

Oklahoma Employment Security Commission



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Oklahoma Employment and Training Issuance # 08-2008

DATE: March 17, 2008

FROM: Richard J. Gilbertson, Director
Workforce Integrated Programs Division

TO: Chief Local Elected Officials
LLWIB Chairs
LLWIB Staff
Center Managers
System Coordinators

SUBJECT: State Incentive Award Policy for Local Workforce Investment Areas

PURPOSE: This policy outlines the criteria for awarding incentives to Local Workforce Investment Boards (LWIBs) beginning with program year 2008 and rescinds Oklahoma Employment and Training Issuance (OETI) 08-2007.

REFERENCES: Title I of the Workforce Investment Act of 1998 (WIA), Governors Council Strategic Plan, OETI 02-3007, OETI 01-2007 change 1, OETI 06-2006 change 1, Training and Employment Notice (TEN) 23-07, Training and Employment Guidance Letter (TEGL) 3-04, TEGL 17-05, TEGL 17-05, change 1 and TEGL 17-07.

BACKGROUND: The WIA sec. 134 (a)(2)(B)(iii) calls for awarding incentive grants to Local Workforce Investment Boards (LWIBs) for exemplary performance and other measures as determined by the Governor. In 2006 Oklahoma issued OETI 06-2006, Common Measures and Service Integration for Adult Programs making Oklahoma a leader in implementation of service integration. This policy mandated a common customer pool for WIA and LE Adult programs. In July of 2007, the Oklahoma Employment Security Commission (OESC) issued OETI 03-2007, Local Workforce Integration Policy, clarifying that LWIBs were responsible for the demand driven, skills based and integrated service delivery of the workforce system in their respective areas. This issuance also charges LWIBs with the goals of improving access to quality service through service and program integration requiring, in part, that each LWIB ensure that every new customer receive prompt service, an *initial assessment* that results in the development of a basic employment plan and offered *remediation for any deficiencies identified by the initial assessment*. TEGL 3-04 issued on July 16, 2004, focused goals for the youth program on economically disadvantaged high school dropouts and out-of-school youth with basic skills deficiencies. The mission of Oklahoma's Shared Youth Vision is to serve as a catalyst to support the *neediest youth* in a healthy transition to the roles and responsibilities of successful adults.

MESSAGE:

- A. This policy establishes 3 new Integrated Service Measures that apply to the WIA Adult, Dislocated Worker and Labor Exchange combined customer pool and 3 new Program Measures that apply to the Youth Program. USDOL Common Measures for Adults and Youth will also be used, but for incentive purposes, the Adult measures will apply to a combined customer pool.
- B. The eligibility to receive an incentive award for meeting any Integrated Service Measure *is independent* of meeting performance on any Program Measure.
- C. The eligibility to receive an incentive award for meeting any one Program Measure *is dependant* upon Integrated Service outcomes.
- D. This policy establishes a goal for each measure. The goals outlined in this policy are for incentive purposes only and will not be used to determine sanctions for poor performance.
- E. This policy outlines how the distribution of incentive awards is determined and how those funds may be utilized.

Integrated Service Measures

1. Skills Development Services – Goal – 30%

Methodology:

Of those customers receiving a staff assisted service during the program year:
The number of those who receive a skills development service.

Operational Parameters:

- Program year is July 1 through June 30.
- Staff assisted service refers to those services taking place in a physical location.
- Customer refers to co-enrolled WIA Adults, Dislocated Worker and Labor Exchange clients.
- A skills development service is a short term prevocational service, occupational skill training, on-the-job training, work experience or apprenticeship.
- Oklahoma Service Link will be the vehicle used to determine those that received a staff assisted service and those that received a skills development service.

2. Career Readiness Certificates – Goal – 15%

Methodology:

Of those customers receiving a staff assisted service during the program year:
The number of those who obtain a Career Readiness Certificate.

Operational Parameters:

- Program year is July 1 through June 30.
- Staff assisted service refers to those services taking place in a physical location.
- Customer refers to co-enrolled WIA Adults, Dislocated Workers and Labor Exchange clients.
- Oklahoma Service Link will be the vehicle used to determine obtainment of a Career Readiness Certificate.

3. Repetitive Center Service – Goal - 50%

Methodology:

Of those customers receiving their first staff assisted service during the program year:
The number of those who receive an additional staff assisted service in a center within 60 days.

Operational Parameters:

- Program year is July 1 through June 30.
- Staff assisted service refers to those services taking place in a physical location.
- Customer refers to co-enrolled WIA Adults, Dislocated Workers and Labor Exchange clients.
- Oklahoma Service Link will be the vehicle used to determine that additional services were given within 60 days.

Program Measures

1. Adult Entered Employment Rate – State Negotiated Level

Methodology:

Of those who are not employed at the date of participation:

The number of adult participants who are employed in the first quarter after the exit quarter divided by the number of adult participants who exit during the quarter.

Operational Parameters:

- “Adult” refers the integrated customer pool that encompasses WIA Adult, Dislocated Worker and Labor Exchange.
- **See TEGL 17-05 for additional operational parameters.**

2. Adult Employment Retention Rate – State Negotiated Level

Methodology:

Of those who are employed in the first quarter after the exit quarter:

The number of adult participants who are employed in both the second and third quarters after the exit quarter divided by the number of adult participants who exit during the quarter.

