

Virginia Workforce System 2016 Budget Review

Preliminary Report

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This budget analysis was conducted over a 120-day period that began in October 2016 and concluded in February 2017. The project reviewed program year budgets for the most recent program year for 24 workforce development programs administered by eight state agencies.

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Executive Summary

§ 2.2-2472. Powers and duties of the Board; Virginia Workforce System created.

A. The Board shall implement a Virginia Workforce System that shall undertake the following actions to implement and foster workforce development and training and better align education and workforce programs to meet current and projected skills requirements of an increasingly technological, global workforce:

.....9. Conduct a review of budgets, which shall be submitted annually to the Board by each agency conducting federal and state funded career and technical and adult education and workforce development programs, that identify the agency's sources and expenditures of administrative, workforce education and training, and support services for workforce development programs;

This budget analysis was conducted over a 120-day period that began in October 2016 and concluded in mid-February 2017. The project reviewed program year budgets for the most recent fiscal year for 25 workforce programs in Virginia administered by eight agencies. It is important to note that this analysis does not include the Virginia Workforce Credential Grant program, which was funded and launched in July 2016. All of the data presented here was self-reported.

A workgroup consisting of fiscal and program subject matter experts from each agency provided input on the project approach, data collection, and data analysis. In 2015, the workgroup spent considerable time developing common definitions for Administrative Costs and Program Costs. This was a challenge noted by the Joint Legislative Audit and Review Commission in their December 2014 report, [*Review of Virginia's Workforce Development Programs*](#). These common definitions can be found in Appendix A.

Further, specific expenditure categories were defined and evaluated, including 1) workforce education and training, 2) staff supported services, 3) supportive services, and 4) information technology. These definitions can be found in Appendix B of this report.

Key findings from the budget review include:

- The workforce development system served 1.4 million individuals, virtually unchanged from previous year.
- This consolidated budget review represents \$344 million in total funding, a 1% decrease from the previous year.
- 61% is federal funding, 36% is state funding. State funding increased from 34% to 36% of the reported total.

- Forty percent (\$138.4M) of the total funding was spent on workforce training and education activities. This represents an increase of \$32 million dollars or a 20% increase from the prior year.
- Virginia spent approximately \$221.00 for workforce services for each client served.
- If we isolate training and education expenditures, Virginia invested, on average, \$100.52 in each individual served by the workforce system. This represents a 22% increase in spending on training and education per participant compared with last year's report.
- As a collective, the responding programs reported more than 257,000 work-related credentials attained and supported more than 150,000 individuals into employment.
- Eleven programs reported serving 25,468 businesses¹. This is a 16% decrease compared to last year.

¹ Not reporting business count figures: VCCS-Institutes of Excellence and WIOA Title 1 funded programs administered by the VCCS (Adult, Dislocated Worker, Youth, Rapid Response).

Surveyed Programs

Following is a list of the participating agencies and programs included in the 2016 budget review. Appendix D includes profiles of each program, including program purpose, total budget, and number of clients served.

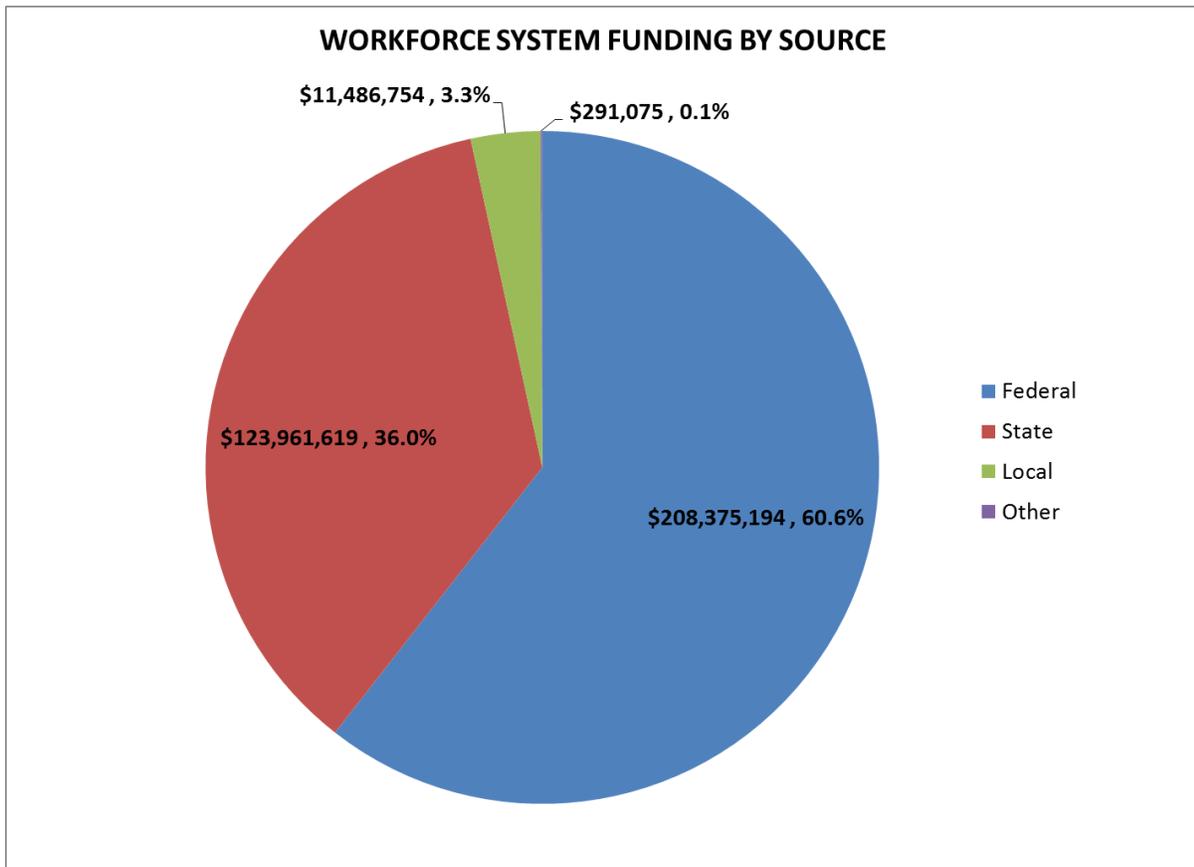
Workforce System Program Respondents

DARS ~ WIOA Title 4 - Vocational Rehabilitation Program
DBVI ~ WIOA Title 4 - Vocational Rehabilitation Program
DOE ~ Career Technical Education - Secondary Perkins
DOE ~ Microsoft IT Program
DOE ~ Path to Industry Certification
DOE ~ PluggedIn VA
DOE ~ WIOA Title 2 - Adult Basic Education
DOE ~ Workplace Readiness Skills Assessment
DOLI ~ Registered Apprenticeship
DSS ~ Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T)
DSS ~ VA Initiative for Employment Not Welfare (VIEW)
DSS ~ Virginia Refugee Resettlement Program
VCCS ~ Institutes of Excellence
VCCS ~ Non-Credit Workforce Training
VCCS ~ Post Secondary Perkins
VCCS ~ WIOA Title 1 - Adult
VCCS ~ WIOA Title 1 - Dislocated Worker (less Rapid Response)
VCCS ~ WIOA Title 1 - Rapid Response
VCCS ~ WIOA Title 1 - Youth
VEC ~ Trade Act Program
VEC ~ Veteran Programs
VEC ~ WIOA Title 3 - Wagner-Peyser
VEC ~ Workforce Information Grant
VEDP ~ Virginia Jobs Investment Program

Funding by Source

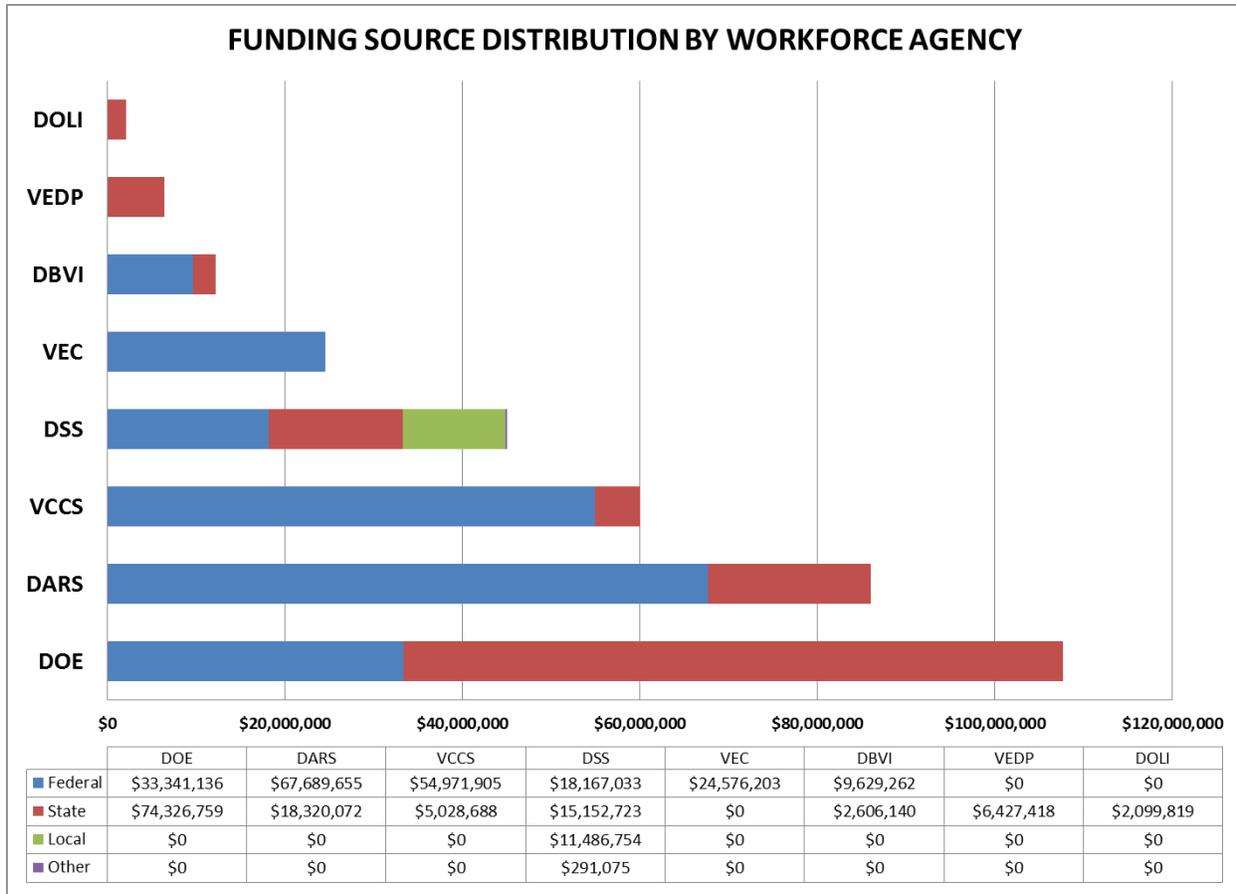
The budget review evaluated the funding sources for each workforce program. The chart below shows the distribution of the source of funding for Virginia’s workforce programs.

