

WIA Local Plan Modification PY 2008–09

Modification # \_\_\_\_\_ LWIA: County of Merced

Date: 07/01/2008

## Budget, Participant, and Performance Forms

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**Workforce Investment Act  
Local Plan Modification  
Program Year 2008-09  
(Narrative Forms)**

**Local Workforce Investment Area (LWIA):**

Name of LWIA County of Merced

Submitted on 10/30/08

Contact Person Brian Cutler

Contact Person's Phone Number 209 724-2028  
AREA CODE PHONE NUMBER

**August 2008**

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**Workforce Investment Act (WIA)  
Strategic Five-Year Local Plan**

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## EXECUTIVE SUMMARY

Enclose a brief summary, not more than two pages, of the five-year strategic local plan that gives a general overview of the proposed local workforce investment system. Include a description of how the system looks today, and how it will change over the five-year plan period. Include a discussion of the local board's economic and workforce investment goals and how the local system will support these goals.

### I. PLAN DEVELOPMENT PROCESS

WIA gives states and local areas a unique opportunity to develop employment and training systems tailored specifically to state and local area needs. The local plan is only as effective as the partnership that implements it. The plan should represent a collaborative process among the Chief Elected Official and the local system partners. This collaboration will create a shared understanding of the local area's workforce investment needs, a shared vision of how the local workforce investment system can be designed to meet those needs, and agreement on the key strategies to achieve this vision. This collaborative planning at all stages should drive local system development, create strategies for improvement, and provide the opportunity for stakeholder and public participation, review and comment.

In this section, describe the plan development process, including comments received during the public comment period that were incorporated within the plan. [WIA Section 118 (a), WIA, Section 118(c) (1)].

**(Please note:** we recognize that local areas are required to develop various related local plans and we encourage you, whenever feasible and appropriate, to use planning information that has already been developed. However, the data you use must be accurate and current.)

A. What was the role of the Chief Elected Official in developing the plan? [WIA, Section 118 (a)]

B. What local workforce investment board, transition board or existing body had oversight for the development of this local plan? If there was no such body, how will you create a responsible entity? [WIA Section 117(d)(4)]

C. Describe the process used to provide an opportunity for public comment, including comment by the Chief Elected Official; the local workforce investment board and youth council; other local governing bodies; educators; vocational rehabilitation agencies; service providers; community-based organizations; and migrant seasonal farm worker representatives. Describe the process used to get input for the plan prior to submission. [WIA Section 118(c)(1) and WIA Section 118(b)(7)]

D. How were comments considered in developing the local WIA plan? [*State Planning Guidance* I B. and WIA, Section 112(b)(9)]

E. Describe the method used to make copies of the local plan available through public hearings and through other means e.g., local news media and the Internet. [WIA, Section 118(c)(2)]

F. What other organizations were involved in the development of the local plan? How were they involved?

## II. LOCAL VISION AND GOALS

The federal *Planning Guidance and Instructions for Submission of the State's Strategic Five-Year Plan* indicates that "a vision creates organizational alignment around a picture of a transformed future. It propels the organization toward achieving difficult but attainable strategic goals. Vision drives systematic improvements and produces outcomes. It is dynamic, not static."

In this section, identify your broad strategic economic and workforce development goals (e.g., "All people who want to work can find jobs. There will be a growing number of business start-ups. Fewer people will rely on welfare assistance.") Include information on how the local plan is consistent with the State plan and describe how the local workforce investment system supports the shared vision in the attainment of your goals. In addition, describe your local strategies based on your local board's vision for business services and lifelong learning.

A. What is your vision for your local workforce investment system, and how will your system appear at the end of the five-year period covered by this plan? [*State Planning Guidance* II A.] [WIA, section 117(d)(1)]

Some specific questions that may be considered are:

1. How will your local system integrate services over the next five years? [WIA, Section 117(d)(1) and Section 118(a)]
2. What programs and funding streams will support service delivery through the One-Stop system? [WIA, Section 121(b)(1)(B)]

3. Typically, what information and services will be provided and how will customers access them? How will the goal of universal access be achieved? [20 CFR Part 652, et al., Interim Final Rule (I)(A), State Planning Guidance II.A. bullet 3]7
4. How will Wagner-Peyser Act and unemployment insurance services be integrated into the local system? [WIA, Section 121(b)(1)(B)(xii),
5. How will the youth programs be enhanced to expand youth access to the resources and skills they need to succeed in the State's economy? [WIA, Section 111(d)(2) and 112(a)]

WIA Section 118 requires local plans to be consistent with the State Plan. In addition to California's Principles and Strategic Goals (WIAB99-2, *Local Plan Instructions and Forms*, page 3), please include strategies that reflect the Governor's four key priorities for California's public workforce system. The key priorities were not included in the *Initial/Supplemental Planning Narrative* pages or the *One-Year Extension for Program Year 2005–06*. They were introduced in the *Guidance for Local Plan Modifications for PY 2006-07*, via *Addendum*, item A. They are now listed below as follows:

The Governor's four key priorities for California's public workforce system:

- Understanding and Meeting the Workforce Needs of Business and Industry in order to prepare Workers for 21st Century Jobs
- Targeting Limited Resources to Areas Where They Can Have the Greatest Economic Impact
- Collaborating to Improve California's Educational System At All Levels
- Ensuring **the Accountability of Public and Private Workforce Investments**

B. Describe how your local vision and workforce development strategy is consistent with the Governor's workforce development priorities [WIA Section 118(a)].

The California Workforce Investment Board (State Board) adopted vision statements regarding business services and lifelong learning that were not included in the *WIA Initial/Supplemental Planning Narrative* pages or the *One-Year Extension for Program Year 2005–06*. They were introduced in *Guidance for Local Plan Modifications for PY 2006-07*, via *Addendum*, item B. They are now listed below as follows:

The State Board vision statements:

- The One-Stop System, in collaboration with the economic development community, partners with California's business to provide best-in-class local services to business to support job retention and growth.

- The vision for lifelong learning, in the context of workforce development, is to enable current and future workers to continually acquire the knowledge, skills, and abilities required to be successful in the workplace.

