

Northwest TN Workforce Board American Job Center (AJC) Committee

Tuesday, April 25, 2023 – 9:30 a.m.

Milan Chamber of Commerce, 1069 Main St., Milan, TN or Zoom

Minutes

Committee Members Attending: Monica Heath, Melinda Goode, Rita Alexander, Kristy Mercer; **via Zoom:** Jimmy Williamson, Sherry Fowler, Lori Burdine, Janet James, Kristie Bennett

Staff and Contractors Attending: Jennifer Bane, Ginger Powell, Erica Nance (OSO); **via Zoom:** Lana Burchfiel, Gina Johnson, LeAnn Lundberg, Kena Hamm

Guest Attending via Zoom: Gina Abbott

Review and Approval of Minutes of 1/24/23 Meeting: Committee Chair Rita Alexander called the meeting to order and asked the group for comments regarding the prior meeting's minutes.

- **MOTION:** Janet James moved to approve the 1/24/23 minutes as presented and Melinda Goode seconded the motion. All were in favor and the motion carried.

AJC Partner Guest Speaker: Melinda Goode, Executive Director of the Northwest (NW) Tennessee Development District and the NW Human Resources Agency shared a short presentation on different aspects of their agency, including Office on Aging, Economic and Community Development, and the transportation program. Both organizations have state associations that meet monthly. Melinda also spoke briefly on the SCSEP program. Some of their programs are income-based and some are not. Programs like Meals on wheels can be paid by individuals who do not qualify but still want to use the service. Transportation charges a very affordable fee, and many vans are wheelchair accessible. Vans usually run from 4:30 am to 7 pm and have local routes, as well as travel to Memphis and Nashville. Melinda mentioned they have tried doing 3rd shift to help employers but it hasn't been very successful. They currently have a shortage of drivers. Right now participants can call to schedule a ride, but they are working with a developer to do an app.

American Job Center Services Report: One-Stop Operator (OSO), Erica Nance, presented the attached AJC Services Report for January – March 2023 which details AJC traffic counts, visit reasons, customer survey results, and estimated results for the quarterly Key Performance Indicator (KPI) goals. She mentioned that the justice-involved numbers were increased with the Mobile AJC going into jails during this Second Chance Month. She also visited access points this quarter and conducted a training at the Gibson County Memorial Library access point. Regarding the off-target measures, Jennifer mentioned that these were quarterly goals and not annual goals. The State staff have primarily looked at the state as a whole to see if all areas are collectively meeting the goals. RESEA goals were easier when they were actually coming into the centers. We have seen fewer Adults/DW. We are supposedly supposed to get some summer youth money, which may help our youth numbers. Since the State had asked us to shift our focus to in-school youth, we have seen fewer out-of-school youth enrollments.

Workforce Services Report: Gina Abbott, TDLWD Assistant Director for West TN, gave a short presentation including:

- Staffing in AJCs: Looking at adding a consolidated Veterans staff position – Disabled Veterans Outreach / Local Veterans Employment Representative. We have a representative in Dyer County, and they plan to put a second position in Huntingdon to help cover the 9-county area.
- The Team Lead position in Dyersburg has been posted. Benny Roberts is covering the whole area until that position is filled.
- April is Second Chance month, so there were several related events in the AJCs. The West TN event hosted by the Office of Reentry was held in Jackson and included an expungement clinic that served 57 individuals. In Huntingdon today there is a resource and job fair for justice-involved. One was also held in Dyersburg.
- Ready For Industry (RFI): A program purchased by TBR is being shared with the TN Department of Labor to utilize in the AJCs. The program presents customers with an interactive and hands-on experience within healthcare, logistics, manufacturing, service, and construction careers, in order to help steer them in the direction of a career.

Career & Training Services Report: Jennifer Bane presented the attached Career and Training Services Report detailing cumulative enrollments as of March, percentage of priority Adult enrollments, a breakdown of Individual Training Account (ITA) enrollments by sector and provider, and total ITA investments by provider for all participants this program year. Enrollments are still occurring throughout all nine counties, but priority Adult numbers are still low as expected.

The majority, 54%, of new enrollments are still at TCATs, but the majority of funding, 50%, is spent at private providers since they don't usually qualify for other scholarships, and we pay the majority of the costs.

Business Services Report: Ginger Powell, Deputy Director, presented the attached Business Services Report detailing the cumulative On-the-Job Training (OJT) contracts and enrollments as of March, the completion rate, and the breakdown of number trained by sector. Virtually Speaking webinars held were noted and recordings are available on the website. The next webinar is scheduled for June 1st and will address childcare challenges. EMSI is now known as Lightcast and staff continue to produce reports frequently. Incumbent Worker Training (IWT) numbers were added to the report. All IWT money is now obligated, and we have a waiting list for any de-obligated funds. We have a good mix of contracts across several counties and sectors including manufacturing, healthcare, banking, etc. Funds must be spent by June 30th.

Policy Changes: Jennifer Bane presented the proposed policy changes outlined in red text in the attached handouts.

- **Conflict of Interest Policy:** Changed definition of "family member" per State policy change.
- **Work-Based Training Policy:** A note was added to the IWT section regarding the required percentage of trainees. This has been the standard practice but has not officially been in the policy. A section has been added for pre-apprenticeship funding as a formal policy has not been in place. The proposed policy primarily matches the same process used for IWT contracts, but also includes the requirement that programs be certified by the TN Office of Apprenticeship. The Work-Experience for Adults and Dislocated Workers section was amended to allow all age ranges, not just youth-aged, to participate in Work Experience under special grants, such as National Dislocated Worker Grants. Formula funds would still be reserved for youth-aged participants.
 - **MOTION: Lori Burdine moved to approve the policy changes as presented and Jimmy Williamson seconded the motion. All were in favor and the motion carried.**

Other: Committee members were asked if there were other business items to be addressed, but none were raised.

Future Meeting Dates & Upcoming Events: Jennifer Bane noted that the next Board meeting will include a strategy session. We are working on a survey to get feedback from the Board to help steer that meeting. Margaret Prater will be facilitating the session. Members are encouraged to be in-person if at all possible.

Respectfully submitted,

Lana Burchfiel, Public Information Specialist

Northwest TN Workforce Board
American Job Center (AJC) Committee

Tuesday, April 25, 2023 – 9:30 a.m.

Milan Chamber of Commerce
1069 S. Main Street
Milan, TN

Chair - Rita Alexander

[Join Zoom Meeting](#)
Meeting ID: 898 4961 0657
Passcode: 881060

Vice Chair – Lori Burdine

Agenda

1. Welcome and Call to Order Rita Alexander, Chair
2. Review and Approval of Minutes – January 24, 2023 meeting **(Vote Required)** Rita Alexander
3. AJC Partner Guest Speaker – NW TN HRA and DD Melinda Goode, Executive Director
4. American Job Center Services Report Erica Nance, One-Stop Operator
5. Workforce Services Report Gina Abbott, TDLWD Assistant Director, West TN
6. Career & Training Services Report Connie Stewart, CSP Executive Director
7. Business Services Report Ginger Powell, Deputy Director
8. Policy Changes **(Vote Required)** Jennifer Bane, Executive Director
 - a. Conflict of Interest Policy
 - b. Work-Based Training Policy
9. Other Business All

Future Meeting Dates & Upcoming Events

Meeting / Event	Date and Time	Location
West Tennessee Regional Planning Council Meeting	May 17 th , 10:00 am	Zoom
State Board Meeting	May 19 th , 8:30 am – 12:00 pm	Nashville / YouTube
Northwest Tennessee Workforce Board Meeting / Strategy Session	May 23 rd , 10:00 am	NW HRA/DD & Zoom (124 Weldon Dr., Martin)
Virtually Speaking Webinar: Addressing Workforce Childcare Challenges	June 1 st , 9:00 am	Zoom
Future 2023 Committee Meetings	July 25 th , and October 24 th , 9:30 am	TBD / Zoom
Future 2023 Board Meetings	August 22 nd , (annual / joint meeting with SW), November 28 th	TBD / Zoom
Future Virtually Speaking Webinars	September 7 th , and December 7 th , 9:00 am	Zoom

Northwest TN Workforce Board American Job Center (AJC) Committee

Tuesday, January 24, 2023 – 9:30 a.m.