Overall, 61% (\$208.4 million) of the funding is provided by federal sources. State monies account for 36% (\$124. million) of the total funding and Local/Other sources provide the remaining 3.4% (\$11.8 million).



Each agency and the programs it administers have a different mix of federal, state, local, and other funding. The chart below shows the source of funding for each agency delivering workforce services.

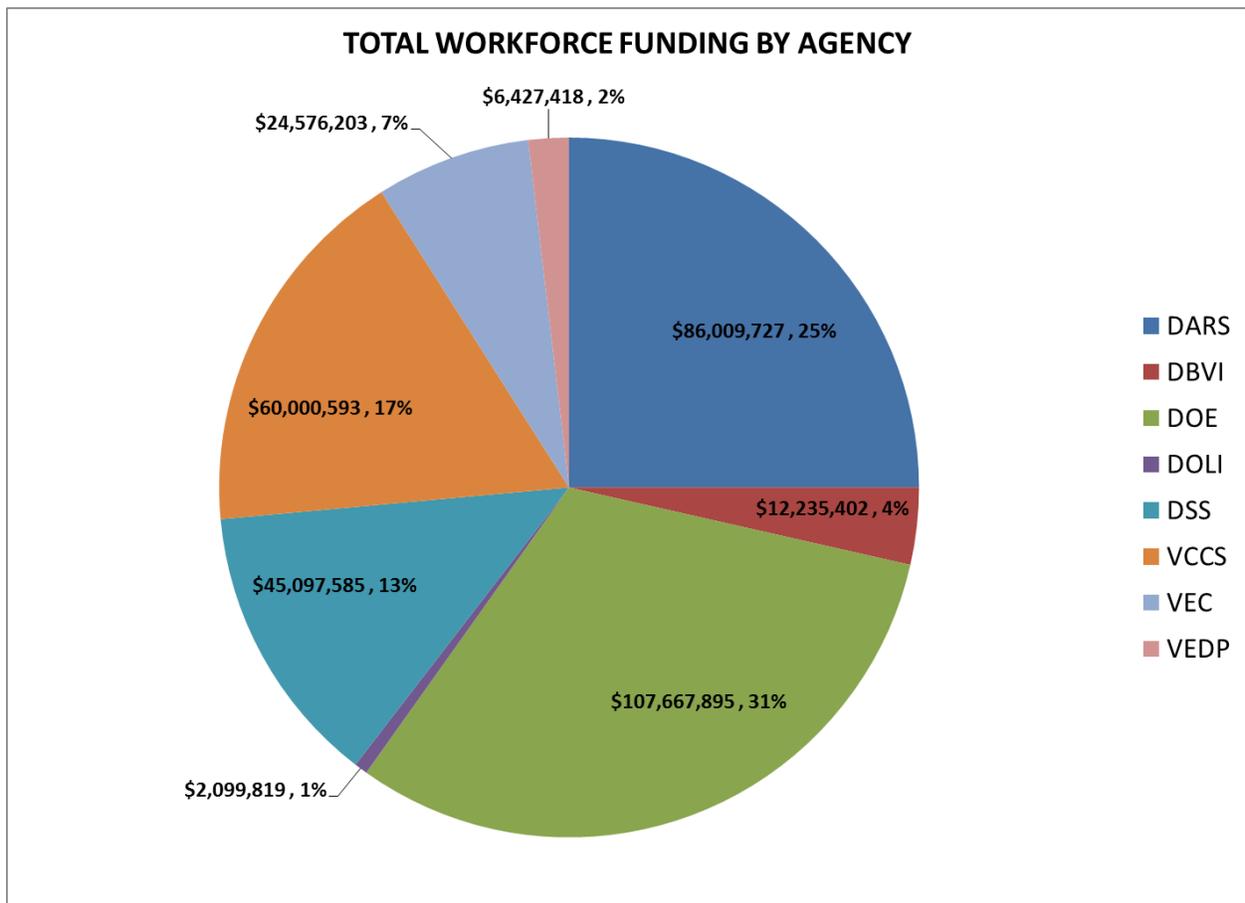
The DBVA, VEC, VCCS, and DARS are relatively dependent on federal funding, while DOLI, DOE, the VEDP rely primarily on state resources. The DSS has the most diversified funding stream, with a combination of federal, state, and local money supporting service delivery.



Funding Distribution by Agency

Thirty-one percent (\$107.7 million) of the workforce systems consolidated budget of \$344 million supported programs administered by the Virginia Department of Education. The Virginia Department for Aging and Rehabilitative Service's vocational rehabilitation program accounted for 25% (\$86 million). Programs administered by the VCCS accounted for 17% (\$60.0 million) of the total funding.

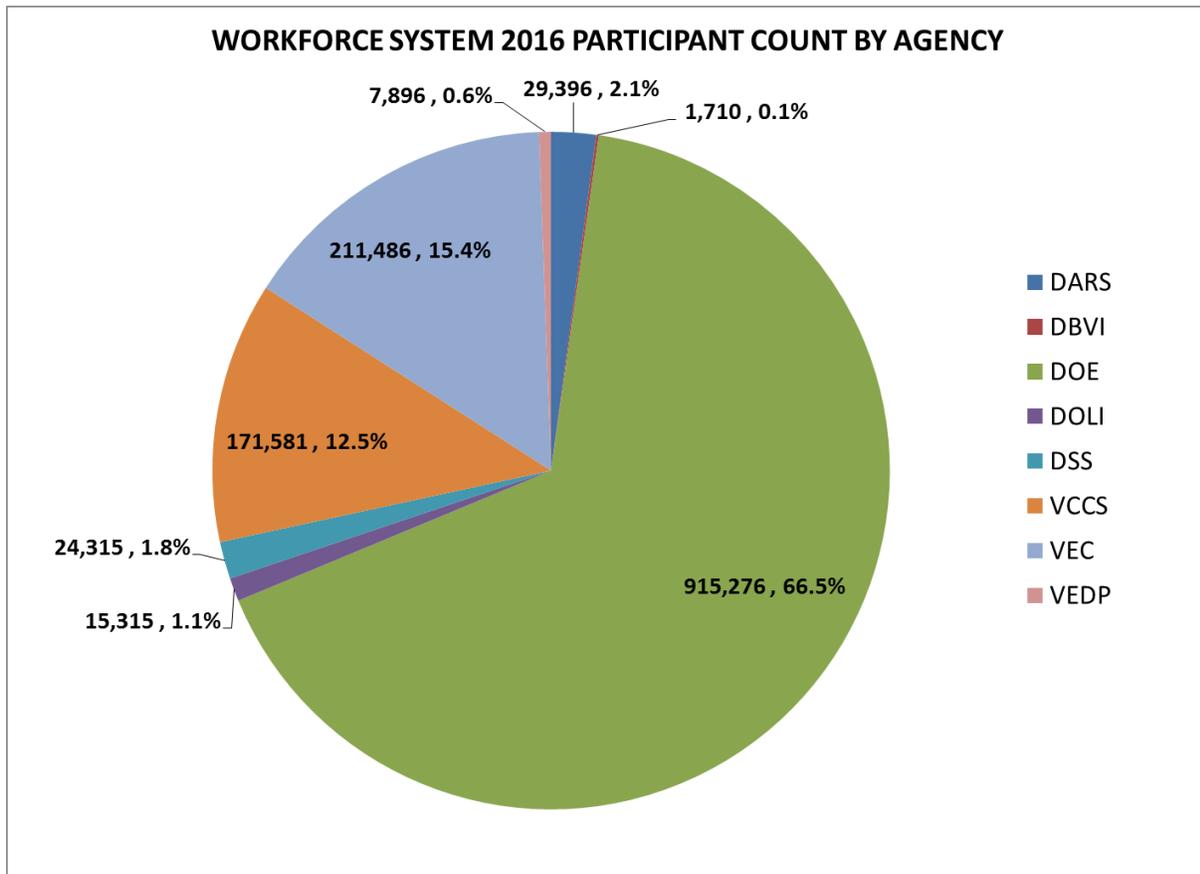
The smallest program budget was for the Registered Apprenticeship program which is administered by the Department of Labor and Industry and utilized \$2.1 million in state resources.



Individuals Served

“Participants” refers to the number of individuals served and enrolled in workforce programs. Participants can be thought of as workforce system customers or clients and for the purpose of this report these terms will be used interchangeably.

The 25 workforce programs surveyed reported serving 1.4 million customers in the most recent program year. It is worth noting that the workforce development system lacks a single customer tracking system and therefore, these figures may include individuals who are enrolled in multiple workforce development programs.



The Virginia Department of Education served 66.5% of the total. The largest group included more than 631,000 students in grades 6-12 who are enrolled in one or more career technical education courses. The Virginia Employment Commission programs reported serving 211,486 individuals, or 15.4% of the total, followed by the programs administered by the Virginia Community College System, which accounted for 12.5% or 171,581 individuals served. These three agencies served 94% of the total customers served by the workforce system in 2016.

