

[Town of Hempstead/City of Long Beach]

Draft Local Plan

July 1, 2021 – June 30, 2025

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Strategic Planning Elements

Local Workforce Development Areas (LWDAs) and Regional Demand Lists are now maintained [online](#). [Changes to the Demand Lists can be made by following the directions on the webpage.](#)

[I attest that the priority ranked list of the LWDA's demand occupations was last updated on \[specify date in the text box below\].](#)

May 21, 2021

How is this information shared with the Local Workforce Development Board (LWDB)? What was the last date on which it was shared?

This information will be shared with the Board electronically.

a. Provide an analysis of regional economic conditions, including:

i. Existing and emerging in-demand sectors and occupations; and

The New York State Department of Labor's (NYSDOL) Bureau of Labor Market Information in the Division of Research and Statistics (R&S) published a report in 2019 that outlines the Significant Industries on Long Island. Significant industries in the Long Island region are Construction; Manufacturing; Trade, Transportation and Utilities; Professional and Business Services; Health Care and Social Assistance; and Leisure and Hospitality. These industries are significant because they experience above-average job growth, they employ a significant number of jobs (>12,500), project job growth for 2016-2026 is above-average, and/or they pay above-average wages. Although not specifically identified as a "significant industry" in the R&S report, Information Technology continues to offer occupational growth across the industries mentioned.

ii. The employment needs of businesses in those sectors and occupations.

The employment needs of businesses in the sectors above continue to expand. R&S states that on average, the projected percent change in jobs between 2016-2026 is 12.3% sectors, and businesses will need to fill these positions as growth in the industries occur. Below are examples of the most in-demand occupations for each industry:

Construction: electricians; office clerks; and plumbers, pipefitters, and steamfitters

Manufacturing: light truck or delivery services drivers; packers and packagers, hand; and inspectors, testers, sorters, samplers, and weighers

Trade, Transportation and Utilities: electricians; heating, air conditioning, and refrigeration mechanics and installers; and carpenters

Professional and Business Services: lawyers; paralegals and legal assistants; bookkeeping, accounting, and auditing clerks; and office clerks

Health Care and Social Assistance: home health aides, medical assistants, nursing assistants, personal care aides and dental assistants

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Leisure and Hospitality: drivers/sales workers; combined food preparation and serving workers, including fast food; waiters and waitresses; and restaurant cooks

- b. Describe the knowledge, skills, and abilities needed to meet the employment needs of businesses, including those in in-demand sectors and employing individuals in demand occupations.

R&S indicates that the following knowledge, skills, and abilities are necessary to meet employment in the aforementioned sectors:

Construction

The majority of occupations within this sector is skilled trade. Essential skills are maintenance, repairs, new work, and alternations.

Manufacturing

Manufacturing remains an important sector in the Long Island economy despite undergoing significant restrictions over the last decade. The aerospace and defense manufacturing industry provided a strong base for engineering and research and product development. Workers with these skills are an asset in a world where technology and innovation are critical for economic growth.

Trade, Transportation and Utilities

Occupations within this sector are also skilled trade, but communication and selling skills are necessary.

Professional and Business Services

This sector includes a variety of industries reflecting Long Island's wide-ranging skills and capabilities in science, engineering and technology. Expertise and skills in legal, accounting, architectural, advertising, scientific R&D, and other professional services are essential. Specializations in general management, personnel administration, clerical activities, and cleaning activities are also critical for employers.

Health Care and Social Assistance

Due to the aging Long Island population, there is a greater demand for nursing care for home patients and patients at assisted living facilities. The opioid epidemic has also increased demand for residential substance abuse facilities.

Leisure and Hospitality

Skills in this sector include abilities to prepare meals, snacks and beverages to customers for on-premises or off-premises consumption.

NYSDOL's Employment in New York State March 2021 Newsletter states that "one of the biggest (positive) surprises of 2020 was how quickly employers (and workers) embraced 'work from home' (WFH) arrangements during the [COVID-19] pandemic." This shift indicates that as telecommuting varies widely by occupation and industry, employers also need to hire individuals that have the computer skills needed to work remotely.

- c. Provide an analysis of the regional workforce, including:

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- i. Current labor force employment and unemployment numbers;

As of February 2021, the Long Island region's unemployment rate was 6.7%, a 2.8 percentage increase from February 2020. R&S states that the labor force in the Town of Hempstead and in the City of Long Beach is 389,200 and 19,000, respectively. Nassau County's unemployment rate increased from 3.0% to 6.6%, and "by comparison, New York State's rate was 9.6 percent, and the National rate was 6.6 percent."

- ii. Information on any trends in the labor market; and

The COVID-19 pandemic's impact on the labor market is unprecedented. NYSDOL's Employment March 2021 newsletter states that in April 2020, the "U.S. lost more than 21 million private sector jobs as businesses shut down in the wake of the pandemic," and that "job losses during the pandemic were largest in service-providing industries, like leisure and hospitality, retail trade and health care."

In addition, R&S reports that "for the year ending January 2021, the number of private sector jobs on Long Island declined by 113,100, or 10.1%, to 1,007,700. The greatest losses were in leisure and hospitality (-32,400), trade, transportation and utilities (-21,400), educational and health services (-20,900), professional and business services (-11,600), other services (-10,900), natural resources, mining and construction (-6,700) and manufacturing (-4,800)."

- iii. Educational and skill levels of the workforce in the region, including individuals with barriers to employment.

According to the New York State Census Bureau, the educational attainment levels in Nassau and Suffolk Counties in 2019 are as follows:

Nassau

- **Residents ages 18 to 24**
High School Graduates: 24.8%
Bachelor's Degree or Higher: 24.7%
- **Residents ages 25 and over**
High School Graduates: 91.9%
Bachelor's Degree or Higher: 47.2%

Suffolk

- **Residents ages 18 to 24**
High School Graduates: 28.0%
Bachelor's Degree or Higher: 19.0%
- **Residents ages 25 and over**
High School Graduates: 26.2%
Bachelor's Degree or Higher: 38.3%

- d. Provide an analysis of workforce development activities, including education and training, in the region.

- i. Identify strengths and weaknesses of these workforce development activities.

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The Long Island Workforce Development Boards (LWDBs) lead a sophisticated network of programs and partnerships, and collaborate with other leaders, such as the LIREDC, to maintain and constantly improve and expand a comprehensive regional workforce development system. The Town of Hempstead/City of Long Beach LWDB has expanded the footprint of the WIOA-mandated workforce development system to the larger, non-mandated system, through its participation on the LIREDC Workforce and Education Workgroup, the Long Island Sector Partnership, the Stony Brook University Manufacturing Extension Partnership (MEP) Center, Manufacturing and Technology Resource Consortium (MTRC) and other groups and initiatives. The strengths of the Long Island workforce development activities are that they are broadly collaborative and benefit from a variety of partnerships. The weakness is that disseminated state and federal funding and resources sometimes do not foster sufficient coordination with the regional LWDBs.

- ii. Does the local area have the capacity to address the education and skill needs of the local workforce, including individuals with barriers to employment, and the employment needs of businesses? Please explain.

The local area does have the capacity to address the education and skill needs of the local workforce, including individuals with barriers to employment, and businesses. This capacity is illustrated by the Local Area's long-standing track record of serving thousands of Long Islanders, while consistently surpassing performance goals. The HempsteadWorks Career Center offers comprehensive services to jobseekers, including assessment, career counseling, skills training, job placement, follow-up services, and more. Businesses benefit from job matching, pre-screening, assistance in obtaining training funds and tax incentives, on-site recruitment, job fairs, etc. Individuals with barriers to employment are served by our Career Center staff, partner organizations and youth contractors. Individuals with disabilities are guided through enhanced services by the HempsteadWorks Disability Resource Coordinator. WIOA and partner funds are leveraged to target those who are in priority groups and who are most in need of services. The Local Board has also obtained several non-WIOA grants to serve jobseekers and businesses, such as the United Way of Long Island, funding through the New York State Office of Temporary and Disability Assistance through Temporary Assistance for Needy Families, the Empire State Poverty Reduction Initiative, and the New York Community Bank Youth Services Grant.

- e. Describe the LWDB's strategic vision and goals for preparing an educated and skilled workforce, including youth and individuals with barriers to employment.

The foundation of the Local Board's strategic vision and goals for preparing an educated and skilled workforce, including youth and individuals with barriers to employment, is its overarching vision, which states: "Our vision for the future is one of unprecedented economic prosperity, growth and opportunity for businesses and citizens, along with the realization of the highest quality of life attainable." To realize this vision, the Local Board has established the following mission statement: "Our mission is to ensure that skilled workers are available to employers; help jobseekers to find work; and foster economic development." The Local Board's Youth Standing Committee has established the mission "to enhance opportunities for youth in the community to attain the skills,

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education and credentials needed to enter the workforce, retain employment and increase earnings.” The Local Board’s strategy to operationalize these concepts as follows:

- Equip workers with the knowledge, credentials, skills and abilities to enter and progress along career ladders within growing and transformative industries that hire for demand occupations;
- Apply sector-based strategies to identify specific workforce preparation requirements;
- Foster robust partnerships designed to plan collaboratively; share resources; leverage augmenting funds and accept mutual accountability;
- Inform planning and continuous improvement activities with fact-based decision-making, using relevant, reliable and data;
- Utilize co-enrollment, as well as blending and braiding of funds where feasible;
- Apply customized employment and person-centered planning, as appropriate, particularly for individuals with disabilities;
- Maintain a systemic culture of quality management that celebrates successes and addresses weaknesses with positive solutions.

- i. How do the local area’s workforce development programs, including programs provided by partner agencies, support this strategic vision?

The local area’s workforce development programs, including programs provided by partner agencies, support this strategic vision through the active participation of our partner organizations on our Local Board, its subcommittees, workgroups and grant projects. Our vision is also supported by our contractors, such as the Long Beach Adult Learning Center, EAC Network and Nassau BOCES. During the most recent planning period, the local area led an effort undertaken by the three Long Island Local Boards to form the Long Island Sector Partnership, an initiative funded by a NYSDOL Sector-Partnership National Emergency Grant - Regional Sector Partnership Development Grant. Facilitated by a consultant, Humanity 2.0, and following a model established by a Local Board member and business partner, Northwell Health, this extended partnership has created an unprecedented opportunity for the local area and the region to gather sector-based workforce intelligence and to align that data with collaborative career and training services provided by the One-Stop System and its partners. The fosters a protocol of data collection, consensus building, leveraging of resources, alignment of programs and services and collaboration that supports our strategic vision.

- ii. How will the local area, working with the entities that carry out the core programs, align available resources to achieve the strategic vision and goals?

The organizations that provide the core programs are listed below:

- Adult Career and Continuing Educational Services – Vocational Rehabilitation (ACCES -VR) – Rehabilitation Act;
- Long Island – Regional Adult Education Network (LIRAEN) Adult Education and Family Literacy Act;
- New York State Department of Labor (NYSDOL) Division of Workforce Solutions (DEWS)– Wagner-Peyser program under Title III of WIOA; Trade Adjustment

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Assistance (TAA) under Title II of Trade Act; Jobs for Veterans State Grants under Title 38, U.S.C.; State Unemployment Insurance (UI) programs

- Town of Hempstead Department of Occupational Resources (DOOR) – Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Youth and Dislocated Worker Programs.

The local area, working with the entities that carry out the core programs, aligns available resources to achieve the strategic vision and goals as described below. The above partner organizations integrate services of the core programs into their customer orientations. ACCES-VR, NYSDOL and DOOR are co-located within the HempsteadWorks Career Center. LI-RAEN constitutes an extensive network of local educational agencies and other service providers that are accessed by One-Stop Career Center customers through staff referrals. Participating network providers also refer their customers to the Center. Partner staff will work cooperatively to access core programs, plan the sequence of services, remove service gaps, align programs, provide follow-up and share outcomes.

- f. Describe the LWDB's goals relating to performance accountabilities measures. How do these measures support regional economic growth and self-sufficiency?

The Local Board plans to exceed goals negotiated with NYSDOL relating to performance accountability measures. These measures support regional economic growth and self-sufficiency because they relate to increased employment, employment retention and earnings, all of which increase the tax base that contributes to government programs and services. These outcomes also correspond to the contribution of more dollars spent with commercial enterprises, which include everything from real estate to retail and beyond. Additional outcomes related to skills development and credential attainment ensure that we are developing the highly skilled and educated workforce that local industries rely on to grow and create jobs.