DSCC Gibson County Center, Room 129 ,2071 Hwy 45 Bypass, Trenton, TN 38382 or Zoom

Minutes

Committee Members Attending: Rita Alexander, Sherry Fowler, Lori Burdine, Ted Piazza; **via Zoom:** Kristy Mercer, Monica Heath, Jimmy Williamson, Janna Hellums, Janet James

Staff and Contractors Attending: Jennifer Bane, Laura Speer, Erica Nance (OSO); **via Zoom:** Lana Burchfiel, Gina Johnson, Connie Stewart (CSP)

Guest Attending via Zoom: Gina Abbott

Review and Approval of Minutes of 10/25/22 Meeting: Committee Chair Rita Alexander called the meeting to order, introduced new members Lori Burdine, Training, Development & Communications Manager at ERMCO Inc., and Janet James, Director of Human Resources at Henry County Medical Center, and asked the group for comments regarding the prior meeting's minutes.

- **MOTION: Ted Piazza moved to approve the 10/25/22 minutes as presented and Lori Burdine seconded the motion. All were in favor and the motion carried.**

Election of a Vice-Chair: Rita opened the meeting for nominations of a Vice-Chair to fill the vacancy due to Lana Hammons leaving the Board due to a change in employment.

- **MOTION: Ted Piazza moved to approve Lori Burdine as Vice-Chair and Jimmy Williamson seconded the motion. All were in favor and the motion carried.**

American Job Center Services Report: One-Stop Operator (OSO), Erica Nance, presented the attached AJC Services Report for October – December 2022 which details AJC traffic counts, visit reasons, and customer survey results, and estimated results for the quarterly Key Performance Indicator (KPI) goals.

Workforce Services Report: Gina Abbott, TDLWD Assistant Director, West TN gave a short presentation including:

- Veterans' Outreach Month coming up in April. Three events will be held across the state with the West TN event scheduled to take place in Jackson.
- More Veteran Representative positions are being converted into combination DVOP/LVER positions as opposed to separate positions.
- Josh Poole, Northwest Veteran Representative, held a resume workshop with Carroll County National Guard that was attended by 67 individuals. The workshop provided an opportunity to connect individuals to other AJC services.

Career & Training Services Report: Connie Stewart, CSP Executive Director, presented the attached Career and Training Services Report detailing cumulative enrollments as of December, percentage of priority Adult enrollments, a breakdown of Individual Training Account (ITA) enrollments by sector and provider, and total ITA investments by provider. Enrollments are slightly behind, about 18 from this time last year. Much of the decrease is in truck driving enrollments, as well as some nursing students. Youth enrollment is doing well, so we requested and received additional youth money. Gibson and Lake Counties' high schools are sending several referrals for In-School Youth Work Experience.

Business Services Report: Jennifer Bane, Executive Director, presented the attached Business Services Report detailing the cumulative On-the-Job Training (OJT) contracts and enrollments as of December, the completion rate, and the breakdown of number trained by sector. Virtually Speaking webinars held were noted and recordings are available on the website. EMSI is now known as Lightcast and staff continue to produce reports frequently. A West TN regional hiring event – Red, White, & You – was held in November targeted to Veterans.

Other: Jennifer Bane informed the group that a staff person from Workforce Services will be making a presentation at the next board meeting regarding the strategic and tactical roles of local boards. Jennifer requested feedback from committee members on enhancing strategy and it was suggested that local rather than state priorities drive strategy. Jennifer also noted that we are in need of a new Labor Union Representative on the Board.

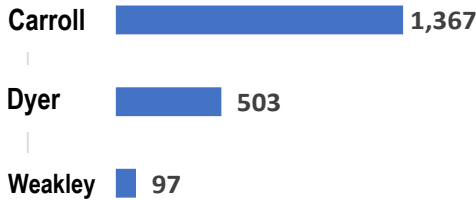
Future Meeting Dates & Upcoming Events: Jennifer Bane reviewed the information listed on the attached agenda.

Respectfully submitted,

Lana Burchfiel, Public Information Specialist

American Job Center Services

Customer Visits



1,967 Visitors Received
PY22 Q3

4,436 Visitors to Date
PY22

AmericanJobCenter
TENNESSEE

SURVEY RESULTS

Overall, 89% of customers (25 out of 28) answered "Completely Satisfied" with our services!

TOP 5 REASONS FOR VISIT

1. Job Search/Resource Room
2. Unemployment
3. Networking Events
4. Title I Career Coaching
5. Job Search Assistance

3,764 Services Provided

Key Performance Indicator Results



41/52
Adults/DW
Approaching Target



8/23
Youth
Off Target



7/7
In-School Youth
On Target



233/195
Wagner Peyser
On Target



9/6
Jobs for Veterans
On Target



SNAP E&T AE Co-Enroll 0/1
SNAP E&T Job Retention 0/1
SNAP E&T Job Search 0/1
Off Target



98/9
Justice-Involved
On Target



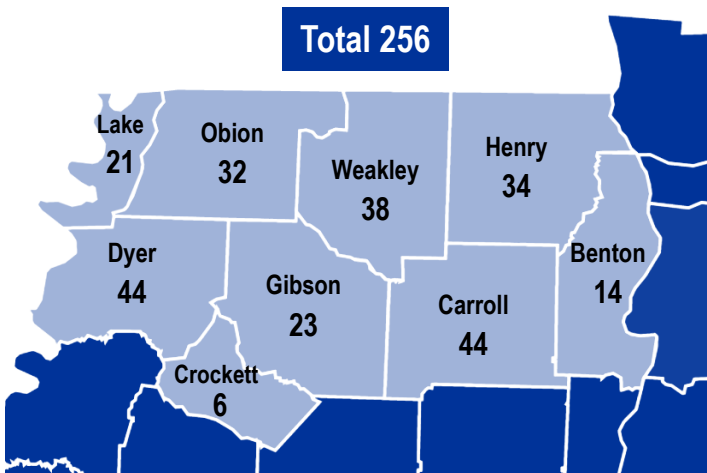
0/4
RESEA Co-Enroll
Off Target



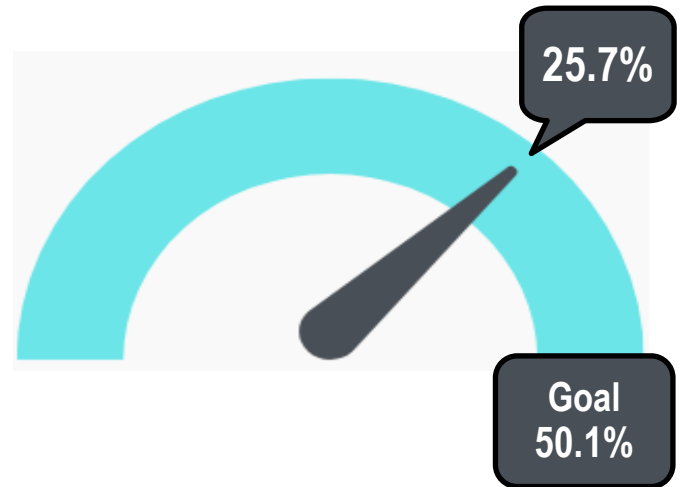
N/A
No new TAA to Co-Enroll
On Target

Training Services

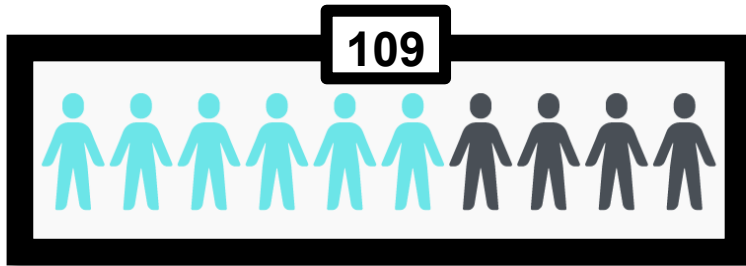
Total Enrollments by County



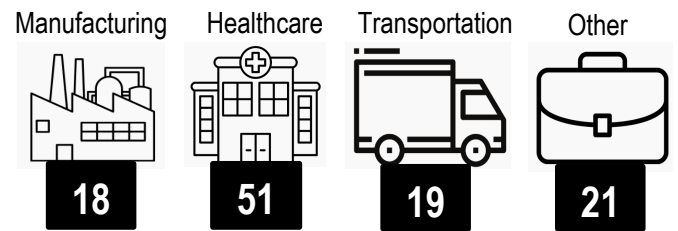
Priority Percentage of New Adult Enrollments



