

Western Arkansas Workforce Development Board
Meeting Agenda

301 Mt. Vista Blvd, Van Buren, AR

June 22, 2021

1:00 PM


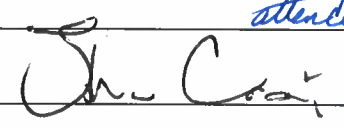
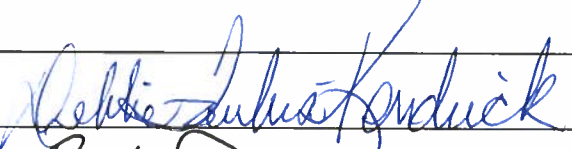
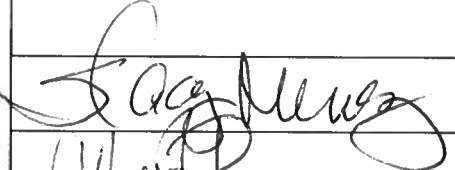
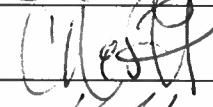
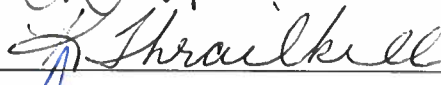
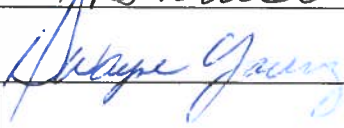
Invitees: Greg Aleshire, Tom Bonkofsky, Dana Byrum, John Craig, Reuben Gage, Debbie Faubus-Kendrick, Michael Lejong, Rachel Mize, Martha Moore, Stacy Muntz, Cathy Nesbit, Krystal Thrailkill, Erick Wiggins, Dwayne Young

Call to order

- I. Attendance
- II. Approval of minutes from last meeting – **sent for review via email**
Approval of corrections to 12/15/2020 minutes – **sent for review via email**
- III. Committee reports
 - Youth committee – **sent for review via email**
 - One-stop committee – **sent for review via email**
- IV. WIOA Delivery System quarterly report update
 - One-stop operator
 - Title I program report – **sent for review via email**
- V. New Business
 - Budget – **sent for review via email**
 - Bylaw revisions – **sent for review via email**
 - Board training – future workforce development board orientation and training
 - Referral form change
 - Annual election of board officers
 - Other business
- VI. Adjournment

Western Arkansas Workforce Development Meeting
June 22, 2021 – 1:00 PM
Crawford County Adult Education center
301 Mt Vista Blvd, Van Buren, AR

Please sign in:

	Aleshire, Greg
Vanessa Caldwell	Bonkofsky, Tom p
<i>attended come in late</i>	Byrum, Dana
	Craig, John
	Gage, Reuben
	Faubus-Kendrick, Debbie
Bob Purvis	Lejong, Michael p
Rachel Mize	Mize, Rachel
	Moore, Martha
	Muntz, Stacy
	Nesbit, Cathy
	Thrailkill, Krystal
	Young, Dwayne
	Wiggins, Erick
Alex Gladden	
Theresa Baggett	

**Western Arkansas Workforce
Development Board**

Proxy

Date: 6/18/21

Due to a conflict in my schedule, I authorize as my proxy on 6/22/21
(meeting date)

Bob Purvis

(representative name)

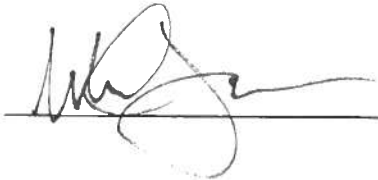
Greenwood Economic Development Committee
of _____
(company)

at the Western Arkansas Workforce Development Board meeting.

My proxy represents our organization or group being represented and is an individual with optimum policymaking or hiring authority within the organization represented.

Print Name: **Michael Lejong**

Signature:



**Western Arkansas Workforce
Development Board**

Proxy

Date:

Due to a conflict in my schedule, I authorize as my proxy on June 22, 2021

Vanessa Caldwell

(meeting date)

(representative name)

of Arkansas DWS

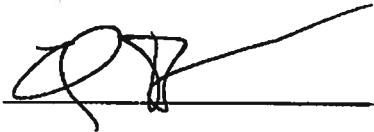
(company)

at the Western Arkansas Workforce Development Board meeting.

My proxy represents our organization or group being represented and is an individual with optimum policymaking or hiring authority within the organization represented.

Print Name: Tom Bonkofsky

Signature:



Western Arkansas Workforce Development Board
Meeting Minutes

March 16, 2021 1:00 PM
Fort Smith Adult Education Center
501 S 20th St, Fort Smith, AR

Call to order: Chair Cathy Nesbit called the meeting to order.

Board members in attendance: Greg Aleshire, Tom Bonkofsky, Dana Byrum, Nanci Caillouet, John Craig, Debbie Faubus-Kendrick, Rachel Mize, Martha Moore, Cathy Nesbit, Krystal Thrailkill, Erick Wiggins.

Others in attendance: Shirley Mccutchen, Sasha Grist, Ashlie Ross, Dennis Williamson

Approval of 12/15/2020 meeting minutes: Chair Nesbit asked for any corrections. There were no corrections presented. Cathy stated since there are no corrections, that the minutes were approved as distributed.

WIOA Delivery System quarterly report update:

- One-Stop Operator Report: Shirley Mccutchen presented updates on the Google Document she is using to track referrals, the QR code she created to collect surveys on the one-stop, and the Google contact list for partner agencies. She stated in January there was virtual training with partners on COVID stress & self-care and about 20 attended. She said there was a virtual job fair with the WorkSource staff, which they stated 156 jobs were available in the area Rachel asked what the other reason category on the referral form represented. Shirley told her it was items not listed currently she also said she would get the information on these so the form could be updated if desired. Nanci asked about the open status of the workforce center and Shirley said it is opening more as safety increases related to COVID.
- Title I: Dennis Williamson presented updates on funding expenditures of workforce grants. He shared that career advisors are making connections with GetReal-24, associated with the Fort Smith Crisis Center and the kids aging out of Foster Care, and that the career advisors have put on workshops for work experience youth participants.

New Business:

- The board reviewed five policy changes that were emailed to them. These were P0001-21 follow up, P0002-21 priority of service to veterans, P0003-21 local definition of recent, P0004-21 dislocated worker, and P0005-21 supportive services. John Craig motioned to approve the five policies as written. Nanci Caillouet seconded, and the motion was passed unanimously.

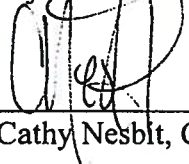
- Chair Nesbit stated the PY19 monitoring report and response was emailed to the board prior to the meeting. She asked if there were any questions. No questions were asked.
- Chair Nesbit stated the 2020 monitoring is in progress.
- Chair Nesbit discussed the upcoming Magazine High School Job Fair and asked board member companies that want to participate should let Dennis know so he can send out updates to them. An example of the student profile was shown to the board and Erick asked that GPA be added.
- Chair Nesbit stated the state monitors mentioned that the language in the local area governance agreement does not clearly indicate the relationship of WAPDD, the CEO's, and the Board. We are asking for the board to approve the following change: "representing the following counties and cities within those counties of Crawford, Franklin, Logan, Polk, Scott, and Sebastian" be removed from the first paragraph of the first page so as not to change the condition of the agreement nor duties of each party in the agreement, but only to define the parties of the agreement more clearly. She stated if there is no objection, we will adopt a motion to remove the words from the agreement for clarification so as not to require a new agreement. There were no objections. Cathy stated since there is no objection to removing these words from the agreement for clarification and so as not to require a new agreement the motion is adopted.

