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Mapping the Virginia Workforce System: A Status Report on Workforce Programs in the Commonwealth

October 7, 2013

Executive Summary

The intent of this report is to provide policy makers and citizens with baseline information on the resources available in the Virginia workforce system and how they are being used. More specifically, this study was designed to collect the data necessary to meet the requirements of Virginia Code Chapter 236 §2.2-2670. A secondary purpose was to create a database of comprehensive and current information on the various programs within the Virginia workforce system including data on funding, services offered, populations served and collaboration. The findings and lessons learned throughout the process also offer opportunity for improved data collection and a more accurate picture of the current workforce system.

The Virginia workforce system consists of 24 programs, which vary tremendously in terms of funding structure, services offered and client focus. This report contains information on the following:

- Budget allocations are reported by funding source (federal, state, local and other) for each program and the system as a whole.
- Spending is reported at the state versus local level and by type of service.
- Services offered are examined by individual program and by participant group type.
- Performance is summarized, including which performance indicators each program is currently reporting and the corresponding actual outcomes for 2010, 2011 and 2012. Based on this data, we provided a list of common measures for both the youth and adult focused programs.
- Collaboration between programs is examined and the findings paint a picture of what collaboration looks like in the workforce system and describes how programs are working together to serve their clients.

Based on the findings of the report and the process for obtaining the data, four policy recommendations are offered: 1) develop consistent definitions for categories of spending; 2) begin to develop program and system-wide performance metrics; 3) institutionalize the annual collection of data to meet the requirements of VA Code §2.2-2670; and 4) provide user-friendly access to information gathered for job seekers, businesses and program administrators.

I.   Introduction

In today's economy workforce development is a critical tool for both job seekers and businesses. Connecting individuals to work and providing businesses with the skilled workforce and expertise they need is the cornerstone of a strong economy. In a knowledge and technology driven economy, education and training are key components to Virginia maintaining its position as one of the country's best performing economies and one of the top rated states for doing business. In July 2013 Virginia's unemployment rate stood at 5.7% —fairly low compared to the rest of the country. Having an effective workforce system that can meet the needs of all job seekers while continuously innovating to meet the changing economic conditions is crucial to maintaining the state's economic wellbeing.

This study had two primary goals. First, the study was designed to collect the data necessary to meet the requirements of VA Code Chapter 236 §2.2-2670, asking workforce programs to identify their sources and expenditures of administrative, workforce training, and leadership funds. This budget information will be reported to the Virginia Workforce Council to assist with the development of policy advice and recommendations related to the workforce development system.   A secondary purpose for the data collection was to create a database of comprehensive and current information on the various programs within the Virginia workforce system. In addition to allocation and expenditure data mentioned above, the database also includes information on services offered, populations served, performance measurement and collaboration between programs. Providing accurate and comprehensive information will help the Virginia workforce system reach its broader goals of decreasing skills gaps, making sure businesses have the workers they need to thrive and moving closer to a 100% employment rate for the Virginia labor force. The intent of the report is to provide policy makers and citizens with baseline information on the resources available in the Virginia workforce system and how they are being used.

A. Overview of Virginia's Workforce System

Currently, the Virginia workforce system is comprised of twenty-four programs representing eight agencies. The programs offer a wide variety of services, including education and training, apprenticeships, job preparation, counseling and placement and vocational rehabilitation. The overall system provides services for Virginians of all ages (youth aged 14-18, working age adults and seniors), as well as for Virginia businesses. It is important to point out that the 24 programs vary tremendously. Each Virginian seeking to participate in the labor market has a unique set of strengths, challenges and personal circumstances that dictate the types of services needed to help them succeed. The programs in the workforce system vary in terms of the primary population they serve and/ or the specific services that they each offer. Table 1 outlines the

agencies and programs that are included in the workforce system based on the definition and criteria discussed above. (For a description of each program, see Appendix A.) Together the workforce programs provide a coordinated and comprehensive system of services to help Virginia's workforce prepare for, find and retain employment.

Table 1: Agency and Program List

Agency/Program	
Department for the Blind and Vision Impaired	**Department of Social Services**
Vocational Rehabilitation Program	Employment Advancement for TANF Participants
	SNAP Employment and Training
Department for Aging and Rehabilitation Services	VA Initiative for Employment not Welfare
Senior Community Service Employment Program	Virginia Refugee Resettlement Program
Vocational Rehabilitation Program	
	Virginia Community College System
Department of Business Assistance	Apprenticeship Related Instruction
Virginia Jobs Investment Program	Institutes of Excellence
	Non-Credit Workforce Training
Department of Education	Postsecondary Perkins
Career and Technical Education/Secondary Perkins	WIA Adult
Microsoft IT Program	WIA Dislocated Worker/Rapid Response
Path to Industry Certification	WIA Youth
PluggedIn VA	
Workplace Readiness Skills Assessment	**Virginia Employment Commission**
	Trade Act Program
Department of Labor and Industry	Veterans Program
Registered Apprenticeship Program	Wagner Peyser

The next section of this report outlines the methods and approach used for the data collection and analysis reported herein. The section that follows discusses the specific survey outcomes, including the statistics. The final section of this report outlines recommendations based on both the process and survey results.

II. Methods and Approach

The primary data for this report was gathered using an online survey and verified through follow-up interviews with each administrator of the workforce programs that make up the VA workforce system. Once VA state workforce staff had established the basic data collection necessary to meet the requirements of the Code, the Virginia Workforce Council was engaged to discuss what additional information would be most useful to them, how to best collect that information and what formats made sense.

