

PARTNER WORK

The Workforce Development Board for the Pittsburgh Area

Partner4Work

Executive Committee

8:30 to 10 a.m. June 14, 2024

Via Zoom: <https://us02web.zoom.us/j/85957383278?pwd=YIR1eWRhRGplQzR6c3VMQjR6VFdWQT09>

1. **Welcome and roll call**

David Malone, Chair

2. **General Business – Consent Agenda**

ACTION:

- **Approve** minutes from the March 15, 2024, Executive Committee
- **Accept** all funds since the last Executive Committee meeting
 - \$308,610 Pennsylvania National Health Emergency Dislocated Worker Grant
 - \$125,000 from JP Morgan Chase for Learn & Earn
 - \$29,000 from the Taco Bell Foundation for Learn & Earn
 - \$60,000 from Bank of America for Learn & Earn
 - \$10,000 from Snee-Reinhardt Charitable Foundation for Learn & Earn
 - \$8,000 from Citizens Bank for Learn & Earn

- **Approve** contracts

Green Infrastructure

FortyX80, Inc	\$300,000
German American Chamber of Commerce	\$300,000
Dynamic Workforce Solutions	\$75,000
Tri-County WWDB	\$75,000
Southwest Corner WDB	\$75,000
Westmoreland Fayette WDB	\$75,000

Learn & Earn

Allegheny County DHS (Braddock Youth)	\$50,225
Bloomfield Garfield Corp	\$25,832

OJT

EOS Energy Enterprise	\$38,480
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Intro to the Trades

Pittsburgh Gateways Corporation	\$315,000
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Training and Culture (PA CareerLink)

Prodigy Advisors, LLC	\$3,800
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CareerLink East (Relocation)

A Shannon Construction	\$52,038
South Hills Movers, Inc.	\$13,329

Adult Education Services

Literacy Pittsburgh	\$80,000
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Transportation Assistance

Traveler's Aid	\$385,000
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Language Services

Global Wordsmiths	\$25,000
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EARN

Goodwill	\$550,000
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D B Grant Associates, Inc.	\$1,700,000
Educational Data Systems, Inc.	\$1,500,000
WorkReady	
Travelers Aid	\$135,000
Goodwill	\$100,000
D B Grant Associates, Inc.	\$400,000
Educational Data Systems, Inc.	\$700,000
WIOA Adult/Dislocated Worker	
Dynamic Workforce Solutions	\$2,500,000
WIOA Adult	
Goodwill	\$350,000
WIOA Dislocated Worker	
Jewish Family and Community Services	\$120,000
One-Stop Operator	
Equus	\$600,000
BankWork\$	
Energy Innovation Center	\$275,000

3. Committee Reports

- **Audit and Finance**

Steve Massaro, Treasurer, and Kristin Kramer, CFO

- 2024-2025 Budget

- **Youth Advisory and Learn & Earn**

Debra Caplan, Chair

Contract recommendations (amounts TBD)

WIOA Youth

Auberle
Boys & Girls Club
Goodwill
Phase4
Pittsburgh Public Schools
Trade Institute of Pittsburgh

TANF

Auberle
Bloomfield Garfield Corp.
Boys & Girls Club
City Charter
Community Empowerment Association
Crossroads
Goodwill
Human Services Center Corp.
Jewish Family and Community Services
Latino Community Center
Neighborhood Learning Alliance
Youth Enrichment Services

- **Governance**

Deb Caplan, Chair

- **Program Optimization Committee**

Cat McLaughlin, Chair

Industry-Recognized Training Pipeline Contracts

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Boys & Girls Clubs of Western Pennsylvania	\$134,485
German American Chamber of Commerce	\$60,000
New Century Careers	\$105,000
Dynamic Workforce Solutions	\$2,500,000
Community Kitchen Pittsburgh	\$75,000
Per Scholas, Inc.	\$75,000
Phase 4 Learning Center, Inc.	\$75,345
A Philip Randolph Institute	\$210,000
Trade Institute of Pittsburgh	\$84,000
UPMC Center for High-Value Health Care	\$250,000

4. **Policy Updates**

- Free the Data

Susie Puskar, COO

5. **CEO's report**

Robert Cherry

6. **Other Business**

7. **Open Forum and Public Comment**

Speakers are limited to three (3) minutes

8. **Closed for an Executive Session to discuss a personnel matter**

9. **Adjournment**

Executive Committee Minutes from March 15, 2024

Attending: Belechak, Caplan, Dalton, Malone, McLaughlin

Absent: Ellsworth, Kelly, Wheatley

Staff: Cherry, Kramer, Kreit, Pajewski, Puskar, Wesley

The meeting was called to order at 8:32 a.m.

Consent Agenda

Consent agenda items included approval of minutes, accepting funds, and approving contracts.

On a motion by Cat McLaughlin, seconded by Steve Massaro, the consent agenda was approved as presented. Deb Caplan abstained; there were no objections.

Financial Report and Dashboard Review

Kristin Kramer presented the financial dashboard, showing healthy cash levels, accounts receivable turnover, and expenses on track. Discussion focused on ensuring staff take allotted vacation time for well-being and preventing liability.

Youth and Learn & Earn Updates

Debra Caplan reported on full youth program enrollment and new initiatives to foster provider collaboration, refine work-based learning, and connect youth to priority industries. Plans were discussed to strengthen the youth employment system and launch an online career tool.

