

Jefferson-Lewis

# Local Plan

July 1, 2025 – June 30, 2029

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## Strategic Planning Elements

Local Workforce Development Area (LWDA) in-demand occupation lists are now maintained on the Labor Market Information for Workforce Planning [webpage](#) under the **Occupations in Demand** section. To submit an updated in-demand occupation list, LWDBs must utilize **Attachment A: In-Demand Occupation List Template**, update the spreadsheet, and submit it to [LWDB@labor.ny.gov](mailto:LWDB@labor.ny.gov). The list will then be added to the corresponding region's in-demand occupation list on this webpage.

I attest that the list of the LWDA's in-demand occupations was last updated on [specify date in the text box below].

6/17/25

How is this information shared with the Local Workforce Development Board (LWDB)? What was the last date on which it was shared?

The In-Demand list is shared on the NYSDOL website as well as linked to our website under the Employment and Training Information tab. Whenever the list is updated, an email with the link is sent to the WDB. It was last updated on June 17, 2025. Refer to Resolution 24-16.

a. Provide an analysis of regional economic conditions, including:

i. Existing and emerging in-demand sectors and occupations; and

Hospitality and Tourism has been one of the fastest growing sectors in the area. Since the pandemic, the area has seen an increase in visitors seeking destinations that are rural and offer spacious environments. A bass tournament has been established in the area as it has been designated one of the top ten places to fish in the country. The growth of short-term rentals along with established hotels makes this a family-friendly destination. There has been a growth in agri-business from locally sourced foods and beverages.

Public sector employment has remained steady with 40% of the population employed in this sector.

Construction has remained steady since the pandemic; however, with the continual retirement of baby boomers, the skilled trades are in need of trained workers. This provides an opportunity for individuals to enter apprenticeships.

Healthcare has continued to be a growth area with our aging population. Jefferson County has the highest teen birthrate in NYS, which has increased the need for labor and delivery and pediatric providers. We continue to have a growing need for professional level medical occupations. There is still a need for entry-level workers such as certified nursing assistants and home-health aides however these positions are low paying and often part-time without benefits.

Education providers at all levels, including birth-to-school aged daycare, are needed. This region has been a daycare desert and now the area has seen a loss of 50% of pre-pandemic daycare slots.

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Manufacturing in the area has remained steady; however, there is a need to train individuals for these positions.

ii. The employment needs of businesses in those sectors and occupations.

Hospitality and Tourism: These positions are often seasonal, and while employers desire to retain these workers from one season to the next, it is difficult. With the shortage of staffing, local restaurants have decreased their capacity and hours of operation. Employers are finding it difficult to attract workers.

Public sector employment: Due to the overall labor shortage, even public sector employers are finding it difficult to attract workers. Public employment, which was once seen as secure with good pay and benefits, is experiencing a shortage of candidates.

Healthcare: Rural areas have historically been a difficult place to attract physicians and other highly skilled workers. The low skilled occupations require short term training which is offered to individuals at no cost; however, turnover is high.

Childcare: Even with programs being funded and supported at the State level, it is difficult to attract individuals into this field. The start-up costs are high however the pay is low. According to our local CAP Agency, Childcare Resource Center, we are currently at a 6:1 ratio of slots.

Education: There is a need for people to enter pre-K through 12 teachers' education programs. Between retirements and low enrollment rates in the Education fields at colleges and universities, there are not enough graduating educators to fill all of the open positions.

Manufacturing: Jobs in this area are steady; however, the skill level of new hires needs to meet the demands of an automated process. Skills such as machine coding and higher mechanical skills are in demand.

b. Describe the knowledge, skills, and abilities needed to meet the employment needs of businesses, including those in in-demand sectors and those employing individuals in in-demand occupations.

Employers report the need for individuals to be willing to learn and to have 21<sup>st</sup> century skills such as creativity, cooperation, collaboration, team building, communication and reliability. Due to labor shortages and low unemployment rates, recruiting for individuals is challenging. The center continues to hold open recruitments and sends job leads to over 20 partner agencies.

c. Provide an analysis of the regional workforce, including:

i. Current labor force employment and unemployment numbers;

As of April 25, 2025, the Jefferson-Lewis LWDA has a combined workforce of 56,300 and an unemployment rate of 3.9%. Jefferson County has a workforce of 44,832 and an unemployment rate of 3.8%. Lewis County has a workforce of 12,291 and an unemployment rate of 4.0%.

ii. Information on any trends in the labor market; and

Unemployment numbers are now at historic lows. According to labor market analyst reports, over the past year the number of private sector jobs in the North Country region has seen an increase of 0.7%.

iii. Educational and skill levels of the workforce in the region, including individuals with barriers to employment.

Education Level	Jefferson County	Lewis County
Less than 9th grade	3.0%	2.4%
9th Grade to 12th Grade	5.7%	6.2%
High School Diploma	32.1%	42.8%
Some College	21.0%	15.9%
Associate's Degree	12.6%	13.3%
Bachelor's Degree	15.2%	11.1%
Graduate Degree or higher	10.5%	8.3%

Lewis County has a 91% graduation rate while Jefferson County has a 91.3% graduation rate.

d. Provide an analysis of workforce development activities, including education and training, in the region.

i. Identify strengths and weaknesses of these workforce development activities.

Career and Technical education through BOCES in both counties are continually updating and seeking consultation with employers. Due to low enrollment and a diminishing population, new programs are often more costly than what class enrollment will bring in, making it difficult to introduce new programs.

Jefferson Community College is a liberal arts school and struggles with enrollment. The college administration does seek to provide updated programs to meet the needs of businesses; however, these new programs can take time for state education approval.

Strengths:

1. The area has a high graduation rate compared to urban areas
2. Excellent collaboration between business, economic development & partners
3. WIOA funding has been able to meet the demand for ITAs

Weaknesses:

1. Those on Public Assistance are under a NYS work first policy when most would benefit from training for higher wages.
2. Training capacity: Providers need to meet class sizes to financially run programs.
3. Training classes are not run year-round, making participants wait for start times.
4. Small employers find running apprenticeships overwhelming due to a lack of supervision and time to devote to completing programs.

5. Many students enter community college. However, completion rates are low.
6. Many students seek non-marketable degrees and carry a heavy debt load, which then leads to low paying jobs, and they find themselves in poverty.

Observations & Challenges:

1. Employers throughout the North Country Region require a small number of employees to meet their needs. This supports the need for apprenticeships, On-The-Job Training and online programs.
2. Not all training opportunities are available within the area or within a realistic travel distance.
3. Employers are often not aware of available training opportunities.
4. The labor shortage presents challenges for employers in the area.

- ii. Does the local area have the capacity to address the education and skill needs of the local workforce, including individuals with barriers to employment, and the employment needs of businesses? Please explain.

The Jefferson-Lewis area works very well together. Interagency calls have been ongoing with leaders in various sectors to address needs. These meetings include education, economic development and related agencies. A strong connection with Fort Drum provides linkage between businesses, agencies and the needs of the community.

- e. Describe the LWDB’s strategic vision and goals for preparing an educated and skilled workforce, including youth and individuals with barriers to employment.

This area realizes the need to work with our youth to expose them to the viable occupations that will provide self-sustaining wages. Programs such as Career Jam, Workforce Connections, Manufacturing Day, and the online platform of My GPS for Success assist young people with meaningful career exploration. The LWDB is also an active member of the North Country STEM committee, as they work with business and our schools to prepare youth for the opportunities in the area. In addition, NYSDOL virtual reality headsets have allowed youth the opportunity to explore careers.

- i. How do the local area’s workforce development programs, including programs provided by partner agencies, support this strategic vision?

The Jefferson-Lewis Workforce Development Board members contribute financially to support these programs. Partner meetings provide an opportunity to address needs and collaborate for solutions.

- ii. How will the local area, working with the entities that carry out the core programs, align available resources to achieve the strategic vision and goals?

Partner agencies in this LWDA work closely to make referrals to appropriate agencies to provide the best services to our community. Through partner meetings discussions on how to better serve our customers, and sharing resources, the meetings help to provide seamless services. The One-Stop Operator convenes quarterly meetings to discuss aligning resources and how the system will work together to achieve the strategic vision and goals of our Partners.

- f. Describe the LWDB’s goals relating to performance accountability measures. How do these measures support regional economic growth and self-sufficiency?

Through Classroom and On-the-Job Training, we will increase our credential attainment and measurable skills gains rates. These will lead to more self-sufficient incomes and quality employment opportunities for our customers, while also providing an employee pool of highly trained and credentialed individuals to meet the evolving needs of our local employers. In turn, this supports our regional economic growth.

## Local Workforce Development System

- a. Identify the programs, whether provided by the Career Center or any partners, that are a part of the local area’s workforce development system, including:

- i. Core programs;

The six core programs under WIOA are:

Program	Provided By
Adult	Jefferson-Lewis County Departments of Employment & Training
Dislocated Worker	Jefferson-Lewis County Departments of Employment & Training. Trade Act and Rapid Response activities by NYSDOL.
Youth	Jefferson-Lewis County Departments of Employment & Training
NYSCION	Jefferson County Department of Employment & Training DRC, who services both counties.
Adult Education and Family Literacy	Jefferson-Lewis BOCES & Literacy of Northern NY
Employment Services	NYSDOL. Includes Business Services, US DOL Vets, Rapid Response & Trade Act
Vocational Rehabilitation	ACCES-VR

- ii. Programs that support alignment under the Carl D. Perkins Career and Technical Education Act of 2006; and

The Jefferson-Lewis LWDA works very closely with the area BOCES, serving on the committee to assess and develop the Carl D. Perkins & Technical Education Act application to support service alignment. The identified objectives are career guidance and counseling along with the development of improved programs to meet business needs.

- iii. Other workforce development programs, if applicable.

This Local Workforce Development Area (LWDA) teams up with the Workforce Development Institute and IDAs along with other workgroups within the NCREDC to work on programs to meet the needs of business. Through a partnership with the Jefferson County Community Action Planning Council and their "Ready to Work" program, the LWDA supports training for low-income individuals. Through the Gun Involved Violence Elimination program, the LWDA provides vocational guidance for probationers. The LWDA also works closely with the Title 5 program to provide assistance to the older worker program. The LWDA partners with Advocate Drum to work with the Transitioning

Assistance Program and the Spouse Employment Network. Jefferson & Lewis County Departments of Employment & Training provide services to DSS customers such as the Community Work Experience Programs and Skills For Success. Through OTDA, the LWDA runs a Year-Round Youth Employment Program (YEP).

- b. Describe how the local area will ensure continuous improvement of services and service providers.

The WDB Director serves on committees to include Jefferson-Lewis BOCES, Jefferson Community College, Fort Drum Regional Healthcare Planning Organization, Jefferson County Community Action Planning Council board, Bridges out of Poverty steering committee, and partners closely with the Industrial Development Agency, to maintain up to date information on various sectors and the needs of employers.

- c. Describe how service providers will meet the employment needs of local businesses, workers, and jobseekers.

The Jefferson-Lewis WDB works with local training providers and employers to be sure that training meets the needs of businesses and job seekers. Through advisory committees at both the local community college and BOCES, suggestions are made and incorporated into the programs. Quarterly partner meetings are held to discuss and update the needs of employers. Input from the NCREDC workforce committee is discussed and concerns and needs are brought back to the training providers.

- d. Describe the roles and resource contributions of the Career Center partners.

Department of Social Services: Provides customers with supports including financial resources such as housing, SNAP, transportation, HEAP, housing, etc.