Local Workforce Development System

- a. Identify the programs, whether provided by the Career Center or any partners, that are a part of the local area's workforce development system, including:

- i. Core programs;

WIOA requires service delivery under the following core programs: Adult, Dislocated Worker and Youth; Adult Education and Family Literacy Act (AEFLA); Wagner Peyser Act employment services; and vocational rehabilitation. These core programs are a part of the local area's workforce development system. They are provided as described below:

1. Adult, Dislocated Worker and Youth - DOOR

Adults and dislocated workers have access to the full array of WIOA and partner services through the HempsteadWorks Career Center System. It is a network of organizations that assists employers in hiring qualified workers, and it helps job seekers to develop their skills and secure employment. The One-Stop Career Center provides initial assessment to new customers. This assessment procedure requires staff to identify customers who need skills development

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and/or training services to obtain their employment goal during the customer's first one-to-one meeting with a staff person. Through the assessment, career counselors identify barriers to employment and help the customer establish an employment/occupational goal that is relevant to the local labor market. The results of the assessment are entered in the New York State One-Stop Operation System (OSOS) and utilized to construct an Individual Employment Plan (IEP). For Out-of-School Youth (OSY), a comprehensive assessment is conducted by the DOOR OSY contractors EAC Network and Nassau BOCES immediately upon certification of the eligibility for WIOA services. In-School Youth (ISY) are assessed by our network of local education agencies (LEA) coordinators. These coordinators also provide year-round career counseling and case management services designed to ensure that participants attain their high school diplomas. The contractors provide both OSY and ISY with preparation for postsecondary educational opportunities, linkages between academic and occupational learning, preparation for employment, effective connections to intermediary organizations that provide strong links to the job market and employers. Other contracted youth services include leadership development, financial literacy workshops, and entrepreneurial skills training.

Due to the COVID-19 pandemic, virtual services have been implemented to maintain assistance to jobseekers while protecting the health of staff, customers and partners. Services include:

- Job seekers can register for services available at the career center by completing the online career center registration form at www.hempsteadworks.com
- For general information about services, to ask questions, or to request assistance, including career counseling and job placement, customers can complete a Job Search/Training Assistance form on the HempsteadWorks website
- Career development and computer skills training workshops are conducted online. Some of the workshops include interviewing skills, online job applications, Word and Excel
- Online classroom-based occupational skills training is available for eligible customers, as training providers also provide virtual learning alternatives
- Remote youth services are available for individuals who are not currently enrolled in secondary or post-secondary school, and for youth with disabilities.

2. AEFLA - LIRAEN

Through referrals to external service providers from HempsteadWorks Career Center staff in coordination with the Long Island – Regional Adult Education Network (LI – RAEN), the Local Workforce Development Board (LWDB) provides access to employment, training, education and training, and supportive services available to Title II participants with barriers to employment. DOOR also contracts with the Long Beach Adult Learning Center (LBALC) to provide WIOA Title II services to residents of the City of Long Beach, which is somewhat

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geographically removed from other AEFLA providers located within the Town of Hempstead.

3. Wagner-Peyser program under Title III of WIOA; Trade Adjustment Assistance (TAA) under Title II of Trade Act; Jobs for Veterans State Grants under Title 38, U.S.C.; State Unemployment Insurance (UI) programs

The NYSDOL Division of Employment and Workforce Solutions (DEWS) provides the Wagner-Peyser program under Title III of WIOA and the Trade Adjustment Assistance (TAA) under Title II of Trade Act through labor services representatives deployed at the HempsteadWorks Career Center. NYSDOL DEWS coordinates the Jobs for Veterans State Grants under Title 38, U.S.C.; State Unemployment Insurance (UI) programs through its Disabled Veterans Employment representative (DVER) and Disabled Veterans Outreach Program (DVOP) representative. Veterans services are augmented by the LSRs and other Career Center staff.

4. Vocational Rehabilitation

ACCES-VR provides comprehensive services to individuals with disabilities, including testing, assessment, career counseling, training, job placement, etc. As a key partner in the Disability Employment Initiative (DEI) grant project, ACCES-VR works closely with the HempsteadWorks Disability Resource Coordinator (DRC) to help individuals with disabilities access services and benefits, including the Ticket-to-Work Program, to obtain reasonable accommodations, to utilize adaptive equipment and assistive technology, to access interpreter services, etc.

- ii. Programs that support alignment under the Carl D. Perkins Career and Technical Education Act of 2006; and

Nassau Community College (NCC) administers the Carl D. Perkins Career and Technical Education Act program in our local area. The college provides funding to the Local Board that supports the provision of career development workshops within the HempsteadWorks Career Center. The topics of the workshops include: Resume Development; Interview/Salary Negotiation; Beginning Social Media; and Mastering LinkedIn. NCC also administers the Workforce Development Training Scholarship and Community Health Worker Programs with funding under the Coronavirus, Aid, Relief, and Economic Security Act (CARES Act). The programs prepare low-income and unemployed/underemployed Nassau County residents with training for employment in high-demand industries that include health care, business and trades (e.g., HVAC and plumbing) and for work as a Community Health Worker. DOOR is an NCC partner and refers customers to the school for training.

- iii. Other workforce development programs, if applicable.

Other workforce development programs and how they operate within the local workforce development system are indicated below:

- Job Corps, operated by Management and Training Corporation – Co-located;

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- YouthBuild, operated by United Way of Long Island – co-located;
- Older Americans Act Title V Senior Community Service Employment Program - Co-located;
- Title IV of WIOA, operated by New York State Commission for the Blind (NYSCB) Office of Children and Family Services (OCFS) – Cross-referrals;
- Community Services Block Grants (CSBG) Employment and Training, operated by the Nassau County Economic Opportunity Commission, Inc. – Cross-referrals;
- Temporary Assistance for Needy Families (TANF) Employment and Training under Part A of Title IV of Social Security Act, operated by Nassau County Department of Social Services – Cross-referrals;
- Disability Employment Initiative, operated by DOOR under a grant from NYSDOL;
- Trade and Economic Transition National Dislocated Worker Grant, operated by DOOR under a grant from NYSDOL;
- Opioid National Dislocated Worker Grant, operated by DOOR under a grant from NYSDOL;
- Employment Recovery National Dislocated Workers, operated by DOOR under a grant from NYSDOL;
- Consolidated Funding Application (CFA) 9.0 Unemployed Worker Training Grant, operated by DOOR under two grants from NYSDOL

b. Describe how the local area will ensure continuous improvement of services and service providers.

The local area will ensure continuous improvement of services and service providers through the oversight of the Local Board. This oversight conforms to the monitoring requirements of the HempsteadWorks Policy and Procedure Manual, the HempsteadWorks Oversight Plan, the contractual agreement with the HempsteadWorks One-Stop Operator, contractual agreements with subrecipients and vendors, and memoranda of understanding with partners, etc. By contract, the One-Stop Operator is required to submit the One-Stop Operator Annual Report, which is responded to by the Local Board with feedback and instructions for corrective action or improvement. The Annual Report is reviewed for deficiencies and corrective action is ordered and implemented as appropriate. The board also reviews quarterly Primary Indicators of Performance Reports and Monthly Customer Service Indicators Reports that are issued by the New York State Department of Labor. The data in this report serves as a foundation for continuous improvement decisions. The information on employment, wage, training and training related placement data is reviewed to determine that providers are meeting employment needs of local businesses. In addition, the HempsteadWorks Quality Assurance Program (HWQAP), an award-winning automated tool, is utilized as the basis of fact-based, quality management and continuous improvement. The program measures customer satisfaction by analyzing a series of surveys.

c. Describe how eligible providers will meet the employment needs of local businesses, workers, and jobseekers.

Eligible providers will meet the employment needs of local businesses, workers, and jobseekers by continuing to participate in a procurement process through which the

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Local Board selects providers in a manner consistent with its industry sector-based career pathways development strategies, by preparing students for occupations that are in demand in growth industries, by requiring requires demonstrated effectiveness in achievement of outcomes, by supporting the local area's attainment of primary indicators of performance, and by responding to customer demand. This procurement goes above and beyond the requirements of the New York State Eligible Training Provider List (ETPL). The selection of eligible providers, as well as their continuing eligibility, is informed by feedback from businesses, participants and jobseekers, along with performance outcomes and monitoring findings.

- d. Describe the roles and resource contributions of the Career Center partners.

e. The roles and resource contributions of the Career Center partners is described in the matrix below.		
Partner	Role	Resource Contribution
Management and Training Corporation	Administer WIOA Title I Job Corps Program	Outreach and Training
Economic Opportunity Commission of Nassau County, Inc.	Administer Community Services Block Grant Program	Employment and Training Services
Nassau Community College	Administer the Career and Technical Education Programs at the Post-Secondary Level under the Perkins Career and Technical Education Act	Education and Training
Nassau County Department of Social Services	Administer the Temporary Assistance to Needy Families Employment and Training under Part A of Title IV of the Social Security Act Program	Referral
New York State Department of Children and Family Services Commission for the Blind	Administer the WIOA Title IV Rehabilitation Act Program	Rehabilitation
New York State Department of Labor	Administer the Wagner-Peyser program under Title III of WIOA (WP) Trade Adjustment Assistance (TAA) under Title II of Trade Act Jobs for Veterans State Grants (Vets) under Title 38, U.S.C. State Unemployment Insurance (UI) programs	Employment, Training and Veterans Services

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New York State Education Department Adult Career and Continuing Education Services - Vocational Rehabilitation	Administer the WIOA Title IV Rehabilitation Act Program	Rehabilitation
New York State Education Department	Administer the WIOA Title II Adult and Family Literacy Act Program	Education
Town of Hempstead Department of Social Services	Administer the WIOA Title I Adult, Dislocated Worker and Youth Programs	Employment and Training
United Way of Long Island	Administer the WIOA Title I YouthBuild Program	Employment and Training
Urban League of Westchester	Administer the Older Americans Act Senior Community Service Employment Program	Employment and Training

Workforce Development and Career Pathways

- a. Describe how the LWDB will facilitate the development of career pathways, including co-enrollment in core programs when appropriate.

The board will facilitate the development of career pathways, including co-enrollment in core programs when appropriate, by continuing to apply sector-based strategies to form partnerships and gather workforce intelligence. In December 2016, NYSDOL awarded the Regional Sector Partnership Development (RSPD) Grant described in the Strategic Planning section above. Under RSPD, the Local Board collaborated with the other Long Island Local Boards to create the Long Island Sector Partnership with representation from business, education, the workforce system and community-based organizations. The partnership is engaged in the development of career mapping, research and analysis to understand job market information that would help with career pathways, such as:

- Current or accepted education and training requirements for occupations;
- Target occupations/titles to determine skills gaps that exist and where there are lateral or promotional paths;
- Type of education/training/credentialing needed to address these occupational skills gaps;
- Customization of the Competency-Based Models to depict specific needs of a targeted industry within the Long Island Region;

The Local Board's career pathways partnership includes, but is not limited to the following organizations:

- Town of Hempstead Department of Occupational Resources (DOOR);
- New York State Department of Labor (NYSDOL);

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- Northwell Health HealthCare Career Pathways Project;
- Manufacturing Technology Resource Consortium (MTRC);
- New York State Office of Children and Family Services (NYSOCFS);
- New York State Division of Criminal Justice (NYSDCJ);
- Goodwill Industries of Greater New York and Northern New Jersey, Inc. (GWI);
- EAC Network (EAC);
- Nassau Board of Cooperative Education Services (BOCES);
- New York State Education Department Adult Continuing Career Education Services – Vocational Rehabilitation (ACCES-VR)
- New York State Education Department Long Island – Regional Adult Education Network (LI-RAEN);
- Long Beach Public School Adult Learning Center (LBPSALC);
- Nassau County Youth Board (NCYB);
- Nassau Community College (NCC);
- United Way of Long Island (UWLI) (YouthBuild and Ready to Work);
- Economic Opportunity Commission of Nassau County (EOC);
- Opportunities Long Island;
- Five Towns Community Center, Inc. (FTCC)
- Cerebral Palsy of Nassau County, Inc. (cpnassau);
- Hempstead Public Schools;
- Roosevelt Public Schools;
- Uniondale Public Schools.

The Local Board has assigned the One-Stop Operator to facilitate the development of career pathways by coordinating the activities of its career pathways partners. The sequence of education and training offerings in identified industries or occupations varies based on the participant's current qualifications, the requirements of the occupation and the nature of the industry. The most common sequence of these offerings under our program is as follows:

1. Basic Education, such as math or reading remediation, Test Assessing Secondary Completion (TASC), English Language training;
2. Classroom-Based Skills Training under and individual training account (ITA);
3. On-The-Job Training (OJT), internship and/or apprenticeship.
4. Job placement.

The sequence might be repositioned, or combined, depending upon the industry. For example, several career pathways services for the construction industry are combined into a pre-apprenticeship program through our contract with Opportunities Long Island.

In order to provide co-enrollment in core programs, where appropriate, the partners coordinate their recruitment and intake activities to ensure that participants encounter a similar enrollment experience at multiple entry points. The partners are fully informed of the services available within the project that are offered by the different partners. These partners confer with the project coordinator to confirm the appropriate service or referral is provided to participants, depending upon their different skill levels.

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A full menu of basic skill services is available to serve individuals with very low basic skills.

- b. Describe how the LWDB will improve access to activities leading to recognized postsecondary credentials.

Working under the auspices of the Local Board, the One-Stop Operator will ensure that the partners provide multiple entry points for all levels of education and employment preparation services. The Operator will ensure that these services are aligned with marketable, stackable credentials including:

- **Completion and attainment of certificates from local proprietary schools, local educational agencies (LEAs), colleges and/or apprenticeship programs;**
- **Retention in employment by employers upon completion of OJT, internships and pre-apprenticeships and apprenticeships;**

Attainment of credentials and entry into employment upon completion of partner programs, such as: YouthBuild; VetsBuild; and Opportunities Long Island.