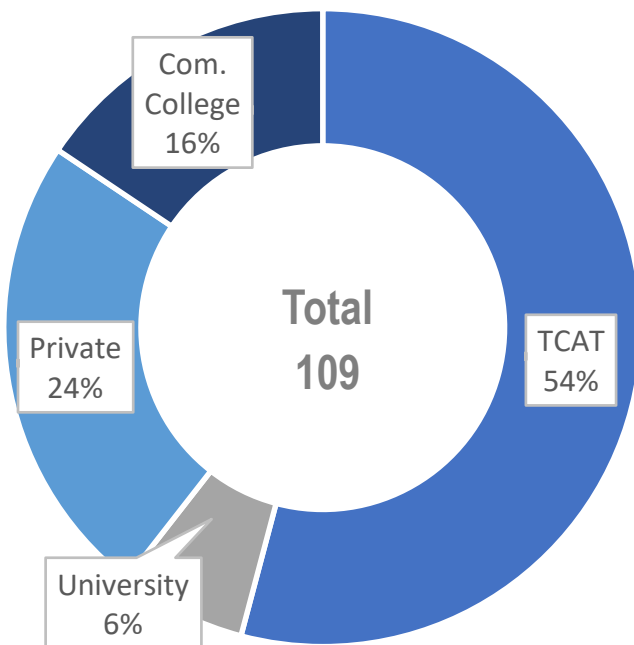
ITA Enrollments



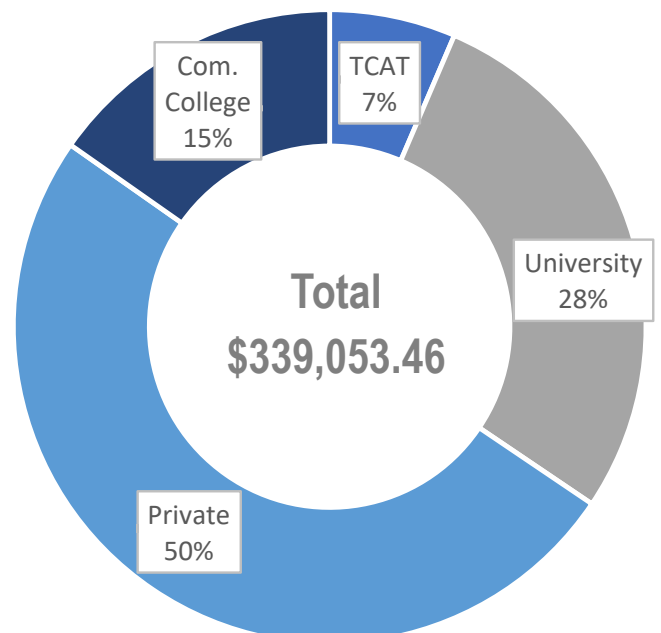
ITAs By Sector



New ITAs By Provider

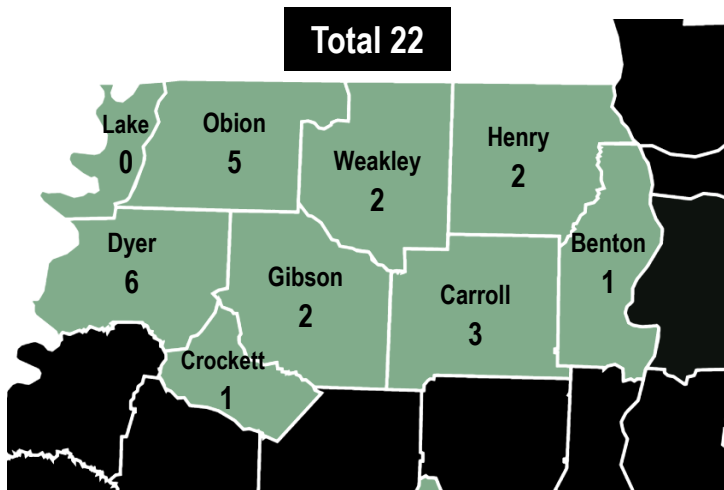


Total ITA Investment by Provider

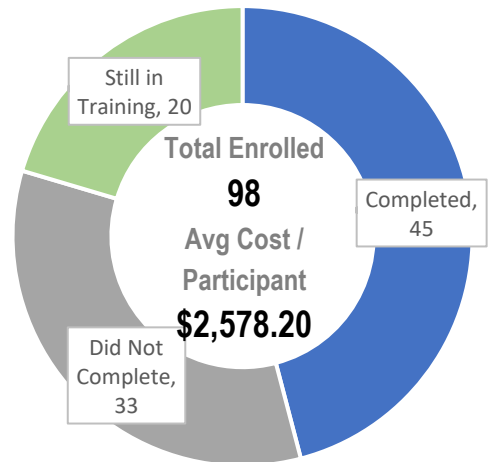


Business Services

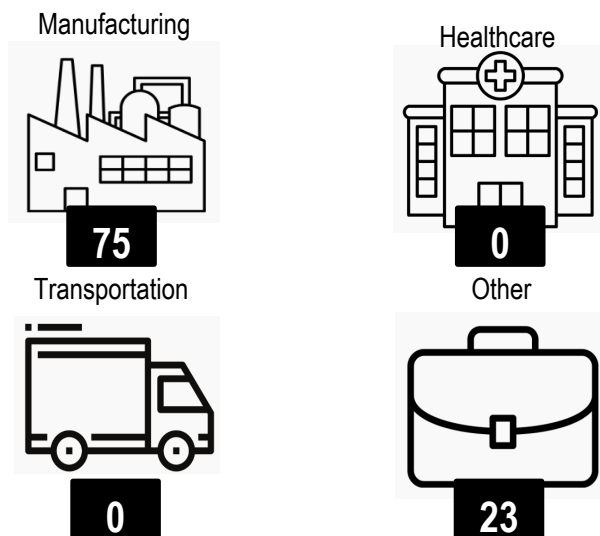
OJT Employers by County



On-the-Job Training Participants



Trained by Sector



Virtually Speaking Webinars



- ✓ Betting on Talent: Maximizing Impact of Employee Engagement
- ✓ Substance Abuse Awareness: Changing the Narrative of Addiction in the Workplace
- ✓ Building Your Workforce through Partnerships in Work-Based Learning

All webinars are recorded, and may be found by scanning the QR code, or on our website at <https://nwnjobs.org/employers/virtually-speaking>.



**49 Reports
Produced**



Economy Overviews

Education Reports



Industry Reports

Occupation Reports

INCUMBENT WORKER TRAINING PROGRAM

15
Total Contracts
Awarded

309
Proposed
to Train

\$255,440.97
Amount of Funding

Conflict of Interest (Service Delivery)

Effective Date: May 23, 2023

Duration: Indefinite

Purpose: To ensure that individuals or representatives of organizations entrusted with public funds will not personally or professionally benefit from the award or expenditure of such funds. This policy is established to provide direction for sub-recipients, contractors, staff and board members of the LWDA to prevent actual, potential or questionable conflicts of interest. The LWDA shall also ensure training concerning internal conflicts of interest for any entities directly involved with making assessments and determining the eligibility of participants. Documentation of training must be maintained and made available for review and audit purposes.

Policy: The following entities will not provide direct service during the intake or eligibility determination of a family member or close acquaintance. No workforce staff or member will have a personal or business relationship with, or a positive bias for, or a special interest in, that particular applicant. Such workforce members are:

- Local Workforce Development Board members
- Local Workforce Development Board subcommittee members
- Chief Local Elected Officials
- WIOA executive staff and supervisors
- WIOA employees
- AJC partner staff
- WIOA sub-recipients and/or contractors

The Workforce Innovation and Opportunity Act (WIOA) eligibility/intake forms must include the following disclosure statement for the customer and the certifying individual to sign:

Customer - My signature is a declaration that I am not related to, nor have a close personal acquaintance to the workforce staff member (Local elected officials, LWDB members, LWDB subcommittee members, WIOA executive staff and supervisor, WIOA employees, job center partner staff and WIOA sub-recipients and / or contractors) determining my eligibility for Workforce Innovation and Opportunity Act funding.

Certifying Individual - I understand my signature on this form is a declaration that I am a member of workforce staff (Local elected officials, LWDB members, LWDB subcommittee members, WIOA executive staff and supervisor, WIOA employees, job center partner staff and WIOA sub-recipients and/or contractors) and the customer I am determining eligibility and /or services for is not a relative or close personal acquaintance.

