

ALABAMA WORKFORCE DEVELOPMENT SYSTEM

**Department of Commerce
Workforce Development Division
401 Adams Avenue
Post Office Box 304103
Montgomery, Alabama 36130-4103**

January 11, 2023

QUEST National Dislocated Worker Grant

GOVERNOR'S WORKFORCE INNOVATION DIRECTIVE NO. PY2022-06

1. Purpose. This directive informs Local Workforce Development Areas of the activities available to eligible individuals and employers under the Quality Jobs, Equity, Strategy, and Training (QUEST) National Dislocated Worker Grant (NDWG) and outlines procedures to be used.
2. Discussion. The State of Alabama was awarded \$4,425,091 in September of 2022 to address workforce challenges arising from the COVID pandemic. Individual Training Accounts (ITAs), On-the-Job Training (OJT), Disaster Relief (Temporary) Employment, case management at ADOL Career Centers, and an ADOL Outreach Specialist are provided for through this grant to dislocated workers impacted by the COVID pandemic in Local Workforce Development Areas 1, 3, and 6. The grant period is Sept. 26, 2022, through Sept. 30, 2024. In all, 375 participants will be served. Training and employment will be in the areas of Advanced Manufacturing, Healthcare, Information Technology, Construction and Transportation, Distribution and Logistics. The Outreach Specialist will conduct an outreach campaign and develop culturally and linguistically competent marketing material to attract marginalized populations, including African Americans, Latinos, single women, working people age under 25, people with disabilities, people from remote rural communities, and former service industry workers – food, entertainment, and accommodations.

Eligibility: Individuals eligible to receive services through the QUEST NDWG must be one of the following:

1. A dislocated worker;
2. An individual temporarily or permanently laid off as a consequence of the COVID pandemic;
3. A long-term unemployed individual whose unemployment has lasted for 26 continuous weeks or more; or individuals who have no work history, have been incarcerated, or have otherwise not worked for an extended period.
4. A self-employed individual who became unemployed or significantly underemployed as a result of the COVID pandemic.

Services available to participants:

Individual Training Accounts (ITAs): Governor’s Local Workforce Areas (GLWAs) received funds for LWDAs 1, 3 and 6 to provide ITAs to individuals meeting the eligibility. The QUEST NDWG is funded by the Workforce Innovation and Opportunity Act (WIOA), and the Individual Training Account Guidelines contained in Governor’s Workforce Innovation Directive (GWID) PY2021-04 as well as any local area ITA policies should be followed. In AlabamaWorks! The ITA service (300) and any other WIOA services provided to the individual should be linked to the QUEST National Dislocated Worker Grant funding source. The Alabama Department of Labor/Alabama Career Centers will receive funds through the LWDAs to provide Career (Intensive) Services for QUEST NDWG participants. Participants will be referred to the Alabama Community College system to complete an Alabama Career Essentials (ACE) credential (see Attachment A). Participants are not required to complete the ACE prior to starting their ITA as these services can be provided concurrently. QUEST NDWG ITA services may be provided to participants as of Sept. 26, 2022.

On-the-Job Training (OJT): Governor’s Local Workforce Areas (GLWAs) received funds for LWDAs 1, 3, and 6 to provide OJT services to individuals meeting the eligibility for this grant and employers. The QUEST NDWG is funded by the Workforce Innovation and Opportunity Act (WIOA), and the On-the-Job (OJT) Guidelines contained in Governor’s Workforce Innovation Directive (GWID) PY2021-08 as well as any local area OJT policies should be followed. The OJT service (301) and any other WIOA services provided to the individual should be linked to the QUEST National Dislocated Worker Grant funding source. Please note that this is a different procedure than the one previously used for the COVID-19 NDWG. The Alabama Department of Labor/Alabama Career Centers will receive funds through the LWDAs to provide Career (Intensive) Services for QUEST NDWG participants. Participants may be referred to the Alabama Community College System to complete a Mobilizing Alabama Pathways (MAPs) credential (see Attachment A). Participation in MAPs is optional and depends on the participant’s and employer’s preferences. QUEST NDWG OJT services may be provided to participants as of Sept. 26, 2022.

Disaster Relief (Temporary) Employment: Governor’s Local Workforce Areas (GLWAs) received funds for LWDAs 1, 3, and 6 to provide Disaster Relief (Temporary) Employment services to individuals meeting the eligibility. The Disaster Relief (Temporary) Employment service (230) and any other WIOA services provided to the individual should be linked to the QUEST National Dislocated Worker Grant funding source. Please note that this is a different procedure than the one previously used for the COVID-19 NDWG. The Alabama Department of Labor/Alabama Career Centers will receive funds through the LWDAs to provide Career (Intensive) Services for QUEST NDWG participants. Participants will be referred to the Alabama Community College System to complete an Alabama Career Essentials (ACE) Credential (see Attachment A).