Other business:

Debbie Faubus-Kendrick stated the Crawford County Adult Ed center will host another drive through job fair at the end of the month and told board members they can participate or send information on available jobs for people to see. She also told the board that the center will be moving to City Heights this summer.

Dana Byrum offered free classes on disabilities training to any company interested through ARS.

Cathy asked if there was any other business. She stated since there is none the meeting is adjourned.



 Cathy Nesbit, Chair

6/22/2021

 Date

Western Arkansas Workforce Development Board

Meeting Minutes - corrected

December 15, 2020 1:00 PM held virtual on WebEx.

Chair Cathy Nesbit called the meeting to order.

Attendance by roll call: Board members - Greg Aleshire, Tom Bonkofsky, Dana Byrum, Nanci Caillouet, John Craig, Michael Lejong, Rachel Mize, Martha Moore, Stacy Muntz, Cathy Nesbit, Erick Wiggins, Annie Palmer proxy for Debbie Faubus-Kendrick

Other's attendees – Dennis Williamson, Michael Rosenberg, Shirley McCutchen, Sasha Grist, Ashley Garris, Rebecca Edwards, and Jana Kindall.

Approval of 9/22/2020 meeting minutes: Cathy asked for any additions or corrections. Nanci Caillouet stated the need to change the heading to read minutes and not agenda. No further changes or additions were offered, and Cathy asked for a motion to approve the presented minutes with the change. Nanci made the motion to approve the minutes with the mentioned change and Rachel seconded the motion. Michael Lejong asked the motion to be restated, it was, and a roll call vote called for and taken. All present voted yes to approve the minutes with the change.

Committee reports: Dana Byrum presented the Disability committee meeting minutes from 12/10/2020. These minutes are attached.

Shirley McCutchen gave a One-stop report starting by introducing herself. She shared information on the referral spreadsheet to track referrals and that partners were using it. She let the board know about the customer survey she was working on. That it will likely be a QR code that clients could scan to their phone and take to keep it simple. She said she now has a view of the front of the center so she can see what is going on. She is putting partner program information out where clients at the center can learn more about available programs. She had a webinar with non-profit partners on TEGl 7-20 about connecting with continuum of care clients. She has set up a training on January 21 for partners with a presentation by a licensed therapist about coping with COVID and how to decompress. Cathy asked about personal information being available on the Google docs referral spreadsheet. Shirley told her there was no client information available on the doc that the partners keep the actual client information.

Dennis was asked to give a title I report. He provided an expenditure report showing expenditure details on each active grant including utilization rates of each. There were no questions on the report. The board was shown a success story on Melissa Cardenas an in-school youth that the program helped encourage her to stay in high school to complete her education while on work study in an assisted living facility. She did go on to get her certification after completing high school, was hired by the company and has been promoted.

Western Arkansas Workforce Development Board
Meeting Minutes - corrected

Cathy presented the Bylaw with changes that were sent for review via email. She stated the board has already approved virtual meetings, but it was recommended to move this in the bylaws to provide more clarity to those outside the board. She asked for a motion to approve the bylaws as written. Stacy Muntz made the motion and John Craig seconded. She asked for discussion and there was none. Cathy asked for a vote of yes to approve or no to not approve. All members present voted yes to approve the change to the bylaws.

Cathy then asked all board members to complete the board renewal of responsibility and bylaw acknowledgement form. Erick asked for clarity if it needed to be printed and signed. Dennis said that was correct and to scan it back to him.

Cathy said the plan changes emailed was from the retreat the board participated in asking if there were any questions about it. There were none.

Cathy reminded the board of the Arkansas Governance Training that would be happening in the Spring of 2021. She asked if there were any questions on that and there were none.

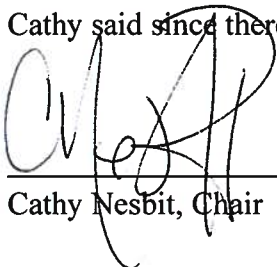
Cathy stated we have received a letter from the director of ADWS letting us know the state's monitoring report for PY18 has been closed.

Cathy stated the board would move on the policies for review and to approve. She stated the policies were policy P0005-20 rev1 Referrals, P0006-20 Work Experience, P0007-20 On-the-Job training, and P0008-20 Registered Apprenticeship were sent to you by email to review. She asked if there were any questions about these policies? Then asked for a motion to approve these three policies as written. Nanci made the motion to approve the four policies as written and Erick seconded the motion. Discussion was asked for and there was none. A roll call vote was taken stating yes to approve and no to not approve the motion. All present voted yes to approve the motion approving the policies.

Cathy presented the meeting dates for 2021 and stated Dennis will send them out after the meeting to each board member. Though we do not know how we will be affected in 2021 I would like to ask for site volunteers for each of the coming meetings. Please let Dennis know if you or your organization are willing to host a meeting, safety allowing next year.

Cathy asked if there is any other business to be discussed and there was none.

Cathy said since there is no further business the meeting is adjourned.



Cathy Nesbit, Chair

6-22-2021
Date

Youth Committee Meeting
WAPDD 1109 S. 16th St., Fort Smith, AR 72901
April 8, 2021 at 2:00 pm

Committee member attendees: Stacy Muntz, Jack Gray, Rachel Mize, Jennifer Turner

Other attendees: Carman Hensley, and Dennis Williamson

Stacy Muntz, called the meeting to order at 2:00 pm.

The first item on the agenda was the Job Fair at Magazine Public School. Dennis give an update. The date for it is May 4th, 2021 from 10-2pm at the high school. 48 students are expected to participate with many of them looking for work. The flyer has been completed and sent to the board members and local chambers to help promote the event. Student profiles will be complete by April 23rd. They will be sent to employers interested in participating. Some committed companies are Rockline, Student Exchange, Michael Springer Build and Earth, Harry Robinson, Bennet Construction, Denali, City of Magazine, Stark, and Bank of Ozark. Discussion was had about this being a bridge between education and workforce. Stacy asked the group to discuss next steps for this type of job fair and how to get other schools to participate. It was stated Magazine high school has put a lot of effort into this. We want to share their success and the effort it takes with other schools to get them interested. We need to get employers feedback on the job fair.

Further discussion was about including other populations in future events such as foster care youth and the like. It was asked if employers would be able to make job offers at the fair, but it is unlikely since the event is limited in time. However, it was said most employers will set up interviews to get students to the next step. The committee did discuss challenges some of these youth would face once they did have jobs such as transportation. The group discussed how to educate them on what it takes once they are out of school.

Dennis told the committee that they will do a dry run on May 3rd for the students and anyone willing could volunteer to help.

The committee moved to the topic of youth aging out of the foster care system and the Get Real 24 Program. It was discussed how challenged these youth are in integrating into society. Jack supplied information on many of the difficulties of youth that come through the program. The need for mentoring and life skills training was discussed. Jack mentioned a soft skills and financial literacy training put on for some of the youth to help them better understand what employers need. There was discussion on how to help these youth successfully transition from the system to the working world.

The committee talked on the topic of internship. Stacy spoke on the program that Bank OZK has with Ozark high school and the success they have had with it. The group did talk on youth not fully understand all of the aspects of a job they take and examples given were about not knowing when they get paid or benefits even though they go through extensive orientations. It was mentioned that one challenge of these internships is that individuals with significant barriers tend to be passed over and so there was discussion around how to be more inclusive. The main objective determined was to help employers see options and value these individuals might be if given the chance. It was also stated that there are resources for employers that provide assistive service or tools for specific barriers.

