



## **The Workforce Connection Board and Chief Elected Officials**

### **The Workforce Connection, Inc.**

Local Workforce Innovation Board

Serving Boone, Stephenson, and Winnebago Counties

**Meeting Date:** Tuesday, March 19, 2024  
**Time:** 8:00 am to 9:00 am  
**Location:** NIU Conference Center  
8500 E. State Street, Rockford IL  
**RSVP to:** [coysti@theworkforceconnection.org](mailto:coysti@theworkforceconnection.org) or 815-395-6676

### **Mission Statement**

The Workforce Connection is committed to providing a workforce that meets the needs of the business community now and in the future.

### **AGENDA**

#### **1. Call to Order**

- TWC Board
- Chief Elected Officials

Michelle Cassaro, TWC Board Chair  
Mayor Thomas McNamara, CEO Chair

#### **2. Roll Call**

- TWC Board
- Chief Elected Officials

#### **3. Approval of Meeting Minutes - TWC Board & CEO Action Item (Voice Vote)**

- a. TWC Board Meeting Minutes – 12/05/2023
- b. CEO Meeting Minutes – 12/05/2023

Michelle Cassaro, TWC Board Chair  
Mayor Thomas McNamara, CEO Chair

#### **4. Approval of the 2024-2028 Regional and Local Plan - TWC Board & CEO Action Item (Voice Vote)**

Dr. Gina Caronna, Executive Director

#### **5. Approval of Consent Agenda - TWC Board & CEO Action Item (Voice Vote)**

Michelle Cassaro

- a. Approval of Policy Changes
  - i. 100-08 Procurement
  - ii. 200-06 Selective Services
  - iii. 200-07 Personally Identifiable Information
  - iv. 400-03 Medical Data and Information Collection
  - v. 400-07 Needs Related Payments
  - vi. 500-01 Work Based Training
  - vii. 500-02 Incumbent Worker
  - viii. 500-04 Eligible Training Provider Approval

#### **6. Approval of Training Provider/Program Approvals and Re-Approvals - TWC Board & CEO Action Item (Voice Vote)**

Chris Oysti

**7. Finance**

Karen Brown, Finance Committee Chair

- a. **Program Year 2023 Mid-Year Budget Modification - TWC Board & CEO Action Item (Voice Vote)**
- b. Program Year 2022 Audit:
  - i. AUP Report
  - ii. Audit Report
  - iii. Audit Report Letter
  - iv. Audit Significant Risk Letter
- c. Finance Report – January 2024

**8. Keynote Address**

Sarene Alsharif, MPH, CEO and Co-Founder  
Tad More Tailoring and Alterations

**9. Board Chair’s Remarks**

Michelle Cassaro

**10. Executive Director’s Remarks**

Dr. Gina Caronna

**11. Member Comments**

**12. Public Comment**

**13. Adjournment**

*The Workforce Connection Board is an Equal Opportunity Employer/Program.  
A sign language interpreter, alternative format materials, or infrared assistive listening devices will be made available with 72-hour notice. Additional reasonable accommodations will be made available upon request.*

*In accordance with the Illinois Open Meeting Act, The Workforce Connection Board may enter into a meeting session closed to the public to discuss issues identified as appropriate for a closed session.*



## Board and CEO Meeting Minutes

**The Workforce Connection Board,  
Workforce Board for Boone, Winnebago, and Stephenson Counties**

**Meeting: December 5, 2023**

**Time: 8:00am**

**Location: Rockford Airport (60 Airport Road), Rockford IL**

Attendee Name	Organization	Status	Arrived
Bernsten, Ben	Goodwill of Northern IL	X	
Bloomquist, Scott	Boone/Winn Regional Off of Ed	X	
Brown, Karen	Highland Community College	Absent	
Cagnoni, Todd	City of Rockford	Absent	
Carter, Len	Freeport Hospital	Absent	
Cassaro, Michelle	Chicago Rockford Airport	X	
Crandall, Kathy	Crandall Stats & Sensors	X	
Dunn, Michael	Region 1 Planning Council	X	
Fahrenwald, Jeff	SupplyCore	X	
Fettes, Pamela	Growth Dimensions of Belvidere	X	
Fischer, Suzanne	OSF Healthcare System	X	
Gaulrapp, George	ComEd	X	
Grayewski, Jeremy	Berner Food & Beverage	X	
Guirl, Robert	Community Member	X	
Harle, Greg	Plumbers & Pipefitters Local	Absent	
Hill, Sheila Dr	Hill & Hill Enterprises	X	
Hulsebus, Brant Dr	Hulsebus Rockford Chiropractic	X	
Machajewski, Kris	YWCA NW IL Literacy Council	Absent	
Montalbano, Matt	RBC Wealth Management	Absent	
Nolley, Paul	Project First Rate	X	
Nord, Amy	Belvidere Chamber of Commerce	X	
Ott, Amy	Boylan Catholic High School	X	
Pirages, James	AGHL Law Office	X	
Primus, Troy	AAR Corp	Absent	
Proctor, Jamie	Americold Logistics LLC	Absent	
Ross, Dan	Community Foundation of N IL	X	
Rotello, Frank	Alpha Controls & Services LLC	X	
Salazar, Max	Collins Aerospace	Absent	
Schwebke, Casey	Swebco Manufacturing	Absent	
Spearman, Howard	Rock Valley College	Absent	
Stewart, Amanda	Hughes Resources	Absent	
Wells, Todd	Bourn & Koch, LLC	X	
Zeal, Jeff	IL Dept of Employment Security	X	

Chiarelli, Joe	Winnebago County Board Chairman	X	
Helms, Scott	Stephenson County Board Chairman	X	
McNamara, Thomas Mayor	City of Rockford	X	
Riley, Rodney	Boone County Board Chairman	Absent	
Austin, Tom	IL Dept of Employment Security	X	
Duckett, Ted	IL Dept of Employment Security	Absent	
Geiger, Courtney	Goodwill of Northern IL	Absent	
McDonald, Karyn	Workforce Connection-Elevate Prog	X	
Sims, Tabitha	Rock Valley College	X	
Spain, Mark	Goodwill of Northern IL	Absent	
Story, Jessica	Goodwill of Northern IL	X	
Caronna, Gina Dr	The Workforce Connection	X	
Cornelius, Cathy	The Workforce Connection	X	
Jaquez, Berenice	The Workforce Connection	X	
Oysti, Chris	The Workforce Connection	X	
Rabe, Joan	The Workforce Connection	X	
White, Dan	The Workforce Connection	X	

Guests: Danis, John – Absolute Fire Protection, Inc., Hill, Alyssa

**1. Call to Order:**

- a. TWC Board at 8:03am Michelle Cassaro, TWC Board Chair
- b. Chief Elected Officials at 8:05am Mayor Thomas McNamara, CEO Chair

**2. Roll Call**

Cathy Cornelius

- a. TWC Board and there was a quorum.
- b. CEO Elected Officials and there was a quorum.

**3. Approval of Meeting Minutes – TWC Board & CEO Action Item (Voice Vote)**

- TWC Board Meeting Minutes – 09/12/2023 Michelle Cassaro, TWC Board Chair
- Jeff Fahrenwald motioned to accept; Jim Pirages 2<sup>nd</sup> Passed
- CEO Meeting Minutes – 9/12/2023 Mayor Thomas McNamara, CEO
- Joe Chiarelli motioned to accept; Scott Helms 2<sup>nd</sup> Passed

**4. Approval of the PY2023 MOU Required Revisions – TWC Board & CEO Action Item (Voice Vote)**

Cathy Cornelius

- Amy Ott motioned to accept; Ben Bernsten 2<sup>nd</sup> Passed
- Joe Chiarelli motioned to accept; Scott Helms 2<sup>nd</sup> Passed

**5. Approval of Consent Agenda – TWC Board & CEO Action Item (Voice Vote)**

Cathy Cornelius

- a. Approval of Policy Changes
  - i. Equal Opportunity
  - ii. Grievance/Complaint
  - iii. Methods of Administration
- Jeff Fahrenwald motioned to accept; Bob Guirl 2<sup>nd</sup> Passed
- Scott Helm motioned to accept; Joe Chiarelli 2<sup>nd</sup> Passed

**6. Out-of-State Training Provider Update** Dr. Gina Caronna  
Dr. Caronna responded to Dr. Spearman’s question from the September 12<sup>th</sup> meeting. Anyone applying for an out-of-state college will have to be forwarded onto the State for approval.

**7. Approval of Training Provider/Program Approvals and Re-Approvals – TWC Board & CEO**  
**Action Item (Voice Vote)** Chris Oysti  
Dan Ross motioned to accept; Amy Ott 2<sup>nd</sup> Passed  
Joe Chiarelli motioned to accept; Scott Helm 2<sup>nd</sup> Passed

**8. Finance Report** Dan White  
Dan White presented the finance report in Karen Brown's absence.

**9. Community Foundation – 09/30/23 Update** Dan White  
Non-Profit Donations

**10. Illinois Workforce Partnership Awards** Courtney Geiger  
Jessica Story presented the following awards:  
Business Partner: John Danis, Absolute Fire Protection, Inc  
Individual Achievement Award: Alyssa Hill

**11. Board Chair’s Remarks** Michelle Cassaro  
Eva Kretschmar resignation from the Board, Thank you for your service.  
Max Salazar new to the Board from Collins Aerospace. Max will be replacing Jamie Jaquez.

**12. Members comments:**  
Regional and Local Plan  
A survey will be sent out regarding the meeting format.

**13. Public Comment:**  
None

**14. Adjournment:**  
Michelle Cassaro adjourned the meeting at 8:31.  
Anyone interested in touring The Rockford Airport is asked to stay.

**15. Tour** Tour Guide: Zack Oakley

**Distributions:** PY2023 MOU Required Revisions Approval  
Approval of Policy Changes  
Workforce Innovation & Opportunity Act  
Approval of Training Provider/Program Approval/Re-Approvals  
October 2023 Finance Report Summary  
Expenditures by Grant/Funding Stream  
TWC Expenditures by Funding Stream  
TWC Expenditures by Categories  
TWC Personnel & Operating Expenses  
Statement of Activities  
Community Foundation – Quarterly Statement of Fund Activity  
Illinois Workforce Partnership Individual Award and Business Leadership Award





**THE WORKFORCE CONNECTION BOARD**  
**ACTION FORM**

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**☒ Agenda/Action Item:**      **Approval of Policy Changes**

**Date:**                              March 19, 2024

**Point of Contact:**              Cathy Cornelius, Board Liaison and Compliance Manager

**Email:**                              ccornelius@theworkforceconnection.org

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Motion: Approve modifications to the following policies as presented:

- 100-08 Procurement
- 200-06 Selective Services
- 200-07 Personally Identifiable Information
- 400-03 Medical Data and Information Collection
- 400-07 Needs Related Payments
- 500-01 Work Based Training
- 500-02 Incumbent Worker
- 500-04 Eligible Training Provider Approval

**Action Taken:**

**Approved**       **Not approved**                       **Amended as follows:**

## **The Workforce Connection, Inc.**

**Policy Title: Procurement**

**Policy Number: 2016-100-05, Change 5**

**Status: Active**

**Effective: March 19, 2024**

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### **Introduction:**

The Workforce Connection Board (TWC Board), the Workforce Board for Boone, Winnebago and Stephenson Counties, has assembled this overall Procurement Policy to ensure accountability and keep the procurement process in line with Workforce Innovation and Opportunity Act (WIOA) reasonable and necessary requirements, Department of Labor (DOL) and Illinois Department of Economic Opportunity (DCEO) policy, Office of Management and Budget (OMB) Uniform Guidance, Illinois' Government Accountability and Transparency Act (GATA) prequalification requirements (including recipient checklist for determining if the entity receiving funds has a contractor or sub recipient relationship), and other applicable rules and regulations.

The procurement procedures described in this Procurement Policy are established as standards of conduct governing the performance of organizations and individuals engaged in the purchases of all goods and services with funds under the purview of TWC Board. No employee, officer, or agent of any such organization shall participate in the selection, or in the purchase of goods and services supported by Federal funds if a conflict of interest, real or apparent, would be involved.

In general, TWC Board requires that all procurement transactions be conducted in a manner providing full and open competition. All procurement of goods and services under the purview of TWC Board will comply with all TWC Board requirements and other processes and procedures in place; all procurements must comply with OMB Uniform Guidance

### **References:**

TEGL 15-16

Uniform Guidance 2 CRF part 200

WIOA ePolicy Chapter 1, Section 7, Subsections 1.7.1-1.7.9

### **Procurement Principle:**

All services procured shall be assured to be the best available to meet the employment and training needs of the individuals served with funds under the purview of TWC Board.

Awards for contractors are made to vendors who can provide services that are the most advantageous regarding service, price, and other specific factors.

Contract or sub recipient relationships will be determined by utilizing the “Recipient Checklist for Determining if Entity Receiving Funds has a Contractor or Sub recipient Relationship attached to this policy.

**Definitions:**

**Procurement:** For the purposes of this policy, the term *procurement* includes any acquisitions action which obligates funds under the purview of TWC Board for the purchase of equipment, materials, supplies, and/or program or administrative services beginning with the process for determining the need and ending with contract completion and closeout, as applicable.

**Request for Proposal (RFP)/Request for Bids (RFB):** For purposes of this policy and subsequent actions, a **request for proposal (RFP)** is issued at an early stage in a procurement process, where an invitation is presented for suppliers, often through a bidding process, to submit a proposal on a specific commodity or service. This process will provide structure to the procurement decision and is intended to allow the risks and benefits to be identified clearly up front. The RFP may dictate to varying degrees the exact structure and format of the supplier's response. RFPs will reflect the strategy and short/long-term program objectives, providing enough detail for potential suppliers to offer a matching perspective.

