

# 2015 Workforce System Budget Review

---

Report to the Virginia Board of Workforce  
Development

**Sara J. Dunnigan, Executive Director**

**6/8/2016**

This budget analysis was conducted over a 90-day period that began in October 2015 and concluded in late January 2016. The project reviewed program year budgets for the most recent fiscal year for 25 workforce programs in Virginia administered by eight agencies.

## Contents

|  |    |
|--|----|
| Executive Summary .....                            | 2  |
| Surveyed Programs .....                            | 4  |
| Funding by Source.....                             | 5  |
| Funding Distribution by Agency .....               | 5  |
| Individuals Served.....                            | 6  |
| Expenditures by Type .....                         | 6  |
| Program Expenditures – Select Categories .....     | 7  |
| Education and Training Expenditures by Agency..... | 7  |
| Career Services.....                               | 9  |
| Business Services .....                            | 10 |
| Industries Served .....                            | 12 |
| Appendix .....                                     | 13 |
| Appendix A. Common Cost Definitions.....           | 13 |
| Appendix B. Expenditure Category Definitions ..... | 14 |
| Appendix C. Survey Instrument.....                 | 15 |
| Appendix D. Agency Profiles .....                  | 18 |

## 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 90-day period that began in October 2015 and concluded in late January 2016. The project reviewed program year budgets for the most recent fiscal year for 25 workforce programs in Virginia administered by eight agencies. A workgroup consisting of fiscal and program subject matter experts from each agency provided input on the project approach, data collection, and data analysis.

Previous efforts to evaluate program budgets across agencies have noted the challenges with common definitions. The workgroup spent considerable time developing common definitions for Administrative Costs and Program Costs. These Common definitions can be found in Appendix A.

Further, specific cost categories were 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.

Using a combination of federal and state resources, Virginia expends approximately \$252.00 per client served on workforce services. If we isolate training and education, Virginia invests \$82.12 in each individual served by the workforce system.

Key findings from the budget review include:

- 1.4 million individuals served
- 30,361 businesses served<sup>1</sup>
- \$347 million in federal/state/local resources
- 61% is federal funding, 34% is state funding

---

<sup>1</sup> Not reporting business count figures: WIOA Title 1 (Adult, Dislocated Worker, Youth, Rapid Response), Title 2 (Adult Basic Education), and Employment Advancement for TANF Participants.

- 35% of the total funding is spent on workforce training and education

## Surveyed Programs

The following list represents the participating agencies and programs included in the 2015 budget review. Appendix D includes profiles of each program, including program purpose, total budget, and number of clients served.

