall further explore the covered person's veteran status (e.g., number of days served and discharge status) and assess whether or not the covered person has a significant barrier to employment using the JFS 01863, Veteran Questionnaire. A covered person is determined to have a significant barrier to employment if he or she attests to meeting one or more of the following criteria:

1. A special disabled or disabled veteran (or an individual who has a disability claim pending with the Department of Veterans Affairs (VA));
2. A homeless individual;
3. A recently-separated service member who has been unemployed for 27 or more weeks in the previous 12 months;
4. An offender who is currently incarcerated or has been released from incarceration;
5. An individual who lacks a high school diploma or equivalent certificate;
6. A low income individual; or
7. A veteran of the Vietnam Era (February 28, 1961 to May 7, 1975).

If the covered person has at least one significant barrier to employment and meets the definition of eligible veteran or eligible spouse for the Jobs for Veterans State Grant (JVSG) program, the OhioMeansJobs center staff shall refer this individual to the JVSG program.

OhioMeansJobs center staff shall also refer an eligible veteran age 18 to 24 years to the JVSG program as this population of veterans has experienced a higher rate of unemployment than other veterans as well as nonveterans of the same age. These eligible veterans may need and benefit from the intensive services provided by a DVOP specialist.

The Veterans' Employment and Training Service has also identified the following three categories of transitioning service members as eligible to receive JVSG services and a referral shall be made:

1. Transitioning service members who are age 18 to 24 years old.
2. Transitioning service members who have been identified as in need of intensive services because they were assessed as not meeting career readiness standards as documented on the DD-2958, Service Member Career Readiness Standards/Individual Transition Plan.
3. Active duty service members being involuntarily separated through a service reduction-in-force.

Additionally, members of the Armed Forces who are wounded, ill, or injured and receiving treatment in military treatment facilities or warrior transition units or the spouses or other family caregivers of such wounded, ill, or injured members are to be referred to the JVSG program.

If the covered person, transitioning service member, or wounded, ill, or injured member of the Armed Forces (or spouse or family caregiver of such) does not meet the criteria for the JVSG program as outlined above, then the individual may still be provided career and/or training services through Wagner-Peyser or WIOA funded programs, based upon eligibility and suitability.

Referral to the Jobs for Veterans State Grant (JVSG) Program

If the individual meets the definition of eligible veteran for the JVSG program or is an eligible spouse, has at least one significant barrier to employment, or is aged 18 to 24 years, the OhioMeansJobs center staff shall refer this covered person to the JVSG program. A covered person should also be referred to the JVSG program if the covered person is later, after further assessment, determined by OhioMeansJobs center staff to have a significant barrier to employment.

Furthermore, transitioning service members who are 18 to 24 years old or who have been identified as needing intensive services on the DD-2958, or active duty service members being involuntarily separated through a service reduction-in-force will be referred to the JVSG program. Referrals to the JVSG program will also be made for those members of the Armed Forces who are wounded, ill, or injured and receiving treatment in military treatment facilities or warrior transition units or the spouses or other family caregivers of such wounded, ill, or injured members.

Within the JVSG program, the DVOP specialist will provide basic and individualized career services to mitigate significant barriers to employment and transition these individuals into the civilian workforce. The DVOP specialist also coordinates with the ODJFS workforce specialists to match covered persons with job opportunities.

JVSG participants later found to be dishonorably discharged from the military must be referred back to the OhioMeansJobs center for further Wagner-Peyser Employment Services and/or WIOA basic career, individualized career, and/or training services. These individuals do not qualify for priority of service.

Local areas must establish effective linkages with the State JVSG program staff, for two-way referrals of individuals for services.

Documenting Veteran Status

It is not necessary for OhioMeansJobs center staff to require verification of the status of a covered person at the point of entry, unless the individual who self-identifies as a veteran or eligible spouse:

1. Is to immediately undergo eligibility determination and be registered or enrolled in a program; and
2. Is registering or enrolling in a program for which the applicable federal program rules require verification of veteran or eligible spouse status at that time.

Even in those instances in which eligibility determination and enrollment occur at the point of entry, a covered person must be enrolled, be provided immediate priority, and be permitted to follow-up subsequently with any required verification of his or her status as a covered person.

For programs or services that cannot rely on self-attestation, verification of veteran status (e.g., DD-214, cross match with veterans' data, or letter from Veteran Administration) must be provided prior to the provision of intensive services or the commitment to training services.