- i. Are these credentials transferable to other occupations or industries (“portable”)? If yes, please explain.

The Local Board will ensure that funded career pathways providers continue to offer only those credentials transferable to other occupations or industries. Providers will be required to prepare workers for demand occupations within priority industries. These providers will also be required to identify the required credentials.

These providers will also be required to identify the required credentials participants will earn through training and applicable exams and to demonstrate that these credentials are industry-recognized. The industries targeted will be those with the highest levels of employment and the greatest expectation for maintaining and/or increasing these levels within the next five years.

- ii. Are these credentials part of a sequence of credentials that can be accumulated over time (“stackable”)? If yes, please explain.

As indicated under item “a” of this section above, the sequence of credential attainment will be tailored to the individual; however, considered in that sequencing process will be a step-by-step plan to continuously advance the career of the participant. With this approach, the attainment of stackable credentials will be facilitated, not only during the period of program services but also continuing through the life-long learning in which the customer is ultimately engaged.

Access to Employment and Services

- a. Describe how the LWDB and its partners will expand access to employment, training, education, and supportive services for eligible individuals, particularly individuals with barriers to employment.

The Local Board and its partners will expand access to employment, training, education, and supportive services for eligible individuals, particularly individuals with barriers to employment through coordination activities that are facilitated by the One-Stop

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Operator. WIOA has provided Local Boards with a mandate to expand its partnership to new organizations. It has also provided a foundation to solidify new and existing partnerships through a more meaningful memorandum of understanding and shared system infrastructure agreement than might have existed under prior legislation. Under this planning period, the Local Board will continue its longstanding practice of constantly forging new partnerships, with both mandated and non-mandated partners, while at the same time expanding the depth and improving the quality of existing partnerships. These partnerships will facilitate the expanded access described above. The Local Board will also ensure that the focus of the Operator's partnership development and coordination efforts continues to prioritize individuals with barriers to employment. The Local Board and its partners will also ensure that all access points are customer friendly and non-duplicative through the HempsteadWorks Quality Assurance Program, which gathers customer feedback and provides other data necessary to facilitate continuous improvement. Access opportunities will be publicized at the HempsteadWorks Career Center, at partner sites, through e-blasts and on the system web site at www.hempsteadworks.com.

- b. Describe how the local area will facilitate access to services through the One-Stop delivery system, including remote areas, through the use of technology.

As stated in item "a" above, the use of e-blasts and the system web site will be used to facilitate access to services through the One-Stop delivery system, including remote areas, through the use of technology. A connection to the HempsteadWorks Career Center and the Long Beach Adult Learning Center has also been established to facilitate access through our wide area network (WAN) system.

- c. Describe how Career Centers are implementing and transitioning to an integrated technology-enabled intake case management information system.

The New York State One-Stop Operating System (OSOS) is the primary integrated technology-enabled intake case management information system utilized at the HempsteadWorks Career Center. The Center also participates in the New York State Employment Services System. OSOS is augmented by a Microsoft Access based case tracking system, which is a component of the HempsteadWorks Quality Assurance Program (HWQAP). At intake, program applicants complete hard copy forms and provide hard copy data element documentation. Data elements are entered into OSOS by Career Center intake staff. Based upon OSOS entries and hard copy forms and documentation, a duplicate record is created in the Access system, which is accessed by Career Center staff through our local area network system. The Access record provides functions not available in OSOS, such as the following:

- Individual employment plan (IEP) for adults and dislocated workers;
- Individual service strategy (ISS) for youth;
- Scheduling mechanism for career services workshops;
- Tracking system for individuals training account (ITA) vouchers;
- Connection the customer feedback, customer satisfaction surveys, staff capacity-building and other continuous improvement features of HWQAP;
- Ad hoc reports that may not be available under the OSOS Management Reports or through queries.

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Customers also have the option of completing their intake virtually. Customers are instructed to complete the online career center registration form and an inquiry that to request job search, career counseling, job placement, or training assistance. Once customers have completed the forms, intake staff works with them remotely to finalize the registration process.

- d. Provide a description and assessment of the type and availability of programs and services provided to adults and dislocated workers in the local area.

The HempsteadWorks Career Center assists adults and dislocated workers to acquire the skills and credentials they need to obtain employment in in-demand occupations. Services are delivered in a modern, customer-friendly environment, fully stocked with the latest hardware and software. The Center's resource room provides the following tools to customers: Internet access, self-service personal computers, photocopiers, fax machines, personal computers, resume and cover letter writing software and tutorials on video, as well as computerized and hard copy job bank and labor market information, assessment software, etc. The HempsteadWorks Career Center provides the following career and training services:

- Labor Market Information;
- Assessment;
- Development of Individual Employment Plans;
- Workshops and individualized counseling regarding job search methods, interviewing skills, resume writing, salary negotiation, follow-up, etc.;
- Workshops for using social media in job search;
- Computerized Job Matching;
- Referral to Employers;
- On-Site and Virtual Job Fairs and Recruitment/Hiring Events;
- Basic Skills Training (Reading, Math, English Language);
- On-The-Job Training;
- Classroom-Based Occupational Skills Training (for a variety of demand occupations (based on the availability of funding)).
- Metrix Learning and Coursera
- Virtual Job Shadow

The Center also offers the following computer workshops:

- Word I;
- Word II;
- Excel I;
- Excel II;
- PowerPoint;
- Access;
- Intuit QuickBooks .

Assessments are conducted using the following tools: O'NET Profiler; Career Zone; and JobZone. The Career center also provides the programs and services listed above under the section entitled "Local Workforce development System, item a., iii, "other Workforce Development Programs."

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- e. Describe how workforce activities will be coordinated with the provision of transportation, including public transportation, and appropriate supportive services in the local area.

Workforce activities will be coordinated with the provision of transportation, including public transportation, and appropriate supportive services in the local area as described below. The HempsteadWorks Career Center is easily accessible by public transportation. For off-site activities, transportation payments will be provided in accordance with the Policy for Supportive Services contained in the HempsteadWorks Policy and Procedure Manual. In addition, United Way of Long Island has included HempsteadWorks in an assistance program, entitled Everyone Rides Nice, Inc. that provides bus vouchers to participants. The vouchers assist participants with free public transportation to work, training, school and job interviews.

- f. Describe the replicated cooperative agreements in place to enhance the quality and availability of services to people with disabilities, such as cross training to staff, technical assistance, or methods of sharing information.

Under the DEI, the DRC has developed agreements to enhance the quality and availability of services to people with disabilities with several organizations, including mandated partners, such as ACCES-VR and the Older Americans Act Program. Additional agreements are in place with non-mandated partners, such as the United Way of Long Island's Everyone Rides NICE (Nassau County Inter-County Express) Program, which provides emergency transportation assistance. Agreements for cross training of staff, technical assistance and methods of sharing information are also in place with mandated and non-mandated partners, such as ACCES-VR, Commission for the Blind and Abilities, Inc.

- g. Describe the direction given to the One-Stop System Operator to ensure priority for adult career and training services is given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.

The One-Stop System Operator is directed to ensure that priority for adult career and training services is given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient through the HempsteadWorks One-Stop Operator Agreement and the HempsteadWorks Policy and Procedure Manual, which contain instructions for ensuring priority. Additional clarification is provided verbally through meetings, training sessions and supervision involving the Local Board, Local Board staff and the One-Stop Operator.

- h. Describe how One-Stop System Operators and One-Stop partners will comply with the nondiscrimination requirements of the Workforce Innovation and Opportunity Act (WIOA) (section 188), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding:

- i. The physical and programmatic accessibility of facilities, programs, and services;

One-Stop System Operator and One-Stop partners will comply with the nondiscrimination requirements of WIOA (section 188), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding the physical

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and programmatic accessibility of facilities, programs, and services through the circumstance of being co-located within the HempsteadWorks Career Center, which is housed within commercial office space leased by DOOR. The terms of this lease ensure compliance with the requirements of Section 188. The HempsteadWorks Career Center includes facilities, programs and services that are accessible to all customers, including individuals with disabilities. The physical facility is in compliance with the law and ensures that individuals with disabilities can move around without difficulty (i.e., wide entryways, automatic doors, ramps, etc.). Each customer is given the full range of services, but if a customer's need goes beyond what is available, they are referred to a partner who can meet the need, such as ACCES-VR.

All partners, co-located or not, agree to the terms of the local Service Delivery Memorandum of Understanding (MOU), which states the following:

"In compliance with the Americans with Disabilities Act and section 188 of WIOA, partners will provide individuals with disabilities with physical and programmatic accessibility to facilities, programs, services, technology and materials, including appropriate staff training and support. Partners commit to periodically reassess program accessibility and adjust strategies to improve access as needed.

Accessibility to the services provided by the HempsteadWorks Career Center System and all partner agencies is essential to meeting the requirements and goals of the HempsteadWorks Career Center System. Job seekers and businesses must be able to access all information relevant to them via visits to physical locations as well as in virtual spaces, regardless of gender, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law.

Physical Accessibility

The HempsteadWorks Career Center will maintain a culture of inclusiveness and the physical characteristics of the facility, both indoor and outdoor, will meet the latest standards of accessible design. Services will be available in a convenient, high traffic, and accessible location, taking into account reasonable distance from public transportation and adequate parking (including parking clearly marked for individuals with disabilities). Indoor space will be designed in an 'equal and meaningful' manner providing access for individuals with disabilities."

- ii. Technology and materials for individuals with disabilities; and

The HempsteadWorks Career Center provides an Evas Handicapped Accessible Workstation, complete with the following equipment:

- Xtra Series Large Print Quietkey Gray Keyboard
- Microsoft Explorer Trackball
- Kensington Gel Pillow Keyboard Wrist Support
- Kensington Gel Pillow Mouse Wrist Support
- Epson Perfection Scanner
- Zoom Text Xtra L2 LP/Speech

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- SmartView BandW Color Select Camera Unit
- SmartView Computer Interface with Footswitch
- Open Book Scanning and Reading Software
- JAWS Pro Screen Reader
- Tash Win Mini Alternative Access Keyboard
- UbiDuo Device
- Sorenson Video Relay Service

Staff is provided with space to conduct interviews within the Center. In addition, the partners that are co-located and those that are not agree to additional terms of the local Service Delivery MOU, which states the following with respect to technology and materials for individuals with disabilities:

“Virtual Accessibility

The Town of Hempstead/City of Long Beach Local Workforce Development Board will work with the New York State Workforce Development Board to ensure that job seekers and businesses have access to the same information online as they do in a physical facility. Information must be clearly marked and compliant with Section 508 of the U.S. Department of Health and Human Services code. Partners will comply with the Plain Writing Act of 2010; the law that requires that federal agencies use ‘clear Government communication that the public can understand and use’ and all information kept virtually will be updated regularly to ensure dissemination of correct information.

Partners should either have their own web presence via a website and/or the use of social media or work out a separate agreement with the Town of Hempstead/City of Long Beach Local Workforce Development Board to post content through its website, which is www.hempsteadworks.com.

Communication Accessibility

Communications access, for purposes of this MOU, means that individuals with sensory disabilities can communicate (and be communicated with) on an equal footing with those who do not have such disabilities. All Partners agree that they will provide accommodations for individuals who have communication challenges, including but not limited to individuals who are deaf and hard of hearing, individuals with vision impairments, and individuals with speech-language impairments.”

- iii. Providing staff training and support for addressing the needs of individuals with disabilities.

In addition, the partners that are co-located and those that are not agree to additional terms of the local Service Delivery MOU, which states the following with respect to providing staff training and support for addressing the needs of individuals with disabilities: “The partners agree to continue to plan to serve the needs of all workers, especially youth and individuals with barriers to employment, through the System.” As a grant recipient under NYSDOL Disability Employment Initiative Round IV, the Local Board has and will continue to consistently access capacity-building resources for staff. Under the DEI, through the asset development, partnership-building and outreach

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efforts of our Disability Resource Coordinator, the One-Stop has developed and maintains an extensive support system for individuals with disabilities.

- iv. Describe the roles and resource contributions of the One-Stop partners related to the nondiscrimination requirements of WIOA (section 188), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

The roles and resource contributions of the One-Stop partners related to the nondiscrimination requirements of WIOA (section 188), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) are included in the local Service Delivery MOU, which states:

“The partners recognize that NYS Human Rights Law prohibits discrimination or harassment against any employee, applicant for employment or customer due to age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, or domestic violence victim status of any individual.”

The MOU further states:

“All Partners agree that they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran’s status, or on the basis of any other classification protected under state or federal law. Partners must assure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. Partners further assure that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues. All Partners will cooperate with compliance monitoring that is conducted at the Local level to ensure that all HempsteadWorks Career Center System programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level. An interpreter will be provided in real time or, if not available, within a reasonable timeframe to any customer with a language barrier. Assistive devices, such as screen-reading software programs (e.g., JAWS and DRAGON) and assistive listening devices must be available to ensure physical and programmatic accessibility within the HempsteadWorks Career Center System.”