---

### Workforce System Program Respondents

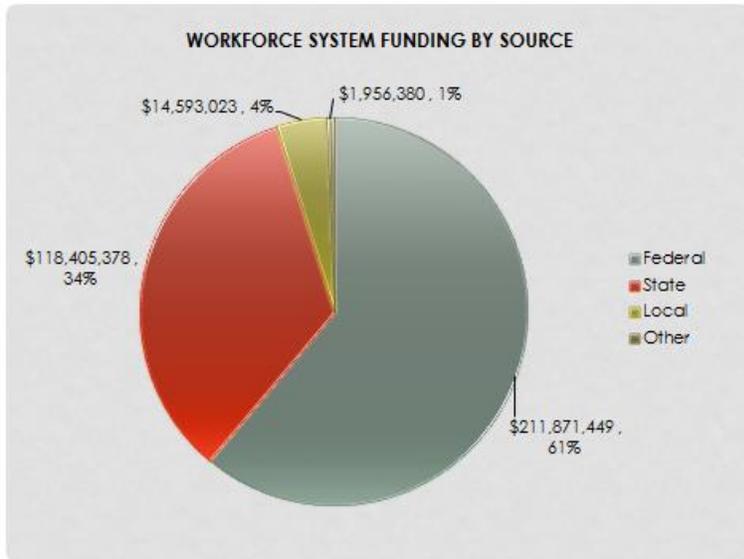
---

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

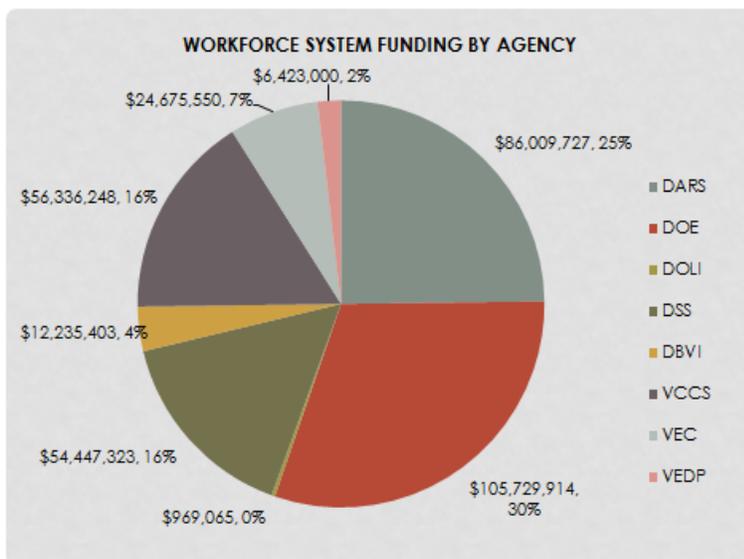
The budget review evaluated the funding source for each workforce program. Overall, 61% (\$211.8 million) of the funding is provided by federal sources. State monies account for 34% (\$118.4 million) of the total funding and Local/Other sources provide the remaining 5% (\$16.5 million).



The chart to the left shows the distribution of the source of funding for Virginia's workforce programs.

## Funding Distribution by Agency

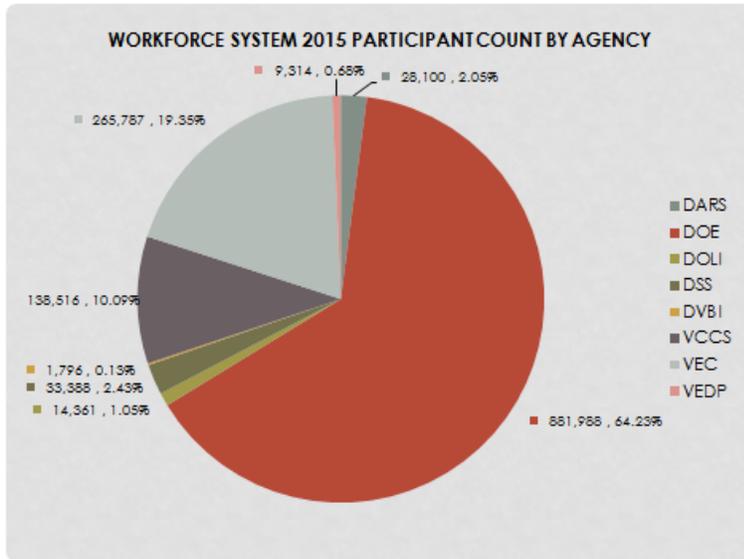
Of the \$347 million in funding reported in 2015, 30% (\$105.7 million) supports programs administered by the Virginia Department of Education. The Virginia Department for



Aging and Rehabilitative Service's vocational rehabilitation program accounts for 25% (\$86 million). Rounding out the top three agencies in terms of program funding for the selected programs is the VCCS, whose accounts for 16% (\$56.3 million) of the total funding.

## Individuals Served

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



For the most recent program year, the 25 workforce programs surveyed served 1.4 million customers.

64.2% of those were served by programs administered by the Virginia Department of Education (881,988). The Virginia Employment Commission programs reported serving 265,787 individuals, or 20% of the total, followed by the programs administered by the Virginia Community College

System, which accounted for 10% or 138,516 individuals served. These three agencies served 94% of the total customers served by the workforce system in 2015.