**No Bid or Sole Source Procurement:** Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source, or, if after solicitation of a number of sources, competition is determined inadequate. This method of procurement may be used only when the award of a contract is documented to be infeasible under small purchase procedures, sealed bids, or competitive proposals, and one of the following circumstances applies:

- The item(s) is available only from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The Federal or State awarding agency authorizes noncompetitive proposals in response to a written request from TWC Board; or
- After solicitation of a number of sources, competition is determined inadequate.

**Procurement by small purchases procedures:** Small purchase procedures are used to secure services, equipment, or supplies. Any purchase of \$5000 or less requires no quotes from vendors. Purchases for equipment and services over \$5000 will require three written quotes. Equipment purchases over \$5000 must have prior approval from DCEO or Federal funding sources. For services over \$5000, a request for quotation or bids will be sent to potential bidders explaining the scope of the project along with due dates, etc.

**Request for Qualifications (RFQ):** Is a process to identify potential bidders. Appropriate procurement methods will follow a RFQ.

## **Competitive Procurement Procedures**

### **Requests for Proposals**

All procurement transactions shall be conducted in a manner to provide, to the maximum extent possible, open and free competition. TWC Board shall be alerted to organizational conflicts of interest as well as noncompetitive practices among Operators/Providers/contractors that may restrict or eliminate competition.

TWC Board members, staff and proposal/bid reviewers will adhere to the Board's Conflict of Interest Policy; disclosing real, apparent or organizational conflicts and exclusion from any participation or discussion regarding development of the RFP/RFB, and any activities related to evaluation and/or award or denial. Members of the proposal review team will provide written statements verifying no conflicts (real, apparent or organizational) or financial/ material interest in any proposing entity(ies).

Awards shall be made to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to TWC Board issuing the request for bid/proposal-- price, quality and other factors considered. Solicitations shall clearly set forth all requirements that the bidder or offeror shall fulfill in order for the bid or offer to be evaluated by the solicitor. Any and all bids or offers may be rejected when it is in the solicitor's best interest to do so.

### **Confidentiality of Proposal / Bid Documents**

TWC Board members, staff and proposal / bid reviewers will handle proposer /bidders documents in a confidential manner so that no potential entity may compete under the procurement developed or participate in drafting specifications, requirements, statement of work, RFP's, or participate in evaluating proposals. Proposal reviewers will sign a statement of confidentiality form.

### **Request for Proposals (or Bids) for Programming**

Requests for Proposals (RFP) are issued to procure program services. An RFP will describe the types of services being solicited and provide requirements on the submission of proposals. Notice of the availability of the RFP is distributed to all appropriate vendors on the current list of potential vendors and is published in a local newspaper. The RFP is posted in its entirety on TWC Board's website. The RFP identifies at least the following: project duration; submission information; detailed description of all services solicited; targeted groups to be served; proposal evaluation criteria; and budget information requirements.

One-Stop Operator procurement will be conducted as a Request for Proposals (RFP) Under the direction of TWC Board any award from the RFP will include an option to renew for up to three additional one- year periods. The timetable for selection of a One-Stop Operator / WIOA Career Services provider(s) will be through a competitive process, and include procurement through sealed bids, and conducted in accordance with WIOA requirements.

### **Request for Proposal (RFP) Distribution:**

A notice regarding the availability of a *Request for Proposals* and, if scheduled, the date of the Bidders' Meeting is posted on TWC BOARD's website, [www.theworkforceconnection.org](http://www.theworkforceconnection.org).

Notice of the availability of an RFP and the Bidders' Meeting (if scheduled) may be sent to a list of potential bidders for the particular programming sought. Potential bidders may attend the Bidders' meeting. Potential bidders may download the RFP from TWC BOARD's website where all RFPs are posted prior to the bidders' meeting.

**Bidders' Meetings:**

Bidders' Meetings are often held to distribute and discuss the RFPs. (Whether or not a Bidders' Meeting is held usually depends on the complexity of the RFP, the programming changes being made, etc.) At the Bidders' meetings, staff 1) review selected area of the RFP, including, as applicable, the changes in the RFP from previous years; 2) discuss important topics relating to the programming sought (e.g., performance measures, budget development); and 3) answer initial questions. The questions/responses are then posted on TWC BOARD's website.

**Proposal Review and Evaluation:**

The proposal review process for Title I-B programming follows the *Proposal Evaluation* process identified below:

**A. Proposal Evaluators**

*Proposals will be evaluated by a team of Board members and community members who have no conflict of interest with any bidding organization. One team will review all proposals submitted in response to a specific Request for Proposals*

**B. Proposal Evaluation Review Levels**

**Level 1: Technical Review of Proposals**

Staff will perform a technical review of each proposal prior to their being distributed to a review team. The technical review will determine if the proposal is complete and meets all the submission guidelines stated in the Request for Proposals (RFP). Proposals that are incomplete or fail to meet all the submission guidelines stated in the RFP will be rejected. Bidders will be notified regarding the status of their proposals after the technical review. Bidders may appeal the technical review results. (The Board will accept only appeals relating to the technical review of a proposal.)

- a. TWC Board staff will notify bidders via e-mail of the results of the technical review of their proposals. Bidders may then request a debriefing of their proposal's technical review. TWC Board Executive Director or designee must receive this request via e-mail within two working days of the day the Bidder was e-mailed notification of the technical review results of their proposal.
- b. The debriefing will be held within two working days of TWC Board Executive Director's or designee's receipt of the bidder's request for a debriefing of their proposal's technical review.
- c. After the debriefing, the bidder will have three working days to present to TWC Board Executive Director or designee a written appeal of any aspect of their proposal's technical review.

- d. TWC Board Executive Director or designee will review the written appeal and make the final decision regarding any Board action on the appeal.
- e. The Bidder will be notified in writing within three working days of the Board Executive Director or designee's decision regarding the appeal.

**Level 2: Evaluation of Proposals by Review Team**

- a. The proposal review team members will receive information regarding the programming sought through the Request for Proposals, the proposal review process, and the use of the Evaluation Tool. A team facilitator will be responsible for assisting the team to reach consensus regarding each proposal's Evaluation Tool scoring and priority for funding.
- b. All team members will review all proposals using the Evaluation Tool. During this initial review, review team members may suggest a score in response to each item on the Evaluation Tool.
- c. Team members will meet and discuss each proposal, arriving at a consensus score for each item on the Evaluation Tool. The proposal Evaluation Score will be the total of all the item scores on the Evaluation Tool.

**Level 3: Evaluation of How Well Proposed Program Meets TWC BOARD's Strategic Objectives and Priorities**

- a. The review team will then discuss how well the proposed program meets one or more strategic objectives or strategic priorities of the Board and CEOs. Included in this discussion will be a consideration of the bidder's ability to deliver the proposed programming, past success in attaining the WIOA Performance Standards, service provision in relation to the total Boone, Winnebago, and Stephenson County area, connection/collaboration with the One-Stop Center/System, and the proposed program's ability to further TWC Board's strategic initiatives.
- b. Budgets, program size, and other aspects of a proposed program may be negotiated, as necessary. (RFPs will not contain budget limits or cost/per participant limits.) Review teams will consider the reasonableness of bidders' proposed budgets in relation to the proposed program and the funds available.
- c. The review team will then prepare its funding priority recommendations. Bidders will not necessarily be recommended for funding based on their Evaluation Score in relation to the Evaluation Scores of other bidders.

***C. TWC BOARD/CEO Action on the Recommendations of the Evaluation Teams:***

- 1. The funding priority recommendations of the Proposal Review Teams will be presented to the appropriate TWC Board Committee, who will then prepare funding recommendations for TWC Board and CEO action.

2. TWC Board and CEOs will take action on the program funding recommendations.
3. Bidders will be notified of the TWC Board/CEO action.
4. Bidders may contact the TWC Board Executive Director or designee and request a debriefing of their proposal's evaluation.

**D. *Cost/Price Analysis for Requests for Proposals:***

The Fiscal Manager will review all the proposals' budgets, performing a **cost/price analysis** (using a specific cost/price analysis instrument) for each proposed budget. Any concerns resulting from the cost/price analysis will be discussed with the review team when they meet to prepare funding priority recommendations.

**Purchasing Policies, Standards, and Procedures Small Purchase Procedures**

Small purchase procedures are used to secure services, equipment, or supplies. Any purchase of \$5000 or less requires no quotes from vendors. Purchases for equipment and services over \$5000 will require three written quotes. Equipment purchases over \$5000 must have prior approval from DCEO or Federal funding sources. For services over \$5000, a request for quotation or bids will be sent to potential bidders explaining the scope of the project along with due dates, etc.

Sole source procurement or by noncompetitive proposals is used only when the award of a contract is documented to be infeasible under small purchase procedures, sealed bids, or competitive proposals, and one of the following circumstances applies:

- The item(s) is available only from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The Federal or State awarding agency authorizes noncompetitive proposals in response to a written request from TWC BOARD; or
- After solicitation of a number of sources, competition is determined inadequate.

All procurement activities shall allow for open and free competition among potential vendors for services. Awards for contracts are made to vendors who can provide services that are the most advantageous to the workforce system regarding service, price, specific factors, and meeting the needs of the individuals served with funding that is under the purview of TWC Board.

TWC Board and/or CEO approval is not needed to purchase goods, services and equipment if the purchase is \$5,000 or less. Previously approved subscriptions, renewals or annual fees are excluded from TWC Board approval. The TWC Board Executive Director can authorize such purchases.

Any officer, employee, or agent of TWC Board or any of its contractors who is either (a) engaged in negotiations with a potential provider, (b) has arrangements concerning prospective employment with a potential contractor, or (c) has financial interest in a potential contractor may not participate in the review, award, or administration of a contract for a potential contractor. Such relationships constitute a conflict of interest.

**Procurement Procedures**

- A. The following procurement guidelines will be adhered to:

- Avoid purchasing unnecessary items.
  - Where appropriate, make an analysis of lease and purchase alternatives to determine which would be most economical and practical procurement using Federal funds.
  - Ensure that solicitations for goods and services provide for all of the following:
    - A clear and accurate description of the technical requirements for the material, product, or service to be procured--in competitive procurements, such a description shall not contain features which unduly restrict completion;
    - Requirements which the bidder/offeror must fulfill and all other factors to be used in evaluating bids or proposals;
    - A description, whenever feasible, of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards;
    - The specific features of "brand name or equal" descriptions that bidders are required to meet when such items are included in the solicitation;
    - Preference, to the extent practicable and economically feasible, for products and services that conserve natural resources and protect the environment and are energy efficient.
- B. Make positive efforts to use small businesses, minority-owned firms, and women's business enterprises, whenever possible.
- C. Use procuring instruments (e.g., fixed price contracts/agreements, cost reimbursable contracts/agreements, purchase orders, and performance-based contracts/agreements) that are appropriate for the particular procurement and for promoting the best interest of the program or project involved.
- D. Initiate contracts/agreements with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. (Consideration shall be given to such matters as contractor integrity, record of past performance, financial and technical resources or accessibility to other necessary resources.)
- E. On request, make available for the local, state or federal awarding agencies, pre-award review and procurement documents.

### **Cost/Price Analysis for Small Purchases**

Some form of cost or price analysis shall be made and documented in the procurement files in connection with every procurement action. Price analysis may be accomplished in various ways, including the comparison of price quotations submitted, market prices and similar indicators, together with discounts. Cost analysis is the review and evaluation of each element of cost to determine if it is reasonable, allowable and able to be allocated.

### **Procurement Records**

Procurement records and files for purchase in excess of the small purchase threshold shall include the following at a minimum:

1. Basis for contractor selection,
2. Justification for lack of competition when competitive bids or offers are not obtained, and
3. Basis for award cost or price.

**Action Required:** This information will be disseminated to organizations and individuals engaged in the purchases of goods and services using funds under the purview of The Workforce Connection Board (TWC Board).

**Inquiries:** Questions regarding any aspect of this Procurement Policy should be directed to the TWC Board Executive Director.

**Date Effective:** Immediately Upon Approval

**The Workforce Connection, Inc.**  
**STATEMENT OF CONFIDENTIALITY OF PROPOSAL INFORMATION**  
**For Proposal Reviewers**

**NAME:** \_\_\_\_\_

**STATEMENT OF CONFIDENTIALITY:**

As a member of the Review Committee for the One-Stop Operator / WIOA Career Services Proposal Review

process, I agree to the following terms:

- 1) Attest to no conflict of interest with any proposing for bidding entity;
- 2) The proper handling of bidders' information during the review process; and
- 3) Compliance with proper disposal of bidders' information after completion of the selection process.

**AFFIRMATION:** I have read The Workforce Connection, Inc.'s ***Procurement Policy*** and agree to the terms and conditions of confidentiality. I hereby affirm that I am not connected with any entity proposing or bidding under this procurement and that information contained in the proposals submitted by bidders will be maintained in a manner that is confidential so that no potential entity may use the information to their advantage to compete under the procurement developed or drafted specifications, requirements, statement of work, RFP's, or evaluated proposals. Upon completion of the selection decision, I will return all review documents / information to the board staff responsible for proper disposal of this information and any other materials related to the review process.

\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

# RECIPIENT CHECKLIST FOR DETERMINING IF THE ENTITY RECEIVING FUNDS HAS A CONTRACTOR OR SUBRECIPIENT RELATIONSHIP

This document is intended to help a recipient of federal funds make a judgment as to whether each agreement it makes, for the disbursement of federal program funds, casts the entity receiving the funds in the role of a subrecipient or a contractor. Based on 2 CFR Chapter I, Chapter II, Part 200 et al. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), issued by the U.S. Office of Management and Budget (OMB) on December 26, 2013, and effective for non-federal entities on December 26, 2014, the following information is intended for use by all non-federal entities.