Business Services

Eleven of the 25 programs surveyed in this budget review offer services to businesses. This is a reduction from 17 programs surveyed in 2015. These programs reported to serve more than 25,468 businesses in the most recent program year.² This represents a 16% decrease in the number of business serviced compared to numbers reported for the previous program year.

The Virginia Employment Commission, Wagner-Peyser program, and Jobs for Veterans State Grant programs served the largest number of businesses (14,533). The VCCS, through its noncredit workforce training programs, served 5,700 businesses. The Department for Aging and Rehabilitative Services served 2,786 businesses in the most recent program year. The Virginia Department of Labor and Industry reported serving 2,170 businesses through its Registered Apprenticeship Program. These four agencies represent 99% of the reported business served by the workforce system in Virginia.

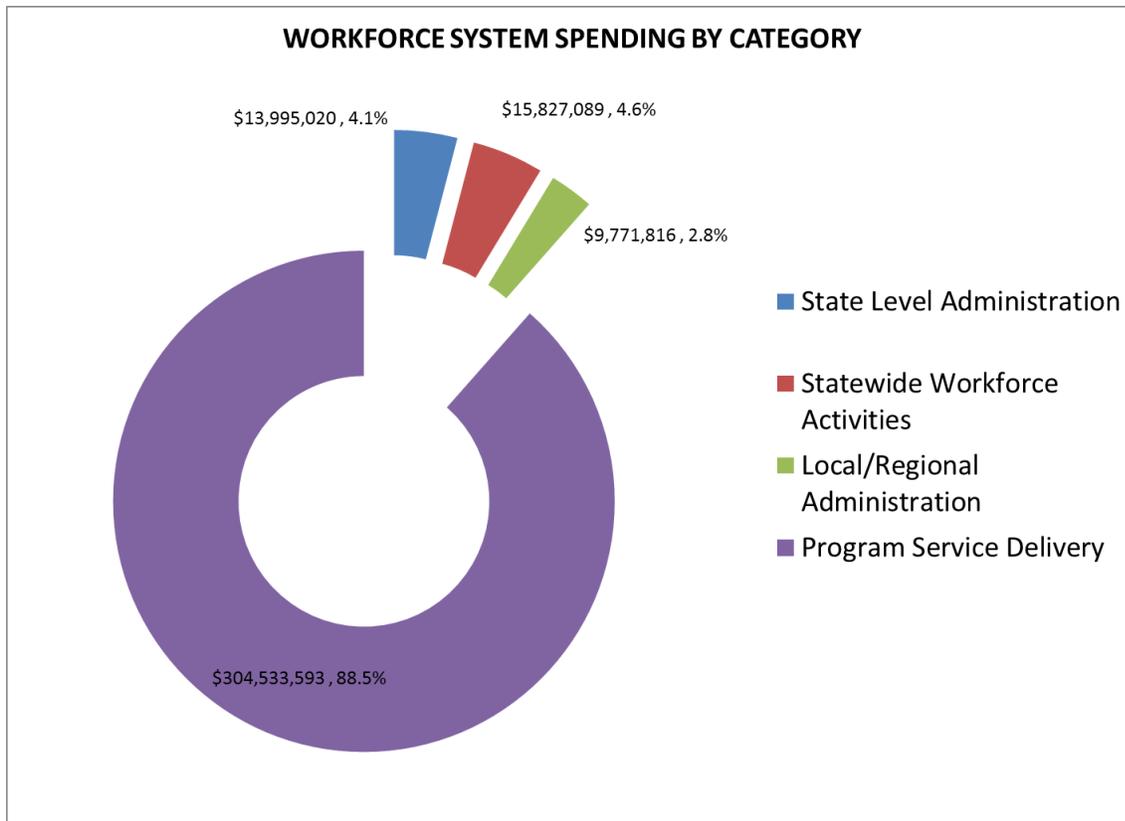
² Five of the programs which indicated they served business did not provide a count of the businesses served. These include the VCCS Administered programs - WIOA Adult, Dislocated Worker, Rapid Response, and Youth Programs; and Institutes of Excellence.

Expenditures by Type

The budget review found that 88% (\$304.5 million) of the workforce funds directly support program service delivery.

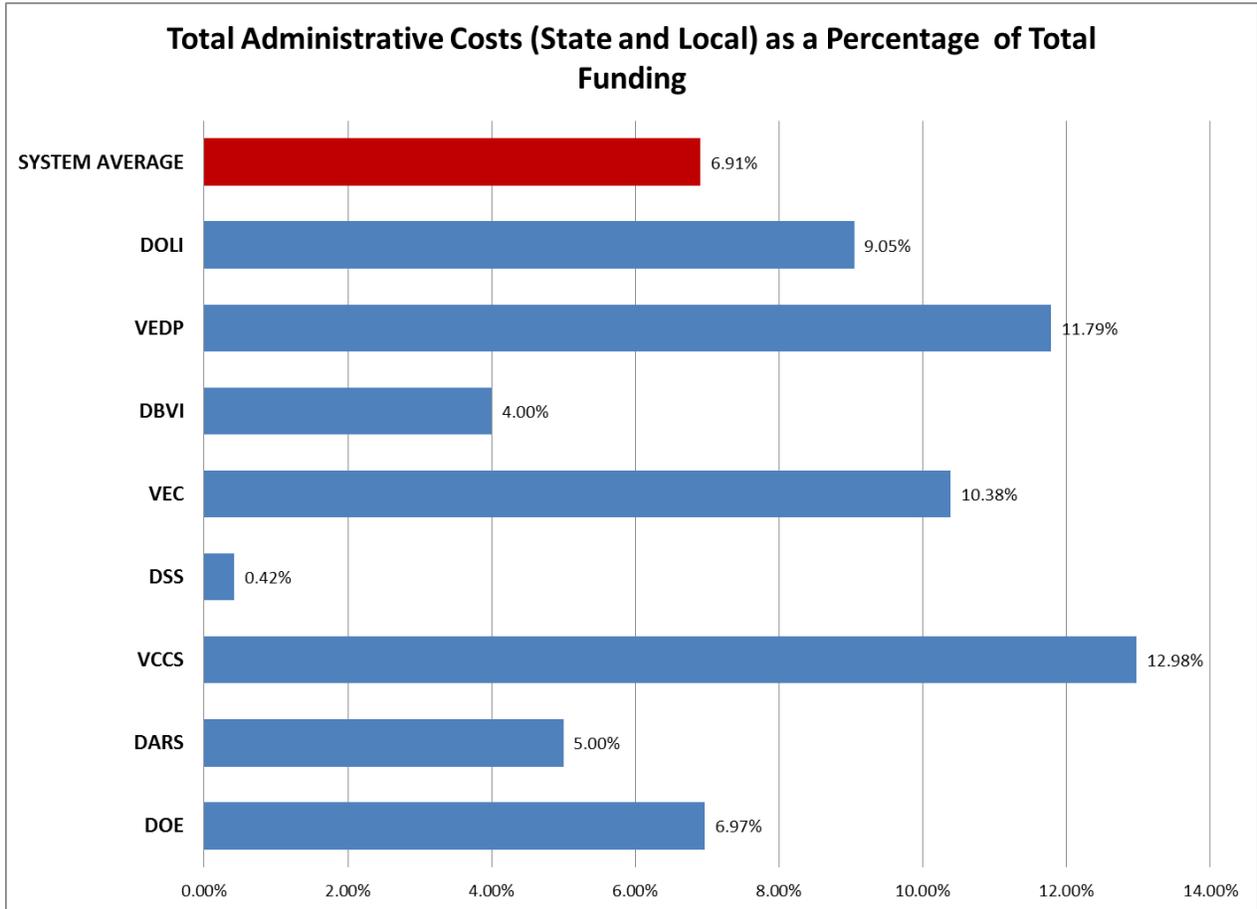
Overall, 4.6% (\$15.8 million) is retained for statewide workforce activities. The four agencies administering statewide funds include DARS, DBVI, DOE and the VCCS. Statewide activities include required and allowable activities described in the grant and typically are designed to support activities such as program-wide professional development, capacity building, shared technology systems, administration of special programs, and performance evaluation.

4.1% is expended for state level administrative functions (\$14.0 million) and 2.8% (\$9.8 million) supports administrative activities at the local level³.



³ Certain grants administered by the DOE and DSS are locally administered and unrestricted. They are unable to report on the allocation of resources towards program service delivery and non-program related expenses (administrative functions).

The chart below shows each agencies reported administrative cost burden relative to the system average for all programs.⁴