For the purpose of this policy, relative will be considered a parent, **step-parent, or** parent-in-law, child, **including step child or adopted child**, spouse **or partner**, brother, **including step, half or** foster brother, sister, **including step, half or** foster sister, grandparent, grandchild, son-in-law, brother-in-law, daughter-in-law, sister-in-law, **aunt, uncle, cousin**, or other family member who resides in the same household. A close personal acquaintance is defined as a personal friend, personal friend's spouse or children, boyfriend / girlfriend and their children, and church or neighbors with whom you have a close relationship.

This policy does not prohibit the applicant from receiving services for which they are eligible. Should an applicant be related to, or a close personal acquaintance of, a workforce member staff, the applicant shall be referred to another staff person in the area for determination of eligibility, enrollment, services, and case management.

Further, any grant recipient or sub-recipient receiving WIOA funds through the LWDB shall ensure that no individual in a decision-making capacity engages in any activity if a conflict of interest is involved, even in perception of impropriety of a conflict of interest. This includes decision-making that involves the selection, awarding, or administering of a grant, sub-grant or contract by WIOA funds.

Conflict of interest forms will be signed and returned to staff annually each year, or as a new board/committee member/staff/contractor becomes part of the Workforce System in the Local Workforce Development Area. Signed copies of the Conflict of Interest will be kept on file in the LWDB office.

Reference: Title I of WIOA, Pub. L. 113-128; WIOA Section 107(c)(3)(A)(i); 20 CFR 683.400(c); 20 CFR 679.430; 20 CFR 679.410(a)(3) and 20 CFR 679.410(c); 20CFR 684.630(b)-(c); 29 CFR 97.36(b)(3); 20 CFR 683.200(c)(5)(i-iii) reference to 2 CFR 200.318.

Related TDLWD Policy: Workforce Services Policy – Conflict of Interest TN-WIOA (17-2)

Vetted and Approved by the Local Workforce Development Board: May 23, 2023

Jimmy Williamson, Chairman
Northwest Tennessee Workforce Board

Work-Based Training

Effective Date: May 23, 2023

Duration: Indefinite

Purpose: To establish policy and guidance for the offering of work-based learning activities with WIOA funding.

Policy: The Local Workforce Development Board (LWDB) offers various opportunities for Work-Based Learning, including On-the-Job Training, Work Experience, Transitional Jobs, Apprenticeships and Incumbent Worker Training. The Regional Planning Council, which includes members of the core partners as well as other partners, identifies regional and local in-demand and emerging sectors using available labor market data, strategy meetings, and other data gathering methods. Workforce efforts, including Work-Based Learning, are then focused on identified sectors through services available in the AJC. For instance, manufacturing and healthcare are two of the most prominent sectors in the area, therefore On-the-Job Training (OJT) and Incumbent Worker Training (IWT) grants are heavily concentrated in these areas. The LWDB strives to continually increase employer penetrations rates and will serve as many employers as possible based on employer hiring needs and availability of funding.

The LWDB strives to utilize a significant amount of funding allocated to local area through formula program funds and / or specialized funding such as Consolidated Business Grants (CBGs) to provide work-based learning opportunities. Appropriate support services, as described in the Supportive Services policy in this document, may be used in combination with work-based training as prescribed below and in accordance with the needs of participants.

Outreach to Employer Community

In order to promote and strategize the availability of Work-Based Training, understanding and meeting the needs of employers is given the utmost importance and is achieved through a collaboration of partners serving on the Business Services Team, such as Labor Exchange, Veterans Programs, Trade Act, Re-Employment Services, Unemployment Insurance, Economic Development, Temporary Assistance for Needy Families, Vocational Rehabilitation, and staff to the LWDB. The Business Services Team is responsible for connecting with companies in the targeted industry sectors and occupations, and other employers that have hiring needs, in order to understand and meet their needs through a variety of employer-driven initiatives and services.

In order to understand and meet the needs of employers, Business Services Team members connect with area employers by participating in regional economic development groups comprised of training providers, Chambers of Commerce, plant managers, and economic developers to determine high-growth jobs and industries that are adding substantial jobs to the local economy. Local employers also serve on the local workforce development board and a standing committee of the board. Labor market information (LMI) is also utilized to identify and meet employers' needs. LMI is available through Jobs4TN and Economic Modeling Systems, Inc. (EMSI) and can be used to help employers identify average wages for jobs in an area, which occupations are predicted to have the most future job openings, as well as unemployment rates in an area. The Executive Director of the LWDB and/or his/her designee, also supports and promotes workbased learning with existing and prospective industry, when appropriate. Interested employers are referred to a Business Services Team member for specific details and services.

General Employer Eligibility Criteria

Employers who are classified as a Tennessee (TEGL 25-15) for-profit business or, not-for-profit business with a presence, in accordance with Federal, State and Local law, and in business for at least 120 days that meets the following requirements:

- Be registered with Internal Revenue Service (IRS), have an account with Unemployment Insurance, and carry workers' compensation insurance (Federal Register Vol. 81, No. 161, Page 56117) and be current on all local, state and federal tax obligations.
- Be financially solvent and have an adequate payroll recordkeeping system that tracks hours worked, gross pay, deductions, and net pay.

- Must not appear on any federal suspension or debarment list.
- Be able to enter into agreements that will not displace any currently employed worker (WIOA Section 181[b][2][A]).
- Be able to enter into agreements that will not result in termination of any regular employee, or otherwise reduce the workforce, in order to hire a work-based training employee.
- Verify relocation (for the first 120 days after beginning operations) has not resulted in any employee job losses at the original location (WIOA Section 181[d][2]). To verify that the relocation has not resulted in a loss of employment, WIOA program staff and the work-based training employer must complete a Standardized Pre-Award Review.
- Not currently be involved in a labor dispute (20 CFR 680.840) or have workers currently in a layoff status for the work-based training position.
- Assure employees do not work on construction, maintenance, or operation of any facility that is used for sectarian activities (WIOA Section 188[a][3]).
- Must not meet the existing “pattern of failing to provide OJT specific work-based training participants with continued long-term employment as regular employees with wages and employment benefits” (20 CFR 680.700[b]).
- Must not illegally discriminate in training or hiring practices because of race, color, sex, national origin, religion, disability, political beliefs or affiliation, or age.
- Assure training for employees must be in an in-demand industry as determined by the Local Workforce Development Board (LWDB) and/or its’ Service Provider.
- Assure training will benefit employees by increasing opportunity for learning new skills, gaining experience, retention, advancement, credentials or wages.
- Assure training will benefit the employer by providing assistance with training employees, which may result in saving jobs or preventing layoffs, enhance process improvement, or improve the overall competitiveness of the employer.
- Per WIOA regulations (10 CFR 638.200(g), assure “no individual may be placed in an employment activity if a member of that person’s immediate family is directly supervised by or directly supervises that individual.” For the purpose of this policy, the term “immediate family” includes a spouse, child, son-in-law, daughter-in-law, parent, mother-in-law, father-in-law, sibling, bother-in-law, sister-in-law, aunt, uncle, niece, nephew, step-parent, step-child, grandparent or grandchild
- Comply with all contract/agreement provisions in accordance with the local workforce development board, Tennessee Department of Labor and Workforce Development and the Workforce Innovation Opportunity Act guidance and regulations.

General Participant Eligibility

Work-based training opportunities must be identified as an appropriate activity for program participants on the Individual Employment Plan (IEP) or Individual Service Strategy (ISS). IEPs or ISSs, and/or case notes, will specify goals of the work-based training activity by identifying the purpose of the activity and expected outcomes.

The Local Workforce Development Area Priority of Service Policy will be adhered to in determining participants eligible to participate in work-based training. In order to maximize services to populations with barriers, agencies serving these populations are targeted for outreach efforts such as distribution of marketing materials, participation in events, and invitations to participate in AJC events and strategy meetings. The AJC displays marketing materials for core and community partners and provides materials to be displayed at the partners' sites. Social media accounts are also used to connect with customers and other agencies and inform them of the services available through the AJC.

The Business Services Team conducts rapid response meetings in order to serve workers dislocated through closures or layoffs. Outreach to unemployment claimants regarding AJC services is also conducted when contact information is available. Specialized programs such as RESEA, serving unemployment claimants, and SNAP Employment & Training, serving SNAP (i.e. food stamp recipients) are also incorporated into services at the AJC.

