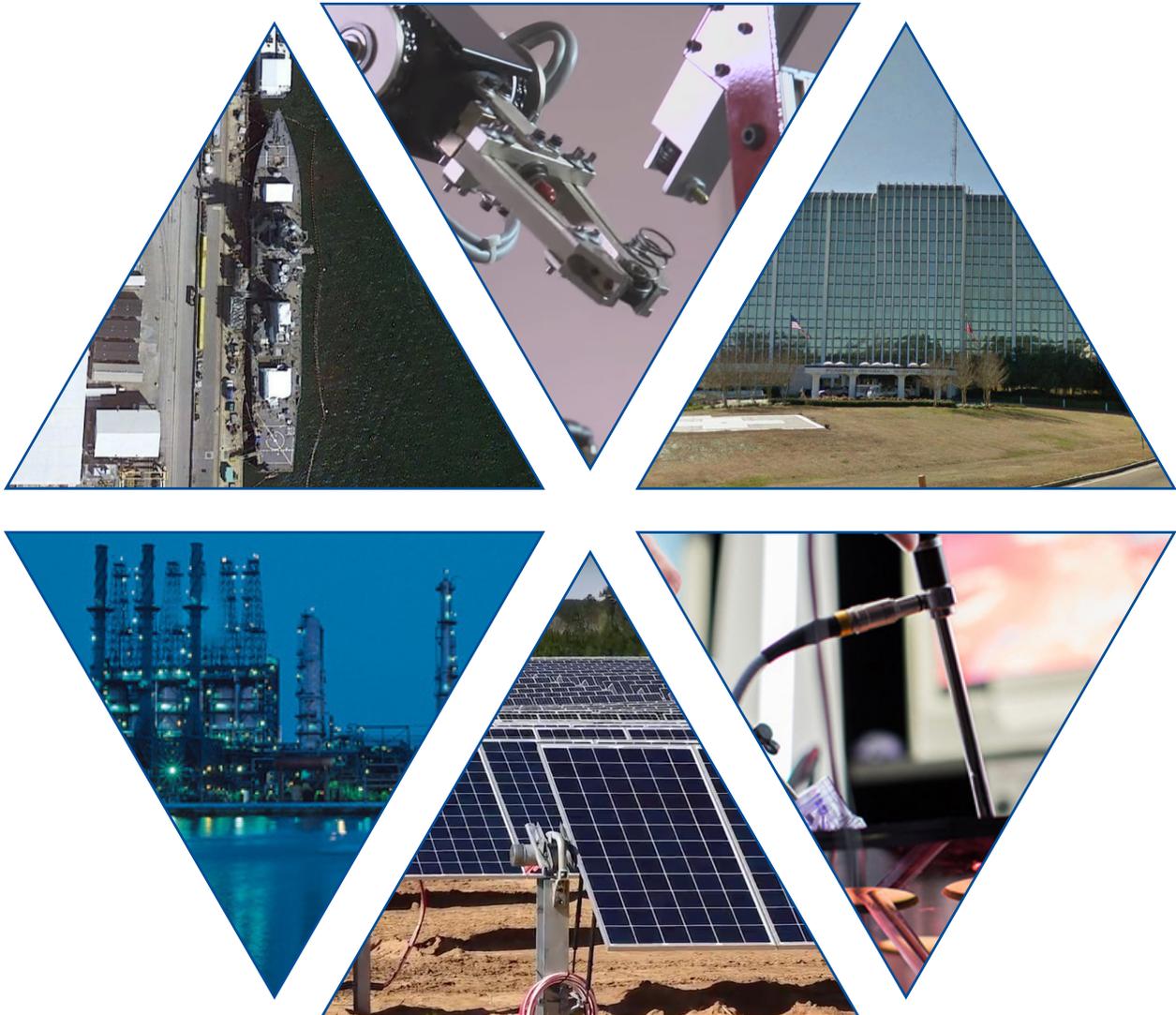


# TWDWDA

TWIN DISTRICTS WORKFORCE DEVELOPMENT AREA

## Local Workforce Development Board 2020 - 2024 Strategic Plan



Images from Google Earth, Chevron, Mississippi Power, Mississippi Works.

Written by Southern Mississippi Planning and Development District  
Economic Workforce Development Division

Adopted: January 26, 2021

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## **Introduction**

Program Year 2020 marks five years of the Workforce Innovation and Opportunity Act (WIOA). Since the Act passed in 2014 and during the subsequent years of implementation, Mississippi has seen transformative change, better aligning its workforce system and the delivery of training and services. The new WIOA four-year state plan is effective July 1, 2020 - June 30, 2024.

In congruence with the state plan, WIOA requires each workforce development board to develop a comprehensive four-year plan, in partnership with the local chief elected official, and submit the plan to the state. In compliance with regulations, each board shall review its local plan and prepare and submit modifications to the Mississippi Department of Employment Security (MDES), Office of Grant Management. Modifications should reflect changes in labor market and economic conditions or in other factors affecting the implementation of the local plan.

The Mississippi Department of Employment Security (MDES), as designated by the Office of the Governor, is the coordinating body for approving local plans. The local plan shall support the alignment strategy described in the state plan in accordance with WIOA Section 102(b)(1)(E), and otherwise be consistent with the state plan. Workforce Development Boards shall also comply with WIOA, Section 108 in the preparation and submission of the plan. Additional information about the WIOA, Public Law 113-128, enacted July 22, 2014, may be obtained from the U.S. Department of Labor Employment and Training Administration website: [www.doleta.gov](http://www.doleta.gov).

These guidelines have been written to assist the Local Workforce Development Areas (LWDAs) in structuring their workforce plan to meet federal WIOA regulations and alignment with the overarching workforce goals of the state. Any future advisement will be provided by the Office of Grant Management (OGM) via WIOA communications.

## **Public Comment Requirements**

In accordance with the Workforce Innovation and Opportunity Act, Section 108(d), the Workforce Development Board shall make copies of the proposed local plan available to the public through electronic and other means, such as public hearings and local news media; allow for public comment not later than the end of the 30-day period when the proposed plan is made available, beginning on December 21, 2020; and, include with submission of the local plan any comments that represent disagreement with the plan.

## **Submission Requirements**

Local plans must be submitted to the MDES Office of Grant Management no later than 5:00 PM CDT on January 30, 2021. Local plans should be submitted electronically in PDF format and uploaded via JScape with an email notification to [rdeyoung@mdes.ms.gov](mailto:rdeyoung@mdes.ms.gov) that the plan has been uploaded. The original plan and attachments should be retained by each local area.

## Plan Outline

### A. Local Workforce Development Area Overview

This section provides an overview of the local area and identifies the individuals and entities responsible for general operations within the local area.

**A.1.** Local Area's official (legal) name established to administer the Workforce Innovation and Opportunity Act (WIOA).

Twin Districts	Twin Districts Local Workforce Development Area
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See Appendix A for *Local Workforce Development Area Re-designation Approval Letter*.

**A.2.** Local Area Workforce Development Director Information.

Twin Districts	Allison B. Hawkins, Division Director Twin Districts 10441 Corporate Drive, Ste. 1 Gulfport, MS 39503 228-868-2311 ahawkins@smpdd.com
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**A.3.** Local Workforce Development Area's Chief Elected Official Information.

Twin Districts	Calvin Newsom, Marion County Supervisor 215 Broad St. Columbia, MS 39429 601-441-2350 calvinnewsom63@gmail.com
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**A.4.** Individuals authorized to receive official mail for the Chief Elected Official in each LWDA.

Twin Districts	Leonard Bentz / Allison B. Hawkins 10441 Corporate Drive, Ste. 1 Gulfport, MS 39503 lbentz@smpdd.com / ahawkins@smpdd.com
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**A.5. Administrative/Fiscal Agent responsible for disbursing Local Area WIOA grant funds.**

Twin Districts	Southern Mississippi Planning and Development District 10441 Corporate Drive, Ste. 1 Gulfport, MS 39503 228-868-2311
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**A.6. Administrative/Fiscal Agent's signatory official.**

Twin Districts	Leonard Bentz, Executive Director Southern Mississippi Planning Development District 10441 Corporate Drive, Ste. 1 Gulfport, MS 39503 228-868-2311 lbentz@smpdd.com
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**A.7. See Appendix B for Administrative Entity/Local Workforce Development Area/Fiscal Agent's Organizational Chart.**

**A.8. Administrative Entity's Data Universal Numbering System (DUNS) Number and Assurance of 'System for Award Management' (SAM) status is current.**

Twin Districts	069386001	SAM status is current.
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**A.9. Local Workforce Development Board (LWDB) Chairperson's Information.**

Twin Districts	David Stephens, Human Resources Manager Van Zyverden, Inc. P.O. Box 561 Meridian, MS 39302-0550 (601) 679-8274 dstephens@vzusa.com
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**A.10. See Appendix C for the LWDB Membership List.**

**A.11. See Appendix D for the LWDB By-laws including date adopted/amended.**

**A.12. See Appendix E for the Local Area Certification Regarding Debarment.**

**A.13. See Appendix F Local Area Signatory Submission Page.**

## B. Regional Strategic Planning

If the local area is part of a planning region that includes other local areas, the local boards and chief elected officials of the local areas represented shall collaborate to prepare and submit a regional plan as described in Section 106(c)(2).

As outlined in the State Plan, the State Board and the local boards will work together to define regions that occupy space in one or more workforce areas. These regions will be defined according to industry and sector needs and these regional concerns will be taken into account in training and other local administration of WIOA priorities. The purpose of this section is to identify businesses and industries that operate within major enterprises that might cross jurisdictional boundaries (e.g., county boundaries, state borders) and might involve multiple LWDAs. Through analysis of the regional needs and market trends, this section is designed to levy the strengths of the local areas in order to create strategies for meeting the needs of employers for in-demand industries across the region.

**B.1.** For the purpose of this section, regions are identified as the Local Workforce Development Areas (LWDA). The Delta, Mississippi Partnership, Southcentral Mississippi Works, and Twin Districts comprise the four LWDAs. The four LWDAs in Mississippi were defined in the Mississippi Comprehensive Workforce Training and Consolidation Act of 2004. The boundaries follow significant demographic and economic boundaries (See Figure 1).

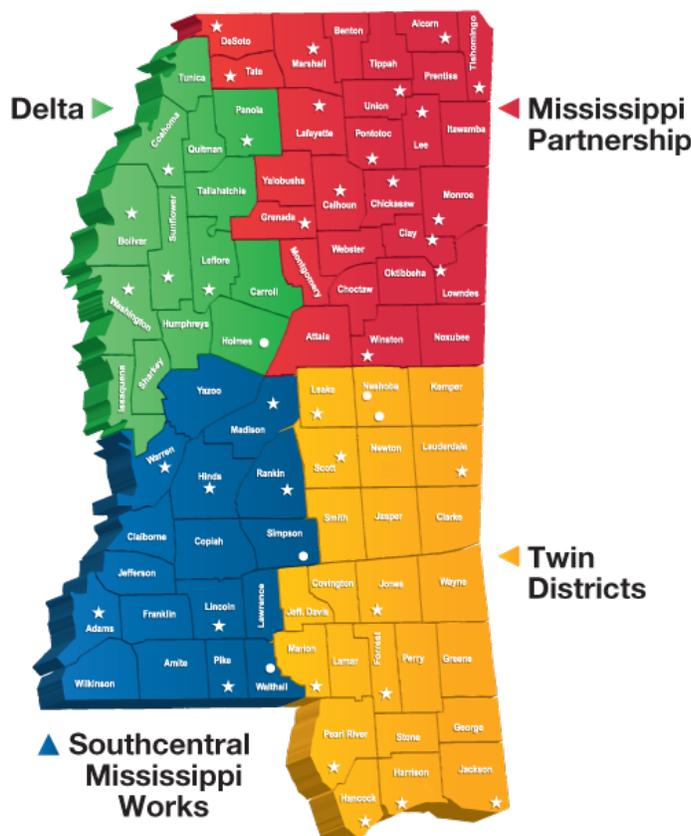


Figure 1: Local Mississippi Workforce Development Areas.

**B.2.** Each of the four Mississippi Local Workforce Development Areas (LWDA) has adopted the vision defined in the Mississippi WIOA Plan. The regional vision aligns with state's strategic vision to create a workforce system that acts and functions as an ecosystem where all parts are connected and line up to achieve common goals and wherein every opportunity to be work- or career-ready and to secure his or her dream job right here at home via the Mississippi Works Smart Start Career Pathway Model. From the moment one enters the education and workforce system, he or she will be presented with the necessary tools to choose and pursue a career pathway that is relevant to current and future labor markets. Similarly, from the moment current and prospective businesses enter into a partnership with Mississippi's education and workforce system, resources will be immediately aligned to cultivate the sustainable, high-

performance workforce critical for maintaining and expanding businesses’ long-term economic viability, in turn creating better and more sustainable employment opportunities for Mississippians.

Key aspects of the strategic vision are to:

- Provide every Mississippian the opportunity to be work- or career-ready and to secure his or her dream job right here at home.
- Create a workforce ecosystem where all parts are connected and line up to achieve common goals.
- Develop a career pathway model that integrates programs and improves efficiency in service delivery across partners, with particular focus on individuals with barriers to employment.
- Strategically align programs with current and emerging high demand sectors.

**B.3.** This section includes regional economic conditions to include: a) existing and emerging in-demand industry sectors and occupations; and, b) knowledge and skills needed to meet the employment needs of employers in those industry sectors and occupations. The Twin Districts LWDA contributes to Mississippi’s economic sector goals, identified by the Mississippi Development Authority’s (MDA) target industries (See Table 1).

Twin Districts and Mississippi Development Authority Target Industries								
Industry	Advanced Manufacturing	Agribusiness	Aerospace	Energy	Healthcare	Shipbuilding	Tourism and Film	Information Technology
New & Emerging	Transportation / Wood Products		Aviation Composite/ Unmanned Aerial Vehicles					
Established	Shipbuilding/ Maritime	Poultry Processing & Wood Products		Clean Coal, Oil & Gas	Services	Shipbuilding / Maritime Civilian & Military	Leisure & Accommodations	Cybersecurity

Table 1: Twin Districts and MDA Target Industries.

The Twin Districts LWDA, located in the southeastern part of the state, is successful in several sectors, including manufacturing, healthcare, tourism, and agribusiness. Within manufacturing, top industries in this LWDA include transportation equipment manufacturing and electrical equipment, appliance, and component manufacturing. The top industry within the agribusiness sector in the Twin Districts LWDA is wood product manufacturing. Within the tourism sector, many are employed in the amusement, gaming, and recreation industries in this area. The presence of the Gulf Coast as a tourist attraction and hub of international business and the Pine Belt in southern Mississippi help give the Twin Districts LWDA its unique economic identity. Private sector employers like Ingalls Shipbuilding, Chevron Refinery, and Sanderson Farms are among the largest private employers in

the region. The combination of Stennis Space Center and military installations including Keesler AFB, Naval Construction Battalion Center, Meridian Naval Air Station, and Camp Shelby Joint Forces Training Center reinforce a strong military presence in the region.

Economic Variability within LWDAs								
	Delta	MS Partnership			Southcentral MS Works	Twin Districts		
	Delta Council Development Department Delta Strong	North MS Industrial Development Association	Golden Triangle Development Link	Greater Jackson Alliance	Southwest MS Partnership	MS Gulf Coast Alliance	MS Power	Mid-MS Development District
<b>Advanced Manufacturing</b>		X	X	X	X	X	X	X
<b>Aerospace</b>	X	X	X			X	X	
<b>Agribusiness</b>	X	X	X	X	X			
<b>Automotive</b>	X	X	X					
<b>Data Centers &amp; IT</b>				X			X	
<b>Transportation, Distribution, Logistics, &amp; Warehousing</b>	X			X	X		X	
<b>Forestry &amp; Energy</b>		X	X			X	X	
<b>Healthcare</b>				X				X
<b>Shipbuilding</b>						X		

Table 2: Economic Variability within LWDAs by EDC and Public Utility Industry Focus

While each of the four WIOA LWDAs has a strong overall economic identity, some economic and demographic variability exists within these areas (See Table 2) relevant to any training or supportive efforts. Within each of the four LWDAs, entities such as economic development councils (EDCs) and public utilities manage target industry regions. With vital information on available sites, buildings,

and workforce demographics, EDCs assist companies considering Mississippi as a potential location. The presence of EDCs can be useful in identifying subtle differences of economic or industry focus within an LWDA. In addition, one of Mississippi's utility companies, Mississippi Power, manages a target industry region within a single LWDA, Twin Districts.

### **New and Emerging Sectors**

There are three major sectors emerging in the state: advanced manufacturing, healthcare support, and tourism (the full analysis is reported in the State Plan).

Advanced manufacturing accounts for approximately 87,000 jobs in the manufacturing sector as a whole. Of those, more than 28,000 are in transportation, including automotive, and are concentrated in the northeastern and central areas of the state. Other top subsectors in advanced manufacturing include furniture, machinery, electrical, and chemical. These subsectors are primarily concentrated in the eastern part of the state.

The healthcare support sector accounts for approximately 19,000 jobs that are primarily concentrated in the western half of the state. There are more than 750 establishments in the state that support this industry, including facilities for general warehousing and storage, medical equipment and supply wholesale, pharmaceutical preparation manufacturing, and surgical appliance and medical instrument manufacturing.

The tourism sector provides economic opportunities to more than 202,000 people in the state. This industry covers the entire state and is supported by approximately 10,000 establishments. Mississippi has truly become a tourist attraction and is providing economic opportunities in areas such as the Delta, one of the richest historical regions in the country.

### **Occupations in Emerging Industries**

The top 10 occupations within advancing manufacturing account for approximately 40 percent of all jobs in the industry (See WIOA State Plan, Table D14, Appendix D). Of all occupations, assemblers and fabricators are at the top with more than 12,000 employed, followed by welders, cabinetmakers, and first-line supervisors that, combined, employ almost 11,000 people.

The top 10 occupations within healthcare support account for 60 percent of all jobs in the industry (See WIOA State Plan, Table D15, Appendix D). Of these, laborers and industrial truck and tractor operators account for approximately 20 percent of the industry's occupations.

The top 10 occupations within tourism account for approximately 52 percent of all jobs in the industry (See WIOA State Plan, Table D16, and Appendix D). Food preparers and cooks are the largest occupation, accounting for approximately 13 percent of all occupations in the industry, followed by waiters and waitresses that, combined, account for 11 percent of the sector's occupations.

## Employers' Employment Needs

As a part of initial WIOA planning in 2014, information on employers' employment needs was derived from three sources of data as described in the State Plan.

1. A focus group of representatives from established and emerging industries. More than 20 employers participated in the focus group.
2. The state's Priority One project administered by the Mississippi Development Authority.
3. In a monthly survey, more than 100 employers are contacted to identify pressing workforce needs. This survey asks relevant questions about the skills and knowledge required for the business to succeed.

The LWDAs support the findings of the survey. Across these three sources of data, a general consensus is that businesses are expecting to grow and that recruitment and retention of a qualified workforce is a critical issue for sustainability, viability, and growth. On the whole, businesses reported needing workers with labor and trade skills and those with basic work skills (e.g., reading, writing, appropriate workplace conduct). The general consensus among businesses is that employees, across the board, lack core competency skills such as:

- **Critical Thinking/Problem Solving**—Exercise sound reasoning and analytical thinking; obtain, interpret, and use knowledge, facts, and data; demonstrate originality and inventiveness.
- **Oral/Written Communication**—Articulate thoughts and ideas clearly and effectively; demonstrate public speaking skills; communicate new ideas to others through writing and editing.
- **Teamwork/Collaboration**—Build collaborative relationships; work in team structure; negotiate and manage conflicts.
- **Information Technology Application**—Select and use appropriate technology; apply computing skills to problem solving.
- **Leadership**—Leverage the strengths of others; use interpersonal skills and emotions effectively; organize, prioritize, and delegate work.
- **Professionalism/Work Ethic**—Demonstrate personal accountability, effective work habits, integrity, and ethical behavior; act responsibly; learn from mistakes.
- **Career Management**—Identify and articulate skills, strengths, and experiences; identify areas for professional growth and self-advocacy; explore job options and pursue opportunities.

Specifically, when asked about the competencies desired in a potential employee at low-, middle-, and high-skill levels, 93 percent rated dependability and reliability as the most important qualities for low-skill employees, 77.6 percent reported that initiative and a willingness to learn were the most

important qualities for middle-skill employees, and 72 percent of participants specified leadership, communication, and interpersonal skills as the most important qualities for high-skill employees.

Employers also indicated that they are not fully aware of the resources and services available to them. Thirty-nine percent of employers stated that their employees receive training from community colleges, technical schools, or vocational schools; 37 percent reported that their employees receive training from universities; and the remainder indicated that their employees receive external training from other federal programs. Mississippi employers would like to expand their use of community colleges and universities in the delivery of training for basic trades and skills along with fundamental competency skills for low-, middle-, and high-skill workers.

**B.4.** This section provides an analysis of the workforce in the region, including current labor force employment and unemployment data, and information on labor market trends, and the educational and skill levels of the workforce in the region, including individuals with barriers to employment.

### Population Trends

Mississippi is a state of approximately 3 million people (See Figure 2) and has experienced an average annual population growth of 0.6 percent since 1950 (See WIOA State Plan, Figure 4). Twin Districts is the most populated area with more than 1 million residents. The populations of the Twin Districts LWDA grew by approximately 4.0 percent over the same period.

According to the American Community Survey, 58.8 percent of the state population is white, and 37.6 percent African-American. Asians, American Indians, and other races account for the smallest share of the population (3.6 percent collectively). Within these categories, approximately 3 percent are of Hispanic or Latino ethnicity. In the Twin Districts area, African-Americans account for 27.4 percent of the population and Hispanics account for 3.8 percent of the region’s population.

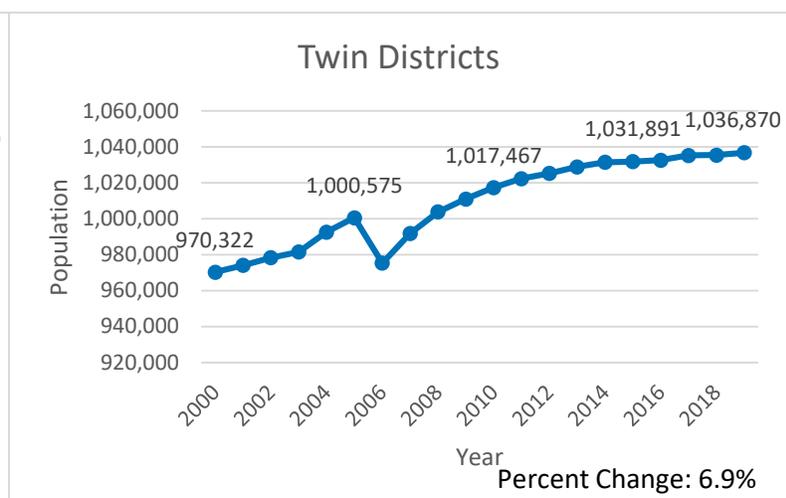
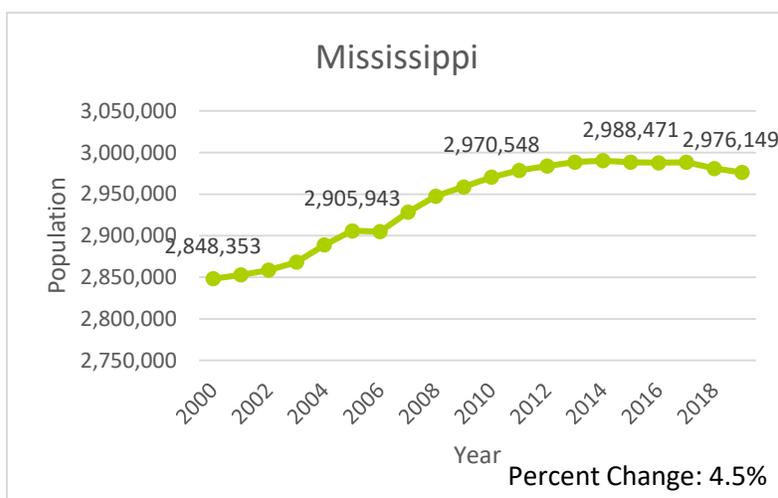


Figure 2: Mississippi Population, Source: U.S. Census Bureau, Current Population Survey, 2020.

Figure 3: Twin Districts Population, Source: U.S. Census Bureau, Current Population Survey, 2020.

## Current Industry Structure

Table 3 reports the employment numbers for the Twin Districts LWDA's current industry structure. Healthcare and Social Assistance is the largest sector and employs over 68,000, accounting for 19 percent of total employment, followed by Accommodation/Leisure, which employs almost 54,000 or 14.9 percent of total employment. Wholesale/Retail Trade employs approximately 53,100 individuals, accounting for 14.7 percent of total employment.

Table 3: Employment by Industry in the Twin Districts LWDA				
Industry	Employment	Percent	Earnings	Establishments
Health Care and Social Assistance	68,530	19	\$50,282	2,277
Accommodation/Leisure	53,941	14.9	\$19,495	2,221
Wholesale/Retail Trade	53,145	14.7	\$29,140	4,492
Manufacturing	46,875	13	\$54,903	668
Educational Services	27,654	7.7	\$38,972	355
Construction	21,631	6	\$51,424	1,589
Public Administration	20,755	5.7	\$46,939	424
Administrative and Waste Services	16,028	4.4	\$29,407	921
Financial Activities	12,200	3.4	\$45,908	2,310
Transportation and Warehousing	9,349	2.6	\$46,542	876
Natural Resources	8,162	2.3	\$59,385	538
Professional, Scientific, and Technical Services	6,840	1.9	\$58,325	1,702
Other Services (except Public Administration)	6,390	1.8	\$32,762	1,316
Management of Companies and Enterprises	3,637	1	\$72,568	130
Information	3,570	1	\$43,750	265
Utilities	2,641	0.7	\$86,826	223
<b>Total</b>	<b>361,348</b>	<b>100</b>	<b>\$41,492</b>	<b>20,307</b>

Table 3: Employment by Industry in the Twin Districts LWDA. Source: Bureau of Labor Statistics, 2020

## Number Employed

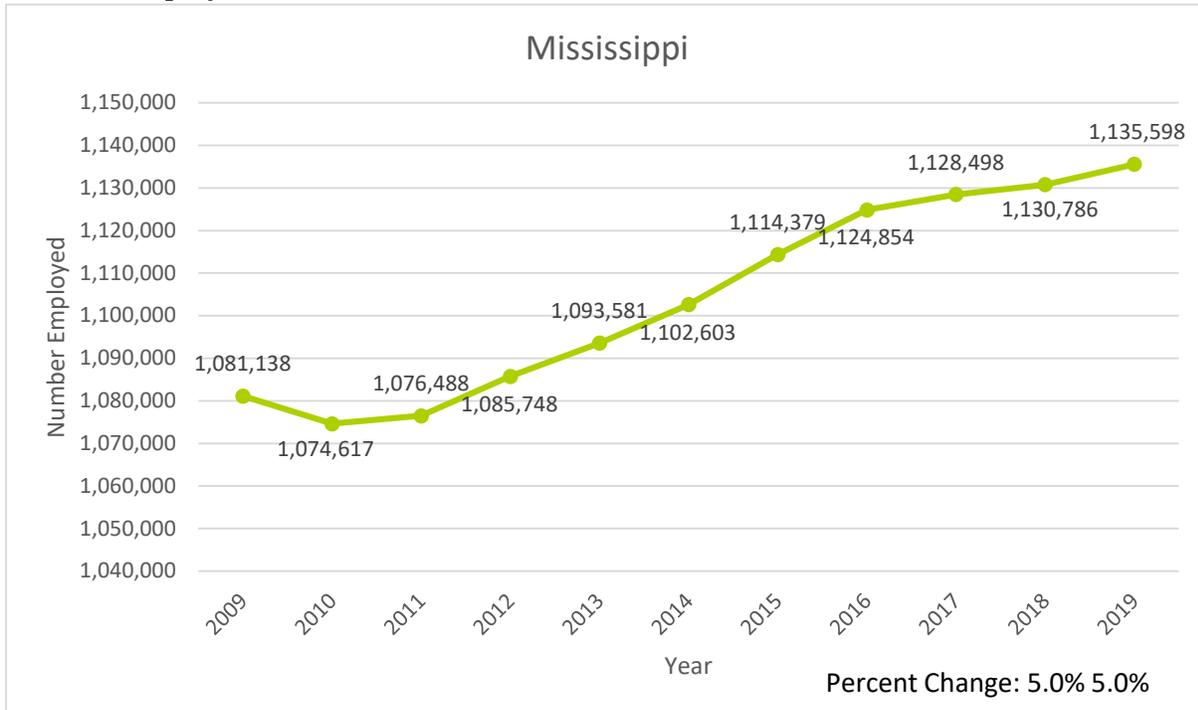


Figure 4: Employed Mississippians, Source: Bureau of Labor Statistics, 2020

During the Great Recession, the state, like the nation, experienced a dramatic loss of jobs. According to data from the Bureau of Labor Statistics (BLS) for the 2009-2018 period, the number of employed Mississippians hit a low in 2010 but increased slightly in 2011 before starting a consistent upward trend (See Figure 4).

Similarly, the Twin Districts LWDA followed a similar employment trend to the state with the employment low for the region occurring in 2011 and a steady upward trend in employment following that time period (See Figure 5).

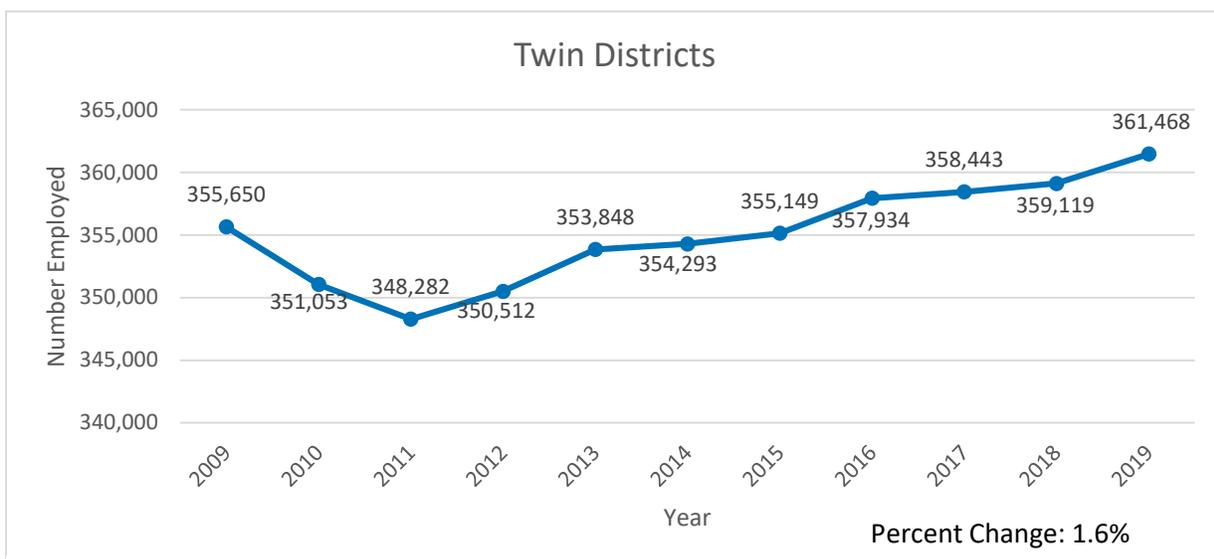


Figure 5: Employed in the Twin Districts LWDA, Source: Bureau of Labor Statistics, 2020

## Unemployment Rate

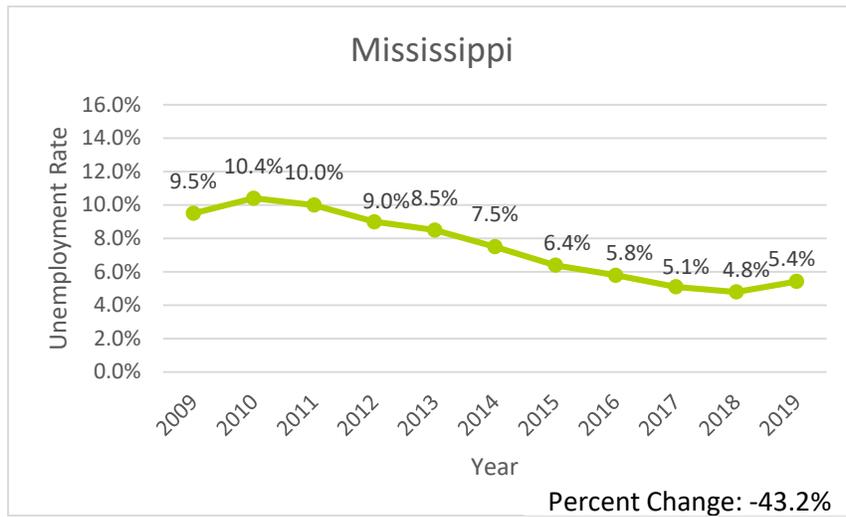


Figure 6: Mississippi Unemployment Rate, Source: Bureau of Labor Statistics, 2020

After struggling with a high unemployment rate, Mississippi has experienced a recovery that offers new economic opportunities for workers and job seekers. According to data from the Bureau of Labor Statistics, Mississippi’s unemployment rate has dropped from 10.4 percent in 2010 to a historic low of 4.8 percent in 2018, before rising slightly to 5.5 percent by November 2019 (See Figure 6 to the left). The

unemployment rate across all four of Mississippi’s LWDA’s has declined significantly since the end of the great recession.

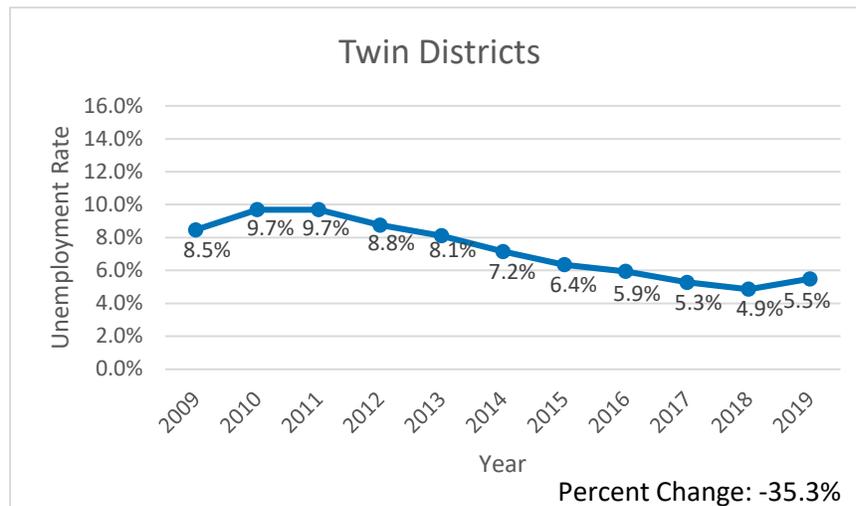


Figure 7: Twin Districts Unemployment Rate, Source: Bureau of Labor Statistics, 2020

The Twin Districts LWDA had unemployment rates similar to the state-level statistic at 5.5 percent (See Figure 7). These trends represent a strong economic climate in Mississippi.

## Underemployment

Following a trend similar to that of the unemployment rate, Mississippi’s underemployment rate reached a peak of 17.6 percent in 2011 but has been trending downward, reaching a low of 8.7 percent in 2018 (underemployment rates not available at the LWDA level). The declining underemployment rate indicates that more Mississippians are finding employment, moving out of low-wage jobs into gainful employment, finding jobs that match their skill level, and/or benefiting from workforce training services. A decreasing share of underemployed workers also potentially indicates that employers are showing confidence in Mississippi’s workforce, establishing new jobs and looking for qualified employees.

## Workforce Participation Rate

Despite an improved economic outlook, Mississippi faces some vulnerabilities that provide challenges for its progress. As is the case in other states, the long-term unemployed in Mississippi become discouraged and drop out of the workforce, contributing to the decline of workforce availability in the state (See Figure 8). In the Twin Districts area, the workforce participation rate has remained fairly constant at 54 percent (See Figure 9).

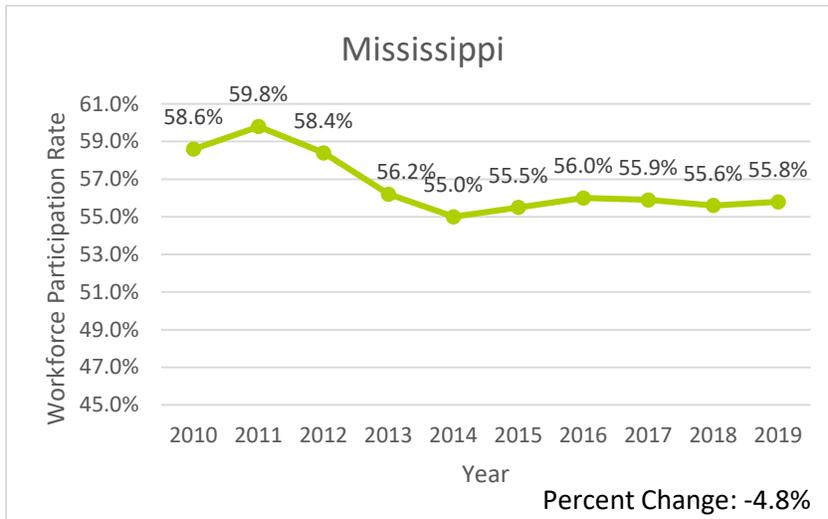


Figure 8: Mississippi Workforce Participation Rate, Source: Bureau of Labor Statistics, Local Area Unemployment Statistics, 2020; American Community Survey, 2014-2018 5-Year Estimates.

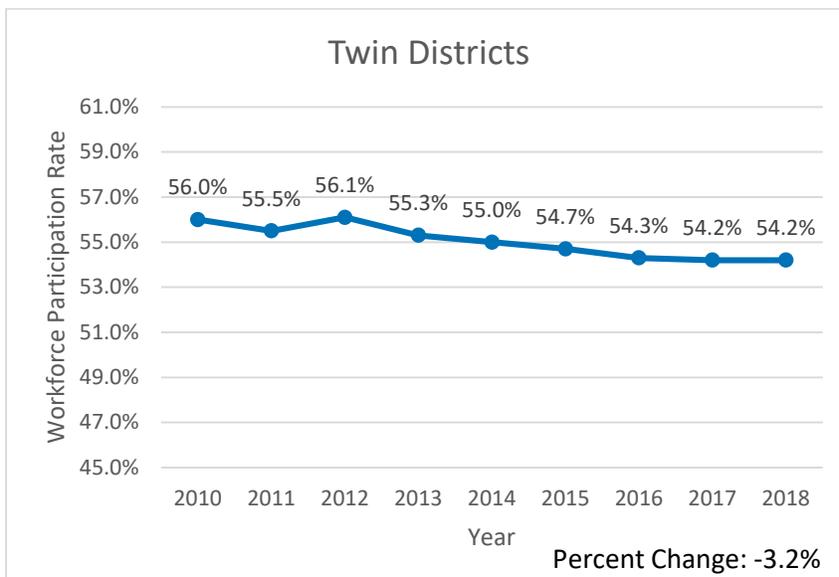


Figure 9: Twin Districts Workforce Participation Rate, Source: Bureau of Labor Statistics, Local Area Unemployment Statistics, 2020; American Community Survey, 2014-2018 5-Year Estimates.

## Workforce Participation Rate by Education

Upon further analysis, data show that those with less than a high school education are the most vulnerable and most likely to become discouraged workers. Those with any credentials beyond high school in Mississippi, as in the rest of the country, are more likely to be attached to the labor market (see Figure 10).

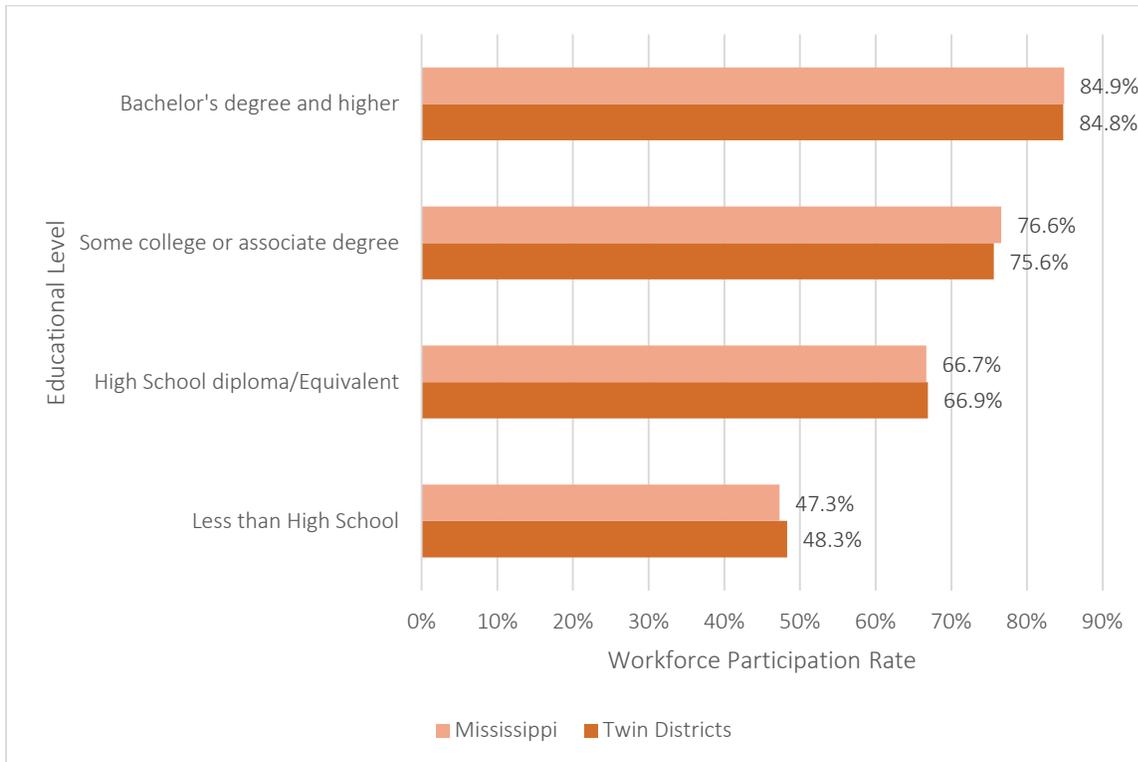


Figure 10: Workforce Participation Rate by Education, Mississippi and Twin Districts, Source: American Community Survey, 2014-2018 5-Year Estimates

## Workforce Participation Rate by Age

Additionally, the workforce participation rate varies by age group. In Mississippi and the Twin Districts region, youth (ages 16 to 19) have one of the lowest workforce participation rates at 30.5 and 34.4 percent respectively, while young adults (ages 20 to 24) have a 68.3 percent workforce participation rate for the state and 74.1 percent for the region. For the majority of millennials and persons at the mid-point of their working life, Mississippi's workforce participation rate is on-par with national trends (see Figure 11).

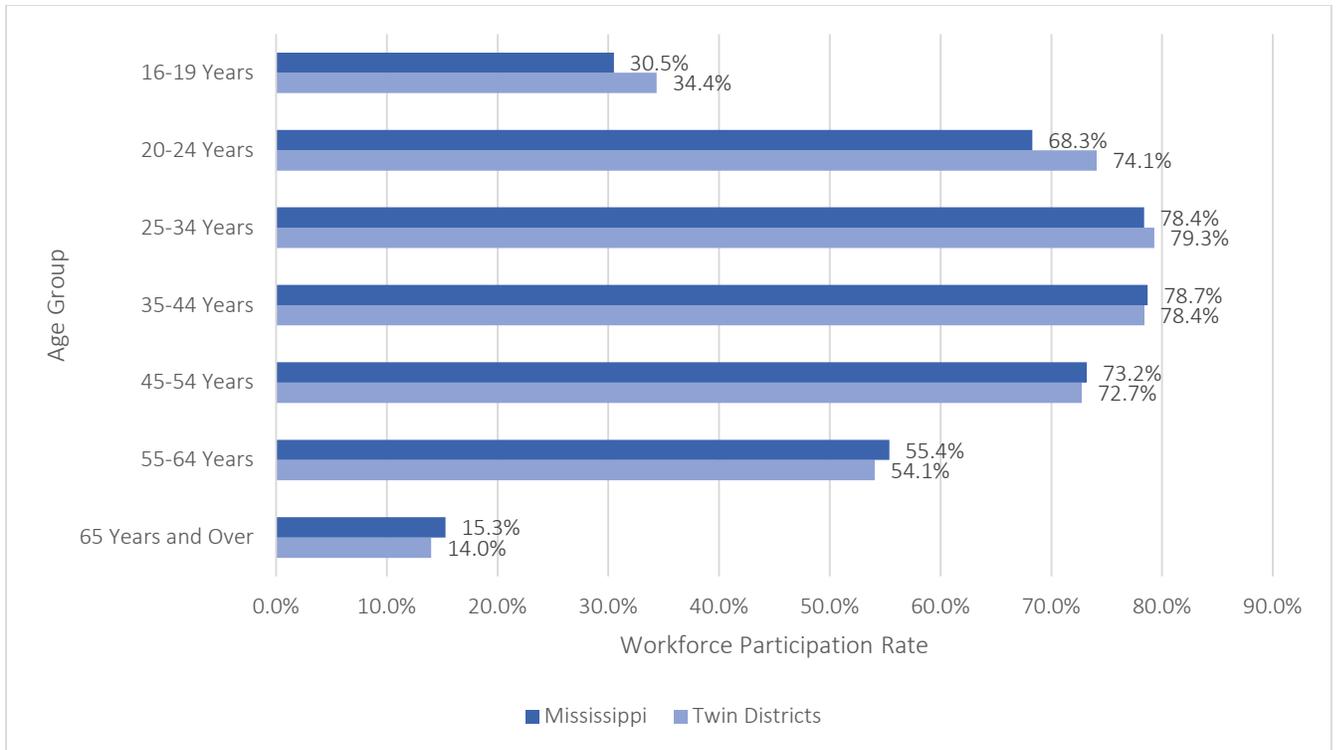


Figure 11: Workforce Participation Rate by Age, Mississippi and Twin Districts, Source: American Community Survey, 2014-2018 5-Year Estimates

### Populations with Barriers to Employment

Tables 3 and 4 provide figures on individuals with barriers, as defined by WIOA, who are at risk of being underemployed in the Twin Districts LWDA. Tables 5-8 provide more detail on individuals who face different employment barriers, including those with disabilities, those receiving TANF, those receiving SNAP, and ex-offenders. Individuals with disabilities have an 83.7 percent employment rate and face the reality of earning inadequate incomes. Currently, there are only 3,045 individuals on TANF in the Twin Districts LWDA. Of those, 431 are work eligible, and their employment rate is about 73.3 percent. TANF recipients who transition into the workforce have median annual earnings of \$8,959.00. There are over 84,000 work-eligible SNAP recipients in the Twin Districts LWDA. Their employment rate is approximately 45 percent, and their median earnings are approximately \$15,993 annually. There were over 3,300 individuals released from the correctional system in 2018. Over 28 percent of ex-offenders were able to find employment within one year of their release. Their median annual earnings were approximately \$17,659.00. Further analysis also shows that ex-offenders who fail to find employment within one year are likely to reenter the correctional system within three years.

Table 4: Populations with Barriers to Employment in the Twin Districts LWDA	
Group	Number
Low-Income Individuals, Age 18-64 <sup>1</sup>	115,322
American Indians/Alaska Natives/Native Hawaiians <sup>1</sup>	11,004
Individuals with Disabilities, Age 18-64 <sup>1</sup>	116,522
Individuals Age 65 and Older <sup>1</sup>	155,708
Individuals Age 65 and Older, Low-Income <sup>1</sup>	19,560
Ex-Offenders, Age 18-64 <sup>2</sup>	3,312
Homeless Children and Youth <sup>3</sup>	4,506
Children in Foster Care <sup>4</sup>	4,275
English Language Learners with Low Level of Literacy <sup>5</sup>	3,264
Individuals within 2 Years of Exhausting TANF Eligibility <sup>6</sup>	288
Single Parent Households <sup>1</sup>	82,557
Single Mother Households <sup>1</sup>	63,461
Single Fathers Households <sup>1</sup>	19,096

*Table 4: Populations with Barriers to Employment in the Twin Districts LWDA*

*Notes: Low income is defined as below federal poverty level, based on family/household size.*

*Sources: 1) American Community Survey, 2014-2018 5-Year Estimates. 2) Mississippi Department of Corrections, 2020. 3) Mississippi Department of Education, 2019. 4) Kids Count Data Center, 2016. 5) Adult Basic Education, 2019. 6) Mississippi Department of Human Services, 2020.*

<b>Table 5: Unemployment &amp; Workforce Participation Rates of Vulnerable Populations in the Twin Districts LWDA</b>	
<b>Group</b>	<b>Percent</b>
<b>Veterans</b>	
Unemployment Rate	4.3%
Workforce Participation Rate	74.3%
<b>Disabled</b>	
Unemployment Rate	15.1%
Workforce Participation Rate	36.2%
<b>Low Income</b>	
Unemployment Rate	26.0%
Workforce Participation Rate	47.7%
<b>Native American/Hawaiian</b>	
Unemployment Rate	11.3%
Workforce Participation Rate	61.6%
<b>Individuals Age 16-19</b>	
Unemployment Rate	28.1%
Workforce Participation Rate	34.4%
<b>Individuals Age 16-19, Not enrolled in School</b>	
Unemployment Rate	19.9%
Workforce Participation Rate	55.4%

Table 5: Unemployment & Workforce Participation Rates of Vulnerable Populations in the Twin Districts LWDA

Notes: Low income is defined as below federal poverty level, based on family/household size.

Source: American Community Survey, 2014-2018 5-Year Estimates.

