

Partners in Workforce

A System Overview



A proud partner of the **AmericanJobCenter®** network

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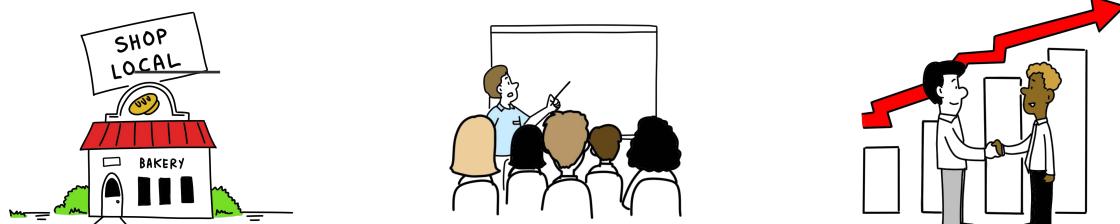
45 One-Stop Operator

Opportunity & Innovation



We create employment & job training opportunities for Kansans.

Work creates dignity and upward social mobility. We are committed to empowering Kansans with the skills and education they need to compete in a highly competitive global economy. We know it's harder to find a job today without some technical education or job training, so we are helping job seekers go farther than ever before to get the skills needed to obtain stable good paying jobs.

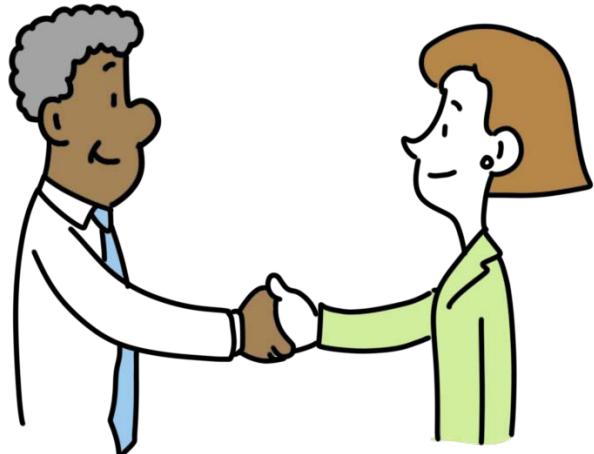


We support local businesses by innovating workforce solutions.

We, as partners in a workforce system, are working with government, industry, and non-profit groups to innovate – ways to build our communities, support our businesses, and create job opportunities. We are reaffirming and strengthening our commitment to businesses – to aid in recruitment and training job candidates. By leveraging and coordinating resources across our communities, we are poised for progress. We measure progress by the success of our customers. By the jobs they can find and the quality of life those jobs offer.

The Act

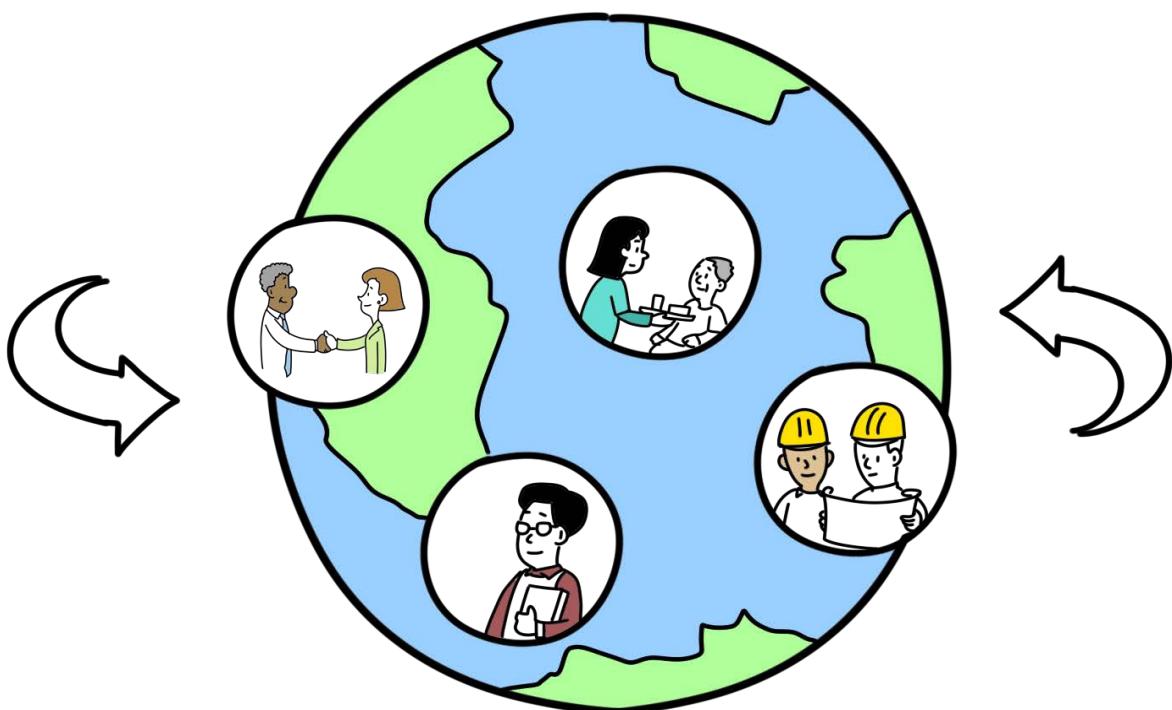
Which brings us together



WIOA

The [Workforce Innovation and Opportunity Act](#) (WIOA), signed on July 22, 2014, (and replacing the Workforce Investment Act (WIA) of 1998) is the tie that binds Workforce Development Boards, the partners, and the communities together.

Under this Act, communities have more certainty to invest in job-training programs for the long run. The bill helps bring programs under the Act into the 21st century by building on what we know based on evidence. The Act strengthens employer relationships, improves measurement of performance and affords flexibility to states and local areas to innovate workforce programs to align with their demographics and area industries.



Workforce Development Board

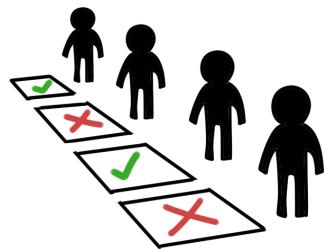


It starts with [the board](#) (*go to attachment 3, page 1*). To receive funds under WIOA, local workforce development boards are established for governing and guiding workforce services and funds.

These boards strategically drive local area workforce activities by:

- hiring staff
- developing the local plan
- conducting workforce research and regional labor market analysis
- convening stakeholders in the local workforce development system
- leading efforts to engage with regional employers
- developing career pathways in conjunction with representatives of secondary and postsecondary education programs
- selecting providers of youth activities, training services, career services, and One-Stop operators
- conducting oversight of activities and uses of funds in conjunction with the Chief Elected Officials Board

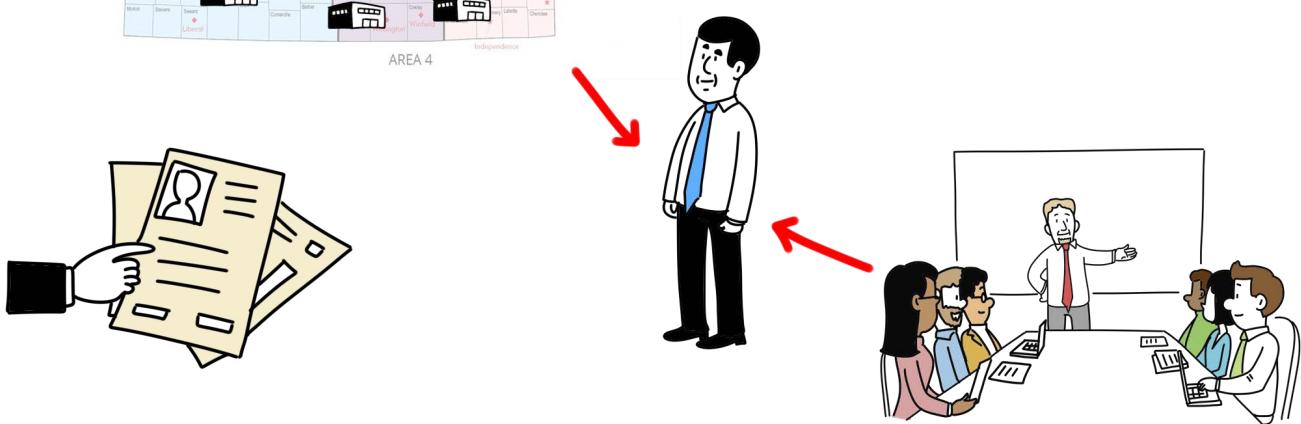
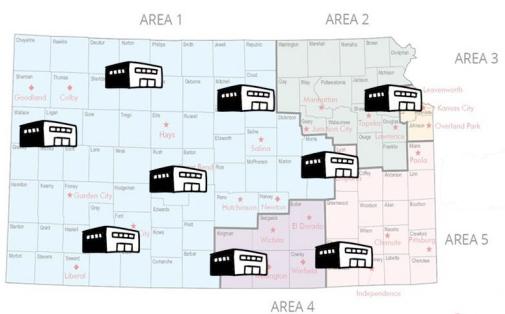
All board members are appointed by the Chief Elected Officials Board and represent a diverse cross section of business, labor, education, vocational rehabilitation, economic development and members of the general public.