C. Provide a description of your local strategies, based upon your local board's vision for business services, to improve the services to employers, and include in your description [WIA Section 118(b) (10)]:

1. Your vision and strategic planning efforts for business services.
2. How you use industry partnerships and other employer contacts to validate employer needs.
3. What actions the local board has taken, or plans to take, to ensure that local business services are not redundant and coordinated with partner programs such as Wagner-Peyser and Economic Development Corporations.
4. How the local board measures the satisfaction of business services and how the data are used to improve services.

D. Describe how the local board is addressing lifelong learning in the context of workforce development, through collaborative policy and planning. Specifically, describe how the local board will improve and promote access to lifelong learning in the next year. Include existing or planned efforts to leverage resources with local lifelong learning partners, including business and education.

E. Identify organizations involved in the development of your local vision and goals.

### III. LABOR MARKET ANALYSIS

The *Planning Guidance and Instructions* requests information on key trends expected to shape the economic environment during the next five years, including the implications of these trends in terms of overall employment opportunities by occupation; key occupations; the skills needed to attain local occupational opportunities; growth industries and industries expected to decline, customer demographics, and the sources of data used to gather this information. Where appropriate, identify any regional economic development needs and describe how the local area will be involved in them.

In this section identify the needs of businesses, job training, and education seekers, economic development professionals, and training providers in your workforce investment area. Are these the same or different than those present in the previous service delivery area(s)? If different, how can the needs be better met by the new, local workforce investment system? To complete this section, answer the following questions.

A. What are the workforce investment needs of businesses, job-seekers, and workers in the local area? [WIA, Section 118(b)(1)(A)]

B. How will the needs of employers be determined in your area? [State Planning Guidance IV.B.6]
C. What are the current and projected employment opportunities in the local area? [WIA, Section 118(b)(1)(B)] <b>Projected employment opportunities were addressed in last year's modification. Currently the area is facing rising unemployment and a significant upsurge in business closures and downsizing. Jobs are being lost in the construction industry due to an unstable housing market.</b>
D. What job skills are necessary to obtain such employment opportunities? [WIA, Section 118(b)(1)(C)]

#### IV. LEADERSHIP

As stated in the *Federal Register* of April 15, 1999, "The Department [of Labor] believes that changing from the existing JTPA Private Industry Councils to local workforce investment boards is essential to the reforms of WIA [Interim Final Rule §661.305] . The Department [of Labor] strongly encourages all eligible areas to create new, fully functional local boards as early as possible, and is committed to providing assistance to facilitate such changes."

In this section describe how authority will be exercised by the local workforce investment board. [WIA, Sections 117(b) (3) and 117(d) (1)]
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A. If an interim board was responsible for development of this plan, how will the plan and authority to oversee its implementation under WIA Section 117(d) (4) be transferred to the new local workforce investment board?
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B. What circumstances constitute a conflict of interest for a local board member, including voting on any matter regarding provision of service by that member or the entity that s/he represents, and any matter that would provide a financial benefit to that member? [WIA, Section 117(g)(1)(2)]
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C. How will the local board provide a leadership role in developing policy, implementing policy, and oversight for the local workforce investment system? [WIA Section 117(d)(4)] Include in this discussion a description of your local board composition and how it meets the membership criteria set forth in the California Unemployment Insurance Code (CUIC) Section 14202. <b>The Merced County Workforce Investment Board is presently made up of 28 members, 15 from the private sector and 13 from the non-private sector. We are actively recruiting for additional private business sector members. The</b>
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Board has 2 representatives from education, 2 from community based organizations, and 2 from labor organizations. We currently have one member representing Economic Development from the public sector. There is only one private Economic Development organization in the County. That organization's Chief Executive Officer is unable to participate on our WIB. We are currently discussing a way to bring a representative from their organization to the WIB. Each mandatory One-Stop Partner is also on the Board. The WIB has been searching aggressively for more labor representatives. At present the Board is at 7.14% labor representation. There have been numerous e-mail communications with the Director of Workforce and Economic Development Programs for the California Labor Federation. WIB members, including the Central Labor Council members, and people outside of the Board have been asked to present names of possible candidates. There is awareness that when the required labor members are added to the WIB, it will require the addition of private sector members in order to meet majority private sector requirements. There is an ongoing balance between the two.

D. How will the local board assure the local system contributes to the achievement of the State's strategic goals?[WIA, Section 118(a)]

E. How will the local board meet the requirement that neither the local board nor its staff provide training services without a written waiver from the Governor? [WIA, Section 117 (f)(1)(A) and (B)]

1. If the local board plans to provide training services, describe which service. If a waiver is to be sought, a request for Waiver of Training Prohibition must be submitted for each specific training program.

**There are no plans for the WIB to provide training services in the foreseeable future.**

F. How will the local board assure that the public (including persons with disabilities) have access to board meetings and activities including local board membership, notification of meetings, and meeting minutes? [WIA Section 117(e)]

## V. LOCAL ONE-STOP SERVICE DELIVERY SYSTEM

The cornerstone of the new workforce investment system is One-Stop service delivery, which makes available numerous training, education and employment programs through a single customer-focused, user-friendly service delivery system at the local level. The One-Stop system must include at least one comprehensive physical center in each local area that must provide core services and access to programs and services of the One-Stop partners. The system may also include a network of affiliated One-Stop sites and specialized centers that address specific needs.

In this section describe how services will be coordinated through the One-Stop service delivery system. Additional required elements were introduced in *Guidance for Local Plan Modifications for PY 2006-07*, via Addendum items C 1-4. These elements are now incorporated into Section V, Boxes C, F, M and R. Also, include as applicable in boxes A through S, any changes to the One-Stop delivery system as a result of the State's replacement of the statutory performance measures specified in WIA Section 136(b)(2) with the common performance measures defined in Training and Employment Guidance Letter (TEGL) 17-05.

**For the most part there have not been any major modifications due to common measures.” This LWIA has been reporting common measures in the previous year, so systems were already in place. Common measures have allowed for streamling of activities such as recordkeeping and tracking procedures. The local system is demand driven and based on need.**

A. Describe the One-Stop delivery system in your local area. [WIA, Section 118(b)(2)]. Include a list of the comprehensive One-Stop centers and the other service points in your area.