<b>Table 6: Demographic and Economic Characteristics of People with Disabilities in the Twin Districts LWDA</b>		
	<b>Number</b>	<b>Percent</b>
Total Disabled Population	186,726	-
Total Age 18-64	102,142	-
<b>RACE (All Ages)</b>		
Black	49,482	26.5
White	130,749	70
Other	6,495	3.5
<b>GENDER (Ages 18-64)</b>		
Female	50,649	49.6
Male	51,493	50.4
<b>AGE (Ages 18-64)</b>		
18-34	20,501	20.1
35-64	81,641	79.9
<b>ECONOMIC CHARACTERISTICS</b>		
Employment Rate	-	83.7
Median Earnings	-	\$22,186
<b>TYPE OF DISABILITY* (Ages 18-64)</b>		
Hearing Difficulty	20,487	20.1
Vision Difficulty	23,449	23
Cognitive Difficulty	43,360	42.5
Ambulatory Difficulty	54,624	53.5
Self-care Difficulty	18,650	18.3
Independent Living Difficulty	38,046	37.2

Table 6: Demographic and Economic Characteristics of People with Disabilities in the Twin Districts LWDA

Source: U.S. Census Bureau, American Community Survey, 2014-2018 5-Year Estimates.

Note: May not total to 100 percent due to rounding.

\* Individuals may have more than one type of disability, so these numbers and percentages, when added, may be greater than the total number of individuals and 100 percent, respectively.

<b>Table 7: Characteristics of Temporary Assistance for Needy Family (TANF) Program Work-Eligible Recipients in the Twin Districts LWDA</b>		
	<b>Number</b>	<b>Percent</b>
Total TANF Recipients	3,045	-
Total Ages 18-64	431	-
<b>RACE (Ages 18-64)</b>		
Black	326	75.6
White	90	20.9
Other	15	3.5
<b>GENDER (Ages 18-64)</b>		
Female	418	97
Male	13	3
<b>AGE (Ages 18-64)</b>		
18 - 25	116	26.9
26 - 35	244	56.6
36 - 45	58	13.5
46 - 64	13	3
<b>EDUCATION (Ages 18-64)</b>		
Less than High School Graduate	105	24.4
High School Diploma/GED	42	9.7
Some College	181	42
Not Available	103	23.9
<b>ECONOMIC CHARACTERISTICS (Ages 18-64)</b>		
Employment Rate for the cohort 2020	-	73.3
Median Earnings for the cohort 2020	-	\$8,959
Employment Rate One Year After Exit for the cohort 2019	-	68.6
Average Earnings One Year After Exit for the cohort 2019	-	\$12,880

*Table 7: Characteristics of Temporary Assistance for Needy Family (TANF) Program Work-Eligible Recipients in the Twin Districts LWDA; Source: Mississippi Department of Human Services, Temporary Assistance for Needy Families, 2020. Note: May not total to 100 percent due to rounding.*

<b>Table 8: Characteristics of Supplemental Nutrition Assistance Program (SNAP) Recipients in the Twin Districts LWDA</b>		
	<b>Number</b>	<b>Percent</b>
Total SNAP Recipients	215,925	-
Total Ages 18-64	84,160	-
<b>RACE (Ages 18-64)</b>		
Black	37,448	44.5
White	43,370	51.5
Other	3,342	4
<b>GENDER (Ages 18-64)</b>		
Female	53,318	63.4
Male	30,842	36.6
<b>AGE (Ages 18-64)</b>		
18 - 25	12,600	15
26 - 35	19,559	23.2
36 - 45	19,756	23.5
46 - 64	32,245	38.3
<b>EDUCATION (Ages 18-64)</b>		
Less than High School Graduate	12,237	14.5
High School Diploma/GED	5,398	6.4
Some College	19,079	22.7
Not Available	47,446	56.4
<b>ECONOMIC CHARACTERISTICS (Ages 18-64)</b>		
Employment Rate for the cohort 2020	-	45.2
Median Earnings for the cohort 2020	-	\$15,993
Employment Rate One Year After Exit for the cohort 2019	-	56.2
Average Earnings One Year After Exit for the cohort 2019	-	\$18,820

Table 8: Characteristics of Supplemental Nutrition Assistance Program (SNAP) Recipients in the Twin Districts LWDA

Source: Mississippi Department of Human Services, 2020.

Note: May not total to 100 percent due to rounding

Table 9: Characteristics of Ex-Offenders in the Twin Districts LWDA		
	Number	Percent
Total Ex-Offenders	3,352	-
Total Ages 18-64	3,312	-
RACE (Ages 18-64)		
Black	1,483	44.8
White	1,773	53.5
Other	56	1.7
GENDER (Ages 18-64)		
Female	452	13.6
Male	2,860	86.4
AGE (Ages 18-64)		
18 - 25	295	8.9
26 - 35	1,273	38.4
36 - 45	1,061	32
46 - 64	683	20.6
EDUCATION (Ages 18-64)		
Less than High School Graduate	1,116	33.7
High School Diploma/GED	258	7.8
Some College	439	13.3
Not Available	1,499	45.3
ECONOMIC CHARACTERISTICS (Ages 18-64)		
Employment Rate for the cohort 2020	-	28.6
Median Earnings for the cohort 2020	-	\$17,659

Table 9: Characteristics of Ex-Offenders in the Twin Districts LWDA

Source: Mississippi Department of Corrections, 2020.

Note: May not total to 100 percent due to rounding.

## Labor Market Trends

Preparation for the 2020 state plan included a comprehensive labor market analysis to identify high-demand and high-growth areas in growing and new-and-emerging industries. This analysis used Bureau of Labor Statistics data and Mississippi Works Labor Exchange administrative data to identify the current job openings and the growth that is expected to occur over the next 10 years. Results of this analysis are reported in the WIOA State Plan (See WIOA State Plan, Tables F1-F5, and Appendix F), where it can be seen that jobs in Advanced Manufacturing, Healthcare, Tourism, and Transportation are projected to grow significantly over the next 10 years.

Advanced manufacturing is expected to generate over 2,400 new jobs, mostly for welders; these expected new jobs are in addition to the job openings created as employees move between jobs and employers. In 2018, 4,639 new advanced manufacturing jobs were opened (*BLS Employment Projections: 2018-2028 Technical Note*). Some of the major employers in advanced manufacturing are Nissan, Toyota, Yokohama, Ashley Furniture, and Howard Industries.

More than 1,000 jobs are expected to be created in the next 10 years in the healthcare support industry; these expected new jobs are in addition to the job openings created as employees move between jobs and employers. Most of these are related to transporting medical supplies. In 2018, 784 new healthcare support jobs were opened. Some of the major employers in healthcare support are Versant, Teleflex, and Anda Pharmaceuticals.

Tourism is expected to have more than 17,000 new jobs over the next 10 years, with the largest demand in food preparation, cooks, and line supervisors; these expected new jobs are in addition to the job openings created as employees move between jobs and employers. In 2018, 17,843 new tourism jobs were opened. Some of the major employers in tourism are Beau Rivage Resorts, Gold Strike Casino Resort, and Horseshoe Casino and Hotel.

Over the next 10 years, well-established industries in the state are projected to see job growth approaching 30,000 new jobs; these expected new jobs are in addition to the job openings created as employees move between jobs and employers. Of those, more than 20,000 will be filled by the top 20 occupations, including nursing and elementary and postsecondary teachers.

In the Twin Districts LWDA, analysis shows that approximately 60 percent of the jobs created in advanced manufacturing will be middle-skill jobs (see Figure 12). The analysis also shows that approximately 51 percent of the jobs in healthcare support will be middle-skill jobs. The shipbuilding industry will continue to see a significant need of those with a middle-skill level of training with over 86 percent of jobs in that training level. In contrast, the vast majority of tourism jobs created are projected to require low skills as demonstrated in the 2020 state plan.

**Figure 12: Projected Middle-Skill Demand in the Twin Districts LWDA, 2020-2026**



Figure 12: Projected Middle-Skill Demand in the Twin Districts LWDA, 2020-2026

Notes: Figures illustrate the occupation skill-level breakdown for projected job growth, by industry. Results show that of the majority of projected job openings will occur in the middle-skill category. Industry totals may not sum to 100 due to rounding. State WIOA Plan defined Advanced Manufacturing to certain Agriculture, Chemical, Energy, and Ship manufacturing occupations; this Regional Plan highlights these industries and occupations in separate categories.

Source: Bureau of Labor Statistics, 2020.

## Education and Skill Levels

According to the American Community Survey, for the Mississippi population ages 25 and older, 16.6 percent have less than a high school education, 30.4 percent have completed high school, and 22.6 percent have some college. Those with associate and bachelor’s degrees account for 9.1 percent and 13.3 percent of the population, respectively. The remaining 8.0 percent have a graduate or professional degree. Of the four LWDA, the Delta area has the largest segment of the population with less than a high school education (23.7 percent).

Data from the Mississippi Works Labor Exchange reveals that more than 43,000 individuals sought employment assistance in 2018 (see Table 10) in the Twin Districts LWDA. Of those, more than 59 percent were low-skill job seekers with high school education or less. Another 23.4 percent had some college education. An appreciable number of job seekers, about 7.5 percent, had a two-year associate degree, and approximately 6.7 percent had a four-year degree. Over 3 percent had an occupational skills certificate. This data clearly shows that a large segment of Mississippi’s workforce has low skills and could benefit from skill upgrades.

Education Level	Number	Percent
High school or less	5,785	13.4
High school diploma/GED	19,739	45.8
Some college	10,084	23.4
Associate degree	3,225	7.5
Bachelor degree or higher	2,865	6.7
Occupation skills certificate	1,384	3.2
<b>Total</b>	<b>43,082</b>	<b>100</b>

Table 10: Education and Skill Levels of Current Job Seekers in the Twin Districts LWDA

Notes: Job seekers measured as actively searching for employment from August 19, 2019 – August 18, 2020

Source: Mississippi Works, 2020.

## Skill Gaps

Current data show that 68.4 percent of jobs in the Twin Districts LWDA fall within the definition of middle-skill, but only 37.8 percent of the region’s workforce has the requirements to fill a middle-skill job (see Figure 13). In contrast, Twin Districts has more workers than available jobs in the low-skill category. This oversupply of labor also exists for high-skill jobs that require college

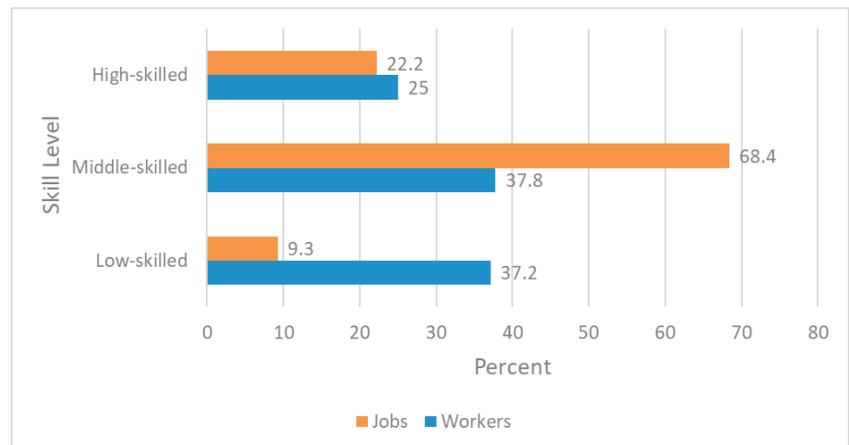


Figure 13: Middle-Skill Jobs in the Twin Districts LWDA, 2020

Sources: Bureau of Labor Statistics, 2020; ONET, 2020; American Community Survey, 2014-2018 5-Year Estimates.

credentials and beyond. Given that there is a middle-skill gap, the availability of such jobs indicates that many Mississippians in the Twin Districts LWDA could attain gainful employment by seeking additional education and training.

A supply and demand analysis reveals that the Twin Districts LWDA has an appreciable skill gap (see Table 11). In fiscal year 2019, there was a demand of over 3,800 jobs in new and emerging sectors and established high- growth, high-demand sectors. During the same time period, approximately 1,400 individuals were prepared for these middle-skill jobs through the community college system. In fiscal year 2018 the overall skill gap was approximately 2,400 in the Twin Districts LWDA.

<b>Table 11: Current Supply, Demand, and Gap for Middle-Skill Occupations in Target Sectors in the Twin Districts LWDA</b>			
<b>Sector</b>	<b>Supply</b>	<b>Demand</b>	<b>Gap</b>
Advanced Manufacturing Industry	156	212	56
Agribusiness Industry	76	549	473
Forestry, Energy, & Chemical Industry	36	161	125
Healthcare Industry	449	2,164	1,715
Shipbuilding Industry	693	736	43
<b>Total</b>	<b>1,410</b>	<b>3,822</b>	<b>2,412</b>

*Table 11: Current Supply, Demand, and Gap for Middle-Skill Occupations in Target Sectors in the Twin Districts LWDA*  
*Notes: State WIOA Plan defined Advanced Manufacturing to certain Agriculture, Chemical, Energy, and Ship manufacturing occupations; this Regional Plan highlights these industries and occupations in separate categories.*  
*Sources: Bureau of Labor Statistics, 2020; Mississippi Works, 2020; Mississippi Community Colleges, 2020.*

**B.5.** The LWDA engages with representatives of business in the local area, including small employers and in-demand industry sector occupations. The local workforce areas depend upon guidance from the LWDB that meets 3-4 times per year to review the LWDA methods and services. Representation on the LWDB meets the membership criteria defined in WIOA.

Methods and services to support the workforce system are aligned with regional economic development needs. The Mississippi Development Authority's regional staff serves as a liaison and central point of contact between workforce area partners and businesses. MDES monitors and updates the LWDB regarding in-demand industry sector occupations.

The Twin Districts LWDA has established an Industry Advisory Council comprised of large and small private sector employers that provide feedback and suggestions to the board and staff to enhance policies and procedures. The council is a critical link in our workforce development effort for our area. A business outreach team has also been formed to share information about workforce services and gain an understanding of their challenges.

**B.6.** Collaboration between workforce and economic development partners is essential for economic growth because regions are the centers of competition in the global economy. Regions work together to leverage resources and use their strengths to overcome their weaknesses. WIOA success is realized through multiple public and private partnerships which focus on specific functional areas (i.e., training) which are subsequently integrated with the LWDB.

A proven strategy is to continuously analyze each workforce areas strengths, weaknesses, opportunities, and threats. SWOT analyses help in planning processes and to determine goals and objectives as well as formulate a plan of action for coming years. The workforce areas work closely with representatives of the public and private sectors on a continual basis as they seek to foster economic and community development throughout the regions. Widespread support among local elected officials, business leaders, and other stakeholders is essential to foster and cultivate innovative workforce approaches. In addition, the LWDA engages local industries through the established Industry Advisory Committee.

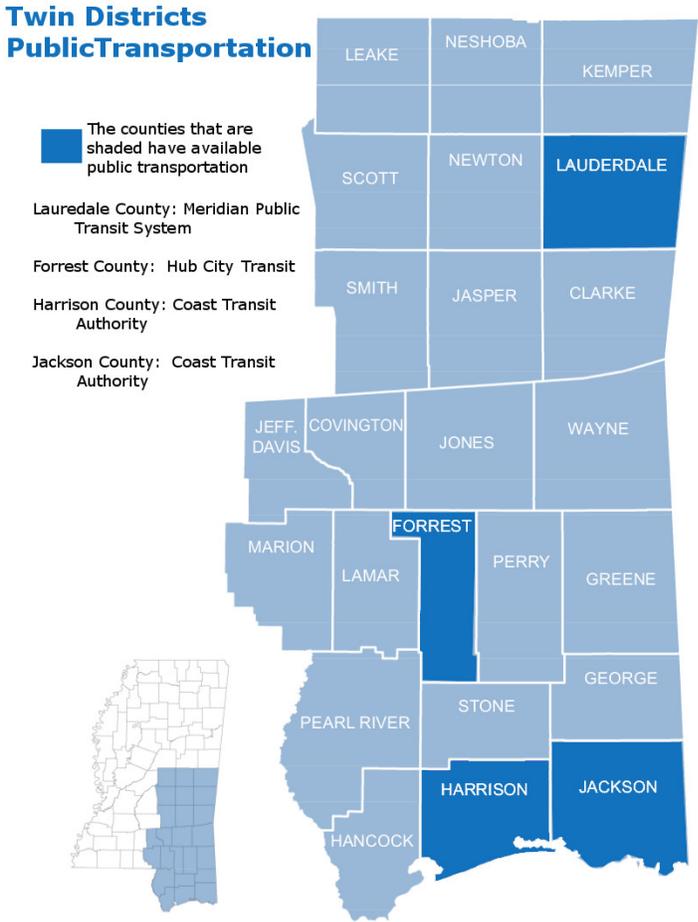


Figure 14: Map of Public Transportation in the Twin Districts LWDA

**B.7.** Regional transportation issues related to workforce development are identified by the LWDB to address regional needs and commuting patterns. Supportive transportation services are customized for the individual participant, such as vouchers and monthly stipends where funding is available.

The map to the left demonstrates where public transportation opportunities are currently while simultaneously indicating the existing need of public transportation throughout the remaining TDWDA.

**B.8.** On the local level, each LWDA encourages alignment among area secondary education entities, community colleges and universities to articulate career pathways and align strategies. These pathways create a pipeline for the workforce. The MS Works system will generate a Work-Ready Report Card to enable participants to be trained in alignment

with employer labor market needs. The LWDA recognizes and promotes the Mississippi Works MSGradJobs.com and MSTechJobs.com to connect four-year college and technical students with work opportunities.

Twin Districts LWDA has facilitated many stakeholder meetings focused on the goal of strategically aligning the career pathways from high school to post-secondary and workforce training for the in-demand occupations outlined in the “Sector Strategy Plan.” Twin Districts has continued its partnership with MDE and the local Career and Technical Education Departments in order to encourage collaboration with business and industry. The Twin Districts LWDA also partnered with the Skills Foundation on marketing career pathways across the Advanced Manufacturing, Energy and Chemicals, and Healthcare Sectors and the most recent addition of Information Technology to promote and encourage the use of career pathways to our numerous partners and through presentations made to the public.

**B.9.** The LWDA provides services targeted for individuals regardless of geographic location. The services are identified and aligned with individual needs and business needs of the region. The services are intended to close the gap between high skills and middle skills with business needs and high demand occupations.

**B.10.** The LWDA supports the WIOA State Plan for priority of services for veterans and their families seeking employment opportunities, and connects military skills with occupational demands using the Mississippi Works intake process. In addition, the LWDA supports the Jobs for Veterans State Grants.

Disabled Veteran Outreach Specialists (DVOPs) are integrated into the WIN Job Center service delivery system at the local job center level. Veterans and eligible spouses will continue to receive priority of service for all DOL-funded job training programs, which include WIOA programs. However, as described in TEGL 10-09, when programs are statutorily required to provide priority for a particular group of individuals, such as the WIOA priority, priority must be provided in accordance with the WIOA State Plan. The workforce areas connect military skills through crosswalks of professional skills and job opportunities. DVOPs will be cross trained to understand the full component of WIOA and Combined Plan Partner programs that may be available. In instances when a DVOP is not available or has reached the predetermined caseload, another WIN Job Center staff will provide services to veterans and eligible spouses as appropriate.

## C. Local Area Planning

Mississippi's State Plan includes the Combined Plan Programs and Strategic Programs. The purpose of this section is to explain how the LWDA will prepare and support an educated and skilled workforce for all eligible job seekers. This section includes descriptions of the local workforce development system and the role the local board plays in coordinating with workforce development partners and stakeholders.

The State of Mississippi has opted to resubmit a Combined State Plan that includes the required Core Programs and optional Strategic Programs. Mississippi has four designated LWDA's that are generally aligned with the planning and development district structure in the state in accordance with the Mississippi Comprehensive Workforce Training and Education Consolidation Act of 2004. Southern Mississippi Planning and Development District (SMPDD) serves as the fiscal agents for the 24 county Twin Districts Workforce Development Area (TDWDA). SMPDD/TDWDA is responsible administering the funding used to manage and oversee the WIOA Local Plan implementation. The TDWDA Board aligns and supports the coordination of services delivered by the One-Stop Delivery employment and training system.

**C.1.** TDWDA supports the State's strategic vision to prepare an educated skilled workforce by achieving seven sustainable, high-performance employment goals:

**Goal 1:** Work together to develop policies that will coordinate service delivery with all WIOA Combined Plan Partners.

**Goal 2:** Strengthen interagency partnerships.

**Goal 3:** Develop defined, articulated pathways across educational sectors (K-16+) to create a pipeline for the workforce.

**Goal 4:** Develop cross-program performance metrics.

**Goal 5:** Continue to invest in integrated technology to meet the unified technology requirements of the Workforce Investment and Opportunity Act (WIOA) and other federal initiatives.

**Goal 6:** Engage partners to establish the plan to remain abreast of changing industry needs and the metrics to measure outcomes to realize the potential of the state's workforce programs and delivery systems.

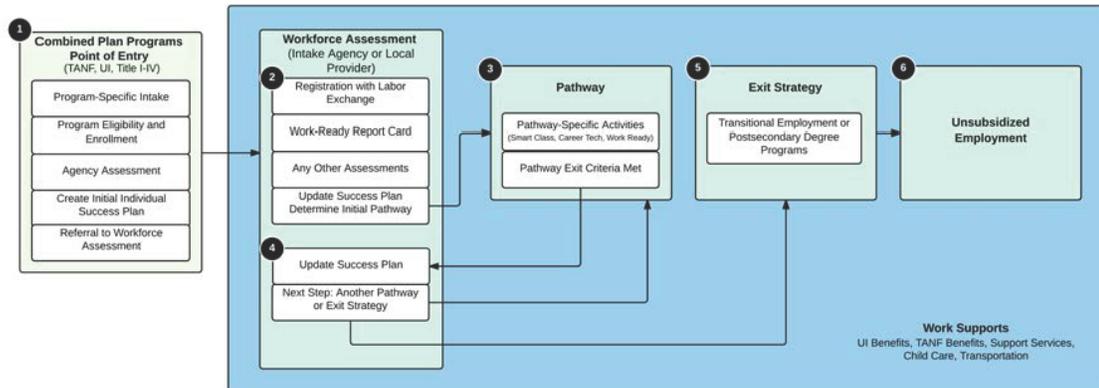
**Goal 7:** Draft and communicate a unified vision/message.

The intended outcomes will be measured in accordance with the state performance goals and WIOA mandates:

- Employment during Quarter 2 after exit from the program
- Employment during Quarter 4 after exit from the program
- Median earnings measured during Quarter 2 after exit
- Credential attainment rate during participation in or within one year of exit from the program
- Measurable skill gains that leads to a recognized post-secondary credential or employment
- Effectiveness in serving employers (retention rate)

**C.2.** The TDWDA service providers will carry out the WIOA core programs aligning and leveraging available resources to achieve the strategic vision and goals using the Mississippi Works Smart Start

Career Pathway Model. This model is presented in Figure 15 below. Additionally, the common intake and reporting system is depicted in Figure 16. The WIN Job Centers will use the Mississippi Works integrated, technology-enabled intake and case management information system for programs carried out under WIOA and WIN Job Center partners.



1. **Point of Entry** - Combined Plan Partner intake and enrollment.
2. **Workforce Assessment** - Intake Partner or Local Provider coordinates pathway determination.
3. **Pathway Activities** - either Smart Start Pathway Class, Career Tech, or Work-Ready Pathway activities.
4. **Workforce Reassessment** - One-Stop Operator or Youth Provider assesses and sends participant to additional pathways or determines exit strategy.
5. **Exit Strategy** - either postsecondary degree program or transitional employment (OJT, Internship, Apprenticeship, or Work Experience).
6. **Unsubsidized Employment** - the end goal of the model, gainful employment.

Figure 15: Mississippi Works Smart Start Career Pathway Model

Participants may enter the Career Pathway Model through different on- and off-ramps provided among agency partners. An abbreviated description of the steps is below. For a more detailed explanation please see the MS State Plan.

**Step 1: Point of Entry** - All participants enter the Mississippi Works Smart Start Career Pathway Model through a Combined Plan Partner’s intake. For example, a participant may visit a local Mississippi Department of Human Services (MDHS) office and begin speaking with a staff member about the TANF program. Combined Plan Partners perform intake procedures to collect two types of information: (1) basic registration information used to determine program-specific eligibility and support WIOA reporting and (2) answers to a diagnostic instrument composed of questions submitted by each Combined Plan Partner. A participant becomes part of the Mississippi Works Smart Start Career Pathway Model when a Combined Plan Partner enrolls the eligible participant into a Combined Plan Partner program such as UI benefits or TANF. From that point forward, all the resources of Mississippi’s workforce system will be aligned to efficiently support the participant in a process designed to bring the participant through a pathway that leads to a career. The Mississippi Works Smart Start Career Pathway Model accommodates the differences between partner agencies necessitated by each partner's mission.

**Step 2: Workforce Assessment** - Once he or she is ready for a workforce assessment, the participant may be referred to a local One-Stop Operator or Youth Provider, or if the intake agency has the internal capacity to provide workforce assessment services, he or she may immediately receive these services from the intake agency. Assessment will include registration into the Mississippi Works Labor Exchange, system generation of a Career-Ready Report Card, and revisiting the participant's

Individualized Success Plan in order to specify entry into one of three defined career pathways. This assessment may also include an approved work-readiness assessment instrument as needed.

**Step 3: Pathway Activities** - The Mississippi Works Smart Start Career Pathway Model includes three main pathways:

- **Smart Start Pathway Class** - Participants requiring the most intensive assistance to become job-ready are referred to the Smart Start Pathway Course. The Smart Start Pathway Course is a 45-hour course of study focusing on essential skills needed to become work- or career-ready in middle-skill jobs by addressing the needs identified by employers. Pathway activities indicated by the participant's Individualized Success Plan may include Adult Education classes or enrollment in a high school equivalency program.
- **Career Tech Pathway** - The Career Tech Pathway is designed to provide technical and career training and education in high-demand job skills or specific job skills that fit the current or future needs of local labor markets. Entry into this pathway is determined by a work-readiness assessment. Based on the assessment, recommended workforce preparation activities for an individual may include enrollment in the Mississippi Integrated Basic Education and Skill Training (MI-BEST) program or in a community college to work toward a postsecondary degree or credential. Necessary skill attainment activities may also be recommended for individuals in this pathway.
- **Work-Ready Pathway** - The Work-Ready Pathway is designed for individuals who possess both basic skills and a level of academic and/or technical skill that place them in a position to enter directly into the workforce. These individuals will begin interactive work search immediately after generating an Individualized Success Plan. Other activities available to individuals in this pathway include job referrals, resume preparation, interview techniques, and other professional development training activities.

**Step 4: Workforce Reassessment** - Upon completion of activities in any pathway and meeting the pathway's exit criteria, participants will meet again with either the intake agency or the coordinating One-Stop Center or Youth Provider to reassess the current Individualized Success Plan and determine the participant's next step. Assessment may be conducted using a work-readiness test or by other criteria. Pathway completers are then directed to another pathway (e.g., a participant who completes the Smart Start Pathway Class will often be referred to the Career Technical Pathway) or to an exit strategy that will transition the participant from the Mississippi Works Smart Start Career Pathway Model into unsubsidized work.

**Step 5: Exit Strategy** - Participants who have satisfactorily exited from any pathway, in consultation with the intake partner or the coordinating One-Stop Center or Youth Provider, may then be directed to an exit strategy such as transitional employment programs or postsecondary degree programs. Transitional employment programs such as subsidized work experience, internships, apprenticeships, or on-the-job training give participants the work experience that is vital for entering or reentering the labor market. Some participants (e.g., those on the Work-Ready Pathway) may be ready to directly enter unsubsidized employment and may not require a transitional exit strategy.

**Step 6: Unsubsidized Employment** - Participants who successfully complete an exit strategy are supported throughout their journey with the Mississippi Works Smart Start Career Pathway Model. They have marketable specialized skills and basic and necessary skills and are ready to work. Their Individualized Success Plans may be revisited at any time, but they will have been reconnected with the incentives and benefits that come through gainful employment. The Mississippi Works Smart

Start Career Pathway Model sets forth the general shape of the coordination of Combined Plan Partner programs and Strategic Partner programs under Mississippi's WIOA implementation.

The One-Stop Center delivery system is one key to the success of the Mississippi Works Smart Start Career Pathway Model in the TDWDA. Local WIN Job Centers (One-Stop Centers) are managed according to policies set by the TDWDA Board and the Mississippi Department of Employment Security.

The unified intake process of the Mississippi Works Smart Start Career Pathway Model allows for more organized enrollment, formalized referrals to partner programs, and co-delivery of services. The procedures and physical environment of a restructured One-Stop Center model supports the goals of the pathway system and the needs of each local area and are a physical manifestation of the procedures established for intake and referral in the Mississippi Works Common Intake and Reporting Module. See Figure 16 below.

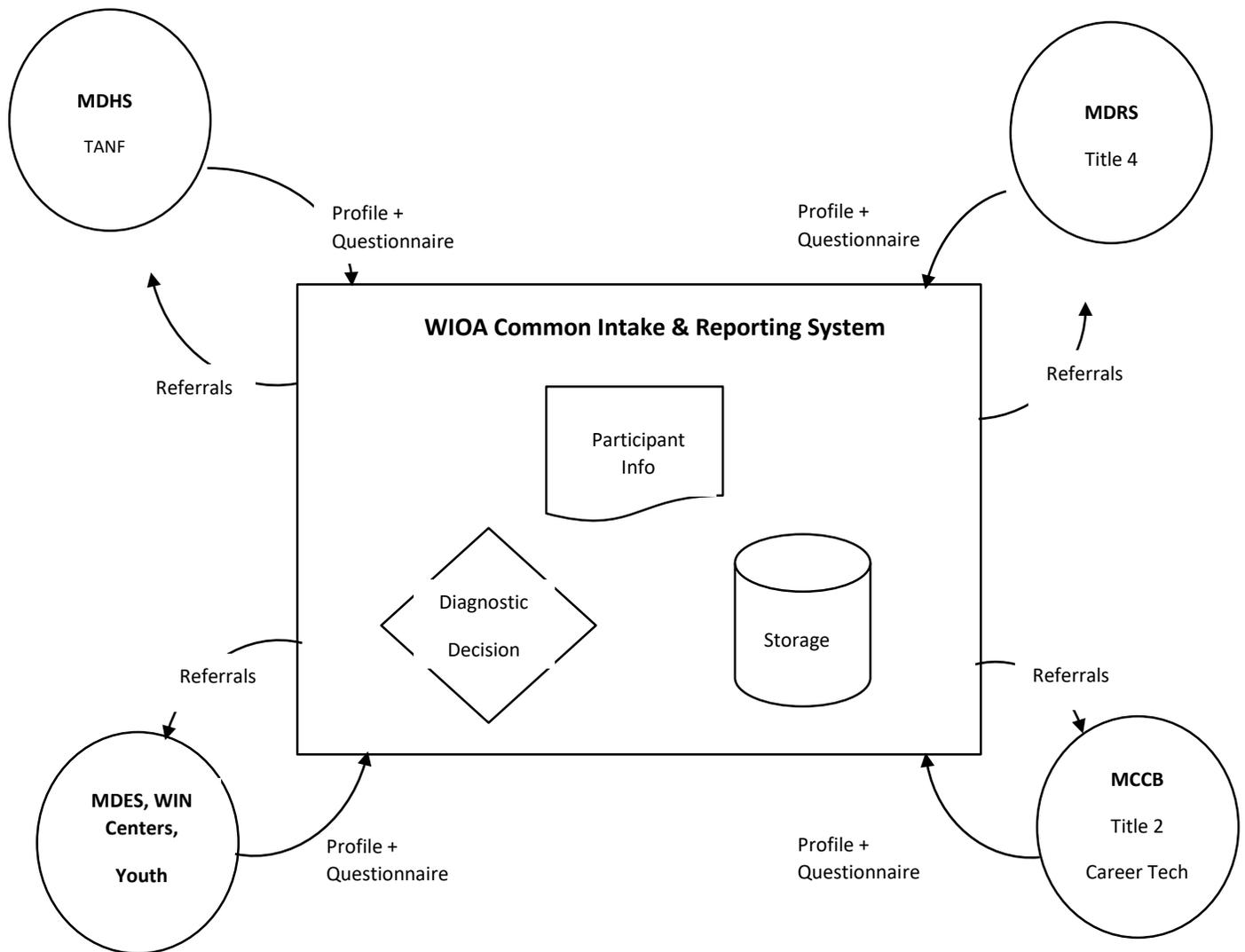


Figure 16: WIOA Common Intake & Reporting System

**C.3.** TDWDA has adopted the State Plan which includes two major components: 1) Combined Plan Programs and 2) Strategic Programs to increase the impact of the Combined Plan. See below:

Agency	Combined Plan Programs
MDES	<ul style="list-style-type: none"> <li>- Adult, Dislocated Worker, and Youth Programs (WIOA Title I)</li> <li>- Wagner-Peyser Act Program (Wagner-Peyser Act, amended by WIOA Title III)</li> <li>- Trade Adjustment Assistance for Workers Program (authorized under Title II-Chapter 2 of the Trade Act of 1974)</li> <li>- Jobs for Veterans State Grants Program (authorized under Chapter 41 of Title 38 United States Code)</li> <li>- Unemployment Insurance Programs (authorized under state unemployment compensation laws)</li> </ul>
MCCB	- Adult Education and Family Literacy Act Program (WIOA Title II)
MDRS	- Vocational Rehabilitation Program (Title I of the Rehabilitation Act of 1973, as amended by WIOA Title IV)
MDHS	- Temporary Assistance for Needy Families (TANF)

Table 12: Combined Plan Programs

Agency	Strategic Programs
MDHS	<ul style="list-style-type: none"> <li>- Employment and training programs under the Supplemental Nutrition Assistance Program (authorized under section 6(d)(4) of the Food and Nutrition Act of 2008)</li> <li>- Work programs authorized under section 6(o) Food and Nutrition Act of 2008</li> <li>- Employment and training activities carried out under the Community Services Block Grant Act</li> </ul>
MDE & MCCB	- Career and technical education programs authorized under the Carl D. Perkins and Technical Education Act of 2006
MDA	- Employment and training activities carried out by the Department of Housing and Urban Development
MDOC	- Reintegration of Ex-Offenders Program (authorized under Section 212 of the Second Chance Act of 2007)
MDES	- Senior Community Service Employment Programs (authorized under Title V of the Older Americans Act of 1965)

Table 13: Strategic Programs

The TDWDA included all partners listed in the chart above in the process of developing the local plan. The core partners discussed strategies that included non-duplication of services and assessment instruments. All core partners have staff co-located in the One-Stop Comprehensive Center located in Gulfport. The Comprehensive Center provides access to all partner services. Additional services are also being offered in One-Stop Centers by strategic partners including:

- Women In Construction/Moore Community House
- TANF Workforce Training
- SCSEP
- Job Corps
- Supportive Service Providers

The One-Stop Centers in the TDWDA also provide access to training services aligned with regional sector strategies. These services include OJT, skills upgrading, incumbent worker training, customized training and job readiness in combination with other training.

All partners in the TDWDA participate in the Mississippi Smart Start Career pathway that provides different avenues for job seekers with different needs.

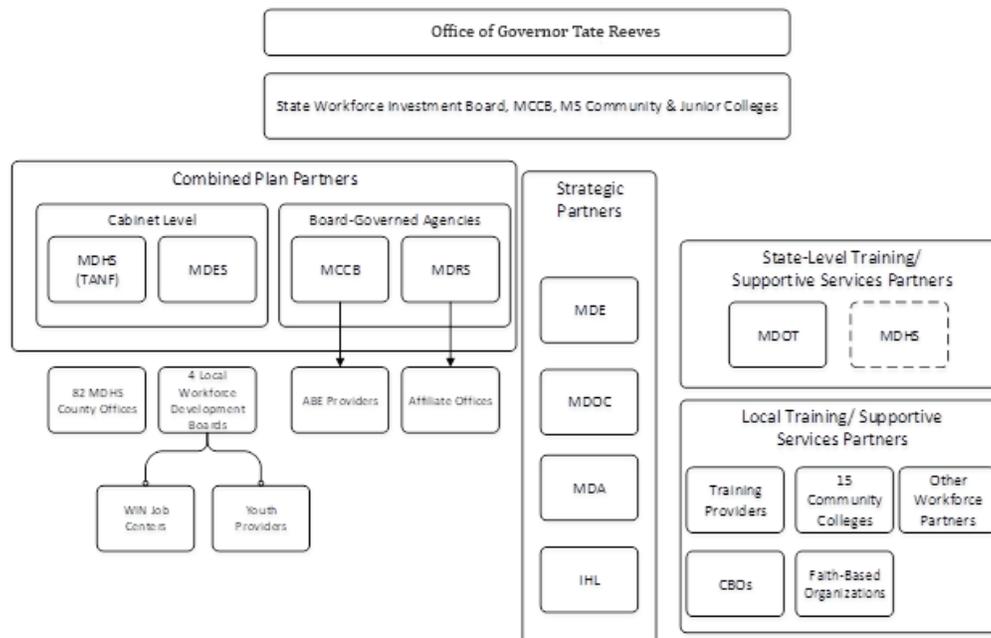


Figure 17: State Agency WIOA Organization

Figure 17 above depicts the state agency structure under which workforce-related services are administered. The Office of the Governor administers the highest level of authority and leadership in fulfilling the federal WIOA requirements.

**C.4.** The LWDAs will provide core programs that assist adults to attain appropriate credentials, become gainfully employed, remain employed and serve employers' needs. The One-Stop System provides access to all program services through a network of physical locations and a virtual environment. It will allow individuals to have access to all appropriate programs at any point of entry into the system. When a job seeker enters a WIN Job Center, they will be greeted and directed to an appropriate starting point. For access to training, education and industry-recognized certifications,

participants will enroll with approved training providers. The Mississippi Department of Employment Security maintains a current list of approved training providers through the Eligible Training Provider Network.

TDWDA's One-Stop system serves people from all walks of life with any work experience and skill needs, such as individuals who seek training after being laid off for several years, those who are preparing for their first job or postsecondary education, and people who pursue training during or after work to improve their skills. The system will also continue to serve those in need of help with childcare or transportation, as well as those who need to acquire basic literacy and numeracy skills or improve their English language skills.

**C.5. The LWDBs meet the needs of businesses through a variety of services.**

1. Connect to job seekers—Employers who want to connect to potential job candidates can do so through an integrated, technology-based workforce system, Mississippi Works. The LWDB encourages employers to utilize this tool.
2. Host Job Fairs- Local employers often host Job Fairs organized by the local WIN Job Centers to meet their immediate staffing needs.
3. Design short-term training programs—TDWDA can facilitate the development of short term training curriculum with the local Community Colleges (CCs) to meet the local businesses need for evolving skill sets and/or specific qualifications.
4. Job creation incentive—Employers who create new jobs and make corporate investments in Mississippi may be eligible for a number of tax incentives authorized through TDWDA and the Mississippi Development Authority (MDA).
5. Expand employment opportunities—Employers can take advantage of more efficient, cost-effective transitional strategies such as OJT, internships, and apprenticeship programs to develop a technically skilled workforce.
6. Layoff Aversion Strategies- Employers may utilize Incumbent Worker Training in order to upskill their current workforce on new equipment needed to stay competitive and avoid layoffs.

**C.6. TDWDA coordinates and promotes entrepreneurial skills training and microenterprise services through a referral network of the Mississippi Small Business Development Centers and other local small business focused providers.**

**C.7. TDWDA enhances the use of apprenticeships to support the regional economy and individuals' career advancement through collaboration with entities such as the U.S. Department of Labor Office of Apprenticeship, Mississippi Community College Board (local Community Colleges), and other registered apprenticeship programs.**

TDWDA has participated in the Mississippi Apprenticeship Program (MAP) and developed a strategic plan to provide a blue print in order to move forward methodically. The blue print will further prove that Registered Apprenticeships are a powerful workforce and economic development tool.

TDWDA partners with the largest employer in MS, Huntington Ingalls, on their apprenticeship program. The apprenticeship program is currently housed in the Haley Reeves Barbour Maritime Training Academy in Pascagoula, MS, a 70,000 square-foot state of the art facility. The Academy has produced more than 5,000 graduates in support of Ingalls' operational needs.

The TDWDA has partnered with Mississippi Development Authority, PRCC and an electrical power consortium to develop and implement a Lineman Apprenticeship Program for the Pine Belt region.

**C.8.** TDWDA supports rapid response activities as described in the Mississippi WIOA Combined Plan to offer the customer individualized comprehensive reemployment benefits and services. When any WIOA partner receives information concerning a layoff or closure, that information is shared with both state and local rapid response team members. The local area, working in conjunction with the local board and the chief elected officials, coordinates Rapid Response activities with the state, to quickly respond to the needs of those affected by a layoff. The team of subject matter experts includes representatives from the WIN Job Center, Community or Junior College, Department of Human Services, Home Saver Program, Small Business/Entrepreneurial Program, MDES, Vocational Rehabilitation Services and the local area to provide the following information to those facing a job loss. Information is provided and reviewed by the team to those affected which includes information on "Surviving a Layoff". Other information includes a personal tool kit, tips on developing a resume, interviewing tips, Career Readiness Certificates, how to apply for Unemployment Benefits, how to register for employment services, training services available for dislocated workers, job leads, upcoming job fairs, housing assistance, mortgage assistance, insurance options, utility bill assistance, prescription assistance, and child care.

**C.9.** TDWDA supports the Mississippi WIOA Combined Plan to assist in maximizing coordination of services provided under the Wagner-Peyser Act and services provided in the local area through the WIN Job Center system. A detailed description of the Wagner-Peyser Act Program is detailed in the State Plan. MS Works technology has been designed to assure maximized services.

All Wagner-Peyser staff are cross-trained to identify WIOA, UI and other needs of participants and employers in the One-Stops in TDWDA. Wagner Peyser staff can provide WIOA services when necessary to eligible participants and employers.

The One-Stop delivery system provides universal access to an integrated array of labor exchange and training services so that workers, job seekers and businesses can find the services they need in one stop and under one roof in easy-to-find locations.

Depending on the needs of the customer, Wagner-Peyser staff participates in the MS Smart Start Career pathway referral system for partner services. The integrated workforce technology system is designed to allow staff to view participant partner services, which helps in the prevention of duplication of services.

**C.10.** TDWDA supports the Adult Education and Literacy Program operated through the Mississippi Community College Board and the Mississippi Department of Education. The intake process in the Career Pathway Model is used to connect adults needing these services. The State Plan provides a detailed description of the Adult Education Program and its funding.

**C.11** TDWDA supports the Department of Vocational Rehabilitation Services to meet the needs of individuals with disabilities and other individuals, through flexible, customized services. The State Plan outlines the details of how services are administered including cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.

**C.12.** TDWDA follows the competitive process used to award sub-awards and contracts in the local area for activities carried out under WIOA Title1 in accordance with the federal Office of Management and Budget's Uniform Guidance—a guide outlining requirements for entities receiving and administering federal funds.

**C.13.** TDWDA will continue to track Adult, Dislocated Worker and Youth performance measures by initiating a diagnostic checklist collected during the intake process. The checklist is entered into the Combined Plan Partner system which automatically generates a recommended referral process to specific services. This formalized referral process enables greater accountability for participants and service providers. The system automatically generates a Work-Ready Report Card. Additionally, MDES generates a quarterly performance report for the LWDB to track performance and for continuous improvement. TDWDA has established benchmark metrics (goals) that are distributed to subrecipient partners and reviewed quarterly to help ensure both fiscal and programmatic objectives are met.

**C.14.** TDWDA adopted policies and operating procedures consistent with the State Plan. A list of policies and operating procedures for TDWDA in Appendix G.

**C.15.** TDWDA contributes to Mississippi's economic sector goals as identified by the Mississippi Development Authority's target industries. These targeted industries are defined in Table 1 of the State Plan. The LWDB will prioritize service delivery taking into account these target industry sectors and will support economic developers in attracting these industries to Mississippi.

**C.16.** TDWDA will submit modifications to the plan that reflect change in local and or/state priorities or target industries on an annual basis or as needed. Through regularly scheduled meetings of the LWDB, area partners submit requests for changes or improvements for consideration. If the recommended changes affect state-level decisions, then the recommendations are elevated to the SWIB for consideration and approval.

## **D. WIN Job Centers (One-Stop Delivery System) and Programs**

This section describes how the job centers in the LWDA will operate and deliver program services.

**D.1.** Innovation and information exchange is a priority for the local WIN Job Center system. The LWDA continually strives to involve local employers, the community at large, and current or potential partner programs in workforce development efforts. This includes efforts to ensure that local employers and the community are aware of the WIN Job Centers and the services available. LWDA members and staff speak to local community groups about the workforce development programs. Additionally, the LWDA can offer a limited number of workshops geared to the needs of local businesses. WIN Job Center staff is involved in local organizations throughout their communities and use these as avenues to inform employers and individuals of the services available through the WIN Job Centers. The LWDB establishes outcome and process goals for each WIN Job Center and aligns with the workforce system as a whole. The staff provides program specific training for system staff.

The WIN Job Centers offer a vast array of services that are available to customers on-demand during normal business hours. The WIN Job Centers bring together One-Stop partner programs in a seamless customer-focused service delivery network. Services are provided in the most inclusive, appropriate, and accommodating method in order to achieve effectiveness in both physical and programmatic accessibility for all individuals. The partners continue to explore opportunities to improve the integration of services.

The One-Stop Delivery System in the LWDA includes one Comprehensive Center and eleven Affiliate Centers. The LWDA plans to add two additional Comprehensive Centers to the One-Stop Delivery System. All WIOA core programs are co-located in the Comprehensive Center. Programs participating in the Affiliate Centers and Comprehensive Center through either on-site, direct linkage via telephone, or electronic methods include:

- Adult, Dislocated Worker, and Youth Programs
- Wagner-Peysner
- Vocational Rehabilitation
- Temporary Assistance for Needy Families
- Unemployment Compensation
- Trade Adjustment and Readjustment Assistance
- Veterans Services
- Adult Education and Family Literacy
- Migrant Seasonal Farmworker Program
- Senior Community Services Employment Program

The LWDA ensures that service providers are properly evaluated based on performance goals established for each provider. Continuation of contract with service providers is dependent on performance.

Periodic partner meetings along with meetings with WIN Job Center managers and staff are scheduled to explore ways to improve services and share successful practices.

**D.2.** The LWDB will review annually a Memorandum of Understanding (MOU) with WIN Job Center partners. The purpose of the MOU is to establish the design framework and partnerships of the LWDA. While this is a requirement of WIOA and consistent with the State Plan, the intent is to create and foster an atmosphere of cooperation and collaboration among partners. By working together, partners can identify current and future in-demand workforce skills, promote post-secondary education, promote lifelong learning strategies and engage citizens in appropriate career pathways designed to support permanent unsubsidized employment and a self-sufficient level of income. Current Infrastructure Agreements/Resource Sharing Plans are available for review at the office of the fiscal agent. See Appendix G for the Local Area WIN Job Center Memorandum of Understanding.

**D.3.** The WIN Job Centers will use the Mississippi Works integrated, technology-enabled intake and case management information system for programs carried out under WIOA and WIN Job Center partners as referenced previously in Section C2 of this local plan.

The LWDB continues to work with the state to fully integrate a common system for intake and case management. Referred to as “the hub,” the evolving system is user friendly, supports accurate data and improves service delivery.

**D.4.** The LWDB, in cooperation with the SWIB, has accomplished the initial goal to train the WIN Job Center staff in integrated services delivery. Designated staff was appointed by their respective agencies to serve on the Planning Committee for WIOA Partner Agency Staff Cross Training. The Combined Plan Partners developed easy-to-reference fact sheets that were compiled into a resource page accessible in the Mississippi Works Labor Exchange system. The training was provided to all WIN Job Center staff by partner experts.

The areas of training included the following:

- Technology and our common data system
- Integrated case management
- DHS/TANF
- Rehabilitation Services
- Community Colleges/ABE
- MDES programs
- WIOA programs

The staff of the WIN Job Center now has knowledge of the essential characteristics of services offered by partners. As program partners change policies, ongoing training will be provided to staff, predominantly through the online training continuing education program.

**D.5.** The LWDB ensures its monitoring and oversight of the WIN Job Center system. The monitoring process references, where applicable, Office of Management Budget CFR 200. The sub-recipients will be monitored in at least one in-depth review during the fiscal year. The monitoring is conducted through a combination of on-site visits, desk reviews, and data collection. Generally, focus areas for the review include:

1. General Compliance
2. Fiscal Reviews
3. Programmatic Activities and Compliance
4. Performance
5. Property and equipment
6. General administrative
7. Equal Opportunity Compliance
8. Service Delivery

The Twin Districts Workforce Development Area Board has also established a biennial process for certification assessments of the WIN Centers consisting of, but limited to, evaluating effectiveness, physical and programmatic accessibility, and continuous improvements.

The Twin Districts Workforce Development Area monitors customer satisfaction through a survey approach for job seekers and employers. The surveys are extensively used with job seekers in the WIN Job Centers. On the Job Training (OJT) employer satisfaction is monitored by the response to a uniform question on the final monitor report. Other feedback is collected through board members, job fairs and chamber events.

**D.6.** WIN Job Center location(s) including Sector Training Plus Comprehensive, Comprehensive, Affiliate, and Virtual-Access sites are defined in Table 14 below.

Program services offered in each are defined in the State Plan and supported by the LWDB. The MOU is signed by each of the partners and establishes guidelines for services provided, funding for infrastructure and operating cost, funding for services and training, and access to the unified system. The LWDB conducts an open and competitive procurement process to select the One-Stop Operator, provider of Career Services, and Youth Services.

See Appendix H for a Description of Local Area WIN Job Centers.