## Important Terms:

**Recipient:** A non-federal entity that receives a federal award directly from a federal awarding agency to carry out an activity under a federal program. The term recipient does not include subrecipients. (See 2 CFR 200.86 of the Uniform Guidance.)

**Subrecipient:** A non-federal entity that receives a subaward for the purpose of carrying out part of a federal award. The subaward creates a federal assistance relationship with the subrecipient. (See 2 CFR 200.92 & .330 (a) of the Uniform Guidance.)

**Contractor:** A non-federal entity that receives a contract for the purpose of providing goods and services for the awarding non-federal entity's own use. The contract creates a procurement relationship with the contractor. The Uniform Guidance replaced the term "Vendor" with "Contractor." (See 2 CFR 200.22 & .330 (b) of the Uniform Guidance.)

**Instructions:** The "Characteristics" column in this checklist is based on language in the Uniform Guidance. The column lists characteristics that support the classification of a non-federal entity as a subrecipient or contractor. Since all of the characteristics listed may not be present in all cases, the Uniform Guidance recognizes that the recipient "...must use judgment in classifying each agreement as a subaward or a procurement contract." (2 CFR 200.330 (c).) In the "Explanations" column, AGA provides additional information to assist in answering the questions under "Characteristics." Answer each question by checking "yes" or "no" where indicated. Based on responses to the questions, a key provided at the end of each section will help in making a judgment as to whether a subrecipient or contractor relationship exists. White space is provided in between the "Characteristics" column and the "Explanation" column so that users can tailor this checklist to accommodate the unique aspects of various programs or jurisdictions.

**Note:** One check in a subrecipient box does not necessarily mean the entity is a subrecipient. A judgment should be based on the totality of responses.

Office \_\_\_\_\_

Entity receiving funds \_\_\_\_\_

Funding Source(s) \_\_\_\_\_

## Notes:

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# CHARACTERISTICS

# EXPLANATIONS

## Decision Making Authority

**200.330 a. 1** Determines who is eligible to receive what Federal assistance;

a. Does the entity determine who is eligible to participate in the federal program? Yes No

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**200.330 a.3** Has responsibility for programmatic decision making;

a. Does the entity have the ability to make decisions about how services will be delivered to participants, in accordance with federal programmatic requirements? Yes No

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**OR**

**200.330 b.4** Provides goods or services that are ancillary to the operation of the Federal program;

b. Does the entity provide goods or services for the recipient's own use? Yes No

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b. Does the entity provide services designated by the recipient to serve the recipient's participants without regard to specific federal programmatic requirements? Yes No

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If you selected "yes" to **EITHER** item **a**, this is an indicator of a subrecipient relationship.  
If you selected "yes" to **EITHER** item **b**, this is an indicator of a contractor relationship.

Subrecipient	Contractor

If the entity determines whether a participant meets a federal program's eligibility requirements for assistance, it is most likely a subrecipient.

A contractor may provide services to clients in a program after eligibility has been determined by the recipient.

If the entity has authority to make decisions regarding the delivery of service, operations, or types of assistance provided within the terms of the agreement, it is typically a subrecipient.

If the entity provides goods or services directly to the recipient or to program participants at the direction of the recipient and does not make programmatic decisions or adhere to program requirements, it is typically a contractor.

## Nature of Award

**200.330 a. 2** Has its performance measured in relation to whether objectives of a federal program were met;

a. Are the scope of work (or portion, if applicable) and terms and conditions of the agreement the same for the entity as they are for the recipient that received the federal funds? Yes No

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a. Is the entity carrying out completion of the goal of the grant (or part, if applicable) as stated in the federal award? Yes No

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**OR**

**200.330 b.5** Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons.

b. Does the recipient develop the scope of work and terms and conditions of the agreement to meet the recipient's needs? Yes No

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If you selected "yes" to **EITHER** item **a**, this is an indicator of a subrecipient relationship.  
If you selected "yes" to item **b**, this is an indicator of a contractor relationship.

Subrecipient	Contractor

## EXPLANATIONS

If the entity is providing a service for the recipient to meet the goal of the grant, it is a contractor; if the entity is providing a service that carries out a goal within the scope of the grant, it is a subrecipient. When a grant program contains multiple goals, it is possible for the recipient to complete part of the goals and for the entity to perform another part.

If the scope of the agreement is per the federal program terms/guidance, the entity is a subrecipient. A subrecipient may also provide programmatic or progress reports to ensure compliance with federal program requirements.

Conversely, if the scope of the agreement is per the recipient's terms and not federal program guidance, and if the recipient's oversight is governed only by the contract terms and conditions, it is a contractor.



**200.330 a.4** Is responsible for adherence to applicable Federal program requirements specified in the Federal award;

a. Funding to the entity depends on the entity's ability to best meet the objectives of the award. Although performance is measured against federal award objectives, the entity assumes little risk if the objectives are not met.

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

OR

**200.330 b.5** Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons.

b. The entity assumes financial risk if they fail to deliver the goods or services agreed upon.

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If you selected "yes" to item **a**, this is an indicator of a subrecipient relationship. If you selected "yes" to item **b**, this is an indicator of a contractor relationship.

Subrecipient	Contractor
<input type="checkbox"/>	<input type="checkbox"/>

If the funding is given to the entity with a purpose of completing the goal of the grant, the recipient will be required to ensure the entity adheres to federal grant program guidance. The recipient will also be required to monitor the activities of the entity per Uniform Guidance section 200.331. The entity assumes little risk should federal grant guidance not be met. The risk falls with the recipient.

If the recipient directs specific activities to be completed by the entity, by providing goods or services, the risk falls on the entity to deliver, per the agreement terms. In this case, the entity would not be required to adhere to the federal grant program requirements, just the terms and conditions in the agreement with the recipient.

Criteria for Selection

EXPLANATIONS

**200.330 a.5** In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.

a. Does the entity demonstrate a financial or public need for funding to carry out a project or provide a service?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

a. Will the entity be contributing match or other non-Federal funding in support of the award?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

a. Will the entity be reimbursed for only actual costs incurred?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

OR

**200.330 b.3** Normally operates in a competitive environment;

b. Were procurement policies applied in the selection of the entity?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

b. Was the entity's proposed price a factor in the selection process?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

b. Will the entity derive a profit from the agreement?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If you selected "yes" to **ANY** item **a**, this is an indicator of a subrecipient relationship. If you selected "yes" to **ANY** item **b**, this is an indicator of a contractor relationship.

Subrecipient	Contractor
<input type="checkbox"/>	<input type="checkbox"/>

If the entity was chosen because it has the best widgets or service for the price, it has a contractor relationship with the recipient. Typically, a procurement method is followed, such as a competitive bid or RFP process. In this type of agreement, the entity usually makes a profit by delivering this good or service to the recipient. Payments to contractors are typically made based on contract terms.

Conversely, if the entity was chosen because it was already providing a service within the guidelines of the grant program and wants to partner with the recipient to expand the delivery or assist in meeting the goal of the grant, it may be a subrecipient. Typically, the entity may not make a profit and may provide its own non-federal funding as match or cost sharing. The entity may have been chosen through an application process or an announcement of funding, as opposed to the procurement process described above. Payment to a subrecipient is generally based on actual expenses unless awarded on a fixed amount subaward (2 CFR 200.332). It is typical of subrecipients to submit budgets, financial reports, or copies of invoices to the recipient, to document activity.



**200.330 b.1** Provides the goods and services within normal business operations;

b. Is the entity's normal business to provide the goods or services being purchased in the agreement? Yes No

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**200.330 b.2** Provides similar goods or services to many different purchasers;

b. Does the entity provide the same goods or services to other organizations? Yes No

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If you selected "no" to **EITHER** item, it is an indicator of a subrecipient relationship. If you selected "yes" to **BOTH** items, it is an indicator of a contractor relationship.

Subrecipient	Contractor

If a federal program provides funding to modify public buildings for handicapped accessibility and the recipient provides funds to an entity to update the entity's building, per the terms of the award, then a subrecipient relationship exists.

Conversely, if the recipient hires an entity to update their own building to be handicapped accessible, then a contractor relationship exists.

**Determination**

EXPLANATIONS

**Final Determination**

Subrecipient	Contractor

Review all the entries and make an overall determination of the relationship. **Check the appropriate box in this section.**

**Determined by** \_\_\_\_\_ (enter name of person initially making decision) \_\_\_\_\_ (date)

**Approved by** \_\_\_\_\_ (enter name of person reviewing) \_\_\_\_\_ (date)

*Based on the relationship determined above, see additional guidance on requirements governing agreements.  
 Section 200.331 - "Requirements for pass-through entities," for subrecipient agreements  
 Section 200.317 through 200.326 - "Procurement Standards," for contractor agreements.*

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## **The Workforce Connection, Inc.**

### ***Policy Title: Selective Service***

**Policy Number: 2016-200-006, Change 3**

**Status: Active**

**Effective: March 19, 2024**

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#### **Purpose:**

The purpose of the Selective Service policy is to provide procedures for documenting and recording compliance with Selective Service requirements for participants (males between the ages of 18 to 26) in the WIOA Title I Adult, Dislocated Worker and Youth programs.

#### **References:**

- Section 3 of the Military Selective Service Act (MSSA); Public Law 99-661 (1986 amendment to MSSA) <https://www.govinfo.gov/content/pkg/STATUTE-100/pdf/STATUTE-100-Pg3816.pdf>
- WIOA Legislation and Rules and Regulations - section 189(h) <https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf>
- Illinois workNet ePolicy Chapter 5 Section 1.1.1, 1.1.2, 1.1.3, and 1.1.4 <https://apps.illinoisworknet.com/WIOAPolicy/Policy/Index/3>

#### **Background:**

Federal Law requires all male customers between the ages of 18 to 26 be in compliance with the Selective Service System in order to qualify to receive WIOA services.

#### **Responsible Party:**

Staff responsible for WIOA-funded Career Services for Adults and Dislocated Workers, and Youth services, must ensure each male customer between ages 18 to 26 years, has complied with the Selective Service System registration requirements.

#### **Definitions:**

MSSA - Military Selective Service Act

RSIL - Request for Status Information Letter

SIL - Status Information Letter

DCEO/SS Form #001 – Selective Service Verification Form, required by the Department of Commerce and Economic Opportunity, must be signed by the customers who are born male and maintained in the customer's file.

#### **Policy/Procedures:**

A. Prior to enrollment in any WIOA service, staff shall follow these policies and procedures to determine that all applicants, born male, ages 18 to 26 years, have registered with the Selective Service. The Selective Service website at [www.sss.gov](http://www.sss.gov) should be referenced to support participants through the registration and verification processes.

1. All males born on or after January 1, 1960, must present documentation showing

compliance with the Selective Service registration requirement to be eligible for WIOA services and must complete the *Selective Service Verification Form* (DCEO/SS Form #001).

2. Documentation/verification of registration will be in the participant's file.
3. Male WIOA program participants who turn 18 during program participation will be required to register with Selective Service within the 30 days following their 18<sup>th</sup> birthday for continued program participation. Youth Program participants will register by their 18th birthday.
4. If an individual customer has not complied with the MSSA requirements for registration, the decision regarding the customer's eligibility for WIOA services will be made by the Career Planner Supervisor in accordance with the guidance issued in DOLETA's *TGEL 11-11 Change 1 and Change 2* and DCEO's WIOA ePolicy. (Exception: Selective Service requirement is not an eligibility criterion for Trade customers).

The Career Planner Supervisor will make the determination regarding the individual's "non-knowing and non-willful failure to comply" with the Selective Service requirement. In cases of determining the "knowing and willful failure to comply" for the purpose of granting a *Locally Approved Selective Service Waiver*, the customer must request a *Status Information Letter* from Selective Service. Must complete Selective Service Verification Form-DCEO/SS Form #001.

A ***Locally Approved Selective Service Waiver*** may be issued only under circumstances in which time is a factor for enrolling a customer in services or training and the 4 to 6 weeks that the *Status Information Letter* will take to arrive may harm the customer's progress through the program.

- a) Justification for the earlier granting of the waiver must be documented and placed within the customer's case file.
- b) Upon arrival of the *Status Information Letter*, the supervisor must examine the letter to determine if the additional information gained through the *Status Information Letter eliminates* the possibility of a "non-knowing and non-willful failure to register."
- c) If the failure is deemed "not knowing and willful," then he may be granted the *Locally Approved Selective Service Waiver* and registered and enrolled in services or benefits.
- d) If the failure is deemed "knowing and willful," then he must be denied WIOA services. Any costs associated with services will be considered disallowed.
- e) Decisions will be made on a case-to-case basis.
- f) Documentation of the rationale for denying or accepting the applicant as a WIOA registrant must be retained in the participant's file.

*All WIOA services provided after the customer is determined to be non-compliant will be disallowed.*

5. Individuals denied services must be advised of available WIOA grievance procedures.

**Action Required:** This information must be disseminated to The Workforce Connection WIOA One-Stop Operator and all WIOA program directors/staff, partner agencies, sub-awardees, and contractors. All must be fully in compliance with this policy.

**Inquiries:** Questions regarding this policy should be directed to The Workforce Connection Executive Director

**Effective Date:**  
**Immediately upon Approval**

## **The Workforce Connection, Inc.**

**Policy Title: Handling and Protecting Personally Identifiable Information**

**Policy Number: 2016-200-07, Change 2**

**Status: Active**

**Effective: March 19, 2024**

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### **Purpose:**

To define the policies and procedures for *Handling and Protecting Personally Identifiable Information* (PII).