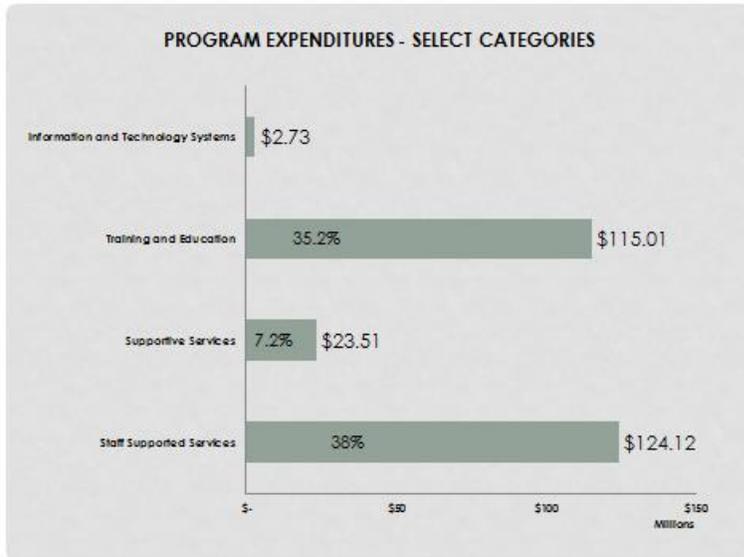
## Expenditures by Type

The budget review found that 89% (\$309 million) of the workforce funds are directed to support program administration and service delivery at the local/regional level.

Overall, 6% (\$22.3 million) is retained for statewide workforce activities and 5% is expended for state level administrative functions (\$15.7 million).

## Program Expenditures – Select Categories<sup>2</sup>

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 76% of the total expenditures.



## Education and Training Expenditures by Agency

Overall, agencies reported spending 35.2% (\$115.01M) on workforce training and education.

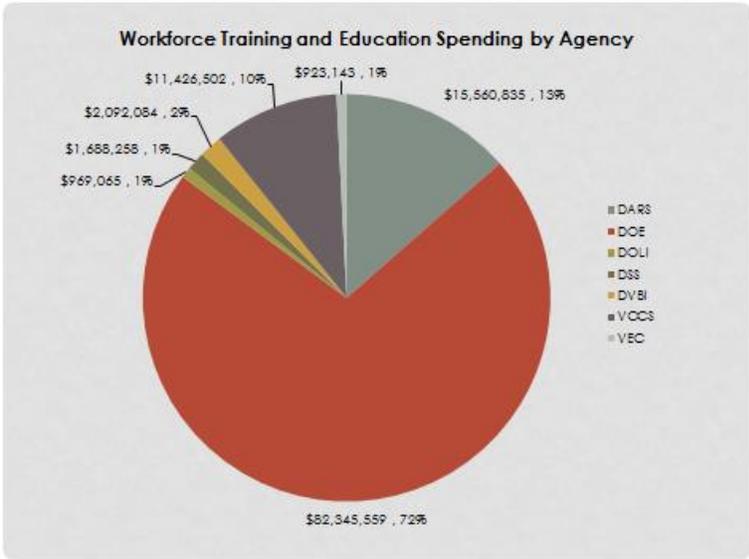
For the purpose of this budget review, Education and Training was defined as follows:

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

---

<sup>2</sup> The VCCS (Title 1 programs) did not provide costs for staff supported services or information technology systems. DOE Adult Basic Education did not provide cost allocation for any of the select categories surveyed.