Comprehensive One-Stop centers and the other service points in your area:


B. Describe the process used for selecting the One-Stop operator(s) [WIA, Section 121(d) (2) (A)] including the appeals process available to entities that were not selected as the One-Stop operators. [Interim Final Rule § 667.600 (b)(1)] Also, include the local board's policy regarding its selection of One-Stop operator(s), annual review of operations, and termination for cause. [CUIC Section 14206(d)]

C. Are each of the required WIA partners included in your One-Stop delivery system? How have they contributed to your planning and implementation efforts? If any required partner is not involved, explain the reason. [WIA, Section 117 (a)(2)(A)]  
**All required partners are included in our One-Stop delivery system. All partners are represented on the WIB and are invited to participate on our Worknet Leadership Team; therefore, contribute to planning and implementation efforts.**

D. How will services provided by each of the One-Stop partners be coordinated and made available in the local One-Stop system? [WIA, Section 121 (c) (2)]

E. What is your plan for delivery of core and intensive services? [WIA Section 117(f)(2)]

F. What is your plan for administering Individual Training Accounts (ITAs) as defined in WIA, Section 134(d) (4)(G), including any limitations you plan to impose on ITAs established in your area. If your local board is providing training services that are made as exceptions to the Individual Training Account process, describe the process you used to procure and justify these exceptions. This process must include a 30-day public comment period for interested providers. [20 CFR Sections 661.350(a)(5) and (10) and 20 CFR Section 663.430(a)] In addition, include the local board's policy addressing the amount and duration of ITAs based on market rate for local training programs. [CUIC Section 14206(h)]

G. Describe how the WIA funds will be used to leverage other federal, State, local and private resources. How will these coordinated and leveraged resources lead to a more effective local system that expands the involvement of business, employers and individuals? [State Planning Guidance IV.B.3. and WIA, Section 112(b)(10) and Section 121(c)(2)(A)(ii)] Include a brief discussion if your local board has entered into an agreement with another area (including another local board that is a city or county within the same labor market) to pay or share the cost of educating, training, or placing individuals participating in programs assisted under Title I of WIA, including provision of supportive services, provide copy of your approved agreement. [WIA Section 195(3)(B)] **The Department of Workforce Investment has obtained funding through regional grant contracts as well as the Department of Labor. A DOL-Community Based Job Training Grant has been leveraged with WIA funds in 3 neighboring Workforce Investment areas to**

provide 122 Licensed Vocational Nurses (LVN) in the Region between the dates of January 1, 2007 and December 31, 2009. The LVN Students are/will be participating in externships in a multitude of employer facilities with anticipation of employment at these facilities as LVNs.

A grant from the Governor's 15% discretionary funding was awarded to a regional consortium entitled Central California Workforce Collaborative. The Stanislaus County Alliance Worknet is the lead agency. Merced County has a Memorandum of Agreement with the Alliance Worknet to enable staff be trained and facilitate assessments using WorkKeys software.

The San Joaquin County Employment and Economic Development Department is the lead agency for a grant awarded to the Northern San Joaquin Valley Manufacturing Industry Project. Funds for this project come from a grant awarded by the Employment Development Department. The grant provides employment and training services to 90 WIA eligible participants between San Joaquin, Stanislaus, Merced and Madera Counties in order to place and retain them in high growth, high demand, and high wage jobs in the manufacturing industry.

H. Describe how the local system will meet the needs of dislocated workers; displaced homemakers; low-income individuals such as migrant and seasonal farm workers; public assistance recipients; women; minorities; individuals training for non-traditional employment; veterans; individuals with multiple barriers to employment; older individuals; people with limited English speaking ability; and people with disabilities. [State Planning Guidance IV.B.5. and WIA, Section 112(b)(17) and Section 118(b)(4)]

I. When allocated adult funds are limited, what criteria will you use to determine and ensure priority of service to recipients of public assistance and other low-income individuals for receiving intensive and training services? [WIA, Sections 134(d)(4)(E), 118(b)(4).]

J. How will the local system assure non-discrimination and equal opportunity, as well as compliance with the Americans with Disabilities Act? [WIA Section 188(a) (2), State Planning Guidance IV B.4.]

**This section has been addressed in the original Strategic Plan. Recently policies and procedures have been updated to provide for updates in State policy put forth in directive WSD07-6.**

K. Describe how employer services (e.g. systems to determine general job requirements and job listings, including Wagner-Peyser Act services) will be delivered through the One-Stop system in your area. [State Planning Guidance IV.B.7]

L. What reemployment services will you provide to Worker Profiling and Reemployment Service claimants in accordance with Section 31 (e) of the Wagner-Peyser Act? [State Planning Guidance IV B.7. and WIA, Section 121(b)(1)(B)(ii)]

M. What local policies and strategies are in place to ensure that, pursuant to the Jobs for Veterans Act (P.L.107-288)(38 USC 4215), priority of service is provided to veterans (and certain spouses) who otherwise meet the eligibility requirements for all employment and training programs funded by the Department of Labor, in accordance with the provisions of TEGL 5-03 (9/16/03)? Include in your discussion how this policy is shared with all of the One-Stop Career Center partners and if/how you conduct outreach to veterans and veteran organizations to encourage use of One-Stop Career Center services. How will you ensure that veterans receive priority in the local One-Stop system for Wagner-Peyser funded labor exchange services? [State Planning Guidance IV.B.9. and WIA, Section 121(b)(1)(B)(ii)].

N. What role will Veterans Workforce Specialists and Veteran Employment Service Specialist (VWS/VSSS) have in the local One-Stop system? How will you ensure adherence to the legislative requirements for veterans' staff? [State Planning Guidance IV.B.10., 322, 38 USC Chapter 41 and 20 CFR Part 1001-120]

O. How will you provide Wagner-Peyser Act-funded services to the agricultural community—specifically, outreach, assessment and other services to migrant and seasonal farm workers, and services to employers? How will you provide appropriate services to this population in the One-Stop system? [State Planning Guidance IV B.11.]

P. How will the local board coordinate workforce investment activities carried out in the local area with the statewide rapid response activities? [(WIA, Section 118(b)(5), State Planning Guidance, IV.B13.b]

Q. What rapid response assistance will be available to dislocated workers and employers and who will provide them? [WIA, Section 118(b) (4) (5), State Planning Guidance IV B.13.c.]