The Outreach and Opportunities committee of the local workforce board provides guidance for reaching and serving such populations.

In addition, the participant must be:

- A U.S. citizen or individual legally entitled to work in the U.S.
- Age 18 or older* (exception may be made for Eligible WIOA Youth)
- Registered for the Selective Service unless an exception is justified (Selective Service requires registration of all males who are 18 or older and born on or after January 1, 1960)

Work-Based Training Components

Incumbent Worker Training

The term “incumbent worker training” (IWT) means training that is — 1. Designed to meet the specific requirements of an employer (including a group of employers); and 2. Conducted with a commitment by the employer to continue to employ an individual upon successful completion of training. IWT may be used to help avert potential layoffs, or to increase the skill levels of employees so they can be promoted within the company and create backfill opportunities for the employers.

- **ITW Funding:** The LWDB may provide incumbent worker training using statewide discretionary funds provided by the Governor and/or under WIOA Section 134(d)(4)(A)(i) of WIOA, LWDBs can use up to twenty percent (20%) of their adult and dislocated worker formula funds to provide for the Federal share of the cost of providing incumbent worker training.
- **Eligibility Requirements for Employers for IWT Grant:** An employer must meet all the following criteria in order to qualify for an Incumbent Worker Training Grant:
 - Grantee must be classified as a Tennessee for-profit business (or a not-for-profit business in health care)
 - Be in an in-demand industry as determined by Jobs4TN labor market information; OR
 - Be in an in-balance industry as determined by Jobs4TN labor market information
 - Be in a declining industry, but with compelling reasons (e.g., evidence of long-term viability of the employer) justifying investment in incumbent worker training
 - Must be in operation for at least one year
 - Must employ at least five full-time employees
 - Must be current on all local, state, and federal tax obligations
 - Must be a financially viable business not currently or recently experiencing, nor expecting to experience, a bankruptcy
 - Must not appear on any federal suspensions or debarment list
 - The Employer must be able to match requested training costs. Percentage of match is based on the size of the company, in accordance with Tennessee Department of Labor and Workforce Development policy (see Employer Share and Qualifying Costs below).
 - Must agree to submit reimbursement requests in the timely manner agreed upon with the LWDA, with required support documentation.
 - Must agree to complete an online monthly status report if required by the TDLWD.
 - Additional factors considered when determining employer eligibility include
 - The characteristics of the incumbent workers to be trained and how they would benefit from retention or advancement – consideration should be given to employers who propose to train individuals with barriers to employment as defined in WIOA Section 3(24).
 - The quality of training – whenever possible the training should allow the participant to gain industry-recognized training experience and/or lead to industry-recognized credentials and/or an increase in wages.
 - The number of participants the employer plans to train or retrain
 - The wage and benefit levels of participants both before and after training

- The occupation(s) for which incumbent worker training is being provided must be in demand for that industry

Each of the above factors leading to the approval of an incumbent worker training project with an employer must be documented and placed in the contract file.

- **Delivery of IW Training Services:** Training can be provided through Tennessee's public or private educational institutions, private training organizations, trainers employed by the business, or a combination of training providers. Training can be conducted at the business's own facility, at the training provider's facility, or at a combination of sites. All training must be completed by the last day of the specific program period in the grant contract agreement.
- **Employer Match Share and Qualifying Costs:** Employers participating in incumbent worker training are required to pay the non-WIOA (non-federal) share of the cost to provide training to their incumbent workers (WIOA Sections 134(d)(4)(C)-(D) and 20 CFR 680.820). The employer share is based on the size of the workforce as follows:
 - At least 10% of the cost for employers with 50 or fewer employees
 - At least 25% of the cost for employers with 51 to 100 employees
 - At least 50% of the cost for employers with more than 100 employees

Employer cost share contributions must be tracked and documented in the contract file. Wages paid to the participant while in training can be included as part of the employer match share. Other expenses can be provided as cash or in-kind, as long as they are fairly evaluated. The methodologies for determining the value of in-kind contributions must be documented in the contract file and conform to cost sharing requirements at 2 CFR 200.306.

Reimbursable Training Expenses are as follows:

- Instructors'/Trainers' salaries capped at actual amount or \$50/hour if company trainers are used (whichever is less)
- Curriculum development not to exceed 5% of total State obligation (curriculum development is defined as the time necessary for company officials to determine training needs or the actual development of a curriculum)
- Textbooks and manuals
- Materials and supplies
- Tuition expense (tuition is defined as instruction provided by an institution regulated by the Tennessee Higher Education Commission)

Non-Reimbursable Costs, include but are not limited to:

- Trainee's wages
- Purchases of capital equipment
- Purchase of any item or service that may possibly be used outside of the training project
- Travel expenses of trainers or trainees
- Assessment, testing, or certification fees
- Language training unless specific terms of employment
- Advertisement or recruitment
- Any costs not approved in the final sub-recipient agreement

The Employer will be reimbursed for documented allowable costs at 100% of the maximum authorized instructional component cost when at least 90% of Eligible Trainees enroll in the specific training component. If less than 90% of eligible trainees enroll in the specific training component, the reimbursement will be prorated based on the percentage enrolled of the 90% minimum number. The Incumbent Worker Training program will be evaluated for completion of training and placement in employment based on federal performance measures prior to subsequent programs being funded.

- ***Incumbent Worker (Participant) Eligibility:*** In order to qualify as an Incumbent Worker Participant, the following is required:
 - Must be a U.S. citizen or individual legally entitled to work in the U.S.
 - Must be 18 years of age or older
 - All males age 18 or older and born on or after January 1, 1960 must be registered for the Selective Service unless an exception is justified
 - Must be employed
 - Must meet the Fair Standards Act requirements for an employer-employee relationship (information regarding this requirement can be found at <http://www.dol.gov/whd>)
 - Must have an established employment history with the employer receiving the grant for at least six months (which may include time spent as a temporary or contract worker performing work for the employer receiving IWT funds), or, in the event that incumbent worker training is being provided to a cohort of employees, not every employee in the cohort must have an established employment history with the employer for six months or more as long as a majority of those employees being trained meet the employment history requirement per TEGL 19-16.

An incumbent worker does not have to meet eligibility requirements for career and training services through WIOA Title I Adult and Dislocated Worker Programs unless they are enrolled in the Adult or Dislocated Worker Program.

- ***ITW Grant Application Process:*** Businesses may submit the application, along with all required documents, online at <https://www.tn.gov/workforce/article/incumbent-worker-training>. The application is found at <https://www.tn.gov/workforce/article/apply-for-iwt> where the responses will then be forwarded to the appropriate LWDA. Local Workforce Development Boards must determine the eligibility of applications for each LWDA that is representative (based on county and grouped by region) of the company or business.

All grants for Incumbent Worker Training will be awarded and operated in accordance with Tennessee Department of Labor and Workforce Development policy and the Workforce Innovation and Opportunity Act law and regulations.

On-the-Job Training

On-the-job Training (OJT) is a form of work-based training provided to an eligible WIOA participant upon entry into employment and while engaged in paid work. OJTs address specific gaps in the trainee's knowledge or skills that are inhibiting their ability to perform assigned duties fully and adequately and provides reimbursement to the employer of up to 50 percent of the wage rate of the participant for the extraordinary costs of providing the training and additional supervision related to the training. An OJT may take place with an employer in the public, private non-profit, or private for-profit sectors. Generally, in order to participate in OJT a participant must be a new hire in the employer position (some exceptions may be made for employee upgrades). The Employer will be reimbursed up to 50% of participant wages (not to exceed the established State wage cap for OJT) upon completion of a designated training period not to exceed the Specific Vocational Preparation (SVP) level, taking in to account the prior education, training, work experience and the service strategy of the participant, as appropriate. The OJT wage rate will be evaluated for appropriate level for self-sufficiency and wage progression prior to entering into the OJT agreement. Employers will be required to agree to all provisions in the WIOA On-the-Job Training Program Employer/Grantee Assurances and other guidance issued by the Grantor. Further, the Employer must not have exhibited a "pattern of failing to provide OJT participants with continued long-term employment as regular employees with wages and employment benefits."

