

Maryland's Job Driven National Emergency Grant (JD NEG) Program | March 18, 2016

TO: Division of Workforce Development and Adult Learning (DWDAL) staff and Local Workforce Development Area directors

FROM: Division of Workforce Development and Adult Learning
Maryland Department of Labor, Licensing and Regulation

SUBJECT: Maryland's Job Driven National Emergency Grant (JD NEG) Program

PURPOSE: To provide policy guidance on the Job-Driven National Emergency Grant Program.

ACTION: Local Workforce Development Area directors, American Job Center (AJC) labor exchange administrators, and central office managers will ensure all employees are aware of and receive copies of this policy. DWDAL policies are available [on the DLLR website](#).

EXPIRATION: September 16, 2016

QUESTIONS: Chris MacLarion
Project Manager, JD NEG Program
410.767.3969
christopher.maclarion@maryland.gov

Erin Roth
Director of Policy, DWDAL
410.767.5870
erin.roth@maryland.gov

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CANCELLATION

The following policy is hereby cancelled and replaced by this policy issuance:

- Policy Issuance 2014-16, Maryland's Job Driven National Emergency Grant (JD NEG), dated September 8, 2014.

GENERAL INFORMATION

WORKFORCE INNOVATION & OPPORTUNITY ACT

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014, and went into effect July 1, 2015. WIOA supersedes the Workforce Investment Act of 1998 (WIA) and amends the Adult Education and Family Literacy Act, the Wagner Peyser Act, and the Rehabilitation Act of 1973. To help both businesses and job seekers meet their needs, the workforce system established under WIOA is integrated by design. WIOA envisions connecting businesses with job seekers, through meaningful partnerships among workforce, education, human services, and economic development entities which ensure optimum results and leveraging of resources. The law addresses the needs of job seekers through establishing a workforce system that helps them access employment, education, training and support services to succeed in the labor market. Through American Job Centers (AJCs), WIOA works to address employer needs by matching them to the skilled workers they need to compete in the global economy.

NATIONAL EMERGENCY GRANTS / NATIONAL DISLOCATED WORKER GRANTS

Under WIA, National Emergency Grants (NEGs) are discretionary grants awarded by the United States Department of Labor (USDOL) to provide employment-related services for dislocated workers. NEGs are intended to temporarily expand service capacity to state and local entities by providing time-limited funding assistance in response to large, unexpected economic events that cause significant job loss. By affording workers the opportunity to acquire the occupational skills that they need to pursue in-demand jobs, NEGs are key to helping workers, communities and the U.S. economy to quickly recover from economic downturns.

Under WIOA, NEGs are known as National Dislocated Worker Grants (DWGs). Because the JD NEG Program precedes the new law, Maryland will continue to refer to this program as a National Emergency Grant for the remainder of its existence.

DISLOCATED WORKERS

By definition, a dislocated worker under WIOA is an individual who:

1. Has been terminated or laid off, or received a notice of termination or layoff from employment;
2. Is eligible for, or has exhausted, unemployment insurance (UI) benefits;
3. Has demonstrated an appropriate attachment to the workforce, but is not eligible for UI and is unlikely to return to a previous industry or occupation;
4. Has been terminated or laid off, or received notification of termination or layoff from employment as a result of a permanent closure or substantial layoff;
5. Is employed at a facility where the employer has made the general announcement that the facility will close within 180 days;
6. Was self-employed, but is unemployed as a result of general economic conditions in the community or because of a natural disaster; or,
7. Is a displaced homemaker who is no longer supported by another family member.

JOB DRIVEN NATIONAL EMERGENCY GRANTS

Despite recent economic growth, long-term unemployment continues to strain the U.S. workforce development system's capacity to provide the breadth of reemployment services needed to get people back to work. At the same time, businesses are reporting difficulty in finding and hiring workers with the right skills for jobs that they need to

fill. USDOL developed the Job Driven National Emergency Grant (JD NEG) opportunity to address these challenges. Nationally, the JD NEG invests in workforce and industry partnerships to provide workers with the skills necessary to fill in-demand jobs.

In Maryland, the Job Driven National Emergency Grant (JD NEG) Program provides quality employment and training services to dislocated workers to help them find, and qualify for, meaningful employment. Maryland's JD NEG Program is also designed to help employers find the skilled workers they need to compete and succeed in business. Because partnering with employers is key to Maryland's success, the JD NEG Program enhances and expands dislocated worker services by focusing on industry-driven partnerships with the business community. Employer partnerships create job opportunities for dislocated workers through work based learning, on-the-job training, and customized and occupational skills training.

Maryland's JD NEG Grant Program started in the summer of 2014. It is expected to close out on September 30, 2016.

JOB SEEKERS: PROGRAM PARTICIPANTS AND OUTREACH

TARGET JOB SEEKERS

The State's JD NEG Program is focused on serving three specific job seeker populations:

1. *Long-term Unemployed*- Dislocated workers who have been unemployed for 27+ weeks;
2. *Candidates for the Reemployment Opportunity Workshop (ROW) or Reemployment Services & Eligibility Assessment (RESEA) Programs*¹ - Unemployment Insurance (UI) recipients that have been profiled by the Worker Profiling and Reemployment Services (WPRS) System as likely to exhaust UI benefits; and,
3. *Foreign Trained Immigrant Workers*- Immigrant workers who fit the dislocated worker definition and have faced barriers to employment in their trained field or profession.

JOB SEEKER OUTREACH METHODS

DLLR and Local Workforce Development Area (Local Area) staff should identify potential participants by building upon existing customer relationships, organization partnerships, and other resources. Examples of resources that could help to identify participants include, but are not limited to: Employment Advancement Right Now (EARN) partners, Pre-Apprenticeship program partners (ex. Project JumpStart), Apprenticeship program partners, Maryland Adult Education, and the Maryland Department of Human Resource (DHR)'s Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP) customers, the Maryland State Department of Education's Division of Rehabilitation Services (DORS) customers, non-profit, and faith-based organizations.

In addition, to help identify Marylanders who are long-term unemployed, the JD NEG Project Manager will work with DLLR's Division of Unemployment Insurance. To identify foreign trained immigrant workers, the JD NEG Project Manager will facilitate partnerships with DHR's Maryland Office for Refugees and Asylees (MORA) and non-profit groups, such as Casa de Maryland and the International Rescue Committee.²

American Job Center staff, including those working with the Trade Adjustment Assistance (TAA) Program, the Jobs for Veterans State Grant (JVSG) Program, Wagner-Peyser (WP), ROW, and RESEA should identify eligible participants and refer them to the JD NEG facilitator to determine program eligibility. Veterans should receive Priority of Service, in accordance with federal law and as set forth in Policy.

An employer may refer an individual to a service provider for consideration of developing an On-the-Job Training (OJT) contract³ with the following criteria:

- (1) The individual is eligible for JD NEG services;
- (2) The individual's Individual Employment Plan (IEP) assessment identifies OJT as an appropriate training activity; and,

¹ ROW was formerly known as Early Intervention (EI). RESEA was formerly known as Reemployment & Eligibility Assessment (REA).

² Foreign Trained Immigrant Workers who are not able to verify their dislocation event using the normal documentation procedures, due to extenuating circumstances, may elect to use self-attestation. At a minimum, those who self-attest shall provide the following: (1) Letter of Self-Attestation; (2) approved documentation to identify authorization to work in the U.S.; and, (3) A letter from the refugee/asylee service organization approved by DHR as a refugee assistance vendor. Supporting documents that contain all essential information regarding the participant's dislocation event should be accompanied by a cover letter verifying the documents provided.

³ Page 10 provides additional details on OJT.

- (3) The employer understands that there is no guarantee that the referred individual will be approved for their worksite, and that the service provider may refer additional JD NEG participants for the employer's consideration for hire under the OJT program.