Office For the Aging: Referral to the One-Stop, development of job leads, connections, healthcare options, etc.

Department of Labor: Re-employment services

ACCES-VR: Resources such as training, job coaching, counseling & employment preparation

NYS Commission for the Blind: Job coaching, job seeking skills

Literacy of Northern NY & BOCES: High School Equivalency test preparation

Community Action Planning Councils: Supportive services, food banks, housing, Head Start, weatherization programs, etc.

The partners have developed an inter-agency referral system to better serve customers.

## Workforce Development and Career Pathways

- a. Describe how the LWDB will facilitate the development of career pathways, including co-enrollment in core programs when appropriate.

The staff work very closely with the training providers to ensure programs meet the needs of businesses. During counseling and program monitoring, participants are counseled on career pathways. Through previous mapping of the sectors through the North County

Regional Economic Development Council, the workgroup discusses career pathways and promotion of occupations and training to advance the communities.

- b. Describe how the LWDB will improve access to activities leading to recognized postsecondary credentials.

The Youth Program Coordinators engage regularly with school counselors to offer class presentations and workshops on career exploration, including giving students the opportunity to use NYSDOL VR Headsets. Students are also introduced to online career exploration tools like My GPS for Success (middle school) and O\*Net (high school) to understand requirements and pathways to careers. The Youth Coordinators meet with local trades unions and attend Apprentice workshops and orientations to support engagement in the trades after high school and offer financial support as appropriate.

This area also works closely with Fort Drum to encourage transitioning soldiers (and family members) to seek credentials during the 180 days before they ETS from active-duty soldier to private citizen through Department of Defense. The military does not provide these well-trained military members with nationally recognized credentials while on active duty and therefore they need opportunities to obtain these credentials before transitioning out. There are programs in place for these transitioning soldiers through the training providers located on Fort Drum or at local training providers.

- i. Are these credentials transferable to other occupations or industries (i.e., “portable”)? If yes, please explain.

Transferable skills analysis is important to ensure that customers know what avenues are available. Through our Youth and Young Adult programs we show students the various occupations within sectors that are career building, provide stackable credentials, and career pathways which can lead to self-sustaining occupations. Adult/DW customers are also given the same information on transferable credentials and transferable skills.

- ii. Are these credentials part of a sequence of credentials that can be accumulated over time (i.e., “stackable”)? If yes, please explain.

Many of the trainings that we fund are stackable. For example, individuals are able to move from CNA to LPN to RN through programs offered by our local hospitals, BOCES, and community college. BOCES is also exploring a program that would provide transitioning soldiers who were medics in the Army with a fast-track to RN certification.

## Access to Employment and Services

- a. Describe how the LWDB and its partners will expand access to employment, training, education, and supportive services for eligible individuals, particularly individuals with barriers to employment.

The LWDB and Partner agencies have developed a referral process so that people can have access to employment, training, education and supportive services. The Partners meet quarterly to discuss their needs and to create continual program improvement. Best practices are shared. New interagency programs are developed to assist people with barriers to employment.

- b. Describe how the local area will facilitate access to services through the One-Stop delivery system, including remote areas, through the use of technology.

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While internet access has improved significantly in recent years, portions of the region, particularly in Lewis County, are without reliable home internet service. To help address that barrier, both One-Stops have up-to-date Resource Rooms including equipment to assist people with disabilities so they can have use of the internet to assist with job search. Our local libraries are also an excellent place for people to gain internet access. During the pandemic, the Jefferson-Lewis WorkPlace developed online videos on resume development and job search skills that are still available on the website. Finally, VR Headsets give people the opportunity to explore a variety of careers they may not be exposed to locally.

- c. Describe how Career Centers are implementing and transitioning to an integrated technology-enabled intake care management information system.

Given the rural nature of the Jefferson-Lewis LWDA, and the portions of our area that still have no or limited access to technology, this area must be mindful that a total transition to a technology-based system would eliminate services for many of our customers. While the area has provided many programs and job-seeking skills online, it must provide those lacking technological access with the ability to come into the centers for services.

- d. Provide a description and assessment of the type and availability of programs and services provided to Adults and Dislocated Workers (DWs) in the local area.

In working with our partnerships, we feel that providing a comprehensive website and brochures with all partner resources will help guide those who need services to the right agency. A military spouse booklet is available to assist those moving into the area with access to good jobs. The WDB provides 2 job fairs a year, and partners with Fort Drum on their quarterly job fairs, to assist the area with access to training and employment opportunities. All job leads are sent to more than 20 partner agencies in order to provide the utmost exposure to opportunities.

- e. Describe how workforce activities will be coordinated with the provision of transportation, including public transportation, and appropriate supportive services in the local area.

The area has limited public transportation, which is now only within the City of Watertown limits. It does not run 24 hours a day or 7 days a week. There is no public transportation from the outlying areas. Lewis County transportation does provide a bus to and from Jefferson Community College and to Mohawk Valley Community College. Water Safari operates a bus for workers in the summer from Lowville to their location in Old Forge. Social Services does provide bus passes or cab fare from the outlying areas when necessary. Jefferson County DET offers transportation assistance to include vehicle repairs.

- f. Describe the replicated cooperative agreements in place to enhance the quality and availability of services to people with disabilities, such as cross training to staff, technical assistance, or methods of sharing information.

Through the NYSCION program, our DRC outreaches to partner agencies, businesses, and customers to provide resources for individuals with disabilities. The DRC also provides internal training to staff and community partners.

- g. Describe the direction given to the One-Stop System Operator to ensure priority for Adult career and training services is given to

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recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.

WIOA requires priority of services to be given to recipients of public assistance, low-income individuals, individuals who are basic skills deficient and our veterans. The Jefferson and Lewis County Departments of Employment & Training have contracts with their respective Departments of Social Services to provide for the Employment & Training needs of their customers. Because of this, the One-Stop centers provide Skills For Success, initial assessments, and on-site services to these individuals. All Social Services customers are entered into OSOS and provided with job seeking skills, job leads, On-the-Job Training opportunities and other services.

h. Describe how One-Stop System Operators and One-Stop partners will comply with the nondiscrimination requirements of the Workforce Innovation and Opportunity Act (WIOA) (section 188), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding:

i. The physical and programmatic accessibility of facilities, programs, and services;

Both Jefferson and Lewis County One-Stops are fully physically accessible to accommodate any individual with safe entrance into the buildings. The Resource Rooms are equipped with adaptive technology. There is online access to programs, and training facilities offer remote learning to accommodate those customers with disabilities.

ii. Technology and materials for individuals with disabilities; and

Assistive technology, adaptive equipment, auxiliary aids and modified materials will be provided to participants with disabilities as appropriate to access the services and training programs necessary to achieve their goals.

iii. Providing staff training and support for addressing the needs of individuals with disabilities.

Sensing the need for training to all partner staff within the career centers, training is provided in the form of staff meetings that can be accessed via technology to address the needs of individuals, discuss best practices and developed streamlined services.

iv. Describe the roles and resource contributions of the One-Stop partners related to the nondiscrimination requirements of WIOA (section 188), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

Cross training of staff will be provided by partner agencies and will also include the roles and resource contributions of the One-Stop Partners as related to WIOA law and the Americans with Disabilities Act.

## Business Engagement

a. What strategies and programs, including training programs, will be used to facilitate engagement of businesses, including small businesses and businesses in in-demand sectors and occupations?

The area has a close relationship with businesses including economic development, the Small Business Development Center, healthcare, Fort Drum, Thousand Island Tourism

Council, and Development Authority of the North Country. By working closely with the training facilities, programs have been developed to meet the needs of business.

Quarterly Forums are provided to businesses to promote and enhance workplace stability. Each quarter focuses on a different topic of interest to our local businesses.

- i. If applicable, describe the local area's use of business intermediaries.

The area works closely with businesses through the North Country Human Resources Association, Economic Development agencies, Manufacturers Association, North Country STEM Hub, Fort Drum Regional Liaison Organization (Advocate Drum), Fort Drum Regional Healthcare Planning Organization, Area Chambers of Commerce, THRIVE, Bridges Out of Poverty steering committee, CAPC, Urban Mission, Thousand Islands Tourism Council, Small Business Development & NCREDC.

- b. What strategies or services are used to support a local workforce development system that meets the needs of businesses in the local area?

Through collaboration with the above agencies and organizations, which include area businesses, new and enhanced programs are developed.

- c. Describe how the local area's workforce development programs and strategies will be coordinated with regional economic development activities.

The Director serves as the Writing Captain for the Workforce Workgroup and serves on other REDC committees. The LWDA utilizes NCREDC strategic plan to integrate regional strategies.

- i. Describe how these programs will promote entrepreneurial skills training and microenterprise services.

The Small Business Development Center is the expert on these services, and any customer utilizing the One-Stop who is interested in starting their own business is referred to the SBDC.

- d. Describe how the LWDB will coordinate its workforce investment activities with statewide rapid response activities.

The area has an Economic Rapid Response team that meets with new and prospective employers to discuss workforce needs. The One-Stops provide recruitment events to assist with filling positions.

The area usually takes the lead on rapid response as this is a small rural area where the director is well known. It is the goal of any rapid response activity to return people to new opportunities as quickly as possible. NYSDOL personnel assist the employer. If necessary, the WDB applies for rapid response funding.

## Program Coordination

- a. How do the local area's programs and strategies strengthen the linkages between the One-Stop delivery system and unemployment insurance programs?

As a functionally aligned office with Jefferson County and NYSDOL staff co-located in one building, we work as a team to provide the services that UI customers need to get back into the workforce. If an LSR has a customer who expresses interest in training services, they contact the appropriate County staff member while the customer is at their desk. If the County staff member is available, they will often meet with the customer at that time. If they cannot, then they schedule an appointment with the customer.

We use OSOS and REOS as our main computer programs, and all customers are entered into OSOS. This ensures that any NYSDOL staff member who accesses OSOS can see where the customer is with training services, follow-up, employment, etc.

b. Describe how education and workforce investment activities will be coordinated in the local area. This must include:

i. Coordination of relevant secondary and postsecondary education programs;

This area works in partnership with K-12 school districts along with BOCES & Jefferson Community College to bring our students together. The WDB Director and several board members serve on committees, which include K-12 and post-secondary to coordinate services.

ii. Activities with education and workforce investment activities to coordinate strategies and enhance services; and

The area holds Career Jam which is a vocational exploration program, Workforce Connections which provides interviewing and local employer exposure, Manufacturing Day which exposes our youth to modern manufacturing practices, Virtual Reality headsets along with the online platform of MyGPSforSuccess.com to connect students with viable career options.

iii. A description of how the LWDB will avoid duplication of services.

Quarterly Partners' Meeting discussions help us to avoid duplication of services. Each partner reports on their activities and plans for service development. This open communication allows Partners to avoid duplication of services.

c. Describe plans, strategies, and assurances concerning the coordination of services provided by the State employment service under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), to improve service delivery and avoid duplication of services.

NYSDOL LSRs meet with job seekers to provide job leads or a referral for training. The WDB holds two job fairs a year, plus in-house recruitment events as requested by businesses.

d. Provide a list of executed cooperative agreements that define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local Career Center System. This includes agreements between the LWDB and entities that serve individuals eligible under the Rehabilitation Act. If no such agreements exist, provide an explanation why this is the case and/or progress towards executing such agreements.

Local MOU is pending certification by Lewis County but is expected to be in place shortly.

## Title II Program Coordination

- a. Provide a description of the LWDB’s strategic vision and goals for preparing an educated and skilled workforce, specifically addressing how to improve access to activities leading to a recognized post-secondary credential, as well as other strategies for serving out-of-school youth (OSY) and adults who have low literacy skills, are English Language Learners, or lack a high school diploma or the equivalent.