Local Workforce Development Areas	Comprehensive Centers	Affiliate Centers	Sector Training Plus Centers	Virtual Access Sites
<b>Twin Districts</b>	Gulfport, Mississippi 10162 Southpark Drive Gulfport, MS 39503 228-897-6900	Carthage WIN Job Center 202 C O Brooks St Carthage, MS 39051	To Be Determined	Collins Public Library 403 South Fir Street Collins MS 39428
		Pascagoula WIN Job Center 1604 Denny Avenue Pascagoula, MS 39567		Leakesville Public Library 301 Lafayette Street Leakesville, MS 39451
		Philadelphia WIN Job Center 1016 Saxon Airport Road Suite 104 Philadelphia, MS 39350		Quitman Public Library
		Meridian WIN Job Center		

Local Workforce Development Areas	Comprehensive Centers	Affiliate Centers	Sector Training Plus Centers	Virtual Access Sites
		2000 Hwy 19 N Meridian, MS 39307		116 Water Street Quitman, MS 39355
		Hancock County WIN Job Center 856 Hwy 90 Suite D Bay St. Louis, MS 39520		Richton Public Library 210 Front Street Richton, MS 39476
		Columbia, WIN Job Center 1111 U.S. 98 Columbia, MS 39429		
		Picayune WIN Job Center 2005 Wildwood Road Picayune, MS 39466		Stone County Public Library 242 2nd Street Wiggins, MS 39577
		Laurel WIN Job Center 2139 Mississippi 15 Laurel, MS 39440		
		Choctaw WIN Job Centers 266 Industrial Road Choctaw, MS 39350		
		Hattiesburg WIN Job Center 1911 Arcadia Street Hattiesburg, MS 39401		
		Forest WIN Job Center 536 Deerfield Drive Forest, MS 39074		

Table 14: Descriptions of Twin Districts Workforce Development Area WIN Job Centers.

## Twin Districts Workforce Development Area WIN Job Center Services

	Gulfport Comp.	Carthage WIN	Pascagoula WIN	Philadelphia WIN	Choctaw WIN	Meridian WIN	Hancock Cty WIN	Columbia WIN	Picayune WIN	Laurel WIN	Hattiesburg WIN	Forest WIN
Enroll New Participants	X	X	X	X	X	X	X	X	X	X	X	X
Career Assessment	X	X	X	X	X	X	X	X	X	X	X	X
Success Planning	X	X	X	X	X	X	X	X	X	X	X	X
Job Referral	X	X	X	X	X	X	X	X	X	X	X	X
Individual Training Account	X	X	X	X	X	X	X	X	X	X	X	X
Adult Employability Training	X	X	X	X	X	X	X	X	X	X	X	X
Youth Employability Training	X											
Customized Employer Training	X	X	X	X	X	X	X	X	X	X	X	X
Internships	X		X			X		X	X		X	
On-the-Job Training Contracts												
Assess Changing Workforce Needs	X	X	X	X	X	X	X	X	X	X	X	X
Youth Development Services	X											
Transportation Services	X	X	X	X	X	X	X	X	X	X	X	X
Childcare Services	X	X	X	X	X	X	X	X	X	X	X	X
Supplemental Nutrition Services												
Physical, Social and Mental Health counseling												
Workforce Certifications												
TANF, SNAP and Voc. Rehab Services	X											

Table 15: Twin Districts Workforce Development Area WIN Job Center Services

**D.7.** Each LWDA aspires to have at least one Sector Training Plus Comprehensive One-Stop Center. A Sector Training Plus Comprehensive One-Stop Center will provide access to all Combined Plan Partner services and provide in-house career and technical education. Planning for a future center is underway to encourage cross-program alignment of services in a seamless, coordinated, service-delivery model that accommodates all job seeker and employer customers (see State Plan). A One-Stop System provides access to all program services through a network of physical locations and a virtual environment. It will allow individuals to have access to all appropriate programs at any point of entry into the system. The Sector Training Plus Comprehensive One-Stop Center will be strategically placed in the LWDA based on the area’s needs.

**D.8.** The WIN Job Centers will continue to use the Mississippi Works integrated, Technology-enabled intake and case management information system for programs carried out under WIOA and programs carried out by WIN Job Center partners as referenced previously in Section C2 of this local plan.

Career services are provided in the following steps:

- Step 1: Create a profile in MS Works
- Step 2: Intake/Determine Core Eligibility and Enrollment
- Step 3: Workforce Assessment
- Step 4: Career Service
- Step 5: Success Planning

**D.9.** The following flow chart depicts the integrated customer service process for participants.

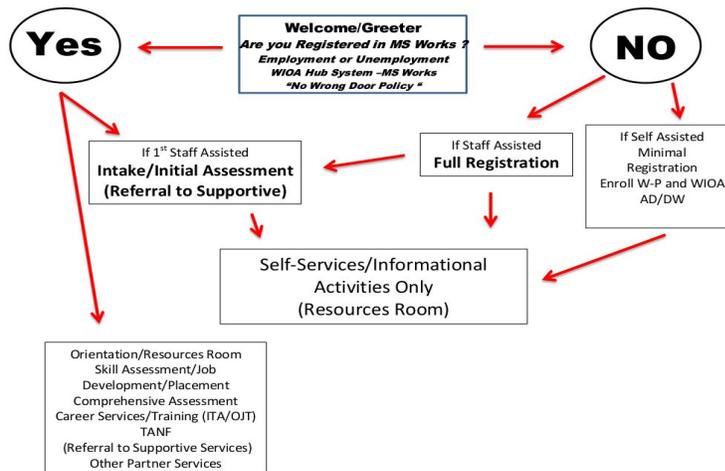


Figure 18: Twin Districts Workforce Development Area Flow Chart

**D.10.** All job seekers, even those restricted to remote areas are connected to employers through both web and mobile applications and vice versa. Job seekers can:

- 1) Build a profile;
- 2) Generate a resume;
- 3) Search for and apply online to job openings;
- 4) Receive emails or text messages when new openings match the job seeker's criteria;
- 5) Receive real-time feedback on how well matched the job seeker is for a particular position;  
and
- 6) Access easy-to-understand labor market analysis.

For job seekers who lack computer skills, WIN Job Center staff can also log into the Mississippi Works Labor Exchange to assist job seekers in applying for positions through a "staff-assisted referral" or other Wagner-Peyser services.

The MS Works website is <http://www.mississippiworks.org/> and the mobile application is MS Works.

**D.11.** The LWDB MOU defines equitable funding contributions (cash and in-kind) among partners to maintain ongoing WIN Job Center operational and infrastructure costs. The LWDB support the general operation of the One-Stop delivery system.

**D.12.** The LWDB maintains an Infrastructure Agreement/Resource Sharing Plan for each center. The plan will identify the role and activities of each partner agency including an inventory of all services directly delivered or accessible through the center and referral mechanisms. Non-WIOA resources, whether cash or in-kind, are identified in the Infrastructure Agreement/Resource Sharing Plan, upon negotiation of acceptable terms among partner agencies.

The Infrastructure Agreement/Resource Sharing Plan allows each site to be designed to meet local community needs and to maximize the utilization and coordination of local community resources. The Infrastructure Agreement/Resource Sharing Plans are intended to evolve based on the needs and resources of the partner agencies and continuous improvement of the WIOA system.

**D.13.** Adult and dislocated worker employment and training activities include but are not limited to Career Services, Customized Training, Individual Training Accounts (ITA), internships, and On-the-Job Training (OJT). Assessment of services is measured through performance measures outlined in the State Plan including:

Adult and Dislocated Worker:

1. Entered Employment second quarter after exit and fourth quarter after exit;
2. Median earnings for second quarter after exit;
3. Credential attainment within four quarters after exit; and
4. Measurable Skills Gains.

Descriptions of employment and training activities include:

*Career Services* – consists of three types of services that are provided based on the needs of the customer including: basic career services that are self-services and/or informational that include determination of eligibility for programs; individualized career services are made available if determined to be appropriate for an individual to obtain or retain employment; and follow-up services for participants who are placed in unsubsidized employment.

*Customized Training* - is designed to meet the specific requirements of an employer (including a group of employers); is conducted with a commitment by the employer to employ an individual upon successful completion of the training; and for which the employer pays a significant portion of the cost of training, as determined by the local board involved.

*Individual Training Account (ITA)* - is an account established by a WIN Job Center operator on behalf of a WIOA eligible individual. ITAs are funded with adult and dislocated worker funds as authorized under Title I of WIOA and are used to purchase training services.

*Internship* - is used to help eligible adults and dislocated workers gain practical work experience and sharpen their leadership skills while working and getting paid.

*On-the-Job Training (OJT)* - is training provided by an employer to a paid participant while engaged in work that provides knowledge or skills essential to the full and adequate performance of the job.

## **Youth Services**

**D.14.** The LWDA has a standing Youth Advisory committee (see Appendix J) to assist with planning, operations, and other issues relating to the provision of services to youth. The LWDB oversees the committee's schedule and membership. It ensures at least one community-based organization representative is on the committee who has a demonstrated record of success in serving eligible youth. The committee will make recommendations regarding youth activities and ensure state performance measures are met.

The LWDA will track youth services utilizing the Mississippi Works Smart Start Career Pathway model. The available youth workforce activities, including activities for youth with disabilities, are included in the 14 elements outlined in the WIOA law:

1. Tutoring, study skills training, instruction leading to the completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.
2. Alternative secondary schooling will address the needs of students, which typically cannot be met in a regular school program by utilizing appropriate class curriculum and/or GED curriculum. This will also include non-traditional education, and serve as an adjunct to a regular school program, falling outside of regular, special education, or vocational education program(s).
3. Paid and unpaid work experiences that have as a component academic and occupational education, which may include summer employment opportunities, pre-apprenticeship programs, internships and job shadowing and on-the-job training opportunities.
4. Occupational skills training which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area.
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
6. Leadership development opportunities which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors.
7. Supportive Services will be provided. Youth will be referred to community agencies if services are needed beyond those offered by the sub-recipient.
8. Adult Mentoring for the period of participation and a subsequent period, for a total of not less than 12 months.
9. Follow-up Services for not less than 12 months after exiting the program to ensure

continuity of services and progress toward performance outcomes.

10. Comprehensive Guidance and Counseling which may include drug and alcohol abuse counseling, as well as referrals to counseling appropriate to the needs of the individual youth.
11. Financial Literacy Education
12. Entrepreneurial skills training
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area.
14. Activities that help youth prepare for and transition to postsecondary education and training.

The LWDA's approach to meeting the required 75% minimum youth expenditure on out of school youth is to serve out of school youth at 80% and 20% of in-school youth will be served.

The LWDA's approach to meeting the required 20% minimum youth expenditure for work experience is each youth provider is contractually obligated to expend 25% of their allocated funds in the category of work experience.

Depending on current or future approved waivers, the percentages of in-school and out-of-school enrollees may vary.

**D.15.** The LWDA utilizes the intake and assessment system defined in the State Plan to ensure maximized linkages between the WIN Job Center system and unemployment insurance program requirements.

The integrated workforce technology system is designed to allow Unemployment Insurance (UI) claimants to utilize self-assisted services from any location. The system also cross-references Wagner-Peyser and UI data elements. Additionally, Wagner-Peyser and WIOA staffs are cross-trained to provide staff-assisted services to UI claimants.

**D.16.** In support of the Mississippi Combined Plan, TANF activities are coordinated through Comprehensive WIN Job Centers and Affiliate Sites. TANF requires all participants to register with MS Works and conduct job search at WIN Job Centers.

**D.17.** The LWDA supports the State Plan with dropout prevention and recovery initiatives. Participants register for services through MS Works. MS Department of Education coordinates partnership initiatives to prevent dropouts, including but not limited to career academies, dual-enrollment, occupational diploma program, and work-based learning experiences. A representation of MDE serves on the SWIB to align strategies with employers' needs.

**D.18.** The State Plan is designed to help Mississippians achieve unsubsidized employment. The MS Works system is designed to automatically integrate services for:

- a) persons with disabilities;

- a. TDWDA works with the Mississippi Department of Rehabilitation Services (MDRS) to provide services to clients with disabilities by leveraging resources to maximize the success of participants. MDRS staff is now co-located in the One-Stop Comprehensive Center in Gulfport for seamless service. MDRS is a partner in the Smart Start referral process in the TDWDA to better serve participants with disabilities. TDWDA and MDRS work together to develop strategies to assist customers physically and programmatically to address the needs of individuals with disabilities in our area.
- b) veterans;
  - a. Twin Districts is fortunate to have a number of military bases and facilities throughout the region. Military personnel often retire in the area and need assistance transitioning to the civilian labor force. Through the WIOA Adult Program, Twin Districts prioritizes veterans and eligible spouses who are also recipients of public assistance when the priority is applied in conjunction with the Priority of Service for WIOA Adults. As outlined in the “Sector Strategy Plan,” Twin Districts plans to integrate services to veterans by specifically introducing retired military to sector career pathways and our other integrated services.
- c) Temporary Assistance to Needy Families (TANF) recipients;
  - a. Twin Districts is a strategic partner to the Mississippi Department of Human Services (MDHS), based on their sub-contract relationship; MDES administrates the Mississippi Temporary Assistance for Needy Families (TANF) program. Under this program, needy families with children up to age 18 are provided with assistance on a monthly basis for children and their needy caretaker relatives who do not have enough income or resources to meet their everyday needs by state program standards. All work-eligible TANF participants are referred to MDES staff located in the One-Stop Comprehensive Center for case management of the Wagner-Peyser and WIOA services; this location also ensures that services are aligned with other partner programs and that support services are leveraged to assist TANF participants in becoming self-sufficient.
- d) Senior Community Service Employment Program (SCSEP) participants;
  - a. Twin Districts continues to be a strategic partner with the Senior Community Service Employment Program (SCSEP) through its operations with the planning and development districts. SCSEP offers on-the-job training to older workers at non-profits and government agencies, with the intention of the individual gaining the necessary skills for unsubsidized employment. Twin Districts will continue to be a strategic partner with SCSEP and integrate those services at Win Job Centers throughout the Twin Districts area.
- e) individuals with other barriers to employment; and
  - a. Twin Districts has a responsibility and directive to reach people who need workforce training programs the most – meaning those at risk of being disconnected from the labor force due to their own barrier to employment. As a result of the Sector Strategy Plan, Twin Districts has created a Support Services Committee

whose responsibility it is to explore funding opportunities in order to better deliver support services to those in the Twin Districts area.

- f) additional specific populations, if applicable.
  - a. Another specific population targeted by TDWDA is youth. Twin Districts integrates services for our youth population through our WIOA Youth Program that services out-of-school youth ages 16-24 and in-school youth ages 16-24. These services are offered through Southern Mississippi Planning and Development District as provider and with our sub-contractors throughout the Twin Districts area. Additionally, Twin Districts has focused on our youth throughout our “Sector Strategy Plan” by strategically aligning our goals to better meet their needs; these goals include: engage with high school career and technical education departments and guidance counselors; introduce sector career pathways to youth through the youth program services provided by Twin Districts and its sub-contractors; encourage and support work-ready communities; and increase soft skills/necessary skills training (with a primary target being to work with MDE to incorporate Smart Start Training into CTE high school programs).

Public assistance to help overcome barriers such as childcare and transportation are integrated into the case management system.

**D.19.** The LWDB supports the State Plan and coordinates with MDRS on providing services for adults who qualify under the provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities.

## **E. Sector Strategy Plan**

Sector strategies are regional industry focused approaches to building skilled workforces that result in job opportunities for all workers across a range of industries. In 2017, the LWDA created a Sector Strategy Plan with widespread industry input and engagement. The full plan, which includes a description of the processes that the LWDA used to create it, is attached in the Appendices. There is also an Addendum to the plan which was added in 2020. The main purpose of the addendum was to add the growing Information Technology Sector as an industry sector of focus for the region. The LWDB is still implementing the current plan and anticipates that a fully updated Sector Strategy will be produced in the next 12 to 18 months.

**E.1.** Through a lengthy and thorough planning process, the LWDA has identified four main sectors in the 24-county area. The sectors are Healthcare, Energy and Chemicals, Advanced Manufacturing and Information Technology. These identified sectors make up the economic identity of the area through its workforce and supply chain activity. Economic growth in these industries are relevant for the growth of the area and the region because they produce in-demand, career advancement opportunities. In addition to these four sectors, the LWDA recognizes and supports the implementation of statewide strategies that may include other sectors important to the area. For instance, Tourism is identified by the Mississippi Development Authority as a growth sector but it did not meet the wage criteria set forth to be in the top sectors identified by the LWDA in the Sector Strategy Plan.

**E.2.** Local businesses are engaged in establishing priorities and guidelines for the LWDA through representation of at least 51% private sector membership on the LWDB. Local economic developers serve on the LWDB, and all representatives are encouraged to participate in addressing workforce solutions. Economic development officials from all counties were invited to participate in planning sessions to develop the Sector Strategy. Industry representatives were also invited to participate through sector-based focus groups. Additionally, the LWDB engages business and industry through its Industry Advisory Council which usually meets on a quarterly basis.

**E.3.** The LWDA works with the Mississippi Development Authority, the Mississippi Manufacturers Association, local economic development agencies and various workforce partners to ensure that there are linkages among workforce development resources. It is important for business and industry to be able to easily access the workforce system. The LWDB works to help coordinate the delivery of services for recruiting and training employees and to also make sure the partners are aware of the services available. A list of partners and stakeholders who have been engaged in the Sector Strategy planning and implementation process is included in the plan document in the Appendices.

**E.4.** Increasing awareness of services offered at the WIN Job Center requires routine, on-going initiatives at the state and local level. The State Plan designates MDES as the lead agency to communicate the unified plan to employers and job seekers of the Mississippi workforce system. On the local level, all partners of the workforce system will participate in efforts to increase employer and job seeker awareness of services. This is accomplished through referral networks,

partnership meetings, job fairs, and local area meetings scheduled by individual partners. The LWDB is often a convener of partners in an effort to educate them on the services available. LWDB staff also participates as conference and meeting presenters to various groups that may be able to utilize the services of the WIN Job Centers. The LWDB also utilizes the SMPDD social media outlets to boost awareness of the WIN Job Center activities.

**E.5.** The LWDB has formed relationships with individual educational institutions such as the Mississippi Community College Board and other eligible training providers to provide short-term, credential-based training programs and two-year degree programs intended to develop a qualified and quantifiable labor pool. This is accomplished at the local level in accordance with the State Plan through the Mississippi Works Labor Exchange. The LWDB also works through its Industry Advisory Council to stay abreast of the workforce training needs. The LWDB has also partnered with the Skills Foundation to promote career pathways for individuals, specifically through an online platform.

**E.6.** The LWDB offers Adult Basic Education through the Mississippi Community College Board and other approved training providers in cooperation with other career development services like the Smart Start Class Pathway defined in the Mississippi Works Smart Start Career Pathway Model. Each step of the pathway is defined in Section C.2. of this document. On an annual basis, eligible training providers are assessed to ensure training and credentials are both portable and stackable in meeting the needs of local employers.

## F. Business Plan

This section describes how the LWDA aligns resources to accomplish the goals outlined in this plan and establishes a timeline for completion. The information reported in the business plan will be used as part of each LWDA's annual plan review.

**F.1.** The LWDA adopted the same seven goals as listed in the 2020 State Plan:

**Goal 1:** Work together to develop policies that will coordinate service delivery with all WIOA Combined Plan Partners.

**Goal 2:** Strengthen interagency partnerships.

**Goal 3:** Develop defined, articulated pathways across educational sectors (K-16+) to create a pipeline for the workforce.

**Goal 4:** Develop cross-program performance metrics.

**Goal 5:** Continue to invest in integrated technology to meet the unified technology requirements of the Workforce Investment and Opportunity Act (WIOA) and other federal initiatives.

**Goal 6:** Engage partners to establish the plan to remain abreast of changing industry needs and the metrics to measure outcomes to realize the potential of the state's workforce programs and delivery systems.

**Goal 7:** Draft and communicate a unified vision/message.

The intended outcomes will be measured in accordance with the state performance goals and WIOA mandates:

- Employment during Quarter 2 after exit from the program
- Employment during Quarter 4 after exit from the program
- Median earnings measured during Quarter 2 after exit
- Credential attainment rate (except Wagner-Peyser) during participation in or within one year of exit from the program
- Measurable skill gains (except Wagner-Peyser) that leads to a recognized post-secondary credential or employment
- Effectiveness in serving employers (retention rate)

**F.2.** The goals and intended outcomes are achieved in accordance with the Mississippi Works Smart Start Career Pathway Model described in Section C.2. of this document.

**Goal 1:** The first goal listed above is effectively achieved at all stages of the Smart Start Career Pathway Model through the collaborative efforts of the WIOA Combined Plan Partners when planning and implementation occurs. The coordinated efforts of the Twin Districts service delivery

is one of the main elements of the planning tasks of the WIOA Combined Plan Partners and is most effectively achieved with the coordination of the One-Stop Comprehensive Center.

**Goal 2:** Strengthening interagency partnerships is an integral element of the Smart Start Career Pathway Model to ensure that each step along the pathway is effectively achieved. Twin Districts strengthens interagency partnerships by effective communication and nurturing a harmoniously-sound partnership through the implementation of our One-Stop Comprehensive Center. TDWDA supports prompt action on referrals and co-enrollment where appropriate. Twin Districts continues working with core partners toward a common intake and reporting model (the Hub). Twin Districts conducts and supports cross-training of staff in the one-stop centers.

**Goal 3:** Developing articulated pathways are also a goal of the *Sector Strategy Plan* (full plan available in Appendices). By developing articulated pathways, Twin Districts will better align industry needs with the workforce of tomorrow. Twin Districts is focusing on the development of career pathways that align with our identified sectors, Advanced Manufacturing, Energy and Chemicals, Healthcare and Information Technology. Twin Districts will continue to support the work of the Skills Foundation to promote career pathways to individuals.

**Goal 4:** Twin Districts has aligned our cross-program performance metrics with our core partners. The cross-program performance metrics were defined by the Department of Labor. We regularly receive workforce data from MDES and the Mississippi State Longitudinal Data System for analysis.

**Goal 5:** The TDWDA will continue to work with our core partners on a common intake and cross-reference system, known as the HUB. The HUB has been developed in partnership with all of Twin Districts core partners in order to review services provided by the partners to the same participant. Twin Districts also utilizes the GranTrak financial tracking system.

**Goal 6:** Twin Districts, in implementing the Sector Strategy Plan, aligns its partners and remains abreast of changing industry needs. TDWDA will work to formalize its sector accelerations committees and also continue industry visits when appropriate. Currently, Twin Districts is partnering with the Mississippi Manufacturers Association to assess business efficiencies as a layoff aversion tactic. TDWDA also engages its Industry Advisory Council on a quarterly basis.

**Goal 7:** TDWDA will continue to align a common vision/message with our core partners that support the State Plan. The partners have strategized in implementing the Smart Start Career Pathway for the TDWDA to ensure that every individual in the Twin Districts Workforce Development Area that wants a job is job-ready. Twin Districts staff participates in meetings with prospective businesses to discuss workforce training opportunities and has frequent conversations with economic development partners sharing the strategies of the State and the LWDA. Twin Districts participates in media interviews and speaking engagement with MDES and other core partners as appropriate.

**F.3.** The LWDA MOU defines the procedures for how local partners will work together to achieve Goals 1, 2, 4 and 7 (Section F.1. above). Creating a pipeline for the workforce (Goal 3 in Section F.1.) is accomplished through the career pathway model (Section C.2.) which describes the intake procedures for new participants and the process for providing services. Goal 5 is established with

the SWIB and MDES, including quality control procedures for data input and output accuracy. Goal 6 is accomplished through the LWDB annual review of local services.

**F.4.** The following timetable ensures timely review of outcomes and achievements of the workforce goals and outcomes for the LWDA.

<b>Item</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Annually</b>	<b>As Needed</b>
<b>LWDB meetings</b>		X		X
<b>WIN Job Center monitoring visit</b>			X	
<b>Eligible Training Provider List renewal</b>			X	
<b>Sub-grantee monitoring</b>			X	
<b>Desktop monitoring of WIN Job Centers with MDES-generated performance reports</b>		X		
<b>Data input monitoring for accuracy</b>	X			

*Table 16: Timetable for Reviewing Outcomes and Achievements.*

**F.5.** The State establishes the benchmark goals for the LWDA. Local eligible providers are responsible for meeting or exceeding all programmatic goals and outcomes. The LWDB will assess the quality of providers through data reviews, monitoring visits and performance reports. If a program fails to meet performance goals or other requirements, specific actions will be taken to improve the quality of the program. A corrective action plan will be developed by the provider and approved by the LWDB if the program is out of compliance with state and/or federal policies. A performance improvement plan will be required for low-performing programs when compared to state or federal benchmarks.

**F.6.** The LWDA will meet the workforce needs of the area and the region as outlined in Section B.3 of this plan and aligned with the State Plan's Economic Analysis. Twin District has well-trained, seasoned staff who stay keenly aware of the workforce needs of local business and industry.

**F.7.** This matrix identifies the types of resources and services offered by each stakeholder to ensure alignment of services.

	Stakeholder Agency						
	MDES	MCCB	MDRS	MDHS	MDE	MDA	MDOC
<b>Services</b>							
Enroll new participants (intake)	X	X	X	X			X
Career assessment	X	X	X	X			X
Create success plan	X	X	X	X			X
Job referral	X	X	X	X			X
Provide Individual Training Account (ITA)	X	X	X				
Provide adult employability training	X	X	X				
Provide youth employability training		X			X		
Provide employer (customized) training	X	X					
Provide internships	X	X	X				
Provide on-the-job-training (OJT) contracts	X	X				X	
Assess changing workforce needs	X	X				X	
Provide youth development services	X	X	X				
Provide transportation services	X		X	X			
Provide childcare services	X		X	X			
Provide supplemental nutrition services				X			
Provide physical, social and mental health counseling		X	X	X			X
Provide workforce certifications (1 and 2-year degrees)		X					

Table 17: Matrix of Resources and Services Provided by Each Stakeholder.

## G. Policies

### Oversight and Monitoring

The following policies provide a description of the TDWDA processes and procedures for WIOA Adult, Dislocated Worker, and Youth program oversight, operating, and monitoring services.

Official Policies	
G.1.	TDWDA Oversight and Monitoring Policy - Page 55
G.2.	TDWDA Eligible Training Provider Procedures for Continuous Improvement—Page 60 MDES establishes and updates procedures for continuous improvement of eligible training providers adopted by TDWDA.  See Mississippi Eligible Training Provider Certification @ <a href="http://www.etpl.mdes.ms.gov">www.etpl.mdes.ms.gov</a>
G.3., G.4., G.5	TDWDA Statement of Non-Discrimination, Equal Opportunity Complain Grievance Procedure, Equal Opportunity Updates— Page 113 MDES establishes and updates EO policies adopted by TDWDA to comply with universal access to programs and activities.
G.6., G.7.	Supportive Services Policy, Needs-Related Payment for Adults and Dislocated Workers - Page 115; Supportive Services for Youth - Page 119
G.8.	TDWDA Incumbent Worker Training Policy - Page 125
G.9.	N/A
G.10.	TDWDA Adult and DW OJT Policy - Page 127
G.11.	TDWDA Priority of Services Policy - Page 136
G.12.	TDWDA Adult and DW ITA Policy - Page 140
G.13.	TDWDA Conflict of Interest Policy - Page 145
G.14.	TDWDA Sunshine Provision Policy - Page 149
G.15.	TDWDA Youth Incentive Policy - Page 155

Table 18: Official Policies for TDWDA

## TWIN DISTRICTS WORKFORCE DEVELOPMENT AREA

Funding Stream: <b>WIOA Adult, Dislocated and Youth</b>
Policy Title: <b>Oversight and Monitoring</b>
Policy Number: <b>G-5.03</b>
New / Replace: <b>Replace TDWDA Policy Number G-5.02</b>
Reference: <b>State Policy #8 - Programmatic and Fiscal Monitoring Revised February, 2018</b>
Date Effective: <b>July 1, 2018</b>

### I. **PURPOSE:**

The purpose of this policy is to set forth the requirements for oversight and monitoring of all entities receiving Workforce Innovation and Opportunity Act funds through the Twin Districts Workforce Development Area (TDWDA). The Twin Districts Workforce Development Area Board in conjunction with the Chief Local Elected Officials Board has the responsibility of governing monitoring activities of local programs and sub-recipients.

### II. **BACKGROUND:**

The Workforce Innovation and Opportunity Act (WIOA) Section 184(b)(3&4) and 2 CFR 200 parts 330-332 of the Federal regulations require each recipient and sub-recipient of WIOA Title 1 funds to conduct monitoring of the WIOA activities of its sub-recipients.

WIOA Section 116(d)(4) requires the local board, in partnership with the chief elected official, to conduct monitoring with respect to local programs of youth activities authorized under section 129, local employment and training activities authorized under section 134, and the one-stop delivery system.

Audit Regulations, 2 CFR 200.501-512, shall be applicable for non-profit and for-profit entities who expend \$750,000 a year in federal awards from all sources.

### III. POLICY STATEMENT:

As required by WIOA 184(b) (3&4) and 2 CFR parts 300-332, the TDWDA staff will conduct regular oversight and monitoring of its sub-recipients in order to:

- Determine whether expenditures have been made against the cost categories and within the cost limitations specified in the grant, WIOA and Federal regulations;
- Determine whether there is compliance with all applicable requirements; and
- Provide technical assistance as necessary and appropriate.

#### A. Scope

TDWDA staff will conduct on-site and/or desk reviews to ensure compliance with WIOA, Federal regulations, State laws, contractual agreements, State Policies, OMB circulars, cost principles and Federal Acquisitions Regulations (FAR).

The method used to conduct the monitoring and the frequency required for each shall be based on the determination of “risk” and other relevant factors.

Monitoring will be accomplished, as applicable, through an on-site visit, desk review, data collection and validation, grant documents, file review and testing, policies/procedures review, reports or a combination of necessary activities related to compliance in the following areas:

- program goals and objectives
- program quality
- procurement
- fiscal accountability
- labor standard
- audit/audit resolution
- actual expenditures against cost categories and limitations
- grievance procedures
- equal opportunity
- provisions of the Americans with Disabilities Act
- eligibility verification as applicable
- property management
- internal monitoring
- administrative procedures
- program performance
- other programmatic areas
- programmatic accountability

## **B. Frequency**

Each sub-grantee shall be monitored during the program year or during the sub-grant period according to their risk assessment results.

## **C. TDWDA Subrecipient Monitoring Procedures**

### **1. Schedule**

A schedule shall be prepared for all fiscal and programmatic monitoring activities. The schedule will include the sub-grantee's name, address, contract number, planned dates of review, and names of individuals to perform the review. The monitoring schedule will be submitted to MS Department of Employment Security (MDES)-Office of Grant Management (OGM).

### **2. Review Notification**

Advance notification will be provided to sub-grantees prior to on-site reviews. The TDWDB also conducts ongoing performance and technical assistance reviews, which may not be scheduled in advance. Unannounced visits will be made to sub-grantees when there is a reason to believe such visits are necessary or could be performed on a randomly selected sample basis.

### **3. Desk Review Instrument**

A desk monitoring instrument will be used for desk reviews to ensure all pertinent records and information is documented. Data may be collected, reviewed and analyzed for all applicable grant related activities.

Desk reviews may be conducted prior to on-site visits. Some desk review activities may be ongoing with no set schedule. Desk reviews may include fiscal, programmatic and general compliance.

A combination of desk reviews and on-site visits may occur for monitoring. There may be times when it may not be practical or cost effective to conduct an on-site monitoring visit of a sub-grantee. Some sub-grantees may only have a desk review.

### **4. On-Site Monitoring Instrument**

An objective monitoring instrument for use in on-site reviews to ensure the pertinent data is collected, reviewed and analyzed. The instrument may include, but not limited to:

- administrative;
- fiscal;

- programmatic; and
- general compliance

The instrument will include all items monitored during the review.

#### **5. Documentation of Findings**

All findings resulting from a monitoring review will be documented. The documentation will include a description of the specific violation or finding of Federal or State laws, policies, regulations, and/or contractual provisions.

#### **6. Monitoring Report**

A written report will be prepared within three weeks of the review which will include:

- a face page signed by the staff conducting the review or designated person, and the signature of supervisory level staff or the executive director;
- the dates of the review and areas covered;
- a list of findings, if applicable, and a description of the finding or violation; and
- a recommendation for each finding which sets forth the most appropriate action to correct the deficiency or violation noted.

Each report will be forwarded to the sub-grantee with a transmittal letter.

#### **7. Corrective Action**

When necessary the transmittal letter will require a written response from the sub-grantee by a specified date not to exceed 45 days from the date of the report that identifies a corrective action plan. Appropriate action pending the correction of the deficiency or violation could be temporarily suspending new enrollments, requested funds being withheld, termination of grant or other appropriate action.

#### **8. Acceptance/Non-acceptance of Corrective Action**

Notification of the determination to accept or reject the corrective action submitted by the sub-grantee will be in written form and forwarded within thirty (30) working days of the proposed corrective plan.

#### **9. Follow-up Monitoring**

Follow-up monitoring will be determined by the nature of the finding and the sub-grantee's response. This may result in an on-site, desk review or combination of both. If appropriate, a desk review may be adequate if it can determine that the measures taken were sufficient to resolve the findings.

**10. Monitoring Files**

Monitoring files will be maintained for each on-site visit for a minimum of 3 years, with the exception of WIOA Youth requiring 4 years, after close out of the grant or contract and all deficiencies resolved. The files will contain the notification letter, transmittal letter, desk review instrument, signed monitoring report, monitoring instrument and all correspondence related to corrective action or findings.

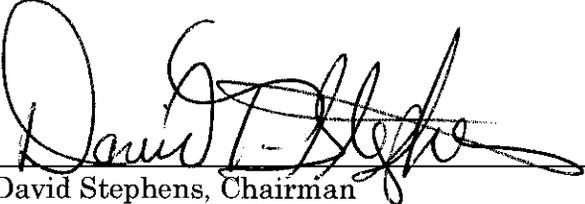
**11. Sub-grantee Monitoring**

TDWDA sub-grantees may be required to conduct internal monitoring. TDWDB may provide the monitoring instrument to be used in conducting the internal review. The monitoring instrument and the written report will be included in the TDWDB monitoring files. Follow-up may be conducted by TDWDB staff if necessary.

**IV. REQUIRED ACTION:**

This policy should be shared with appropriate staff, providers, and interested parties. All parties must comply with the requirements set forth in this policy.

This policy will remain in effect until rescinded or replaced.

  
\_\_\_\_\_  
David Stephens, Chairman  
Twin Districts Workforce Development Board

4/24/2018  
\_\_\_\_\_  
Date

# Twin Districts Workforce Area Eligible Training Provider Policy

## BACKGROUND

The Twin Districts Workforce Area (TDWA) recognizes that the eligible training provider certification system is an integral part of Workforce Investment Act (WIA) which emphasizes informed customer choice, system performance, and continuous improvement. WIA section 122 requires that the Governor establish a policy for determining eligible training providers for a statewide list to be disseminated through the one-stop system from which WIA clients may choose.

The WIA defines three levels of eligibility for training entities: automatic, "other," and subsequent. The State of Mississippi Eligible Training Provider Certification Policy addresses:

1. Initial eligibility procedures for training providers;
2. Procedures for use by the local boards to determine the subsequent eligibility of a provider to continue to be eligible to receive funds available under WIA section 133 (b) for the provision of training services described in WIA section 134(d)(4);
3. Procedures for providers of training services to appeal the following:
  - a. A denial of eligibility by the local board or the designated State agency under subsection (b), (c) or (e) of WIA section 122.
  - b. A termination of eligibility or other action by the local board or the designated State agency under subsection (f) of WIA section 122.

Working in conjunction with the state, the TDWA sets forth the following policy to approve training providers whose performance qualifies them to receive WIA funds to train adults and dislocated workers.

## POLICY STATEMENT

The following is a restatement of State Policy Number 5, Revision 1 for Eligible Training Provider Certification which includes Twin Districts Workforce Area requirements for eligibility. All necessary forms and information are attached.

## I. Definitions

### *Eligible Training Providers Defined -*

The State of Mississippi Policy identifies Eligible Providers of Training Programs as:

1. Postsecondary educational institutions that:
  - a. are eligible to receive Federal funds under title IV of the Higher Education Act of 1964 (20 U.S.C. 1070 et seq.) and
  - b. provide a program that leads to an associate degree, baccalaureate degree, or certificate; OR
2. Entities that carry out programs under the Act commonly known as the National Apprenticeship Act; OR
3. Other licensed public or private providers of training programs, including faith-based and non-profit providers. Other public or private providers are defined as follows:
  - a. Public or private providers of training programs that are not:  
Postsecondary educational institutions eligible to receive Federal funds under Title IV of the Higher Education Act of 1965 (20 U.S.C. 1070 et seq.) that provide a program leading to an associate degree, baccalaureate degree or certificate; OR  
  
Entities that carry out programs under the Act commonly known as the National Apprenticeship Act;  
  
OR
  - b. Postsecondary educational institutions that seek to receive WIA funding for a program that does not lead to an associate degree, baccalaureate degree or certificate;  
  
OR
  - c. Providers that carry out programs under the Act commonly known as the National Apprenticeship Act that seek to receive funding for a program not covered by the National Apprenticeship Act.

### *Training Programs Defined -*

In accordance with the State of Mississippi Policy, training programs must meet the following definition of training programs to qualify for eligibility.

1. One or more courses or classes that, upon successful completion, lead to:
  - a. A certificate, an associate degree, or baccalaureate degree,
  - b. A competency or skill recognized by employers;

OR

  - c. A training regimen that provides individuals with additional skills or competencies generally recognized by employers.
2. Training programs should be directly linked to occupations in demand in the Twin Districts Workforce nineteen (19) county area, or in another area to which the participant is willing to relocate. (See Attachment Demand Occupations for the Twin Districts Workforce Area.)
3. Training programs must be occupational skills training for employment.

*Exceptions to the Mississippi Eligible Training Provider Certification System*

Providers for On-the-job Training (OJT), Customized Training, Adult Basic Education (ABE), General Educational Development (GED), Pre-employment skills training and other such training are not included on the Eligible Training Provider List. These services are considered intensive services. Also, Youth providers are not included on the statewide list.

## II. Initial Eligibility Application Process

As described in WIA section 134(d)(4), the State has provided the following process for training providers to follow in their initial application. All training providers must complete the uniform application that is attached.

*Program Information*

The following is a list of all pertinent information required for the training program:

1. Name, mailing address, and physical address of the training facility;
2. Name of the program of training services submitted for approval;
3. Total hours of instruction associated with the program of training services;
4. Cost of the training program, including tuition, fees, books, and any required tools, uniforms, equipment or supplies;
5. Brief description of the training program;
6. Information on whether students in the program are eligible for Title IV of the Higher Education Act funding (e.g., Pell Grant);
7. Signed assurance that no more than 75% of the class/course enrollment are

- WIA-funded, on an annualized basis;
- a. Providers with greater than 75% of their class/course annual enrollment being funded by WIA must show justification and an action plan to correct the imbalance to the Twin Districts Workforce Area Board.
  - b. The Twin Districts Board may issue an exception to the provider if justification is deemed appropriate.
  - c. The Twin Districts Board may increase the ratio of non-WIA to WIA-funded participants.
8. Documentation of licensure to provide training or instruction and to do business in the state of in which the training will be provided, from the appropriate oversight agency or department, if required;
- a. This includes, but is not limited to, the Bureau of Apprenticeship and Training, the Southern Association of Colleges and School, the Mississippi Commission on Proprietary School and College Registration, the Mississippi Department of Education, the Mississippi State Boards of Nursing, Cosmetology, Massage Therapy, or Barber Examiners, and/or other generally recognized national, regional, state, or local certifying bodies.
  - b. Non-Profit training providers, Community-Based Organizations (CBOs), Faith-Based Organizations (FBOs), or any other provider not otherwise licensed or certified as required above, must be registered with the Mississippi Commission on Proprietary School and College Registration (CPSCR), a division of the State Board for Community and Junior Colleges.  
---Minimum requirements for registration shall include:
    - Submitting Federal Tax Identification Number,
    - Posting a bond as prescribed by CPSCR,
    - Have a refund policy in place that conforms to the minimum standards set forth by law (75-60-18, MS Code of 1972), or adopt the refund policy developed by the State. This refund policy is attached.
    - Other requirements as prescribed by CPSCR.
9. Documentation of Certification to teach the subject matter for the program of training, if required, i.e., Microsoft, ISO9000, or similar certification generally recognized by employers.

### *Performance Data*

Performance data is required from those seeking to be included as an Eligible Training Provider. In accordance with the Act, the state policy has provided the following explanation and procedure for providing this information through both standard and alternative routes:

1. Standard Performance Data

The following verifiable performance information or appropriate portion of performance information for the program of training services for the most recent 12-month period available must be included in the application. This performance information is required by federal regulations:

- a. The program completion rates for individuals participating in the program(s);
- b. The percentage of individuals participating in the program(s) who obtained unsubsidized employment; and,
- c. Wages at placement in employment of individuals participating in the program(s).

2. Alternative Performance Data

If the required performance information is not available or not verifiable, the Twin Districts may require the provider to submit an electronic record to the State which includes the names of training participants, social security numbers and the date clients completed or left training. A request must then be made for a match against the Unemployment Insurance Wage Records in order to secure the "Wages at placement in employment of individuals participating in the program(s)." The request must be in a format specified by the State. Participants within the performance pool must have completed or ended training at least five (5) months prior to submission to be matched against the Wage Records. If the provider fails to submit the information, the application may be denied.

*Required Assurances for All Eligible Training Providers*

In accordance with State policy, "no training provider will be placed on the Eligible Training Provider List until signed assurances is received that they will comply fully with all nondiscrimination and equal opportunity provisions of the law..." The following assurances are required:

1. 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 any WIA Title I financially assisted program or activity (WIA section 188);
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 Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified individuals with disabilities based on disability;

5. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
6. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;
7. 29 CFR, part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.
8. WIA trainees shall make up no more than 75% of each class.

### III. Initial Application Timeline and Requirements

For Eligible Training Providers seeking approval within the Twin Districts Workforce Area nineteen (19) counties, applications will only be accepted April 1 - 15 and October 1 - 15 of each year, beginning in the fall of 2003.

#### *State of Mississippi Community and Junior Colleges*

1. Applications for initial eligibility determination of Community and Junior Colleges shall be submitted directly to the Employment Training Division of the Mississippi Development Authority. The address is:
2. The State will provide a written determination of acceptance or denial to the applying entity.
3. During the review period, the State or its designated representative(s) may make an on-site visit to the training provider program sites.

#### *All Other Providers to Include Other Public and Private Training Providers, HEA and/or National Apprenticeship Act Providers*

1. Applications will be submitted to the Twin Districts Workforce Board at:  

Twin Districts Workforce Area  
Attn: George Pollitz  
700 Hardy Street  
Hattiesburg, MS 39401
2. The Twin Districts Workforce Board will provide written determination of acceptance

- or denial to the applying entity.
3. During the review period, TDWA or its designated representative(s) may make an on-site visit to the training program sites to verify information contained on the application.
  4. TDWA will forward the approved applications to the State for review and inclusion on the statewide list.

#### *State Acceptance*

The State's approval of Community and Junior Colleges is the final decision. For all other providers, the State may verify the performance data after the application(s) have been forwarded by the TDWA. State approval or denial will be sent to the TDWA in writing. Those approved will be added to the statewide Eligible Training Provider List.

## IV. Subsequent Eligibility Determination

All training providers, regardless of their previous eligibility status, who wish to apply for subsequent eligibility must:

1. All providers must meet the initial eligibility criteria as previously outlined.
2. All providers must undergo an annual eligibility determination which includes a review of program-specific performance and cost information as well as a review of actual performance compared to performance levels established by the Governor. (See attachment for required performance levels.) An onsite review may be part of the process.
3. Training providers must submit to TDWA the verifiable program-specific performance information for each program to be considered for continued eligibility.

#### *Outcomes for individuals participating in the program:*

- a. Program completion rates;
- b. Percentage who obtained unsubsidized employment;
- c. Average wage at placement in employment;
- d. Signed assurance that no more than 75% of the annualized class/course participants are WIA-funded;
  - Providers with greater than 75% of their course's annual participants being funded by WIA must show justification and an action plan to correct the imbalance to TDWA,
  - TDWA may issue an exception if the imbalance is determined justifiable and will forward the written exception to ETD for final approval.

#### *Outcomes for WIA individuals in the program:*

- a. Percentage who have completed the program and are placed into unsubsidized employment;
  - b. Retention rates in unsubsidized employment for individuals who have completed the program, six (6) months after the first day of employment;
  - c. Average wages received by participants who have completed the program, six (6) months after the first day of the employment; and,
  - d. Where applicable, the rates of licensure or certification, attainment of academic degree or equivalent, or attainment of other measures of skills of the successful completers of the program.
4. Information on all program costs (e.g., tuition, fees, books, supplies, tools, etc.) for each program considered for subsequent eligibility.

#### *Special Considerations for Subsequent Eligibility*

In its determination to award subsequent eligibility to training providers, TDWA may take into account the following considerations for approval of training programs within the area:

1. The economic, geographic, and demographic factors in the local area each year;
2. Characteristics of the population(s) served by the provider seeking eligibility, including the demonstrated difficulties in serving such population(s);
3. Current and projected occupational demand within the TDWA area;
4. Performance of a provider of a program(s) of training services, including the extent to which the annual standards of performance have been achieved;
5. Cost of training services;
6. Involvement of employers in the establishment of skill requirements for the training program;
7. Feedback of employers who employ individuals who recently completed WIA supported training to verify that the training provided produced the expected skills; and,
8. Number of individuals considered in calculated percentages for performance measures;
9. The ability to enhance programs to meet local industry needs.
10. Other considerations deemed applicable by the Twin Districts Board.

Each year the aforementioned considerations may be determined priorities for approval by the TDWA local board prior to the application process. These priority considerations will accompany the applications.

#### *Performance Data for Subsequent Eligibility*

Performance standards will be adopted annually by the TDWA for all Eligible Training Providers. These standards will meet or exceed those standards adopted by the State and be available within 90 calendar days of the State's issuance. Alternate procedures may be used to collect and verify supplemental performance information.

## V. Denial and Appeal Processes

### *Twin Districts Workforce Area Denial Process*

A denial notice will be issued in writing for each training program denied. This notice will be mailed to the address listed on the application and to the attention of the contact person listed on the application. The "date mailed" will be listed, the program identified and the specific reason for the denial will be given. An explanation of the appeal process will also be included in the denial letter.

An initial eligibility determination that was denied may be reconsidered if the applicant provides such justification as listed in the "Special Considerations for Subsequent Eligibility". Although these considerations may be applicable, there is no guarantee that the application will be approved.

Please note: An entity whose initial application for certification was denied may not reapply until the next round of initial applications.

### *State Denials*

The State shall issue a determination denying any training provider that the State removes from the Twin Districts Board training provider list once that list has been received and after appropriate evaluation. The State will follow guidelines as outlined in the federal regulations when denying or removing a training program from the Eligible Training Provider List. State denial and justification for the denial will be forwarded to the Twin Districts Workforce Board.

### *Appeal Process*

The training provider has ten (10) working days from the mailing of a denial notice in which to file an appeal to the State or Twin Districts Workforce Board. The request for appeal must clearly indicate that the training provider wants to appeal the denial and must clearly identify the training program in question. This request for appeal must be submitted in writing, signed, and must include a factual basis for the appeal. The State or Twin Districts Workforce Board will review the request and, based on this review, may reverse their original decision if an administrative error was made or if additional information submitted by the training provider changes the basis on which the original decision was issued.

If Twin Districts reverses a prior decision, a copy of the request with a copy of the appeal file will be forward to the State for inclusion on the statewide list. A written notice will also notify the training entity that the decision has been reversed and have sent the request to the State.

If the State reverses a prior decision, both the Twin Districts and the training provider will be notified of the decision reversal in writing. Appropriate procedures will be followed to incorporate the training provider into the statewide list.

## VI. Compliance and Requirements

Twin Districts Workforce Area will review, accept or denying Eligible Training Providers for its area. A list of Local Eligible Training Providers will be compiled and forwarded to the State Eligible Training Provider List. The referred providers will be in accordance with the TDWA Local Demand Occupation List. TDWA will monitor each eligible training provider for compliance with WIA Rules and Regulations, including Program Performance information, Applicable OMB Circulars, State Policies and other information as deemed appropriate.

The State shall compile a single Eligible Training Provider List from all local areas in the State and disseminate the list with performance information and program costs to the One-Stop service delivery systems within Mississippi.

The following regulatory requirements are listed from the State policy:

### *Regulatory Requirements*

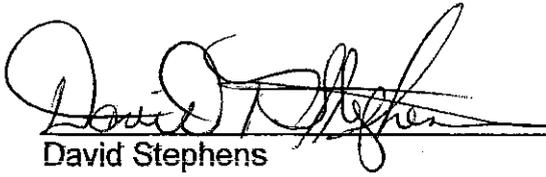
1. **Accuracy of Information:** If the designated State agency, after consultation with the TDWA, determines that an eligible provider or individual supplying information on behalf of the provider intentionally supplies inaccurate information under this section, the agency shall terminate the eligibility of the provider to receive WIA training funds for any program for a period of time, but not less than two years.
2. **Noncompliance:** If the designated State agency or TDWA in association with the State determines that an eligible provider substantially violates any requirement under this Act, the State or TDWA may terminate the eligibility of the provider to receive WIA funds or may take such other action as the State or TDWA determine appropriate.
3. **Repayment:** A provider whose eligibility is terminated for a program shall be liable for repayment of all WIA funds received for the program during any period of noncompliance.
4. **Conflict of Interest:** As stated in 20 CFR 667.200(a)(4)(i), a TDWA Board Member or Youth Council member may neither cast a vote on, nor participate in, any decision-making capacity on the provision of services by the member (or any organization the member directly represents), nor on any matter that would provide

direct financial benefit to the member or a member of his immediate family.

Also, as state in 20 CFR 667.200(a)(4)(ii), neither membership on the Local Board or the Youth Council nor the receipt of WIA funds to provide training and related services, by itself, violates the conflict of interest provision.

## Effective Date

This policy is effective immediately.