Stacy asked if there was any other topics of business for the committee and hearing none adjourned the meeting.

Stacy Muntz

Stacy Muntz, Committee Chair

4/15/2021

Date

One-Stop Committee meeting minutes
2914 Midland, Fort Smith, AR on 4/14/21 @ 2:00 pm

Nanci called the meeting to order, and roll was taken.

Committee members in attendance were Nanci Caillouet, Justin Smith, Cathy Nesbit, John Craig, and staff were Dennis Williamson and Ashlie Ross.

- Nanci asked the committee to review the drafted monitoring tool. She asked for comments. Nanci made note that the s on lines was needed to be removed on the last page in the ADA section for line of sight. There were no other revisions. Nanci asked for a motion. Cathy Nesbit made the motion to approve the instrument as presented with the correction and John Craig made 2nd to the motion. Nanci asked for discussion on motion and there was none. She asked for a vote of aye to approve the motion and it was approved unanimously.
- There was discussion on the One-stop operators request for the 3rd quarter performance incentive in their contract. The committee reviewed the agreement and compared to the performance information and determined that as per the agreement since all of the criteria was not met per the agreement that the incentive could not be paid. There was no vote necessary since the agreement states that only approval is necessary if all criteria are met per page 5 section E of the agreement.
- Nanci stated it was time to review and recommend whether to renew the current OSO under contract for another year. Cathy made a motion to keep the current OSO and John seconded the motion. Prompted by the incentive request discussion the committee decided to recommend a modification to the incentive portion of the contract be made for the board to approve at the next board meeting. The change recommended is to change the incentive from a cumulative accounting to independent quarterly review so that in any quarter the base was met could be paid. They felt this would encourage the OSO to continually improve. Further the committee recommended that each expectation remain the same as that listed as the initial performance expectation except the number of customer surveys. This they recommended be changed to 30 to account for unexpected events and based on the expected average clients moving through the system on a quarterly basis. After discussion Cathy withdrew her motion and John made a new motion to renew the OSO contract for another year with a quarterly performance expectation instead of a cumulative quarterly expectation and that the numbers be the same as the initial expectation except the customer surveys being reduced to 30 per quarter. Justin seconded the motion. Nanci asked for further discussion on the motion and there was none. She asked for an aye vote to approve recommending the renewal of the OSO contract with the performance change. It was approved unanimously.
- Nanci said they would like feedback from the partners on the actions and abilities of the current one-stop operator.

One-Stop Committee meeting minutes
2914 Midland, Fort Smith, AR on 4/14/21 @ 2:00 pm

- Nanci said monitoring of the one-stop centers needed to be scheduled. She asked the committee to look at their calendars for possible dates after Dennis told them they needed to be done by June. The committee decided on April 28th at 11am for the Fort Smith center and May 13th at 11am for the Mena center. Dennis will send notice to each center in advance of the review and calendar invites to the committee for the dates of the monitoring.
- Nanci asked if there is any other business? She stated since there was no further business the meeting is adjourned.

Nanci Caillouet

Nanci Caillouet, Committee Chair

4/23/2021

Date

Signature: 

Email: nanci_jatc@ibew700.com

ONE-STOP OPERATOR MONITORING TOOL



EFFECTIVENESS

Identifier	Objective	Meeting Expectation		Progress		Technical Assistance Required		Comments
		Yes	No	Current	Future	Yes	No	
Meaningful Access is evident in the center for all required programs provided by system partners to ensure the effectiveness of the One-Stop delivery system	Primary focus on positive educational and employment outcomes, not program/funding stream	✓						
	Facilitates integrated partnerships across programs to provide necessary supportive services	✓						Referrals are being made. ARS-Crosstraining & UI
	Center staff are cross-trained and equipped to communicate availability of all services		✓					Needs improvement. Some training offered but pushed back due to UI. OS- To start.
	Evidence of efficient customer flow	✓						Clear signage when entering the building. Partners/ UI/UE Stations. Maximizing as much as possible.
	Center reflects integrated system of communication and case management	✓						Bi-weekly meetings with partners.
	Technology used to expand service offerings	✓						Use of Facebook/phones/twitter.
	Staff are present, identifiable, and available		✓					Additional signage needed. All partners represented. Labeling of service needed.
	Center offers hours that accommodate the schedule and circumstances of the service area	✓						Open Mon.-Fri. Phone lines open for additional hours.

Center: _____ Fort Smith _____ Completed By: _____ One Stop Committee Date: _____ 04/28/2021 _____

ONE-STOP OPERATOR MONITORING TOOL



EFFECTIVENESS

Identifier	Objective	Meeting Expectation		Progress		Technical Assistance Required		Comments
		Yes	No	Current	Future	Yes	No	
Meaningful Access (Continued)	Services provided are aligned with local area demand	✓						Services geared towards UI which is in greatest demand.
	Common identifiers and branding are being used	✓						AWC branding evident.
	Center is addressing barriers to employment	✓						
	Priority of service is promoted		✓					Cannot validate.
	Community deployment evident	✓						Facebook, event notices
	Outreach to inaccessible areas	✓						Homeless services, rural outreach.
Standardized Service Delivery to maintain quality standards across all centers	Standard operating procedures are being implemented	✓						
	Evidence of communication between One-Stop Operator and system partners	✓						Bi-weekly meetings
	Cross-training and professional development are being created and implemented		✓					

ONE-STOP OPERATOR MONITORING TOOL



CONTINUOUS IMPROVEMENT

Identifier	Objective	Meeting Expectation		Progress		Technical Assistance Required		Comments
		Yes	No	Current	Future	Yes	No	
Evaluation of Service Delivery	Customer satisfaction evaluations are being distributed	✓						Survey link, QR code
	Survey outcomes result in system improvement (if applicable)	✓						All positive outcomes so far.
	Resources are available throughout the system	✓						Survey link results posted.
	Processes are completed as described in policies and/or procedures	✓						Shirley needs to start communicating these policies to partners that may be unaware.
Performance Strategy Supported by Data	Staff are knowledgeable of delivery system partner performance		✓					Not enough feedback.
	Staff supports system partner performance measure		✓					No feedback on partners due to Covid.
	One-Stop Operator is communicating deficiencies based on performance reviews		✓					No feedback on partners due to Covid.
Workforce Delivery System Partners	Engaging with community partners	✓						Zoom meetings 2x monthly.
	Outreach to adult education partners	✓						Crawford, Sebastian poverty classes being held.
	Outreach to new business partners	✓						Training referrals and evidence of interaction
	Coordination of services with partners	✓						

ONE-STOP OPERATOR MONITORING TOOL



ACCESSIBILITY

Identifier	Objective	Meeting Expectation		Progress		Technical Assistance Required		Comments
		Yes	No	Current	Future	Yes	No	
Americans with Disabilities Act (ADA) Compliance	Auxiliary aids available	✓						
	Clear line of sight	✓						
	Necessary accommodations provided	✓						
	Adequate space for assistive devices	✓						
	Individualized assistance	✓						
	Priority of service is promoted	✓						
One-Stop Operator-Board Communication	Operator is sharing system information		✓					Presentation at last board meeting was not inclusive of partners.
	Operator is making recommendations for improvement		✓					Not enough data to make recommendations.