County and State staff assess customers when meeting with them for training services, unemployment appointments, etc. If a customer’s assessment leads staff to believe that the customer could benefit from additional education, are basic skills deficient, in need of ESL classes, etc., referrals are made to literacy programs, BOCES, ACCES-VR, DSS and local training providers.

- b. Provide a description of how the LWDB will expand access to employment, training, education, and supportive services provided through the NYS Career Center System for Title II participants with barriers to employment.

Access to the above services is already well-established in our area. The LWDA works closely with BOCES HSE programs, Literacy of NNY or HSE and ESL training, and ACCES-VR for customers with disabilities. In addition, our staff provides services to assist customers with barriers to employment through the Jefferson-Lewis DRC, Youth programs, and more.

- c. Identify how the LWDB will facilitate the development of career pathways and co-enrollment in academic training programs.

With a proper and thorough initial assessment and referrals to partner agencies, a customer can develop a coordinated career pathway that leads to sustainable employment and a career rather than a job.

- d. Provide a description of how the LWDB will support the strategy identified in the State Plan and work with the entities carrying out core programs and other workforce development programs, including those authorized under the Carl D. Perkins Career and Technical Education Act to support service alignment.

Partnership meetings and dissemination of materials to community agencies through the use of brochures, our website, and social media pages ensure that our community partners have up-to-date information for their use and to share with their customer databases. One-on-one counseling of customers by County and NYSDOL staff ensure proper referrals are being made to partner agencies and service providers to promote programs can improve a customer’s career prospects.

## Youth Activities

- a. Provide contact details of Youth Point(s) of Contact for your local area including:  
Name of organization, name(s) of Youth Point(s) of Contact, title, address, phone number, and email address. Youth Point(s) of Contact details are primarily used to refer young adults, parents, and partners about youth programs.

Jefferson County DET	Lewis County DET
Amelia Worden E&T Coordinator 1000 Coffeen St, Watertown, NY 13601 315-786-3671 aworden@jeffersoncountyny.gov	Thomas Fulmer E&T Specialist Outer Stowe Street, Lowville, NY 315-376-5410 thomas.fulmer@dfa.state.ny.us

b. Provide the number of planned enrollments in Program Year (PY) 2025 for new Out-of-School Youth (OSY), carry-over OSY, new In-School Youth (ISY), carry-over ISY, and work experience. \*

i. New OSY

10

ii. Carry-over OSY

2

iii. New ISY

20

iv. Carry-over ISY

0

v. Work experiences

36

**\*Note:** PY 2025 enrollments will provide the baseline estimate for the remaining three (3) years of the Local Plan.

c. In Attachment G, Youth Services, located on the New York State Department of Labor (NYSDOL) LWDB Resources [website](#) under the Planning Templates filter, identify the organization providing the Design Framework, which includes Intake & Eligibility, Objective Assessments, and Individual Services Strategies (ISS), and 14 Youth Program Elements and whether the provision of each element is contractual, with a Memorandum of Agreement (MOA), or provided by the LWDB.

d. Explain how providers and LWDB staff ensure the WIOA elements:

i. Connect back to the WIOA Youth Program Design Framework, particularly the Objective Assessments and ISS; and

Design framework services include objective assessment and development of the ISS. The objective assessment helps identify the needs of the youth and the ISS identifies and introduces the 14 WIOA elements available through the youth program. Goals are set with participant input on the ISS. Services offered to achieve goals through the WIOA elements

are identified and documented on the ISS. The ISS is updated as needed and as goals are established and achieved.

- ii. Are made available to youth with disabilities by describing specific program practices, tools, and services that are tailored to serve youth with disabilities.

All available WIOA youth programs elements are reviewed with and offered to all applicants during the ISS development. Which elements are provided depends upon the needs, goals and interests of the youth. For example, partnerships with NRCIL, ACCES-VR, ARC of Jefferson & St. Lawrence job coaches, Community Based Training Coordinators at BOCES, and WIOA youth staff foster coordination of paid work experiences for youth with disabilities.

- e. Describe successful models for youth services from your local area, including but not limited to virtual work experiences, OSY recruitment. and engagement strategies.

The WorkPlace has created various social media accounts in order to reach out to eligible ISY and OSY. Use of TikTok, Instagram, Snapchat and Facebook platforms. Facebook outreach is directed towards grandparents, parents and other adults to attract interest in youth programs. We use former participants to provide testimonials.

- f. Does your local area plan to serve ISY and/or OSY using the “Needs Additional Assistance” qualifying barrier for eligibility?

Yes (Attach a Needs Additional Assistance policy that defines reasonable, quantifiable, evidence-based, and specific characteristics of ISY and OSY as described in Technical Advisory (TA) #[19-02](#).)

No (Not required to attach a policy).

- g. Attach a Basic Skills Deficiency policy of youth program as described in the in TA #[19-02](#).

## Administration

- a. Identify the entity responsible for the disbursement of grant funds as determined by the Chief Elected Official(s) (CEO(s)) or Governor.

Jefferson County is the grant recipient and Lewis County is the sub-recipient. This area uses the same formula as used in the distribution of Federal and State funding.

- b. Describe the competitive process to be used to award subgrants and contracts for WIOA Title I activities in the local area.

The WDB follows the procurement policies and procedures of Jefferson County. The WDB does not contract for Title I services. The Jefferson-Lewis WDB uses the WIOA formula to distribute funds.

- c. Provide the local levels of performance negotiated with the Governor and CEO(s) to be used to measure the performance of the local area and to be used by the LWDB for measuring the performance of the local fiscal agent (when applicable), service providers, and the One-Stop delivery system, in the local area.

	Program Year 2025					
	WIOA Adults		WIOA Dislocated Workers		WIOA Youth	
	2025 Proposed	2025 Final Negotiated	2025 Proposed	2025 Final Negotiated	2025 Proposed	2025 Final Negotiated
<b>WIOA Performance Measures</b>						
Employment (2 <sup>nd</sup> Quarter after Exit)	66.0%	<b>66.0%</b>	69.0%	<b>69.0%</b>	67.0%	<b>67.0%</b>
Employment (4 <sup>th</sup> Quarter after Exit)	65.0%	<b>65.0%</b>	65.0%	<b>65.0%</b>	70.5%	<b>70.5%</b>
Median Earnings	\$7,900.00	<b>\$7,900.00</b>	\$7,850.00	<b>\$7,850.00</b>	\$4,000.00	<b>\$4,000.00</b>
Credential Attainment Rate	57.5%	<b>57.5%</b>	55.5%	<b>55.5%</b>	56.5%	<b>56.5%</b>
Measurable Skill Gains	61.5%	<b>61.5%</b>	55.5%	<b>55.5%</b>	57.5%	<b>57.5%</b>

- d. Describe the actions taken toward becoming or remaining a high-performing LWDB, consistent with factors developed by the State Workforce Investment Board (SWIB). The LWDB will be defined as high performing if it meets the following criteria:
- i. It is certified and in membership compliance;
  - ii. All necessary governance actions and items have been accomplished, including executing a local Memorandum of Understanding (MOU), selecting a One-Stop System Operator, and implementing all required local policies, etc.;
  - iii. All One-Stop Career Centers in the local area have achieved at least an 80% score in the most recent Career Center Certification process; and
  - iv. The local area meets or exceeds all performance goals.

The Jefferson-Lewis WDB meets the above criteria.

## Training Services

- a. Describe how training services will be provided in the local area. This may include incumbent worker, on-the-job, and customized training programs.

The number one goal of the area is to meet the employment needs of local businesses. This is achieved through formal training (ITAs), On-the-Job Training, customized training, recruitments and good business services. Services are provided based on the priority of services policy established by WIOA.

- b. Describe how contracts will be coordinated with the use of Individual Training Accounts (ITAs).

When appropriate, ITAs are established with the customer and the Eligible Training Provider under the policy established by the WDB. This includes OJT contracts, in which the employer is properly vetted, a training outline has been established and follow-up is conducted on a periodic basis.

- c. Describe how the LWDB will ensure informed customer choice in the selection of training programs regardless of how training services are provided.

As per WIOA, and with proper counseling by our program coordinators, customer choice in the selection of training programs is discussed at the initial training meeting.

## Public Comment

- a. Describe the process used by the LWDB to provide a period of no more than 30 days for public comment and input into development of the plan by representatives of business, labor organizations, and education prior to submission.\*

According to policy, the notice for public comment is printed in the Watertown Daily Times, Thousand Islands Sun, and the Press Republican.

**\*Note:** Per WIOA §679.560(e), comments representing disagreement with the contents of the Local Plan must be submitted with the Plan.

## List of Attachments

Please complete all attachments listed below.

**Attachment A** – In-Demand Occupation List Template

**Attachment B** – Units of Local Government

**Attachment C** – Fiscal Agent

**Attachment D** – Signature of Local Board Chair

**Attachment E** – Signature of Chief Elected Official(s)

**Attachment F** – Federal and State Certifications

**Attachment G** – Youth Services Chart

Original signature pages for Attachments D, E, and F must be delivered to NYSDOL in one of the following two ways:

- Electronic signature (if the LWDB has the capability for it) – Note that electronic signatures must follow the requirements and guidelines of the Electronic Signature and Records Act ([ESRA](#)). LWDBs choosing to submit signature pages via electronic signature may submit these pages via email with the Local Plan.
- Mail original versions – Hard copies of traditional signature pages may be sent to:

**Attn: Local Plan**  
**New York State Department of Labor**  
**Division of Employment and Workforce Solutions**  
**W. Averell Harriman State Office Campus**  
**Building 12, Room 440**  
**Albany, NY 12226**

All other attachments must be submitted via email with the LWDB Local Plan Template.

In addition to these attachments, LWDBs must provide copies of the agreements listed in Part [\(d\)](#) of the Program Coordination section of this template. If possible, it is preferable to provide a list of hyperlinks to these agreements available on the LWDB website.

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## Local Workforce Development Area (LWDA) Current In-Demand Occupation List

**LWDA Name: Jefferson-Lewis**

**Date Updated: June 17, 2025**

**Source:**

(e.g., Occupational Information Network (O\*NET) codes, Standard Occupational Classification (SOC) codes, Occupational Employment Statistics (OES) estimates, Bureau of Labor Statistics (BLS) long-term projections, etc.)

**Note:** Local Areas are required to discuss their in-demand occupation list with their local NYSDOL Labor Market Analyst prior to submission. Labor Market Analysts for each region can be found on NYSDOL’s [Labor Market Analysts webpage](#).