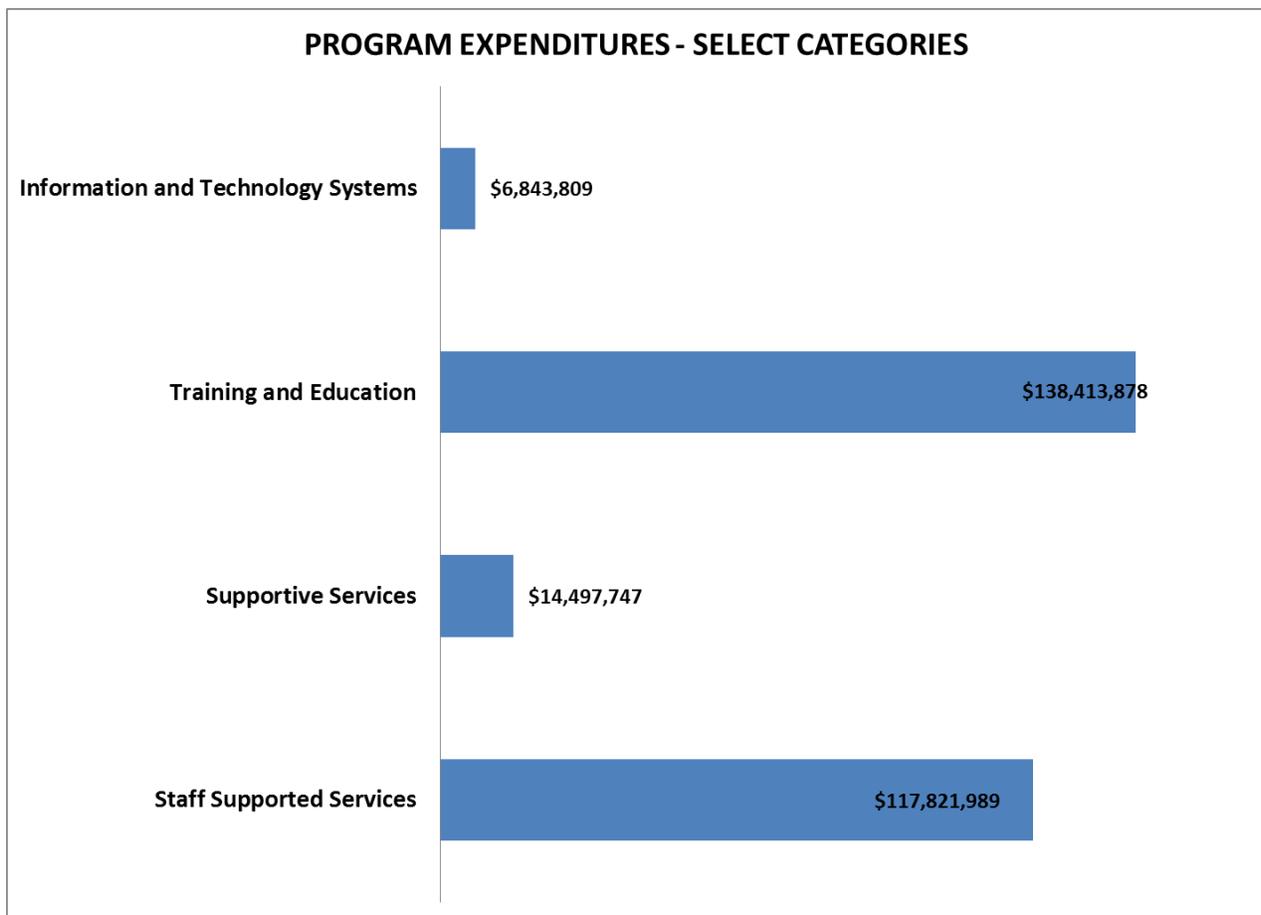
⁴ Certain grants administered by the DOE and DSS are locally administered and unrestricted. They are unable to report on the allocation of resources towards program service delivery and non-program related expenses (administrative functions).

Program Expenditures – Select Categories⁵

The budget review isolated four spending areas for review. They included Staff Supported Services, Supportive Services, Training and Education, and Information and Technology Systems. These four categories represented 80% of the total expenditures. (Definitions of the spending categories can be found in Appendix B.)

40.2% of the total reported expenditures (\$138.4M) are related to training and educational activities. This represents a 20% increase over last year. Reported spending for Supportive Services (see definition in Appendix B) has declined 38% compared to last year and funds spent on Staff Supported Services declined 5% over last year.

Spending on Information and Technology Systems was \$6.8 million; however, due to refinements in reporting, it is not comparable to previous year's data. Reflected Information and Technology System spending reported here is limited to case management systems and performance reporting systems.



⁵ The VCCS did not provide costs for staff supported services for the WIOA Title I Adult, Dislocated Worker, or Youth programs that they administer. DOE-administered Adult Basic Education did not provide cost allocation for any of the categories surveyed.

Training and Education Expenditures by Agency⁶

Agencies reported spending 40.2% of the total funding (\$138.4M) on workforce training and education.

For the purpose of this budget review, Education and Training was defined as follows:

Training and Education (in classroom, customized, contract, incumbent worker, on-the-job training (OJT), and apprenticeship)

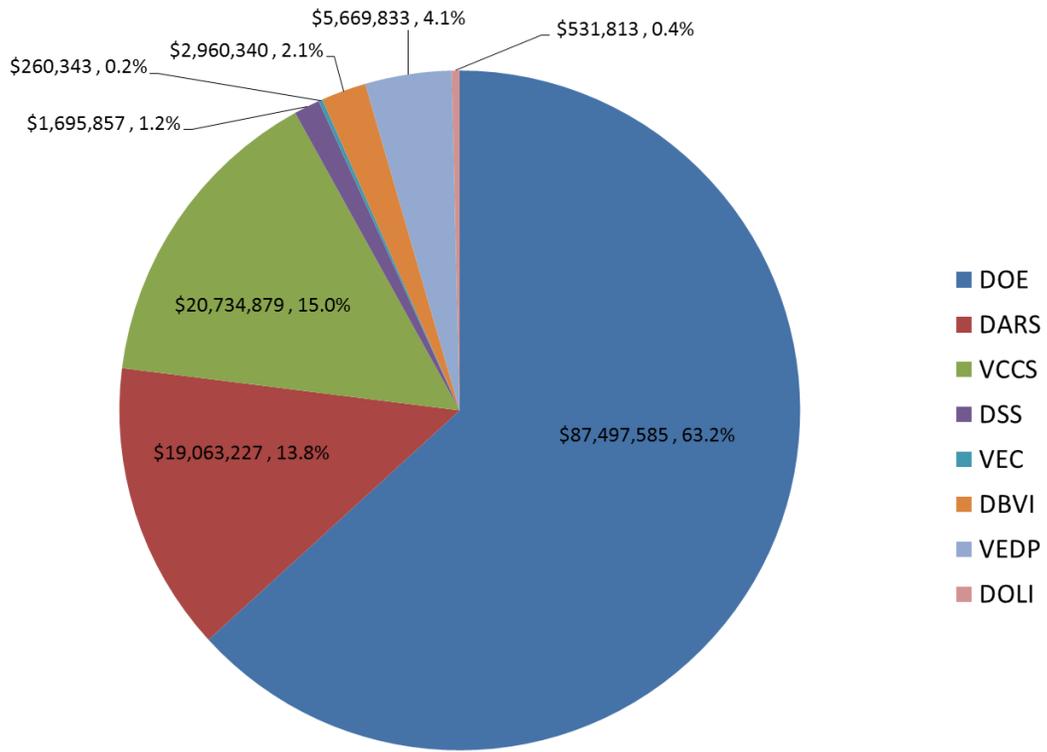
- a. Assessment (pre and post training)
- b. Curriculum Development
- c. Instructor Salaries/Benefits/Training/Certifications
- d. Tuition/ITA Payments
- e. Training Materials/Books
- f. Uniforms/Tools/Supplies
- g. On the Job Training Payments
- h. Work Experience Payments (Internships)
- i. Travel Associated with Training
- j. Certification Exams

Of the \$138.4 million spent on training, 63.2% of it is attributed to program activity administered by the Virginia Department of Education. Workforce Training and Education activities supported by the VCCS accounts for 15.0% of the total spending in that category and programs administered by DARS account for 13.8%.

The chart on the following page shows the distribution of funding on workforce education and training by agency.

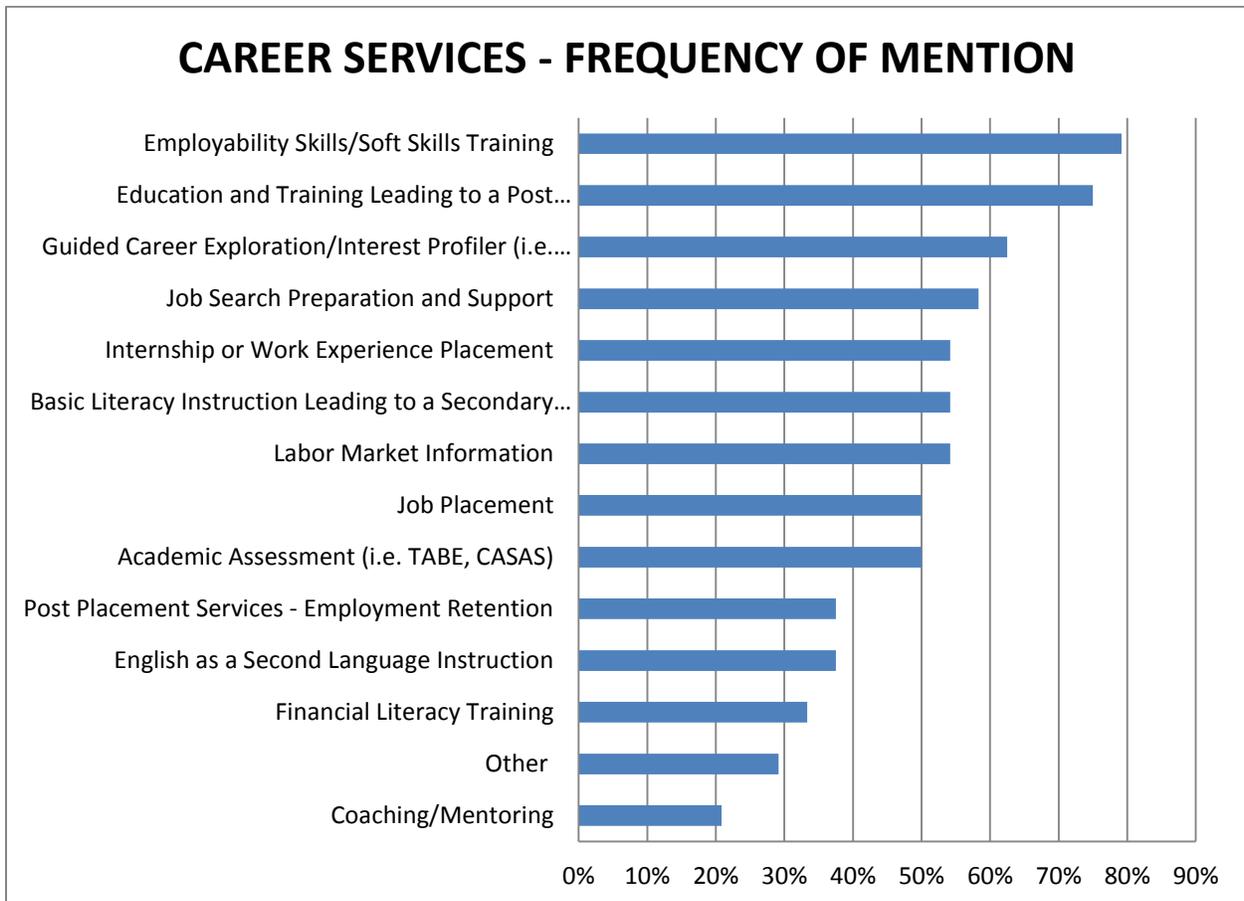
⁶ The Adult Basic Education program, Administered by the DOE was unable to isolate cost by category and is not included in this analysis.