Based on the Council's input an online survey was developed which included mostly, closed-ended questions in five key areas: (1) program budgets and allocations (2) services provided (3) targets and focus populations (4) collaboration and (5) performance. One initial challenge of this study was developing consistent definitions around key concepts and terms, which would determine the specific programs to include, how budgets were reported and which users were counted as participants. For the purposes of this report, programs are defined as those administered by a state agency and are funded either annually or for multiple fiscal years through state or federal funds allocated specifically for that program.

Because each program has its own blend of federal, state and local funding, programs also have varying reporting requirements including which users are considered enrolled in the program and how to count them. For this reason, the survey allows for each program to use its own definition of "participant."

In addition to having an identified funding stream, workforce programs are those that provide any one or more of the following services:

- Career and technical education, training or assessments for certification or licensure
- Career counseling or coaching
- Job search or employment services
- Employability skills development and assessment
- Vocational assessment
- Secondary level education for adults that prepares them for industry credentials or employment
- Training for incumbent, transitional, and displaced works that upgrades their occupational knowledge and skills and prepares them for career job placement or career progression

After incorporating feedback into the instrument, the key data for this report were collected using an online survey during July of 2013. Each of the surveys submitted was followed-up with a face-to-face interview with the relevant program manager to confirm responses, clarify any information that was unclear or missing, and provide the opportunity for program administrators to elaborate on any details that might have needed further explanation. Finalized data was analyzed using descriptive statistics.

III.   Findings

A. Budget Allocations and Funding

Workforce programs in Virginia are primarily funded with annual allocations from the federal, state and local levels of government. For 2012, the total allocation for the 24 workforce programs in the Commonwealth was $362.8 million. The largest proportion of the workforce budget comes from federal allocations (60.2%) with an additional 36.9% from the state and 2.5% from the local levels. Less than 1% of total workforce funding comes from sources other than public federal, state and local allocations. Table 2 summarizes the overall funding amounts and their proportions. (See Appendix B for a list of each program's funding broken out by federal, state, local and other sources)

Table 2: Funding by Allocation Level

Funding by Allocation Level		
	Sum	**% of Total**
Federal allocation	$218,231,862	60.2%
State allocation	$133,959,290	36.9%
Local allocation	$9,024,811	2.5%
Other allocation	$1,588,672	0.4%
Total	**$362,804,635**	

Individual programs vary tremendously in terms of funding structure. As Figure 1 shows, 10 of the 24 workforce programs in the state of Virginia are funded completely by federal allocations while seven are funded completely by state allocations. Another three programs are funded by a combination of federal and state (with no local funding); and three programs receive allocations from all three (federal, state and local) sources. Two programs receive a proportion of their funding from "other" sources.

Figure 1: Number of Workforce Programs by Funding Combination
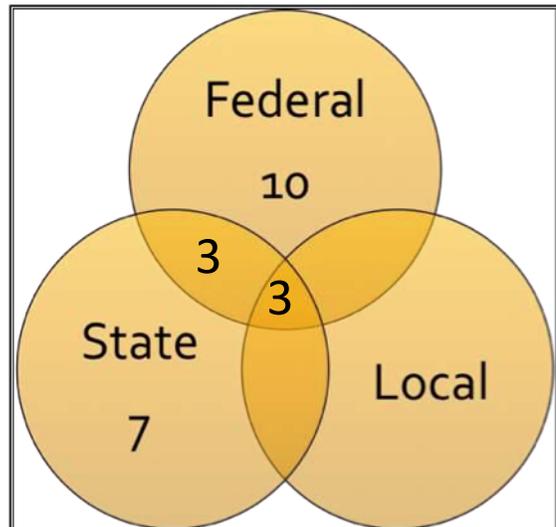
B. Program Spending

Virginia workforce program spending can occur at either the state level or it is distributed at the local level for program implementation. For this data collection, state level expenditures included staff work at the state level and statewide activities at the state office, while local level included distributions to local programs for administration and provision of services. As with budget allocation, spending patterns among workforce programs vary considerably based on each program's structure and purpose. The overwhelming majority of funding (72%) is spent at the local level. Seven programs report spending their entire budgets at the local level while another seven spend at least 90% at the local level. Five of the twenty-four programs spend all of their funding at the state level. It should be noted that some programs utilize federal definitions for what is included in state level administration for their reporting requirements. Therefore, it will be important in future data collection years for programs to develop consistent definitions that can be institutionalized.

Two expenses that make up a significant portion of the total costs for workforce programs are education and training and supportive services. For this data collection, education and training was defined as payments used to provide those services, and supportive services included additional supports for clients, such as gas vouchers, childcare, etc. It is important to note that these percentages will not necessary make up 100% of a program's budget. Sixteen of the twenty-four workforce programs used at least a portion of their budget in 2012 to pay for education and training resulting in a total of $111,287,304 (or 31% of the total system allocation). Of the sixteen, five of the programs spent their entire budget on it while another four spent at least 70%. The remaining seven programs spent 50% or less on education and training services.

Ten programs in the workforce system spent some portion of their budget in 2012 to provide supportive services for their clients resulting in total of $34,689,369 (10% of the total state budget). In interviews, program administrators explained that most workforce programs partner with local social service agencies and community based organizations to ensure that clients are connected to the additional community supports they need to survive in the workforce.

C. Populations Served

In 2012, 1,186,027 participants were served through the Virginia workforce system programs. This service level represents a 3% decrease since 2010 when the economy was still in recovery mode from the recent recession. It should be noted that an individual can be co-enrolled in multiple programs. For example, a jobseeker with mental or physical disabilities may be receiving a portion of their services from the Vocational Rehabilitation program and other

service from the WIA Adult program. Therefore, the figure above represents total number of participants in all programs, not the number unique individual clients served through the workforce system. In 2012, the average cost per program participant across all programs was approximately $326.

