

TRIDENT WORKFORCE DEVELOPMENT BOARD

August 28, 2018

10:00 a.m.

Barrett Lawrimore Conference Room
1362 McMillan Avenue – Suite 100
North Charleston, SC 29405

AGENDA

- I.** Call to Order, Quorum Determination & Introduction of Members
- II.** Approval of June 26, 2018 Meeting Notes
- III.** Adult and Youth Participant Success Stories
- IV.** Request to Apply for Rapid Response Additional Funds and Transfer Funds from DW to Adult Funding Stream
– Sharon Goss
- V.** Policy Revision/Addition – Request for Approval – Sharon Goss
 - A. Supportive Services Policy
 - B. Eligibility and Enrollment Policy
 - C. Assessment, Background and Drug Screening Policy
 - D. Youth Incentive Policy
- VI.** Administrative & System Reports
 - A. Financial Report – Katie Paschall
 - B. Program Performance Report – Kameron Alston
 - C. Adult/Dislocated Workers/Youth Program Performance Report – Keidrian Kunkel
 - D. Marketing & Outreach Report – Michael Stettner
- VII.** Workforce Development Director's Time
- VIII.** Executive Director's Time
- IX.** Other Business
- X.** Chair's Time
- XI.** Adjourn

The next meeting of the Trident Workforce Development Board will be held on October 30, 2018 at 10am at the BCDCOG Office (1362 McMillan Avenue, Suite 100, North Charleston, SC 29405). Notice, including agenda documentation, will be sent to Board members in advance of the meeting, as well as posted on www.tridentscworks.org

TRIDENT WORKFORCE DEVELOPMENT BOARD
MEETING NOTES
June 26, 2018

The Trident Workforce Development Board (TWDB) met on June 26, 2018, at the Berkeley-Charleston-Dorchester Council of Governments Building (1362 McMillan Avenue in North Charleston, South Carolina).

MEMBERSHIP: Diane Bagwell; Janet Cappellini; Butch Clift; Wendy Courson; Susan Friedrich; Thomas Graff; Hope Hudson; Victoria Johnson; Dottie Karst; Gil Leatherwood; Andrew Maute; Jeff Messick; Sylvia Mitchum; Charles Moore; Kelly Sieling; Wendy Smith; Bob Walker; Angelia Washington

MEMBERS PRESENT: Janet Cappellini; Butch Clift; Wendy Courson; Susan Friedrich; Hope Hudson; Andrew Maute; Sylvia Mitchum; Angelia Washington

OTHERS PRESENT: Amanda Wagner (Eckerd); Keidrian Kunkel (Eckerd); Kevin Kunkel (Eckerd); Deidre Smalls (Eckerd); Dee Czarnik (Eckerd); Eric Haddock (Eckerd); Gray Parks (SCDEW); Julia Gamarra Mendoza (SCDEW); Michael Stettner (Rawle-Murdy Associates); Paul Connerty (Charleston Metro Chamber of Commerce);

BCDCOG STAFF PRESENT: Andrea Kozloski; Sharon Goss; Robin Mitchum; Katie Paschall; Kameron Alston; Kim Coleman

I. Call to Order/Quorum Determination/Introductions

Janet Cappellini presided in Chair Karst's absence. Ms. Cappellini called the June 26, 2018 Trident Workforce Development Board meeting to order at 10:05 a.m. Excused absences were submitted and a quorum was determined. Introductions were made.

II. Approval of the May 22, 2018 Meeting Notes

Sylvia Mitchum made a motion to approve the May 22, 2018 Meeting Notes as presented and Angelia Washington seconded the motion. The motion was unanimously approved.

III. Adult and Youth Participant Success Stories

Keidrian Kunkel, with Eckerd, announced that the participants who would have shared their success stories are actually at their respective places of employment. The Board concurred that is a success of its own. Ms. Kunkel noted that Success Stories will be discussed later in the agenda during the Administrative and System Reports.

IV. WIN Learning Implementation – Discussion – Gray Parks, SCDEW

Gray Parks, with SCDEW, discussed the implementation of WIN, South Carolina's state-sponsored career readiness assessment. Mr. Parks explained that job seekers will be assessed for foundational career readiness skills in Applied Mathematics, Reading for Information and Locating Information. These assessments are at no-cost to job seekers. WorkKeys will still be available at a fee. The Trident Workforce Development Board received the WIN Learning Implementation presentation as information.

V. Statement of Work – Request for Approval – Sharon Goss

Sharon Goss, Director of Workforce Development, explained that the Statement of Work (SOW), or Scope of Work, provides guidance on the expectations and outline the programmatic goals for the program year.

A. Adult/Dislocated Worker Program: Ms. Goss noted that the Adult/Dislocated Worker SOW outlines that the Adult/DW programs will serve 800 adults and 100 dislocated workers during program year 2018 (July 1, 2018 – June 30, 2019). The numbers include carryover from the previous program year. In addition, it outlines that the program will follow all Training & Employment Guidelines issued by the Department of Labor, all State Instruction Letters issued by the SC Department of Employment and Workforce and all local policies issued by the Trident Workforce Development Board.

B. Youth Program: Ms. Goss noted that the Youth SOW outlines that the Youth programs will serve 300 participants in program year 2018. The number includes carryover from the previous program year. In addition, it outlines that the program will follow all Training & Employment Guidelines issued by the Department of Labor, all State Instruction Letters issued by the SC Department of Employment and Workforce and all local policies issued by the Trident Workforce Development Board.

- C. Center Operator:** Ms. Goss noted that the Center Operator SOW outlines the expectations of the Center Operator to operate the centers in an effective and efficient manner and provide oversight of partners in the facility to ensure that workforce development services are being made available to individual and employer customers.

Ms. Goss highlighted the major aspects of each Statement of Work. She then addressed questions and comments.

Butch Clift made a motion to approve the Statement of Work as presented and Susan Friedrich seconded the motion. The motion was unanimously approved.

VI. Policy Revision/Addition – Request for Approval – Sharon Goss

Ms. Goss detailed the revisions/additions to the following policies:

- A. Conflict of Interest Policy:** State Instruction number 17-07 provides a policy regarding conflict of interest on single entities performing multiple functions. Eckerd Connect is the contractor in the Trident Workforce Development area and is performing as the Operator and WIOA service provider of the adult, dislocated worker and youth programs. The Conflict of Interest Policy outlines the expectations for our contractor to ensure appropriate firewalls and internal controls are in place to prevent conflict of interest.
- B. Self Sufficiency Policy:** In addition, State Instruction letter 17-10 provided updated federal income guidelines to be transmitted in the local area. In order to be in compliance with the instruction letter, the local self-sufficiency policy for training needs to be updated; therefore, the income level for those entering training has been updated.

Andy Maute made a motion to approve the Policy Revision/Addition as presented and Butch Clift seconded the motion. The motion was unanimously approved.

VII. Memorandum of Agreement – Conflict of Interest – Request for Approval – Sharon Goss

Ms. Goss explained that the parties in the Trident Workforce Area SC Works System Memorandum of Agreement are the Berkeley-Charleston-Dorchester Council of Governments as the designated Administrative Entity, the Trident Workforce Development Board, Chief Elected Officials and Eckerd Youth Alternatives who serves as the SC Works Operator and service provider for the WIOA program. The purpose of the Agreement is to identify responsibilities and clarify how Eckerd will carry out responsibilities as the local One Stop Operator and WIOA service provider, while demonstrating compliance with WIOA, corresponding regulations and relevant OMB circulars, specifically 2 CFR Part 200 (Uniform Guidance). This Agreement will identify the firewalls and internal controls in place that prevent a conflict of interest.

Andy Maute made a motion to approve the Memorandum of Agreement – Conflict of Interest as presented and Butch Clift seconded the motion. The motion was unanimously approved.

VIII. Administrative and System Reports:

- A. Financial Report – Katie Paschall:** Katie Paschall, Finance Manager, presented the Financial Report which contained information on the WIOA contract period of July 1, 2016 to June 30, 2017, for the period ending May 31, 2018. Ms. Paschall discussed the report in detail and noted that there were no issues to report.
- B. Program Performance Report – Kameron Alston:** Kameron Alston, Performance Outcomes Coordinator, presented the performance reports highlighting the Performance Goals, Performance Dashboard and Monthly Centers Reports. Ms. Alston noted that according to the most recent labor market information reported on May 22nd, the national unemployment rate in April 2018 decreased to 3.7%. The unemployment rate for South Carolina is currently 2.8% and the Trident Workforce Development Area unemployment rate declined to 2.3%. The overall employment landscape in the Trident Workforce Development Area includes 364,575 employed, 8,693 unemployed and 13,320 job openings across the region in April.
- C. Adult/Dislocated Workers/Youth Program Performance Report – Keidrian Kunkel:** Ms. Kunkel presented the region's overall performance. She provided a breakdown of the program's caseload by county, gender,

enrollment and year-to-date outcomes. She also shared outreach updates, training spotlight and participant success stories.

D. Marketing & Outreach Report – Michael Stettner: Michael Stettner, with Rawle-Murdy Associates, presented the SC Works Trident Public Relations & Social Media Report. Mr. Stettner discussed the social media and advertisement growth. He also highlighted Public Relations activities regarding local news channels announcing job fairs and training events.

The Trident Workforce Development Board received the Administrative and System Reports as information.

IX. Workforce Development Director’s Time – Sharon Goss

Ms. Goss had no further business to discuss.

X. Executive Director’s Time

On behalf of Executive Director, Ron Mitchum, Andrea Kozloski, Deputy Director of Operations and Support, thanked the Board for their service and for attending today’s meeting. Ms. Kozloski also noted that work continues on the website.

XI. Other Business

There was no other business to discuss.

