**Adult Career Pathways
State Fiscal Years (SFY) 2022-2023
Competitive Grants
On-Boarding Training**

DEED Office of Adult Career Pathways

Welcome

Welcome to the On-Boarding Training Webinar. Congratulations on being awarded grant funding!

Because of programs like yours, Minnesotans will have fair and equitable access to meaningful employment and a family-sustaining wage, and employers are able to fill jobs that are in demand.

Thank you!

Staff Introductions

Marc Majors
- Director of Employment & Training Programs

Nancy Omondi
- Director of Adult Programs

Ann Meyers
- Adult Career Pathways Supervisor

Vanessa Roman
- Adult Career Pathways Coordinator

Enock Kakuuku
- Adult Career Pathways Coordinator

Jenilee Drilling
- Adult Career Pathways Coordinator

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Agenda

- ✓ Partnership with DEED
- ✓ Program Review
- ✓ Workforce One
- ✓ Fiscal Information
- ✓ Pathways to Prosperity Specific Program Review
- ✓ Wrap Up

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Partnership with DEED

Coordinator Duties

Each Grantee is assigned a Program Coordinator who will assist with the contracting process and be your main point of contact throughout the grant

Workplan/Budget

Workforce One

Eligibility

Policies

Cost Categories

Technical Assistance

Progress of the programs

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Final Contract

Contract packet will include:

- Copy of the Executed Agreement
- Terms and Conditions
- Reimbursement Payment Request (RPR)
- Equal Opportunity Monitoring Guide
- Program Monitoring Guide
- Local Monitoring Guide
- Annual Assessment/Local Unified Plan

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Execution & Funding

SYF 2022 - 2023

1st Year Funding
Grant Start Date thru
9/30/2022

2nd Year Funding
07/01/2022 thru
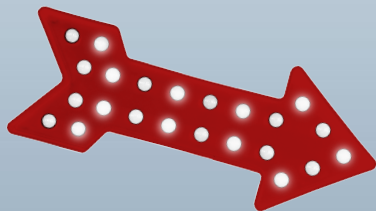06/30/2023

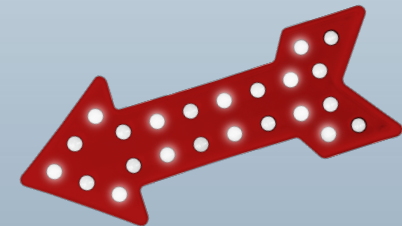**EMPLOYMENT AND ECONOMIC DEVELOPMENT**
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Adult Career Pathways Webpage

- On our updated webpage will include:
  - Adult Career Pathways Operations Guide
  - Workforce One User Guide
  - Cost Category Definitions
  - Documentation Needed to Support Participant Eligibility
    - Requesting a duplicate SS card online went into effect 1/2022!
  - Forms Templates
  - Example Templates
  - Information about each grant program

Bookmark our webpage

https://mn.gov/deed/programs-services/adult-career-pathways/

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Supplemental Nutrition Assistance Program (SNAP) Employment & Training

An organization may increase the amount of funds available by working with DEED to identify and provide allowable and appropriate services to SNAP recipients.

The SNAP E&T program helps SNAP recipients improve their employment prospects and wage potential through participation in job search, training, education or work activities such as those offered through Adult Career Pathways. The goal is to assist recipients in obtaining a livable wage, leading toward self-sufficiency.

Supplemental Nutrition Assistance Program (SNAP) Employment & Training

All awarded applicants that indicated interest in the SNAP E&T program on their proposal will receive an invitation to an informational webinar in the next couple weeks to learn more about the program and the application process.

For ANY questions regarding the SNAP Employment & Training Program, including (but not limited to) program objectives, eligibility, or any other aspect of SNAP E&T, please contact:

Ann Meyers - ann.meyers@state.mn.us

Free Marketing on CareerForceMN.com

Training Program Finder on CareerForceMN.com

DEED and partner organization staff can now add content to CareerForceMN.com on upcoming, **no-cost** training programs or courses. This content will be displayed on their location page or searchable by keyword, start date and proximity from the main page of CareerForceMN.com. The Training Program Finder is a great opportunity for partners that offer occupation-based training programs to market and highlight upcoming opportunities that will assist job seekers on their career pathway. Content to be added is for no-cost training, funded by programs such as:

- Direct Appropriation
- Adult Career Pathways Competitive Grants
- Other state funded training grants
- Funding from city, county, or workforce development boards
- Foundation or other training grants

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Free Marketing on CareerForceMN.com

- Eligibility requirements need to be added to the description when submitting content to be displayed, so it is clear to the job seeker what qualifications they need to meet to be eligible for no cost training.

