

SOUTH CENTRAL MICHIGAN WORKS!

WIA – COMPREHENSIVE LOCAL 5-YEAR PLANS FOR ADULTS, DISLOCATED WORKERS AND YOUTH

LOCAL FIVE-YEAR PLANS

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APPROVAL REQUEST

Signed Documents with signatures mailed

PI 07-16 Chg. 2

1. Michigan Works! Agency (MWA) South Central Michigan Works!	2. MWA No. 34
3. Plan Title(s) Workforce Investment Act (WIA) Comprehensive Five-Year Local Plans for Adults, Dislocated Workers, and Youth for the Period July 1, 2007, through June 30, 2010	
4. Plan/Modification Number 00-02	5. Program Period July 1, 2007 – June 30, 2010

THE CHIEF ELECTED OFFICIAL(S) AND WORKFORCE DEVELOPMENT BOARD (WDB) HEREBY REQUEST APPROVAL OF THIS DOCUMENT

Authorized Chief Elected Official (CEO) James Videto	Date
Authorized CEO	Date
Authorized CEO	Date
Workforce Development Board (WDB) Chairperson Lynn Matzen	Date

OWD-166 (3/03)

The Michigan Department of Labor & Economic Growth does not discriminate in employment or in the provision of services based on race, religion, color, national origin, sex, age, disability, political affiliation or belief, and for beneficiaries only, citizenship and participation in grant initiatives, as provided by state and federal law.

I. Labor Market Analysis

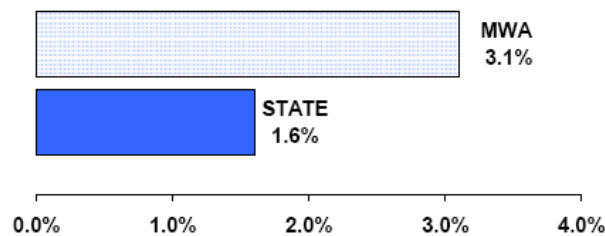
South Central Michigan MWA Economic Analysis

Local Area Labor Supply

Population

- Population expansion in the South Central Michigan MWA has significantly outpaced statewide trends during the past six years. Between April 2000 and July 2006, the area's population grew by 3.1 percent (9,400 persons) to a total of a little over 313,200. Population in the state of Michigan increased by just 1.6 percent over this period. (*Figure 1*)
- The U.S. population growth rate of 6.4 percent was four times the state's rate of gain and a little over twice the regional expansion.
- According to the Census Bureau, most of the population gain in South Central Michigan was the result of natural growth with births exceeding deaths.
- Most of the population gain in the area was in Jackson and Lenawee Counties (above three percent in both counties). The population in Hillsdale grew by only about 1.5 percent over this period.

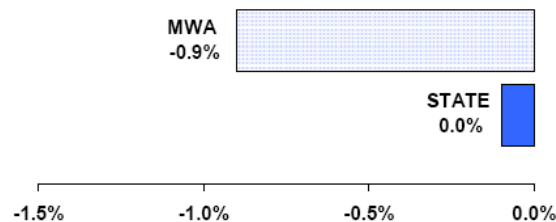
Figure 1: Population Change, 2000-2006



Labor Force & Employment

- The regional labor force remained virtually flat between 2003 and 2007, edging down by six-tenths of a percentage point.
- Over the same period, employment in the region also edged down by nine-tenths of a percentage point. Michigan labor force and employment remained flat. (*Figure 2*) The nation's labor force was up by 4.5 percent, while employment rose by six percent.
- Employment was virtually flat in Jackson (0.1 percent) but declined in Hillsdale (-4.4 percent) and Lenawee (-1.0 percent) counties.

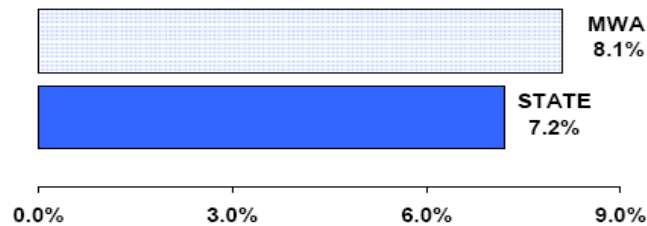
Figure 2: Employment Change, 2003-2007



Unemployment

- Over the last year, the number of regional unemployed advanced by 7.4 percent, over twice as fast as the statewide increase of 2.8 percent.
- The South Central Michigan MWA registered an annual average jobless rate of 8.1 percent in 2007, higher than the 7.2 percent recorded statewide. *(Figure 3)*
- Job losses in several major industries including construction, manufacturing and retail trade contributed to the higher than average unemployment situation in the South Central Michigan MWA.
- The unemployment rate in the South Central Michigan MWA was 5.5 percent in 2001, climbed to 7.6 percent in 2003, then edged down to 7.1 percent in 2005. However, from 2005 to 2007, joblessness rose a full percentage point to 8.1 percent.

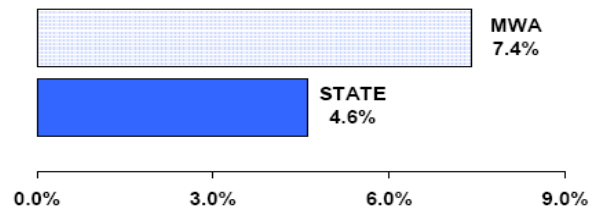
Figure 3: Annual Average Jobless Rates, 2007



Availability & Education

- Data from Michigan’s official labor exchange, the Talent Bank, indicates that 19,608 individuals were available and seeking work in the South Central Michigan area in 2007.
- According to the Michigan Department of Education, the number of high school and community college graduates in the region rose by 7.4 percent in the most recent school year. Statewide, the number of high school and community college graduates increased by 4.6 percent. *(Figure 4)*
- Department of Education data show that the number of persons graduating from area high schools and community colleges was up by 280 during the 2005-2006 school year, from 3,793 graduates in the previous school year.

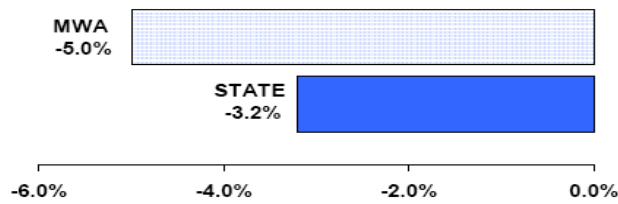
Figure 4: High School & Community College Graduate Change, 2005-2006



Industry Jobs

- Payroll jobs fell by five percent between 2004 and 2007 in the South Central Michigan MWA. Statewide payroll jobs declined by 3.2 percent over the same period. (Figure 5)
- Continued local job losses occurred in manufacturing (-9.3 percent) and construction (-28.6 percent). Revenue cuts in these sectors may have contributed to job cuts in professional and business services (-15.7 percent), financial services (-13.7 percent), and retail trade (-6.6 percent).
- Between 2004 and 2007, job gains were recorded in educational and health services (5.0 percent), leisure and hospitality (3.8 percent), and other services including personal services, repair and maintenance, etc. (3.4 percent). Jobs in information were flat, inching up by 0.5 percent over the period.