Business Engagement

- a. What strategies and programs, including training programs, will be used to facilitate engagement of businesses, including small businesses and businesses in in-demand sectors and occupations?

The strategies and programs, including training programs, that will be used to facilitate engagement of businesses, including small businesses and businesses in in-demand sectors and occupations is as follows. The Local Board will create mutually beneficial working relationships with businesses by leading and participating in regional and local strategic planning groups, such as the LIREDC Workforce and Education Workgroup, the

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Long Island Sector Partnership, and the Stony Brook Manufacturing Extension Partnership Manufacturing and Technology Resource Consortium (MTRC) Workforce Workgroup.

Based upon these relationships, the Local Board will engage business organizations, local chambers of commerce and individual businesses as partners in sector-based initiatives to collect workforce intelligence and design career pathways programs. Sector-based initiatives and career pathways development will be focused on demand sectors and occupations, including those described above, under the section entitled "Strategic Planning Elements, a.i Analysis of regional economic conditions, including: Existing and emerging in-demand sectors and occupations." Marketing and job development will be conducted in coordination with Long Island Business Services Team, which is convened by the NYSDOL Regional Office. Business services continue to be functionally aligned with the NYSDOL Division of Employment and Workforce Opportunities (DEWS)/Wagner-Peyser partner at our Career Center. In addition to the above strategies, the Local Board will engage small businesses through its association with local business incubators, such as LaunchPad Long Island and Springboard Incubators, Inc.

In addition, during the period when the last Long Island Regional Plan was implemented, the three Long Island Local Boards formed the Long Island Sector Partnership, a regional strategy funded by a NYSDOL Sector Partnership National Emergency Grant - Regional Sector Partnership Development Grant, awarded to the Hempstead/Long Beach Board. Facilitated by a consultant, Humanity 2.0, and following a model established by a Local Board member and business partner, Northwell Health, this extended partnership positioned the region to gather sector-based data on the workforce needs of businesses and then to align that data with corresponding career and training services provided by the One-Stop System and its partners.

This process fostered a protocol of data collection, consensus building, leveraging of resources, alignment of programs and services, and collaboration. With representation from businesses, education, the workforce system and community-based organizations, the Long Island Sector Partnership engaged in the development of career mapping, research and analysis to better understand the job market and career pathways.

A new regional strategy entitled "Sector-Based Business Services" is being planned for Program Year 2021 and beyond. The foundation for this strategy is a request-for-proposals (RFP) for Sector-Based Business Services recently issued by the Hempstead/Long Beach LWDB. The purpose of the RFP is to support a project that will build on the progress of past sector-based initiatives conducted by the three Boards, including the Long Island Sector Partnership, which was primarily focused on the industry sector of Health Care and Social Assistance.

The Sector-based Business Services Project is intended to engage key stakeholders, including businesses, education, economic development, organized labor, community-based organizations, and the workforce system, to identify employer human resources and skills needs, and to align those needs with the workforce available through the

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design and implementation of career pathways programs. The project will, in part, utilize operating methods and tools, such as career maps, that were developed under the HempsteadWorks Pathways-to-Employment Project, which was by the NYSDOL Disability Employment Initiative (DEI) Round 8 Grant.

It is also planned that the same methods for convening stakeholders, gathering workforce intelligence, developing career pathways, and strategic planning previously applied to regional health care and social assistance organizations will be replicated among other significant industries throughout Long Island to address the workforce needs of local businesses.

- i. If applicable, describe the local area's use of business intermediaries.

The Sector-Based Business services Project, described above, will leverage relationships with business intermediaries to expand the footprint of the workforce development system in the business community. Example of these business intermediaries include the following organizations:

- Long Island Association;
- Long Island Health Collaborative;
- Long Island Software Information Technology Network (LISTNET);
- Launchpad Huntington;
- Manufacturing Technology Resource Consortium at Stony Brook University;
- Long Island Software and Technology Network;
- Alliance for Defense Diversification in Peacetime Transition (ADDAPT);
- Ignite Long Island;
- Long Island Development Corporation;
- Long Island Federation of Labor;
- Career Employment Options;
- Hauppauge Industrial Association;
- We Connect the Dots;
- Long Island Hospitality Association; and
- Local chambers of commerce;
- Workforce Development Institute

- b. What strategies or services are used to support a local workforce development system that meets the needs of businesses in the local area?

The strategies and services that the Local Board uses to support a local workforce development system that meets the needs of businesses in the local area include the following:

- Promoting businesses' open positions
- Assisting in the recruitment of new workers by hosting recruitment/hiring events
- Job Matching
- Assistance in accessing grant funds to train new and current employees;

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- Development of On-The-Job Training and Customized Training programs;
- Information regarding tax credits and financial incentives.

Employers are guided through a non-bureaucratic process by the HempsteadWorks Business Services Liaison. They are assisted in developing job listings that best correspond to their needs and that ensure a maximum of quality referrals. Job openings are listed via telephone, fax, e-mail or in person. The Long Island Business Services Team interfaces with the HempsteadWorks Business Services Liaison to communicate the needs of employers and to determine the ability of the system to match job seekers to employer listings. The Team and the Operator maintains well-coordinated communications with business customers to report progress and exchange feedback.

Businesses also participate in “Employer Presentations” at the HempsteadWorks Career Center. In preparation for Employer Presentations, employers work with the Business Services Liaison to identify the skills and qualifications required to fill their job openings. A computerized screening process is performed to match those requests with a talent pool of available workers. Potential applicants who match the requirements are invited by mail to attend a presentation by the employer, within the HempsteadWorks Career Center. During the presentation, the employer speaks to applicants in a group setting to describe positions, duties, company policies, etc. After the presentation, the applicants fill out employment applications. Next, the employer is provided with an opportunity to interview candidates on a one-on-one basis. Some businesses even hire on the spot. Another option offered to assist businesses with their recruitment efforts is the “Employer Table,” which businesses occupy within the Career Center Resource Room at appointed times. This table includes the employer’s literature, applications, recruitment material, etc.

Due to the COVID-19 pandemic, virtual services have been implemented to continue assisting businesses. Services include:

- Hosting virtual recruitment events for employers to share their job openings with customers and the qualities of their ideal candidates;
- Posted a Job Order Request Form on the career center website so that employers can enter information about the open positions;
- Responding to inquiries from businesses regarding completing Worker Adjustment Retraining Notification Act (WARN) notices, listing for new hires, accessing financing and loan programs, etc.;
- Posted online forms for employers to participate in our On-the-Job Training and Internship programs.

- c. Describe how the local area’s workforce development programs and strategies will be coordinated with economic development activities.

The local area’s workforce development programs and strategies are coordinated with economic development activities by the Local Board’s coordination with the LIREDC, the Long Island Development Corporation (LIDC), local Industrial Development and Community Development Agencies. The Local Board is also an active member of the LIREDC. In addition, the Long Island Regional Empire State Development Office and LIDC

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are members of the Local Board. These organizations enjoy a strong, collaborative working partnership through which they share information and capitalize on mutually beneficial and complementary strategic planning activities.

- i. Describe how these programs will promote entrepreneurial skills training and microenterprise services.

These programs will promote entrepreneurial skills training in several ways. First, the HempsteadWorks Career Workshop Series includes an Entrepreneurship Workshop. Second, we share resources including EntreSkills, an online entrepreneurial education course developed by the New York Small Business Development Center, with our customers. Last, Career Center customers also enroll in Hofstra University's entrepreneurship training programs, as well as refer people to NYSDOL's Self-Employment Assistance Program (SEAP).

- d. Describe how the LWDB will coordinate its workforce investment activities with statewide rapid response activities.

The Local Board coordinates its workforce investment activities with statewide rapid response activities by assigning Career Center staff to participate on the Long Island Rapid Response Team, which is convened by the NYSDOL DEWS Regional Office. Worker Adjustment and Retraining Notification Act (WARN) notices pertaining to the region are routinely provided to the Local Board and recorded in HWQAP. The staff assigned to the team participates in the planning and execution of off-site presentations and outreach activities related to expeditious and rapid response events. The Local Board also includes information regarding dislocated workers affected by rapid response events in its analysis of workforce talent availability and skills development needs in its sector-based career pathways development planning.

Program Coordination

- a. How do the local area's programs and strategies strengthen the linkages between the One-Stop delivery system and unemployment insurance programs?

The local area's programs and strategies strengthen the linkages between the One-Stop delivery system and unemployment insurance programs in several ways. NYSDOL received a Re-Employment Services and Eligibility Assessment (RESEA) grant from the U.S. Department of Labor, which allows us to provide individualized services to dislocated workers collecting unemployment insurance benefits. The RESEA grant requires NYSDOL to have a signed Partnership Agreement with the Local Board and Career Center Managers. Pursuant to that agreement, NYSDOL will conduct outreach to unemployment insurance beneficiaries and refer them to be served through the HempsteadWorks Career Center. Through this referral process, along with the existing referral arrangements, unemployment insurance recipients have access to the full array of services available through the One-Stop delivery system. NYSDOL also participates on the strategic planning groups listed above in item "a." of the "Business Engagement" section above in partnership with the Local Board, which helps to strengthen the linkage between the One-Stop delivery system and unemployment insurance programs.

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- b. Describe how education and workforce investment activities will be coordinated in the local area. This must include:

- i. Coordination of relevant secondary and postsecondary education programs;

The Local Board has executed contracts with local colleges, BOCES and proprietary schools which provide people with training for in-demand occupations. These training providers are approved on the New York State Eligible Training List (ETPL). When customers complete intake and receive career counseling, our counselors inform them of the training programs available. If the customer is interested in the program, they can enroll at one of the schools.

- ii. Activities with education and workforce investment activities to coordinate strategies and enhance services; and

Activities with education and workforce investment activities to coordinate strategies and enhance services will be coordinated by the Local Board, through its own meetings, through the meetings of its Youth Standing Committee, through its participation on the LIREDC Workforce and Education Workgroup and through its leadership of the Long Island Sector Partnership. All of these groups provide the Local Board with the opportunity to align education and workforce investment activities through interaction with other local boards, local colleges, BOCES, LI-RAEN, as well as other education and workforce agencies. These activities are coordinated on the operations level by the One-Stop Operator.

- iii. A description of how the LWDB will avoid duplication of services.

The Local Board will avoid duplication of services through asset mapping to determine and maintain current organizational knowledge of the programs and services available throughout the local workforce development area. In addition, the Local Board will foster active communication and information sharing among the key stakeholders of the Long Island Region through its participation in the annual meeting of the three Long Island Local Boards; the Workforce and Education Committee of the LIREDC; the Long Island Sector Partnership; its Youth Standing Committee; the Nassau Community College Perkins Local Advisory Council and all other coordinating bodies. The HempsteadWorks One-Stop Operator will also ensure non-duplication of services through its coordination of partner organization services and activities.

- c. Describe plans, strategies, and assurances concerning the coordination of services provided by the State employment service under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), to improve service delivery and avoid duplication of services.

The Local Board will maintain its agreement with NYSDOL to ensure collaboration under NYSDOL's RESEA grant, which will serve as plan, strategy, and assurance concerning the coordination of services provided by the State employment service under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), to improve service delivery and avoid duplication of services. This same function will be served by the Service Delivery MOU. Also, as illustrated throughout this section, the Local Board, the HempsteadWorks One-Stop

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Operator and DOOR, the WIOA Grant Recipient, enjoy a strong and productive partnership.

- d. Provide a list of executed cooperative agreements that define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local Career Center System. This includes agreements between the LWDB and entities that serve individuals eligible under the Rehabilitation Act. If no such agreements exist, provide an explanation why this is the case and/or progress towards executing such agreements.

The Local Board has executed cooperative agreements with the providers listed below that define how local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local Career Center system:

- Career and Employment Options, Inc.
- EAC Network
- Goodwill Industries of Greater New York/New Jersey
- Long Beach Adult Learning Center
- Nassau County Board of Cooperative Educational Services (BOCES)
- Hempstead Public Schools
- Roosevelt Public Schools
- Uniondale Public Schools
- United Way of Long Island
- Young Adult Institute

Title II Program Coordination

- a. Provide a description of the LWDB's strategic vision and goals for preparing an educated and skilled workforce, specifically addressing how to improve access to activities leading to a recognized post-secondary credential, as well as other strategies for serving out-of-school youth (OSY) and adults who have low literacy skills, are English Language Learners, or lack a high school diploma or the equivalent.

The Hempstead/Long Beach Local Workforce Development Board's (LWDB's) strategic vision and goals for preparing an educated and skilled workforce fall within its overarching vision of "unprecedented economic prosperity, growth and opportunity for businesses and citizens, along with the realization of the highest quality of life attainable." This vision and these goals also support the mission of the HempsteadWorks Workforce Development System to:

- "Ensure that skilled workers are available to employers;
- Help jobseekers to find work;
- Foster economic development."

In order to improve access to activities leading to a recognized post-secondary credential, HempsteadWorks will design its youth individual service strategy (ISS) template to ensure that its youth contractors plan activities that identify the methods

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and access points for attaining the desired credential(s). The revised ISS will also align services with career pathways development and connections with the WIOA Primary Indicators of Performance.