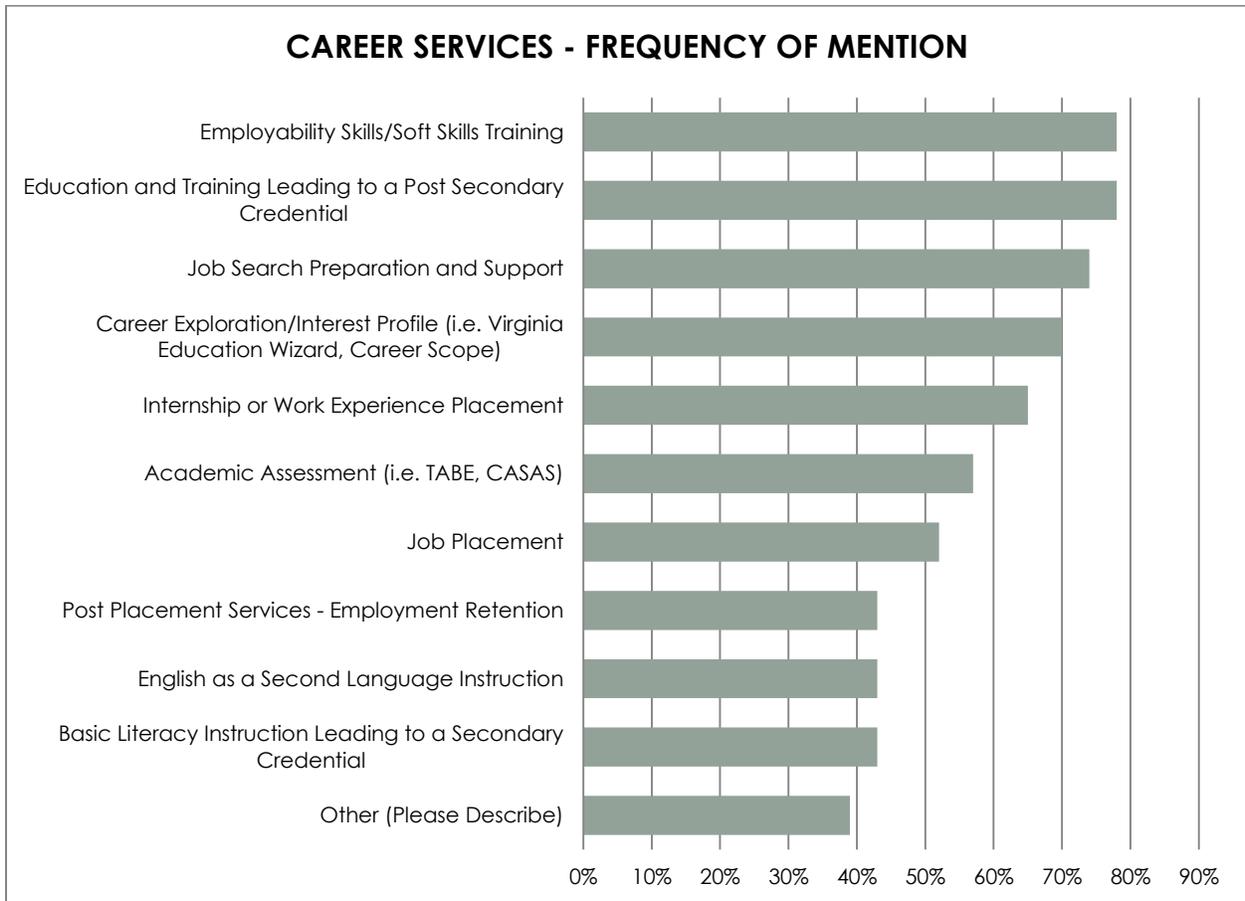


Of the \$115 million spent on training, 72% of it is attributed to program activity administered by the Virginia Department of Education<sup>3</sup>. Workforce Training and Education activities supported by DARS accounts for 13% of the total spending in that category and programs administered by the VCCS account for 10%.

<sup>3</sup> Adult Basic Education was unable to isolate cost by category and is not included in this analysis.

## Career Services

Respondents were presented with menu of services and asked to select those that they delivered through each program. Of all of the programs surveyed, Employability Skills/Soft Skills Training and Education and Training Leading to a Credential were the most often cited. Jobs Search Preparation, Career Exploration, and Internship or Work Experience rounded out the top 5 Career Services provided by the workforce system programs.