Kansas has five local workforce development boards:

- **Area I:** [Kansas WorkforceONE](#)
- **Area II:** [Heartland Works, Inc.](#)
- **Area III:** [Workforce Partnership, Inc.](#)
- **Area IV:** [Workforce Alliance of South Central Kansas](#)
- **Area V:** [Southeast KANSASWORKS](#)

The Local Area Workforce Development Board, in conjunction with the Chief Elected Officials Board, oversee the delivery of the Adult, Dislocated Worker, and Youth Programs. As well as manages the operation of the American Job Centers (referred to as Workforce Centers in Kansas) and the overall coordination of the Local Area Public Workforce System, through the One-Stop Operator in each local area. The One-Stop Operator serves as a liaison between the boards, Administrative Entity, workforce partner programs, and the adult, dislocated worker, and youth programs.



Chief Elected Officials Board



The [chief elected officials](#) are county commissioners representing the county service area and, in some cases possibly city officials and other municipalities in the Local Area.

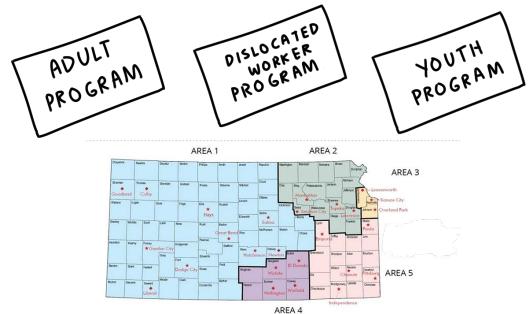


Primary activities of the CEOB include: appointing members to the Local Area Workforce Development Boards, fiscal oversight, and general oversight of the Workforce Board.



The CEOB members are the "trustees" or guardians of the workforce development system. They are entrusted with significant fiduciary and policy responsibilities.

Workforce Development Areas



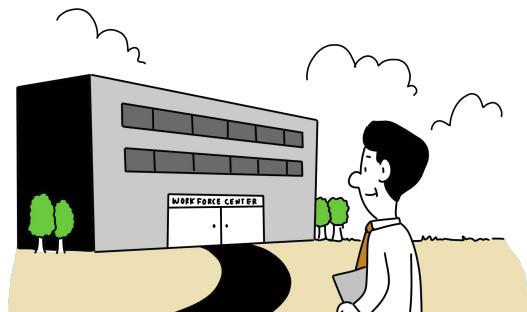
Local workforce development areas are established for defining service areas for Title 1B programs including the adult, dislocated worker, and youth programs as well as the Local Area Public Workforce System.

Kansas has five local areas:

- **Local Area I** - Serving the 62 counties in Western Kansas with job centers in Dodge City, Garden City, Great Bend, Goodland, Colby, Hays, Hutchinson, Liberal, Newton, and Salina
(kansasworkforceone.org)
- **Local Area II** - Serving 17 counties with job centers in Junction City, Lawrence, Manhattan, and Topeka
(heartlandworks.org)
- **Local Area III** – Serving 3 counties in East Central Kansas with job centers in Kansas City, Leavenworth, and Overland Park
(workforcepartnership.com)
- **Local Area IV** - Serving 6 counties in South Central Kansas with job centers in Wichita, El Dorado, Wellington, and Winfield.
(workforce-ks.com)
- **Local Area V** – Serving 17 counties in Southeast Kansas with job centers in Paola, Emporia, Chanute, Independence, and Pittsburg
(sekworks.org)

Career Services

Basic Career Services

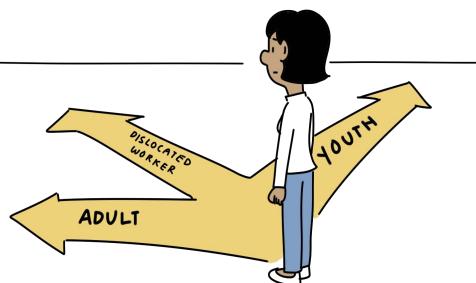


Basic career services (#4, page 2) are universally accessible in each local area and must be made available to all individuals seeking employment and training services in at least one comprehensive workforce center per local area.

Generally, these services involve less staff time and involvement and include services such as:

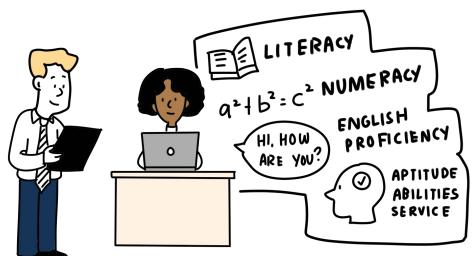
Eligibility

Determinations of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs, including co-enrollment among partner programs.



Skill Assessment

Initial assessment of skill levels, including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive service needs.



Labor Exchange Services

Job search and placement assistance, and, when needed, career counseling.



Basic Career Services (Continued)

Referrals

Referrals to, and coordination of activities with, other programs and services, including those within the American Job Center network and, when appropriate, other workforce development programs.



Workforce and Labor Market Employment Information

Access to [information](#) relating to local, regional, and national labor markets.

INFORMATION



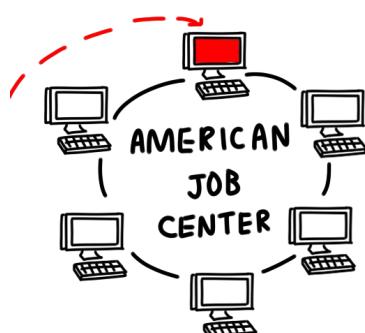
Training Provider Performance Information

Access to [performance and program cost](#) information for eligible training providers.



Local Area Performance Information

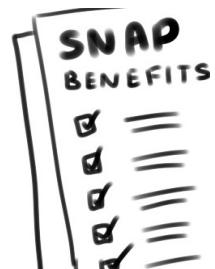
Access to information on [how the local area is performing](#) on performance accountability measures, as well as any additional performance information relating to the area's American Job Center network.



Availability of Supportive Services

Access to information, and appropriate referrals to:

- child care
- child support
- medical or child health assistance available through the [State's Medicaid program](#) and [Children's Health Insurance Program](#)
- benefits under the [Supplemental Nutrition Assistance Program](#), or SNAP
- assistance through the earned income tax credit
- housing counseling and assistance services sponsored through [Housing and Urban Development](#), or HUD
- and assistance under a State program for [Temporary Assistance for Needy Families](#), or TANF
- and other supportive services and transportation provided through other programs or agencies.



Financial Aid

Assistance in establishing eligibility for [financial aid assistance](#) for training and education programs not provided under WIOA.



Unemployment Insurance

Access to information and meaningful assistance for [filing a claim](#).



Individualized Career Services



Individualized career services must be provided to participants after workforce center staff determine that such services are required to retain or obtain employment, consistent with any applicable statutory priorities. Generally, these services involve significant staff time and customization to each individual's need.

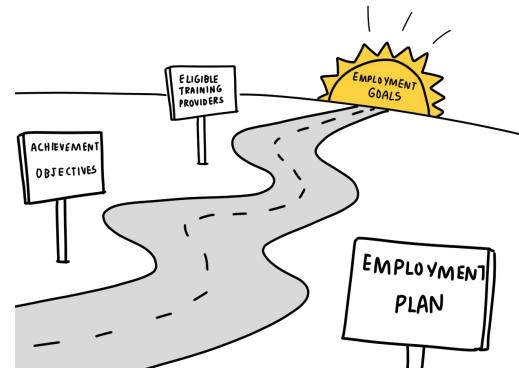
Individualized career services include services such as:

Comprehensive Skill Assessments

Specialized assessments of the skill levels and service needs of adults and dislocated workers.

Individual Employment Plan

Development of an individual employment plan, to identify the employment goals, achievement objectives, and the combination of services for the participant to achieve his or her employment goals, including the list of, and information about, eligible training providers.



Group Counseling

This involves two or more participants addressing certain issues, problems, or situations that are shared by the group members.

Individual Counseling

One-on-one session that may go into detail for a participant regarding certain issues, problems, or situations.

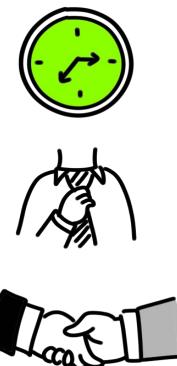


Career Planning

Client-centered approach designed to provide job, education and career counseling as appropriate during program participation and after job placement.

Short-term Pre-vocational Services

This can include the development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training.



Internships and Work Experiences (Transitional Jobs)

There are short-term subsidized and unsubsidized work opportunities designed to provide job seekers with actual experience in the workplace which may or may not lead to permanent employment.

Financial Literacy Services

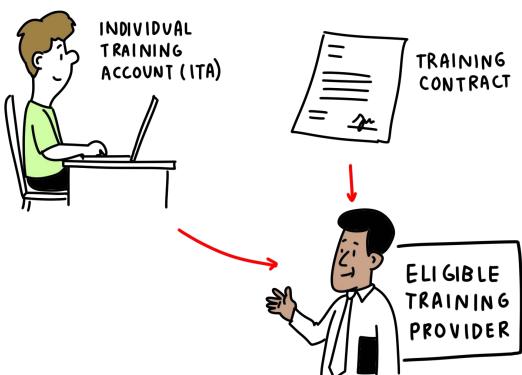
This to support the ability of participants to create household budgets, initiate savings plans, and make informed financial decisions about education, retirement, home ownership, wealth building, or other savings goals.



Out-of-area job search assistance and relocation assistance

Job seeker assistance for individuals who may be relocating to or from a new local area.