### Priority Occupations of the Region and LWIAs

Occupational Code (##-####)	Occupational Title
11-2011	Advertising and Promotions Managers
11-2022	Sales Managers
11-2031	Public Relations and Fundraising Managers
11-3051	Industrial Production Managers
11-3071	Transportation, Storage, and Distribution Managers
11-9021	Construction Managers
11-9041	Architectural and Engineering Managers
11-9111	Medical and Health Services Managers
11-1021	General and Operations Managers
13-1199	Business Operations Specialists, All Other
13-2011	Accountants and Auditors
13-2099	Financial Specialists, All Other
15-1231	Computer Network Support Specialists
15-1232	Computer User Support Specialists
15-1299	Computer Occupations, All Other
17-2051	Civil Engineers
17-2071	Electrical Engineers
17-2199	Engineers, All Other
17-3022	Civil Engineering Technologists and Technicians
17-3023	Electrical and Electronic Engineering Technologists and Technicians
17-3026	Industrial Engineering Technologists and Technicians

19-1032	Foresters
19-4012	Agricultural Technicians
19-4013	Food Science Technicians
19-4042	Environmental Science and Protection Technician, Including Health
19-4071	Forest and Conservation Technicians
21-1011	Substance Abuse and Behavioral Disorder Counselors
21-1019	Counselors, All Other
21-1022	Healthcare Social Workers
21-1092	Probation Officers and Correctional Treatment Specialists
21-1093	Social and Human Service Assistants
21-1099	Community and Social Service Specialists, All Other
23-2099	Legal Support Workers, All Other
25-1199	Postsecondary Teachers, All Other
25-2011	Preschool Teachers, Except Special Education
25-2021	Elementary School Teachers, Except Special Education
25-2022	Middle School Teachers, Except Special Education
25-2032	Career/Technical Education Teachers, Secondary School
25-2058	Special Education Teachers, Secondary School
25-3099	Teachers and Instructors, All Other
25-9031	Instructional Coordinators
25-9042	Teaching Assistants, Preschool, Elementary, Middle, and Secondary School, Except Special Education
25-9099	Educational Instruction and Library Workers, All Other
27-1019	Artists and Related Workers, All Other
27-1029	Designers, All Other
27-2099	Entertainers and Performers, Sports and Related Workers, All Other
27-3099	Media and Communication Workers, All Other
29-1126	Respiratory Therapists
29-1141	Registered Nurses
29-1292	Dental Hygienists
29-2011	Medical and Clinical Laboratory Technologists
29-2031	Cardiovascular Technologists and Technicians
29-2052	Pharmacy Technicians
29-2056	Veterinary Technologists and Technicians

29-2061	Licensed Practical and Licensed Vocational Nurses
29-2072	Medical Records Specialists
29-9021	Health Information Technologists & Medical Registrars
31-1121	Home Health Aides
31-1131	Nursing Assistants
31-2021	Physical Therapist Assistants
31-9092	Medical Assistants
31-9097	Phlebotomists
31-9099	Healthcare Support Workers, All Other
33-3051	Police and Sheriff's Patrol Officers
35-1012	First-Line Supervisors of Food Preparation and Serving Workers
35-2014	Cooks, Restaurant
35-2015	Cooks, Short Order
35-2021	Food Preparation Workers
35-3011	Bartenders
35-9099	Food Preparation and Serving Related Workers, All Other
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners
37-2012	Maids and Housekeeping Cleaners
37-2019	Building Cleaning Workers, All Other
37-3019	Grounds Maintenance Workers, All Other
39-9011	Childcare Workers
39-9099	Personal Care and Service Workers, All Other
41-2011	Cashiers
41-2031	Retail Salespersons
41-4012	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products
41-9099	Sales and Related Workers, All Other
43-3021	Billing and Posting Clerks
43-3031	Bookkeeping, Accounting, and Auditing Clerks
43-4051	Customer Service Representatives
43-4171	Receptionists and Information Clerks
43-6011	Executive Secretaries and Executive Administrative Assistants
43-6013	Medical Secretaries and Administrative Assistants
43-9061	Office Clerks, General
43-9199	Office and Administrative Support Workers, All Other

45-1011	First-Line Supervisors of Farming, Fishing, and Forestry Workers
45-2091	Agricultural Equipment Operators
45-2093	Farmworkers, Farm, Ranch, and Aquacultural Animals
45-2099	Agricultural Workers, All Other
45-4029	Logging Workers, All Other
47-1011	First-Line Supervisors of Construction Trades and Extraction Workers
47-2061	Construction Laborers
47-2073	Operating Engineers and Other Construction Equipment Operators
47-2111	Electricians
47-3013	Helpers--Electricians
47-3015	Helpers--Pipelayers, Plumbers, Pipefitters, and Steamfitters
49-2094	Electrical and Electronics Repairers, Commercial and Industrial Equipment
49-3011	Aircraft Mechanics and Service Technicians
49-3021	Automotive Body and Related Repairers
49-3023	Automotive Service Technicians and Mechanics
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
49-3041	Farm Equipment Mechanics and Service Technicians
49-3051	Motorboat Mechanics and Service Technicians
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-9051	Electrical Power-Line Installers and Repairers
49-9071	Maintenance and Repair Workers, General
49-9098	Helpers--Installation, Maintenance, and Repair Workers
49-9099	Installation, Maintenance, and Repair Workers, All Other
51-2092	Team Assemblers
51-2099	Assemblers and Fabricators, All Other
51-3021	Butchers and Meat Cutters
51-3099	Food Processing Workers, All Other
51-4041	Machinists
51-4121	Welders, Cutters, Solderers, and Brazers
51-4122	Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders
51-4199	Metal Workers and Plastic Workers, All Other
51-9111	Packaging and Filling Machine Operators and Tenders
51-9161	Computer Numerically Controlled Tool Operators
51-9162	Computer Numerically Controlled Tool Programmers

51-9198	Helpers-Production Workers
51-9199	Production Workers, All Other
53-3032	Heavy and Tractor-Trailer Truck Drivers
53-3033	Light Truck Drivers
53-3051	Bus Drivers, School
53-3052	Bus Drivers, Transit and Intercity
53-6099	Transportation Workers, All Other
53-7062	Laborers and Freight, Stock, and Material Movers, Hand
53-7064	Packers and Packagers, Hand
53-7065	Stockers and Order Fillers
53-7199	Material Moving Workers, All Other

## Attachment B: Units of Local Government

Please list the unit or units (multiple counties or jurisdictional areas) of local government included in the local area. If the Chief Elected Official (CEO) Grant Recipient has designated a local grant subrecipient to administer the Workforce Innovation and Opportunity Act (WIOA) pursuant to WIOA §107, please indicate the unit of local government designated as the grant subrecipient. However, if instead, the CEO Grant Recipient has designated a fiscal agent, please indicate this on **Attachment C: Fiscal Agent**.

Unit of Local Government	Grant Subrecipient
	Yes
Jefferson County Treasurer	<input checked="" type="checkbox"/>
Lewis County (subrecipient to Jefferson County)	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

***§107(c)(1)(B)(i) – In a case in which a local area includes more than one (1) unit of general local government, the CEOs of such units may execute an agreement that specifies the respective roles of the individual CEOs.***

If the Local Workforce Development Area is composed of more than one (1) unit of general local government, is there a written agreement between local officials that details the liability of the individual jurisdictions?

Yes  No

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**Attachment C: Fiscal Agent**

Workforce Innovation and Opportunity Act (WIOA) §107(d)(12)(B)(i)(II) provides that the Chief Elected Official (CEO) Grant Recipient may designate a local fiscal agent as an alternative to a local grant subrecipient. Such designation to a grant subrecipient or fiscal agent shall not relieve the CEO or the Governor of the liability for any misuse of grant funds. If the CEO identified a fiscal agent to assist in the administration of grant funds, please provide the name of the fiscal agent.

<b>Fiscal Agent</b>
Jefferson County Treasurer - Brian Peck

**ATTACHMENT D: SIGNATURE OF LOCAL BOARD CHAIR**

**Workforce Innovation and Opportunity Act (WIOA) Local Plan for  
Program Years 2025-2028, for WIOA Title I  
Programs**

In compliance with the provisions of WIOA, the Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan is being submitted jointly by the Local Workforce Development Board (LWDB) and the respective Chief Elected Official(s) (CEO(s)).

By virtue of my signature, I:

- Agree to comply with all statutory and regulatory requirements of WIOA as well as other applicable State and federal laws, regulations, and policies;
- Affirm that the composition of the LWDB is either in compliance with the law, rules, and regulations and is approved by the State, or will be in compliance within 90 days of Local Plan submission;
- Affirm that this Plan was developed in collaboration with the LWDB and is jointly submitted with the CEO(s) on behalf of the LWDB; and
- Affirm that the LWDB, including any staff to the LWDB, will not directly provide any career services unless approved to do so by the CEO(s) and the Governor.

Date:	7/21/25	Signature of LWDB Chair: <i>Matthew Cooper</i>	
Mr.	<input checked="" type="checkbox"/>	Typed Name of LWDB Chair:	
Ms.	<input type="checkbox"/>	Matthew Cooper	
Other	<input type="checkbox"/>		
Name of LWDB:	Jefferson-Lewis		
Address 1:	1000 Coffeen St.		
Address 2:			
City:	Watertown		
State:	NY	Zip:	13601
Phone:	315-701-9810	E-mail:	mcooper@bartonandloguidice.com

**ATTACHMENT E: SIGNATURE OF CHIEF ELECTED OFFICIAL(S)**

**Workforce Innovation and Opportunity Act (WIOA) Local Plan for  
Program Years 2025-2028, for WIOA Title I  
Programs**

In compliance with the provisions of WIOA, the Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan is being submitted jointly by the Local Workforce Development Board (LWDB) and the respective Chief Elected Official(s) (CEO(s)).

By virtue of my signature, I:

- Agree to comply with all statutory and regulatory requirements of WIOA as well as other applicable State and Federal laws, regulations, and policies;
- Affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in §679.420 of the rules and regulations;
- Affirm that the composition of the LWDB is either in compliance with the law, rules, and regulations and is approved by the State, or will be in compliance within 90 days of Local Plan submission;
- Affirm that the Chair of the LWDB was duly elected by the LWDB; and
- Affirm that the LWDB, including any staff to the LWDB, will not directly provide any career services unless approved to do so by the CEO(s) and the Governor.

**Note:** A separate signature sheet is required for each local CEO. If additional pages are necessary, please replicate this document for each CEO.

Date:	Signature of Local CEO: <i>William W. Johnson</i>	
Mr. <input checked="" type="checkbox"/>	Typed Name of Local CEO:	
Ms. <input type="checkbox"/>	William Johnson	
Other <input type="checkbox"/>		
Title of Local CEO:	Chairman of the Board of Legislators	
Address 1:	195 Arsenal Street	
Address 2:		
City:	Watertown	
State:	NY	Zip: 13601
Phone:	315-785-3075	E-mail: wjohnson@jeffersoncountyny.gov
Are you the Grant Recipient CEO? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		



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**ATTACHMENT E: SIGNATURE OF CHIEF ELECTED OFFICIAL(S)**

**Workforce Innovation and Opportunity Act (WIOA) Local Plan for  
Program Years 2025-2028, for WIOA Title I  
Programs**

In compliance with the provisions of WIOA, the Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan is being submitted jointly by the Local Workforce Development Board (LWDB) and the respective Chief Elected Official(s) (CEO(s)).

By virtue of my signature, I:

- Agree to comply with all statutory and regulatory requirements of WIOA as well as other applicable State and Federal laws, regulations, and policies;
- Affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in §679.420 of the rules and regulations;
- Affirm that the composition of the LWDB is either in compliance with the law, rules, and regulations and is approved by the State, or will be in compliance within 90 days of Local Plan submission;
- Affirm that the Chair of the LWDB was duly elected by the LWDB; and
- Affirm that the LWDB, including any staff to the LWDB, will not directly provide any career services unless approved to do so by the CEO(s) and the Governor.

**Note:** A separate signature sheet is required for each local CEO. If additional pages are necessary, please replicate this document for each CEO.

