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Governor

Daryl E. Bassett
Director

**DEPARTMENT OF WORKFORCE SERVICES
ISSUANCE NUMBER PY 16-12**

Daryl E. Bassett, Director

February 28, 2017

TO: All ADWS Employees
Participating Arkansas Sector Partnership Grant (ASP)
Local Workforce Development Boards/Service Providers

SUBJECT: Arkansas Sector Partnership Grant (ASP) Referral Policy

- I. **Purpose:** To officially issue referral guidance on eligible Arkansas Sector Partnership Grant (ASP) participants who may qualify for grant-funded supportive services and wrap-around case management activities administered by Winrock International (WI).
- II. **General Information:** The ASP grant provides employer-driven workforce training in the high-growth industry sectors of advanced manufacturing, health care, information technology, and the skilled construction trades. The ASP partnership includes participating Community Colleges that at the time of this issuance includes: Arkansas Northeastern College, Arkansas State University-Searcy, Arkansas State University-Newport, Black River Technical College, East Arkansas Community College, Pulaski Technical College, Southeast Arkansas College, South Arkansas Community College, University of Arkansas Community College at Batesville, and University of Arkansas Community College at Morrilton. Additional ASP partners include: the Arkansas Apprenticeship Coalition serving as a training provider, five participating Local Workforce Development Board's (Central, North Central, Northeast, Southwest, and Eastern), Winrock International (for the West Central and Southeast LWDA regions), the statewide Arkansas Community Colleges (ACC) association, and participating employers. The overarching goal of the ASP grant is to serve 1,700 eligible participants over the life of the grant. As of the date of this issuance, the ASP grant has a period of performance from July 1, 2015 to June 30, 2017.

Winrock International ASP Case Managers will provide wrap-around case management and supportive services to qualifying ASP dislocated worker participants in priority underserved population categories that include:

- Individuals receiving assistance through the Supplemental Nutrition Assistance Program (SNAP)
- Individuals receiving assistance through the Temporary Assistance for Needy Families (TANF) Program
- Individuals with disabilities
- Veterans

The identified underserved population groups represent priority segments for meeting criteria to receive wrap-around case management and supportive services. In each individual case, the statement of need for services will need to be evaluated and documented in the participant file by Winrock International. Over the life of the grant, up to 250 ASP eligible dislocated worker participants that fall within qualifying underserved population categories will receive grant-funded wrap-around case management services and up to 500 ASP eligible dislocated worker participants that fall within qualifying underserved population categories will receive supportive services.

Supportive Services and Case Management Referral Process: Once the local board service provider determines ASP participant eligibility, the participant will be evaluated to determine if they meet the ASP underserved population criteria for subsequent referral to Winrock International ASP case managers for wrap-around case management and supportive services determination. In making referrals to Winrock International, the local board service provider will communicate with Winrock International’s referral contact (listed below) and provide related documentation as needed. The method for providing the documentation will be agreed upon between the referring entity and Winrock International’s referral contact. The documentation provided to Winrock International will include copies of all relevant documents supporting the eligible participant’s application (e.g., completed referral form, completed intake form, Individual Employment Plan, and justification for training services).

By no later than the close of business each Friday, local board service provider staff will “batch” the application materials of their eligible ASP participants identified as underserved populations for referral to Winrock International for wrap-around case management and supportive services determination. Local board service provider staff will communicate with the referred participants that Winrock International staff will be contacting them regarding case management and supportive services activities. Winrock International will notify the local board service provider if the individual has been approved for case management and/or supportive services.

Winrock International staff will proceed with contacting referred participants within three business days from the date referrals are received from local board service providers.

Winrock International Referral Contact:

Abby Lohr (abby.lohr@winrock.org)
Program Administrative Coordinator
501-280-3072

Local board service provider - ASP Eligible Participant Data Entry into Arkansas JobLink and Tracking

Outcomes: Local board service provider staff are responsible for tracking participants outcomes over the life of the grant (via the Monthly National Emergency Grant Progress Report – ETA 9104) as well as Arkansas JobLink data entry of ASP participants resulting in the production of a Participant Individual Record Layout (PIRL) file that ADWS will upload quarterly to U.S. Department of Labor. Local board service provider staff are responsible (but not limited to) the entry of enrollment information for eligible ASP participants into Arkansas JobLink. Winrock International is responsible for entering participant information into Arkansas

JobLink applicable to their responsibilities associated with case management and supportive services for qualifying participants. Please direct Arkansas JobLink technical assistance inquiries to Sandy Monaco at 501-682-3131 or sandy.monaco@arkansas.gov.

Participant Follow-up Activities: ASP participating local board service providers are responsible for participant follow-up activities relevant to performance and outcomes data associated with enrolling in training, completing training and employment outcomes for eligible individuals within their area under the grant. Winrock International is responsible for follow-up services associated with qualifying priority underserved population participants receiving case management and supportive services. Participant follow-up activities will not extend beyond the grant's period of performance.

III. Action Required: Please communicate this information to the appropriate staff and partnerships involved in the Arkansas Sector Partnership (ASP).

IV. Inquiries: Please direct any inquiries concerning this Issuance to ADWS Discretionary Grants Program Coordinator Lisa Ferrell at 501-371-1024 or lisa.ferrell@arkansas.gov. For AJL technical assistance contact Sandy Monaco at 501-682-3131 or sandy.monaco@arkansas.gov.

V. Attachments:

- ASP Referral Form
- ASP Intake Form

VI. Expiration Date: June 30, 2017 (end of the grant)