Table 3: Programs by Primary Participant Group Served

Programs by Primary Participant Group Served	
Adult	Apprenticeship Related Instruction
	Institutes of Excellence
	Non-Credit Workforce Training
	Postsecondary Perkins
	Registered Apprenticeship Program
	Wagner Peyser
	WIA Adult
Youth	DOE-Career and Tech Ed/Secondary Perkins
	Microsoft IT Academy
	Path to Industry Certification
	WIA Youth
	Workplace Readiness Skills Assessment
Disabled	Vocational Rehabilitation Program (DBVI)
	Vocational Rehabilitation Program (DARS)
Veterans	Veterans Program
Seniors	Senior Community Service Employment Program
TANF	Employment Advancement for Temporary Assistance for Needy Families Participants
	Virginia Initiative for Employment not Welfare
SNAP	Supplemental Nutrition Assistance Program Employment and Training
Refugees	Virginia Refugee Resettlement Program
Dislocated/ Trade	Trade Act Program
	WIA Dislocated Worker/Rapid Response
Skills Deficient	PluggedIn VA
Business[1]	Virginia Jobs Investment Program

Table 3 lists the categories of populations served in the VA workforce system along with the names of programs serving each group as its primary population. Programs have been categorized as serving specialized populations if the program is restricted to members of that specific group. Of the twenty-four workforce programs, seven primarily serve the general

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[1] While many workforce programs serve businesses, for most programs the primary populations they serve are job seekers. Virginia Jobs Investment Program differs in that it provides direct assistance to businesses as its primary client, which ultimately helps the businesses overcome workforce development challenges.

population of adults and five exclusively serve youth. The remaining 12 programs serve specialized populations, which are mainly adults, with a few serving both youth and adults belonging to a particular specialized population (e.g. the Refugee program serves refugees of all ages).

Figure 2 breaks down the number of participants served by population group. In addition to serving job seekers, 11 of the 24 programs have a dual customer focus, providing services to business customers as well. While all of the workforce programs are preparing workers to be placed in jobs with businesses, these programs are providing specific services to businesses, such as applicant screening or in-house job training.

Figure 2: Participants Distribution by Primary Population Group

Participant Distribution by Population Group

- Adult
- Youth
- Business
- Special Populations

Special Populations Incude:
- Disabled
- Veterans
- Seniors
- TANF Recipients
- SNAP Recipients
- Refugees
- Dislocated Workers

13%
1%
53%
33%
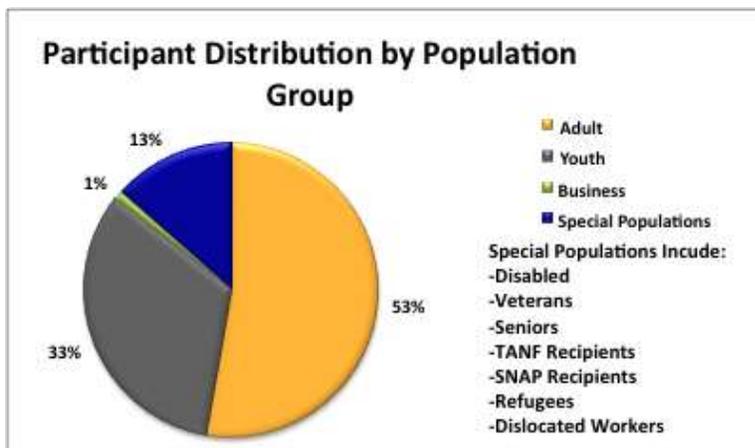
D. Services Offered

Virginia workforce programs offer a variety of services to their clients. Table 4 lists the most common offerings along with the number and percent of programs offering each.

Table 4: Services Offered by Number of Programs

Services Offered by Number of Programs		
	Number of Programs Offering	**% Programs Offering**
Job Search and Job Preparation	18	75.0
Career Counseling/Advising	15	62.5
Education &Training (leading to a credential)	15	62.5
Job/ Internship Placement	15	62.5
Continuing Education (not leading to a credential)	7	29.2
Literacy Instruction	6	25.0
ESL courses	4	16.7
Vocational Rehabilitation	4	16.7
Apprenticeships	1	4.2

Job search and job preparation are the cornerstone of connecting people to work. An overwhelming 75% of the programs in the VA workforce system offer this service. Career counseling, education and training that leads to a credential, and placement services either for jobs or internships are each offered by 15 of the 24 programs (62.5%). A select number of programs offer foundational-type services, such as continuing education that does not lead to a credential (7), literacy instruction (6) and English as a Second Language instruction (4). Some of the programs report offering less common services, such as mentors, community service learning opportunities, and job shadowing.

While multiple programs serving a given population may offer service in the same category (i.e., job search and job preparation), they often differ in terms of the specific nature and content of the service. For example, several programs may offer education and training. One program offers education and training that is specifically focused on apprenticeships, while anther offers education and training related to particular industries. It follows that the career counseling and job placement in these programs will be geared toward the specific type of training that they offer.

The same can be true across populations. While several programs offer education and training more generally, some programs are designed to meet the needs of a specific population. Appendix E lists all programs grouped by the primary populations they serve, along with the services offered by each program. For example, while the WIA Adult program offers education and training to the general public, the TANF program offers similar services, which are specifically geared toward the needs of the TANF population. TANF recipients may be required

to obtain workforce services as a condition for receiving benefits. Therefore, a separate workforce program may be required to ensure that these clients meet the specific requirements of the TANF program. In addition, some job seekers such as those that are mentally or physically disabled may have barriers to employment that are unique to that population and therefore more effectively served in a program designed to meet their specific needs.