In the absence of an appropriately updated Local Area policy or Local Plan filed with DLLR, participants enrolled as dislocated workers who have accepted transitional or "stop gap" employment, may be deemed eligible for JD NEG participation, as long as the transitional employment has not exceeded 2 years. An eligible dislocated worker remains eligible for assistance after the dislocation event as long as the individual has not been employed in a job that paid a wage defined by the Local Workforce Development Board as self-sufficient, leading to self-sufficiency, or providing more than stop gap employment. After that time, that individual will no longer be considered dislocated. An otherwise eligible dislocated worker remains eligible either prior to, or during, dislocated worker program participation if stop gap employment is obtained for the purpose of income maintenance. If dislocation from a stop gap position occurs, the job of dislocation remains the original job that established the self-sufficient income.

LOCAL AREA STAFF ROLES

Labor Exchange Administrators and Directors of participating Local Areas must ensure that staff roles in the JD NEG Program are clearly understood. Labor Exchange Administrators and Local Area Directors should designate some or all of the Local Area staff to:

- Identify program candidates;
- Assess candidates' eligibility for the JD NEG Program;
- Facilitate communication on the JD NEG program, to ensure all Local Area staff know of the program as a potential resource;
- Assist eligible program participants with obtaining suitable career services, supportive services, and training.

Participating Local Area directors must ensure that the JD NEG Project Manager is provided with the appropriate staff contact(s).

PARTICIPANT APPROVAL

To approve a candidate for participation in the JD NEG Program, a designated Local Area staff person must:

1. Conduct an individual needs assessment OR review an existing employment plan;
2. Determine whether the individual meets the definition of a WIOA dislocated worker; and,
3. Ensure that the candidate is a jobseeker who meets the qualifications of a JD NEG target population.

EMPLOYERS: PARTICIPATING BUSINESSES AND OUTREACH

TARGET EMPLOYERS

Based on evidenced regional and statewide economic need, Maryland's JD NEG Program focuses on sector partnerships with five key industries:

1. *Healthcare;*
2. *Information Technology (IT);*
3. *Transportation and Logistics;*
4. *Construction; and,*
5. *Manufacturing.*

EMPLOYER OUTREACH METHODS

Participating Local Areas should enlist Business Service Representatives (BSRs) and Business Resource Representatives (BRRs) to conduct outreach to local businesses in healthcare, IT, transportation and logistics, construction, and manufacturing industries. BSRs and BRRs should introduce the JD NEG Program, using the JD NEG Program Factsheet given in *Attachment A*, and then identify interest for participation in on-the-job (OJT) training, work based learning (WBL) and other opportunities.

BSRs and BRRs should then refer interested, qualifying businesses to the Anne Arundel Workforce Development Corporation (AAWDC)'s JD NEG Industry Navigators for placement and further direction.

JD NEG Industry Navigators should:

- Assist companies with completing applications;
- Work with companies to gain a clear understanding of job requirements;
- Coordinate with Local Areas and other partners to identify qualified jobseeker candidates to participate in training;
- Help to prepare and submit OJT training plans, for review by the AAWDC's OJT Contract Administrator; and,
- Support contract preparation between participating employers and JD NEG Program jobseekers.

JOB SEEKER TRAINING

Based on an assessment of a participant's need, the JD NEG Program provides meaningful, quality training opportunities, which could include: on-the-job training, occupational skills training, customized training, career pathways, pre-apprenticeship, or apprenticeship opportunities. *Attachment B* provides clarification on the types of activities that are fundable by the JD NEG Program.

ON-THE-JOB TRAINING (OJT)

On-the-job training (OJT) is training conducted by an employer that occurs while a participant is engaged in productive work. OJT optimizes the resources available under workforce development initiatives to meet the needs of employers and job seekers. Employers match JD NEG Program funding to employ participants, while they train for the job. *Attachment A* provides additional details on OJTs.

OCCUPATIONAL SKILLS TRAINING

Occupational skills training is delivered to participants through community college and/or industry partners to provide them with employer-driven, specific vocational skills at entry, intermediate or advanced levels. Occupational skills training leads participants to proficiency in performing actual tasks and technical functions that are required by certain industries. After completing this training, jobseekers receive industry recognized certificates.

CUSTOMIZED TRAINING

Customized training is designed to meet employers' specific requirements. The training is provided by an employer (or by a training or educational institution on behalf of an employer) and is conducted with a commitment by the employer to employ an individual upon successful training completion. The skills learned are intended to be transferable across the industry. The employer pays a significant portion of the training cost. *Attachment A* provides additional details on customized training options.

CAREER PATHWAYS

WIOA defines a career pathway as a combination of rigorous and high-quality education, training, and other services that:

- Aligns with the skill needs of industries in the economy of the State or regional economy involved;
- Prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships;
- Includes counseling to support an individual in achieving the individual's education and career goals;
- Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- Organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
- Enables an individual to attain a secondary school diploma or its recognized equivalent, and at least one recognized postsecondary credential; and,
- Helps an individual enter or advance within a specific occupation or occupational cluster.

APPRENTICESHIPS & PRE-APPRENTICESHIPS

Apprenticeship programs combine WBL and classroom training to help successful program completers obtain secure, full-time journeyman positions. DLLR's Apprenticeship and Training Program offers over 100 active apprenticeship programs.

Pre-Apprenticeship Programs are also available to participants to help them gain new skills to obtain employment or to qualify for a Registered Apprenticeship program.

WRAP-AROUND SERVICES

Maryland's JD NEG Program offers wrap-around services to eligible participants. Wrap-around services are designed to help job seekers obtain the necessary skills to re-enter employment. These services include, but are not limited to: academic and career planning, specialized resume creation, mock interview skill sessions, boot-camp reemployment services, mentoring, and other activities that help to increase a participant's "personal agency."

Attachment B provides clarification on the types of activities that are fundable by the JD NEG Program.

SUPPORTIVE SERVICES

Supportive services provide financial assistance to participants who would not be able to participate otherwise. Maryland's JD NEG Program offers supportive services to eligible participants with transportation, uniforms, tools, work or training equipment, child or dependent care, graduation fees, union fees, and clothing for interviews or job fairs. **Attachment B** provides clarification on the types of activities that are fundable by the JD NEG Program.

Before a JD NEG Program participant is approved for supportive services, Local Area staff should ensure that other resources have been explored and no other resource is available to pay for the necessary service. Participating Local Areas should ensure that all Local Area supportive service policies on submission procedures and payment issuance are followed. Participating Local Areas should also ensure that approval forms, receipts and supporting documentation are available for review. Local Area supervisors must approve supportive services for JD NEG Program participants.

Supportive service payment checks are available to the customer, as long as he or she remains in good standing with the training vendor. Supportive services are not available for customers enrolled in online training. OJT participants are only eligible to receive supportive services during the first two weeks of the employment.

The following section details the available supportive services for JD NEG Program participants and the related guidelines.

TYPES OF JD NEG SUPPORTIVE SERVICES

Transportation Allowance

Transportation allowances are available to participants who are in approved training programs. The transportation allowance must cover the cost of traveling to and from job interviews or job fairs, or as support during the first two weeks of starting a new, full-time job.

Payment Guidelines: Transportation allowance can be used for public transit users or for drivers.

For public transit users, participating Local Areas may cover the expenses for bus, light rail, metro subway, MARC train, Washington Transit, or Commuter Choice Maryland.

For drivers, participating Local Areas must set travel allowance at the following rate:

Per Day: \$0.56 per mile X the round trip miles

The maximum allowable payment is \$20 per day, with a maximum of \$100 per week. Google Maps or MapQuest must be used to determine daily mileage. Mileage is calculated from the participant's home address to the training, interview or job fair, or job site.