## Business Services

Seventeen of the 25 programs surveyed in this budget review offer services to businesses. These programs reported to serve more than 30,000 businesses in the most recent program year.<sup>4</sup>

The Virginia Employment Commission, Wagner-Peyser program and Jobs for Veterans State Grant programs served the largest number of businesses (13,573). The Virginia Community College System served 12,042 businesses through its Institutes of Excellence and Non-Credit Workforce Training programs. The Virginia Department of Labor and Industry reported serving 2,283 businesses through its Registered Apprenticeship Program. The Department for Aging and Rehabilitative Services served 1,579 businesses in the most recent program year. These four agencies represent 97% of the reported business served by the workforce system in Virginia.

In an attempt to better understand the array of business services provided through the workforce system, respondents were asked to select those services they delivered to business clients. The most cited service was Job Fairs and Recruiting events. Program representatives acknowledged that they often partnered on the same events and cautioned readers in interpreting the frequency of mention as an indication of the number of hiring events actually supported.

More than 50% of those program serving businesses provided customized or pre-employment training. Subsidized training ranked 4<sup>th</sup> and Candidate Screening was the 5<sup>th</sup> most mentioned business service provided.

---

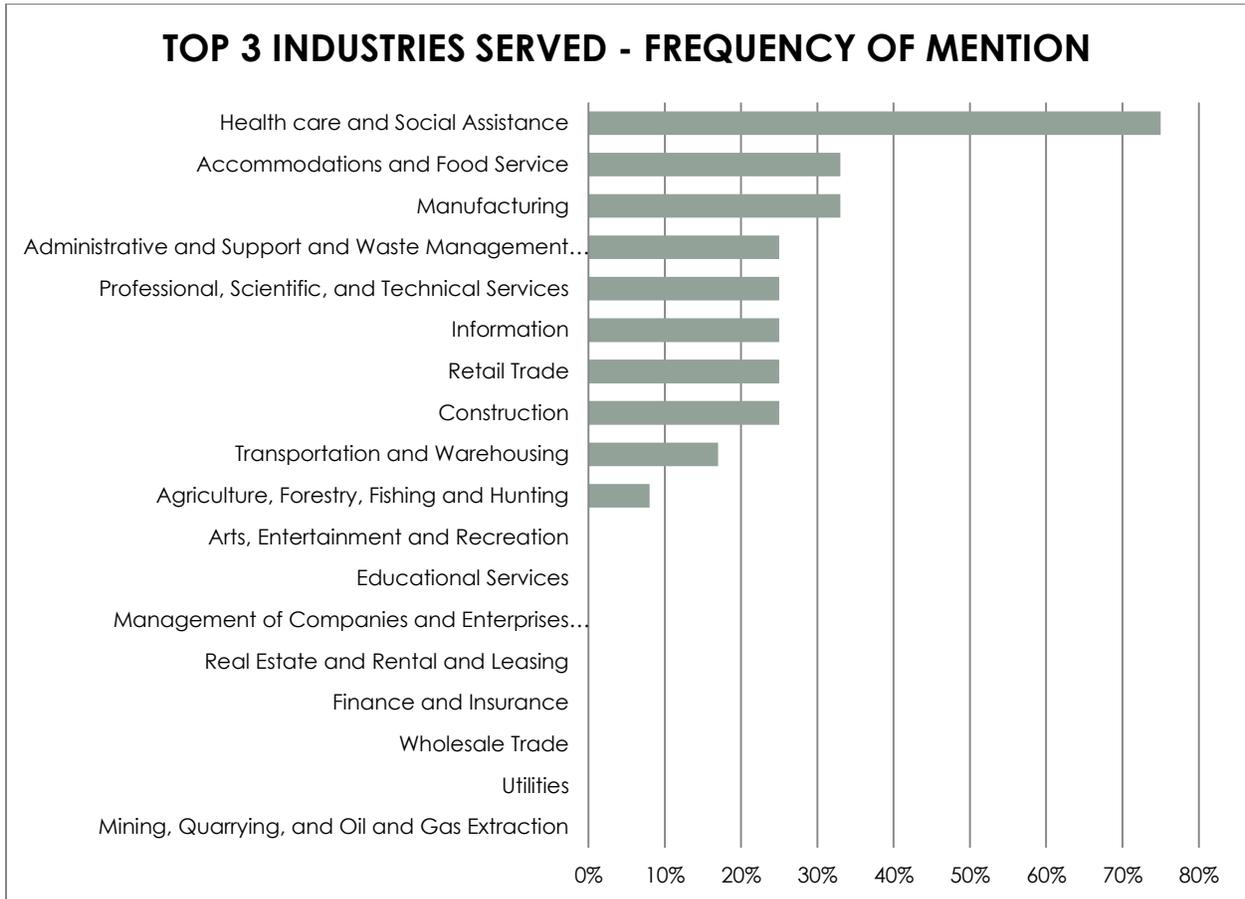
<sup>4</sup> Seven of the programs which indicated they served business could not provide a count of the businesses served. These include PluggedIn Virginia; TANF; WIOA Adult, Dislocated Worker, Rapid Response, and Youth Programs; and the Workforce Information Grant program.