Date: 9/24/2025	Signature of Local CEO: 	
Mr. <input checked="" type="checkbox"/> Ms. <input type="checkbox"/> Other <input type="checkbox"/>	Typed Name of Local CEO: Lawrence L. Dolhof	
Title of Local CEO:	Chairman of the Board of Legislators	
Address 1:	7660 N. State Street	
Address 2:		
City:	Lowville	
State:	New York	Zip: 13367
Phone:	315-376-5355	E-mail: larrydolhof@lewiscounty.ny.gov
Are you the Grant Recipient CEO? Yes <input type="checkbox"/> No <input type="checkbox"/>		

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Department  
of Labor

**ATTACHMENT F: FEDERAL AND STATE CERTIFICATIONS**

The funding for the awards granted under this Contract is provided by the United States Department of Labor which requires the following certifications:

**A. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER-COVERED TRANSACTIONS**

1. By signing this Contract, the prospective lower tier participant certifies, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statement in this certification, such prospective participant shall provide an explanation.
3. The prospective lower-tier participant shall pass the requirements of A.1. and A.2., above, to each person or entity with whom the participant enters into a covered transaction at the next lower tier.

**B. CERTIFICATION REGARDING LOBBYING - Certification for Contracts, Grants, Loans, and Cooperative Agreements**

By signing this Contract, the Contractor hereby certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the Contractor shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The Contractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of facts upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**C. DRUG FREE WORKPLACE**

By signing this Contract, the Contractor certifies that it will provide a Drug Free Workplace by implementing the provisions at 29 CFR 94, pertaining to the Drug Free Workplace. In accordance with these provisions, a list of places where performance of work is done in connection with this specific grant will take place must be maintained at the Contractor's office and available for Federal inspection.

**D. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE**

As a condition for the award of financial assistance from the Department of Labor under Title I of the Workforce Innovation and Opportunity Act (WIOA), the Contractor assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- (1) Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in a program or activity that receives financial assistance under Title I of WIOA;
- (2) Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;
- (3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- (4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- (5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The Contractor also assures that it will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to the Contractor's operation of the WIOA Title I – financially assisted program or activity, and to all agreements the Contractor makes to carry out the WIOA Title I – financially assisted program or activity. The Contractor understands that the United States has the right to seek judicial enforcement of this assurance.

**E. BUY AMERICAN NOTICE REQUIREMENT**

In accordance with Section 502 of the WIOA, none of the funds made available under the WIOA may be expended by an entity unless the entity agrees that in expending the funds it will comply with sections 8301 through 8303 of title 41, United States Code (commonly known as the "Buy American Act").

**F. SALARY AND BONUS LIMITATIONS**

No federal funds appropriated annually under the heading 'Employment and Training' shall be used by a subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation shall not apply to vendors providing goods and services as defined in 2 CFR 200.330. See Training and Employment Guidance

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Letter number 5-06 for further clarification. Where applicable, the Contractor agrees to comply with the Salary and Bonus Limitations.

**G. VETERANS’ PRIORITY PROVISIONS**

Federal grants for qualified job training programs funded, in whole or in part, by the U.S. Department of Labor are subject to the provisions of the “Jobs for Veterans Act” (JVA), Public Law 107-288 (38 USC 4215). The JVA provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. Please note that to obtain priority service, a person must meet the program’s eligibility requirements. Training and Employment Guidance Letter (TEGL) No. 5-03 (September 16, 2003) and Section 20 of the Code of Federal Regulations (CFR) Part 1010 (effective January 19, 2009) provide general guidance on the scope of the veterans’ priority statute and its effect on current employment and training programs. Where applicable, the Contractor agrees to comply with the Veteran’s Priority Provisions.

**H. FUNDING DISCLOSURE**

In accordance with Section 516 of the 1989 Department of Labor Appropriations Act, the Contractor agrees that when issuing statements, press releases, requests for proposals, bid solicitations or other documents describing the project or program, the Contractor shall clearly state:

- a. The percentage of the total costs of the program or project which will be or is being financed with federal money;
- b. The dollar amount of federal funds for the project or program; and
- c. Percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

**STATE CERTIFICATIONS**

**I. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND OUTSTANDING DEBTS**

By signing this Contract, the Contractor, as a duly sworn representative of the contractor/vendor, hereby attests and certifies that:

- 1. No principal or executive officer of the Contractor’s company, its subcontractor(s) and/or successor(s) is presently suspended or debarred; and
- 2. The Contractor, its subcontractor(s) and/or its successor(s) are not ineligible to submit a bid on, or be awarded, any public work contract or sub-contract with the State, any municipal corporation or public body for reason of debarment for failure to pay the prevailing rate of wages, or to provide supplements, in accordance with Article 8 of the New York State Labor Law.
- 3. The Contractor, its subcontractor(s) and/or its successor do not have any outstanding debts owed to the Department, including but not limited to, contractual obligations, fines related to Safety and Health violations, payments owed to workers for public works projects or the general provisions of the labor Law, unemployment insurance contributions or other related assessments, penalties or charges.

I, the undersigned, attest under penalty of perjury that I am an authorized representative of the Bidder/Contractor and that the foregoing statements are true and accurate.

Signature of Authorized Representative:	
Title:	Jefferson-Lewis Workforce Development Board Executive Director
Date:	August 25, 2025

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**Youth Services**

Name of Local Area: *Jefferson-Lewis*

Name of Organization Providing Youth Services <i>(Provide name of organization)</i>	Phone Number	Type of Agreement <i>(Select from the 3 options in the drop-down menu)</i>	Youth & Young Adult Recruitment	Case Management/Pathways Coaching	Intake & Eligibility	Data Entry in Case Management System	Objective Assessments	Individual Service Strategy	Tutoring/ Study Skills	Alternative Sec. School	Occupational Skills Training	Work Experience	Edu. Offered Concurrently	Leadership Development	Supportive Services	Adult Mentoring	Comp. Guidance/ Counseling	Financial Literacy	Entrepreneurial Skills	Labor Market Information	Postsecondary prep./Transition	Follow-Up	
			Please review the program elements listed above and mark "O" for Out-of-School Youth (OSY), "I" for In-School Youth (ISY) or "Both" for both ISY and OSY for all program elements provided by the organization(s).																				
Cornell Cooperative Extension of Jefferson County	315-788-8450	MOA												Both									
Jefferson-Lewis BOCES	315-779-7000	MOA							I	I			I										
THRIVE (formerly CREDO Community Center)	315-779-1772	MOA															Both						
Jefferson Community College	315-786-2200	MOA																			I		
Jefferson County Department of Social Services	315-785-3000	MOA													Both								
Northern Regional Center for Independent Living	315-785-8703	MOA													Both	Both							
Cornell Cooperative Extension of Lewis County	315-376-5270	MOA												Both									
Lewis County Department of Social Services	315-376-5400	MOA													Both								
The WorkPlace, Lowville	315-376-5800	LWDB	Both	Both	Both	Both	Both	Both			Both	Both						Both		Both		Both	Both
The WorkPlace, Watertown	315-782-9252	LWDB	Both	Both	Both	Both	Both	Both			Both	Both						Both		Both		Both	Both
Watertown Urban Mission	315-782-0090	MOA													Both								
Community Action Planning	315-782-4900	MOA													Both								
North Central Small Business Development Center	315-755-0386	MOA																	Both				

## Resolution 21-13

### Amendment of Local Definition of Requires Additional Assistance Barrier for In-School and Out-of-School Youth

**Whereas**, 681.220 final rules of the Workforce Innovation and Opportunity Act of 2014 states that an in-school youth (age 14-21) barrier is an individual who requires additional assistance to complete an educational program or to secure or hold employment,

**Whereas**, 681.210 final rules of the Workforce Innovation and Opportunity Act of 2014 states that an out-of-school youth (age 16-24) barrier is a low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment,

**Therefore**, be it resolved that the Jefferson-Lewis Workforce Development Board adopts the following **revisions** of criterion and documentation requirements for the WIOA Youth Program “Requires Additional Assistance Barrier” for in-school and out-of-school youth:

<input type="checkbox"/> Has repeated at least one grade level ( <b>ISY only</b> )	verified by school, self-attestation/applicant statement
<input type="checkbox"/> Has been referred to or is being treated by an agency for a substance abuse related problem or mental health issue	verified with referral documentation or treatment agency documentation
<input type="checkbox"/> Has been, or is a victim of abuse, or resides in an abusive environment	as documented by a school official or professional
<input type="checkbox"/> Has never held a job or is <b>not currently employed: has had 3 interviews without begin hired in the past 3 months and/or a work search record with 10 activities and has been actively seeking employment for 3 months.</b>	<b>never had a job: verified by self-attestation/applicant statement</b> <b>not currently employed: verified by a work search record/self-attestation/applicant statement</b>
<input type="checkbox"/> Has been fired from a job within the 12 months prior to program application	verified by self-attestation/applicant statement
<input type="checkbox"/> Has never held a full-time job for more than 13 consecutive weeks	verified by self-attestation/applicant statement
<input type="checkbox"/> Resides in a non-traditional family setting (i.e., lives with single parent, guardian, domestic partners or friends)	verified by self-attestation/applicant statement
<input type="checkbox"/> Lacks occupational skills or training needed for desired career pathway	verified by self-attestation/applicant statement/identified in objective assessment <b>with services documented in ISS, supported by JobZone/CareerZone</b>
<input type="checkbox"/> Lack of transportation, childcare or in need of mentoring	verified by self-attestation/applicant statement/ <b>identified in objective assessment with services documented in ISS</b>
<input type="checkbox"/> Attends alternative high school: <b>ACES program, Bright Futures program, CTE, or home schooled</b>	verified by school, self-attestation/applicant statement
<input type="checkbox"/> Has an incarcerated parent	verified by self-attestation/applicant statement
<input type="checkbox"/> Youth is an expectant parent (male or female) who will be providing custodial or non-custodial care for one or more dependents under age 18	verified by self-attestation/applicant statement

\*This resolution supersedes and revokes Resolution 16-13, dated 6/21/17.

## Basic Skills Deficient Policy

**PURPOSE:** To establish and provide information to program staff in acknowledging youth and young adult customers who are classified via WIOA law as deficient in Basic Skills. Understanding the procedures of this barrier ensures youth will continue to succeed in employment and educational goals during their time in the youth program.

**DEFINITION:** Basic Skills Deficient is defined under WIOA 3(5) as an individual who is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, and/or in society. English Language Learners/English as a Second Language are also included in this demographic.

**PROCESS:** A youth or young adult who showcases an inability to compute or solve problems or to read, write, or speak English at the required level may be documented by a TABE test score that is equivalent to an 8<sup>th</sup> grade level. The TABE test has been the most common method in assuring youth and young adults who are burdened by this barrier will have the proper grading, instruction and overall average in order to properly assess their skills.

If a youth/young adult is shown to be basic skills deficient, the WIOA Youth and Young Adult Employment Program Coordinator will coordinate with youth relatives (if applicable), community partners (e.g. non-profit agencies) and school district/college/university that youth attends (if applicable) on the best solutions possible to assist the youth in overcoming this barrier. The Coordinator will also connect youth with tutoring services and GED instruction programs (if applicable) in order to better prepare youth for the future.

**DOCUMENTATION:** In addition to the TABE test (or an equivalent source of documentation skill level), the Individual Service Strategy will need to be completed and maintained during the course of the Coordinator assisting the youth/young adult. An average of completing the goals set forth by the ISS shall be no later than 60 days after enrollment, with flexibility to extend if need be. Goals should primarily be focused on improving literacy and numeracy levels.