E. Performance Measurement

Since the inception of the Government Performance and Results Act in 1993, governments at all levels have been working to define indicators of program performance and measure how programs are benefiting citizens. Likewise, Virginia has also made performance measurement a priority. One example of this work is the VirginiaPerforms.gov website, created to provide administrators, policymakers and citizens access to program level outcome information, as well as report cards to illustrate system-level metrics of change. In 2013, the Council for Virginia's Future released the Workforce System Report Card that provides this system level performance information. These types of performance indicators serve a number of important functions. They provide transparent information to citizens about their public services, accessible information to policymakers to inform their decision making, and finally, valuable information for program administrators to use for continuous improvement. One of the goals of this project was to begin the process of coordinating and providing program level measures of performance, and possibly new metrics, to be used for these valuable purposes. To begin the process, performance measurement data from each of the workforce programs was collected to define a baseline and where common measures exist.

It is important to note that the Virginia workforce system functions with a mixture of federal and state level funding. As such, even though programs provide similar types of services, they will report different performance measures to satisfy the government entity, state or federal, which is its funding source. However, there are common measures among certain programs in the system, which can serve as a starting point for creating new system-wide metrics for workforce outcomes that can contribute to the before-mentioned Report Card and program evaluation and improvement.

Tables 5 and 6 define which programs are collecting common measures and whether the program met or exceeded its defined measurement target for 2012. There are only four programs that did not meet a specific target in 2012. In each case the performance measure was entered employment and the four programs serve the hardest to place populations, low-skill and/or disabled adults.

The common measures divide into two categories- youth focus and adult focus. The youth focus measures concentrate on securing a specific education credential, while the adult focus concentrate on employment and wages. These categories, education credential and employment and wages, can define the starting point for system-wide measurement and provide a starting point for programs that are not collecting measures or are collecting different ones. For the adult-focused programs that are not included in the following table, many are collecting some measures of employment or placement and/or wages but the definition was sufficiently different to exclude it from the common measures list. However, this indicates that data collection is in place that may be able to be slightly altered to fit the common measure definition (see Appendix F: Other Measures Collected).

The final table (Table 7) defines each program measure, but it is important to note that not all programs will specifically calculate each measure exactly the same. For example, for some programs employment retention is defined as 60 days after program completion; others, 90 days. However, each program is measuring employment retention for at least 60 days. It will be important to have further conversation between the programs to vet out the specific ways each calculates its measures to ensure consistency in wording and possibly define ways to adjust calculations to find greater commonality.

Table 5: Common Measures- Youth Focus

Common Measures- Youth Focus		
	Pass Credentialing Test/Certificate Attainment	**Graduation/Program Completion Rate**
Career and Tech Ed	E	E
Microsoft IT Academy	M	
Path to Industry Certification	E	E
Postsecondary Perkins	E	E
WIA Youth	E	

E= Exceeds   M=Met target   U=Unmet

Table 6: Common Measures- Adult Focus

Common Measures- Adult Focus				
	Entered Employment Rate	**Employment Retention Rate**	**Average Earnings**	**Earnings above Min Wage**
EA-TANF	U			E
Refugee Resettlement	U	E	M	
Senior Community Service	M	M	M	
Trade Act	E	E	E	
Veterans Program	E	E	E	
VIEW	E	M		
Vocational Rehab-DARS	U		*	
Vocational Rehab-DBVI	U			M
Wagner-Peyser	E	E	E	
WIA Dislocated Worker	E	E	E	
WIA Adult	E	E	E	

E= Exceeds   M=Met target   U=Unmet

* Collect number to calculate another reported measure

Table 7: Measurement Definitions

Measure	Definition
Average Earnings	Average of total participant earnings post-program by total participants completing
Certificate/Credential Completion	Percentage of participants who pass credential test or receive program certification
Entered Employment	Percentage of participants who are employed upon completing program
Employment Retention	Percentage of participants who remain employed at least 60 days after program completion
Graduation/Program Completion	Percentage of participants who successfully complete degree or program

F. Collaboration

Providing workforce development services has moved from a program-specific focus to taking an inter-agency, system level approach. Like other states across the country, Virginia has established a Career Pathways initiative that creates a partnership between agencies across sectors that are providing workforce services in an effort to better coordinate services that are provided and provide clear "pathways" for Virginians to move towards employment. A key component of this system level approach to provision of services is collaboration among the existing programs. In order to assess the level of collaboration currently taking place, program administrators were asked whether they collaborate by sharing funds, staff, space, boards or clients with other workforce programs. Appendix G reports all of the collaborative relationships. More than half the programs (14), report sharing multiple resources with at least 3 other programs. Almost all (23 of the 24) programs report sharing clients with at least one other workforce program, in most cases multiple programs.

Figure 3: Example of Collaboration
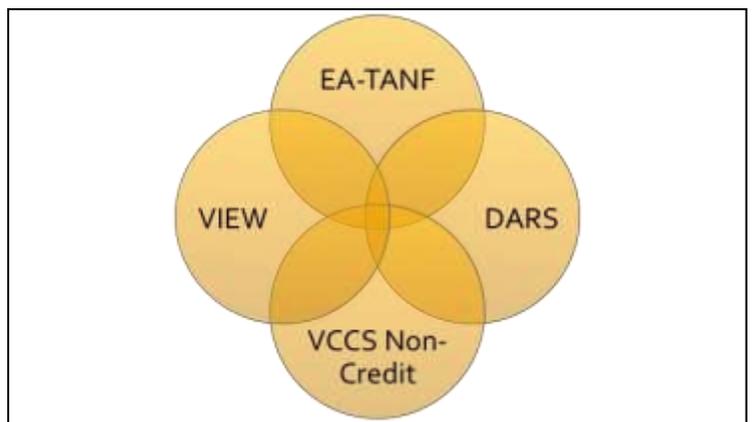
Generally, programs are best able to collaborate when the populations they serve overlap. This collaboration around a specific population provides the opportunity for clients to receive comprehensive services and for the programs to address all of the various needs of the population in question.   An example of a population that crosses program boundaries would be clients in the Temporary Assistance for Needy Families (TANF) program. Figure 3 illustrates how four programs in the workforce system collaborate to help clients find and retain employment.