Training Services

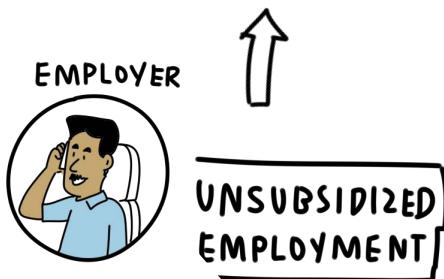
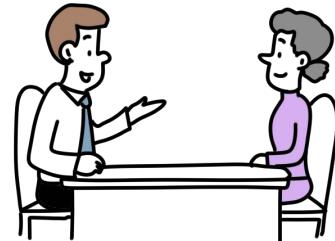


Training services (#7, page 6) can be critical to the employment success of many adults and dislocated workers. Workforce center staff may determine training services are appropriate, regardless of whether the individual has received basic or individualized career services first, and there is no sequence of service requirement.

Training services, when determined appropriate, must be provided either through an Individual Training Account (ITA) or through a training contract. Training services must be provided by an Eligible Training Provider (ETP). This list is posted on KANSASWORKS.com.

Follow-up Career Services

Follow-up services are provided, as appropriate, for Adult and Dislocated Worker and Youth program participants who are placed in unsubsidized employment, for up to 12 months after the first day of employment. Counseling about the workplace is an appropriate type of follow-up service.

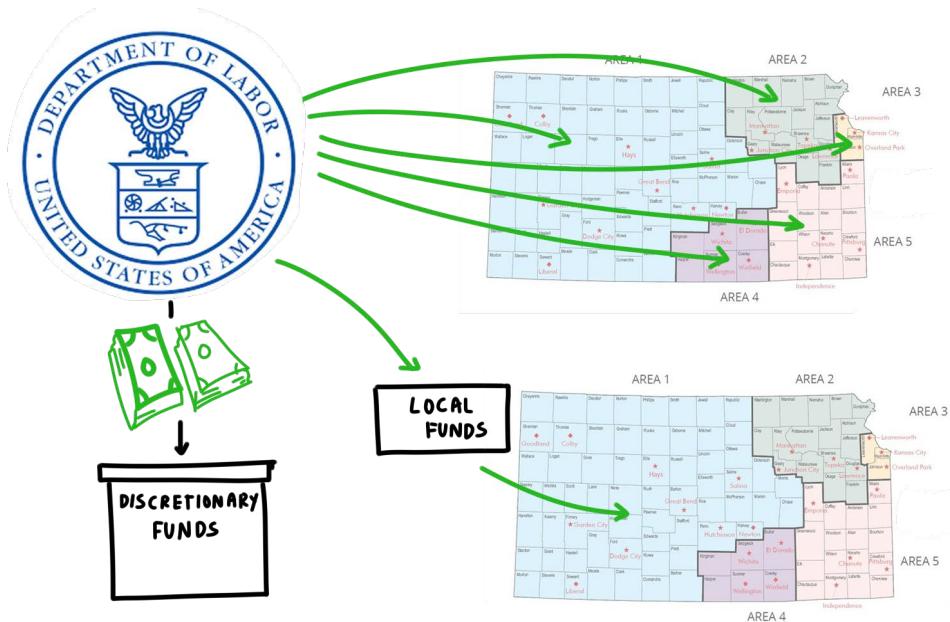


American Job Center Network

Within the workforce development area, there are partner programs that provide services related to workforce. These programs collectively create the public workforce system for Kansas, commonly referred to as the American Job Center Network.

WIOA Title I

The US Department of Labor allocates formula grants to states and localities. A portion of the allocated funds remain at the state level for the governor's discretionary use (discretionary funds), while the rest is distributed by states via formula to local workforce areas through Workforce Development Boards (local funds).



The allocations are based on a number of factors. The allocation definitions are found at the following link: <https://www.doleta.gov/budget/docs/FormDesc15.pdf>. There are three distinct funding streams devoted to targeted populations. They are Adult, Dislocated Worker and Youth. Each program has specific eligibility requirements for individualized services such as occupational skills training and work-based learning. The following provides descriptions of each funding streams and eligibility for each.



WIOA makes development of career pathway strategies a function of the state and local workforce boards and a permissible activity under all parts of the Act. The career pathway approach provides a framework for state and local unified planning that reorients existing education and workforce services (including those authorized under WIOA) from a variety of disconnected programs to one system focused on individuals' postsecondary and economic success.

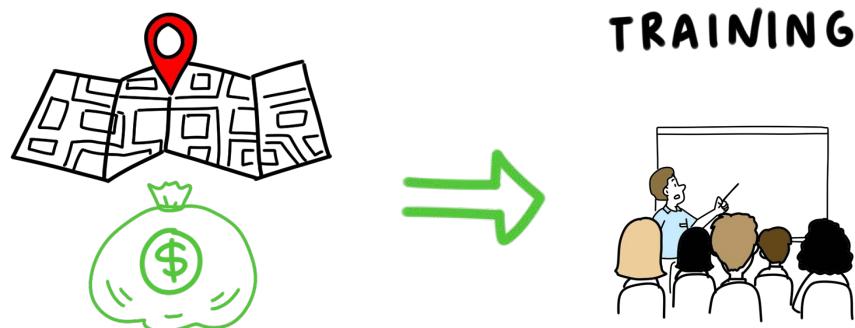
Title IB: Adult Program



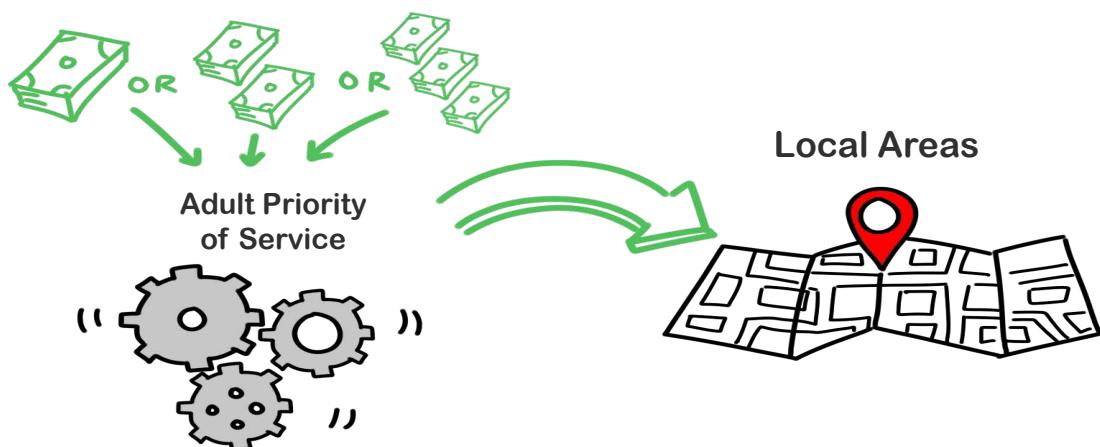
To be eligible for the [WIOA Adult program](#), an individual must be at least 18 years old [20 CFR 680.120] and must meet all requirements as established in the law.

Eligibility for the Adult program, however, does not make an individual priority for all services in the program. Priority for receipt of services must follow the local area's policy

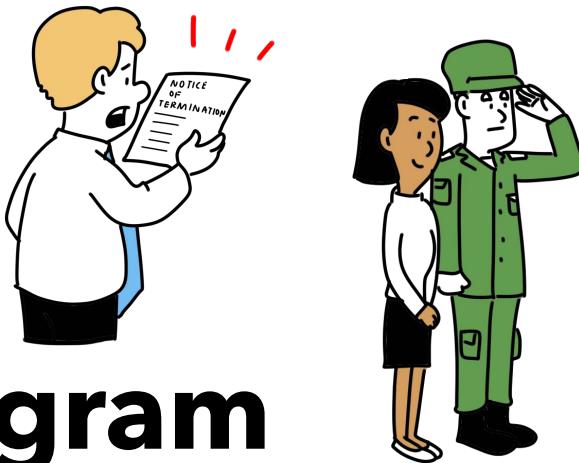
and procedures for priority of services. Availability of training services is based on funding of local areas and needs of participants, as well as the need for services and the ability to benefit from particular services. This does not imply that an individual who qualifies for the Adult program is guaranteed receipt of all individualized career services and training services.



Under WIOA, Adult priority of services must be implemented regardless of the amount of funds available to provide services in the local areas. Eligibility and priority applies whether the applicant is employed or unemployed. Priority of services does not necessarily mean that services may be provided only to Adults who meet the statutory priority requirements. In compliance with Training and Employment Guidance Letter, or TEGL 19-16, the local areas must establish a process that meets the mandatory priority requirements, as well as any priority requirements identified by the LWDB for the area.



Title IB: Dislocated Worker Program



Dislocated Workers include those who have been laid off or have received notice of termination from employment, are self-employed but unemployed due to general economic conditions, or the spouse of a member of the Armed Forces on active duty who is unemployed due to relocation for permanent duty reassignment, or are displaced homemakers. The Dislocated Worker funding stream pays for career services and training services:



Career Services

Career services cover a broad range of activities, including initial and comprehensive assessment of skills, information about careers and the local labor market, job search assistance, development of an individual employment plan, career counseling, internships and work experiences linked to careers, financial literacy, English language acquisition information, assistance in filing for unemployment compensation, and assistance in establishing eligibility for federal and state financial aid.

