



COASTAL COUNTIES WORKFORCE BOARD

March 2, 2017

9:00 a.m. – 11:45 a.m.

Southern New Hampshire University, Brunswick

AGENDA

9:00 a.m.

I. Welcome and Introductions

Lydia Sy, CCWB Chair

- Welcome New Members
- Consideration of Action to Approve the Draft Minutes of 12/8/16 – Board Vote

II. Executive Director's Report

Michael Bourret, Executive Director, CCWI

- WIOA Funding Letter
- MIIA Closeout
- One-Stop Operator Update & Board Vote

III. Youth Standing Committee Update

Michelle Love, YSC Chair

David Wurm, Workforce Solutions Manager

IV. TechHire Update

Sarah O'Connell, CCWI Program Manager

V. TechHire Boot Camp Overview

Jay Collier, Director of Computational and Digital Program, UNE

VI. Workforce Solutions Delivery Update

Ryan Anderson, Manager, Workforce Services

10:30 a.m. Networking Break...

VII. Policies – Board Vote

Denise Griffin, CCWB Vice Chair

Antoinette Mancusi, CCWI Deputy Director

VIII. Update on Services to New Mainers

Antoinette Mancusi, Deputy Director, CCWI

David Wurm, Senior Program Manager, Workforce Solutions

Kim Moore, Coordinator, Greater Portland Workforce Initiative

*Skip Hall, Employment & Training Specialist III, Greater Portland
CareerCenter, MDOL/BES*

*James James, Multilingual CareerCenter Consultant, Greater Portland
CareerCenter, MDOL/BES*

11:45 a.m. Adjourn

Next Workforce Board Meetings:

CCWB / CCWI Annual Meeting

10:00 a.m. to 1:00 p.m.

Hilton Garden Inn, Freeport

June 9, 2017

Southern New Hampshire University, Brunswick

9:00 a.m. to 11:45 a.m.

Thursday, September 14, 2017

Thursday, December 14, 2017

Coastal Counties Workforce, Inc.
GRANT FINANCIAL STATEMENTS
thru period ending 12/31/16

GRANT PROGRAM	END DATE	CONTRACT	CUMULATIVE	BALANCE
WIA PY15 - ADULT	6/30/2017	\$ 964,379.00	\$ 884,444.99	\$ 79,934.01
WIA PY15 - YOUTH	6/30/2017	\$ 1,045,609.00	\$ 843,123.37	\$ 202,485.63
WIA PY15 - DISLOCATED WORKERS	6/30/2017	\$ 911,419.00	\$ 835,881.90	\$ 75,537.10
WIA PY16 - ADULT	6/30/2018	\$ 868,368.00	\$ 179,006.19	\$ 689,361.81
WIA PY16 - YOUTH	6/30/2018	\$ 958,022.00	\$ -	\$ 958,022.00
WIA PY16 - DISLOCATED WORKERS	6/30/2018	\$ 725,471.00	\$ 49,604.86	\$ 675,866.14
JD-NEG	9/30/2016	\$ 943,435.00	\$ 564,704.60	\$ 378,730.40
DEI	1/31/2017	\$ 50,000.00	\$ 47,917.67	\$ 2,082.33
SP-NEG	6/30/2018*	\$ 857,825.00	\$ 268,555.30	\$ 589,269.70
TOPS (H1B) GRANT	11/30/2015	\$ 4,999,858.00	\$ 4,999,858.00	\$ -
PREP	12/31/2017*	\$ 499,941.00	\$ 243,861.03	\$ 256,079.97
MIIA	3/31/2017	\$ 1,300,000.00	\$ 977,241.16	\$ 322,758.84
TECH HIRE	6/30/2020	\$ 4,000,000.00	\$ 92,891.78	\$ 3,907,108.22
TOTAL		\$ 18,124,327.00	\$ 9,987,090.85	\$ 8,137,236.15

PLEASE NOTE: NOT ALL REMAINING BALANCES ARE AVAILABLE FOR USE SINCE CERTAIN PROJECTS ARE UNPREDICTABLE AT TIME OF AWARD.

*Request for Grant Extension Pending



Coastal Counties Workforce Board Report
Make It in America (H-1B Grant)
 March 2, 2017

Summary of MIIA Grant

- Three year, **\$1.3 million H-1B Jobs Accelerator Grant** awarded to CCWI in October 2013.
- Partners include: Workforce Solutions; Midcoast Regional Redevelopment Authority (MRRRA); and Maine Manufacturing Extension Partnership (MEP).
- Provides a combination of **paid internships and classroom training**, as well as specialized **training of incumbent workers**, for participants and companies in the Aerospace/Aviation, Biotechnology, Composites/Advanced Materials, and Renewable Energy industry sectors. Eligible participants include unemployed and/or underemployed Maine residents who have a combination of related work experience and/or education. Encompasses all of CCWI Counties, as well as Kennebec and Androscoggin counties.

Update on MIIA Grant Activities

- MIIA is now in its final quarter with an ending date of March 31, 2017. As the chart below reflects, the grant goals have increased due to the newly approved six month extension.*
- Workforce Solutions has enrolled **102 individuals** in the program. The original grant goal to this date has been exceeded and participants continue to be enrolled during the extension period in order to reach the revised goals.
- Incumbent training goals for the extended grant period have also been increased from 150 to 190. Maine Manufacturing Extension Partnership continues outreach and training to businesses in eight MIIA-eligible counties.
- CCWI, MEP, Workforce Solutions, and SMCC continue to work together to evaluate and develop quality training programs based on the needs of business.

Make It In America (MIIA)			
Performance Outcomes through 12/31/16 (End Date: 3/31/17)			
Measure	Grant Goal*	Thru 12/31/17	Percent of Goal
Number of participants beginning education/training activities	100	102	102%
Number of participants completing education/training activities	100	73	73%
Number of participants who complete education/training activities that receive a degree or other type of credential	90 Unemployed 190 Incumbent	63 209	97%
Number of participants who complete education/training activities and who enter unsubsidized employment	85	55	65%
Number of participants who complete education/training activities placed into unsubsidized employment who retain an employed status in the first, second and third quarters following initial placement.	82	50	61%

* Numbers reflect increased enrollment goals with extension.



**Coastal Counties Workforce Board Report
Pre-Release Employment Project (PREP)
March 2, 2017**

Summary of PREP Grant

- **\$500,000 U.S. Department of Labor (USDOL) Employment and Training Administration (ETA) discretionary grant** awarded to CCWI in June of 2015. Grant covers a two-year time period.
- Partners include: Coastal Counties Workforce, Inc.; Cumberland County Jail; Cumberland County Department of Corrections, Adult Community Corrections Division; Cumberland County Government; Workforce Solutions; City of Portland.
- The purpose of this program is to provide locally incarcerated offenders with employability skills by providing them with workforce services prior to release from local incarceration. By and linking them to a continuum of employment, training, education, and support services offered through their community-based American Job Centers post-release, they have the ability to build connections to local employers that will enable transitioning offenders to secure employment prior to release.