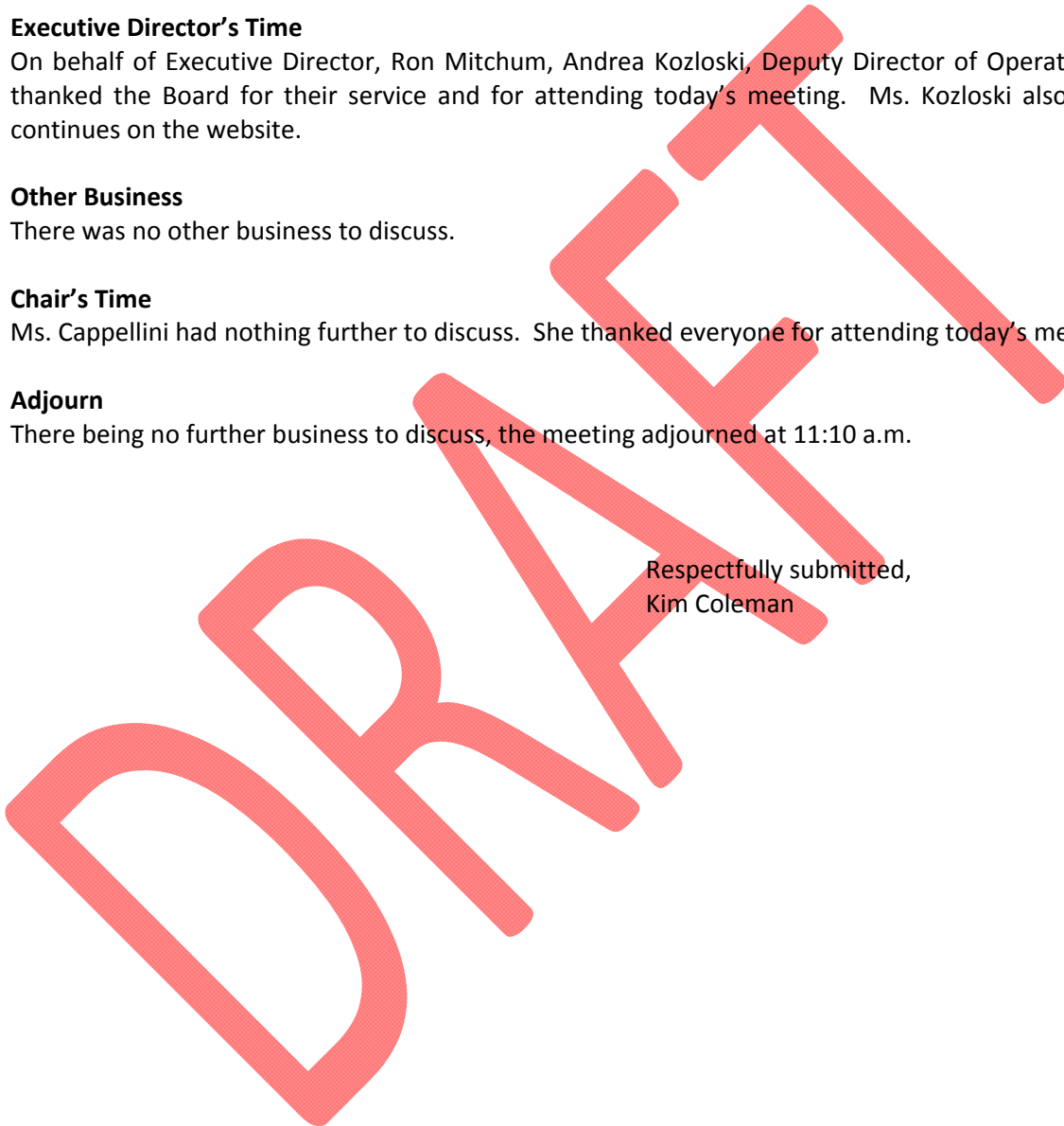
XII. Chair’s Time

Ms. Cappellini had nothing further to discuss. She thanked everyone for attending today’s meeting.

XIII. Adjourn

There being no further business to discuss, the meeting adjourned at 11:10 a.m.

Respectfully submitted,
Kim Coleman



MEMORANDUM

TO: Trident Workforce Development Board
FROM: Ronald Mitchum, Executive Director
SUBJECT: Request to Apply for Rapid Response Funds & Transfer from the Dislocated Worker (DLW) Funding Stream to the Adult Funding Stream
DATE: August 28, 2018

Request to Apply for Rapid Response Funds:

Staff is requesting your approval to apply for Rapid Response funds from DEW to serve our DLW population. WIOA funds have been reduced in the Adult, DLW and Youth program funding streams. The funds would allow the adult and dislocated worker programs to continue to provide services that would prepare participants to meet the demands of the employers in the Trident Workforce Development area.

Request to Transfer Funds from DLW to Adult Funding Stream:

Staff is requesting your approval to transfer DLW Program funds to be used for our Adult expenditures. Our expenditures for Adult training per customer has increased significantly last program year and the funds will be reduced during this program year. If we are able to transfer the additional funds it will ensure our Adult expenditures will be covered for the current Program Year.

MEMORANDUM

TO: Trident Workforce Development Board
FROM: Ronald Mitchum, Executive Director
SUBJ: WIOA Revised Policies
DATE: August 28, 2018

In an effort to ensure that funds are available to provide quality services and prepare participants to meet the in-demand jobs available in the Trident Workforce Development area, policies have been revised in order to maintain the programs through the program year. Some policies have been revised to clarify language and make the eligibility process easier for participation and enrollment.

The revision to each policy is as follows:

Supportive Services Policy

- Removed Needs Related Payments.
- Removed supportive services for transportation assistance etc.
- Added supportive services for adults and dislocated workers will only include supportive services needed for career and training services.

Eligibility and Enrollment Policy

- Added the definition of basic skills deficient.
- Added language to clarify that if a participant has already met the definition of basic skills deficient, no further assessment is needed.

Assessment, Background and Drug Screening Policy

- Added language to clarify that if a participant has already met the definition of basic skills deficient, no further assessment is needed.

Youth Incentive Policy

- Added that incentives will only be issued to active participants.
- Participants are eligible to receive one incentive per category per program year.
- Updated the incentive amounts.

**Trident Workforce Development Board
Workforce Innovation and Opportunity Act**

SUPPORTIVE SERVICES POLICY

TO: SC Works Trident Operators, WIOA Program Provider, Staff and Partners

ISSUANCE DATE: August 28, 2018

EFFECTIVE DATE: July 1, 2018

SUPERSEDES: January 31, 2018, August 29, 2017, September 27, 2016, July 1, 2014, February 18, 2014, November 12, 2013, March 18, 2013, May 15, 2012, February 14, 2012, November 7, 2011, July 1, 2011, March 31, 2009, November 6, 2008, June 30, 2008 and September 13, 2006

SUBJECT: Supportive Services Policy

PURPOSE:

The purpose of this policy is to establish guidelines for the provision of supportive services to WIOA eligible participants as authorized under WIOA for the Trident Workforce Development Area participants.

POLICY:

In accordance with the Workforce Innovation and Opportunity Act (WIOA) of 2014, the Trident Workforce Development Board will provide supportive services to WIOA eligible participants on an as needed basis to enable their entry and retention in training and the workforce. Supportive services may only be provided to WIOA participants who are 1) Participating in youth services or Adult/Dislocated Worker individualized career or Training Services and 2) Unable to obtain supportive service through other programs providing such services.

Eligible youth may receive supportive services in an amount not to exceed \$3,000 per enrollment. Eligible Adult and Dislocated Workers may receive supportive services in an amount not to exceed \$3,000 per enrollment. ~~The supportive service limits includes Needs-Related Payments.~~ Funds from other resources will apply to the WIOA supportive services maximum amount per enrollment for all WIOA programs.

Supportive services for Adults and dislocated workers will be limited and will only include supportive services needed for Career & Training Services.

Supportive services that are necessary to enable an individual to participate in activities authorized under WIOA sec. 134(c) (2) and (3). These services may include but are not limited to the following:

- a) Linkages to community services;
- b) Assistance with transportation;
- c) Assistance with childcare and dependent care;
- d) Assistance with housing;
- e) Needs-related payments (currently not being offered in the SC Works Trident area);
- f) Assistance with educational testing;
- g) Reasonable accommodations for individuals with disabilities;
- h) Legal aid services;
- i) Referrals to health care;
- j) Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;
- k) Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes;
- l) Payments and fees for employment and training related applications, tests and certifications.

Supportive services may only be provided to individuals who are:

1. Participating in career or training services as defined in WIOA secs. 134 (c) (2) and (3) and
2. Unable to obtain supportive services through other programs providing such services
3. Supportive services may only be provided when they are necessary to enable individuals to participate in career services and training activities.
4. Youth supportive services may be provided during participation in WIOA activities as well as during the required 12 month follow-up period after exit.

Documentation in SCWOS case notes must be maintained on what steps were taken to secure services from other sources and how this service is allowing the participant to participate in WIOA.

PROCEDURES FOR SUPPORTIVE SERVICES:

Participants should be in need of supportive services to obtain or retain a job as documented in their case notes in order to receive any supportive service. ALL supportive services payments must be substantiated by documentation and appropriate approval from the Regional Manager or designee. Documentation must be maintained in the participant's SCWOS (documents) or hard file and case notes. Case notes should be created with relevant information to support the need for supportive services. In general, payment for supportive service with WIOA funds is approved only when the service is needed to remove a barrier to participation in WIOA or partner activities and/or employment. Supportive service funded by WIOA should only be provided after other resources such as family, friends, DSS and other partner agencies have been exhausted. Supportive services using WIOA funds may be provided only when necessary to enable the individual to participate in Title I activities. Therefore, supportive services are not a stand-alone service.

~~I. **Career & Training Services:** Supportive services may be used to pay for certain career and training services if they are needed to allow the participant to go into training or obtain or retain a job. Sufficient documentation must be maintained to demonstrate that other sources do not exist or have been exhausted. Examples of expenses that can be paid are tools, exams, books, uniforms, background checks, drug screens and any items that is required for the participation in training and/or employment, prescription glasses and eye exams, and hearing aids. ~~A reasonable cost for these items must be established by getting quotes from at least three sources. Quotes can be maintained for listed items but must be updated at least quarterly and be received from the area in which the purchase will be made.~~~~

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II. **Legal aid Services:** Supportive services may be used to assist with legal aid services. SC Works Trident ~~Case Management Team, operator, staff~~ and partners will follow the state's instruction letter number 16-05. Local supportive services may now include legal services when services are not available through other agencies or organizations and are necessary for the individual to participate in Title I activities.