Program Optimization Updates

Cat McLaughlin discussed the open Industry Recognized Training Program procurement. Eighteen proposals were received in industries including construction, financial services, healthcare, IT, and others. Proposals will be scored with contract implementation July 1.

Workforce Hub Updates and Initiatives

Rob Cherry outlined Partner4Work's expanding role through state and national leadership appointments and presentations. New funding will support direct care workers while film industry partnerships aim to build career pathways in the creative economy.

Entrepreneurial Operating System Implementation

Rob explained how the EOS process structure aims to better organize work through shared goals and accountability. Susie Puskar's promotion to COO formalizes her integrator role in driving alignment across expanding initiatives.

Reentry Initiatives and Partnerships

Plans were discussed to engage local reentry populations through employer partnerships and skills training. Partner4Work will work with shelters to develop warm handoffs and job resources for stabilized clients seeking workforce reconnection.

There was no public comment.

The meeting adjourned at 9:54 a.m.

MEMORANDUM

TO: Partner4Work Finance Committee
FROM: Kristin Kramer
DATE: June 7, 2024
RE: FY24-25 Budget

I have enclosed the proposed FY24-25 Partner4Work budget. The following represents a more detailed narrative surrounding the FY24-25 Budget Analysis.

Income:

- **Public Funds/Government Grants**

- The proposed FY23-24 budget shows a \$635K increase which is depicted by the following:
 - WIOA Allocations - The WIOA cluster (Youth, Dislocated Worker, & Adult) overall has decreased by \$1.1M. The primary reduction is related to Adult and DW. We have not received less funding; however, we are trying to right size the 50/50 structure. During the few years COVID had affected us, spending was low and excess funds built up. Over the past 2 years spending was ramped up to catch us up. The current trend has been less dislocated workers compared to adults being served. The overall funding for WIOA has increased 4.99% from the prior year.
 - TANF –Youth is increasing by \$77K and adult by \$4K. We received the carry forward waiver from the State for the PY 22 TANF youth funds and this is consistent year to year. The increase is due to personnel, we have added an some new positions that will charge into this funding stream. TANF Adult has been consistent year to year.
 - Priority Populations – has increased \$524K. This increase is related to additional funding projected for the upcoming year from the new ARC Inspire award and potential Opioid grant.
 - Sector Strategies – has increased \$1.2M from the prior year. Sector Strategies is comprised of a variety of funding. The increase is primarily related to the RK Mellon award for Pittsburgh Pictures and UPMC for Direct Care Worker funding.
 - Learn & Earn – This program is reflecting less than in prior year due to carry over funding that we had in prior years. We have been working on new opportunities for this program.

- **Foundation and Private Fund Breakdown \$915K**

- The \$95K increase from the previous year is primarily related to the Bank of America for L&E and Bankworks contributions.
 - Learn & Earn corporate contributions - \$70K
 - JP Morgan Chase - \$125K
 - Bank of America - \$60K
 - The Pittsburgh Foundation - \$100K
 - Taco Bell - \$25K
 - Bank Works Private Contributions - \$35K
 - Hillman Foundation - \$500K

Expenses:

- **Direct Program Expense**

- The direct program expenditures have decreased nominally this year by \$9K.
- WIOA adult and DLW decreased \$1.3M from the prior year. These direct program expenses are primarily related to IRTP/ITA/s/WBT work. As mentioned previously, we had additional funds to spend because of the COVID period of low spending and being able to recover costs through the Paycheck Protection Program. In prior years, we increased our spending in these areas, but are now reducing it to right size the 50/50 model.
- Learn & Earn is reduced \$426K due to prior year due to carry over funding that we had in prior years. The carryover money was spent at the end of last summer's program.
- Priority Populations is increasing \$621K in direct program expenses. These additional direct services are related to the ARC, State re-entry and DOJ funding. We will be into the 2nd year of funding and direct program is at its peak.
- Sector strategies hold the lion's share of increase, which equate to \$1.1M. This is related directly to the RK Mellon award for Pittsburgh Pictures and UPMC for Direct Care Worker funding.

- **Salaries, Wages and Benefits**

- We are budgeting a \$651K increase in this area for two reasons.
 - A 3% increase built into the salary – annual increases for staff.
 - Over the past year, we have removed restructured giving several promotions, plus we've added 6 additional staff to our budget and removed 2 position. Additions are the director of advancement, program manager, job quality and career pathway youth, less a priority pops supportive youth coordinator.
 - Specifically looking at management & general expenses, salaries have increased \$221K due to addition of director of advancement, increases for positions that charge into M&G and an additional project manager for process mapping & help with the workforce hub.

- **Communications**

- The decrease of \$65K in communications is related to our work with Hillman. There is a decrease for Premo consulting work, which is offset by an increase for website redesign.

- **Contractor**

- This expense increased by \$41K. We have additional expense for contracted services under TANF Youth and additional culture planning and graphic design services budgeted for \$35K that we did not have in previous years.

- **Equipment Expense**

- This expense has decreased by \$17K due to the renegotiation of our copiers through the Wilson Group. We signed a 5 year agreement which yields an average of \$20K savings per year.