- A Training Program Content Management Guide is posted in the For Staff & Partners section of CareerForceMN.com. This guide includes step-by-step instructions for obtaining access and adding content. Training content can only be added by Group Managers assigned to a CareerForce or Partner Organization Location. Any questions on the process or to request Group Manager access with supervisor approval should be submitted to the CareerForce Help Desk at CareerForce@state.mn.us

- On January 14th, a training program search block will be added to the home page on CareeForceMN.com so customers can search for upcoming training opportunities including by keyword, start date and proximity. We recommend that **partner staff submit their training content ASAP** so there will be plenty of training program opportunities for customers to explore when searching.

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Program Review

Programs

- On-Ramp to Career Pathways - Pathways to Prosperity
- Bridge to Career Pathways - Pathways to Prosperity
- Individualized Training Pathways - Pathways to Prosperity
- Adult Support Services
- Women's Economic Security Act (WESA)
- Southeast Asian
- African Immigrant Community
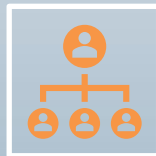
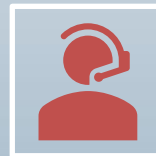# Program Components

Assessments

Eligibility

Individual Employment Plan

Training (Credential/Non-Credential)

Activities

Support Services

OJT/Work Experience/Subsidized Work/Transitional Employment

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Application/Intake Form

- Applications/Intake Forms are typically put together by grantees
- Capture your self-attested eligibility criteria here
- Questions may follow the WF1 Program Enrollment screen to allow for easier data entry
- Examples of an application can be found on the ACP webpage

Eligibility

- There is universal criteria for ACP programs and some specific criteria for each program

- These criteria are listed in the RFP and may be further defined in work plan

- The specific eligibility criteria are listed on ACP website

  Note: ADULT Career Pathway programs cannot serve youth under the age of 18 or anyone enrolled in K-12 regardless of age*

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Assessments

There are two types of assessments:

- Objective Assessment
- Academic Assessment (Reading/Math)
    - Needs to be recorded in WF1

Participants must have both

Individual Employment Plan (IEP)

- Sample IEPs on our webpage
- These documents are referred to in multiple ways Individual Employment Plan, Employment Plan, Individual Service Strategy, Individual Development Plan (IEP, EP, ISS, IDP, Action Plan)
- EVERY participant needs one
- Should be completed with navigator/counselor and participant as joint effort

IEP must include:

- Eligibility
- Objective assessment
- Basic skills assessment
- Employment goals
- Support Service/Training Plans

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Training

- The primary focus of most programs
- May be *Credentialed* or *Non-Credentialed*, requirements vary by program
- Defined in work plan
- Work Readiness is training, but is recorded and charged differently
- Training providers must be approved within contract and registered/exempt*

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Activities

- All participants will have activities
- Activities reflect the participants progress throughout the program
- Activities provide a snapshot to whomever is looking at the record
- Activities TRACK and REPORT OUTCOMES!
- Consistency with activities is important!

Support Services

- Supporting participants within your program is a necessary component
  - Gas cards, bus cards, work clothes, rent assistance, food support are examples of support
  - Incentives/stipends can also be support services, but they require a different policy
- Organization must have support services policy submitted and approved by DEED
- Support services must be defined in work plan

If the support is a requirement of the training, it is categorized in Direct Customer Training

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Incentives/Stipends

- Not required to include in Work Plan if you don't plan to give them out
- All incentives **must** be listed in the approved Work Plan
- Must submit additional documentation around incentives
- Incentives and Stipends policy on webpage
- Cash payments/Stipends are not permitted in ACP programs

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OJT/Work Experience/Transitional Employment/Subsidized Employment

- Not a required component, but very common
- Must be in your work plan
  - On-The-Job Training
  - Work Experience or Subsidized Employment
  - Unpaid Work Experience

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Outcomes

➢ Enrollments

➢ Participants attaining work-related certificates and/or industry recognized credentials

➢ Participants placed in jobs; **employment is the GOAL!**

➢ Promotion or Wage increase with current employer

➢ Continue on to higher level of education

Outcomes (cont.)