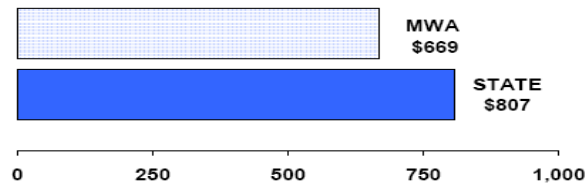
Figure 5: Industry Job Change, 2004-2007



Wages

- Between 2005 and 2006, the average weekly wage in the South Central Michigan MWA rose by 1.6 percent, below the statewide growth rate of two percent.
- Regional wages remain 17 percent below the Michigan average. (Figure 6)

Figure 6: Average Weekly Wage, 2006

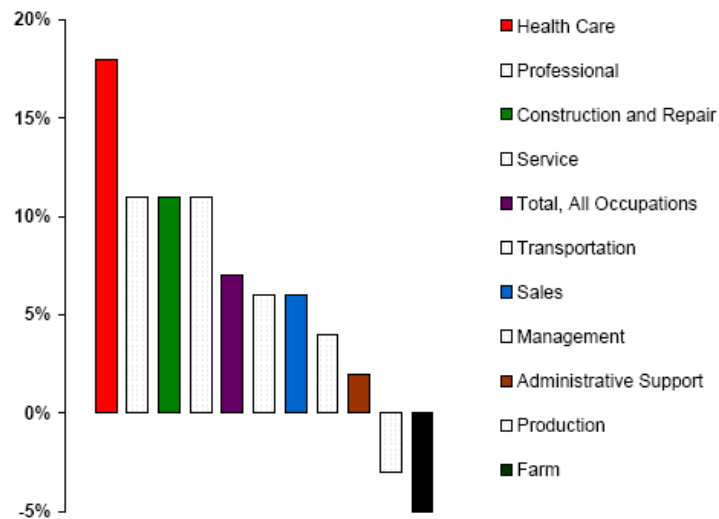


Occupational Opportunities in the Local Labor Market

Employment Forecasts by Major Occupational Groups (2004 through 2014)

- Between 2004 and 2014, jobs in South Central Michigan are expected to increase by 7,855 or 6.5 percent. Four occupational categories are forecasted to record above average growth rates: *health care* (18.4 percent), *professional* (11.3 percent), *construction* (10.5 percent), and *service* (10.5 percent).
- Four other occupational groups will record moderate growth over the period including *transportation* (6.0 percent), *sales* (5.6 percent), and *management* (4.4 percent), and *administrative support* (1.6 percent).
- *Production* (-3.4 percent) and *farming* (-5.4 percent) are the only occupational categories expected to lose jobs through 2014.

Figure 1: Occupational Groups, Job Growth Rates (2004 - 2014)



Detailed Employment Forecasts by Major Occupational Groups (2004 through 2014)

- Between 2004 and 2014, *Health Care* occupations, including practitioners and support occupations, are expected to grow substantially at the national, state and local levels, mainly due to the increasing demand for healthcare services by an aging population. *Health Care* occupations will create over 1,500 jobs locally over the decade. That is a growth rate of 18.4 percent, almost three times higher than the overall growth rate for all occupations. Many health care opportunities are among the fastest growing in the area including; *medical assistants* (38.8 percent or 140 jobs), *dental assistants* (23.8 percent or 75 jobs), *home health aides* (22.0 percent or 155 jobs), and *registered nurses* (21.7 percent or 425 jobs).
- *Professional* occupations will increase by 11.3 percent and add over 2,000 jobs between 2004 and 2014. *Computer and Mathematical* occupations will record the highest growth rate at 16.4 percent, as there is still a need for *computer systems analysts, software engineers, and network administrators* in the region. *Education and Training* will create the highest number of jobs (815 jobs or 12.0 percent) over the decade. The projected employment growth in the *Education and Training* occupations can be explained by the emphasis, at both the state and local levels, on smaller classroom sizes and the increased need for special education teachers to support increased diagnoses of autistic children, particularly in elementary school.
- *Service* occupations have the largest employment base (21,100 jobs) in South Central Michigan, and they are expected to add over 2,200 additional jobs between 2004 and 2014. *Personal Care* occupations will lead the way in this category and increase by 15.6 percent or 620 jobs. The large number of eating and drinking establishments in the region leads to an increasingly continuous demand for *waiters and waitresses* and *combined food preparation and service workers*. These two occupations are expected to grow by 14.3 and 13.5 percent, respectively. This is consistent with recent growth trends in the restaurant industry in Michigan and the nation.
- *Construction and Repair* occupations are anticipated to grow between 2004 and 2014 despite the recent short-run declines due to troubles in the housing sector. This occupational group is expected to add 1,050 jobs over the decade, equally distributed between *construction and installation, maintenance and repair* occupations. *Carpenters* and *construction laborers* will record the largest numeric gain over the period with an additional 130 jobs each.

Detailed Occupations by Numerical Job Openings (2004 through 2014)

- Job openings that result from replacement needs (workers that leave to take another job, retire, or leave the labor force) are very important and they usually exceed job openings resulting from employment growth. Occupations expected to add a substantial number of jobs are generally large, and as a result, produce a significant number of job openings.
- Between 2004 and 2014, nearly 3,887 jobs are expected to be added in South Central Michigan. Leading the list and projected to add the most jobs over this period are *retail salespersons*. This occupation is expected to add 440 jobs over the period.
- Occupations estimated to create many jobs represent an assortment of positions, ranging from high skill positions such as *registered nurses* and *teachers* to moderate skill jobs such as *janitors and cleaners*, *waiters and waitresses*, and *nursing aides, orderlies and attendant*.

In Accordance with the No Worker Left Behind Initiative (NWLBI), South Central Michigan Works! has updated the In Demand Occupations list for the South Central Michigan region. For a given occupation, O*NET identifies key skills according to their importance, which refers to the degree of significance a skill has to an occupation.

SOUTH CENTRAL MICHIGAN WORKS! OCCUPATIONAL DEMAND LIST

Healthcare Non-Professional	O*NET
Dental Assistants	31-9091.00
Dental Hygienists	29-2021.00
Health Diagnosis / Treatment Practitioners, AO	29-1199.99
Medical & Health Services Managers	11-9111.00
Medical and Public Health Social Workers	21-1022.00
Medical Assistants	31-9092.00
Medical Records / Health Information Technicians	29-2071.00
Nursing Aides, Orderlies & Attendants	31-1012.00
Personal / Home Care Aides	39-9021.00
Physical / Occupational Therapy Assistants	31-2021.00
Radiologic Technologists & Technicians	29-2034.01
Respiratory Therapy	29-1126.00
Healthcare Professional	
Licensed Practical & Vocational Nurses	29-2061.00
Registered Nurses	29-1111.00
Manufacturing	
Chemical Plant System, Equipment Operators and Tenders	51-9011.00
CMM Programmers / Operators	51-4011.00
First Line Supervisors/Managers - Mechanics, Installers, Repairers	49-1011.00
First Line Supervisors/Managers - Production and Operating Workers	51-1011.00
General and Operation Managers	11-1021.00
Industrial Electronics, Electricity	49-2094.00
Industrial Machine Tool Programmers / Operators (CNC, Screw Machine), Maintenance	51-4011.00
Industrial Production	51-9198.00
Industrial Sheet Metals	51-2041.00
Industrial Supervisors	11-3051.00
Machine Setters	51-4081.00