R. How will your local board ensure continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment

needs of local employers and participants? [WIA Section 118(b)(2)(A)] Describe and assess the adult and dislocated worker employment and training services that will be available in your local area. [WIA, Section 118 (b)(4)(5)] In addition, include the local board's policy regarding training services available to adult and dislocated workers who have met the requirements for intensive services, have been unable to obtain or retain employment through those services, and have been determined to be in need of training. [WIA Section 134(d)(4)(A)(iii), 20 CFR Section 663.310(c), CUIIC Section 14230(a)(5)]

**This topic has been addressed in the last modification to the plan. Occupations in demand are reviewed on an annual basis by our local WIB. Provider curriculum is reviewed to make sure it is in-line with current occupations. Providers are monitored by our internal monitors on a regular basis. Individual Customer satisfaction surveys regarding training services are conducted by our internal monitors.**

S. MEMORANDUM OF UNDERSTANDING:

WIA requires that a Memorandum of Understanding (MOU) between the local board and each of the One-Stop partners concerning the operation of the One-Stop delivery system be executed. A copy of each MOU must be included with the plan modification. [WIA Section 118(b)(2)(B)]

The MOU may be developed as a single umbrella document, or as singular agreements between the partners and the board. The MOUs should present in concrete terms, member contributions and the mutual methodologies used in overseeing the operations of the One-Stop career center system.

1. The MOU must describe: [WIA, Section 121(c)(1)(2)(A)(B), CUIIC Section 14230(d)]
  - a. What services will be provided through the One-Stop system.
  - b. How the costs of services and operating costs will be funded, including cost-sharing strategies or methodologies.
  - c. What methods will be used for referral of individuals between the One-Stop operator and partners?
  - d. How long the MOU will be in effect.
  - e. What procedures have been developed for amending the MOU?
  - f. Other provisions consistent or as deemed necessary by the local board.
  - g. The local board's policy for identifying individuals who, because of their skills or experience, should be referred immediately to training services.
2. Identify those entities with who you are in the process of executing an MOU. Describe the status of these negotiations. [Interim Final Rule §662.310(b)]

The Department of Workforce Investment is currently renegotiating partner Resource Sharing Agreements the following partners:

- California Army National Guard
- California State Department of Rehabilitation
- Employment Development Department
- Job Corps
- Merced County Community Action Partnership

Full execution of these Resource Sharing Agreements is expected to take place on or about November 14, 2008.

3. What process will the local board use to document negotiations with One-Stop partners who fail to participate or sign an MOU? How will you inform the state board when negotiations have failed? [Interim Final Rule §662.310(b)]

## VI. YOUTH ACTIVITIES:

As a way to connect youth to workforce investment resources, WIA requires youth programs to be connected to the One-Stop system. WIA requires improved youth opportunities and Youth Councils to be part of local workforce investment systems. Youth councils have authority to develop the youth-related portions of the local plans, to recommend youth service providers to the local boards, to coordinate youth services, and to conduct oversight of local youth programs and eligible providers of youth programs.

In this section describe the strategies and tactics to develop a comprehensive service delivery system for eligible youth, and discuss how that system will be coordinated through the One-Stop system.

A. Describe your local area's efforts to construct a youth council, and what the role(s) of the Youth Council will be. [WIA, Section 117 (h)(1)(2)(3)(4)]

B. How will youth services be connected with your One-Stop delivery system? [Interim Final Rule § 664.700]

C. Describe how coordination with Job Corps, Youth Opportunity Grants, and other youth programs in your local area will occur, e.g. School-to-Career. [WIA Section 112(b) (18) (C) and 117(h) (2) (vi), State Planning Guidance, IV B. 15.]

**This area was addressed in the original plan and specifically Job Corps. Recently the Department has negotiated an MOU with the Job Corps Womens' program which also contributes a staff person's time at the One-Stop. On April 1, 2008 a California Gang Reduction, Intervention and Prevention (CalGRIP) grant was awarded to the agency which in-turn**

**contracted with the Merced County Probation Department, Merced County Human Services Agency and the Merced County Office of Education to provide services to 40 CalGRIP eligible youth over the period from March 1, 2008 to March 31, 2010.**

- D. Describe your area's eligible youth population and needs in general. Describe and assess the type and availability of youth activities in the local area. Include an identification of successful providers of such activities. [WIA, sections 118(b)(6)]

There is a documented unmet need for WIA youth services in Merced County. The County ranks as the 5<sup>th</sup> highest among the LWIAs in its concentration of economically disadvantaged youth. The unemployment rate remains higher than the State average at (8.9%). Successful youth activity providers include the Merced County Office of Education Youth Opportunity Program (designed to assist in-school youth) and the EMPOWER program which assists out-of-school youth. Additionally, Valley Community School, Merced Adult School, Dos Palos Continuation, San Luis Continuation, Merced (Yosemite) Continuation and Independent Studies also provide youth structured youth activities in the local area. The Merced County Office of Education is providing paid and unpaid work experience, occupational skills training, leadership development opportunities, supportive services and adult mentoring through the youth programs.

- E. What is your local area's strategy for providing comprehensive services to eligible in-school and out-of-school youth, including any coordination with foster care, education, welfare, and other relevant resources? Include any local requirements and activities to assist youth who have special needs or barriers to employment, including those who are pregnant, parenting, or have disabilities. [WIA Section 112(b)(18)(A), Interim Final Rule §664.400, State Planning Guidance, IV B. 14]

Through the RFP process, in-school and out-of-school youth are receiving coordinated services through the Merced County Office of Education. In-school youth are served under the Youth Opportunity Program while out-of-school youth are being served under the EMPOWER program. The Merced County Office of Education is currently engaged in a Transition Employment And Life (TEAL) skills program aimed at assisting foster youth. The Youth Opportunity Program design is being utilized by the TEAL program. Youth that have special needs or barriers including pregnant, parenting or youth with disabilities are provided services in concurrence with their Independent Service Strategy (ISS). In order to maintain connections with at risk youth, the Youth Council membership is comprised of individuals from juvenile justice, foster youth serving agencies, and other youth serving agencies to assist in oversight of basic skills, employability skills and occupational skills training being provided.