WORKFORCE TRAINING AND EDUCATION SPENDING BY AGENCY



Career Services

Program administrators were presented with a menu of services and asked to select those that they provided. Of all of the programs surveyed, Employability Skills/Soft Skills Training and Education and Training Leading to a Credential were the most often cited. Career Exploration was followed by Job Search Preparation and Support, and Internship or Work Experience Placement/Basic Literacy/Labor Market Information (3-way tie). These rounded out the top 5 career services to individuals most frequently cited as delivered through the workforce system programs.



Business Services

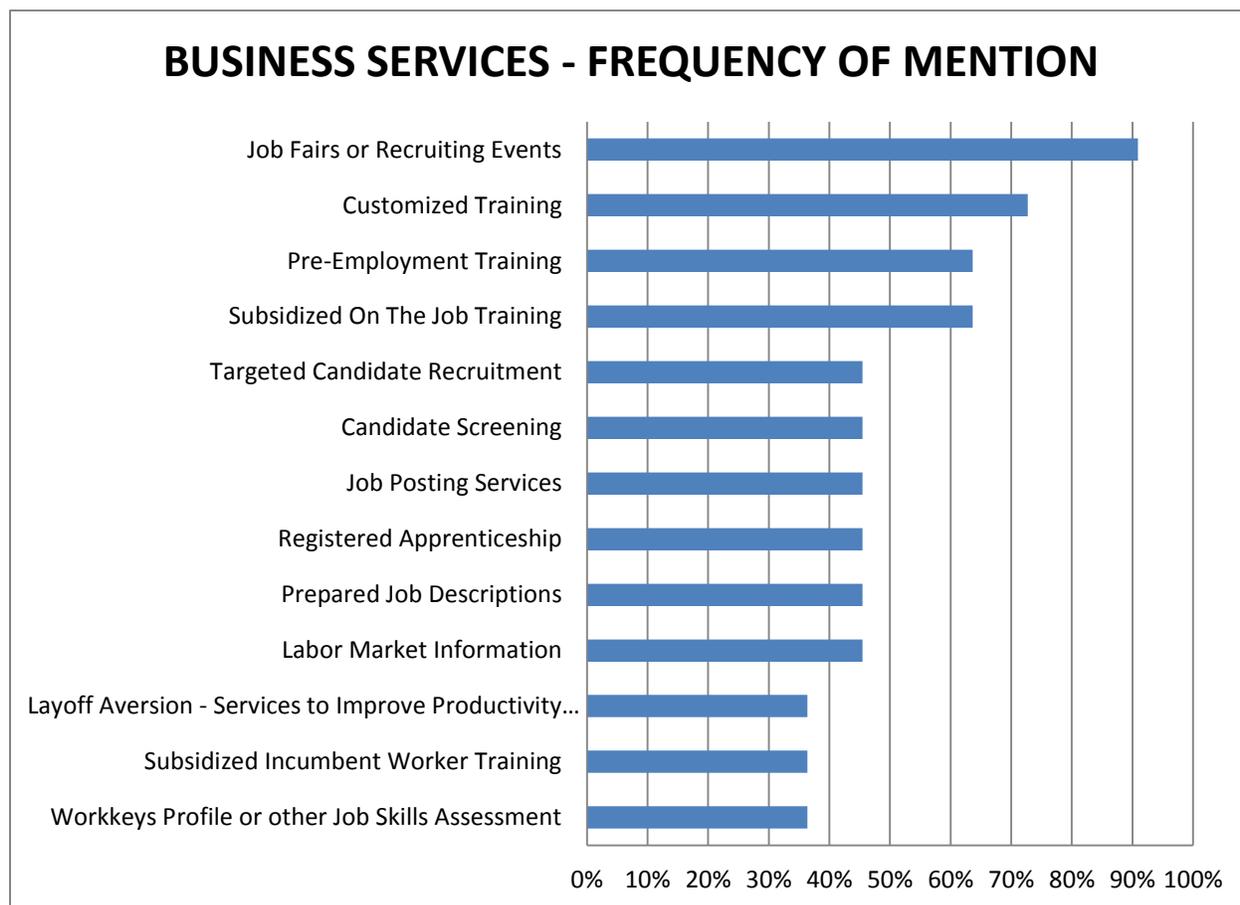
Eleven of the 25 programs surveyed in this workforce system budget review offered services to businesses. This is a reduction from the 17 programs who reported serving businesses in the 2015 budget review. These 11 programs reported serving more than 25,468 businesses in the most recent program year.⁷ This represents a

⁷ Four of the programs which indicated they served business did not provide a count of the businesses served. These include the VCCS Administered programs - WIOA Adult, Dislocated Worker, Rapid Response, and Youth Programs; and Institutes of Excellence.

16% decrease in the number of business serviced compared to the previous program year.

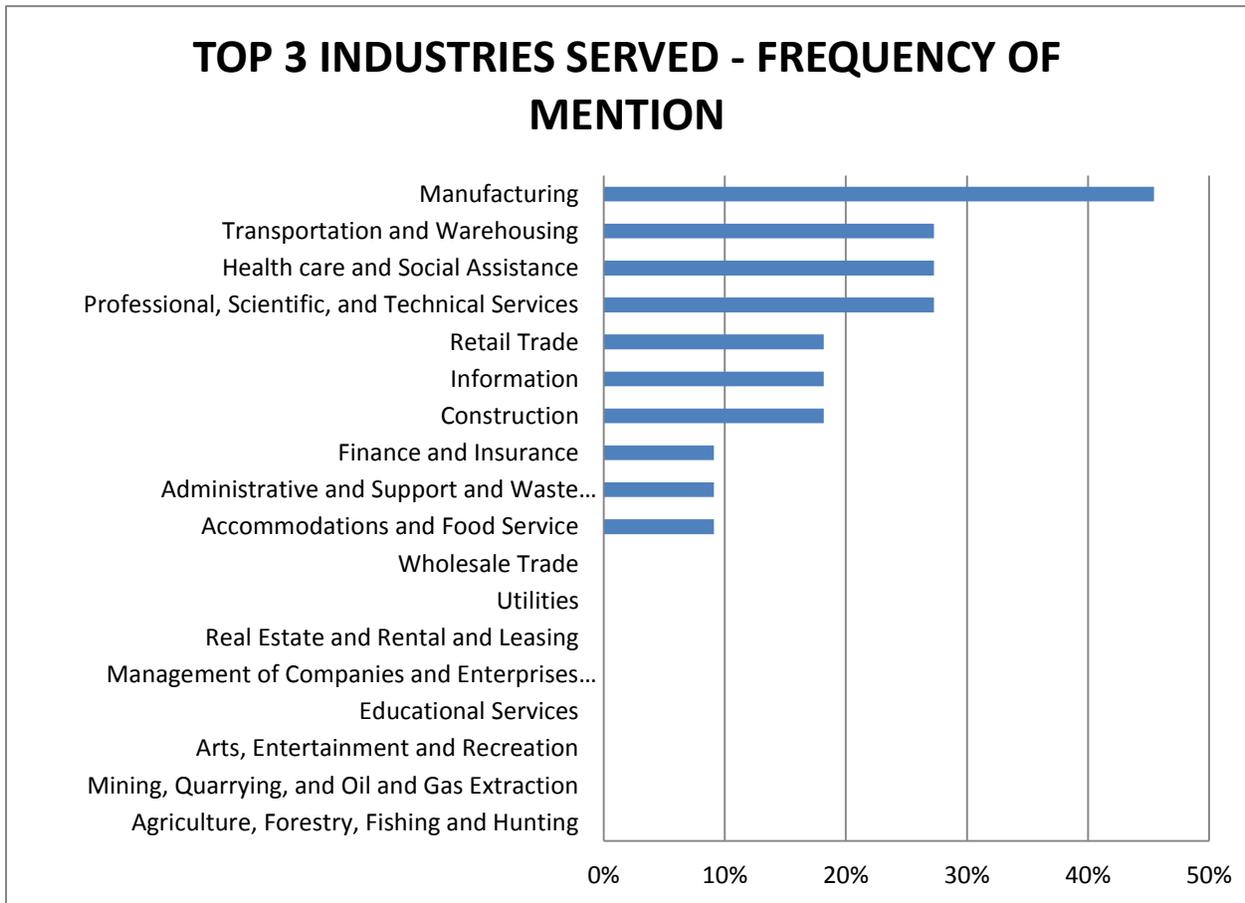
The Virginia Employment Commission, through its Wagner-Peyser and Jobs for Veterans State Grant programs, served the largest number of businesses (14,533). The VCCS, through its noncredit workforce training programs, served 5,700 businesses. The Virginia Department of Labor and Industry reported serving 2,170 businesses through its Registered Apprenticeship Program. The Department for Aging and Rehabilitative Services served 2,786 businesses in the most recent program year. These four agencies represent 99% of the reported business served by the workforce system in Virginia.

In an attempt to better understand the array of services provided to businesses through the workforce system, respondents were asked to select from a menu of business services. The most cited service provided was Job Fairs and Recruiting Events. More than 70% of those of responding programs provided Customized Training. Pre-employment Training and Subsidized On-the-Job Training ranked 3rd (tie). The chart below shows the percentage of the survey respondents who indicated that they delivered a particular service.



Industries Served

The 11 programs serving businesses were asked to indicate the top 3 industries they served. The chart below shows that, based on those programs responding, Manufacturing was the industry served by the largest percentage workforce programs.⁸ Transportation and Warehousing, Health care and Social Assistance, and Professional, Scientific and Technical Services industries followed in a 3-way tie for second position.



⁸ Four of the eleven programs serving businesses were unable to report on the primary industries served. These included VCCS-administered programs funded through Title I of WIOA - Adult, Dislocated Workers, Youth, and Rapid Response programs.