Plastic Industry Workers	51-4081.00
Production Set-up / Start-up	51-4081.00
Production Supervisors	50-1011.00
Quality Control	17-3026.00
Sales Representative - Manufacturing / Wholesale (Technical / Scientific products)	41-4011.00
Welders, Cutters, Solderers, Brazers and Welding Machine Operators	51-4122.00
Skilled Trades and Apprentices	
Bricklayers, Masons, and Concrete Finishers	47-2021.00
Carpenters and Wood Mechanics	47-2031.00
Construction Laborers	47-2061.00
Construction Supervisors	47-1011.00
Electricians	47-2111.00
Heating, Air Conditioning and Refrigeration Mechanics / Installers	49-9021.00
Helpers - Brick/Block/Stone Masons, Tile and Marble Setters	47-3011.00
Helpers - Carpenter	47-3012.00
Helpers - Plumbers, Pipe fitters, Steam fitters	47-3015.00
Industrial Machine Builders / Repairers	49-9041.00
Industrial Machine Mechanics / Maintenance	49-9042.00
Iron Workers	47-2221.00
Machinists	51-4041.00
Maintenance / Repair Workers; AO	49-9099.99
Plumbers and Pipefitters	47-2152.02
Tool & Die	51-4111.00
Transportation/Warehousing	
Automotive Service Technicians / Mechanics	49-3023.00
Bus / Truck Mechanics / Diesel Engine Specialists	49-3031.00
First Line Supervisors / Managers - Transportation & Warehousing Workers	53-1031.00
Fork Lift Drivers / Operators, Transportation Support & Equipment Handlers	53-7062.00
Truck Drivers - Heavy & Tractor-Trailer	53-3032.00
Computers/Technology	
Certified Network Administrators / Certified Network Support	15-1071.00
Drafters (CAD / CAM Operators, Programmers)	17-3013.00
Electronics Technology	17-3023.01
Software Application Specialists	15-1031.00
Telecommunications Line - Equipment Installers, Repairers	49-9052.00
Hospitality/Food Service	
Cooks / Chefs - Restaurant	35-1011.00
First-Line Supervisor / Managers - Food Prep / Service	35-1012.00
Food Service Managers	11-9051.00
Homeland Security	
Correction Officers (State, County)	33-3012.00
Fire Fighters	33-2011.01
Law Enforcement Officers (State, County, Municipal)	33-3051.01
Engineers-Engineering	
Chemical Engineers	17-2041.00
Chemical Technician Operators	19-4031.00
Electrical Engineers	17-2071.00
Industrial Engineering Technicians	17-3026.00

Industrial Engineers	17-2112.00
Mechanical Engineers	17-2141.00
Business, Professional, Management	
Accountants and Auditors	13-2011.01
Business Operation Specialist, AO	13-1199.99
Child, Family & School Social Workers	21-1021.00
Community, Social Service Specialists	21-1099.99
Financial Managers or banking and financial services	11-3031.02
First-Line Supervisor/Manages - Personal Service Workers	39-1021.00
Hairdressers, Hairstylists, Cosmetologists	39-5012.00
Management Analysts	13-1111.00
Marketing and Sales	11-2021.00
Office Managers / Specialist	43-1011.00
Sales Managers	11-2022.00
Social & Human Service Assistants	21-1093.00
Special Education Teachers	25-2041.00
Supply Chain Management	13-1081.00
Training & Development Specialists	13-1073.00

IN DEMAND/GREEN INDUSTRY NOTE:

SCMW is currently conducting a cross skill analysis to identify skill sets in declining occupations which possess skill competencies that can be quickly cross trained to meet growing in-demand and green related occupations within the region. The completion of this analysis is to be available the end of June 2009 and is being included in program design by the local community college to meet short term entry level training for fast job acquisition.

II. Michigan Works! System

A. South Central Michigan Works! Service Center(s)

SCMW Jackson Service Center

Commonwealth Commerce Center
209 E. Washington Ave, Suite 100
Jackson, MI 49201

17,959 square feet, including a conference center. Partners and contractors that are co-located in the Center include: Experience Works, Human Resources Development, Inc., Jackson Community College, Job Corps, Michigan Department of Energy Labor & Economic Growth (DELEG) BWT (Veterans, Counselor, Supervisor and Labor Market Analyst) and DELEG, Michigan Rehabilitation Services (MRS).

SCMW Lenawee Service Center

Lenawee County Human Services Building
1040 S. Winter Street, Suite 1014
Adrian, MI 49221

8,916 square feet, the Lenawee County Human Services Building houses a number of agencies (many of whom are partners with Michigan Works!) including the Michigan Department of Human Services (DHS), Community Mental Health, DELEG, Michigan State Extension, Social Security Administration, Veterans Affairs, Health Department, and Department on Aging. Contractors and partner agencies located in the South Central Michigan Works! Service Center: Goodwill-LARC, Experience Works, Human Resources Development, Inc., Jackson Community College, DELEG BWT (Veterans, Counselor, and Migrant Seasonal Farmworkers), DELEG-MRS (located on the third floor) and Telamon.

SCMW Hillsdale Service Center

21 Care Drive
Hillsdale, MI 49242

6,486 square feet. Many partners and contractors assign staff to this center on an itinerant or as-needed basis. Jackson Community College, Human Resources Development, Inc., and the DELEG-Veterans are the primary providers. Other partners include: Community Action Agency, Experience Works, Key Opportunities, Inc., and the DELEG BWT (Veterans and Counselor), DELEG-MRS (off-site).

The Hillsdale, Jackson and Lenawee Service Centers will be in operation at the present locations contingent on sufficient funding levels to support the Centers (there are no plans for renovation in the Centers).

All three centers provide the full compliment of ES/WIA/JET services. The Resource Rooms utilize the MTB for the provision of labor market information (Career Portal), resume submissions, and job order submissions. Customers are provided access to fax machines, printers, photocopy machines, and telephones for job search activities. Resume writing and career exploration software are included on Resource Room computers. Job, career, and self-assessment tools are available to job seekers. Career planning, job search information, job retention information, and interviewing information are available as hands-on resources as well as classroom-provided information (See section below). Information regarding human services, chambers of commerce information, business, manufacturing, and telephone directories are all available to customers. All services are provided in alternative formats for persons with impairments. Michigan Rehabilitative Services, Veteran Services, Michigan Small Business and Technology Center, and Experience Works are located on-site in the three centers. In addition, the Jackson center partners with Job Corps, and the Lenawee center partners with Telamon and the migrant division of DELEG.

SCMW has instituted a plan that removes the programmatic elements from the view of customers, and replaced that perspective with an “activity based” model. All customers enter our service centers to find what “activities” they qualify for, as opposed to what programs they will be enrolled in. Intake specialists are stationed in the resource room and will assist in navigating customers to the appropriate resources by asking key questions of the participant to determine for what, if any programs, they qualify. If the participant initially qualifies for any programs, they are routed to a career manager who will discuss the “activities” they should pursue. (The participant is also given a

“swipe card” by staff. This card is scanned into a data base which is used to account for all activities in which the customer participates.) Career managers have been cross-trained in multiple funding sources, and can therefore address the needs of anyone to whom they are referred. Customers for whom no programs are applicable continue with self-service options in the resource room, and are provided assistance as needed by employment advisers.