Other strategies for serving out-of-school youth and adults who have low literacy skills, are English Language Learners, or who lack a high school diploma or the equivalent, include building the capacity of WIOA staff, contractors and partner organizations to gain a full understanding of the resources available through the HempsteadWorks system and the community to obtain the services they require.

The resources available at the HempsteadWorks system and the WIOA formula allocations are being augmented through non-WIOA grant funds accessed by the LWDB, such as the Consolidated Funding Application Workforce Development Initiative Grants.

- b. Provide a description of how the LWDB will expand access to employment, training, education, and supportive services provided through the NYS Career Center System for Title II participants with barriers to employment.

The LWDB will expand access to employment, training, education, and supportive services provided through the NYS One-Stop Career Center system for Title II participants with barriers to employment by collaborating with the Long Island – Regional Adult Education Network (LI-RAEN) to build the capacity of LI-RAEN member organizations and HempsteadWorks partner organizations to understand the services available, eligibility requirements and access points and procedures. In addition, the LWDB will ensure that the HempsteadWorks One-Stop Operator maintains open lines of communication among all of these entities. Additional outreach will be conducted through all of the mandated partner organizations of the HempsteadWorks Workforce Development System, as well as non-mandated organizations that have access to individuals with literacy development needs, such as the Nassau Library System (NLS). Working through the NLS, the LWDB will provide access to services through libraries in areas with low literacy and high unemployment.

- c. Identify how the LWDB will facilitate the development of a career pathways and co-enrollment in academic training programs.

The LI-RAEN convened the first in a series of meetings to address the development of career pathways and co-enrollment in academic and training programs.

Also, during the prior planning period, as described above, under “Business Engagement, item a.,” the Hempstead/Long Beach LWDB created the Long Island Sector Partnership project, an initiative funded by a grant awarded by the New York State Department of Labor to the LWDB on behalf of the three Long Island LWDBs.

Under the grant, the LWDBs aligned a variety of key stakeholders in an effort to implement a sector-based workforce development strategy that will help to meet the workforce needs of employers within the healthcare and social assistance industry,

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while at the same time creating related career pathways for jobseekers. Using knowledge gained and tools developed under the project, the LWDBs are leading the developed career mapping templates, asset maps and research and analysis related to:

- i. Existing workforce plans and partnerships;
- ii. Existing industry-specific training and education;
- iii. Staffing information and data patterns in order to identify in-demand occupations/titles with cross-industry mobility;
- iv. Common promotional pathways/career lattices;
- v. Current or accepted education and training requirements for occupations;
- vi. Critical skills and foundational competencies for entry and mid-level jobs in the identified priority industry/industries;
- vii. Target occupations/titles to determine skills gaps that exist and where there are lateral or promotional paths;
- viii. Type of education/training/credentialing needed to address these occupational skills gaps;
- ix. Where training/credentials are stackable, redundant, or could be supplemented through work experience or OJT to accommodate promotions;
- x. Locating aligned industry curricula in existing training or degree programs that can address gaps as well as competencies/skills needed for entry and mid-level positions;
- xi. Customization of the Competency-Based Models related to the Health Care and Social Assistance Industry, to depict specific needs of that industry within the Long Island Region.

Also, as indicated above, under “Business Engagement, item a.,” the Local Board plans to expand the work of the Long Island Sector Partnership under its new Sector-Based Business Services initiative.

- d. Provide a description of how the LWDB will support the strategy identified in the State Plan and work with the entities carrying out core programs and other workforce development programs, including those authorized under the Carl D. Perkins Career and Technical Education Act to support service alignment.

The LWDB will support the strategy identified in the State Plan by helping it to achieve its three high-level goals related to governance, service delivery and accountability. We will continue to align Long Island Regional Economic Development Council (LIREDC) priorities with our local Workforce Innovation and Opportunity Act (WIOA) programs. In addition, we will ensure that services provided through the HempsteadWorks Workforce Development System meet the needs of special populations. HempsteadWorks will also pursue continuous improvement, using system improvement measures that reflect State priorities. The LWDB will work with the entities carrying out core programs and other workforce development programs, including those authorized under the Carl D. Perkins Career and Technical Education Act to support service alignment, through a system-based, rather than a program-based, approach. To this end, the LWDB is collaborating on several projects with Nassau Community College and Nassau BOCES. The LWDB also funds a career services contract with the Long Beach

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Public Schools Adult Learning Center. Under the leadership of the LWDB, we will ensure that all partners, including those referenced above, share our dedication to support the goals cited above and actively collaborate to implement actions to achieve them.

Youth Activities

- a. Provide contact details of Youth Point(s) of Contact for your local area including: Name of organization, name(s) of Youth Point(s) of Contact, title, address, phone number, and email address. Youth Point(s) of Contact details are primarily used to refer young adults, parents, and partners about youth programs and posted on the [NYSDOL webpage](#).

Myesha Arvon, Youth Services Coordinator, marvon@hempsteadworks.com, (516) 485-5000 ext. 1130

- b. Provide the number of planned enrollments in PY 2021 for new Out-of-School Youth (OSY), carry-over OSY, new In-School Youth (ISY), carry-over ISY, and work experience. *

- i. New OSY

120

- ii. Carry-over OSY

20

- iii. New ISY

25

- iv. Carry-over ISY

6

- v. Work experiences

40

*Please note that PY 2021 enrollments will provide the baseline estimate for the remaining three years of the Plan.

- c. In Attachment F, Youth Services, located on the New York State Department of Labor (NYSDOL) [website](#) under the Local Planning section, identify the organization providing the Design Framework which includes: Intake & Eligibility, Objective Assessments, and Individual Services Strategies (ISS), and 14 Youth Program Elements and whether the provision of each element is contractual, with a Memorandum of Agreement (MOA), or provided by the LWDB.

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d. Explain how providers and LWDB staff ensure the WIOA elements:

- i. Connect back to the WIOA Youth Program Design Framework, particularly the Objective Assessments and ISS; and

In- and Out-of-School youth contractors provide the Youth Program Design Framework to incorporate the 14 WIOA program elements to serve each participant. Contractors are required to complete and continually update an individual WIOA Youth Program Element Report for each participant. The report documents the date on which youth participated in an activity that aligns with the fourteen elements. The local Youth Services Coordinator ensures that each Program element report agrees with youths' ISS.

- ii. Are made available to youth with disabilities by describing specific program practices, tools, and services that are tailored to serve youth with disabilities.

The HempsteadWorks Youth Coordinator ensures that youth contractors work in cooperation with the HempsteadWorks Disability Resource Coordinator (DRC), who under the Disability Employment Initiative Grant – Round 8, has facilitated a robust project that continues to successfully:

- **Improve education and employment outcomes for youth with disabilities by increasing their participating in existing career pathways programs;**
- **Expand the capacity of the New State Career Center system to serve youth with disabilities using a career-development approach;**
- **Develop a broader business engagement approach within existing career pathways program to address business need and develop a sustainable pipeline.**

The HempsteadWorks DRC continues to strengthen existing partnerships with One-Stop partners like ACCES-VR, and the New York State Office of Children and Family Service Commission for the Blind and fosters new relationships with organizations that specialize in providing comprehensive services to youth with disabilities.

- e. Describe successful models for youth services from your local area, including but not limited to virtual work experiences, OSY recruitment, and engagement strategies.

The Local Board funds several successful models for youth services.

One example is the HempsteadWorks/cpnassau Summer Youth Employment Program (HWCPSEYP). Under the program, DOOR, in its capacity as Fiscal Agent to the Local Board, contracts with Cerebral Palsy of Nassau County, Inc. (cpnasau). The contractor recruits in-school youth who are determined eligible for participation by DOOR. cpnassau conducts an assessment, develops an individual service strategy for each participant. Each participant is assigned to a worksite at the cpnassau facility in Roosevelt, New York. DOOR pays an internship wage for each participant for time spent gaining work experience and while engaged in academics. At cpnassau the participants are exposed to fifty different careers. The participants not only work at cpnassau, but also receive academic instruction once a week and are assigned a mentor to help with their work experiences nearly every day. The program includes a partnership with Winthrop University Hospital to expose students to the medical professions. HWCPSEYP

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has been recognized as a promising practice by the National Center for Workforce and Disability.

A second example is the Mission Employment program provided by EAC Network, Inc. The nature of the program is illustrated by the following success story related to one of our participants:

DA is a resident of the Town of Hempstead in the underserved community of Terrace Avenue. DA was admitted into the HempsteadWorks/EAC Mission Employment program based on his contact with the criminal justice system, where he was facing felony harassment charges. After his admission into the program and conducting counseling with DA, staff instantly realized that DA was struggling with anxiety, depression and anger issues, because of his dysfunctional relationship with his family. After encouraging DA to seek additional help to address the problems he faced, DA agreed to have Mission Employment staff enroll him into EAC's extensive anger management program. Mission Employment staff also contacted the District Attorney's office to inquire about their program called alternative to incarceration, where DA was later enrolled into the Community Partnership program (CPP), where he developed further leadership skills which included community service and peer-centered activities that encouraged responsibility and positive social behaviors. This allowed DA to become a peer mentor for at risk youths in middle school where he assisted with coaching their basketball team. Mission Employment staff continued working with DA to ensure that he successfully completed the anger management classes. DA complied with all three programs by completing all the required tasks and demonstrated a change in behavior and was encouraged by his prospect for a brighter future. CPP and Mission Employment staff wrote letters to the District Attorney's office on DA's behalf which led to his charge being reduced from a felony to a misdemeanor. Due to his criminal history DA was unable to pursue the career path he desired, however having a fender-bender led him to an opportunity with Caring Home Care where he gained employment and enjoyed working with people in the caring field. DA discussed with Mission Employment a career path and staff introduced him to the Credentialed Alcoholism and Substance Abuse Counselor (CASAC) program which is a helping profession. Mission Employment made further inquiries to ensure that his criminal history would not exclude him from that career pathway. DA is currently enrolled at Molloy College pursuing his certification for the CASAC program where he desires to work with people that are incarcerated or re-entering society that suffers from substance abuse.

- f. Does your local area plan to serve ISY and/or OSY using the "Needs Additional Assistance" qualifying barrier for eligibility?

☐ Yes (Attach a Needs Additional Assistance policy that defines reasonable, quantifiable, evidence-based, and specific characteristics of ISY and OSY as described in Technical Advisory (TA) #[19-2](#).)

☒ No (Not required to attach a policy)

- g. Attach a Basic Skills Deficiency policy of youth program as described in the in TA #[19-2](#).

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Administration

- a. Identify the entity responsible for the disbursement of grant funds as determined by the Chief Elected Official(s) (CEOs) or Governor.

The entity responsible for the disbursement of grant funds as determined by the Chief Elected Official or Governor is the Town of Hempstead Department of Occupational Resources (DOOR).

- b. Describe the competitive process to be used to award subgrants and contracts for WIOA Title I activities in the local area.

The competitive process that is used to award sub grants and contracts in our local area is provided below in an excerpt from our “Procedure for Selecting Service Providers,” which describes the methods of procurement at our disposal. Vendors are made aware of opportunities through legal notices published in Long Island Business News, on the Town of Hempstead web site at www.toh.li and on our website at www.hempsteadworks.com.

Procurement is performed by Local Board staff, as appropriate, and the Local Board contracts for Title I services. For each procurement, Board staff meets as a Proposal Review Committee to ensure that proposals have met the 100-point scoring system. Once approved, contracts are drafted and those that will exceed total payment of \$50,000 or more are forwarded to the Town of Hempstead Office of the Compliance Officer for review. Once the Office approves the contracts, they are submitted for approval by the Hempstead Town Board. In- and Out-of-School Youth proposals are reviewed by our Youth Standing Committee, which in turn makes recommendations to the Local Board for selection or rejection. The following are the procurement methods utilized by the Local Board:

1) Small Purchase Procedures

These are simple and informal procurement methods for securing goods and services. The Local Board will comply with standards established by the Governor and the Town of Hempstead for small purchase procedures which ensure that price or rate quotations will be documented from an adequate number of qualified sources. The guidelines for this method are as follows:

i. Purchase of Supplies or Equipment

- **Costs of \$20,000 or more require an advertised bid or request for proposals.**
- **Costs of \$5,000, but less than \$10,000, require written quotations from three vendors.**
- **Costs up to \$5,000 require written quotations from two vendors.**

ii. Purchase of Labor/Materials/Services

- **Costs of \$35,000 or more require an advertised bid or request for proposals.**
- **Costs of \$15,000, but less than \$35,000, require written quotations from three vendors.**
- **Costs up to \$15,000 require written quotations from two vendors.**

(2) Sealed Bids (Formal Advertising)

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This is a publicly solicited procurement for which a firm-fixed-price contract (lump sum or unit price) or other fixed-price arrangement is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price. The dollar limit for sealed bids is \$500,000.

(3) Competitive Proposals

These are normally conducted with more than one source submitting an offer and either a fixed price or cost-reimbursement type contract is awarded. The dollar limit for sealed bids is \$500,000.