Impact-Program Outcomes

In August 2016, the Virginia Board of Workforce Development recommended to the Governor that the budget review process incorporate data about program outcomes. Only three metrics were provided and programs that contributed to one or more of the following goals were requested to provide information regarding their contribution to those measures.

- Secondary Credential Attainment (High School Equivalency)
- Post-Secondary Credential Attainment (industry-recognized certifications, licenses, academic certificates, apprenticeship certificates)
- Employment

It is important to note that not all programs are designed to contribute the three metrics presented; however, it is the goal of the workforce system to collectively contribute to both increasing the skills of the workforce and supporting individuals into employment.

As a collective, the responding programs served 1.4 million individuals and 25,468 businesses. Together they supported the attainment of more than 257,000 credentials and more than 150,000 individuals into employment. A data table showing the total funding, individuals and business served, as well as program outcomes in the three areas described below can be found on Page 25, Appendix D.

Appendix

Appendix A. Common Cost Definitions

ADMINISTRATIVE COSTS

Allocable portion of necessary and reasonable costs that are not related to direct provision of workforce services. This can include personnel and non-personnel costs.

This category may include:

1. Salary and benefits related to staff performing administrative functions
2. Accounting, budgeting, financial and cash management
3. Procurement and purchasing
4. Personnel and property management
5. Payroll, audit and general legal services
6. Oversight and monitoring activities
7. Developing information systems and procedures related to administrative functions
 - a. Personnel
 - b. Procurement/Purchasing
 - c. Property Management
 - d. Accounting/Payroll
8. Goods and Services (related to administrative activity)
 - a. Office Supplies, postage
 - b. Rental and Maintenance of Office Space
 - c. Utilities
 - d. Travel (related to staff performing administrative function)

PROGRAM COSTS

All costs that relate to direct provision of services to participants and employers. This can include personnel and non-personnel costs. It includes salaries and benefits costs for staff providing program services and costs associated with providing the services, such as the costs for supplies, equipment, travel, postage, utilities, rental of office space, and maintenance of office space.

Appendix B. Expenditure Category Definitions

This budget review explored the following four expenditure categories:

2. Staff Supported Services
 - a. Staff salaries and benefits including Career Coaches, Career Counselors, Case Managers, etc.
 - b. Career Services aimed at participant evaluation or assessment, career awareness, career exploration, career preparation, placement, retention.
3. Supportive Services
 - a. Child Care
 - b. Financial Counseling (includes counseling on budget and money management)
 - c. Health Care (includes diagnostic and treatment services provided to participants to permit identification and correction of physical, mental, and dental problems)
 - d. Meals
 - e. Post Placement Services
 - f. Special services and materials for individuals with disabilities.
 - g. Temporary Shelter (includes providing clean and comfortable places to eat, sleep and study)
 - h. Transportation (includes fares for public transportation, mileage for personal auto, transportation allowances)
4. Training and Education (in classroom, customized, contract, incumbent worker, OJT, apprenticeship)
 - a. Assessment (pre and post training)
 - b. Curriculum Development
 - c. Instructor Salaries/Benefits/Training/Certifications
 - d. Tuition/ITA Payments
 - e. Training Materials/Books
 - f. Uniforms/Tools/Supplies
 - g. On the Job Training Payments
 - h. Work Experience Payments (Internships)
 - i. Travel Associated with Training
 - j. Certification Exams
5. Information systems (related to the provision of services to program participants)
 - a. Case management systems
 - b. Local performance management systems

Appendix C. Survey Instrument

BUDGET AND FINANCE

1. Which of the following agencies do you work for? (DROP DOWN)
2. What is the name of the workforce program for which you are providing information? (DROP DOWN)
3. Please provide the contact information of the person completing this survey. (TEXT)
4. Total annual allocation for this workforce program for the most recent fiscal year? (NUM)
Please use the comments section to define the reporting period for this program.
COMMENTS: (TEXT)
5. Please indicate the allocation that this program received in the most recent fiscal year from each of the following sources.
 - a. Federal (NUM)
 - b. State (NUM)
 - c. Local (NUM)
 - d. Other (please describe) (NUM) (TEXT)
 - e. TOTAL FROM ALL SOURCES (calculated)
6. Please indicate what percentage of this workforce program's budget is allocated for each of the following. Please note that the four should total 100. Please provide any additional information regarding this distribution in the comments section below.
 - a. Percent of total program budget held at the state level for administration (NUM)
 - b. Percent of total program budget held at the state level for statewide workforce activities (NUM)
 - c. Percent of the total program budget distributed for local program administration
 - d. Percent of the total program budget distributed for and service delivery (NUM)COMMENTS: (TEXT)
7. Of the identified Program Costs (costs directly associated with the delivery of workforce services to individuals or businesses), what percentage is dedicated to the following activities?
 - i. Staff Supported Services (NUM)
 - ii. Supportive Services (NUM)
 - iii. Training and Education (NUM)
 - iv. Information and Technology Systems (NUM)

CAREER SERVICES

8. How does this program define participants for official reporting purposes?
(TEXT)
9. How many participants were reported enrolled in the most recent program year (2016).
10. Are their individuals served through the programs that are not enrolled as participants? (Y/N)
 - a. If yes, how many? (NUM)
 - b. Please explain who is served but not enrolled. (TEXT)
11. Which of the following services does this workforce program offer to individuals? Please select all that apply.
 - a. Academic Assessment (i.e. TABE, CASAS, etc.)
 - b. Guided Career Exploration/Interest Profiler (i.e. VA Education Wizard, Career Scope)
 - c. Basic Literacy Instruction Leading to a Secondary Credential
 - d. English as a Second Language Courses
 - e. Employability/Soft Skills Training
 - f. Education and Training leading to a post-secondary credential
 - g. Financial Literacy Training
 - h. Coaching Mentoring
 - i. Labor Market Information
 - j. Job Search Preparation and Support
 - k. Job Placement
 - l. Internship or Work Experience Placement
 - m. Post placement services (employment retention)
 - n. Other
12. Please name the academic assessment(s) that you use with your clients.
13. Please describe your approach to Employability Skills/Soft Skills Training. Please provide relevant information about teaching strategies, formal curriculum, assessment, and training partners in your description.

BUSINESS SERVICES

14. Does your program directly serve businesses? (Y/N)
15. How many businesses did this program service in the most recent program year? (NUM)
16. In your estimation, what is the percentage of the total number of businesses served who identify as a small business (fewer than 250 employees or average gross annual receipts of \$10 million or less over the previous three years)? (NUM)
17. Please indicate the top three industries served by selected from the following choices. (LIMIT to THREE)

- a. 11 Agriculture, Forestry, Fishing and Hunting
 - b. 21 Mining, Quarrying, and Oil and Gas Extraction
 - c. 22 Utilities
 - d. 23 Construction
 - e. 31-33 Manufacturing
 - f. 42 Wholesale Trade
 - g. 44-45 Retail Trade
 - h. 48-49 Transportation and Warehousing
 - i. 51 Information
 - j. 52 Finance and Insurance
 - k. 53 Real Estate and Rental and Leasing
 - l. 54 Professional, Scientific, and Technical Services
 - m. 55 Management of Companies and Enterprises
 - n. 56 Administrative and Support and Waste Management and Remediation Services
 - o. 61 Educational Services
 - p. 62 Health Care and Social Assistance
 - q. 71 Arts, Entertainment, and Recreation
 - r. 72 Accommodation and Food Services
 - s. 81 Other Services (except Public Administration)
 - t. 92 Public Administration
18. Which of the following services does this workforce program offer to businesses? Select all that apply.
- a. Labor Market Information
 - b. WorkKeys Profiles or other Job Skills Assessment
 - c. Prepared Job Descriptions
 - d. Job Posting Services
 - e. Job Fairs or Recruiting Events
 - f. Candidate Recruitment
 - g. Candidate Screening
 - h. Pre-employment Training
 - i. Subsidized On the Job Training
 - j. Customized Training
 - k. Registered Apprenticeship
 - l. Subsidized Incumbent Worker Training
 - m. Layoff Aversion - Services to Improve Productivity or Firm Competitiveness
 - n. Other (please describe)
19. Please describe the method and primary sources you use to develop and deliver labor market information to business.
20. Please describe the job posting service you offer to business. If you provide job posting through an online platform, please include the website URL.

PROGRAM IMPACT - OUTCOMES

21. Please describe the program impact or outcomes that your workforce program is designed to achieve. Please include any specific metrics by which your program's performance is evaluated.
22. If your program reported impact-outcome measures for participants in any of the following areas, please provide that information below.
 - a. Credential Attainment (high school equivalency) - number of credentials attained by participants.
 - b. Credential Attainment (industry certifications, license, academic certificates, apprenticeship certificates) - number of credentials attained by participants.
 - c. Employment - number of participants who got a job.

Appendix D. Outcomes - Impact Table

Agency-Program	Total Funding	Individuals Served	Businesses Served	Secondary Credential Attainment (High School Equivalency) - number of credentials attained by participants.	Postsecondary Credential Attainment (industry certifications, license, academic certificates, apprenticeship certificates) - number of credentials attained by participants.	Employment Number of participants who got a job.
Grand Total	\$344,114,642	1,376,975	25,468	1,670	255,446	157,406
Department for Aging and Rehabilitative Services (DARS)						
	\$86,009,727	29,396	2,431	849	8	3,863
WIOA Title 4 - Vocational Rehabilitation Program	\$86,009,727	29,396	2,431	849	8	3,863
Department for the Blind and Visually Impaired (DBVI)						
	\$12,235,402	1,710	355	Presented with DARS	Presented with DARS	197
WIOA Title 4 - Vocational Rehabilitation Program	\$12,235,402	1,710	355	Presented with DARS	Presented with DARS	197
Department of Education (DOE)						
	\$107,667,895	915,276		190	185,188	6,846
Career Technical Education - Secondary Perkins	\$87,758,486	631,373	NA	-	*See Path to Industry Certification	*
Microsoft IT Program	\$1,400,000	34,920	NA	NA	16,961	-

Agency-Program	Total Funding	Individuals Served	Businesses Served	Secondary Credential Attainment (High School Equivalency) - number of credentials attained by participants.	Postsecondary Credential Attainment (industry certifications, license, academic certificates, apprenticeship certificates) - number of credentials attained by participants.	Employment Number of participants who got a job.
Path to Industry Certification	\$1,331,464	183,072	NA	NA	137,248	6,846
PluggedIn VA	\$465,375	204	NA	190	204	No data available
WIOA Title 2 - Adult Basic Education	\$16,403,915	20,221	NA	No data available	No data available	No data available
Workplace Readiness Skills Assessment	\$308,655	45,486	NA	NA	30,775	NA
Department of Labor and Industry (DOLI)	\$2,099,819	15,315	2,170		2,796	4,917⁹
Registered Apprenticeship	\$2,099,819	15,315	2,170	NA	2,796	4,917
Department of Social Services (DSS)	\$45,097,585	24,315			-	13,890
Supplemental Nutrition Assistance Program						
Employment and Training (SNAP E&T)	\$5,516,730	1,617	NA	No data available	No data available	No data available
VA Initiative for Employment Not Welfare (VIEW)	\$37,670,693	21,041	NA	No data available	No data available	12,835
Virginia Refugee Resettlement Program	\$1,910,162	1,657	NA	NA	NA	1,055

⁹ This is the number of new apprentices supported by DOLI in the more recent program year. Individuals may have previously been employed, but moved into a Registered Apprenticeship position during the program year.