### **References:**

- Illinois workNet ePolicy Chapter 8 Section 8.2.2-8.2.9
- Illinois workNet ePolicy Chapter 10 Section 10.6.3
- OMB Memorandum Rules and Policies - Protecting PII - Privacy Act OMB Memorandum M-07-1616
- Privacy Act of 1974 - 5 U.S.C. § 552a
- U.S. Department of Labor Employment and Training Administration's Training and Employment Guidance Letter (TGEL) No. 39-11 (June 28, 2012)

### **Background:**

Under the Workforce Innovation and Opportunity Act (WIOA) and Trade Assistance Act (TAA), staff obtain personal and confidential information from individuals as part of eligibility determination and continuation of services. WIOA, TAA, and other federal and state regulations governing information sharing stipulate the implementation of confidentiality policies and procedures. It is the responsibility of all workforce professionals to protect the privacy of all applicants for program services, as well as the privacy of all participants receiving program services. The purpose of this policy is to describe the protections that must be in place to protect all personally identifiable information (PII) on applicants and participants including the requirements for the use, storage, and security of sensitive and confidential information, and the consequences for not adhering to these safeguards.

### **Local Policy**

All responsible parties will follow the Illinois workNet ePolicies as noted under References.

- Illinois workNet ePolicy Chapter 8 Section 8.2.2-8.2.9
- Illinois workNet ePolicy Chapter 10 Section 10.6.3

**Action Required:** This information should be disseminated to all responsible parties.

Responsible Party: TWC Board and Program Provider Subawardee(s)

**Inquiries:** Questions regarding this policy should be directed to The Workforce Connection, Inc. Executive Director

**Effective Date:** Immediately

## **The Workforce Connection, Inc.**

### **Policy Title: Medical Data and Information Collection**

### **Policy Number: 2016-400-03, Change 1**

### **Status: Active**

### **Effective: March 19, 2024**

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#### ***Purpose/Introduction:***

To define policies and procedures for collection and maintenance of medical data and information in files of Program applicants, registrants, eligible applicants/registrants, participants, program completers, employees, and applicants for employment.

#### **Background:**

Federal and State regulations were enacted to exclude sensitive medical data and information from case management system records.

#### **References:**

- Illinois workNet ePolicy Chapter 10 Section 10.6.3 Data Confidentiality  
<https://apps.illinoisworknet.com/WIOAPolicy/Policy/Index/423>
- Workforce Innovation and Opportunity Act of 2014 Section 188;
- US Department of Labor Regulations at 29 CFR Part 3; and
- The Americans with Disabilities Act.

#### **Policy/Procedures:**

- Generally, medical records will not be maintained; therefore, a case note indicating that the “necessary medical information” was obtained should be entered in the Illinois Workforce Development System (IWDS) and the actual paperwork sent to the school or employer requiring the information.
- If drug testing or a physical is required by an employer as a condition of employment, arrangements will be made with the clinic to have the results mailed directly to the employer.
- If drug screening or physical is required by a training provider to be accepted into the training program (e.g., a CDL training provider) results will be mailed to the training provider and a case note noting that drug test results were mailed to the training provider entered into IWDS.
- If medical information/documentation is necessary to determine eligibility, a copy of documentation will be placed in their separate medical file and maintained under strict control by the program agency management.
- If medical information/documentation is necessary to determine possible accommodation for individuals for job placement and / or training, such information will be given to the participant and not maintained by the program. A case note noting that such information was verified by the Career Planner will be entered into IWDS.
- In exceptional circumstances when medical information must be maintained, a separate

file will be established and maintained under strict control by the program agency management.

This policy should be distributed to all program staff, including sub-award program staff. Participant files will be reviewed by program supervisory staff to ensure compliance. A sampling of files will be reviewed by the EO Officer periodically to ensure compliance with this policy.

**Action Required:**

This information is to be disseminated to all The Workforce Connection, Inc. program providers, partner agencies, sub-awardees, contractors, and One Stop Operator(s).

**Inquiries:**

Questions regarding any aspect of this policy should be directed to The Workforce Connection, Inc.

**Effective Date:** Immediately

**The Workforce Connection, Inc.**

**Policy Title: Needs Related Payments**

**Policy Number: 2016-400-07, Change 1**

**Status: Active**

**Effective: March 19, 2024**

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**Purpose:**

To ensure the appropriate use of Needs Related Payments as an allowable supportive service for WIOA Adult and Dislocated Worker program participants.

**References:**

WIOA regulation § 680.930 – What are needs –related payments? <https://www.ecfr.gov/current/title-20/chapter-V/part-680/subpart-G/section-680.930>

WIOA regulation § 680.940 – What are the eligibility requirements for adults to receive needs-related payments? <https://www.ecfr.gov/current/title-20/chapter-V/part-680/subpart-G/section-680.940>

WIOA regulation § 680.950 – What are the eligibility requirements for dislocated workers to receive needs-related payments? <https://www.ecfr.gov/current/title-20/chapter-V/part-680/subpart-G/section-680.950>

WIOA regulation § 680.960 – May needs-related payments be paid while a participant is waiting to start training classes? <https://www.ecfr.gov/current/title-20/chapter-V/part-680/subpart-G/section-680.960>

WIOA regulation § 680.970 –How is the level of needs-related payments determined? <https://www.ecfr.gov/current/title-20/chapter-V/part-680/subpart-G/section-680.970>

**Applicable State Policy:**

Illinois workNet ePolicy, Chapter 7, Section 4.1

<https://apps.illinoisworknet.com/WIOAPolicy/Policy/Index/176>

**Background:**

Needs-Related Payments provide financial assistance for the purpose of enabling adults and dislocated worker program participants to participate in training services.

**Local Policy/Procedures:**

It is the policy of The Workforce Connection that Needs Related Payments will not be used to provide financial assistance for the purpose of enabling adults and dislocated worker program participants to participate in training services. Funding for Supportive Services will be used for this purpose.

**Action Required:**

This information should be disseminated to all responsible parties.

**Responsible Party:**

One Stop center program directors and staff responsible for WIOA funded programs must verify and document eligibility for Needs-Related Payments for Adults and Dislocated Worker program participants.

**Inquiries:**

Questions regarding this policy should be directed to The Workforce Connection Executive Director

**Effective Date:**

Immediately

## **The Workforce Connection, Inc.**

### **Policy Title: Work-Based Training**

### **Policy Number: 2016-500-01, Change 4**

### **Status: Active**

### **Effective: March 19, 2024**

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#### **Purpose:**

The purpose of the Work-Based Training policy is to maintain compliance with WIOA Title I Adult, Dislocated Worker and Youth programs and all other associated grants that utilize training agreements/contracts for Work-Based Training, including On-the-Job Training, Registered Apprenticeship training, Transitional Jobs, Customized Training, Work Experience, Pre-Apprenticeship Training, and Job Shadowing.

#### **References:**

- Illinois Department of Commerce and Economic Opportunity (DCEO) e-policy Chapter 7, All Sections and all Policy/References, Notices and Technical Assistance Resources attached to the ePolicy.

#### **Background:**

One of the types of Training Services available to WIOA customers is work-based learning (WBL) which allows them the potential to earn an income while gaining critical job skills. They benefit employers by meeting their demand for "work ready" skills (assessed on the job) as well as tailored technical skills. Not all educational experiences available to WIOA participants are classified as Training Services or occur under conditions similar to those outlined in the Training section of the policy manual. Work Experience can be used by the Customer to successfully complete their training goals. Various Work-Based Learning activities are available for Adults, Dislocated Workers and Youth under the Workforce Innovation and Opportunity Act. Activities identified as Work-Based Learning and addressed in this policy include On-the-Job Training, Registered Apprenticeship training, Transitional Jobs, paid or unpaid Work Experiences, Pre-Apprenticeship training, and Job Shadowing.

#### **Local Policy:**

##### **General Requirements for Participant Eligibility**

- Work-based training opportunities must be identified as an appropriate activity for program participants on the IEP or ISS.

##### **Work Experience and Transitional Jobs**

1. For paid work experiences and transitional jobs, WIOA will pay the participants' wages, related payroll taxes, worker's compensation, liability and benefits provided under the Illinois Department of Labor Paid Leave for All Workers Act 820 ILCS 192 and the Federal Fair Labor Standards Act..

<https://www.dol.gov/agencies/whd/flsa> Wages will be paid at the same entry-level rate that paid trainees or employees in the same or similar positions at the worksite. No position will be paid less than the State of Illinois established minimum wage.

2. Participants in work experience and transitional jobs will work 30 hours or less a week. The duration of the work experience and transitional job will be determined based on the expected outcomes; the Duration of a work experience or transitional job assignment will not exceed 360 hours. WIOA Youth program includes:
  - Work Experiences must include academic and occupational education.
  - WIOA Youth participants might participate in more than one work experience assignment over the duration of their program participation – i.e. summer employment, job shadowing, pre-apprenticeship programs (681.600) and may not exceed 360 hours per program participation.
3. The worksite supervisor is expected to provide supervision and training for participants, as well as monitor the progress and application of job readiness skills. The ratio of trainee to supervisor will not exceed 5 to 1.
4. Work Experience and Transitional Job participants are considered trainees. Therefore, staff developing such training opportunities must ensure adequate supervision at the worksites. A supervisor must be on-site at all times during the trainee's work hours.
5. **Worksite Approval and Monitoring:** Staff will pre-approve and monitor all worksites. They will visit the site at least 2 times during the Work Experience or Transitional Job. All visits will be documented on the evaluation forms as well as provide documentation on supervision and any issues or concerns.
6. The number of work experience or transitional job participants assigned per work site will not be greater than 51% of total employees at the worksite.
7. Future work experience or transitional job requests from worksites will be denied if those worksites have not honored the requirements set forth in previous worksite agreements.
8. Work Experience activity cannot directly promote or support political, religious or anti-religious activities nor may the participant support sectarian instruction or direct operations for religious worship. The contract or training agreements will confirm or indicate that "the responsibilities will not directly support sectarian instruction or direct operations for religious worship."
9. Programs will utilize the Work Experience Agreement and training plan established by the Illinois Department of Commerce and Economic Opportunity (Attachment A), in accordance with e-policy Chapter 7 Section 2.2.

#### **On-the-Job Training (OJT)\***

1. Representatives Authorized to Negotiate OJT Contracts:  
The Business Service Representatives of the provider of WIOA Individualized Career Services for WIOA Title I in LWIA 3 are authorized to negotiate OJT contracts on behalf of TWC, the Local Workforce Board.
2. Contract Period:  
The training program will generally not exceed a total of 1,040 full-time hours of actual training (the equivalent of full-time training for 6 months).
  - a) Training may exceed six (6) months if there are extenuating circumstances such as lengthy

illness, plant shutdown, holidays, etc. but total training hours will generally not exceed 1040. Any exceptions will be reviewed and approved by the TWC Board.

- b) An employee in OJT may work overtime hours, but overtime hours are not eligible for reimbursement.

Individuals selected for an OJT contract will not be placed in an occupation in which they have had prior experience unless some of the skills required are in a new area for which technology and skills have changed significantly enough to warrant additional training.

Reasonable tools, equipment, and clothing not provided by the employer on all OJT contracts may be provided by WIOA funds, based on the participant's need. The cost of tools, equipment, and clothing is pursuant to the Supportive Service policy. A reasonable attempt will be made to retrieve tools and equipment over if the participant has completed less than 4 weeks of OJT training. The participant will complete the form acknowledging receipt of the items and agree to return any and all tools and equipment.

3. Reimbursement for Training:

During the negotiation of an OJT contract, the training costs of the employer should be estimated by the LWIA and used as a basis for negotiating the percentage of the wage to be reimbursed during the training period.

The size of the business is determined by the location where the training will take place, or (in instances where training may occur offsite) the location to which the trainee reports.

When determining the negotiated reimbursement, the LWIA should consider the overall size of the company and its ability to pay for training without WIOA support, the total available funds for OJT programs, the number of employers interested in OJT programs, and other factors in order to maximize the impact of OJT funds

Employers must submit required documents on a monthly basis to the fiscal office and will be reimbursed for the regular hours a trainee actually worked up to 40 hours per week.

4. Evaluation:

OJT Employer Evaluation form, contract, and all monitoring documents are kept in the participant file.

OJT Agreements will be developed in accordance with IL DCEO e-policy Chapter 7 Section 2.2, utilizing the forms established by DCEO.

### **Customized Training**

1. Customized training is designed to meet the special requirements of an employer or group of employers.
2. The employer(s) must pay not less than 50 percent of the cost of the training based on the cost of the training and available funds.
3. Employer matching costs must be in cash, or in-kind, must be documented, and are subject to audit.
4. Customized training may be provided to WIOA program participants eligible for training services.

5. The employer (or group of employers) must commit to hire individuals who successfully complete the customized training program and trainees must agree to accept employment offers from the employer.
6. The employer groups will assist WIOA staff in identifying appropriate training providers. As appropriate, local procurement of training providers will occur.
7. An agreement between WIOA, the training provider, and the employer (or group of employers) will be finalized and signed prior to the start of training.
8. A customized training contract may also be written to train a customer who is already working for the employer (or group of employers) for which the customized training is being provided when the employee is not earning a self-sufficient wage. In this situation, customized training provided to a previously employed worker must elevate the employee to reach at least a self-sufficient wage through skill upgrade training that relates to either:
  - a. The introduction by the employer of new technologies;
  - b. The introduction to new production or service procedures; or
  - c. Upgrading to new jobs that require additional skills/workplace literacy.