1. **Other Services: All items below shall be approved by the Regional Manager or designee.** Tools required to attend training or employment will be recorded under supportive services. A reasonable cost determination is required for the purchase of tools and must be established by getting quotes from at least three sources.
2. Uniforms required for training or employment will be recorded under supportive services. Uniforms & work attire, appropriate to type of industry, required to obtain or retain employment will be recorded on the supportive services ledger and the supportive service voucher should be created.
3. Books and other expenses related to training will be recorded under supportive services. Books and other expenses related to training may be paid from supportive service funds if training funds have been exhausted.

Exam fees will be recorded on the supportive service ledger and under the supportive service budget.

~~III. **Youth Programs**~~

~~**If supportive services are provided, it will be as follows:**~~

~~III. **Transportation:** In order to receive transportation payments sufficient documentation must be maintained to demonstrate participation. Participants may receive CARTA or Tri-county Link bus passes if feasible. Information on how to obtain discount bus passes for use on the CARTA bus lines should be provided to all eligible participants. If the bus is not a reasonable choice for the participant, then a check or gas card for transportation assistance will be provided. **In order to provide transportation assistance the case notes must show all other sources have been exhausted and a clear need is demonstrated.**~~

Transportation for Training: transportation assistance of a flat rate of \$7.50 per day may be paid for active WIOA participants traveling for training.

- a) **Traveling locally:** When it is deemed necessary and appropriate for participants to travel within the region for testing or any other valid request such as GED preparation or exam, ESL, short-term pre-vocational Services, Adult Literacy or Basic Skills, amounts will be approved based on the rates above. Career Coaches must have approval from Regional Manager or designee.
- b) **Job Searches:** Transportation assistance at the rate under transportation may be paid for participants who are conducting verifiable job search for a minimum of three (3) days per week. This assistance can be provided for up to four (4) weeks only. Sufficient documentation will be the Job Search Sheet with signature and contact information of each job applied for.

- c) Transportation assistance may be provided to participants in OJT contracts for the first two weeks of the contract. The amount paid will be as stipulated under transportation.
- d) In the event of an emergency situation and that other means of transportation have been exhausted, cab fare will be an allowable cost not to exceed \$7.50 per day documentation that notes the circumstance and includes cost analysis and duration should be reflected in the case file. Career Coaches must see Regional Manager or designee for approval.
- e) **Travel out-side of area:** When it is deemed necessary and appropriate for participants to travel outside of the region for training, testing or any other valid reason, amounts will be governed by the General Services Administration (GSA) travel regulations. Approval for travel outside of the area must be obtained from the Regional Manager or the designee. This will include travel for gas and/or lodging. **Note:** Evidence that the hotel and per diem rates are within the GSA rates for the area of travel must accompany the request for payment. This information can be found at GSA.gov

IV. Child Care: In order to receive childcare payments sufficient documentation must be maintained to demonstrate participation. The Childcare Vendor Agreement must be in place prior to any payments. Payment must be made directly to the childcare provider. **No reimbursements are provided.** All supporting documentation must be maintained in the file. Attempts to secure other funding for childcare must be documented prior to committing WIOA funds for daycare services.

1. Child care payments will be made in a reasonable amount based on the prevailing rates in the area.
2. Family members or anyone other than a licensed daycare provider will only be paid a maximum of \$50.00 per week per child and are required to submit a childcare agreement.
3. Daycare registration fees will be paid one time. If a participant changes child care providers, the new registration fees will be the responsibility of the client. A new agreement must be completed in order for the new provider to be paid.

Other Supportive services such as temporary shelter, rent or housing assistance, or any other supportive services needed to remove a barrier to career and/or training services will be on an individual case basis and requires the approval of the Regional Manager or designee. Rent, mortgage, insurance, phone bill, cellular bill, vehicle repair or any monthly maintenance charges, i.e. electricity, water, will not be paid for more than one month of service. This month must fall within the WIOA enrollment period and is a onetime assistance only.

Supportive Services for Follow-Up (Youth): In general, payment for follow-up supportive services with WIOA funds is approved only when the service is needed to remove a barrier to participation in education or employment after exit. Amounts and method of payments during follow-up will be made following the aforementioned procedures.

NOTE: Any caps in place during active participation remain in effect, limits do not start over.

Services that may be provided and funded during follow-up are:

- SS-Transportation –At same level offered while in open status
- SS- Purchase Work uniforms/Attire-- At same level offered while in open status
- SS- Purchase Work-Related Tools-- At same level offered while in open status
- SS – Housing Assistance-- At same level offered while in open status
- SS – Utilities-- At same level offered while in open status

- SS - Dependent Care-- At same level offered while in open status
- SS - Medical -- At same level offered while in open status

Follow-up services funded by WIOA should only be provided after other resources such as family, friends, DSS and other partner agencies have been exhausted.

Follow-up Services must be provided at a minimum of 12 months after exit unless the participant declines to receive it or cannot be located.

Access to Follow-up Service records is available after case closure has been entered into SCWOS.

Needs Related Payments:

SC Works Trident Workforce Area will follow State Instruction Number 16-18 as it relates to Needs Related Payments.

For adults and dislocate worker participants, WIOA allows financial assistance for the purpose of enabling individuals to participate in training. To receive needs related payments, all participants must be unemployed, enrolled in training, and not receiving unemployment compensation or trade readjustment allowances under TAA.

The following process will be followed.

Eligible adults may be certified to receive a needs related payment (NRP) in the amount of \$100 per week for active participation in full-time training services. The length of Needs Related Payments will be determined based on the participants training plan. See State Instruction Number 16-18 attachment C on guidelines for needs related payments for dislocated workers.

Time and attendance sheets are to be used to ensure adequate participation in training services and are to be submitted along with each needs related payment request. **On line trainings are excluded from NRP.**

Please note adults and dislocated workers who were receiving UI payments or TRA at the point of registration in WIOA but exhaust such assistance may be certified eligible to receive *Needs Related Payment*.

Certain income requirements and other stipulations apply in order to qualify for the receipt of WIOA needs related payments. The WIOA Career Coach is responsible for certifying individuals to receive any form of a needs related payment.

NOTE: In order to qualify needs related payment, the WIOA customer is expected to attend training each week. Excused absences are defined by the provider and will be accepted by the WIOA program.

Unexcused absences: If the individual misses the entire week or have any day of the week that is unexcused, they cannot receive needs related payment for that week.

Needs related payments are not wages but financial assistance used to assist participants with related costs for participating in training services. Needs related payments are not subject to tax withholdings.

Eligibility

To be eligible for NRP's as an adult participant, a customer must,

- **Be unemployed;**
- **Not qualify for, or have ceased to qualify for, unemployment benefits; and**

- ~~Be enrolled full time in a WIOA approved training program.~~

In addition to the above requirements, in order for a ~~dislocated worker~~ to qualify for Needs-related payments, training needs to begin on or before the Saturday of the 13th week after dislocation. In accordance with WIOA regulations, these services will be provided ONLY when customers are unable to obtain assistance through other programs providing such services and are required for the customer to participate in WIOA. Documentation must be maintained on what steps were taken to secure services from other sources and how this service is allowing the customer to participate in WIOA. See State Instruction Letter 16-18 for further guidelines on Needs Related Payments under WIOA.

PROCEDURES:

Customers should be in need of services to obtain or retain a job as documented in their case notes in order to receive any supportive service. ALL supportive services payments must be substantiated by documentation and appropriate approval. Documentation must be maintained in the customer's hard file.

Ronald Mitchum, Executive Director

~~January 31, 2018~~ August 28, 2018
Date

**Trident Workforce Development Board
Workforce Innovation and Opportunity Act**

ELIGIBILITY AND ENROLLMENT POLICY

TO: SC Works Trident Operator/ Staff

ISSUANCE DATE: ~~February 27, 2018~~ August 28, 2018

EFFECTIVE DATE: ~~February 27, 2018~~ August 28, 2018

SUPERSEDES: ~~February 27, 2018, September 27, 2016~~, July 31, 2013, May 15, 2012, February 14, 2012, July 1, 2010, June 17, 2008 and July 1, 2002

SUBJECT: **Eligibility & Enrollment Policy**

PURPOSE:

The purpose of this policy is to establish requirements for determining Adults, Dislocated Workers and Youth eligible ~~for at the point of~~ enrollment into WIOA Programs. Individualized Career Services and/or training services for Adults and Dislocated Workers. (See TEGL 03-1519-16)

POLICY:

In accordance with the Workforce Innovation and Opportunity Act and regulations, all participants enrolled into the WIOA program must be determined eligible prior to receiving Individualized Career Services and/or training services. No barriers or requirements should be placed on individuals in order to receive eligibility.

The SC Works Trident ~~Operator Case Management of program services staff team is will be~~ responsible for ~~conducting-determining~~ eligibility for all WIOA participants prior to enrollment. ~~Theis~~ eligibility process ~~is will be~~ completed in the South Carolina Works Online System (SCWOS).

Adult Participants interested in Individualized Career Services and/or Training Services through the WIOA program will be assessed to determine whether or not they meet the definition of Basic Skills Deficiency. Assessments related to Basic Skills Deficiency will be facilitated after eligibility is determined. Per State Instruction 15-17, Change 1 "WIOA defines basic skills deficient as an adult unable to compute or solve problems, or read, write or speak English, at a level necessary to function on the job, in the participant's family, or in society. The State further defines basic skills deficient as an individual who meets any one of the following indicators:

- Lacks a High School Diploma or Equivalent; or

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- Scores 8.9 or below on the Test for Adult Basic Education (TABE) or <4 on any one or more of the follow Career Readiness Assessments:
- Reading for Information or Workplace Documents
- Applied Mathematics or Applied Math
- Locating Information or Graphic Literacy; or
- Is enrolled in Title II Adult Education, including English as a Second Language (ESL)

It is expected that basic skills deficiency will be determined using an objective, valid and reliable assessment, such as the indicators listed above. However, when a formal evaluation is not available or practical, case manager observations, customer acknowledgement, and documented case notes are acceptable.

WIOA Title I funds cannot be used for assessment of basic skills deficiency prior to eligibility certification. Further if not already a program participant, the use of funds for assessment will constitute enrollment in the program.