(4) Non-competitive Proposals (Sole Source)

This is procurement through solicitation of a proposal from only one source, the funding of an unsolicited proposal, or, after solicitation of a number of sources, when competition is determined inadequate. The LWDB shall minimize the use of sole source procurements to the extent practical, but in every case, the use of sole source procurements shall be justified and documented. Procurement by non-competitive proposals will be used only when the award of a contract is infeasible under small purchase procedures, sealed bids or competitive proposals.

(5) State or Federal Contract

Procurement of common goods and services may be conducted utilizing state and federal contracts, providing that an appropriate citation of a current contract number is included. The dollar limit for state and federal purchases is \$500,000.

The process for making vendors aware of funding opportunities is as follows:

- (1) A Legal Notice is published in Long Island Business News, on the Town of Hempstead web site at www.toh.li and on our website at www.hempsteadworks.com, which advertises the funding opportunity;
- (2) A bidders' list is established for every procurement that we conduct and a solicitation is mailed to the organizations on the list, either in the form of a request-for-proposals or a bid.

The procurement process is documented in a Procurement File, which includes the following items:

- (1) Independent Estimates;
- (2) Legal Notice;
- (3) Affidavit of Publication of Legal Notice;
- (4) Bid or RFP;
- (5) Bidders/RFP List;
- (6) Award Letters;
- (7) Rejection Letter for Unsuccessful Bidders;
- (8) Cost Price Analysis;
- (9) Certificate of Liability Insurance;
- (10) Documentation of Research Resulting in Sole Source; Documentation of Selection Process, Rating Sheet, Memo, Meeting Minutes, etc.)
- (11) Assurances;

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- (12) Purchase Requisition with Supporting Documentation;
- (13) Purchase Order;
- (14) Proposal Review Log;
- (15) Proposals.

- c. Provide the local levels of performance negotiated with the Governor and CEO(s) to be used to measure the performance of the local area and to be used by the LWDB for measuring the performance of the local fiscal agent (when applicable), eligible providers, and the One-Stop delivery system, in the local area.

The local levels of performance negotiated with the Governor and Chief Elected Official to be used to measure the performance of the local area and to be used by the Local Board for measuring the performance of the local fiscal agent, eligible providers, and the One-Stop delivery system, in the local area. Program Year 2021 performance is provided below:

Hempstead/Long Beach Primary Indicators of Performance	PY'21 Adult Measures	PY'21 Dislocated Worker Measures	PY'21 Youth Measures
Employment Rate 2nd Quarter After Exit	56.0%	64.0%	73.5%
Employment Rate 4th Quarter After Exit	58.9%	64.4%	63.5%
Median Earnings 2nd Quarter After Exit	\$5,400	\$6,600	\$3,100
Credential Attainment 4th Quarter After Exit	26.1%	36.4%	63.5%
Measurable Skill Gains	45.5%	45.5%	50.5%

- d. Describe the actions taken toward becoming or remaining a high-performing LWDB, consistent with factors developed by the State Workforce Investment Board (SWIB). The LWDB will be defined as high performing if it meets the following criteria:
- i. It is certified and in membership compliance;
 - ii. All necessary governance actions and items have been accomplished, including executing a local Memorandum of Understanding (MOU), selecting a One-Stop System Operator, and implementing all required local policies, etc.;
 - iii. All One-Stop Career Centers in the LWDA have achieved at least an 80% score in the Career Center Certification process; and
 - iv. The LWDA meets or exceeds all performance goals.

The actions taken toward remaining a high-performing board, consistent with factors developed by the SWIB are described below:

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- i. The board is certified and in membership compliance. Membership changes are closely monitored to ensure continued compliance.
- ii. All necessary governance actions and items have been accomplished, including selecting a One-Stop System Operator and implementing all required local policies, etc., have been accomplished with the exception of executing a local MOU, which is in process.
- iii. NYSDOL implemented the last Career Center Certification process in Program Year 2018, in which the career center scored 100% in required standards and 100% in enhancement standards.
- iv. In order to ensure that the LWDA consistently meet or exceeds all performance goals, Local Board staff have conducted training of the One-stop Operator, One-Stop staff and partner staff to familiarize them with the Primary Indicators of Performance required under WIOA, the guidelines contained in New York State Technical Advisory #18-6.2.

Training Services

- a. Describe how training services will be provided in the local area. This may include incumbent worker, on-the-job, and customized training programs.

Classroom training services are provided through local colleges, BOCES and proprietary schools. These services are conducted using individual training accounts (ITA) according to the following procedure:

1. Career counselor reviews customer's Assessment and Individual Employment Plan/Individual Service Strategy (IEP/ISS).
2. Career counselor explains the Individual Training Account (ITA) policy, including Priority of Service Policy (i.e. Residency, Veterans Preference, etc.), Priority Policy for Adults and Training Eligibility Policy.
3. If the customer is not employed, then the career counselor arranges for the customer to sign the Employment Status Self-Attestation Form.
4. The career counselor reviews the customer's file to confirm that lack of self-sufficiency was properly documented in order for the customer to access Intensive Services.
5. If the customer became employed after being enrolled into Career Services, then the career counselor arranges for the customer to provide documentation to confirm lack of self-sufficiency.
6. Customers who are eligible for services under the Trade Adjustment Act (TAA) are referred by the career counselor to take the Tests of Adult Basic Education (TABE).
7. If the career counselor determines that the customer fulfills the requirements of the above referenced policies, the career counselor conducts the Comprehensive Assessment and works in cooperation with the customer to update and continue the customer's IEP/ISS.
8. If the Comprehensive Assessment reveals that training services are not appropriate for the customer, then the career counselor refers the customer to the appropriate service.

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9. If the Comprehensive Assessment reveals that training services are appropriate for the customer and if funding is available for training services, then the career counselor begins the training services exploration process with the customer.
10. If the Comprehensive Assessment reveals that training services are appropriate for the customer and if funding is not available for training services, then the career counselor attempts to assist the customer to meet his/her name training needs through WIOA Pre-Vocational Training (i.e. workshops) or non-WIOA funded.
11. To conduct the training services exploration process, the career counselor provides the List of Approved Training Providers to the customer and calls the approved training providers of interest to arrange for the customer to visit the providers.
12. When customer selects the training provider and program, the career counselor confirms that the training will be conducted to prepare the participant to become employed in a priority occupation included under the following web link:
<http://www.labor.ny.gov/workforcenypartners/IWIOA/local-plan-overview.shtm>.
13. The career counselor also confirms that the training will be provided by a provider that was auto-loaded from the New York State Eligible Training Provider List.
14. Once items 12 and 13 above are confirmed, the career counselor prepares the voucher form after confirming the start and end date of the course with the school. This is forwarded to school to be signed and returned to counselor to prepare forms.
15. The Career Counselor meets with the customer to conduct the enrollment and completes paperwork including Training Enrollment Packet (including the 599 Packet on-line) and Supportive Services Form, with appropriate customer signatures on the Training Voucher and IEP/ISS (after updating IEP/ISS on Blue Screen).
16. The career counselor completes the PAR in Access.
17. The career counselor makes the following entries in the One-Stop Operating System (OSOS):
 - i. Comments in Customer Detail
 - ii. Comments in Services
 - iii. Provider details and dates in Services.
18. The career counselor submits the Voucher, along with the entire packet, to Yvonne for her review and the signature of the Commissioner or First Deputy Commissioner and designation of appendices.
19. Copies of documents are distributed as described below:
 - i. IEP/ISS; PAR; Supportive Services Form; bill and letters regarding payment are all forwarded to Fiscal;
 - ii. Authorization Form – Copy 1 to Training Institution; Copy 2 to participant; Copy 3 to participant's file;
 - iii. Time sheets and Progress Report Forms to training provider.
20. On the prospective training start date, the career counselor calls the training provider to confirm customer's start date and then completes the Funding Section in OSOS.

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21. The training provider sends monthly progress reports to the career counselor, who then makes entries in OSOS.
22. Upon completion, the training provider submits completion certificate, end date and completion forms to career counselor and Fiscal.
23. Career counselor records completion information in OSOS and MIS.

On-the-job training (OJT) and customized training (CT) are conducted as described below:

The need for OJT and CT interventions is determined by DOOR based upon the participant's assessment, as reflected on the IEP/ISS. The following is the procedure for referral to the OJT and CT interventions:

1. The counselor conducts a Comprehensive Assessment of the participant's occupational skills, using JobZone (for adults and dislocated workers) or CareerZone (for youth) assessment;
2. The assessment results are reflected on the IEP (for adults and dislocated workers) or ISS (for youth);
3. Once the career counselor and the participant agree on the most appropriate job order, the career counselor contacts the employer who listed the order to arrange an interview. If the job is not open, then the career counselor continues this process until an interview is arranged;
4. If the participant is referred to an interview, this referral is recorded in the counseling notes, and or DOOR Referral Form, a copy of which is maintained in the participant file, with the original provided to the participant to submit to the employer;
5. After a participant is referred to a private Sector interview, the career counselor contacts the employer to obtain the interview results;
6. If the participant is not hired by an employer, then the career counselor continues to provide him/her with referrals until placement is accomplished, the participant finds employment, or the IEP/ISS is amended;
7. In addition to these procedures, it is the responsibility of the career counselor to follow up after placement and to resolve any problems, which occur during, and after the participant's enrollment in the program;
8. In order to request to enroll a participant in OJT/CT, the career counselor must complete the Activity form, and complete in written narrative form the Enrollment Rationale (ER) of the IEP/ISS, with reference to the JobZone/Career Zone assessment, to determine the participant's skills gaps before making the enrollment.
9. This documentation, along with any specific documentation required under the enrollment procedure described below for each activity, is submitted to the Business Services Coordinator for review and approval. The Business Services Coordinator then submits the documentation to the Intensive Services coordinator of the appropriate activity for review, approval and recording;
10. Once an OJT/CT enrollment date is established, the participant is referred to report to the employer with a copy of the enrollment rationale from their IEP/ISS.

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Incumbent Worker Training

Promotion and Backfill

Priority will be given to employers or a group of employers who propose to conduct incumbent worker training where a participant acquires new skills allowing him or her to move into a higher skilled and higher paid job within the company, thus allowing the company to hire a job seeker to backfill the incumbent worker's position.

Purposes

Incumbent worker training may only be conducted in cases where and employer will conduct training for at least one of the purposes indicated below:

1. To retain a skilled workforce;
2. To avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment.

Employer Commitment

Incumbent worker training may only be conducted in those instances where there is a written, contractual commitment by the employer to retain or avert the layoffs of the incumbent worker(s) trained.

Reservation of Funds

The Local Board may reserve and use not more than 20 percent of the combination of Adult and Dislocated Worker funds allocated to the local area for each program year to conduct incumbent worker training.

Limited Funds

In instances where Adult funds or Dislocated Worker funds are limited in a program year, those funds will be reserved for individuals who meet the requirements of the attached Local Board's Training Eligibility Policy and who are not incumbent workers.

Employer Eligibility

1. In addition to the requirements indicated above, employer eligibility to receive funding for incumbent worker training will be determined based upon the following factors:
2. The characteristics of the participants in the program;
3. The relationship of the training to the competitiveness of a participant and the employer; and
4. Such other factors as the local board may determine to be appropriate, which may include the number of employees participating in the training, the wage and benefit levels of those employees (at present and anticipated upon completion of the training), and the existence of other training and advancement opportunities provided by the employer.

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5. *Preference will be given to employers who propose to train incumbent workers who are veterans, low-income individuals, public assistance recipients, individuals who are basic skills deficient, individuals with disabilities, etc.

Employer Payment of Non-Federal Share

1. Employers are required to pay for the non-Federal share of the cost of providing the training to incumbent workers based upon the number of employees in their organization as follows. The non-Federal share shall not be less than:
2. 10 percent of the cost, for employers with not more than 50 employees;
3. 25 percent of the cost, for employers with more than 50 employees but not more than 100 employees; and
4. 50 percent of the cost, for employers with more than 100 employees.
5. The employer may provide the share in cash or in kind, fairly evaluated by DOOR on behalf of the LWDB.

Prohibition Against Funding for Employers Who Have Conducted Layoffs and Relocated within 120 Days

No incumbent worker training will be funded for any business or part of a business that has relocated, until the date that is 120 days after the date on which such business commences operations at the new location, if the relocation of such business or part of a business results in a loss of employment for any employee of such business at the original location and such original location is within the United States. DOOR, in its capacity as Fiscal Agent, executes a master contract for classroom training with each classroom training provider after completing a procurement process. ITAs are issued as addenda to the master contract for each individual participant and course.

- b. Describe how contracts will be coordinated with the use of Individual Training Accounts (ITAs).

DOOR, in its capacity as Fiscal Agent, executes a master contract for classroom training with each classroom training provider after completing a procurement process. ITAs are issued as addenda to the master contract for each individual participant and course.

- c. Describe how the LWDB will ensure informed customer choice in the selection of training programs regardless of how training services are provided.

To ensure informed customer choice in the selection of training programs, the Local Board maintains the following actions:

- a. Conduct a procurement process designed to recruit institutions to be included under the Hempstead/Long Beach portion of the ETPL to ensure that as many qualified vendors and courses are available for customers to choose from
- b. A HempsteadWorks list of approved vendors will be available at the One-Stop career center and posted on the HempsteadWorks website
- c. Customers will be encouraged to visit more than one vendor before requesting a voucher for a particular provider.

