

ALABAMA WORKFORCE DEVELOPMENT SYSTEM

**Department of Commerce
Workforce Development Division
401 Adams Avenue
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Montgomery, Alabama 36130-4103**

April 14, 2023

Workforce Opportunity for Rural Communities (WORC) 4 - DRA Grant

GOVERNOR'S WORKFORCE INNOVATION DIRECTIVE NO. PY2022-08

1. Purpose. This directive informs Local Workforce Development Areas of the activities available to eligible individuals under the WORC Grant and outlines procedures to be used.

2. Discussion. The State of Alabama was awarded \$1,384,792 in September of 2022 to provide training and services to residents of Lowndes County. The grant period is Sept. 15, 2022, through Sept. 30, 2025. In all, 110 participants will be served. Participants will be provided with work readiness skills, career coaching, mentoring, supportive services, and employment-driven training in five in-demand careers: Advanced manufacturing, agriculture/construction, healthcare, information technology, and transportation/distribution/logistics. Eligible individuals are new entrants to the workforce, dislocated workers, and incumbent workers. Hope Inspired Ministries (HIM) is the service provider.

Eligibility: Individuals eligible to receive services must meet the following eligibility:

- Resident of Lowndes County
- US citizen or resident alien approved to work in the US
- Male – Selective Service registration needed
- Be able to meet one of the following 6 categories:
 - 1 - New Entrants to the Workforce - High School Seniors
 - Has no work experience/never worked before
 - Youth who are enrolled in high school and are in 12th grade (senior year)
 - Will be eligible to be employed before the end of the grant or within 6 months after the end of the grant
 - Not be younger than 17 or older than 21
 - 2 - Dislocated Workers
 - Terminated or laid-off

- Have received a notice of termination or layoff from employment
- Were self-employed but are now unemployed
- 18 years or older

3 - Incumbent Workers

- Individuals who are employed, but need services to secure full-time employment
- Who are seeking to advance their careers
- Who are seeking to retain their current occupations
- 18 years or older
- Earning less than \$15 per hour

4 - New entrants to the Workforce – Out of School Youth

- No work experience
- Youth who have dropped out of school
- Ages 16-24

5 - New entrants to the Workforce – Adults

- Ages 18 or older
- No work experience

6 - New entrants to the Workforce – Long-term unemployed

- Ages 18 or older
- Unemployed more than 26 weeks (6 months)

Services available to participants: Career coaches will complete a needs assessment to determine education level, identify training needs, and establish support services. The career coach will develop an individual service plan outlining the supports, activities, career pathways, and resources required to achieve participants' career objectives. The career coach will expertly braid resources from partner agencies. WORC support services will address Lowndes County residents' barriers: transportation and childcare. Support services include, but are not limited to, transportation and childcare vouchers, fees to replace ID documents, training, uniforms, assessment fees, and licensure/certification test fees as needed.

Career coaches will assess participants to identify a career pathway. Coaches will use the ACCET (Alabama College and Career Exploration Tool) and the DAVID (Dashboard for Alabamians to Visualize Income Determinations.) The tools will increase participants' understanding of career pathways and how education and training lead to higher wages over time.

Participants are required to enroll and complete either Ready to Work (RTC) or the new Alabama Career Essentials (ACE) course soft-skills training programs that

provide entry-level skills needed for employment. Further, participants will complete the virtual, industry-specific concentration for ACE known as Mobilizing Alabama Pathways (MAPS), which introduces participants to the basic skills required for the selected industry.

Participants will earn two credentials, the National Career Readiness Certificate and the Alabama Certified Worker Certificate which can be used as a prerequisite for entry-level employment.

Upon successful completion of the training, participants are eligible to be placed in on-the-job training with partner employers, or to pursue short-term certificates or degrees at community colleges, leading to career options.

HIM will provide RTW/ACE training to high school seniors during regular school hours, resulting in graduates with recognized credentials. HIM also will assist seniors and their families with college and financial aid applications and will promote workforce training options.

Policies: With the exception of eligibility requirements, Workforce Innovation and Opportunity Act (WIOA) policies and procedures will be used in the administration of the WORC grant. Eligibility requirements for WORC are issued in this GWID. Below is a list of policies:

Property Management – *State of Alabama Property Inventory Manual*

Determining Allowable Costs – *Statewide WIOA Fiscal Procedures Manual*

Protection of Personally Identifiable Information (PII) – Governor’s Workforce Innovation Directive (GWID) PY 2018-01 Guidance on the Handling and Protections of Personally Identifiable Information (PII)

Record Retention – GWID PY 2021-11 Workforce Development Division Records Disposition Authority

Procurement/Purchasing – GWID PY 2015-12 Statewide WIOA Procurement Procedures

Sub-recipient Monitoring – Program Integrity Section Monitoring Procedures

Complaints/Grievances – GWID PY 2016- 05, Change 1 WIOA Equal Opportunity and Nondiscrimination Requirements

3. Action.

It is the responsibility of the Central Alabama Works local area staff, Alabama Career Center staff, and the service provider to review the attached information and procedures. Career Center staff may refer Individuals interested in the program to the service provider, Hope Inspired Ministries (HIM), for eligibility determination and services. These guidelines will be posted on the website, www.wioa-alabama.org, under Governor’s Workforce Innovation Directives.

4. Contact. Any questions regarding the WORC Program should be addressed to Paul Sullivan, at (334) 242-5416 or by email at paul.sullivan@commerce.alabama.gov.

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04/18/2023

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