- F. Describe how your local area will meet the Act's provisions regarding the required youth program design elements: [WIA, Section 129(c)(2)(A) through (J)] In addition, please discuss how your local area's youth program design has been modified as a result of the State's move toward common performance measures and its effect on meeting program accountability requirements. [WIA Section 136(b)(2), TEGL 17-05]

1. Intake and Objective Assessment

WIA applications are obtained and eligibility is determined for WIA services during the recruitment period. Objective assessment to include basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and developmental needs is provided. **Program design has been modified taking into account Common Measures to ensure that Literacy and Numeracy goals are being met. The Test of Adult Basic Education (TABE) is administered to out-of-school youth entering the program. The program design has been modified to ensure that youth that are basic skills deficient will enter skill remediation and be retested within 12 months of enrollment.**

2. Preparation for post-secondary educational opportunities

Participants along with Case Managers, complete an Individual Service Strategy (ISS). Participants are pretested to assess academic levels through the administration of Test of Adult Basic Education (TABE) or other comparable testing prior to the start of the program and when appropriate, the TABE is administered as a post test upon exit.

3. Strong linkages between academic and occupational learning

Strong linkages are found in numerous Career Technical Trainings offered through the Merced County Office of Education's Regional Occupational Program offered to participants. One example of this strong linkage is the ROP Automotive Program which introduces auto shop instructor curriculum and incorporated objectives by CTE Standards and Key Vocabulary by Physics Instruction. Terms accompanying hand tools, power tools and equipment take into account force, linear force, rotational force, torque, and angular displacement.

4. Preparation for unsubsidized employment opportunities

Numerous Assessments prepare participants for unsubsidized employment opportunities including employment through ROP. Youth workshops are conducted which address employment preparation, job search strategies, employment vocational training or in preparing for job readiness. The assessments include the occupational PESCO/SAGE and IDEAS assessments. **Curriculum development to prepare youth for employment opportunities is now shared due to Common Measures. This sharing and mutual curriculum development creates continuity and minimizes any loose ends in the programs. We consider going to Common Measures a "glue factor" that keeps both programs speaking the same language and helps case managers in both programs to understand each other better. This allows for increase communication from staff to each other and ultimately youth enrolled in the programs.**

5. Effective linkages with intermediaries with strong employer connections

**Participants in the in-school and out-of-school programs are The Regional Occupational Program (ROP) has established over 500 employer connections in order to provide numerous training opportunities to youth in Merced County.**

**6. Alternative secondary school services**

**The following alternative secondary schools are available to Merced County Youth: Valley Community School, Merced Adult School, Dos Palos Continuation, San Luis Continuation, Merced (Yosemite) Continuation and Independent Studies.**

**7. Summer employment opportunities**

**Summer employment opportunities are available in well supervised sites that teach marketable skills, promote good work habits through the Regional Occupational Program Community Classroom, high school work experience, and community service projects. The summer employment is typically aligned with goals outlined the youths Independent Service Strategy.**

**8. Paid and unpaid work experience**

**The Youth Opportunity and EMPOWER youth programs offer paid and unpaid work experience. Participants are provided meaningful, ISS aligned employment opportunities in well supervised sites. MCOE mentors/advisors, employers and participants get together and ensure that work experience is aligned with the goals and experience of youth. Additionally, time cards are picked up every two weeks and students attend related classroom instruction at least once each week.**

**9. Occupational skills training**

**Every participant will have an opportunity to be enrolled in career-technical training through the Regional Occupational Programs. These vocational programs are offered at the high schools, or through on-the-job training. As a component of the employment programs, students enrolled in ROP will be taught both job-specific and employability skills. The mentor/advisor monitors each participant's progress and is responsible for assuring that the participant is enrolled and progressing satisfactorily in an occupational skills training program, which, in addition to job-specific skills, includes the following: 1) Employment Preparation; 2) Resumes; 3) Employment Applications; 4) Interviewing Techniques; 6) Employer Expectations; 7) Job Leads; and 8) Labor Market Information.**

**Occupational training is provided in demand occupations that correspond with the participant employment career goals as indicated in their Individual Services Strategy (ISS) or Individual Employment Plan (IEP). Certificates or skill competence is provided to all students who complete the occupational program. In addition to occupational skills training, basic skills and**

employability skills are developed. Throughout the program, systematic and extensive attention is directed toward improving basic education skills, including reading, mathematics, writing, analytical, computer, and communication skills, toward the attainment of a high school diploma to prepare for college and/or the workforce. The Secretary's Commission on Achieving Necessary Skills (SCANS) Competencies, which were created in 1991, will be incorporated into all aspects of occupational skills training.

#### 10. Leadership development opportunities

Opportunities for leadership development are made available to youth either through formal vocational student organizations, through informal activities organized by youth participants AND supervised by mentors/advisors, or through participation in the YOP and EMPOWER focus groups. Focus groups provide opportunities for social, as well as skill building, activities. For in-school youth, every participant is encouraged to join a vocational student organization aligned with his/her career interest area. Vocational student organizations currently offered through Regional Occupational Program (ROP) include future Business Leaders of America (FBLA), Future Farmers of America (FFA), Future Homemakers of America/Home Economics Related Careers (FHA/HERO), Distributive Education Clubs of America (DECA), and SkillsUSA. As members of these organizations, youth will develop positive relationships within a peer group with a set of positive values and a philosophy of life that can compete with the negative values encountered elsewhere. Youth are also provided with opportunities to play a public leadership role influencing policy that affects the community and to participate in community services projects that improve the quality of life in the community. **Common Measures has also changed program design in this area – staff meetings are now combined for younger and older youth programs. Common performance measures are being met by sharing the staff, some staff members are devoted 50% of the time to each program, this increases the knowledge that case managers acquire from both programs instead of a single program case manager. The blending of programs include how services are being provided and finding ways to keep youth engagement during the “slower” sections of the program is now handled by staff from both youth programs. Common measures has brought both programs together with staff sharing insights about each program at combined staff meetings.**

#### 11. Comprehensive guidance and counseling

All participants will complete an academic skills assessment as well as a vocational assessment to determine learning styles, vocational interests, aptitudes, and temperaments. The mentor/advisor will work with the

**participant to analyze and interpret the results of the academic and vocational assessments, and establish activities and opportunities for career awareness and exploration in occupational areas consistent with the assessment results.**

12. Supportive services

**Supportive Services necessary for each participant to achieve successful outcomes in the program will be identified during the development of the ISS/IEP, the mentor/advisor will make every effort to identify other supportive service needs that may arise as the participants progresses through the program.**