David Stephens  
Chairman  
Twin Districts Workforce Area

6-24-03

Date

# ELIGIBLE TRAINING PROVIDER POLICY

Revision 1  
(June 24, 2003)

## **TWIN DISTRICTS WORKFORCE AREA AMENDMENT TO THE ELIGIBLE TRAINING PROVIDER POLICY**

The Twin Districts Workforce Area Eligible Training Provider policy states in Section VI, Compliance and Requirements, Requirement 4:

**Conflict of Interest:** As stated in 20 CFR 667.200(a)(4)(i), a TDWA Board Member or Youth Council member may neither cast a vote on, nor participate in, any decision-making capacity on the provision of services by the member (or any organization the member directly represents), nor on any matter that would provide direct financial benefit to the member or a member of his immediate family.

Also, as stated in 20 CFR 667.200(a)(4)(ii), neither membership on the local Board or the Youth Council nor the receipt of WIA funds to provide training and related services, by itself, violates the conflict of interest provision.

The policy is amended to read:

**Conflict of Interest:** No member of any TDWA board, including the Local Elected Officials Board (“LEOB”), the Local Workforce Investment Board (“LWIB”) and the Youth Council, shall have an interest in funds subject to any TDWA board’s oversight. A prohibited interest includes, but is not limited to (1) a board member whose business or employer receives a contract or agreement funded, in whole or in part, by WIA; (2) a board member whose business offers training on the Statewide Eligible Training Provider List, or (3) a board member who is employed by or serves as a director of a private nonprofit organization that receives a contract or agreement funded, in whole or in part, by WIA.

Should a board member enter into a contract or agreement involving funds over which any TDWA board has oversight, or who is employed by any entity that has any contract or agreement involving funds over which any TDWA board has oversight, the contract or agreement shall be deemed null and void upon such discovery. Furthermore, board member who enters into any contract or agreement involving funds over which any TDWA board has oversight, or who is employed by any entity that enters into a contract or agreement involving funds over which any TDWA board has oversight shall be immediately be terminated from his or her position on the LEOB, LWIB or Youth Council. This prohibition applies to all private sector individuals and entities, regardless of whether the individual or entity is operating a not-for-profit business.

The aforementioned prohibition does not extend to board members who are employed by or represent public entities or the public sector. However, in the event a public entity enters into a contract or agreement over which any TDWA board has oversight and that public entity has an employee on any TDWA board, the employee of said public entity shall recuse himself or herself from any decision concerning said contract or agreement. Furthermore, any such board member shall have no discussions with any other member of the LEOB, LWIB or Youth Council, any staff or employees of the MDES, SMPDD, any WIN Job Center, or any other person or entity with any oversight over said contract or agreement concerning said contract or agreement.

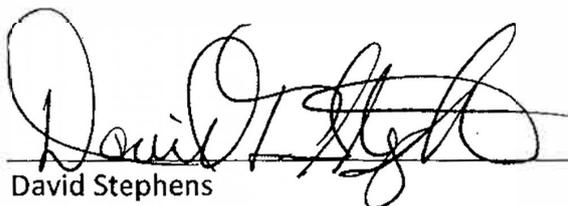
Should a board member, or his or her employer, desire to enter into any contract or agreement involving funds over which any TDWA board has oversight, he or she shall terminate his or her membership on the LEOB or LWIB, and be removed from the LEOB or LWIB for one (1) year before he or she, or his or her employer, shall be eligible for consideration for any contract or agreement over which any TDWA board has oversight.

All members of the LEOB and LWIB are expected to file a Statement of Economic Interest with the Mississippi Ethics Commission as set forth in Miss. Code Ann. § 25-4-25. The Statement of Economic Interest can be found on the Mississippi Ethics Commission's website at [www.ethics.state.ms.us](http://www.ethics.state.ms.us) and must be filed electronically with the Mississippi Ethics Commission. The Statement of Economic Interest filed by members of the LEOB as required by their elected position fulfills this requirement for these board members.

It is the intent of this Conflict of Interest policy to comply with the Mississippi Ethics in Government Laws, Miss. Code Ann. § 25-4-101, et seq., Section 109 of the Mississippi Constitution and the Workforce Investment Act ("WIA").

Effective Date

This policy amendment is effective November 28, 2012



David Stephens

Chairperson

Twin Districts Local Workforce Investment Board

11/28/12  
Date

# TWIN DISTRICTS WORKFORCE AREA AMENDMENT TO THE ELIGIBLE TRAINING PROVIDERS POLICY

The Twin Districts Workforce Area Eligible Training Providers Policy states:

***For Eligible Training Providers seeking approval withing the Twin Districts Workforce Area nineteen (19) counties, applications will only be accepted April 1 - 15 and October 1 - 15 of each year, beginning in the fall of 2003.***

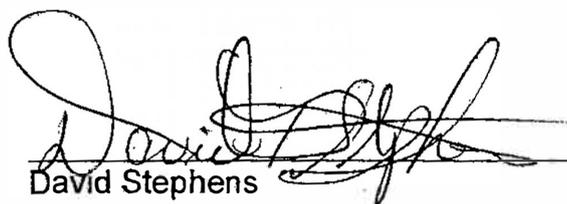
Due to the established schedule of meetings by the Twin Districts Workforce Area Board, the Policy for Eligible Training Providers is amended to read:

***For Eligible Training Providers seeking approval within the Twin Districts Workforce Area's nineteen (19) counties, applications will be accepted throughout the year and recommendations forwarded to the State only between April 1 - 15 and October 1-15 of each year in accordance with State policy. Public notices will given twice a year prior to the TDWA Board Meeting preceding the aforementioned dates.***

This action will allow the full board to approve or reject eligible training providers and make recommendations to the State within a timely manner.

## Effective Date

This policy is effective immediately.



David Stephens

Chairman

Twin Districts Workforce Area

9/24/03  
Date

# TWIN DISTRICTS WORKFORCE AREA AMENDMENT TO THE ELIGIBLE TRAINING PROVIDER POLICY

The Twin Districts Workforce Area Eligible Training Provider Policy states:

Training programs should be directly linked to occupations in demand in the Twin Districts Workforce twenty-four (24) county area, or in another area to which the participant is willing to relocate.

The policy is amended to read:

Training programs should be directly linked to occupations in demand in the Twin Districts Workforce twenty-four (24) county area. All eligible training providers (except the State of MS Community and Junior Colleges), regardless of their previous eligibility status, must be located and provide training in the Twin Districts Workforce Area. The Twin Districts Workforce Board may issue an exception to out-of-area providers if deemed necessary and appropriate.

Effective Date

This policy amendment is effective October 1, 2012

  
\_\_\_\_\_  
David Stephens  
Chairperson  
Twin Districts Local Workforce Investment Board

11/28/2012  
\_\_\_\_\_  
Date

**Eligible Provider Certification Policy  
Workforce Investment Act  
Workforce Investment Area 5**

**Eligible Provider Certification Policy  
Workforce Investment Act  
Workforce Investment Area 5**

**I. SCOPE AND PURPOSE.**

The eligible provider certification system is an integral part of the strategy of the Workforce Investment Act (WIA) to maximize informed customer choice. Participants who have completed core and intensive services without attaining employment or self-sufficiency may be eligible to receive training services. The Area 5 Local Workforce Investment Board (LWIB), in partnership with the State, will identify training providers whose performance qualifies them to receive WIA funds through the use of individual training accounts to provide training services to adults and dislocated workers. The Workforce Investment Act mandates that the Local Workforce Investment Board, in conjunction with the State, develop and disseminate an eligible provider list that allows customers to make an informed decision in selecting a training provider. The Act describes three levels of eligibility for training entities: automatic, "other", and subsequent. This policy will address automatic eligibility and other eligibility. Subsequent eligibility will be addressed in policy form at a later date. This policy establishes the minimum requirements the Area 5 Local Workforce Investment Board will set in the development of policy for the selection of eligible providers of training services to WIA participants.

**II. REQUIREMENTS**

**A. Eligible Providers of Training Services**

Eligible providers are training vendors who have applied to the Local Workforce Investment Board to receive training funds under WIA and have been approved by the LWIB and the State to do so. For a training vendor to become an eligible training provider under WIA it must complete the eligible provider certification process prescribed in this policy. Approved training providers will be included on the State Eligible Training Provider list. This list will include:

- ▶ a description of the programs through which the providers may offer training services;
- ▶ cost information; and
- ▶ available performance information related to the program.

**B. Local Workforce Investment Board**

The Local Workforce Investment Board will:

1. Develop an eligible provider certification process for the local workforce level which includes:

- ▶ an eligible provider certification policy;
  - ▶ application process; and
  - ▶ time lines for submission of the application.
2. Develop a marketing strategy for wide dissemination and notification to training entities through direct mailings, newspaper notices or other appropriate means of the opportunity to apply for status of eligible training provider within the local workforce investment area;
  3. Develop performance criteria to be used at the local level in determining eligibility for training providers applying for eligibility under the other criteria;
  4. Accept and review all applications for applicants seeking eligibility certification under the automatic and other criteria;
  5. Receive performance and cost information and any other required information on programs and providers for applicants seeking eligibility under the other criteria;
  6. Submit the local list and relevant information to the State;
  7. Ensure the dissemination and appropriate use of the state list through the local WIA One-Stop system; and
  8. Develop an appeal process to be used at the local level in cases of removal from the local list or denial of eligibility.

#### C. State Responsibilities

The State responsibilities include:

1. Developing State Eligible Training Provider Certification policy;
2. Developing and maintaining the State list of eligible providers which is comprised of lists submitted by the Local Workforce Investment Board;
3. Verifying the accuracy of the information on the State list;
4. Notifying training providers of acceptance or rejection;
5. Consulting with Local Workforce Investment Board, for removing providers who do not meet performance levels; and

6. Disseminating the State list, accompanied by available performance and cost information relating to each provider to One-Stop operators throughout the State.

D. Eligibility Criteria

1. Automatic Eligibility

The Act extends automatic eligibility to provide WIA training services to:

- a. Post secondary educational institutions that are eligible to receive assistance under Title IV of the Higher Education Act of 1965 (e.g. Pell Grant) and that provides a program that leads to an associate degree, baccalaureate degree, or certification; and
- b. Entities which carry out programs under the National Apprenticeship Act.

Training providers meeting the criteria for automatic eligibility must submit an application for each program of training to the Local Workforce Investment Board..

2. Other Eligibility

- a. All training vendors who do not meet the criteria for automatic eligibility shall be determined eligible through the application process established for "other" eligibility. This criteria requires:
  - ▶ documentation of past performance,
  - ▶ demonstrated ability to handle the numbers of proposed clients,
  - ▶ an accounting system which demonstrates the ability to keep WIA funds separate and account for them,
  - ▶ demonstrated knowledge of the target group to which services will be rendered; and,
  - ▶ certification from an appropriate certifying body, when applicable. This includes the Mississippi Commission of Proprietary Schools, Southern Association of Colleges and Schools, Bureau of Apprenticeship and Training, Mississippi Department of Education, or other national, regional, or local certifying body.
- b. Programs of training services provided by post secondary educational

institutions that do not lead to an associate or baccalaureate degree or certificate and apprenticeship programs that are not registered under the National Apprenticeship Act must be determined eligible using the criteria for other eligibility.

E. Application

1. Both "automatic" and "other" training providers must make application to the Local Workforce Investment Board in the area in which the training provider is located. They may make application to another LWIB if their training does not address a demand occupation in the local Workforce Investment Area in which they are located.
2. In accordance with State policy, training providers, both "automatic" and "other", must make application for each program for which they wish to provide training services.
3. Applications will result in a statewide list. Therefore, a statewide standard application is necessary. The application to provide training services is included at Attachment A. The form allows for customization at the local level, but at a minimum, must include all of the criteria included on the attached application.
  - a. Part A and B - Training Provider and Program Information must be completed by all entities, "automatic" and "other", interested in providing training under WIA. **Applications submitted without the required documentation of certification, if applicable, will be rejected.**
  - b. Part C - Performance Information must be completed by entities applying for eligibility under the "other" criteria.
  - c. Part D - Certifications must be signed by both "automatic" and "other" training providers.
  - d. Part E - Review must be completed and signed by the LWIB.
4. The Local Workforce Investment Board must provide its local list of training providers to the State by the date specified by the State. This time will allow the State the necessary time to certify and notify training providers of acceptance or rejection and to compile and publish the statewide list. The LWIB shall maintain a copy of all applications, accepted or rejected, at the local level. The local list, original application and any supporting

documentation shall be mailed or otherwise delivered to:

Mississippi Department of Economic and Community Development  
Employment Training Division  
301 West Pearl Street  
Post Office Box 24568  
Jackson, Mississippi 39225-4568

5. If the required performance information is not available or not verifiable, a provider may be required to submit an electronic record of training participant names, social security numbers, and the date completed or left training to the Mississippi Department of Economic and Community Development/Employment Training Division for match against the Unemployment Insurance Wage Record. The training provider must provide written justification for the missing data.
6. **Performance Levels**

The LWIB will establish minimum levels of acceptable performance for other eligibility in the application procedure each year. The LWIB shall provide to each provider seeking eligibility the current levels of performance required by the Governor or levels of performance required by the LWIB if higher than those annually established by the Governor. In determining the minimum levels of acceptable performance, the LWIB must take into consideration:

  - a. Specific economic, geographic and demographic factors in the local areas in which providers seeking eligibility are located, and
  - b. The characteristics of the population served by providers seeking eligibility, including the demonstrated difficulties in serving these populations.
7. **Application Submission**
  - a. The Local Workforce Investment Board will describe in its procedures the date, place, and format for submission of applications.
  - b. The Local Workforce Investment Board will review applications for inclusion on the local list and submit the list and all applications to the designated State agency for approval and inclusion on the State list. The review, at a minimum, should:
    - (1) Verify the application is complete.

- (2) Verify training program supports the demand occupations for the area.
  - (3) Verify applications received from training providers seeking eligibility using the "other" criteria meet the established level of performance for the local area.
  - (4) Verify any other requirement established at the local level.
- c. The State has 30 days to review and verify, if necessary, the information and determine that the provider meets the criteria for eligibility. After the State determines eligibility or 30 days have elapsed, whichever occurs first, the provider is eligible as a provider of training services for the applicable programs. The State agency shall provide a written determination of acceptance or rejection to the applying entity within 30 calendar days of the receipt from the LWIB. A rejection notice will be required for each training program rejected. The rejection notice will be mailed to the training provider at the address listed on the application and to the attention of the contact person identified on the application and shall identify the program and the location that was rejected and the specific reason for rejection. A copy of the rejection notice will also be mailed to the LWIB.
- d. The LWIB shall reconsider each rejected application after the initial eligibility determination is denied. The application will be reevaluated and a decision to appeal to the State or deny the eligibility will be made. Any entity whose application was rejected may reapply no sooner than six (6) months after the written notice of rejection.
- e. Providers that meet the criteria for automatic eligibility are initially eligible without State agency review. However an application is required to be submitted to insure inclusion on the State list.

#### 8. Time Limits

Training providers are required to submit performance information and meet performance levels annually in order to remain eligible providers. Cause of failure to meet performance levels may be examined for a conditional approval of eligibility if agreement is reached with the State. Eligibility will expire at the end of each program year. Eligible providers whose determination of eligibility occurs within six months of the end of the program year may be exempt from reapplying within one year of application. However, no training provider may

have a period of initial eligibility that exceeds eighteen months.

9. Loss of Eligibility

The LWIB can remove providers from the local list if:

- a. The training provider does not meet the minimum performance levels established by the LWIB.
- b. The provider is determined to have intentionally supplied inaccurate information.
- c. The provider has violated any provisions of Title I of WIA or the regulations.

Providers whose eligibility is terminated for intentionally supplying inaccurate information or violating any provision of Title I of WIA or the regulations are liable to repay all adult and dislocated worker training funds received during the period of noncompliance.

10. Appeals

If the LWIB rejects an application for initial eligibility determination or removes an eligible provider from the local list, the LWIB must provide a letter of rejection/removal reasons for the rejection/removal and the availability of an appeal process.

a. Local Appeals

The LWIB will follow a written appeal process. The process shall include an opportunity for a hearing, with a final written decision on the appeal to be provided within 45 days of receipt of the request for appeal. The request for appeal must be written, signed, and should include the reason for appeal. The decision rendered by the LWIB shall be final. If no timely decision is rendered, the appellant may, within 10 days from the date on which the appellant should have received a decision, appeal to the State.

Only if the LWIB fails to provide a decision may an appellant request from the State a determination as to whether reasonable cause exists to believe that the Act or its regulations have been violated.

b. State Level Appeals

If the State rejects an application or removes an eligible provider from the State list, the State must provide a letter of rejection/removal and a copy of the appeal process.

The State will provide an opportunity for a hearing within 30 days from the request for appeal. The request for appeal must be written, signed, and should include the reason for appeal. A written decision on the appeal will be provided within 45 days of receipt of the request for appeal.

F. Contract for Services

Contracts for services may be used to provide training services. The LWIB will use the process described in the procurement policy in selecting providers under a contract for services. The LWIB may use contracts for training services instead of Individual Training Accounts when one or more of the following three exceptions applies:

1. When the Board determines there are an insufficient number of eligible providers in the local area to accomplish the purpose of the individual training account system;
2. When the services provided are on-the-job training or customized training;
3. When the LWIB determines that there is a training service program of demonstrated effectiveness offered in the area by a community-based organization or other private organization to serve low income individuals that are included in one or more of the following categories:
  - a. Individuals with substantial language or cultural barriers;
  - b. Offenders;
  - c. Homeless individuals; and
  - d. Other hard to serve populations as defined by the Governor.

The LWIB may use such criteria as knowledge of the target group, ability and/or experience with the target group, or other specific criteria to be determined in determining demonstrated effectiveness, particularly as it applies to the special participant population to be served.

G. Youth Providers

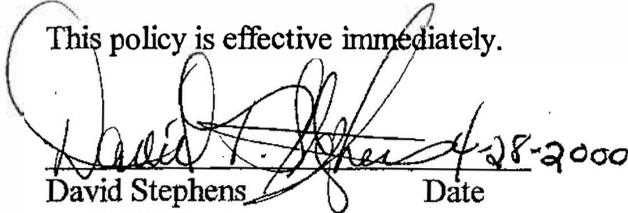
Providers of youth activities are not subject to the Eligible Training Provider

certification process and are not eligible to provide training through the receipt of individual training accounts. The LWIB must identify eligible providers of youth activities based on recommendations of the local Youth Council and award grants or contracts in accordance with Section 667.105 of the federal regulations.

The LWIB will submit its listing of eligible youth providers to the Employment Training Division for incorporation into the State list of eligible training providers.

### III. EFFECTIVE DATE

This policy is effective immediately.

  
David Stephens

4-28-2000  
Date

Chairman

Area 5 Local Workforce Investment Board

#### Attachments:

- A. Training Provider Eligibility Application

**Workforce Investment Area 5  
Training Provider Eligibility Application**

Instructions:

The training provider shall complete this application, attach the requested documentation and certifications and submit the package to the Area 5 Workforce Development Board at the address below by April 27, 2000.

**Area 5 Workforce Investment Board  
Southern MS Planning & Development District  
700 Hardy Street  
Hattiesburg, MS 39401**

A separate application must be submitted for each training program. A program of training services is one or more courses or classes that upon successful completion leads to a certificate, an associate or baccalaureate degree, or skills and competencies recognized by employers.

**PART A - TRAINING PROVIDER INFORMATION**

Training Provider Name: \_\_\_\_\_  
Training Provider Address, Line 1: \_\_\_\_\_  
Training Provider Address, Line 2: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
County: \_\_\_\_\_  
Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
Contact Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Web Site Address: \_\_\_\_\_

Postsecondary educational institution eligible to receive funds under Title IV of Higher Education Act:      Yes \_\_\_\_\_      No \_\_\_\_\_

Registered Apprenticeship Program under National Apprenticeship Act:  
   Yes \_\_\_\_\_      No \_\_\_\_\_

*(If yes, attach certification from Bureau of Apprenticeship)*

Proprietary School \_\_\_\_\_  
*(Attach certification and names and addresses of any certifying or accrediting body)*

**\*Additional local certification information may be forthcoming and made available by Area 5 Workforce Investment Board.**

**PART B - PROGRAM INFORMATION:**

Program Name: \_\_\_\_\_  
Prerequisites: \_\_\_\_\_  
Training Location: \_\_\_\_\_  
Program Length: \_\_\_\_\_  
Program Description (*less than 50 words*): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Program Award:  
Associate \_\_\_\_\_ Baccalaureate \_\_\_\_\_ Certificate \_\_\_\_\_ Other \_\_\_\_\_  
(*If other, explain skills or competencies gained from program*)

Program Cost: \_\_\_\_\_  
(*Include: tuition, fees, books, supplies and other cost necessary to complete training program*)

**PART C - PERFORMANCE INFORMATION:**

Completion Rate:  
Total Participants: \_\_\_\_\_  
Completers: \_\_\_\_\_  
Percentage: \_\_\_\_\_

Employment Rate:  
Total Participants: \_\_\_\_\_  
Total Employed: \_\_\_\_\_  
Percentage: \_\_\_\_\_

Training Related Employment Rate:  
Total Participants: \_\_\_\_\_  
Total Employed in Training Related Occupation: \_\_\_\_\_  
Percentage: \_\_\_\_\_

Wages:  
Average Hourly Rate: \_\_\_\_\_



MISSISSIPPI DEPARTMENT OF EMPLOYMENT SECURITY  
State Policy Number 9  
ELIGIBLE TRAINING PROVIDER CERTIFICATION  
Workforce Innovation and Opportunity Act (WIOA)

**I. SCOPE AND PURPOSE:**

This Policy sets forth the State's requirements for application to and inclusion on the Mississippi Eligible Training Provider List (ETPL) website @ [www.etpl.mdes.ms.gov](http://www.etpl.mdes.ms.gov), and prescribes how the State and the Local Workforce Development Areas (LWDA) should compile and maintain the list. The Mississippi Eligible Training Provider Certification Policy will operate under a set of guiding principles as adopted by the State Workforce Development Board. This set of guiding principles for the training procedures is as follows:

- A. The Local Workforce Development Board is responsible for determining the eligibility and suitability of training providers and to monitor their effectiveness.
- B. The policies and procedures established by each Local Board must meet the minimum requirements of the guidelines set by the State. Local Boards may adopt more restrictive policies.
- C. Each Local Board will provide training only in demand occupations.
- D. The Labor Market Information Division (LMI) of the Mississippi Department of Employment Security (MDES) will establish a list of demand occupations for the State. LMI data can be found @ <http://www.mdes.ms.gov/information-center/labor-market-information/>. Each Local Board will establish and maintain a list of local demand occupations in response to local labor market needs.
- E. The determination of initial and subsequent eligibility for training providers will include these minimum criteria:
  1. The training provider will be bonded, registered by the applicable state agency, and licensed to do business in Mississippi. Registered Apprenticeship sponsors must be registered with the Office of Apprenticeship with the U.S. Department of Labor (DOL).
  2. The training provider will have a two-year history of providing the training program. Exceptions may be made by the Local Workforce Development Board. WIOA law exempts Registered Apprenticeship sponsors from meeting this requirement.
  3. WIOA-supported trainees shall make up no more than 75% of each class/course's total enrollment, on an annualized basis.
  4. The provider will provide performance and cost information in the application according to a prescribed format.
  5. The duration of WIOA-supported training will be for no more than two years unless the merits of the course require otherwise or unless deemed justifiable by the Local Workforce Development Board.

6. The WIOA funds awarded to a participant and used to assist in the payment of training costs will not exceed \$6,000 annually unless approved for a greater amount by Local Boards.
- F. Eligible Training Providers who choose to seek continued eligibility of existing training course(s) during the annual open enrollment and recertification period beginning September 1 of each year and ending at midnight September 15 of each year will be monitored annually.
- G. If there is a shortage of training funds, the Local Board should have a set of priorities<sup>8</sup> for referring individuals to training. These priorities should include the current income of the individual, the potential for the training to lead to a permanent job that significantly increases the individual's income, and any other criteria that the Local Board establishes.
- H. There is no inherent guarantee or entitlement to any individual that training will be provided.

## II. REQUIREMENTS

### A. Background

The Workforce Innovation and Opportunity Act (WIOA) emphasizes informed customer choice, system performance, and continuous improvement. The Local Workforce Development Boards (LWDBs), in partnership with the State, will identify training providers whose performance qualifies them to receive WIOA Title-I funds to train adults and dislocated workers. WIOA section 122 requires the Governor to establish a policy for determining eligible training service providers. The WIOA also mandates that LWDBs, in conjunction with the State, develop and disseminate an eligible training service provider list that allows customers to make an informed decision in selecting a training provider. The State's Open Enrollment and Continued Eligibility period is September 1 - 15 of each year. All new and recertified training courses will be uploaded to the online system and made available for public access prior to January 1 of the following year. This list is made available through the State's online system referred to as the Eligible Training Provider List system (ETPL) which can be accessed @ [www.etpl.mdes.ms.gov](http://www.etpl.mdes.ms.gov). The WIOA describes three levels of eligibility for training entities: automatic, "other," and continued. The Mississippi Eligible Training Provider Certification Policy addresses:

1. Initial eligibility procedures for training service providers.
2. Procedures for use by the LWDBs to determine the continued eligibility of a provider to receive Title-I funds available under WIOA section 134 (b) for the provision of training services.
3. Procedures for providers of training services to appeal the following:
  - a. A denial of eligibility by the LWDB or the designated State agency under

subsection (b), (c) or (d) of WIOA section 122.

- b. A termination of eligibility or other action by the LWDB or the designated State agency under subsection (f) of WIOA section 122.

## **B. Identification of Eligible Providers of Training Programs**

### 1. Eligible providers of training programs shall be:

- a. Postsecondary educational institutions that:
  - 1) are eligible to receive Federal funds under Title IV of the Higher Education Act of 1965 (20 U.S.C. 1070 et seq.); and
  - 2) provide a program that leads to an associate degree, baccalaureate degree, or certificate; **OR**
- b. Entities that carry out programs under the Act commonly known as the National Apprenticeship Act; **OR**
- c. Other licensed public or private providers of training programs, including faith-based and non-profit providers. Other public or private providers are defined as follows:
  - 1) Public or private providers of training programs who are **not**:
    - a) Postsecondary education institutions eligible to receive Federal funds under title IV of the Higher Education Act of 1965 (20 U.S.C. 1070 et seq.) that provide a program leading to an associate degree, baccalaureate degree or certificate; **OR**
    - b) Entities that carry out programs under the Act commonly know as the National Apprenticeship Act;

- **OR** -

- 2. Postsecondary educational institutions that seek to receive WIOA funding for a program that does not lead to an associate degree, baccalaureate degree or certificate;

- **OR** -

- 3. Providers that carry out programs under the Act commonly known as the National Apprenticeship Act that seeks to receive funding for a program not covered by the National Apprenticeship Act.
2. A training program is defined as:
- a. One or more courses or classes that prepare an individual for entry into employment or enable an individual to continue in current employment, and upon successful completion lead to:
    - 1) A certificate, an associate degree, or baccalaureate degree, **OR**
    - 2) A competency or skill recognized by employers;

- OR -

- b. A training regimen that provides individuals with additional skills or competencies generally recognized by employers.
3. Training programs should be directly linked to in demand occupations in the local area as determined by the LWDB. The Local Boards will direct the use of the State's automated Eligible Training Provider List (ETPL) system to assist in determining provider eligibility and to provide guidance to the ITA staff responsible for student placement. The State updates the ETPL system annually with WIOA approved eligible training providers and their respective programs of study.
4. A training program must be occupational skills training for employment. Therefore, programs of basic and literacy skills such as Adult Basic Education (ABE), General Educational Development (GED), workshops, single class offering that do not qualify an individual for an occupation, and pre-employment skills training are to be offered as intensive services and are **NOT** to be included on the State's Eligible Provider List.
5. All training programs must provide the successful completer with an occupational skills, industry-recognized credential and/or a certificate or certification.

**C. Exceptions to the Mississippi Eligible Training Provider Certification System**

1. On-the Job Training and Customized Training
  - Providers of on-the-job training (OJT) and customized training are not subject to the Mississippi Eligible Training Provider Certification System.
2. Eligible Youth Activities Providers
  - Providers of youth activities and services are not subject to the State's Training Service Provider Certification System or its policies.
3. Basic and Literacy Skills Providers
  - As noted above in **B.4**, programs of basic and literacy skills such as Adult Basic Education (ABE), General Educational Development (GED), and pre-employment skills training are to be offered as intensive services and are not to be included on the Eligible Provider List and are not subject to the Mississippi Training Service Provider Certification System or its policies.

### III. INITIAL ELIGIBILITY DETERMINATION POLICY

#### A. Initial Eligibility Application Process

1. The Initial Application Process for Training Service Providers is automated in the State's ETPL system and is a two-part process. The first application, also known as the registration process, is to provide to the LWDBs and the State a service provider profile, contact and user information, location(s) of training, and all necessary documentation required to show proof of registration, bonding, etcetera, and is required of:
  - a. Postsecondary educational institutions that:
    - 1) are eligible to receive Federal funds under Title IV of the Higher Education Act of 1965 (20 U.S.C. 1070 et seq.); **AND**
    - 2) provide a program leading to an associate degree, baccalaureate degree, or certificate;
  - OR -
  - b. Entities that carry out programs under the Act commonly known as the National Apprenticeship Act:
  - AND -
  - c. All Training Service Providers that are other public and private providers of a training program:
2. The State has developed the following registration procedure for use by the State ETPL Administrators and LWDBs in determining the eligibility for all Training Service Providers of training services as described in WIOA section 134(a). The registration application is an automated, on-line form and is located in the State's ETPL system at <https://etpl.mdes.ms.gov/MaintNewProviderRequest.aspx?usrAction=Add>

**MDES** Helping Mississippians Get Jobs  
Mississippi Department of Economic Security

Eligible Training Provider System  
Request from Provider Access Code

### Add a new Access Code Request

Users authorized by an approved or approved user ID may be your request to obtain network access. For more information, see the MDES help page.

**A. User Personal Information**

\*First Name: [Text Field]  
\*Last Name: [Text Field]  
\*Email Address: [Text Field]  
\*Phone Number: [Text Field]  
\*Mobile Phone Number: [Text Field]  
\*Home Address: [Text Field]  
\*Business Address: [Text Field]

**B. Business Information**

\*Business Name: [Text Field]  
\*Business Type: [Text Field]  
\*Address 1: [Text Field]  
\*Address 2: [Text Field]

Request from Provider Access Code

**C. Training Location Information**

\*Training Location Name: [Text Field]  
\*Training Location Address: [Text Field]  
\*Training Location City: [Text Field]  
\*Training Location State: [Text Field]  
\*Training Location Zip: [Text Field]

**D. Additional Information**

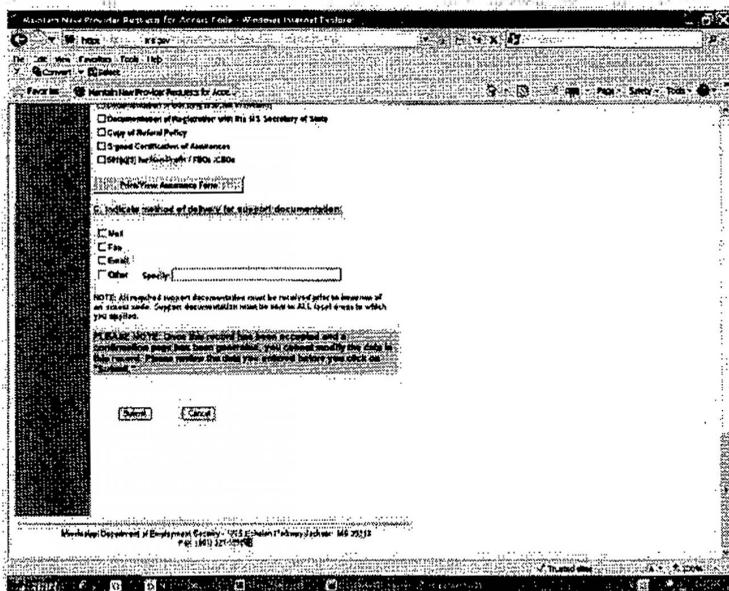
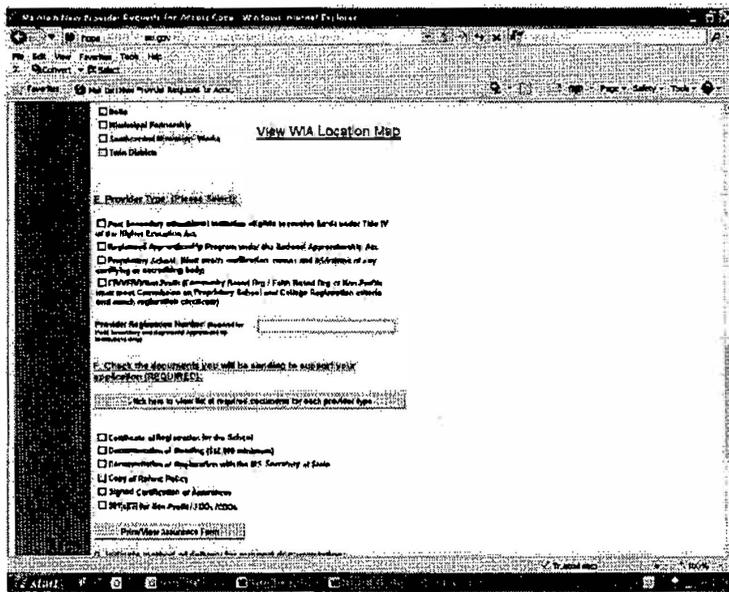
\*Additional Information: [Text Field]

**E. Approval Results to MDES based on Training Location**

Click here for approval if you are finished adding locations

**F. State Training Locations**  
Areas were selected based upon the following criteria:

**G. State Training Locations**  
Please see the MDES help page for more information.



- Registration applications that are completed and submitted as prescribed in the initial on-line application are assigned by the ETPL system to the appropriate local board(s) and its designee(s) based on the information the training service provider selects at the time the application is made. Each LWDB selected on the registration template will receive a copy of the application for review. The applicant must ensure that the required documents are sent to each of the LWDBs selected on the registration

- application. The ETPL system will assign a temporary three-digit code to the training service provider's registration application.
- The LWDBs will look for: Factors concerning whether the provider is in a partnership with business; Factors that indicate high-quality training services, including factors related to the quality of a program of training services, including programs of training services that lead to a recognized postsecondary credential; and Factors concerning alignment of the training services with in-demand industry sectors and occupations, to the extent practicable.
  - The LWDBs will review all registration applications forwarded to them by the ETPL system, assure that the providers meet the requirements of WIOA law and local policies, including required performance data (where applicable), and will approve Eligible Training Service Provider's initial registration application and all training program(s) of study associated with the Training Service Provider in the ETPL system.
  - If the LWDB denies the initial registration application, the LWDB will send a letter to the training service provider explaining why the initial application was denied. (For appeal instructions, please see additional information in the Appeal section of this policy.) If the LWDB grants an approval on the application, the ETPL system will notify the ETPL Administrator via a system generated email and the ETPL Administrator at the State Office will assign a permanent provider code to the training service provider, activate the user ID(s), and send an email notice to the eligible training service provider that their registration application was approved and access has been granted to the ETPL system. At this time, the training service provider can make initial application for their program(s) of study.
  - A State review to verify performance data may be required.
2. Once the Eligible Training Service Provider has received notice from the State's ETPL Administrator via email that the registration application has been approved, that a permanent provider coded has been granted, and the user(s) identified in the aforementioned application template have been given access to the ETPL System, the Eligible Training Service Provider can then log into the ETPL system at <https://etpl.mdes.ms.gov/Login.aspx> and enter the initial training course application(s). The Eligible Training Service Provider will use the automated, on-line application form at <https://etpl.mdes.ms.gov/NewEPLAppEntry.aspx?usrAction=Add>. Training Service Providers will provide the following information in the following template for each training course:

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https://ms.gov

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Page Safety Tools

# MDES

Helping Mississippians Get Jobs

Mississippi DEPARTMENT of ECONOMIC SECURITY

Eligible Training Provider System

New ETPL Application Entry

## Add a New ETPL record

Hello, Michael Herndon

**A. Primary Provider Information**

Provider Name:  (Please Select)

Provider Code:  View Provider Details

**B. Training Location Information**

Training Location (map):

Location ID:

Address:

City:  State:  Zip:

County:  County Code:

Web Area:

**C. Program Contact Information**

Contact Name:

Contact Email:

Done Trusted sites 100%

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Phone:  1-800-392-9999

Fax:

Mail:

**D. Program Information**

Note: If you provide a name that does not appear in the dropdown list, please select "Other/Unlisted" and list the name in the "Course Name" field.

Course Name:  (Please Select)

Course Code:

Class Program Description:  (6 characters)

CP Code:

Program Length in Hours:

Program Dates:

Program Award:

**E. Program Options (Check all that apply)**

Full Time Enrollment

Part Time Enrollment

Daytime Classes

Evening Classes

Weekend Classes

Done Trusted sites 100%

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Weekend Classes  
 Weekend Classes  
 English as a Second Language  
 Instruction Provided in classroom settings  
 Instruction Provided Over Internet  
 Labs  
 Open Entry/Exit

Other Specialty: \_\_\_\_\_

**7. Training Schedule (Check all that apply)**

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Time of Day: \_\_\_\_\_

**8. Prerequisite/Entry Level Requirements for the Training (Check all that apply)**

<input type="checkbox"/> Reading	Specify Level:	_____
<input type="checkbox"/> Math	Specify Level:	_____
<input type="checkbox"/> Language	Specify Level:	_____
<input type="checkbox"/> Writing	Specify Level:	_____
<input type="checkbox"/> Physical Skills	Specify Level:	_____
<input type="checkbox"/> Medical (Excluding 5.1 drug or alcohol)	Specify Level:	_____
<input type="checkbox"/> High School GED?	Specify:	_____
<input type="checkbox"/> Pre-Apprenticeship Program	Specify:	_____
<input type="checkbox"/> Prerequisite Course(s)	Specify Course Number:	_____
<input type="checkbox"/> Specific Other Requirements:	Specify:	_____

Other Educational Requirement

start

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**9. Limit to Occupations**

Note: Please select a minimum of one occupation and a maximum of three occupations for the primary occupation facility. If you are limited to only one occupation, please select that occupation. If you are limited to two occupations, please select those two occupations. If you are limited to three occupations, please select those three occupations. If you are not limited to any occupations, please select "None".

**Demand Occupation #1:**

Demand Occupation 1: \_\_\_\_\_  
 NAICS Code 1: \_\_\_\_\_  
 Additional Certification 1: \_\_\_\_\_

**Demand Occupation #2:**

Demand Occupation 2: \_\_\_\_\_  
 NAICS Code 2: \_\_\_\_\_  
 Additional Certification 2: \_\_\_\_\_

**Demand Occupation #3:**

Demand Occupation 3: \_\_\_\_\_  
 NAICS Code 3: \_\_\_\_\_  
 Additional Certification 3: \_\_\_\_\_

**1. Training Costs**

Total Tuition: \_\_\_\_\_  
 Total Fees: \_\_\_\_\_  
 Total Materials: \_\_\_\_\_  
 Total Other: \_\_\_\_\_  
 Total Training Costs: \_\_\_\_\_

**2. Training Costs**

Costing Method: \_\_\_\_\_  
 WIA Funded Costs: \_\_\_\_\_  
 Tuition: \_\_\_\_\_  
 Admin Fees: \_\_\_\_\_  
 Books: \_\_\_\_\_

start

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Supplies:	Supplies:
Post Processing:	Post Processing:
Occupational Fees:	Occupational Fees:
Uniforms & Shoes:	Uniforms & Shoes:
Tools & Equipment:	Tools & Equipment:
Personal & Transport:	Personal & Transport:
Room & Board:	Room & Board:
Other:	Other:
Total:	Total:

Click here to copy costs

Please Specify "Other" Costs:

Program Post Eligible?  Yes  No

Performance Data - Section 1 - All Participants Section 1 Complete for All Participants

Click here to view program history

From:  To:

WIA Funded Percentage:

Total Participants:

Total WIA Funded:

Maintain an ETP Record - Windows Internet Explorer

http://www.wa.gov

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Convert Select

Favorite Maintain an ETP Record Page Safety Tools

WIA Funded Percentage:

Click here to view program history

Performance Data - Section 2 - WIA Participants Section 2 Complete for WIA Participants Only

From:  To:

Completion Rate for WIA:

Total WIA Participants:

Completed:

Completion Percentage:

Employment, Employment, Retention and Average Wage for WIA Training Course:

Total WIA Completers:

# Of Completers Employed:

Employment Percentage:

Retention Rate:

Total Completers Employed 3 months or longer:

Retention Percentage:

Total 6 Months Coverage:

Average Monthly Wage:

Click here to view program history

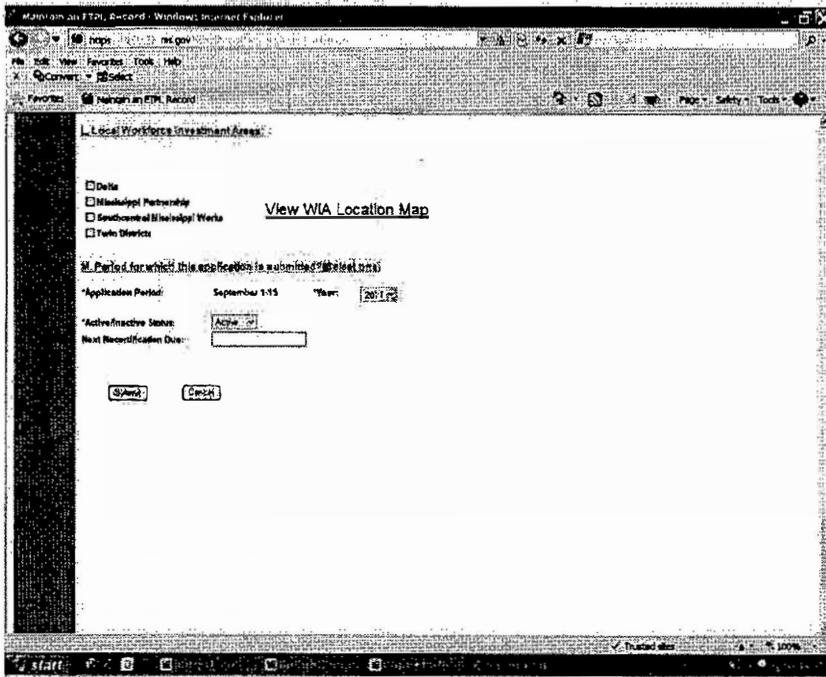
Local Workforce Investment Areas:

Delta

Mississippi Partnership

On the Ground Mississippi Workforce

View WIA Location Map



- 1) All Eligible Training Service Providers will provide the following institution and program information:
  - a) Name, mailing address, and physical address of the training facility;
  - b) Name and description of the program(s) of study;
  - c) Total hours of instruction associated with the program of study;
  - d) Cost of the training program, including tuition, fees, books, and any required tools, uniforms, equipment or supplies, as well as all unmet needs costs;
  - e) Detailed description of the training program;
  - f) Information on whether students in the program are eligible for Title IV of the Higher Education Act funding (e.g., Pell Grant);
  - g) Signed assurance that **no more than 75%** of your class/course enrollment are WIOA-funded on an annualized basis;
    - i. Providers with greater than 75% of their class/course annual enrollment being funded by WIOA must show justification and an action plan to correct the imbalance to the LWDB,
    - ii. The LWDB may issue an exception to the provider, if it feels the imbalance is justified.
    - iii. The LWDB may choose to locally increase the ratio of non-WIOA to WIOA-funded participants.
  - h) Documentation of licensure to provide training or instruction and to do business in the state in which the training will be provided, and from the appropriate oversight agency or department, if required;

- i. This includes, but is not limited to, the Bureau of Apprenticeship and Training, the Southern Association of Colleges and Schools, the Mississippi Commission on Proprietary School and College Registration, the Mississippi Department of Education, the Mississippi State Boards of Nursing, Cosmetology, Massage Therapy, or Barber Examiners, and/or other generally recognized national, regional, state, or local certifying bodies.
  - ii. Non-Profit training providers, Community-Based Organizations (CBOs), Faith-Based Organizations (FBOs), or any other provider not otherwise licensed or certified as required above in paragraph **hi**, must be registered with the Mississippi Commission on Proprietary School and College Registration (CPSCR), a division of the Mississippi Community College Board. The minimum requirements for registration shall include:
    - Submitting Federal Tax Identification Number,
    - Posting of minimum bond amount of \$50,000 as prescribed by Mississippi Community College Board (MCCB),
    - Having a refund policy in place that conforms to the minimum standards set forth by law (75-60-18, MS Code of 1972), or adopting the refund policy developed by the State (Attachment C), and
    - Other requirements as prescribed by MCCB  
<http://www.mccb.edu/program/psDefault.aspx>.
  - iii. Registration with the Secretary of the State of Mississippi.
    - i) Documentation of Certification to teach the subject matter for the program of training, if required, i.e. Microsoft, ISO9000, or similar certification generally recognized by employers; and
    - j) Any additional information required by the LWDB.
- 2) Performance Data for eligible training providers' programs of study applications must include (with the exception of Registered Apprenticeship sponsors) the following:
- a) Standard Performance Data (**Section J – All Participants**)  
The number of ALL participants who entered training and were scheduled to complete during the 12-month program year date range is to be provided for each training program by the eligible training service provider and annotated in Section J of the on-line training course application in the State's ETPL system @ [www.etpl.mdes.ms.gov](http://www.etpl.mdes.ms.gov), both in the initial application and annually during each open enrollment and recertification period held beginning September 1 and ending September 15 of each year. The ETPL administrator will send an ETPL system

generated email to all active users prior to the open enrollment and recertification period to remind the service providers that the open enrollment and recertification period is approaching and to inform training service providers of the 12-month data range. Additionally, the following information should be kept for each training course or program for review by the LWDB:

- i. The program completion rates for individuals participating in the program(s);
  - ii. The percentage of individuals participating in the program(s) who obtained unsubsidized employment; and
  - iii. Wages at placement in employment of individuals participating in the program(s).
- b) State Provided Performance Data (**Section K – WIOA Participants**)
- Prior to the open enrollment and recertification period, the ETPL Administrator will determine the 12-month program year date range and request a data extract from the State's ETPL financial tracking system to identify the participants who received WIOA training funds with a training completion that falls within the identified 12-month program year date range. The data file extract will include, at minimum, the participant's first and last name, social security number, the name of the training service provider, and name of the training course. This data file will be used to match all trained participants to the state and national wage data bases using the State's Unemployment Insurance Wage Records and the national Wage Record Information System (WRIS), respectively. Once the wage data has been compiled, the State will determine the following information for each training course in the State's ETPL system and The Office of Grant Management will key the following data on each training course application where WIOA activity occurs:
- i. The number of participants who entered training;
  - ii. The number of participants who completed training;
  - iii. The number of participants who entered employment;
  - iv. The percentage of program participants who are in unsubsidized employment during the **second quarter after exit** from the program;
  - v. The percentage of program participants who are in unsubsidized employment during the **fourth quarter after exit** from the program;
  - vi. The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program;
  - vii. The percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent (subject to clause (vi)), during participation in or within 1 year after exit from the program;
  - viii. The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized

postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment.

- 3) On July 22, 2014, the Workforce Innovation and Opportunity Act (WIOA) was signed into law and provides comprehensive legislation that reforms and modernizes the public workforce system. As a result, the State is mandated by WIOA law to provide an annual report to the U.S. Department of Labor's (DOL) Employment and Training Administration (ETA) a 3-year report card on all WIOA approved training service providers and their approved programs of study for all participants who participated in the program of study. This instruction can be found in Training and Employment Guidance Letter (TEGL) 10-16 and report template ETA 9171. The first report is due to DOL October 1, 2017 and annually on this date each year that follows. For purposes of meeting the DOL's reporting requirements, the State will provide additional information and instructions to WIOA approved service providers regarding the data that is required of the participants served through their institution.
- 4) Assurances

No Training Provider will be placed on the Eligible Training Provider List until a signed Certificate of Assurances is received by either the LWDA, the State office or both confirming that they will comply fully with all nondiscrimination, equal opportunity, all performance indicators, and all provisions of the laws listed below. This document is found at <https://etpl.mdes.ms.gov/Assurances.pdf>.

  - a. WIOA section 188, 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 any WIA Title I-financially assisted program or activity;
  - b. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;
  - c. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
  - d. The Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified people with disabilities based on disability;
  - e. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
  - f. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;
  - g. 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the

WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance;

- h. WIOA trainees shall make up no more than 75% of each class;
- i. As an eligible training service provider to WIOA participants you will provide industry-recognized certificates and certifications, offer quality programs of training services that lead to recognized postsecondary credentials, and provide indicators that you provide training services to individuals who are employed and individuals with barriers to employment;
- j. As an approved WIOA eligible training service provider you will provide indicators of effectiveness in serving employers, factors that indicate high-quality training services, factors concerning alignment of the training services with in-demand industry sectors and occupations, and you are in partnership with businesses.

#### **B. Initial Application Timeline and Requirements**

1. Advertisement: Local Workforce Development Areas shall provide adequate notice through public advertisement of the upcoming enrollment and subsequent eligibility period held annually during September 1 -15.
2. State of Mississippi Community Colleges, Higher Education Act and/or National Apprenticeship Act Providers, Other Public and Private Training Providers:
  - a. Applications will only be accepted during the open enrollment and recertification period of September 1 – 15 each year. The ETPL system will open for eligible training service providers to make application and modify existing training courses during this period. This enrollment allows for initial and continued eligibility processes to take concerning training service providers' programs of study. No additional applications or modifications will be accepted after midnight September 15<sup>th</sup> of each year.
  - b. Beginning on September 16<sup>th</sup> of each year following the open enrollment and continued eligibility, the ETPL Administrator will begin the automated processes which will assign the applications to the respective LWDB for review.
  - c. The LWIB will review the application(s) in the ETPL system and annotate on the application either an approval or denial. If the LWDB annotates a denial in the ETPL system, the ETPL system will automatically generate an email notification to the eligible service provider stating the reason or reasons for denial (only one reason is needed for denial), provide the timeline in which the appeal is required, and to whom the appeal is to be directed.
  - d. During the review period, the LWDB, the State or its designated representative(s) may make an on-site visit to the training service provider's program sites.