### BUSINESSES SERVICES - FREQUENCY OF MENTION



## Industries Served

The programs serving businesses were asked to indicate the top 3 industries they served. The chart below shows that Health Care and Social Assistance was the industry served by the largest percentage workforce programs.<sup>5</sup> Accommodations and Food Service and Manufacturing rated second and third.



<sup>5</sup> Five of the 17 programs serving businesses were unable to report on the primary industries served. These included WIOA Adult, Dislocated Workers, Youth and Rapid Response Programs; and the Workforce Information Grant Program.

## 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 three 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 and service delivery (NUM)COMMENTS: (TEXT)
7. Please indicate what percentage of the program's total budget is allocated for each of the following functions.
  - a. Administrative Costs (PCT)
  - b. Program Costs (PCT)
8. 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**

9. Which of the following services does this workforce program offer to individuals?  
Please select all that apply.
- a. Academic Assessment (TABE, CASAS, etc.)
  - b. Career Interest Profiler/Assessment (VA Education Wizard, Career Scope)
  - c. Vocational Rehabilitation
  - d. Career Awareness & Career Exploration
  - e. Basic Literacy Instruction
  - f. English as a Second Language Courses
  - g. Employability/Soft Skills Training
  - h. Education and Training (leading to a credential)
  - i. Education and Training (NOT leading to a credential)
  - j. Job Search Preparation
  - k. Job or Internship Placement
  - l. Post placement services (employment retention)
10. How does this program define participants for official reporting purposes? (TEXT)
11. How many participants were reported enrolled in the most recent and 2 preceding program years.
- a. 2013 (NUM)
  - b. 2014 (NUM)
  - c. 2015 (NUM)
12. 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)

### **BUSINESS SERVICES**

13. Does your program directly serve businesses? (Y/N)
14. How many businesses did this program service in the most recent program year?  
(NUM)
15. In your estimation, what percentage of that total represented small businesses?  
(fewer than 50 employees)? (NUM)
16. 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

17. 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)

18. What percentage of the total workforce program budget was dedicated to providing the services identified above? (NUM)

## Appendix D. Agency Profiles

### Department for Aging and Rehabilitative Services

**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 Budget:** \$86,009,727.00

**Individuals Served:** 28,100

---

### Department for the Blind and Vision Impaired

**Program:** WIOA Title 4 - Vocational Rehabilitation Program

**Program Description:** The Vocational Rehabilitation (VR) program helps people with disabilities prepare for, find, and retain employment. 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 Budget:** \$12,235,403.00

**Individuals Served:** 1796

---

### Department of Education

**Program:** Career Technical Education - Secondary Perkins

**Program Description:** The Carl D. Perkins Career and Technical Education (CTE) Act 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 Budget:** \$83,078,612.48

**Individuals Served:** 610,579

---

**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; b. increase the number of high schools and regional CTE programs statewide that receive training and technical support to implement IT curricula; c. increase the number of instructors teaching targeted CTE courses who receive training in IT as well as other high school teachers and increase the number of teachers achieving industry-recognized certifications in IT; and d. increase implementation of IT curricula and IT credentials earned in school divisions in the Southside and Southwest regions of Virginia (Superintendent's Regions 6, 7, and 8), as well as the 10 Regional CTE Centers, to be at least comparable to other regions of Virginia.