Training Services

Training services include occupational skills training, on-the-job training, paid work experience, and adult education and literacy provided concurrently or in combination with other training services. Local areas may also provide support services and needs related payments to assist individuals participating in career and training services.

Title IB: Youth Program



WIOA youth funding is intended to provide comprehensive interventions that "support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for participants." (WIOA, Sec.129(c)(2)).

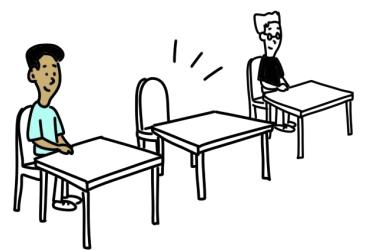
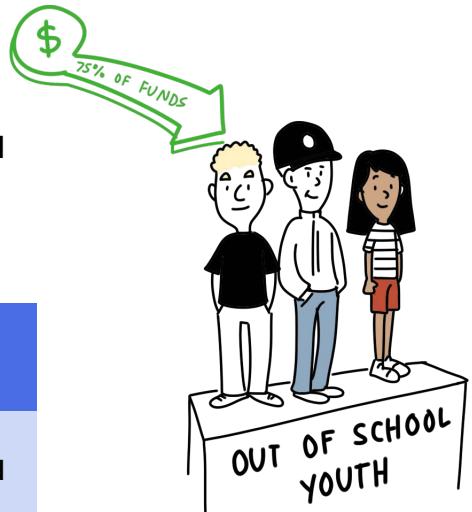
Eligibility and Targeting:

WIOA is designed to serve low-income youth who face barriers to continued education and employment. Eligibility is defined separately for out-of-school youth and in-school youth. At least 75 percent of formula funds must be allocated for out-of-school youth.

Out-of-School Youth

Those aged 16-24 who are not attending any school as defined by state law and meet at least one of these criteria:

- Dropped out of school
- is within compulsory school age but did not attend during the previous school year
- has obtained a secondary school diploma or equivalent but is low income and basic skills deficient or an English language learner
- is in the juvenile or adult justice systems
- is homeless, a runaway, or either in or aged out of foster care
- is pregnant or parenting
- is an individual with a disability
- and/or is low-income and "requires additional assistance to enter or complete an educational program or to secure or hold employment."



Youth Program (Continued)

In-School Youth

Low-income individuals aged 14-21 who are attending school and meet at least one of these criteria:

- is basic skills deficient
- is an English language learner
- is homeless, a runaway, or either in or aged out of foster care
- is pregnant or parenting
- is an individual with a disability
- and/or is low-income and “requires additional assistance to enter or complete an educational program or to secure or hold employment.



Services/Program Support:



Services provided depend on the specific service strategy customized to each youth. However, local areas are required to make available specified youth program elements, including:

- dropout prevention and recovery
- linkages between academic and occupational learning
- paid and unpaid work experience with academic and occupational education components
- training for a specific occupational cluster
- career counseling
- exploration of and preparation for postsecondary education and training.

DROPOUT
PREVENTION
& RECOVERY



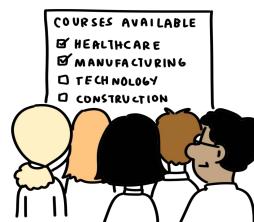
Title II: Adult Education

In Kansas, Adult Education Centers help adults:

- 1** Learn English as a second language (ESL) to improve speaking, listening, reading, and writing skills in English.



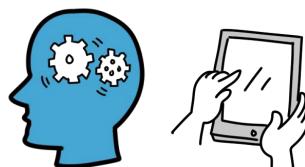
- 2** Enroll at the same time in adult education and college Career Technical Education courses for career pathways like manufacturing and health care.



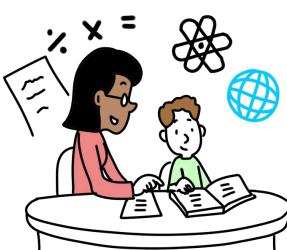
- 3** Prepare for the GED® Test or other high school equivalency exam.



- 4** Upgrade job skills including critical thinking, locating information, digital literacy, time management, and working with others.



- 5** Develop skills in reading, math, writing, social studies, and science so they can help children with their homework, be active in community affairs, and get better jobs.



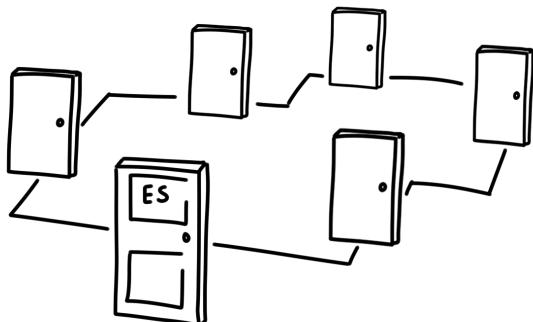
- 6** Strengthen reading, writing, and math skills for college placement tests like COMPASS, Accuplacer, and WorkKeys.



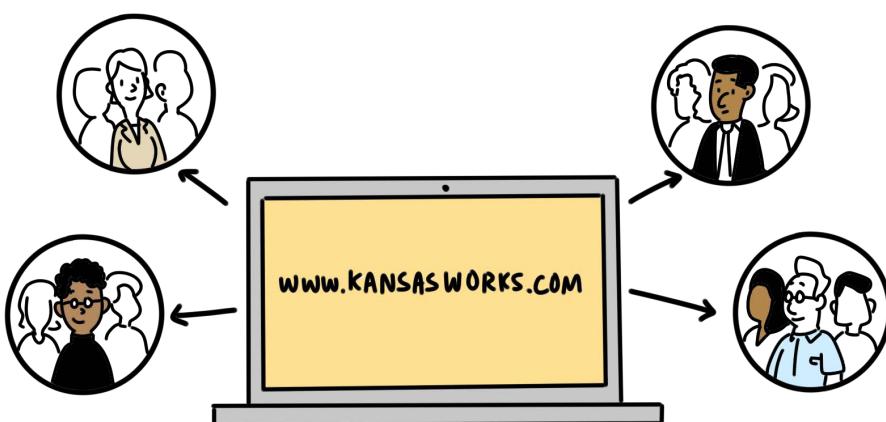
Referrals are made to the appropriate Adult Education Centers in each of the local areas. More information about these services, locations of the centers and GED Testing requirements at www.kansasregents.org/adult_education.

Title III: Employment Services

The [Employment Service \(ES\)](#) program is a critical component of the American Job Center network, often serving as the “front door” to all of the services available at Kansas Workforce Centers.



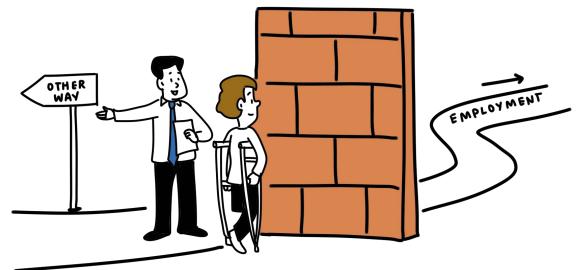
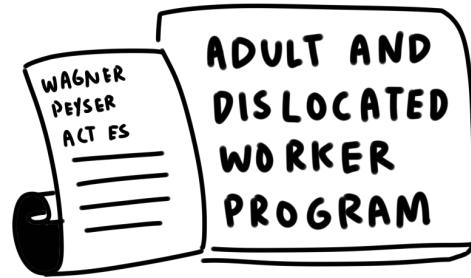
The ES program provides “universal access” to job seekers seeking employment and career services, provides referrals to partner programs, and provides reemployment services to individuals receiving unemployment insurance.



ES is responsible for maintaining Official Labor Exchange in Kansas, commonly referred to as KANSASWORKS.com. This web-based workforce development system is used by job seekers, employers, training providers, and workforce professionals. While it is technically made up of three sections—JobLink, ServiceLink and ProviderLink--users won’t necessarily know they are moving from one section to another.

Coordination

WIOA provides new opportunities for coordination and referrals for the Title I Adult and Dislocated Worker programs, as well as the WagnerPeyser Act ES, to partner with and enhance service delivery to individuals with disabilities, including those served under the Vocational Rehabilitation (VR) program. Individuals with disabilities are included in the definition of an "individual with a barrier to employment" and should receive any and all Kansas Workforce Center services that would typically be provided to any other job seeker.



Eligibility

Anyone looking for a job.

Locations

To find a Kansas Workforce Center, visit the following link: <https://www.careeronestop.org/BusinessCenter/Toolkit/find-american-job-centers.aspx>



Title IV: Vocational Rehabilitation

To help Kansas citizens with disabilities meet their employment goals, [Rehabilitation Services](#) offers a variety of vocational rehabilitation (VR) services. VR services are customized according to each person's unique needs, skills, interests, and abilities.



Services which may be provided to help individuals become employed include:

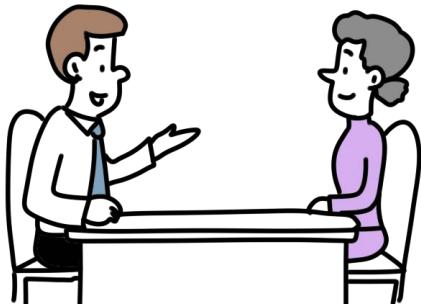
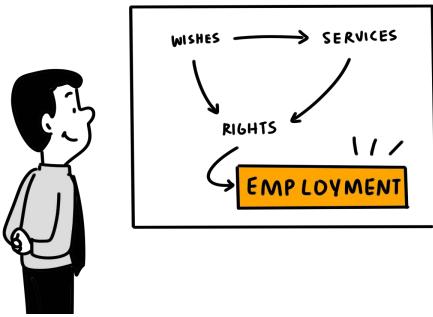
- Vocational assessment to help identify skills, abilities, interests and job goals.
- Vocational counseling and guidance.
- Physical and mental restoration services, including artificial limbs, psychotherapy, and physical therapy.
- Training and education to learn new vocational skills.
- Rehabilitation technology, telecommunication aids and other adaptive devices.
- Job placement services.
- Services to help students with disabilities get a job after finishing high school.
- Supported employment.
- Referral to other services.