ONE-STOP OPERATOR MONITORING TOOL



EFFECTIVENESS

Identifier	Objective	Meeting Expectation		Progress		Technical Assistance Required		Comments
		Yes	No	Current	Future	Yes	No	
Meaningful Access is evident in the center for all required programs provided by system partners to ensure the effectiveness of the One-Stop delivery system	Primary focus on positive educational and employment outcomes, not program/funding stream	✓						All services individually based off need. Large focus on finding and maintaining employment.
	Facilitates integrated partnerships across programs to provide necessary supportive services	✓						Adult Ed- Career Pathways
	Center staff are cross-trained and equipped to communicate availability of all services		✓					Can only do jobs across the office, no specific cross-training.
	Evidence of efficient customer flow	✓						Mostly unemployment
	Center reflects integrated system of communication and case management		✓					Mena reps seems to be well integrated with eachother, but not beyond their area.
	Technology used to expand service offerings	✓						Gaps in this area due to service. Using FB. Job Boards, electronic veterans websites.
	Staff are present, identifiable, and available	✓						
	Center offers hours that accommodate the schedule and circumstances of the service area	✓						8-4:30 M-F Flex hours if needed, will stay late if needed.

Center: Mena Completed By: Compiled Answers Date: 05/13/2021

ONE-STOP OPERATOR MONITORING TOOL



EFFECTIVENESS

Identifier	Objective	Meeting Expectation		Progress		Technical Assistance Required		Comments
		Yes	No	Current	Future	Yes	No	
Meaningful Access (Continued)	Services provided are aligned with local area demand	✓						
	Common identifiers and branding are being used	✓						
	Center is addressing barriers to employment	✓						resumes, job search, career pathways, local college
	Priority of service is promoted	✓						
	Community deployment evident	✓						Facebook, radio, news, flyers, distribution
	Outreach to inaccessible areas		✓					Radio
Standardized Service Delivery to maintain quality standards across all centers	Standard operating procedures are being implemented		✓					
	Evidence of communication between One-Stop Operator and system partners		✓					Lack of coordination with Mena from Shirley. Connecting job corps, discussion of survey implementation.
	Cross-training and professional development are being created and implemented		✓					No cross-training.

ONE-STOP OPERATOR MONITORING TOOL



CONTINUOUS IMPROVEMENT

Identifier	Objective	Meeting Expectation		Progress		Technical Assistance Required		Comments
		Yes	No	Current	Future	Yes	No	
Evaluation of Service Delivery	Customer satisfaction evaluations are being distributed		✓					Just starting to implement.
	Survey outcomes result in system improvement (if applicable)		✓					
	Resources are available throughout the system	✓						Vocational Rehab, Title I. Career Pathways
	Processes are completed as described in policies and/or procedures		✓					Shirley will need to communicate these. Lack of info.
Performance Strategy Supported by Data	Staff are knowledgeable of delivery system partner performance		✓					
	Staff supports system partner performance measure		✓					
	One-Stop Operator is communicating deficiencies based on performance reviews		✓					
Workforce Delivery System Partners	Engaging with community partners	✓						Room for improvement. College, Adult Ed, Career Pathways
	Outreach to adult education partners	✓						
	Outreach to new business partners		✓					
	Coordination of services with partners		✓					

ONE-STOP OPERATOR MONITORING TOOL



ACCESSIBILITY

Identifier	Objective	Meeting Expectation		Progress		Technical Assistance Required		Comments
		Yes	No	Current	Future	Yes	No	
Americans with Disabilities Act (ADA) Compliance	Auxiliary aids available	✓						
	Clear line of sight	✓						
	Necessary accommodations provided	✓						
	Adequate space for assistive devices	✓						
	Individualized assistance	✓						
	Priority of service is promoted	✓						
One-Stop Operator-Board Communication	Operator is sharing system information		✓					
	Operator is making recommendations for improvement		✓					Operator only part time and is starting to know the Mena Center.

One-Stop-Operator Board Report

June 2021

Workforce Office and One-Stop-Operation Position Presentations:

4-06- Trac Staffing-Business Services-Business Services
4/21 Meeting-Case-Managers-Title 1 Services and Workforce
4/26-27- Services for the Blind-Job Corps-Workforce Services
4/27 100 Families -Zoom Presentation-Workforce Services
4/22 Job Corps-Workforce Center
5/10 Presentation of Title 1 Services-Workforce Services-Belle Point
5/11 Mena Office-4 staff members-One-Stop Operator Role
5/11 Julie Gordon-Adult Education, Rich Mountain
5/13 Kristin Davis-DVOP- Individual Referrals-surveys
5/19 Twana Nixon-FHE Health- Workforce and One-Stop-Operator
5/19 Chamber of Commerce Breakfast - Workforce Services
5/26 Veterans Standdown Event -Booth, Workforce Services
6/9 Bonnie Tate-Workforce Services

April 28th and May 13th One-Stop-Operator Monitoring

Training on Surveys and Referral System

May- Adult Education Staff Crawford County
May-Title 1 staff in Workforce Office
May-Mena Office Staff
On-going-training- Workforce Staff on surveys

Cross-Training Events

May- Title 1, Adult Education, Sebastian County, Arkansas Rehabilitation Services case-manager training

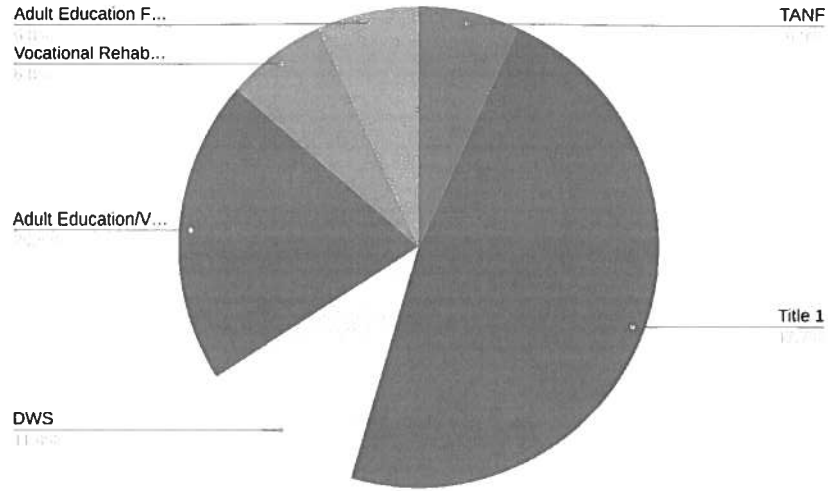
Mandated Reporter Training

May- Arkansas Rehabilitation Staff and Tom Bonkofsky

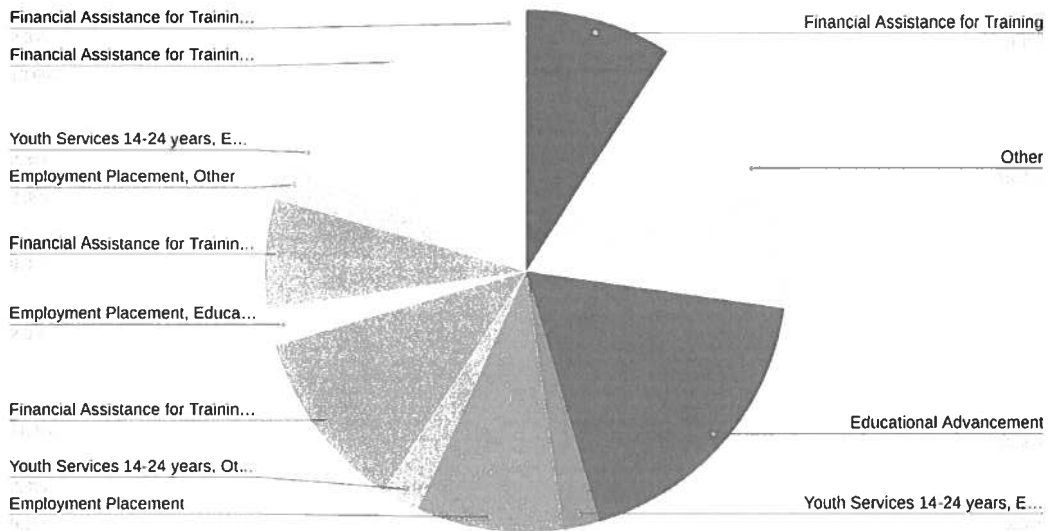
Facebook Page Workforce Services Fort Smith

Posts are made weekly and highlight our local businesses that need employees. I also post all of the information that is sent to me by businesses, non-profits, and my partners.