Update on PREP Grant Activities

- Enrollment for the quarter ending December 31, 2016 has reached 71 participants. While July 1 was the start of year two, actual enrollments did not begin until October of 2015.
- Momentum continues to build as inmates are becoming much more active in evening workshops and individualized case counseling efforts by the Workforce Solutions staff.

Grantee Performance Metrics Summary

Measure	Grant Goal %	Thru 12/31/16
Enrollment Rate – (100)	100%	71%
Participation Rate	90%	100%
Work Readiness Rate Goal is 80%	80%	79%
Post-Release Enrollment Rate	80%	100%
Placement Rate	60%	60%
Employment or Education Retention Rate	70%	57%
Recidivism Rate	22%	Not yet measurable

Demographic breakdown:

- 71 clients enrolled: 11 pre-discharge, 60 in community
- 48 male, 23 female
- 7 Black or African-American, 57 Caucasian, 7 Other
- 40 High school graduate or GED/HiSet, 24 with 1-3 years of college (upon enrollment)



WORKFORCE SOLUTIONS
QUARTERLY REPORT TO THE COASTAL COUNTIES WORKFORCE BOARD (CCWB)
MARCH 2, 2017

Program/Grant:	Youth Standing Committee
Submitted By:	Dave Wurm, Senior Program Manager

WIOA Youth staff partnered with Jobs for Maine Graduates (JMG) and the Muskie School of Public Service to serve on a youth panel. The purpose of the panel was to give service providers a better understanding of some of the issues facing youth with barriers and how to serve them more effectively. The panel consisted of three youth who discussed their experiences with youth programming, how to effectively establish rapport with clients and how to get youth to reengage after withdrawing from programming. The biggest topic discussed was “Why do youth disengage from programming?”

Portland/Brunswick: WIOA Youth staff is seeing an increase in New Mainers, primarily through a referral relationship with the Maine Access Immigrant Network (MAIN). Many of the referrals from this agency are interested in truck driving and C.N.A. training.

A new Work Experience site, developed by a member of the WIOA Youth team, is at Portland Adult Education. The client placed there had been doing volunteer work tutoring individuals in lower level ESL classes while waiting for work authorization, and wanted to continue doing that type of work after authorization for employment was granted. The Youth Employment Counselor reached out to Portland Adult Education and was able to set up a paid Work Experience doing work similar to his volunteer role.

With the help of Vocational Rehabilitation (VR), a WIOA Youth Employment Counselor was able to set up a new Work Experience worksite at local radio station, WMPG, for a client who is visually impaired. The client is really enjoying his job and is currently working on creating radio ads for an upcoming White Cane Walk being held in Portland.

Success story: Lisa came to Workforce Solutions unemployed and living at Preble Street Teen Center. Lisa was struggling with her mental health and relying solely on resources the shelter could provide her. Working with her WIOA Youth Employment Counselor, they built a plan and identified the Goodwill Westbrook store as a good Work Experience placement. Lisa did well in the interview and was able to start her new job soon thereafter. Within two weeks of working there she reached out to her Employment Counselor to tell them how much she loved her new job and was in a much better place than when they originally started working together. Since then, she has been able to find a small studio apartment in Westbrook and is no longer homeless. Furthermore, her mental health has

improved and she still enjoys working at the retail store. She's hoping to be hired on and will apply to an open position.

Biddeford: The York County WIOA Youth Employment Counselor has developed a stronger referral relationship with Noble Adult Education. There have been several referrals, including one client now working towards their C.N.A paid for by the WIOA Youth Program.

The Youth Employment Counselor in the area has been working on reconnecting with certain businesses, specifically Aubuchon Hardware in Springvale, Maine Street Florist and Gifts in Buxton, and TJ Maxx in Biddeford. They are hoping to have paid work experiences set up at all locations within the next few weeks.

Belfast/Rockland: Enrollments in Waldo and Knox County have been steady. WIOA Youth staff have been getting several referrals from the Restorative Justice Program, Vocational Rehabilitation, and Acadia Counseling Services. Also, staff is seeing youth with a variety of different barriers: parenting youth, juvenile offenders, limited work history or poor work history, and several with mental health diagnosis.

Sanford Community Adult Education has continued to develop a "wrap around" model for the 17-24 year student population. DayOne has joined Grace Street Services in Sanford to support students with mental health and substance abuse challenges. In both cases, new partnerships with Workforce Solutions have developed. This model is now being promoted statewide via the upcoming Maine Adult Education Conference through a series of workshops promoting the "wrap around" model to other adult education programs statewide.

The Gateway to Opportunity youth program is preparing for year 2 of programming, which will include an increase from 22 youth served to a target of 48, following a strong pilot year in the summer of 2016. The program is currently recruiting summer host sites and will soon start recruiting youth participants through the Portland Public Schools and youth-serving organizations in Portland. CCWI will support the program through the co-enrollment of 10 Gateway to Opportunity youth in WIOA Youth programming to support summer wages and other supportive services.



Coastal Counties Workforce Board Report
TechHire Grant
 March 2, 2017

Summary of TechHire Grant

- Four-year, **\$4 million H-1B Job Training Grant** awarded to CCWI in July 2016.
- Primary partners include: Coastal Counties Workforce, Inc.; Central Western Maine Workforce Development Board; Northeastern Workforce Development Board; Educate Maine (Project>Login); Office of Adult Education; University of New England.
- The grant aims to recruit, assess, train, and place individuals in well-paying, middle- and high-skilled occupations in Maine’s Information Technology (IT) industry. TechHire provides an opportunity to replicate and expand competency-based curriculum and accelerated education and training delivery models statewide.
- Education and training activities will be customized based on in-depth assessment of participants’ employment goals, skills, work experience, and IT competency and may include: intensive IT career coaching; paid internships; on-the-job training; targeted occupational training; short-term, intensive IT boot camp; work experience; or contextualized classroom training.
- Populations served: 75% youth and young adults; 25% incumbent, unemployed and dislocated workers
- Employer partners: Axiom Technologies; Tyler Technologies; MaineHealth; The Jackson Laboratory; IDEXX Laboratories; Maine Office of Information Technology; Collaborative Consulting; WEX; Kepware; and University of Maine System, Office of Information Technology.