VR counselors are professional staff with the expertise to help people with disabilities achieve employment. VR counselors understand the potential challenges faced by persons with disabilities. They are well versed in the services, accommodations, and technology that can empower individuals to be successful on the job.



Counselors will assist in the development of a specific, comprehensive plan to help to attain employment. The plan will outline the type of job each individual wishes to achieve, the services needed, and the person's rights and responsibilities.

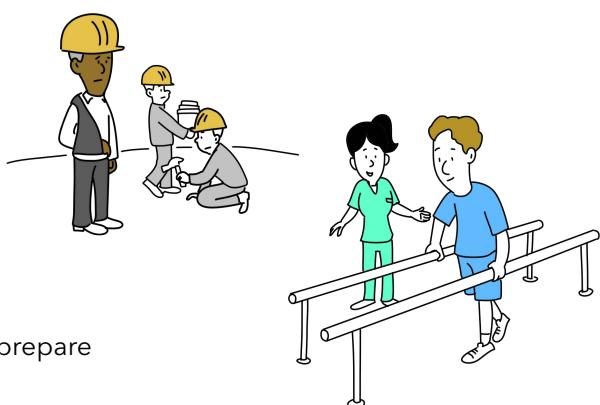


Counselors will assist in exploring options to make informed choices about employment. The length of time it takes to receive services and reach employment goals are dependent upon individual circumstances. Most people average about two years in the program.

Who can receive VR services?

VR works with people with all types of physical or mental disabilities. To receive VR services, individuals must meet all three parts of the following eligibility requirements:

- 1** Individual must have a physical or mental impairment or disability;
- 2** The disability must result in a substantial impediment to employment;
- 3** The individual must require VR services to prepare for, secure, retain or regain employment.



Note	Cost
Individuals who receive Supplemental Security Income (SSI) or Social Security Disability Income (SSDI) are presumed to be eligible to receive VR services.	If the individual meets financial need guidelines, assessment services, vocational counseling, guidance, referral, and job placement will be provided at no cost.

Locations

<http://www.dcf.ks.gov/services/Pages/DCFOfficeLocatorMap.aspx>

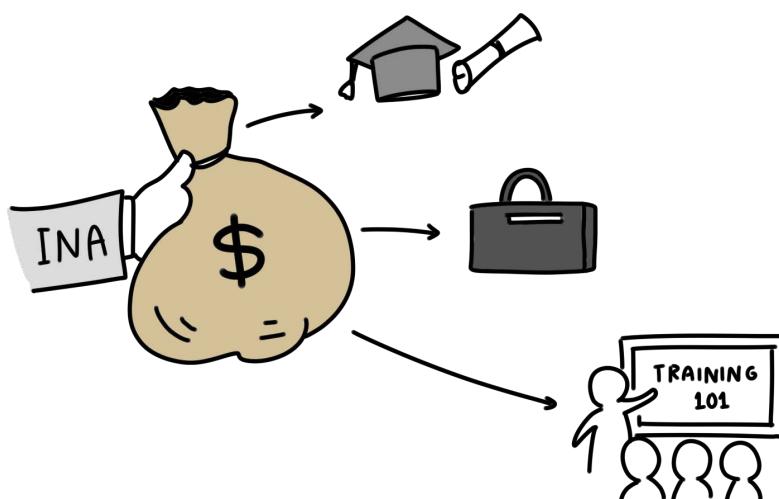
Title IC: Indian and Native American Programs

The [Indian and Native American \(INA\) Employment and Training Program](#) helps qualifying American Indians, Alaska Natives and Native Hawaiians (AI/AN/NH) obtain employment in occupations that provide a wage that leads to self-sufficiency.



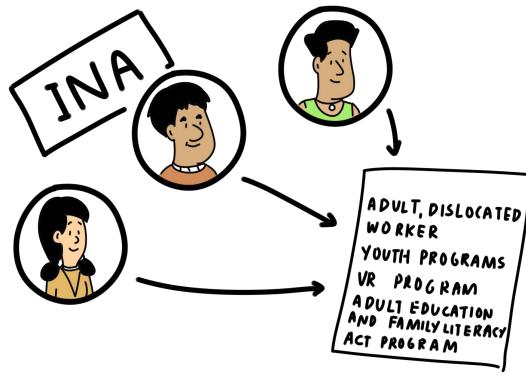
These programs include more fully developing academic, occupational, and literacy skills, making individuals more competitive in the workforce to equip them with entrepreneurial skills necessary for successful self-employment, and promoting economic and social development in accordance with the goals and values of the community.

The INA program also provides financial assistance for education, career and training services, and other supportive services that will help individuals obtain occupational skills, industry recognized credentials and postsecondary education that provide the knowledge and skills necessary to compete for better paying jobs.

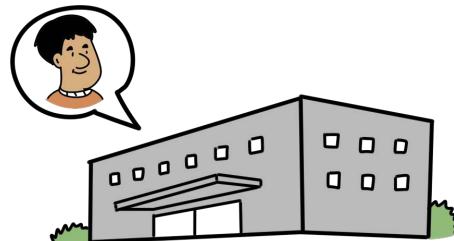


Coordination

- Co-enrollment of INA participants with partner programs such as the Title I, Adult, Dislocated Worker and Youth programs, the VR program, and the Adult Education and Family Literacy Act (AEFLA) program.



- Co-location of INA employees in American Job Centers.



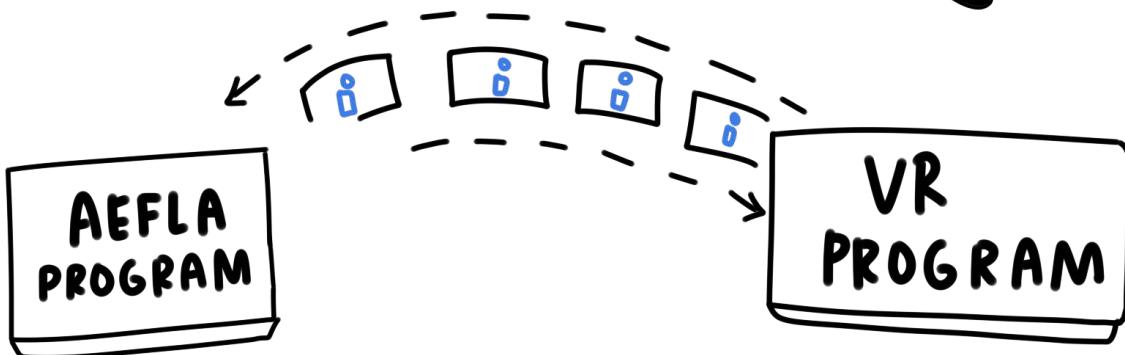
- AI/AN/NH individuals that seek services from the INA program should also be made aware of the services that are available by other partner programs and conversely, partner programs should make their AI/AN/NH clients aware of the INA program.



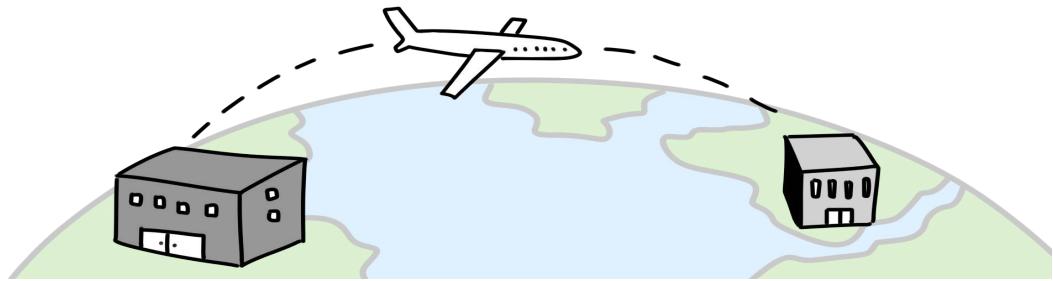
- Coordination with the AEFLA program to assist AI/AN/NH individuals to attain a secondary school diploma and transition to post-secondary education and training.



- Sharing of resources with the VR program to better assist disabled AI/AN/NH individuals.

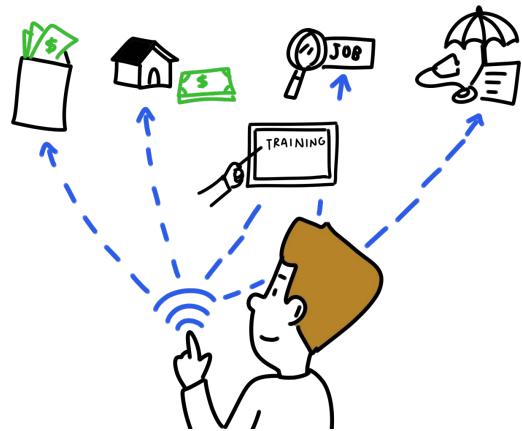


Trade Adjustment Assistance Programs



The Trade Act programs, [Trade Adjustment Assistance](#) (TAA) and Reemployment Trade Adjustment Assistance (RTAA), assist individuals who have become unemployed as a result of increased imports from, or shifts in production to, foreign countries.