For a referral to the JVSG program, documentation of the significant barrier to service is preferred. However, customers may qualify through self-attestation. A self-attestation checklist identifying the significant barriers may be added as part of the intake or assessment process. Any written questionnaire used for identifying a significant barrier must make clear that the information requested is intended for use solely in connection with efforts to give priority to persons with disabilities. If written questionnaires are not used, this information must be made clear orally. The OhioMeansJobs center staff seeking the information must state clearly that the information is being requested on a voluntary basis, that it will be kept confidential, that refusal to provide the information will not subject the applicant or participant to any adverse treatment, and that it will be used only in accordance with law.

Priority of Service for Programs

The application of priority of service varies by program depending on the eligibility requirements of the particular program. Qualified job training programs fall into two basic categories:

1. Universal access programs: For workforce programs that operate or deliver services to the public as a whole without targeting specific groups, veterans and eligible spouses must receive priority of service over all other program participants (e.g., basic career services delivered through the OhioMeansJobs centers under Wagner-Peyser and WIOA programs).
3. Programs with Eligibility Criteria: Eligibility criteria identify basic conditions that each and every participant in a specific program is required to meet. Veterans and eligible spouses must first meet any and all of the statutory eligibility criteria in order to be considered eligible for:
 - a. Enrollment in the program;
 - b. Receipt of priority for enrollment in the program; and
 - c. Priority of receipt of services.

When a program has statutory eligibility requirements, priority means that covered persons take precedence, with all other qualifying eligibility requirements being equal, over non-covered persons in obtaining services and program enrollment.

Programs with Statutory Priorities

In addition to eligibility criteria that all participants are required to meet, some programs also have priorities that establish a rank order to be observed in enrolling or serving participants.

Priority for WIOA adult-funded individualized career and training services is given to low-income individuals, recipients of public assistance, and individuals who are basic skills deficient. When determining if a veteran or eligible spouse is a "low income individual" for eligibility purposes, amounts paid while on active duty or paid by the Department of Veteran Affairs (VA) for vocational rehabilitation, disability, or related VA-funded programs are not to be considered as income. A low-income veteran or eligible spouse takes precedence, with all other qualifying requirements being equal, over a low income non-covered person in obtaining individualized career services and training services.

This does not allow for "bumping" of non-covered persons who had previously been accepted into a program prior to the covered person applying within the same program. However, if there is a waiting list, the veterans or eligible spouses receive access to the service instead of or before the non-covered person on the waiting list.

Programs with Discretionary Priorities

The local area may not apply additional arbitrary or discretionary conditions or requirements above the program's statutory mandated eligibility requirements to priority of service rights. Therefore, for covered persons, priority of service applies to discretionary targeting programs and services the same way that it applies to universal access programs (i.e., veterans and eligible spouses are served first).

Priority of Service for Programs Administered by State Merit Staff

For DOL funded employment and training programs administered by state merit staff (i.e., TAA, REA, UCRS), eligibility for priority of service should be determined at the initiation of services or upon referral of services, whichever occurs first.

VI. Data Collection

Training and Employment Guidance Letter (TEGL) No. 10-09 provides direction regarding the collection of data for serving veterans and eligible spouses and the implementation of priority of service. Pursuant to rule 5101:9-30-04 of the Administrative Code, the local board shall ensure the timely (i.e., within 30 days) and accurate reporting of WIOA participants, services, case management activities, and performance information, using Ohio's designated case management system.

VII. Monitoring

At the local level, the area's priority of service policy must contain criteria for local monitoring of the implementation of priority of service to ensure that covered persons are made aware of and afforded priority of service.

Through the state's monitoring system, program monitors will review the area's implementation of priority of service during the annual onsite monitoring review for compliance with the local policy as well as federal laws and regulations. Any compliance issues will be handled through the state's findings resolution process.



Workforce Development Area 1
Adams, Brown, Pike & Scioto Counties
A proud partner of the American Job Center Network

Policy Review	8/26/2026
Recommendations	Policy is outdated and needs to be rewritten with more details. New policy provided.

Subject:	Monitoring Policy
Effective Date:	9/26/16
This Policy Obsoletes:	
Board Approved:	3/7/2007
Revision Approved:	6/18/13, 9/28/16
Reviewed:	08/26/2026

I. Purpose

The purpose of this policy is to establish a comprehensive monitoring and oversight framework for Workforce Innovation and Opportunity Act (WIOA) programs, subrecipients, contractors, service providers, and the OhioMeansJobs (OMJ) center delivery system. This policy ensures compliance with federal and state laws, regulations, grant requirements, and local procedures, while promoting continuous improvement and accountability.