**Total Budget:** \$1,500,000.00

**Individuals Served:** 33,151

---

**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 the student-selected verified credit option.

**Total Budget:** \$1,331,464.00

**Individuals Served:** 166,974

---

**Program:** PluggedIn VA

**Program Description:** PluggedInVA is a career pathways program that provides adult learners with a contextualized high school equivalency curriculum integrated with industry-specific, technical training as a means to develop essential workplace skills for employment in targeted industries.

**Total Budget:** \$441,731.00

**Individuals Served:** 235

---

**Program:** WIOA Title 2 - Adult Basic Education

**Program Description:** The Adult Education and Family Literacy Act funds support instructional services for basic literacy instruction to adults whose educational functioning level is below a postsecondary level. These educational services are available to anyone who 18 years and older and NOT enrolled in high school.

**Total Budget:** \$19,069,452.00

**Individuals Served:** 24,136

---

**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 skills, and technical knowledge and skills. /

**Total Budget:** \$308,655.00

**Individuals Served:** 46,913

---

### **Department of Labor and Industry**

**Program:** Registered Apprenticeship

**Program Description:** Modern Registered Apprenticeship combines carefully defined and employer-specific training under the guidance of a highly skilled mentor at the worksite. On-the-job learning is supplemented with related classroom instruction. Upon successful completion, apprentices are awarded a Certificate of Completion. This

certificate and journeyworker card is a portable credential that is recognized nationally and when appropriate, allows the candidate to qualify for the licensing examination.

**Total Budget:** \$969,065.00

**Individuals Served:** 14,361

---

### **Department of Social Services**

**Program:** Employment Advancement for TANF Recipients

**Program Description:** Employment Advancement for TANF Participants is designed to prepare current and certain former TANF clients to enter, succeed and advance in the workforce through proven service approaches and strategies.

**Total Budget:** \$7,260,000.00

**Individuals Served:** 6,471

---

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

**Program Description:** The Supplemental Nutrition Assistance Program Employment and Training Program (SNAPET) is a multi-component employment and training program that provides Job Search, Job Search Training, Education, Training and Work Experience to non-public assistance SNAP recipients. The program's role is to provide SNAP recipients with opportunities that will lead to paid employment and decrease dependency on assistance programs. The program serves adults who are required to work register as well as volunteers.

**Total Budget:** \$5,325,451.00

**Individuals Served:** 2,323

---

**Program:** VA Initiative for Employment Not Welfare (VIEW)

**Program Description:** Virginia's TANF program emphasize personal responsibility. Participants may be provided with services such as job skills training, work experience, job readiness training, child care assistance, transportation and other work related expenses.