Many of the available “activities” are a part of the “Success Skills Credential”. After taking a week-long series of classes, participants are assessed on the work and job-seeking skills taught in the classes. Those participants successfully passing the course are awarded the credential. Employers can then be reasonably assured that credentialed job applicants have the prescribed set of skills taught in the credentialing class. When combined with the JOBFIT assessment required by many employers (an online assessment offered at the three service centers), the credentialing process greatly enhances the prospect of employee retention for the employer. The BEST process (Business Enhancement through Solutions and Training) takes the procedure one step further by incorporating a “demand driven” workforce development system which streamlines the hiring process for employers. Although these processes focus on self-service, staff is always available to assist job seekers.

B. Memorandum of Understanding (MOU)

The Memorandums of Understanding with the required partners are on file and available for review.

III. Local Performance Measures

A. SCMW acknowledges receipt of Performance Levels for PY 2009 issued in PI 07-16 Chg.2.

IV. Adult and Dislocated Worker Employment and Training Activities

Adult and dislocated worker services will be offered in each SCMW Service Center. These services will include core, intensive and training services. All individuals will be eligible for basic core services. Individuals who are unable to obtain self-sustaining employment or are unlikely to obtain and retain such employment through core services will be eligible to receive intensive services. Individuals who receive intensive services but are unable to obtain self-sustaining employment or are unlikely to obtain and retain such employment solely through intensive services may be eligible for training services. The co-location of the required partners in each One-Stop Center leads to an integrated service delivery system. Partner’s in the Service Centers work together to determine appropriate strategies for leveraging limited resources to ensure effective and efficient delivery of services to job seekers and employers.

Recovery Act WIA funds will be used to provide additional adult and dislocated worker activities and services delivered concurrently with existing SCMW WIA activities and services. The Recovery Act funds will be targeted to substantially increase the number of customers that are able to access NWLB training activities. Preliminary planning numbers show an increase of approximately 400-430 adult and dislocated workers enrolled into training--over and above the

regular plan year WIA training enrollments. Through the SCMW Skill Building and Assessment Centers, customers will be assessed to determine their skills, abilities and career goals, as well as provided remediation assistance if needed. Additionally, demand-driven career counseling will be integrated into their service strategies to support adults and dislocated workers in successful training and job search activities that align with areas of anticipated economic and job growth.

Supportive Services for Adults and Dislocated Workers will be provided on an as needed basis. Transportation, clothing, uniforms and tools are the services that are most often provided and will be utilized for training and employment situations to ensure successful completion of the activities. Needs related payments may be provided if an assessment indicates that the payment is needed to help the customer participate in training. This will be decided on a case by case basis following SCMW policy. Referrals to other agencies and resources will be made when appropriate.

Core services available in the SCMW Service Centers include, but are not necessarily limited to: determination whether individuals are eligible to receive assistance under WIA Title I adult and dislocated worker employment and training services; outreach, intake, and orientation to the information and other services available through the one-stop delivery system; initial assessment of skill levels, aptitudes, abilities, and supportive service needs; job search, job placement assistance and career counseling (where appropriate); provision of employment statistics information; provision of performance information and program cost information on eligible providers of training services; provision of information regarding how the local area is performing on the local performance measures and any additional performance information with respect to the one-stop delivery system in the local area; provision of accurate information relating to the availability of supportive services; provision of information regarding filing claims for unemployment compensation; assistance in establishing eligibility for welfare-to-work activities and programs of financial aid assistance for training and education programs not funded under WIA; resource room usage; how to group sessions (e.g. resume writing); job referrals; Internet browsing for job information and training searches; job clubs; screened referrals; follow-up services for not less than 12 months after the first day of employment (as appropriate); and individual job development.

Intensive services that will be available in the SCMW Skill Building and Assessment Centers located within each Service Center include, but are not necessarily limited to: comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers including diagnostic testing and use of other assessment tools and in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals; development of an individual employment plan to identify the employment goals, appropriate achievement objectives and appropriate combination of services for the participant to achieve the employment goals; group counseling; individual counseling and career planning; case management for participants seeking training services; and short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.

Training services will be offered in the following manner. Individual Training Accounts (ITAs) will be utilized as an available training option for eligible participants. These will be for individuals who are unable to access other types of assistance to obtain specific skills training and education and will allow for customer choice of approved training providers guided by information on the SCMW demand list. The availability of ITAs will be limited based on the resources available to fund the NWLB program, the availability of other types of funding for post-secondary education and training including, but not limited to, Pell grants, Hope Scholarships, other scholarships, loans, other federal funds (JET) and the need to be responsive to the employer customer by providing On-the-Job Training (OJT) and customized training services. Both OJT and customized training will result in a guaranteed placement of an individual in an employment situation that has skill requirements which prospective job applicants do not possess, but can develop either through an OJT contract or through a customized training program for an employer or group of employers. Customized training will be limited to employers that provide wages and fringe benefits that assist individuals in becoming self-sufficient. If customized training is provided for incumbent workers, there must be a commitment to promoting the trainees and increasing their wages. Employers will be required to pay for at least half of the training wages for the customized training program. Since both the OJT and customized training rely on employers paying for a portion of the cost, resources are leveraged to ensure maximum impact and the training is directly connected to employment opportunities.

Registered Apprenticeship

As a key resource in SCMW's talent development and reemployment strategies, SCMW will employ an Apprenticeship Manager to work with business, education and other partners to identify and promote pre-apprenticeship and apprenticeship programs. By leveraging new and existing resources; national, state and local registered apprenticeships and focusing on other sectors such as construction, health care, transportation and other industries with emerging green jobs, we will be better prepared to provide resources for those that traditionally utilize or are expected to draw heavily upon registered apprenticeship.

Lastly, with assistance of Recovery Act funding SCMW is partnering with our local community college to provide basic courses (bridge coursework) for those interested in NWLB but do not have the basic skills levels, skill sets, or, in some cases, any experience with a post secondary institution. In addition to basic skills, students will receive assistance with such things as familiarity with the campus environment, counseling resources, study habit skills, time management and effective research processes in order to better prepare participants for training and/or educational programs. This skill preparation approach is to assure greater success of participants in training and educational programming by providing them with the tools to maximize their learning activity.

In addition, Contractors shall adhere to the following SCMW Training Policy Statement:



Training Policy Statement

It will be our policy to offer customers Training opportunities that are appropriate for the customer based on several key factors including, but not limited to, funding source eligibility, evaluation of individual assessment results, development of a complete Individual Service Strategy and recommendation from the Career Manager as to the appropriateness for the training activity.

The priority for Training services will be driven by our businesses and the economic growth and success of our region. The primary focus will be on the attainment of certificates or degrees valued in the local labor market leading to employment in high-demand occupations, emerging industries, or entrepreneurial endeavors. Occupations that meet the criteria will be identified using the SCMW Demand Occupation List. All Training opportunities will be directly linked to occupations that are in demand in the South Central Michigan Works! region.