II. Authority

This policy is issued under the authority of:

- **WIOA Section 107(d)(8)** – Local Board oversight responsibilities
- **WIOA Section 184(a)(4)** – Fiscal accountability and monitoring
- **2 CFR 200.331–200.332** – Requirements for pass-through entities, monitoring, and audit resolution
- **ODJFS WIOAPL 15-18.1** – Local monitoring policy requirements
- **29 CFR Part 38** – Nondiscrimination and equal opportunity (Section 188 of WIOA)

III. Scope

This policy applies to:

- WIOA Adult, Dislocated Worker, and Youth programs
- OMJ center operators and partners
- Subrecipients, contractors, and service providers
- Fiscal Agent and Administrative Entity
- Any entity receiving WIOA funds through Workforce Development Area 1

IV. Policy Statement

The Local Workforce Development Board (LWDB) shall conduct monitoring of all WIOA-funded programs, activities, and entities to ensure compliance, effectiveness, and integrity in service delivery and fiscal management.

V. Monitoring Structure

A. Risk-Based Monitoring

The LWDB shall implement a risk-based monitoring system that evaluates factors including:

- Prior monitoring results
- Audit findings or questioned costs
- Fiscal performance and internal controls
- Program performance outcomes
- Staff turnover or organizational changes
- Complaints or grievances
- Compliance history
- Any other indicators of potential risk

Monitoring frequency, scope, and method may be adjusted based on identified risk levels.

B. Monitoring Activities

Monitoring may include:

1. **On-site reviews**
2. **Desk reviews**
3. **Participant file reviews**
4. **Fiscal reviews and internal control assessments**
5. **Data validation**
6. **Interviews with staff and participants**
7. **Observation of service delivery**
8. **Equal Opportunity (EO) reviews** under Section 188
9. **Review of procurement and cost allocation practices**
10. **Verification of performance outcomes**

Subrecipients and service providers must provide full access to facilities, staff, records, systems, and documentation required to conduct monitoring.

VI. Compliance Areas

Monitoring shall evaluate compliance with:

- WIOA statutory and regulatory requirements
- 2 CFR 200 Uniform Guidance
- ODJFS WIOA policies, including WIOAPL 15-18.1
- Contract and grant provisions
- Local policies and procedures
- Performance accountability requirements
- Fiscal accountability standards
- Nondiscrimination and EO requirements (29 CFR Part 38)

VII. Technical Assistance

The LWDB shall provide technical assistance as appropriate to:

- Correct compliance deficiencies
- Strengthen internal controls
- Improve program quality
- Enhance service delivery
- Support continuous improvement

VIII. Monitoring Reports

A written monitoring report shall be issued following each review. Reports may include:

- Findings (non-compliance)
- Concerns (potential issues)
- Observations
- Best practices
- Recommendations
- Required corrective actions
- Deadlines for response and resolution

Reports shall be issued within a reasonable timeframe following the review.

IX. Corrective Action Plans (CAP)

Entities with findings must submit a **Corrective Action Plan** that includes:

1. Root cause analysis
2. Specific corrective actions
3. Responsible staff
4. Implementation timelines

5. Documentation of completion

The LWDB shall conduct follow-up reviews to verify completion and effectiveness of corrective actions.

X. Progressive Corrective Measures

Failure to comply may result in:

- Increased monitoring
- Mandatory technical assistance
- Repayment of disallowed costs
- Suspension of activities
- Contract modification
- Temporary or permanent withdrawal of funding
- Contract termination
- Any other action permitted under WIOA, 2 CFR 200, or local agreements

XI. Fiscal Monitoring

Fiscal monitoring shall be conducted **at least annually** and include review of:

- Internal controls
- Financial management systems
- Expenditures and cost allowability
- Cash management
- Procurement practices
- Cost allocation methodologies
- Inventory controls
- Compliance with 2 CFR 200 and WIOA fiscal requirements

Written documentation of fiscal monitoring shall be maintained.

XII. Audit Review & Resolution

The LWDB shall review independent audit reports submitted by subrecipients and service providers.

Audit review shall include:

- Findings
- Questioned costs
- Material weaknesses
- Significant deficiencies
- Compliance issues

Follow-up actions shall be documented and monitored through resolution in accordance with **2 CFR 200.332** and ODJFS requirements.

Audit resolution records shall be maintained in the official monitoring file.

XIII. Record Retention

All monitoring records—including reports, CAPs, follow-up documentation, technical assistance, and audit resolution—shall be retained in accordance with:

- WIOA Section 185
- 2 CFR 200.334
- ODJFS record retention requirements
- Local record retention policies

XIV. Effective Date

This policy becomes effective upon approval by the Workforce Development Area 1 Local Workforce Development Board.