**The Jefferson-Lewis  
Local Workforce Development Area  
Memorandum of Understanding**

January 14, 2021  
(Updated 6/9/2022)

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Jefferson-Lewis Workforce Development Area

**A. Intent of the MOU**

This MOU is meant solely to capture each partner’s roles and responsibilities in the NYS Career Center System (System). The partners executing this MOU acknowledge and agree that this document is not a contract, and the MOU does not create, or otherwise give rise to, any contractual rights or obligations between the partners and their representatives. Each partner’s responsibilities, which are generally summarized in this MOU, may only be legally enforced in the event the relevant partners execute a separate joint use or collaboration agreement. The MOU memorializes, in writing, the way the partners will work collaboratively together to satisfy the federal regulations for the System and is not designed to be contractual terms and conditions enforceable by a court order.

This MOU was developed and executed to ensure compliance with the MOU required by section 121 of the Workforce Innovation and Opportunity Act (WIOA), 20 CFR §678.500, 20 CFR §678.755, and Training and Employment Guidance Letter 17-16 (issued by the United States Department of Labor, Employment and Training Administration on January 18, 2017).

This MOU supersedes prior MOUs executed pursuant to 20 CFR §678.500 and 20 CFR §678.755, but does not replace or supersede any other prior agreements entered into by any partner described in the MOU, including but not limited to separate agreements partners have executed.

**B. Parties to the MOU**

**Table 1: Partner Program Contact Information**

The Jefferson-Lewis Workforce Development Board, the Chief Elected Official(s) (CEOs) and the following other partners are the parties to this MOU:

Add Row	<b>Partner Entity or Program Name</b> (as applicable to the LWDA)	<b>Point(s) of Contact</b> (Name, title, address, email, phone)
	1. Local Workforce Development Board (LWDB)	Cheryl Mayforth, Executive Director Jefferson-Lewis WDB 1000 Coffeen Street Watertown, NY 13601 (315)786-3654 c.mayforth@co.jefferson.ny.us

<b>Partner Entity or Program Name</b> (as applicable to the LWDA)	<b>Point(s) of Contact</b> (Name, title, address, email, phone)
2. Chief Elected Official (CEO)	<p>William Johnson, CEO            Jefferson County Board of Legislators            195 Arsenal Street            Watertown, NY 13601            (315)785-3075            wjohnson@co.jefferson.ny.us</p> <p>Lawrence Dolhof, CEO            Lewis County Board of Legislators            Lewis County Courthouse            7660 N. State Street            Lowville, NY 13367            (315)376-5355            larrydolhof@lewiscounty.ny.gov</p>
3. Adult, Dislocated Worker (DW), and Youth under Title I of WIOA	<p>Angel Munson, One Stop Manager            The WorkPlace (Jefferson County)            1000 Coffeen Street            Watertown, NY 13601            (315)786-3660            a.munson@co.jefferson.ny.us</p> <p>Lisa Hetzner, One Stop Manager            The WorkPlace (Lewis County)            5274 Outer Stowe Street            Lowville, NY 13367            (315)376-5800            lisa.hetzner@dfa.state.ny.us</p>
4. Job Corps under Title I of WIOA	<p>Lisa Hall, Outreach &amp; Admissions/Career Transition Services Director            822 River Road            Glenmont, NY 12077            (518)767-2292            Cell: (607)376-6820            hall.lisa@jobcorps.org</p>
5. YouthBuild under Title I of WIOA	N/A
6. Indian and Native American Programs (INAP) under Title I of WIOA	N/A
7. Migrant and Seasonal Farmworker Programs (MSFW) under Title I of WIOA	N/A

<b>Partner Entity or Program Name</b> (as applicable to the LWDA)	<b>Point(s) of Contact</b> (Name, title, address, email, phone)
8. Adult Education and Family Literacy Act programs under Title II of WIOA (Adult Ed.)	Marisa Boomhower Associate in Continuing Education NYSED 89 Washington Avenue, EBA 460 Albany, NY 12234 518-474-8940 marisa.boomhower@nysed.gov
9. New York State Department of Labor (NYSDOL) administered: <ul style="list-style-type: none"> <li>• Wagner-Peyser (WP) program under Title III of WIOA</li> <li>• Trade Adjustment Assistance (TAA) under Title II of Trade Act</li> <li>• Jobs for Veterans State Grants (Vets) under Title 38, U.S.C.</li> <li>• State Unemployment Insurance (UI) programs</li> </ul>	Shena Patrick NYSDOL Career Center Manager Massena Career Center 35 Glenn Street Massena, NY 13662 315-769-3596 shena.patrick@labor.ny.gov
10. Vocational Rehabilitation—Adult Career & Continuing Education Services (ACCES-VR) under Title IV of WIOA	Patrick Sheppard District Office Manager 333 E. Washington Street Syracuse, NY 13202 315-428-4030 Patrick.sheppard@nysed.gov
11. Vocational Rehabilitation—Office of Children and Family Services /New York State Commission for the Blind (OCFS/NYSCB) under Title IV of WIOA	Beth Welch, Senior Vocational Rehabilitation Counselor 100 South Salina Street, Suite 105 Syracuse, NY 13202 315-423-5420 Beth.Welch@ocfs.ny.gov
12. Title V – State-administered SCSEP Program	Rick Bugbee, Vice President of Programs Associates for Training & Development PO Box 107 St. Albans, VT 05478 802-524-3200 ext. 122 rbugbee@a4td.org

<b>Partner Entity or Program Name</b> (as applicable to the LWDA)	<b>Point(s) of Contact</b> (Name, title, address, email, phone)
13. Career and Technical Education programs at the postsecondary level (CTE) under Perkins V Career and Technical Education Act	<p>Leslie LaRose-Collins            Assistant Superintendent for Programs            Jefferson-Lewis BOCES            20104 NYS Rte. 3            Watertown, NY 13601            315-779-7000            LLaRoseCollins@boces.com</p> <p>Georgia Dusckas, Supervisor            Jefferson-Lewis BOCES            20104 NYS Rte. 3            Watertown, NY 13601            315-779-7220            gdusckas@boces.com</p>
14. Community Services Block Grants (CSBG) Employment & Training (E&T)	<p>Melinda Gault, Executive Director            Community Action Planning Council            518 Davidson Street            Watertown, NY 16301            315-782-4900            mgault@capcjc.org</p> <p>Scott Mathys, CEO            Lewis County Opportunities            8265 NYS Rte. 812            Lowville, NY 13367            315-376-8202 ext.247            smathys@lcopps.org</p>
15. Housing and Urban Development (HUD) E&T	N/A
16. Re-entry Employment Opportunities (REO) programs under Second Chance Act	N/A

<b>Partner Entity or Program Name</b> (as applicable to the LWDA)	<b>Point(s) of Contact</b> (Name, title, address, email, phone)
17. Temporary Assistance for Needy Families (TANF) E&T under part A of Title IV of Social Security Act	<p>Teresa Gaffney, Commissioner Jefferson County Department of Social Services 250 Arsenal Street Watertown, NY 13601 315-785-3000 teresag@co.jefferson.ny.us</p> <p>Jennifer Jones, Commissioner Lewis County Department of Social Services 5274 Outer Stowe Street PO Box 193 Lowville, NY 13367 315-376-5400 Jennifer.jones@dfa.state.ny.us</p>
18. [Additional partner approved by LWDB and CEO]	N/A

## C. System Design and Services

### 1. Service Provision Locations/Resources

**Table 2: Service Provision Locations**

Add Row	<b>Type of Location</b> (Comprehensive/Affiliate/ Specialized /Eligible Partner Program Site/ Self-Service Resource)	<b>Location or Self-Services Resource Name</b>	<b>Location Contact</b> (Address, web address, phone)
1. Comprehensive Center	The WorkPlace Jefferson County	1000 Coffeen Street Watertown, NY 13601 (315)786-3651 www.jefflewisworkforce.com	
2. Self-Service Resource	JobZone	<a href="http://www.jobzone.ny.gov">www.jobzone.ny.gov</a>	
3. Self-Service Resource	CareerZone	<a href="http://www.careerzone.ny.gov">www.careerzone.ny.gov</a>	
4. Affiliate Center	The WorkPlace Lewis County	5274 Outer Stowe Street Lowville, NY 13367 (315)376-5800	

### 2. Common Identifier for Branding

Partners will use and incorporate the nation’s designated branding, “American Job Center network” or “A Proud Partner of the American Job Center network” on branded electronic resources and any newly printed, purchased or created materials. Additionally, all Career Centers (Comprehensive, Affiliate, and

Specialized) will prominently display the New York State Career Center logo, which includes the national branding, at the entryway to the center.

### 3. Applicable Career Services Coordination and Delivery

Applicable Career Services Coordination and Delivery Applicable Career Services listed in **Table 3** are provided in the local area through one-on-one appointments, group orientations, and self-service resources and are defined below. In the following definitions, “customer” is equivalent to participant, consumer, client, student, or recipient, as used by the various partners. Where appropriate, partners who provide the same Applicable Career Services agree to deliver those services in a coordinated manner with appropriate points of contact, meaningful referrals, and through the required service delivery coordination role of the One-Stop System Operator.

#### **Basic Career Services**

(20 CFR §678.430(a) and §678.435)

- **Eligibility for Title I Services** – Determination of whether a customer is eligible to receive services from the Adult, Dislocated Worker, or Youth programs.
- **Outreach, Intake, and System Orientation** – Outreach is intended to promote awareness of the availability of the System services to and for individuals and businesses that may need these services. Intake and System orientation is the process of gathering basic information to determine the program(s) appropriate for the customer, and providing the customer with information on the services available to determine if he/she is interested in pursuing those services.
- **Initial Assessment** – The collection and assessment of information on a customer’s skill levels, including literacy, numeracy, and English language proficiency; work history; employment barriers; employment goal(s) and occupational knowledge; supportive service needs; and whether referrals to other programs are appropriate or necessary.
- **Labor Exchange Services** – Providing job search and placement services to the customer, including but not limited to, information on in-demand industry sectors and occupations and non-traditional employment, when appropriate; development of a work search plan; placement in workshops; posting jobs on the state job bank; providing job matching and referrals; and advising how to maintain a record of job search.

In some instances, programs may require their customers to maintain and submit a log detailing the amount of time spent on job search activities including identifying, applying, and interviewing for potential jobs, and time spent preparing and sending follow-up material to businesses.

Labor exchange services also include appropriate recruitment and other business services, which may include, but are not limited to, customized screening and referral of qualified customers in training services to businesses; customized services to businesses, business associations, or other such organizations on employment-related issues; customized recruitment events for businesses and targeted job fairs; human resource consultation services which may include writing or reviewing job descriptions and employee handbooks, developing performance evaluations and personnel policies, creating orientation sessions for new employees, honing job interview techniques for efficiency and compliance, analyzing employee turnover, creating job accommodations and using assistive technologies, and explaining labor law to help businesses comply; and customized labor market information for specific businesses, sectors, industries, or clusters.