13. Follow-up services. [Interim Final Rule §664.450(a)(1) through (6)(b), State Planning Guidance, IV B.14.]

**Follow-up services are provided to participants for up to 12 months after the program exit. Participants who are exited will be contacted at least quarterly and will be notified and encouraged to attend program activities, visit the Youth Opportunity Zone for assistance with Job Search activities, and access the computer and PLATO labs for further skills development. Supportive services will be made available**

## VII. ADMINISTRATIVE REQUIREMENTS

A. What competitive process will be used to award grants and contracts for youth services in your local area? [WIA Section 118 (b)(9), 112(b)(18)(B) and Section 123]

B. What competitive and non-competitive processes will be used at the local level to award grants and contracts for activities under Title I of WIA, including how potential bidders are being made aware of the availability of grants and contracts? [WIA, Section 118(b)(9)]

C. What entity will serve as the local grant recipient and be responsible for disbursing grant funds as determined by the Chief Elected Official? [WIA Section 117(d)(3)(B)(i)(I)(II)(III) and 118(b)(8)]

D. What criteria will the local board use in awarding grants for youth activities, including criteria used by the Governor and local boards to identify effective and ineffective youth activities and providers? [WIA Section 112(b) (18) (B), State Planning Guidance III B.1.f.]

E. What is your local area's definition regarding the sixth youth eligibility criterion, ("an

individual who requires additional assistance to complete an educational program, or to secure and hold employment”) [WIA Section 101(13)(c)(vi)]

F. What process will be used to allow public review and comment for specific performance outcomes and measures when these have been negotiated?

## VIII. ASSURANCES

- A. The Local Workforce Investment Board assures that it will implement the uniform administrative requirements referred to in WIA, Section 184(a) (3).
- B. Local Workforce Investment Board assures compliance with the confidentiality requirements of WIA, Section 136(f) (3).
- C. The Local Workforce Investment Board assures that the board will comply with the nondiscrimination provisions of WIA, Section 188.
- D. The Local Workforce Investment Board assures that the board will collect and maintain data necessary to show compliance with the nondiscrimination provisions of WIA, Section 188.
- E. The Local Workforce Investment Board assures that there will be compliance with grant procedures of WIA, Section 189(c).
- F. The Local Workforce Investment Board certifies that public employees will provide Wagner-Peyser Act-funded labor exchange activities. [State Planning Guidance VI. 13.]
- G. The Local Workforce Investment Board assures that it will comply with the current regulations, 20 CFR part 651.111, to develop and submit affirmative action plans for migrant and seasonal farm worker Significant Offices in the local workforce area which are determined by the Department of Labor, to be in the highest 20% of MSFW activity nationally.
- H. The Local Workforce Investment Board assures that veteran workforce investment programs funded under WIA, Section 168 will be carried out in accordance with that Section.
- I. The Local Workforce Investment Board assures it will comply with future State Workforce Investment Board policies and guidelines, legislative mandates, or other special provisions as may be required under Federal law, including the Workforce Investment Act or State legislation.
- J. The Local Workforce Investment Board assures that when allocated adult funds for employment and training activities are limited, priority shall be given to recipients of public assistance and other low-income individuals for intensive and training services [WIA, Section 134 (d)(4)(E),118(b)(4).]

- K. The Local Workforce Investment Board certifies that its One-Stop Centers will recognize and comply with applicable labor agreements affecting represented employees located in the Centers. This shall include the right of access by State labor organization representatives pursuant to the Ralph Dills Act (Chapter 10.3 [commencing with Section 3512] of Division 4, of Title 1 of the Government Code.
- L. The Local Workforce Investment Board assures that State employees who are located at the One-Stop Centers shall remain under supervision of their employing department for purposes of performance evaluations and other matters concerning civil service rights and responsibilities. State employees performing services at One-Stop Center shall retain existing civil service and collective bargaining protections on matters relating to employment, including but not limited, hiring, promotion, discipline, and grievance procedures.
- M. The Local Workforce Investment Board assures that when work-related issues arise at One-Stop Centers between State employees and operators or supervisors of other partners, the operator or other supervisor shall refer such issues to the State employees' civil service supervisor. The One-Stop Career Center operators and partners shall cooperate in the investigation of the following matters: discrimination under the California Fair Employment and Housing Act (Part 2.8 [commencing with Section 12900] of Division 3 of Title 2 of the Government Code), threats and/or violence concerning State employees, and State employee misconduct.
- Q. One-Stop Operator is responsible for administering One-Stop Center services in accord with roles to be determined by the Local Workforce Investment Board. The Local Workforce Investment Board assures that it will select the One-Stop Operator with the agreement of the Chief Elected Official, through one of three means:
  - 1. Through a consortium of at least three or more required One-Stop partners;  
or
  - 2. Through competitive process such as a Request for Proposal; or
  - 3. It may serve as the One-Stop Operator directly but only with the consent of the Chief Elected Official and the Governor.

The only time these selection procedures are not required is in the following circumstances inclusive: the One-Stop delivery system, of which the operator is a part, existed before August 7, 1998; the existing One-Stop system includes all of the required One-Stop partners; and an MOU has been executed which is consistent with the requirements of the Act. [WIA: Section 121(d) (2) (A) and Regulations, Section 662.4.10].

## **IX. PROGRAM ADMINISTRATION DESIGNEE AND PLAN SIGNATURES**

This Local Plan represents the Merced County Workforce Investment Board's efforts to maximize and coordinate resources available under Title I of the Workforce Investment Act (WIA) of 1998.

This Local Plan is submitted for the period of April 1, 2008 through June 30, 2009 in accordance with the provisions of WIA.