- **Information Technology Services**

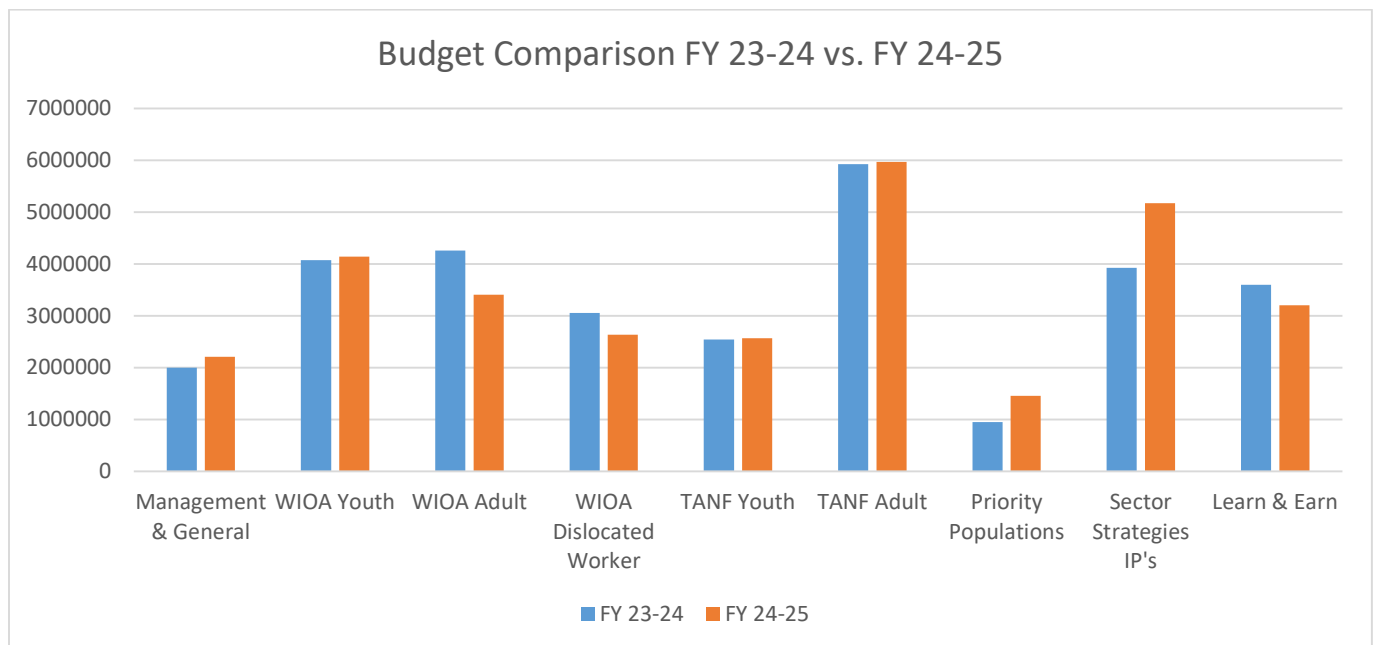
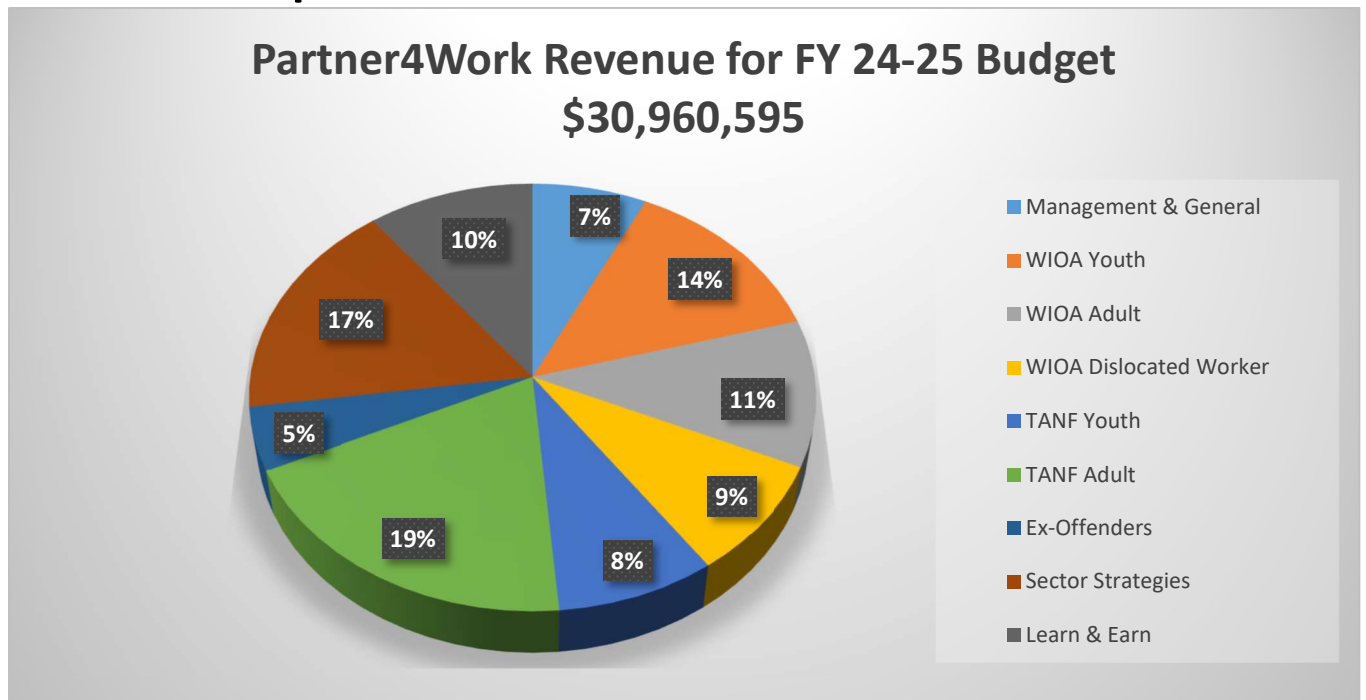
- We have a decrease of \$25K for information technology services. The decrease is related to Sector Connect, prior year we paid for the full launch of the program and this year it the annual renewal fee, which is \$25K less.