Adults and Dislocated Worker participants interested in Individualized Career Services and/or Training Services with WIOA will complete the TABE or a Career Readiness Assessment (also known as WorkKeys) through Adult Education after eligibility is determined. These are the assessments that will be used to determine basic skills deficiency (BSD). ~~Per the state instruction number 15-17, change 1: Participants that are basic skills deficient at eligibility are part of the priority population; therefore no assessment is needed prior to enrollment. See State Instruction Number 15-17, change 1 for the full definition of basic skills deficient.~~

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Under WIOA, there is no minimum score requirement for the TABE assessment. Adult/DW participants cannot be required to take the ~~be~~ TABE or Career Readiness ~~assessed~~ assessments prior to WIOA eligibility. These assessments are provided in order to better assist customers with removing barriers to employment. Customers that are basic skills deficient should be provided services through WIOA or partners that will assist with improving their skills.

A case note should be entered every 30 days or less for all active WIOA participants to show actual communication with or attempts at communicating with participants.

Ronald Mitchum, Executive Director

~~02/27/2018~~ August 28, 2018
Date

TRIDENT

**Trident Workforce Development Board
Workforce Innovation and Opportunity Act****ASSESSMENT, BACKGROUND AND DRUG SCREENING POLICY**

TO: SC Works Trident Operators, WIOA Program Provider, Staff and Partners

ISSUANCE DATE: ~~January 31, 2018~~ August 28, 2018

EFFECTIVE DATE: ~~January 31, 2018~~ August 28, 2018

SUPERSEDES: January 31, 2018, September 27, 2016, March 11, 2014, August 14, 2012, May 15, 2012, July 1, 2010 and September 23, 2009

SUBJECT: Assessment, Background and Drug Screen Policy

PURPOSE:

The purpose of this policy is to establish the principles and guidelines for assessments, criminal background checks, testing and sanctioning for the use of illegal substances of adults, dislocated workers and youth participants enrolled in WIOA funded programs.

POLICY:

Accurate and ongoing assessment is a key element in all WIOA funded programs to assure job seekers' successful employment and self-sufficiency. It is mandatory that all "out of school" youth be assessed for basic skills deficiency. The Trident Workforce Development Board (TWDB) has made it mandatory for all adults and dislocated workers to be assessed for basic skills deficiency. It is mandatory for all adults and dislocated workers to be assessed in aptitude, career interest and for barriers to training and/or employment. Each participant must fully understand what the assessment process includes, its purpose and how it applies to their employment goals. Per State Instruction letter 15-17 "WIOA Title I funds cannot be used for assessment of basic skills deficiency prior to eligibility certification. Further, if not already a program participant, the use of funds for assessment will constitute enrollment in the program. Adult/DW participants cannot be required to sit for the TABE assessment prior to WIOA eligibility. If basic skills deficiency has been determined based on state instruction number 15-17, change 1, no assessment is required; however, the individual should receive appropriate services through WIOA and Partner programs to increase their skill levels.

PROCEDURES:

Assessments:

All Adults, Dislocated Workers and Youth entering WIOA funded programs must have assessments as outlined above under the Policy. Exception to this would be participants that need accommodations based on their disability needs. The SC Works Trident System has established that all participants seeking to enter training services must make a minimum of Silver level on the Career Readiness

Certificate (CRC) WorkKeys assessments (Graphic Literacy, Applied Math and Workplace Documents) unless the provider of training and/or prospective employer has established a different score or criteria. Exception to this would be determined on an individual basis regarding assessments.

Testing for Illegal Substances and Background Checks:

1. WIOA participants may be required to be drug screened for the use of illegal substances prior to entering certain training programs.
2. WIOA participants may be required to have a criminal background check prior to entering certain training programs. An individual who has a criminal background will not be denied enrollment in the WIOA program and/or training based solely on their criminal history.
3. Participants who test positive for the use of illegal substances must be referred to the local Alcohol and/or other Drug Abuse Service Agency. Before a participant returns to continue training services with WIOA, verification along with a recommendation from the local Alcohol and/or other Drug Abuse Service Agency must be received. The participant is expected to follow recommendations from the agency before any training services will be provided.
4. Should a participant deny the use of illegal substances and they wish to be retested, the following must occur: A request should be submitted for initial screen to be retested and have a toxicology (confirmation) test done. If retest comes back confirmed, participant must follow steps outlined in #3. Should the participant want to pursue testing on his/her own, WIOA will only accept results from a certified Drug Screening Facility and the screening must occur within 24 hours of participant receiving the results of the initial test. WIOA will not cover this cost.

According to the US Department of Labor (DOL), federal funds, which include WIOA funds, cannot be used to pay for a drug screening test unless it is required by the training provider. As a result, in order to demonstrate and show we are compliant with this federal mandate, all drug screening tests must be included on the training ledger. WIOA funds cannot be used to pay for training in an occupational field or area for which an individual is not employable. Therefore, if it is determined a criminal background issue would prevent employment in an occupational field or area, WIOA funds cannot be used to pay for training in that occupational field or area. To determine whether a criminal background issue would prevent employment in an occupational field or area, a minimum of five (5) () employers in the occupational field or area should be surveyed to determine if the criminal background issue would prevent employment in the field. No personal identifying information (PII) of the participant may be shared with the employers. This information should be documented and kept in the separate confidential folder. A generic case note should be created in the SC Works Online System (SCWOS) of participants unable to attend the training. A positive result on the drug screening may also prohibit or delay admission into certain WIOA training programs. Prior to acceptance into any WIOA training program, the results on the criminal background check and drug screening test must be received, reviewed and deemed acceptable for the training in which the participant wishes to pursue.

Ongoing participant assessment includes:

- Target employability skills
- Identify individual strengths and needs
- Establish measurements used to document progress toward retaining employment and self-sufficiency

Acceptable assessment methods, using one or more of the following tools or strategies, include:

- Standardized, nationally recognized tests (WorkKeys)
- Structured interviews
- Inventories
- Self-Assessment Checklists

Evidence of criminal backgrounds and drug screenings must be maintained in a separate confidential file according to EO standards. All other assessments must be maintained in participants' regular hard file. WorkKeys results must be entered in the assessment section in SC Works Online System (SCWOS).

NOTE: THE EXECUTIVE DIRECTOR OF THE BERKELEY CHARLESTON DORCHESTER COUNCIL OF GOVERNMENTS HAS THE DISCRETION TO MAKE EXCEPTIONS TO THIS POLICY; SEE *CREATION AND REVISION OF POLICIES*.

Ronald Mitchum, Executive Director

~~January 31, 2018~~ August 28, 2018

Date

TRIDENT

Trident Workforce Development Board
Workforce Innovation and Opportunity Act

YOUTH INCENTIVE POLICY

TO: SC Works Trident Operators and Youth Contractor

ISSUANCE DATE: ~~June 26, 2018~~ August 28, 2018

EFFECTIVE DATE: ~~July 1, 2018~~ July 1, 2018

SUPERSEDES: July 1, 2016, May, 15, 2012, June 30, 2008, May 1, 2007

SUBJECT: Youth Incentive Policy

PURPOSE:

The purpose of this Youth Incentive Policy is to establish the guidelines for providing incentives to youth through the WIOA program in the event incentives are made available as a service.

POLICY:

The Workforce Innovation and Opportunity Act (WIOA) states that youth program design should be within the statutory framework, and determine appropriate program offerings for each individual youth. These programs and activities should provide needed guidance for youth that is balanced with appropriate consideration of each youth's involvement in his or her training and educational plan. Although youth incentives are allowable during follow-up as long as the incentives meet the requirement in 20 CFR 681.640, incentives will only be issued to active participants. ~~Incentives are for active customers not to include follow-up.~~

PROCEDURES:

WIOA Youth Customers must be active and participating in WIOA services. Time and Attendance sheets, or other approved documentation must support the youth's active participation and coordination between Partner Agencies must take place to avoid duplicative payments for the same service. ~~Youth incentives are allowable during follow-up as long as the incentives meet the requirement in 20 CFR 681.640.~~ The requirement is for recognition and achievement directly tied to training and work experience.

~~So, if it is allowed, it would have to be directly related employment received from training that occurred while active in the program or employment directly related to the work experience.~~

A. Incentives :

- Skill Invoice Incentive Payments will be made for the attainment of specific programmatic benchmarks established by the Career Coach in a Skill Invoice format as outlined in each customers Individual Service Strategy: See table below outlining Incentive type and amounts. Participants are eligible to receive one incentive per category per program year.
- ~~Employment directly related to training received while active in the WIOA program or~~

employment directly related to Work Experience received while active in the WIOA program.

NOTE: This policy pertains to youth only. Incentives for adults and dislocated workers are not allowed.

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Palmetto Youth Connections-Trident WIOA Youth

PY18PY16 Incentive Policy

Incentive Type	Incentive Amount
<u>Occupational Skills Training Completion or Occupational Skills Credential Attainment</u> <u>a. Obtain GED or High School Diploma</u> <u>b. Obtain a Nationally Recognized Occupational Skills Credential</u> <u>c. Obtain an occupational certificate for successful completion of a training program</u> (Credential Attainment (prior to exit))	\$100
<u>Secondary School Credential Attainment (GED or High School Diploma)</u>	\$100
<u>Work-Based Learning Completion of Pre-Employment & Work Maturity Preparation Workshop</u> (prior to exit)	\$75
<u>Measureable Skills Gain-other than Secondary School Completion</u> <u>a. Skills Progression</u> <u>i. Successfully completing a required exam for a particular occupation.</u> <u>ii. Satisfactory progress in attaining a technical or occupational skill as evidenced by a trade-related benchmark such as a knowledge based exam.</u> <u>b. Training Milestone</u> <u>i. Achieved satisfactory or better progress report towards an established OJT training milestone- not previously recorded.</u>	\$50

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TRIDENT

<p>ii. <u>Completed one year of a Registered Apprenticeship Program and received satisfactory or better progress report.</u></p> <p>c. <u>Literacy/Numeracy Gain</u></p> <p>i. <u>Increasing one educational functioning level (EFL) in Reading or Total Math.</u></p> <p><u>In-Program Skills Gain (prior to exit)</u></p>	
<p>Employment directly related to training or Work Experience received while active in the WIOA program</p>	<p>\$50</p>

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Ronald Mitchum, Executive Director

June 26, 2018

Date

SC Works Trident
Monthly Centers Report
Program Year 18 (July 1, 2018 to June 30, 2019)

*Disclaimer: The numbers for the services provided at the SC Works Centers are compiled from the various services conducted at each of the Centers. These numbers include services where staff provides assistance to an individual and those where an individual assists themselves. Staff assists individuals at each of the Center's with anything from workshops, career guidance/planning and counseling, federal bonding assistance, etc. Individuals assist themselves from any internet-based computer (both at or away from the Center) through SC Works Online with anything from creating/updating a resume to conducting job searches. If an individual conducts job searches (Job Seeker Service) from a home computer, each job searched would be considered a 'Job Seeker Service'.