Agency-Program	Total Funding	Individuals Served	Businesses Served	Secondary Credential Attainment (High School Equivalency) - number of credentials attained by participants.	Postsecondary Credential Attainment (industry certifications, license, academic certificates, apprenticeship certificates) - number of credentials attained by participants.	Employment Number of participants who got a job.
Virginia Community College System (VCCS)	\$60,000,593	171,581	5,700	631	67,336	11,191
Institutes of Excellence	\$664,647	592	No data available	NA	NA	NA
Non-Credit Workforce Training	\$4,364,041	56,000	5,700	NA	7,200	NA
Postsecondary Perkins - Career and Technical Education	\$3,437,679	103,827	NA	NA	56,737	8,033
WIOA Title 1 - Adult	\$14,623,934	4,826	No data available	10	1,672	1,488
WIOA Title 1 - Dislocated Worker (less Rapid Response)	\$16,945,520	3,325	No data available	6	885	1,393
WIOA Title 1 - Rapid Response	\$4,236,520	483	No data available	No data available	No data available	No data available
WIOA Title 1 - Youth	\$15,728,252	2,528	No data available	615	842	277
Virginia Employment Commission (VEC)	\$24,576,203	211,486	14,533	-	118	108,606
Trade Act Program	\$3,242,653	335	NA	NA	118	201
Veteran Programs	\$4,721,000	4,362	3,593	NA	NA	2,782
WIOA Title 3 - Wagner-Peyser	\$15,846,585	206,789	10,940	NA	NA	105,623
Workforce Information Grant	\$765,965	NA	NA	NA	NA	NA

Agency-Program	Total Funding	Individuals Served	Businesses Served	Secondary Credential Attainment (High School Equivalency) - number of credentials attained by participants.	Postsecondary Credential Attainment (industry certifications, license, academic certificates, apprenticeship certificates) - number of credentials attained by participants.	Employment Number of participants who got a job.
Virginia Economic Development Partnership	\$6,427,418	7,896	279	-	-	7,896
Virginia Jobs Investment Program	\$6,427,418	7,896	279	NA	NA	7,896

Appendix E. Agency Profiles

Department for Aging and Rehabilitative Services (DARS)

Program: WIOA Title 4 - Vocational Rehabilitation Program

Program Description: The Vocational Rehabilitation (VR) program helps people with disabilities get ready for, find, and keep a job. It helps to increase their ability to live independently in their communities. The program works with individuals with every type of disability. VR services include but are not limited to, vocational counseling, training, and job placement.

Total Funding: \$86,009,727

Individuals Served: 29,396

Department for the Blind and Visually Impaired (DBVI)

Program: WIOA Title 4 - Vocational Rehabilitation Program

Program Description: The Vocational Rehabilitation program at DBVI works with individuals in the Commonwealth that are blind, deafblind, and vision impaired to assist them in obtaining the necessary training that will enable them to achieve their career choice. This is accomplished through guidance and counseling, adjustment to blindness training, vocational assessments, training opportunities, and job placement. The Vocational Rehabilitation Counselor shall certify the applicant as eligible for the Vocational Rehabilitation Program when the VR Counselor documents that the applicant is a U.S. Citizen or a non-U.S. citizen who has provided documentation of legal eligibility to work in the U.S. Applicant has a physical or mental disability documented by VR qualified medical or mental health professional. Applicant's physical or mental impairment constitutes or results in a substantial impediment to employment. Presumption of eligibility. The VR Counselor shall presume that an applicant can benefit in terms of an employment outcome from the provision of vocational rehabilitation services unless the VX Counselor can demonstrate, based on clear and convincing evidence that the applicant cannot benefit in terms of an employment outcome due to the severity of the individual's disability. VR services are required for the applicant to prepare for, secure, retain, or regain employment consistent with the applicant's unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice. Applicant is present in Virginia.

Total Funding: \$12,235,402

Individuals Served: 1,710

Department of Education (DOE)

Program: Career Technical Education - Secondary Perkins

Program Description: The Carl D. Perkins Career and Technical (CTE) Act of 2006 provides for the implementation of rigorous and relevant CTE programs designed to reflect the workplace in a global economy, and prepares public school students in grades 6-12 for successful transition to further education and careers.

Total Funding: \$87,758,486

Individuals Served: 631,373

Program: Microsoft IT Program

Program Description: The funds provided in this initiative shall be used to support the following priority objectives: (a) increase the percentage of students enrolled in career and technical education (CTE) courses who receive instruction in information technology (IT) leading to an increased number of students achieving industry recognized certifications in IT; and (b) increase the number of high schools and regional CTE programs statewide that receive training and technical support to implement IT curricula.

Total Funding: \$1,400,000

Individuals Served: 34,920

Program: Path to Industry Certification

Program Description: The Career and Technical Education industry certification program supports examinations, licensure tests, and occupational competency assessments for school divisions and regional technical centers and is restricted to those industry certification examinations, licensure tests, and occupational competency assessments that have been approved by the Board of Education for students selected verified credit option.

Total Funding: \$1,331,464

Individuals Served: 183,072

Program: PluggedIn VA

Program Description: Plugged-in Virginia is a career pathways program that prepares adults for success in high demand, high skill, and high wage jobs and strengthen their academic skills to succeed in postsecondary education and

training. Adults who test at the 9th grade level or higher in reading and math but who lack a secondary credential are eligible to participate.

Total Funding: \$465,375

Individuals Served: 204

Program: WIOA Title 2 - Adult Basic Education

Program Description: Adult Education and Literacy provides services in six primary areas including: adult basic education, English as a second language, adult secondary programs, general educational development, English literacy/civics programs, and workforce development. These programs are designed for individuals that are 16 years of age or older who have been released from compulsory education.

Total Funding: \$16,403,915

Individuals Served: 20,221

Program: Workplace Readiness Skills Assessment

Program Description: The Workplace Readiness Skills Assessment Examination for the Commonwealth incorporates the 21 workplace readiness skills into the instructional competencies for each CTE course offered in grades 6-12. The 21 workplace readiness skills focus on personal qualities and people skills, professional knowledge and skills, and technical knowledge and skills.

Total Funding: 308,655

Individuals Served: 45,486

Department of Labor and Industry (DOLI)

Program: Registered Apprenticeship

Program Description:

The Virginia Department of Labor and Industry, Division of Registered Apprenticeship is the designated entity to administer and maintain the Registered Apprenticeship program for the Commonwealth of Virginia. Registered Apprenticeship is a workforce training model that follows established work processes which allow an employee to earn a paycheck while learning the

occupation under the supervision of a designated journeyworker, or equivalent subject matter expert.

The resulting Certificate of Completion credential is nationally and internationally portable and serves as a recognition of the successful completion of on-the-job training and related technical instruction. Registered Apprenticeship is a proven workforce model that enhances the safety of employees and where appropriate, more fully prepares employees to pass licensure examinations.

Total Funding: \$2,099,819

Individuals Served: 15,315

Department of Social Services (DSS)

Program: Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T)

Program Description: Supplemental Nutrition Assistance Program Employment and Training (SNAPET) Program provides Job Search, Job Search Training, Education, Vocational Training and Work Experience to non-public assistance SNAP recipients. The program provides opportunities that will lead to paid employment and decrease dependency on assistance programs. The population is limited to adults.

Total Funding: \$5,516,730

Individuals Served: 1,617

Program: VA Initiative for Employment Not Welfare (VIEW)

Program Description: Virginia's VIEW (Virginia Initiative for Employment Not Welfare) is a subset of the TANF program. VIEW emphasizes personal responsibility. Participants may be provided with services such as job skills training, work experience, job readiness training, childcare assistance, transportation and other work related expenses.

Total Funding: \$37,670,693

Individuals Served: 21,041

Program: Virginia Refugee Resettlement Program

Program Description: The Refugee Social Services Employment Program provides employment and other services to refugee eligible populations. Services are

provided through contractual agreements between the DSS Office of newcomers Services and five national voluntary agencies' (VOLAGs) affiliate office in Virginia. Services are one hundred percent federally funded.

The primary customers are refugee eligible populations over the age of 16 who have been in the U.S. less than one year; are receiving cash assistance; are unemployed and not receiving cash assistance; and are employed and in need of services to retain employment or attain economic self-sufficiency.

Total Funding: \$1,910,162

Individuals Served: 1,657

Virginia Community College System (VCCS)

Program: Institutes of Excellence

Program Description: To create training programs tailored to regional employer demands that can be shared across colleges as demand dictates; students and employers in regionally demanded education and training programs are served. There are no special characteristics of students and employers served by IE.

Total Funding: \$664,647

Individuals Served: 592

Program: Non-Credit Workforce Training

Program Description: Short-term, noncredit-based workforce training programs that lead to attainment of industry-specific skills and competencies as evidenced by the earning of recognized credentials. While there are no eligibility restrictions on students served, they tend to be nontraditional students (adults who are unemployed or underemployed, incumbent workers looking to add new skills, and career switchers).