### **Registered Apprenticeship**

1. Registered Apprenticeships are based on an “Earn and Learn” model. Registered Apprenticeship program sponsors can be Eligible Training Providers.
  - a. Employers who provide related instructions with Registered Apprenticeship programs can provide formal in-house instructions as well as on-the-job training at the worksite.
  - b. Employers can use an outside educational provider for classroom instruction. Employers can use two- or four-year post-secondary institutions, technical training schools or online courses for related instructions. The employer is the Eligible Training Provider and must identify its instructional provider.
  - c. For multiple-year apprenticeships, funding to cover the costs of related training will be negotiated and obligated by semester or applicable certification, but not more than six months at a time. Classroom training will not exceed the ITA cap..
2. On-the-job training Agreements and procedures will be utilized for the on-the-job training hours of the apprenticeship. For multiple-year apprenticeships, the total hours for reimbursement will be negotiated. Most OJT agreements will not exceed 1040 hours.

**Action Required:** This information should be disseminated to all WIOA One-Stop Operator program directors/staff responsible for developing Work-Based Training agreements on behalf of The Workforce Connection, such as business service employees, placement staff, career planners and other staff responsible for budgeting, vouchering and accounting.

**Responsible Party:**

Staff responsible for WIOA funded Work-Based Training opportunities and/or processes for enrolled participants must ensure all policies are followed.

**Inquiries:** Questions regarding this policy should be directed to The Workforce Connection Executive Director

**Effective Date:** Immediately

## **The Workforce Connection, Inc.**

**Policy Title: Incumbent Worker Training**

**Policy Number: 2016-500-02, Change 2**

**Status: Active**

**Effective: March 19, 2024**

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**Purpose/Introduction: The purpose of the Work-Based Training policy is to maintain compliance with WIOA Title I Adult, Dislocated Worker and Youth programs and all other associated grants that utilize training agreements/contracts for Incumbent Worker Training,**

**References:**

**WIOA ePolicy Chapter 7, Section 2 and all subsections**

**<https://apps.illinoisworknet.com/WIOAPolicy/Policy/Index/137>**

- WIOA ePolicy Chapter 7, Section 2.2.3 Incumbent Worker Training Policy
- WIOA ePolicy Chapter 7, Section 2.2.3.1 Incumbent Worker Definition
- WIOA ePolicy Chapter 7, Section 2.2.3.2 Employers Eligibility
- WIOA ePolicy Chapter 7, Section 2.2.3.3 Individuals Receiving IWT
- WIOA ePolicy Chapter 7, Section 2.2.3.4 General Requirements
- WIOA ePolicy Chapter 7, Section 2.2.3.5 Matching and Allowable Costs
- WIOA ePolicy Chapter 7, Section 2.2.3.6 Employer Agreement
- WIOA ePolicy Chapter 7, Section 2.2.3.7 IWT Program Application Process
- WIOA ePolicy Chapter 7, Section 2.2.3.8 Programmatic Reporting
- WIOA ePolicy Chapter 7, Section 2.2.3.9 Performance Requirements
- WIOA Section 3( 14-Customized Training)
- WIOA Section 134 (d)(4)
- 20 CFR 680.780, 680.790, 680.800, 680.810, 680.820, 680.210(b), and 682.320(b)(3)

**Background: Incumbent Worker Training (IWT) provides both workers and employers with the opportunity to build and maintain a quality workforce and increase both participants' and companies' competitiveness. It is a type of work-based training and upskilling designed to ensure that employees of a company can acquire the skills necessary to retain employment and advance within the company or to acquire the skills necessary to avert a layoff. Incumbent Worker Training is responsive to the special requirements of an employer or a group of employers in partnership with other entities for the purposes of delivering training to: Help avert potential layoffs of employees, or to increase the skill levels of employees so they can be promoted within the company and create backfill opportunities for the employers.**

**Local Policy/Procedures:**

LWIAs must consider the following factors when determining the eligibility of employers to receive funds:

1. The occupation(s) for which incumbent worker training is being provided must be in demand as defined by WIOA Section 3(23) and as determined by local workforce area-specific labor market information;

2. The industry to which the employer is assigned, as determined by its North American Industry Classification System (NAICS) code, must be in demand as defined by WIOA Section 3(23) and as determined by workforce development area-specific labor market information produced by ESD;
3. The employer must not have laid off workers within 12 months to relocate to Illinois from another state;
4. The employer must attest, in writing, that it is not delinquent in unemployment insurance or workers' compensation taxes, penalties, and/or interest.

**Training:**

- Training will be in occupations in a targeted sector as defined in the local plan.
- Skill Attainment will be skills that directly benefit the workers receiving the training by making them more qualified in their field of employment, and/or provide new skills for new product lines or processes.
- All training programs provided as part of an IWT project must be competitively procured by the Employer. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source, or, if after solicitation of a number of sources, competition is determined inadequate. If it is determined that there is more than one training provider for the specific training, three (3) quotes must be submitted as part of the application process.

**Employer Share of Training Costs:**

Employers participating in incumbent worker training are required to pay the non-WIOA (non-federal) share of the cost of providing training to their incumbent workers. The employer share is based on the size of the workforce (wages paid to the participant while in training can be included as part of that share) as follows:

- At least 10 percent of the cost for employers with 50 or fewer employees
- At least 25 percent of the cost for employers with 51 to 100 employees
- At least 50 percent of the cost for employers with more than 100 employees

Listed below are costs that may be reimbursed through the grant or used as a matching contribution.

- Instructor wages; include wages and benefits for instructors who are employed by the company.
- Tuition
- Training materials and supplies
- Fees required to complete training
- Training facility costs (off-site or on-site) (matching costs only)
- Cost for use of employer's equipment during training (matching costs only if the company is producing at less than full capacity)
- Fees for technical or professional certifications and/or licensures for incumbent workers as a direct result of the training received.

The Workforce Connection will not approve training costs exceeding \$10,000 of grant funds per employee. No exceptions will apply.

Funds for Incumbent Worker Training are based on funds available.

**Action Required:** This information should be disseminated to all The Workforce Connection, Inc. staff, fiscal agent staff, program service providers, partner agencies, sub-awardees, and contractors.

**Responsible Party:** The Business Account Managers and the Business Services Team will provide review and implementation of incumbent worker training projects and the Executive Director of The Workforce Connection must sign all contracts.

**Inquiries:** Questions regarding any aspect of this policy should be directed to The Workforce Connection Executive Director.

**Effective Date:** Immediately

## **The Workforce Connection, Inc.**

### **Policy Title: Eligible Training Provider Approval**

### **Policy Number: 2016-500-04, Change 3**

### **Status: Active**

### **Effective: March 19, 2024**

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#### **Purpose/Introduction:**

To provide Workforce Innovation and Opportunity Act (WIOA) requirements and procedures for Eligible Training Provider(s) (ETP) and Training Programs aligned with high growth/in-demand occupations in targeted industries. This policy outlines requirements for a training provider to be considered for initial and continued eligibility as well as for initial and continued eligibility of its training programs.

The Workforce Connection Inc. (TWC), the Local Workforce Innovation Board (LWIB) for Local Workforce Innovation Area 3 (LWIA3), hereinafter referred to as "TWC Board", has established this local policy to ensure compliance with WIOA policies issued by the Illinois Department of Commerce and Economic Opportunity (DCEO) and by local policies established by TWC Board.

#### **References:**

- Illinois workNet WIOA ePolicy Chapter 7, Section 3, 3.1 through 3.11:  
<https://apps.illinoisworknet.com/WIOAPolicy/Policy/Home>
  - ePolicy 7.3 Training Provider and Training Program Eligibility
    - Attachment A – Requirements for Training Program Eligibility and Continued Eligibility
  - ePolicy 7.3.1 Registered Apprenticeship Programs
  - ePolicy 7.3.2 Initial Eligibility of Training Providers
  - ePolicy 7.3.3 Out-Of-State Eligible Training Providers
  - ePolicy 7.3.4 Continued Eligibility Process for Training Providers
  - ePolicy 7.3.5 Training Provider or Training Program, Change in Information
  - ePolicy 7.3.6 Denial of Revocation of Eligibility of Training Providers
  - ePolicy 7.3.7 Notification and Appeal Procedures for Training Providers
  - ePolicy 7.3.8 Reinstatement on the Training Provider Statewide List
  - ePolicy 7.3.9 Performance Measures for Eligible Training Providers
  - ePolicy 7.3.10 Monitoring and Oversight of Eligible Training Providers
  - ePolicy 7.3.11 Enforcement of Eligible Training Providers Violations
  - TEGL NO. 8-19 WIOA ETP Eligibility
  - TEGL NO. 8-19, Change 1: Clarifications on Registered Apprenticeship Programs and National Registered Apprenticeship Programs as Eligible Training Providers
  - WIOA Notice No. 20-NOT-02 -Eligible Training Provider Reciprocal Agreement
  - WIOA Notice No. 20-NOT-02 –Change 1 - Eligible Training Provider Reciprocal Agreements
  - WIOA Notice No. 20-NOT-08, Change 2-Demand Occupation Training List with Attachments
  - WIOA Notice No. 20-NOT-08, Change 2 Attachment A – Demand Occupations Training List (DOTL) Final Policy Framework and List effective 10-18-2022
  - WIOA Notice No. 20-NOT-08, Change 2 Attachment B – DOTL Form 001 – Demand Occupation Petition Form-Fillable
  - WIOA Notice No. 20-NOT-08, Change 2 Attachment C – DOTL Form 001 – Demand Occupation Petition Form-Instructions

**Background:**

The Workforce Innovation and Opportunity Act (WIOA) requires all states to establish a procedure for Local Workforce Innovation Boards (LWIBs) to determine eligibility for training programs. Only eligible training providers and their eligible training programs will be included in the state's Eligible Training Provider List (ETPL). The requirements of this policy apply to all organizations providing Training Services to WIOA adults and dislocated workers. Providers of On-the-Job Training, Customized Training, Incumbent Worker Training, Internships, and paid or unpaid Work Experience opportunities, or transitional employment shall not be subject to the requirements of this policy. The WIOA statute and the Final Rule distinguish between Eligible Training Providers (ETPs) and programs of study, as one (1) ETP may provide multiple programs of study for a variety of occupations. Each provider's programs of study are subject to the eligibility requirements in WIOA and the regulations.

The Board has established additional local policy found herein.

**Definitions:** Illinois workNet WIOA ePolicy Chapter 7, Section 3, 3.1 through 3.11

**Policy:** Illinois workNet WIOA ePolicy Chapter 7, Section 3, 3.1 through 3.11

**Additional Local Policy as Required:**

Pursuant to the option provided for in the Illinois workNet WIOA ePolicy referenced herein, The Board has granted authority to a committee of two (2) or more individuals to review providers and programs and to provide conditional approval of initial and continued provider and program eligibility. The Program Review Team will establish a rubric to impartially review the programs. Conditional approval allows the provider and program to be deemed eligible until such a time as The Board can review and approve the determination of eligibility.

**Procedures:** Illinois workNet WIOA ePolicy Chapter 7, Section 3, 3.1 through 3.11

**Action Required:** This information must be disseminated to all responsible parties.

**Responsible Party:** TWC Board and Program Provider Subawardee(s)

**Inquiries:** Questions regarding any aspect of this policy should be directed to The Workforce Connection, Inc. Executive Director.

**Effective Date:**

***Immediately upon Board approval***



Training Provider/Program Approvals & Re-Approvals  
3-19-24 TWC Board/CEO Meeting