- e. All approved course applications will be included as part of the system data upload January 1 of the following year and becomes the new eligible training service provider and course list made available to the public via the State's online ETPL system @ [http://mdes.ms.gov/i-need-a-job/job-searching-resources/training-education/eligible-training-provider-list-\(etpl\)-system/](http://mdes.ms.gov/i-need-a-job/job-searching-resources/training-education/eligible-training-provider-list-(etpl)-system/).
3. State Acceptance:
    - a. For applications from Community Colleges, Higher Education Act and/or National Apprenticeship Act, the LWDB's approval is the final decision. The State's ETPL Administrator will place the eligible training provider program(s) on the Statewide Eligible Training Provider List online system prior to January 1<sup>st</sup> of the following year after the September 1- 15 open enrollment and continued eligibility period.
    - b. For applications from all other public and private providers of a training program, the LWDB's approval is the final decision. The State's ETPL Administrator will place the eligible training provider program(s) on the Statewide Eligible Training Provider List online system prior to January 1<sup>st</sup> of the following year after the September 1- 15 open enrollment and continued eligibility period.

#### IV. CONTINUED ELIGIBILITY DETERMINATION POLICY

##### A. Continued Eligibility Determination Process

Program of study applications must be submitted via the State's online system at [www.etpl.mdes.ms.gov](http://www.etpl.mdes.ms.gov) during the open enrollment and continued eligibility period held between September 1 – 15 each year, at such time, in such a manner, and containing such information as necessary to adequately fulfill the LWDB's and State's performance information requirements for each training program of study. The continued eligibility process is required of each training service provider. The Registered Apprenticeship program sponsors are exempt from the performance indicators and outcome measures. On September 16<sup>th</sup> the ETPL Administrator will administer the online processes to assign the training course applications to the respective LWDBs for review.

1. All training providers, regardless of their previous eligibility status, who wish to apply for continued eligibility must meet the initial eligibility criteria as previously stated in this policy. Failure to meet the revised criteria for initial eligibility will result in that provider's removal from the Eligible Training Provider List web based system.

2. To remain eligible, all training providers must undergo an annual eligibility determination by the LWDBs. This determination will include a review of program-specific performance and cost information as well as a review of actual performance compared to performance levels established by the Governor (See Attachment A). An onsite review may be part of the process.
3. The training provider should keep verifiable, program-specific performance information for each program of study. This information must be available for each program to be considered for continued eligibility and may be reviewed by the LWDB or State:
  - a. Outcomes for all individuals participating in the program:
    - 1) Program completion rates;
    - 2) Percentage who obtained unsubsidized employment; and
    - 3) Average wage at placement in employment.
    - 4) Signed assurance that **no more than 75%** of your class/course participants are WIOA-funded, on an annualized basis;
      - Providers with greater than 75% of their course's annual participants being funded by WIOA must show justification and an action plan to correct the imbalance to the LWDB,
      - The LWDB may issue an exception to the provider, if they feel the imbalance is justified; and will forward the exception to the State for final approval.
      - The LWDB may choose to locally increase the ratio of non-WIOA to WIOA-funded participants.
      - Where appropriate, the rates of licensure or certification, attainment of academic degrees or equivalents, or attainment of other measures of skills of the graduates of the program.
  - b. Outcomes for WIOA participants in each program of study where a participant was granted an Individual Training Account will be provided by the State's ETPL Administrator and staff: (Section K – WIOA Participants)
    - i. The number of participants who entered training;
    - ii. The number of participants who completed training;
    - iii. The number of participants who entered employment;
    - iv. The percentage of program participants who are in unsubsidized employment during the **second quarter after exit** from the program;
    - v. The percentage of program participants who are in unsubsidized employment during the **fourth quarter after exit** from the program;
    - vi. The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program;
    - vii. The percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent (subject to clause (vi)), during participation in or within 1 year after exit from the program;

- viii. The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment. Percentage who have completed the program and are placed in unsubsidized employment; and
  - c. Information on program costs (e.g., tuition, fees, books, supplies, tools, room and board, personal and transportation) for each program. Each LWDB will determine which elements of program cost, other than tuition and fees may be covered by an Individual Training Account (ITA).
  - d. All approved program of study course application(s) will be included as part of the system data upload on or before January 1 of each year and becomes the new eligible training service provider course list made available to the public via the State's online ETPL system @ [http://mdes.ms.gov/i-need-a-job/job-searching-resources/training-education/eligible-training-provider-list-\(etpl\)-system/](http://mdes.ms.gov/i-need-a-job/job-searching-resources/training-education/eligible-training-provider-list-(etpl)-system/). No log in or user access is required to view the list of eligible training providers and their respective courses approved by the LWDBs. Public access is also provided via the MDES website @ [www.mdes.ms.gov](http://www.mdes.ms.gov) and selecting the Customer/Public Access link in the bottom right corner. The public may search by selecting the Local Workforce Area map, the certified training course list by course name, training provider, etc.
4. The LWDB and the State may accept program-specific performance information consistent with the requirements for eligibility under Title IV of the Higher Education Act of 1965 from the provider for purposes of enabling the provider to fulfill the requirements for continued eligibility determination if the information is substantially similar to the information required.
  5. Alternate procedures may be used to collect and verify supplemental outcome training performance information.

## **B. Performance Measures**

The LWDB shall annually adopt its standards within 90 calendar days after the State issues its standards of performance. LWDB standards must meet or exceed the standards adopted by the State. The baseline State Performance Measures are included as Attachment A of this policy.

## **C. Continued Eligibility Timeline**

1. Continued eligibility certification will be performed annually at the anniversary of the initial eligibility application. As of September 1, 2013, the State will have one continued eligibility period each year. The continued eligibility period will be held September 1 – 15 each year. Failure to apply for continued eligibility of training course(s) or programs of study will result in the expiration of the current certification

and removal from the statewide approved training provider list. The course will then be stored in the ETPL system archives as an inactive course. The training provider may request to activate inactive programs of study outside of the continued eligibility period, but only with the prior consent of the LWDA. Once the LWDA agrees that the course(s) may be modified, the LWDA must notify the ETPL Administrator at [etpladmin@mdes.ms.gov](mailto:etpladmin@mdes.ms.gov) that approval has been granted by the LWDA. The ETPL Administrator will ensure that the processes are initiated that move the course(s) to an active status.

2. Training service providers seeking continued eligibility certification will key the total number of participants who entered training in Section J of each training course application. Upon request, performance data for the most recent 12-month period as described in the first section of attachment A of this policy should be made available to the LWDA or MDES for each program of study application for continued eligibility
3. The LWDB shall review and certify the performance data of all registrations and applications as soon as possible following the close of the application period (midnight September 15 of each year) and shall annotate such approval or denial on each training course application in the State's ETPL system. The ETPL system will automatically generate an email notification to each active user for the eligible service provider stating the reason or reasons for denial (only one reason is needed for denial), and provide the timeline in which the appeal is required, and to whom it is to be directed.
4. During the review period, the LWDA or its designated representative(s) may, as determined reasonable by the LWDA, make an on-site visit to the eligible training provider program sites for the purpose of confirming information.
5. Once all of the LWDA's have annotated their approvals in the ETPL system for each training course application assigned, and the 10 day window for appeal has expired, the ETPL Administrator will conduct the upload of the new list and data for each program of study application on or before January 1 of the new year.
6. State Acceptance:
  - a. For applications from Community Colleges, Higher Education Act and/or National Apprenticeship Act, the LWIB's approval is the final decision. The State's ETPL Administrator will place the eligible training provider program(s) on the Statewide Eligible Training Provider List online system prior to January 1<sup>st</sup> of the following year after the September 1- 15 open enrollment and subsequent eligibility period.
  - b. For applications from all other public and private providers of a training program, the LWDB's approval is the final decision. The State's ETPL Administrator will place the eligible training provider program(s) of study on the Statewide Eligible

Training Provider List online system prior to January 1<sup>st</sup> of the following year after the September 1- 15 open enrollment and subsequent eligibility period.

#### **D. LWDB Considerations in Determining Subsequent Eligibility**

1. The local board should have established criteria for determining subsequent eligibility, so that decisions are not arbitrary. [20 CFR 663.535(f)(1)&(2).] Such factors may include, but are not limited to:
  - a. Specific economic, geographic, and demographic factors in the local area(s) in which the provider seeking eligibility is located;
  - b. Characteristics of the population(s) served by the provider seeking eligibility, including the demonstrated difficulties in serving such population(s), where applicable;
  - c. Current and projected occupational demand within the local area;
  - d. Performance of a provider of a program(s) of training services, including the extent to which the annual standards of performance established by the LWDB have been achieved;
  - e. Cost of training services;
  - f. Involvement of employers in the establishment of skill requirements for the training program;
  - g. Feedback of employers who employ individuals who recently completed WIOA-supported training to verify that the training provided produced the expected skills; and,
  - h. Number of individuals considered in calculated percentages for performance measures.
2. The LWDB may require enhancements to programs or courses to meet local industry needs as a contingency for subsequent eligibility.

### **V. DENIAL AND APPEAL PROCESSES**

#### **A. Denial Process**

1. LWDB Denials
  - a. Upon a determination by the LWDB that an application by a training provider for a specific program does not meet the eligibility requirements set forth in WIOA or State/local policy, or does not meet the established criteria for determining subsequent eligibility, the LWDA shall annotate that the course is denied on the electronic application in the State's ETPL system with at least one reason why the course has been denied.
  - b. The ETPL system will automatically send a system generated email to the active users for the training service provider and shall comply with the following requirements:

- 1) Notification by email to each active user in the ETPL system for the eligible training provider;
  - 2) Indicate the “date mailed” on the system generated email denial notice;
  - 3) Identify the program and project code that was denied;
  - 4) Describe the specific reason or reasons for the denial; and
  - 5) Inform the training provider of the appeal process as outlined below.
- c. LWDB policy shall determine the circumstances under which reconsideration may be afforded to a provider that was denied initial eligibility determination. An entity whose initial application for certification was denied may not reapply until the following year of initial applications.
2. State Denials
- a. The State’s ETPL Administrator will move all of the initial and subsequent Eligible Training Provider training course applications that have been disapproved or denied to a historical archive file in the ETPL system as an inactive course on or before January 1. All information and data on the application will remain in the system. Once the training course application becomes inactive, it is not available for view by the public and is not available for the ITA staff to generate an obligation of WIOA funds.
  - b. In denying or removing a training program from the eligible training provider list, the State shall follow the guidelines as outlined in the WIOA federal regulations.

## **B. Appeal Process**

1. The training provider has ten (10) working days from the date of the ETPL system generated email in which to file an appeal to the originator of the notice, which is the LWDA.
2. The request for appeal must clearly indicate that the training provider wants to appeal the denial and must clearly identify the training program being denied.
3. The request for appeal must be submitted in writing, signed, dated and postmarked no later than 10 working days from the ETPL system generated notice, and must include a factual basis for the appeal.
4. The LWDB will review the request for appeal and, based on this review, may reverse their original decision if an administrative error was made or if additional information submitted by the training provider changes the basis on which the original decision was issued.
5. Additional information regarding appeals can be found in the MDES agency policy number 32 entitled Programmatic Grievance and Complaints Policy.

## 6. Decision Reversals

- a. If the LWDB reverses a prior decision, the LWDB will make the reversal on the application in the ETPL system. A system generated email will be sent to all active users of the eligible training provider informing the service provider of the reversal. If the course(s) was not included in the mass data upload on or before January 1, the course(s) will be uploaded to an active status immediately after the reversion is noted on the training course application by the LWDB.
- b. If the State reverses a prior decision, the State will notify both the LWDB and the training provider of the reversal and will follow the appropriate procedures to include the training course in the State's system upload so that the course becomes active and is available for public viewing, and ITA staff for the purpose of obligating WIOA funds.

## VI. COMPLIANCE AND REQUIREMENTS

### A. Local

The Local Areas shall be responsible for:

1. accepting, reviewing, and approving or denying training service providers' applications of programs of study;
2. compiling a Local Demand Occupation List, based on the Statewide Demand Occupation List;
3. monitoring of the Eligible Training Service Providers to ensure compliance with WIOA Rules and Regulations, including Program Performance information, with applicable OMB Circulars, and with the Performance and Enrollment requirements as stated in this and other State Policies.

### B. Statewide

The State shall compile a single Eligible Training Provider List from all local areas in the State and disseminate such list, and the performance information and program cost information, to the One-Stop service delivery systems within the State. This List and information shall be made widely available to participants in employment and training activities and other customers through the One-Stop service delivery system. The Eligible Training Providers, their respective courses, training locations etcetera can be accessed by the public at [http://mdes.ms.gov/i-need-a-job/job-searching-resources/training-education/eligible-training-provider-list-\(etpl\)-system/](http://mdes.ms.gov/i-need-a-job/job-searching-resources/training-education/eligible-training-provider-list-(etpl)-system/).

### C. Regulatory Requirements

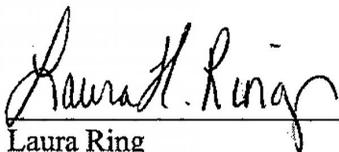
1. Accuracy of information: If the LWDB and/or designated State agency, after consultation with the local board involved, determines that an eligible provider or individual(s) supplying information on behalf of the provider intentionally supplies inaccurate information under this section, the agency shall terminate the

eligibility of the provider to receive funds described in subsection (a) for any program for a period of not less than two years.

2. Noncompliance: If the designated State agency, or the local board working with the State agency, determines that an eligible provider described in subsection (a) substantially violates any requirement under this Act, the agency, or the local board working with the State agency, may terminate the eligibility of such provider to receive funds described in subsection (a) for the program involved or take such other action as the agency or local board determines to be appropriate.
3. Repayment: A provider whose eligibility is terminated under paragraph (1) or (2) for a program shall be liable for repayment of all funds described in subsection (a) received for the program during any period of noncompliance described in such paragraph.
4. Conflict of Interest:
  - a. As stated in 20 CFR 667.200(a)(4)(i), a Local Board member or Youth Council member must neither cast a vote on, nor participate in, any decision-making capacity on the provision of services by the member (or any organization the member directly represents), nor on any matter that would provide direct financial benefit to the member or a member of his immediate family.
  - b. As stated in 20 CFR 667.200(a)(4)(ii), neither membership on the Local Board or the Youth Council nor the receipt of WIOA funds to provide training and related services, by itself, violates the conflict of interest provisions.

## VII. EFFECTIVE DATE

This policy is effective immediately.



Laura Ring  
Director, Office of Grant Management

Attachments: A – State Performance Levels  
B – State Refund Policy  
C – System Access Confidentiality Agreement

**WIOA GRIEVANCE PROCEDURE FOR  
NON-DISCRIMINATION GRIEVANCES  
TWIN DISTRICTS WORKFORCE DEVELOPMENT  
AREA**

**RIGHT TO FILE A GRIEVANCE**

As an applicant, participant, WIOA staff person or other interested person, you have the right, without fear of interference, coercion, restraint, discrimination, or reprisal, to present a grievance or appeal.

**DEFINITIONS**

- A. **Grievance** – Program grievances (or programmatic issues) related to WIOA-funded programs or activities based on grounds other than discrimination.
- B. **Subgrantee, contractor, provider** – For the context of this form, these terms refer to the applicable Service Provider funded by or through the **Southern MS Planning & Development District (SMPDD)** for the **Twin Districts** local workforce development area, and may be a WIN Job Center, Youth Provider, or Training Provider.
- C. **Recipient** – For the context of this form, recipient refers to the **Southern MS Planning & Development District**.
- D. **Governor** – For the context of this form, Governor refers to the state agency designated to administer WIOA programs, the Office of Grant Management division of the Mississippi Dept. of Employment Security.

**PROCESSING GRIEVANCE**

Alleged grievances must be filed at the subgrantee level within one year of occurrence. If you are dissatisfied with the Informal Resolution, you have the right to request a Formal Resolution by submitting a written grievance, have a hearing, and receive a written decision within sixty (60) days after filing the initial grievance. If you are dissatisfied with the written decision, you may file an appeal at the State Level.

**HOW TO FILE A GRIEVANCE**

- A. **Step 1 (Informal Resolution - Local Level)** – You may request an informal meeting with your supervisor, counselor or instructor and indicate the general nature of your grievance. The grievance may be settled informally in a prompt manner at or near the place of occurrence. Every effort shall be made to reach a settlement in this manner within ten (10) calendar days of the request.
- B. **Step 2 (Formal Resolution-Local Level)**  
If the grievance is not settled informally, you must submit the grievance in writing to the Recipient (**Southern MS Planning & Development District**) within ten (10) calendar days of receiving the decision from the Subgrantee Level. In the written request, you must provide your full name, your current mailing address, home telephone number and social security number. You should provide a brief summary of the facts, grounds for the grievance including any relevant materials and information, and describe the corrective action or remedy sought. You have the right to a hearing on your grievance, but you must request that hearing in the written document. The written request should be submitted to the **Southern MS Planning & Development District** in a way that provides proof of receipt. You will be given an opportunity for a hearing within fifteen (15) calendar days of filing the written grievance. The **Southern MS Planning & Development District** will provide you written notice of the date, time and location of the hearing, the manner in which it will be conducted, and the issues to be decided.

The **SMPDD** will provide you with the following opportunities:

- 1. to withdraw the request for the hearing in writing before the meeting;
- 2. to request rescheduling the hearing for a good cause;
- 3. to be represented by an attorney or other representative of your choice;
- 4. to bring witnesses and documentary evidence;

- 5. to have any record or document relevant to the issues produced by its custodian when such record or document is kept by or for the recipient or subgrantee;
- 6. to question any witness or party;
- 7. to have an impartial hearing officer or officers; and
- 8. The **SMPDD** shall make a written determination regarding the grievance within sixty (60) calendar days of the initial filing of the grievance and shall send copies of the determination to the aggrieved party and subgrantee via certified mail.

C. **Step 3 (State Level)** – You may file an appeal with the Office of Grant Management (OGM) division of the Mississippi Department of Employment Security within fifteen (15) calendar days of the **SMPDD** decision if:

- 1. You are not satisfied with the **SMPDD** written decision, or
- 2. No decision was reached within sixty (60) calendar days of the initial complaint with the local area

Should you choose to appeal to the OGM, a copy of the grievance and all related documentation must be sent to the Office of Grant Management, PO Box 1699, Jackson, MS 39215-1699.

The OGM shall make a written determination regarding the grievance within sixty (60) days of receipt of the appeal and shall send copies to the **SMPDD**, aggrieved party, and the subgrantee.

D. Should the OGM fail to provide a decision within sixty (60) calendar days of the receipt of the appeal or you are not satisfied with the written decision. You may then request from the Secretary of Labor a determination whether reasonable cause exists to believe that the WIOA or its regulations have been violated. Such a request must be filed at the address given below no later than sixty (60) days from the date on which you should have received a decision from the OGM.

**Regional Administrator  
U.S. Department of Labor  
Employment and Training Administration  
1371 Peachtree St., N.E.  
Atlanta, Georgia 30367**

**RETENTION AND CERTIFICATION**

A copy of this document should be kept in a safe place for reference if the need arises. Also, a copy of this document will be placed in the participant's WIOA file folder or the employee's personnel folder.

**This is to certify that these grievance procedures have been explained to me and that I understand my rights.**

\_\_\_\_\_  
Participant/employee signature Date

**This is to certify that I have explained the grievance procedure to the above individual.**

\_\_\_\_\_  
Subgrantee official's signature Date

If you have any questions concerning WIOA grievance procedures, you may contact:

**Marvin Dickey, EO Officer  
Southern MS Planning & Development District  
10441 Corporate Dr. Suite 1  
Gulfport, MS 39503  
(228) 868-2311**

Revised 10/18

**WIOA COMPLAINT PROCEDURE FOR  
DISCRIMINATION COMPLAINTS  
TWIN DISTRICTS WORKFORCE  
DEVELOPMENT AREA**

**EQUAL OPPORTUNITY IS THE LAW**

It is against the law for this recipient of federal financial assistance to discriminate on the following bases:

- Against any individual in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and
- Against any beneficiary of programs financially assisted under Title I of the Workforce Innovation and Opportunity Act of 2015 (WIOA), on the basis of the beneficiary's citizenship/status as a lawfully-admitted immigrant authorized to work in the United States, or his or her participation in any WIOA Title I financially- assisted program or activity.

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIOA Title I financially-assisted program or activity;
- Providing opportunities in, or treating any person with regard to such a program or activity; or
- Making employment decisions in the administration of or in connection with such a program or activity.

**DEFINITIONS**

- A. **Recipient** – For the context of this form, recipient refers to any entity to which financial assistance under WIOA Title I is extended, and may be a WIN Job Center, Youth Provider, or Training Provider.
- B. **Discrimination Complaint** – complaints filed on the grounds of race, color, religion, sex, national origin, citizenship, age, disability, political affiliation or belief.

**HOW TO FILE A COMPLAINT**

**A. Filing Written Complaints**

Discrimination complaints must be filed within 180 days of the alleged discrimination, and may be filed with a Local Administrative Entity, (**Southern MS Planning & Development District SMPDD**), Service Provider, One-Stop Operator or with the Civil Rights Center (CRC). Discrimination complaint processing procedures must be completed and a Notice of Final Action issued within 90 calendar days from the date the written complaint was filed.

**B. Alternative Dispute Resolution (ADR) – Service Provider Level**

ADR is an alternative to filing a written complaint. It can be as informal as discussing an issue with a representative of the offending entity and agreeing on a resolution. It may involve a formal mediation process, such as having a neutral party (or a panel of neutral persons) decide a dispute after hearing each party's presentation of evidence and argument. You must agree in advance that the decision of the neutral party is to be final. A party to any agreement reached under a formal ADR process may file a complaint with the CRC in the event the agreement is breached.

**C. Written Complaint – LWIA Level**

1. If you do not choose ADR/mediation or the complaint is not settled through ADR, you must submit your complaint in writing to the recipient's Equal opportunity Officer (EO) or the CRC. In the written presentation, you must provide your full name, current mailing address, home telephone number and social security number. You must identify the individual or entity that you allege is responsible for the discrimination, give a brief summary of the facts, grounds for the complaint, any other relevant material or information, and describe the corrective action or remedy sought.

2. You have the right to receive a Notice of Final Action within 90 calendar days of filing the written complaint.

3. You may file your complaint with the CRC within 30 calendar days from the date the Notice of Final Action is issued if:

- a. You are not satisfied with the written decision or
- b. The Recipient failed to issue a Notice of Final Action within 90 days of the date on which the written complaint was filed

A copy of the complaint and all related documentation must be sent to the Director, Civil Rights Center, US Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, D.C. 20210.

**RETENTION AND CERTIFICATION**

A copy of this document should be kept in a safe place for reference if the need arises. Also, a copy of this document will be placed in the participant's WIOA file folder or the employee's personnel folder.

**This is to certify that these complaint procedures have been explained to me and that I understand my rights.**

\_\_\_\_\_  
Participant/employee signature Date

**This is to certify that I have explained the complaint procedure to the above individual.**

\_\_\_\_\_  
Subgrantee official's signature Date

If you have any questions concerning WIOA discrimination complaint procedures, you may contact:

**EO Officer: Marvin Dickey  
Southern MS Planning & Development District  
10441 Corporate Dr. Suite 1  
Gulfport, MS 39503  
(228) 868-2311**

## **TWIN DISTRICTS WORKFORCE DEVELOPMENT AREA**

Funding Stream: <b>WIOA Adult/Dislocated Worker</b>
Policy Title: <b>Supportive Services and Needs-Related Payments</b>
Policy Number: <b>A-10.1</b>
New / Replace: <b>Replace TDWDB Policy #A-10.1</b>
Reference: <b>TDWDB Policy #A-10.1</b>
Date Effective: <b>October 1, 2020</b>

### **I. PURPOSE:**

The purpose of this policy is to provide guidance for the use of Workforce Innovation & Opportunity Act (WIOA) funds for supportive services and needs-related payments to adults and dislocated workers participating in WIOA activities.

### **II. BACKGROUND:**

The Workforce Innovation & Opportunity Act defines “supportive services” as services such as transportation, child care, dependent care, housing, and **needs-related payments** that are necessary to enable an individual to participate in activities authorized under WIOA.

Funds allocated to a local area for adults and dislocated workers, as appropriate, under Section 133 may be used to provide supportive services. WIOA provides program guidelines for supportive services in Section 134(d)(2) and (3).

### **III. POLICY STATEMENT:**

The Twin Districts Workforce Development Board (TDWDB) encourages the use of supportive services to enhance the success of individuals utilizing services under WIOA authorized activities. Supportive Services are only provided when participants are unable to obtain such supportive services through other programs providing such services.

Information regarding the availability and referral to these services must be made through the one-stop delivery system. All one-stop centers will maintain as complete a list as possible of the available support services in the service area.

Limits may be placed on supportive services, including maximum amount of funding and length of time. Exceptions to the limits are subject to availability of funds or other factors. The Twin Districts Workforce Development Area (TDWDA) will identify the priorities for supportive services each year based on funding. The One-Stop Committee of the Twin Districts Workforce Development Board will determine the type of supportive services, limits, and duration of the supportive services and any allowable exceptions to be paid with WIOA funds.

Documentation is required and shall be maintained to support eligibility of these services.

## **1. Supportive Services:**

### **a. Transportation**

Participants enrolled in approved training may be eligible to receive transportation assistance for travel to and from the training site up to 40 cents per mile not to exceed \$75 per week.

### **b. Child or Dependent Care**

Child or dependent care assistance may be available for children or dependents under the age of ten (10). Assistance may also be available under some circumstances for children or dependents over the age of ten (10) if they are 100% disable. There will be a maximum reimbursement of no more than \$80.00 per child weekly up to three children. Reimbursement will be made for only one disable dependent over the age of ten (10). Assistance will be given for certified/license child care providers or state care providers.

### **c. Fees**

Participants enrolled in training may be eligible to receive assistance for fees, supplies, certifications or any cost related to the completion of an approved training program. Reimbursement for fees will not exceed \$500.00. Amounts of \$150.00 or more will be paid to the provider.

d. Employment Related

Individuals that are unemployed prior to starting their current job and have been employed on the current job for no more than 90 days may be eligible for supportive services if they have earnings of \$10.00 per hour or less. Employment supportive services will not exceed 12 weeks. These services may include work related items as identified necessary by the employer or other supportive services identified in this policy.

e. Other Supportive Services

Other supportive services may be approved in extenuating circumstances under TDWDB exception policy.

f. Maximum Amount

The maximum amount of supportive services a participant may receive is \$5,000 unless a lesser amount is indicated for a specific supportive service.  
(e.g. reimbursement for fees will not exceed \$500)

**2. Needs-Related Payments:**

Needs-related payments may be used to provide assistance to adults and dislocated workers who are unemployed and do not qualify for (or have ceased to qualify for) unemployment compensation for the purpose of enabling such individuals to participate in WIOA approved training programs.

In addition to the above eligibility requirement, a dislocated worker who has ceased to qualify for unemployment compensation may be eligible to receive needs-related payments only if such individual was enrolled in training services----

- by the end of the 13<sup>th</sup> week of the most recent layoff that resulted in a determination of the individual's eligibility for employment and training activities for dislocated workers; or
- if later, by the end of the 8<sup>th</sup> week after the individual is informed that a short-term layoff will exceed 6 months.

The level of a needs-related payment made to a dislocated worker shall not exceed the greater of the applicable level of unemployment compensation; or if such individual did not qualify for unemployment compensation, an amount equal to the poverty line, for an equivalent period, which amount shall be adjusted to reflect changes in total family income.

Individuals enrolled full-time in an approved training program and demonstrate satisfactory progress while in training may be eligible to receive a cash assistance of \$2.00 per hour for actual hours attending class, not to exceed \$16.00 per day.

#### IV. EXCLUSIONS:

1. Supportive services are not available to individuals who do not maintain a grade point average of 2.0.
2. Supportive services are not available for goods or services incurred prior to the participant's enrollment in WIOA.
3. Attending class does not include time spent for on-line classes.
4. Cash assistance is only paid at mid-term or midway through the training upon verification of continued enrollment and satisfactory progress.
5. Transportation assistance will not be paid from or to any place other than the participant's resident and from or to the training site.
6. Fees will not be paid in advance.
7. Fees will not be reimbursed without proper receipts or proof of payment.
8. Supportive service assistance will not exceed 12 weeks or maximum amount, whichever comes first for employed individuals.
9. Childcare assistance will not be paid at a rate over \$2.00 per hour.
10. Supportive services may not be used to pay for union dues or other organization membership dues.
11. Supportive services may not be used to pay for any goods or services required of a training program or condition of employment that is not necessary and reasonable as determined by the one-stop committee.
12. No Supportive services may be paid after a participant exits from WIOA.

#### V. REQUIRED ACTION:

The One-Stop Operator should share this policy with appropriate staff and interested parties to ensure staff comply with the requirements set forth in this policy.

David J. Stephens  
David Stephens, Chairman  
Twin Districts Workforce Development Board

9/24/2020  
Date

Attachment: N/A

## TWIN DISTRICTS WORKFORCE DEVELOPMENT AREA

Funding Stream: WIOA Youth
Policy Title: Supportive Services
Policy Number: Y-5.01
New / Replace: Replace
Reference: Section 681.570
Date Effective: December 1, 2019

### **I. PURPOSE:**

This policy sets the requirements for the Twin Districts Workforce Development Area and sub-recipient policies for allowable supportive services and payments to youth participating in The Workforce Innovation and Opportunity Act (WIOA) activities. Supportive services may include transportation, childcare, work-related items, needs-related payments, and educational related expenses to enable youth to participate in activities under WIOA Title I.

### **II. BACKGROUND:**

Supportive services payments provide direct financial assistance to youth for enabling them to participate in WIOA activities, while other supportive services are also available to youth as one of the fourteen (14) program elements required through WIOA.

### **III. POLICY STATEMENT:**

#### **A. Determination of Supportive Services Needs**

At WIOA registration and at regular intervals thereafter, youth provider staff shall review the participant's needs to determine where supportive services are necessary. All sources of funds should be considered when determining an individual's financial need for supportive services. The youth services provider

should establish linkages with community programs to ensure non-duplication of resources and services.

Allowable supportive services for youth may include:

1. Linkages to community programs such as TANF, Transitional Child Care under the Family Support Act, Social Services Block Grant, Food Stamps, Medicaid, and Children's Health Insurance Program; and
2. Referrals to medical services; and
3. Assistance with work attire and work-related items costs, such as safety glasses and protective eye gear.

**B. Eligibility for Supportive Services**

WIOA funded supportive services shall be available to participants while enrolled and may be available on a limited basis as a follow-up service for up to one year after exit, if funds are available.

**C. Basis of Payments**

Payment shall not be made for time in which the individual did not participate without good cause. TDWDA defines "good cause" as situations beyond the control of the participant. Payments may not be based upon periods such as illness, holidays, or other events in which no training occurs.

**D. Determination of Payment Amount**

1. Any youth registered in WIOA who has been assessed as needing supportive services by the youth services provider may be eligible to receive WIOA supportive services payments.
2. The individual determination of financial assistance and the amount of such assistance shall be based upon the results of TDWDA "Determination of Supportive Service Needs" form. This form must be completed and maintained as a part of the individual youth file. The "Determination of Supportive Service Needs" form is included as an attachment to this policy.

**IV. SUPPORTIVE SERVICES:**

The Supportive Services Policy shall describe the payments and the methods used to determine, document, and deliver such payments. Supportive services may include:

**A. Child care payments - a youth must:**

1. Be assessed as needing child care assistance and **not receiving or not eligible to receive child care assistance from other publicly funded sources**, such as TANF child care, Transitional Child Care under the Family Support Act, Social Services Block Grant child care, etc.; and

2. Be enrolled in and actively attending a WIOA youth program or in the twelve (12) months of follow-up (post-exit)
3. Have one of more dependent children under the age of six; and
4. Have a spouse who is employed or enrolled in school full-time, be a single parent, or be a single head-of-household at the time of intake.

Payments for child care (if funds are available)

1 dependent child under age 6	\$20.00 per week
2 dependent children under age 6	\$25.00 per week
3 dependent children under age 6	\$30.00 per week

No additional amounts will be paid to participants who have more than three (3) dependent children under the age of six. The maximum benefit per week is \$30.00.

Methods of payment are:

- The youth provider may pay childcare payments directly.
- The youth participant may be reimbursed directly with proper support documentation (receipt showing payment date),
- or child care vouchers may be used.

**B. Transportation - a youth must:**

1. Be assessed as needing transportation and not receiving or not be eligible to receive transportation from other public funded sources; and
2. Be enrolled in and actively attending a WIOA youth program or in the twelve months of follow-up (post-exit) and be unemployed or newly employed; and
3. Live five (5) or more miles round trip from the site of the applicable activity. Participants may receive a maximum weekly benefit of \$50.00.
  - 5-100 miles round trip \$25.00 per week
  - 101 miles or more round trip \$50.00 per week
4. Payments may be made in the forms of reimbursements to the participant, gas cards, or vouchers.
5. Employed participants may be eligible for transportation assistance during the follow-up period for up to 2 pay periods. Documentation such as check stubs must be submitted.

**C. Other Hardship under supportive services- a youth must:**

1. Provide detailed and acceptable documentation that the need identified as a hardship is in fact a hardship and prevents the youth from attending the WIOA youth program or qualified activity; and

2. Be enrolled in and actively attending a WIOA youth program or in the twelve (12) months of follow-up (post-exit) and be unemployed, or newly employed.

These requests will be considered on an individual basis. Prior approval is needed from SMPDD.

**D. Work-related items - a youth must:**

1. Be assessed as needing assistance with uniforms or other appropriate work attire and work-related tools necessary to enable youth to participate in WIOA activities, including such items as eyeglasses and protective eye gear; and
2. Not receiving or not being eligible to receive these items from a non-WIOA source; and
3. Be enrolled in and actively attending a WIOA youth program or in the twelve (12) months of follow-up (post-exit) and be unemployed or newly employed.

Work-related item as identified may be purchased by the youth provider directly, reimbursed to the youth if the youth submits a receipt showing what items were purchased and the amount of the items, or by the use of vouchers and are limited to \$250 per participant as needed and documented.

**E. Educational related expenses - a youth must:**

1. Provide documentation of the type of educational related expense and proof that assistance is not available through other sources; and
2. Be enrolled in and actively attending a WIOA youth program or in the twelve (12) months of follow-up (post-exit).

The youth provider may purchase educational related items such as GED testing fees, ACT testing fees, college books, etc., which can be reimbursed directly to the youth if the youth submits a receipt showing what items were purchased and the amount of the items, or by the use of vouchers. Educational related expenses are limited to \$250.00. **If sufficient justification is supplied, the amount may be increased with prior approval from the fiscal agent, SMPDD.**

Receipts for any such purchases must be documented and maintained as part of the participant's file.

Any youth receiving an Individual Training Account (ITA) may not receive educational related supportive services and an ITA concurrently, but the youth may receive these services consecutively.

**F. Stipends: Cash financial assistance Supportive Service Payment (if funds are available)**

**1. Classroom GED training stipends**

Youth may receive a cash financial assistance supportive service (stipend) payment equivalent to \$1.00 per hour of actual classroom training. This payment shall begin after the first five (5) days of active, regular participation in classroom training and not to exceed a total of 180 hours.

**2. Special training outside of regular GED training stipends**

Youth may receive a cash financial assistance (stipend) for special training outside of the regular GED training. This amount will be negotiated (if funds are available) with the fiscal agent (SMPDD) and the youth provider on an as needed basis.

**V. DOCUMENTATION AND VERIFICATION:**

For participants enrolled in the WIOA youth program(s), TDWDA shall require that each service provider document attendance each day that training is conducted. The teacher/instructor and the participant should initial the attendance list daily to document that the persons whose names are shown actually did attend on that day.

Participants will not have to offer further verification of attendance beyond the initialed attendance list.

An individual record of the determination of need for and the amount of each individual participant's supportive services payment will be maintained. Actual copies of the documentation will be maintained with the sub-grantee performing the determination of need.

- The youth service provider will determine verification of need for youth participants.
- The documentation of determination of need for individual youth participants will be based on the information gathered at the time of intake into WIOA by the youth service provider. This information will be documented on the "Determination of Supportive Service Needs" form.
- If the youth is receiving child care supportive services payments, a copy of each child's birth certificate the youth is receiving payments for and a statement that the child(ren) is/are living with the participant, should be maintained in the participant's file.

- If the youth is receiving transportation payments, the case manager should verify and document the number of miles the youth travel using a map, software, or other reliable information and maintained in the participant's file. In addition, the participant's attendance records must show active attendance for the previous week.
- The information on the "Determination of Supportive Service Needs" form should be completed when the Individual Service Strategy (ISS) is being completed, if the youth is in need of supportive services.

The form should be updated upon request from a youth to begin receiving supportive services or when the case manager deems it necessary.

**If at any time, the youth service provider learns of a change in the participant's status that would disallow that participant from receiving supportive service payments, or would allow a participant to qualify for supportive services, appropriate action must be taken.**

**VI. REQUIRED ACTION:**

This policy should be distributed to all Youth Service Providers. The Youth Service Providers should share this policy to all appropriate staff to ensure compliance with the requirements set forth in this policy.



David Stephens, Chairman  
Twin Districts Workforce Development Board

11/15/2019

Date

Attachment: Determination of Supportive Service Needs/ Needs-Related form with instructions

SMPDD/TDWDA is an Equal Opportunity Employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Those needing TTY assistance may call 1-800-582-2233.

## TWIN DISTRICTS WORKFORCE DEVELOPMENT AREA

Funding Stream: <b>WIOA Adult and Dislocated Worker</b>
Policy Title: <b>Incumbent Worker Training</b>
Policy Number: <b>A-13.01</b>
New / Replace: <b>New</b>
Reference: <b>WIOA of 2014 Section 134(d)(4)</b>
Date Effective: <b>July 1, 2016</b>

### I. **PURPOSE:**

The purpose of this policy is to provide guidance and clarify criteria to determine which workers are eligible for incumbent worker training and the cost sharing requirements for these projects.

### II. **BACKGROUND:**

The Workforce Innovation and Opportunity Act (WIOA) Section 134 (d)(b) states the local board may reserve and use not more than 20 percent of the funds allocated to the local area to pay for the Federal Share of the cost of providing training through a training program for incumbent workers.

### III. **POLICY STATEMENT:**

Training activities for incumbent workers carried out under this policy shall be carried out by the local board in conjunction with the employers or group of employers of such workers (which may include employers in partnership with other entities for the purpose of delivering training) for the purpose of assisting such workers in obtaining the skills necessary to retain employment or avert layoffs. The board shall maximize this investment by leveraging funds from other sources.

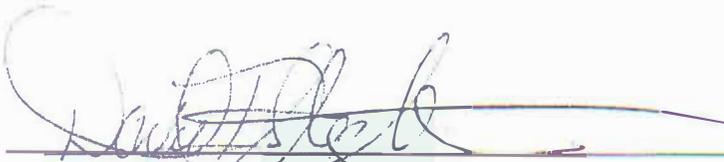
**IV. PROCESS**

The Twin Districts Workforce Development Board (TDWDB) will have the responsibility of determining which workers, group of workers, or employers are eligible for incumbent worker training services. The One-Stop Operator/Career Service provider staff will refer initial request to the TDWDB staff. A determination will be made by TDWDB staff on the contract amount and the cost sharing amount.

**V. REQUIRED ACTION:**

This policy should be distributed to all appropriate staff and interested parties. The One-Stop Operator/Career Service Provider should make sure staff comply with the requirements set forth in this policy.

This policy will remain in effect until rescinded or replaced.



David Stephens, Chairman  
Twin Districts Workforce Development Board

3/29/16

Date

## **TWIN DISTRICTS WORKFORCE DEVELOPMENT AREA**

Funding Stream:
<b>WIOA Adult/Dislocated Worker</b>
Policy Title:
<b>On-The-Job Training (OJT)</b>
Policy Number:
<b>A 1.01</b>
New / Replace:
<b>Replaces TDWA WIA OJT Policy</b>
Reference:
<b>State Policy Number 14 (R 11/17/15) and WIOA Public Law</b>
Date Effective:
<b>December 1, 2015</b>

### **S.**

#### **I. PURPOSE:**

The purpose of this policy is to provide guidance and establish criteria for On-the-Job Training (OJT) activities for Adults and Dislocated Workers in the Twin Districts Workforce Development Area (TDWDA). The Twin Districts Workforce Development Board (TDWDB) is required to develop OJT policies and procedures that address meeting the needs of employer and workers and promote development of a skilled workforce.

### **N.**

#### **II. BACKGROUND:**

On-the-Job Training is defined in the Workforce Innovation and Opportunity Act (WIOA) of 2014 as training by an employer that is provided to a paid participant while engaged in productive work in a job that:

- a. provides knowledge or skill essential to the full and adequate performance of the job;
- b. is made available through a program that provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, except as provided in section 134(c)(3)(11), for the extraordinary costs of providing the training and additional supervision related to the training; and
- c. is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

### III. POLICY STATEMENT:

TDWDB policy may be more restrictive than the guidelines set forth in the state policy.

OJT is employment with an employer that includes a good faith expectation of continued employment of an individual upon successful completion of the training. Agreements for OJT activities must be in writing and must ensure participants are provided a structured training opportunity in which to gain the knowledge and competencies necessary to be successful in the occupation in which they receive training.

#### A. Eligible Participants

A candidate for OJT is an eligible WIOA participant who is appropriate for long-term employment in a particular industry or occupation, but does not have all of the skills or the experience to qualify for entry-level employment, retain employment, or advance in the field.

For an individual to qualify for OJT under the WIOA guidelines, the participant will have been determined to need training to obtain employment and meet the WIOA definition of an Adult or Dislocated Worker. The participant's case file must contain a determination of need for training services as identified in the individual employment plan or other success plan approved by TDWDB.

Approval of an eligible participant for subsidized OJT is contingent upon unemployment or underemployment as defined by the Twin Districts Workforce Development Board.

#### B. Eligible Businesses

An eligible business is a private non-profit, or private sector entity that intends to provide training to meet the needs of the business and workers and promote development of its skilled workforce. TDWDB does not allow OJT agreements with government entities, this includes federal, state, county and local government. The maximum number of participants that can be enrolled in an OJT agreement is 50% of the business's regular full-time workforce at the place where training is to be provided.

Any private non-profit or private business may participate in the OJT program with the following exceptions:

1. A business that has experience a layoff within the past 120 days or has relocated within the past 120 days, when such relocation results in the loss of employment of any existing employee in the United States, may not be considered for OJT. If a business relocates and causes unemployment as a result, said business must be operational at least 120 days in the new location before it can be considered for OJT.
2. No company that has been suspended or barred from doing procurement business with any agency of the Executive Branch of government may receive WIOA funds. Any business which receives funds under an OJT Agreement will provide immediate written notice if, at any time, the business or its subsidiaries learn that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. Past performance of businesses and any of their subsidiaries, parent companies or related entities that have received payments under previous OJT contracts will be reviewed. No OJT agreement will be entered into with a business which has exhibited a pattern of failing to provide OJT participants with continued long-term employment with wages, benefits and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work.
4. WIOA funds provided to businesses for OJT training must not be used to directly or indirectly assist, promote or deter union organizing.
5. Government agencies will not be eligible to receive funds under an OJT Agreement.
6. OJT Agreements may not be written with Leasing/Staffing companies for employees at client companies.

### **C. Wage & Reimbursement**

Individuals hired under the OJT program will be paid the company's entrance wage rate for the occupation in which they are to be employed and trained. OJT Agreements may not be written for a wage rate lower than \$12.00 per hour.

Businesses shall be reimbursed according to the following:

1. Maximum amount of reimbursement allowable under an OJT agreement is \$15 an hour, regardless of compensation rate.
2. OJT agreements must be written for a minimum of 35 hours per week for participants.
3. All wage reimbursement is at 50% of regular wage and not at overtime or other premium rate.
4. Maximum training time is six months or 1040 hours.
5. Reimbursement shall occur upon training completion as stated in the training outline and after 40 hours of retention per participant.
6. If no reimbursement is made due to non-completion of a participant training, the participant may be replaced with no more than one replacement. Replacements are not allowed for trainees that are laid off due to lack of work. A replacement may be trained until the training hours and reimbursement requirements are met or the contracts ends, whichever comes first.

### **D. Period of Reimbursement**

The period of reimbursement must be limited to the period of time required for a participant to become proficient in the occupation for which training is being provided. In determining the appropriate length of an OJT position, factors to consider are:

1. The requirements of the occupation;
2. The skill level of the participant;
3. The participant's prior work experience, and
4. Barriers shown in the participant's Individual Employment Plan.

### **E. Reimbursement Level**

WIOA allows local boards to increase the amount of the reimbursement described in WIOA Section 3(44) to an amount of up to 75 percent of the wage rate of a participant in OJT. The Twin Districts Workforce Development Board may approve an increase, taking into account certain factors, providing funds are available. TDWDA staff must give approval for any reimbursement greater than 50% prior to writing the OJT Agreement.

### **F. Worker's Compensation**

The business is required to cover all approved OJT participants with workers' compensation insurance or an equivalent. Proof of coverage must be provided prior to the written OJT Agreement and must be valid at the time of reimbursement.

### **G. Business Pattern of Failure**

Requests from a business who has exhibited a pattern of failing to provide OJT participants with long-term employment will not be approved until corrective action has occurred. Businesses must maintain TDWDB retention level in order to prevent jeopardizing future agreements.

### **H. Pre-Award Review**

The pre-award review must be conducted prior to executing an OJT agreement with an employer. Pre-award reviews will be conducted by employer completion of the "OJT Business Information Form" which is provided by TDWDB staff. The One-Stop Operator/Service Provider must establish that the employer meets all federal, state and local criteria and is not in violation of any federal, state or local policies.

## **I. Agreements**

OJT agreements should, at a minimum:

1. Identify the occupation, skills and competencies to be learned.
2. Specify the length of training time provided;
3. Defines what constitutes successful completion of training;
4. Identify the percentage rate used for reimbursement to the business;
5. Identify the business's cost for training; and
6. Contain or reference required assurances.

## **J. Monitoring and Evaluation of Business and Trainee Progress**

The One-Stop Operator/Service Provider must monitor training, invoices and payment system on a predetermined systematic and documented basis. Employers shall be required to maintain an internal supporting documentation system in accordance with contract record requirements and the One-Stop Operator/Service Provider shall include agreement provisions that will allow access to those records by authorized entities.

Monitoring of OJT Agreements must include an in-person meeting with the employer and trainee(s) to review payroll records, training progress and any areas of concern.

## **IV. WAIVER/EXCEPTION CLAUSE**

The Twin Districts Workforce Development Board has a Waiver/Exception policy that allows TDWDA staff to make beneficial modifications to all TDWDB policies that will enhance, improve or address impediments that are consistent with WIOA regulations. TDWDA staff may use the Waiver/Exception policy under limited circumstances for reimbursement procedures, or any part of this OJT policy. The One-Stop Operator/Service Provider staff must request approval for a waiver or exception to this OJT policy.

## **V. CONFLICT OF INTEREST**

### **Twin Districts Workforce Development Area WIOA Implementation Plan**

Please refer to Mississippi State Policy Number 36, Conflict of Interest and TDWDB's Conflict of Interest Policy, which ensures that representatives of organizations and boards entrusted with public funds do not personally profit. The OJT program is subject to this policy.

**VI. NONDISCRIMINATION**

1. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of in connection with any program because of race, color, religion, sex, national origin, age, disability or political affiliation or belief.
2. No person may discriminate against an individual who is a participant in a program or activity that receives OJT funds solely because of the status of the individual as a participant.

**VII. REQUIRED ACTION:**

The One-Stop Operator/Service Provider should share this policy with appropriate staff and interested partners and implement the requirements set forth in this policy.

This policy will remain in effect until rescinded or replaced.

  
\_\_\_\_\_  
David Stephens, Chairman  
Twin Districts Workforce Development Board

3/29/16  
\_\_\_\_\_  
Date

Attachment:

## **TWIN DISTRICTS WORKFORCE DEVELOPMENT AREA**

Funding Stream: <b>WIOA Adult/Dislocated Worker</b>
Policy Title: <b>On-The-Job Training (OJT) Addendum</b>
Policy Number: <b>A 1.01 Addendum</b>
Addendum: <b>Addendum to TDWDA WIOA OJT Policy</b>
Reference: <b>TDWDA Policy #A 1.01, State Policy Number 14 (R 11/17/15) and WIOA Public Law</b>
Date Effective: <b>July 1,2017</b>

### **I. PURPOSE:**

The purpose of this policy is to provide guidance and establish additional criteria to expand opportunities for On-the-Job Training (OJT) activities for Adults and Dislocated Workers in the Twin Districts Workforce Development Area (TDWDA). The Twin Districts Workforce Development Board (TDWDB) is required to develop OJT policies and procedures that address meeting the needs of employers and workers and promote development of a skilled workforce.

### **II. POLICY STATEMENT:**

The Twin District Workforce Development Board has issued guidance and criteria for OJT activities in policy number A 1.01. All guidance and criteria contained in A 1.01 is applicable to this addendum with the following additions to the policy:

#### **A. Wage & Reimbursement**

OJT Agreements may be written for a wage rate lower than \$12.00 per hour but not less than \$11.00 per hour with the following criteria:

1. All participants must earn an ACT National Career Ready Certificate (NCRC) prior to the first date of employment with the potential OJT employer. At a minimum, a Bronze level NCRC must be earned within a four year period prior to the start date of employment; and
2. All participants must earn the MS Smart Start Credential by the last date of training, or in extenuating circumstance, a date to be determined by the TDWDB.

Businesses will not be reimbursed for participant training if the criteria in #1 and #2 are not met.

The NCRC is a portable, evidence-based credential that certify essential skills needed for workplace success and indicates an individual is work ready. The NCRC must be obtained in order to earn the MS Smart Start Credential.

The MS Smart Start Credential assist participants in developing foundational skills needed for their careers, learn and practice good work habits, and effective communication necessary for success on any job.