Based on availability of funding, no training will exceed \$5,000.00 per year for two years, for a total of \$10,000 per person (exception Trade Act Program). Participants may receive up to two years worth of education or training that must be completed within four years. The training cap may be waived only with approval from the Department of Energy Labor & Economic Growth, (DELEG) on an individual basis. Any such requests by Contractors will first be forwarded to the President of SCMW, or designee, for review. The customer will be responsible for costs over the cap.

Customers found eligible and able to complete a training opportunity must first leverage federal and state financial aid grant resources, such as Pell Grants, Federal Supplemental Education Opportunity grants, and work-study. Other funding sources such as WIA Dislocated Worker, WIA Adult funds, TANF funds, and TAA funds will then be used when appropriate. It will be the responsibility of the Contractor working with the student and the financial aid staff at the training institution to determine a financial aid package. When possible, Contractors will co-enroll training participants in all appropriate federal programs to ensure they benefit from case management/support services.

Any customer that is found eligible under the guidelines of the appropriate funding source that does not possess a H.S. diploma or G.E.D., or does not currently have the employment related skills or educational abilities to enter occupational training or associate's level work, may be required to complete remediation as part of their overall employment and training plan.

Once a participant is enrolled in classroom training, regular attendance will be required and a 2.0 or C average shall be maintained. It will be the responsibility of the Contractor working with the training provider and the participant to track and document this information.

The No Worker Left Behind, (NWLB) policy issuances, letters, and guidelines issued by the DELEG will be adhered to by all SCMW Contractors.

The Wagner-Peyser funded services (Employment Service) will be an integrated component of each SCMW Service Center. The Employment Service (ES) provider delivers core employment services to job seekers and employers at no cost. These include:

- 1) Labor exchange (self-service, staff-assisted self-service, and mediated services).

- 2) Assisting UI claimants in completing the UI Work Test through the use of the MTB. The ES provider will apply a stamp and initial each claimant's verification card once the registration has been verified and then transfer the data electronically to the UA via the OSMIS. The ES provider will also complete a form and report to UA any specific evidence of a claimant's unavailability for or lack of seeking work.
- 3) Providing access to the MTB as a part of the national labor exchange system and receiving and forwarding interstate and intrastate job orders to designated ESA staff for processing.
- 4) Administering the TAA programs in the region. TAA reemployment services will be provided including career counseling, job placement assistance services, skills assessment, supportive services, job development, job search assistance and referrals. TAA Out-of-area job search allowance and relocation allowance are also available. Training services such as employer-based training, classroom training and remedial training will also be provided where appropriate according to State and Federal policy.
- 5) Operating the local component of the ES complaint system. Formal complaints filed by the customer will be addressed in accordance with the policy and procedures stated in Section 075 of the ES Manual.
- 6) Operating the local component of the Federal Bonding program. The ES provider will assist individuals in obtaining a fidelity bond where necessary as a condition of employment, consistent with ES Manual Section 112.

NOTE: SCMW has incorporated priority of services for veterans and eligible spouses sufficient to meet the requirements of 20 CFR part 1010, published at Federal Register 78132 on December 19, 2008. When veteran's priority of service is applied in conjunction with another statutory priority such as under the Recovery Act, veterans and eligible spouses will receive the highest priority within the priority group followed by non-veteran members of the priority group. SCMW administration staff, service center staff, and partners hold regular service center meetings and work to keep the cooperation and communication open with all partners to be sure that the priority of service is adhered to.

V. Rapid Response Activities

Each SCMW Service Center Rapid Response Team is comprised of partner agencies that provide services to dislocated workers. At a minimum these teams will include the Dislocated Worker service provider, the Employment Service provider, and the Unemployment Agency. SCMW will also have a staff member on the initial Rapid Response Team. Although rapid response activities are the primary responsibility of the Rapid Response Section (RRS) of the DELEG, SCMW will serve as the conduit of information between RRS and the Rapid Response Team at each of the three SCMW Service Centers. SCMW maintains a Rapid Response policy that is available for review by contacting Leslie Prame, Chief Operating Officer, South Central Michigan Works! Phone, 517-841-5674 or lprame@scmw.org

VI. Funding

- A. Criteria to determine whether funds allocated for adult employment and training activities under WIA are limited, and the process by which any priority of service will be applied.

The SCMW Workforce Development Board (WDB) established the following policy: The WDB will annually review whether funds are limited with respect to WIA and NWLB requirements. The WDB has made the following determination: funding is not limited based on all existing funding, including JET funding. Funds have been available to serve all individuals who have been referred with sufficient capacity to increase service levels with existing funding. Additionally, state policy provides greater flexibility with respect to the use of these funds (both in terms of services and individuals eligible to receive services). Therefore the board finds that it is not necessary to establish a priority requirement for services under the Workforce Investment Act. This determination is contingent on maintenance of existing levels of funding and may be altered based on any significant reductions in major funding such as JET, WIA and NWLB monies.

In the event that a SCMW determines that the funds allocated for the WIA adult employment and training activities are limited, priority will be given to recipients of public assistance, low-income individuals, and other NWLB eligible individuals for intensive and training services in occupations that are considered in demand, as determined by SCMW. Additionally, under the state's work-flex authority granted by the USDOL, SCMW may exercise the option to request a waiver to permit the use of up to 10 percent in Program Dislocated Worker funding allocated under the WIA Section 133(b)(1)(B) for the SCMW Incumbent Worker Training (IWT) activities.

- B. Description of the competitive process to award grants and contracts.

The WDB utilizes a request for proposal (RFP) process to procure contracts for services consistent with existing state policy. Request for proposals will be developed for the following training services that will be available outside of the ITA system: On-the-Job Training, Customized Training, and training for special participant populations that face multiple barriers to employment [Section 134(d)(4)(G).

The WDB shall also issue rfp's for youth activities. The Youth Council will assist in the development, review and recommendation of service providers for youth activities.

- C. Identify the Chief Elected Official designated as the Grant Recipient for the WDB Area, in accordance with WIA Section 117(d)(3)(B) and Section 118 (b) (8).

Grant Recipient Name & Title: James Videto, CEO; Christine Quinn, President
Organization Name: South Central Michigan Works!
Address: 310 W. Bacon Street, Hillsdale, MI 49242
Telephone number: 517-437-0990 ext. 108
E-mail address: jvideto@co.jackson.mi.us; cquinn@scmw.org

Also, identify the Fiscal Agent if different from the Grant Recipient/Chief Elected Official for the WDB area:

Fiscal Agent Name & Title: Belinda Shaffer, Director of Business/Finance
Organization Name: Hillsdale County Intermediate School District
Address: 310 W. Bacon Street, Hillsdale, MI 49242
Telephone number: 517-437-0990 ext. 111
E-mail address: bshaffer@hillsdale-isd.org

VII. Review, Comment, and Publication Documentation

SCMW as required will publish plans in accordance with Section 118(c) of the Act. In lieu of submitting documentation, SCMW will maintain documentation on file for monitoring by the DELEG.

- A. The proposed plan will be published; and
 1. Such plans will be made available for review and comment to:
 - Members of the local board and members of the public, including representatives of business and labor organizations; and
 - The public through such means as public hearings and local news media.
 2. The local board must submit any comments that express disagreement with the plan to the DELEG along with plan.