		LWIAS Data - Last Full Program Year										PROVIDER Data - Last Full School Year										LWIAS				ILLINOIS						
OINET Code	Re-Certification Date (if applicable)	SOL	Provider	Provider meets WDA Eligibility Requirements	OINET Code Title	Program	LWIAS WDA Participants Enrolled	LWIAS WDA Participants Completion Percentage	LWIAS WDA Participants Placement Rate	PROVIDER All Students Enrolled	PROVIDER All Students Completion Percentage	PROVIDER All Students Placement Rate	PROVIDER Employer Partnerships	Approval/Re-Approval	Program Cost	Business, Management, Marketing and Related Support Services	Industry	Credential	Certification/Degree	OP Code	LWIAS (Ocup) Total AAD	LWIAS (Ocup) Growth	Entry Hour	Entry Annual	LWIAS WCL Median Hourly	LWIAS WCL Median Annual	Exp Hourly	Exp Annual	Total Annual Average Job Openings	Aug Ann. Job Opening Due to Growth	Median Wage Hourly	Median Wage Annual
							0	0	0	380	51.3%	69%									26,130	26,130	26,130	157	15	\$ 16.30	\$ 33,916	\$ 22.22	\$ 46,207	\$ 26.42	\$ 54,964	6,751
13-2011	01/18/2024	4	Rasmussen College	■	Bookkeeping, Accounting, and Auditing Clerks	Accounting AAS	0	0	0	146	47.3%	81%	None Reported	Re-Approval	28,929	Business, Management, Marketing and Related Support Services	Degree	Associates Degree	520301	87	8	\$ 22.74	\$ 47,298	\$ 30.79	\$ 64,036	\$ 38.99	\$ 81,102	5,468	568	\$ 37.16	\$ 77,305	
13-2051	01/18/2024	6	Rasmussen College	■	Financial and Investment Analysts	Same program as above - this line is for a 2nd Oinet code	0	0	0	0	0	0	None Reported	Re-Approval	28,929	Business, Management, Marketing and Related Support Services	Degree	Bachelors Degree	520301	87	8	\$ 22.74	\$ 47,298	\$ 30.79	\$ 64,036	\$ 38.99	\$ 81,102	5,468	568	\$ 37.16	\$ 77,305	
11-1021	01/18/2024	6	Rasmussen College	■	General and Operations Managers	Business Management - BS	0	0	0	263	30.0%	67%	None Reported	Re-Approval	29,433	Business, Management, Marketing and Related Support Services	Degree	Bachelors Degree	520398	287	24	\$ 23.27	\$ 48,416	\$ 41.30	\$ 85,914	\$ 67.19	\$ 139,744	11,820	1,259	\$ 47.71	\$ 99,232	
11-2021	01/18/2024	6	Rasmussen College	■	Marketing Managers	Same program as above - this line is for a 2nd Oinet code	0	0	0	0	0	0	None Reported	Re-Approval	29,433	Business, Management, Marketing and Related Support Services	Degree	Bachelors Degree	520203	36	3	\$ 32.28	\$ 67,134	\$ 51.78	\$ 107,717	\$ 71.45	\$ 148,613	2,116	201	\$ 63.74	\$ 132,589	
11-2021	01/18/2024	6	Rasmussen College	■	Marketing Managers	Business Management AAS	1	0	0	999	42.3%	68%	None Reported	Re-Approval	29,130	Business, Management, Marketing and Related Support Services	Degree	Associates Degree	520201	36	3	\$ 32.28	\$ 67,134	\$ 51.78	\$ 107,717	\$ 71.45	\$ 148,613	2,116	201	\$ 63.74	\$ 132,589	
15-1252	01/18/2024	6	Rasmussen College	■	Software Developers	Computer Science BS	0	0	0	58	37.9%	73%	None Reported	Re-Approval	28,929	Computer and Information Sciences and Support Services	Degree	Bachelors Degree	110701	76	13	-	-	-	-	-	-	6,256	1,164	-	-	
15-1212	01/18/2024	1	Rasmussen College	■	Information Security Analysts	Cyber Security BS	0	0	0	57	49.1%	79%	None Reported	Re-Approval	28,929	Computer and Information Sciences and Support Services	Degree	Bachelors Degree	111003	-	-	\$ 27.22	\$ 56,621	\$ 39.18	\$ 81,485	\$ 47.62	\$ 99,051	428	103	\$ 54.18	\$ 112,681	
15-1299	01/18/2024	1	Rasmussen College	■	Computer Occupations, All Other	Same program as above - this line is for a 2nd Oinet code	0	0	0	0	0	0	None Reported	Re-Approval	28,929	Computer and Information Sciences and Support Services	Degree	Bachelors Degree	111003	14	1	\$ 24.10	\$ 50,142	\$ 37.06	\$ 77,090	\$ 50.19	\$ 104,383	943	70	\$ 45.42	\$ 94,466	
11-3021	01/18/2024	6	Rasmussen College	■	Computer and Information Systems Manager	Data Analytics - Bachelor's Degree	0	0	0	22	36.4%	86%	None Reported	Re-Approval	28,929	Computer and Information Sciences and Support Services	Degree	Bachelors Degree	110401	28	2	\$ 41.31	\$ 85,624	\$ 62.21	\$ 129,405	\$ 79.02	\$ 158,120	1,828	174	\$ 78.01	\$ 162,269	
13-2051	01/18/2024	6	Rasmussen College	■	Finance and Investment Analysts	Finance Bachelors	0	0	0	33	45.5%	79%	None Reported	Re-Approval	28,929	Business, Management, Marketing and Related Support Services	Degree	Bachelors Degree	520601	28	2	\$ 41.31	\$ 85,624	\$ 62.21	\$ 129,405	\$ 79.02	\$ 158,120	1,828	174	\$ 78.01	\$ 162,269	
11-9111	01/18/2024	6	Rasmussen College	■	Medical and Health Services Managers	Health Information Management BS	1	0	0	61	39.3%	89%	None Reported	Re-Approval	28,929	Health Related Knowledge and Skills	Degree	Bachelors Degree	540199	47	11	\$ 36.28	\$ 75,463	\$ 50.52	\$ 105,093	\$ 72.28	\$ 150,301	1,599	380	\$ 51.94	\$ 108,046	
11-9111	01/18/2024	6	Rasmussen College	■	Medical and Health Services Managers	Healthcare Management BS	1	0	0	137	29.9%	78%	None Reported	Re-Approval	28,929	Health Professions and Related Programs	Degree	Bachelors Degree	510708	47	11	\$ 36.28	\$ 75,463	\$ 50.52	\$ 105,093	\$ 72.28	\$ 150,301	1,599	380	\$ 51.94	\$ 108,046	
13-1151	01/18/2024	6	Rasmussen College	■	Training and Development Specialists	Human Resources and Organizational Leadership Bachelors	0	0	0	366	63.1%	50%	None Reported	Re-Approval	29,399	Business, Management, Marketing and Related Support Services	Degree	Associates Degree	521001	25	1	\$ 19.77	\$ 41,136	\$ 28.67	\$ 59,632	\$ 36.19	\$ 75,284	1,149	94	\$ 32.23	\$ 67,038	
13-1151	01/18/2024	6	Rasmussen College	■	Training and Development Specialists	Human Resources and Organizational Leadership Bachelors	0	0	0	189	45.5%	67%	None Reported	Re-Approval	28,929	Business, Management, Marketing and Related Support Services	Degree	Bachelors Degree	521001	25	1	\$ 19.77	\$ 41,136	\$ 28.67	\$ 59,632	\$ 36.19	\$ 75,284	1,149	94	\$ 32.23	\$ 67,038	
15-1232	01/18/2024	5	Rasmussen College	■	Computer User Support Specialists	Information Technology - Associate's Degree	0	0	0	172	26.7%	58%	None Reported	Re-Approval	29,335	Computer and Information Sciences and Support Services	Degree	Associates Degree	111006	28	1	\$ 18.02	\$ 37,466	\$ 24.50	\$ 50,997	\$ 33.43	\$ 69,533	1,539	81	\$ 27.93	\$ 58,103	
15-1211	01/18/2024	6	Rasmussen College	■	Computer Systems Analyst	Information Technology Management Bachelors	0	0	0	37	37.8%	88%	None Reported	Re-Approval	28,929	Computer and Information Sciences and Support Services	Degree	Bachelors Degree	111001	33	1	\$ 30.41	\$ 63,250	\$ 39.40	\$ 81,941	\$ 60.17	\$ 124,343	2,300	129	\$ 49.48	\$ 102,860	
11-2021	01/18/2024	6	Rasmussen College	■	Marketing Managers	Marketing - Bachelor's Degree	0	0	0	70	42.9%	79%	None Reported	Re-Approval	28,929	Business, Management, Marketing and Related Support Services	Degree	Bachelors Degree	521401	36	3	\$ 32.28	\$ 67,134	\$ 51.78	\$ 107,717	\$ 71.45	\$ 148,613	2,116	201	\$ 63.74	\$ 132,589	
11-2021	01/18/2024	6	Rasmussen College	■	Marketing Managers	Marketing AAS	2	0	0	151	49.0%	40%	None Reported	Re-Approval	29,399	Business, Management, Marketing and Related Support Services	Degree	Associates Degree	521401	36	3	\$ 32.28	\$ 67,134	\$ 51.78	\$ 107,717	\$ 71.45	\$ 148,613	2,116	201	\$ 63.74	\$ 132,589	
31-9092	01/18/2024	4	Rasmussen College	■	Medical Assistants	Medical Assisting Diploma	0	0	0	75	50.7%	85%	None Reported	Re-Approval	17,054	Health Professions and Related Programs	Diploma	Diploma	910710	105	11	\$ 17.01	\$ 35,365	\$ 18.81	\$ 39,133	\$ 20.29	\$ 42,201	2,955	247	\$ 19.61	\$ 40,785	
43-6013	01/18/2024	4	Rasmussen College	■	Medical Secretaries and Administrative Assistants	Medical Billing and Coding Certificate	0	0	0	719	38.9%	59%	None Reported	Re-Approval	11,734	Health Professions and Related Programs	Industry Recognized Certificate	Certificate-Rasmussen	910000	75	3	\$ 16.51	\$ 34,337	\$ 18.03	\$ 37,489	\$ 19.69	\$ 40,944	2,132	84	\$ 19.37	\$ 40,293	
15-1244	01/18/2024	6	Rasmussen College	■	Network and Computer Systems Administrators	Network Systems Administration - Associate's Degree	0	0	0	179	26.3%	60%	None Reported	Re-Approval	29,335	Computer and Information Sciences and Support Services	Degree	Associates Degree	111001	11	-	\$ 27.91	\$ 58,060	\$ 39.51	\$ 82,187	\$ 48.51	\$ 100,962	804	37	\$ 42.72	\$ 88,862	
29-2052	01/18/2024	4	Rasmussen College	■	Pharmacy Technicians	Pharmacy Technician Certificate	0	0	0	303	25.1%	58%	None Reported	Re-Approval	12,682	Health Professions and Related Programs	Industry Recognized Certificate	Certificate-Rasmussen	910608	37	1	\$ 15.60	\$ 32,438	\$ 18.60	\$ 38,693	\$ 21.06	\$ 43,804	1,750	228	\$ 19.16	\$ 39,848	
15-1252	01/18/2024	6	Rasmussen College	■	Software Developers	Software Application Development AAS	0	0	0	160	17.5%	33%	None Reported	Re-Approval	29,335	Engineering/Engineering-Related Technologies/Technicians	Degree	Associates Degree	140603	78	13	-	-	-	-	-	-	6,256	1,164	-	-	
11-2051	01/18/2024	6	Rasmussen College	■	Industrial Production Managers	Supply Chain and Logistics Management Bachelor's degree	0	0	0	9	38.5%	93%	None Reported	Re-Approval	28,929	Business, Management, Marketing and Related Support Services	Degree	Bachelors Degree	520203	36	2	\$ 39.80	\$ 82,790	\$ 50.16	\$ 104,320	\$ 63.12	\$ 131,284	816	80	\$ 64.28	\$ 132,888	
29-2055	01/18/2024	1	Rasmussen College	■	Surgical Technologists	Surgical Technologist - Associate's Degree	0	0	0	70	48.6%	100%	None Reported	Re-Approval	29,609	Health Professions and Related Programs	Degree	Associates Degree	910909	10	-	\$ 21.66	\$ 45,049	\$ 24.27	\$ 50,475	\$ 30.01	\$ 62,421	317	29	\$ 25.89	\$ 53,839	
15-1254	01/18/2024	3	Rasmussen College	■	Web Developers	Web Programming - AAS	0	0	0	9	15.4%	40%	None Reported	Re-Approval	28,929	Computer and Information Sciences and Support Services	Degree	Associates Degree	110801	7	1	-	-	-	-	-	-	548	49	-	-	
31-9092	New Program submitted to WDS	4	Rasmussen College	■	Medical Assistants	Health Sciences - Associate of Applied Science Degree	N/A	N/A	N/A	555	37.0%	73%	None Reported	New Approval	32,209	Health Professions and Related Programs	Degree	Associates Degree	910000	105	11	\$ 17.01	\$ 35,365	\$ 18.81	\$ 39,133	\$ 20.29	\$ 42,201	2,955	247	\$ 19.61	\$ 40,785	
43-6013	01/18/2024	4	Rasmussen College	■	Medical Secretaries and Administrative Assistants	Same program as above - this line is for a 2nd Oinet code	0	0	0	719	38.9%	59%	None Reported	Re-Approval	11,734	Health Professions and Related Programs	Industry Recognized Certificate	Certificate-Rasmussen	910000	75	3	\$ 16.51	\$ 34,337	\$ 18.03	\$ 37,489	\$ 19.69	\$ 40,944	2,132	84	\$ 19.37	\$ 40,293	
29-2052	01/18/2024	4	Rasmussen College	■	Pharmacy Technicians	Same program as above - this line is for a 2nd Oinet code	0	0	0	303	25.1%	58%	None Reported	Re-Approval	12,682	Health Professions and Related Programs	Industry Recognized Certificate	Certificate-Rasmussen	910608	37	1	\$ 15.60	\$ 32,438	\$ 18.60	\$ 38,693	\$ 21.06	\$ 43,804	1,750	228	\$ 19.16	\$ 39,848	
31-9011	01/10/2024	5	Rock Valley College	■	Massage Therapists	Massage Therapy Certificate	2	1	0	13	93%	6	self-employed and area massage clinics	Re-Approval	11,000	Health Professions and Related Programs	Industry Recognized Certificate	Certificate-RVC	913501	19	2	\$ 20.71	\$ 43,077	\$ 28.70	\$ 59,706	\$ 35.62	\$ 74,099	898	138	\$ 30.59	\$ 63,637	
31-9092	04/08/2024	4	Rock Valley College	■	Medical Assistants	Medical Assistant AAS	0	0	0	4	New program started fall of 2022. No data available per provider.	6	Mercy, Crusader, OSF, UW Health	Re-Approval	10,500	Health Professions and Related Programs	Degree	Associates Degree	910801	105	11	\$ 17.01	\$ 35,365	\$ 18.81	\$ 39,133	\$ 20.29	\$ 42,201	2,955	247	\$ 19.61	\$ 40,785	
13-2011	01/10/2024	6	Rockford University	■	Accountants and Auditors	Accounting Studies Bachelors Completion BSAS	0	0	0	22	Not Tracked	Not Tracked	None Reported	Re-Approval	35,400	Business, Management, Marketing and Related Support Services	Degree	Associates Degree	520301	97	8	\$ 22.74	\$ 47,298	\$ 30.79	\$ 64,036	\$ 38.99	\$ 81,102	5,468	568	\$ 37.16	\$ 77,305	
13-1111	01/10/2024	6	Rockford University	■	Management Analysts	Bachelor of Science in Management Studies (BSMS)	0	0	0	48	Not Tracked	Not Tracked	None Reported	Re-Approval	46,900	Business, Management, Marketing and Related Support Services	Degree	Bachelor's & Master's Degree	520201	48	4	\$ 25.83	\$ 53,731	\$ 38.68	\$ 80,865	\$ 65.68	\$ 136,005	4,398	466	\$ 50.17	\$ 104,344	
29-1141	09/26/2023	6	Saint Anthony College of Nursing	■	Registered Nurses	Nursing - B.S.N. (last two years of B.S.N.)	0	0	0	157	75%	100%	OSF	Re-Approval	54,704	Health Professions and Related Programs	Degree	Bachelors Degree	913801	253	16	\$ 29.67	\$ 61,720	\$ 37.71	\$ 78,432	\$ 42.66	\$ 88,773	7,870	625	\$ 39.43	\$ 82,011	



**THE WORKFORCE CONNECTION BOARD**  
**ACTION FORM**

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**Agenda/Action Item: Mid-Year Budget Modification for Program Year 2023 (7/01/23-6/30/24) Approval**

**Date:** March 19, 2024

**Point of Contact:** Dan White, Fiscal Manager

**Email:** DWhite@TheWorkforceConnection.org

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Motion: To approve the Mid-Year Budget Modification for Program Year 2023 (7/1/23-6/30/24)

Background Information

The preliminary budget for Program Year 2023 (July 1, 2023 – June 30, 2024) was developed and approved by the Board and CEOs in June 2023. Each year a budget modification is completed mid-year to account for actual year-to-date activity, new grants received, and redistribute unused dollars to best utilize the resources.