Workforce Development Area 1
Adams, Brown, Pike & Scioto Counties
 A proud partner of the American Job Center Network

Policy Review	8/26/26
Recommendations	Clean up policy and grit language to be comparable to each other, align grid incendiaries amounts where applicable and add in retention for "already employed"

Subject:	CCMEP Youth Incentive Policy
Effective Date:	6-27-18
This Policy Obsoletes:	
Board Approved:	6-27-18
Revision Approved:	
Review	8/26/26

I. Purpose

This policy establishes the rules, conditions, and payment structure for incentives awarded to eligible CCMEP Youth participants in Workforce Development Area 1. Incentives are used to encourage participation, recognize achievement, and support progress toward education, training, employment, and skill development goals identified in the participant's Individual Opportunity Plan (IOP).

II. Authority

This policy is issued under:

- Workforce Innovation and Opportunity Act (WIOA)
- Comprehensive Case Management and Employment Program (CCMEP)
- 2 CFR Part 200 (Uniform Guidance)
- ODJFS WIOA & CCMEP Policy Guidance

- Rule 5101:9-30-04 of the Ohio Administrative Code (reporting requirements)

III. General Requirements

1. Incentives must be tied to **specific, measurable achievements** documented in the participant's IOP.
2. Incentives must be supported by **verifiable documentation** in the participant's file.
3. Incentives must be recorded in **Ohio's designated case management system** and **CFIS**, pursuant to rule 5101:9-30-04, which requires **timely (i.e., within 30 days)** and accurate reporting of WIOA participants, services, case management activities, and performance information.
4. Incentives must comply with **2 CFR Part 200**, including prohibitions on entertainment-related purchases.
5. Incentives must be paid **within four (4) quarters after exit**.
6. Total incentives may not exceed **\$600 per participant per program year**.
7. Incentives may be awarded during participation or follow-up.
8. Incentives must never include entertainment items such as movie tickets, sporting event tickets, or gift cards to entertainment venues.

IV. Eligibility

To receive an incentive, a youth must:

- Be enrolled in CCMEP Youth (In-School or Out-of-School)
- Have the incentive goal listed in their **IOP**
- Provide required documentation
- Meet all conditions listed in this policy and grid

V. Incentive Categories

Incentives may be awarded for achievements in the following categories:

1. **Attainment of Degree or Certificate**
2. **Work Readiness Skill Attainment**
3. **Placement & Retention in Employment or Education**
4. **Skill Gains**
5. **Work Experience Completion**
6. **Advanced Training / Apprenticeship Completion**
7. **Military Acceptance**

These categories align directly with the Incentive Grid included in this document.

VI. Documentation Requirements

Documentation must be maintained in the **participant's file** and uploaded/recorded in:

- Ohio's designated case management system
- CFIS
- Any required CCMEP/WIOA validation system

Examples include:

- Diplomas, transcripts, certificates
- TABE pre- and post-test scores
- Pay stubs or employer verification
- Attendance records
- Grade cards
- Military acceptance documentation
- Workshop completion certificates

VII. Prohibited Incentives

Per **2 CFR Part 200**, incentives may **not** include:

- Entertainment (movies, sporting events, concerts)
- Gift cards for entertainment venues
- Alcohol, tobacco, or lottery items
- Any item not directly tied to allowable CCMEP achievement

VIII. Combined Incentive Grid (Official Payment Schedule)

A. Attainment of Degree or Certificate

Achievement	Incentive Amount	Required Documentation
High School Diploma	\$100	Copy of diploma or official transcript
GED	\$100	Copy of GED
Recognized Credential	\$100	Certificate/Degree/Official Transcript
Advanced Training / Apprenticeship Completion	\$100	Certificate of Completion

B. Work Readiness Skill Attainment

Achievement	Incentive Amount	Required Documentation
Completion of Workshop(s) listed in IOP (Life Skills, Job Search, Leadership, etc.)	\$20	Attendance Records / Certificate of Completion
Completion of 30 Days of Scheduled Work Experience (no absences/tardiness; may receive twice)	\$50	Timesheets / Worksite Verification

C. Placement & Retention in Employment or Education

Achievement	Incentive Amount	Required Documentation
Obtain Unsubsidized Employment (30 days)	\$50	Pay Stub / Employer Verification
3 Months Employment After Exit	\$50	Pay Stub
6 Months Employment After Exit	\$50	Pay Stub
9 Months Employment After Exit	\$50	Pay Stub
12 Months Employment After Exit	\$100	Pay Stub
Accepted into Military	\$50	Military Records
Started Post-Secondary Education or Training (attend 30 days)	\$50	School/Training Records
Completed 2 Semesters or 6 Months of Post-Secondary Training	\$50	School/Training Records
If employed (unsubsidized) at time of eligibility and retains that employment (with same employer) while in program (30 days)	\$50	Pay Stub/Employer Verification

D. Skill Gains

Achievement	Incentive Amount	Required Documentation
TABE Score Increased by 1 Educational Level (Reading, Math, or Language)	\$25 per level	Pre- and Post-Test Scores
In-School Youth Attendance (no more than 2 absences per semester or two nine-week periods)	\$50	School Attendance Records
In-School Youth GPA of 3.0+ (per semester or nine-week period)	\$50	Grade Card

IX. Annual Incentive Cap

Total incentives awarded to any participant **shall not exceed \$600 per program year**, regardless of the number of achievements.