The local board must make information about the plan available to the public on a regular basis through open meetings. The local should include a reference as to where and how copies of the complete plan can be obtained.

In accordance with the Americans with Disabilities Act (ADA), availability of the final Five-Year Plan for Adults and Dislocated Workers must include reference to accommodations or special request of the plan in alternate formats, such as large print, audiotape, etc. In addition, public meetings concerning the plan must comply with physical access requirements of the ADA.

SECTION II: YOUTH

A. Describe your broad strategic, economic, and workforce development goals for youth.

The SCMW WDB is committed to the development and improvement of a comprehensive workforce development system. The WDB has long held that the most important workforce development activity is the connection between school and work. Stated differently, high quality academic achievement combined with employability skills are the foundation for success in any occupation or career. Career Preparation and Tech Prep are examples of efforts to ensure that young people are given opportunities to pursue careers of their choice. Effective education that results in preparing students with the necessary skills, knowledge and abilities required to enter the workplace and progress in a career pathway is critical to successful workforce development. This includes transferable skills and the ability to learn and adapt over a lifetime that will result in an average of 7 to 9 different careers. Youth development is the foundation of all workforce development activities and requires the highest level of attention and commitment. Failure to succeed in youth development will jeopardize the ability of our communities to remain competitive in a global economy with increasingly more stringent demands for higher skill levels.

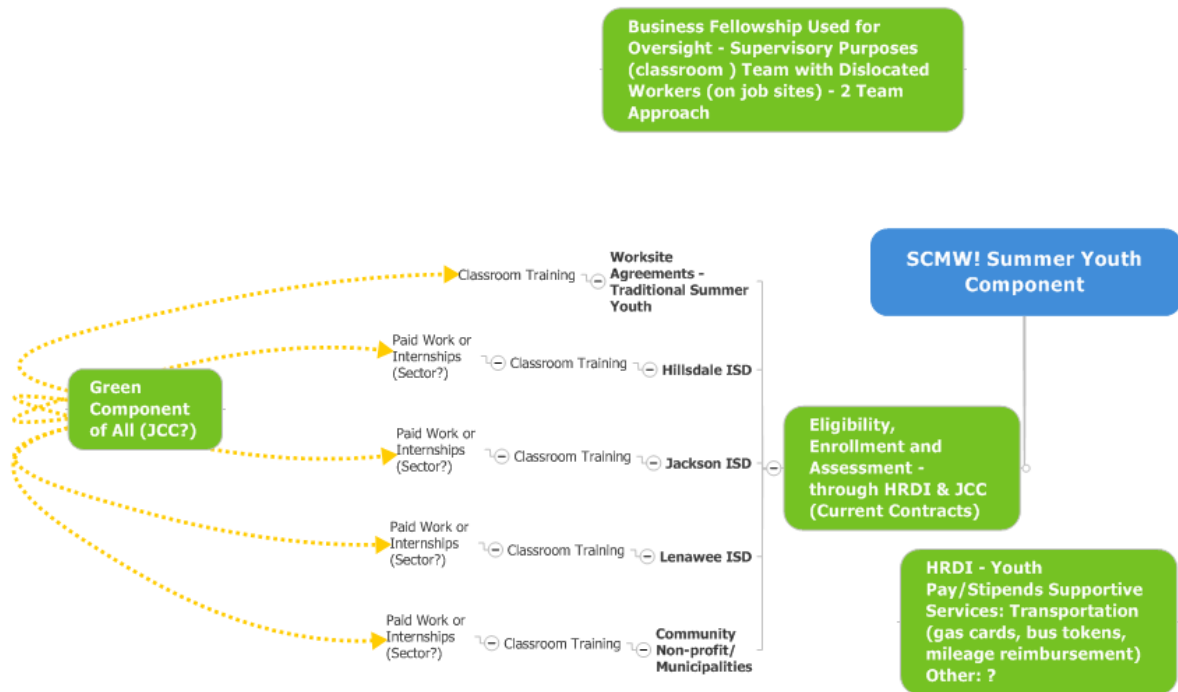
Youth development encompasses academic, physical, emotional and personal growth. All of these elements are essential for young people to successfully transition to adulthood and ultimately to the world of work. The WDB espouses the five fundamental resources of the America's Promise initiative as an appropriate framework for positive youth development. The five fundamental resources are:

- Mentor—an ongoing relationship with a caring adult or mentor;
- Prepare—marketable skills through effective education;
- Nurture—a healthy start;
- Protect—safe places to learn and grow; and
- Serve—an opportunity to give back through community service.

By ensuring that young people have access to all of the fundamental resources our communities will be providing opportunities for all youth to flourish and develop to their maximum potential.

With the passage of the Recovery Act, SCMW stepped up coordination efforts within our region to assist youth. The following map is the initial draft plan created from a kick-off meeting with attendees from Education, Employers, Business Solutions staff, Contractor staff, etc. This meeting helped tremendously in the outreach and recruitment efforts.

By utilizing formula funds and Recovery Act funds simultaneously, SCMW will be able to expand services to youth in many ways with a focal point to include an educational component when appropriate. All allowable WIA youth activities will be utilized and a strong emphasis will be placed on expanding our summer employment opportunities for youth. An increased focus will be to serve those youth that are disconnected and the most in need, such as dropouts, low basic skill levels, and those ages 18-24 that have little hope for success.



SCMW will operate an expanded Summer Youth Opportunities Program for 2009/2010

The American Recovery and Reinvestment Act of 2009 (ARRA) has made available funding for expanded summer youth employment activities. These funds are available to provide activities for youth in accordance with WIA requirements, TEGL 14-08 and other appropriate changes, guidance letters, with the primary goal of providing as many youth as possible with summer employment opportunities and work experiences throughout the year, while ensuring that these summer employment opportunities and work experiences are high quality.

As the Youth Contractor for SCMW, Michigan HRDI will provide an Expanded Summer Youth Opportunities program, lasting initially from May 1 to September 30, 2009. This program is projected to provide paid work experience to up to 450 youth, of whom 150 approx. will be in-school youth (ages 17-20), and 300 approx. will be out-of-school youth (ages 18-24), and all youth served in the program will meet WIA youth eligibility requirements.

Activities:

The proposed Summer Youth Opportunities program has two primary activities:

- Two two-day Work Readiness/Safety Seminars will be held for all youth scheduled to enter work experience. The first session will be for out-of-school youth and will be held in the second week of May, and the second seminar, for in-school youth, will be held in the second week in June. The seminar will cover basic employment information such as completing I-9 and W-4 forms, basic work behaviors such as attendance, punctuality, teamwork, working with supervisors, on-the-job communication with supervisors and co-workers, and accepting criticism. The seminar will also present money management information on banking and budgeting and on occupational safety and health. All youth participants attending the seminars will complete a pre-test evaluation of their work readiness and employability skills.
- The second major activity will be paid work experience. Participants will be placed at private sector for-profit and non-profit worksites and public sector worksites, with all worksites identified by SCMW Business Solutions staff. HRDI has initially planned for up to 50% of the worksites to provide “green” work experiences in such areas as conservation, reclaiming of public park areas, recycling of computers and the providing energy efficient home upgrades through the publicly funded home weatherization program. All youth

completing the work experience activity will complete a post-test evaluation of their work readiness and employability skills. In-school- youth work experience will average 8-10 weeks in length, with participants paid at minimum wage level, while out-of-school youth work experience will average 10-12 weeks in length, with payment being at the wage level established by the worksite employer for similar work done by regular employees. HRDI estimates such wages will average \$9.00 per hour. In-School-Youth placements will be at public sector worksites, while out-of-school youth may be placed at public sector, private sector for-profit or private sector non-profit worksites. HRDI will contract with all worksites for work experience, will serve as the employer of record, will maintain payroll and will maintain workers compensation for all work experience participants.