- Set by program and defined in your work plan/contract

- Outcomes are how your program success is determined

- Workforce One is how outcomes are reported to DEED
  - This is done by activities and exits

Participant Files

- You must maintain a physical file or have an electronic file (EDS) in Workforce One for each participant

- Contents of the file must include:
  - Eligibility documentation
  - IEP
  - Training documentation
  - Assessments
  - Support Services

- Sensitive information such as Medical Records need their own separate file

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Participant Data Privacy

- Participant data is considered private data. Each participant must be informed of their data privacy and each participant file must contain the DEED form "How We Use Your Personal Information" https://apps.deed.state.mn.us/assets/policies/pdf/notice-english.pdf

- Consent to Share Information

- Participant files must be retained for 6 years after closure (7 years)

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Minnesota Government Data Practices Act

- Minnesota Statutes, Chapter 13
  - § 13.47
  - § 13.5999
- All Grantees are expected to comply

Co-Enrollments

- Participants may not be co-enrolled in more than one P2P program with the same provider at any time.
- If you are seeking to enroll a participant who is enrolled in another ACP program with another provider, you MUST justify the enrollment in the participant's enrollment case notes
- Participants may be co-enrolled in an ACP program and other programs that are funded by non-ACP sources
- Participants enrolled in Pay-for-Performance Legislative Direct Appropriations may not be co-enrolled with any other Employment & Training program under DEED oversight, such as Pathways to Prosperity, WIOA, or Dislocated Worker. Participants may not exit successfully from one DEED grant and consecutively enroll into a Pay-for-Performance Direct Appropriation.

Check with your program coordinator for any co-enrollment questions.

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Partnerships

- Partnerships are highly encouraged for all Adult Career Pathways programs and a required component for all P2P programs
- Partners may include:
    - Individuals, organizations, institutions, businesses, other entities that will NOT be receiving compensation for their participation in this grant.
    - Subgrantees (individual, organization, institution, business, or any other entity) that WILL receive compensation from the grant.
- Compensated partners must be outlined on your budgets and workplans

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Quarterly Reports

- Each grantee program will be required to submit quarterly reports
    - These are due by the 20th of the month following the end of the quarter (Jan 20th, April 20th, July 20th, Oct 20th)
    - Templates are available on the ACP webpage. Grant Coordinators will also email out templates after contracts are executed.

Monitoring

- Each DEED ACP program/contract will be monitored yearly according to the Office of Grants Management (OGM) guidelines based on your award amount.

- DEED Monitors will send program guides prior to the visit
  - Please be sure to complete the guides and return them to the monitor by the due date

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Monitoring

- Monitoring visit consists of:
    - Participant file review
    - Financial reconciliation
    - Review of Workforce One data
    - Staff interview
    - Program performance
    - Technical assistance, if needed
- More information about monitoring will be provided in the fiscal webinar

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Technical Assistance

Coordinators are available throughout the contract to answer questions and provide guidance.

Coordinators work closely with monitors before, during, and following up with monitoring visits.

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Uniform Report Card

- Established by statute [116L.98](116L.98)
- The **uniform report card** is the state's performance dashboard for most adult workforce development programs
- Information for the Report card is pulled quarterly
- The Report card measures Enrollment, Training, Exits, Training Completion, and Employment outcomes
- The Report card is published and is public information
- Ensure data quality in Workforce One

mn.gov/deed/performance

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Workforce One

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What is Workforce One?

- Workforce One (WF1) is a web-based case management system for employment and training programs funded, managed, and used by DEED and DHS

- Used to track services for many state and federally-funded workforce programs.

- Used by approximately 2,000 staff working for cities, counties, non-profits, and the State of Minnesota, including state-funded competitive grants

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Workforce One (cont.)

What will you do in WF1?

- Enter applications, eligibility determinations, and enrollment information

- Add activities to represent the services you are providing

- Capture support services provided to participants

- Enter case notes to capture participants contact

- Track outcomes

- Exit customers

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Circle of Life

Workforce One

- Enrollments:
  - Participants must meet all eligibility requirements and have all necessary documentation in their file before being enrolled in your program
- Activities:
  - Participant activities show how they are moving through your programs
- Support Services:
  - Any support provided to participants throughout your program must be documented in WF1
  - The supports provided are determined by the grantee's workplan and budget

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Case Management in Workforce One

- Exits:
  - Whenever a participant is no longer receiving services
  - Reasons will vary based on the program and outcomes you're administering (most programs exiting to employment is the goal!)
  - 90 days without contact, you must exit participant
- Case notes
  - Must demonstrate participant engagement and assists DEED and grantee staff in providing seamless service delivery
  - Must show one-on-one contact at least every 30 days *(mass case notes do not count)*
- Data entry must be timely and entered within 15 days of its occurrence

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Workforce One

DEED has 2 Workforce One sites/systems.