Report Date:	8/21/18 2:12 PM	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	TOTAL
SC Works Berkeley														
Center Utility														
Total Client Visits		528												528
UIP Workshop Attendees		n/a												0
Visiting Partner(s)		0												0
Entered Employment (Non-WIA)		70												70
Job Seeker Services														
New SCWOS Registrations		171												171
Career Readiness Series Workshops Attendees		n/a												0
New Résumés in SCWOS		151												151
Business Services														
New SCWOS Registrations		6												6
New Job Orders		88												88
Career or Job Fairs		1												1
SC Works Charleston														
Center Utility														
Total Client Visits		3,679												3,679
UIP Workshop Attendees		n/a												0
Visiting Partner(s)		1												1
Entered Employment (Non-WIA)		191												191
Job Seeker Services														
New SCWOS Registrations		533												533
Career Readiness Series Workshops Attendees		20												20
New Résumés in SCWOS		461												461
Business Services														
New SCWOS Registrations		45												45
New Job Orders		831												831
Career or Job Fairs		35												35
SC Works Dorchester														
Center Utility														
Total Client Visits		281												281
UIP Workshop Attendees		n/a												n/a
Visiting Partner(s)		1												1
Entered Employment (Non-WIA)		3												3
Job Seeker Services														
New SCWOS Registrations		145												145
Career Readiness Series Workshops Attendees		2												2
New Résumés in SCWOS		157												157
Business Services														
New SCWOS Registrations		2												2
New Job Orders		54												54
Career or Job Fairs		4												4

**SC Works Trident
Monthly Centers Report
Program Year 18 (July 1, 2018 to June 30, 2019)**

Unemployment Update: According to the most recent labor market information (<http://lmi.dew.sc.gov>) reported on 7/20/18, the national unemployment rate in June 2018 increased from 3.6% to 4.2%, the unemployment rate for South Carolina increased to 3.8% and the Trident Workforce Development Area unemployment rate is currently 3.1%. The overall employment landscape in the Trident Workforce Development Region includes 371,352 employed, 11,787 unemployed and 12,551 job openings across the region in July.

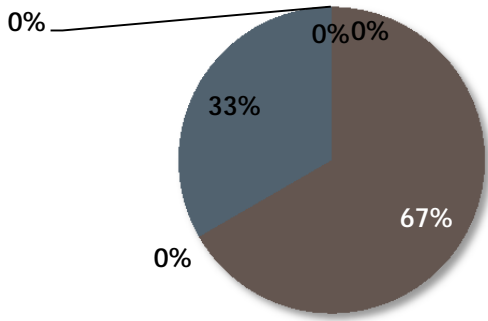
SC Works Berkeley Notes:

SC Works Berkeley staff assisted 528 job seekers directly within the center. The SC Works Berkeley staff provided 570 services to employers, and created 88 new job orders in the SC Works Online Services System. During that time frame 70 individuals were successful in gaining re-employment through the SC Works System in Berkeley County. 171 new job seekers registered for work in Berkeley County. The SC Works Berkeley Center staff provided 32,550 employment services to customers both online and in person.

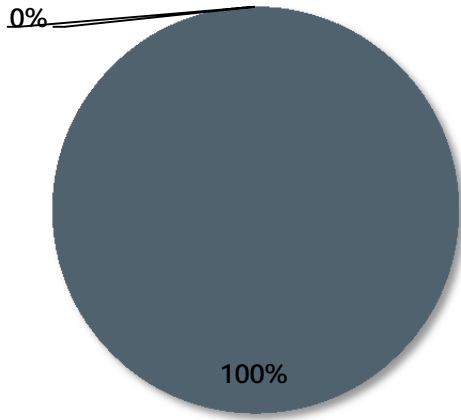
SC Works Charleston Notes:

SC Works Charleston staff assisted 3,679 job seekers directly within the center. The SC Works Charleston staff provided 2,300 services to employers, and created 831 new job orders in the SC Works Online Services System. During that time frame 191 individuals were successful in gaining employment through the SC Works System in the Charleston area. The SC Works Charleston Business Services staff hosted 35 hiring events with 379 job seekers in attendance. SC Works Charleston Adult participant Julia Craig submitted her experience with the WIOA Program. "Hello! My name is Julia Craig and I recently completed my training for Medical Office Specialist at Trident Technical College. I made the decision to go back to school for training, with the help of Workforce Innovation and Opportunity Act (WIOA), to fulfill my desire to work in the medical field. What a wonderful experience too!? I started the process with Ms. Tavia Watson last summer. Our instructor, Ms. Chris Alfaro, was absolutely wonderful. She was our biggest cheerleader. You could tell she wanted us all to succeed in our endeavors. The workload was manageable but it was very important to stay on schedule and not fall behind. I am so proud that I went through this journey and I look forward to my future."

SC Works Dorchester Notes: SC Works Dorchester staff assisted 281 job seekers directly within the center, which included providing assistance to customers who secured employment during the month of July. Center staff provided 407 services to employers and added 54 new job orders to the SC Works Online Services website. SC Works staff provided 24,362 employment services to SC Works customers both online and in person. SC Works Dorchester Career Coach Dowanda Bryant submitted the following success story on her participant Courtney Bulian. "Courtney Bulian barriers to employment consisted of a lack of job search skills and difficulty making a career change. Courtney was looking for a career change in a male dominated field, but was unsure how to pursue her desires. Having previous electrical training was not getting her where she needed to be. However, after relocating, restructuring and regrouping after her divorce, Courtney decided to go after her dreams as a welder. So after research, career guidance and counseling she embarked on welding training at Arc Labs. Courtney was a very successful student. She was at the top of her class and featured in Arc Labs newsletter. After a very successful eleven weeks of training Courtney received her welding certification, in fact she was one of the only students to pass her exam. Courtney is now living her career dream and is employed full-time at Pegasus Steel. Her advice for others is too never let a hurdle stand in the way for getting what you need!"



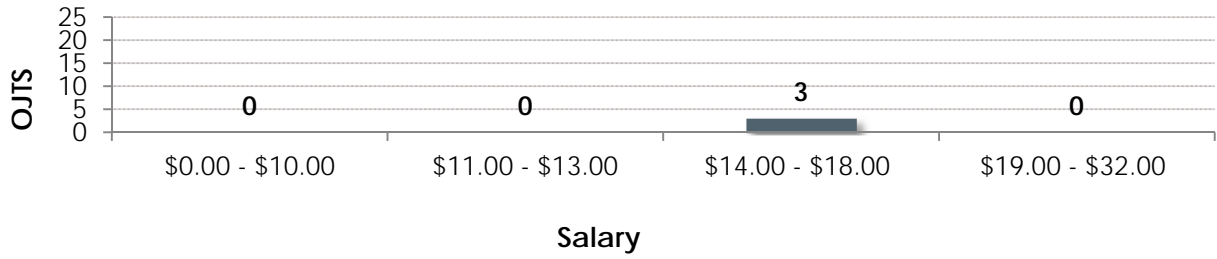
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- Speciality Trade
- Medical



