

ALABAMA WORKFORCE DEVELOPMENT SYSTEM

Department of Commerce

Workforce Development Division

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Pathway Home 4 Alabama’s Returning Citizens (PARC) Policy

Effective July 1, 2023

1. Purpose. This directive informs Workforce Development Division staff, service provider staff, and partner agencies of the activities available to eligible individuals under the Pathway Home for Alabama’s Returning Citizens (PARC) Project and outlines procedures to be used.
2. Discussion. The State of Alabama was awarded \$1,500,000.00 in June of 2023 to provide training and services to people incarcerated at the Alabama Department of Corrections (ADOC) facilities of Staton, Elmore and Tutwiler through the U.S. Department of Labor Pathway Home 4 Program. The grant period is July 1, 2023 through December 31, 2026. In all, 150 participants will be served. Participants will be provided with work readiness skills, career coaching, supportive services, and employment-driven training in five in-demand careers: Advanced manufacturing, agriculture/construction, healthcare, information technology, and transportation/distribution/logistics. J.F. Ingram State Technical College will be the service provider.

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

- Incarcerated individual in the following Alabama State Prisons – Staton, Elmore or Tutwiller
- At least 18 years of age
- US citizen or permanent resident alien approved to work in the US
- Male – Meets Selective Service Requirements
- Scheduled for release within 20 – 270 days of the individual’s enrollment in the program
- Upon release scheduled to return to target Counties: Dallas, Elmore, Jefferson, Lowndes, and Montgomery.

A criminogenic need assessment must be completed for any individuals convicted of a violent offense. The needs identified by the assessment must be

considered and addressed throughout the individuals' participation in the program.

Services available to participants: Case Managers will complete a needs assessment to determine education level, identify training needs, and establish support services needed upon release. The Case Manager will develop an individual development plan outlining the supports, activities, career pathways, and resources required to achieve participants' career objectives. The Case Manager will expertly braid resources from partner agencies. Supportive Services will address participants' barriers upon release. 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.

Participants pre-release will have the option to enroll in the Alabama Career Essentials (ACE) course soft-skills training programs that provides 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 also be encouraged to enroll before release in occupational training provided by ISTC need to enter in-demand careers.

After release participants are eligible to be placed in on-the-job training through partner programs or pursue short-term certificates or degrees at community colleges, leading to career options.

Participants will be served both pre and post-release. Participants will also receive follow up services for twelve months following an exit from services.

Policies: With the exception of eligibility requirements, Governor's Workforce Innovation Directives (GWIDs) policies and procedures will be used to administer the grant. Eligibility requirements for PARC participants are issued in this policy. Below is a list of policies:

Property Management – *State of Alabama Property Inventory Manual*

Cash Management, Determining Allowable Costs, Improper Payments & Single Audit Requirement – *Statewide WIOA Fiscal Procedures Manual & 2 CFR 200.*

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. Workforce Development Division staff, ISTC staff, and partners serving participants are responsible for reviewing the attached information and procedures. These guidelines will be posted on the website, www.wioa-alabama.org.
4. Contact. Any questions regarding the program should be addressed to Lorilei Sanders at (334) 353-1632 or by email at lorilei.sanders@commerce.alabama.gov.

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