Career center staff will be well-informed and updated with regard to the full array of training opportunities available within the Hempstead/Long Beach area

Public Comment

- a. Describe the process used by the LWDB to provide a period of no more than 30 days for public comment and input into development of the plan by representatives of business, labor organizations, and education prior to submission.

The process used by the Local Board to provide a 30-day opportunity for public comment and input into development of the plan by representatives of business, labor organizations, and education prior to submission includes the following steps:

- A summary of the Plan is published in a local newspaper and posted on the One-Stop System web site at www.hempsteadworks.com
- The full Plan is posted on the One-Stop System web site at www.hempsteadworks.com
- Both the summary and the full Plan is sent to the Local Board members and then voted on at a meeting of the Local Board.

Representatives of business, labor organizations, community-based organizations, and education are also provided with the summary and the full Plan and afforded an opportunity to offer input.

List of Attachments

Please complete all attachments listed below.

Attachment A – Units of Local Government

Attachment B – Fiscal Agent

Attachment C – Signature of Local Board Chair

Attachment D – Signature of Chief Elected Official(s)

Attachment E – Federal and State Certifications

Attachment F – Youth Services Chart

Original signature pages for Attachments C, D and E, must be delivered to NYSDOL in one of the following two ways:

- Electronic signature (if the LWDB has the capability for it) – Note that electronic signatures must follow the requirements and guidelines of the Electronic Signature and Records Act ([ESRA](#)). LWDBs choosing to submit signature pages via electronic signature may submit these pages via email with the Local Plan.
- Mail original versions – Hard copies of traditional signature pages may be sent to:

Attn: Local Plan

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**New York State Department of Labor
Division of Employment and Workforce Solutions
Building 12 – Room 440
W. Averell Harriman Office Building Campus
Albany, NY 12240**

All other attachments must be submitted via email with the LWDB Local Plan Template.

In addition to these attachments, LWDBs must provide copies of the agreements listed in the Program Coordination section of this template under [\(d\)](#). If possible, it is preferable to provide a list of hyperlinks to these agreements available on the LWDB website.

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Attachment A: Units of Local Government

Attachment A: Units of Local Government

Please list the unit or units (multiple counties or jurisdictional areas) of local government included in the local area. If the CEO Grant Recipient has designated a local grant subrecipient to administer WIOA pursuant to WIOA § 107, please indicate the unit of local government that is the grant subrecipient. However, if instead, the CEO Grant Recipient has designated a fiscal agent, please indicate this on Attachment B.

Unit of Local Government	Grant Subrecipient
	Yes
Town of Hempstead	<input checked="" type="checkbox"/>
City of Long Beach	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

§107(6)(B)(i) - When a local workforce area is composed of more than one unit of general local government, the chief elected officials of such units may execute an agreement that specifies the respective roles of the individual chief elected officials.

If your local workforce area is composed of more than one unit of general local government, is there a written agreement between local officials that details the liability of the individual jurisdictions?

☒ Yes ☐ No

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Attachment B: Fiscal Agent

Attachment B: Fiscal Agent

WIOA §117(d)(3)(B)(i)(II) indicates that the chief elected official Grant Recipient may designate a local fiscal agent as an alternative to a local grant subrecipient. Such designation to a grant subrecipient or fiscal agent shall not relieve the chief elected official or the Governor of the liability for any misuse of grant funds. If the CEO identified a fiscal agent to assist in the administration of grant funds, please provide the name of the agent.

Fiscal Agent
Town of Hempstead Department of Occupational Resources

Attachment F: Youth Services Chart

Name of Local Area: *(Type the name of local area here)*

[illegible]

Long Island Region Demand Occupations List

**Currently Posted Priority Occupations by the
Long Island Region and LWDAs**

This file last updated on May 12, 2021

Latest O*NET-SOC	Occupational Title	Long Island Regional Priority	Hempstead/ Long Beach LWDA	Oyster Bay LWDA	Suffolk LWDA
11-1011	Chief Executives		Med	Med	
11-1021	General and Operations Managers	Yes	High	High	High
11-2021	Marketing Managers	Yes	High	High	High
11-2022	Sales Managers	Yes	High	High	High
11-3011	Administrative Services Managers		High		
11-3021	Computer and Information Systems Managers	Yes	High	High	High
11-3031	Financial Managers	Yes	High	High	High
11-9021	Construction Managers	Yes	High	High	High
11-9032	Education Administrators, Elementary and Secondary School	Yes	High	High	High
11-9051	Food Service Managers	Yes	High	High	High
11-9111	Medical and Health Services Managers	Yes	High	High	High
11-9179	Spa Managers				High
11-9199	Managers, All Other	Yes	High	High	High
13-1023	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Yes	High	High	High
13-1031	Claims Adjusters, Examiners, and Investigators		Med	Med	
13-1041	Compliance Officers	Yes	High	High	High
13-1051	Cost Estimators		High		
13-1071	Human Resources Specialists	Yes	High	High	High
13-1075	Labor Relations Specialists	Yes	High	High	High
13-1111	Management Analysts	Yes	High	High	High
13-1161	Market Research Analysts and Marketing Specialists		High		
13-1199	Energy Auditors	Yes	High	High	High
13-2011	Accountants and Auditors	Yes	High	High	High
13-2051	Financial Analysts	Yes	High	High	High
13-2052	Personal Financial Advisors	Yes	High	High	High
13-2081	Tax Examiners and Collectors, and Revenue Agents		High		
15-1121	Computer Systems Analysts	Yes	High	High	High
15-1122	Information Security Analysts				High
15-1131	Computer Programmers	Yes	High	High	High
15-1132	Software Developers, Applications	Yes	High	High	High
15-1133	Software Developers, Systems Software				High

Priority Occupations of the Region and LWIAs

Latest O*NET-SOC	Occupational Title	Long Island Regional Priority	Hempstead/ Long Beach LWDA	Oyster Bay LWDA	Suffolk LWDA
15-1134	Web Developers				High
15-1141	Database Administrators	Yes	High	High	High
15-1143	Computer Network Architects	Yes	High	High	High
15-1152	Computer Network Support Specialists	Yes	High	High	High
15-1199.03	Web Administrators	Yes	High	High	High
17-2011	Aerospace Engineers				High
17-2051	Civil Engineers	Yes	High	High	High
17-2071	Electrical Engineers	Yes	High	High	High
17-2081	Environmental Engineers				High
17-2111	Health and Safety Engineers, Except Mining Safety Engineers and Inspectors				High
17-2112	Industrial Engineers				High
17-2141	Mechanical Engineer	No			High
17-3011	Architectural Drafters	Yes	High	High	High
17-3012	Electrical and Electronics Drafters	Yes	High	High	High
17-3024	Electro-Mechanical Technicians	No			High
19-1021	Biochemists and Biophysicists	No	High		High
19-1042	Medical Scientists, Except Epidemiologists	Yes	High	High	High
19-3031	Clinical, Counseling, and School Psychologists				High
19-3039	Psychologists, All Others		High		High
19-4021	Biological Technicians	Yes	High	High	High
19-4091	Environmental Science and Protection Technicians, Including Health				High
19-4099	Life, Physical, and Social Science Technicians, All Other	Yes	High	High	High
21-1011	Substance Abuse and Behavioral Disorder Counselors	No	High		High
21-1014	Mental Health Counselors	Yes	High	High	High
21-1021	Child, Family, and School Social Workers	Yes	High	High	High
21-1022	Healthcare Social Workers	Yes	High	High	High
21-1023	Mental Health and Substance Abuse Social Workers	Yes	High	High	High
21-1029	Social Workers, All Other	Yes	High	High	High
21-1091	Health Educators	Yes	High	High	High
21-1093	Social and Human Service Assistants	Yes	High	High	High
21-1094	Community Health Workers	Yes	High	High	High
21-1099	Community and Social Service Specialists, All Other	Yes	High	High	High
23-1011	Lawyers	No	High		
23-2011	Paralegals and Legal Assistants	Yes	High	High	High
25-1021	Computer Science Teachers, Postsecondary				High
25-1071	Health Specialties Teachers, Postsecondary	Yes	High	High	High

Priority Occupations of the Region and LWIAs

<u>Latest O*NET-SOC</u>	Occupational Title	Long Island Regional Priority	Hempstead/ Long Beach LWDA	Oyster Bay LWDA	Suffolk LWDA
25-1072	Nursing Instructors and Teachers, Postsecondary	Yes	High	High	High
25-2011	Preschool Teachers, Except Special Education , Except Special Education		High		High
25-2012	Kindergarten Teachers, Except Special Education		High		High
25-2021	Elementary School Teachers, Except Special Education		High		High
25-2022	Middle School Teachers, Except Special and Career/Technical Education		High		High
25-2031	Secondary School Teachers, Except Special and Career/Technical Education		High		High
25-2051	Special Education Teachers, Preschool	Yes	High	High	High
25-2052	Special Education Teachers, Kindergarten and Elementary School	Yes	High	High	High
25-2054	Special Education Teachers, Secondary School	Yes	High	High	High
25-3011	Adult Basic and Secondary Education and Literacy Teachers and Instructors	Yes	High	High	High
25-3021	Self-Enrichment Education Teachers		High		High
25-3099	Teachers and Instructors, All Other		High		High
25-4021	Librarians	Yes	High	High	High
25-4031	Library Technicians		High		High
25-9041	Teacher Assistants	Yes	High	High	High
27-1024	Graphic Designers	Yes	High	High	High
27-2022	Coaches and Scouts		High		
27-3031	Public Relations Specialists		High		
27-3043	Writers and Authors		High		High
27-3091	Interpreters and Translators	Yes	High	High	High
29-1021	Dentists, General	Yes	High	High	High
29-1031	Dieticians and Nutritionists	Yes	High	High	High
29-1051	Pharmacists	Yes	High	High	High
29-1061	Anesthesiologists				High
29-1062	Family and General Practitioners				High
29-1064	Obstetricians and Gynecologists				High
29-1065	Pediatricians, General				High
29-1066	Psychiatrists				High
29-1067	Surgeons				High
29-1069	Physicians and Surgeons, All Other	Yes	High	High	High
29-1071	Physician Assistants	Yes	High	High	High
29-1122	Occupational Therapists				High
29-1123	Physical Therapists	Yes	High	High	High
29-1124	Radiation Therapists	Yes	High	High	High
29-1126	Respiratory Therapists				High
29-1127	Speech-Language Pathologists	Yes	High	High	High

Priority Occupations of the Region and LWIAs

<u>Latest O*NET-SOC</u>	Occupational Title	Long Island Regional Priority	Hempstead/ Long Beach LWDA	Oyster Bay LWDA	Suffolk LWDA
29-1141	Registered Nurses	Yes	High	High	High
29-1171	Nurse Practitioners				High
29-1199	Health Diagnosing and Treating Practitioners, All Other				High
29-2011	Medical and Clinical Laboratory Technologists	Yes	High	High	High
29-2012	Medical and Clinical Laboratory Technicians	Yes	High	High	High
29-2021	Dental Hygienists	Yes	High	High	High
29-2031	Cardiovascular Technologists and Technicians	Yes	High	High	High
29-2032	Diagnostic Medical Sonographers	Yes	High	High	High
29-2034	Radiologic Technologists	Yes	High	High	High
29-2035	Magnetic Resonance Imaging Technologists				High
29-2041	Emergency Medical Technicians and Paramedics				High
29-2051	Dietetic Technicians	Yes	High	High	High
29-2052	Pharmacy Technicians	Yes	High	High	High
29-2055	Surgical Technologists	Yes	High	High	High
29-2057	Ophthalmic Medical Technicians	Yes	High	High	High
29-2061	Licensed Practical and Licensed Vocational Nurses	Yes	High	High	High
29-2071	Medical Records and Health Information Technicians	Yes	High	High	High
29-2099	Health Technologists and Technicians, All Other	Yes	High	High	High
29-9011	Occupational Health & Safety Specialists	Yes	High	High	High
31-1011	Home Health Aides	Yes	High	High	High
31-1014	Nursing Assistants	Yes	High	High	High
31-1015	Orderlies	Yes	High	High	High
31-2011	Occupational Therapy Assistants				High
31-2021	Physical Therapist Assistants	Yes	High	High	High
31-2022	Physical Therapist Aides	Yes	High	High	High
31-9011	Massage Therapists				High
31-9023	Medical Equipment Preparers				High
31-9091	Dental Assistants	Yes	High	High	High
31-9092	Medical Assistants	Yes	High	High	High
31-9095	Pharmacy Aides	Yes	High	High	High
31-9096	Veterinary Assistant	Yes	High	High	High
31-9097	Phlebotomists				High
33-9032	Security Guards	Yes	High	High	High
33-9092	Lifeguards, Ski Patrol, and Other Recreational Protective Service		High		
35-1011	Chefs & Head Cooks				High
35-1012	First-Line Supervisors of Food Preparation and Serving Workers	Yes	High	High	High