1. The live system, with real Data simply referred to as **Workforce One**.
2. The training system referred to as **Sandbox**.

- Use Sandbox for all training purposes.
- Do not use participant data in sandbox.
- Access to Sandbox should be requested in same way Workforce 1 is.

We are going to use the Sandbox for our data entry demonstration at the end

Workforce One Reports

Grants Summary Report

Exit Report

Activity Report

Support Service

Workforce One (cont.)

Training

- DEED provides WF1 training for grantees: ETP Programs Case Management Training

- Users should register for a training

- DEED ACP Coordinators are available to provide additional training to grantees

WF1 User Manual

- Available on the Office of Adult Career Pathways website for your reference

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What is Workforce One data used for?

- Grant administrators at DEED will use WF1 to determine if:
  - you are enrolling customers at the rate you planned (enrollment) according to your workplan
  - services you are providing are justified and appropriate
  - you are staying in frequent contact with your customers (case notes)
  - you are exiting customers who have completed services timely and whether you have achieved the program objectives with those exits (exits)
- The data you enter in WF1 will also be used to calculate your organization's outcomes. This information is available to the general public, the Legislature and other stakeholders

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Getting Access*

- www.mnworkforceone.com
- On home page click *forms* link
- Agency Level Data is most common for case managers/navigators.
  - COFFR Level Data should be requested if you are a manager **OR** a provider subcontracting with/through another provider and enter data under their COFFR
- Access Group:
  - Case management 2 – ETP; completing data entry or managing a caseload
  - Agency System Mgmt 2 – ETP; a manager who will need the privilege to edit data

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Fiscal Information

Reimbursement Payment Request (RPR)

- Reimbursement Payment Request (RPR) forms are due by the 20th of the month for the previous month's expenses

Sample Reimbursement Payment Request Form

FORM # MN-DEED-AFS-02 | 10.16

REIMBURSEMENT PAYMENT REQUEST

Submit completed form via email to DEED.FSR@state.mn.us on or before the 20th of the month

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SECTION 1:

* VENDOR ID + REMIT TO LOCATION CODE (SWIFT):	* GRANT NAME:	
0000197681.001	WESA	
* VENDOR NAME:		8041400 SWIFT CONTRACT ID
Enock Non-Profits	8041400	140261
REMIT TO ADDRESS:	GRANT PERIOD FROM:	GRANT PERIOD TO:
145 Main St	11/1/2019	06/30/2020
	REIMBURSEMENT PERIOD FROM:	REIMBURSEMENT PERIOD TO:
Rochester, MN		

FORM PREPARED BY:	PHONE:	INVOICE NUMBER:	GRANT NUMBER:	FINAL:
			8041400	YES [ ] NO [ ]
EMAIL:		DEED PROGRAM CONTACT NAME:	DEED PROGRAM CONTACT EMAIL:	
		Ann Meyers	Ann.Meyers@state.mn.us	

SECTION 2:   * DEED PROGRAM USE ONLY

SWIFT PO ID	PO LINE	AMOUNT	FUND	FIN DEPT ID	APPROP ID	ACCOUNT	AGENCY COST 1	PROJECT ID
3-331145		$ 150,000.00	1000	B2233APS	B223579	441332	55036	B22WESAGF
TOTAL		$ 150,000.00	NOTES:					

SECTION 3:

ACTIVITY ID	COST CATEGORY DESCRIPTION (PER APPROVED BUDGET)	A. APPROVED BUDGET	B. PREVIOUS REIMB. REQUEST	C. REIMB. REQUESTED THIS PERIOD	D. (B + C = D) TOTAL REIMB.	E. (A – D = E) AVAILABLE BALANCE	F. UNSPENT OBLIGATIONS
833	Subgrant Admin	$15,000.00	$1,500.00	$1,500.00	$3,000.00	$12,000.00	
885	Direct Services	$40,000.00	$10,000.00	$5,000.00	$15,000.00	$25,000.00	
838	Direct Customer Training	$75,000.00	$5,000.00	$2,500.00	$7,500.00	$67,500.00	
828	Support Services Costs	$10,000.00	$200.00	$250.00	$450.00	$9,550.00	
830	Other Activities	$10,000.00	$200.00	$250.00	$450.00	$9,550.00	
	TOTAL	$150,000.00	$16,900.00	$9,500.00	$26,400.00	$123,600.00	$0.00

MATCH	ACTIVITY ID	A. AMOUNT CONTRIBUTED	B. PREVIOUS	C. THIS PERIOD	D. (B + C = D) CUMULATIVE
In Kind	850				$0.00
Cash	889				$0.00
TOTAL		$0.00	$0.00	$0.00	$0.00