### III. **PROCESS**

The TDWDB in conjunction with the Local Community College and the One-Stop service provider will develop the procedure for the NCRC and MS Smart Start Credential for OJT participants.

### IV. **REQUIRED ACTION**

This policy should be distributed to all appropriate staff and interested parties. The One-Stop service provider should ensure staff comply with the criteria set forth in this policy addendum.

  
David Stephens, Chairman  
Twin Districts Workforce Development Board

7/18/2017  
Date

Attachment: N/A

# TWIN DISTRICTS WORKFORCE DEVELOPMENT AREA

Funding Stream: <b>WIOA Adult Program</b>
Policy Title: <b>Priority of Service</b>
Policy Number: <b>A-9.01</b>
New / Replace: <b>Replaces TDWA Priority of Service Policy # 11</b>
Reference: <b>State Policy Number 7</b> <b>TDWDA Priority of Service for Veterans &amp; Eligible Spouses Policy</b>
Date Effective: <b>July 1, 2015</b>

## I. PURPOSE:

The purpose of this policy is to provide guidance for implementing priority of services with respect to adult employment and training activities. The strengthened priority of service in Workforce Innovation & Opportunity Act (WIOA) provides an opportunity for low-income and lower-skilled individuals to succeed.

## II. BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) is intended to improve and strengthen the public workforce system and help Americans, especially those with significant barriers to employment to obtain skills, postsecondary credentials, and employment.

WIOA section 134(c)(3)(E) establishes the need for the Twin Districts Workforce Development Area (TDWDA) to have a system of priority for services to adults and states:

“With respect to funds allocated to a local area for adult employment and training activities...priority shall be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career services and training services.”

While priority must be given under WIOA adult funds to low-income individuals, public assistance recipients, or individuals who are basic skills deficient for career services and

training services, the Local Board may establish a process that also gives priority to other individuals.

### III. POLICY STATEMENT:

The Adult Program under Title 1 of WIOA provides workforce development services to adults to increase their employment, retention in employment, and earnings and also support their occupational skills attainment and career advancement. The priority of service is automatic for WIOA Adult funding.

Priority for both career and training services must be given to recipients of public assistance, other low income individuals, and individuals who are basic skills deficient in accordance with the definitions in WIOA.

1. **Public Assistance** - The term “public assistance” means Federal, State, or local government cash payments for which eligibility is determined by a needs or income test.
2. **Low Income** – The term “low-income” means an individual who---
  - a. receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received assistance through the SNAP program, TANF program, SSI income program or State or local income-based public assistance;
  - b. is in a family with total family income that does not exceed the higher of the poverty line; or 70 percent of the lower living standard income level;
  - c. is a homeless individual;
  - d. receives or is eligible to receive a free or reduced price lunch under the Richard Russell National School Lunch;
  - e. a foster child on behalf of whom State or local government payments are made; or
  - f. an individual with a disability whose own income meets the income requirements of (b.) above but who is a member of a family whose income does not meet this requirement.
3. **Basic Skills Deficient** – The term “basic Skills deficient” means and individual –
  - a. Who is a youth or adult, that the individual 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, or in society; or
  - b. Is a youth, that the individual has English, reading, writing, or computing skills at or below the 8<sup>th</sup> grade level on a generally accepted standardized test.

The priority of service policy does not necessarily mean that these services may only be provided to recipients of public assistance, other low-income individuals, and basic skills deficient individuals.

The Twin Districts Workforce Development Board also gives priority to other WIOA eligible individuals with barriers to employment, provided that it is consistent with priority of service for veterans. The discretionary priority groups includes:

- a. Ex-Offenders
- b. Older Worker (55 or older)
- c. Long-Term Unemployed (27 weeks or longer)
- d. Limited English Proficiency
- e. Single Parent
- f. Individual with a disability
- g. Migrant or Seasonal Farmworker
- h. Unstable, inconsistent, or no work history

Funds allocated for WIOA Dislocated Workers or TAA eligible individuals are not subject to this policy.

#### IV. **DOCUMENTATION:**

Documentation of efforts for priority of service is crucial, eliminating arbitrary determination. The One-Stop Operator/Career Service Provider is required to complete the **TDWDB/WIOA Priority Factor Form**.

#### V. **JOBS FOR VETERANS ACT**

The Twin Districts Workforce Development Area will provide priority to veterans and eligible spouses, as specified in the Jobs for Veterans Act and its implementing regulations at 20 CFR part 1010, and articulated in State Policy Number 6 and the TDWDB Policy-Priority of Service for Veterans and Eligible Spouses.

When Veterans Priority is applied in conjunction with Priority of Service for WIOA Adults, veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient will receive first priority. The second priority would be recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient who are not veterans or eligible spouses.

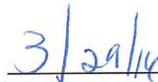
**VI. REQUIRED ACTION:**

The One-Stop Operator/Career Service Provider should share this policy with appropriate staff and interested partners and comply with the requirements set forth in this policy.

This policy remains in effect until rescinded or replaced.



David Stephens, Chairman  
Twin Districts Workforce Board



Date

Attachment: N/A

# TWIN DISTRICTS WORKFORCE DEVELOPMENT AREA

Funding Stream: <b>WIOA Adult/Dislocated Worker</b>
Policy Title: <b>Individual Training Account (ITA)</b>
Policy Number: <b>A-6.02</b>
New / Replace: <b>Amends TDWDB Policy # A-6.01</b>
Reference: <b>TDWDB Policy #A-6.01</b>
Date Effective: <b>January 1, 2017</b>

## **I. PURPOSE:**

The purpose of this policy is to provide guidance and establish the minimum requirements for Individual Training Accounts (ITA) for Adults and Dislocated Workers in the Twin Districts Workforce Development Area (TDWDA). The Twin Districts Workforce Development Board (TDWDB) is required to develop ITA policies and procedures for funding ITAs to be used by customers in the Twin Districts Workforce Development Area.

## **II. BACKGROUND:**

The Workforce Innovation and Opportunity Act (WIOA) requires that, with certain limited exemption, all Title 1 adult and dislocated worker training services as defined at section 134(b)(3)(E) shall be provided through the use of Individual Training Accounts. ITAs are to be used by customers, after consultation with a case manager, to purchase approved training programs, provided by "eligible training providers". Approved programs are those which are maintained on a statewide listing of training providers known as the Eligible Training Provider List (ETPL) System.

## **III. POLICY STATEMENT:**

An ITA is an account established by the One-Stop Operator/Career Service provider on behalf of an eligible WIOA individual. ITAs are funded with adult and dislocated worker funds as authorized under Title 1 of WIOA. ITAs are for training services to obtain skills

# POLICY CHANGE

**Originator:** One-Stop Committee

**Proposal Date:** 10/12/16

**Effective Date:** 1/1/17

**Type of Action** (choose one):

**A. New Policy**

Yes, the title of the new policy is: \_\_\_\_\_

This replaces an existing WIOA policy titled: \_\_\_\_\_

**B. Amend Existing Policy**

X Yes, amend the WIOA policy titled: Individual Training Accounts (ITA)

**C. Deletion of Existing Policy**

Delete the existing policy titled: \_\_\_\_\_

**Policy applies to (select only one):**

Adults only     Dislocated Workers only    X Adults and Dislocated Workers only

Youth only     All

**Existing Policy Language:** No Career Readiness Certificate language

**Recommendation:** The National Career Readiness Certificate (NCRC) shall be administered to all ITA recipients with the exception of any ITA eligible program that requires the student be assessed for Academic Skill proficiency, using a different assessment tool, as stipulated by the program's entrance requirements.

The minimum required score will vary depending on the program specific requirement.

**Rationale:** The NCRC is an assessment that indicates an individual possess the skills employers deem essential to workplace success. The certificate is being accepted by more employers in our area as a reliable way to verify individuals' work skills.

The NCRC documents a range of essential skills that are relevant to students' ability to succeed in certain programs.

in demand occupations from providers on the ETPL. Upon the selection of a training provider the One Stop Operator may arrange for payment for such services through an ITA for eligible individuals.

### **Eligibility/Requirements**

1. Training services may be made available to an unemployed or underemployed individual who has met the WIOA eligibility requirements and –
  - is unlikely or unable to obtain or retain employment that leads to economic self-sufficiency;
  - has the skills and qualifications to successfully participate in the selected program of training services; and
  - is in need of training services to obtain or retain employment that leads to economic self-sufficiency.
2. The one-stop center staff must complete and document in the individual employment plan the need for training and that the individual has the skills and qualifications necessary to complete the training.
3. The participant seeking training must agree to apply for a Pell Grant annually.
4. The participant seeking training services must certify commitment to attend classes and complete the training.
5. The participant seeking training must select a training provider from MS Eligible Training Providers List in the Twin Districts Workforce Development Area.
6. Participants must be residents of the twenty-four county Twin Districts Workforce Development Area. Refer to TDWDB residency policy.
7. Participants seeking training must agree to provide attendance information, grades, and/or progress reports while enrolled in WIOA training activities or agree to allow the training provider to release such information to the One-Stop operator.
8. The participant must agree to participate in follow-up activities to determine employment and wages at designated intervals.
9. Upon completion of training, the participant must provide certificates, etc. or authorize the provision of documentation of completion of training and when hired, the name of employer and wage information.

10. The participant is required to take at least 12 semester hours unless prior approval has been made or the normal full-time load for a period, i.e. summer semester, requires 9 hours. Students enrolled less than full-time during their last term who will graduate with an associate degree or an industry recognized credential (as defined by the Department of Labor) may be considered for ITA funding.

#### **IV. LIMITATIONS ON ITAs:**

An ITA may pay for tuition, books and certain fees, such as occupational related fees. In some circumstances, TDWDB may permit ITAs to be used for equipment, tools or other costs that increase the probability of successful completion of training.

WIOA requires training services to be limited to individuals who are unable to obtain other grant assistance for such services, including Federal Pell Grants; or require assistance beyond the assistance made available under other grant assistance programs, including Federal Pell Grants.

WIOA allows an ITA be provided to an individual while an application for a Federal Pell Grant is pending, except that if such individual is subsequently awarded a Federal Pell Grant, appropriate reimbursement shall be made to the local area from such Federal Pell Grant.

#### **TDWDB has established the following:**

1. ITAs for two-year programs or longer will be funded only after the satisfactory completion of the first full-time semester, not to exceed \$6,000 for the total ITA. Satisfactory completion includes completion of at least 12 semester hours and a grade point average (GPA) of 2.0 or higher.
2. Approved training programs with durations of one year or less may be funded for the maximum TDWDB allowable cost not to exceed \$6,000.
3. ITAs will not be funded for any student that does not maintain a GPA of 2.0 or higher.
4. ITAs for truck driving are limited to a maximum of \$3,500.
5. Required professional exams will only be paid for once.
6. ITAs will not be awarded to individuals who have a bachelor's degree or master's degree.

7. ITA funds will not be provided for second year returning ITA students if they fail to return a completed ITA continuation form within the time frame specified by the one-stop operator.
8. The National Career Readiness Certificate (NCRC) shall be administered to all ITA recipients with the exception of any ITA eligible program that requires the student be assessed for Academic Skill Proficiency, using a different assessment tool, as stipulated by the program's entrance requirements.

The minimum required score will vary based on the program specific requirement.

**V. INTERNAL PROCEDURES FOR ITAs:**

The TDWDB has established internal procedures with the one-stop operator/MS Department of Employment Security for payments, an approval process, application process, tracking and refunds of ITAs.

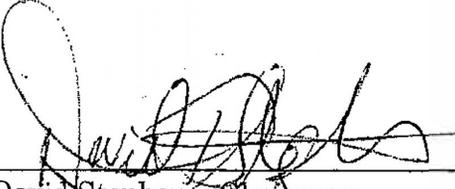
**VI. PRIORITY OF SERVICE:**

The TDWDB priority of service policy must be followed for ITA applicants. Priority of service must be given to all WIOA eligible low-income, recipients of public assistance and basic skills deficient individuals. The TDWDB may name other discretionary target population groups as priority. Individuals in the priority groups must meet all other requirements for an ITA.

**VII. REQUIRED ACTION:**

The One-Stop Operator/Service Provider should share this policy with appropriate staff and interested partners and comply with the requirements set forth in this policy.

This policy remains in effect until rescinded or replaced.



David Stephens, Chairman

Twin Districts Workforce Development Board

10/15/14  
Date

**TWIN DISTRICTS WORKFORCE DEVELOPMENT AREA**  
**Policy Number 1**  
**CONFLICT OF INTEREST**  
**Workforce Innovation and Opportunity Act (WIOA)**

**I. SCOPE AND PURPOSE:**

This policy sets forth the requirements to ensure that individuals or representatives of organizations entrusted with public funds do not personally or professionally benefit from the award or expenditure of such funds. Individuals or representatives of organizations entrusted with public funds, as referenced above, shall hereinafter be understood to include the Local Elected Officials Board (LEOB) member, the Local Workforce Development Board (LWDB) member, Twin Districts Youth Committee and the local workforce area staff.

**II. LAWS GOVERNING CONFLICTS OF INTEREST**

**A. Federal Requirements**

The laws governing conflicts of interest under WIOA are found at *Workforce Innovation and Opportunity Act, 113 P.L. 128, Section 101(j) and 101(h)*.

These sections state as follows:

A member of the Local Elected Officials Board may not:

- (1) vote on a matter under consideration by the State Board (A) regarding the provisions of services by such member (or by an entity that represents such member); or (B) that would provide direct financial benefits to the member or the immediate family of such member; or (2) engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.

A member of the Local Workforce Development Board may not:

- (1) vote on a matter under consideration by the local board (A) regarding the provisions of services by such member (or by an entity that such member represents); or (B) that would provide direct financial benefit to the member or the immediate family of such member; or (2) engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.

**B. State Requirements**

State law is more proscriptive than federal law; therefore, the policies of the LEOB and LWDB should include additional State requirements as outlined below. References to the Ethics Commission Opinions are provided for further clarification.

**1. State Law**

*Mississippi Code Annotated 25-4-105(1) (192)*, prohibits a public servant from using his position in government to obtain pecuniary benefit for himself, certain relatives or a "business with which he is associated." A public servant may avoid using his position, and therefore avoid a violation of Section 25-4-105(1), by recusing himself

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from the matter giving rise to the conflict of interest. An abstention is considered a vote with the majority and is not a recusal.

*Section 109 of the Mississippi Constitution of 1890*, and its statutory parallel, *Mississippi Code Annotated 25-4-105(2)*, prohibit a member of a public board from having any direct or indirect interest in a contract with the government or otherwise authorized by that board during his or her term or for one year thereafter.

A recusal will not prevent or ameliorate a violation of *Section 109* and *Section 25-4-105(2)*, as these sections do not require any affirmative act by an individual member to give rise to a conflict, but merely an action by the board. Accordingly, recusal by the affected LEOB or LWDB member will not prevent a violation of these sections.

### 2. Mississippi Ethics Commission Opinion 13-014-E

In advisory Opinion 13-014-E, the Mississippi Ethics Commission interpreted the application of Section 109 and Section 25-4-105(2) as follows:

The LWDB is a public board subject to statutory sections. If the LWDB funds a contract in which a member of that board has a prohibited interest, that member will be in violation of these sections. Any contract, which violates either section, is null and void.

The owner and CEO of a business will have an interest in all contracts entered by the business. Employees of these businesses also presumably have an interest in all contracts entered by their employer. According, a business whose owner, CEO, or employee serves on an LWDB is prohibited by **Section 109** and **Section 25-4-105(2)** from receiving any contract that is funded by the LWDB. This prohibition applies to all contracts funded during the LWDB member's term and for one year after the LWDB member's term.

A recusal will not prevent or ameliorate a violation of Section 109 and Section 25-4-105(2), as these sections do not require any affirmative act by an individual member to give rise to a conflict, but merely action by the board. Accordingly, recusal by the affected LEOB or LWIB member will not prevent a violation of these sections. *See also* Ethics Commission Opinion 06-099-E & 04-076-E.

Mississippi Department of Employment Security notes that advisory opinions from the Mississippi Ethics Commission, including No. 13-014-E, are merely advisory and they are merely opinions. They do not have the force of law possessed by a statute or a court decision.

### 3. Recusal

A total and complete recusal requires that the public servant not only avoid debating, discussing or taking action on the subject matter during official meetings or deliberations, but also discussing the subject matter with staff or any other person.

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This includes casual comments, as well as detailed discussions, made in person, by telephone or by any other means.

Furthermore, the minutes or other record of the meeting should state the recusing member left the room before the matter came before the public body and did not return until after the vote.

### III. LWDB Conflict of Interest

#### Section 1. Contracts, Agreements and Statement of Economic Interest – Code of Conduct

No member of the LWDB, including all members of the Youth Committee, shall have an interest in funds subject to LWDB oversight. A prohibited interest includes, but is not limited to (1) a LWDB member whose business or employer receives a contract or agreement funded, in whole or in part, by WIOA; (2) a LWDB member whose business or employer offers training on the Statewide Eligible Training Provider List, or (3) a LWDB member who is employed by or serves as a director of a private nonprofit organization that receives a contract or agreement funded, in whole or in part, by WIOA.

Should a person who is a member of the LWDB enter in a contract or agreement involving funds over which the LWDB has oversight, or who is employed by any entity that has any contract or agreement involving funds over which the LWDB has oversight, the contract or agreement shall be deemed null and void upon such discovery. Furthermore, the LWDB who enters into any contract or agreement involving funds over which the LWDB has oversight, or who is employed by any entity that enters into a contract or agreement involving funds over which the LWDB has oversight shall be immediately terminated from his or her position on the LWDB. This prohibition applies to all private sector individuals and entities, regardless of whether the individual or entity is operating a not-for profit business.

The aforementioned prohibition does not extend to LWDB members who are employed by or represent public entities or the public sector. However, in the event a public entity enters into a contract or agreement over which the LWDB has oversight and the public entity has an employee on the LWDB, the employee of said public entity shall recuse himself or herself from any decision concerning said contract or agreement. Furthermore, any such LWDB member shall have no discussions with any other member of the LWDB, the Youth Committee, the Local Elected Officials Board, any staff or employees of the MDES, SMPDD, ECPDD, and WIN Job Center, or any other person or entity with any oversight over the contract or agreement concerning said contract or agreement.

Should a member of the LWDB, or his or her employer, desire to enter into any contract or agreement involving funds over which the LWDB has oversight, he or she shall terminate his or her membership on the LWDB and be removed from the LWDB for one (1) year before he or she, or his employer, shall be eligible for consideration for any contract or agreement over which the LWDB has oversight.

All members of the LWDB are expected to file a Statement of Economic Interest with the Mississippi Ethics Commission as set forth in MISS. CODE ANN. 25-04-25. The Statement of Economic Interest can be found on the Mississippi Ethics Commission's website at [www.ethics.state.ms.us](http://www.ethics.state.ms.us) and must electronically file with the Mississippi Ethics Commission.

**Section G.13 (Twin Districts) Conflict of Interest Policy**

It is the intent of this Conflict of Interest policy to comply with the Mississippi Ethics in Government Laws, MISS. CODE ANN. 25-4-101, et seq., Section 109 of the Mississippi Constitution and the Workforce Innovation and Opportunity Act.

**Section 2. Declaration of Possible Conflicts**

The LDWB member shall declare, on the record, if a possible conflict of interest might exist. The LDWB member must recuse himself/herself and leave the room before discussion begins and until after the vote. The minutes must reflect the recusal and that the member left the room until after the voting is complete.

**Section 3. Gratuities**

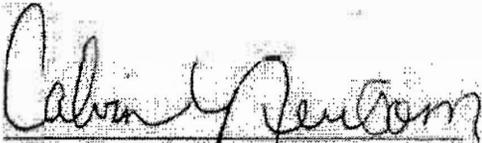
Board members shall neither solicit nor accept gratuities, favors, or anything of monetary value from an awardee or potential awardee or contractor.

**IV. REFERENCES**

29 U.S.C. 2821 (f) (1998)  
29 U.S.C. 2832 (g) (1998)  
MS Department of Employment Security State Policy 5  
Section 109, Mississippi Constitution of 1890  
Section 25-4-103, Mississippi Code of 1972  
Mississippi Ethics Commission Opinion 13-014-E  
Mississippi Ethics Commission Opinion 06-099-E  
Mississippi Ethics Commission Opinion 04-076-F

**V. EFFECTIVE DATE**

This policy shall be effective as of July 1, 2015

  
Calvin Newsom, Chairman  
Twin Districts Local Elected Official Board

  
David Stephens, Chairman  
Twin Districts Workforce Development Board

# TWIN DISTRICTS WORKFORCE DEVELOPMENT AREA

Funding Stream: <b>WIOA Adult, Dislocated and Youth</b>
Policy Title: <b>Sunshine Provision Policy</b>
Policy Number: <b>G-16.01</b>
New / Replace: <b>Amendment #1</b>
Reference: <b>State Policy #4 – Sunshine Provision Policy</b>
Date Effective: <b>July 1, 2017</b>

## I. PURPOSE:

This policy sets forth the requirements to conduct business in an open manner as mandated by the Workforce Innovation and Opportunity Act (WIOA) and MDES State Policy # 4. Conducting business in an open manner involves making the activities of the Twin Districts Workforce Development Board (TDWDB) available to the public (including individuals with disabilities) on a regular basis via electronic means and open meetings.

## II. BACKGROUND:

### A. Federal Requirements

The legislation outlining the Sunshine Provision under WIOA, as prescribed for the LWDBs, is found in **The Workforce Innovation and Opportunity Act, 113 P.L. 128, Section 107(e).**

“Sunshine Provision. The local board shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the local board, including information regarding the local plan prior to submission of the plan, and regarding membership, the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of youth workforce investment activities, and on request, minutes of formal meetings of the local board.”

The laws governing open meeting accessibility for the disabled are found at *Title III of the Americans with Disabilities Act (ADA), 42 USC § 12181 et seq.* More specifically, the relevant sections, **28 CFR § 36.201(a) (2010), 28 CFR § 36.104 (2010), 28 CFR § 36.303(a) (2010), 28 CFR § 36.104 (2010), [U.S. Department**

**(2010), 28 CFR § 36.303(a) (2010), 28 CFR § 36.104 (2010), [U.S. Department of Justice Regulation to Title III of the Americans with Disabilities Act, 56 Fed. Reg. 35544 (July 26, 1991)]** are as follows:

“No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of any place of public accommodation by any private entity who owns, leases (or leases to), or operates a place of public accommodation.” **28 CFR § 36.201(a) (2010).**

“Public accommodation means a private entity that owns, leases [or leases to], or operates a place of public accommodation.” **28 CFR § 36.104 (2010).**

“A public accommodation shall take those steps that may be necessary to ensure that no individual with a disability is excluded, denied services, segregated or otherwise treated differently than other individuals because of the absence of auxiliary aids and services, unless the public accommodation can demonstrate that taking those steps would fundamentally alter the nature of the goods, services, facilities, privileges, advantages, or accommodations being offered or would result in an undue burden, i.e., significant difficulty or expense.” **28 CFR § 36.303(a) (2010).**

“Qualified interpreter means an interpreter who is able to interpret effectively, accurately and impartially both receptively and expressively, using any necessary specialized vocabulary.” **28 CFR § 36.104 (2010).**

The Twin Districts Workforce Development Board will comply with all federal requirements for open meeting accessibility as specified above.

## **B. State Requirements**

State requirements are prescribed in Mississippi's Open Meetings Acts, **Title 25, Chapter 41, Miss. Code of 1972** and in Mississippi's Public Records Act, **Title 25, Chapter 61, Mississippi Code of 1972**. These acts collectively govern public bodies, state and local, that hold meetings on public matters, and ensures the public's right to access public records. The Mississippi Ethics Commission is given authority to hold hearings, take complaints, issue subpoenas, hold hearings and issue orders subsequent to alleged violations of the Open Meetings Act and the Public Records Act.

### **1. State Law - The Open Meetings Act**

**Miss. Code Ann. § 25-41-3(a)**, defines a “public body” as any executive or administrative board, commission, authority, council, department, agency, bureau or any other policy making entity, or committee thereof, of the State of Mississippi, or any political subdivision or municipal corporation of the state, whether such entity be created by statute or executive order, which is supported wholly or in part by public funds or expends public funds, and any standing, interim or special committee of the Mississippi Legislature.

**Miss. Code Ann. § 25-41-5**, outlines official meetings of public bodies specifically as follows:

“(1) All official meetings of any public body, unless otherwise provided in this chapter or in the Constitutions of the United States of America or the State of Mississippi, are declared to be public meetings and shall be open to the public at all times unless declared an executive session as provided in [Section 25-41-7](#).

(2) A public body may conduct any meeting through teleconference or video means. A quorum of a public body as prescribed by law may be at different locations for the purpose of conducting a meeting through teleconference or video means provided that the equipment used is located at the place where the public body normally meets or at a public location specified in any notice of a special meeting, and provided that the equipment allows all members of the public body and members of the public who attend the meeting to hear deliberations of the public body.

(3)(a) Notice of any meetings held pursuant to subsection (2) of this section shall be provided at least five (5) days in advance of the date scheduled for the meeting. The notice shall include the date, time, place and purpose for the meeting and shall identify all locations for the meeting available to the general public. All persons attending the meeting at any of the public meeting locations shall be afforded the same opportunity to address the public body as persons attending the primary or central location. Any interruption in the teleconference or video broadcast of the meeting shall result in the suspension of action at the meeting until repairs are made and public access restored.

(b) Five-day notice shall not be required for teleconference or video meetings continued to address an emergency as provided in subsection (5) of this section or to conclude the agenda of a teleconference or video meeting of the public body for which the proper notice has been given, when the date, time, place and purpose of the continued meeting are set during the meeting prior to adjournment.

(4) An agenda and materials that will be distributed to members of the public body and that have been made available to the staff of the public body in sufficient time for duplication and forwarding to all locations where public access will be provided shall be made available to the public at the time of the meeting. Minutes of all meetings held by teleconference or video means shall be recorded as required by [Section 25-41-11](#). Votes taken during any meeting conducted through teleconference or video means shall be recorded by name in roll-call fashion and included in the minutes. In addition, the public body shall make an audio recording of the meeting, if a teleconference medium is used, or an audio/visual recording, if the meeting is held by video means. The recording shall be preserved by the public body for a period of three (3) years following the date of the meeting and shall be available to the public.

technological use and advances, public bodies must provide reasonable access to electronically maintained records, subject to retention policies.

The Twin Districts Workforce Development Board will comply with all state requirements for open meeting accessibility and public records as specified above.

### III. POLICY STATEMENT:

In order to comply with WIOA's transparency mandates, to conduct business in an open manner and make activities of the board available to the public, including the development of specific policies and the minutes of formal board meetings upon request, and to garner public trust, the TDWDB adopts the following:

1. By-Laws:
  - a. All meetings shall be conducted on a regular basis and as open meetings as specified in the TDWDB By-Laws.
  - b. The meetings will specifically address the activities of the TDWDB in relation to local plan activities and modifications. These activities will be addressed, in open meetings, prior to the submission of the plan or modification of the plan, respectively.
2. Minutes:
  - a. Minutes of all meetings of the TDWDB Board and Executive Committee shall be written in accordance with the TDWDB By-Laws and maintained on file.
  - b. Notation of and information regarding all members of TDWDB must be identified and made available and easily accessed by the public.
  - c. Priority must be given to public accessibility.
  - d. All information must also be ADA compliant.
3. The TDWDB shall publicly identify the designation and certification of one-stop operators to the public, and ensure they are accessible at all times.
4. The TDWDB shall publicly provide all information regarding the award of grants or contracts to eligible providers of youth workforce investment activities.
5. The TDWDB shall have the ability to provide minutes of formal meetings upon request. All requests for information in braille must be made two weeks in advance to meet the production requirements of the information.
6. No meeting shall be held by the TDWDB in a closed capacity, or in any way deny access to the public. This includes making reasonable accommodations for the disabled as outlined in the ADA requirements outlined in this document.

(5) A public body may meet by teleconference or video means as often as needed if an emergency exists and the public body is unable to meet in regular session. Public bodies conducting emergency meetings through teleconference or video means shall comply with the provisions of subsection (4) of this section requiring minutes, recordation and preservation of the audio or audio/visual recording of the meeting. The nature of the emergency shall be stated in the minutes.”

**Miss. Code Ann. § 25-41-9**, states that the public body convening the meeting may make and enforce rules and regulations pertaining to the conduct of attendees.

**Miss. Code Ann. § 25-41-11**, sets parameters defining minutes and their recording as follows:

“(1) Minutes shall be kept of all meetings of a public body, whether in open or executive session, showing the members present and absent; the date, time and place of the meeting; an accurate recording of any final actions taken at such meeting; and a record, by individual member, of any votes taken; and any other information that the public body requests be included or reflected in the minutes. The minutes shall be recorded within a reasonable time not to exceed thirty (30) days after recess or adjournment and shall be open to public inspection during regular business hours.

(2) Minutes of a meeting conducted by teleconference or video means shall comply with the requirements of [Section 25-41-5](#).

(3) Minutes of legislative committee meetings shall consist of a written record of attendance and final actions taken at such meetings.”

**Miss. Code Ann. § 25-41-13**, states that notice of public meetings will contain the place, date, hour and subject matter, but if a public body has regularly scheduled meetings at certain times and places mandated by statute, then no additional notice is required unless a meeting is recessed, or adjourned. In the case that there is an interim meeting or special meeting called, notice must be posted, in a publicly accessible place, preferably in the building in which the meeting will be held, within one (1) hour of the start of the meeting. This notice must be included in the minutes or other records of the public body. This section also prescribes that public bodies without statutory provisions in place detailing times and places of meetings must detail in the minutes the upcoming times, places and procedure by which its meetings will be held.

## 2. State Law- The Public Records Act

**Miss. Code Ann. § 25-61-2**, defines the public records policy of the State of Mississippi as allowing the public, unless otherwise specified, access to all non-classified public records. The responsibility of providing access to these records is a duty of each public body. No person, due to automation, shall be denied access to public records. With an increase in

7. The officers, employees, agents, and members of the fiscal agent for the TDWDB will make every effort to comply with the transparency requirements as defined by WIOA with the intent of establishing trust among all individuals, agencies and entities involved in the State of Mississippi's workforce development system.
8. The code of conduct shall contain penalties, sanctions, or other disciplinary actions in accordance with state and local law, for violations of the provisions against open meetings and the public information.
9. It is the policy of the TDWDB to comply with all federal and state laws and regulations regulating public meetings and documents. In the event that this policy shall conflict with any federal or state laws governing such public meetings and documents, then that provision of this policy, or any other TDWDB policy, shall be deemed to be void and of no effect.

**IV. REQUIRED ACTION:**

This policy shall be effective July 1, 2017



David Stephens, Chairman

Twin Districts Workforce Development Board

7/17/2017

Date

Attachment:

## TWIN DISTRICTS WORKFORCE DEVELOPMENT AREA

Funding Stream: WIOA Youth
Policy Title: Youth Incentive Policy
Policy Number: Y-4.01
New / Replace: Replace
Reference: WIOA Workforce Innovation and Opportunity Act Sec. 681.640
Date Effective: October 1, 2015

### I. **PURPOSE:**

To provide policy and guidance for granting stipends and incentive awards to youth enrolled into the Workforce Innovation & Opportunity Act program.

### II. **BACKGROUND:**

Incentives are utilized in an effort to promote and reward good behaviors and outcomes that will enhance efforts to meet or exceed the Workforce Innovation & Opportunity Act (WIOA) performance measures. Motivating youth to participate and remain in the WIOA youth programs is one of the most difficult aspects of the program. Therefore, Twin Districts Workforce Area recognized the value of providing incentives to youth as a motivator and reward for performance.

### III. **POLICY STATEMENT:**

To be allowable, incentives awarded to youth must adhere to the specifications outlined in this policy. All incentive awards and stipends will be subject to the availability of WIOA youth funds.

#### **A. Incentive**

An incentive is a payment to WIOA youth participant for the successful participation and achievement of expected outcomes as defined in the participant's Individual Service Strategy. The incentive must be linked to an achievement and must be related to training, education, and work readiness as identified in the Individual Service Strategy. All achievements must be documented in the participant's file with the basis for the incentive payment. Cash incentives may be awarded for full completion of the goals or achievements listed in this policy. Each participant is eligible for a limit of \$500 in incentives.

**1. Attainment of Secondary School Diploma or GED**

A payment not to exceed \$150 may be paid for the attainment of a Secondary School Diploma or GED. To qualify for this incentive, participants must not possess a high school diploma or its equivalent at the time of WIOA registration. Proof of attainment shall include a copy of the high school diploma or GED. The documentation must be maintained in the participant's file.

**2. Attainment of Post-secondary Certificate**

A payment not to exceed \$150 may be paid for the attainment of a post-secondary certificate. To be eligible, the participant must not possess a post-secondary certificate at the time of WIOA registration. The certificate must be tied to the participant's Individual Service Strategy and as part of their participation in the WIOA program. Proof of attainment shall include a copy of the certificate. The documentation must be maintained in the participant's file.

**3. Work Readiness**

A payment not to exceed \$50 may be paid for the completion of the required Bring Your A Game To Work curriculum. To be eligible, the participant must complete the designated hours of work experience and receive an excellent work site evaluation from the work site supervisor. Proof of attainment shall include timesheets and case notes documenting the hours. Also, a copy of the work site evaluation shall be obtained. The documentation must be maintained in the participant's file.

**4. Work Experience With an Excellent Evaluation**

A payment not to exceed \$50 may be paid for the completion of work experience and an excellent work site evaluation. To be eligible, the participant must complete the designated hours of work experience and receive an excellent work site evaluation from the work site supervisor. Proof of attainment shall include timesheets and case notes documenting the hours. Also, a copy of the work site evaluation shall be obtained. The documentation must be maintained in the participant's file.

**5. Literacy and Numeracy Gain**

A payment not to exceed \$25 may be paid for a participant that is required to post test. To be eligible, the participant must have been basic skills deficient at time of WIOA registration. Also, the participant must still be an active participant and must obtain a gain within one year of the participation date. Proof of attainment shall include a copy of the TABE test. The documentation must be maintained in the participant's file.

**6. Career Readiness Certificate (CRC)**

A payment not to exceed \$25 may be paid for the attainment of the CRC silver or gold. To be eligible, the participant must score a silver or gold. Proof of attainment must include a copy of the certificate or test scores. The documentation must be maintained in the participant's file.

**7. Financial Literacy**

A payment not to exceed \$25 may be paid for a participant's completion of the required Money Smart curriculum. To be eligible, the participant must complete all modules of the Money Smart. Proof of attainment must include a copy of the certificates from the mastery of all modules. The documentation must be maintained in the participant's file.

**8. Community Service and Leadership**

A payment not to exceed \$25 may be paid to a participant that participates in a community service or leadership project. The project must be a project, event, or events designated by the sub grantee. To be eligible, the participant must participate completely in the community service project or event. Documentation of the assigned project must be in the participant's file. Proof of attainment must include proper documentation of the participant's completion of the project or event. The documentation must be maintained in the participant's file.

**9. Other Special or Unique Attainment**

A payment not to exceed \$25 may be paid to a participant for a special or unique attainment in an activity or service. Each sub grantee may decide upon one unique attainment for their participants. The unique attainment must be tied to the participant's ability to complete his or her goals that are outlined in the Individual Service Strategy. The sub grantee must have the unique attainment approved by Twin Districts Workforce Area before implementation. Eligibility and documentation will be based upon the nature of the special or unique attainment and will be determined by TDWA. The documentation must be maintained in the participant's file.

**B. Stipend**

A stipend is a fixed regular small payment made to a WIOA youth participant during his/her enrollment to encourage the youth to participate in activities or services. Stipends must not exceed the federal minimum wage and must be paid based on the actual hours of attendance. Attendance in the activity or service must be documented as the basis of stipend payments.

**1. Classroom GED Training Stipends**

Youth may receive a cash payment equivalent to \$1.00 per hour of actual classroom training. The payment shall begin after the first five days of active, regular participation in classroom learning and not to exceed a total of 180 hours. Time sheets or attendance records must be maintained by the sub grantee. All participants must sign in daily. Timesheets or attendance records must be initialed for verification by the sub grantee. Only the days that show a signature by the participant and verified by the sub grantee will be eligible for payment. A copy of the attendance records must be maintained in the participant's file.

**2. Special Training Outside of Regular GED Training Stipends**

A participant may receive a cash stipend for special training outside of the regular GED training. This amount will be negotiated with the fiscal agent and the sub grantee. Time sheets or attendance records must be maintained by the sub grantee. All participants must sign in daily. Timesheets and attendance records must be initialed for verification by the sub grantee. Only the days that show a signature by the participant and verified by the sub grantee will be eligible for payment. A copy of the attendance records must be maintained in the participant's file.

**C. Procedures and Documentation**

The sub grantee must develop written step by step procedures to process and award cash incentive payments. The procedures must fall within the guidelines addressed in this policy. The sub grantee must also maintain a record of incentive payments in a format that, at a minimum, include:

1. The participant's name and social security number
2. Program year
3. Sub grantee name and contract number
4. Type of incentive
5. Justification of the participant's eligibility for the incentive
6. Date and amount of cash incentive

Any sub grantee electing to provide incentive awards must document the participant's eligibility, supporting documents for justification of payment, and the receipt of payment in the participant's file.

**IV. REQUIRED ACTION:**

This policy should be distributed to all Youth Service Providers. The Youth Service Providers should share this policy with all appropriate staff to ensure compliance with the requirements set forth in this policy.

---

David Stephens, Chairman  
Twin Districts Workforce Development Board

Date

Attachment:

Y-4.01

# POLICY CHANGE

**Originator:** TDWA Staff

**Proposal Date:** 9/22/2015

**Effective Date:** 10/1/2015

**Type of Action** (choose one):

**A. New Policy**

Yes, the title of the new policy is: Youth Incentive Policy

This replaces an existing WIA/WIOA policy titled: Out of School Youth Incentive Policy  
*underline one*

**B. Amend Existing Policy**

Yes, amend the WIA/WIOA policy titled: \_\_\_\_\_  
*underline one*

**C. Deletion of Existing Policy**

Delete the existing policy titled: \_\_\_\_\_

**Policy applies to (select only one):**

Adults only     Dislocated Workers only     Adults and Dislocated Workers only

Youth only     All

- Purpose:** To provide policy and guidance for granting stipends and incentive awards to youth enrolled into the Workforce Innovation & Opportunity Act program.
- Substance:** Incentives are utilized in an effort to promote and reward good behaviors and outcomes that will enhance efforts to meet or exceed the Workforce Innovation & Opportunity Act (WIOA) performance measures. Motivating youth to participate and remain in the WIOA youth programs is one of the most difficult aspects of the program. Therefore, Twin Districts Workforce Area recognized the value of providing incentives to youth as a motivator and reward for performance.
- Specification:** To be allowable, incentives awarded to youth must adhere to the specifications outlined in this policy. All incentive awards and stipends will be subject to the availability of WIOA youth funds.

#### **A. Incentive**

An incentive is a payment to WIOA youth participant for the successful participation and achievement of expected outcomes as defined in the participant's Individual Service Strategy. The incentive must be linked to an achievement and must be related to training, education, and work readiness as identified in the Individual Service Strategy. All achievements must be documented in the participant's file with the basis for the incentive payment. Cash incentives may be awarded for full completion of the goals or achievements listed in this policy. Each participant is eligible for a limit of \$500 in incentives.

##### **Attainment of Secondary School Diploma or GED**

A payment not to exceed \$150 may be paid for the attainment of a Secondary School Diploma or GED. To qualify for this incentive, participants must not possess a high school diploma or its equivalent at the time of WIOA registration. Proof of attainment shall include a copy of the high school diploma or GED. The documentation must be maintained in the participant's file.

##### **Attainment of Post-secondary certificate**

A payment not to exceed \$150 may be paid for the attainment of a post-secondary certificate. To be eligible, the participant must not possess a post-secondary certificate at the time of WIOA registration. The certificate must be tied to the participant's Individual Service Strategy and as part of their participation in the WIOA program. Proof

of attainment shall include a copy of the certificate. The documentation must be maintained in the participant's file.

### **Work Readiness**

A payment not to exceed \$50 may be paid for the completion of the required Bring Your A Game To Work curriculum. To be eligible, participants must complete the curriculum and obtain a certificate showing the mastery of the course. Proof of attainment shall include a certificate from The Center of Work Readiness Development. The documentation must be maintained in the participant's file.

### **Work Experience with an excellent evaluation**

A payment not to exceed \$50 may be paid for the completion of work experience and an excellent work site evaluation. To be eligible, the participant must complete the designated hours of work experience and receive an excellent work site evaluation from the work site supervisor. Proof of attainment shall include timesheets and case notes documenting the hours. Also, a copy of the work site evaluation shall be obtained. The documentation must be maintained in the participant's file.

### **Literacy and Numeracy gain**

A payment not to exceed \$25 may be paid for a participant that is required to post test. To be eligible, the participant must have been basic skills deficient at time of WIOA registration. Also, the participant must still be an active participant and must obtain a gain within one year of the participation date. Proof of attainment shall include a copy of the TABE test. The documentation must be maintained in the participant's file.

### **Career Readiness Certificate (CRC)**

A payment not to exceed \$25 may be paid for the attainment of the CRC silver or gold. To be eligible, the participant must score a silver or gold. Proof of attainment must include a copy of the certificate or test scores. The documentation must be maintained in the participant's file.

### **Financial Literacy**

A payment not to exceed \$25 may be paid for a participant's completion of the required Money Smart curriculum. To be eligible, the participant must complete all modules of the Money Smart. Proof of attainment must include a copy of the certificates from the mastery of all modules. The documentation must be maintained in the participant's file.

### **Community Service and Leadership**

A payment not to exceed \$25 may be paid to a participant that participates in a community service or leadership project. The project must be a project, event, or events designated by the sub grantee. To be eligible, the participant must participate completely in the community service project or event. Documentation of the assigned project must be in the participant's file. Proof of attainment must include proper documentation of the participant's completion of the project or event. The documentation must be maintained in the participant's file.

### **Other special or unique attainment**

A payment not to exceed \$25 may be paid to a participant for a special or unique attainment in an activity or service. Each sub grantee may decide upon one unique attainment for their participants. The unique attainment must be tied to the participant's ability to complete his or her goals that are outlined in the Individual Service Strategy. The sub grantee must have the unique attainment approved by Twin Districts Workforce Area before implementation. Eligibility and documentation will be based upon the nature of the special or unique attainment and will be determined by TDWA. The documentation must be maintained in the participant's file.

## **B. Stipend**

A stipend is a fixed regular small payment made to a WIOA youth participant during his/ her enrollment to encourage the youth to participate in activities or services. Stipends must not exceed the federal minimum wage and must be paid based on the actual hours of attendance. Attendance in the activity or service must be documented as the basis of stipend payments.

### **Classroom GED training stipends**

Youth may receive a cash payment equivalent to \$1.00 per hour of actual classroom training. The payment shall begin after the first five days of active, regular participation in classroom learning and not to exceed a total of 180 hours. Time sheets or attendance records must be maintained by the sub grantee. All participants must sign in daily. Timesheets or attendance records must be initialed for verification by the sub grantee. Only the days that show a signature by the participant and verified by the sub grantee will be eligible for payment. A copy of the attendance records must be maintained in the participant's file.

### Special training outside of regular GED training stipends

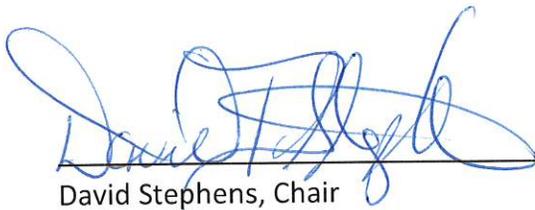
A participant may receive a cash stipend for special training outside of the regular GED training. This amount will be negotiated with the fiscal agent and the sub grantee. Time sheets or attendance records must be maintained by the sub grantee. All participants must sign in daily. Timesheets and attendance records must be initialed for verification by the sub grantee. Only the days that show a signature by the participant and verified by the sub grantee will be eligible for payment. A copy of the attendance records must be maintained in the participant's file.

### C. Procedures and documentation

The sub grantee must develop written step by step procedures to process and award cash incentive payments. The procedures must fall within the guidelines addressed in this policy. The sub grantee must also maintain a record of incentive payments in a format that, at a minimum, include:

1. The participant's name and social security number
2. Program year
3. Sub grantee name and contract number
4. Type of incentive
5. Justification of the participant's eligibility for the incentive
6. Date and amount of cash incentive

Any sub grantee electing to provide incentive awards must document the participant's eligibility, supporting documents for justification of payment, and the receipt of payment in the participant's file.



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David Stephens, Chair

Twin Districts Local Workforce Development Board

09/22/15

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Date Approved

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PHIL BRYANT  
GOVERNOR

July 5, 2018

Leonard Bentz  
Executive Director  
Southern Mississippi Planning  
And Development District  
10441 Corporate Drive, Suite 1  
Gulfport, Mississippi 39503

Dear Mr. Bentz:

As you will recall, WIOA creates a two-step process for designating a LWDA. First, WIOA Section 106(b)(2) provides for an “initial designation” for “the first 2 full program years following the enactment of this Act,” to allow for a transition to the new requirements of WIOA. Then at the end of the initial designation, Section 106(b)(3) calls for a “subsequent designation,” based on a review of the performance of the LWDA during the initial designation period.

On May 10, 2017, I extended the initial designation of the Twin Districts as a local workforce development area (LWDA) because of a U.S. Department of Labor regulation, under the Workforce Innovation and Opportunity Act (WIOA) until June 30, 2018. Effective July 1, 2018, I approved your request for subsequent designation of the Twin Districts as a local workforce development area.

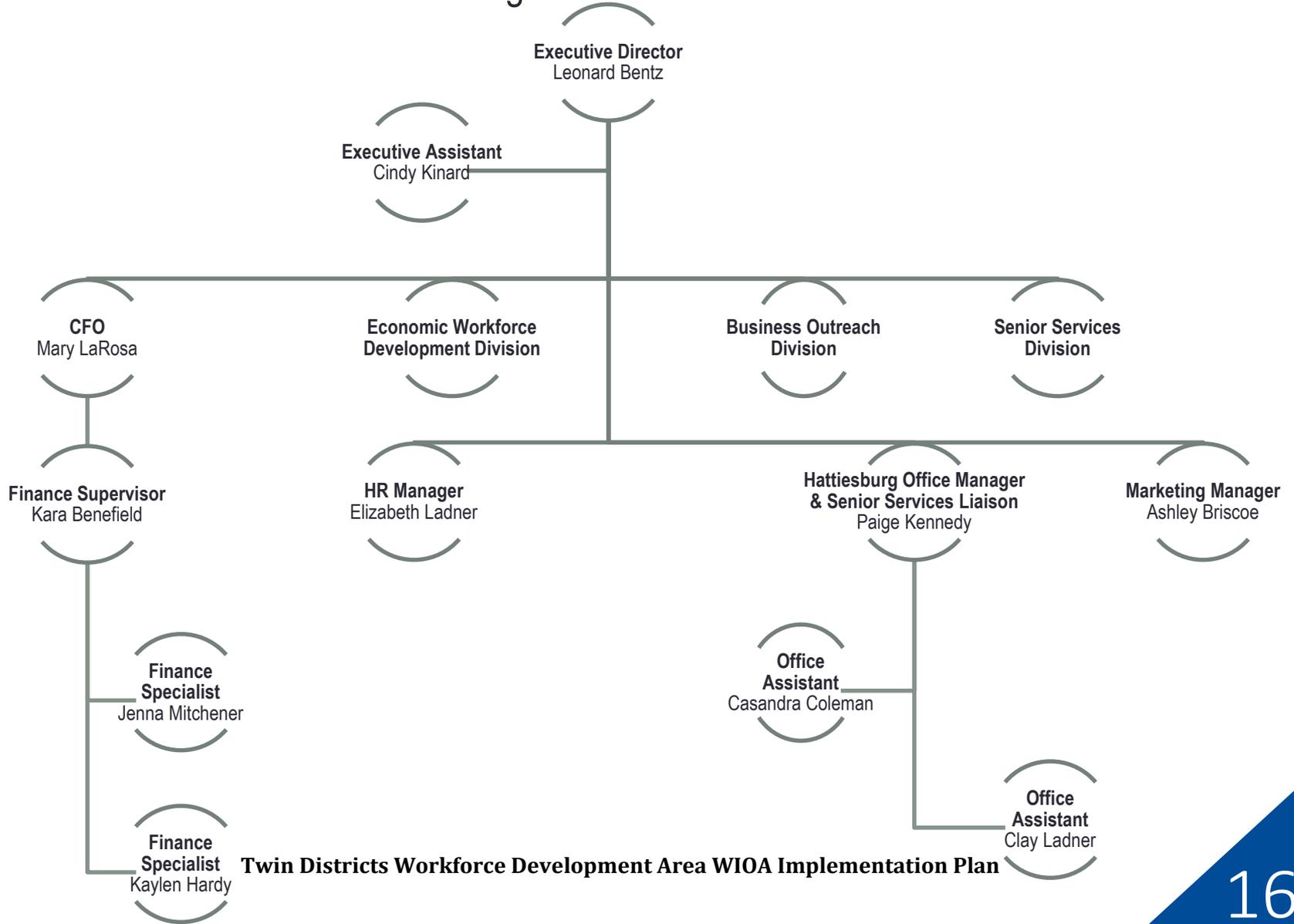
The Twin Districts LWDA is an essential partner in the successful on-going implementation of our innovative WIOA state plan. By working together to strengthen the alignment of our workforce, education, and economic development initiatives, we can make our state a better place to live where every Mississippian who wants a job can get a job. I appreciate your commitment to this exciting opportunity.