- **Materials & Supplies**

- Materials & Supplies increased \$7,500. This was budgeted based on trend. We recognize that materials and supplies have increased in price over the past several years and in addition to this, we had summits and job fair events that were not budgeted prior year.

- **Memberships**
 - This expense decreased \$16K because we did not renew our Vistage membership. This decrease was offset by Vibrant Pittsburgh and SHRM memberships.
- **Travel & Conference**
 - Increased slightly \$6K due to a larger number of employees.

Charts & Graphs



Partner4Work
Statement of Activities
FY24-25 BUDGET

Reimbursement Contracts	Restricted Grants
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	Management & General	Fundraising	WIOA Youth	WIOA Adult	WIOA DLW	TANF Youth	TANF Adult	Priority Populations	Sector Strategies/IP's	Learn & Earn	Total Program		Temporarily Restricted	TOTAL
	(Unrestricted)	(Unrestricted)	(Program)	(Program)	(Program)	(Program)	(Program)	(Program)	(Program)	(Program)	(Unrestricted)	Total Unrestricted		
Ordinary Income/Expense														
Income														
4000 · Public Funds/Government Grants	0		4,479,833	3,688,579	2,910,686	3,386,779	6,220,281	1,597,548	3,510,388	2,650,000	28,444,093	28,444,093	755,000	29,199,093
4200 · Foundation & Private Contrib	0			0	0			0	535,000	380,000	915,000	915,000		915,000
4300 · Interest	22,502			0	0	0		0	0	0	0	22,502		22,502
4400 · Inter-Fund Transfer	0			0	0	(450,000)		0	0	450,000	0	0		0
4710 · Other Income	1,000			0	0	0		0	0	0	0	1,000		1,000
4800 · Assets Released frm Restriction	30,000				0			0	1,478,000	70,000	1,548,000	1,578,000	(1,548,000)	30,000
Total Income	53,502	0	4,479,833	3,688,579	2,910,686	2,936,779	6,220,281	1,597,548	5,523,388	3,550,000	30,907,093	30,960,595	(793,000)	30,167,595
Expense														
5000 · Direct Program Expenses	0		3,500,000	2,769,688	2,009,690	2,000,000	5,060,000	1,234,900	3,981,134	2,670,375	23,225,787	23,225,787	0	23,225,787
5200 · Salary, Wages, and Benefits	1,384,974		607,606	582,535	569,205	544,988	338,227	209,434	1,022,265	446,027	4,320,287	5,705,262	0	5,705,262
5350 · Communication	106,500		0	7,500	7,500	7,500	7,500	2,500	50,000	11,000	93,500	200,000	0	200,000
6000 · Contracted Service	218,710		10,000	10,000	10,000	10,000	480,000	0	39,938		559,938	778,648	0	778,648
5750 · Depreciation Expense	25,000			0	0	0		0	0	0	0	25,000	0	25,000
5700 · Equipment Expense	20,600		0	5,000	5,000	5,000	5,000	1,000	2,500	0	23,500	44,100	0	44,100
5500 · Fiscal	55,500		0	0	0	0	1,500		0	0	1,500	57,000	0	57,000
5600 · Insurance	25,920		0	0	0	0		0	0	0	0	25,920	0	25,920
6400 · Information Technical Service	115,006		2,000	2,000	2,000	2,000	2,000	2,000	0	54,000	66,000	181,006	0	181,006
6100 · Legal Expense	25,000		2,000	1,000	1,000	1,000	1,000	0	1,100	500	7,600	32,600	0	32,600
5800 · Materials / Supplies	30,000		2,500	5,000	5,000	5,000	5,000	2,500	10,000	2,000	37,000	67,000	0	67,000
5930 · Meeting Expense	15,000		12,000	12,000	12,000	5,000	5,000	2,500	5,000	2,000	55,500	70,500	0	70,500
6300 · Memberships	38,750		0	0	0	5,000		0		0	5,000	43,750	0	43,750
5350 · Postage / Messenger	1,000		0	0	0	0		0	0	0	0	1,000	0	1,000
5360 · Publications	1,500		0	0	0	0		0	0	0	0	1,500	0	1,500
5400 · Rent	100,528		26,257	25,173	24,597	23,551	14,616	9,050	44,176	19,274	186,694	287,222	0	287,222
6319 · Staff Administration	25,040		1,287	1,934	1,838	1,287	415	211	0	288	7,260	32,300	0	32,300
5320 · Telephone	28,500		0	0	0	0		0	0	0	0	28,500	0	28,500
5900 · Travel & Conference	36,500		28,750	20,875	20,875	8,750	8,750	9,000	15,000	5,000	117,000	153,500	0	153,500
6999 · Distributed Costs	(2,200,527)		287,432	245,875	241,981	317,702	291,274	124,452	352,275	339,536	2,200,527	(0)	0	(0)
Total Expense	53,502	0	4,479,832	3,688,579	2,910,686	2,936,779	6,220,281	1,597,548	5,523,388	3,550,000	30,907,093	30,960,595	0	30,960,595
Net Ordinary Income	0	0	0	(0)	0	0	(0)	0	(0)	(0)	0	0	1	(792,999)
Net Income	0	0	0	(0)	0	0	(0)	0	(0)	(0)	0	1	(793,000)	(792,999)