Participants are not required to complete the ACE prior to starting Disaster Relief Employment as these services can be provided concurrently. QUEST NDWG Disaster Relief (Temporary) Employment services may be provided when the subrecipient agreement with Sirius Workforce is finalized. WDD will provide notification to the Career Centers when this service is available.

Career Centers will be the exclusive work sites. Forms used for the Governor's Local Workforce Areas Work-Based Learning Program will be used as outlined in Memorandum 21-08 and subsequent changes. Eligible individuals may work up to 29 hours a week and no more than a total of 1,000 hours at \$15 per hour wage.

Disaster Relief (Temporary) Employment will follow the same procedures and use the same forms as those for the Work-Based Learning Program, including the use of the Work-Based Learning Worksite Participant List to add participants to Work Sites. The Work-Based Learning Participant Evaluation Form for Work Readiness Skills should also be filled out by the work site and kept in the participant's file. If the Work-Based Learning Program changes any of its forms or procedures, they will also be incorporated into this program. *At the top of any Work-Based Learning forms, please write QUEST NDWG.*

On-boarding and Placement Form - Once eligibility is complete, the Case Manager will fill out the Sirius Workforce Development Placement Form for the participant, and it will be emailed to Scott Hotard at Sirius, shotard@siriusstaffing.com and CC Leslie.christ@siriusstaffing.com. For the start date put ASAP. This will allow Sirius to complete E-Verify and any necessary screening before onboarding. Make sure the placement form is submitted at least 5 days before the start date.

- For the Start Date: Put ASAP.
- Timesheet Approver #1: The jobsite Supervisor.
- Timesheet Approver #2: The Career Center Case Manager.
- Invoicing/Funding Source: Include the Local Area Number and write/type "QUEST" in this area.
- Participants must have an email address for on-boarding and communication with Sirius. If the participant does not have an email address, the case manager should help them create one.
- Participants must have all paperwork in before their start date. Participants are not considered employees of Sirius until all paperwork is submitted. Sirius cannot pay participants who are missing paperwork.
- Some participants may need help submitting paperwork. Case managers should assist these participants with submitting paperwork online to Sirius.
- Once participants are enrolled into the payroll system, both the worksite and participant will be notified by email from either Scott Hotard at shotard@siriusstaffing.com or from the Avionte payroll system at notifications@myavionte.com.

Once the placement form is submitted, a link to Avionte and login instructions to approve timecards will be sent. You will not have access to employees until they have been assigned to you.

Automated Timesheet Process - Participants have access to their timesheets 24/7 and can update timesheets daily or weekly through a secure web-based submittal. They also have access to view paystubs and W2s, download tax forms and update personal information. Once the timesheet is complete, the timecard approvers are notified through the same web-based program and through email.

- Employees must submit their timesheet by 10:00 a.m. on Monday.
- Timesheet Approver #1 or #2 must approve the timesheet by 10:00 a.m. on Tuesday.
- Employees are paid weekly through direct deposit or pay cards.
- If they do not have a bank account, a pay card can be mailed to them, or they can get one from a store and it can be loaded weekly with their paycheck.
- No paper checks will be mailed.

On-the-Job Injuries - As the Employer of Record, Sirius Workforce LLC, provides workers compensation coverage for all job assignments. If a participant is injured on-the-job while participating in Disaster Relief (Temporary) Employment, Sirius has step-by-step procedures in place in case of a workplace incident. Participants will receive a badge which includes these instructions.

3.Action. It is the responsibility of the local workforce development areas and Alabama Career Center staff to review the attached information and procedures. These guidelines will also be posted on the website, www.wioa-alabama.org, under the Governor's Workforce Innovation Directives.

4. Contact. Any questions regarding the QUEST NDWG Program should be addressed to Lorilei Sanders, at (334) 353-1632 or by email at lorilei.sanders@commerce.alabama.gov.

tammy Wilkinson

Tammy Wilkinson, Division Director
Workforce Development Division



QUEST National Dislocated Worker Grant
Referral for MAPS/ACE



Participant Name: _____ Last 4 of SSN: _____

Referred to (Community College): _____

This individual listed above is participating in the Workforce Innovation and Opportunity Act (WIOA) QUEST National Dislocated Worker Grant (NDWG). **This person is receiving QUEST NDWG services and needs to participate in MAPS or ACE.** Please provide this individual with the service indicated:

_____ MAPS

_____ ACE

Notes:

Referred by:

Name: _____

Career Center: _____

Email Address: _____

Phone Number: _____