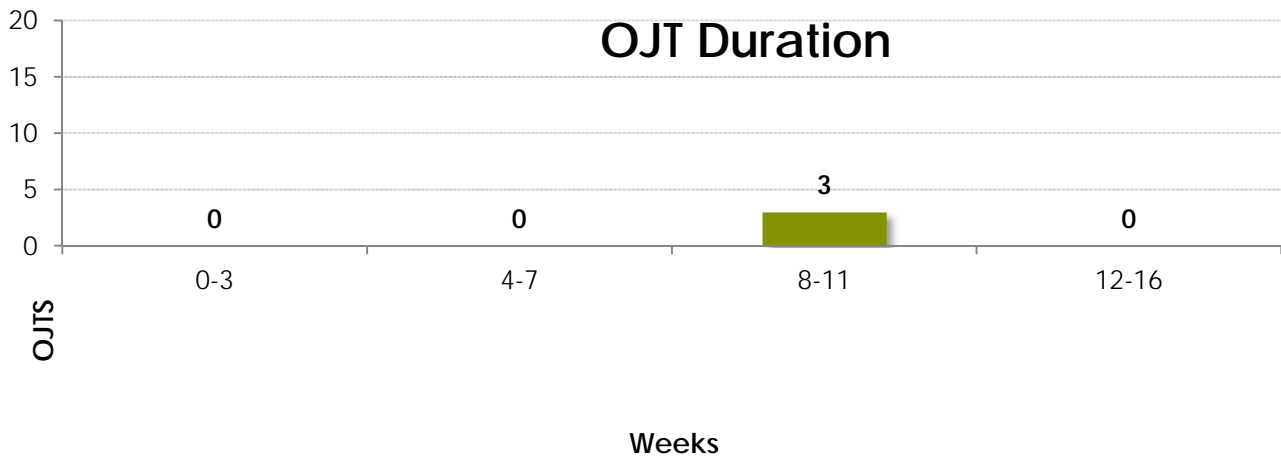
OJT Results

- Successful-0
- Active-3
- Unsuccessful-0
- Successful
- Unsuccessful
- Active

Salaries



OJT Duration



On-The-Job Training Report

CLUSTER	DURATION	START DATE	END DATE	SALARY	STATUS	3 Month Retention	6 Month Retention	If no, Reason?
Manufacturing	6 weeks	7/5/2017	8/16/2017	\$10.00 per hour	Successful	Yes	Yes	N/A
Manufacturing	6 weeks	7/10/2017	8/18/2017	\$11.75 per hour	Successful	No	No	Resigned
Manufacturing	6 weeks	7/10/2017	8/18/2017	\$10.00 per hour	Successful	Yes	Yes	N/A
Manufacturing	6 weeks	7/10/2017	8/18/2017	\$14.00 per hour	Successful	Yes	Yes	N/A
Other	8 weeks	7/10/2017	9/1/2017	\$10.00 per hour	Unsuccessful	No	No	Unable to Locate
Manufacturing	11 weeks	7/10/2017	9/22/2017	\$15.73 per hour	Successful	No	No	attempted to contact participant
Manufacturing	11 weeks	7/10/2017	9/22/2017	\$15.73 per hour	Successful	Yes	No	attempted to contact participant
Manufacturing	12 weeks	7/11/2017	9/29/2017	\$16.25 per hour	Successful	Yes	No	attempted to contact participant
Manufacturing	6 weeks	7/14/2017	8/25/2017	\$10.75 per hour	Successful	Yes	Yes	N/A
Manufacturing	6 weeks	7/14/2017	8/25/2017	\$10.00 per hour	Successful	Yes	Yes	N/A
Manufacturing	6 weeks	7/14/2017	8/25/2017	\$11.00 per hour	Successful	Yes	Yes	N/A
Manufacturing	6 weeks	7/17/2017	8/25/2017	\$10.00 per hour	Successful	No	No	attempted to contact participant
Manufacturing	6 weeks	7/17/2017	8/25/2017	\$10.00 per hour	Successful	No	No	Better Job making \$10.75 per hour
Manufacturing	6 weeks	7/19/2017	8/30/2017	\$12.87 per hour	Successful	Yes	No	Career shift-Driver at Napa Auto
Manufacturing	6 weeks	7/24/2017	9/1/2017	\$10.00 per hour	Successful	No	No	Went back previous job at Publix
Manufacturing	6 weeks	7/25/2017	9/5/2017	\$10.00 per hour	Unsuccessful	No	No	Better Employment-MAU/MAHLE Behr
Manufacturing	12 weeks	8/1/2017	9/22/2017	\$15.00 per hour	Successful	Yes	No	Resigned-Scheduling concerns
Manufacturing	8 weeks	8/2/2017	10/20/2017	\$15.00 per hour	Successful	Yes	Yes	N/A
Transportation	6 weeks	8/7/2017	9/15/2017	\$13.00 per hour	Successful	No	No	Unable to Locate
Manufacturing	12 weeks	8/7/2017	10/27/2017	\$14.25 per hour	Unsuccessful	No	No	attempted to contact participant
Specialty Trades	11 weeks	8/10/2017	10/26/2017	\$12.00 per hour	Successful	Yes	Yes	N/A
Specialty Trades	14 weeks	8/14/2017	11/3/2017	\$15.00 per hour	Unsuccessful	No	No	Better Employment-GKN-Technician-\$23/hr
Manufacturing	12 weeks	8/22/2017	11/14/2017	\$14.00 per hour	Unsuccessful	No	No	Unable to Locate
Manufacturing	12 weeks	8/22/2017	11/14/2017	\$14.00 per hour	Unsuccessful	No	No	Attendance Issues-Employed-CR Bard
Manufacturing	11 weeks	8/28/2017	11/10/2017	\$15.73 per hour	Successful	Yes	Yes	N/A
Manufacturing	11 weeks	8/28/2017	11/10/2017	\$15.73 per hour	Successful	Yes	Yes	Better Employment-MBV \$19/hr
Manufacturing	11 weeks	8/28/2017	11/10/2017	\$15.73 per hour	Successful	Yes	Yes	N/A
Manufacturing	6 weeks	9/5/2017	10/17/2017	\$14.00 per hour	Successful	Yes	Yes	N/A
Manufacturing	6 weeks	9/7/2017	10/19/2017	\$11.00 per hour	Unsuccessful	No	No	Unable to Locate
Manufacturing	6 weeks	9/13/2017	10/25/2017	\$10.75 per hour	Unsuccessful	No	No	Enrolled in School/Employed at High Cotton Cleaning
Specialty Trades	14 weeks	9/14/2017		\$15.00 per hour	Unsuccessful	No	No	Better Employment wage- Friend's HVAC Company
Manufacturing	6 weeks	9/18/2017	10/27/2017	\$15.50 per hour	Successful	Yes	Yes	N/A
Manufacturing	6 weeks	9/24/2017	11/5/2017	\$15.50 per hour	Successful	Yes	No	Better Employment-ICL
Manufacturing	11 weeks	9/25/2017	12/8/2017	\$15.73 per hour	Successful	Yes	yes	N/A
Manufacturing	11 weeks	9/25/2017	12/8/2017	\$15.73 per hour	Unsuccessful	No	No	Health Reasons
Specialty Trades	10 weeks	9/26/2017	12/5/2017	\$14.00 per hour	Successful	No	No	attempted to contact participant
Specialty Trades	10 weeks	9/26/2017	12/5/2017	\$14.00 per hour	Successful	Yes	Yes	N/A
Manufacturing	6 weeks	10/9/2017	11/17/2017	\$12.00 per hour	Successful	No	No	Relocated
Manufacturing	11 weeks	10/9/2017	12/22/2017	\$15.73 per hour	Successful	yes	no	Terminated-safety-Employed Isringhausen-\$14/hr
Manufacturing	11 weeks	10/9/2017	12/22/2017	\$17.89 per hour	Successful	Yes	Yes	N/A
Manufacturing	11 weeks	10/9/2017	12/22/2017	\$17.89 per hour	Successful	yes	Yes	N/A
Manufacturing	11 weeks	10/9/2017	12/22/2017	\$15.73 per hour	Unsuccessful	Yes	Yes	N/A
Manufacturing	6 weeks	10/12/2017	11/24/2017	\$11.00 per hour	Successful	Yes	Yes	N/A
Manufacturing	10 weeks	10/16/2017	12/22/2017	\$12.00 per hour	Unsuccessful	No	No	Better Employment
Manufacturing	11 weeks	10/23/2017	1/5/2017	\$15.73 per hour	Successful	No	No	Better Employment- SKF Aerospace-\$16.50/hr

Manufacturing	11 weeks	10/23/2017	1/5/2017	\$15.73 per hour	successful	Yes	No	attempted to contact participant
Specialty Trades	12 weeks	10/23/2017	1/12/2017	\$13.00 per hour	Successful	Yes	Yes	N/A
Specialty Trades	12 weeks	10/23/2017	1/12/2017	\$13.00 per hour	Successful	Yes	Yes	N/A
Manufacturing	6 weeks	10/23/2017	12/1/2017	\$11.00 per hour	Successful	Yes	Yes	N/A
Other	7 weeks	10/30/2017	12/15/2017	\$11.00 per hour	Successful	No	No	Resigned-Scheduling concerns
Manufacturing	6 weeks	11/13/2017	12/22/2017	\$10.00 per hour	Unsuccessful	No	No	Terminated-Not a good fit-Now substitute teaching
Manufacturing	6 weeks	11/16/2017	12/28/2017	\$12.00 per hour	Successful	Yes	no	Terminated-Attendance Issues
Manufacturing	6 weeks	11/16/2017	12/28/2017	\$12.00 per hour	Successful	Yes	No	Better Employment-Move Buddies \$15/hr
Manufacturing	11 weeks	11/27/2017	2/9/2018	\$15.73 per hour	Successful	Yes	Yes	N/A
Manufacturing	11 weeks	11/27/2017	2/9/2018	\$15.73 per hour	Successful	Yes	Yes	N/A
Manufacturing	6 weeks	11/30/2017	1/11/2018	\$10.00 per hour	Successful	Yes	Yes	Better Employment-Scout Boats \$16
Manufacturing	11 weeks	12/4/2017	2/16/2018	\$15.73 per hour	Successful	Yes	Yes	N/A
Manufacturing	11 weeks	12/4/2017	2/16/2018	\$15.73 per hour	Successful	Yes	Yes	N/A
Other/Hospitality	10 weeks	1/1/2018	3/9/2018	\$18.27 per hour	Successful	Ye+G15:G17s	In H3:H64Progre	N/A
Manufacturing	11 weeks	1/2/2018	3/16/2018	\$15.73 per hour	Successful	No	No	Resigned-scheduling concerns- Employed \$12/hr
Manufacturing	11 weeks	1/2/2018	3/16/2018	\$15.73 per hour	Successful	Yes	In Progress	N/A
Manufacturing	11 weeks	1/8/2018	3/23/2018	\$17.89 per hour	Successful	no	No	Resigned-Employed Premiere Logistics 14.50
Manufacturing	11 weeks	1/8/2018	3/23/2018	\$17.89 per hour	Successful	yes	No	attempted to contact participant
Other	8 weeks	1/15/2018	3/9/2018	\$12.00 per hour	Successful	Yes	In Progress	N/A
Other/Hospitality	10 weeks	1/27/2018	4/7/2018	\$13.00 per hour	Successful	Yes	no	Better Employment-Sous Chef
Manufacturing	8 weeks	2/5/2018	3/30/2018	\$12.00 per hour	Unsuccessful	No	No	Better Employment-American Garage Door \$14/hr
Other/Hospitality	11 weeks	2/7/2018	5/2/2018	\$21.64 per hour	Successful	Yes	In Progress	N/A
Manufacturing	11 weeks	2/12/2018	4/27/2018	\$17.89 per hour	Successful	Yes	In Progress	N/A
Manufacturing	11 weeks	2/12/2018	4/27/2018	\$17.89 per hour	Successful	Yes	In Progress	N/A
Manufacturing	11 weeks	2/12/2018	4/27/2018	\$17.89 per hour	Successful	Yes	In Progress	N/A
Manufacturing	11 weeks	2/12/2018	4/27/2018	\$17.89 per hour	Successful	Yes	Yes	N/A
Manufacturing	12 weeks	2/20/2018	5/15/2018	\$14.25 per hour	Unsuccessful	No	No	Terminated not a good fit-Employed-Custodian Timberland H.S
Manufacturing	6 weeks	2/26/2018	4/6/2018	\$10.00 per hour	Successful	No	No	Terminated-Attendance Issues
Manufacturing	8 weeks	2/26/2018	4/20/2018	\$12.00 per hour	Unsuccessful	No	No	attempted to contact participant
Specialty Trades	6 weeks	2/27/2018	4/10/2018	\$14.00 per hour	Successful	Yes	In Progress	N/A
Specialty Trades	6 weeks	2/27/2018	4/10/2018	\$14.00 per hour	Successful	yes	in Progress	N/A
Manufacturing	8 weeks	3/7/2018	5/2/2018	\$12.00 per hour	Successful	Yes	In Progress	N/A
Manufacturing	8 weeks	3/8/2018	5/3/2018	\$12.00 per hour	Successful	no	no	Attendance Issues
Manufacturing	11 weeks	3/12/2018	5/25/2018	\$17.89 per hour	Successful	Yes	In Progress	N/A
Manufacturing	11 weeks	3/12/2018	5/25/2018	\$17.89 per hour	Successful	Yes	In Progress	N/A
Manufacturing	8 weeks	3/19/2018	5/18/2018	\$12.00 per hour	Successful	yes	in Progress	N/A
Manufacturing	12 weeks	3/19/2018	6/8/2018	\$18.00 per hour	Unsuccessful	No	No	Terminated-Not a good fit
Manufacturing	8 weeks	3/26/2018	5/25/2018	\$12.00 per hour	Successful	Yes	in Progress	N/A
Specialty Trades	12 weeks	3/26/2018	6/15/2018	\$15.00 per hour	Successful	In Progress	In Progress	N/A
Manufacturing	12 weeks	3/26/2018	6/15/2018	\$14.00 per hour	Successful	No	No	Terminated-Attendance Issues
Manufacturing	8 weeks	3/29/2018	5/24/2018	\$12.00 per hour	Successful	Yes	In Progress	N/A
Other	8 weeks	4/2/2018	5/25/2018	\$10.00 per hour	Successful	Yes	In Progress	N/A
Manufacturing	12 weeks	4/2/2018	6/22/2018	\$14.00 per hour	Successful	In Progress	In Progress	N/A
Manufacturing	11 weeks	4/9/2018	6/22/2018	\$18.27 per hour	Successful	In Progress	In Progress	N/A
Manufacturing	11 weeks	4/9/2018	6/22/2018	\$18.27 per hour	Successful	In Progress	In Progress	N/A
Manufacturing	11 weeks	4/9/2018	6/22/2018	\$18.27 per hour	Successful	In Progress	In Progress	N/A
Manufacturing	11 weeks	4/9/2018	6/22/2018	\$18.27 per hour	Successful	In Progress	In Progress	N/A
Manufacturing	11 weeks	4/9/2018	6/22/2018	\$18.27 per hour	Successful	No	No	Terminated-Attendance Issues