Local Workforce Investment Board Chair

Chief Elected Official

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Signature

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Albert Montejano

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Name

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Chair

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Title

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November 3, 2008

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Date

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Signature

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Andrea T. Baker

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Name

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Director, Department of Workforce Investment

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Title

---

November 3, 2008

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Date

**WIA Local Plan Modification PY 2008-09**

**Modification #** \_\_\_\_\_

**LWIA:** Merced County Department of Workforce Investment

**Date:** 07/01/08

**Budget, Participant, and Performance Forms**

**TITLE IB BUDGET PLAN SUMMARY (Adult or Dislocated Worker)**

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2008, beginning 07/01/08 through 06/30/09

Grant Code 201/202/203/204 WIA IB-Adult

Grant Code 501/502/503/504 WIA IB-Dislocated Worker

<b>FUNDING IDENTIFICATION</b>	R8xxxxx Subgrant	R9xxxxx Subgrant
1. Year of Appropriation	2007	2008
2. Formula Allocation	1,470,295	1,648,103
3. Allocation Adjustment - Plus or Minus	(50,758)	
4. Transfers - Plus or Minus		
5. TOTAL FUNDS AVAILABLE (Lines 2 thru 4)	1,419,537	1,648,103
<b>TOTAL ALLOCATION COST CATEGORY PLAN</b>		
6. Program Services (sum of Lines 6.A thru 6.E)	1,272,508	1,483,293
A. Core Self Services	301,735	327,829
B. Core Registered Services	416,613	602,141
C. Intensive Services	112,532	166,944
D. Training Services	441,628	386,379
E. Other		
7. Administration (Line 5 minus 6)	147,029	164,810
8. TOTAL (Line 6 plus 7)	1,419,537	1,648,103
<b>QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from July 1, 2007 and July 1, 2008 respectively)</b>		
9. September 2007	63,600	
10. December 2007	407,634	
11. March 2008	775,979	
12. June 2008	1,152,376	
13. September 2008	1,419,537	183,123
14. December 2008		549,368
15. March 2009		915,613
16. June 2009		1,281,858
17. September 2009		1,648,103
18. December 2009		
19. March 2010		
20. June 2010		
<b>COST COMPLIANCE PLAN (maximum 10%)</b>		
21. % for Administration Expenditures (Line 7/Line 5)	10%	10%

Jackie Walther-Parnell

Operations Officer

(209) 724-2012

Contact Person, Title

Telephone Number

Date Prepared

Comments:

NOTE: Final Rule 667.160, What Reallocation Procedures Must the Governors Use, discusses local area obligation rates, recapture, and reallocation. Also see WIA Directive WIAD01-10.

**WIA Local Plan Modification PY 2008-09**

**Modification #** \_\_\_\_\_

**LWIA:** Merced County Department of Workforce Investment

**Date:** 07/01/08

### Budget, Participant, and Performance Forms

#### TITLE IB BUDGET PLAN SUMMARY (Adult or Dislocated Worker)

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2008, beginning 07/01/08 through 06/30/09

Grant Code 201/202/203/204 WIA IB-Adult

Grant Code 501/502/503/504 WIA IB-Dislocated Worker

<b>FUNDING IDENTIFICATION</b>		
	R8xxxxx Subgrant	R9xxxxx Subgrant
1. Year of Appropriation	2007	2008
2. Formula Allocation	1,099,664	1,380,143
3. Allocation Adjustment - Plus or Minus	(37,955)	
4. Transfers - Plus or Minus		
5. TOTAL FUNDS AVAILABLE (Lines 2 thru 4)	1,061,709	1,380,143
<b>TOTAL ALLOCATION COST CATEGORY PLAN</b>		
6. Program Services (sum of Lines 6.A thru 6.E)	951,743	1,242,129
A. Core Self Services	338,379	286,468
B. Core Registered Services	306,050	506,831
C. Intensive Services	92,421	124,007
D. Training Services	214,893	324,823
E. Other		
7. Administration (Line 5 minus 6)	109,966	138,014
8. TOTAL (Line 6 plus 7)	1,061,709	1,380,143
<b>QUARTERLY TOTAL EXPENDITURE PLAN</b> (cumulative from July 1, 2007 and July 1, 2008 respectively)		
9. September 2007	143,018	
10. December 2007	434,834	
11. March 2008	631,966	
12. June 2008	880,120	
13. September 2008	1,061,709	153,350
14. December 2008		460,048
15. March 2009		766,746
16. June 2009		1,073,444
17. September 2009		1,380,143
18. December 2009		
19. March 2010		
20. June 2010		
<b>COST COMPLIANCE PLAN</b> (maximum 10%)		
21. % for Administration Expenditures (Line 7/Line 5)	10%	10%

Jackie Walther-Parnell

Operations Officer

(209) 724-2012

Contact Person, Title

Telephone Number

Date Prepared

Comments:

NOTE: Final Rule 667.160, What Reallocation Procedures Must the Governors Use, discusses local area obligation rates, recapture, and reallocation. Also see WIA Directive WIAD01-10.

**WIA Local Plan Modification PY 2008-09**

**Modification #** \_\_\_\_\_

**LWIA:** Merced County Department of Workforce Investment

**Date:** 04/01/08

**Budget, Participant, and Performance Forms**

**TITLE IB BUDGET PLAN SUMMARY (Youth)**

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2008, beginning 04/01/08 through 06/30/09

Grant Code 301/302/303/304 WIA IB-Youth

<b>FUNDING IDENTIFICATION</b>	<b>R8xxxxx Subgrant</b>	<b>R9xxxxx Subgrant</b>
1. Year of Appropriation	2007	2008
2. Formula Allocation	1,590,556	1,760,318
3. Allocation Adjustment - Plus or Minus		
4. TOTAL FUNDS AVAILABLE (Line 2 plus 3)	1,590,556	1,760,318
<b>TOTAL ALLOCATION COST CATEGORY PLAN</b>		
5. Program Services (sum of Lines 5A and 5B)	1,431,501	1,584,287
A. In School	858,901	950,573
B. Out-of-School (30%)	572,600	633,714
6. Administration (Line 4 minus 5)	159,055	176,031
7. TOTAL (Line 5 plus 6)	1,590,556	1,760,318
<b>QUARTERLY TOTAL EXPENDITURE PLAN</b> (cumulative from April 1, 2007 and April 1, 2008 respectively)		
8. June 2007		
9. September 2007		
10. December 2007	98,181	
11. March 2008	466,545	
12. June 2008	745,563	
13. September 2008	1,168,059	
14. December 2008	1,590,556	352,064
15. March 2009		704,128
16. June 2009		1,056,192
17. September 2009		1,408,256
18. December 2009		1,760,318
19. March 2010		
20. June 2010		
<b>COST COMPLIANCE PLAN</b>		
21. % for Administration Expenditures (Line 6/Line 4)	10%	10%

Jackie Walther-Parnell

Operations Officer

(209) 724-2012

Contact Person, Title

Telephone Number

Date Prepared

Comments:

NOTE: Final Rule 667.160, What Reallocation Procedures Must the Governors Use, discusses local area obligation rates, recapture, and reallocation. Also see WIA Directive WIAD01-10.