This cap applies to all categories listed in this combined policy and grid.

X. Compliance & Monitoring

The Administrative Entity and LWDB will monitor incentive issuance to ensure:

- Compliance with this policy
- Documentation is complete and accurate
- Reporting is timely (within 30 days)
- Payments do not exceed annual limits
- Incentives are tied to IOP goals
- No prohibited incentives are issued

Non-compliance may result in corrective action.

XI. Effective Date

This combined policy and incentive grid become effective upon approval by the Workforce Development Area 1 Local Workforce Development Board.

Workforce Development Board Area 1
CCMEP Incentive Grid
Effective 09/23/2026

A. Attainment of Degree or Certificate

Achievement	Incentive Amount	Required Documentation
High School Diploma	\$100	Copy of diploma or official transcript
GED	\$100	Copy of GED
Recognized Credential	\$100	Certificate/Degree/Official Transcript
Advanced Training / Apprenticeship Completion	\$100	Certificate of Completion

B. Work Readiness Skill Attainment

Completion of Workshop(s) listed in IOP (Life Skills, Job Search, Leadership, etc.)	\$20	Attendance Records / Certificate of Completion
Completion of 30 Days of Scheduled Work Experience (no absences/tardiness; may receive twice)	\$50	Timesheets / Worksite Verification

C. Placement & Retention in Employment or Education

Obtain Unsubsidized Employment (30 days)	\$50	Pay Stub / Employer Verification
3 Months Employment After Exit	\$50	Pay Stub
6 Months Employment After Exit	\$50	Pay Stub
9 Months Employment After Exit	\$50	Pay Stub
12 Months Employment After Exit	\$100	Pay Stub
Accepted into Military	\$50	Military Records
Started Post-Secondary Education or Training (attend 30 days)	\$50	School/Training Records
Completed 2 Semesters or 6 Months of Post-Secondary Training	\$50	School/Training Records
If employed (unsubsidized) at time of eligibility and retains that employment (with same employer) while in program (30 days)	\$50	Pay Stub/Employer Verification

D. Skill Gains

TABE Score Increased by 1 Educational Level (Reading, Math, or Language)	\$25 per level	Pre- and Post-Test Scores
In-School Youth Attendance (no more than 2 absences per semester or two nine-week periods)	\$50	School Attendance Records
In-School Youth GPA of 3.0+ (per semester or nine-week period)	\$50	Grade Card



Workforce Development Board Area 1

4057-A Gallia Pike
Franklin Furnace, OH 45629
(740) 259-6943

Crystal Keaton, Executive Director
Holly Johnson, Board Chair

www.omjwda1.org

GRIT Project — Summer Programs 2027

Released:	October 1, 2026
Bidders' Conference: October 9	October 9, 2026 at 12:00 p.m.
Proposal Due:	October 21, 2026 at 4:00 p.m.
WDB Area 1 Board Approval:	November 18, 2026
Program Operating Window:	June 1, 2027 – June 30, 2027
Program Close-Out Period:	30 days; ending July 30, 2027
Final Invoice Due to WDA:	No later than July 30, 2027



Counties highlighted in **Purple** are part of the GRIT Project in State Fiscal Years 2026 & 2027.



OhioMeansJobs

Adams, Brown, Pike & Scioto Counties

A proud partner of the
American Job Center network

A proud partner of American Job Center network

Locations: Adams County

19221 St. Rt. 136
Winchester, OH 45697

937-695-0316
800-233-7891

Brown County

406 W. Plum Street
Georgetown, OH 45121

937-795-0316
800-553-7393 Ext 261

Pike County

941 Market Street
Piketon, OH 45661

740-289-2371

Scioto County

433 Third Street
Portsmouth, OH 45662

740-354-7544

Under the auspices of the Workforce Innovation and Opportunity Act (WIOA), the Workforce Development Board #1 covering Adams, Brown, Pike and Scioto Counties (hereafter referred to as "WDB #1") works in partnership with the Chief Elected Officials of Adams, Brown, Pike and Scioto Counties (hereafter referred to as "CEO") to set the workforce policies for Local Workforce Area 1. Per the Area's Intergovernmental Agreement, the CAO of Scioto County, Inc. is designated as the fiscal agent.