Partner4Work
Statement of Activities Comparison
FY23-24 vs FY24-25 Budget

BUDGET				
		FY 23-24	FY 24-25	Change
Management & General	7%	\$ 2,001,948	\$ 2,254,029	\$ 252,081
Fundraising	0%	\$ -	\$ -	\$ -
WIOA Youth	14%	4,071,361	\$ 4,192,401	\$ 121,040
WIOA Adult	11%	4,257,921	3,442,705	\$ (815,216)
WIOA Dislocated Worker	9%	\$ 3,055,139	\$ 2,668,705	\$ (386,434)
TANF Youth	8%	\$ 2,541,371	\$ 2,619,076	\$ 77,705
TANF Adult	19%	\$ 5,925,074	\$ 5,929,008	\$ 3,934
Priority Populations	5%	\$ 948,435	\$ 1,473,095	\$ 524,660
Sector Strategies IP's	17%	\$ 3,923,584	\$ 5,171,113	\$ 1,247,529
Learn & Earn	10%	\$ 3,600,851	\$ 3,210,464	\$ (390,387)
Total	100%	<u>\$ 30,325,684</u>	<u>\$ 30,960,595</u>	<u>\$ 634,911</u>

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Partner4Work
Statement of Activities Comparison
FY23-24 vs FY24-25 Budget

Ordinary Income/Expense	BUDGET FY23-24	BUDGET FY24-25	Change
Income			
4000 · Public Funds/Government Grants	28,689,899	28,444,093	(245,806)
4200 · Foundation & Private Contrib	820,000	915,000	95,000
4300 · Interest	5,000	22,502	17,502
4400 · Inter-Fund Transfer	-	-	-
4710 · Other Income	1,000	1,000	-
4800 · Assets Released frm Restriction	811,000	1,578,000	767,000
Total Income	30,326,899	30,960,595	633,696
Expense			
5000 · Direct Program Expenses	23,205,910	23,225,787	19,877
5200 · Salary, Wages, and Benefits	5,054,413	5,705,262	650,849
5350 · Communication	265,000	200,000	(65,000)
6000 · Contracted Service	737,288	778,648	41,360
5750 · Depreciation Expense	22,600	25,000	2,400
5700 · Equipment Expense	61,500	44,100	(17,400)
5500 · Fiscal	57,800	57,000	(800)
5600 · Insurance	20,000	25,920	5,920
6400 · Information Technical Service	200,606	181,006	(19,600)
6100 · Legal Expense	34,329	32,600	(1,729)
5800 · Materials / Supplies	59,500	67,000	7,500
5930 · Meeting Expense	54,500	70,500	16,000
6300 · Memberships	60,000	43,750	(16,250)
5350 · Postage / Messenger	1,000	1,000	-
5360 · Publications	1,500	1,500	-
5400 · Rent	281,896	287,222	5,326
6319 · Staff Administration	30,500	32,300	1,800
5320 · Telephone	28,500	28,500	-
5900 · Travel & Conference	147,500	153,500	6,000
6999 · Distributed Costs	1,340	(0)	(1,340)
Total Expense	30,325,683	30,960,595	634,912
Net Income	1,217	1	