- **Referrals to Programs** – Referrals and coordination of activities with other appropriate programs and services that meet specific customer needs, assist them in overcoming barriers to employment, and provide services to gain or retain employment. These other programs and services may include, but are not limited to, employment and training services; treatment for alcohol, substance abuse or mental health issues; Unemployment Insurance benefits; Workers' Compensation; NYS Disability Insurance; and vocational rehabilitation services.
- **Labor Market Information** – Staff provides workforce and labor market employment statistics to assist job seeking customers in the development of employment goal(s) and businesses in the development and implementation of sector partnerships and career pathways. The employment statistics include local, regional, and national labor market conditions; career counseling and career exploration services; characteristics of industries, occupations, and the workforce area; business-identified skill needs; short and long-term industry and occupational growth and salary projections; worker supply and demand; and high-growth and high-demand industries.
- **Performance on the Local Workforce System** – The provision of information, in usable and understandable formats and languages, about how the local area is performing on local performance accountability measures, as well as any additional performance information relating to the area's NYS Career Center System.
- **Performance and Program Cost of Eligible Providers** – The provision of performance information and program cost information on eligible providers of education, training, and workforce services by program and type of provider.
- **Referrals to Supportive Services** – Staff provides customers with referrals to supportive services that enable the customer to participate in authorized WIOA activities. Based on various partners' programmatic rules and regulations, these supportive services may include, but are not limited to, transportation; child care; dependent care; housing; needs related payments; interpreter services; reasonable accommodation for youth with disabilities; legal aid services; assistance with uniforms or other appropriate work attire; assistance with books, fees, and school supplies; payments and fees for employment and training related applications, tests, and certifications; and tools or instruments. Depending on the program, when appropriate, information may also be provided to customers on how to continue these supportive services after program services are completed.
- **Unemployment Insurance (UI) Information and Assistance** – Career Center and UI staff provides information and meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation. Meaningful assistance means providing assistance on-site using staff that is well trained in UI compensation claims filing and the rights and responsibilities of claimants or providing assistance by phone or via other technology as long as the assistance is provided by trained and available staff within a reasonable time.
- **Financial Aid Assistance** – Providing assistance in establishing eligibility, accessing, and applying for programs of financial aid for training and education programs not provided under WIOA.

## **Individualized Career Services**

(20 CFR §678.430(b))

- **Comprehensive Assessment** – Staff conducts a specialized assessment of a job seeker’s barriers to employment, occupational and employment goal(s), educational and skill levels, and personal circumstance to determine the service needs. This may include diagnostic testing and use of other assessment tools, and in-depth interviewing and evaluation. Under WIOA Title I, the comprehensive assessment is used to develop the Individual Employment Plan (IEP), while under Title IV, it is used to develop the Individualized Plan for Employment (IPE).
- **Individual Employment Plan (IEP)/Individualized Plan for Employment (IPE)** – The IEP/IPE identifies the appropriate employment goal(s) chosen by the customer. The initial and comprehensive assessment is used to develop the IEP/IPE in consultation with the customer. The plan outlines the necessary services to be provided to achieve the planned goals; steps and timelines for achieving the goals; and the terms, conditions, and responsibilities associated with the plan. The IEP for Title I Adult/DW/Youth programs also includes information about eligible training providers, when applicable. The IPE for Title IV Vocational Rehabilitation Programs must also include those specific rehabilitation services needed to achieve the employment outcome, including assistive technology devices and services, when applicable.
- **Career Planning and Counseling** – One-on-one or intensive career planning and counseling with a professional counselor uses initial and comprehensive assessments and the IEP/IPE, and aims at enhancing job seeking and retention skills and career advancement of customers by:
  - i. Helping the customer analyze and understand career information, and gain a better understanding of using career information gained through assessment tools and counseling strategies to more realistically choose or change short and long-term occupational goals; and
  - ii. Preparing service strategies to assist in the achievement of occupational goal(s) and to ensure customers have access to necessary workforce activities and supportive services, which may include, but are not limited to, drug and alcohol abuse counseling, mental health counseling, and referrals to partner programs appropriate to the needs of the customer.

Counseling may also include notification of available training in entrepreneurial skills which may include, but is not limited to, taking initiative; creatively seeking out and identifying business opportunities; developing budgets and forecasting resource needs; understanding options for acquiring capital; and communicating effectively to market oneself and ideas.

- **Short-term Pre-Vocational Services** – Development of skills customers need to live independently and enter the workforce fully prepared to engage in employment. These services may include academic education and job readiness trainings for development of work readiness skills, including but not limited to, learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, higher-order reasoning, problem-solving skills, work attitudes, and professional conduct.
- **Internships and Work Experiences** – Based on partners’ programmatic rules and regulations, the work experience is a planned, structured learning experience, in most cases linked to a career, that takes place in a private for-profit, non-profit or public sector workplace. For most partner programs, work experiences may be in the form of internships, work-study, externship, on-the-job training, apprenticeship, summer employment for youth, or other work placement opportunities. The purpose of a work experience is to provide the customer with an understanding of the work

environment and job responsibilities, specific work skills, and experience on how the customer performs in the work setting. WIOA Title I Youth work experiences also include an academic and occupational education component. Partners follow all applicable work experience requirements for their respective program's State and Federal rules and regulations.

- **Out of Area Job Search and Relocation Assistance** – Staff provides information on labor exchange activities in other local areas, regions, or states and whether businesses the customer may be interested in offer assistance with relocation. Allowable relocation expenses may be paid to eligible customers by the appropriate program.
- **Financial Literacy Services** – Educate and support customers to gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality relevant learning strategies. The learning, where possible, may include, but is not limited to, creating a budget; initiating checking and savings accounts at banks; learning how to effectively manage spending, credit, and debt; learning how to protect against identity theft; and benefits advisement. These services may also include opportunities to put financial literacy lessons into practice, based on the needs of the customer.
- **English Language Acquisition and Integrated Education** – Adult Education staff provides an integrated program of services that incorporates English literacy and civics education concurrently and contextually with workforce preparation and training for a specific occupation/sector for the purpose of educational and career advancement of customers. These services allow customers to attain economic self-sufficiency and are designed for partnerships among adult education programs and postsecondary educational institutions, training providers, and businesses. Other partners provide direct linkages and information on how to locate and enroll in English as a Second Language (ESL) or English for Speakers of Other Languages (ESOL) classes.
- **Workforce Preparation** – Activities to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education, training, or employment and other employability skills that increase an individual's preparation for the workforce. For Adult Education these activities are incorporated into all literacy instruction.

### ***Follow-Up Services***

(20 CFR §678.430(c))

Depending upon the individual partner's programmatic rules and regulations, follow-up services may include counseling regarding the workplace for customers in adult or dislocated worker programs, who are placed in unsubsidized employment, for up to 12 months after the first day of employment. For youth programs, the follow-up services include critical services provided following a youth's exit from the program to help ensure the youth is successful in employment or postsecondary education and training. These services may include regular contact with a youth's business and education provider, including assistance in addressing work-related or education-related problems that arise.

**Table 3 : Applicable Career Services**

Required Programs	Adult	DW	Youth	Adult Ed	WP	ACCES-VR	NYS CB	SCSEP	TAA	UI	Vets E&T	CTE	INAP	MSFW	CSBG E&T	HUD E&T	2 <sup>nd</sup> Chance	Job Corps	Youth Build	TANF E&T	
<b>Basic Career Services</b>																					
Eligibility for Title I services	X	X	X		X				X		X										
Outreach, intake, system orientation	X	X	X	X	X	X	X	X	X	X	X	X			X						X
Initial assessment	X	X	X	X	X	X	X	X	X	X	X	X			X						X
Labor exchange services	X	X	X		X			X	X	X	X				X						X
Referrals to programs	X	X	X	X	X	X	X	X	X		X	X			X				X		X
Labor market information	X	X	X		X	X	X	X	X		X	X			X						
Performance on local workforce system	X	X	X		X				X	X	X										
Performance & program cost of Eligible Providers	X	X	X						X												
Referrals to supportive services	X	X	X	X	X	X	X	X	X	X	X	X			X				X		X
UI information and assistance	X	X	X		X				X	X	X										
Financial aid information	X	X	X	X		X	X		X			X			X						
<b>Advanced Career Services</b>																					
Comprehensive assessment	X	X	X	X	X	X	X	X	X		X	X							X		X
Individual employment plan	X	X	X		X	X	X	X	X		X	X									X
Career planning & counseling	X	X	X	X	X	X	X	X	X		X	X			X				X		X
Short-term pre-vocational services	X	X	X			X	X					X			X				X		X
Internships and work experiences	X	X	X	X		X	X	X	X			X			X				X		X
Out of area job search and relocation assistance	X	X	X		X	X	X		X		X				X						
Financial literacy services	X	X	X	X		X	X														
English language acquisition and integrated education	X	X	X	X					X			X			X						X
Workforce preparation	X	X	X	X				X	X			X			X				X		X
Follow-up services	X	X	X					X			X	X			X						X

#### **4. Referral of System Customers**

Partners agree to:

- Participate in a customer focused referral system that seamlessly accesses resources from involved partners to increase quality outcomes. Partners agree to communicate regarding the status of interagency referrals.
- Offer customers information on how to apply for a partner's services and/or arrange an appointment for the customer.
- Continually develop agreed-upon standards and protocols for making quality referrals between program partners.
- Identify a partner referral liaison for each System partner.
- Provide ongoing training to all partner frontline staff in partner services and eligibility.
- Consistently strategize to improve referrals toward a standard of real-time referrals to all applicable local program partners.

#### **5. Confidentiality**

Partners agree to the requirements of their individual program in making customer information available to a partner program. Customer information, for the purpose of making a referral to a partner program, will only be shared in accordance with each partner's respective confidentiality requirements. Information will be shared within a reasonable timeframe.

Information may only be shared by the Vocational Rehabilitation partners with a signed written release from the customer. The time limited release form will specify the information that can be released and to whom the information can be released.

Personally identifiable information obtained from customers of specific programs during outreach, intake, system orientation, initial assessment, referral to a partner programs, referral to supportive services, or otherwise is confidential and will not be released, disclosed or re-disclosed without utilizing the WIOA Interagency Release of Information form. Programs for which releases may be required to ensure customer confidentiality include but are not limited to TANF, NYSDOL programs, and Vocational Rehabilitation programs.

All employees, students, volunteers or Board Members must sign a confidentiality agreement prior to working with our customers.

#### **6. System Access**

In order to serve the needs of all workers, especially youth and individuals with barriers to employment, throughout the System, the partners have agreed to the following:

**Physical Accessibility:** All One-Stop Network centers will maintain a culture of inclusiveness, and the physical characteristics of the facility, both indoor and outdoor, will comply with ADA requirements for accessible design. Services will be available in a convenient and accessible location, taking into account reasonable distance from public transportation and adequate parking (including parking clearly marked for individuals with disabilities). Indoor space will be designed in an equal and meaningful manner

providing access for individuals with disabilities.

**Virtual Accessibility:** The Jefferson-Lewis WDB will work with the New York State Workforce Investment Board to ensure that job seekers and businesses have access to the same information online as they do in a physical facility. Information must be clearly marked and compliant with Section 508 of the U.S. Department of Health and Human Services code. Partners will comply with the Plain Writing Act of 2010, the law requiring that federal agencies use "clear Government communication that the public can understand and use" and all information kept virtually will be updated regularly to ensure dissemination of correct information.

**Communication Accessibility:** Communications access, for purposes of this MOU, means that individuals with sensory disabilities can communicate (and be communicated with) on an equal footing with those who do not have such disabilities. All Partners agree that they will provide accommodations for individuals who have communication challenges, including but not limited to individuals who are deaf or hard-of-hearing, individuals with vision impairments, and individuals with speech-language impairments.

**Programmatic Accessibility:** In addition to agreeing that they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law, the partners assure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. Partners further assure that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues. All Partners will cooperate with compliance monitoring that is conducted at the local level to ensure that all American Job Center programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level. An interpreter will be provided in real time or, if not available, within a reasonable timeframe to any customer with a language barrier. Assistive devices, such as screen-reading software programs (e.g., JAWS and Dragon) and assistive listening devices must be available to ensure physical and programmatic accessibility within the American Job Center network.

In a Comprehensive Career Center, at a minimum, staff will provide direct linkage (i.e., direct connection within a reasonable time by phone or real-time web-based technology to program staff that can provide program information to the customer).