Update on TechHire Grant Activities

Activity	Status	Start Date	Projected Completion Date	Actual Completion Date
Convene Grant Management Team	TechHire management partners meet one day each month (i.e., the first Friday of each month) to discuss overall operations and supervision of the program. This practice has proven beneficial in communicating expectations and problem solving.	November 4, 2016	On-going each month as necessary	n/a
Procure IT Career Coach and Bootcamp	CCWI has confirmed the procurement of the IT Bootcamp vendor, University of New England (UNE). Due to a lack of response to the Career Coach RFP, CCWI has issued a new RFP, altering the scope of work.	July 1, 2016	Bootcamp: December 2016 Career Coach: January 2017	Bootcamp: December 2016 Career Coach: TBD
Develop targeted outreach and recruitment plan for each Workforce Development Board Region	Partners continue to meet to discuss regional strategies in outreaching to both employers and participants. As it has just been “ok’d” to enroll participants (as of January 23, 2017), the focus during quarter 2 was on employer partners. However, staff have discussed approaches to target TechHire appropriate audiences.	November 4, 2016	On-going as necessary	n/a
Identify additional outreach and recruitment partners	CCWI and its grant partners discuss ways to pull potential partners into the grant during monthly and bi-weekly grant meetings. Moreover, due to the nature of Educate Maine’s role, they continue to promote the benefits of the program to employer contacts.	July 1, 2016	On-going	n/a
Recruit participants eligible for TechHire	As official enrollment was just announced (January 23, 2017), TechHire staff were busy this quarter discussing referral opportunities with community partners. Additionally, staff share best practices during regularly scheduled meetings and communicate regarding opportunities to touch local businesses.	July 1, 2016	On-going	n/a
Develop relationships with business partners	CCWI and Educate Maine have developed and nurtured relationships with partner employers during the first months of the grant through the first and second quarter of activity.	July 1, 2016	On-going	n/a

Grant provides support for Mainers seeking digital careers

BY STAFF

2/6/2017

The University of New England Academy of Digital Sciences has been chosen as a learning provider by Coastal Counties Workforce Inc., which together with Educate Maine, received a \$4 million U.S. Department of Labor TechHire grant to help people upgrade their skills in the digital age.

People participating in UNE's accelerated digital sciences program may be eligible for tuition and other support services from CCWI to best position them for success.

CCWI's TechHire grant aims to prepare 500 Maine people for careers in computing, digital and information technologies over four years. UNE's academy, which was announced in December 2016, is Maine's first accelerated professional certificate series covering a full-spectrum of digital skills that lead from curiosity to career. It was developed in collaboration with prominent Maine businesses — including IDEXX, WEX, Tyler Technologies and L.L.Bean — in order to serve as a bridge between Maine's professional workforce and the explicitly stated needs of area employers.

The UNE program is poised to work with 80 students in 2017.

"The **UNE Academy** will help Maine people of all ages master the soft and hard skills to enter new professions and move up in their careers," said Jay Collier, founder and director of the UNE Academy. "We're pleased to be doing our part to help Maine people, and the economy, thrive."

The TechHire grant is targeted to help people ages 17-29 who have great potential in digital sciences but need supports such as additional career preparation, childcare or transportation. Returning veterans and those who are underemployed are also encouraged to apply.

CCWI's Mike Bourret, executive director, said the grant will help young people and other workers throughout Maine increase their competencies in the field of information technology.

"It is also a great opportunity for Maine employers to increase their competitiveness by obtaining a skilled workforce," he said. Jason Judd, Project>Login director at Educate Maine, said the UNE Academy's accelerated training program is a great opportunity and resource for TechHire participants who are "interested in attaining digital skills and quality employment."



PHOTO / TIM GREENWAY

Jay Collier, founder and director of the University of New England Academy of Digital Sciences. The academy has been chosen as a learning provider by Coastal Counties Workforce Inc., which together with Educate Maine, received a \$4 million U.S. Department of Labor TechHire grant to help people upgrade their skills in the digital age.

Workforce Solutions - Business Services Activities

10/1/2016-12/31/2016

Total Number of OJT Contracts Written: 12

Total Number of New Companies Contacted: 76

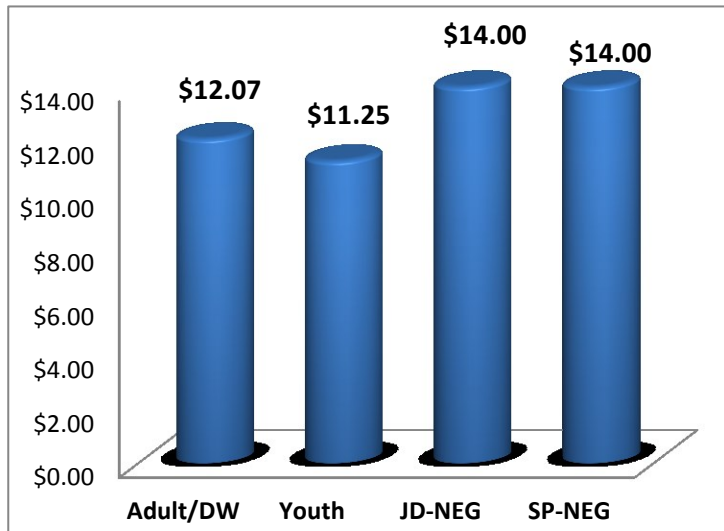
Total WIOA Adult & Dislocated: 7

Total JD-NEG: 1

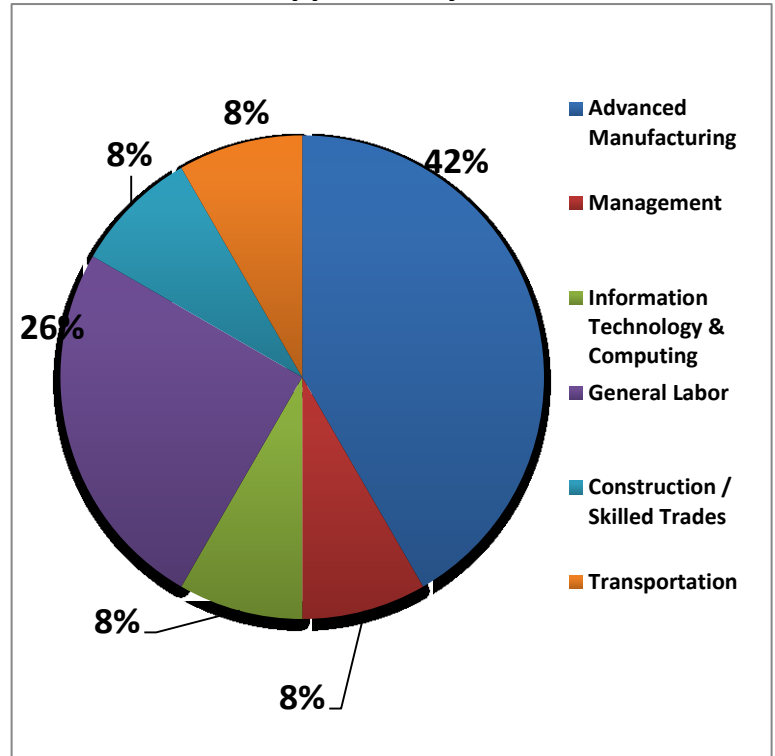
Total WIOA Youth: 2

Total SP-NEG: 2

Average Wage for OJT Contracts



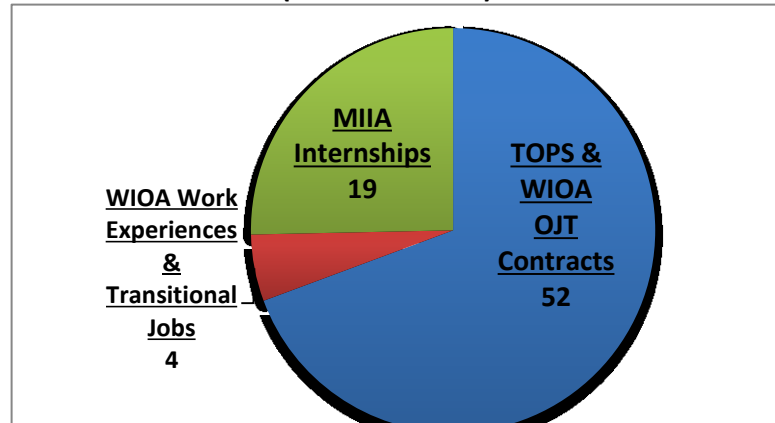
Industries Supported By OJT Contracts



Spending for Subsidized Employment Placements - The Brunswick Landing (2011 – current)