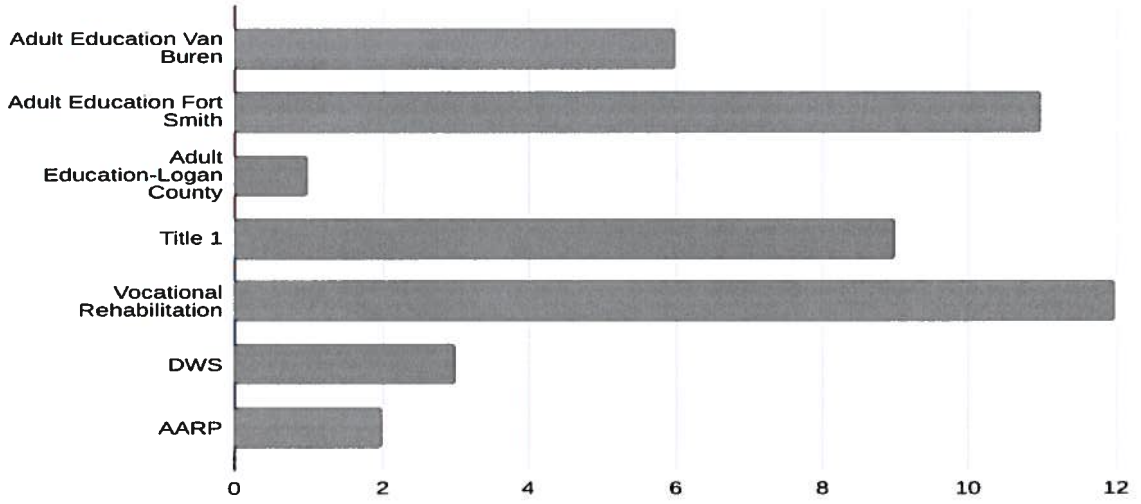
Referring Agency



Reason for Referral:



Referral Made To:



Timestamp	Referring Agency	Reason for Referral:	Referral Made To:
2/4/2021 12:24:56	TANF	Financial Assistance for Training	Adult Education Van Buren
2/11/2021 11:23:05			
2/19/2021 15:06:06	TANF	Other	Adult Education Fort Smith
2/22/2021 10:33:06	Title 1	Other	Adult Education Van Buren
2/22/2021 10:33:41	Title 1	Other	Adult Education Van Buren
2/23/2021 13:14:43	Title 1	Other	Adult Education Fort Smith
3/4/2021 9:35:40	DWS	Educational Advancement	Adult Education Van Buren
3/4/2021 9:36:17	DWS	Other	Adult Education-Logan County
3/4/2021 13:30:18	DWS	Financial Assistance for Training	Title 1
3/8/2021 11:59:01	DWS	Other	Adult Education Fort Smith
3/8/2021 11:59:22	TANF	Other	Adult Education Fort Smith
3/10/2021 9:56:29	Title 1	Other	Vocational Rehabilitation
3/18/2021 12:02:37	Title 1	Youth Services 14-24 years, Educational Advancement	Adult Education Fort Smith
3/18/2021 12:03:00	Title 1	Financial Assistance for Training	Vocational Rehabilitation
3/23/2021 15:19:58	DWS	Employment Placement	Adult Education Fort Smith
4/5/2021 12:31:22	Title 1	Other	Vocational Rehabilitation
4/5/2021 13:33:02	Adult Education Van Buren	Youth Services 14-24 years, Other	Adult Education Fort Smith
4/5/2021 13:36:42	Adult Education Van Buren	Financial Assistance for Training, Employment Placement, Educational Advancement	Vocational Rehabilitation
4/5/2021 13:37:45	Vocational Rehabilitation	Employment Placement, Educational Advancement	Vocational Rehabilitation
4/5/2021 13:39:14	Adult Education Van Buren	Financial Assistance for Training, Employment Placement, Educational Advancement	Vocational Rehabilitation
4/5/2021 13:39:50	Adult Education Van Buren	Financial Assistance for Training, Employment Placement	Vocational Rehabilitation
4/5/2021 13:40:22	Adult Education Van Buren	Financial Assistance for Training, Employment Placement, Educational Advancement	DWS
4/13/2021 15:18:25	Title 1	Employment Placement, Other	Adult Education Van Buren
4/21/2021 9:15:03	Title 1	Youth Services 14-24 years, Educational Advancement, Other	Adult Education Van Buren
4/21/2021 9:53:49	Title 1	Educational Advancement	Adult Education Van Buren
4/21/2021 11:06:51	Adult Education Van Buren	Educational Advancement	Adult Education Fort Smith
4/21/2021 11:07:19	Adult Education Van Buren	Financial Assistance for Training, Employment Placement, Educational Advancement	Adult Education Fort Smith
4/21/2021 11:08:20	Adult Education Van Buren	Financial Assistance for Training, Employment Placement	Adult Education Fort Smith
4/21/2021 11:10:09	Adult Education Van Buren	Financial Assistance for Training, Employment Placement, Educational Advancement	Adult Education Fort Smith
5/10/2021 11:40:44	Title 1	Employment Placement	DWS
5/18/2021 16:16:31	Adult Education Fort Smith	Educational Advancement	DWS
5/18/2021 16:25:45	Adult Education Fort Smith	Financial Assistance for Training, Educational Advancement	Vocational Rehabilitation
5/18/2021 16:30:11	Adult Education Fort Smith	Financial Assistance for Training	Vocational Rehabilitation
5/18/2021 16:34:10	Title 1	Financial Assistance for Training, Educational Advancement	Vocational Rehabilitation
5/18/2021 16:35:33	Title 1	Financial Assistance for Training, Educational Advancement	Title 1
5/18/2021 16:38:15	Title 1	Educational Advancement	Title 1
5/18/2021 16:39:01	Title 1	Financial Assistance for Training, Educational Advancement	Title 1
5/18/2021 16:40:33	Title 1	Financial Assistance for Training, Educational Advancement	Title 1
5/19/2021 9:46:21	Title 1	Educational Advancement	Title 1
5/19/2021 9:46:41	Title 1	Financial Assistance for Training, Educational Advancement	Title 1
5/20/2021 10:30:26	Title 1	Financial Assistance for Training, Educational Advancement	Adult Education Fort Smith
5/20/2021 10:31:03	Title 1	Educational Advancement	Adult Education Fort Smith
5/26/2021 12:16:21	Vocational Rehabilitation	Educational Advancement	Vocational Rehabilitation
5/26/2021 12:16:36	Vocational Rehabilitation	Employment Placement	Vocational Rehabilitation
5/28/2021 14:31:55	Title 1	Financial Assistance for Training, Youth Services 14-24 years, Educational Advancement	AARP
6/10/2021 14:48:47	Title 1	Employment Placement	AARP
6/10/2021 14:58:27	Title 1	Financial Assistance for Training, Youth Services 14-24 years, Educational Advancement	Vocational Rehabilitation
6/11/2021 10:56:42	Title 1	Youth Services 14-24 years, Educational Advancement, Testing	Vocational Rehabilitation
		Financial Assistance for Training, Educational Advancement	Adult Education Van Buren
			Vocational Rehabilitation

Note: the referrals for month 6 are not reflected on the graphs sheet. They will show on the graph sheets for June-December. Agencies are allowed to check more than one box for a reason for referral.