Manufacturing	11 weeks	4/9/2018	6/22/2018	\$18.27 per hour	Successful	No	No	attempted to contact participant
Manufacturing	11 weeks	4/9/2018	6/22/2018	\$18.27 per hour	Unsuccessful	No	No	attempted to contact participant
Manufacturing	8 weeks	4/10/2018	6/5/2018	\$13.00 per hour	Successful	In Progress	In Progress	N/A
Manufacturing	8 weeks	4/12/2018	6/7/2018	\$12.00 per hour	Unsuccessful	No	no	Resigned-Health Concerns
Transportaion	7 weeks	4/23/2018	6/8/2018	\$18.21 per hour	Successful	In Progress	In Progress	N/A
Manufacturing	8 weeks	4/23/2018	6/15/2018	\$12.00 per hour	Successful	In Progress	In Progress	N/A
Manufacturing	8 weeks	4/23/2018	6/15/2018	\$12.00 per hour	Unsuccessful	No	No	Attendance Issues
Specialty Trades	12 weeks	4/23/2018	7/13/2018	\$13.00 per hour	Successful	In Progress	In Progress	N/A
Manufacturing	6 weeks	4/30/2018	6/8/2018	\$15.00 per hour	Successful	In Progress	In Progress	N/A
Manufacturing	8 weeks	4/30/2018	6/22/2018	\$12.00 per hour	Successful	In Progress	In Progress	N/A
Manufacturing	8 weeks	4/30/2018	6/22/2018	\$12.00 per hour	Unsuccessful	No	No	Resigned-Health Concerns
Transportation	10 weeks	4/30/2018	7/6/2018	\$20.00 per hour	Successful	In Progress	In Progress	N/A
Manufacturing	8 weeks	5/1/2018	6/26/2018	\$12.00 per hour	Unsuccessful	No	No	Health Reasons
Manufacturing	11 weeks	5/7/2018	7/20/2018	\$18.27 per hour	Successful	In Progress	In Progress	N/A
Manufacturing	11 weeks	5/7/2018	7/20/2018	\$18.27 per hour	Successful	In Progress	In Progress	N/A
Manufacturing	11 weeks	6/4/2018	8/17/2018	\$18.27 per hour	Active	In Progress	In Progress	N/A
Manufacturing	11 weeks	6/4/2018	8/17/2018	\$18.27 per hour	Active	In Progress	In Progress	N/A
Manufacturing	11 weeks	6/4/2018	8/17/2018	\$18.27 per hour	Unsuccessful	No	No	attempted to contact participant
Manufacturing	12 weeks	6/11/2018	8/31/2018	\$16.00 per hour	Unsuccessful	No	No	Better Employment-Mercedes Benz Vans
Manufacturing	11 weeks	6/18/2018	8/31/2018	\$18.27 per hour	Active	In Progress	In Progress	N/A
Manufacturing	11 weeks	6/18/2018	8/31/2018	\$18.27 per hour	Active	In Progress	In Progress	N/A
Manufacturing	11 weeks	6/18/2018	8/31/2018	\$18.27 per hour	Active	In Progress	In Progress	N/A
Manufacturing	11 weeks	6/18/2018	8/31/2018	\$18.27 per hour	Active	In Progress	In Progress	N/A
Manufacturing	11 weeks	6/18/2018	8/31/2018	\$18.27 per hour	Active	In Progress	In Progress	N/A
Manufacturing	11 weeks	6/18/2018	8/31/2018	\$18.27 per hour	Active	In Progress	In Progress	N/A
Transportation/Logistics	12 weeks	6/18/2018	9/7/2018	\$25.00 per hour	Active	In Progress	In Progress	N/A
Manufacturing	8 weeks	6/25/2018	8/17/2018	\$12.00 per hour	Active	In Progress	In Progress	N/A
Specialty Trades	12 weeks	6/25/2018	9/14/2018	\$13.00 per hour	Active	In Progress	In Progress	N/A
Healthcare	12 weeks	6/26/2018	9/18/2018	\$12.00 per hour	Active	In Progress	In Progress	N/A

Total OJTs	122	
Successful Completion	86/110	78%
Unsuccessful Completion	24/110	21%
Active	12	
30 Day Retention	45/86	52%
60 Day Retention	23/86	26%
Employed after 60 days	74/86	86%

TWDB PERFORMANCE REVIEW COMMITTEE

ELIGIBLE TRAINING PROVIDER SCORECARD - Adult & Dislocated Workers

Provider	Program	Carryover from PY2017	Entered training in PY2018	Total # entered Training	Total Still in Training	Total Exited	Total Completed	Total Completed with Certification/Credential	Total Employed	Total Employed in Field or Related Field of	# with Benefits	Average Wage Earnings	Cost of Training Per Participant	Total Cost of Training for all Participants in program	Length of Training	Rating Score Per Program
ArcLabs	400 Hour Welding w/OSHA	3	1	4	1	3	2	0	2	2	2	\$14.50	\$7,475.00	\$29,900.00	3 months	65%
Air Conditioning and Refrigeration Training Center	Basic Training for HVAC Technicians	3	0	3	2	1	1	1	0	0	0	\$0.00	\$5,000.00	\$15,000.00	20 weeks	40%
Myers Crossing	Heavy Equipment Operation	25	1	26	1	25	23	11	5	5	5	\$13.00	\$4,250.00	\$110,500.00	3 months	45%
Med Certs	HI-9000- Allied Healthcare Professional	1	0	1	1	0	0	0	0	0	0	\$0.00	\$6,000.00	\$6,000.00	12 months	5%
Code One Training Solutions, Inc.	Advanced Cardiac Life Support	1	0	1	0	1	1	1	0	0	0	\$0.00	\$349.95	\$349.95	3 months	45%
Miller-Motte Technical College	CDL	40	3	43	9	34	29	19	13	12	13	\$20.58	\$4,500.00	\$193,500.00	4 weeks	60%
PST, Inc.	Security+	1	0	1	0	1	1	1	1	1	1	\$29.25	\$1,395.00	\$1,395.00	3 months	100%
	Microsoft Office Specialist	1	0	1	0	1	1	0	0	0	0	\$0.00	\$1,362.00	\$1,362.00	3 months	25%
Palmetto School of Career Development	Medical Billing and Coding	1	0	1	1	0	0	0	0	0	0	\$0.00	\$3,500.00	\$3,500.00	3 months	5%
Palmetto School of Career Development	Dental Chairside Assisting	2	0	2	0	2	2	1	0	0	0	\$0.00	\$6,647.70	\$13,295.40	3 months	35%
Palmetto School of Career Development	Pharmacy Tech/Assistant	1	0	1	0	1	0	0	0	0	0	\$0.00	\$2,100.00	\$2,100.00	3 months	10%
Palmetto Training Inc.	CDL	8	0	8	2	6	5	5	3	3	3	\$17.35	\$4,750.00	\$38,000.00	4 weeks	80%
ProTrain, LLC	Ptit 3008- A+, Net+, Sec+	2	0	2	0	2	0	0	1	0	1	\$14.50	\$3,760.00	\$7,520.00	6 months	30%
	Certified Nurse Aide	19	1	20	5	15	13	8	5	5	3	\$11.20	\$1,267.00	\$25,340.00	6 weeks	65%
	Autocad Level 1	1	0	1	0	1	0	0	0	0	0	\$0.00	\$875.00	\$875.00	3 months	10%
	CATIA	1	0	1	0	1	1	1	0	0	0	\$0.00	\$3,500.00	\$3,500.00	3 months	40%
	CATIA Advanced	1	0	1	0	1	1	1	0	0	0	\$0.00	\$1,999.00	\$1,999.00	3 months	45%
	CLA	10	0	10	0	10	9	9	5	5	5	\$18.92	\$824.00	\$8,240.00	3 months	90%
	CLT	7	0	7	0	7	6	6	4	4	4	\$14.50	\$924.00	\$6,468.00	3 months	90%
	Certified Production Technician	4	0	4	0	4	4	4	2	2	2	\$14.00	\$3,500.00	\$14,000.00	4 weeks	80%
	Coding Specialist	3	0	3	2	1	1	1	1	1	1	\$14.00	\$6,955.00	\$20,865.00	12 months	75%
	Engineering Design Certificate	1	0	1	1	0	0	0	0	0	0	\$0.00	\$3,499.00	\$3,499.00	12 months	5%
	Front-End Web Developer	3	0	3	1	2	2	0	2	2	2	\$17.92	\$3,490.00	\$10,470.00	3-6 months	75%
	EMT	1	0	1	0	1	0	0	1	1	1	\$13.00	\$1,579.50	\$1,579.50	3-6 months	65%