	TOPS & WIOA OJTs	WIOA Work Experiences/ Transitional Jobs	MIIA Internships
Average Wage	\$26.23	\$10.13	\$13.68
Total Spent on Wages	\$323,975.15	\$25,262.50	\$66,252.50
Total Spent on ITA Trainings	\$35,915.00	\$357.00	\$11,653.00

Supported Positions at The Brunswick Landing (2011 – current)



Referral Sources

Maine CareerCenters, businesses, community colleges, adult education centers, staffing agencies, correctional facilities, Governor's Account Executives, area social service agencies, New Ventures Maine, word of mouth, general assistance offices

Sample of New Companies with New OJT Contracts

Company Name	Number of Contracts	Wage/Hour	Position(s)
Knowlton Moving & Storage	1 – WIOA Adult	\$12.50	CDL B Truck Driver
Direct Mail of Maine	1 – WIOA Adult	\$12.00	Bindery Operator
Harbor Digital Systems	1 – JD NEG	\$14.00	IT Help Desk Associate

Sample of Existing Companies with OJT Contracts

Company Name	Number of Contracts	Wage/Hour	Position(s)
Lyman Morse	1 – SP-NEG	\$12.00	Yard Crew Worker
Southern Maine Machining	1 – SP-NEG	\$16.00	Machinist
Back Cove Yachts	1 – WIOA Youth	\$12.50	Manufacturing Associate
	1 – WIOA Adult	\$12.00	Manufacturing Associate
Matthews Brothers	1 – WIOA DW	\$15.00	Production Support Manager
	1 – WIOA Youth	\$10.00	Laborer

Sample of Group/Forum Presentations

Group Name	Industry Focus	Number of Attendees
Greater Portland area job fairs this quarter: (Kaplan University, Opportunity Alliance, Greater Portland CareerCenter, & USM)	All	315+
Bridgton Town Meeting presentation about Workforce Solutions business services	All	15-20
Employer Emporium at Greater Portland CareerCenter	All	10-20+
E2Tech Annual Expo	Renewable Energy	300
MRRA Annual Meeting	High Tech/STEM	300
Maine Momentum Convention	All	250
Rotary Presentations (Knox/Waldo & Brunswick/Bath areas)	All	57
Maine Marine Trade Convention	Skilled trades/boating/advanced manufacturing	100
Maine Senior Health Expo	Health Care Services	75

Highlights/Interesting Stories

- The Business Services Representative (BSR) for Brunswick was contacted by the CEO of Midcoast Hospital to attend the Bath Rotary and provide short presentation about Workforce Solutions business services to the membership. This effort resulted in the BSR and the hospital working to develop a relationship around CNA and CRMA health care occupations.
- The Business Service Representatives (BSRs) attended professional development training on November 4th through participation in the Maine Career Development Association (MCDA) Fall Conference 2016, held at University of Southern Maine Lewiston-Auburn College. This conference was on helping career practitioners and business outreach specialists hone their skills for helping high-barrier populations overcome their challenges and identify meaningful employment opportunities. This workshop featured training by a national consultant and leader in job development, Elisabeth Sanders-Park.
- BSRs have been helping to promote sustainability with our discretionary grant project, Make it in America (MIIA) that will be ending in spring 2017. As a primary point of contact for enrolling participating employers with MIIA Incumbent Worker Training, the BSRs have been continuing conversations with these employers about how to support their ongoing trainings upon the conclusion of MIIA. For example, the York County Business Service Representative met with Fiber Materials (FMI) in Biddeford and Precision Manufacturing Solutions, Inc., both high-tech employers in the defense and aerospace technology industries, who have a continuing need to training employed and incumbent workers. These conversations have been fruitful and allowed the BSR to introduce the employers to other workforce system partners such as the Maine Quality Centers, the CareerCenter, and other resources.
- In the Knox & Waldo workforce regions, several new employers have begun to take part in WIOA-Youth Work Experience trainings as worksites, including McKay's Farm at Unity College, Belfast Dental Clinic and Downeast Magazine. Additionally, the BSR in this region has been taking part in a community planning meeting for a spring job fair. During this quarter, the BSR has collaborated with the City of Belfast, Belfast Chamber of Commerce, Maine Department of Labor and the Belfast Creative Coalition.

WORKFORCE SOLUTIONS
Quarterly Activity Report to the Coastal Counties Workforce Board (CCWB)
February 15, 2017

Visitors to Workforce Solutions Centers and CareerCenters					
10/1/2016 - 12/31/2016					
	Q1	Q2	Q3	Q4	Year to Date
Biddeford	283	251			534
Springvale	1,586	1720			3306
Portland WFS	2,660	2237			4897
Portland CC	4,004	4014			8018
Brunswick	1,368	1701			3069
Rockland	1,095	1424			2519
Belfast	511	539			1050
Grand Total	11,507	11,886			23,393
ENROLLMENTS					
GRANT PROGRAM	QUARTER PLANNED	QUARTER ACTUAL	PERCENT OF PLAN		
Workforce Innovation and Opportunity Act (WIOA)					
Adult	294	354	120%		
Dislocated Workers	145	166	114%		
Youth	184	149	81%		
NUMBER ENTERED EMPLOYMENT					
GRANT PROGRAM	QUARTER PLANNED	QUARTER ACTUAL	PERCENT OF PLAN		
Workforce Innovation and Opportunity Act (WIOA)					
Adult	0	0	100%		
Dislocated Workers	0	0	100%		
Youth	0	0	100%		
SAMPLE OF PLACEMENT JOBS					
GRANT PROGRAM	JOB TITLE			WAGE/HOUR	
WIOA - Adult	Electrical Engineer Technician			\$28.00	
WIOA - Youth	Direct Support Professional			\$10.10	
MIIA	Bio Production Laboratory Manager			\$24.76	
PREP	Auto Sales Manager			\$24.00	
HARD-TO-FILL JOBS					
REGION	JOB TITLE			WAGE/HOUR	
Six County Area	Plow Drivers			\$11.93 - \$20.80	
	Construction Workers			\$10.17 - \$18.99	
	Medical Coding and Billing			\$12.04 - \$24.11	
ON-THE-JOB TRAINING SUMMARY					
TYPE	SAMPLE OJT PLACEMENTS			TOTAL CONTRACTS	
WIOA- DW and Youth	Matthews Brothers			2	
WIOA – Youth and Adult	Back Cove Yachts			2	
SP-NEG	Southern Maine Machining			1	
PREP	Cumberland Auto			2	
Total for Year				7	

WORKFORCE SOLUTIONS
Quarterly Activity Report to the Coastal Counties Workforce Board
February 15, 2017

ITEMS OF NOTEWORTHY INTEREST

Workforce Solutions Centers and CareerCenters

Rockland/Belfast:

- Staff has started planning with Belfast Adult Education to look at work ready workshop modules to assist our local job seekers. Belfast Adult Education plans on starting these modules in the next few months, and will include resume writing, job search, and interviewing skills.
- Success story: Client was laid off from Little River Apparel and was coming in to the Information Center (IC) weekly looking for work. A Workforce Solutions Employment Counselor met with her to go over how our WIOA training programs can support her, but she was happy to solely access the IC resources. Workforce Solutions IC staff continued to assist her every week with job referrals, resume assistance and by helping her apply for jobs online. In early December she found employment with Spectrum Generation providing home care supports, and the client reports that she is extremely happy in her new job.