Workforce Funding vs Expenditure Monthly Report

Total Grant Awarded

Funds Expended as of March 31, 2021:

	Current Mth	Total Admin	Total Program	Grant Total	FUR %
\$261,701 Adult FY20	0.00	20,524.11	241,176.89	\$261,701.00	100%
\$51,592 Adult PY20	11,715.32	5,159.00	46,433.00	\$51,592.00	100%
\$257,444 Adult FY21	12,717.92	2,590.33	10,591.09	\$13,181.42	5%
\$246,023 DLW FY20	669.44	22,852.47	223,170.53	\$246,023.00	100%
\$65,809 DLW PY20	29,078.97	994.99	28,083.98	\$29,078.97	44%
\$294,568 DLW FY21	0.00	0.00	0.00	\$0.00	0%
\$322,072 Youth PY20	34,731.26	19,059.98	148,056.17	\$167,116.15	52%
\$1,099,756 TANF	0.00	15,022.27	124,120.62	\$139,142.89	13%
\$393,750 AAPI	14,519.84	7,807.70	304,473.82	\$312,281.52	79%
\$2,992,715 Total	\$103,432.75	\$94,010.85	\$1,126,106.10	\$1,220,116.95	

Generating % 57%

PY20 Youth YTD % - Expended:

Youth PY20	
Y	\$50,419.27 34.05%
BY	\$97,636.90 65.95%
Total	\$148,056.17

PY20 Youth Work Experience % - Expended:

ISY	\$23,267.27
OSY	\$34,987.07
Total	\$58,254.34 39.35%

Funds Remaining as of March 31, 2021:

	Admin	Program	Total
Adult FY20	\$0.00	\$0.00	\$0.00
Adult PY20	\$0.00	\$0.00	\$0.00
Adult FY21	\$23,153.67	\$221,108.91	\$244,262.58
DLW FY20	\$0.00	\$0.00	\$0.00
DLW PY20	\$5,585.01	\$31,145.02	\$36,730.03
DLW FY21	\$29,456.00	\$265,112.00	\$294,568.00
Youth PY20	\$13,147.02	\$141,808.83	\$154,955.85
TANF	\$0.00	\$0.00	\$0.00
AAPI	\$0.00	\$0.00	\$0.00
- Participant		\$0.00	
Total	\$71,341.70	\$659,174.76	\$730,516.46

Youth PY20 (40% IS)-vs-(60% OS):

\$322,072.00 Total Youth Grant
\$32,207.00 Admin Budget
\$289,865.00 Total Program Budget

\$115,946.00 40% Max In-School Budget
 \$173,919.00 60% Max Out of School Budget

\$289,865.00 Total Program Budget

\$65,526.73 Remaining In-School Funds
 \$76,282.10 Remaining Out of School Funds
 \$141,808.83 Total Remaining Program Funds

Months Remaining Based on Avg per Month

Funding	Remaining	20% Carry Over	Adjusted Total	%	Average per Month	Months Remaining Based on Avg per Month
Adult PY20	\$0.00		\$0.00	0.00%	\$22,961.09	0
Adult FY21	\$244,262.58	\$51,488.80	\$192,773.78	35.53%	\$22,961.09	8
DLW FY20	\$0.00		\$0.00	0.00%	\$19,818.73	0
DLW PY20	\$36,730.03	\$13,161.80	\$23,568.23	4.34%	\$19,818.73	1
DLW FY21	\$294,568.00	\$58,913.60	\$235,654.40	43.44%	\$19,818.73	12
Youth PY20	\$154,955.85	\$64,414.40	\$90,541.45	16.69%	\$27,941.23	3
Total	\$730,516.46	\$187,978.60	\$542,537.86	100.00%		



Michael Preston
SECRETARY OF COMMERCE
Charisse Childers, Ph.D.
DIRECTOR,
DIVISION OF WORKFORCE SERVICES

**DIVISION OF WORKFORCE SERVICES
ISSUANCE NUMBER PY 20-08**

May 7, 2021

FROM: Charisse Childers, Ph.D., Director

TO: Local Workforce Development Area Administrators/Service Providers

SUBJECT: PY 2021 Workforce Innovation and Opportunity Act (WIOA) Title I - Youth, Adult and Dislocated Worker Activities Program Allocations, Funding Information and Subgrant Award Numbers

1. **Purpose:** To officially issue PY 2021 WIOA Title I - Youth, Adult and Dislocated Worker Activities program allocations, funding information and subgrant award numbers to local workforce development areas.
2. **General Information:** Allocations were calculated according to the Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, as follows:
 - Youth Activities allocations were calculated according to Section 128(b)(2)
 - Adult Activities allocations were calculated according to Section 133(b)(2)(A)
 - Dislocated Worker Activities allocations were calculated according to Section 133(b)(2)(B).

The information below reflects the total allotment to the State of Arkansas for each funding stream and the reservations required by Public Law 113-128 for statewide activities under Sections 128(a) and 133(a)(1) and for statewide rapid response activities under Section 133(a)(2).

Funding Stream	PY 2021 Allotment	15% Statewide Funds	25% Rapid Response Funds	For Allocation to LWDAs
Youth	6,462,908	969,381		5,493,527
Adult	6,260,965	939,145		5,321,820
Dislocated Worker	5,494,037	824,073	1,373,509	3,296,455
Totals	18,217,910	2,732,599	1,373,509	14,111,802

PY 2021 local area allocations are attached, along with funding information and subgrant award numbers.

Special Notes:

- A. Per WIOA Section 133(b)(4), a local board may transfer up to 100 percent of funds between the Adult and Dislocated Worker funding streams if approved by the Governor.
 - B. This issuance provides the total PY 2021 allocation for each Title I funding stream. However, as of July 1, 2021, only the base portion of our state allotment of Adult and Dislocated Worker Activities funds will have been made available for distribution to local workforce development areas. Therefore, initial subgrant awards of Adult and Dislocated Worker Activities funds will be for each local workforce development area's share of these base amounts. The balance of our state allotments of Adult and Dislocated Worker Activities funds will be made available on October 1, 2021.
 - C. Youth Activities subgrant awards will have an effective date of April 1, 2021. Adult and Dislocated Worker Activities subgrant awards will have an effective date of July 1, 2021 for base funding and October 1, 2021 for the balance of each allocation.
 - D. Catalog of Federal Domestic Assistance (CFDA) Numbers are as follows.
 - Youth - 17.259
 - Adult - 17.258
 - Dislocated Worker - 17.278
 - E. A separate communication will provide local workforce development areas with instructions on the submission of PY 2021 subgrant forms.
3. **Action Required:** Please provide this information to staff involved in the preparation of PY 2021 WIOA subgrant award packages.
 4. **Inquiries:** Eddie Thomas, ADWS EA Assistant Director, at eddie.thomas@arkansas.gov
 5. **Attachments:**
 - PY 2021 WIOA Title I - Youth, Adult and Dislocated Worker Allocations
 - PY 2021 WIOA Title I - Youth, Adult and Dislocated Worker Activities Funding Information and Subgrant Award Numbers
 6. **Expiration Date:** June 30, 2023