The initial connection this population makes with the workforce system is through Virginia Initiative for Employment not Welfare (VIEW). All TANF program participants must enroll in this program. However, within this client population, there are varying needs of ability, skill level and readiness for work. If a client is facing multiple barriers to becoming work-ready, then VIEW refers them to the Employment Advancement for TANF Participants program (EA-TANF). This program provides intensive, wrap-around services and supports to prepare them for employment. Additionally, many of the TANF clients have disabilities that are creating barriers to employment as well. The DARS Vocational Rehabilitation program provides services and supports to clients in both EA-TANF and VIEW to be sure they are able to become job ready. Because many TANF clients lack skills necessary to be ready to secure employment, the EA-

TANF and VIEW programs work with other workforce education programs, such as VCCS Non-Credit, to provide educational opportunities and skill development to make clients job ready.

Some of this collaboration is achieved through administrative structures, for example funding and formal work agreements, but much of it is through referral and program staff understanding the various programs and services available within the system. Further some of the administrative collaboration is due to administration in the same agency or co-location, such as the One Stop Centers where some staff members often serve all programs located there. At least half of the programs (10 of the 24) share some of their staff with at least one other program. At least 11 share space or equipment with at least one other workforce program.

IV.   Conclusions and Recommendations for Future Data Collection

A. Conclusions

The twenty four programs that make up the Virginia workforce system together constitution a comprehensive web of services designed to meet the varying needs of the state's workforce. The workforce system provided critical services to more than 1.1 million jobseekers in 2012 for about $362 per program participant. The system which is funded largely by federal government allocations (60%) and partially by state (37%) allocations, offers job seekers with a variety of employment challenges program options for accessing crucial services. Alongside programs that serve more general adult and youth populations, 13% of participants in the VA workforce system received services through programs designed to meet the specific needs of more specialized populations such as individuals with disabilities, seniors and veterans. Keeping an accurate account of funding allocations and who is being served through the VA workforce system is not only a legislative mandate in the state of Virginia, but also creates an important source of information which helps to inform continuous improvement of the system. The process undertaken to collect the data reported in this document helped to shed light on multiple opportunities to improve the data collection process more broadly. In order to insure that future data collected is effective at meeting the goals of policy makers around workforce issues and that data is accessibility to those who find it useful, four recommendations have been put forth below.

B. Recommendations

- **Develop consistent definitions for categories of spending:** For this data collection process, spending was broken into categories of state level versus local level and education and training versus supportive services. During the discussions with administrators regarding the initial survey findings we found that there were slight

differences in how programs calculated and defined these four categories. While adjustments were made to move toward consistency, the programs will need to have further discussions to create uniform definitions across programs and make adjustments to how spending data are calculated for this reporting purpose to make continued data collection more efficient and accurate.

- **Begin to develop program and system-wide performance metrics:** This project presents the opportunity for the various workforce programs to develop consistent performance metrics, which are compatible across programs and reflect Virginia-specific workforce goals, in addition to federal goals. We have identified an initial set of common measures for both the adult-focused and youth-focused programs that provide a starting point for programs to begin the discussion of defining system-wide metrics. The data outlined here also present the opportunity for programs to report and disseminate current performance measurement data in a coordinated fashion to indicate the impact that programs are making.

- **Institutionalize annual collection of data to meet VA Code §2.2-2670:** State legislation requires the Virginia Workforce Council to collect data on workforce programs annually to make sure that they are making progress consistent with the state's workforce development goals. Along with standardizing definitions of key terms and categories, the state should develop a process for data collection that is standardized across the various agencies and institutionalized as a part of their normal course of action. That way, each year agencies do not have to piece together and find the data necessary to meet this request.

- **Provide user-friendly access to information gathered for job seekers, businesses and program administrators**: The data collection efforts undertaken to produce this report and to meet the legislative requirement provide a rich repository of information that could be useful to a number of stakeholders. To maximize their usefulness, the data will need to be both easily accessible and presented in a format that is framed for the specific users. A website with various pages for different types of users (businesses, job seekers and policymakers) could provide a viable option for achieving this.

Appendix A: Program Description Table

Virginia Workforce System Program Descriptions	
Agency/Program	**Program Description**
Department for the Blind and Vision Impaired	
Vocational Rehabilitation Program	Provides services (employment preparation and assistive technology) to help to make employment opportunities available to persons with visual disabilities and provides services to visually disabled clients in other WF programs
Department for Aging and Rehabilitation Services	
Senior Community Service Employment Program	Provides seniors employment preparation and placement at public and private partner organizations
Vocational Rehabilitation Program	Provides employment services, assistive technology and disability determination to help those with disabilities to prepare for, find and keep a job and provides services for disabled clients in other WF programs
Department of Business Assistance	
Virginia Jobs Investment Program	Provides funds to offset recruiting and training costs incurred by companies that are either creating new jobs or implementing technological upgrades and provides assistance to companies with workforce-related challenges and organizational development workshops
Department of Education	
Career and Tech Ed/Secondary Perkins	Provides young people in grades 6-12 with technical training courses and credentials and industry certifications
Microsoft IT Program	Provides ability for high schools and CTE regional centers to participate in a Microsoft Information Technology (IT) Academy partnership to include site licenses for certification testing at no cost to school division
Path to Industry Certification	Provides ability for students to work toward a selected industry credential or state license while pursuing a high school diploma
PluggedIn VA	Provides low-skilled adults with a program that incorporates digital literacy skills, professional soft skills, and 21st Century Skills into a traditional GED® curriculum and Career Readiness Certificate
Workplace Readiness Skills Assessment	Provides funding for young adults to work toward the Workforce Readiness Skills Assessment certification
Department of Labor and Industry	