Brunswick:

- Brunswick WFS staff continues to see a substantial number of individuals seeking WIOA services with inconsistent or very limited work histories, as well as an increase in individuals seeking services with self-disclosed mental health challenges, substance abuse issues as well as individuals with disabilities.
- For training opportunities, WIOA staff is seeing individuals looking for training opportunities healthcare (pharmacy technicians, clinical medical assistants, certified nursing assistants, and phlebotomy) and transportation/logistics (CDL Class A and B).

Portland:

- Sally Blauvelt, Field Office Director in Maine of U.S. Citizenship and Immigration Services, conducted a workshop on October 3rd at the Greater Portland CareerCenter providing an overview of the immigration process and her agency's role in it. About forty people from various agencies attended in-person, and a dozen or so more electronically throughout the state.
- GPCC and Workforce Solutions staff addressed a group of about twenty students at the YouthBuild program's annual "Threshold Thursday" event at Learning Works.
- GPCC co-sponsored a "reverse job fair" at NTI for a cohort of fifteen students graduating in December from their Manufacturing Technician Certificate training. The Competitive Skills Scholarship Program for Business is supporting all of the trainees except one who is directly sponsored by a local employer, Sigco. Six manufacturing employers participated, and they expressed strong enthusiasm about the program and the candidates they spoke with. A recruitment event on December 14th for the next Manufacturing Technician training, scheduled to begin in January, was again well-attended, drawing about forty interested workers and enough qualified applicants to fill the third round of this training. The program continues to draw interest from more area employers and the Lewiston CareerCenter is developing a similar training with NTI.
- Bureau of Employment Services and Workforce Solutions staff continue to meet with other stakeholders in Greater Portland Workforce Initiative to plan "Bridge CNA," a collaborative project around recruiting, training and significantly supporting immigrants to meet local health care employers' needs. The program is targeted at individuals that need preparation before entrance to a CNA training, with a goal of serving 15 jobseekers starting in summer of 2017.

Springvale:

- Staff at the Springvale CareerCenter hosted 165 participants at a variety of workshops.
- On-site recruitment events brought in 152 job seekers.
- BES staff launched a new workshop targeting the importance of Personal Branding in job search.
- CareerCenter staff now provides "Live Chat" coverage as a new method of service and communication with the general public. This feature can be easily accessed from the CareerCenter website.
- Staff participated in the "Sanford Manufacturers Workforce Conversation" hosted by York County Community

WORKFORCE SOLUTIONS
Quarterly Activity Report to the Coastal Counties Workforce Board
February 15, 2017

College and the Sanford Regional Economic Growth Council. Company Executives met with College/ Agency Officials from YCCC, MCCC, MDECD, DOL and SREGC to learn of current workforce issues/challenges. Representatives from The Baker Company, Evonick Cyro, Flemish Master Weavers, GVS North America, Tom's of Maine and Rubb, Inc. were in attendance. YCCC's President, Barbara Finkelstein ended the meeting with a tour of their new Sanford facility, home to both degree and non-degree programs in Precision Manufacturing.

Biddeford Workforce Solutions:

- The Biddeford Center continues to serve a high number of out-of-school youth and low-income Adult participants. However; this quarter also saw a small increase in dislocated worker enrollments. This trend has been mainly due to a few restaurant establishment closings in Biddeford during the fall, in particular Ruby Tuesday and Olive Garden. Most of the individuals were rapidly reemployed without seeking re-training assistance. Counselors are continuing to monitor enrollments to track whether this trend is continuing in the coming quarter.
- The York County Jobs Alliance (YCJA) met in November at the Biddeford Adult Learning Center. Six WIOA or NEG participants attended and were given practice interview sessions with local employers from Goodwill NNE's Volunteer program. In addition to practice and feedback, this session was a highly interactive networking opportunity that led to one participant securing a positive job lead for employment.
- The Business Service Representative (BSR) organized an employer tour of the Saco River Dye House in Saco with nine workforce partners attending. This effort continued building our employer relationship with other WIOA core partners and additional support service providers in the community.

March 2017 CCWI Board Update: Maine Quality Centers

Maine Quality Centers (MQC) provides state-funded grants for expansion-related, customized new-hire training delivered by the Maine Community College System. In addition, MQC can fund projects to upgrade the skills of incumbent employees. Projects are supported within the six coastal counties by geographic service areas at local Maine Community Colleges. **Highlighted items are new since the last update.**

Company Based Projects in the six coastal counties (either fully under contract or with concept approval):

American Roots

- American Steel and Aluminum, South Portland
- Bath Iron Works, Bath
- Biovation II, Boothbay
- Black Dinah Chocolatiers, Westbrook
- Bristol Seafood, Portland
- Cape Seafood, Saco
- Casco Systems, Cumberland
- Catholic Charities Maine, Portland
- Credere Associates, LLC, Westbrook
- Custom Composite Technologies, Bath
- General Dynamics Ordnance and Tactical Systems, Saco
- Hussey Seating Company, North Berwick
- IDEXX Laboratories, Westbrook
- Jøtul North America, Gorham
- Lee Auto Malls, Auburn
- Maine Medical Center, Portland
- Maine Medical Partners, South Portland
- Manufacturing Consortium – Corning,
- Maine Manufacturing, Wasco Products (Kennebunk, Sanford, Wells)
- Messer Trucking, Westbrook
- Mölnlycke Health Care, Brunswick
- Moody's Collision Centers, Gorham
- Northeast Coating Technologies, Kennebunk
- OnProcess Technology, Belfast
- Pierce Promotions, Portland
- Plasmine Technology, Portland
- Portland Mattress Makers, Portland
- Pratt & Whitney, North Berwick
- Rollease, Inc., Brunswick
- Seabreeze Property Services, Portland
- Southworth International, Falmouth
- Stonewall Kitchen, York
- Tempus Jet Centers, Brunswick
- Tilson Technology Management, Portland
- Tube Hollows International, Windham
- Washburn & Doughty, Boothbay

College based projects include:

SMCC: Property Management, Information Technology, CDL Truck Driving, Hospitality (entry level & advanced for Maine Innkeepers Association members), Midcoast Composites & Midcoast Nursing.