8041400 RPR

READY

Common Mistakes

- Dates
- Cumulative carry over amount
- Preparer and approver cannot be same person
- Signature authority not on file or out of date
- Mathematical errors

Back-up Documentation

- May be required, depending on Risk Assessment outcome or Special Conditions

- Or if requested by DEED staff

- New Grantees may be required to submit the general ledger for the first month of the contract to ensure understanding of process

Modifications/Amendments

- Same definition, different forms
  - Modifications are for grantees with Master Contracts with DEED
  - Amendments are for grantees with Stand-Alone Contracts with DEED
- These are required to be completed when a grantee or DEED staff need to make changes to an approved workplan or budget

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Modifications/Amendments

- Should be requested only for unforeseen circumstances or changes

- Required for any changes to workplans or budgets
  - Note: If significant changes are being requested, the modification/amendment may not be approved

- The change is not in effect until fully executed and signed by all parties

Extensions

- A request may be made to extend the time available to spend out grant funds
- These are not automatic approvals and are based on the progress of the program and funding availability
- Extensions will not be considered until the final quarter of the grant.
- Must be requested in writing at least 30 days prior to the end of the original contract end date

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Monthly Reviews

- Coordinators often check a Grantee's WF1 data entry against RPRs submitted to ensure alignment of:
  - Participant enrollments
  - Participant activities
  - Support services

Pathways to Prosperity (P2P)

P2P Programs

- On-Ramp to Career Pathways
- Bridge to Career Pathways
- Individualized Training Pathways

Review P2P-On-Ramp

On Ramp

- Targets participants assessed at or below a 6th grade level for foundational education, skilled training and pre-employment services.

- Services must be in industry sector(s) leading participants to certificate(s) and/or continuing on the career pathway to acquire higher-level skills.

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Bridge

- Targets participants assessed at or above a 7th grade level for foundational education (reading, writing, and math) and skilled training.

- Services must be aligned with industry sector(s), leading participants to **industry recognized credential(s)** and/or continuing on the career pathway to acquire higher-level skills.

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ITP

- Targets participants for post-secondary education and skilled training.

- Programs must also offer experiential learning to all participants.

- Services must be aligned with industry sector(s), obtaining post-secondary certificate(s), diploma(s), degree(s) and/or continue on the career pathway to acquire higher-level skills.

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Required Components

1. Industry Sectors
2. Multiple Entry and Exit Points for participants
3. Partner Involvement
4. Participant Certificate/Credential Attainment
5. Comprehensive support services
6. Navigation strategy
7. Contextualized Education

Navigation Strategy

- Key component of P2P

- Navigator(s) knows your program front and back, they take "ownership"

- Develops collaborative relationship with participants

- Should be a single point of contact or a few-depending on size of program

- Not all your staff are the navigators!

Training/ ABE Partners

- All providers of training must be Minnesota Office of Higher Education compliant, or compliant with the entity charged with oversight (i.e. Mn Dept of Health oversees CNA Training/certification)

- ABE Partners must be approved ABE consortia member with Minnesota Department of Education

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Credentials and Certifications

- Certificates

- Industry Recognized Credentials
  - DOL recognized & eligible to be on the ETPL

- Post Secondary degrees, diplomas, and certificates

Activity Mapping

- If you need assistance with mapping activities, your coordinator will work with you directly
  - i.e. Credentialed Training vs. Non-Credentialed Training
  - The new P2P Workforce One program will only provide the activities that are allowed in your program type.

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Grade Level Assessments

- While grade level does not determine *eligibility* for P2P it should be a factor in determining where the participant is placed in your program.

- Academic Assessments must be given prior to beginning training.

Wrap-Up

Future Trainings

Fiscal Webinar: TBD

- DEED Employment & Training Fiscal Department will hold a webinar this month. Look for email in the coming weeks. Please make sure at least one fiscal staff member attends the webinar to ensure understanding of DEED fiscal procedures.

ACP Workforce One Training: Two sessions in February 2022

- This six-hour training will show you how to navigate through WF1. Great for new grantees, new staff, or people needing a refresher.

Workforce One Trainings: Offers helpful virtual trainings throughout the year

- Suggested trainings - ETP Programs Case Management Training and Reports and Advanced Search Training

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Thank you so much for attending this session!

We look forward to working with each one of you throughout this process and for the next couple years

Our job is to make sure your program looks good and can show all the great work going on in communities across Minnesota!

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Thank you for your participation today!

DEED Office of Adult Career Pathways