Registered Apprenticeship Program	Provides coordination of apprenticeships in a range of trades, from high tech to highly skilled, including on-the-job training and theoretical instruction and journeyman certification
Department of Social Services	
Employment Advancement for TANF Participants	Provides intensive services to address significant barriers to employment for certain TANF clients
SNAP Employment and Training	Provides job preparation training and support services to assist SNAP clients in gaining employment
VA Initiative for Employment not Welfare	Provides job preparation training and support services to assist TANF clients in gaining employment
Virginia Refugee Resettlement Program	Provides employment training and services to adult refugees
Virginia Community College System	
Apprenticeship Related Instruction	Provides program coordination and instruction for apprenticeship opportunities in a range of trades
Institutes of Excellence	Provides focused education and cutting edge training in areas that support VA's business and industry
Non-Credit Workforce Training	Provides customized, open-enrollment training based on VA business needs
Postsecondary Perkins	Provides funding for Career and Technical education in community colleges and Career Coaches program
WIA Adult	Provides core services, including job search and placement assistance, and intensive services, including employment plans, counseling and training and support services
WIA Dislocated Worker/Rapid Response	Provides employment, training and support services for workers who are losing their jobs as a result of mass layoff or company closing
WIA Youth	Provides intensive services, including employment plans, counseling and training and support services for youth aged 14-21
Virginia Employment Commission	
Trade Act Program	Provides re-training, job search and relocation support for workers being laid off because of jobs moving overseas
Veterans Program	Provides job search and counseling services and training to veterans
Wagner Peyser	Provides employment assistance services to job-ready workers who are unemployed

Appendix B: Annual Budget Allocation Funding Source Program Year 2012

Agency	Program	Total Allocation	Federal	State	Local	Other
	Annual Budget Allocation by Source PY 2012					
DBVI	Vocational Rehabilitation Program	$12,699,031	$10,224,031	$2,475,999	$0	$892,977
DARS	Senior Community Service Employment Program	$1,938,498	$1,938,498	$0	$0	$0
DARS	Vocational Rehabilitation Program	$79,272,300	$62,387,300	$16,885,000	$0	$0
DBA	Virginia Jobs Investment Program	$7,961,287	$0	$7,961,287	$0	$0
DOE	Career and Tech Ed/Secondary Perkins	$98,100,216	$20,512,460	$77,587,756	$0	$0
DOE	Microsoft IT Program	$483,940	$0	$483,940	$0	$0
DOE	Path to Industry Certification	$1,065,133	$0	$1,065,133	$0	$0
DOE	PluggedIn VA	$450,921	$283,500	$127,044	$40,377	$0
DOE	Workplace Readiness Skills Assessment	**	**	**	**	**
DOLI	Registered Apprenticeship Program	$916,924	$0	$916,924	$0	$0
DSS	Employment Advancement for TANF Participants	$7,260,000	$7,260,000	$0	$0	$0
DSS	SNAP Employment and Training	$4,122,414	$3,147,969	$192,338	$86,412	$695,695
DSS	VA Initiative for Employment not Welfare	$58,483,750	$30,343,024	$19,242,704	$8,898,022	$0
DSS	Virginia Refugee Resettlement Program	$2,368,325	$2,368,325	$0	$0	$0
VCCS	Apprenticeship Related Instruction	$940,050	$0	$940,050	$0	$0
VCCS	Institutes of Excellence	$664,647	$0	$664,647	$0	$0
VCCS	Non-Credit Workforce Training	$5,510,535	$0	$5,510,535	$0	$0
VCCS	Postsecondary Perkins	$3,473,564	$3,473,564	$0	$0	$0
VCCS	WIA Adult	$12,400,322	$12,400,322	$0	$0	$0
VCCS	WIA Dislocated Worker/Rapid Response	$18,453,304	$18,453,304	$0	$0	$0
VCCS	WIA Youth	$13,540,444	$13,540,444	$0	$0	$0
VEC	Trade Act Program	$11,486,161	$11,486,161	$0	$0	$0
VEC	Veterans Program	$4,500,000	$4,500,000	$0	$0	$0
VEC	Wagner Peyser	$15,912,960	$15,912,960	$0	$0	$0
		$362,004,726	**$218,231,862**	**$134,053,357**	**$9,024,811**	**$1,588,672**
	Percentage of total allocation	**100%**	**60.3%**	**37.0%**	**2.5%**	**0.4%**
	* Budgeting definitions differ by program; will be revised in next data collection		[a] Participation prior to targeted state funding			
	** New program- no allocation in FY 2012		[b] VCCS participants are also co-registered in the DOLI program			

Appendix C: Annual Spending by Category

Annual Spending by Program FY 2012					
Agency	Program	State Staff/Activities	Local Admin/Delivery of Services	Technical Education and Training	Supportive Services
DBVI	Vocational Rehabilitation Program	100%	0%	22%	28%
DARS	Senior Community Service Employment Program	4%	96%	75%	5%
DARS	Vocational Rehabilitation Program	10%	90%	73%	26%
DBA	Virginia Jobs Investment Program	15%	85%	100%	0%
DOE	Career and Tech Ed/Secondary Perkins	2%	98%	0%	0%
DOE	Microsoft IT Program	0%	100%	0%	0%
DOE	Path to Industry Certification	0%	100%	0%	0%
DOE	PluggedIn VA	0%	100%	100%	0%
DOE	Workplace Readiness Skills Assessment	5%	95%	0%	0%
DOLI	Registered Apprenticeship Program	100%	0%	0%	0%
DSS	Employment Advancement for TANF Participants	0%	100%	50%	12%
DSS	SNAP Employment and Training	0%	100%	13%	11%
DSS	VA Initiative for Employment not Welfare	3%	97%	12%	12%
DSS	Virginia Refugee Resettlement Program	10%	90%	20%	5%
VCCS	Apprenticeship Related Instruction	31%	69%	100%	0%
VCCS	Institutes of Excellence	44%	56%	100%	0%
VCCS	Non-Credit Workforce Training	0%	100%	100%	0%
VCCS	Postsecondary Perkins	11%	89%	79%	21%
VCCS	WIA Adult	5%	95%	18%	2%
VCCS	WIA Dislocated Worker/Rapid Response	5%	95%	15%	4%
VCCS	WIA Youth	5%	95%	2%	4%
VEC	Trade Act Program	100%	0%	85%	0%
VEC	Veterans Program	100%	0%	100%	0%
VEC	Wagner Peyser	100%	0%	0%	0%