In compliance with the Americans with Disabilities Act, partners will provide individuals with disabilities with physical and programmatic accessibility to facilities, programs, services, technology and materials, including appropriate staff training and support.

The partners will comply with the non-discrimination requirements in section 188 of WIOA and 29 CFR Part 38.

Partners commit to periodically reassess program accessibility and adjust strategies to improve access as needed.

The partners recognize that NYS Human Rights Law prohibits discrimination or harassment against any employee, applicant for employment or customer due to age, race, creed, color, national origin, sexual

orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, or status as a victim of domestic violence of any individual.

The partners understand that the NYS Human Rights Law affords protections from employment discrimination for persons with prior conviction records, prior arrests, youthful offender adjudications, or sealed records.

#### D. Applicable Career Services System Operating Budget

**Table 4: Applicable Career Services System Operating Budget**

Add Row	
Partner Entity Name (as applicable to the LWDA)	Average Annual Budget to Support the System
1. Adult/DW/Youth	\$1,432,199
2. Job Corps	\$1,078,011
3. YouthBuild	N/A
4. INAP	N/A
5. MSFW	N/A
6. Adult Ed.	\$193,100
7. NSYDOL administered programs (WP, TAA, Vets, UI)	\$1,204,736
8. ACCES-VR	\$126,324
9. OCFS/NYSCB	\$3642
10. SCSEP — SOFA	\$71,600
11. SCSEP — National Grantee	\$128,981
12. CTE, postsecondary level	\$221,432
13. CSBG E&T	\$43,640
14. HUD E&T	N/A
15. REO grantee(s)	N/A
16. TANF E&T	\$978,822
17. [Other partner approved by the LWDB and CEO]	N/A
<b>Total</b>	<b>\$5,482,487</b>

#### E. Infrastructure Budget of Career Center(s)

A complete budget for all infrastructure costs associated with each Career Center identified in **Table 2** has been provided as **Attachment A**, which is attached hereto and incorporated herein.

The negotiated share percentages, agreed upon by partners and included in **Attachment B**, are attached hereto and incorporated herein.

Partners determined share percentages based on the square footage of the Career Center.

## F. General Provisions and Assurances for the MOU

This MOU shall be in effect from **July 1, 2020** and shall remain in effect until all partners to this MOU agree to modify it, as necessary, with written mutual consent. This MOU will be reviewed and re-implemented not less than once every three (3) years from the effective date to ensure appropriate funding and delivery of services, and every three (3) years thereafter. In the event that it becomes necessary for one or more partners to cease being a part of this MOU, the partner(s) shall notify the other partners, in writing, 30 days in advance of that intention.

The creation of the MOU was achieved through the collaboration of partners who worked together focusing on the goals and betterment of the System. Consensus building, addressing the needs of the customers, and efficiency of the Career Center System will be prioritized to resolve issues. Evidence of this collaboration is provided as **Attachment C**, which is attached hereto and incorporated herein.

The infrastructure budget will be reviewed, reconciled, and updated periodically every **12** months to review the equitable benefit among the partners. **Jefferson-Lewis Workforce Development Board** will facilitate the periodic reconciliation of infrastructure funding. Any changes will be issued in a written document signed and dated by the partners.

In the event of changes in State or Federal law, which necessitate changes to this MOU, the MOU shall be automatically amended to comply with the current law while still furthering the intent of the MOU. The partners will collaborate to amend the MOU to comply with the State and Federal requirements.

This MOU may be executed in counterparts, which together shall constitute an original MOU. This MOU shall not be deemed valid until executed by all partners.



11. CEO

Lawrence Dolhof, CEO  
Lewis County Board of  
Legislators

[See separate signatory page](#)

[Signature]

[Date]

12. Adult/DW/Youth

Lisa Hetzner  
Lewis County One Stop  
Manager

*Lisa Hetzner*

[Signature]

2022-07-25

[Date]

13. TANF E&T

Jennifer Jones  
Commissioner, Lewis  
County DSS

*Jennifer Jones*

[Signature]

2022-07-26

[Date]

14. Lewis County  
Opportunities

Scott Mathys, CEO  
Lewis County  
Opportunities

*Scott Mathys*

[Signature]

2022-07-25

[Date]

Name of Local Workforce Development Area:		Jefferson-Lewis					
Name of Career Center:		Jefferson County Employment & Training		Type of Career Center:		Comprehensive	
Annual Career Center Infrastructure Budget							
#	Partner Name	Rental of Facilities	Utilities and Maintenance	Equipment	Technology	Total Amount (\$)	Percentage of Share
1	WIOA Admin	\$ 6,218.81	\$ 2,402.94			\$ 8,621.75	2.75%
2	Adult/DW	\$ 38,103.86	\$ 14,727.12			\$ 52,830.98	16.87%
3	Youth	\$ 16,784.09	\$ 6,487.08			\$ 23,271.17	7.43%
4	TANF E&T	\$ 1,245.70	\$ 376.22			\$ 1,621.92	0.52%
5	Jefferson County DSS	\$ 21,322.34	\$ 8,241.02			\$ 29,563.36	9.44%
6	NYSDOL administrative programs (WP, TAA, Vet, UI)	\$ 111,940.00		\$ 7,855.00	\$ 73,858.00	\$ 193,653.00	61.83%
7	OCFS/NYSCB CCTV			\$ 3,642.00		\$ 3,642.00	1.16%
8						\$ -	0.00%
<b>Totals</b>		\$ 195,614.80	\$ 32,234.38	\$ 11,497.00	\$ 73,858.00	\$ 313,204.18	100.00%

<b>Name of Local Workforce Development Area:</b>		Jefferson-Lewis					
<b>Name of Career Center:</b>		Lewis County Employment & Training			<b>Type of Career Center:</b>		Affiliate
<b>Annual Career Center Infrastructure Budget</b>							
#	Partner Name	Rental of Facilities	Utilities and Maintenance	Equipment	Technology	Total Amount (\$)	Percentage of Share
1	DSS/DET	\$ 17,587.00	included in MLR	included in MLR		\$ 17,587.00	90.15%
2	NYS DOL administrative programs (WP, TAA, Vet, UI)	\$ 1,922.00	included in MLR			\$ 1,922.00	9.85%
3						\$ -	0.00%
<b>Totals</b>		\$ 19,509.00	\$ -	\$ -	\$ -	\$ 19,509.00	100.00%

Negotiated Shares	
Partner Name	Negotiated Infrastructure Share (%)
TANF E&T	30%
Jefferson County DSS	12%
NYSDOL administrative programs (WP, TAA, Vet, UI)	53%
OCFS/NYSCB CCTV	5%
	100%

Negotiated Shares	
Partner Name	Negotiated Infrastructure Share (%)
DSS/DET	90%
NYSDOL administrative programs (WP, TAA, Vet, UI)	10%
	100%



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**One Stop Partners Meeting Minutes**  
Via Zoom  
January 13, 2021

**Welcome**

The meeting started at 10:00 AM with some technical difficulties.

**Introductions**

One Stop Manager, Angel Munson introduced those in attendance for time-saving purposes.

**Memorandum of Understanding**

Director Mayforth stated that the Memorandum of Understanding was primarily complete and asked if anyone had questions regarding the MOU. Since the MOU is a boilerplate provided by the State, there is not much that can be edited in the document.

Scott Mathys, Director of Lewis County Opportunities, asked if we will need budgets from all of the Partners for the MOU. Jennifer Pound, Jefferson County WorkPlace Assistant, replied that she and Ms. Munson will review the MOU next week and follow up with the Partners if numbers to support the budget are needed.

Director Mayforth added that the partnership increases our visibility and serviceability to the community and encouraged all Partners to let us know about services and events so that we can share with our customers.

Georgia Dusckas, Jefferson-Lewis BOCES Supervisor of Adult & Continuing Education reminded us that Joanne Witt has been named the new Director of Career and Technical Education to replace Ms. Gyoerkoe. Ms. Munson stated that we have made the change to the MOU, but it was after it had been sent to the Partners for review.

Director Mayforth asked if all of the Partners were in agreeance with the allocation methodology and negotiated share percentages. There were no comments, and the Partners agreed.

**WorkPlace Updates**

Ms. Munson explained that Jefferson County WorkPlace office is open and accepting customers by appointment only as staffing is at 50%. Customers can make an appointment to use our Resource Room for job-seeking and unemployment-related reasons. Ms. Munson also shared that it is ineffective to fax or mail documents to DOL, and that customer should send documents as an attachment to their individuals NY.GOV accounts. Ms. Pound added that customers must have their sign-in information (username and password) when coming into the office. Without the username and password, WorkPlace employees will not be able to assist the customer.

**Updates from Partner Agencies**

CAPC Director, Melinda Gault, informed partners that they have received two grants. One from the Cares Act and another CFA State Grant for unemployed or underemployed individuals. She said that the

Cares Act will benefit and expand the Nursing Program by providing financial aid for students, PPE, and increasing medical technology items. Director Gault stated that one of the medical technology items they plan to purchase are lifelike mannequins.

Director Gault also reported that since the increase in cases of Covid-19, they are also not seeing customers in person. All customers must call to make an appointment and will be greeted at the door in the event that they need to drop off or sign documents. That being said, the Head Start Program is running 5 days a week, the Volunteer Income Tax Program will continue to run by appointment only and the Food Pantry is available as a drive through service. Director Gault explained that they are still here to help but are trying to minimize in person contact.

Ms. Dusckas explained that the Literacy Program is ongoing, although it is less class structured than in the past. Customers interested in the Literacy program should call the general information line at BOCES. Lewis County One Stop Manager, Lisa Hetzner, asked if customers can have access to the Literacy Program in Lewis County, or if they must travel to Jefferson County. She explained that she may have some interested customers, but they do not have transportation to Jefferson County. Ms. Dusckas stated that this program is only available in Jefferson County at this time. She agreed with Ms. Hetzner that we should work on making the programs available in Lewis County also. Further discussion ensued regarding this and TABE testing.

Jefferson County DSS Commissioner Teresa Gaffney reported that the staff at DSS is also at 50% with half of the staff in the office and the other half working remotely on a rotating schedule. They are limiting the amount of in person contact and are serving customers as remotely as possible.

Ms. Hetzner reported that they also have been working at reduced staffing with part of the staff working remotely.

### **Good of the Group**

Director Mayforth stated that loss of workforce is our number one issue. The workforce is the lowest it has been since 1990. She assumes part of that is due to Baby Boomers retiring. She explained that we need to focus on retraining people for jobs and determine which sectors will be most in demand in the future. Director Mayforth stated that while the vaccine will begin to help it is not an immediate fix, we have a long road ahead of us, and she expects that we will see more small businesses close before this is all over.

### **Closing Remarks**

Ms. Munson asked if there were any last-minute questions before we close the meeting.

Director Mayforth closed the meeting and encouraged us to “Keep the faith folks!”

The meeting was ended at 10:43 AM

### **Attendance via Zoom**

Cecilia Brock, Literacy of NNY  
Georgia Dusckas, Jefferson-Lewis BOCES  
Teresa Gaffney, Jefferson County DSS  
Melinda Gault, CAPC  
Lisa Hetzner, Lewis County WorkPlace  
Scott Mathys, Lewis County Opportunities

Cheryl Mayforth, Jefferson-Lewis WDB  
Angel Munson, Jefferson County WorkPlace  
Shena Patrick, NYS Dept. of Labor  
Michael Pitts, Job Corp  
Jennifer Pound, Jefferson County WorkPlace  
Tina Robbins, Jefferson County DSS