The WDB #1 is issuing this Request for Quotes (RFQ) to solicit proposals from post-secondary training providers and apprenticeships/pre-apprenticeships interested in serving as a training provider for the Summer GRIT (Growing Rural Independence Together) Programs. Summer GRIT Programs will be operated within a **strict window of time between June 1, 2027 and June 30, 2027**, with the understanding that short 2 to 4-week training programs are the preference of the GRIT Summer Programs, given the shortened operating window this cycle.

Funds for this program expire June 30, 2027 and this end date is strict — no program activity, training delivery, or expenditures may extend beyond June 30, 2027. Respondents must design their program schedule to be fully completed within the June 1–30, 2027 window.

Respondents must propose to provide services for counties designated by the Ohio Department of Job and Family Services (ODJFS) to be served by GRIT.

Workforce Development Board Area 1's GRIT Project invites proposals for the 2027 high school summer workforce training programs. The purpose of these programs is to empower rising and graduating high school seniors through workforce credential certifications, internship/job placement opportunities, and robust job retention tracking. Our objective is to equip students with short term training and certified workforce credentials that align with in-demand fields, preparing them for further postsecondary education and training or direct entrance into the workforce.

Program Structure & Funding — Two Award Tracks

The Summer GRIT Programs has a budget up to **\$500,000** for Summer 2027, allocated across two program tracks. Respondents should identify in their proposal which track they are applying under.

Track A — Larger-Enrollment Programs: Programs proposing to serve a larger number of students will be eligible for a larger funding allocation per award. **Up to 3 (three)** training providers/apprenticeships will be selected under this track. Track A applicants can choose to be either a commuter only program or a hybrid of Commuter/Residential focused program.

Track B — Smaller-Enrollment / Commuter-Focused Programs: Programs proposing to serve a smaller number of students, with an emphasis on expanding commuter-based (non-residential) options, will be eligible under this track. **Up to 6 (six)** training providers/apprenticeships will be selected under this track.

In total, **up to 9 (nine)** training providers/apprenticeships will be selected across both tracks through this RFQ.

Housing & Program Format — Residential and Commuter Requirement

WDB #1 is placing increased emphasis this cycle on ensuring students have access to both residential and commuter program options:

Programs **may not be 100% residential**. A limited, defined number of residential slots will be permitted per program; the remaining program capacity **must accommodate commuter students**.

Respondents must specify in their proposal the maximum number of residential slots requested and how the balance of enrollment will be served as commuters.

Respondents must describe logistics for commuter students, including daily transportation, drop-off/pick-up arrangements, and any transportation assistance available.

WDB #1 is intentionally increasing the number of commuter-based program slots available this cycle (see Track B above), even where enrollment per program is smaller, to broaden geographic access for students who cannot participate in a residential format.

Credential Requirements

All industry credentials proposed must be **legitimate, recognized third-party certifications** — issued by a recognized certifying body, licensing authority, or aligned with Ohio's in-demand credential/occupation lists.

No self-created, informal, or "made up" credentials will be accepted. Respondents must identify the issuing/certifying body for each credential proposed and demonstrate that the credential is recognized within the relevant industry.

Respondents must provide documentation (e.g., certifying body name, credential ID/standard, link or reference to the credential registry) verifying the credential's legitimacy as part of the Program Selection and Credential Completion sections below.

Given the shortened June 1–30, 2027 operating window, respondents must also confirm the proposed credential can realistically be earned by students within that timeframe.

Respondents must propose to provide services for counties designated by the Ohio Department of Job and Family Services (ODJFS) to be served by GRIT.

As a reference, here is a link to the program offerings from summer 2026 - <https://www.gritohio.org/grit-summer-programs-2026/>

PROPOSAL REQUIREMENTS

Proposals must provide a comprehensive summary of how your organization plans to implement these programs, addressing the following key areas:

Program Overview

1. Describe the program's structure and its alignment with the overarching mission of your organization.

2. Identify which Track (A or B) you are applying under, proposed enrollment size, and proposed residential/commuter slot breakdown.
3. Provide a proposed program calendar confirming all training activity begins on or after June 1, 2027 and concludes on or before June 30, 2027.

Program Selection

1. Explain how your program aligns with the GRIT career data regarding youth interest and abilities; and how it ties to in-demand workforce opportunities across Ohio's Appalachian region. See "Exhibit A" – Youth GRIT Data. Other data sources that you may decide to use in conjunction with Exhibit A is Ohio Labor Market Information at <https://ohiolmi.com/DashboardsHomepage> and Future Plans Talent Assessment Map at <https://www.gritohio.org/future-plans-assessment-talent-map/>
2. Identify the specific industry credential(s) offered and confirm the issuing/certifying body for each (no self-created credentials — see Credential Requirements above), and confirm the credential can be completed within the June 1–30, 2027 window.