Appendix D: Number of Participants by Year

Agency	Program	Number of Participants		
		2010	**2011**	**2012**
DBVI	Vocational Rehabilitation Program	1,481	1,513	1,475
DARS	Senior Community Service Employment Program	432	294	253
DARS	Vocational Rehabilitation Program	41,825	39,601	33,757
DBA	Virginia Jobs Investment Program	13,489	11,074	11,091
DOE	Career and Tech Ed/Secondary Perkins	260,464	262,584	262,952
DOE	Microsoft IT Program	0	0	45,460
DOE	Path to Industry Certification	29,057	36,719	51,192
DOE	PluggedIn VA	30	37	75
DOE	Workplace Readiness Skills Assessment	0	2589[a]	13653[a]
DOLI	Registered Apprenticeship Program	8620[b]	8500[b]	8474[b]
DSS	Employment Advancement for TANF Participants	15,419	7,462	11,953
DSS	SNAP Employment and Training	6,358	5,068	3,239
DSS	VA Initiative for Employment not Welfare	34,097	37,725	43,488
DSS	Virginia Refugee Resettlement Program	1,700	1,300	1,650
VCCS	Apprenticeship Related Instruction	7406[c]	7058[c]	6513[c]
VCCS	Institutes of Excellence	0	3,177	3,200
VCCS	Non-Credit Workforce Training	80,431	82,237	87,197
VCCS	Postsecondary Perkins	76,917	82,555	82,266
VCCS	WIA Adult	5,636	5,667	5,124
VCCS	WIA Dislocated Worker/Rapid Response	9,500	9,718	7,792
VCCS	WIA Youth	3,280	3,030	3,326
VEC	Trade Act Program	9,705	10,036	8,113
VEC	Veterans Program	47,700	45,600	42,000
VEC	Wagner Peyser	525,074	484,023	405,230
		1,162,595	**1,129,420**	**1,110,833**

[a]Participation prior to targeted state funding

[b]Participants are also co-registered in the DOLI program

[c]Number does not include participants registered in VCCS

Appendix E: Services by Use Type

Category		Program	Education & Training (Credential)	Job Search Prep.	Job/ Intern Placement	Career Counseling/ Advising	ESL Courses	Literacy Instruction	Contin. Education (Non-credential)	Apprentice-ships	Voc. Rehab
						Services Offered by User Type					
Adult		Apprenticeship Related Instruction	1	0	0	0	0	0	0	0	0
		Institutes of Excellence	1	0	1	1	0	0	0	0	0
		Non-Credit Workforce Training	1	1	1	1	0	0	1	0	0
		Postsecondary Perkins	1	1	1	1	0	0	0	0	0
		Registered Apprenticeship Program	0	0	0	0	0	0	0	1	0
		Wagner Peyser		1	1	1	0	0	0	0	0
		WIA Adult	1	1	1	1	0	0	1	0	0
	Total		**5**	**4**	**5**	**5**	**0**	**0**	**2**	**1**	**0**
Youth	Program	Career and Tech Ed/Secondary Perkins	1	1	0	1	0	0	0	0	0
		Microsoft IT Academy	1	0	0	0	0	0	0	0	0
		Path to Industry Certification	1	1	0	0	0	0	0	0	0
		WIA Youth	1	1	1	1	0	0	1	0	0
		Workplace Readiness Skills Assessment	1	1	0	0	0	0	0	0	0
	Total		**5**	**4**	**1**	**2**	**0**	**0**	**1**	**0**	**0**
Disabled	Program	Vocational Rehabilitation Program (DBVI)	0	1	1	1	0	0	0	0	1
		Vocational Rehabilitation Program (DARS)	0	0	0	0	0	0	0	0	1
	Total		**0**	**1**	**1**	**1**	**0**	**0**	**0**	**0**	**2**
Veterans	Program	Veterans Program	0	1	1	1	0	0	0	0	1
Seniors	Program	Senior Community Service	0	1	0	0	0	0	0	0	0

		Employment Program									
TANF	Program	Employment Advancement for TANF Participants Program	1	1	1	1	1	1	1	0	0
		Virginia Initiative for Employment not Welfare	0	1	1	1	0	0	0	0	1
	Total		**1**	**2**	**2**	**2**	**1**	**1**	**1**		**1**
SNAP	Program	SNAP Employment and Training	1	1	1	1	1	1	1	0	1
Refugees	Program	Virginia Refugee Resettlement Program	0	1	1	0	1	1	0	0	0
	Total		**0**	**1**	**1**	**0**	**1**	**1**	**0**	**0**	**0**
Dislocated / Trade	Program	Trade Act Program	1	1	1	1	1	1	1	0	0
		WIA Dislocated Worker/Rapid Response	1	1	1	1	0	1	1	0	0
	Total		**2**	**2**	**2**	**2**	**1**	**2**	**2**	**0**	**0**
Skills Deficient	Program	PluggedIn VA	1	1	1	1	0	1	0	0	0
Business	Program	Virginia Jobs Investment Program	0	0	0	0	0	0	0	0	0