Michigan HRDI will provide training for worksite supervisors – both those hired by Michigan HRDI and those employed by the worksite employers. Training topics will include: an overview of the Expanded Summer Youth Opportunities, Work Experience policies, rules and processes, safety requirements, timesheets and evaluations, and basic work experience responsibilities and duties.

In addition to the activities, HRDI will also continue the Legacy recruitment and GED program as part of the ongoing recruitment of out-of-school youth and to provide educational support to participants.

Outcomes:

Michigan HRDI anticipates a variety of potential outcomes for participants in the Expanded Summer Youth Opportunities Program. These include:

- All youth participants that complete a pre-test Work Readiness/Safety Seminar work readiness/employability skills evaluation, complete their work experience activity, and demonstrate an increase in work readiness/employability skills on their post-test evaluation will receive a Work Readiness Certificate,
- Successful completion of the work experience activity and placement/hiring into full time employment,
- Successful completion of the work experience activity and continued participation in the year round Youth program, for completion of high school and enrollment in post-secondary education degree program, in an occupational skills classroom training program or in a registered apprenticeship program,
- Successful completion of the work experience activity and (for older youth) concurrent enrollment in the WIA adult program, for potential No-Worker-Left-Behind training to prepare for employment in a demand occupation.

Contractor Staffing:

Michigan HRDI will hire 9 dedicated staff for this program. Staff will include:

5 career managers – Temporary, contract hires that will provide career management services for Youth Work Experience participants that will be terminated at the end of the work experience summer period (ending September 30, 2009), from recruitment through completion of work experience. These Career Managers will be employed from April 15 to September 30.

2 career managers – Hired for the period from May 1, 2009 to September 30, 2010. These career managers will provide career management services for youth that are enrolled longer term, beyond the September 30, 2009 end date for the 2009 summer work experience period.

1 Legacy program Recruitment Specialist, employed from May 15, 2009 to September 15, 2010.

1 Legacy program GED instructional specialist, employed from May 15, 2009 to September 15, 2010

Contractor Budget Summary approximations:

Staff wages, fringes, operations:	\$ 499,000.00
Consumable supplies:	\$ 4,000.00
Work Site Supervision	\$ 85,000.00
Work Experience Wages/insurances:	\$1,021,000.00
Supportive Services:	\$ 127,000.00
Work Readiness Workshops	<u>\$ 36,000.00</u>
BUDGET TOTAL:	\$1,772,000.00

Additionally, the Contractor will have the flexibility to determine the needed assessments for each participant and then develop an Individual Service Strategy (ISS) for each participant served with ARRA funds. All the detailed information that is normally gathered for development of the ISS may be curtailed as long as the ISS developed for each youth participant identifies age-appropriate career goals and consideration of the assessment results. Follow-up services are one of the 10 required youth program elements. Given that summer employment programs will be running for a shorter length of time, HRDI will have the flexibility to determine if and when the follow-up requirement will be required for youth served during the summer months only (May 1-September 30).

If funding is available the following activities may be provided:

- Expand recruitment and job site development to enroll and place more work experience participants prior to September 30, 2009, and/or
- Based on waiver approval, extend some work experience agreements and participants beyond September 30, as long as funds are available, and/or
- Design and implement a separate, specialized youth training activity other than work experience that is allowable per the employment and training provisions of the ARRA, and associated regulations.

B. Describe your youth vision and how the Workforce Investment Act (WIA) workforce investment system will help to attain these goals.

The vision for youth is to ensure that young people are prepared with the knowledge, skills and abilities that will enable them to successfully pursue a career or careers of their choice and to become productive and contributing members of society.

The five fundamental resources of America's Promise are the guiding framework for the WDB's vision for youth development. The following are critical elements of the vision:

There must be an emphasis on all youth. The efforts of the board and of the community must be inclusive.

- Our approach to youth development should be "asset-based." This results in focusing on providing the fundamental resources. The Search Institute has identified 40 developmental assets which when present in young people reduces the level of involvement in high-risk behavior and increases positive attitude and behaviors (based on the Search Institute's survey of nearly 100,000 youth in 213 towns and cities throughout the U.S. during the 1996-97 school year). The more assets youth possess the less likely young people will engage in self-defeating behavior. Efforts targeted to youth who are lack developmental assets will reap dividends not only for the individual, but also for the community (i.e. reduced crime rate, reduced teen pregnancy, reduced alcohol and substance abuse, and the associated costs of these self-destructive behaviors).
- Youth development activities and career preparation must take into account that students learn in different ways and at different rates. The system must be adaptable and provide alternatives to accommodate various learning styles.
- The system should allow for multiple points of entry and exit. Youth are not locked into a particular career path or program.
- Encourages high expectations of all youth.
- Ensures development of fundamental skills regardless of career choice (i.e. work ethic, communication, responsibility, etc.)

- Is future oriented, preparing students with transferable skills and lifelong learning.
- Better connections between schools, employers, parents and teachers to give all young people the best opportunity for a successful future.

C. Describe who are the youth customers of the workforce investment system in your area.

The youth customers of the workforce investment system are all youth as it relates to career preparation activities. Youth programs funded by WIA have, as the primary customer, economically disadvantaged youth (ages 14-21, expanded to age 24 under ARRA) that have one or more barriers to employment. At least 30% of all WIA youth funds will be spent on “out-of-school” youth. These are defined as high school dropouts or young people under 21 who have completed high school (or received their GED) but have been unable to transition successfully to the world of work in an occupation that result in self-sufficiency. Examples of youth that will be targeted under WIA youth-funded programs include: pregnant or parenting teens, ex offenders, youth that are achieving below grade level in reading and math, dropouts, etc.

D. Describe the competitive and non-competitive processes that will be used at the local level to award grants and contracts for youth activities under Title I of WIA, including how potential bidders are being made aware of the availability of grants and contracts.

Requests for proposals (RFPs) will be issued by the WDB. Successful bidders will clearly demonstrate: a) how the proposed array of services are framed under one or more of the five fundamental resources; b) how services connect to the career preparation system; and c) value-added services that assist at-risk youth become self-sufficient (performance standards). This will be a competitive bidding process. Grant awards will be for one year with an option to extend for two additional years based on performance and funding.

An extensive bidders’ list has been compiled that includes all K-12 school districts in the region, post-secondary and proprietary institutions as well as community-based and non-profit organizations that provide youth services. Once the RFP is developed, a notice will be mailed to the bidders’ list as well as newspaper publication of the availability of grant funds. A bidder’s conference will be held to answer questions from prospective service providers

E. Describe the current status of the one-stop service center, including all existing youth activities and how they have been included in the development of the one-stop integrated service delivery system.