The goal of the Trade Act programs is to help trade-affected workers return to suitable employment as quickly as possible. To facilitate this goal, TAA certified workers may access a menu of services that include income support, relocation allowances, job search allowances, and a health coverage tax credit (HCTC). TAA participants that require retraining in order to obtain suitable employment may receive occupational training.



Eligibility Requirements

Each category has its own set of eligibility requirements and can be found on their website. A TAA petition must be filed.

ELIGIBILITY REQUIREMENTS



Locations

To connect with a Trade Adjustment Act staff person, call the applicable location for further assistance:

<https://www.kansasworks.com/ada/r/contact>

[www.kansasworks.com/
ada/r/contact](https://www.kansasworks.com/ada/r/contact)

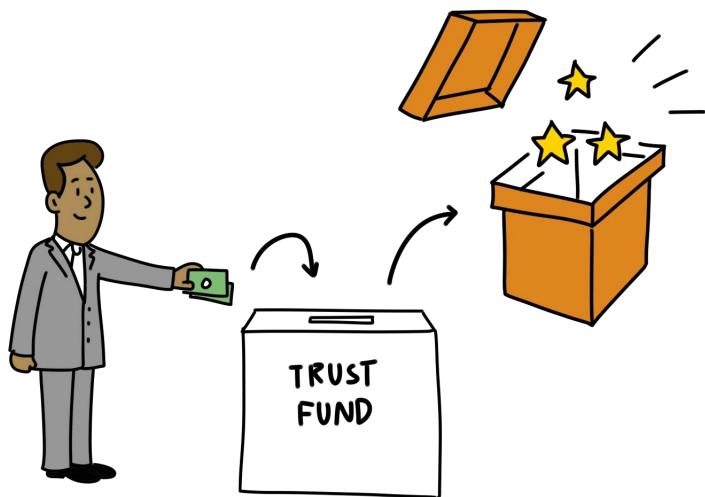


Unemployment Insurance

Unemployment Insurance (UI) was established as a means to protect those who are involuntarily unemployed from the financial burdens and dangers associated with being unemployed. It is designed to be a short-term assistance program that emphasizes and promotes reemployment of workers.



Benefits are limited to a maximum of between 16 and 26 weeks as determined by Kansas law and are only payable under certain circumstances as described on the Kansas Department of Labor website. Benefits are paid from a trust that is funded by employers through their unemployment insurance taxes. Employees do not pay unemployment insurance taxes.



Veterans Employment Services

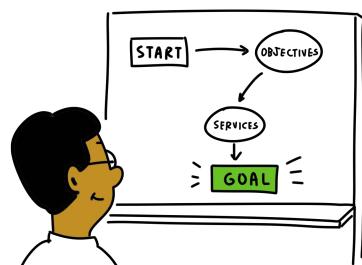
Jobs for Veterans State Grant (JVSG)

assists Veterans with significant barriers to employment. A Disabled Veteran Outreach Program (DVOP) coordinator provides intensive services. The Local Veterans Employment Representative (LVER) provides outreach to area businesses.



Intensive Services

- In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals
- Development of an individual employment plan (IEP) that identifies employment goals, interim objectives, and appropriate services that will enable the veterans to meet his or her employment goals
- Individual career coaching
- Short-term pre-vocational services that may include:
 - development of learning and communication skills
 - interviewing skills
 - personal maintenance skills
 - professional conduct to prepare individuals for career goals



Eligibility Requirements

Veterans must have a significant barrier to employment.

Locations

To find a Veterans Representative, contact the applicable office listed in the following link: <https://www.kansasworks.com/ada/r/contact>

Migrant and Seasonal Farmworkers

SER ([Service Education and Re-Training](#)) provides services [National Farmworker Jobs Program](#) (NFJP), in the state of Kansas. This program assists agricultural workers with obtaining or retaining unsubsidized employment, stabilize their unsubsidized employment, and achieving economic self-sufficiency.



Program Services

- Basic Career Service
- Individualized Career Service
- Follow-up Services
- Related and Emergency Services

NFJP

NATIONAL FARMWORKER
JOBS PROGRAM



Eligibility Requirements

Criterion A

- Be a U.S. citizens or permanent resident or other individual legally authorized to work in the U.S.; and
- Must not have violated Section 3 of the Military Selective Service Act; and
- Must be an eligible seasonal farmworker adult; migrant farmworker adult; MSFW youth; or dependent of an MSFW and meet requirements 1 and 2 above.

Criterion B

- Be a low-income individual

Senior Community Service Employment Program

This [program](#) promotes meaningful part-time training opportunities and increased placement in unsubsidized employment and targets difficult to place older workers that meet the eligibility requirements.



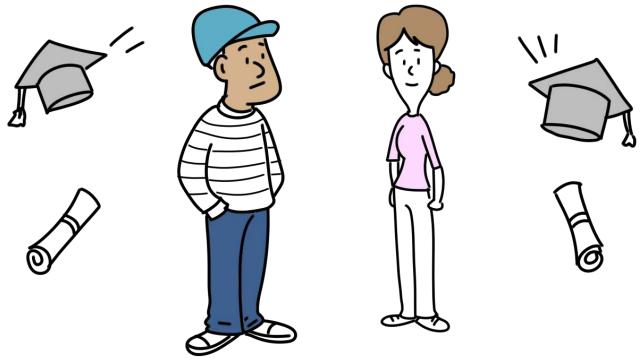
Eligibility

- Age 55 and older
- Unemployed
- Household income under 125% of Federal Poverty Guidelines



YouthBuild

YouthBuild is a discretionary grant program that serves 16-24-year-old youth who are high school dropouts or those who have dropped out and subsequently re-enrolled.



YouthBuild participants also must be one of the following:



- member of a low-income family



- in foster care



- an offender



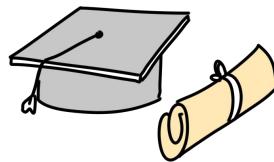
- an individual with a disability



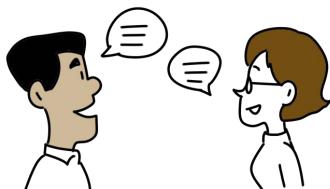
- the child of a current or formerly incarcerated parent



- a migrant youth.



YouthBuild combines academics to support secondary diploma or equivalency receipt for participants with hands-on occupational skills training in construction and/or other in-demand industries, resulting in industry-recognized credentialing. The program also includes a strong emphasis on leadership development, community service, and soft-skills competencies.



YouthBuild (Continued)

YouthBuild grantees may be a public or private non-profit agency or organization, including:



- community-based organizations



- faith-based organizations



- an entity carrying out activities under title I of WIOA, such as a Local WDB



- a community action agency



- a State or local Housing Development Agency



- a Native American tribe or other agency primarily serving Native Americans



- a community development corporation

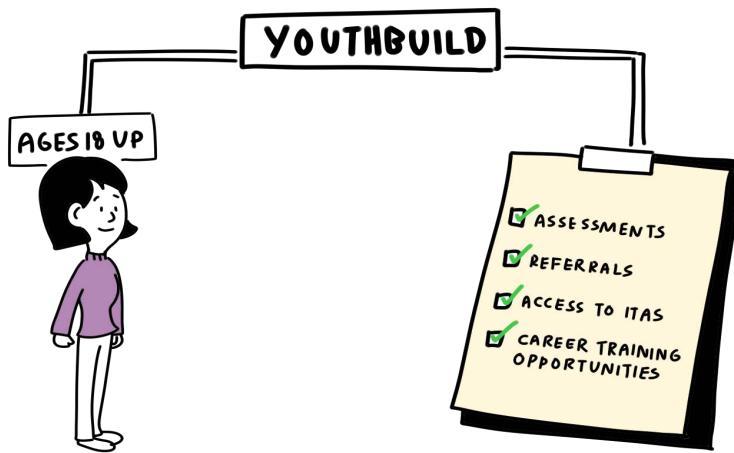


- a state or local youth service or conservation corps



- any other entity eligible to provide education or employment training under a federal program

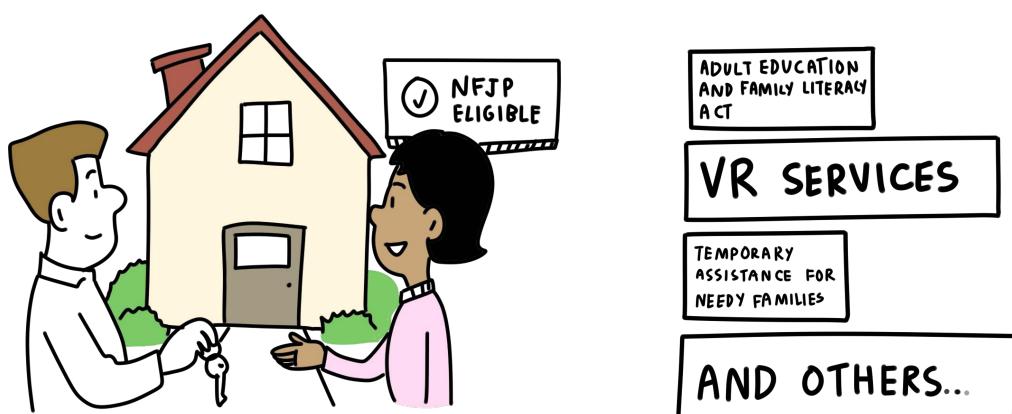
Depending on the grantee, coordination with workforce partners may differ.