Sincerely,

Phil Bryant  
Governor

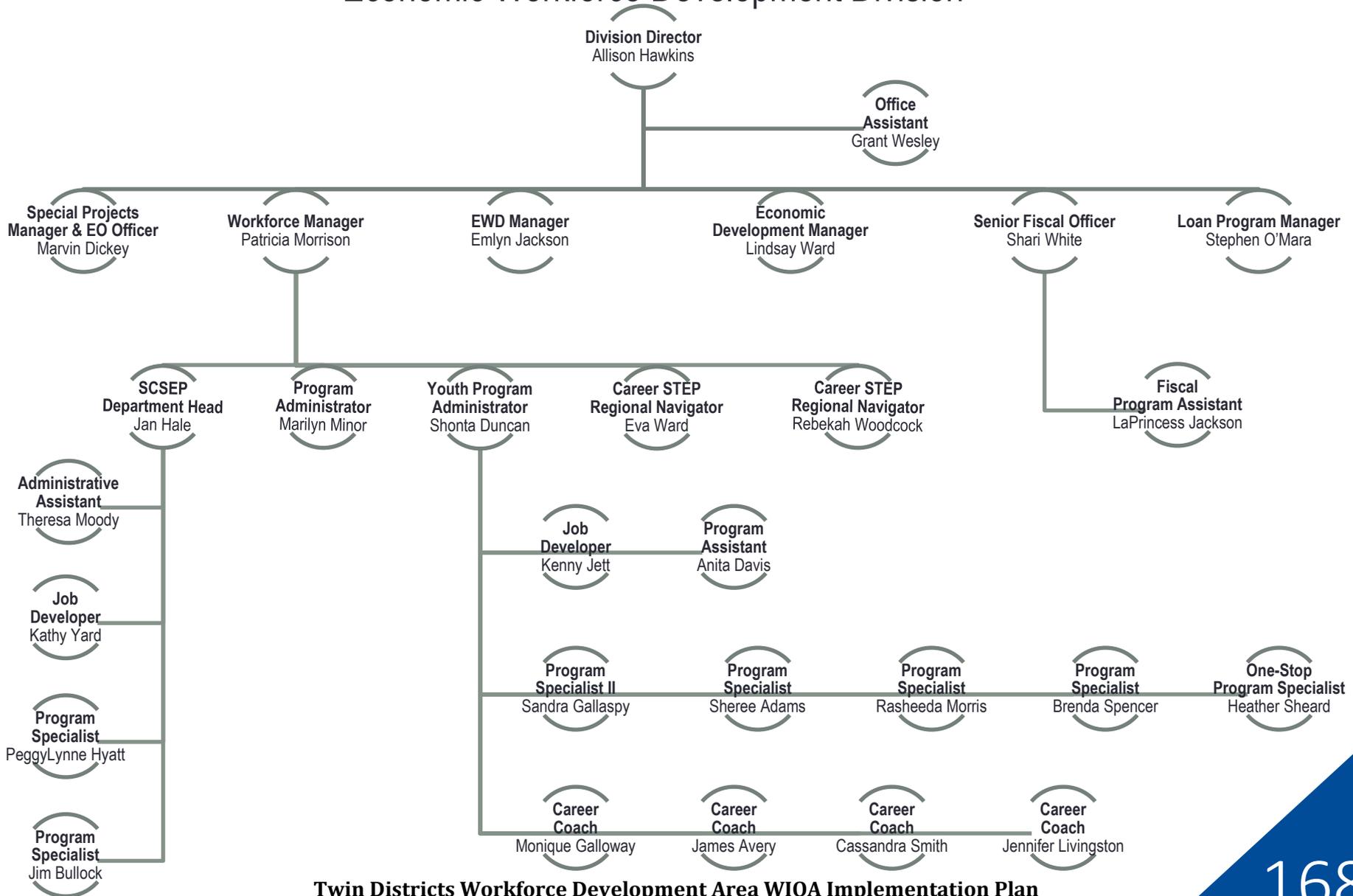
**Twin Districts Workforce Development Area WIOA Implementation Plan**

# Southern Mississippi Planning & Development District Organizational Chart

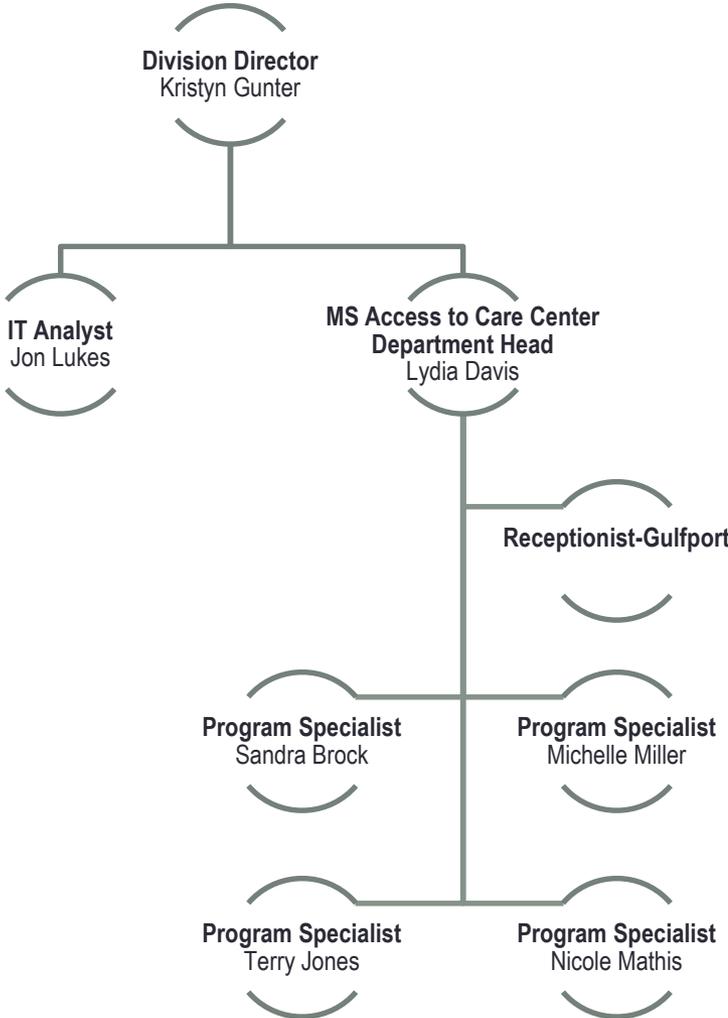


**Twin Districts Workforce Development Area WIOA Implementation Plan**

# Economic Workforce Development Division



# Business Outreach Division



## TDWDA Workforce Board Membership List

Name	County
John W. Barrow, II	Greene
Donnie Bond*	Pearl River
Rebecca Brown	Pearl River
Wayne Buffington*	Jasper
Neal Campbell	Covington
Denise Cartlidge	Forrest
Sedgie Foxworth	Marion
Robert Freeman	Jackson
Randy Gill	Neshoba
Lillie Graves*	Harrison
Jennifer Griffith	Jones
Ricky Harrison	Newton
Newt Ishee	Smith
Joseph Knight	Lauderdale
Julia Lindsey	Neshoba
Tom Lofton	Leake
Tom Miles	Scott
Shelia Mills	Forrest
Calvin Newsom*	Marion
Phil Nichols	Clarke
Judith Redshaw	Hancock
John Shows	Harrison
David Stephens*	Lauderdale
Lucretia Williams	Leake

\*TDWDA Executive Committee Member

## BY-LAWS

### Twin Districts Workforce Development Area Board

#### Workforce Innovation & Opportunity Act of 2014

##### **Article I** NAME

The name of this organization shall be the: “The Twin Districts Workforce Development Area Board.”

##### **Article II** PURPOSE

In accordance with the Workforce Innovation and Opportunity Act, it is the purpose of the Twin Districts Local Workforce Development Board-

1. To increase those individuals with barriers to employment, access to and opportunities for the employment, education, training, and support services they need to succeed in the labor market.
2. To support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high quality workforce development system.
3. To improve the quality and labor market relevance of workforce investment, education, and economic development efforts to provide workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide employers with the skilled workers the employers need to succeed in the global economy.
4. To promote the improvement in the structure of and delivery of services through the workforce development system to better address the employment and skill needs of workers, jobseekers and employers.
5. To increase the prosperity of workers and employers.
6. Increase the employment, retention and earnings of participants.
7. Increase attainment of recognized postsecondary credentials by participants.
8. Reduce welfare dependency and increase economic self-sufficiency.

##### **Article III**

##### AUTHORITIES AND RESPONSIBILITIES OF THE LOCAL BOARD

- A. Local plan – The Board, in partnership with the chief elected official for the area, shall develop and submit a local plan to the Governor.
- B. Workforce Research and Regional Labor Market Analysis – The Board shall:
  1. Carry out analyses of the economic conditions in the region, the needed knowledge and skills for the region, the workforce in the region, and workforce development activities (including education and training) in the region.
  2. Assist the Governor in developing the statewide employment statistics system described in section 15(e) of the Wagner - Peyser Act, specifically the collection, analysis, and utilization of workforce and labor market information for the region.
  3. Conduct such other research, data collection, and analysis related to the workforce needs of the regional economy as the board, after receiving input from a wide array of stakeholders, determines to be necessary to carry out its functions.
- C. Convening, Brokering, and Leveraging – The local board shall convene local workforce development system stakeholders to assist in the development of the local plan under

section 108 and in identifying non-Federal expertise and resources to leverage support for workforce development activities. The local board, including standing committees, may engage such stakeholders in carrying out the functions described in this subsection.

- D. Employer Engagement – The Board shall lead efforts to engage with a diverse range of employers and with entities in the region involved:
1. To promote business representation (particularly representatives with optimal policymaking or hiring authority from employers whose employment opportunities reflect existing and emerging employment opportunities in the region) on the local board;
  2. To develop effective linkages (including the use of intermediaries) with employers in the region to support employer utilization of the local workforce development system and to support local workforce investment activities;
  3. To ensure that workforce investment activities meet the needs of employers and support economic growth in the region, by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers; and
  4. To develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers (such as the establishment of industry and sector partnerships), that provide the skilled workforce needed by employers in the region, and that expand employment and career advancement opportunities for workforce development system participants in in-demand industry sectors or occupations.
- E. Career Pathways Development – The Board, with representatives of secondary and postsecondary education programs, shall lead efforts in the local area to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment.
- F. Proven and Promising Practices – The Board shall lead efforts to:
1. Identify and promote proven and promising strategies and initiatives for meeting the needs of employers, and workers and jobseekers (including individuals with barriers to employment) in the local workforce development system, including providing physical and programmatic accessibility, in accordance with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 to the one-stop delivery system; and
  2. Identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs.
- G. Technology – The Board shall develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers, by:
1. Facilitating connections among the intake and case management information systems of the one-stop partner programs to support a comprehensive workforce development system in the local area;
  2. Facilitating access to services provided through the one-stop delivery system involved, including facilitating the access in remote areas;
  3. Identifying strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery, and increase access to services and programs of the one-stop delivery system, such as improving digital literacy skills; and
  4. Leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment.

- H. Program Oversight – The Board, in partnership with the chief elected official for the local area, shall:
  - 1. a. Conduct oversight for local youth workforce investment activities, local employment and training activities, and the one-stop delivery system in the local area; and
  - b. Ensure the appropriate use and management of the funds provided under subtitle B for the activities and system described in clause (a); and
- 2. For workforce development activities, ensure the appropriate use, management, and investment of funds to maximize performance outcomes.
- I. Negotiation of Performance – The Board, the chief elected official, and the Governor shall negotiate and reach agreement on local performance accountability measures.
- J. Selection of Operators and Providers
  - 1. Selection of one-stop operators – The Board, with the agreement of the chief elected official –
    - a. Shall designate or certify one-stop operators, and
    - b. May terminate for cause the eligibility of such operators.
  - 2. Selection of youth providers – The Board:
    - a. Shall identify eligible providers of youth activities in the local area by awarding grants or contracts on a competitive basis, and
    - b. May terminate for cause the eligibility of such operators.
  - 3. Identification of eligible providers of training services – The Board shall identify eligible providers of training services in the local area.
  - 4. Identification of eligible providers of career services – If the one-stop operator does not provide intensive services in a local area, the Board shall identify eligible providers of intensive services in the local area by awarding contracts.
  - 5. Consumer choice requirements – The Board shall work with the State to ensure there are sufficient numbers and types of providers of career and training services serving the local area and providing the services involved in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities.
- K. Coordination with Education Providers – The Board shall coordinate activities with education and training providers in the local area, including providers of workforce investment activities, providers of career and technical education, and local agencies administering plans under title I of the Rehabilitation Act of 1973, other than section 112 or part C of that title.
- L. Budget and Administration – The Board shall develop a budget for activities of the local board in the local area, consistent with the local plan.
- M. Accessibility for Individuals with Disabilities – The Board shall annually assess the physical and programmatic accessibility of all one-stop centers in the local area.

#### **Article IV** ORGANIZATION AND COMPOSITION

- A. Pursuant to the provisions of the Workforce Innovation and Opportunity Act, the Board shall consist of:
  - 1. Representatives of business in the local area, who –
    - a. Are owners of businesses, chief executives or operating officers of businesses, and other business executives or employers with optimum policymaking or hiring authority;

- b. Represent businesses, including small businesses, or organizations representing businesses described, that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area;
    - c. Are appointed from among individuals nominated by local business organizations and business trade associations;
  2. Not less than 20 percent of the members shall be representatives of the workforce within the local area, who—
    - a. shall include representatives of labor organizations (for a local area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a local area in which no employees are represented by such organizations) other representatives of employees;
    - b. shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists;
    - c. may include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and
    - d. may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth;
  3. Representatives of entities administering education and training activities who:
    - a. Shall include a representative of eligible providers administering adult education and literacy activities;
    - b. Shall include a representative of institutions of higher education providing workforce investment activities (including community colleges);
    - c. May include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment;
  4. Representatives of governmental and economic and community development entities serving the local area who:
    - a. Shall include a representative of economic and community development agencies.
    - b. Shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act.
    - c. Shall include an appropriate representative of the programs carried out under title I of the Rehabilitation Act of 1973 other than section 112 or part C of that title.
    - d. May include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistances; and
    - e. May include representatives of philanthropic organizations serving the local area; and
  5. May include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate.
- B. Authority of board members – Members of the Board that represent organizations, agencies, or other entities shall be individuals with optimum policymaking authority within the organizations, agencies, or entities.
- C. Majority – A majority of the members of the Board shall be business representatives.
- D. Chairperson – The board shall elect a chairperson for the Board from among the business representatives who are members of the board.

- E. In accordance with the Act and in agreement among the Chief Elected Officials, there shall be a thirty-two (32) member Local Workforce Development Board;
- F. The members of the Board shall be initially appointed for fixed and staggered terms by the counties' Chief Elected Officials (CEOs) of the area.
- G. At the end of a member's term of membership, the Chief Elected Official shall be given the option to re-appoint that member for a period of two (2) years if the member so desires.
- H. Any vacancy in the Board's membership shall be filled by the Chief Elected Official in the same manner as the original appointment.
- I. Any member of the Board may be removed for cause by a two-thirds majority vote of the Board following establishment of due cause.
- J. Once appointed, a member may serve his/her entire term even if his/her category representation status changes during that term. The member must, however, make such category representation status change known to the Chairperson.

## **Article V** **OFFICERS**

The officers of the Board shall consist of a Chairperson and Vice Chairperson. The term of each officer shall be for two years.

### A. Chairperson

- 1. The Chairperson shall preside at all meetings of the Board and shall advise with the other officers of the Board on matters of policy. He/She shall have other powers, and perform other duties, as may be incidental to his office, as are given to him by these By-Laws, or may be assigned to him by the Board.
- 2. The Chairperson shall be elected from among members of the Board who are representatives of the business sector.
- 3. The term of office is for two years beginning on July 1 of one year and ending on June 30.
- 4. The Chairperson may succeed himself/herself if elected by the membership.

### B. Vice-Chairperson

- 1. Those conditions enumerated above applying to the Chairperson shall apply equally to the Vice Chairperson.
- 2. In the event of the absence of the Chairperson, the Vice-Chairperson shall act as Chairperson.
- 3. There shall not be any automatic progression from Vice-Chairperson to Chairperson.

Note: The Executive Committee shall be composed of the Board Chairperson, Vice-Chairperson, Chief Elected Official, One Stop Committee Chairperson and Youth Committee Chairperson.

## **Article VI** **MEETINGS, ATTENDANCE, QUORUM, AND VOTING**

### A. Meetings

- 1. The Board shall meet up to four times per program year for the transaction of such business as may be necessary. Special meetings may be called by either the Chairperson and/or upon request of two-thirds of the membership.
- 2. All meetings shall be open and accessible to the general public, and will adhere to the State's Open Meetings Law, '25-41-1 through 17 of the Mississippi Code, Annotated, as applicable.

3. At a minimum, regular meeting notices will be published in generally circulated newspapers in “The Twin Districts Workforce Development Area.”
  4. Each member shall be notified in writing, by postal mail, fax, and/or e-mail, at least five days in advance of the meeting.
  5. Minutes shall be recorded of each Board meeting within a reasonable period of time.
- B. Attendance
1. Members of the Board are encouraged to attend Board meetings. However, it is recognized that absences may be necessary from time to time. To satisfy attendance requirements, a member may designate the presiding officer or another Board member to exercise his/her proxy at a given meeting. The proxy may not be assigned to a non-member.
  2. If a member is absent from three consecutive meetings, the Board staff is authorized to contact the member to determine the status of the member. If the Board determines that a member’s absence is unexcused for three consecutive meetings, the member may be removed from the board.
  3. Any board member removed from the board may file an appeal to the board.
- C. Quorum
- A quorum shall consist of a simple majority of the current membership, including proxies received from Board members.
- D. Voting
1. Each member shall have only one vote. A proxy will be mailed or emailed out with the notice for meetings, and other written letters will be accepted.
  2. Members of the Board may award their proxy in writing to another member of the Board or to their representative.

## **Article VII** COMMITTEES

The Twin Districts Workforce Development Board shall have a Youth Committee, One Stop Committee and a Business/Industry Advisory Committee. Members of the Business/Advisory Committee cannot be a member of the Twin Districts Workforce Development Board. This committee has the sole responsibility of advising the Board of the needs & trends of businesses.

## **Article VIII** AMENDMENTS TO BY-LAWS

Amendments to these By-Laws shall be proposed at one meeting and voted on at the next meeting. These By-Laws may be amended at any meeting where a quorum exists, with two-thirds of those present, including authorized proxies, voting in the affirmative, and upon receipt of the concurrence of the chief elected official within thirty days of the amendment being approved by the Board.

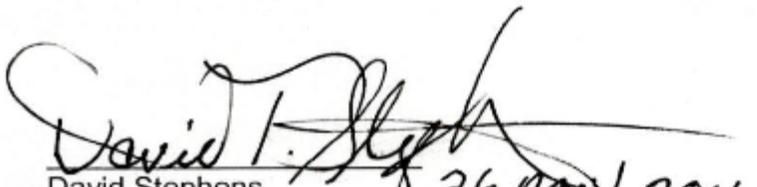
## **Article IX** PARLIAMENTARY AUTHORITY

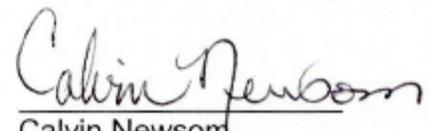
The rules contained in the current edition of Robert's Rules of Order shall generally govern the Board in such cases in which they are not inconsistent with these By-Laws, and any special rule of order the Board may adopt.

**Article X**  
**CONFLICT OF INTEREST**

All members of the Twin Districts Workforce Development Board and Committees shall comply with the Mississippi Ethics in Government Laws, MISS.CODE ANN. Sec 25-4-101, et seq. and Section 107(h) of the Workforce Innovation & Opportunity Act of 2014. A member of the Twin Districts Workforce Development Board or member of a standing committee may not-

- (1) vote on a matter under consideration by the local board-
  - (A) regarding the provision of services by such member (or by an entity that such member represents); or
  - (B) that would provide direct financial benefit to such member or the immediate family of such member; or
- (2) engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State Plan.

  
David Stephens,  
TDWDB Chairman  
26 April 2016.

  
Calvin Newsom,  
LEO Chairman

## Southern Mississippi Planning and Development District

### CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing 48 CFR, Part 9, Subpart 9.4, Debarment, Suspension, and Ineligibility.

- (1) Southern MS Planning and Development District (SMPDD), as recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are 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 recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Leonard Bentz , Executive Director

---

Name and Title of Authorized Representative

Signature

Date

1. By signing and submitting this proposal, SMPDD, as recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. SMPDD, as recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.

6. SMPDD, as recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to check the List of Parties Excluded from Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

# Southern Mississippi Planning and Development District

## CERTIFICATION REGARDING LOBBYING

### CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned 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 undersigned, 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 undersigned shall complete and submit the "Disclosure of Lobbying Activities" form in accordance with its instructions.
3. The undersigned 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 fact 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. Code. 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.

Southern Mississippi Planning and Development District

Subgrantee Organization

Leonard Bentz  
Name of Certifying Official



Signature

12/9/2020

Date

# TWIN DISTRICTS WORKFORCE DEVELOPMENT AREA

## Local Workforce Development Area

### Plan Approval Certification

This plan was approved by the local chief elected official(s) on January 26, 2021.

1/27/2021

Calvin Newsom

Calvin Newsom

Date

TDWDA Chief Elected Official

Local Chief Elected Official Mailing Address:

Calvin Newsom  
Marion County Supervisor  
215 Broad St.  
Columbia, MS 39429  
601-441-2350  
calvinnewsom63@gmail.com

This plan was approved by the local workforce development board on January 26, 2021

David T. Stephens 1/26/21

David Stephens

Date

TDWDA Chairman

Local Workforce Development Board Mailing Address:

David Stephens  
Human Resources Manager  
Van Zyverden, Inc.  
P.O. Box 561  
Meridian, MS 39302-0550  
(601) 679-8274  
DStephens@vzusa.com

Signature for Local Grant Recipient/Fiscal Agent:



01/26/2021

Leonard Bentz

Date

Executive Director, SMPDD

Local Grant Recipient/Fiscal Agent Address:

Leonard Bentz  
Executive Director, SMPDD  
10441 Corporate Drive, Ste. 1  
Gulfport, MS 39503  
lbentz@smpdd.com

## **The Twin Districts Workforce Development Area WIN Job Center Partners Memorandum of Understanding**

In accordance to the Workforce Innovation and Opportunity Act (WIOA) Section 121(c), this Memorandum of Understanding (MOU) shall describe how WIOA One-Stop Partners will provide services throughout the 24 county Twin Districts Workforce Development Area (TDWDA) to ensure workforce development activities are coordinated and support the Local Workforce Development Area Plan. This MOU shall meet all the requirements outlined in WIOA Section 121(c) which requires provisions describing-

- A. the services to be provided through the one-stop delivery system consistent with the requirements of this section, including the manner in which the services will be coordinated and delivered through such system;
- B. how the costs of such services and the operating costs of such system will be funded, including-
  - 1. funding through cash and in-kind contributions (fairly evaluated), which contributions may include funding from philanthropic organizations or other private entities, or through other alternative financing options, to provide a stable and equitable funding stream for ongoing one-stop delivery system operations; and
  - 2. funding of the infrastructure costs of One-Stopcenters;
- C. methods of referral of individuals between the one-stop operator and the one-stop partners for appropriate services and activities;
- D. methods to ensure the needs of workers and youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in the provision of necessary and appropriate access to services, including access to technology and materials, made available through the one-stop delivery system; and
- E. the duration of the memorandum of understanding and the procedures for amending the memorandum during the duration of the memorandum, and assurances that such memorandum shall be reviewed not less than once every 3-year period to ensure appropriate funding and delivery of services; and
- F. such other provisions, consistent with the requirements of this title, as the parties to the agreement determine to be appropriate.

## Parties

As required by WIOA, all One-Stop Partners shall participate in the One-Stop Delivery System in the TDWDA, be partners to the MOU, and abide by the terms prescribed herein and by all applicable Federal, State, and Local rules, plans, and policies as applicable and authorized under the Partner's program and in keeping with the federal guidelines. Parties to this MOU shall include the following One-Stop Partners listed in the table below.

Agency/Organization	Program/Services
The Twin Districts Local Workforce Development Board & Chief Local Elected Official	*WIOA Title I Adult, Dislocated Worker, and Youth Services
Mississippi Department of Employment Security (MDES)	*Wagner-Peyser Act Program (Wagner-Peyser Act, as amended by WIOA Title III) *Trade Adjustment Assistance for Workers Program (authorized under Title II-Chapter 2 of the Trade Act of 1974) *Jobs for Veterans State Grants Program (authorized under Chapter 41 of Title 38 United States Code) *Unemployment Insurance Programs (authorized under state unemployment compensation laws) *Senior Community Service Employment Program (SCSEP)
East Central Community College Jones County Junior College Meridian Community College MS Gulf Coast Community College Pearl River Community College	*Adult Education & Family Literacy Act Program (WIOA Title II)
MS Dept. of Rehabilitation Services (MDRS)	*Vocational Rehabilitation Program (Title I of the Rehabilitation Act of 1973, as amended by WIOA Title IV)
MS Dept. of Human Services (MDHS)	*Temporary Assistance for Needy Families (TANF)
CIIMB Community Development Corp	*Youth Build
Chugach Training and Educational Solutions	*Job Corps
Senior Services America, Inc. --Center for Workforce Inclusion	*Senior Community Service Employment Program (SCSEP)
National Caucus and Center on Black Aged, Inc.	*Senior Community Service Employment Program (SCSEP)
East Central Planning and Development District	*Senior Community Service Employment Program (SCSEP)
Inter-Tribal Council of Louisiana- Institute for Indian Development	*Senior Community Service Employment Program (SCSEP)
City of Jackson	*Senior Community Service Employment Program (SCSEP)

**Note: The Senior Community Service Employment Program administered by Southern MS Planning & Development District is a strategic partner in the TDWDA One-Stop system.**  
**Twin Districts Workforce Development Area WIOA Implementation Plan**

## **Recitals/Authority**

Whereas the Workforce Innovation and Opportunity Act of 2014 was signed into law on July 22, 2014, that amended and replaced the Workforce Investment Act of 1998 (WIA), and whereas the Twin Districts Workforce Development Area was designated as a Local Workforce Development Area (LWDA) in the State of Mississippi by Governor Phil Bryant on May 14, 2015, and whereas the Twin Districts Workforce Development Board and Chief Local Elected Official establish the One- Stop Delivery System in accordance with WIOA Section 121, the WIOA State Plan, and the TDWDA WIOA Local Plan.

## **Article 1: One-Stop Partner Services in the WIN Job Centers**

The Twin Districts Workforce Development Board and Chief Local Elected Official shall select the WIN Job Center One-Stop Operator and the WIOA Adult and Dislocated Worker Service Providers. The Mississippi Department of Employment Security (MDES) is the current One-Stop Operator and WIOA Adult and Dislocated Worker Service Delivery Provider. TDWDA and the Chief Local Official have selected the following WIN Job Center locations: Gulfport, Hattiesburg, Pascagoula, Bay St. Louis, Columbia, Forest, Meridian, Philadelphia, Choctaw, Carthage, Laurel, and Picayune. The following One-Stop Partner services may be provided in the TDWDA WIN Job Centers: WIOA Adult, Dislocated Worker, and Youth services, Wagner-Peyser Act, Trade Adjustment Assistance, Jobs for Veterans, Unemployment Insurance Programs, Senior Community Service Employment Programs (SCSEP), Adult Education and Family Literacy Act, Vocational Rehabilitation Programs, Temporary Assistance for Needy Families (TANF), Youth Build and Job Corps. The WIN Job Center Operators may incorporate additional partners in the WIN Job Centers if warranted. WIN Job Centers in the TDWDA shall be full-time centers with the exception of Choctaw and Philadelphia. Full time Centers will be open Monday-Friday and shall be closed in observance of all federal and state holidays.

## **Article 2: Access to One-Stop Partner Services**

A minimum of one Comprehensive WIN Job Center shall be located in the TDWDA and shall physically house all One-Stop Partners. A minimum of at least one staff member from each of the One-Stop Partners shall be co-located in the Comprehensive WIN Job Center in accordance to the State of Mississippi Combined Plan and Twin Districts' Local Plan. TDWDA's Comprehensive WIN Job Center is located in Gulfport. The Affiliate WIN Job Centers shall include staff from at least two of the One-Stop Partners and shall provide the core services that meet the needs of the local communities while maintaining a direct lifeline to the Comprehensive WIN Job Center. Individuals needing One- Stop Partner services that are not co-located at the Affiliate WIN Job Center shall have access to such services through the referral process described below in Article 4.

### **Article 3: One-Stop Partner Cost Sharing**

Each of the WIN Job Centers shall have an Infrastructure Funding Agreement (cost-sharing agreement) which describes how partners will contribute to Center costs, including but not limited to the cost of the resource room, utilities, maintenance of shared equipment and facilities. The WIN Job Center Operator (MDES), with assistance from the Twin Districts Workforce Development Board, is responsible for developing and maintaining the cost-sharing agreement for each WIN Job Center. The cost allocation is based on the total direct square footage occupied by partner, divided by the total direct square footage occupied by all parties. The partners are billed only for their respective share of the actual costs. The cost-sharing agreements shall be reviewed no less than once a program year to ensure adequate cost sharing of the WIN Job Center costs.

### **Article 4: One-Stop Partner Referral Process**

All One-Stop Core Partners shall utilize the HUB system so that referrals from all one-stop partners can be managed in an efficient and effective manner. All One-Stop Partnerships shall follow-up on all referrals. The HUB system is further described in the State WIOA Combined Plan and the TDWDA Local Plan.

### **Article 5: Duration of MOU**

This MOU shall be effective upon signature and remain in effect until 06/30/2024, which corresponds with the TDWDA WIOA Local Plan. Modifications may be made if requested and accepted by all parties and as needed due to the Local Plan required updates.

Date: 01/27/2021

**THE TWIN DISTRICTS  
WORKFORCE DEVELOPMENT BOARD**

Wayne Buffington *VICE CHAIRMAN*  
David Stephens, Chairman *For D. Stephens*

Attest: Patricia L. Morris

Date: 01/27/2021

**TWIN DISTRICTS LOCAL  
ELECTED OFFICIAL BOARD**

Calvin Newsom 1/27/2021  
Calvin Newsom, Chairman

Attest: Patricia L. Morris

Date: 1-5-2021

THE MISSISSIPPI DEPARTMENT OF  
EMPLOYMENT SECURITY

Jacqueline A. Turner  
Jacqueline A. Turner, Executive Director

Attest: Patricia L. Morrison

Date: 1/7/2021

**EAST CENTRAL COMMUNITY COLLEGE**

J. Brent Gregory

J. Brent Gregory, Ph.D., President

Attest: Carol A. Gurnamy

Date: 01/20/2021

JONES COUNTY JUNIOR COLLEGE

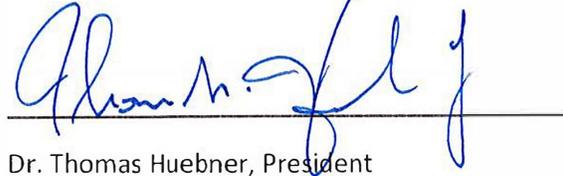
J.R. Smith

Dr. Jesse Smith, President

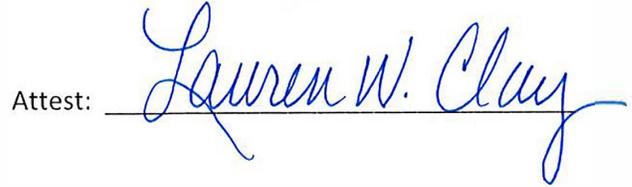
Attest: Patricia L. Morrison

Date: 1/4/2021

**MERIDIAN COMMUNITY COLLEGE**

  
\_\_\_\_\_

Dr. Thomas Huebner, President

Attest:   
\_\_\_\_\_

Date: 1/4/2021

MISSISSIPPI GULF COAST COMMUNITY  
COLLEGE



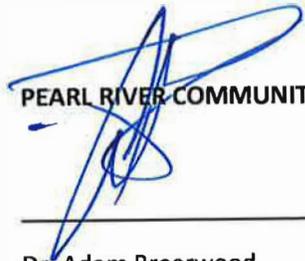
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Dr. Mary Graham, President



Attest: \_\_\_\_\_

Date: 01/05/21

  
PEARL RIVER COMMUNITY COLLEGE

Dr. Adam Breerwood

Attest: 

Date:

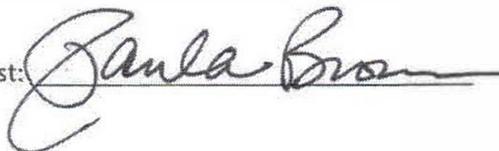
1/27/2021

MISSISSIPPI DEPARTMENT OF REHABILITATION  
SERVICES



Chris Howard, Executive Director

Attest:



Date: 1/5/2024

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES

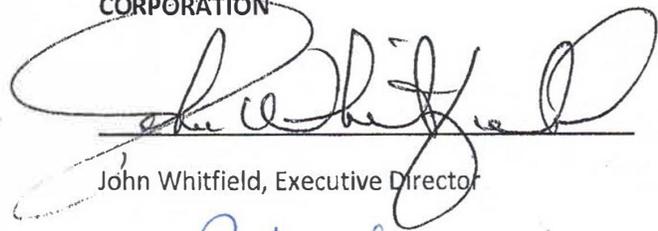
Robert G. Anderson

Robert G. Anderson, Executive Director

Attest: Marlyp Myers

Date: 4/4/2021

CLIMB COMMUNITY DEVELOPMENT  
CORPORATION



John Whitfield, Executive Director

Attest: Patricia Moran

Date: 1/11/21

**CHUGACH TRAINING AND  
EDUCATIONAL SOLUTIONS LLC**

*Katherine Carlton*

---

Katherine Carlton, President/General  
Manager

Attest: *Patricia L. Morrison*

---

Date: 01/20/2021

Southern MS Planning & Development District  
SCSEP



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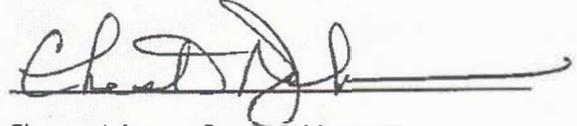
Leonard Bentz, Executive Director

Attest: 

---

Date: 1/12/2021

NATIONAL CAUCUS AND CENTER ON BLACK  
AGED, INC.



Chester Johnson, Program Manager

Attest: 

Date: 01-20-2021

EAST CENTRAL PLANNING & DEVELOPMENT  
DISTRICT

Mike Blount

Mike Blount, Executive Director

Attest: Levera Chapman

Date: \_01/21/2021\_\_\_\_\_

**INTER-TRIBAL COUNCIL OF LOUISIANA  
INSTITUTE FOR INDIAN DEVELOPMENT**

  
\_\_\_\_\_

John Silver, Executive Director

Attest:

  
\_\_\_\_\_

Date:

1/22/2021

CITY OF JACKSON

Senior Community Service Employment  
Program

Kimberly Moore

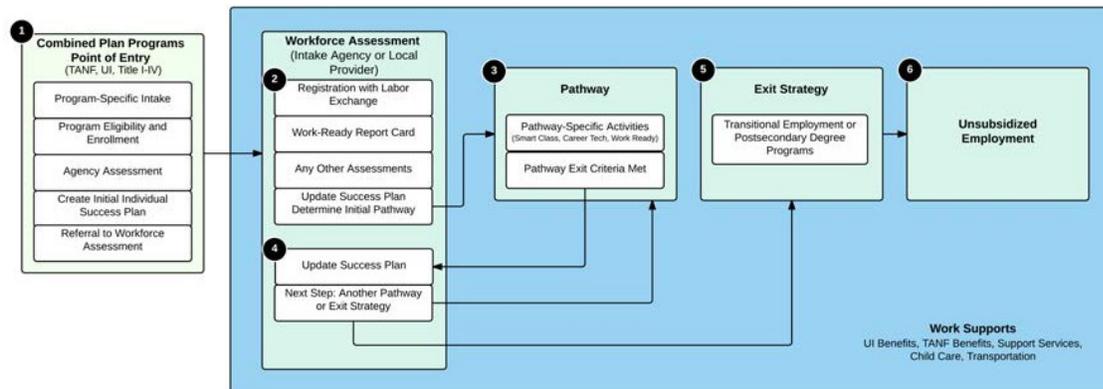
Kimberly Moore, SCSEP Project Director

Attest:

Pat S. Moore

<b>Local Workforce Development Areas</b>	<b>Comprehensive Centers</b>	<b>Affiliate Centers</b>	<b>Sector Training Plus Centers</b>	<b>Virtual Access Sites</b>
<b>Twin Districts</b>	Gulfport, Mississippi 10162 Southpark Drive Gulfport, MS 39503 228-897-6900	Carthage WIN Job Center 202 C O Brooks St Carthage, MS 39051	To Be Determined	Collins Public Library 403 South Fir Street Collins MS 39428
		Pascagoula WIN Job Center 1604 Denny Avenue Pascagoula, MS 39567		Leakesville Public Library 301 Lafayette Street Leakesville, MS 39451
		Philadelphia WIN Job Center 1016 Saxon Airport Road Suite 104 Philadelphia, MS 39350		Quitman Public Library 116 Water Street Quitman, MS 39355
		Meridian WIN Job Center 2000 Hwy 19 N Meridian, MS 39307		Richton Public Library 210 Front Street Richton, MS 39476
		Hancock County WIN Job Center 856 Hwy 90 Suite D Bay St. Louis, MS 39520		Stone County Public Library 242 2nd Street Wiggins, MS 39577
		Columbia, WIN Job Center 1111 U.S. 98 Columbia, MS 39429		Choctaw WIN Job Centers 266 Industrial Road Choctaw, MS 39350
		Picayune WIN Job Center 2005 Wildwood Road Picayune, MS 39466		Hattiesburg WIN Job Center 1911 Arcadia Street Hattiesburg, MS 39401
		Laurel WIN Job Center 2139 Mississippi 15 Laurel, MS 39440		Forest WIN Job Center 536 Deerfield Drive Forest, MS 39074

## TDWDA WIOA Services Flow Chart--Mississippi Works Smart Start Career Pathway Model



1. Point of Entry - Combined PlanPartner intake and enrollment.
2. Workforce Assessment – Intake Partner or Local Provider coordinates pathway determination.
3. Pathway Activities - either Smart Start Pathway Class, Career Tech, or Work-Ready Pathway activities.
4. Workforce Reassessment – One-Stop Operator or Youth Provider assesses and sends participant to additional pathways or determines exit strategy.
5. Exit Strategy - either postsecondary degree program or transitional employment (OJT, Internship, Apprenticeship, or Work Experience).
6. Unsubsidized Employment - the end goal of the model, gainful employment.

**TWIN DISTRICTS WORKFORCE DEVELOPMENT AREA  
Youth Advisory Committee**

<b>Name</b>	<b>Membership Status</b>	<b>Agency/Organization</b>
Lillie Graves	Chairperson	Job Corp
Clarice Husband	Member	Marion County Schools
Julia Lindsey	Member	MS Band of Choctaw Indians
Eddie Sandifer	Member	MS Dept. of Rehabilitation

**The Youth Advisory Committee holds four regularly scheduled meetings during the program year and other meetings as needed. The regular meetings are held once a quarter on the second Tuesday of the designated months of:**

- July**
- October**
- January**
- April**

*Meeting dates may be altered to accommodate holiday schedules and other events.*

**Twin Districts Workforce Development Area**  
**Addendum One to Sector Strategy 2017**  
**May 2020**

At the end of 2019, the Twin Districts Workforce Development Area/Southern Mississippi Planning and Development District team reviewed the Sector Strategy Plan for relevancy. With a new state administration having come on board in January and an anticipated change in the direction of the State Workforce Investment Board, it was determined that a full rewrite of the plan was not immediately needed but a fourth sector should be added.

By way of this addendum, the Information Technology Sector is added to the sectors for Twin Districts. With the addition, the sectors are as follows:

- Advanced Manufacturing
- Energy and Chemical
- Healthcare
- Information Technology

According to the Bureau of Labor Statistics, information technology (IT) jobs occupations are expected to grow 11 percent from 2019 to 2029, much faster than the average of all occupations. Demand for employees stems from greater emphasis on cloud computing, the collection and storage of big data, and information security. As more manufacturing operations use automation, IT support through computer-aided maintenance will be a necessary job for companies.

The IT field stand alone or it can cross into other sectors. For instance, healthcare information technology could include data systems for medical record keeping but could also be as advanced as computer-aided procedures.

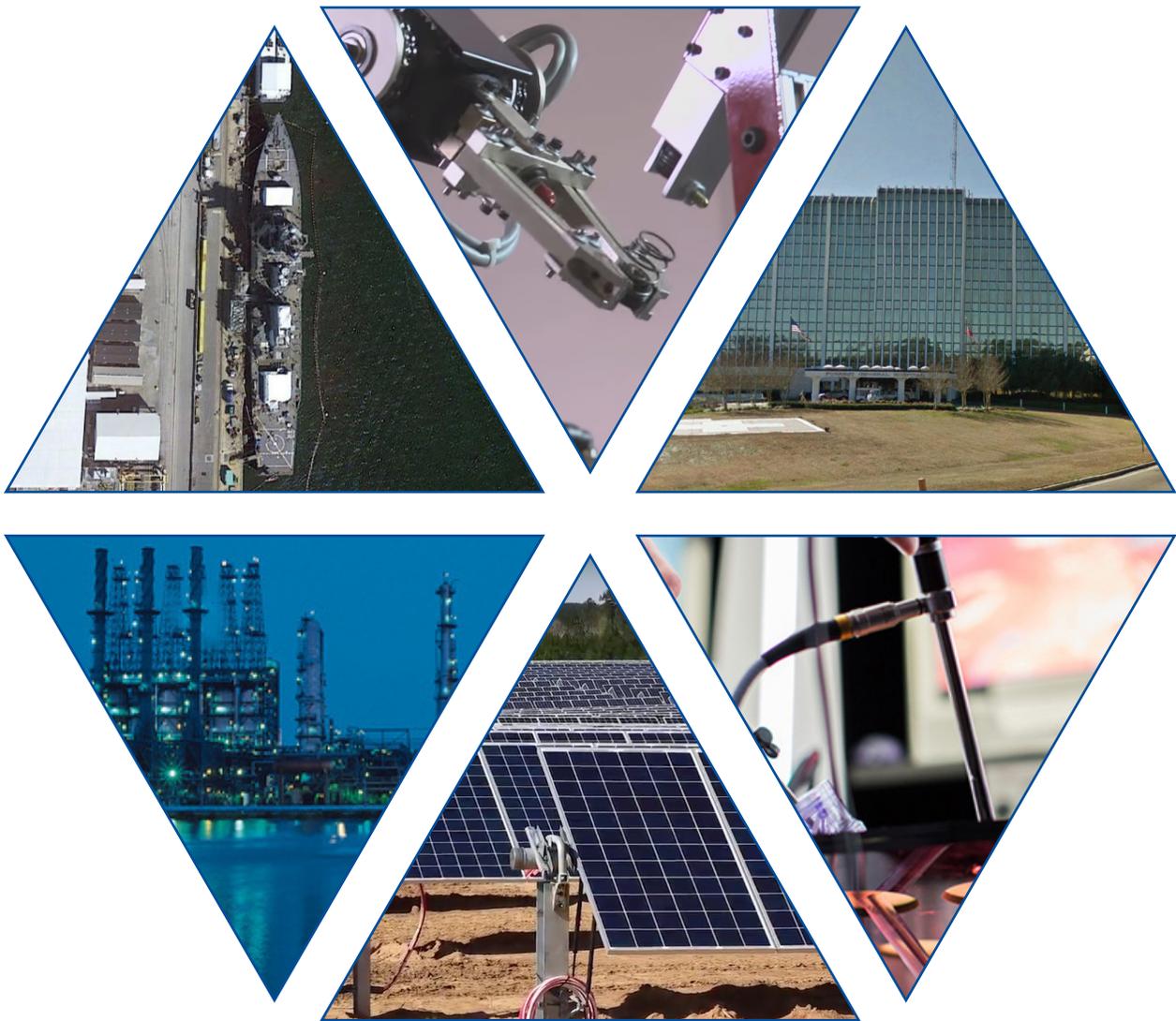
While the COVID-19 health crisis continues to create uncertainty and change for the economy as a whole, there have been some bright spots for the technology industry as more people have become dependent on cloud-based technologies and video conferencing. Likewise, the crisis has shed a light on deficiencies in technology infrastructure and processes (Deloitte.com). Jobs will be in demand to help address these deficiencies.

The Twin Districts area can position itself for a stronger and more resilient future by including information technology in its workforce development strategies. Having a strong talent pool in the IT sector will be key to growing the industry and in overall economic recovery.

# TDWDA

TWIN DISTRICTS WORKFORCE DEVELOPMENT AREA

## Sector Strategy 2017



Images from Google Earth, Chevron, Mississippi Power, Mississippi Works.

Written by Southern Mississippi Planning and Development District  
Economic Workforce Development Division

1 June 2017

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# Introduction

Twin Districts Workforce Development Area is one of four designated workforce development areas in the State of Mississippi. Twin Districts encompasses a 24-county area, combining the service territory of Southern Mississippi Planning and Development District (SMPDD) and East Central Mississippi Planning and Development District (ECPDD). SMPDD serves as the fiscal and programmatic agent, responsible for the general operations within the workforce development area.

In accordance with the Workforce Innovation and Opportunity Act of 2014, Twin Districts assists both job seekers and employers in fulfilling their employment and training needs. There is a shared statewide strategic vision to create a workforce system that acts and functions as an ecosystem where all parts are connected to achieve common goals. This vision ensures that every Mississippian will be provided with the opportunity to be work or career-ready and to secure his or her dream job right at home.

Twin Districts operates based on policies and plans outlined in the Twin Districts Workforce Development Area 2016-2020 Strategic Plan. In the Sector Strategy Section of the plan, brief processes are described on how Twin Districts helps existing business and industry prosper and aid in the recruitment of new business to the state. The processes focus largely on new, emerging and established target industries in the workforce development area and support of statewide initiatives. While the processes are

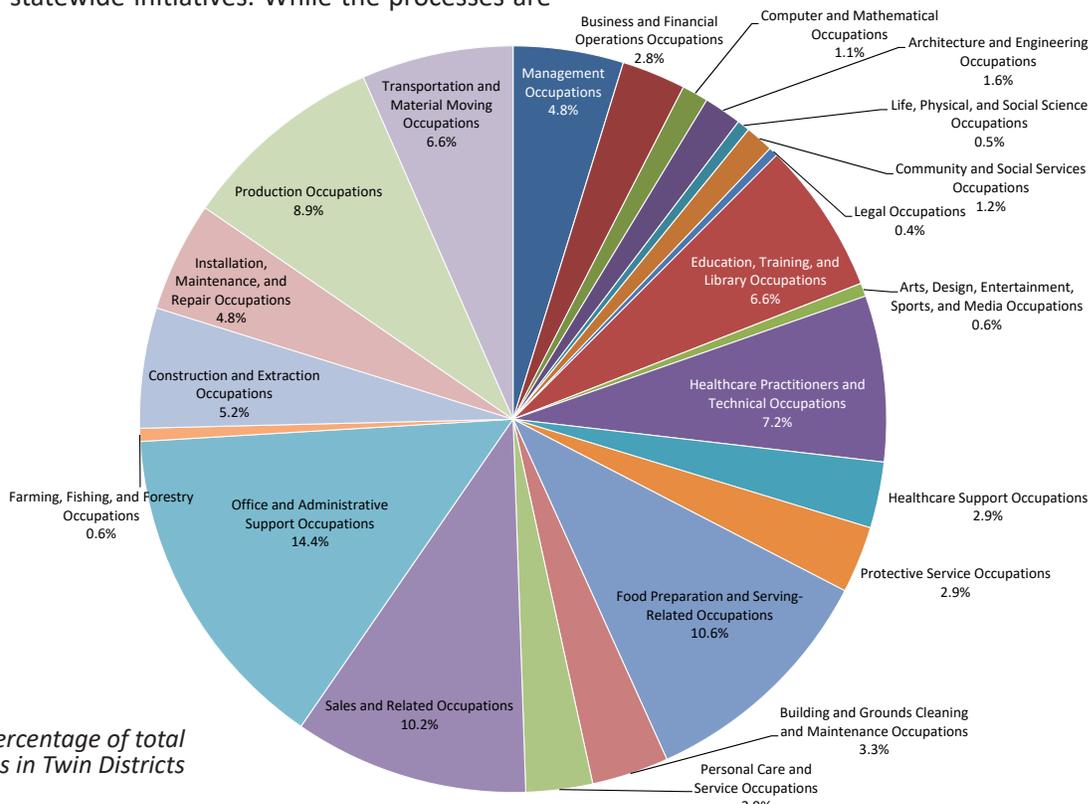
worthy and workable, it is necessary to take a more focused and detailed approach to sector strategy planning if Twin Districts is to reach its full potential in workforce development.