**Total Budget:** \$40,114,027.00

**Individuals Served:** 23,265

---

**Program:** Virginia Refugee Resettlement Program

**Program Description:** Under the Refugee Act of 1980, newly arrived refugees in the United States are resettled by national voluntary agencies (VOLAGS) through an agreement with the Department of State (DOS). VOLAGS receive federal funding from the DOS for reception and placement (R&P) services to refugees. R&P services cover initial resettlement costs including providing food and shelter, pocket money, orientation, assistance with applications and health screenings, and initial employability services. The United States Department of Health and Human Services (DHHS), Office of Refugee Resettlement (ORR), funds states to provide cash and medical assistance, employment and training programs, and support services to employable refugees to ensure their early employment and economic independence shortly after arrival in the United States. The Virginia Office of Newcomer Services administers federally funded programs for refugees in Virginia. Currently, Refugee Cash Assistance (RCA), which is special cash assistance for needy refugees not eligible for cash assistance under Temporary Assistance to Needy Families (TANF) and Refugee Medical Assistance (RMA), special medical assistance for refugees who do not qualify for Medicaid, are available to refugees for a maximum of eight months after arrival. Typically, refugees that arrive in Virginia subject to a 30 day reception and placement (R&P) period may be enrolled afterward in RSS and or TAP services. Other arrivals to Virginia, such as refugees moving into Virginia from other states, and those not subject to reception and placement, such as those receiving Special Immigrant Visas (SIVS), may be provided employment services immediately upon verification of their eligibility status for receiving refugee services. Employment services for refugees are intended to reduce or eliminate refugee public assistance dependency through job placement. Refugee Social Services (RSS) and Target Assistance Program (TAP) funds are intended to serve refugees who have been in the U.S. less than sixty months (five years).

**Total Budget:** \$1,747,845.00

**Individuals Served:** 1,329

---

## Virginia Community College System

**Program:** Institutes of Excellence

**Program Description:** Community colleges received funding through the Institutes of Excellence program to develop and improve workforce training programs targeted at high-demand, high-growth workforce needs as recognized by today's employers. The focus of these projects was on preparing workers for satisfactory completion of industry recognized certifications and licenses.

**Total Budget:** \$776,447.00

**Individuals Served:** 1,494

---

**Program:** Non-Credit Workforce Training

**Program Description:** Provides support to short-term noncredit workforce development training, with a particular focus on credential attainment. Programs are developed in concert with local and regional business demand. Students are generally older than the general college population and are focused on occupational specific training to get a job or switch careers.

**Total Budget:** \$6,362,156.00

**Individuals Served:** 65,000

---

**Program:** Post Secondary Perkins

**Program Description:** Serves adults and dual enrolled youth in career and technical education programs at the 23 community colleges; particular emphasis placed on nontraditional gender recruitment and completion, as well as general completion and transfer or employment.

**Total Budget:** \$3,390,977.00

**Individuals Served:** 59,970

---

**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).

**Total Budget:** \$17,119,884.00

**Individuals Served:** 4,796

---

**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 Budget:** \$11,496,093.00

**Individuals Served:** 3,404

---

**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 Budget:** \$1,935,398.00

**Individuals Served:** 767

---

**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 Budget:** \$15,255,293.00

**Individuals Served:** 3,085

---

### **Virginia Employment Commission**

**Program:** Jobs for Veteran Grant Program

**Program Description:** The JVSG program is a federal program that provides funds to states to exclusively serve eligible veterans 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 facilitate placements to meet the employment needs of disabled veterans with significant barriers to employment. DVOPs place maximum emphasis on assisting veterans who are economically or educationally disadvantaged. LVER staff conduct 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.

**Total Budget:** \$4,721,000.00

**Individuals Served:** 23,429

---

**Program:** Trade Act Program

**Program Description:** The TAA program is a federally funded program established under the 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. Determination 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 Budget:** \$3,342,000.00

**Individuals Served:** 584

---

**Program:** WIOA Title 3 - Wagner-Peyser

**Program Description:** The Job Service 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 claimants; 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 benefits.

**Total Budget:** \$15,846,585.00

**Individuals Served:** 241,774

---

**Program:** Workforce Information Grant

**Program Description:** The Workforce Information Grant funds the development of general informative workforce related products for the citizens of the Commonwealth, and workforce related reports and data for the Commonwealth's public officials.

**Total Budget:** \$765,965.00

**Individuals Served:** N/A

---

### **Virginia Economic Development Partnership**

**Program:** Virginia Jobs Investment Program

**Program Description:** 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. 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 business. Each requires a capital investment threshold, wage minimum, as well as other criteria.

**Total Budget:** \$6,423,000.00

**Individuals Served:** 9,314