Coordination

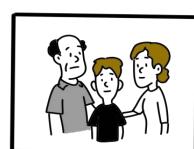
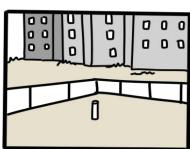
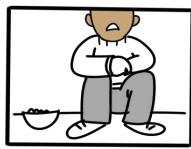
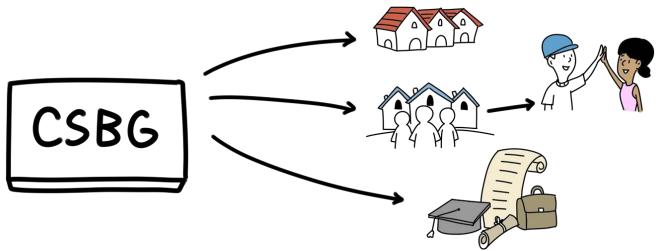
Some examples of where coordination between YouthBuild grantees and other workforce partners may be beneficial are:

- Co-enrollment of YouthBuild participants aged 18 and older into the adult formula system for assessments, referrals, access to ITAs and other career training opportunities.
- Co-enrollment of YouthBuild participants into the youth formula program for access to additional resources including financial literacy, entrepreneurship training, and work experience opportunities.
- Sharing of information related to partner services, especially as they relate to the Adult Education and Family Literacy Act or AEFLA and VR services, TANF, and other supportive service programs.
- Access to NFJP youth supportive services, such as housing assistance, if the individual meets the eligibility requirements for the NFJP program.
- Referrals of eligible youth to local YouthBuild programs.



Community Service Block Grant

The [Community Service Block Grant](#) or CSBG provides assistance to States and local communities, working through a network of community action agencies and other neighborhood-based organizations, for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient.



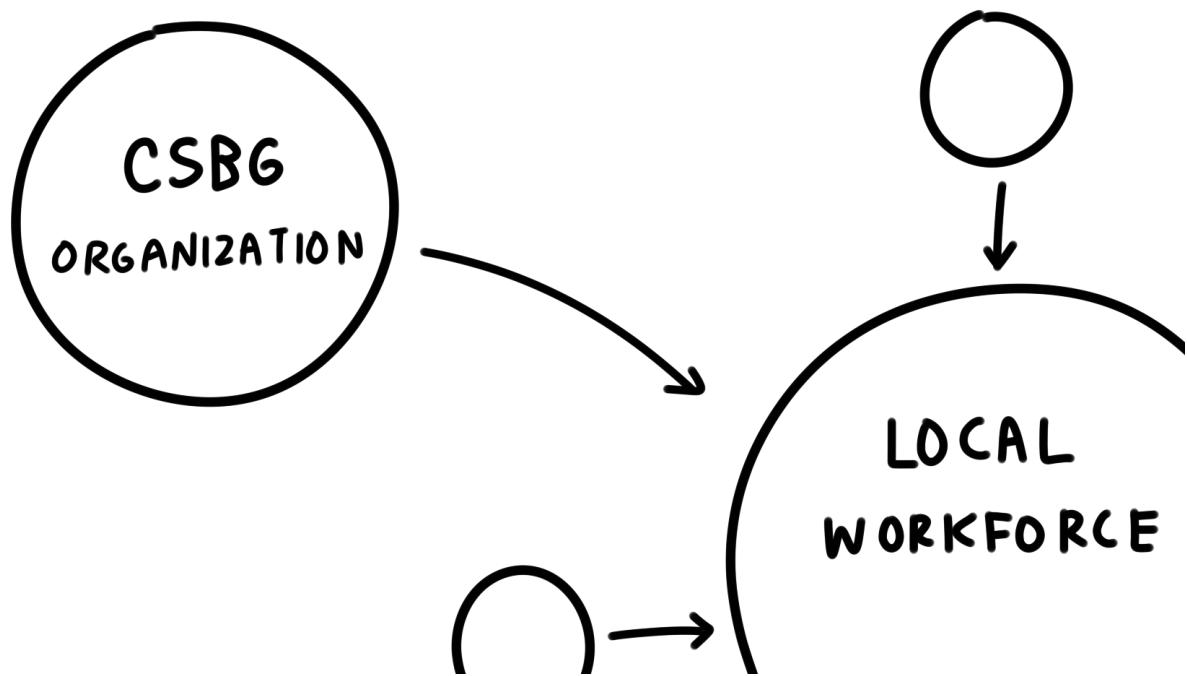
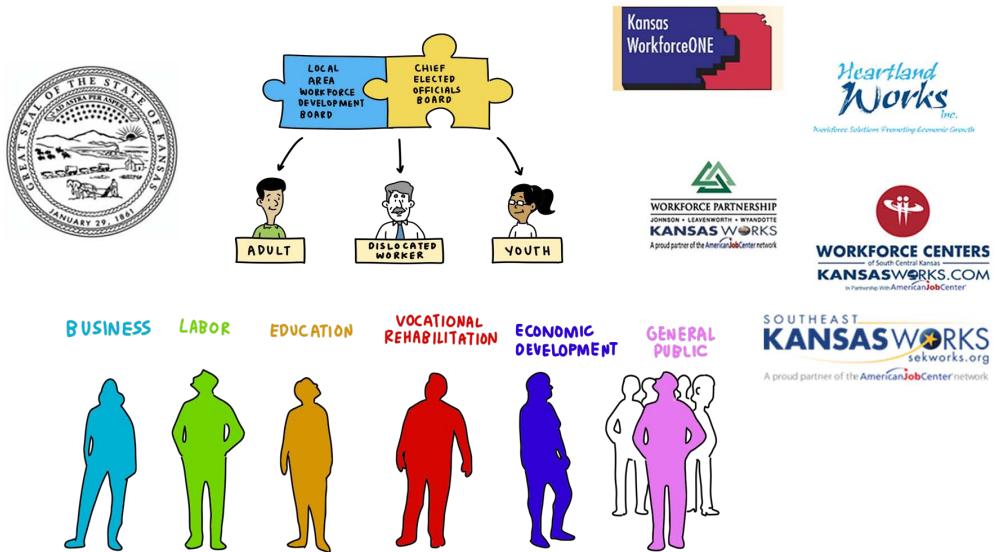
Coordination

CSBG-funded organizations (Community Action Agencies) can participate in the one-stop delivery system through the following:

- Enrollment into CSBG supportive services (e.g. child care, transportation subsidies, emergency food services, etc.) through CSBG-funded staff at the Kansas Workforce Centers, other Workforce Center staff, or direct linkage to CSBG-funded organizations through technology. Technology linkages maybe conducted remotely at the Kansas Workforce Center by phone or computer.
- Staff on a part-time or intermittent basis from the local CSBG-funded agency may be physically present to enroll clients in supportive services or provide services directly.
- CSBG-funded agency staff may cross train with workforce staff: CSBG-funded staff may train workforce staff about CSBG supportive services and learn about American Job Center programs and services from their workforce colleagues.
- CSBG staff may coordinate employment and training services or other supportive services activities on site at the American Job Center.

The local American Job Center may be physically located at the local CSBG-funded organization.

The management of the American Job Center network is the shared responsibility of the State of Kansas, local workforce development boards (WDBs), elected officials, the six WIOA core program partners, required one-stop partners and other additional one-stop partners, American Job Center operators, and service providers.

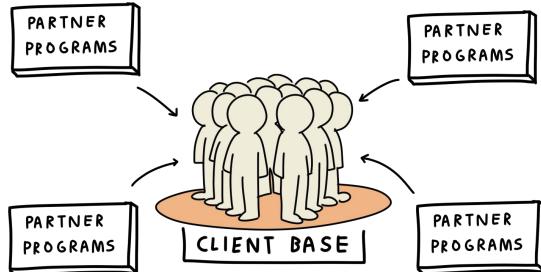


Coordination Among Partner Programs

The American Job Center Network Partners work collectively to grow quality jobs and to connect people with those jobs.



AMERICAN JOB CENTER NETWORK



Through the American Job Center Network, these partner programs and their direct service providers ensure businesses and all job seekers—a shared client base across the multiple programs—have access to information and services that lead to positive educational and employment outcomes. Customers, both job seekers and businesses receive:

Expanded workforce services for individuals at all levels of skill and experience.

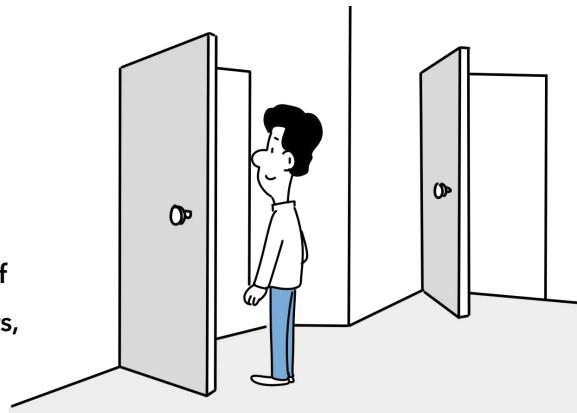
All customers, including those with disabilities or other barriers to employment, have the opportunity to receive hard and soft skills guidance, career planning and job placement services, particularly timely labor market demand and occupational information, and a variety of job-driven training options, including work-based training opportunities such as registered apprenticeship, on-the-job training (OJT), and incumbent worker training.