Marketing

1. Detail your marketing strategy to promote these programs, including target audiences and outreach channels.
2. Specify the team or department within your organization responsible for overseeing these marketing efforts.

Enrollment

1. The GRIT Project will take lead on promoting and registration of the summer program offerings across participating high schools.
2. Explain how your organization plans to support the recruitment and enrollment efforts. Include which staff/staff roles that will serve as points of contact.
3. How will your organization support the retention and completion of the program by participants?
4. What wrap-around support services will be provided to support this outcome?
5. Describe how residential and commuter students will each be recruited, supported, and retained.
6. In support of using a braided funding stream with the primary being GRIT grant funds, and where available funding through the OhioMeansJobs Centers and Comprehensive Case Management and Employment Program (CCMEP) and other appropriate and available workforce development funds, how will your organization collaborate with local OhioMeansJobs Centers?

Course Delivery

1. Provide insights into the delivery methods and instructional approaches that will be employed during the programs.
2. Confirm the delivery schedule fits entirely within the June 1–30, 2027 operating window.

Data Reporting and Accountability

1. Training providers are responsible for timely reporting of all student outcomes, credential information, and documented next steps to Workforce Development Board Area 1 and the GRIT Project.
2. Describe your process for collecting, organizing, and submitting the following information:
 - a. Student credential completion status and certification details (including issuing/certifying body)

- b. Documented next steps determined by each student (continued training, internship, full-time employment, or other pathway)
 - c. Timeline for data submission (specify frequency and format)
 - d. System or method used for tracking and reporting this information
 - e. Point of contact within your organization responsible for data reporting
3. Explain how your organization will ensure accuracy and timely delivery of performance data throughout the program and at designated follow-up intervals.

Credential Completion

1. Share your strategies for ensuring that students successfully complete their certifications in line with program goals within the compressed June 1–30, 2027 timeframe.
2. Confirm each credential offered is a recognized, verifiable industry credential (not self-created) and identify the certifying/issuing body.
3. Share your current completion rate for students served in similar or same program.

Internships/Job Placements

1. Present the range of internships and job placement services your organization can offer to participants.
2. Describe your process for collaborating with local OhioMeansJobs Centers to ensure that students are connected with local workforce development services and employment opportunities.
3. Share your current placement data for students in same or similar programs.

Follow-up

1. Outline your process for post-program follow-up (90 and 180 days post graduation), including methods for tracking job retention and assessing the overall impact of the initiative. Describe the strategies that will be used to emphasize the importance of participating in post-graduation follow-up activities.

Performance Measurement

1. Workforce Development Board Area 1 and The GRIT Project will measure impact and success of these summer programs by:
 - a. Percentage of students passing the industry credential
 - b. Concrete next steps determined by the student to either continue training, enter an internship or enter full-time employment
 - c. Students follow through with the next steps as measured at the 90 and 180-day mark post-program completion
 - d. Student outcome tracking to be performed by the selected training providers/apprenticeships
2. Provide acknowledgement of the requirement to provide the above performance information

Areas of Support

1. Specify any areas where your organization may require additional support or collaboration to ensure the success of these programs.

Program Close-Out and Final Invoicing

1. The GRIT grant funds for Summer 2027 **expire June 30, 2027**. Program activity may not extend beyond this date.

2. Selected training providers/apprenticeships will have a **30-day close-out period** following the end of the program (June 30, 2027) to complete all administrative close-out tasks, including final data reporting, documentation, and reconciliation.
3. The **final invoice must be received by WDA no later than July 30, 2027**. Invoices received after this date will not be accepted or reimbursed.
4. Respondents must describe their internal process for ensuring final invoicing and close-out documentation will be submitted to WDA within this timeframe

COST PROPOSAL

1. Respondents must include responses to the following items:
2. Submit a line item budget and narrative budget to provide a Cost Proposal for the services proposed in the Narrative Proposal, clearly identifying the Track (A or B) applied for and the residential/commuter slot breakdown.
3. Discuss your organization's primary funding sources and how cash flow is sufficient to operate the program on a cost reimbursement basis, including sufficient cash flow to cover the period between program completion (June 30, 2027) and final reimbursement.

Confirm your organization's ability to submit a final invoice to WDA no later than July 30, 2027.

Complete Attachments

Attachment 1: Cover Sheet must be completed, signed and submitted with Proposal.

Attachment 2: The Respondent shall agree to the items listed in Attachment 2 of this RFQ – Assurances and Certifications. This Assurances and Certifications document shall be signed and dated.

Bidders' Conference

A Bidders' Conference will be held on **October 9, 2026 at 12:00 p.m. (Noon)** for interested respondents to ask questions about this RFQ prior to submission. Conference will be held virtually on Zoom.