Registered Apprenticeships

A Registered Apprenticeship (RA) is an "earn and learn" training model that combines structured learning with on-the-job training from an assigned mentor. The goal is to provide workers with advanced sets of skills that meet the specific needs of employers. Upon completion of a RA program, participants receive an industry issued, postsecondary credential that certifies occupational proficiency. This credential is also portable (see

WIOA Section 122[a][2][A]). Local areas may also include support services, in coordination with career and or training services, to participants in an RA program in accordance with supportive services consistent with WIOA Section 134(d)(2), TEGL 19-16, and local policies. To be eligible, a participant must be selected by the employer to participate in a Registered Apprenticeship program (included on the WIOA Eligible Training Provider List), which may include participation in a pre-apprenticeship program.

- o A Pre-apprenticeship is a program or set of strategies designed to prepare individuals to enter, and succeed in, registered apprenticeship programs. These programs have a documented partnership with at least one registered apprenticeship program sponsor. Pre-apprenticeship programs expand the participant's career pathway opportunities by combining industry-based training and classroom instruction. Adult, Dislocated Workers, or Youth participating in pre-apprenticeship may receive funding through paid work experience positions, and associated support services, in accordance with the guidelines listed in the Work Experience section of this policy.

To qualify for local LWDB WIOA funding for a pre-apprenticeship program, the company must be approved as a Tennessee Certified Pre-Apprenticeship Program by the TN Department of Labor and Workforce Development and training must meet the criteria established in the LWDB Training Provider Approval policy – Program of Training including leading to at least one (1) of the following:

- An industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the State involved or the Federal government, an associate or baccalaureate degree;
- A secondary school diploma or its equivalent;
- Employment; or
- Measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards a credential or employment.

In accordance with United States Department of Labor (USDOL) Training Employment Guidance Letter (TEGL) 13-16 a pre-apprenticeship program may be included on the Eligible Training Provider List for use of WIOA Title I Individual Training Accounts (ITAs) funding for eligible individuals, by going through the same vetting process and performance reporting requirements as all other training providers in the State. Programs may also contract directly with the LWDB under the Training Provider Approval policy – ETPL Exceptions.

When utilizing a contract versus an ITA for pre-apprenticeship programs, the costs will be on a reimbursement basis and are limited to:

- Instructors'/Trainers' salaries capped at actual amount or \$50/hour if company trainers are used (whichever is less),
- Textbooks and manuals,
- Materials and supplies,
- Tuition expense, defined as instruction provided by an institution regulated by the Tennessee Higher Education Commission

All costs must be supported by documentation and occur within the terms of the contract. Contracts will be negotiated based on instructional hours and minimum number of participants. The Contractor will be reimbursed for documented allowable costs at 100% of the maximum authorized instructional component cost when at least 90% of eligible trainees enroll in the specific training component. If less than 90% of eligible trainees enroll in the specific training component, the reimbursement will be prorated based on the percentage enrolled of the 90% minimum number. The pre-apprenticeship program will be evaluated for completion of training and placement in employment based on federal performance measures prior to subsequent programs being funded.

Transitional Jobs

The local area may use up to 10% of their combined total of Adult and Dislocated Worker allotments for transitional jobs as described in WIOA Sec. 134(d)(5). A transitional job is one that provides a time-limited work experience, that is subsidized in the public, private, or non-profit sectors with eligible employers for those individuals with barriers to employment who are chronically unemployed or have an inconsistent work history. Transitional jobs must be combined with comprehensive career and support services and are designed to enable an individual to establish a work history, demonstrate work success in an employee-employer relationship, and develop the skills that lead to entry into and retention in unsubsidized employment. Unlike an On-the-Job Training (OJT) contract, there is no expectation that the individual will continue his or her hire with the employer after the work experience is complete; however, employers are encouraged to consider establishing an OJT contract and ultimately employment for individuals participating in transitional jobs as part of a *Ready, Set, Hire* approach to hiring job seekers to fulfill their human resource needs.

- **Ready, Set, Hire:** The *Ready, Set, Hire* approach allows a job seeker and employer to mutually benefit from the combined offerings of:

- Ready - Transitional Job Up to 320 hours of subsidized employment through a transitional job based on the job seeker's needs as documented on the Individual Service Strategy (ISS). The job seeker's employment is subsidized through the WIOA Adult or Dislocated Worker program at no cost to the employer. The job seeker will be paid through the program at the higher of 100% of the starting rate of the position being performed or a minimum of \$8.00 per hour.

Note: The LWDB Director may approve work experience through a transitional job beyond 320 hours on a case-by-case basis as needed based on the job seeker's need as documented on the ISS.

- Set - OJT Position Up to 320 hours of employment through an OJT grant, based on the job seeker's needs as documented on the ISS and the training needs of the position as demonstrated by the Specific Vocational Preparation (SVP) level of the position. Employers may be reimbursed up to 50% of an eligible OJT participant's wages for the completion of the specified training period in accordance with the guidelines set forth in the Business Services Manual, OJT Assurances, and OJT Needs Assessment.
- Hire! Employers are encouraged to consider hiring participants who successfully complete a Transitional Job, with or without an OJT contract. Participants on an OJT contract are employees of the business and are expected to be retained upon the successful completion of the training period. Employers may qualify for a Work Opportunity Tax Credit ranging from \$1,200 to \$9,600 for hiring individuals with barriers who are considered a member of a qualified targeted group.
- **Eligibility Criteria:** In order to be eligible for a transitional job, applicants must:
 - Be determined eligible as an Adult or Dislocated Worker in accordance with the guidelines set forth in the Adult and Dislocated Worker Eligibility section of this Manual; and
 - Have a barrier(s) to employment as documented by being a member of 1 or more of the following populations in accordance with the guidelines set forth in this Manual:
 - Displaced homemakers.
 - Low-income individuals.
 - Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166.
 - Individuals with disabilities, including youth who are individuals with disabilities.
 - Older individuals.
 - Ex-offenders.
 - Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), or homeless children and youths (as H. R. 803—10 defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))).
 - Youth who are in or have aged out of the foster care system.

- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.
- Eligible migrant and seasonal farmworkers, as defined in section 167(i).
- Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.).
- Single parents (including single pregnant women).
- Long-term unemployed individuals (i.e. individuals who have been unemployed 27 weeks or longer).
- Such other groups as the Governor involved determines to have barriers to employment; and
- Be chronically unemployed or have an inconsistent work history, as defined by the LWDB in accordance with § 680.190, and documented in the work history section of the Application. Taking into consideration an individual's labor market history, unemployment status, durations of unemployment, and long-term unemployment status, the LWDB has determined individuals to be chronically unemployed or to have an inconsistent work history if they meet one or more of the following items:
 - Currently unemployed and have been unemployed for 27 weeks or longer (long-term unemployed).
 - Currently unemployed for less than 27 weeks but have had at least one period of unemployment for 27 weeks or longer within the last 5 years.
 - Two or more significant (10 weeks or longer) gaps in employment within the last five years.
 - Three or more position changes within the last three years.
 - Three or more gaps in employment within the last three years.
 - Have been incarcerated within the last 10 years; and
- Receive appropriate Basic and / or Individualized Career Services to prepare for a successful entry into and retention in a transitional job and ultimately unsubsidized employment as documented on the ISS; and
- Receive support services, as described in the Supportive Services section of this Manual, in order to be able to participate in a transitional job and ultimately unsubsidized employment.

Work Experience - In-School and Out-of-School Youth

WIOA and 20 CFR § 681.590(a) require that a minimum of 20 percent of local area funds for the Title I Youth program be spent on work experience. As explained in 20 CFR § 681.590(b), local area administrative costs are not subject to the 20 percent minimum work experience expenditure requirement.

According to 20 CFR § 680.180, for the purposes of WIOA sec. 134(c)(2)(A)(xii)(VII), an internship or work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Internships and other work experience may be paid or unpaid, as appropriate and consistent with other laws, such as the Fair Labor Standards Act. An internship or other work experience may be arranged within the private for profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists. This experience provides participants with opportunities for career exploration and skill development. Work experience must include academic and occupational education (20 CFR 681.600[a-b]).

WIOA identifies four categories of work experience: (1) summer employment opportunities and other employment opportunities available throughout the school year; (2) pre-apprenticeship programs; (3) internships and job shadowing; and (4) on-the-job training (OJT) opportunities as defined in WIOA Section 3(44) and in 20 CFR § 680.700. Eligible WIOA youth program participants may participate in more than one work experience program (i.e. summer employment, job shadowing, pre-apprenticeship) over the duration of their program participation (20 CFR 681.600[c]). Work experience will enhance employability of youth through the development of work readiness and basic work skills including, but not limited to communication, punctuality, attendance, dependability, teamwork, completing a task, time management, decision making, motivation and conflict resolution.