Provider	Program	Carryover from PY2017	Entered training in PY2018	Total # entered Training	Total Still in Training	Total Exited	Total Completed	Total Completed with Certification/Credential	Total Employed	Total Employed in Field or Related Field of	# with Benefits	Average Wage Earnings	Cost of Training Per Participant	Total Cost of Training for all Participants in program	Length of Training	Rating Score Per Program	
Trident Technical College	Dialysis Technician	1	0	1	0	1	1	1	1	1	1	\$14.00	\$2,850.00	\$2,850.00	6 months	95%	
	Forklift Training Powered Industrial Truck	3	0	3	0	3	3	3	1	1	1	\$11.50	\$299.00	\$897.00	3 months	65%	
	Lean Manufacturing Certificate	3	3	6	4	2	2	2	0	0	0	\$0.00	\$999.00	\$1,998.00	3 months	45%	
	HVAC Refrigeration and Maintenance Basics	3	0	3	0	3	3	2	1	1	0	\$12.35	\$3,264.50	\$9,793.50	3 months	60%	
	Medical Assistant Bridge	2	0	2	0	2	2	2	1	0	1	\$13.00	\$1,994.00	\$3,988.00	3 months	70%	
	Medical Assisting	17	0	17	10	7	4	1	2	2	2	\$13.84	\$4,430.00	\$75,310.00	6 months	40%	
	Medical Office Specialist	8	5	13	5	8	4	3	1	0	1	\$13.75	\$3,195.00	\$41,535.00	3-6 months	35%	
	Network+	0	1	1	1	0	0	0	0	0	0	0	\$0.00	\$1,609.00	\$1,609.00	3 months	10%
	Patient Care Technician	6	0	6	2	4	4	3	4	4	4	4	\$11.56	\$1,049.00	\$6,294.00	12 weeks	95%
	Sterile Processing Technician-CE	11	0	11	0	11	11	7	6	6	5	\$13.29	\$1,994.00	\$21,934.00	11weeks	80%	
	Phlebotomy	1	0	1	0	1	1	1	1	0	0	0	\$0.00	\$1,839.00	\$1,839.00	4 weeks	45%
Totals		192	14	206	47	159	135	95	60	56	56						

Key:

Total # Entered Training: Total number of participants who entered a training program.

Total Still in Training: Total number of participants still in training since last update of report

Total Completed: Those who complete classroom training regardless of receiving a certification/credential or not.

Total Completed with Certification/Credential: Those who successfully complete classroom training and receive a certification/credential.

Total Employed: Indicates number of participants employed after completing training, but not necessarily employed in field of training.

Total Exited: Indicates number of participants who successfully and unsuccessfully complete classroom training.

Benefits: Indicate the number of participants employed in a position offering benefits.


Average Wage Earnings: Average wage rate for participants.

Cost of Training Per Participant: Indicate the total cost of the training per participant.


Length of Training: Indicate the total length of time the participant is in training.

Employed in Field or Related Field of Training: Indicates number of participants employed in field of training.

WIOA PERFORMANCE DASHBOARD
PROGRAM YEAR 18 (July 1, 2018 to June 30, 2019)

			1st Quarter-PY18			1st Quarter-PY17			2nd Quarter-PY17			3rd Quarter-PY17			4th Quarter-PY17			Total
			July	Aug	Sept	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Report Date:	8/21/18 2:05 PM																	
WIOA PROGRAM																		
Attended WIOA Informational Sessions (Adult)			145	0	0	111	160	105	122	105	104	125	157	146	131	135	140	1,686
Attended WIOA Informational Sessions (DW)			0	0	0	0	0	0	37	0	0	0	0	0	85	0	0	122
Attended Orientation (Youth)			56	0	0	31	53	40	34	41	23	61	31	36	52	71	38	567
Met Eligibility Requirements (Adult)			68	0	0	50	48	29	46	41	19	36	81	94	61	63	46	682
Met Eligibility Requirements (DW)			2	0	0	3	5	4	5	1	2	1	4	5	9	16	19	76
Met Eligibility Requirements (Youth)			16	0	0	12	23	6	28	12	8	10	20	15	16	13	16	195
Enrolled in WIOA Program (Adult-new)			63	0	0	40	46	27	40	52	21	35	56	68	72	49	44	613
Enrolled in WIOA Program (DW-new)			2	0	0	3	5	4	5	1	2	2	5	7	11	15	22	84
Enrolled in WIOA Program (Youth-new)			16	0	0	12	23	6	28	12	8	10	20	15	16	13	16	195
Total Served in WIOA Program (Adult)																		370
Total Served in WIOA Program (DW)																		69
Total Served in WIOA Program (Youth)																		156
TRAINING																		
Entered Training (during the month)			21	0	0	12	10	20	8	7	2	11	12	13	42	17	30	205
Diversified Manufacturing			7			1	0	0	0	0	0	3	7	0	6	3	9	36
Transportation/Logistics			3			3	6	3	4	6	2	2	2	1	13	7	7	59
Healthcare			7			8	3	13	4	1	0	4	3	2	8	7	11	71
IT Services			1			0	1	2	0	0	0	2	0	0	3	0	0	9
Trade/Construction			3			0	0	2	0	0	0	0	0	10	12	0	3	30
Hospitality/Tourism			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GED no longer considered training as of December 1, 2014																		
Total received Training (Adults)																		85
Total received Training (DWs)																		15
Total received Training (Youth)																		28
Credential Earned not including Youth			13	0	0	0	13	4	6	7	7	9	12	4	15	27	15	132
Diversified Manufacturing			4				3	0	1	0	0	0	6	0	5	7	3	29
Transportation/Logistics			4				3	2	0	6	2	5	3	3	2	5	10	45
Healthcare			5				3	1	5	1	5	3	3	1	2	3	1	33
IT Services			0				3	1	0	0	0	0	0	0	1	1	0	6
Trade/Construction			0				1	0	0	0	0	1	0	0	5	11	1	19
GED			0				0	0	0	0	0	0	0	0	0	0	0	0
Hospitality/Tourism			0				0	0	0	0	0	0	0	0	0	0	0	0
Youth Credentials Earned			14	0	0	8	8	4	9	10	11	1	8	23	3	11	7	117

WIOA PERFORMANCE DASHBOARD
PROGRAM YEAR 18 (July 1, 2018 to June 30, 2019)

			1st Quarter-PY18			1st Quarter-PY17			2nd Quarter-PY17			3rd Quarter-PY17			4th Quarter-PY17			Total
			July	Aug	Sept	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Report Date:	8/21/18 2:05 PM																	
EMPLOYMENT																		
Entered Employment (WIOA)			18			13	13	10	6	14	8	6	6	8	12	12	13	139
Entered Employment with an OJT			6			16	11	7	6	4	1	5	1	4	14	4	3	82
Youth Placed in Employment or Education 4th QTR			21			22	11	4	28	2	0	12	9	14	28	8	3	162
Youth Placed in Employment or Education 2nd QTR			17			20	14	5	13	6	5	13	15	9	15	7	4	143
WORKKEYS																		
WORKKEYS (Adult Education-Charleston Center)																		
Applied Math - New			73			79	48	102	85	115	114	151	150	118	176	139	1,350	
Graphic Literacy (Locating Information)- New			136			129	69	121	94	127	145	178	140	121	152	140	1,552	
Workplace Documents (Reading for Information)- New			118			122	71	111	84	117	134	157	142	110	149	129	1,444	
Applied Technology- New			2			4	1	0	4	0	1	2	4	2	5	2	27	
Business Writing- New			0			0	0	0	1	0	0	2	0	1	0	1	5	
Workplace Observation- New			22			33	8	15	18	24	17	19	28	13	11	11	219	
Earned Bronze			8			6	5	14	9	23	19	14	31	21	13	19	182	
Earned Silver			33			34	30	21	18	28	25	33	33	22	37	21	335	
Earned Gold			8			10	8	18	11	20	22	18	20	18	40	20	213	
Earned Platinum			0			0	0	11	12	11	11	12	16	12	14	21	120	
Total Tested - New			351			367	197	349	286	383	411	509	464	365	493	422	4,597	
WORKKEYS (Youth)																		
Earned Bronze			0	0	0	0	0	8	7	7	0	2	4	4	1	0	2	35
Earned Silver			0				3	0	0	0	0	0	0	0	0	0	0	3
Earned Gold			0				5	3	4	0	1	3	4	0	0	2	22	
Earned Platinum			0				0	4	3	0	1	1	0	1	0	0	10	
Earned Platinum			0				0	0	0	0	0	0	0	0	0	0	0	
WIOA WorkKeys			14			39	31	33	33	17	45	40	24	3	9	13	301	
Earned Bronze			6			8	4	4	5	5	11	4	3	2	2	1	55	
Earned Silver			4			25	15	21	22	10	26	22	13	1	4	8	171	
Earned Gold			4			5	8	6	3	1	6	7	5	0	2	4	51	
Earned Platinum			0			0	0	1	1	0	0	4	1	0	0	0	7	
Those scoring <3 or took less than the 3 basic assessments			0			1	4	1	2	1	2	3	2	0	1	0	17	
WIOA WORKKEYS (CENTER BREAKDOWN)																		
SC Works Berkeley (WIOA)			1			10	2	8	5	3	13	6	5	1	4	3	61	
SC Works Charleston (WIOA)			9			24	27	19	18	12	22	27	17	3	4	9	191	
SC Works Dorchester (WIOA)			4			5	2	6	10	2	8	7	2	0	1	1	48	