Join Zoom Meeting

<https://us06web.zoom.us/j/88403265823?pwd=UjzcBXLvD3503mUhk6Oq1cgZqsgwaa.1>

Meeting ID: 884 0326 5823

Passcode: 947054

Acceptance and Rejection of Proposals

WDB #1 reserves the right to:

- A. Reject any proposal, or any part thereof; and
- B. Waive any informality in the proposals.

The decision by the full WDB #1 shall be final. Waiver of an immaterial defect in the proposal shall in no way modify the RFQ documents or excuse the Respondent from full compliance with its specifications if Respondent is awarded the contract.

Proposal Evaluation

The review process shall be conducted in four steps. Although it is hoped and expected that a Respondent will be selected as a result of this process, WDB #1 reserves the right to discontinue the procurement process at any time.

Step 1: Preliminary Review

Step 2: Steering Committee Review

Step 3: Request for Additional Information (if deemed necessary)

Step 4: Recommendation to and Approval by the Board — WDB Area 1 Board Approval on November 18, 2026

Proposal Selection

Proposal selection does not guarantee that a contract for services will be awarded. The selection process includes:

- A. All proposals will be evaluated in accordance to the Proposal Evaluation steps.
- B. Based upon the results of the evaluation and the Steering Committee's recommendation(s), WDB #1 will select the Provider(s) for the services that it determines to be the most advantageous, with price and other factors being considered, consistent with the Track A / Track B award structure above.
- C. The WDB #1 and Fiscal Agent (CAO of Scioto County, Inc.) will work with the selected Provider(s) to finalize details of the contract to be executed.
- D. If the WDB #1, Fiscal Agent, and selected Provider are able to successfully agree with the contract terms.
- E. If the WDB #1, Fiscal Agent and selected Provider are unable to come to terms regarding the contract in a timely manner as determined by WDB #1 then WDB #1 will terminate the contract discussions with the Provider. In such event, the WDB #1 reserves the right to (1) select another Provider from the RFQ process, (2) cancel the RFQ altogether, or (3) reissue the RFQ as deemed necessary

Additional Information

Respondent must disclose any existing or pending or threatened court actions and/or claims against the Respondent, parent company, or subsidiaries. This information will not necessarily be cause for rejection of the proposal; however, withholding the information may be cause to reject the proposal and/or contract.

By submitting a proposal, the Respondent certifies the proposal and pricing will remain in effect for 180 calendar days after the proposal submission date. Additionally, the Respondent will be held accountable to know the specifications and conditions under which the resulting contract will be accomplished, including, but not limited to the contents of all proposal documents, regulations and applicable laws.

Materials received constitute public information as a matter of statutory law and will be made available for public inspection and copying upon request by members of the public pursuant to Ohio Revised Code (ORC) 149.43. Any portion of the proposal to be held confidential should be marked "PROPRIETARY" in the upper right corner and will not be considered public record if it clearly falls within an exemption enumerated in ORC 149.43. Cost proposal pages of the document shall be considered public information.

No costs will be paid to the Respondent to cover the cost of preparing a proposal or procuring a contract for services or supplies pursuant to this RFQ. All materials submitted in response to the RFQ will become the property of the WDB #1 and may be returned only at the WDB #1's option and at the Respondent's expense.

If, in the opinion of the WDB #1, information included within Respondent's proposal was intended to mislead the WDB #1 in its evaluation of the proposal, the proposal will be rejected.

Submission Information

Please submit detailed responses to the above areas as well as complete Attachment 1 and Attachment 2 through email at **wda1rfp@gmail.com** by **October 21, 2026 at 4:00 p.m.** Late submissions will not be reviewed. Submissions longer than 10 pages (excluding Attachment 1 & 2 from the page count) will not be reviewed.

An optional **Bidders' Conference** will be held **October 9, 2026 at 12:00 p.m. (Noon)** for respondents to ask clarifying questions prior to submission.

Workforce Development Board Area 1 anticipates selecting multiple proposals across both Track A and Track B that best align with The GRIT Project's mission and vision. We look forward to reviewing innovative and impactful proposals that will contribute to the success of the Summer 2027 GRIT Programs. The Steering Committee will review submissions with recommendations due October 30, 2026 and committee review occurring November 3, 2026. Final selections are subject to WDB Area 1 Board approval on **November 18, 2026**, and all proposals will be notified in writing of the selections shortly thereafter.

Selected providers must be prepared to deliver the full program within the **June 1–30, 2027** operating window, complete close-out within 30 days, and submit their final invoice to WDA no later than **July 30, 2027**.

Point of Contact

Crystal Keaton, Workforce Development Board Area 1 Executive Director
4057A Gallia Pike, Franklin Furnace, OH 45629
wda1rfp@gmail.com
740-259-6941