WIA Local Plan Modification PY 2008–09

Modification #

4

LWIA: Merced County

Date:

07/01/2008

**Budget, Participant, and Performance Forms**  
**STATE NEGOTIATED LEVELS OF PERFORMANCE<sup>1</sup>**

WIA Requirement at Section 136(c)	PY 2005–06	PY 2006–07	PY 2007-08	PY 2008–09
<b>Adults</b>				
Entered Employment Rate	73%	74%	77%	78%
Employment Retention Rate	79%	80%	82%	83%
Earnings Change/Average Earnings <sup>2</sup>	\$3500	\$11,800	\$12,400	\$12,500
Employment and Credential Attainment Rate	56%	58%	N/A	N/A
<b>Dislocated Workers</b>				
Entered Employment Rate	81%	82%	85%	86%
Employment Retention Rate	85%	86%	87%	88%
Earnings Change/Average Earnings <sup>2</sup>	-\$3000	\$15,400	\$15,800	\$15,900
Employment and Credential Attainment Rate	66%	67%	N/A	N/A
<b>Youth (ages 14-21)</b>				
Placement in Employment or Education	N/A	N/A	TBD	TBD
Attainment of a Degree or Certificate	N/A	N/A	TBD	TBD
Literacy and Numeracy Gains	N/A	N/A	TBD	TBD
<b>Older Youth (ages 19–21)<sup>3</sup></b>				
Entered Employment Rate	72%	73%	N/A	N/A
Employment Retention Rate	80%	81%	N/A	N/A
Earnings Change	\$3700	\$3800	N/A	N/A
Employment and Credential Attainment Rate	38%	39%	N/A	N/A
<b>Younger Youth (ages 14–18)<sup>3</sup></b>				
Skill Attainment Rate	83%	84%	N/A	N/A
Diploma or Equivalent Rate	66%	67%	N/A	N/A
Retention Rate	63%	64%	N/A	N/A
<b>Customer Satisfaction<sup>3</sup></b>				
Participant Satisfaction Score	75	75	N/A	N/A
Employer Satisfaction Score	75	75	N/A	N/A

1 Guidance on the definitions of specific indicators for state and local performance can be found at the U.S. Department of Labor (DOL) [WIA](#) Web site. Specific Training and Employment Guidance Letters (TEGL) include, but are not limited to 8-99, 11-01, 27-04, 35-04, and 17-05. Additional guidance can be found at the EDD Workforce Development Community [Directives](#) Web site and [Information Notices](#) Web site. Specific Directives include, but are not limited to WIAD05-15, 06-5, 06-14, and WSD07-5. Specific Information Notices include, but are not limited to WSIN07-4 and 07-33. The DOL Employment and Training Administration approved California's waiver request to move from the statutory performance measures specified in WIA Section 136(b)(2) to the common performance measures defined in TEGL 17-05. This waiver is effective July 1, 2007 through June 30, 2009.

2 For PY 2005-06, the goal was an "Earnings Change". Effective July 1, 2006, the definition was changed to reflect an "Average Earnings". See TEGL 17-05.

3 Per WSIN07-33, the DOL approved California's waiver request to move from the statutory performance measures specified in WIA Section 136(b)(2) to the common performance measures defined in TEGL 17-05. Accordingly, these performance measures are no longer applicable.

WIA Local Plan Modification PY 2008–09

Modification #

4

LWIA: County of Merced

Date:

07/01/2008

## Budget, Participant, and Performance Forms

### LOCAL NEGOTIATED LEVELS OF PERFORMANCE<sup>1</sup>

WIA Requirement at Section 136(c)	PY 2005–06	PY 2006–07	PY 2007-08
<b>Adults</b>			
Entered Employment Rate	73%	74%	75%
Employment Retention Rate	76%	77%	78.5%
Earnings Change/Average Earnings <sup>2</sup>	\$3500	\$3500	\$13300
Employment and Credential Attainment Rate	56%	58%	N/A
<b>Dislocated Workers</b>			
Entered Employment Rate	81%	82%	79%
Employment Retention Rate	83%	84%	84%
Earnings Change/Average Earnings <sup>2</sup>	-\$3000	-\$3000	\$14000
Employment and Credential Attainment Rate	66%	67%	N/A
<b>Youth (ages 14-21)</b>			
Placement in Employment or Education	N/A	N/A	65%
Attainment of a Degree or Certificate	N/A	N/A	45%
Literacy and Numeracy Gains	N/A	N/A	15%
<b>Older Youth (ages 19–21)<sup>3</sup></b>			
Entered Employment Rate	72%	73%	N/A
Employment Retention Rate	75%	76%	N/A
Earnings Change	\$3700	\$3800	N/A
Employment and Credential Attainment Rate	38%	38%	N/A
<b>Younger Youth (ages 14–18)<sup>3</sup></b>			
Skill Attainment Rate	83%	84%	N/A
Diploma or Equivalent Rate	66%	67%	N/A
Retention Rate	63%	64%	N/A
<b>Customer Satisfaction<sup>3</sup></b>			
Participant Satisfaction Score	75	75	N/A
Employer Satisfaction Score	75	75	N/A

<sup>1</sup> Guidance on the definitions of specific indicators for state and local performance can be found at the U.S. Department of Labor (DOL) [WIA](#) Web site. Specific Training and Employment Guidance Letters (TEGL) include, but are not limited to 8-99, 11-01, 27-04, 35-04, and 17-05. Additional guidance can be found at the EDD Workforce Development Community [Directives](#) Web site and [Information Notices](#) Web site. Specific Directives include, but are not limited to WIAD05-15, 06-5, 06-14, and WSD07-5. Specific Information Notices include, but are not limited to WSIN07-4 and 07-33. The DOL Employment and Training Administration approved California's waiver request to move from the statutory performance measures specified in WIA Section 136(b)(2) to the common performance measures defined in TEGL 17-05. This waiver is effective July 1, 2007 through June 30, 2009.

<sup>2</sup> For PY 2005-06, the goal was an "Earnings Change". Effective July 1, 2006, the definition was changed to reflect an "Average Earnings". See TEGL 17-05.

<sup>3</sup> Per WSIN07-33, the DOL approved California's waiver request to move from the statutory performance measures specified in WIA Section 136(b)(2) to the common performance measures defined in TEGL 17-05. Accordingly, these performance measures are no longer applicable.