Summary of PY23 Budget Modification Funding Sources and Planned Expenditures compared to the Preliminary Budget as included in the agenda packet.

**Action Taken:**

**Approved**     **Not approved**                       **Amended as follows:**

**The Workforce Connection Board**  
**Finance Committee**  
**For the Boone, Stephenson & Winnebago Counties Workforce Area**

**Summary of Budget Modification**

**Background Information**

The preliminary budget for Program Year 2023 (July 1, 2023 – June 30, 2024) was developed and approved by the Board and CEOs in June 2023. Each year a budget modification is completed mid-year to account for actual year-to-date activity, new grants received, and redistribute unused dollars to best utilize the resources.

Summary of PY23 Budget Modification Funding Sources and Planned Expenditures compared to the Preliminary Budget:

<u>Funding Sources</u>	<u>PY23 Budget Modification</u>	<u>PY23 Preliminary Budget</u>	<u>Increase (Decrease)</u>	<u>% Change</u>
WIOA Formula Allocations	\$5,232,590	\$5,232,590	\$0	0%
Prior Year Carry In	\$873,345	\$800,000	\$73,345	9%
JTED Grant	\$177,600	\$96,700	\$80,900	84%
Apprenticeship Grant	\$128,000	\$0	\$128,000	100%
Supplemental Funding Grant	\$87,408	\$0	\$87,408	100%
QUEST National Emergency Grant	\$929,600	\$512,400	\$417,200	81%
State Emergency Grant	\$200,700	\$414,300	(\$213,600)	-52%
Trade Grant	\$3,887,800	\$1,830,000	\$2,057,800	112%
AAR General Revenue Grant	\$199,041	\$0	\$199,041	100%
<u>Other Sources</u>	<u>\$5,500</u>	<u>\$3,000</u>	<u>\$2,500</u>	<u>83%</u>
<b>Totals</b>	<b>\$11,721,584</b>	<b>\$8,888,990</b>	<b>\$2,832,594</b>	<b>32%</b>

<u>Planned Expenditures</u>	<u>PY23 Budget Modification</u>	<u>PY23 Preliminary Budget</u>	<u>Increase (Decrease)</u>	<u>% Change</u>
Board/Staff Costs	\$843,921	\$715,892	\$128,029	18%
Subawards	\$3,110,075	\$2,837,342	\$272,733	10%
Training Costs(includes Work Experience & Support Services)	\$7,014,044	\$4,711,002	\$2,303,042	49%
<u>Carryover into Next Year</u>	<u>\$754,444</u>	<u>\$626,254</u>	<u>\$128,190</u>	<u>20%</u>
<b>Totals</b>	<b>\$11,722,484</b>	<b>\$8,890,490</b>	<b>\$2,831,994</b>	<b>32%</b>

The total increase to training funds is distributed as follows:

\$61,181	Training for Individuals – Adult
\$9,671	Training for Individuals – Dislocated Worker (DW)
\$254,700	Training for Individuals – QUEST National DW
(\$47,600)	Training for Individuals – State Emergency
\$1,730,250	Training for Individuals – Trade
\$232,149	Training for Individuals – JTED
(\$330)	Training for Individuals – Youth
\$11,321	Incumbent Worker Training
\$0	OJT/WEX – Adult
\$5,000	OJT/WEX – Dislocated Worker (DW)
\$62,300	OJT/WEX - QUEST National DW
(\$23,200)	OJT/WEX – State Emergency DW
\$7,600	OJT/WEX – Trade
\$0	<u>OJT/WEX - Youth</u>
\$2,303,042	<b>Totals</b>

**The Workforce Connection, Inc**  
**Program Year 2023 Budget Modification with Comparisons**

**Funding Sources**

	PY23		PY23		PY22		PY21		PY20	
	Budget		Preliminary		Budget		Budget		Budget	
	Modification		Budget		Budget		Budget		Budget	
<b>Administrative</b>										
Formula Allocation	\$	523,257	\$	523,257	\$	412,359	\$	473,460	\$	551,563
Prior Year Formula Allocation Carryover	\$	192,910	\$	205,000	\$	410,930	\$	394,086	\$	240,522
Transfer from/to Admin	\$	(100,000)	\$	(100,000)	\$	(200,000)	\$	(100,000)	\$	(100,000)
Service Integration Grant	\$	-	\$	-	\$	-	\$	200	\$	2,400
JTED Grant	\$	1,200	\$	1,500	\$	1,500	\$	-	\$	-
Apprenticeship Navigator Grant	\$	6,500	\$	-	\$	-	\$	200	\$	6,000
Supplemental Grant	\$	3,228	\$	-	\$	-	\$	-	\$	-
QUEST National Emergency (1N) Grant	\$	27,100	\$	15,000	\$	19,000	\$	-	\$	-
National Emergency (1N) Grant	\$	-	\$	-	\$	1,200	\$	3,000	\$	2,350
AAR General Revenue Grant	\$	12,668	\$	-	\$	38,400	\$	35,000	\$	-
State Emergency Grants (1E & 1EC)	\$	4,500	\$	2,400	\$	3,500	\$	-	\$	2,000
Trade Grants	\$	40,000	\$	20,000	\$	18,500	\$	600	\$	-
	\$	711,363	\$	667,157	\$	705,389	\$	806,546	\$	704,835
<b>Special Grants</b>										
Service Integration Grant	\$	-	\$	-	\$	-	\$	21,500	\$	64,502
JTED Grant	\$	176,400	\$	95,200	\$	160,400	\$	-	\$	-
Apprenticeship Navigator Grant	\$	121,500	\$	-	\$	-	\$	25,000	\$	120,265
Supplemental Grant	\$	84,180	\$	-	\$	-	\$	-	\$	-
AAR General Revenue Grant	\$	186,373	\$	-	\$	2,824,800	\$	2,565,000	\$	-
Other Miscellaneous Grants/Funding Sources	\$	5,500	\$	3,000	\$	8,300	\$	8,000	\$	52,234
	\$	573,953	\$	98,200	\$	2,993,500	\$	2,619,500	\$	237,001
<b>Adult</b>										
Formula Allocation	\$	1,504,161	\$	1,504,161	\$	1,177,407	\$	1,354,302	\$	1,595,411
Prior Year Formula Allocation Carryover	\$	506,614	\$	430,000	\$	588,430	\$	796,145	\$	427,244
Transfer from Dislocated Worker	\$	1,100,000	\$	1,100,000	\$	1,100,000	\$	1,250,000	\$	750,000
Transfer from/to Admin	\$	61,000	\$	55,000	\$	122,000	\$	61,000	\$	48,000
	\$	3,171,775	\$	3,089,161	\$	2,987,837	\$	3,461,447	\$	2,820,655
<b>Youth</b>										
Formula Allocation	\$	1,553,631	\$	1,553,631	\$	1,218,074	\$	1,397,136	\$	1,652,723
Prior Year Formula Allocation Carryover	\$	129,430	\$	135,000	\$	345,820	\$	321,291	\$	269,052
Transfer from/to Admin	\$	33,000	\$	33,000	\$	66,000	\$	33,000	\$	33,000
	\$	1,716,061	\$	1,721,631	\$	1,629,894	\$	1,751,427	\$	1,954,775
<b>Dislocated Worker/TAA</b>										
Formula Allocation	\$	1,651,541	\$	1,651,541	\$	1,315,763	\$	1,509,718	\$	1,715,954
Prior Year 1D Formula Allocation Carryover	\$	44,391	\$	30,000	\$	234,223	\$	420,570	\$	270,826
Transfer to Adult	\$	(1,100,000)	\$	(1,100,000)	\$	(1,100,000)	\$	(1,250,000)	\$	(750,000)
Transfer from/to Admin	\$	6,000	\$	12,000	\$	12,000	\$	6,000	\$	19,000
State Emergency Grants (1E & 1EC)	\$	196,200	\$	411,900	\$	366,900	\$	-	\$	66,800
QUEST National Emergency (1N) Grant	\$	902,500	\$	497,400	\$	563,500	\$	-	\$	-
National Emergency (1N) Grant	\$	-	\$	-	\$	95,000	\$	481,800	\$	280,850
Trade Grants	\$	3,847,800	\$	1,810,000	\$	1,758,000	\$	13,000	\$	-
	\$	5,548,432	\$	3,312,841	\$	3,245,386	\$	1,181,088	\$	1,603,430
<b>Total Funding Sources</b>	<b>\$</b>	<b>11,721,584</b>	<b>\$</b>	<b>8,888,990</b>	<b>\$</b>	<b>11,562,006</b>	<b>\$</b>	<b>9,820,008</b>	<b>\$</b>	<b>7,320,696</b>

**Administrative Funding Sources & Planned Expenditures**

	PY23 Budget Modification	PY23 Preliminary Budget	PY22 Budget	PY21 Budget	PY20 Budget
<b>Funding Sources</b>					
New Program Year Formula Allocation	\$ 523,257	\$ 523,257	\$ 412,359	\$ 473,460	\$ 551,563
Prior Year Formula Allocation Carryover	\$ 192,910	\$ 205,000	\$ 410,930	\$ 394,086	\$ 240,522
Incentive Funds	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer from/to Admin	\$ (100,000)	\$ (100,000)	\$ (200,000)	\$ (100,000)	\$ (100,000)
Service Integration Grant	\$ -	\$ -	\$ -	\$ 200	\$ 2,400
JTED Grant	\$ 1,200	\$ 1,500	\$ 1,500	\$ -	\$ -
Apprenticeship Navigator Grant	\$ 6,500	\$ -	\$ -	\$ 200	\$ 6,000
Supplemental Grant	\$ 3,228	\$ -	\$ -	\$ -	\$ -
QUEST National Emergency (1N) Grant	\$ 27,100	\$ 15,000	\$ 19,000	\$ -	\$ -
National Emergency (1N) Grant	\$ -	\$ -	\$ 1,200	\$ 3,000	\$ 2,350
AAR General Revenue Grant	\$ 12,668	\$ -	\$ 38,400	\$ 35,000	\$ -
State Emergency Grants (1E & 1EC)	\$ 4,500	\$ 2,400	\$ 3,500	\$ -	\$ 2,000
Trade Grants	\$ 40,000	\$ 20,000	\$ 18,500	\$ 600	\$ -
<b>Total</b>	<b>\$ 711,363</b>	<b>\$ 667,157</b>	<b>\$ 705,389</b>	<b>\$ 806,546</b>	<b>\$ 704,835</b>

**Planned Expenditures**

TWC Personnel & Operating Costs	\$ 611,919	\$ 545,903	\$ 460,330	\$ 462,458	\$ 409,015
Unobligated	\$ 99,444	\$ 121,254	\$ 245,059	\$ 344,088	\$ 295,820
<b>Total</b>	<b>\$ 711,363</b>	<b>\$ 667,157</b>	<b>\$ 705,389</b>	<b>\$ 806,546</b>	<b>\$ 704,835</b>

**Special Program Funding Sources & Planned Expenditures**

	PY23 Budget Modification	PY23 Preliminary Budget	PY22 Budget	PY21 Budget	PY20 Budget
<b>Funding Sources</b>					
Service Integration Grant	\$ -	\$ -	\$ -	\$ 21,500	\$ 64,502
JTED Grant	\$ 176,400	\$ 95,200	\$ 160,400	\$ -	\$ -
Apprenticeship Navigator Grant	\$ 121,500	\$ -	\$ -	\$ 25,000	\$ 120,265
Supplemental Grant	\$ 84,180	\$ -	\$ -	\$ -	\$ -
AAR General Revenue Grant	\$ 186,373	\$ -	\$ 2,824,800	\$ 2,565,000	\$ 64,502
Other Miscellaneous Grants/Funding Sources	\$ 5,500	\$ 3,000	\$ 8,300	\$ 8,000	\$ 52,234
<b>Total</b>	<b>\$ 573,953</b>	<b>\$ 98,200</b>	<b>\$ 2,993,500</b>	<b>\$ 2,619,500</b>	<b>\$ 237,001</b>