Operational Parameters:

- “Adult” refers to the integrated customer pool that encompasses WIA Adult, Dislocated Worker and Labor Exchange.
- **See TEGL 17-05 for additional operational parameters.**

3. Average Earnings –State Negotiated Level

Methodology:

Of those adult participants who are employed in the first, second, and third quarters after the exit quarter:

Total earnings in the second quarter plus total earnings in the third quarter after the exit quarter divided by the number of adult participants who exit during the quarter.

Operational Parameters:

- “Adult” refers the integrated customer pool that encompasses WIA Adult, Dislocated Worker and Labor Exchange.
- **See TEGL 17-05 for additional operational parameters.**

4. Youth Placement in Employment or Education – State Negotiated Level

Methodology:

Of those 14-21 who are not in post-secondary education or employment (including the military) at the date of participation:

The number of youth participants who are in employment (including the military) or enrolled in post-secondary education and/or advanced training/occupational skills training in the first quarter after the exit quarter divided by the number of youth participants who exit during the quarter.

- **See TEGL 17-05 for operational parameters.**

5. Youth Attainment of a Degree or Certificate – State Negotiated Level

Methodology:

Of those 14-21 enrolled in education (at the date of participation or at any point during the program):

The number of youth participants who attain a diploma, GED, or certificate by the end of the third quarter after the exit quarter divided by the number of youth participants who exit during the quarter.

- **See TEGL 17-05 for operational parameters.**

6. Youth Literacy & Numeracy Gain – State Negotiated Level

Methodology:

Of those out-of-school youth who are basic skills deficient:

The number of youth participants who increase one or more educational functioning levels divided by the number of participants who have completed a year in the youth program (i.e., one year from the date of first youth program service) plus the number of participants who exit before completing a year in the youth program.

- **See TEGL 17-05, change 1 for operational parameters.**

7. Out of School Youth Enrollment–State Goal – 50%

Methodology:

Of those ages 14-21 enrolled in a WIA Youth Program during the program year:

The percentage of those that meet the definition of Out-of-School Youth

Operational Parameters:

- Program year is July 1 through June 30.

- Out-of-School Youth are defined in TEGL 17-05.
- Oklahoma Service Link will be the vehicle used to determine the percentage of Out-of-School youth enrolled during the program year.

8. Foster Care Youth Enrollment –State Goal – 25%

Methodology:

Of those ages 14-21 enrolled in a WIA Youth Program during the program year:
The percentage of those that meet the definition of a Foster Care Youth.

Operational Parameters:

- Program year is July 1 through June 30.
- Foster Care Youth is defined in the WISPR Handbook, Appendix D, No. 144.
- Oklahoma Service Link will be the vehicle used to determine the percentage of Foster Care Youth enrolled during the program year.

9. Youth Career Readiness Certificates – State Goal – 25%

Methodology:

Of those ages 14-21 enrolled in a WIA Youth Program during the program year:
The percentage of those Youth that obtain a Career Readiness Certificate

Operational Parameters:

- Program year is July 1 through June 30.
- Oklahoma Service Link will be the vehicle used to determine obtainment of a Career Readiness Certificate.
- This measure will be calculated on an annual basis and the results distributed after October 1 following the end of the program year.

Award Eligibility Process

The total incentive award will be divided between Integrated Service Measures and Program Measures with 70% set aside for Integrated Service and 30% for Program.

Integrated Service Measures

Integrated Service Measures are real-time measures. The LWIA will receive an incentive award for each of the measures met or exceeded. The amount of the incentive award is dependant upon each LWIA's total contribution to meeting the statewide goal. The numerators (number of those individuals achieving) of measures met or exceeded will be divided into the 70% set aside giving each individual in the numerator a monetary value. Each LWIA will be awarded a dollar amount based on the percentage of individuals from their LWIA that had a positive effect on the measure that was met or exceeded. The cumulative LWIA results will be calculated and shared with LWIA Board Staff and Center Managers no later than 15 days after the end of each calendar quarter for informational purposes. Incentive award eligibility for these measures will be based on a program year, calculated on an annual basis and the incentive award eligibility results distributed after October 1 following the end of the program year.

Program Performance Measures

Program performance incentive awards will be based on the LWIAs meeting or exceeding the level the state negotiated with the USDOL, or meeting the goal set by the state. LWIAs may be eligible for an incentive award for each measure that is met or exceeded, provided they *do not* fall below 80% on any of the *Integrated Performance Measures*. The LWIAs will receive an incentive award for each of the measures met or exceeded provided they do not fall below 80% on any Integrated Service Measure. The amount of the incentive award is dependant upon each LWIAs total contribution to meeting the statewide goal. The numerators (number of those individuals achieving) of measures met or exceeded will be divided into the 30% set aside giving each individual in the numerator a monetary value. Each LWIA will be awarded a dollar amount based on the percentage of individuals from their LWIA that had a positive effect on the measure that was met or exceeded. The cumulative LWIA results will be calculated and shared with LWIA Board Staff and Center Managers no later than 15 days after the end of each calendar quarter for informational purposes. Incentive award eligibility for these measures will be based on a program year, calculated on an annual basis and the incentive award eligibility results distributed after October 1 following the end of the program year.

Awarding of Incentive Funds

LWIAs eligible for incentive awards based on the guidelines set out by this policy will be notified of the monetary value of the award by October 30 following the end of the program year. The incentive award will be distributed to the fiscal agent who must follow the LWIB's approved budget in expending the funds. Incentive funds shall be used to foster coordination and integration of Workforce Development services as outlined by the LWIB's Integrated Service Delivery Design.

Action Required: Please distribute this issuance to appropriate staff and include it as part of your permanent records.

Rescissions: This issuance rescinds OETI 08-2007

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