YCCC: Fundamentals of Manufacturing, Precision Machining & "Future for Me" project.

Northeast Mobile Health Services

- Northern Pride Communications, Topsham

A FEW examples of MQC funded workforce training programs:

Manufacturing/Industrial

- Intro to LEAN (in partnership with Maine MEP)
- OSHA 10/OSHA 30/OSHA Refresher
- Commercial Sewing
- Kaizen
- Lead Risk Assessor
- Composite Carpentry
- CNC Machining
- High Pressure Boiler Operator
- Designing with Plastics
- Hydraulics & Pneumatics
- Internal Auditor

Organizational Development/Management/Customer Service etc.

- Leadership Academy
- Project Management
- Presentation Skills & Meeting Facilitation
- Logical Problem Solving, Accuracy in the Workplace
- Train the Trainer
- Conflict Resolution, Managing the Performance of Others, Time Management
- Sales
- Business Writing
- Social Media

Information Technology/Software etc.

- Information Technology Customer Support
- Word, Excel, PowerPoint, Outlook, Adobe, QuickBooks, Corel Draw, Revit, Navis Works etc.
- SQL Server

Misc.

- Chemistry (college credit)
- Psychosocial Rehabilitation (college credit)
- Applied Spanish in the Workplace
- CPR & 1st Aid, Blood Borne Pathogens
- ESOL - EMT



Maine Community College Points of Contact for Maine Quality Centers Projects:

Knox County: Kennebec Valley Community College

Elizabeth Fortin, TAACCCT 2 Grant Manager

efortin@kvcc.me.edu

Lincoln County: Central Maine Community College

Diane Dostie, Dean of Corporate & Community Services

ddostie@cmcc.edu

Waldo County: Eastern Maine Community College

Jennifer Khavari, Director of Business Services

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Sagadahoc & Cumberland Counties: Southern Maine Community College

Julie Chase, Interim Dean of Business & Community Partnerships

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York County: York County Community College

Stefanie Bourque, Director of Continuing Education

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Maine Quality Centers, Maine Community College System Office

James McGowan, State Director

jmcgowan@mccs.me.edu

For more information, please visit: www.mccs.me.edu/business/mqc.html



Subject: Definition of Self-Sufficiency
Purpose: To transmit the Coastal Counties Region’s policy on the definition of Self-Sufficiency for WIOA Programs
Statutory Authority: Workforce Innovation Opportunity Act: Sec. 134(d)(1)(A)(x)
 Workforce Innovation and Opportunity Act; Final Rule: 20 CFR § 680.710
Action: WIOA Service providers are required to adhere to all policies and guidelines set forth in the policy below.
Effective Date: March 14, 2013
Revision Date(s): September 12, 2013, **February 16, 2017**
Expiration Date: Indefinite

The self-sufficiency wage is relevant to several WIOA based programmatic determinations including services to employed workers. (See Policy 12-16#02). In order to receive services, employed workers can earn up to, not more than, the self-sufficiency wage.

This workforce board has determined that the U.S. Department of Health & Human Services (HHS) “Poverty Guidelines”¹ will be used to calculate self-sufficiency for this region based on the following formula:

The self-sufficiency wage will be 185% of the HHS Poverty Guidelines.

2017 Self Sufficiency Wage

Size of Family	2017 HHS Poverty Threshold	2017 CCWI Self-Sufficiency Threshold Wage (annually)	2017 CCWI Self-Sufficiency Threshold Wage (hourly)
1	\$12,060.00	\$22,311.00	\$10.73
2	\$16,240.00	\$30,044.00	\$14.44
3	\$20,420.00	\$37,777.00	\$18.16
4	\$24,600.00	\$45,510.00	\$21.88
5	\$28,780.00	\$53,243.00	\$25.60
6	\$32,960.00	\$60,976.00	\$29.32
7	\$37,140.00	\$68,709.00	\$33.03
8	\$41,320.00	\$76,442.00	\$36.75

For families/households with more than 8 persons, add \$4,180 for each additional person.

¹ The poverty guidelines are issued each year in the Federal Register by the Department of Health and Human Services (HHS). The guidelines are a simplification of the poverty thresholds for use for administrative purposes — for instance, determining financial eligibility for certain federal programs.



COASTAL COUNTIES LWD
POLICY 4-08-0

Subject: Supportive Service Policy for WIOA

Purpose: To transmit Coastal Counties Regional policy on supportive service

Statutory Authority: Workforce Innovation and Opportunity Act (WIOA) H.R. 803; Pub. L. 113-128: (14), (37), (44), (45), (84), (85), (101), (102), (111); WIOA Final Rule: (327-328); (331); (399); (420-422); 20 CFR 680.900 – 680.940

Action: WIOA Service providers are required to adhere to all policies and guidelines set forth in the policy below.

Effective Date: May 1, 2008

Revision Date(s): February 2, 2010, September 11, 2014; September 10, 2015; March 2, 2017

Expiration Date: Indefinite

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As defined in WIOA sec. 3(59), the term “supportive services” means services such as transportation, child care, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in activities authorized under this Act.

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Supportive services are based upon necessity to successfully complete the employment, education and training goals established in the participant’s employment plan, availability of funds and are for expenses that are not available from another publicly available source (i.e., General Assistance (GA), Department of Health and Human Services (DHHS), etc.).

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Note: This Local Area does not provide Needs-Related Payments.

Under this policy, the following shall also apply:

- When more than one service option exists, WIOA program providers are only to pay for the least expensive appropriate support service option provided that is accessible to the participant.
- The receipt of support services will be considered only for those enrolled and actively participating in grant activities. Note: Clients may continue, or begin, to receive needed supportive services during the follow-up portion of their enrollment only if follow-up services are built into the training plan.
- The support service must be included in the participant’s Basic Employment or Training Plan. If a support service need is unexpected the employment counselor shall indicate the change in case notes in the client file. Supporting documentation paperwork is necessary to be filed in the chart;

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COASTAL COUNTIES LWD
POLICY 4-08-0

the service should be documented in case notes and must be necessary to participate in training/education which leads to employment and/or seeking employment.

- Items required for “training” (e.g., tools, uniforms, work boots/shoes, books) may be covered under “Training” expenses and not under Supportive Services.

Transportation:

- Service providers may choose to utilize mileage reimbursement or gas cards to support travel to training, employment (retention) and/or specific job prospects (i.e., interview, orientation, job shadowing, etc.). Provider policies regarding the formula for issuance of gas cards or reimbursement shall be evident and receipts for gas cards or reimbursement shall be clearly documentable in case files.
- Bus Tickets/Ferry Tickets are allowable transportation costs.
- Driver’s License/Education (Class C) not to exceed \$750.00. However, in limited circumstances and on a case-by-case basis, when the individual does not have an option for assistance with driving hours, needs a driver’s license, and has a barrier to employment, the service provider will use discretion to determine if the participant should receive additional aid up to, but not to exceed, \$2000.00. If further assistance is needed, the service provider may apply for a waiver to exceed the \$2000.00 maximum payment, which will be reviewed and determined by CCWI.
- Vehicle repairs only for required State Safety deficiencies, i.e., repairs for failure of State inspection, are allowed. If tires are needed to pass inspection, only all-season tires will be allowed. Itemized written estimates must be documented in the file. Expenses may not exceed \$1000.00. Quotes for the repairs must have an authorized mechanic sign off. Furthermore, if repairs are needed, the participant must obtain at least two quotes for service repairs (in extenuating circumstances, this requirement can be waived by CCWI); the least expensive estimate will be paid for. Registration and proof of insurance must be with the primary customer. A valid driver’s license is also required. Note: This policy may cover costs even if the primary customer is unable to drive but has obtained a “driver” for their vehicle.