Job shadowing is a work experience option where youth learn about a job by “walking through the work day as a shadow” to become competent workers. The job shadowing work experience is temporary, unpaid exposure to the workplace in an occupational area of interest to the youth.

Paid Work Experiences will be paid through the program at the higher of 100% of the starting rate of the position being performed or a minimum of \$8.00 per hour wage. Participants may work up to 40 hours per week for up to six (6) months, not to exceed 975 total hours as designated by the contract/agreement and individual employment plan.

Per TEGL 21-16, Operating Guidance for the Workforce Innovation and Opportunity Act, the required academic and occupational education component of work experience refers to contextual learning that accompanies a work experience. It includes the information necessary to understand and work in specific industries and/or occupations. For example, if a youth is in a work experience in a hospital, the occupational education could be learning about the duties of different types of hospital occupations such as a phlebotomist, radiology tech, or physical therapist. Whereas, the academic education could be learning some of the information individuals in those occupations need to know such as why blood type matters, the name of a specific bone in the body, or the function of a specific ligament. The educational component may occur concurrently or sequentially with the work experience. The academic and occupational education component may occur inside or outside the work site. The work experience employer can provide the academic and occupational component or such components may be provided separately in the classroom or through other means. The Career Service Provider must document the academic and occupational education components of the work experience on a training plan to be maintained in the participant’s electronic file in Jobs4TN / VOS.

Work Experience - Adult and Dislocated Worker

In the event that an individual between the ages of 18 and 24 does not qualify as a Youth to be able to participate in a Youth Work Experience position, the individual may be enrolled in the Work Experience position as an Adult or Dislocated Worker as described above. Per WIOA sec. 134(c)(2)(A)(xii)(VII), Adults and Dislocated Workers may receive Individualized Career Services, if determined to be appropriate in order for an individual to obtain or retain employment, that may consist of internships and work experience that are linked to careers. Adults and Dislocated Workers participating in paid work experiences will be paid at the higher of 100% of the starting rate of the position being performed or a minimum of \$8.00 per hour wage.

Eligible Adults and Dislocated Workers over the age of 24 may be served through the Transitional Job component. Transitional jobs are a type of work experience, as described in §§ 680.190 and 680.195 and addressed separately in this policy. **When applicable, under discretionary grants, such as National Dislocated Worker Grants awarded to assist with disaster and / or employment recovery efforts related to covered events, any Adults and Dislocated Workers aged 18 and over may participate in work experience.**

Contracts and Agreements for Work-Based Training

Work-based opportunities will include an agreement (contract) with the employer and a training plan for the employee. The contract must include the requirements of WIOA rules and regulations, the type of occupation and skills, the competencies to be learned, and the length of training that will be provided. Contracts / agreements vary based on the type of work-based learning, but will be in an approved format in accordance with LWDB guidance, Tennessee Department of Labor and Workforce Development, and WIOA policy guidance and regulations and include the following:

- Basic Program description
- Cost Per Participant (varies by activity; subject to LWDB policy)
- Appropriate goals for the participant and/or employer.
- The contract awarded will be cost reimbursement. No expenses are reimbursable until a contract has been fully executed (signed by all parties) and, all participant data has been submitted and deemed eligible.

Additionally, work-based learning activities will comply with the following:

- All necessary information about a work-based participant and employer must be properly recorded in the Jobs4TN (VOS) system. Work-based training expenses must be reported by Service Providers on a timely basis to ensure the LWDB can properly report the expenditures in the Grants4TN system.
- Contracts for Work-based training must be monitored at least once by the contracting authority.

Monitoring for Work-Based Training

Work-based training expenditures are tracked accordingly in the accounting system of record and reported monthly on internal documents as well required State reports. Expenditures and obligations are monitored monthly to ensure compliance with appropriate expenditure and obligation requirements. Monitoring will be based on the contract agreement and may be performed by the contract manager or another position. If the Work-based training is for reimbursement of wages, the employer must submit the following for review:

- Invoice form;
- Payroll records showing the gross wages paid to the trainee;
- Time records showing actual hours worked;

Onsite monitoring visits should be conducted shortly after the trainee begins work, and include additional visits at appropriate intervals (determined by the length of the training plan). Effective monitoring also includes desk review of correspondence from the employer, including payment invoices and required documentation to support those invoices. The Service Provider must regularly review each trainee's progress in meeting program and service strategy objectives. Such strategies should include the trainee's acquisition of basic/occupational skills and the adequacy of supportive services provided as related to work-based training. Any deviation from the work-based training contract should be dealt with and documented promptly.

Monitoring at the LWDB, State, and Federal level will include a review of the Service Provider's monitoring and oversight of participant training and corresponding employer payroll records, as well, as a review of how work-based activities align with and are facilitating the progress of career pathway strategies outlined in the local plan.

Upon completion of the monitoring review (both program and fiscal), a letter of the results will be sent to the OJT Contractor noting any findings. The OJT Contractor may be asked to respond to the monitoring report with a corrective action plan regarding any issues noted in the report. If no issues/concerns are noted in the report, a response from the OJT Contractor will not be necessary. Should it be necessary, follow-up and technical assistance will be given by LWDB staff to the contractor in order to bring them into compliance with WIOA Regulations and LWDB policies.

Reference: 20 CFR 680.700(b); 20 CFR 680.840; Federal Register Vol. 81, No. 161, Page 56117; TEGLs 03-15 (specifically "Training Contracts" on pages 9-10) and 19-16; WIOA Section 181(b)(2)(A); WIOA Section (d)(2); WIOA Section 188(a)(3); WIOA sec. 134(c)(2)(A)(xii)(VII); 20 CFR § 680.180.

Related TDLWD Policy: Incumbent Worker Training Grants Policy; Work-Based Training Guidance (pages 3 & 10)

Vetted and Approved by the Local Workforce Development Board: May 23, 2023

Jimmy Williamson, Chair
Northwest Tennessee Workforce Board

AREA AGENCY ON AGING AND DISABILITY



"I have a 107-year-old client and her daughter recently told me that she looks forward to every Monday so that she can see what meals she will have for the week. The client's daughter and son-in-law recently had COVID, and the daughter told me how much peace of mind the meals gave them when they could not go visit."

-Taylor Pruett
Options Counselor



CONSUMERS SERVED



932

UNITS(MEALS) DELIVERED



107,975

MONEY SPENT ON HDMS



\$649,655

ECONOMIC AND COMMUNITY DEVELOPMENT



8 GRANTS
AWARDED

\$1.8 Mil



TOTAL
PROJECT
COSTS

BENEFITTING

38,000



RESIDENTS

SERVED

23,000



LMI RESIDENTS



"In 2022, the Town of Rives, located in Obion County, Tennessee, received a grant award of \$422,235 from the Delta Regional Authority (DRA) to improve existing flood mitigation measures. With this grant, the Town of Rives can make the meaningful progress they have been longing for. The award amount of \$422,235 is the amount they applied and budgeted for, and they will be able to complete the mitigation as intended without sacrificing due to lack of funds."

- Daniel Musgrave
Community Development Coordinator

HOMEMAKER PROGRAM



100 CLIENTS SERVED
FROM JULY 1, 2021 - JUNE 30, 2022

These individuals benefit from our Personal Care services, Homemaker services, and Home Respite services.

"During a recent personal home care visit, our homemaker noticed her client reusing bed pads. The client explained she didn't have the financial means to purchase more. Our employee immediately jumped into action by calling our office where we made a referral to the Area Agency on Aging and Disability. After a quick application, the client is receiving not only disposable bed pads but also cloth bed pads, wipes, diapers, pad inserts and Ensure. I am proud that we were able to SEE our client's needs and make a difference in their quality of life."

-Alice Bradley
Homemaker Director



NUTRITION

117,908

HOME DELIVERED
MEALS

SERVED TO OVER

630

HOME BOUND
CLIENTS

"Dorothy H., 98 years old, lives in rural Obion County. She lives alone and has no children. She is able to remain in her home and says the meals delivered by the Ridgely Senior Center have helped her do so. She still raises a vegetable garden and adds freshly grown vegetables to her home delivered meal."