**Planned Expenditures**

TWC Personnel & Operating Costs	\$ 77,531	\$ -	\$ -	\$ 25,000	\$ 11,000
One-Stop Operator & Career Service Provider	\$ 68,100	\$ 23,900	\$ 59,950	\$ 21,500	\$ 63,602
Subawards/Contractors	\$ 119,373	\$ -	\$ 2,824,800	\$ 2,565,000	\$ 110,165
Tuition, Books, Etc.	\$ 303,449	\$ 71,300	\$ 100,450	\$ -	\$ -
OJTs/Work Experience	\$ -	\$ -	\$ -	\$ -	\$ -
Other Costs	\$ 6,400	\$ 4,500	\$ 7,050	\$ 6,000	\$ 52,234
<b>Total</b>	<b>\$ 574,853</b>	<b>\$ 99,700</b>	<b>\$ 2,992,250</b>	<b>\$ 2,617,500</b>	<b>\$ 237,001</b>

Unrestricted \$ (900) \$ (1,500) \$ 1,250 \$ 2,000

## Adult Funding Sources & Planned Expenditures

Funding Sources	PY23	PY23	PY22	PY21	PY20
	Budget Modification	Preliminary Budget			
New Program Year Formula Allocation	\$ 1,504,161	\$ 1,504,161	\$ 1,177,407	\$ 1,354,302	\$ 1,595,411
Prior Year Formula Allocation Carryover	\$ 506,614	\$ 430,000	\$ 588,430	\$ 796,145	\$ 427,244
Transfer from Dislocated Worker	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,250,000	\$ 750,000
Transfer from/to Admin	\$ 61,000	\$ 55,000	\$ 122,000	\$ 61,000	\$ 48,000
<b>Total</b>	<b>\$ 3,171,775</b>	<b>\$ 3,089,161</b>	<b>\$ 2,987,837</b>	<b>\$ 3,461,447</b>	<b>\$ 2,820,655</b>
<b>Planned Expenditures</b>					
TWC Personnel & Operating Costs	\$ 70,253	\$ 87,251	\$ 135,000	\$ 128,157	\$ 190,260
One-Stop Operator & Career Service Provider	\$ 1,057,302	\$ 1,150,192	\$ 929,412	\$ 1,072,146	\$ 683,864
Subawards	\$ -	\$ -	\$ -	\$ -	\$ -
OJTs/Work Experience	\$ 500,000	\$ 500,000	\$ 490,000	\$ 421,951	\$ 324,080
Tuition, Books, Etc.	\$ 1,065,000	\$ 975,000	\$ 1,106,500	\$ 1,334,200	\$ 1,190,400
Remedial Training	\$ -	\$ -	\$ -	\$ 9,800	\$ 11,800
Supportive Services	\$ 22,000	\$ 35,000	\$ 17,080	\$ 11,226	\$ 6,410
Other Participant Costs	\$ 25,399	\$ 41,218	\$ 24,345	\$ 23,467	\$ 43,341
Non-Training Participant Costs	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Incumbent Worker Training	\$ 31,321	\$ 30,000	\$ 35,000	\$ 20,000	\$ 20,000
Unobligated	\$ 400,000	\$ 270,000	\$ 250,000	\$ 440,000	\$ 350,000
<b>Total</b>	<b>\$ 3,171,775</b>	<b>\$ 3,089,161</b>	<b>\$ 2,987,837</b>	<b>\$ 3,461,447</b>	<b>\$ 2,820,655</b>
<b>Combined (1A &amp; 1D) Training Percentage</b>	<b>68%</b>	<b>64%</b>	<b>68%</b>	<b>67%</b>	<b>66%</b>

## Youth Funding Sources & Planned Expenditures

Funding Sources	PY23	PY23	PY22	PY21	PY20
	Budget Modification	Preliminary Budget			
New Program Year Formula Allocation	\$ 1,553,631	\$ 1,553,631	\$ 1,218,074	\$ 1,397,136	\$ 1,652,723
Prior Year Formula Allocation Carryover	\$ 129,430	\$ 135,000	\$ 345,820	\$ 321,291	\$ 269,052
Transfer from/to Admin	\$ 33,000	\$ 33,000	\$ 66,000	\$ 33,000	\$ 33,000
<b>Total</b>	<b>\$ 1,716,061</b>	<b>\$ 1,721,631</b>	<b>\$ 1,629,894</b>	<b>\$ 1,751,427</b>	<b>\$ 1,954,775</b>
<b>Planned Expenditures</b>					
TWC Personnel & Operating Costs	\$ 62,419	\$ 63,659	\$ 91,707	\$ 96,413	\$ 224,209
One-Stop Operator & Career Service Provider	\$ 151,000	\$ 160,000	\$ 148,000	\$ 88,000	\$ 137,800
Subawards	\$ 769,500	\$ 769,500	\$ 735,668	\$ 792,960	\$ 845,456
Work Experience/OJT	\$ 303,000	\$ 303,000	\$ 256,971	\$ 269,000	\$ 321,818
Tuition, Books, Etc.	\$ 234,000	\$ 234,000	\$ 233,500	\$ 232,500	\$ 187,500
Remedial Training	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ 2,500
Supportive Services	\$ 20,500	\$ 20,500	\$ 20,361	\$ 17,540	\$ 14,726
Other Participant Costs	\$ 642	\$ 972	\$ 2,187	\$ 12,514	\$ 766
Unobligated	\$ 175,000	\$ 170,000	\$ 139,000	\$ 240,000	\$ 220,000
<b>Total</b>	<b>\$ 1,716,061</b>	<b>\$ 1,721,631</b>	<b>\$ 1,629,894</b>	<b>\$ 1,751,427</b>	<b>\$ 1,954,775</b>
<b>Work Based Learning Percentage</b>	<b>26%</b>	<b>25%</b>	<b>21%</b>	<b>24%</b>	<b>25%</b>

## Dislocated Worker/Trade Program Funding Sources & Planned Expenditures

Funding Sources	PY23	PY23	PY22	PY21	PY20
	Budget Modification	Preliminary Budget			
New 1D Program Year Formula Allocation	\$ 1,651,541	\$ 1,651,541	\$ 1,315,763	\$ 1,509,718	\$ 1,715,954
Prior Year 1D Formula Allocation Carryover	\$ 44,391	\$ 30,000	\$ 234,223	\$ 420,570	\$ 270,826
Transfer to Adult	\$ (1,100,000)	\$ (1,100,000)	\$ (1,100,000)	\$ (1,250,000)	\$ (750,000)
Transfer from/to Admin	\$ 6,000	\$ 12,000	\$ 12,000	\$ 6,000	\$ 19,000
State Emergency Grants (1E & 1EC)	\$ 196,200	\$ 411,900	\$ 366,900	\$ -	\$ 66,800
QUEST National Emergency (1N) Grant	\$ 902,500	\$ 497,400	\$ 563,500	\$ -	\$ -
National Emergency (1N) Grant	\$ -	\$ -	\$ 95,000	\$ 481,800	\$ 280,850
Trade Grants	\$ 3,847,800	\$ 1,810,000	\$ 1,758,000	\$ 13,000	\$ -
<b>Total</b>	<b>\$ 5,548,432</b>	<b>\$ 3,312,841</b>	<b>\$ 3,245,386</b>	<b>\$ 1,181,088</b>	<b>\$ 1,603,430</b>
<b>Planned Expenditures</b>					
TWC Personnel & Operating Costs	\$ 15,399	\$ 14,579	\$ 18,176	\$ 24,462	\$ 90,676
One-Stop Operator & Career Service Provider	\$ 944,800	\$ 733,750	\$ 645,500	\$ 281,800	\$ 527,375
Subawards	\$ -	\$ -	\$ -	\$ -	\$ -
OJTs/Work Experience	\$ 159,900	\$ 108,200	\$ 175,000	\$ 108,603	\$ 157,000
Tuition, Books, Etc.	\$ 3,791,200	\$ 2,086,400	\$ 1,951,400	\$ 439,100	\$ 512,200
Remedial Training	\$ -	\$ -	\$ 400	\$ 4,300	\$ 12,500
Supportive Services	\$ 142,700	\$ 57,000	\$ 82,224	\$ 4,774	\$ 4,800
Other Participant Costs	\$ 233,933	\$ 77,412	\$ 207,186	\$ 17,549	\$ 8,379
Non-Training Participant Costs	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Incumbent Worker Training	\$ 180,000	\$ 170,000	\$ 130,000	\$ 150,000	\$ 150,000
Unobligated	\$ 80,000	\$ 65,000	\$ 35,000	\$ 150,000	\$ 140,000
<b>Total</b>	<b>\$ 5,548,432</b>	<b>\$ 3,312,841</b>	<b>\$ 3,245,386</b>	<b>\$ 1,181,088</b>	<b>\$ 1,603,430</b>
<b>Combined (1A &amp; 1D) Training Percentage</b>	<b>68%</b>	<b>64%</b>	<b>68%</b>	<b>67%</b>	<b>66%</b>
<b>Total Planned Expenditures</b>	<b>\$ 11,722,484</b>	<b>\$ 8,890,490</b>	<b>\$ 11,560,756</b>	<b>\$ 9,818,008</b>	<b>\$ 7,320,696</b>
<b>Total OSO &amp; CSP Personnel &amp; Operating Costs</b>	<b>\$ 2,221,202</b>	<b>\$ 2,067,842</b>	<b>\$ 1,782,862</b>	<b>\$ 1,710,000</b>	<b>\$ 1,492,228</b>
<b>Total TWC Personnel &amp; Operating Costs</b>	<b>\$ 843,921</b>	<b>\$ 715,892</b>	<b>\$ 712,263</b>	<b>\$ 742,490</b>	<b>\$ 925,160</b>
	<b>\$ 3,065,123</b>	<b>\$ 2,783,734</b>	<b>\$ 2,495,125</b>	<b>\$ 2,452,490</b>	<b>\$ 2,417,388</b>

**The Workforce Connection, Inc  
Board and Staff Operating Budget  
Program Year 2023 Budget Modification**

Line Item	Admin Staff	Board Activities	Apprenticeship Navigator	Program & Business Svcs	Infrastructure	Unrestricted	PY23 Budget Modification	PY23 Preliminary Budget	Change
Staff Wages	\$ 381,086		\$ 59,891	\$ 64,482	\$ 11,500		\$ 516,959	\$ 417,403	\$ 99,556
Fringe Benefits	\$ 106,359		\$ 8,341	\$ 33,112	\$ 3,600		\$ 151,412	\$ 125,619	\$ 25,793
<b>Total Personnel Expenses</b>	<b>\$ 487,445</b>	<b>\$ -</b>	<b>\$ 68,232</b>	<b>\$ 97,594</b>	<b>\$ 15,100</b>	<b>\$ -</b>	<b>\$ 668,371</b>	<b>\$ 543,022</b>	<b>\$ 125,349</b>
Training/Conferences	\$ 7,000	\$ 6,000	\$ 2,500	\$ 700	\$ 3,000	\$ 1,300	\$ 20,500	\$ 20,000	\$ 500
Mileage	\$ 200		\$ 1,000	\$ -			\$ 1,200	\$ 500	\$ 700
Supplies	\$ 1,000	\$ 500	\$ 1,000	\$ 500	\$ 800	\$ 500	\$ 4,300	\$ 7,400	\$ (3,100)
Printing	\$ 100	\$ 500	\$ 100	\$ 100	\$ 2,500		\$ 3,300	\$ 2,800	\$ 500
Copier Maint	\$ 200		\$ -	\$ 100	\$ 3,000		\$ 3,300	\$ 4,000	\$ (700)
Equipment	\$ 2,200		\$ 900		\$ 2,000		\$ 5,100	\$ 5,600	\$ (500)
Dues/Subscriptions	\$ 5,000	\$ 18,500	\$ -	\$ 500			\$ 24,000	\$ 24,000	\$ -
<b>Total Controllable Expenses</b>	<b>\$ 15,700</b>	<b>\$ 25,500</b>	<b>\$ 5,500</b>	<b>\$ 1,900</b>	<b>\$ 11,300</b>	<b>\$ 1,800</b>	<b>\$ 61,700</b>	<b>\$ 64,300</b>	<b>\$ (2,600)</b>
Outreach/Recruitment					\$ 5,000		\$ 5,000	\$ 5,000	\$ -
Professional Services	\$ 34,000	\$ 10,000	\$ -	\$ -	\$ 1,200	\$ 4,600	\$ 49,800	\$ 44,700	\$ 5,100
<b>Total Outside Services</b>	<b>\$ 34,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,200</b>	<b>\$ 4,600</b>	<b>\$ 54,800</b>	<b>\$ 49,700</b>	<b>\$ 5,100</b>
Rockford Facility Costs	\$ 31,295		\$ 2,802	\$ 7,313	\$ 2,230		\$ 43,640	\$ 43,460	\$ 180
Telephone					\$ 1,410		\$ 1,410	\$ 1,410	\$ -
IT Costs	\$ 2,560		\$ 320	\$ 640	\$ 10,480		\$ 14,000	\$ 14,000	\$ -
<b>Total Facility Expenses</b>	<b>\$ 33,855</b>	<b>\$ -</b>	<b>\$ 3,122</b>	<b>\$ 7,953</b>	<b>\$ 14,120</b>	<b>\$ -</b>	<b>\$ 59,050</b>	<b>\$ 58,870</b>	<b>\$ 180</b>
<b>Total Budget</b>	<b>\$ 571,000</b>	<b>\$ 35,500</b>	<b>\$ 76,854</b>	<b>\$ 107,447</b>	<b>\$ 46,720</b>	<b>\$ 6,400</b>	<b>\$ 843,921</b>	<b>\$ 715,892</b>	<b>\$ 128,029</b>

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