Partner4Work
Management & General Budget
FY23-24 vs FY24-25 Budget

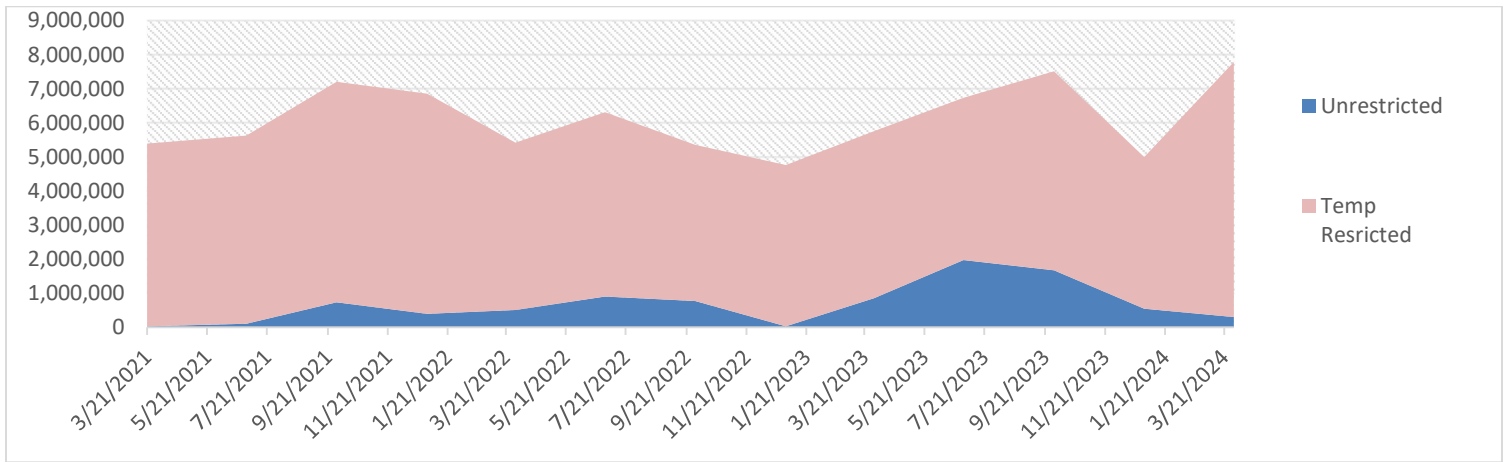
Ordinary Income/Expense

	Income	FY23-24	FY24-25	Variance
	4000 · Public Funds/Government Grants			
	4200 · Foundation & Private Contrib			
	4300 · Interest	5,000	22,502	17,502
	4400 · Inter-Fund Transfer			
	4710 · Other Income	1,000	1,000	0
	4800 · Assets Released frm Restriction		30,000	30,000
	Total Income	6,000	53,502	47,502
Gross Profit		6,000	53,502	47,502
	Expense			
	5000 · Direct Program Expenses			
	5200 · Salary, Wages, and Benefits	1,163,726	1,384,974	221,248
	5350 · Communication	61,500	106,500	45,000
	6000 · Contracted Service	209,288	218,710	9,422
	5750 · Depreciation Expense	22,600	25,000	2,400
	5700 · Equipment Expense	38,000	20,600	(17,400)
	5500 · Fiscal	51,800	55,500	3,700
	5600 · Insurance	20,000	25,920	5,920
	6400 · Information Technical Service	109,606	115,006	5,400
	6100 · Legal Expense	25,729	25,000	(729)
	5800 · Materials / Supplies	30,000	30,000	0
	5930 · Meeting Expense	15,000	15,000	0
	6300 · Memberships	55,000	38,750	(16,250)
	5350 · Postage / Messenger	1,000	1,000	0
	5360 · Publications	1,500	1,500	0
	5400 · Rent	112,758	100,528	(12,230)
	6319 · Staff Administration	26,600	25,040	(1,560)
	5320 · Telephone	28,500	28,500	0
	5900 · Travel & Conference	28,000	36,500	8,500
	6999 · Distributed Costs	(1,995,824)	(2,200,527)	(204,703)
	Total Expense	4,784	53,501	48,717
Net Ordinary Income		\$ 1,216	\$ 1	\$ (1,215)
		1,216	1	(1,215)

March 31, 2024

Dashboard Report

Cash Flow Unrestricted and Temp Restricted Funds



Current Assets, Liabilities & Equity

Cash:

Temp Restricted \$7,493,747

Unrestricted \$301,003

Total Cash \$7,794,750

Line of Credit secured by Money Market

\$0 of \$500,000

Other Current Assets

Prepaid Expenses \$16,358

Prepaid Insurance \$5,576

Security Deposit \$6,067

Fixed Assets Net of Depreciation \$101,741

Right of Use Asset – Operating Lease \$1,869,813

Right of Use Asset – Finance Lease \$37,733

Liabilities

A/P \$4,081,638 (\$4,020,809 due to subrecipients)

Accrued Vacation/Payroll \$92,115

A/R Clean Up \$128,927

Accrued Contract Liability \$0

Right of Use Liability – Operating Lease (current & long term) \$1,908,478

Right of Use Liability – Finance Lease (current & long term) \$39,305

Equity

Unrestricted Net Assets \$857,034

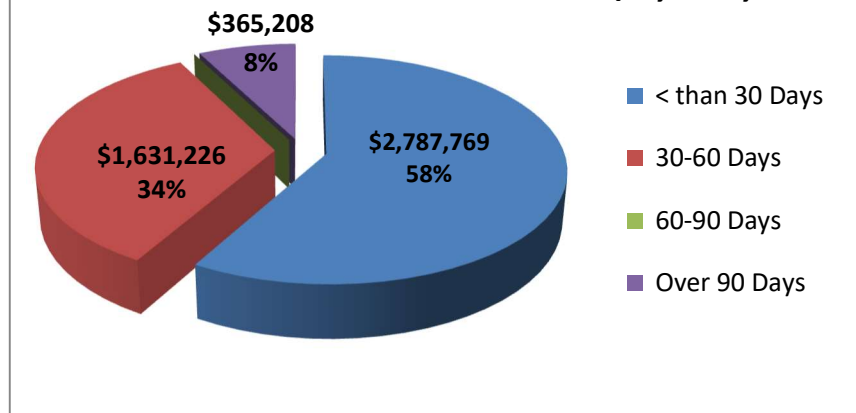
Temp Restricted Net Assets \$7,164,336**