Access to multiple employment and training resources.

Access to multiple program resources, including necessary supportive services that may not be offered by or available through one individual program.

Access to multiple resources in one location also reduces the travel and commuting distances for customers needing referrals to or the receipt of multiple services. Access to multiple resources may also facilitate the leveraging and braiding of resources across systems for individual customers, as appropriate.



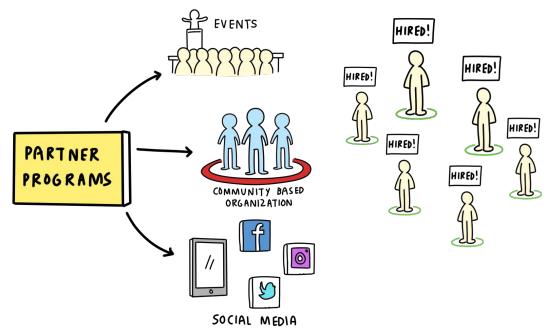
Integrated and expert intake process for all customers entering the Kansas Workforce Centers.

Frontline staff are highly familiar with the functions and basic eligibility requirements of each program, appropriately assist customers, and make knowledgeable referrals to partner programs, as appropriate, given the authorized scope of, and eligibility requirements for, each program.



Integrated and aligned business services strategy among American Job Center partners.

As part of an aligned team, partners have access to a wider range of business engagement strategies, increasing the opportunity for better placement services and outcomes for all customers. This partnership also allows for a unified voice for the Kansas Workforce Center in its communications with area employers.



Expert advice from multiple sources.

Customers, including individuals with barriers to employment, can benefit from multiple levels of staff expertise, guidance, and advice across programs. This enhances job seekers' experiences and increases their chances for success in the evolving labor market.



Relevance to labor market conditions.

All workforce development activities occur within the context of a regional economy. Services provided are informed by data on labor market demand in the local area to ensure a positive impact or labor market outcome. This outcome results in a return on investment for the job seeker's time and efforts, and for the resources expended by the workforce programs.



Expanded community and industry outreach.

The integrated nature of the American Job Center network extends the one-stop reach to increase customer participation and enrollments, and to engage and support businesses.



Strengthened partnerships.

The integrated nature of the American Job Center network also helps in providing seamless workforce services that serve similar populations. Some examples include setting up common intake and assessment, joint outreach activities, and referral processes outlined in agreements implemented between partners in the American Job Center.



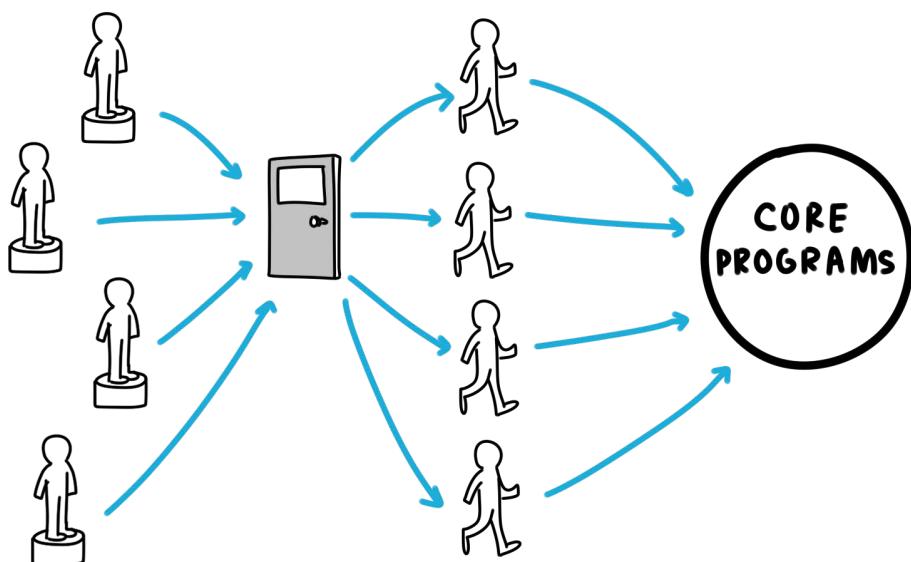
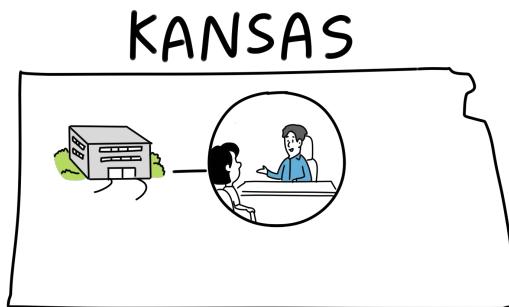
Efficient use of accessible information technology.

This includes, when possible, the use of machine-readable forms and other features consistent with modern accessibility standards, as well as virtual services to expand the customer base and effectively deliver self-services.

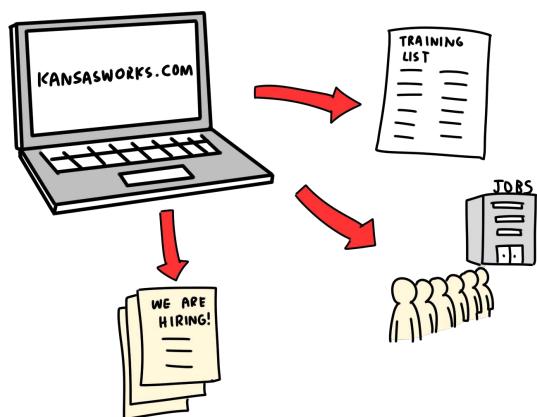


American Job Centers

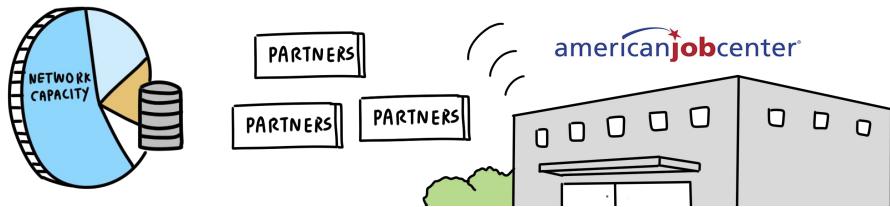
American Job Centers are the physical location where American Job Center Network Partner services are provided. Centers are designed to provide a full range of assistance to job seekers and businesses under one roof in the local area. American Job Centers offer a comprehensive array of services designed to match talent with opportunities including access to all core and required partner programs within the public workforce system. In addition to comprehensive centers, the workforce system has a network of affiliated and satellite American Job Centers where many services can be accessed.



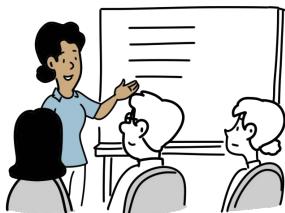
Career services can be accessed online at KANSASWORKS.com. Participants can access the eligible training provider list, access labor market information, and explore job opportunities at this site.



One-Stop Operator



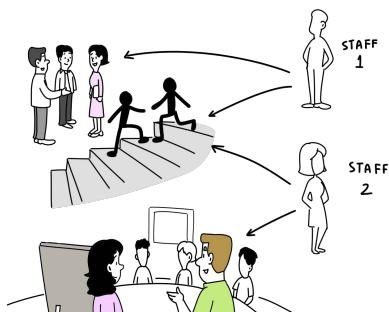
Through the Public Workforce System, the one-stop operator carries out activities that connect workforce partners, integrate services, and build system capacity including:



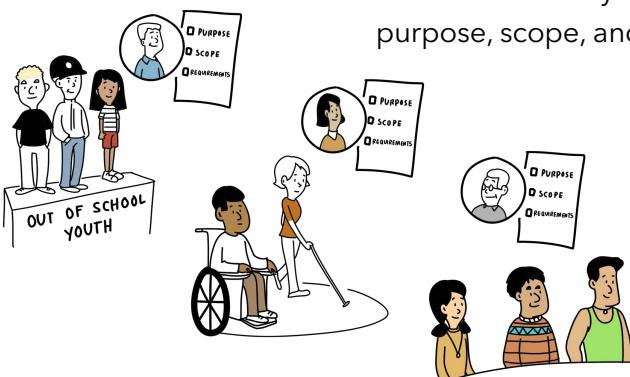
- Facilitating integrated partnerships that seamlessly incorporate services for the common customers served by multiple program partners of the American Job Center.



- Develops and implements operational policies that reflect an integrated system of performance, communication, and case management, and uses technology to achieve integration and expanded service offerings.



- The One-Stop Operator also helps to organize and integrate American Job Center services by function (rather than by program), when permitted by a program's authorizing statute and, as appropriate, through coordinating staff communication, capacity building, and training efforts. Functional alignment includes having American Job Center staff who perform similar tasks serve on relevant functional teams (e.g., skills development team or business services teams).



- Service integration focuses on serving all customers seamlessly (including targeted populations) by providing a full range of services staffed by relevant functional teams, consistent with the purpose, scope, and requirements of each program.

We hope this workbook has provided you with a better understanding of the workforce system and encourages you to utilize this information to reach out to colleagues to expand your knowledge. Working together as partners to understand the customers needs and how we can collectively work to ensure we meet those needs. We all play an important role in contributing to the success of our common customers and how we serve them.

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Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.