Uniforms, Tools, and Related Equipment

The JD NEG Program assists eligible participants with the costs of uniforms, tools and/or equipment that are required for participation in approved training programs or new, full-time jobs. Examples of covered items include: steel toe boots, nursing scrubs, stethoscopes, blood pressure cuffs, and worker tools.

NOTE: The JD NEG Program must not cover costs for participants who are also enrolled in the Trade Adjustment Assistance (TAA) Program or dual enrolled in the Statewide National Emergency Grant (NEG) Program. If, for example, a JD NEG Program participant was provided with steel toe boots from the TAA Program, he/she can not also receive steel-toe boots from the JD NEG Program.

Payment Guidelines: Participating Local Areas must base payments on the curriculum requirements of the training program, or for requirements of the participant's new, full-time job. Payments must be made based on the market value for uniforms, tools and/or related equipment. The maximum allowable payment is \$100 for uniforms, \$100 for tools and/or \$100 for related equipment.

Graduation Fees

The JD NEG Program assists its participants with graduation fees, upon successful degree or certificate program completion.

Payment Guidelines: Participating Local Areas must make payments based on the costs of graduation fees for the participant's degree or certificate program.

Union Fees

The JD NEG Program assists participants with union fees, which are the costs associated with joining a union, to obtain employment.

Payment Guidelines: Participating Local Areas must make payments based on the costs of union fees. The maximum allowable payment is \$100.

Clothing for Interviews and Job Fairs

The JD NEG Program assists participants with the costs associated with clothing for job interviews and/or job fairs. Examples of the items that this supportive service covers include: dress shirts, ties, business suits or suit coats, dresses, khaki pants, or dress shoes.

Payment Guidelines: Participating Local Areas should base the supportive service payment on documentation of an upcoming interview or job fair. The payment must be made on the market value of the item. The maximum allowable payment is \$100 per participant.

Child or Dependent Care

When daycare costs for a child or dependent exceed the amount subsidized by the Maryland Department of Human Resource's Department of Social Services, the JD NEG Program assists participants with the additional costs.

To receive this payment, the dependent needing daycare must be:

1. Under the age of 13;
2. Under the age of 18 and physically or mentally incapable of self-care;
3. A spouse who is physically or mentally incapable of self-care and has the same principal address of the program participant; or,
4. A parent who is physically or mentally incapable of self-care.

Payment Guidelines: Participating Local Areas may provide this supportive service payment to actively engaged JD NEG Program participants or to those who are in the first two weeks of new, full-time employment. The maximum allowable payment is \$20 per day, with a maximum of \$100 per week. Participating Local Areas must only approve daycare costs for days that the participant is in training or at work. Before submitting a payment request, participating Local Areas must determine that all of the following conditions are met.

To receive child care payments, the participant must complete ALL of the following steps:

1. Apply for purchase of care subsidy through the department of social services;
2. Provide application results to Career Consultant or Career Navigator;
3. Provide proof that participant has contracted with a State-approved child care provider;
4. Demonstrate evidence of need; AND,
5. Document relationship to person in care.

To receive dependent care payments, the participant must complete ALL of the following steps:

1. Provide legal proof of adult dependent's condition that causes the need for care;
2. Provide proof that participant has contracted with a with a State-approved daycare provider;
3. Demonstrate evidence of need; AND,
4. Document relationship to person in care.

PERFORMANCE & THE MARYLAND WORKFORCE EXCHANGE (MWE)

The Division of Workforce Development and Adult Learning (DWDAL) requires participating Local Areas to enter program participants' information into the Maryland Workforce Exchange (MWE) in a timely manner. Participating Local Areas that do not meet DWDAL's expectations will face consequences, as detailed in a following section.

To comply with regulatory reporting requirements and to determine the success of JD NEG Program's investments, the participating Local Areas **MUST** report the following data into the MWE System:

- Participant characteristics;
- Participant services received;
- Participant outcomes.

Staff from the participating Local Areas must ensure that all reporting data is entered into the MWE within 14 days of activity.

Participating Local Areas must also ensure that all JD NEG Program participants are fully enrolled in the MWE System. As part of the enrollment process, it is mandatory to enter information using the JD NEG project ID. **Attachment C** provides detailed instructions on entering NEGs into the MWE System. Directors from participating Local Areas are responsible for ensuring that the instructions detailed in this attachment are disseminated to staff, reviewed with staff, and followed in the Local Areas.

CO-ENROLLMENT

JD NEG participants should be co-enrolled as WIOA dislocated workers, when applicable. Local Areas are encouraged, but not required, to co-enroll participants as JD NEG participants and WIOA dislocated workers.

If Local Areas do not co-enroll participants, then Local Areas are instead required to document coordination with and leveraging funds of at least two other federal, State, or local programs such as: Unemployment Insurance, Wagner-Peyser Employment Service, WIOA Title I Adult, Dislocated Worker, or Youth programs, Trade Adjustment Assistance, Jobs for Veterans State Grants Program, Careers and Technical Education, Adult Education, Vocational Rehabilitation, Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), economic development programs, Employment Advancement Right Now (EARN), and/or transportation infrastructure grants.

Participating Local Areas that do not co-enroll OJT participants must complete an assessment to determine eligibility as a dislocated worker and to ensure a match and need for OJT. This assessment must be documented as staff assisted core or basic career services. Services such as self-enrollment, which are not done with the assistance of staff, do not meet requirements.

All JD NEG Program activities must end by 9/30/2016. Participants may continue to receive services after the JD NEG end date under another funding source, such as Local Area Dislocated Worker funding or another source for which the participant is co-enrolled and qualifies.

REPORTING

Participating Local Areas should submit timely fiscal and administrative reports to the DWDAL central office. There are consequences for noncompliance, as detailed in a following section.

FISCAL REPORTING

Participating Local Areas must submit monthly and quarterly financial reports on administrative and program costs to the DLLR central office no later than the 10th of the month following the month of reported activity.

Attachment D provides the reporting template for the Fiscal Monthly Status Report and *Attachment E* provides the Fiscal Quarterly Report's template.

If there is a significant change in fiscal information between the 10th and the 30th of the month, then the Local Area must submit a revised monthly report.

Participating Local Areas must provide all signed fiscal reports by mail to the following:

Romila Stephens
Fiscal Administrator
1100 North Eutaw Street
Room 209
Baltimore MD 21201
romila.stephens@maryland.gov

ADMINISTRATIVE REPORTING

Participating Local Areas and the AAWDC must submit monthly administrative reports by email to the Project Manager for the JD NEG Program.

Chris MacLarion
Project Manager, JD NEG Program
christopher.maclarion@maryland.gov

Both Local Area and AAWDC monthly reports are due no later than the 10th of the month following the month of reported activity. These reports are important, for they capture information on the JD NEG Program's participating jobseekers and business, best practices and challenges within the program.

Attachment F provides the reporting template for the monthly Local Area administrative report.

Attachment G provides the reporting template for the monthly AAWDC administrative report.

CONSEQUENCES OF NON-PERFORMANCE

The U.S. Department of Labor has expectations that the State of Maryland will use the JD NEG Program funding to provide the quality service that has been outlined within this policy. The JD NEG is a state-driven grant, and as such, DLLR also has expectations that the participating Local Areas will have performance results that demonstrate that the grant goals are being met.

DLLR will take corrective action with any Local Area that is not meeting the State's expectations in terms of

performance, tracking data in the MWE, in the weekly and monthly administrative reports, or in the monthly and quarterly fiscal reports. Initially, DWDAL will provide increased support and monitoring with the performance area of concern. After receiving increased assistance, if the Local Area is unable to show improvement, the Local Area will be removed from the JD NEG Program and the area will be required to close-out early. In this case, remaining funds, along with the remaining participants to be served, will be reallocated.

MONITORING

The State of Maryland acknowledges that the USDOL's Employment and Training Administration may conduct an independent evaluation of the outcomes and benefits of the Maryland JD NEG Program.

To ensure that policies are being followed and expectations are being met, Local Area participants should also expect DWDAL to conduct monitoring of the JD NEG Program.

REFERENCES

LAW

- WIOA (Pub. L 113-128) Title I, Section 170, "[*National Dislocated Worker Grants*](#)," dated July 22, 2014.
- Workforce Investment Act (WIA), section 173 (29 U.S.C. 2918), "[*National Emergency Grants*](#)," dated August 7, 1998.

REGULATION

- Federal Register Notice, Vol. 69, No. 81, [*Workforce Investment Act: National Emergency Grant – Application Procedures*](#), dated April 27, 2004;
- WIA regulations at 20 CFR Part 663, "[*Adult and Dislocated Worker Activities Under Title 1 of the Workforce Investment Act*](#)," dated August 11, 2000;
- WIA regulations at 20 CFR Part 671, "[*National Emergency Grants for Dislocated Workers*](#)," dated August 11, 2000.

USDOL GUIDANCE

- Training and Employment Guidance Letter (TEGL) 3-15, "[*Guidance on Services Provided through the Adult and Dislocated Worker Program under the Workforce Innovation and Opportunity Act and Wagner Peyser, as Amended by WIOA, and Guidance for the Transition to WIOA Services*](#)," dated July 1, 2015;
- TEGL 02-15, [*Operational Guidance for National Dislocated Worker Grants, pursuant to the Workforce Innovation and Opportunity Act*](#), dated July 1, 2015;
- TEGL 3-14, [*Implementing a Job-Driven Workforce System*](#), dated July 30, 2014;
- Training and Employment Notice (TEN) 29-13, [*Job-Driven National Emergency Grants*](#), dated April 28, 2014;
- TEGL 16-12, [*On-the-Job Training and National Emergency Grants \(OJT NEGs\) Funded with Workforce Investment Act Dislocated Worker Reserve Funds*](#), dated March 7, 2013;
- TEGL 4-10, [*On-the-Job Training National Emergency Grants \(OJT NEGs\) Funded with American Recovery and Reinvestment Act of 2009 Resources*](#), dated August 6, 2010;
- TEGL 15-10, [*Increasing Credential, Degree, and Certificate Attainment by Participants of the Public Workforce System*](#), dated December 15, 2010;
- TEGL 10-09, [*Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in whole or in part by the U.S. Department of Labor*](#), date November 10, 2009;
- TEGL 2-07, [*Leveraging Registered Apprenticeship as a Workforce Development Strategy for the Workforce Investment System*](#), dated July 12, 2007;
- TEGL 17-05, [*Common Measures Policy for the Employment and Training Administration's \(ETA\) Performance Accountability System and Related Performance Issues*](#), dated February 17, 2006;

- TEGL 22-04, [*Serving Military Service Members and Military Spouses under the WIA Dislocated Worker Formula Grant*](#), dated March 22, 2005;
- TEGL 16-03, “[*National Emergency Grant \(NEG\) Policy Guidance*](#),” dated January 26, 2004;

OTHER REFERENCES

- [*Maryland Occupational Wage Estimates*](#), updated April, 2014.
- [*Presidential Memorandum on Job-Driven Training for Workers*](#), dated January 30, 2014;
- [*Maryland American Job Centers - Approved Waiver*](#), dated January 7, 2014;
- [*OJT NEG Program and Policy Questions and Answers*](#), updated February 11, 2011;

ATTACHMENTS

1. Attachment A – JD NEG Program Fact Sheet
2. Attachment B – Fundable JD NEG Program Activities
3. Attachment C – MWE Instructions for the JD NEG Program
4. Attachment D – Sample of Monthly Fiscal Reporting Template
5. Attachment E – Sample of Quarterly Fiscal Reporting Template
6. Attachment F – Sample of Monthly Administrative Reporting Template for Participating Local Areas
7. Attachment G – Sample of Monthly Administrative Reporting Template for AAWDC



Job Driven National Emergency Grant (JD NEG) Program: Fact Sheet

The Jobs Driven National Emergency Grant (JD NEG) is available to help provide dislocated workers and businesses with the opportunity to participate in work-based and occupational training programs that result in industry-recognized credentials leading to employment.

TARGET EMPLOYERS

1. *Healthcare;*
2. *Information Technology (IT);*
3. *Transportation and Logistics;*
4. *Construction; and,*
5. *Manufacturing.*

EMPLOYER OUTREACH METHODS

Participating Local Workforce Development Areas (LWDAs) enlist Business Service Representatives (BSRs) and Business Resource Representatives (BRRs) to conduct outreach to local businesses in healthcare, IT, transportation and logistics, construction, and manufacturing industries.

BSRs and BRRs refer interested, qualifying businesses to the Anne Arundel Workforce Development Corporation (AAWDC)'s JD NEG Industry Navigators for placement and further direction.

JD NEG Industry Navigators should:

- Assist companies with completing applications;
- Work with companies to gain a clear understanding of job requirements;
- Coordinate with LWDAs and other partners to identify qualified jobseeker candidates to participate in training;
- Help to prepare and submit On-the-Job Training (OJT) training plans, for review by the AAWDC's OJT Contract Administrator; and,
- Support contract preparation between participating employers and JD NEG Program jobseekers.

JOB SEEKER TRAINING

Based on an assessment of a participant's need, the JD NEG Program provides meaningful, quality training opportunities, which could include: OJT, occupational skills training, customized training, career pathways, pre-apprenticeship, or apprenticeship opportunities.

- ON-THE-JOB TRAINING (OJT)
- OCCUPATIONAL SKILLS TRAINING
- CUSTOMIZED TRAINING
- APPRENTICESHIPS & PRE-APPRENTICESHIPS

WRAP-AROUND SERVICES

Maryland’s JD NEG Program offers wrap-around services to eligible participants. Wrap-around services are designed to help job seekers obtain the necessary skills to re-enter employment. These services include, but are not limited to: academic and career planning, specialized resume creation, mock interview skill sessions, boot-camp reemployment services, mentoring, and other activities that help to increase a participant’s “personal agency.”

SUPPORTIVE SERVICES

Supportive services provide financial assistance to participants who would not be able to participate otherwise. Maryland’s JD NEG Program offers supportive services to eligible participants with transportation, uniforms, tools, work or training equipment, child or dependent care, graduation fees, and clothing for interviews or job fairs.

TYPES OF JD NEG SUPPORTIVE SERVICES

- Transportation Allowance
- Uniforms, Tools, and Related Equipment
- Graduation Fees
- Clothing for Interviews and Job Fairs
- Child or Dependent Care

Participating LWDAs

• Anne Arundel	• Baltimore City
• Prince George	• Southern Maryland
• Susquehanna	• Upper Shore

All areas have access to OJT services

On-the-Job Training

JD NEG funding for On-the-Job (OJT) Training is available to businesses which hire participants who are enrolled in the grant. Businesses can be reimbursed for a portion of the wages for each participant hired and enrolled in an OJT. The portion of the wages to be reimbursed is based upon a sliding scale according to the size of the business:

- Reimburse up to 90% for a business with 50 or fewer employees;
- Reimburse up to 75% for a business with 51-200 employees; or
- Reimburse up to 50% for a business with 200 or more employees.

An OJT contract and wage reimbursement must be limited to the period of time required for the employee to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the OJT contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan, with a maximum training time limit of six months. The key here is that the length of training is appropriate for the job/skills requirements and the individual's capacity, so the OJT plans should be well-documented and reasonable.

Reimbursement Cap: Under the JD NEG Program, the business reimbursement for OJT is capped, so as not to exceed the state's average hourly wage rate. A business may pay an OJT employee more than \$25.75 per hour but OJT wages cannot be reimbursed at greater than \$25.75. For instance, a worker may enter OJT at an hourly wage of \$28.75 which is \$3 above the wage cap. Since the average hourly wage for Maryland is \$25.75, the business may only be reimbursed up to that level. Regardless of the reimbursement amount, the business must compensate the participant at the same rate as other workers performing the same job with similar levels of training, experience, and skills (Refer to chart below for example.).

OJT Wage Reimbursement Example:

Hourly Wage Paid to Employee by the Employer	Hourly Amount Reimbursed to Employer (Based on 50% Reimbursement)	Hourly Amount Reimbursed to Employer (Based on 75% Reimbursement)	Hourly Amount Reimbursed to Employer (Based on 90% Reimbursement)
\$10.00	\$5.00	\$7.50	\$9.00
\$15.00	\$7.50	\$11.25	\$13.50
\$20.00	\$10.00	\$15.00	\$18.00
\$22.00	\$11.00	\$16.50	\$19.80
\$25.00	\$12.50	\$18.75	\$22.50
\$25.75	\$12.88	\$19.31	\$23.18
\$28.00	\$12.88	\$19.31	\$23.18
\$30.00	\$12.88	\$19.31	\$23.18
\$35.00 +	\$12.88	\$19.31	\$23.18

Customized Training

Customized training is available to an individual company or groups of companies. This training is designed to meet the special requirements of a business, with a commitment from the company to employ the individual upon successful completion of the training. This training can be conducted for an individual employee or group of employees. The JD NEG will pay a minimum of 50% of the cost of this training, based on a sliding scale.

The business-match sliding scale ranges from 10% to 50% based upon the following business size:

- Match up to 90% for a business with 50 or fewer employees;
- Match up to 75% for a business with 51-200 employees; or
- Match up to 50% for a business with 200 or more employees.

Training may be conducted by a company or by training or educational institution on behalf of the company.



Fundable JD NEG Program Activities

Employment at Exit:

In MWE-VOS, the use of Service 122 “Employment During Participation” must be used to show the start date of employment following the NEG funded services. Using this code will allow the number of participants employed at exit or who received employment after NEG services to be accurately recorded.

Services:

Under WIOA, the sequencing of services, from core to intensive to training, is no longer required. Basic Career Services should not be funded through the JD NEG. The following are recommended services that can be funded with the NEG: Intensive Services (any appropriate 200 level service) and Training Services (any appropriate 300 level service), with a focus on On-the-Job Training (301), Customized Training (304), or enrollment in Apprenticeship Training (314) in MWE-VOS.



Department of Labor, Licensing and Regulation

**Division of Workforce Development
and Adult Learning**

MARYLAND JOBS NOW

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How to enter the JD NEG (NDWG) Grant into the Maryland Workforce Exchange

Creating a **WIOA** Application

[Assist an individual | Staff Services | My Portfolio]

- [-] My Individual Profiles
 - [+] Personal Profile
 - [+] Search History Profile
 - [+] Self Assessment Profile
 - [+] Communications Profile
- [+] My Individual Plans
- [-] Staff Profiles
 - [-] General Profile
 - Summary
 - Case Notes
 - Activities
 - Documents (Staff)
 - [-] Case Management Profile
 - Case Summary
 - Programs**
 - Plan
 - Assessments
 - [+] Report Profile


Case Summary Programs Plan Assessment

Show Filter Criteria

- + Wagner-Peyser - 1 Application
- + Trade Adjustment Assistance (TAA) Program - 0 Applications
- Workforce Innovation and Opportunity Act (WIOA) Program - 1 Application
- Create Workforce Innovation and Opportunity Act (WIOA) Program
- + Workforce Innovation and Opportunity Act (WIOA) Program #2407664, App Date 7/6/2015, Adult Eligibility 7/6/2015, Dislocated Worker Eligibility 7/6/2015, LWIA 03 (Complete)
Case Manager: None Assigned

- Assist a Jobseeker
- Go to **Staff Profiles**
- Then pick **Case Management**
- Click on **Programs**
- Click on the + to expand the [Workforce Innovation and Opportunity Act Program](#)
- Finally Click [Create Workforce Innovation and Opportunity Act Program](#) to open a new WIOA application

WIOA Application: The Wizard

- The Wizard will take you through the application. It is **lengthy** and **time consuming**.
 - * A Red Asterisk indicates mandatory fields such as Application dates, LWDA and Office location
 - When  is selected the system saves and applies the program rules
 - To quit the application, click on [Exit Wizard](#)
-

WIOA Application: Start (Eligibility)

Identifying Information

Case ID: 2407664
Username/Login Name: WIOATEST
User ID: 2968845
State ID: 1494322
Create Date: 7/6/2015 12:00:00 AM
Created By Staff: Okeefe , Daniel (dokeefe)
Last Edit Date: 7/6/2015 2:01:33 PM
Staff Last Edited: H , Kaiya (2968843)
User Account Create Date: 7/6/2015 8:55:00 AM
WIA Converted Application ID: Not applicable

Currently Participating In

Currently participating in the following programs:

Wagner Peysers: Application Date: 07/06/2015
Participation Date: 07/06/2015
Workforce Investment Act: Application Date: 07/06/2015
Participation Date: 07/06/2015

Application/Registration Information

Application Closed Never Enrolled: Close application, never enrolled

* Application Date: 07/06/2015 (mm/dd/yyyy) Today

Adult Eligibility:

Adult Eligibility Date: 07/06/2015 (mm/dd/yyyy) Today

Dislocated Worker Eligibility:

Dislocated Worker Eligibility Date: 07/06/2015 (mm/dd/yyyy) Today

Youth Eligibility:


Location Information

* Local Area/Region: Baltimore City

* Office Location of Responsibility: Baltimore City One Stop Center (Eutaw Street)

* Office Location: Baltimore City One Stop Center (Eutaw Street)

Dislocated Worker Eligibility must be checked and a date added



WIOA Application: Contact Information

Contact Information

* First Name:

Middle Initial:

* Last Name (including suffix e.g. Jr., Sr., PhD, etc.):

* SSN (do not enter dashes. eg: 999999999): [\[Edit SSN\]](#)

[\[Verify | Scan | Upload | Link | View \]](#)
✓ W-2 Form

- Complete all mandatory fields
- Select [[Verify](#)] to open the list of valid verification documents and choose the appropriate

Current Address

* Address 1:

Address 2:

City:

* State:

* County/Parish:

* Zip Code: [\[Find Zip Code \]](#)

- When completed, a ✓ will display beneath [[Verify](#)] with the name of the field to its right

WIOA Application: Demographics

- Selective Service Verification is required.
- Citizenship Verification is required.

Demographic Information

[Edit Date of Birth](#)

* Date of Birth:
[\[Verify \]](#) [\[Scan \]](#) [\[Upload \]](#) [\[Link \]](#) [\[View \]](#)
 Birth Certificate


Age at Earliest Eligibility: 37 (Today's Age: 37)

* Gender: Male Female

[Selective Service Website](#)

* Registered for the Selective Service:
[\[Verify \]](#) [\[Scan \]](#) [\[Upload \]](#) [\[Link \]](#) [\[View \]](#)

Selective Service Registration Number:

Selective Service Registration Date: 

* Authorization to Work in US:
[\[Verify \]](#) [\[Scan \]](#) [\[Upload \]](#) [\[Link \]](#) [\[View \]](#)

* Considered to be of Hispanic heritage: Yes No

* Race - Ethnicity:
 African American/Black
 American Indian/Alaskan Native
 Asian
 Hawaiian/Other Pacific Islander
 White
 I do not wish to answer.

* Considered to have a disability: Yes No
[\[Verify \]](#) [\[Scan \]](#) [\[Upload \]](#) [\[Link \]](#) [\[View \]](#)

Type of Disability:


- Complete all mandatory fields
- If there is a problem on the app after hitting “**Next**”, Red text will appear at the top of the screen
- Some common reasons would be missing a mandatory field or missing a verify.

WIOA Application: Veteran

Transitioning Service Member

* Transitioning Service Member: Yes No

Type of Transitioning Service Member:

Estimated Discharge Date: (mm/dd/yyyy)  Today


Veteran Information


* Eligible Veteran Status: Yes <= 180 days
 Yes, Eligible Veteran
 Yes, Other Eligible Person
 No

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)]

[Obtain DD214](#)

* Served more than 1 tour of duty: Yes No

Military Service Entry Date: (mm/dd/yyyy) 

Military Service Discharge Date: (mm/dd/yyyy) 

* Campaign Veteran: Yes No

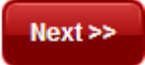
[Campaign / Expedition link](#)

* Disabled Veteran:

Recently separated veteran (within the last 48 months): Yes No

[Calculated Months from Eligibility Date not available.](#)

* Attended a Transition Assistance Program (TAP) workshop within the last 3 years: Yes No

- Section should only be filled out if jobseeker is a veteran
- If jobseeker is not a veteran then jobseeker should press  at the bottom of the screen

WIOA Application: Employment Information

Employment Information

* Employment Status:

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)]

Self Attestation

* If Employed, Individual is Under-Employed: Yes No Not Applicable

* Receiving Unemployment Compensation:

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)]

UI records (Benefit History, Wage Record)

Meets Long Term Unemployment Definition: Yes No

Current or Most Recent Hourly Rate of Pay:

[Search Onet](#)

Occupation of Most Recent Employment Prior to WIA/WIOA participation (if available): -

* Farmworker Status:

Type of Qualifying Farmwork:

■ Jobseeker should complete all fields that needs to be completed

WIOA Application: Employment Info Cont.

Dislocated Worker

Dislocated Worker Category:

- Category 1:** Terminated or laid off, or has received notice of termination or layoff, **and is eligible for or has exhausted entitlements to UC, and is unlikely to return to previous industry or occupation.**
- Category 2:** Terminated or laid off, or has received notice of termination or layoff, **and has been employed for sufficient duration (based on state policy) to demonstrate workforce attachment, but is not eligible for UC due to insufficient earnings, or the employer is not covered under the state UC law, and is unlikely to return to previous industry or occupation.**
- Category 3:** Individual is terminated or laid off, or has received notice of termination or layoff, from employment as a result of the **Permanent closure of or substantial layoff** at a plant, facility or enterprise.
- Category 4:** Individual is **employed** at a facility at which the employer has made a **general announcement that the facility will close**. Enter the date the facility will close (if known) in the Projected Layoff Date below.
- Category 5:** Individual was **previously self-employed** (including farmers, ranchers and fishermen), but is **unemployed** due to general **economic conditions** in the community of residence or because of **natural disaster**. Record the last date of self-employment in the Actual Layoff Date.
- Category 6: Displaced Homemaker.** An individual who has been providing **unpaid services to family members** in the home **and** has been dependent on the income of another family member but is **no longer supported by that income, or is the dependent spouse** of a member of the Armed Forces on active duty and whose **family income is significantly reduced** because of a deployment, or a call or order to active duty, or a permanent change of station, or the service-connected death or disability of the member; **and is unemployed or underemployed and** is experiencing difficulty in obtaining or upgrading employment.
- Category 7:** The **spouse of a member of the Armed Forces** on active duty, **and** who has experienced a **loss of employment as a direct result of relocation to accommodate a permanent change in duty station** of such member.
- Category 8:** The **spouse of a member of the Armed Forces** on active duty and who is **unemployed or underemployed and** is experiencing difficulty in obtaining or upgrading employment.
- None of the above. Individual does not meet the definition of Dislocated Worker.

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)]

✓ Cat 1 or 2: Separation Notice

Projected Layoff Date: [Today](#)

Actual Layoff Date (if date is in the future, please leave empty): [Today](#)

Attended a Group Orientation (Rapid Response): Yes No

Most Recent Date Attended Rapid Response Service: [Today](#)

[Event Search](#)

Dislocation Event #

- Screen only displayed when dislocated worker eligibility is selected and response required
- When verifying, choose all applicable selections

WIOA Application: Education

* Current Highest School Grade Completed (from registration):

* Federally Reported Highest School Grade Completed:

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)]

✓ Self Attestation

* School Status:

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)]

✓ School records

* Attending any School (per state definition)
Excluding Adult Education:

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)]

- Be sure to complete all fields and [[Verify](#)] if needed

WIOA Application: Public Assistance

Public Assistance



Individual or member of a family that is receiving, or in the past 6 months has received, the following:

- * TANF: Yes No
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)]
- * Supplemental Security Income (SSI): Yes No
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)]
- * State or Local Income-Based Public Assistance (General Assistance): Yes No
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)]
- * Supplemental Nutrition Assistance Program (SNAP): Yes No
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)]

Individual receives, or in the last 6 months, received:

- * Receiving Social Security Disability Insurance Income (SSDI): Yes No
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)]

Individual currently meets the following:

- * Receiving, or has been notified will receive, Pell Grant: Yes No

■ Complete all fields that has a *

WIOA Application: Barriers

Individual Barriers

- * English language learner Yes No
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)]
- * Basic skills deficient Yes No
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)]
- Add/View Basic skills scores: [Click Here](#)
- * Homeless: Yes No
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)]
- * Offender - individual has been arrested/convicted of a crime: Yes No
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)]

Barriers to Employment

- * Displaced Homemaker
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)]
- Meets long term unemployment definition: Yes
- * Within 2 years of exhausting TANF lifetime eligibility: Yes No
- Older individual (age 55 and older): No
- * Hawaiian Native: Yes No
- Hawaiian or Pacific Islander is not selected as a Race for this individual. Please use Demographics section if this is not accurate.*
- * American Indian/Alaskan Native: No
- * Single Parent (including single pregnant women): Yes No
- * Individual facing substantial cultural barriers: Yes No
- * Eligible Migrant Season Farmworker as defined in WIOA Sec 167(i): Yes No
- * Meets Governor's special barriers to employment: Yes No

- Make a selection for each field that has a *
- Be sure to [[Verify](#)] if needed

WIOA Application: Family Income

Family Income

* Due to the individual's disability, they qualify as a Family of 1: Yes No

Family Size:

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)]

✓ Lease

Annualized Family Income:

\$10,000.00

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)]

✓ Unemployment insurance documents and/or printout

[Income Table](#)

- Complete all sections that are needed, if any of the public assistance section is yes, family size and income will not be required

WIOA Application: Eligibility and Grants

Program	Eligible	Priority	Exception/Limitation	Reason(s) Not Eligible	Action
ABC Services	Undetermined			No ABC Eligibility Date.	<input type="checkbox"/> Inactive
Adult	Yes	LI			<input type="checkbox"/> Inactive
Dislocated Worker	Yes				<input type="checkbox"/> Inactive
Youth	Undetermined			No Youth Eligibility Date.	<input type="checkbox"/> Inactive

VET = Veteran, BSD = Basic Skills Deficient, PA = Public Assistance, LI = Low Income, SLP = Additional Priorities

WIOA Grant Eligibility

National Dislocated Worker Grant NDWG:

Yes No Not Applicable

Statewide Adult Eligibility:

Yes No Not Applicable

Inactive

Statewide Dislocated Worker Eligibility:

Yes No Not Applicable

Inactive

Statewide Youth Eligibility:

Yes No Not Applicable

Inactive

Applicant does not meet the requirements for Statewide Youth eligibility.

Statewide Incumbent Worker Eligibility:

Yes No Not Applicable

Inactive

Statewide Rapid Response Additional Assistance Eligibility:

Yes No Not Applicable

Inactive

- Jobseeker must be eligible for Dislocated Worker
- National Dislocated Worker Grant (NDWG) must be YES

WIOA Application: Grant

Grants

Grant Type	Grant ID	Grant Name	ETA/Local Grant Code	Date Added	Action
No records found					

[View Available Grants](#)

Grants

Grant Type	Grant ID	Grant Name	ETA/Local Grant Code	Date Added	Action
No records found					
Select from the list of available grants.					
Grant Type	Grant ID	Grant Name	ETA/Local Grant Code	Action	
National DW Grant (NDWG)	125	NEG OJT	MD14	Add	
National DW Grant (NDWG)	128	BRAC NEG	MD15	Add	
National DW Grant (NDWG)	131	RG Steel - Dual Enrollment	MD16	Add	
National DW Grant (NDWG)	134	JD NEG	MD17	Add	
NonWIOA Special Grant	132	HCCT PY13 BM	Not Defined	Add	
NonWIOA Special Grant	135	HCCT PY14	Not Defined	Add	
NonWIOA Special Grant	136	Maryland Tech Connection (MTC)	Not Defined	Add	

Grants

Grant Type	Grant ID	Grant Name	ETA/Local Grant Code	Date Added	Action
National DW Grant (NDWG)	134	JD NEG	MD17	07/06/2015	Delete

[View Available Grants](#)

■ By selecting View Available Grants, MTC can be chosen.

■ Next to the JD NEG, you press Add

■ Click **Next >>** to proceed to Participation

Participation: General Information

General Information

Staff User Add:
State ID: 1494322
Name: WIOA Test
Application Date: 07/06/2015
Earliest Eligibility Date: 07/06/2015

Participation Information

Participation Date: 07/06/2015
Date of Birth: 01/01/1978
Age at Participation: 37

* Employment Status at Participation:

Not Employed

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)]

✓ Self Attestation

* UC/UI Status:

Yes, Claimant, referred by WPRS

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)]


Highest Grade Completed: Bachelor's degree or equivalent

School Status at Participation: Not attending school, HS Graduate

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)]

✓ School records

Out-of-School Youth: Not Applicable

- The first section “General Information” should be prefilled
- Under “Participation Information” be sure to enter data in all required fields and also verify an entry if needed
- Click  when you are done to go to the **Activity Enrollment**

Activity Enrollment: General Information

General Information

Participant User Name:

Participant State ID:

Last Name, First Name MI:

Social Security Number: 9999

Address: 1100 North Eutaw Street
Baltimore, MD 21201

Application Summary: Program:WIOA
Application Date:7/6/2015
Earliest Eligibility Date:07/06/2015

Participation Date: 07/06/2015

* Customer Program Group: None Selected

* LWIA Region: Baltimore City

* Office Location: None Selected

Under General Information go to the **Customer Group** pull down

- If you choose to Co-Enroll, the first service could be **Dislocated Worker**

Enrollment Information

Grant: None Selected

WIOA Title II Partner Program: Yes, service is a WIOA Title II Partner Program.

* Activity Code:
[\[Select Activity Code \]](#)

Projected Begin Date: Today

Actual Begin Date: Today

* Projected End Date: Today

Any classes attended through Distance Learning: Yes No

Select an Activity Code by clicking on the link

Click to proceed

Activity Creation

General Information

Participant User Name: WIOATEST
Participant State ID: 1494322
Last Name, First Name MI: Test, WIOA
Social Security Number: 9999
Address: 1100 North Eutaw Street
Baltimore, MD 21201
Application Summary: Program:WIOA
Application Date:7/6/2015
Earliest Eligibility Date:07/06/2015
Participation Date: 07/06/2015
* Customer Program Group: 80 - National Dislocated Worker Grant (NDWG)
* LWIA Region: Baltimore City
* Office Location: Baltimore City One Stop Center (Eutaw Street)

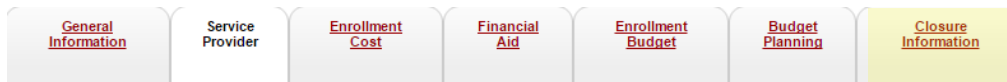
Enrollment Information

Grant: MD17 - JD NEG

Under General Information go to the **Customer Group** pull down

- Using the pull down select **National Dislocated Worker Grant (NDWG)**
- Under the Enrollment Information go to the Grant question
- In the pull down choose MD17- JD NEG for the JD NEG grant
- Select an Activity Code by clicking on the link
- Click **Next >>** to proceed, Then go to Closure

Activity Enrollment: Service Provider



Enrollment Service Provider Information

Enrollment Summary: Enrollment ID: 5222360
Username: WIOATEST
WIOA Application ID: 2407664
Activity Code: 102
Activity Dates: 7/7/2015 - 8/1/2015


* Provider:
[Select Provider]

* Service, Course or Contract:
[Select Service, Course or Contract]

Provider Locations:
[Select Provider Locations]

Provider Contacts:
[Select Provider Contacts]

* Occupational Training Code: Not Applicable

- Next is the **Service Provider** screen
- This tab is **not required** for JD NEG. If you have this information you may fill it out by clicking on the links under each entry.
- To proceed to the next section hit 
- To proceed straight to the “Closure” click on the **Closure Information** tab

Activity Closure Information

Closure Information

Enrollment Summary:

Username: WIOATEST
WIOA Application ID: 2407664
Activity Code: 102
Activity Dates: 7/7/2015 - 8/1/2015

Last Activity Date:

 Today

Completion Code:

None Selected ▼

Received Credential:

Not Applicable.

Case Notes:

[[Add a new Case Note](#) | [Show Filter Criteria](#)]

ID	Create Date	Subject	Action
No data found.			

- Enter a Completion code (if appropriate)
- If you missed your chance previously to enter a case note, you may do so here
- When you are ready Click

Finish



Creating Additional Activities:

- Head back in the **Programs** under Case Management
- Expand your Newly created WIOA app
- The activities you created now displays in the activities list
- Click “**Create Activity**” to add additional services

[Create Participation](#)




[Edit Participation for WIOA #2407664 Participation Date 7/6/2015](#)

[Create Activity](#)

Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
	102 - Initial Assessment No Provider Information		National Dislocated Worker Grant (NDWG) JD NEG		07/06/15	07/01/16	Close

Back to the WIOA App





Create Workforce Innovation and Opportunity Act (WIOA) Program

—    [Workforce Innovation and Opportunity Act \(WIOA\) Program #2407664, App Date 7/6/2015, Adult Eligibility 7/6/2015, Dislocated Worker Eligibility 7/6/2015, LWIA 03 \(Complete\)](#)
Case Manager: None Assigned

[Create Participation](#)

[Edit Participation for WIOA #2407664 Participation Date 7/6/2015](#)

[Create Activity](#)

Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
	200 - Individual Counseling No Provider Information		Dislocated Worker	08/01/15	07/06/15	08/01/16	Close
	102 - Initial Assessment No Provider Information		National Dislocated Worker Grant (NDWG) JD NEG		07/06/15	07/01/16	07/08/15 Successful Completion

■ Notice the difference in the funding/grant for each service

■ Add any other services that you provided

Tips:

- Remember that case notes can be added directly from the application and during service assignment
- Your area may wish to set up a Case Management Group for JD NEG/NDWG

- Here is one example of a tracking report:

Go to **Detailed Reports** → Then pick **Enrolled Individual** →
Choose either **List** or **by NDWG Grant**

For the Future...

- Remember to list the Actual Start Date for your customer's activity(s) after you verify they have started
 - Remember to update and/or close your activities. Do not let the system close an activity for you. Good case managers keep track of when services actually end!
 - List any Credential received when you close a training activity if available, otherwise enter it in at case closure.
-

Thank you for your time!

Here are some important emails to remember

Contact the PM help desk with any performance related questions at
pmhelp@dllr.state.md.us

Contact Chris MacLarion about any questions regarding the JDNEG policy at
Christopher.maclarion@Maryland.gov

If you have technical issues or question about creating the WIOA app please
contact the Help Desk at
wehelp@dllr.state.md.us

**MARYLAND DEPARTMENT OF LABOR, LICENSING AND REGULATION
DIVISION OF WORKFORCE DEVELOPMENT AND ADULT LEARNING
WORKFORCE INNOVATION & OPPORTUNITY ACT
MONTHLY STATUS REPORT**

Revised 1/24/2014, Effective 7/1/14

GRANT NUMBER:			
GRANT TITLE:			
REPORT PERIOD:			
GRANTEE NAME AND ADDRESS:			
TOTAL FEDERAL FUNDS AVAILABLE		\$	0.00
TOTAL CASH RECEIVED		\$	0.00
TOTAL CASH DISBURSEMENTS		\$	0.00
TOTAL CASH ON HAND		\$	0.00
FEDERAL PROGRAM ACCRUED EXPENDITURES		\$	0.00
FEDERAL ADMIN ACCRUED EXPENDITURES		\$	0.00
	Prgm Budgeted Expenditures	Prgm Accrued Expenditures	Prgm Budget v. Actual Variance
a. Salary	\$ 0.00	\$ 0.00	\$ 0.00
b. Fringe	\$ 0.00	\$ 0.00	\$ 0.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00
d. Participant Training	\$ 0.00	\$ 0.00	\$ 0.00
e. Supportive Services	\$ 0.00	\$ 0.00	\$ 0.00
f. Equipment	\$ 0.00	\$ 0.00	\$ 0.00
g. Supplies	\$ 0.00	\$ 0.00	\$ 0.00
h. Contractual	\$ 0.00	\$ 0.00	\$ 0.00
i. Other *	\$ 0.00	\$ 0.00	\$ 0.00
<small>(Itemize "Other" in "Remarks" Section Below)</small>			
	Admin Budgeted Expenditures	Admin Accrued Expenditures	Admin Budget v. Actual Variance
a. Salary	\$ 0.00	\$ 0.00	\$ 0.00
b. Fringe	\$ 0.00	\$ 0.00	\$ 0.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00
f. Contractual	\$ 0.00	\$ 0.00	\$ 0.00
g. Other *	\$ 0.00	\$ 0.00	\$ 0.00
<small>(Itemize "Other" in "Remarks" Section Below)</small>			
TOTAL FEDERAL CASH EXPENDITURES <small>(This is a sub-set of the Accrued Expenditures)</small>		\$	0.00
TOTAL FEDERAL ACCRUED EXPENDITURES		\$	0.00
TOTAL PROGRAM UNLIQUIDATED OBLIGATIONS		\$	0.00
TOTAL ADMIN UNLIQUIDATED OBLIGATIONS		\$	0.00
TOTAL FEDERAL UNLIQUIDATED OBLIGATIONS		\$	0.00
TOTAL FEDERAL OBLIGATIONS		\$	0.00
PROGRAM INCOME EARNED		\$	0.00
PROGRAM INCOME EXPENDED		\$	0.00
TOTAL OTHER FEDERAL FUNDS EXPENDED (LEVERAGED)		\$	0.00
LOCAL STAND-IN COSTS		\$	0.00
REMARKS:			

CERTIFICATION: I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IS COMPLETE AND ACCURATE.

SIGNATURE AND TITLE

DATE

TELEPHONE#

**MARYLAND DEPARTMENT OF LABOR, LICENSING AND REGULATION
 DIVISION OF WORKFORCE DEVELOPMENT AND ADULT LEARNING
 WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)
 QUARTERLY STATUS REPORT**

Revised 1/24/2014, Effective 7/1/14

GRANT NUMBER:		
GRANT TITLE:		
REPORT PERIOD:		
GRANTEE NAME AND ADDRESS:		

TOTAL FEDERAL FUNDS AVAILABLE		\$ <u>0.00</u>
TOTAL CASH RECEIVED		\$ <u>0.00</u>
TOTAL CASH DISBURSEMENTS		\$ <u>0.00</u>
TOTAL CASH ON HAND		\$ <u>0.00</u>
FEDERAL PROGRAM ACCRUED EXPENDITURES		\$ <u>0.00</u>
FEDERAL ADMIN ACCRUED EXPENDITURES		\$ <u>0.00</u>

	Prgm Budgeted Expenditures	Prgm Accrued Expenditures	Prgm Budget v. Actual Variance
a. Salary	\$ 0.00	\$ 0.00	\$ 0.00
b. Fringe	\$ 0.00	\$ 0.00	\$ 0.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00
f. Contractual	\$ 0.00	\$ 0.00	\$ 0.00
g. Other *	\$ 0.00	\$ 0.00	\$ 0.00

(Itemize "Other" in "Remarks" Section Below)

(Itemize "Other" in "Remarks" Section Below)

TOTAL FEDERAL CASH EXPENDITURES <small>(This is a sub-set of the Accrued Expenditures)</small>		\$ <u>0.00</u>
TOTAL FEDERAL ACCRUED EXPENDITURES		\$ <u>0.00</u>
TOTAL PROGRAM UNLIQUIDATED OBLIGATIONS		\$ <u>0.00</u>
TOTAL ADMIN UNLIQUIDATED OBLIGATIONS		\$ <u>0.00</u>
TOTAL FEDERAL UNLIQUIDATED OBLIGATIONS		\$ <u>0.00</u>
TOTAL FEDERAL OBLIGATIONS		\$ <u>0.00</u>
PROGRAM INCOME EARNED		\$ <u>0.00</u>
PROGRAM INCOME EXPENDED		\$ <u>0.00</u>
TOTAL OTHER FEDERAL FUNDS EXPENDED (LEVERAGED)		\$ <u>0.00</u>
LOCAL STAND-IN COSTS		\$ <u>0.00</u>

TRANSFERRED EXPENDITURES FROM DLW:		<u>0.00</u>
REMARKS:		

CERTIFICATION: I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IS COMPLETE AND ACCURATE.

SIGNATURE AND TITLE

DATE

TELEPHONE#



JD NEG MONTHLY REPORT

Month Ending: **** , 2014

Workforce Area:

Participant Category	New Activity	Cumulative To Date Activity	Comments
# of participants receiving Wrap Around Services			
# of participants enrolled In NEG-Funded Occupational Skills Training			
# of participants enrolled in NEG-Funded Customized Skills Training			
# of participants receiving certifications			
# of participants receiving NEG-Funded Supportive Services			
# of participants enrolled in an Apprenticeship/Pre-Apprenticeship			
# of participants Exited			
# of participants Entering Employment At Exit			
Total Participants			

Narrative: (Summary of “Best Practices” or “What’s Working”) – required

Narrative: (Issues, Challenges & Concerns) – required

	<p>Total Enrollments =</p>
	<p>OJT Activity</p>
	<p>Total Enrollments =</p> <p>OJT Activities</p>
	<p>Total Enrollments =</p> <p>OJT Activities</p>
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	<p>Total Enrollment =</p> <p>OJT Activity</p>
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