Net Income \$343,464

**Career Link \$57,701; M&G \$2,733; Sector Strat. \$1,122,468; Adult TANF \$3,509,731; L&E \$2,471,703

This is reflective of activity through 7/1/2023

Partner4Work Accounts Receivable \$4,784,204



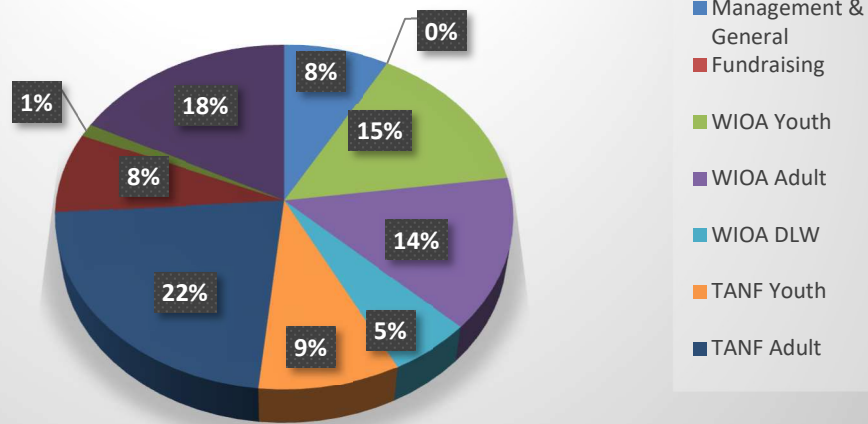
Items over 90+ days: Southwestern PA Commission \$6,243*; Allegheny county (CDBG) \$358,965

*marked as paid

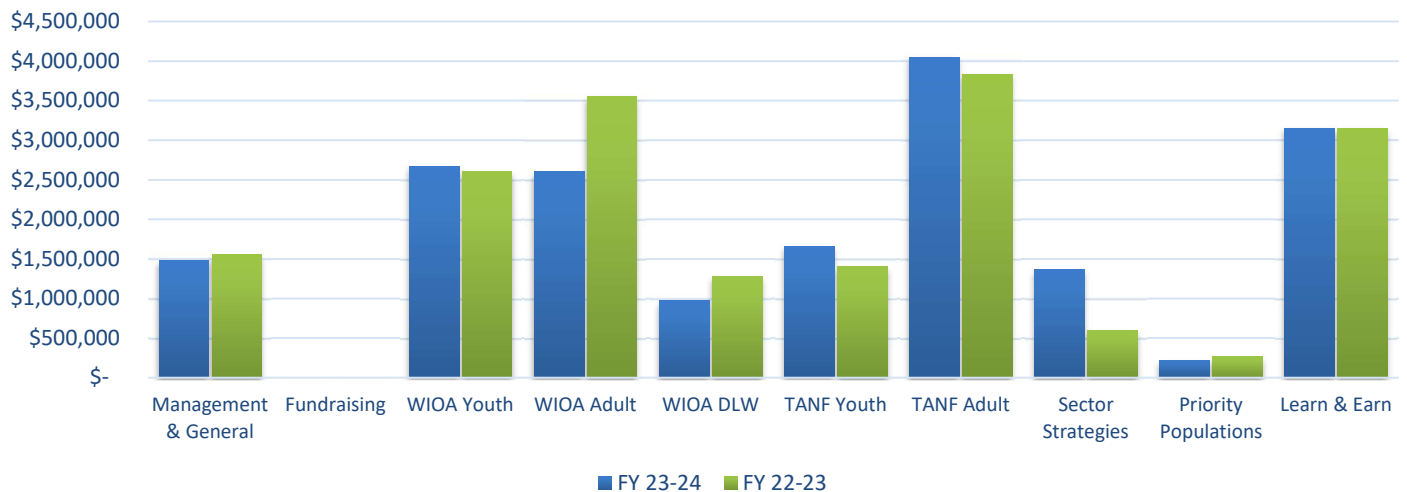
Dashboard Report Continued

Expense section

Total Partner4Work Expenditures \$18,182,180



Expense Comparison FY 23-24 vs. 22-23



Comments

- Management & General is down \$72K from the previous year. There are several factors at play here. Salary, Wages & Benefits, contracted Service, Fiscal, and Supplies have all decreased.
- WIOA adult and dislocated worker programs are \$953K and \$311K below the prior year, respectively. We have one main title I provider this year whereas last year, we had two main title I providers. The main decreases are under the direct provider expenses, salary & wages, and indirect. Also, looking at the previous year, we had a Near Completer's program and CSBG funding that added to WIOA adult/DW expenses that ended in the prior year. We also had purchased Laptops in prior year for Staff that were allocated across all programs.
- TANF Youth is \$252K above the prior year period. This is primarily related to direct program expenses. The summer of 2023, which is included in this year, we allocated more TANF Youth resources to the Learn & Earn program than in the prior year and provider spending during this year has picked up.
- TANF Adult is \$215K above the prior year. There have been more individuals with language needs being served. This July has had an uptick in referrals vs. the previous year and the trend slowly continues through the year.
- Sector Strategies are \$764K above the prior year. This increase is related to direct program expenses, salaries & wages, and contracted services, of \$525K, \$100K and \$125K respectively. This funding varies year to year. This year we are working with some new programs like Build Back Better, Hillman Foundation funding & Clean Energy to name a few