Priority Occupations of the Region and LWIAs

<u>Latest O*NET-SOC</u>	Occupational Title	Long Island Regional Priority	Hempstead/ Long Beach LWDA	Oyster Bay LWDA	Suffolk LWDA
35-2011	Cooks, Fast Food	Yes	High	High	High
35-2012	Cooks, Institution and Cafeteria	Yes	High	High	High
35-2014	Cooks, Restaurant				High
35-2014	Cooks, Restaurant	Yes	High	High	High
35-2015	Cooks, Short Order				High
35-2021	Food Preparation Workers	Yes	High	High	High
35-3011	Bartenders	Yes	High	High	High
35-3021	Combined Food Preparation and Serving Workers, Including Fast Food	Yes	High	High	High
35-3031	Waiters and Waitresses	Yes	High	High	High
35-3041	Food Servers, Nonrestaurant	Yes	High	High	High
35-9011	Dining Room and Cafeteria Attendants and Bartender Helpers	Yes	High	High	High
35-9021	Dishwashers				High
35-9031	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	Yes	High	High	High
37-1011	First-Line Supervisors of Housekeeping and Janitorial Workers				High
37-1012	First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers				High
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	No	High		
37-2012	Maids and Housekeeping Cleaners	Yes	High	High	High
37-3011	Landscaping and Groundskeeping Workers		High		
39-1021	First-Line Supervisors of Personal Service Workers		High		
39-2021	Animal Caretakers				High
39-3091	Amusement and Recreation Attendants		High		
39-4031	Mortician, Undertaker, Funeral Director	No	High		
39-5012	Hairdressers, Hairstylists, and Cosmetologists	Yes	High	High	High
39-5092	Manicurists and Pedicurists				High
39-5093	Shampooers				High
39-5094	Skincare Specialist		High		High
39-9011	Childcare Workers	Yes	High	High	High
39-9021	Personal Care Aides	Yes	High	High	High
39-9031	Fitness Trainers & Aerobic Instructors	Yes	High	High	High
39-9032	Recreation Workers		High		
41-1011	First-Line Supervisors of Retail Sales Workers	No	High		
41-1012	First-Line Supervisors of Non-Retail Sales Workers		Med		
41-2011	Cashiers	Yes	High	High	High
41-2022	Parts Salespersons		Med		
41-2031	Retail Salespersons	Yes	High	High	High
41-3021	Insurance Sales Agents	No	High		

Priority Occupations of the Region and LWIAs

<u>Latest O*NET-SOC</u>	Occupational Title	Long Island Regional Priority	Hempstead/ Long Beach LWDA	Oyster Bay LWDA	Suffolk LWDA
41-3031	Securities, Commodities, and Financial Services Sales Agents	Yes	High	High	High
41-3099	Sales Representatives, Services, All Other	Yes	High	High	High
41-4011	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products		Med		
41-4012	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products		Med		
41-9022	Real Estate Sales Agents	Yes	High	High	High
41-9099	Sales and Related Workers, All Other	Yes	High	High	High
43-3011	Bill and Account Collectors	Yes	High	High	High
43-3021	Billing and Posting Clerks	Yes	High	High	High
43-3031	Bookkeeping, Accounting, and Auditing Clerks	Yes	High	High	High
43-3071	Tellers		Med		
43-4051	Customer Service Representatives	Yes	High	High	High
43-4071	File Clerks	Yes	High	High	High
43-4111	Interviewers, Except Eligibility and Loan		High		
43-4121	Library Assistants, Clerical	Yes	High	High	High
43-4151	Order Clerks		Med		
43-4171	Receptionists and Information Clerks	Yes	High	High	High
43-5031	Police, Fire, and Ambulance Dispatchers				High
43-5052	Postal Service Mail Carriers		Med		
43-5061	Production, Planning, and Expediting Clerks		Med		
43-5071	Shipping, Receiving, and Traffic Clerks	No	High		
43-5081	Stock Clerks and Order Fillers	Yes	High	High	High
43-6011	Executive Secretaries and Executive Administrative Assistants		Med	High	
43-6012	Legal Secretaries		High		
43-6013	Medical Secretaries	Yes	High	High	High
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	Yes	High	High	High
43-9021	Data Entry Keyers	Yes	High	High	High
43-9061	Office Clerks, General	Yes	High	High	High
43-9199	Office and Administrative Support Workers, All Other	Yes	High	High	High
45-2092	Farmworkers and Laborers, Crop, Nursery, and Greenhouse		Med		
47-1011	First-Line Supervisors of Construction Trades and Extraction Workers				High
47-2021	Brick Masons and Blockmasons	No	High		High
47-2031	Carpenters	Yes	High	High	High
47-2061	Construction Laborers	Yes	High	High	High
47-2111	Electricians	Yes	High	High	High
47-2141	Painters, Construction and Maintenance		Med		
47-2152	Plumbers, Pipefitters, and Steamfitters	Yes	High	High	High

Priority Occupations of the Region and LWIAs

<u>Latest O*NET-SOC</u>	Occupational Title	Long Island Regional Priority	Hempstead/ Long Beach LWDA	Oyster Bay LWDA	Suffolk LWDA
47-2181	Roofers				High
47-2221	Structural Iron and Steel Workers				High
47-2231	Solar Photovoltaic Installers	Yes	High	High	High
47-3012	Helpers, Carpenters				High
47-3013	Helpers - Electricians	Yes	High	High	High
47-4011	Construction and Bldg Insp.	Yes	High	High	High
47-4041	Hazardous Materials Removal Workers				High
47-4071	Septic Tank Servicers and Sewer Pipe Cleaners				High
47-4099	Solar Installers	Yes	High	High	High
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers		Med		
49-2098	Security/Fire Alarm Installers	Yes	High	High	High
49-3021	Automotive Body and Related Repairers	Yes	High	High	High
49-3023	Automotive Service Technicians and Mechanics	Yes	High	High	High
49-3051	Motorboat Mechanics	Yes	High	High	High
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	Yes	High	High	High
49-9051	Electrical Power-Line Installers and Repairers				High
49-9071	Maintenance and Repair Workers, General	Yes	High	High	High
49-9099	Installation, Maintenance, and Repair Workers, All Other				High
51-1011	First-Line Supervisors of Production and Operating Workers		Med	High	
51-2041	Structural Metal Fabricators & Fitters				High
51-2092	Team Assemblers		Med		
51-3021	Butchers and Meat Cutters		Med		
51-4011	Computer Controlled Machine Tool Operators	Yes	High	High	High
51-4012	Computer Numerically Controlled Machine Tool Programmers	Yes	High	High	High
51-4041	Machinists	No	High		
51-4081	Multiple Machine Tool Setters	Yes	High	High	High
51-4121	Welders, Cutters, Solderer,Brazers	Yes	High	High	High
51-6011	Laundry and Dry-Cleaning Workers		Med		
51-9023	Mixing and Blending Machine Setters, Operators, and Tenders		High		
51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers		Med		
53-3011	Ambulance Drivers and Attendants, Except Emergency Medical Technicians				High
53-3022	Bus Drivers, School or Special Client	Yes	High	High	High
53-3031	Driver/Sales Workers	Yes	High	High	High
53-3032	Heavy and Tractor-Trailer Truck Drivers	Yes	High	High	High
53-3033	Light Truck or Delivery Services Drivers	Yes	High	High	High
53-3041	Taxi Drivers and Chauffeurs		High		

Priority Occupations of the Region and LWIAs

Latest O*NET-SOC	Occupational Title	Long Island Regional Priority	Hempstead/ Long Beach LWDA	Oyster Bay LWDA	Suffolk LWDA
53-7051	Industrial Truck and Tractor Operators	Yes	High	High	High
53-7061	Cleaners of Vehicles and Equipment		Med		
53-7062	Laborers and Freight, Stock, and Material Movers, Hand		Med	High	
53-7064	Packers and Packagers, Hand		Med	High	
53-7081	Refuse and Recyclable Material Collectors		High		

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Policy for Youth Requiring Additional Assistance

Policy for Youth Attending Versus Not attending School, Basic Skills Deficiency and Needs Additional Assistance

References

- The Workforce Innovation and Opportunity Act (WIOA) §129(a)
- WIOA Regulations at 20 CFR §681.200 – §681.320
- Training and Employment Guidance Letter (TEGL) No. 21-16, Operational Guidance for the Workforce Innovation and Opportunity Act
- NYS Education Law §3205

Policy

1. Youth Eligibility

WIOA Sec. 129(c)(B) defines the eligibility requirements for Out-of-School Youth as follows:

“OUT-OF-SCHOOL YOUTH.—In this title, the term “out-of-school youth” means an individual who is—

(i) not attending any school (as defined under State law);

(ii) not younger than age 16 or older than age 24; and

(iii) one or more of the following:

(I) A school dropout.

(II) A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter.

(III) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is—

(aa) basic skills deficient; or

(bb) an English language learner.

(IV) An individual who is subject to the juvenile or adult justice system.

(V) A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out of-home placement.

(VI) An individual who is pregnant or parenting.

(VII) A youth who is an individual with a disability.

(VIII) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.”

WIOA Sec. 129(a)(1)(C) defines the eligibility requirements for In-School Youth as follows:

“...The term ‘‘in school youth’’ means an individual who is—

- (i) attending school (as defined by State law);
- (ii) not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21;
- (iii) a low-income individual; and
- (iv) one or more of the following:
 - (I) Basic skills deficient.
 - (II) An English language learner.
 - (III) An offender.
 - (IV) A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.
 - (V) Pregnant or parenting.
 - (VI) A youth who is an individual with a disability.
 - (VII) An individual who requires additional assistance to complete an educational program or to secure or hold employment.

2. Age of Compulsory School Attendance

The New York State Education Law mandates school attendance through the school year in which a minor turns 16 years of age. The Roosevelt Union Free School District requires that any student from 16 to 17 years of age who is not employed is required to attend full-time instruction until the end of the school year in which the student turns 17 years of age. Considering that the Roosevelt district is one of our service providers, our policy will include the more restrictive definition that it maintains. Consequently, for purposes of this policy, the age of compulsory school attendance requires that any student from 16 to 17 years of age who is not employed is required to attend full-time instruction until the end of the school year in which the student turns 17 years of age.

3. Youth Who Is Deficient in Basic Literacy Skills Policy

A. Definition

The term ‘‘**basic skills deficient**’’ means—

- (A) that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or
- (B) that the individual 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.

B. Assessment

LWDBs may select the assessment tool that best meets local policy, youth needs and staff capacity as long as it complies with WIOA. In assessing whether a youth meets the basic skills deficiency definition, the LWDBs must:

- Use valid and reliable assessment(s) that are appropriate for the target population, showing that the youth is unable to demonstrate the competencies described in the definition;
- Use appropriate, fair, and cost-effective assessments that are well-matched to the test administrator's qualifications, easy to administer, and have results which are easy to interpret; and
- Provide reasonable accommodation in the assessment process, if necessary, for special populations (i.e., individuals with disabilities and individuals who are Limited English Proficient).

Basic skills deficiency assessments are not required to be approved for use by the United States Department of Education's National Reporting System (NRS). The LWDB will work with local partners with expertise in implementing valid and reliable assessments, appropriate for the target population.

The LWDBs may use previous basic skills assessment results if the assessments were conducted within the past six (6) months. The LWDBs must use standardized testing instruments to demonstrate a youth reads at or below the 8th grade level.

Special populations eligible to receive reasonable accommodations are youth who are, for example: veterans; displaced homemakers; Native Americans; individuals with disabilities; individuals currently and formerly involved in the justice system; homeless individuals; youth who are in or have aged out of the foster care system; individuals who are English language learners; individuals facing substantial cultural barriers; or single parents or pregnant.

4. Youth Who Requires Assistance to Complete an Educational Program Policy

The term "**requires assistance to complete an educational program**" means that a youth is either a dropout or at risk of dropping out of high school, an alternative school, an alternative program, or a post-secondary program, based upon an assessment of the participant's academic records, transcript and/or teacher/ educational institution evaluation, etc. and in consideration of serious barriers faced by the participant, such as: failing a core subject; a victim of abuse; suffering from substance or medical issues; an expectant father; and/or the child of an incarcerated parent, truancy; disability; poor academic record; aged out of foster care; limited English proficiency; chronic behavioral problems; offender status, etc.

5. Out-of-School Youth Who Requires Assistance to Secure and Hold Employment Policy

The term "requires assistance to Secure and hold employment" means that a WIOA participant is unable to secure permanent unsubsidized employment that offers a reasonable expectation for long-term employment and career growth based upon an assessment of the participant's education and skills in the context of local labor market information and in consideration of serious barriers faced by the participant, such as substance abuse; disability; poor work history; aged out of foster care; limited English proficiency; chronic behavioral problems; offender status, lack of job readiness skills; etc.

6. Serious Barriers for Youth Policy

Serious barriers for youth include the following: truancy; substance abuse; disability; poor work history; aged out of foster care; limited English proficiency; chronic behavioral problems; offender status; lack of job readiness skills; etc. In accordance with WIOA Sec. (a)(3)(A) and (B), the enrollment of covered individuals who are not low income may not exceed five (5) percent (%) and may not be enrolled without the approval of the DOOR Commissioner/WDB Director.