PY2021 WIOA Title I – Youth, Adult and Discolated Worker Activities
Funding Information and Subgrant Award Numbers

PY 2021 Youth Activities Funding

LWDA	April 1, 2021 Allocation and Funding	Subgrant Award Number
Little Rock	\$330,268	05-P21-YOUTH-81
Central	\$676,631	05-P21-YOUTH-90
North Central	\$713,822	05-P21-YOUTH-20
Northeast	\$471,834	05-P21-YOUTH-30
Northwest	\$591,537	05-P21-YOUTH-10
Southeast	\$804,134	05-P21-YOUTH-40
Southwest	\$507,432	05-P21-YOUTH-95
West Central	\$605,600	05-P21-YOUTH-71
Western	\$376,468	05-P21-YOUTH-60
Eastern	\$415,801	05-P21-YOUTH-31
	\$5,493,527	

PY 2021 Adult Activities Funding

LWDA	Allocation	PY Initial Funding	Subgrant	FY Balance	Subgrant
		July 1, 2021	Award Number	October 1, 2021	Award Number
Little Rock	\$338,947	\$59,328	05-P21-ADULT-81	\$279,619	05-F22-ADULT-81
Central	\$654,211	\$114,510	05-P21-ADULT-90	\$539,701	05-F22-ADULT-90
North Central	\$691,517	\$121,040	05-P21-ADULT-20	\$570,477	05-F22-ADULT-20
Northeast	\$448,044	\$78,424	05-P21-ADULT-30	\$369,620	05-F22-ADULT-30
Northwest	\$552,884	\$96,774	05-P21-ADULT-10	\$456,109	05-F22-ADULT-10
Southeast	\$779,008	\$136,354	05-P21-ADULT-40	\$642,654	05-F22-ADULT-40
Southwest	\$487,532	\$85,336	05-P21-ADULT-95	\$402,196	05-F22-ADULT-95
West Central	\$584,655	\$102,336	05-P21-ADULT-71	\$482,320	05-F22-ADULT-71
Western	\$382,213	\$66,901	05-P21-ADULT-60	\$315,312	05-F22-ADULT-60
Eastern	\$402,809	\$70,506	05-P21-ADULT-31	\$332,303	05-F22-ADULT-31
	\$5,321,820	\$931,509		\$4,390,311	

PY 2021 Dislocated Worker Activities Funding

LWDA	Allocation	PY Initial Funding	Subgrant	FY Balance	Subgrant
		July 1, 2021	Award Number	October 1, 2021	Award Number
Little Rock	\$311,810	\$59,335	05-P21-DLW-81	\$252,475	05-F22-DLW-81
Central	\$455,829	\$86,741	05-P21-DLW-90	\$369,088	05-F22-DLW-90
North Central	\$306,765	\$58,375	05-P21-DLW-20	\$248,390	05-F22-DLW-20
Northeast	\$319,489	\$60,797	05-P21-DLW-30	\$258,692	05-F22-DLW-30
Northwest	\$507,616	\$96,596	05-P21-DLW-10	\$411,020	05-F22-DLW-10
Southeast	\$335,807	\$63,902	05-P21-DLW-40	\$271,905	05-F22-DLW-40
Southwest	\$307,391	\$58,495	05-P21-DLW-95	\$248,896	05-F22-DLW-95
West Central	\$296,315	\$56,387	05-P21-DLW-71	\$239,928	05-F22-DLW-71
Western	\$264,900	\$50,409	05-P21-DLW-60	\$214,491	05-F22-DLW-60
Eastern	\$190,533	\$36,257	05-P21-DLW-31	\$154,276	05-F22-DLW-31
	\$3,296,455	\$627,294		\$2,669,161	

Western Workforce Development Board Budget
July 2021 - June 2022

	<u>Adult</u>	<u>DLW</u>	<u>Youth</u>	<u>Totals</u>
<u>Budgeted Formula Funding</u>				
PY21 Funding	\$ 382,213.00	\$ 264,900.00	\$ 376,468.00	\$ 1,023,581.00
Estimated PY20 Carry Forward Funding	\$ 168,378.00	\$ 283,866.00	\$ 49,317.00	\$ 501,561.00
Total Funding	\$ 550,591.00	\$ 548,766.00	\$ 425,785.00	\$ 1,525,142.00
<u>Budgeted Expenditures</u>				
<u>Budgeted Administrative Expenditures</u>				
Administration	\$ 55,059.00	\$ 54,877.00	\$ 42,578.00	\$ 152,514.00
<u>Budgeted Program Expenditures</u>				
Participant Training	\$ 104,062.00	\$ 111,125.00	\$ 26,824.00	\$ 242,011.00
Career Services/Support Services	\$ 183,347.00	\$ 130,881.00	-----	\$ 314,228.00
Other Program Activities	\$ 208,123.00	\$ 251,883.00	-----	
Participant Work Experience	-----	-----	\$ 155,308.00	\$ 155,308.00
Other Program Activities/Support Services	-----	-----	\$ 201,075.00	\$ 201,075.00
	\$ 550,591.00	\$ 548,766.00	\$ 425,785.00	\$ 1,525,142.00

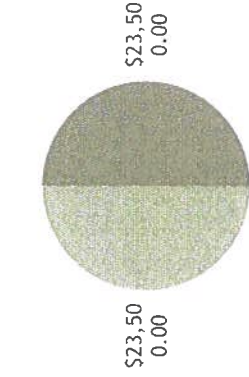
WAWDB 2021-22 Budget



BUDGETED AMOUNT

\$23,500.00

BUDGET VS. COSTS



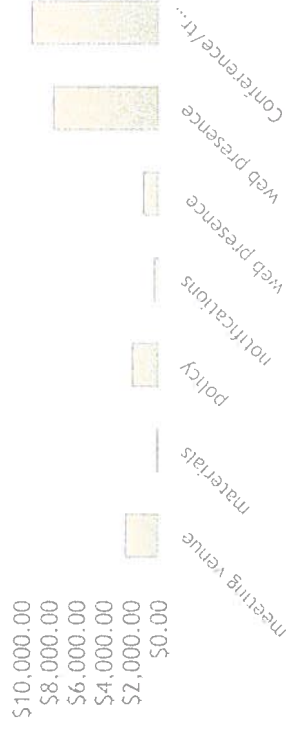
TOTAL COSTS

\$23,500.00

DIFFERENCE

\$0.00

Planned Expenses



TYPE	Expense	DESCRIPTION	QUANTITY	COST	TOTAL
Board training & panels	meeting venue	Venue & costs	1	\$2,500.00	\$2,500.00
Board training & panels	materials	printing	1	\$200.00	\$200.00
Liability insurance	policy	annual policy fee	1	\$2,000.00	\$2,000.00
Public notice	notifications	meeting notices	4	\$100.00	\$400.00
Outreach	web presence	Web maintenance	12	\$100.00	\$1,200.00
Outreach	web presence	SEO assistance	12	\$650.00	\$7,800.00
Workforce Conferences	Conference/travel	registration, hotel & travel	2	\$4,700.00	\$9,400.00
					\$0.00
					\$23,500.00

Western Arkansas Workforce Development Board

Bylaws

- ii. shall include a representative of eligible providers administering adult education and literacy activities under title II.
- iii. shall include a representative of institutions of higher education providing workforce investment activities (including community colleges).
- iv. shall include a representative of economic and community development entities, include an appropriate representative from the State employment service office under the Wagner-Peyser Act, and an appropriate representative of programs carried out under title I of the Rehabilitation Act of 1973 other than section 112 or part C of that title, serving the local area.
- v. each local board may include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate.