Total Funding: \$4,364,041

Individuals Served: 56,000

Program: Postsecondary Perkins - Career and Technical Education

Program Description: Postsecondary Perkins primary purpose is to develop more fully the academic, career, and technical skills postsecondary students who elect to enroll in career in technical education programs of study by: (1) Building on the effects of state and localities to develop challenging academic standards (2) promoting the development of services and activities that integrate academic, career, and technical instruction, and that link secondary and postsecondary education for participating students

Total Funding: \$3,437,679

Individuals Served: 103,827

Program: WIOA Title 1 - Adult

Program Description: Sec. 134. of the Workforce Innovation and Opportunity Act (WIOA) prescribes the use of funds for adult employment and training activities. Career services and training services, including the following are available to adults: (i) occupational skills training; (ii) on-the-job training; (iii) incumbent worker training; (iv) programs that combine workplace training with related instruction, which may include cooperative education programs; (v) training programs operated by the private sector; (vi) skill upgrading and retraining; (vii) entrepreneurial training; (viii) transitional jobs; (ix) job readiness training provided in / combination with services described in any of clauses (i) through (viii); (x) adult education and literacy activities, including activities of English language acquisition and integrated education and training programs and (xi) customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training. Eligibility of adults is outlined in Sec. 134 (c)(3)(A)(i) and includes those: (I) who, after an interview, evaluation, or assessment, and career planning, have been determined by a one-stop operator or one-stop partner, as appropriate, to (aa) be unlikely or unable to obtain or retain employment, that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through the career services described in paragraph 20 (2)(A)(xii); (bb) be in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment; and (cc) have the skills and qualifications to successfully participate in the selected program of training services; (II) who select programs of training services that are directly linked to the employment opportunities in the local area or the planning region, or in another area to which the adults or dislocated workers are willing to commute or relocate; (III) who meet the requirements of subparagraph (B); and (IV) who are determined

to be eligible in accordance with the priority system in effect under subparagraph 19 (E) WIOA Title I Adult

Total Funding: \$14,623,934

Individuals Served: 4,826

Program: WIOA Title 1 - Dislocated Worker (less Rapid Response)

Program Description: Sec. 134 of the Workforce Innovation and Opportunity Act (WIOA) prescribes the use of funds for dislocated worker employment and training activities. Career services and training services, including the following are available to dislocated workers: (i) occupational skills training; (ii) on-the-job training; (iii) incumbent worker training; (iv) programs that combine workplace training with related instruction, which may include cooperative education programs; (v) training programs operated by the private sector; (vi) skill upgrading and retraining; (vii) entrepreneurial training; (viii) transitional jobs; (ix) job readiness training provided in combination with services described in any of clauses (i) through (viii); (x) adult education and literacy activities, including activities of English language acquisition and integrated education and training programs and (xi) customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training. Eligibility of dislocated workers is outlined in Sec. 134 (c)(3)(A)(i) and includes those: (I) who, after an interview, evaluation, or assessment, and career planning, have been determined by a one-stop operator or one-stop partner, as appropriate, to (aa) be unlikely or unable to obtain or retain employment, that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through the career services described in paragraph 20 (2)(A)(xii); (bb) be in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment; and (cc) have the skills and qualifications to successfully participate in the selected program of training services; (II) who select programs of training services that are directly linked to the employment opportunities in the local area or the planning region, or in another area to which the adults or dislocated workers are willing to commute or relocate; (III) who meet the requirements of subparagraph (B); and (IV) who are determined to be eligible in accordance with the priority system in effect under subparagraph 19 (E).

Total Funding: \$16,945,520

Individuals Served: 3,325

Program: WIOA Title 1 - Rapid Response

Program Description: Section 134 of the Workforce Innovation and Opportunity Act (WIOA) prescribes the use of funds for statewide rapid response activities. Rapid response activities are those provided by a State, or by an entity designated by a State, with funds provided by the State under Section 134(a)(1)(A), in the case of a permanent closure or mass layoff at a plant, facility, or enterprise, or a natural or other disaster, that results in mass job dislocation, in order to assist dislocated workers in obtaining reemployment as soon as possible, with services including (A) the establishment of onsite contact with employers and employee representatives (i) immediately after the State is notified of a current or projected permanent closure or mass layoff; or (ii) in the case of a disaster, immediately after the State is made aware of mass job dislocation as a result of such disaster; (B) the provision of information on and access to available employment and training activities; (C) assistance in establishing a labor-management committee, voluntarily agreed to by labor and management, with the ability to devise and implement a strategy for assessing the employment and training needs of dislocated workers and obtaining services to meet such needs; (D) the provision of emergency assistance adapted to the particular closure, layoff, or disaster; and (E) the provision of assistance to the local community in developing a coordinated response and in obtaining access to State economic development assistance.

Total Funding: \$4,236,520

Individuals Served: 483

Program: WIOA Title 1 - Youth

Program Description: Sec. 129 of the Workforce Innovation and Opportunity Act (WIOA) prescribes the use of funds for youth workforce investment activities. To be eligible to participate in the WIOA youth program, an individual must be an out-of-school youth or an in-school youth. Under WIOA section 129(a)(1)(B), an out-of-school youth (OSY) is an individual who is: (a) Not attending any school (as defined under State law); (b) Not younger than 16 or older than age 24 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 24 once they are enrolled in the program; and (c) One or more of the following: (1) A school dropout; (2) 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. School year calendar quarter is based on how a local school district defines its school year quarters; (3) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner; (4) An individual who is subject to the juvenile or adult justice system; (5) A homeless individual, a runaway, an individual who is 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, or an individual who is in an out-of-home placement; (6) An individual who is pregnant or parenting; (7) An individual with a disability; (8) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. (WIOA Section 129(a)(1)(B).) Under WIOA section 129(a)(1)(C), an in-school youth (ISY) is an individual who is: (a) Attending school (as defined by State law), including secondary and postsecondary school; (b) Not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 21 once they are enrolled in the program; (c) A low-income individual; and (d) One or more of the following: (1) Basic skills deficient; (2) An English language learner; (3) An offender; (4) A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under sec. 477 of the Social Security Act, or in an out-of-home placement; (5) An individual who is pregnant or parenting; (6) An individual with a disability; (7) An individual who requires additional assistance to complete an educational program or to secure or hold employment. (WIOA Section 129(a)(1)(C))

Total Funding: \$15,728,252

Individuals Served: 2,528

Virginia Employment Commission (VEC)

Program: Trade Act Program

Program Description: The TAA Program is a federally funded program established under the Federal Trade Act of 1974, as amended, that assists U.S. workers who lose their jobs or whose hours of work and wages are reduced as a result of increased imports. The goal is to help such laid-off workers return to suitable employment as quickly as possible. TAA offers a variety of benefits and services to eligible participants, including: training; job search and relocation allowances; income support; and case management and other reemployment services. Determinations of TAA program eligibility is a two-step process. The first step is to file a Petition for certification with the U.S. Department of Labor (USDOL). This can be done by company officials, a group of three or more workers, or by their union or other authorized representatives. If certified by USDOL, each worker may then apply separately for individual benefits and services.

Total Funding: \$3,242,653

Individuals Served: 335

Program: Jobs for Veterans State Grant Programs

Program Description: The Jobs for Veterans State Grant (JVSG) Program is a Federal program that provides funds to states to exclusively serve eligible veterans and spouses and to perform outreach to employers. JVSG funds are provided to states to fund two types of staff positions: Disabled Veterans Outreach Program (DVOP) specialists; and Local Veterans Employment Representatives (LVER). DVOP specialists provide intensive services and facilitates placement to meet employment needs of disabled veterans with significant barriers to employment and eligible spouses. DVOPs place maximum emphasis on assisting veterans who are economically or educationally disadvantaged. LVER staff conducts outreach to employers to assist veterans in gaining employment and facilitate employment services to veterans. Amendments to the Federal VOW Act specifically prohibit DVOP and LVER staff from performing non-veteran related duties that detract from their ability to perform their statutorily defined duties related to meeting the employment needs of eligible Veterans and spouses.

Total Funding: \$4,721,000

Individuals Served: 4,362

Program: WIOA Title 3 - Wagner-Peyser

Program Description: The Job Service (JS) program provides universal access to an integrated array of labor exchange services to job seekers and Unemployment Insurance (UI) claimants who are seeking employment, and to businesses who are seeking qualified workers. These employment-related labor exchange services include: job search assistance, job referral, labor market information, and placement assistance for job seekers; re-employment services to UI claimant; and recruitment services to employers with job openings. Labor exchange services are provided in One-Stop Centers by JS program staff and through self-service in resource rooms, and are also available on-line through the web based Virginia Workforce Connection (VWC) system. Priority of service is provided to veterans. UI claimants are required to register with the Job Service as a condition of receiving UI benefits.

Total Funding: \$15,846,585

Individuals Served: 206,789

Program: Workforce Information Grant

Program Description: To develop, manage, and deliver work force and labor market information to local and state government officials, those in education (students and teachers), regional groups, and those within the workforce development community.

Total Funding: \$765,965

Individuals Served: 0

Virginia Economic Development Partnership (VEDP)

Program: Virginia Jobs Investment Program

Program Description: The Virginia Jobs Investment Program (VJIP) provides services and funding to companies creating new jobs or experiencing technological change. As a business development incentive supporting economic development since 1965, VJIP reduces the human resource development costs of new and expanding companies. With strong support from the Governor and General Assembly, VJIP is completely state-funded, demonstrating Virginia's commitment to enhancing job opportunities for its citizens. Program eligibility for assistance in any of the programs offered by VJIP is limited to projects that create basic employment for the Commonwealth, since basic employment brings new income into the state, stimulates additional employment and is the basis for further economic growth. These businesses or functions must directly or indirectly derive more than 50% of their revenues from out of state sources. Eligibility criteria vary for large and small businesses. Each requires a capital investment threshold, wage minimum, as well as other criteria.

Total Funding: \$6,427,418

Individuals Served: 7,896