Partner4Work Policy Changes for Board Approval

June 2024

To ensure alignment with WIOA and additional state and federal requirements, Partner4Work must develop program policies that guide how P4W-funded Adult, Dislocated Worker, and Youth services are delivered in Pittsburgh and Allegheny County. In addition, fiscal and administrative policies, as well as programmatic policies, must be voted on and approved by the Partner4Work Board of Directors prior to local implementation. Partner4Work has drafted the following for approval from the Board:

Policy	Updates
WIOA Youth Supportive Services Policy WIOA Adult & Dislocated Worker Supportive Services Policy	<p>Policy Purpose: The purpose of this policy is to articulate how supportive service dollars are permitted to be provided to participants of the WIOA Youth, Adult, and Dislocated Worker programs.</p> <p>Recommended Changes for Board Approval (June 2024): Partner4Work recommends the following changes be made to WIOA-funded supportive service policies:</p> <ul style="list-style-type: none"> ● Revise policy to restructure supportive service gas card distribution determined by mileage traveled to and from work or training at the established federal rate. ● Raise the weekly allowance of gas cards to \$75 from the \$60 cap for qualifying participants. ● Add childcare category to list of supportive services to align with DOL Green Infrastructure. ● Add section to establish disallowed supportive service categories. ● Add section to establish service codes for undefined supportive service categories in CWDS.
WIOA Youth Eligibility Policy	<p>Policy Purpose: The purpose of this policy is to outline program eligibility and document verification requirements for enrollment in WIOA Youth program services.</p> <p>Recommended Changes for Board Approval (June 2024):</p> <ul style="list-style-type: none"> ● Partner4Work recommends revising the Self-Certification/Self-Attestation section to align with federal and state guidance on the use of self-attestation/self-certification for WIOA Youth participants. Last resort language will be removed, and the policy will be updated to clarify that self-attestation may be used to verify WIOA Title I eligibility when individuals cannot provide other verification sources without causing undue hardship. The following criteria for which self-attestation may be used will be added in alignment with state and federal policy: Date of Birth, Low Income, and Individual with a Disability. ● Partner4Work recommends revising the definition of “attending school” to reflect changes set forth by the PA Department of Labor & Industry’s recent workforce system policy: Youth Eligibility Definitions. ● Partner4Work recommends adding additional language under the “not attending any school” definition to clarify the inclusion of youth within compulsory school age, who have not attended school for at least the most recent complete school year calendar quarter.
TANF YDP Eligibility Policy	<p>Policy Purpose: The purpose of this policy is to outline program eligibility and document verification requirements for enrollment in TANF YDP program services.</p> <p>Recommended Changes for Board Approval (June 2024):</p> <ul style="list-style-type: none"> ● Partner4Work recommends updating the definition of “not attending any school” to reflect changes set forth by the PA Department of Labor & Industry’s recent workforce system policy: Youth Eligibility Definitions. ● Partner4Work recommends removing the language requiring verification of Selective Service registration, which is not a requirement for TANF Youth eligibility. ● Partner4Work recommends updating the Federal Poverty Guidelines table to reflect 2024 Federal

	Income Guidelines.
Reentry Supportive Services Policy	<p>Policy Purpose: The purpose of this policy is to articulate how supportive service dollars are permitted to be provided to participants of Partner4Work- funded reentry programs.</p> <p>Recommended Changes for Board Approval (June 2024):</p> <ul style="list-style-type: none"> • Partner4Work recommends revising the policy to restructure supportive service gas card distribution determined by mileage traveled to and from work or training at the established federal rate. • Partner4Work recommends raising the weekly allowance of gas cards to \$75 from the \$60 cap for qualifying participants.
TANF Training Voucher Policy	<p>Policy Purpose: Partner4Work has adopted the following policy with respect to the use of training vouchers for Temporary Assistance for Needy Families (TANF) and Extended TANF (ETANF) participants in the Allegheny County Employment Retention and Advancement Network (EARN) and Work Ready programs.</p> <p>Recommended Changes for Board Approval (June 2024):</p> <ul style="list-style-type: none"> • Partner4Work recommends adding language describing the payment structure for Adult TANF training voucher funding, including 50% payment at enrollment/start of an approved training program and 50% payment upon successful program completion. • Partner4Work recommends adding a caveat to the language referenced above, citing the limited circumstances under which a provider may set up alternate mechanisms for funding.
One-Stop Operator Firewall Policy (New Policy)	<p>Policy Purpose: To establish guidelines and procedures that prevent conflicts of interest and promote compliance with the Workforce Innovation and Opportunity Act (WIOA) and its applicable regulations. This policy addresses required separation of duties and responsibilities of an entity under contract in the Allegheny County, Pennsylvania area serving as the One-Stop Operator (OSO) while simultaneously performing another role within the one-stop system.</p> <p>Recommendation for Board Approval (June 2024):</p> <ul style="list-style-type: none"> • Partner4Work recommends approval of this new policy in alignment with WIOA, applicable regulations, and federal and state guidance.