Childcare:

- Support for childcare for WIOA participants will be based on current DHHS guidelines. Exception: There will not be payment to family members. However, on a case-by-case basis, and in consideration of circumstances, i.e., geographic location, financial circumstances, the service provider may request a waiver to make payment to extended family members that are not the parents or siblings of the child.

Clothing/Uniforms:

- Such items may not exceed \$250 and will be documented as necessary to obtain employment. Uniforms required as part of a training program will be considered a “training” expense.

Safety Equipment:

- Such equipment may be covered if it is required by an employer and meets appropriate safety standards in order to obtain employment. Examples include boots, safety glasses, helmet, etc. Staff must only approve the lowest bid/cost which must not exceed \$250.00. If employers, as part of normal course of hiring, usually supply the safety equipment, then the equipment will not be purchased for the participant as he/she should be treated the same as other new hires.

Tools:

- Tools must not exceed \$600.00 without prior approval by WIOA supervisor. If the tools are required by the employer to successfully obtain employment, a valid job offer from the employer must be verified prior to purchase. If employers, as part of normal course of hiring, usually supply tools, then tools will not be purchased for the participant as he/she should be treated the same as other new hires.

Deleted: <#>Participant’s family income that falls below the Lower Living Standard Income Level (LLSIL) guidelines will be given priority to receive support services. National Emergency Grants (NEG) are exempted from the LLSIL requirement. ¶

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Deleted: The following services (contingent on availability of funds) are available to individuals who are: participating in training services and unable to obtain supportive services through other programs providing such services. Youth Clients may continue, or begin, to receive needed supportive services during the follow-up portion of their enrollment if follow-up services are built into the program design training plan. ¶

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Medical:

- Medical support services must be a requirement of a training course, employment related or required for admission into training. No-cost clinics and General Assistance must be considered prior to expending funds on medical services. Support may include eye glasses, eye exams, physicals, inoculations, etc. Prescription drugs are not an allowable expense. Total cost of medical support services related to training may not exceed \$375.00 (which includes lab fees, inoculations, etc.) Eye exams/eye glasses are limited to a combined maximum of \$500.00.
- Mental Health/Substance abuse treatments are not covered. Staff will make referrals to appropriate agencies.

Foreign Language Services:

- Credential Evaluation Services: In the event a WIOA participant has obtained educational credentials from a foreign country/jurisdiction, WIOA support services may be used to pay reasonable costs associated with credential evaluation, if credential evaluation is a necessary part of the participant's individual service strategy plan. Such credential evaluation must sufficiently provide U.S. equivalent(s) for the credential(s) at issue so that educational institutions e.g., universities, licensing boards and employers in the U.S. can understand and recognize credentials earned outside of the U.S.
- Test of English as a Foreign Language (TOEFL): The TOEFL is an English language proficiency test for non-native English language speakers wishing to enroll in U.S. universities. The test is accepted by many English-speaking academic and professional institutions. On a case-by-case basis, provided the TOEFL is necessary for a participant to obtain employment i.e., part of their individual service strategy plan, then TOEFL costs may be covered by WIOA.

Miscellaneous Emergency:

- Emergency needs are items not previously covered under this policy. Any requests in this category will be approved only at the Regional Management level of the service provider. Documentation must be clear—supporting the need ultimately establishing that the item is required so as to enable the participant to continue his/her activity in the program and/or obtain or retain employment. Support items in this category shall not exceed \$1000.00. For emergency vehicle repairs, please refer to the Transportation policy for guidance on required documentation and estimates. This category may cover items such as short-term housing (for purposes of emergency/safety only). Insurance coverage costs are not to be purchased.

On a case-by-case basis, CCWI will decide whether to apply the WIOA support service policy to other grant funding opportunities.

NOTE: It is not allowable for support service payments to be made on past debt. See CCWI's policy on payments on debt (09-15-02).

LWIB Approved: March 11, 2010, September 11, 2014; September 10, 2015;

Deleted: ¶ Supportive Service Policy for National Emergency Grants (NEG), American Recovery and Reinvestment Act (ARRA) and other specialized grants.¶

Deleted: With the exception of the requirement of income below the LLSIL, generally, the Supportive Service Policy for Formula WIOA Programs (*above*) will apply to National Emergency Grants (NEG) Dislocated Worker Grants and other specialized grants funded by U.S. DOL, such as ARRA.¶

¶ However, a National Dislocated Worker Grant NEG or other grant may have the ability to fund services with less restriction in the amounts or maximums because of an increased availability of funds in a condensed amount of time. Providers will follow these guidelines which are based upon the WIOA and make duration decisions based on existing levels of National Dislocated Worker Grant NEG funding and length of training.¶



Subject: Priority of Service
Purpose: To transmit Coastal Counties' policy on priority of service for WIOA programming
Statutory Authority: WIOA sec. 134(c)(3)(E); 20 CFR 279.560(b)(21); 20 CFR 680.600 – 680.660; WIOA – Final Rule: (285)
Action: WIOA Service providers are required to adhere to all policies and guidelines set forth in the policy below.
Effective Date: TBD
Revision Date(s): July 1, 2007, May 30, 2008; Jan 14, 2010; Dec 8, 2011, **Feb 27, 2017**
Expiration Date: Indefinite

Background: The Workforce Innovation and Opportunity Act (WIOA) and its subsequent regulations require state and local boards to create policy regarding the provision of service priority for career and training services.

In furtherance of this objective, the Coastal Counties Area adopts the language of the State Workforce Development Board policy number PY15-03 (see Attachment A). In addition, the following fifth priority is added to the aforementioned state policy. Combined, both PY15-03 and this fifth priority shall be read to form our Area policy.

Fifth Priority: As Maine's labor market continues to tighten, the Local Board has identified populations in the local area who are not recipients of public assistance, low-income or basic skills deficient, but who are individuals documented as having other barriers to employment including lack of educational or occupational skills. These may include employed workers, incumbent workers, individuals with disabilities, immigrants, out-of-school youth, and older workers.

These populations may require supportive services in addition to educational and occupational skills training including English language programs, transportation, developmental education, work readiness, and other employment supports.