B. Representative appointments.

- a. Chief Elected Officials (CEO) appoint representatives from the nominations received by the Board or board staff unless otherwise stated herein.
- b. Effort will be made, and priority given, to make representation geographically diverse to include each county in the local workforce development area.
- c. The membership and composition of the Board shall be certified by the Governor as required.
- d. Representatives appointed to fill a vacancy shall serve the remainder of the unexpired term of the vacant position. A Representative can continue to serve until reappointment or replacement on the Board.
- e. when a vacancy is determined the CEOs will be notified electronically by the Board Chair or staff within five (5) business days including the name and sector vacated.
- f. replacements, in the event of a required vacancy, shall be appointed in accordance with these procedures with effort made to fill the vacancy within 60 days.
- g. if, for any reason, no recommendation for appointment is made within two (2) months of the date of a vacancy, the CEOs will again be notified by the board staff.

C. Term of Appointment:

- a. Representatives shall be appointed for three (3) year terms and may be considered for reappointment at that time.
- b. Terms shall be staggered so that approximately one-half of the Board Representatives are appointed or re-appointed.
- c. As each term expires, appointments shall continue to serve until replaced.
- d. Representatives shall notify the Chair or staff of a change in employer or employment status at which time it shall be determined if the Representative is eligible to continue serving on the Board.

D. Release of Representatives:

- a. Representatives who miss three (3) consecutive meetings without notice will be considered to have voluntarily resigned. Appointment of a proxy constitutes attendance and will not be counted as an absence.
- b. Such resignations will be accepted or rejected by a majority vote of Representatives present.

Western Arkansas Workforce Development Board Bylaws

- b. The designation must be in writing with the proxy qualification statement noted and received by the Chair or board staff prior to the meeting they will act as a representative.
 - c. Proxy designation must also include the name of the Board Representative (printed and signature), date signed, designee, specific meeting date applicable and employer.
 - d. In the absence of a voting designee, the individual Representative may request an excused absence for cause to be ruled on by the Chair.
- B. A designee herein referred to as a proxy must come from the same organization or group as being represented. The proxy must also be an individual with optimum policymaking or hiring authority and certified on the proxy authorization.
- C. Meetings may be attended and conducted by conference call or other electronic means deemed necessary to perform board duties but must adhere to FOIA meeting requirements.

Section 3. Meeting Notice:

- A. Public notice shall be provided including the location, time, and/or means to meet via the Board website at least 3 days prior to a regular Board meeting.
- B. Board members will receive notice and the agenda by hand delivery, email, or mail at least 3 days prior to a regular Board meeting.
- C. Special meetings of the Board may be called the Board Chair or for Board committees by the committee chair.
- D. In the case of special meetings, the location, time and/or means to meet will be posted to the Board website and Board or committee members will be electronically notified at least 24 hours prior to the meeting.
- E. Board Representatives shall be notified of meeting date, time, agenda, and location when the executive committee meets outside of regular board meeting dates.

Section 4. Quorum:

- A. A quorum of the Board shall be a majority of the appointed Representatives.
- B. Once the quorum has been established, it shall be constituted for the duration of the meeting.

Section 5. Agenda:

- A. An agenda shall be prepared to reflect the principal business of the Board.
- B. Any Representative may request an item be added to the agenda, in writing, five (5) days prior to the scheduled meeting date.

Section 6. Voting:

- A. Each appointed Representative shall have one (1) vote.
- B. A Board Representative shall not vote on any agenda item if that Representative, their represented company, organization, or agency will benefit from the passage or failure of the item.
- C. Representative's votes must be free from real or perceived conflict of interest in the use of WIOA or other funds administered by the Board or CEO's.

Western Arkansas Workforce Development Board Bylaws

- D. All appointed Board Representatives must complete a conflict-of-interest disclosure statement.

Section 7. Parliamentary authority:

The rules of parliamentary procedure in Robert's Rules of Order, newly revised shall govern all proceedings of the Board and committees. In the case of a conflict between Robert's Rules and these by-laws or a special rule adopted by the Board, the by-laws or special rule shall prevail.

ARTICLE IV: Travel expenses

Section 1. Reimbursement: Board Representative travel.

- A. A Board Representative may be reimbursed for travel cost for attending committee or board meetings, and when traveling as a representative of the Board to a meeting or conference, unless otherwise provided by the Representative's business, organization, or agency.
- B. In consideration of the limited administrative funds, One-Stop Board Representatives shall be reimbursed by their agency.

Section 2. Disbursement: Determination and compensation rates.

- A. The administrative entity will survey the membership to determine who falls within the Board reimbursement policy.
- B. Travel cost will be reimbursed per the current federal travel regulations approved by the Board.

ARTICLE V: Fiscal and periodic reports

Section 1. Fiscal year: The fiscal year shall be the same as the State's for all workforce development programs.

Section 2. Annual reporting: No less than one (1) annual report will be made to the CEO/Board and the state of Arkansas.

ARTICLE VI: Amendments

Amendments to the by-laws may be made by a majority vote of Board Representatives present, after a formal motion.

ARTICLE VII: Conflict of interest

Section 1. Board Representatives conflict of interest: Representatives shall avoid real or perceived conflict of interest in the conduct of board business.

- A. Potential conflict of interest exists if a Board Representative takes action to which that representative has an interest or would provide direct financial benefit to themselves, a family member, employer, or organization they represent.



WIOA Partner Referral Ticket

Congratulations!

You are referred to:

Partner Organization Name: _____

Partner Contact Name: _____

Contact Number: _____

Partner Address: _____

Appointment Date & Time (If applicable): _____

For the following services:

- | | | |
|--|--|---|
| <input type="checkbox"/> Financial Assistance for Training | <input type="checkbox"/> Employment Placement | <input type="checkbox"/> Educational Advancement |
| <input type="checkbox"/> Job Readiness Workshops | <input type="checkbox"/> Youth Services (Ages 14-24) | <input type="checkbox"/> Testing <input type="checkbox"/> SSI |

IMPORTANT:

Job Seeker must complete the following before visit:

Register on www.arjoblink.arkansas.gov AJL# _____
(registering in advance will expedite orientation/enrollment process)

Documents needed for first visit:

- ✓ Bring 2 valid IDs (e.g., Driver's License, State ID, Social Security card, Passport, CDIB card)
- ✓ Bring current resume, if available
- ✓ Selective Service Registration (Those born on or after 1960) - Will check during visit
- ✓ Veterans bring DD214

Client Information (Please Print)	
First Name:	Last Name:
Phone Number:	Email:
Are you a Veteran?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Referral Information (Please Print)	
Referred by:	
Contact Person:	
Phone Number:	Email:
Referral Date:	

Office Use Only: Date of Service ____/____/____
--

A proud partner of the **americanjobcenter** network

TDD 1-800-285-1131 (via ARS)

We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities