

**PROGRAM-SPECIFIC REQUIREMENTS FOR ADULT, DISLOCATED WORKER, AND
YOUTH ACTIVITIES UNDER TITLE I-B**

A. GENERAL REQUIREMENTS

1. REGIONS AND LOCAL WORKFORCE DEVELOPMENT AREAS

The State of Hawaii consists of four local workforce development areas that follow the separation of the four county designations in the State. They are:

- 1. The City and County of Honolulu (Oahu)
- 2. The County of Maui (includes the islands of Molokai and Lanai)

3. The County of Hawaii (Hawaii Island)

4. The County of Kauai (The State will act as the local area)

As there are no contiguous states to Hawaii; and the workforce development areas are designated by counties, there are no designated regions in the State.

In September 2021, the State assumed temporary management of the Kauai local area. This was done in response to the County of Kauai's request to have an alternate entity administer WIOA Title I services. The State Department of Labor and Industrial Relations Workforce Development Division assumed provision of services in place of the local area. This will be done through State-merit staff located at the American Job Center Kauai. This will occur until the Governor selects an alternate entity or the County of Kauai administration requests to resume management of Title I activities for the local area of Kauai.

The DLIR has taken all necessary steps to provide the local area of Kauai technical support and assistance to effectively carry out the functions of a local workforce development board. Unfortunately, the County of Kauai has informed the DLIR that it no longer wishes to operate as a local area workforce development board in delivering Title I services including Adult, Dislocated Worker and Youth. The Kauai local WDB is therefore requesting the State to assume this role in delivery of direct client services.

To ensure continuation of Title I services to the residents of the County of Kauai, the DLIR will leverage state-merit Wagner-Peyser staff to deliver all services and activities under WIOA Title I. Additionally, no State or local area regulatory policy limits the Governor's authority to require a regional plan or utilize the State Workforce Board in place of a local workforce board.

In January of 1999, the WDC designated these areas utilizing the following criteria:

1. The smallest are for federal Labor Market Information ("LMI") data is the county level. State LMI data is collected for the islands and the counties but is not available for sub-areas.
2. On the neighbor islands, the State's community college system conforms with county jurisdictions. Oahu has four community colleges, with each campus assigned as the lead for subject areas, such that cumulatively, they serve the entire county.
3. The State's public-school districts are county-wide on the neighbor islands. Oahu has four Department of Education districts.
4. An area with too small a population would have difficulty filling and financially supporting the large local boards mandated by the applicable federal legislation. It would also likely receive insufficient funds to run programs. Correspondingly, combining counties or parts of counties would mean additional coordination between Mayors.
5. Hawaii County, which has the largest geographical area and different demographics between east-and west-sides, has government agencies and services in both East and West Hawaii which serve the single count.
6. The counties are well-established political divisions of Hawaii. The WDC consulted with the Mayors of the respective counties at that time and it was agreed that the counties were the most appropriate designations. Further, the City and County of Honolulu meets the criteria for automatic designation, because of its population size. In March 1999 the Governor designated the four counties as workforce investment areas and those areas will continue to be designated under WIOA. In 2021, the County of Kauai designated the State to act as the local workforce development area.

WDC issued WIOA Bulletin No. 03-15 Initial Local Area Designation Under the Workforce Innovation and Opportunity Act (<http://labor.hawaii.gov/wdc/files/2013/01/SN-03-WIOA-03-15-w-Attmts-Initial-Designation.pdf>)

“Performed Successfully” - means the Local Area met or exceeded the negotiated levels of performance for the core indicators in a Program Year and the local area has not failed any individual measure for the last two consecutive Program Years before WIOA enactment, or if the local area is operating under a Performance Improvement Plan approved by DLIR. For youth programs, successful performance is defined as meeting 5 of 7 measures in a Program Year and 2 of 3 measures in the next Program Year. “Met” is performance that is equal to 80% or more of negotiated levels.

“Sustained Fiscal Integrity” - with respect to a Local Area, means that the Secretary, or the State in place of the Secretary, has not made a formal determination, during either of the last two consecutive years preceding the determination regarding such integrity, that either the subgrantee or the administrative entity of the area misspent funds provided under subtitle B (or, if applicable, title I of the Workforce Innovation and Opportunity Act of 2014 as in effect prior to the effective date of such subtitle B) due to willful disregard of the requirements of the provision involved, gross negligence, or failure to comply with accepted standards of administration.

The State did not identify regions nor planning regions. As there are no contiguous states to Hawaii; and the workforce development areas are designated by counties, and the individual counties do not share a common workforce (the counties are islands separated by an ocean); there are no designated regions in the State.

As of September 2021, the State has resumed responsibility of Title I services to the local area of Kauai. The DLIR WDD has the capacity to operate Title I services as the current statewide operator for Title III/Wagner-Peyser Act employment services, Jobs for Veterans State Grant (JVSG), Senior Community Services Employment Program (SCSEP) and Trade Adjustment Assistance (TAA). The State will submit a waiver request to the U.S. DOL ETA outlining a plan and justification for the request.

Attachment 1: WIOA Waiver Request Form

1. The statutory and/or regulatory requirements the state would like to waive;

The State of Hawaii Department of Labor and Industrial Relations (DLIR) Workforce Development Division (WDD) and Workforce Development Council (WDC) formally requests a waiver to 20 CFR §679.310 allowing the State to serve in place of the Kauai County Local Area Workforce Development Board as described in 20 CFR §679.240 subsection C. This structure is reflected in the modification to the State of Hawaii WIOA Unified State Plan for 2020-2023.

2. Actions the state has undertaken to remove state or local barriers;

The DLIR has taken all necessary steps to provide the local area of Kauai technical support and assistance to effectively carry out the functions of a local workforce development board. Unfortunately, the County of Kauai has informed the DLIR that it no longer wishes to operate as a local area workforce development board in delivering Title I services including Adult, Dislocated Worker and Youth. The Kauai local WDB is therefore requesting the State to assume this role in delivery of direct client services.

To ensure continuation of Title I services to the residents of the County of Kauai, the DLIR will leverage state-merit Wagner-Peyser staff to deliver all services and activities under WIOA Title I. Additionally, no State or local area regulatory policy limits the Governor’s authority to require a regional plan or utilize the State Workforce Board in place of a local workforce board.

3. A description of the state's strategic goal(s);

The State of Hawaii's workforce development system strategic goals are as follows:

- To provide coordinated aligned services.
- To prioritize services to vulnerable populations with barriers to employment as described under WIOA, including veterans, unemployed workers, youth with disabilities, homeless individuals and Native Hawaiians, which are currently of critical concern to our state.
- To develop sector strategies and a career pathways system that will integrate education and training, and move skilled job seekers into growth industries.
- To augment a higher employment rate.
- To fully engage employers in the workforce development system to address the talent shortages.

The primary goal to be achieved through approval of this waiver is to ensure continuation and expand upon services for Kauai County and maximize available monies to be directed toward service delivery, particularly training and work-based learning opportunities. Overall, the DLIR expects to provide services to a greater number of participants across all Title I activities.

4. A discussion of how the waiver complements Department of Labor priorities (i.e. expansion of apprenticeship, improved employer engagement, etc.);

Provided this waiver, the DLIR will ensure continued employment and training services to Kauai County. In addition, the DLIR will provide comprehensive services to the community leveraging all existing workforce development resources among the WIOA core partners. This shall include expanded opportunities for employer engagement through the Hawaii Sector Partnerships initiative, outreach and recruitment for pre and registered apprenticeship programs, resume and other job-seeker workshops, and expanded availability of training through the eligible training provider list (ETPL).

Additionally, the Workforce Development Council continues to serve as the State board with membership from business representatives and partners from government, education, labor, and community-based organizations. The WDC, through its eight committees, help to support employer engagement, work-based learning opportunities and facilitates collaboration between employers/businesses and training services.

5. Quantifiable projected programmatic outcomes resulting from implementation of the waiver;

The DLIR is committed to meeting or exceeding all negotiated WIOA performance indicators for Program Years 2024 and 2025. This represents a collective performance measurement of all WIOA activity including that of the Kauai local area.

The DLIR is working to increase staffing at the Kauai American Job Center Hawaii to support Title I activity. In the interim, State staff from other local areas including Oahu, will contribute to providing direct support and client services utilizing virtual capabilities via Microsoft Teams and Zoom.

Provided this waiver, the State anticipates a 50% increase over PY21 and PY22 participant enrollment totals across all Title I programs, Adult, Dislocated Worker and Youth for PY23.

6. Individuals, groups, or populations benefitting, or otherwise impacted by the waiver from the waiver;

County of Kauai residents and all individuals and employers involved with the local workforce development system will benefit from this waiver through uninterrupted Title I services provided by DLIR staff at the American Job Center Kauai.

Without this designation, Title I services including those servicing in-school and out-of-school youth and training opportunities provide through ETPL will not be available for eligible individuals seeking training.

7. How the state plans to monitor waiver implementation, including collection of measurable waiver outcome information;

Since initial implementation, operation of Title I activities by the State has reduced overhead and maximized the available monies directed toward employer engagement and program services, including training and work-based learning opportunities. In alignment with our WIOA goals, the State has emphasized spending of program funds toward those individuals most in need and who can benefit from intensive case management and training while also supporting businesses and employers.

This has also allowed for strengthened administrative oversight and accountability processes. Prior to this, administrative deficiencies resulted in less than desirable performance indicators and low participant enrollment. A strengthened administrative structure under this waiver will continue to minimize disallowed costs, redirect administration funding to direct clients services, increasing performance and enrollment across all programs.

The State will continue to conduct annual monitoring of both fiscal and programmatic activities across all Title I services. For the Kauai County Title I operations, the DLIR will contract with an external agency to conduct monitoring in accordance with U.S. DOL regulations and the ETA's Core Monitoring Guide.

This monitoring procedure will be similar to what is currently conducted for Title III – Wagner Peyser Act program services that are currently administered through the DLIR WDD.

The appeals process is described in WIOA Bulletin 03-15:
<http://labor.hawaii.gov/wdc/files/2013/01/SN-03-WIOA-03-15-Initial-Designation.pdf>.

An appeal must be in writing and filed with the WDD within fourteen days after notification of the decision. The appeal must contain a specific statement of the grounds upon which the appeal is sought. The process allows an opportunity for an informal resolution and a hearing to be completed within 60 days of the filing of the grievance or complaint. The WDD will refer the appeal to the DLIR Employment Security Appeals Referees' Office, that office will have 90 days to review the appeal and make a recommendation to the Governor. The final decision rests with the Governor or designee. If the appeal does not result in designation, the entity may request review by the Secretary of Labor. The second level of appeal must be sent within 14 days.

Appeals Process

If a partner appeals the determination of state infrastructure funding contributions, the partner may appeal the determinations through the following process:

1. Within 30 days from the date of receipt of the notice of state infrastructure funding determination by the state, the partner(s) may file an appeal to the Director of the State

Department of Labor and Industrial Relations in writing indicating why the partner is in disagreement with the determination of the state infrastructure funding contribution.

2. The Director of the State Department of Labor and Industrial Relations will review the request for appeal.

3. The Director of the State Department of Labor and Industrial Relations will notify the partner of its actions in writing.

2. STATEWIDE ACTIVITIES

WDD as the current administrative entity for Title I funds will issue WIOA bulletins starting in 2021. These bulletins provide policies and guidance for the statewide workforce development system for the use of state funds for the workforce investment activities. For accessibility to the workforce system, WIA and WIOA bulletins are posted on the WDC website at: <http://labor.hawaii.gov/wdc/wia-docs/>. (Other policies are listed under the Operating System section.)

The following policies and procedures for statewide funds have been issued:

Fiscal Policies/Budget Documents:

Adult/Dislocated Worker (DW)/Local Administrative Cost (LAC) Forms

- Instructions: Budget Detail A-Revised 9/20
- Instructions: Budget Detail A
- Budget Detail A-Revised 9/20
- Budget Detail A
- Instructions: Budget Detail A-1
- Budget Detail A-1, Personnel Costs of Subrecipient Staff
- Instructions: Budget Detail A-2
- Budget Detail A-2, Equipment Purchases
- Instructions: Budget Detail A-3
- Budget Detail A-3, Travel: Intra-State
- Instructions: Budget Detail A-4
- Budget Detail A-4, Travel: Inter-State
- Instructions: Budget Detail A-5
- Budget Detail A-5, Contractual Services-Subcontracts
- Instructions: Budget Detail B
- Budget Detail B, Worksheet by Funding Source
- Instructions: Budget Information Summary
- Budget Information Summary

Youth Forms

- Instructions: Budget Detail A

- Budget Detail A
- Instructions: Budget Detail A-1
- Budget Detail A-1, Personnel Costs of Subrecipient Staff
- Instructions: Budget Detail A-2
- Budget Detail A-2, Equipment Purchases
- Instructions: Budget Detail A-3
- Budget Detail A-3, Travel: Intra-State
- Instructions: Budget Detail A-4
- Budget Detail A-4, Travel: Inter-State
- Instructions: Budget Detail A-5
- Budget Detail A-5, Contractual Services-Subcontractors
- Instructions: Budget Detail B
- Budget Detail B, Worksheet Funding by Source
- Instructions: Budget Information Summary
- Budget Information Summary

Rapid Response Forms

- Instructions: Budget Detail A (Revised 9/20) Rapid Response
- Instructions: Budget Detail A
- Budget Detail A
- [Budget Detail A](#) (Revised 9/20) Rapid Response
- [Budget Detail A](#)
- [Form WIOA 12](#) (Revised 9/20) Expenditure Register Rapid Response
- [Form WIOA 12](#)-Expenditure Register Rapid Response
- [Instructions WIOA 12](#) (Revised 12/20) Expenditure Register Rapid Response
- [Instructions, Form WIOA 12](#), Expenditure Register Rapid Response

WIOA Bulletins:

1. SN-01 WIOA 01-15 Communication System
2. SN-01 WIOA 01-15 Attmt, Mailing List
3. SN-02 WIOA 02-15 PY 15 Allocations
4. SN-02 WIOA 02-15 Attmt, HireNet Maint. Fee
5. SN-03 WIOA 03-15 w-Attmts, Initial Designation
6. SN-03 WIOA 03-15 Initial Designation
7. SN-03 WIOA 03-15 Attmt 3 PY 12, 13 Data Tables

8. SN-03 WIOA 03-15 Attmt 2 Performance Summary
9. SN-03 WIOA 03-15 Attmt 1 Initial Designation Application
10. SN-04 WIOA 04-15 Change 1 w-Attmts, LWDB Certification
 - a. SN-04 Attachment 1 LWDB Membership Requirements
 - b. SN-04 Attachment 2 Nomination Form for Board Members of LWDB
 - c. SN-04 Attachment 3 LWDB Membership Certification Request
11. SN-04 WIOA 04-15 w-Attmts, LWDB Certification
12. SN-04 WIOA 04-15 LWDB Certification
13. SN-05 WIOA Bulletin 05-16 Distribution of WIOA Bulletins
14. SN-06 WIOA Bulletin 06-16 Federal Poverty Income Guidelines
15. SN-07 WIOA Bulletin 07-16 Change 1, Revised PY 16 Allocations
16. SN-07 PY16 WIOA Allocations Bulletin 07-16
17. SN-08 WIOA 08-16, 2016 Lower Living Standard Income Level Attachments
18. SN-08 WIOA Bulletin 08-16, 2016 Lower Living Standard Income Level Guidelines
19. SN-09 WIOA Bulletin 09-16 Initial Local Plan Guidance
 - a. SN-09 WIOA Local Plan Attachment I
 - b. SN-09 WIOA Definitions Attachment II
20. SN-10 WIOA Bulletin 10-16 Change 1 Eligible Training Provider Policies and Procedures
 - a. NEW Eligible Training Provider Site
 - b. Sample ETP Application
 - c. Sample UH System Application
 - d. LWDB ETP Approval Request
21. SN-10 Proposed Bulletin 10-16 Change 1, Eligible Training Provider Policies and Procedures for Public Comment
 - a. Summary of Proposed Changes
22. SN-10 WIOA Bulletin 10-16 , Eligible Training Provider Policies and Procedures
 - a. Hawaii ETP Policies and Procedures Attachment I
Summary of ETP Changes
Attachment II
 - b. ETP Public Comments Received
 - c. ETP Suggested Fillable Application
23. SN-11 WIOA Bulletin 11-16 Conflict of Interest
24. SN-58 WIOA Bulletin 12-16 Change 3 One-Stop Infrastructure Funding and Memoranda of Understanding Deadline
25. SN-12 WIOA Bulletin 12-16 Change 2 One-Stop Infrastructure Funding and Memoranda of Understanding Deadline

26. SN-12 WIOA Bulletin 12-16 Change 1 One-Stop Infrastructure Funding and Memoranda of Understanding Deadline
27. SN-12 WIOA Bulletin 12-16 One Stop Infrastructure Funding and Memoranda of Understanding
28. SN-13 WIOA Bulletin 13-16 One Stop Certification Change 1
29. SN-13 WIOA Bulletin 13-16 One Stop Certification
30. SN-14 WIOA Bulletin 14-16 Change 1 Adult Program Eligibility and Priority of Service
 - a. Attachment 1 Workforce Innovation and Opportunity Act Adult Program Eligibility and Priority of Service Policies & Procedures
 - b. Attachment 2 Coordination with Programs Serving Individuals At-Risk for or Experiencing Homelessness
31. SN-14 WIOA Bulletin 14-16 Adult Program Eligibility and Priority of Service
32. SN-15 WIOA Bulletin 15-16 Change 2 Financial Reporting Forms, Budget Documents, Instructions, and Additional Procedures
33. SN-15 WIOA Bulletin 15-16 Change 1 Financial Reporting Forms and Instructions
 - a. Form WIOA 1 (Revised 9/20) – Subrecipient’s Request for Advance or Reimbursement
 - b. Form WIOA 1 – Subrecipient’s Request for Advance or Reimbursement
 - c. Form WIOA 1 (Revised 9/20) Instructions, Subrecipient’s Request for Advance or Reimbursement
 - d. Form WIOA 1 – Instructions, Subrecipient’s Request for Advance or Reimbursement
 - e. Form WIOA 2 (Revised 9/20) Expenditure Register; Local Adult, Dislocated Worker, and Administrative Programs
 - f. Form WIOA 2 – Expenditure Register; Local Adult, Dislocated Worker, and Administrative Programs
 - g. Form WIOA 2 (Revised 9/20) Instructions, Expenditure Register, Adult, Dislocated Worker, and Administrative Programs
 - h. Form WIOA 2 – Instructions, Expenditure Register, Adult, Dislocated Worker and Admin. Programs
 - i. Form WIOA 3 (Revised 9/20) Expenditure Register, Local Youth Program
 - j. Form WIOA 3 – Expenditure Register; Local Youth Program
 - k. Form WIOA 3 (Revised 9/20) Instructions, Expenditure Register, Youth Program
 - l. Form WIOA 3 – Instructions, Expenditure Register, Youth Program
 - m. Form WIOA 4 – Expenditure Register; Program Income and Non-Federal Funds
 - n. Form WIOA 4 – Instructions, Expenditure Register, Program Income and Non-Federal Funds
 - o. Form WIOA 10 (Revised 9/20) Equipment Listing
 - p. Form WIOA 10 (Revised 9/20) Instructions, Equipment Listing

34. SN-15 WIOA Bulletin 15-16 Financial Reporting Forms and Instructions
35. SN-16 WIOA Bulletin 16-16 Policy on Salary and Bonus Limitations
36. SN-17 WIOA Bulletin 17-16 Procurement Policy and Standards
37. SN-01 WIOA Bulletin 01-17 WIOA Methods of Administration
38. SN-02 WIOA Bulletin 02-17 Change 1 WDC Policy WIOA Methods of Administration (Nondiscrimination Policy)
39. SN-02 WIOA Bulletin 02-17 WDC Policy -WIOA Methods of Administration
40. SN-03 WIOA Bulletin 03-17 Local Board Review of AEFLA Applications
41. SN-03 WIOA Bulletin 03-17 Change 1 Local Board Review of AEFLA Applications
42. SN-04 WIOA Bulletin 04-17 Allowable Cost
43. SN-05 WIOA Bulletin 05-17 Items of Cost
 - a. WIOA Bulletin 05-17 Attachment-Matrix of Specific Items of Cost
44. SN-06 WIOA Bulletin 06-17 Cash Management
45. SN-07 WIOA Bulletin 07-17 Policy on Audit Requirements and Resolutions
46. SN-08 WIOA Bulletin 08-17 Policy on Records Retention and Access to Records
47. SN-09 WIOA Bulletin 09-17 PY17 Planning Estimate Allocations
48. SN-10 WIOA Bulletin 10-17 Change 1 Policy on Oversight and Monitoring
49. SN-10 WIOA Bulletin 10-17 Policy on Oversight and Monitoring
50. SN-11 WIOA Bulletin 11-17 Policy on Property and Inventory Management
51. SN-12 WIOA Bulletin 12-17 Closeout Reporting Forms & Instructions
 - a. Form WIOA 5: Closeout Check List (excel)
 - b. Form WIOA 6: Closeout Reconciliation
 - c. Form WIOA 7: Subrecipient Release Form
 - d. Form WIOA 8: Subrecipient Assignment Form
 - e. Form WIOA 9: Inventory Certification
 - f. Form WIOA 10 (Revised 9/20) Instructions for Inventory Listing
 - g. Form WIOA 10: Instructions: Instructions for Inventory Listing
 - h. Form WIOA 10: (Revised 9/20) Equipment Listing
 - i. Form WIOA 10: Equipment Listing (excel)
 - j. Form WIOA 11: Subrecipient's Tax Closeout Tax Certification
52. SN-13 WIOA Bulletin 13-17 Change 1 Program Year (PY) 2017 Revised Allocations
53. SN-13 WIOA Bulletin 13-17 Program Year (PY 17) Final Allocations
54. SN-14 WIOA Bulletin 14-17 Recapture and Reallocation
55. SN-15 WIOA Bulletin 15-17 Transfer of Funds Request
 - a. Attachment I: Transfer of Funds Request Narrative (fillable pdf)

56. SN-16 WIOA Bulletin 16-18 Change 1 Recording Measurable Skills Gains in HireNet Hawaii
57. SN-16 WIOA Bulletin 16-18 Recording Measurable Skill Gains in HireNet Hawaii
58. SN-17 WIOA Bulletin 17-18 2017 Lower Living Standard Income Level Guidelines
59. SN-18 WIOA Bulletin 18-18 PY18 and PY19 State Performance Negotiations
60. SN-19 WIOA Bulletin 19-18 PY18 and PY19 Local Workforce Development Board Performance Negotiations
61. SN-20 WIOA Bulletin 20-18 Change 1 Revised Program Year (PY) 2018 Allocations
62. SN-20 WIOA Bulletin 20-18 Program Year (PY) 2018 Allocations
 - a. Annual Plan Instructions
 - b. Signature Page
63. SN-21 WIOA Bulletin 21-18 2018 Lower Living Standard Income Level Guidelines
64. SN-22 WIOA Bulletin 22-18 Guidance for Modified Local Plan
 - a. Attachment 1
 - b. Signature Page (fillable word form)
 - c. Local Plan Definitions
65. SN-23 WIOA Bulletin 23-18 Change 1 Revised Kauai Disaster Dislocated Worker Grant (DWG) Policies and Procedures
66. SN-23 WIOA Bulletin 23-18 Kauai and Oahu Disaster Dislocated Worker Grant Policies and Procedures
67. SN-24 WIOA Bulletin 24-18 Rapid Response Activity Policies and Procedures for Oahu and Hawaii County Workforce Development Boards (WDB) and Oahu and Hawaii County American Job Center Hawaii (AJCH)
68. SN-25 WIOA Bulletin 25-18 Change 1 Revised Hawaii County Disaster Dislocated Worker Grant (DWG) Policies and Procedures
69. SN-25 WIOA Bulletin 25-18 Hawaii Island Disaster Dislocated Worker Grant Policies and Procedures
70. SN-26 WIOA Bulletin 26-19 Minimum Work Experience Requirement for Youth Program Funds
71. SN-27 WIOA Bulletin 27-19 Policy on Providers of Career Services
 - a. Attachment I: Providers of Career Services Application
 - b. Attachment II: Request for WDC Approval Checklist
72. SN-28 WIOA Bulletin 28-19 Change 1 (Corrected) Program Year (PY) 2019 Revised Allocations
73. SN-28 WIOA Bulletin 28-19 Program Year (PY) 2019 Allocations
 - a. Attachment I: Instructions for Annual Budget Plan 2019
 - b. Attachment II: Signature Page (fillable pdf)
74. SN-29 WIOA Bulletin 29-19 Change 2

- a. Attachment I: Data Validation SOP Manual v1.0 (7.30.21)
75. SN-29 WIOA Bulletin 29-19 Change 1 WIOA Data Validation Policies and Procedures
- a. Attachment I: Data Element Validation List by Title I Program
76. SN-29 WIOA Bulletin 29-19 WIOA Data Validation Policies and Procedures
- a. Attachment I: Source Documentation for WIOA Core Programs Joint Data Element Validation
77. SN-30 WIOA Bulletin 30-19 2019 Lower Living Standard Income Level Guidelines
78. SN-31 WIOA Bulletin 31-19 Statewide Rapid Response/Layoff Aversion Policies and Procedures
- a. Attachment I: Rapid Response Desk Aid
 - b. Attachment 2: Rapid Response Summary Report
 - c. Attachment 3: WARN Layoff Report to Local RR teams
 - d. Attachment 4: Recognizing Workforce Opportunity
 - e. Attachment 5: Intervention Timeline Chart
 - f. Employee Satisfaction Survey
 - g. Employer Satisfaction Survey
79. SN-32 WIOA Bulletin 32-19 Use of Supplemental Wage Information
80. SN-33 WIOA Bulletin 33-20 Program Year (PY) 2020 Revised Allocations
- a. Attachment 1: Instructions for Annual Plans
 - b. Attachment 2: Signature Page Template for Annual Plans
81. SN-34 WIOA Bulletin 34-20 Hirennet Access Request Form
- a. Attachment 1: HNH Access Request Fillable Form
 - b. Attachment 2: Instructions for Completing HNH Access Request Form
82. SN-35 WIOA Bulletin 35-20 PY20 and PY21 Local Workforce Development Board Performance Negotiations for Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker, and Youth Programs
83. SN-36 WIOA Bulletin 36-20 2020 Lower Living Standard Income Level Guidelines
84. SN-37 WIOA Bulletin 37-20 Workforce Innovation and Opportunity Act (WIOA) Program Year 2020-2023 Local Plan Guidance
- a. Attachment 1: WIOA Local Plan Guidance Template
85. SN-38 WIOA Bulletin 38-20 Submission of Student Data by Eligible Training Providers for Program Years 2018 and 2019
- a. Attachment 1: Eligible Training Provider Reporting Tool
86. SN-39 WIOA Bulletin 39-20 Statewide Rapid Response Standard Operating Procedure Manual
- a. Attachment 1: Rapid Response SOP Manual
 - b. Attachment 2: Rapid Response Business Process

- c. Attachment 3: Dislocated Worker Questionnaire (pdf)
 - d. Attachment 4: Dislocated Worker Questionnaire (docx)
 - e. Attachment 5: Rapid Response Event Summary Report (pdf)
 - f. Attachment 6: Rapid Response Event Summary Report (docx)
87. SN-40 WIOA Bulletin 40-20 Hawaii WIOA Title 1 Youth Program Resource Guide
- a. Attachment 1, 2, 3: Youth Program Resource Guide, Primary Indicators of Performance for Youth, References
88. SN-41 WIOA Bulletin 41-20 HireNet Hawaii National Dislocated Worker Grant Attachment
89. SN-42 WIOA Bulletin 42-20 COVID-19 Disaster Recovery Dislocated Worker Grant (DWG) Policies and Procedures
- a. Attachment 1: Policies and Procedures Disaster COVID-19 Disaster Recovery
 - b. Attachment 2: Employee Checklist COVID-19 Disaster Recovery
 - c. Attachment 3: Self-Employed Attestation COVID-19 Disaster Recovery
 - d. Attachment 4: Worksite Proposal Checklist COVID-19 Disaster Recovery
90. SN-55 WIOA Bulletin 43-20 Change 1 COVID-19 Employment Recovery Dislocated Worker Grant (DWG) Policies and Procedures
91. SN-43 WIOA Bulletin 43-20 COVID-19 Employment Recovery Dislocated Worker Grant (DWG) Policies and Procedures
- a. Attachment 1: COVID-19 Employment Recovery Dislocated Worker Grant (DWG) Policies and Procedures
 - b. Attachment 2: COVID-19 Employment Recovery Dislocated Worker Grant (DWG) Applicant Checklist
 - c. Attachment 3: COVID-19 Employment Recovery Dislocated Worker Grant (DWG) Self-Employed Attestation
 - d. Attachment 4: Worksite Proposal Checklist COVID-19 Disaster Recovery
92. SN-44 WIOA Bulletin 44-21 Guidelines for Using and Sharing the American Job Center Videos
93. SN-45 WIOA Bulletin 45-21 2021 Lower Living Standard Income Level Guidelines
94. SN-46 WIOA Bulletin 29-19 WIOA Data Validation Policy and Procedures
95. SN-48 WIOA Bulletin 01-22 WIOA Title I and III Performance Indicator Results for Program Year 2020
96. SN-49 WIOA Bulletin 02-22 Local Area Performance Failure and Sanctions Policy
97. SN-50 WIOA Bulletin 03-22 Trade Adjustment Assistance and Workforce Innovation and Opportunity Act Title I Dislocated Worker Program Co- Enrollment Policy
98. SN-51 WIOA Bulletin 04-22 Lower Living Standard Income Level Guidelines
99. SN-52 WIOA Bulletin 05-22 Program Year 2022 Allocations
100. SN-53 WIOA Bulletin 04-22 2022 Change 1 Lower Living Standard Income Level Guidelines

101. SN-54 WIOA Bulletin 06-22 The Stevens Amendment
102. SN-55 WIOA Bulletin 07-22 Responsibilities for Reporting Instances of Suspected Fraud, Program Abuse and Criminal Conduct
103. SN-56 WIOA Bulletin 08-22 Guidance on Providing Supportive Services and Needs Related Payments
104. SN-61 WIOA Bulletin 02-23 WIOA Title I Local Workforce Development Board Performance Negotiations and Sanctions Policy
105. SN-62 WIOA Bulletin 03-23 Program Year 2023 Allocations
106. SN-63 WIOA Bulletin 29-19 Change 3 WIOA Data Validation Policy and Procedures
107. SN-64 WIOA Bulletin 12-16 Change 4 One-Stop Infrastructure Funding and Memoranda of Understanding Deadline
108. SN-65 WIOA Bulletin 05-17 Change 1 General Provisions for Selected Items of Cost
109. SN-66 WIOA Bulletin 13-16 Change 2 One-Stop (American Job Center) Certification Revised Guidelines
110. SN-69 WIOA Bulletin 05-23 2023 Lower Living Standard Income Level Guidelines

Commented [SLE1]: Removed since forms appear above

NATIONAL DISLOCATED WORKER GRANTS (EMERGENCY GRANTS)

- Instructions: Form WIOA 13-Expenditure Register National Dislocated Worker (DWG)
- Form WIOA 13-Expenditure Register National Dislocated Worker (DWG)

JOINT WIOA BULLETINS

1. SN-001 Joint WIOA Bulletin 001-20 HireNet Hawaii Rapid Response Event Codes
 - a. Attachment 1: Sample HireNet Hawaii Rapid Response Event Codes List
2. SN-002 Joint WIOA Bulletin 002-20 Remote Signature in HireNet Hawaii
 - a. Attachment 1: Remote Signature Instructions
3. SN-003 Joint WIOA Bulletin 003-20 Social Security Numbers in HireNet Hawaii
 - a. Attachment 1: Assigning a Pseudo SSN at the Job Seeker's Request
 - b. Attachment 2: Updating an Existing Record in HireNet Hawaii from Pseudo Number to SSN
 - c. Attachment 3: Local Workforce Areas Pseudo Numbers
4. SN-004 Joint WIOA Bulletin 001-21 Common Exit Policy
 - a. Attachment 1: Exclusions
5. SN-005 Joint WIOA Bulletin 002-21 Program Year (PY) 2021 Allocations
 - a. Attachment 1: Instructions for Annual Budget Plan for Program Year (PY) 2021
 - b. Attachment 2: Signature Page

6. SN-006 Joint WIOA Bulletin 01-23 The Stevens Amendment
7. SN-007 Joint WIOA Bulletin 02-23 Document Management Module in HireNet Hawaii

Maui Disaster Recovery Grant (Emergency Grant)

1. SN 1 Maui NDWG Bulletin 01-23 – Maui National Dislocated Worker Grant Bulletin System
2. SN 2 Maui NDWG Bulletin 02-23 – Participant Eligibility and Target Groups for Maui National

Dislocated Worker Grant

1. National Dislocated Worker Grants (Emergency Grants)
2. Instructions: Form WIOA 13-Expenditure Register National Dislocated Worker (DWG)
3. Form WIOA 13-Expenditure Register National Dislocated Worker (DWG)

QUEST BULLETINS

1. SN 1 Quest Bulletin 01-23 – Quest Bulletin System
2. SN 2 Quest Bulletin 02-23 – Quest Target Groups and Participant Eligibility
3. SN 3 Quest Bulletin 03-23 – Quest Allocations
4. SN 4 Quest Bulletin 04-23 – Quest Participant Flow
5. SN 5 Quest Bulletin 05-23 – Supportive Services in QUEST
6. SN 6 Quest Bulletin 06-23 – HireNet Hawaii Service Codes for QUEST

Hawaii’s guidelines for the One-Stop Infrastructure and Memorandum of Understanding:

SN-12 WIOA Bulletin 12-16 Change 2 One-Stop Infrastructure Funding and Memoranda of Understanding Deadline

SN-12 WIOA Bulletin 12-16 Change 1 One-Stop Infrastructure Funding and Memoranda of Understanding Deadline

SN-12 WIOA Bulletin 12-16 One Stop Infrastructure Funding and Memoranda of Understanding

Hawaii’s AJCs provide seamless service delivery to employers and participants. The system is dependent on all partners agreeing to shared goals, information-sharing, cost-sharing, and committing to a coordinate effort to achieving them.

The following guidelines and goals have been established:

- Services are delivered “seamlessly” so that participants are unaware that the services provided at the AJC are being delivered by multiple agencies and through multiple funding streams.
- Comprehensive AJCs will provide the full range of services available through designated One-Stop partner programs.
- Comprehensive AJCs will serve as a primary location for employers and job seekers where they receive service provided in a seamless, integrated and efficient manner.
- AJCs can connect job seekers to the services they need to address their skills gaps: All work-related programs and services are either offered on-site or services are easily accessible through the AJCs.
- Local employers and employer organizations are active partners in the improvement of the local AJCs.

- Local area plans will also indicate how the AJCs will serve employment, re-employment, and training needs of unemployment compensation claimants; the long-term unemployed; the under-employed; dislocated workers (including trade-impacted dislocated workers and displaced homemakers); low-income individuals (including recipients of public assistance); migrant and seasonal farmworkers; veterans; individuals with limited English proficiency; homeless individuals; ex-offenders; older workers; individuals training for non-traditional employment; and individuals with multiple challenges to employment.
- To achieve this, local AJCs are required to move to a fully integrated platform and encouraged to leverage additional local resources as well. This includes exploring centralizing services through single locations so overhead costs are reduced. It will also include moving the provision of services through local centers toward functional integration, wherein customers from multiple programs are served together in common and fundamental processes such as workshops, assessment and career planning, job search/development and case management activities, allowing WIOA Title IB programs to be just one of several sources supporting these critical activities.

Hawaii's AJCs and Youth Programs use the HireNet Hawaii for common intake, case management, statewide labor exchange, and reporting for different programs. The system includes web-based self-service features that facilitate job searches, career exploration, job matching, job postings, and skills assessment for employers and job applicants. Case managers also have access to these tools, and they have the added capability of viewing services provided to an individual within their local area. This reduces duplication and allows for more effective coordination of services among providers. Self-service resource rooms available in each AJC which include computers with internet access and shortcuts to other web-based job search and recruitment tools, labor market information, and career exploration. The State and all the counties have separate fiscal management systems.

Statewide activities funds will be limited to 15% of the combined funding streams for the adult, youth, and dislocated worker programs. Of the 15% allocation, state level administration funds will be limited to 5% and utilized for costs of administrative functions for WDD and its support staff. The remaining 10% of the statewide activities allocation will be utilized for costs related to state-level program management, evaluation and improvement including maintenance costs of HireNet Hawaii, ETPL system, and state monitoring.

The Governor's reserve was used to support WDD staff who provide services to the Council and the Council's eight committees and quarterly board meetings by posting meeting agenda, writing meeting minutes, providing operational and grant-specific guidance, performing subject matter research, and providing reports as requested.

WDD staff also attend partner meetings representing the workforce system. The partner meetings include the Oahu AJC partner meetings, the Native Hawaiian Education Council, the Career and Technical Education Coordinating Advisory Council, the P-20 Data Exchange Partnership, Hawaii Language Roadmap Advisory Council, State Rehabilitation Council, among others.

The Workforce Information and Data Coordinator responds to questions from local areas, manages passwords and access to the HireNet Hawaii system, writes WDD data policies, manages the Re-employment Services Integration Dislocated Worker Grant which funds the development of the On-line Workforce Referral System, is a liaison with the system's vendor, Geographic Solutions, and provides training and technical assistance to the Title I staff and the AJCs. The Data Coordinator is also responsible for submitting all required federal performance reports and submitting requests for the Wage Record Interchange System (WRIS) and to ensure the transition into new systems. For example, the transition from WRIS to the new State Wage Interchange System (SWIS).

Staff are also the WDD liaison to LWDB staff to serve as the grant resource, review program and fiscal reports, make recommendation on corrective actions, perform program monitoring, provide training and orientation to LWDB staff and board members, review annual budget plans and local area plans, draft contracts with local areas, and ensure compliance with those contracts. WDD staff also prepare and submit required fiscal and program reports and respond to requests for information. WDD program staff conducts annual on-site program and financial management monitoring of the LWDBs.

Other offices supporting the state's WIOA administrative functions are the DLIR Fiscal Office for financial management, reporting, and monitoring; Attorney General's Office for reviewing proposed contracts and addressing legal issues; Unemployment Insurance for wage matches; used in plans and allocations. The WDD will pay an appropriate share for these services.

The Governor's reserve also funds the Statewide Rapid Response Coordinator position. The Coordinator is responsible for drafting and implementing the State's Rapid Response Policy; coordinating Rapid Response sessions, tracking results of the sessions, reviewing Rapid Response budget and expenditures of the local areas as well as the cost per participant and is accountable for the effectiveness of the program.

WDD staff also write responses to discretionary grants, submit reports, review budget, financial, and expenditure reports. During the legislative session, WDD staff monitors workforce-related measures, presents and submits testimonies at hearings.

Rapid Response and Layoff Aversion

Statewide rapid response activity for dislocated workers is supported by American Job Centers (AJCs) located on Oahu, Maui, Kauai and Hawaii Island. Local area AJC rapid response teams (Team) and WDD collaborate to plan and conduct rapid response activities that help dislocated workers return to work as quickly as possible following layoff or job loss.

Statewide Rapid Response Activity

The DLIR and WDD received 24 Worker Adjustment and Retraining Notification (WARN) letters from Oahu businesses between July 1, 2018 and June 30, 2019. Between January 2020 and December 2020, during the heart of the COVID-19 pandemic, WDD began capturing information submitted to DLIR and WDD (see tables below). During this time 169 WARN letters were received statewide.

Statewide Breakout of Employees Laid-Off or Furloughed (January 2020 – December 2020)

	Temporary	Permanent	Both	Total
Oahu	28	41	9	78
Hawaii	9	6	0	15
Maui	21	13	2	36
Kauai	12	7	1	20
Multi	4	7	4	15
Statewide	3	0	1	4

	Temporary	Permanent	Both	Total
Out-of-State	0	1	0	1
	77	75	17	169

Statewide Numbers of Employees Laid-off or Furloughed (January 2020 – December 2020)

	Number of Employees Furloughed	Number of Employees Laid-off	Number of Employees Included in Combined Furlough & Lay-off	
Oahu	14,544	6,292	228	
Hawaii	4,556	1,123	0	
Maui	8,762	1,769	0	
Kauai	1,710	600	0	
Multi	3,407	2,521	144	
Statewide	1,028	0	0	
Out-of-State	0	1	0	
	34,007	12,306	372	

Rapid Response Policy

Under the Rapid Response policy issued in August 2020 Rapid Response funds will be distributed to WDD to provide layoff aversion and RR services. The WDD staff will coordinate RR services with Title I DW Service Providers, UI, and TANF.

Rapid Response teams are comprised of staff from various programs from the AJCs and other partner programs which may not be co-located at the centers. Once a rapid response session is scheduled, a unique code is used in HireNet Hawaii to track the attendees/companies that utilize rapid response services. This tracking system allows the AJCs to collaborate with AJC partners to co-enroll dislocated workers into all WIOA programs for which they are eligible. Attendees at rapid response sessions are asked to sign in with their contact information allowing AJCs to follow up. Rapid response recipients can also be tracked through Unemployment Insurance services.

WDD issued WIOA Bulletin 39-20 announcing the Statewide Rapid Response Standard Operating Procedure Manual issued on August 24, 2020, rescinding WIOA Bulletin No. 31-19, Statewide Rapid Response/Layoff Aversion Policies and Procedures, issued July 3, 2019. See this link: <https://labor.hawaii.gov/wdc/files/2020/08/Rev-Final-Signed-WIOA-Bulletin-39-20-Rapid-Response-Standard-Operating-Procedures-Manual-8.25.2020.pdf> for the bulletin.

The link to the Manual is found here: <https://labor.hawaii.gov/wdc/files/2020/08/Attachment-1-RapidResponse-SOPManual-v1.2.0-8.24.2020.pdf>

Layoff Aversion

WDD's Statewide Business Services Framework plan recognizes that establishing relationships with employers is essential to developing ongoing, consistent, and sought-after services with

them. Developing business services teams at the AJCs is in its beginning stages. The strategy for layoff aversion is for the business services teams to develop relationships with employers in their local areas; use the networks of the private sector employers on their local boards to expand their contacts and to provide information on industry trends and identify potential red flags; to develop other sources of early information on potential issues within their local areas; and to develop responses to address the identified issues. The private sector employers on the LWDBs serve as mentors to the business services team.

LWDBs have started to establish Employer Engagement committees of their boards. These Committees will help develop the teams, provide guidance and recommendations, ensure professional development, establish specific goals for the teams, and track progress.

HRS §127A Emergency Management is Hawaii's policy and procedure for responding to disasters, establishes local organizations, confers emergency powers to the Governor and county mayors, and provides programs, in cooperation with other governmental agencies, the private sector, and nonprofit organizations.

In the instances of natural disasters, the Governor, the Mayors of the four counties, the State's Department of Defense, Hawaii Emergency Management Agency (HI-EMA) and the counties' Emergency Management Departments assess damages, coordinate and deploy local and state services, including as necessary, the Hawaii National Guard, DLIR, DHS, DOH, local emergency responders, and also coordinate with non-governmental agencies and service providers such as the American Red Cross, local community groups, and churches. Request for assistance is generally initiated at the county level. The Red Cross determines with HI-EMA needed shelters and their locations and necessary staffing. The Federal Emergency Management Agency (FEMA) sends staff to those locations along with participating state and local agencies to provide needed services.

The State of Hawaii Office of Planning issued "Natural Disaster Economic Recovery Strategy" (December 2014) which outlined existing plans (page 12) at the federal, state, county, and community levels (http://files.hawaii.gov/dbedt/op/spb/2014_nders_final.pdf). The recovery strategy was developed by a diverse advisory group and stakeholders from governmental, non-governmental, community, and private sector organizations. Within the defined goal of "Forge partnerships between large and small businesses with government agencies to promote coordinated efforts for disaster preparedness, response, and recovery;" there is an opportunity for WDD's State Rapid Response Coordinator and for the County level coordinator to engage employers and employer groups by partnering with this preparedness effort to develop relationships prior to disasters and to provide information on employment services, layoff aversion and incumbent worker training, and as part of disaster recovery, provide Rapid Response services and funds in the local area where businesses are forced to lay off workers. WDD or the affected county, in consultation with the Mayor, the Director of DLIR and the Governor, may apply for a Disaster Dislocated Worker Grant (DDWG) during the recovery period. One of the implementation recommendations is that the State expand the use of USDOL Emergency Grants to support economic recovery and design recovery programs to maximize efficient use of those funds.

The FEMA Disaster Declaration includes the availability of public assistance funding for the affected counties.

Use of Funds:

1. The DDWG creates temporary employment to perform demolition, cleaning, repair, renovation, and reconstruction of damaged and destroyed public structures, facilities, and lands located within the designated disaster area. Work on private property may only be performed if workers from units of local government are also authorized to conduct, and currently perform, such work.

2. The duration of temporary employment must be established and is limited to public and private non-profit agencies. The maximum level of wages paid to a participant is established, excluding the cost of fringe benefits.

Eligible Individuals:

1. Workers temporarily or permanently dislocated (unemployed) as a result of the disaster (dislocated workers as defined by WIOA as those who are unemployed and do not receive UI compensation or any other type of income support); and
2. Individuals who are long-term unemployed.

Actions:

1. When State and County partners decide to submit a DDWG, the State Rapid Response Coordinator (SRRC) will submit an application which includes a fully documented work plan and budget based on:
 - a. Identification of the temporary jobs and worksites which were or will be created;
 - b. Timeframes for project activities; and
 - c. SRRC monitoring and oversight of the grant.
2. Local staff working with Local Boards of the affected counties develop aspects of the plan.
3. After the DDWG is awarded, the State must provide a fully documented work plan for the assistance within 60 days.

Disaster Unemployment Assistance (DUA)

1. The SRRC will also coordinate with Unemployment Insurance (UI). When coordinating with UI, the SRRC will ensure that UI knows the event is being planned as a response to a natural disaster. This information will be provided in the notification. If there is a Presidential declaration for Disaster Unemployment Assistance (DUA), it may impact the information UI provides at a Rapid Response event.
2. DUA provides UI benefits to individuals who are dislocated (unemployed) due to a natural disaster.
3. The FEMA Disaster Declaration will support justification for implementing DUA.
4. UI Telephone Claims Center (TCC) staff are refreshed on DUA procedures so that they may assist customers calling the center with questions related to filing for benefits.
5. The availability of DUA aligns with any previous claims currently on file.

Rapid Response

1. Options for meeting places across Hawaii will depend on the type and severity of the natural disaster along with the location of the affected workers. If there is a Presidential declaration for Individual Assistance (IA), FEMA will open Disaster Recovery Centers (DRCs). These centers may not be ideal for holding a formal presentation but will likely be a gathering place for those affected by the natural disaster. Other location options where the Rapid Response event may take place include Red Cross Stations, community buildings not affected by the disaster, and the nearest American Job Center.

2. Each county has a Rapid Response Team which is deployed to respond to emergency situations. Honolulu's Rapid Response Team is available for deployment to supplement the county team if necessary. When layoff events impact sufficient numbers (amounts vary from one local area to another) of employees, the locally assembled Rapid Response Teams provide on-site employee meetings that provide workers with information and access to unemployment compensation benefits, comprehensive AJC services, and employment and training activities including information on the Trade Adjustment Assistance program (TAA) and DDWG.

3. When appropriate, the Rapid Response Team will provide additional services on-site to employees, which may include:

- a. Group or Individual Registration
- b. Job Search Workshops
- c. Individual Assessment/Counseling
- d. Job Search Strategies and Techniques
- e. Resume Writing
- f. Interviewing
- g. TAA Orientations
- h. Job fairs/Company matching
- i. Other services as necessary

4. The Team(s) visit community locations in significantly impacted areas (i.e., shelters, libraries, schools, etc.) to assist businesses and impacted individuals, and to provide on-the-ground information and support regarding state-level efforts.

5. Staff does the following for impacted businesses and individuals:

- a. Register them in HireNet Hawaii to facilitate eligibility for program services;
- b. Connect impacted workers with appropriate employment opportunities through the DDWG;
- c. Assist impacted workers to apply for DUA benefits; and post links and emergency phone numbers where businesses and workers can contact appropriate agencies for services.

Employers will send notices of closings and layoffs under the federal WARN Act and a state plant closing law to the DLIR Director. Upon receipt, the Director's Office will forward them to WDD, DLIR Unemployment Insurance Division. Companies also will transmit a notice required under WARN to the Mayor of the county in which a closing will occur.

WDD will immediately initiate contact with the affected employer to obtain details about the impending event and share information about AJC services for affected workers. If a union represents affected workers, a labor-management committee will be formed, if feasible, to jointly assess needs and implement Rapid Response services, with the understanding that services will not be a forum for any collective bargaining issues. Information about Trade Adjustment Act (TAA) benefits and qualifying conditions will be provided to the employer/Labor-Management Committee, and the employer or union will be encouraged to file a TAA petition for employees who may be eligible for TAA. If they do not file a petition, the AJC or WDD will submit one to ensure that eligible workers receive TAA benefits.

Rapid Response Team:

If the number of workers to be laid off is 50 or more, WDD will mobilize a Rapid Response Team for deployment at the employer's site or another site that is convenient for affected workers. Core members will consist of the following:

- - DLIR Unemployment Insurance Division
 - AJC Operator
 - Title I DW Services Provider
 - Workforce Development Division

Depending on needs of the workers, other Rapid Response Team members will include, but not be limited to, the following:

- - State Department of Human Services
 - Training Providers
 - Banks/Credit Unions
 - Consumer Credit Counseling Center
 - Community Based Organizations
 - State Department of Health

Group orientations on AJC services will be planned and scheduled with the employer or Labor-Management Committee, during or around work hours and prior to layoffs, to the extent possible. Each local area has dedicated laptops to use during Rapid Response sessions to enable employees to register in HireNet Hawaii at each session when assistance is available from Rapid Response staff.

Topics to be covered during Rapid Response group sessions will be customized for each layoff and generally will include the topics below. Approaches will depend on type of employer and educational and skill levels of employees.

- - Unemployment Insurance benefits and eligibility requirements;
 - Work registration requirements and jobs listed in HireNet Hawaii;
 - Labor market information and trends;
 - Job counseling and job training programs, including remedial/literacy education;
 - Priority of services and additional services for veterans;
 - TAA benefits (if eligible);
 - Financial assistance such as welfare, Supplemental Nutrition Assistance Program (formerly called Food Stamps), childcare subsidies, and subsidized health insurance; and
 - Survey of training needs. (This survey will be used to determine the kinds of services needed and projected costs, which will help plan training and other services and assist in determining whether formula funds are sufficient or WIOA National Emergency Grant funds should be requested.)

Other Rapid Response topics, such as the following, will be included for group sessions, as appropriate:

- - COBRA;
 - Credit counseling and loan assistance;
 - Grief/trauma counseling, or other mental health services;
 - Housing assistance, and/or
 - Social services provided by Community-Based Organizations.

Because of the breadth of topics covered during Rapid Response sessions, only those staff members who are experienced and knowledgeable will participate as presenters. Services for individuals, such as filing for UI (after layoff), registration in HireNet Hawaii, and applying for financial assistance may be provided immediately following group sessions, if workers need assistance for these services. Job fairs also will be scheduled, as appropriate, specifically for the laid-off workers in conjunction with, or shortly after Rapid Response sessions. In addition, job search workshops and literacy or skills training may be provided for the workers to prepare them for the job market prior to or shortly after layoff.

In addition to reacting to layoff notices, Rapid Response will include business service teams to expand the rapid response infrastructure in each local area so that Rapid Response becomes pro-active and on-going to serve businesses and their workers more effectively. Prior to layoffs occurring, during which businesses are in crisis management mode, closer working relationships with local businesses will be developed to support workforce needs of employers in a more consistent and comprehensive manner through their cycles of growth and decline. More services and tools of the One-Stop system will be made available to businesses on a continuing basis through an aggressive outreach effort, and businesses will make better use of these services to improve the capacity of their workforce. These strategies give businesses more opportunities to avert layoffs by sustaining a resilient and competitive workforce. AJC staff will be trained to detect early warning signs of possible financial difficulties of businesses and provide advance assistance and information to ease any difficulties should a plant closure occur. The improved collaborations with businesses will enable AJC staff to quickly recognize re-employment opportunities for laid off workers. In addition, stronger collaborations with more partners will be developed to expand and better coordinate the network of resources for more assistance toward employers and workers.

B. ADULT AND DISLOCATED WORKERS PROGRAM REQUIREMENTS

1. WORK-BASED TRAINING MODELS

With the low-unemployment rate the State is experiencing, but also with major skills gaps in different sectors, apprenticeships and work-based training will be an important method to narrow the gap and fill those jobs with employees with the requisite skills. The WDC Board members representing training and trade organizations and the Board's Employer Engagement and Sector Strategies and Career Pathways committees are tasked with creating the linkages necessary to increase work-based training and apprenticeship opportunities and to expand those programs to new sectors and industries that are not thought of as traditional sponsors of work-based training and apprenticeships; but who cannot meet their employment needs because of skill gaps in the workforce. The committees will also ensure that participants earn industry recognized certifications; that employers have input into the content of the training programs; that the programs are designed to provide high quality training; and that the outcomes of the programs result in highly skilled employees and employers have a qualified pool of applicants.

The committees' goals also include increasing high-quality, work-based learning opportunities for secondary and postsecondary students that lead to industry recognized credentials; and identifying new industry-recognized credentials or work-based programs that give companies confidence in skills of new hires and provide workers with more mobility.

The appropriateness of work-based training for participants is made after a needs assessment. The business services team in each AJC develops work-based training opportunities in the local community. These opportunities include internships, transitional jobs, paid and unpaid work experience, on-the-job training, customized training, and incumbent worker training. An assessment of needs of employers also determines the need to establish incumbent worker training and customized training. The business services team and the career counselor for the participant are responsible for obtaining feedback and review of the program from both employers and participants on the quality of the experience to use for continuing improvement of work-based training.

The LWDB's Employer Engagement Committee will review the work-based training offered in the local area to ensure that the trainings are aligned to industry and workforce development standards and needs, including those occupations and occupational clusters that are in-demand in the local area. LWDBs will prioritize those trainings that lead to jobs with a living wage. The Employer Engagement Committees can also serve as mentors to members of the business services team and connectors to local employers for potential work-based training.

In addition, the Employment and Training Fund (ETF) is funded by the State through an assessment of .01 percent of taxable wages. It was established by the Legislature in 1992 (HRS §383-128). ETF's purpose is to create a more diversified job base with an emphasis on small businesses by serving the training needs for industries included in the State's economic development strategy as recommended by DEBDT, and training needs identified by the local boards, employer organizations, industry or trade associations, and labor organizations.

ETF funds three programs:

1) Statewide and Countywide Training Grants through ETF's Macro Program

The Macro Program provides grants to business associations and consortia to develop customized training projects where there are critical skill shortages. The program enhances the State's employer engagement efforts by outreaching, enrolling, and facilitation of contacts with employers and training providers for the delivery of incumbent worker training. These grants provide "seed money" for innovative education and training curricula and program design. Each plan must include, but is not limited to, a needs assessment, project guidelines, marketing and delivery plan, and a self-sufficiency component to ensure the continuation of training beyond the grant period. Business and industry consortia are required to provide at least 50% cash and/or in-kind contribution to strengthen their commitment to the project.

2) Employer Referral Program also known as the Micro Program offers training opportunities to individual businesses.

This program enables employers to register their workers for existing short-term, non-credit training courses offered by ETF-approved public and private training providers in order to upgrade employees' skills and capabilities to meet the competitive demands of the workplace. The program is open to all within a company: owners, managers, supervisors, and workers. The ETF will pay 50% of the cost (up to a \$800 tuition cap) for any course taken that meets its eligibility criteria. Employees must be referred by their employer.

3) Volunteer Internship Program (VIP)

Developed by DLIR in January 2011, the Volunteer Internship Program (VIP) was created to stimulate job growth in Hawaii. Initial funding for VIP was derived through the Reed Act in early

2010 in response to significant job loss at the time. It is funded through the States' ETF program. VIP allows job seekers, especially those receiving unemployment insurance (UI) benefits, to volunteer at businesses to explore a career field, exposure to the career, and workforce training. During the internship, claimants are exempt from their three weekly job searches and continue to receive their UI benefits. Upon successful completion of training, interns receive certification of the job skills acquired and consideration for employment. Benefits to businesses include pre- screening of qualified individuals, ability to assess the intern's readiness for employment and limited medical coverage for injuries sustained by an intern. The opportunity to train through VIP is limited to 16-32 hours per week for 4-8 weeks. In PY 2016 there were 123 intern- employer matches in the State of Hawaii.

DVR's Summer Youth Program which places youth in work-based employment is described in other parts of the plan.

Work-based learning is a statewide component throughout an individual's learning pathways. Hawaii's Career Pathway System, described in Section (c) (1), the Career and Technical Education System, and Perkins V are aligned to provide high-quality grades 6-16 formal learning experiences paired with work-based learning experiences that provide all learners the knowledge, skills, and competencies to fully participate in, contribute to, and benefit from Hawaii's economy.