LWIB Approved: TBD



Paul R. LePage
GOVERNOR

STATE OF MAINE
DEPARTMENT OF LABOR
BUREAU OF EMPLOYMENT SERVICES
55 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0055

Jeanne S. Paquette
COMMISSIONER

Subject of Policy:	Adult Priority of Service/Adult Formula Funds	Policy No.	PY15-03
To:	<ul style="list-style-type: none"> • Local Workforce Development Boards • Chief Elected Officials • CareerCenters • Core Partners 	From:	Richard Freund, Acting Bureau Director and Deputy Commissioner of Labor
Issuance Date	March 8, 2016	Status	ACTIVE
Reference/ Authority:	<ul style="list-style-type: none"> • WIOA Section 3- Definitions • WIOA Section 134(c)(3)(E) & NPRM 20 CFR 680.600 • TEGL 03-15 		

Purpose:

This policy outlines requirements for ensuring individuals who are low income, recipients of public assistance, and who are basic skills deficient get priority for receipt of individualized career or training services using WIOA Title-I Adult formula funds.

Background: The Workforce Investment Act of 1998 required that if funds allocated to a local area for adult employment and training activities were limited, priority of service was to be provided to recipients of public assistance and other low-income individuals for intensive services and training services.

WIOA makes several changes to the priority of service requirement by adding individuals who are basic skills deficient as a priority population and removing the provision stating priority of service is only applied if funding is limited. WIOA requires that certain individuals receive priority of service regardless of funding levels.

Veterans and eligible spouses continue to receive priority of service for all Department of Labor (DOL) funded programs among all participants. This requirement remains the same, is not affected by the passage of WIOA, and must still be applied in accordance with guidance previously issued by the U.S. Department of Labor and Maine Department of Labor.

Policy:

Priority of service for Adult Program Participants requirement:

As stated in WIOA Section 134(c)(3)(E), with respect to provision of individualized career services and training services funded with WIOA Title I -Adult funds, priority of service must be given to:

- a. Recipients of public assistance;
- b. Other low-income individuals; **and**
- c. Individuals who are basic skills deficient.

Sequence of priority for all populations served:

The following sequence of priority will apply:

1. **First priority** will be provided to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient in the local area who are covered persons with respect to veterans' priority. Per 683.230 when past income is an eligibility determinant for a veteran, any amounts received as military pay or allowances by any person who served on active duty and certain other specified benefits must be disregarded for the veteran and for other individuals for whom those amounts would normally be applied in making an eligibility determination for the purpose of determining if the veteran or covered person is a low-income individual.
2. **Second priority** will be provided to recipients of public assistance, other low-income individuals and individuals who are basic skills deficient who are not covered veterans;

3. **Third priority** will be covered persons with respect to the veterans' priority, those covered persons not considered to be recipients of public assistance, low-income or basic skills deficient - who meet one or more of the barriers to employment identified as a priority by the local area, as defined in local board policy.
4. **Fourth priority** will be with respect to non-veterans, who are not recipients of public assistance, low income, or basic skills deficient but who meet one or more of the barriers to employment identified as a priority by the local area, as defined in local board policy.
5. **Fifth priority** will be with respect to adults with other barriers as identified in Local Board policy.

Dislocated Workers/Youth

Priority of service does not apply to the dislocated worker or youth populations.

People with Disabilities Income Status

For the purpose of establishing income eligibility for priority of service, people with disabilities are considered a household of one. As outlined in WIOA Section 3(36)(A)(vi), a person with a disability can be considered a low-income individual under the priority of service if the individual's own income meets the income requirement described in WIOA Section 3(36)(A)(ii), even if the individual is a member of a family whose income exceeds the poverty line or is 70 percent of the Lower Living Standard Income Level.

Services Subject to Priority of Service

Individualized career services and training services, outlined in WIOA Section 134(c)(2)(A)(xii), are subject to priority of service. Basic career services, outlined in WIOA Section 134(c)(2)(A)(i)-(xi), are not subject to the priority of service as they must be made available to all.

Local Board Discretion to Include Other Populations

The Local Board has discretion to identify populations in the local area who are not low income, basic skills deficient, or recipients of public assistance but who are individuals documented as having other barriers to employment.

Local Board Policy Required

Local Boards must establish local policy regarding the determination and implementation of a priority of service specific to the local area.

State Review of Priority Implementation

The Bureau of Employment Services will, at the culmination of the third quarter of each program year, review the percentage of Adult participants, who are low income, recipients of public assistance, or basic skills deficient, to compare with previous program years and to support that priority for these populations is indeed being provided.

Related Terms and Definitions:

Basic Skills Deficient – An individual that is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society (WIOA Section 3[5]). Or an individual that has English reading, writing or computing skills at or below the 8th grade functioning level as identified using a standardized test such as the CASAS.

Individual with a Barrier to Employment – The term "individual with a barrier to employment" as defined in WIOA Section 3(24) means a member of one or more of the following populations:

- Displaced Homemakers
- Low Income Individuals
- Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in WIOA Section 166
- Individuals with Disabilities, including youth who are individuals with disabilities
- Older Individuals
- Ex-Offenders
- Homeless individuals
- Youth who are in or have aged out of the foster care system

- Eligible migrant and seasonal farmworkers, as defined in WIOA section 167(i)
- Individuals within 2 years of exhausting lifetime eligibility under TANF (Part-A of the Social Security Act 42 U.S.C 601 et seq.)
- Single parents (including single pregnant women)
- Long-term unemployed individuals
- Individuals who are English language learners and have low levels of literacy
- Individuals facing substantial cultural barriers
- Veterans or other individuals identified as having Significant Barriers to Employment

Individual with a Disability – The term “individual with a disability” means a person with a disability as defined in Section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Disability means:

- A physical or mental impairment that substantially limits one or more major life activities,
- A record of such an impairment, or
- Being regarded as having such an impairment (*established if the individual has been subject to an action prohibited under the law because of actual or perceived physical or mental impairment, whether or not the impairment limits or is perceived to limit a major life activity*)

Low-Income – An individual that meets one of the criteria below (WIOA Section 3[24]):

1. Receives, or in the past six months has received, or is a member of a family that is receiving or in the past six months has received:
 - a. assistance through the Supplemental Nutrition Assistance program (SNAP) established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.) referred to as Food Stamps;
 - b. assistance through the program of block grants to States for Temporary Assistance to Need Families (TANF) under part A of Title-IV of the Social Security Act (42 U.S.C. 601 et. seq.), or State or local income-based public assistance;
2. Is in a family with total family income that does not exceed the higher of:
 - a. the poverty line; or
 - b. 70% of the lower living standard income level (LLSIL) (*Note: LLSIL means that income level, adjusted for regional, metropolitan, urban, and rural differences and family size, determined annually by the USDOL on the most recent lower living family budget issued*)
3. Is homeless – Is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)) or homeless children and youths (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434 a (2)).
4. Receives, or is eligible to receive, free or reduced priced school lunch (under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.).
5. Is a foster child on behalf of whom State or Local government payments are made; or
6. Is an individual with a disability whose own income meets the income requirements 1 or 2 above, but who is a member of a family whose income does not meet this requirement

Public Assistance –Federal, state, or local government cash payments for which eligibility is determined by a needs or income test (WIOA Section 3[50]).

Questions may be directed to:

Ginny Carroll, Division Director
Bureau of Employment Services
Maine Department of Labor
Augusta, ME 04333-0055
Virginia.A.Carroll@maine.gov
207-623-7974