Youth providers are located in the three SCMW Service Centers. All youth providers are encouraged to provide opportunities for their participants to learn about the full array of services available to them. This includes entering their resumes on the MTB, searching for jobs, gathering labor market information and information regarding education and training opportunities through NWLB available in career areas of their choice.

II. Strategies for Improvement

- A. Describe how the local board and youth council will develop and manage effective youth programs.

The WDB and the Youth Council will engage the Education Advisory Group in substantive planning regarding quality programs for youth who qualify to participate in a WIA-funded program. Efforts will be targeted to areas of need as identified by data gathered from school districts, community foundations or other sources of information (i.e. Kids Count). By connecting with the Education Advisory Group, the WDB and Youth Council will ensure that WIA-funded youth programs are connected to the Career Preparation System, thus avoiding duplication and ensuring that participants are connected to the full-array of services available through the Career Prep system.

Secondly, by organizing all WIA youth activities under the five fundamental resources, the WDB and Youth Council will be able to connect to other organizations that are providing services in those areas, thereby leveraging available resources to ensure maximum impact.

Thirdly, the WDB and Youth Council will establish meaningful performance standards, and will assess performance to ensure that participants are receiving high quality, customer-oriented, results-driven services.

Finally, the WDB and Youth Council will annually assess whether demographic changes require establishing different priorities.

- B. Describe the strategy for providing comprehensive services to eligible youth, including any coordination with foster care, education, welfare, and other relevant resources. Include requirements and activities to assist youth who have special needs or barriers to employment, including those who are pregnant, parenting, or have disabilities. Describe how coordination with the Job Corps, youth opportunity grants, and other youth programs will occur.

The scope of services available to youth under WIA will be based on individual need and a clearly defined strategy to accomplish participant goals. These will vary based on the age and educational attainment levels of the participants. Every effort will be made to connect youth to other available resources in the community in order to ensure that limited resources are utilized effectively. Participants will be recruited from local school districts, the juvenile court system, DHS, etc. Referrals will be made to Job Corps (one staff person is permanently stationed in the Jackson Service Center) and other youth serving organizations

Service providers for youth programs under WIA will be required to demonstrate that the required components are available for all youth participants as appropriate. In many cases (e.g. Comprehensive Guidance and Counseling) the service may already be available and simply require appropriate referral. In other cases, WIA funds will be utilized to provide the service. Staff hired to provide WIA youth services will conduct initial assessments and eligibility determination and complete an ISS with each participant. The ISS will identify special needs and barriers along with strategies, specific activities (provided directly or through referral to an

appropriate agency), and goals to be achieved and will be updated on a regular basis. Given the limited funds available for youth programs under WIA, it is recommended that WIA efforts focus on establishing an effective program that serves at-risk youth over time. The ultimate goal for each youth participant will be achievement of self-sufficient employment and attainment of competency in a skill area connected to employment goals.

The following is a list of how the local area plans to address the specific provisions of WIA:

- *Preparation for post-secondary educational opportunities*—students that are enrolled in WIA programs that are functioning below grade level or have not demonstrated proficiency in MEAP assessments will be assisted in improving academic achievement that will enable them to continue their education at the post-secondary level based on their identified career path. This will be accomplished through referral or direct service delivery within the SCMW Skill Building and Assessment Centers located within each Service Center and operated by our Contractor, Jackson Community College.
- *Strong linkages between academic and occupational learning*—efforts are presently underway to connect academic and occupational learning for all students through the Career Preparation system. Participants enrolled in WIA youth activities will have these opportunities reinforced throughout their participation in the program.
- *Preparation for unsubsidized employment opportunities*—this is a broad category, but may include the delivery of pre-employment skills training, resume writing, interviewing skills, etc.
- *Effective linkages with intermediaries with strong employer connections*—since the WIA-funded youth activities must be connected with the five fundamental resources of America’s Promise as well as the Career Preparation system, service providers will be linking with efforts which address youth development and which include employer participation coordinated through the SCMW Business Solutions Management team.
- *Alternative secondary school services*—for participants who are unable to succeed in a traditional school environment, referrals will be made to appropriate alternative secondary school programs.
- *Summer employment opportunities*—many of the youth participants will require summer activities in order to maintain grade level and to continue developing appropriate work habits and skills as part of their year-round participation. Some students involved in summer activities will participate in both classroom and work-based learning experiences. The work-based learning experiences will be in both the private sector and public sector and every effort will be made to connect youth with employment experiences in the career path they identify. Many students participating in the Summer Youth Opportunities 2009 Program

will primarily work through a paid work experience setting and obtain a work readiness credential.

- X *Paid and unpaid work experience*—Where appropriate, participants will be connected with paid and unpaid work experience that is structured in order to connect academic and occupational skill development. In many cases, these opportunities are provided through the Jackson Area Career Center, the Lenawee Vo-Tech Center (both of which serve Hillsdale County) and on a “less-than-class-size” basis in Hillsdale County or through the Workforce Development Technology Center.
- X *Occupational skill training*—as participants identify career paths of interest, connections will be made to occupational skill training that is available at the Jackson Area Career Center, the Lenawee Vo-Tech Center, the Hillsdale Workforce Development and Technology Center, Jackson Community College, Baker College and other training providers that grant recognized certificates in occupational areas.
- X *Leadership development opportunities*—participants will be encouraged to become involved in service clubs, after school activities, community service through volunteerism and other initiatives that will enable them to develop leadership skills.
 - *Comprehensive guidance and counseling*—participants that are in the K-12 system will be encouraged to take advantage of the guidance and counseling that is available. One of the priority areas of the Career Preparation system has been implementation of the comprehensive guidance and counseling component. Additionally, participants will receive assistance from their career manager as the ISS and specific goals are developed and older youth may be referred to other community resources, such as Jackson Community College, for assistance.
 - *Supportive services*—as needs for supportive services are identified, referrals will be made to agencies that provide services in the identified area, or WIA funds will be used as appropriate to provide the necessary supportive services to ensure successful completion of the program. Examples of supportive services would be gas cards, bus tokens, housing assistance as appropriate, etc.
 - *Follow-up services*—follow-up services will be made available to all participants for at least one year following completion of the program. This will include contact from a career manager at least on a monthly basis to determine what assistance, if any, is needed to ensure success in the workplace. For those that are participating in the ‘summer only’ activities for the SCMW Summer Youth Opportunities for 2009, the follow up may be less than 12 months but a follow up is required to be completed for each youth to assure that they were successful in their participation.

III. Review, Comment, and Publication Documentation

SCMW as required will publish plans in accordance with Section 118(c) of the Act. In lieu of submitting documentation, SCMW will maintain documentation on file for monitoring by the DLEG.

A. The proposed plan will be published; and

1. Such plans will be made available for review and comment to:

- Members of the local board and members of the public, including representatives of business and labor organizations; and
- The public through such means as public hearings and local news media.

2. The local board must submit any comments that express disagreement with the plan to the DLEG along with plan.

The local board must make information about the plan available to the public on a regular basis through open meetings. The local should include a reference as to where and how copies of the complete plan can be obtained.

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