— Connie Hopper
Ridgely Center

25,244

CONGREGATE
MEALS

SERVED TO OVER

113

PARTICIPANTS



TRANSPORTATION



“My dad is a dialysis patient and has been using NWTBRA transportation services for several years. The service and the drivers are a true blessing to my family.”

— Client's Daughter

128,075



TRIPS

3,587



PEOPLE HELPED

40,068



DIALYSIS TRIPS

10,202



EMPLOYMENT TRIPS



SCSEP

APPROVAL

*For Workforce Inclusion Grant
To Support SCSEP Program*

JULY 1, 2021

TOTAL GRANT:

\$255,786



JULY 2021 - JUNE 2022



ENROLLED 34 SENIORS



"I am very thankful for the SCSEP Program because if it were not for the program, I would still be looking for a job. It gives seniors an entry into the job world, where we are usually looked over."

- Sheila Howell

McKenzie Library Employee



Phone: 731.587.4213 or 1.800.750.6866

Phone: 731.587.4213 ext. 216

Phone: 1.877.801.0044

NWTDD.ORG

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM – SCSEP

Phone: 731.587.4213 ext. 276

PERSONAL CARE ATTENDANT / HOMEMAKER

Phone: 731.587.4213 ext. 202

NUTRITION-CONGREGATE & HOME DELIVERED MEALS

Phone: 731.587.4213 ext. 208

NWTDDHRA.ORG



Northwest HRA (NWHRA)
Melinda Goode, Executive Director
(731) 587-4213
www.nwtdhrra.org

Serving: Benton, Carroll, Crockett, Dyer, Gibson, Henry, Lake, Obion, Weakley

Mid-Cumberland HRA (MCHRA)
Jane Hamrick, Executive Director
(615) 331-6033
www.mchra.com
Serving: Cheatham, Davidson, Dickson, Houston, Humphreys, Montgomery, Robertson, Rutherford, Sumner, Stewart, Trousdale, Williamson, Wilson

Upper Cumberland HRA (UCHRA)
Mark Farley, Executive Director
(931) 528-1127
www.uchra.com

Serving: Cannon, Clay, Cumberland, DeKalb, Fentress, Jackson, Macon, Overton, Pickett, Putnam, Smith, Van Buren, Warren, White

First Tennessee HRA (FTHRA)
Jason Cody, Executive Director
(423) 461-8200
www.fthra.org

Serving: Carter, Greene, Hancock, Hawkins, Johnson, Sullivan, Unicoi, Washington



Delta HRA
Adrienne McGarity, Executive Director
(901) 476-5226
www.deltahra.org

Serving: Fayette, Lauderdale, Tipton, Rural Shelby

Southwest HRA (SWHRA)
Mike Smith, Executive Director
(731) 989-3095
www.swhra.org

Serving: Chester, Decatur, Hardeman, Hardin, Haywood, Henderson, Madison, McNairy

South Central HRA (SCHRA)
Paul Rosson, Executive Director
(931) 433-7182
www.schra.us

Serving: Bedford, Coffee, Franklin, Giles, Hickman, Lawrence, Lewis, Lincoln, Marshall, Maury, Moore, Perry, Wayne

Southeast HRA (SETHRA)
Rachel Hackworth, Executive Director
(423) 949-2191
www.sethra.us

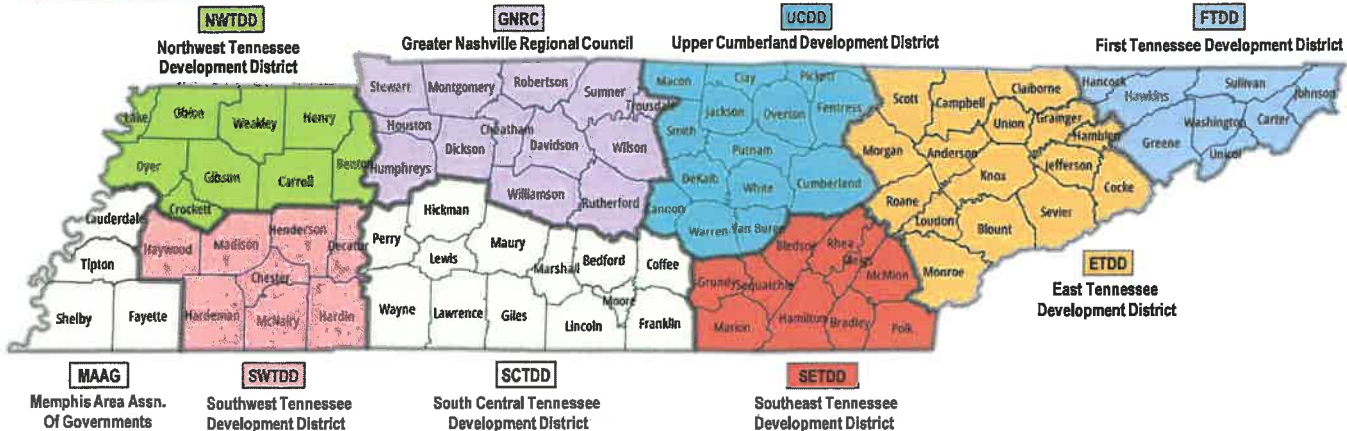
Serving: Bledsoe, Bradley, Grundy, Hamilton, Marion, McMinn, Meigs, Polk, Rhea, Sequatchie

East Tennessee HRA (ETHRA)
Gary W. Holiway, Executive Director
(865) 691-2551
www.ethra.org

Serving: Anderson, Blount, Campbell, Claiborne, Cocke, Grainger, Hamblen, Jefferson, Knox, Loudon, Monroe, Morgan, Roane, Scott, Sevier, Union



DEVELOPMENT DISTRICTS



**MEMPHIS AREA
ASSOCIATION
OF GOVERNMENTS**

Ralph Moore, Executive Director
Hon. Ronnie Neill - Chair
8289 Cordova Road, Suite 103
Memphis, TN
P: 901.729.2871
www.maagov.org



NWTDD Northwest Tennessee
Development District

Melinda Goode, Executive Director
Hon. Jake Bynum - Chair
Sen. John Stevens - Board Member
Rep. Tandy Darby - Board Member
124 Weldon Drive
Martin, TN 38237
P: 731.587.4213
www.nwtdd.org



Joe Barker, Executive Director
Hon. Mike Creasy - Chair
Sen. Ed Jackson - Board Member
Rep. Chris Todd - Board Member
102 E College Street
Jackson, TN 38301
P: 731.668.7112
www.swtdd.org



**GREATER
NASHVILLE
REGIONAL
COUNCIL**

Michael Skipper, Executive Director
Hon. Bob Rial - Chair
Rep. Susan Lynn - Board Member
44 Vantage Way, Suite 450
Nashville, TN 37228
P: 615.862.8828
www.gnrc.org



UCDD

Upper Cumberland
Development District

Jerry Mansfield, Executive Director
Hon. Jim Mangubat - Chair
Sen. Joey Hensley - Board Member
Rep. Pat Marsh - Board Member
101 Sam Watkins Blvd.
Mt. Pleasant, TN 38474
P: 931.379.2929
www.sctdd.org

Mark Farley, Executive Director
Hon. Randy Heady - Chair
Sen. Paul Bailey - Board Member
Speaker Cameron Sexton - Board Member
1104 England Drive
Cookeville, TN 38501
P: 931.432.4111
www.ucdd.org



SOUTHEAST TENNESSEE DEVELOPMENT

Chuck Hammonds, Executive Director
Hon. D. Gary Davis - Chair
Sen. Todd Gardenhire - Board Member
Rep. Ron Travis - Board Member
Rep. Dan Howell - Board Member
1000 Riverfront Parkway
P.O. Box 4757
Chattanooga, TN 37405
P: 423.266.5781
www.sedev.org



east tennessee
development district

Rick Yakubic, Executive Director
Hon. Joe Brooks - Chair
Sen. Richard Briggs - Board Member
Rep. Elaine Davis - Board Member
216 Corporate Place
P.O. Box 249
Alcoa, TN 37701
P: 865.273.6003
www.etdd.org



Mike Harrison, Executive Director
Hon. Patty Woodby - Interim Chair
Sen. Rusty Crowe - Board Member
Rep. David Hawk - Board Member
3211 N Roan Street
Johnson City, TN 37601
P: 423.928.0224
www.ftdd.org