Appendix F: Performance Measurement Tables

Other Measures Collected		
Measures	**Programs Collecting**	
Employment (Adult)		
Business projects started	Job Investment Program	
Jobs funded	Job Investment Program	
Cash assistance termination	Refugee Resettlement	
Enter employment FT with benefits	Refugee Resettlement	
Number of net apprentices	Registered Apprenticeship	
Community service placement	Seniors Community Service	
Service to most in need	Seniors Community Service	
Wage Above Min Wage with Disabilities	Voc Rehab-DBVI	
Ratio of state avg. wage and wage above min wage	Voc Rehab-DBVI	
Percentage of above min wage that achieve self support	Voc Rehab-DBVI	
Ratio of minority/non-minority service	Voc Rehab-DBVI	
Enter employment and credential	WIA-Adult	WIA Dislocated
Education (Youth)		
Pass SOL Reading	CTE/Secondary Perkins	Path to Industry Certification
Pass SOL Math	CTE/Secondary Perkins	Path to Industry Certification
Participation in credential test	CTE/Secondary Perkins	Path to Industry Certification
Transition from secondary to post-, employment or military	CTE/Secondary Perkins	Path to Industry Certification
Non-traditional career prep completion	CTE/Secondary Perkins	Path to Industry Certification
Number of schools using IT Academy resources	Microsoft IT Academy	
Number of teachers trained on IT Academy	Microsoft IT Academy	
Number of teachers certified in IT Academy	Microsoft IT Academy	
Number of students enrolled in CTE priority courses	Microsoft IT Academy	
Course completion	Postsecondary Perkins	
Non-traditional gender representation	Postsecondary Perkins	
Non-traditional gender completion	Postsecondary Perkins	
Literary-Numeracy gains	WIA Youth	
Placement in education or employment	WIA Youth	

Not Reporting Indicators in 2012
Apprenticeship Related Instruction
Institutes of Excellence
Non-credit Training Program
PluggedIn VA
SNAP-Employment Training
Workplace Readiness Skills Assessment

Appendix G: Matrix of Collaboration Among Virginia Workforce Programs

Matrix of Collaboration Among Virginia Workforce Programs

Program	Vocational Rehabilitation Program (DARS)	Senior Community Service Employment Program	Vocational Rehabilitation Program (DBVI)	Virginia Jobs Investment Program	Secondary Perkins	Career and Tech Ed	PluggedIn VA	Registered Apprenticeship Program	Employment Advancement for TANF Participants Program	SNAP Employment and Training	Virginia Initiative for Employment not Welfare	Virginia Refugee Resettlement Program	Apprenticeship Related Instruction	Workforce Training (Non-credential)	Postsecondary Perkins	Institutes of Excellence	WIA Dislocated Worker	WIA Adult	WIA Youth	WIA Rapid Response	Wagner Peyser	Trade Act Program	Veterans Program
Vocational Rehabilitation Program (DBVI)	C		C	C	C	F,C	C		C	C				C			C	C		C			
Senior Community Service Employment Program	C								C									F, SP, C			C	C	C
Vocational Rehabilitation Program(DARS)		F,SP	C	C	C	C		C	F,SP,C	C	C			C			SP,C	SP, C	SP, C	SP,C			
Virginia Jobs Investment Program	C		C			C					C		C			C	C	C		C			
Career and Tech Ed/Secondary Perkins															S,SP,C								
Workplace Readiness Skills Assessment					F,S,SP,C	F,S,SP,C									S.C								
Microsoft IT Academy					F,S,SP,C	F,S,SP,C																	
Path to Industry Certification					F,S,SP,C	F,S,SP,C								S,C									
PluggedIn VA					B	B			B,C	B,C	B			F,S,SP,C	F,S,SP,C		F,S,SP,C	F,S,SP,C		F,S,SP,C	F,S,SP,B,C	F,S,SP,B,C	
Registered Apprenticeship Program																							
Employment Advancement for TANF Participants Program	C										C			C			C	C					
SNAP Employment and Training	C										C			C			C	C					
Virginia Initiative for Employment not Welfare	F,S,SP,C								F,S,SP,C	S,SP		S,SP,C											
Virginia Refugee Resettlement									C	C	C			F,S				C					
Apprenticeship Related Instruction								S,B,C									C						
Institutes of Excellence			S,C												S,C		S,C	S,C	S,C	S,C			S,C
Workforce Training (Non-credential)			S,C						S,C		S,C		C			F,S,C	F,S,C	F,S,C	F,S,C	F,S,C		F,C	
Postsecondary Perkins					S,SP,B,C	S,SP,B,C		C						C	F,S,SP,B,C	S,SP,C	C	C	C				
WIA Adult	F,SP,C	C	F,S,C		C	C	F,C		C	C	C			C	C	C	C				SP	F	
WIA Dislocated Worker/Rapid Response	F,SP,C	C	F,S,C		C	C	F,C		C	C	C			C	C	C	C	F,S,SP,B.C	F,S,SP,B.C	F,S,SP,B.C	SP	F	
WIA Youth	C		C		C	C		C	C	C	C						F,S,SP,B.C	F,S,SP,B.C		F,S,SP,B.C	C	C	C
Trade Act Program																	F,C	F,C	F,C	F,C			B,C
Veterans Program	SP,C	C	C	C				C	C	C	C		C		C		SP,C	SP,C		C	C	C	
Wagner Peyser	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C		C	C

Collaborative relationships as reported from the program listed in the first column

F= share funds; S=share staff; SP=share space/equipment; B=share boards; C=share clients