Sharing this same line of thought, the State Workforce Investment Board (SWIB) tasked the local workforce development areas with the establishment of sector strategy plans. Twin Districts began developing its plan in March 2017, working toward the following achievements:

- Identify and address current and emerging skill gaps
- Provide a means to engage directly with industry across traditional boundaries
- Better align programs and resources serving employers and workers
- Meet the needs of employers by crafting tailored workforce solutions

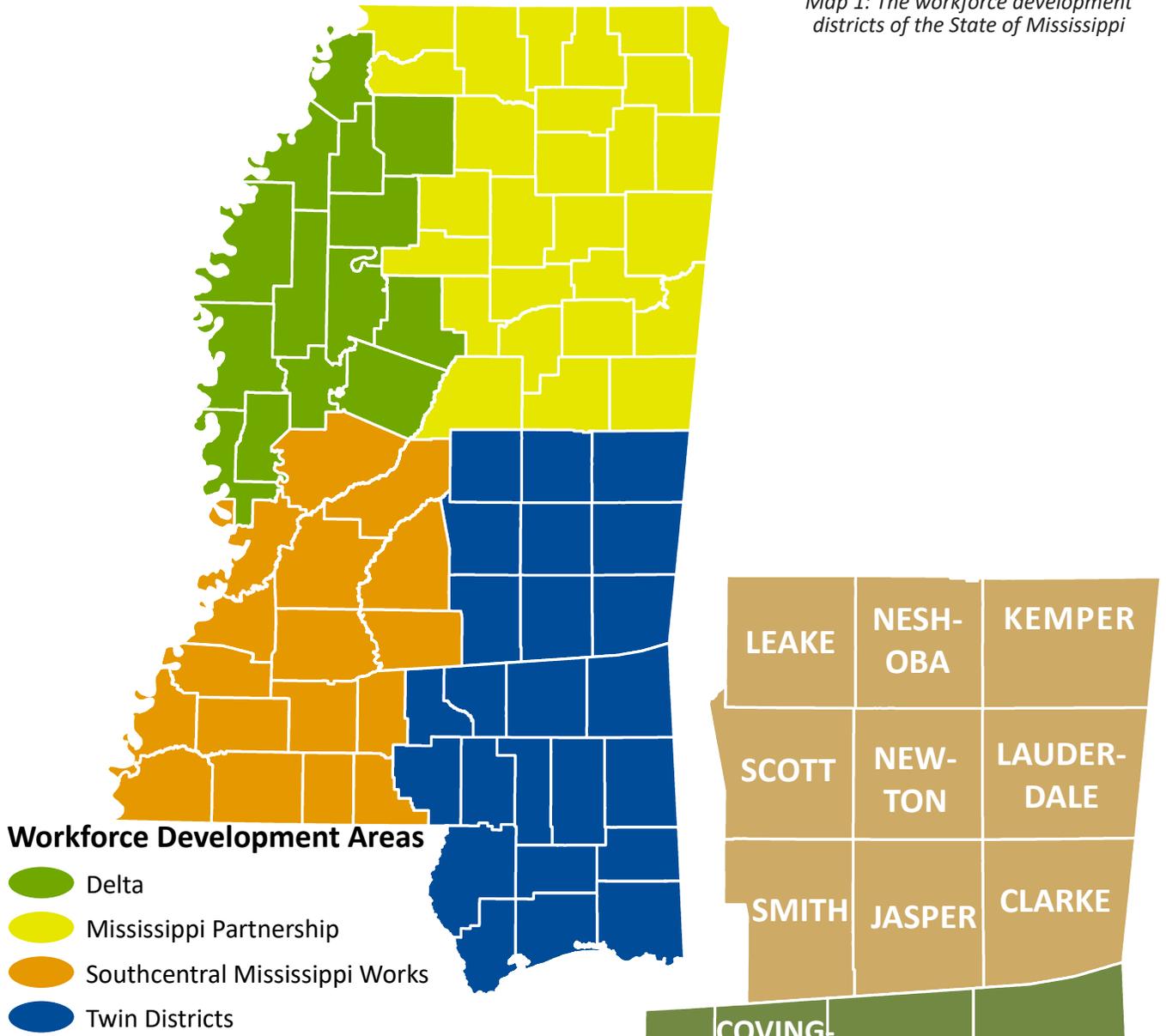
Furthermore, the SWIB awarded sub-grants to help fund plan development and committed to offer an additional grant program to help fund identified sector initiatives.

Graph 1 (below) depicts the total occupations across all fields for the Twin Districts Workforce Development Area.



Graph 1: Percentage of total occupations in Twin Districts

Map 1: The workforce development districts of the State of Mississippi



Map 2: The geographic regions referenced by the Twin Districts Workforce Development Area

**TDWDA Sub Regions**

- East Central
- Pine Belt
- Gulf Coast

## Partners and Contributors

SMPDD is grateful for the participation and input from so many individuals and organizations throughout the Twin Districts region. The process itself has proven to be beneficial as we have formed new relationships and nurtured existing partnerships.

Twin Districts is also appreciative of the financial support provided by the State Workforce Investment Board and the guidance provided by James Williams and Yolonda Boone.

Dr. Scott Alsobrooks, Pearl River Community College	Dr. Tom Huebner, East MS Community College
Heather Annulis, University of Southern Mississippi	Newt Ishee, Mid-MS Development District
Mel Arsenault, MS State Port at Gulfport	Daniel Jayroe, Area Development Partnership
Alisha Bailey, Mississippi Power Company	Monet Kees, Mississippi State University
Charlie Beasley, Mississippi Power Company	Dana Kidd, MS Department of Human Services
Kevin Bishop, MS Dept. of Rehabilitation Services	Joseph Knight, Meridian Community College
Brad Bounds, Working Solutions/SWIB	Wayne Kuntz, MS Gulf Coast Community College
Dr. Adam Breerwood, Pearl River Community College	Stacy Lester, Mississippi Power Company
Rebecca Brown, Families First	John Lewis, MS Department of Education
Carol Burnett, Moore Community House	Missy Martin, Wayne County Economic Dev. District
Vicki Burton, MS Dept. of Rehabilitation Services	Richie McAlister, Meridian Community College
Greg Butler, Jones County Junior College	Michelle McCann, Baptist Leake Medical Center
Dr. Shannon Campbell, University of Southern Mississippi	Bill McGrew, MS Department of Education
Wayne Chance, Forrest General Hospital	Garrett McInnis, Mississippi Energy Institute
Brock Clark, MS Gulf Coast Community College	Dennis Miller, MS Department of Human Services
Terri Clark, Pearl River Community College	Mike Mulvihill, MS Department of Education
David Collum, Pearl River Community College	Harold Netto, MS Department of Human Services
Lynnetta Cooksey, East Central Planning & Dev. District	Tiffany Parrish, MS Dept. of Rehabilitation Services
Bill Cork, Hancock Cty Port & Harbor Comm.	Christine Pate, Jackson Cty Econ. Dev. Foundation
Michael Curran, Mississippi Development Authority	Betsy Rowell, Stone County Econ. Dev. Partnership
Abby Daley, Sofidel	Kimela Runnels, MS Department of Human Services
Bob DeYoung, MS Dept. of Employment Security	Clint Scoggin, LaZBoy South
Franco DiFelice, Sofidel	Mark Scott, Huntington Ingalls Industries
Sean Dunlap, Wayne County Economic Development District	Jackie Sharp, MS Department of Human Services
Win Ellington, Office of Senator Thad Cochran	John Shows, MS Gulf Coast Community College
Robert Freeman, MS Department of Employment Security	Marie Shoemake, Covington Cty Chamber of Commerce
Cyndi Gaudet, University of Southern Mississippi	Markus Simmons, Area Development Partnership
Beau Gex, Hancock Cty Port & Harbor Comm.	Becky Smith, Mississippi State University
Jimmy Giles, MS Hospital Association	Dr. Billy Stewart, East Central MS Community College
Alice Graham, Back Bay Mission	Robin Stewart, MS Dept. of Employment Security
Ben Hamby, Jeff. Davis Cty Economic Dev. District	Curnis Upkins, MS Hospital Association
Bill Hannah, East MS Business Dev. Corporation	Brian Useforge, Mississippi Power Company
Bill Hessel, Harrison County Dev. Commission	Kenny Washington, Back Bay Mission
Craig Hitt, Kemper County Econ. Dev. Authority	Andrew Watson, MS Department of Human Services
Sandy Holifield, Jones County Econ. Dev. Authority	Lori Watts, Marion Cty Econ. Dev. Partnership
Ann Holland, Mississippi Power Company	Bubba Weir, MS Department of Education
Donna Hollis, MS Dept. of Employment Security	Lucretia Williams, East Central Community College

## Planning Process

In March 2017, Twin Districts began the planning process by establishing Leadership Teams throughout the area. Recognizing the economic diversity and large geography of the region, kick-off meetings were held in three sub-regions: Gulf Coast (6 counties), Pine Belt (9 counties) and East Central (9 counties). Leadership Teams were comprised of local economic developers, private industry, community colleges, Mississippi Department of Education, and other key allies and stakeholders in workforce development. Twin Districts' core partners were also included: Mississippi Department of Employment Security, Mississippi Department of Vocational Rehabilitation, Mississippi Department of Human Services, and Mississippi Community College Board. The Leadership Teams provided a vehicle for collaboration among economic development practitioners, workforce and training providers, support services providers and private industry.

The first meetings formalized a partnership whereby people were committed to working together to create and nurture a mid-skill to high-skill talent pool that will meet the needs of existing and emerging industry sectors. It was agreed that three sectors would be identified and each must have quality job growth potential, include multiple employers, and provide livable wages.

Other indicators were identified to guide the determination of which sectors would warrant strategy development. Furthermore, it was imperative that the selection process be based on solid labor market and economic data analysis based on the indicators.

### Indicators

- Mid-skill to high-skill occupations
- Livable wages (family-sustaining wages)
- Occupations in demand
- Multiple firms in one sector
- Established and emerging industry
- Existing or potential aligned training programs

The Economic and Workforce Data Assessment section of this document fully discusses the indicators and provides validation for the sector selection. Data collection and analysis were ongoing for Twin Districts staff throughout the planning process. The Leadership Teams provided their expertise and input through stimulating conversations about the data at both the kick-off meetings and follow-up meetings in April. The second series of meetings was extended to include additional regional partners identified by the Leadership Teams. Benchmarks were also set for education requirements by occupation and minimum hourly earnings by occupation.

After labor market data and other secondary information were thoroughly studied, the Twin Districts staff inventoried existing education and training programs. Both high school and community college career technical education programs were reviewed to identify best practices as well as any gaps in training. The five community colleges in the Twin Districts region were fully engaged in the process as was the Mississippi Department of Education.

Utilizing the data assessment as well as the education and training inventory, the three sectors were selected: Advanced Manufacturing, Energy and Chemicals, and Healthcare.

With the sectors determined, in mid-May Twin Districts staff facilitated focus groups for each sector. Private industry/employers were participants at the focus group gatherings. Again, meetings were held in three sub-regions: Gulf Coast, Pine Belt and East Central. The feedback was used to validate the data assessment as well as to provide Twin Districts with anecdotal information useful in developing pathways, crafting the action plan, and ensuring a sector strategy that is both pro-active and responsive to the needs of businesses in the region.

Finally, the action plan was developed with goals, objectives, and specific steps to accelerate the three sectors. Career pathways were established and key supporting projects were identified in the Twin Districts region.

## Selected Sectors Defined and Skill Gaps Identified

With solid data in place and a thorough analysis conducted, Twin Districts and the Leadership Teams were able to confirm the three sectors to be included in the plan: Advanced Manufacturing, Energy and Chemicals, and Healthcare. The selected sectors and their respective skill gaps are identified and defined below; only occupations that meet the \$12.00 an hour minimum wage requirement are included. More information on the skill gaps and shortages within the identified sectors can also be found in the attached Focus Group Notes.

### Advanced Manufacturing

Advanced Manufacturing is perhaps the most difficult sector to define, since there is not an official description that has been agreed upon at a national or even a state level. Research showed one popular definition to be “manufacturing that entails rapid transfer of science and technology into manufacturing products and processes” (Survey of Definitions by the White House and states). Another source describes the sector as “manufacturers who think and do faster and, by definition, these advantages make them advanced” (Industrial College of the Armed Forces). It has been found that some definitions

focus on *what* is made; some definitions focus on *how* something is made.

For purposes of this sector strategy, advanced manufacturing may be defined by both the product or the process. Advanced manufacturing is characterized by a skilled labor force, innovative production systems, and is dynamic by nature – meaning it can and will change over time. For example, shipbuilding and aerospace were both identified as examples of advanced manufacturing in the Twin Districts region. Advanced manufacturing in Twin Districts is both established and emerging.

The skill gaps and shortages identified by the Advanced Manufacturing Focus Groups include the following:

- Welding (Pipe welding, structural welding, etc.)
- Electrical
- Millwrights
- Outside Machinists
- Forklift Drivers
- Machine Operators
- Electrical and Instrumentation Engineers

The chart below highlights some of the occupations that can be found in this sector within the Twin Districts region.

17-1022	Surveyors
17-3022	Civil Engineering Technicians
17-3023	Electrical and Electronics Engineering Technicians
17-3024	Electro-Mechanical Technicians
17-3025	Environmental Engineering Technicians
17-3026	Industrial Engineering Technicians
17-3027	Mechanical Engineering Technicians
17-3029	Engineering Technicians, Except Drafters, All Other
17-3031	Surveying and Mapping Technicians
47-1011	First-Line Supervisors of Construction Trades and Extraction Workers
47-2011	Boilermakers
47-2072	Pile-Driver Operators
47-2073	Operating Engineers and Other Construction Equipment Operators
47-2111	Electricians
47-2132	Insulation Workers, Mechanical
47-2151	Pipelayers
47-2152	Plumbers, Pipefitters, and Steamfitters
47-2211	Sheet Metal Workers

47-2221	Structural Iron and Steel Workers
47-3013	Helpers--Electricians
47-3015	Helpers--Pipelayers, Plumbers, Pipefitters, and Steamfitters
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
49-2022	Telecommunications Equipment Installers and Repairers, Except Line Installers
49-2092	Electric Motor, Power Tool, and Related Repairers
49-2093	Electrical and Electronics Installers and Repairers, Transportation Equipment
49-2094	Electrical and Electronics Repairers, Commercial and Industrial Equipment
49-2095	Electrical and Electronics Repairers, Powerhouse, Substation, and Relay
49-2096	Electronic Equipment Installers and Repairers, Motor Vehicles
49-3011	Aircraft Mechanics and Service Technicians
49-3021	Automotive Body and Related Repairers
49-3022	Automotive Glass Installers and Repairers
49-3023	Automotive Service Technicians and Mechanics

49-3041	Farm Equipment Mechanics and Service Technicians
49-3042	Mobile Heavy Equipment Mechanics, Except Engines
49-3051	Motorboat Mechanics and Service Technicians
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics
49-3092	Recreational Vehicle Service Technicians
49-9011	Mechanical Door Repairers
49-9012	Control and Valve Installers and Repairers, Except Mechanical Door
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-9041	Industrial Machinery Mechanics
49-9043	Maintenance Workers, Machinery
49-9044	Millwrights
49-9062	Medical Equipment Repairers
49-9069	Precision Instrument and Equipment Repairers, All Other
49-9071	Maintenance and Repair Workers, General
49-9096	Riggers
49-9098	Helpers--Installation, Maintenance, and Repair Workers
49-9099	Installation, Maintenance, and Repair Workers, All Other
51-1011	First-Line Supervisors of Production and Operating Workers
51-2022	Electrical and Electronic Equipment Assemblers
51-2041	Structural Metal Fabricators and Fitters
51-2091	Fiberglass Laminators and Fabricators
51-2092	Team Assemblers
51-2099	Assemblers and Fabricators, All Other
51-4011	Computer-Controlled Machine Tool Operators, Metal and Plastic
51-4012	Computer Numerically Controlled Machine Tool Programmers, Metal and Plastic
51-4031	Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic
51-4033	Grinding, Lapping, Polishing, and Buffing Machine Tool Setters, Operators, and Tenders, Metal and Plastic
51-4041	Machinists
51-4052	Pourers and Casters, Metal

51-4071	Foundry Mold and Coremakers
51-4072	Molding, Coremaking, and Casting Machine Setters, Operators, and Tenders, Metal and Plastic
51-4081	Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic
51-4111	Tool and Die Makers
51-4121	Welders, Cutters, Solderers, and Brazers
51-4122	Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders
51-4191	Heat Treating Equipment Setters, Operators, and Tenders, Metal and Plastic
51-4194	Tool Grinders, Filers, and Sharpeners
51-5111	Prepress Technicians and Workers
51-5112	Printing Press Operators
51-7041	Sawing Machine Setters, Operators, and Tenders, Wood
51-7042	Woodworking Machine Setters, Operators, and Tenders, Except Sawing
51-9012	Separating, Filtering, Clarifying, Precipitating, and Still Machine Setters, Operators, and Tenders
51-9021	Crushing, Grinding, and Polishing Machine Setters, Operators, and Tenders
51-9022	Grinding and Polishing Workers, Hand
51-9023	Mixing and Blending Machine Setters, Operators, and Tenders
51-9032	Cutting and Slicing Machine Setters, Operators, and Tenders
51-9051	Furnace, Kiln, Oven, Drier, and Kettle Operators and Tenders
51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers
51-9083	Ophthalmic Laboratory Technicians
51-9121	Coating, Painting, and Spraying Machine Setters, Operators, and Tenders
51-9191	Adhesive Bonding Machine Operators and Tenders
51-9192	Cleaning, Washing, and Metal Pickling Equipment Operators and Tenders
51-9193	Cooling and Freezing Equipment Operators and Tenders
51-9195	Molders, Shapers, and Casters, Except Metal and Plastic
51-9196	Paper Goods Machine Setters, Operators, and Tenders
51-9199	Production Workers, All Other

## Energy and Chemicals

The Energy and Chemicals sector can be more well-defined in Twin Districts. Energy includes generation as well as transmission and distribution. Exploration and development are also considerations. It encompasses many energy resources such as oil, natural gas, coal and biomass. Sustainable, renewable energy is also a focus.

Chemicals is a mature sector that is largely characterized by its products, with manufacturing industries using raw materials to produce some 70,000 different products worldwide. The plastics and polymers industry can be included as an overlapping sub-sector.

Energy and Chemicals sector is established and emerging in Twin Districts. The Mississippi Energy Institute, a sector strategy planning partner, states the following:

“Energy is the lifeblood of our economy. Every part of our economy relies on energy in some way. In a fast-changing world, the ability to expand Mississippi’s economy, and improve quality of life is heavily dependent on the availability of abundant energy at an affordable cost.”

The skill gaps and shortages that were identified by the Energy and Chemicals Focus Groups include the following:

- Electricians
- Linemen in the Pine Belt and East Central regions
- Cyber security
- Lay technicians
- Coding
- Mechatronics
- Relay technicians
- Industrial maintenance technicians
- Welding

The chart below highlights some of the occupations that can be found in this sector within the Twin Districts region.

19-2041	Environmental Scientists and Specialists, Including Health
19-3099	Social Scientists and Related Workers, All Other
19-4011	Agricultural and Food Science Technicians
19-4021	Biological Technicians
19-4031	Chemical Technicians
19-4041	Geological and Petroleum Technicians
19-4091	Environmental Science and Protection Technicians, Including Health
19-4093	Forest and Conservation Technicians
19-4099	Life, Physical, and Social Science Technicians, All Other
47-5011	Derrick Operators, Oil and Gas
47-5012	Rotary Drill Operators, Oil and Gas
47-5013	Service Unit Operators, Oil, Gas, and Mining

47-5021	Earth Drillers, Except Oil and Gas
47-5071	Roustabouts, Oil and Gas
47-5081	Helpers--Extraction Workers
49-9051	Electrical Power-Line Installers and Repairers
49-9052	Telecommunications Line Installers and Repairers
51-8012	Power Distributors and Dispatchers
51-8013	Power Plant Operators
51-8021	Stationary Engineers and Boiler Operators
51-8031	Water and Wastewater Treatment Plant and System Operators
51-8091	Chemical Plant and System Operators
51-8092	Gas Plant Operators
51-8099	Plant and System Operators, All Other
51-9011	Chemical Equipment Operators and Tenders

## Healthcare

One of the largest industries in the East Central and Pine Belt regions of Twin Districts is the Healthcare sector. It is an established sector, a large employer and has well-aligned workforce training programs in place. Twin Districts adopted the Healthcare definition as defined by the Mississippi State Code:

1. A business engaged in the research and development of pharmaceuticals, biologic, biotechnology, diagnostic imaging, medical supplies, medical equipment or medicine and related manufacturing or processing, medical service providers, medical product distribution, or laboratory testing, or

2. A business that is located on land owned by or leased from an academic health science center with a medical school accredited by the Liaison Committee on Medical Education and a hospital accredited by the Joint Committee on Accreditation of Healthcare organizations.

The skill gaps and shortages that were identified by the Healthcare Focus Groups include the following:

- Programmer analysis (electronic medical records)
- Ultrasound technician (rural areas)
- Shortage of nurses by 2020
- Biomedical technician

The chart below highlights some of the occupations that can be found in this sector within the Twin Districts region.

29-1071	Physician Assistants
29-1141	Registered Nurses
29-1161	Nurse Midwives
29-1171	Nurse Practitioners
29-2011	Medical and Clinical Laboratory Technologists
29-2012	Medical and Clinical Laboratory Technicians
29-2021	Dental Hygienists
29-2031	Cardiovascular Technologists and Technicians
29-2033	Nuclear Medicine Technologists
29-2034	Radiologic Technologists
29-2035	Magnetic Resonance Imaging Technologists
29-2041	Emergency Medical Technicians and Paramedics
29-2052	Pharmacy Technicians
29-2054	Respiratory Therapy Technicians
29-2055	Surgical Technologists
29-2056	Veterinary Technologists and Technicians
29-2057	Ophthalmic Medical Technicians

29-2061	Licensed Practical and Licensed Vocational Nurses
29-2071	Medical Records and Health Information Technicians
29-2099	Health Technologists and Technicians, All Other
29-9011	Occupational Health and Safety Specialists
29-9012	Occupational Health and Safety Technicians
29-9091	Athletic Trainers
29-9099	Healthcare Practitioners and Technical Workers, All Other
31-2011	Occupational Therapy Assistants
31-2021	Physical Therapist Assistants
31-9091	Dental Assistants
31-9092	Medical Assistants
31-9093	Medical Equipment Preparers
31-9094	Medical Transcriptionists
31-9095	Pharmacy Aides
31-9099	Healthcare Support Workers, All Other

## Economic and Workforce Data Assessment

The sector strategy process was deeply rooted in sound data gathering and analysis. Both the Twin Districts staff and the Leadership Teams were involved in analyzing the data that would eventually determine the sectors to be included in the final plan. As briefly discussed in the Introduction, several indicators were used. The findings are explained by indicator in this section.

### Mid-Skill To High-Skill Occupations

The purpose of the sector strategy is to fill the skill gaps in mid-skill to high-skill occupations. Early in the planning stage, the Leadership Teams agreed that this parameter meant the strategy would only focus on jobs that require more than a high school degree but less than a four-year degree. Therefore, many entry level jobs and professional/management level jobs were eliminated from analysis.

### Livable Wages

As part of the overall vision for the plan, Twin Districts seeks to increase the incomes of the labor force. This can be done by raising the skill level of the workforce, so that they can better provide for themselves and their families. The Leadership Teams decided to set a minimum wage rate for occupations to be included in the sector strategy. There was much discussion around this figure, in that wages in the southern portion of the Twin Districts tend to be slightly higher than in the east central portion. In the following tables, you can see the wage discrepancies by region.

County	Average Annual Wage (2015)	Average Hourly Wage (2015)
Leake	\$28,328.00	\$13.62
Neshoba	\$33,662.00	\$16.18
Kemper	\$54,236.00	\$26.08
Scott	\$31,159.00	\$14.98
Newton	\$30,327.00	\$14.58
Lauderdale	\$33,937.00	\$16.32
Smith	\$37,044.00	\$17.81
Jasper	\$35,697.00	\$17.16
Clarke	\$30,331.00	\$14.58

Table 1: East Central region wage data from 2015

County	Average Annual Wage (2015)	Average Hourly Wage (2015)
Jefferson Davis	\$32,136.00	\$15.45
Covington	\$31,524.00	\$15.16
Jones	\$38,717.00	\$18.61
Wayne	\$33,026.00	\$15.88
Marion	\$33,685.00	\$16.19
Lamar	\$29,171.00	\$14.02
Forrest	\$38,556.00	\$18.54
Perry	\$40,768.00	\$19.60
Greene	\$29,754.00	\$14.30

Table 2: Pine Belt region wage data from 2015

County	Average Annual Wage (2015)	Average Hourly Wage (2015)
Pearl River	\$32,360.00	\$15.56
Stone	\$31,752.00	\$15.27
George	\$31,513.00	\$15.15
Hancock	\$39,731.00	\$19.10
Harrison	\$35,089.00	\$16.87
Jackson	\$47,706.00	\$22.94

Table 3: Gulf Coast region wage data from 2015

The group looked to the National Low Income Housing Coalition for data related to livable wages or family sustaining wages. The group's report *Out of Reach 2016* showed that an individual in Mississippi must earn \$14.07 per hour on average to afford a fair-market rent, two-bedroom apartment. The numbers vary from county to county. At the high-end of the region are Harrison County and Hancock County, where an individual must earn \$15.40 to afford a two-bedroom apartment. Ten of Twin District's 24 counties are at the low end, where someone earning \$12.27 per hour can rent a two-bedroom apartment. It appears that while the wages may be higher in the southern portion, especially in the coastal counties, the cost of living is likely higher as well. See the map on the following page.

Next, the group reviewed the current Twin Districts policy for minimum earnings in order to qualify a company for on-the-job training (OJT) funds. That rate is currently set at \$12.00 per hour. The group concluded that this was a fair number to use as the sector strategy livable wage. Therefore, Twin Districts eliminated all jobs from the Sector Strategy that are less than \$12.00 per hour.

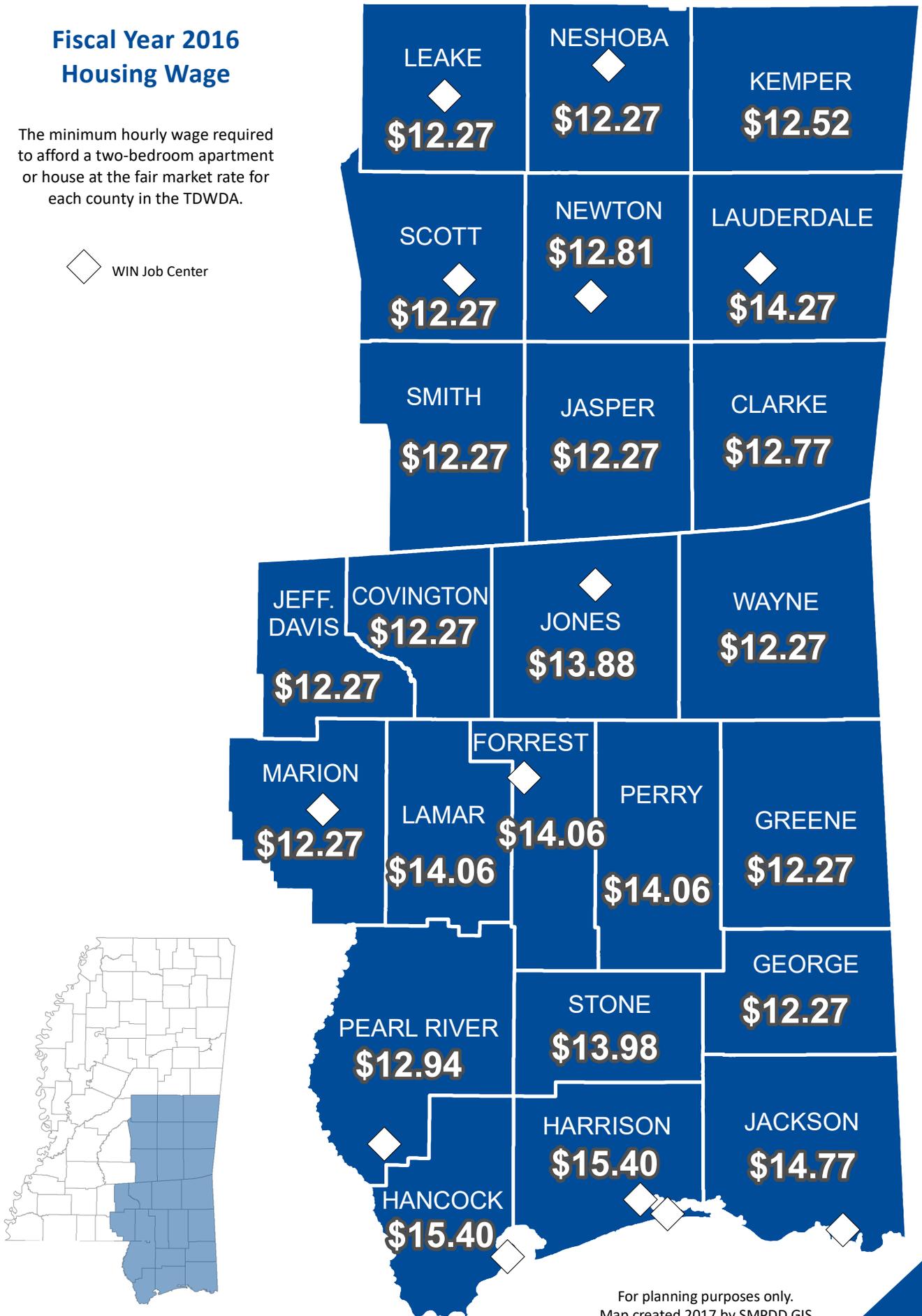
### Occupations In Demand

One of the cornerstones of the Sector Strategy is targeting jobs that are in demand. It would be inefficient and cost-prohibitive to design career pathways and provide training for jobs that are not available. Table 4 on page 12 displays the change in jobs by industry for the Twin Districts area for the time period of 2001-2015.

Twin Districts did not want to make any presumptuous conclusions about what jobs were in demand, so the analysis of jobs began by looking at the data. First, *MDES Occupational Employment Projections from Year 2014 to Year 2024* were reviewed. (Continued on page 12)

## Fiscal Year 2016 Housing Wage

The minimum hourly wage required to afford a two-bedroom apartment or house at the fair market rate for each county in the TDWDA.



For planning purposes only.  
Map created 2017 by SMPDD GIS

NAICS	Description	2001 Jobs	2015 Jobs	2001-2015 Change	2001-2015 % Change
561422	Telemarketing Bureaus and Other Contact Centers	14	1230	1216	8686%
622210	Psychiatric and Substance Abuse Hospitals	13	437	424	3262%
621910	Ambulance Services	95	832	737	776%
488210	Support Activities for Rail Transportation	18	140	122	678%
623210	Residential Intellectual and Developmental Disability Facilities	23	170	147	639%
336211	Motor Vehicle Body Manufacturing	18	119	101	561%
325320	Pesticide and Other Agriculture Chemical Manufacturing	17	106	89	524%
624120	Services for the Elderly and Persons with Disabilities	295	1774	1479	501%
339115	Ophthalmic Goods Manufacturing	13	78	65	500%
621498	All Other Outpatient Care Centers	46	246	200	435%
221210	Natural Gas Distribution	12	58	46	383%
332323	Ornamental and Architectural Metal Work Manufacturing	24	100	76	317%
327331	Concrete Block and Brick Manufacturing	14	58	44	314%
334413	Semiconductor and Related Device Manufacturing	18	74	56	311%
486910	Pipeline Transportation of Refined Petroleum Products	31	115	84	271%
211111	Crude Petroleum and Natural Gas Extraction	832	2616	1784	214%

Table 4: TDWDA Percent Change in Jobs. Source: Economic Modeling Specialists International, 2016, Regional Top Industries: EMSI.

The projections were solely for the Twin Districts Workforce Development Area and organized by sector.

Sector, and Table 6 on the next page represents the occupations that are projected to be out of demand for the same sector.

Table 5 below represents the projected top ten in demand occupations within the Advanced Manufacturing

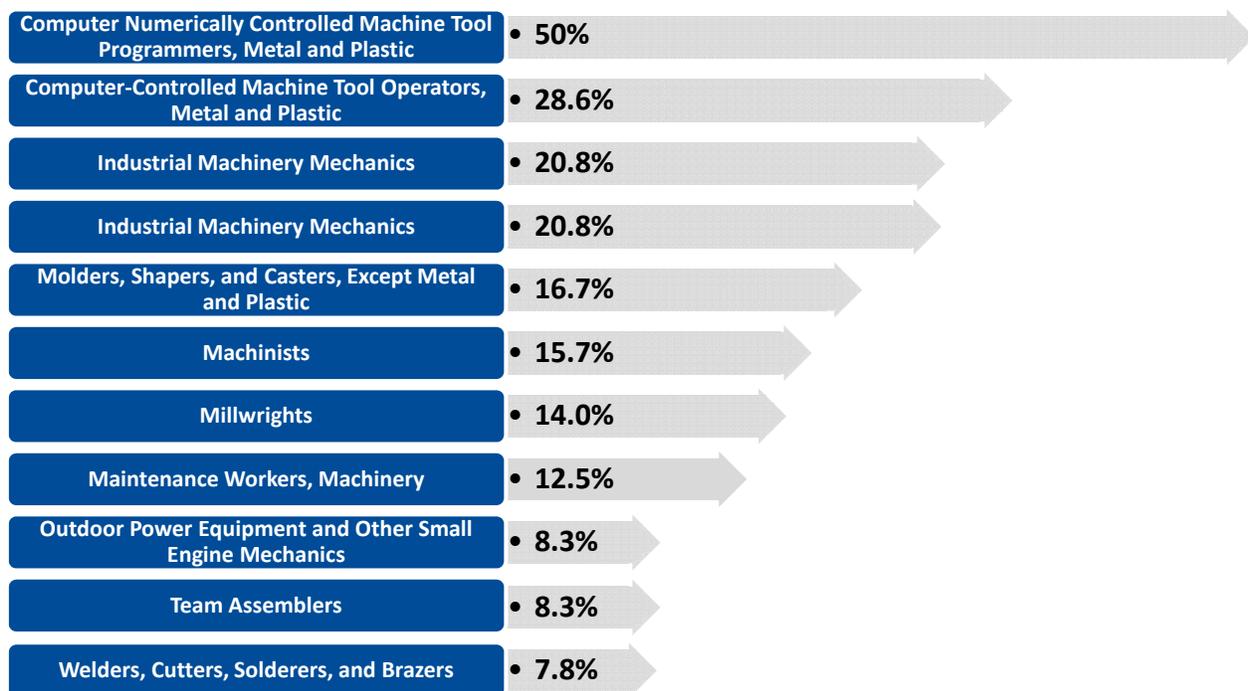


Table 5: Top 10 in demand occupations in the Advanced Manufacturing Sector

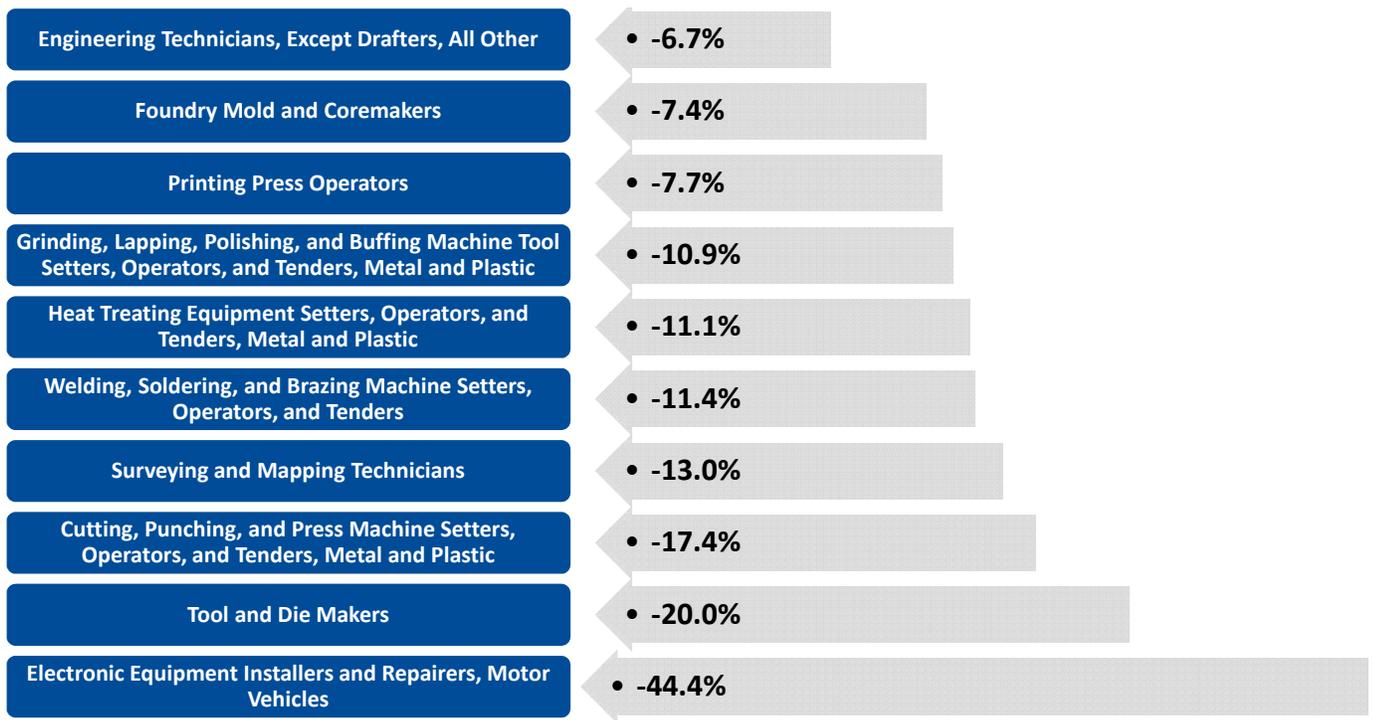


Table 6: Occupations in the Advanced Manufacturing Sector projected to be out of demand in the following years

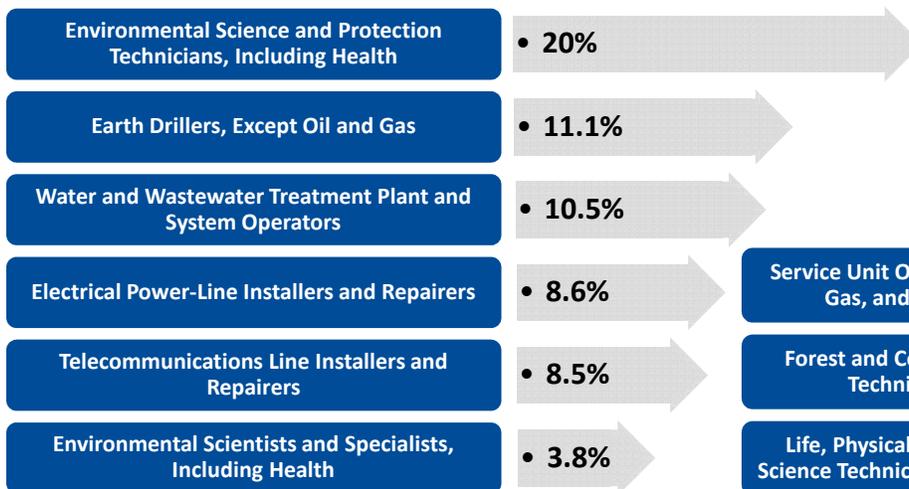


Table 7 (left): Top 10 in demand occupations in the Energy Sector

Table 8 (below): Occupations in the Energy Sector projected to be out of demand in the following years

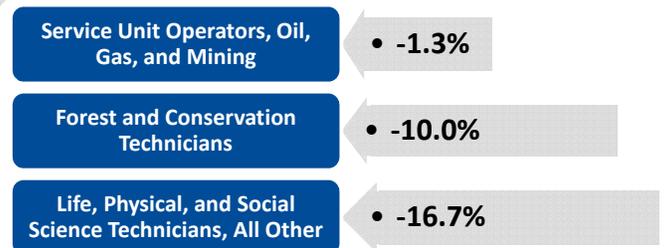


Table 7 above represents the projected top ten in demand occupations within the Energy and Chemicals Sector, and Table 8 represents the occupations that are projected to be out of demand for the same sector.

Table 9 on the next page represents the projected top ten in demand occupations within the Healthcare Sector, and Table 10 represents the occupations that are projected to be out of demand for the same sector.

It was concluded that healthcare jobs and manufacturing jobs could be considered more high-growth than others.

### Established and Emerging Industry

*Twin Districts Strategic Plan 2016-2020*, written by the University of Southern Mississippi, identified preliminary industry sectors as being well-established in the region: Energy; Healthcare; Shipbuilding; and Tourism. As a supplement to the local plan, USM published an *Economic Development Analysis*. The report analyzed where industry clusters are present or emerging in the region, and where these industries are impacting the growth and stability of other supporting businesses.

Identification of industry clusters provides valuable insight into where workforce development initiatives can strengthen economic competitiveness. Using analytical

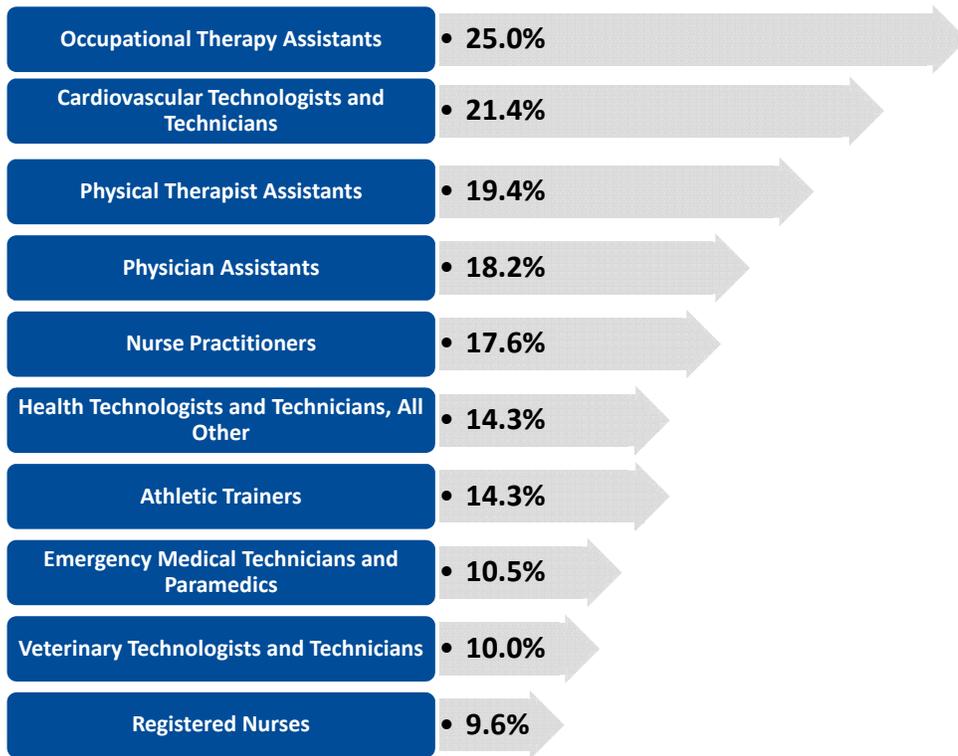
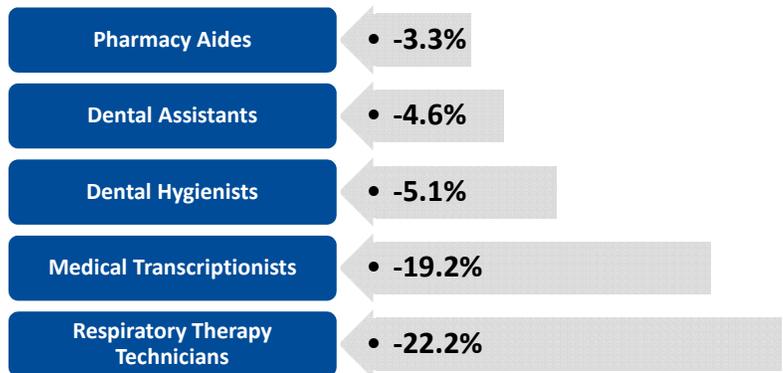


Table 9 (above): Top 10 in demand occupations in the Healthcare Sector

Table 10 (right): Occupations in the Healthcare Sector projected to be out of demand in the following years

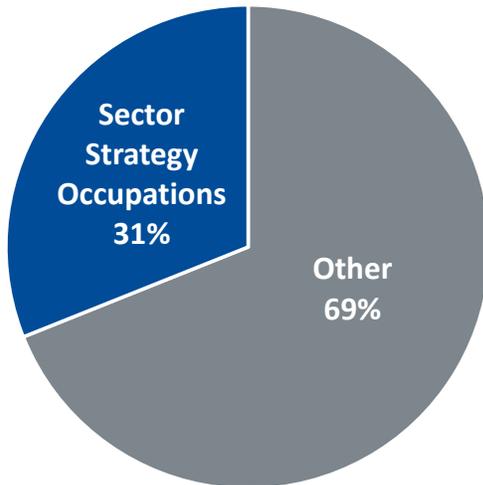


tools like location quotient, the most competitive industry sectors in the Twin Districts are supported in Advanced Manufacturing (Transformers, Softwood, Reconstituted Wood, Synthetic Dye/Pigment, Phosphatic Fertilizer, and Poultry), Shipbuilding, Tourism (Casinos), Agri-Business (Timber Tract Operations), and Energy (Petroleum Refineries). Additionally, the overall shift-share effect revealed Healthcare (Services) as highly competitive in the region.

Aerospace (Aviation Composites, Unmanned Aerial Vehicles), while not prevalent in the region as evaluated using location quotient and shift share analysis, does exist. Additionally, the region's combined inventory of physical assets inclusive of ports, international airports, military installations, and available land helped the researchers and the Sector Strategy Leadership Teams define it as an emerging target industry.

## Multiple Firms In One Sector

All of the sectors identified encompass multiple firms or companies. There are Advanced Manufacturers, Energy and Chemicals companies, and Healthcare employers throughout the workforce development area, which increases the likelihood of growth. As a matter of fact, almost one-third of all occupations in Twin Districts fall within one of the three sectors; Graph 2 below depicts the percentage of occupations that will benefit from the Sector Strategy Plan within the Twin Districts area.



Graph 2: Percentage of total occupations in Twin Districts targeted by the Sector Strategy.

Furthermore, some occupations cross into more than one sector. For instance, an Industrial Machinist may fall under the Advanced Manufacturing category but could just as easily fall into the Energy category. Some companies may also be labeled under multiple sectors. Chevron could fall into both the Energy and Chemicals Sector and the Advanced Manufacturing Sector. Howard Industries, who makes transformers but also computers for the healthcare industry could actually cross into all three of the sectors.

## Existing Or Potential Aligned Training Programs

Twin Districts conducted a thorough inventory of the existing training programs in the service area. This included programs at five community colleges: East Central Community College, Jones County Junior College, Meridian Community College, Mississippi Gulf Coast Community College, and Pearl River Community College. Mississippi Department of Education, Career and Technical Education (CTE) Department provided Twin Districts with a list of all CTE classes currently being taught in high schools throughout the district. It was determined that there were many well-aligned training programs as well as some programs under development that would fit into the career pathways for the chosen sectors.

## Career Pathways

The Twin Districts Workforce Development Area will promote the use of career pathways to assist youth and adults in acquiring valuable skills and industry-recognized credentials through better alignment with industries, training providers and other partners. Twin Districts will assist with the development of integrated programs to provide continuous education and training to help individuals obtain higher skill jobs and become self-sufficient. The concept is founded on an approach to curriculum and career preparation in which a student or employee progresses through a series of steps increasing their knowledge and skills.

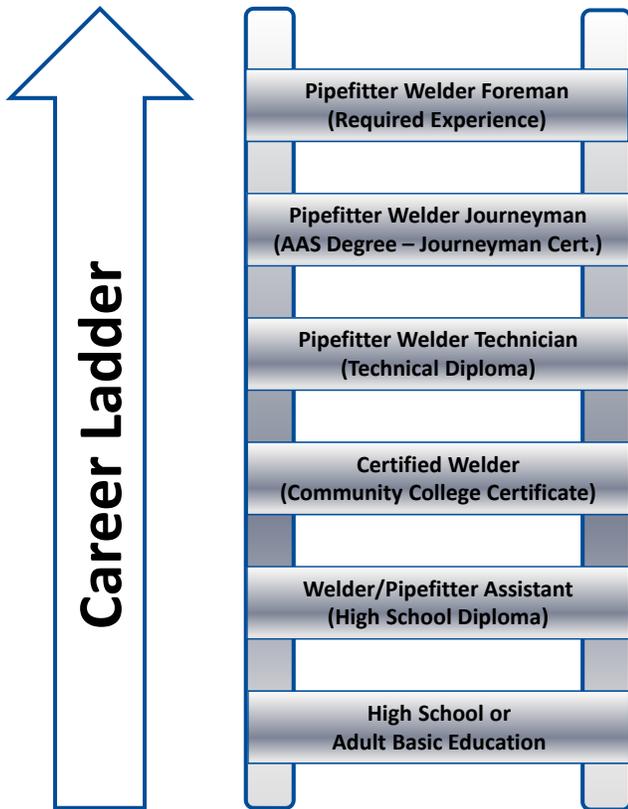
The Twin Districts Workforce Development Area will:

- A. Align policies to support career pathways
- B. Increase ITA funding for approved career pathways
- C. Integrate partner funding and resources
- D. Engage employers and training providers in curriculum development
- E. Promote industry Incumbent worker career pathways

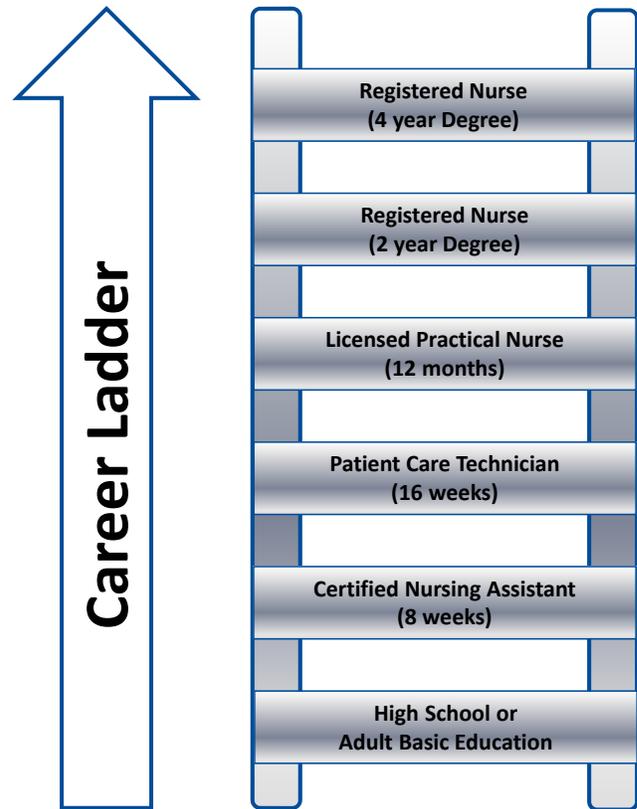


Graph 3: General career pathway into the workforce

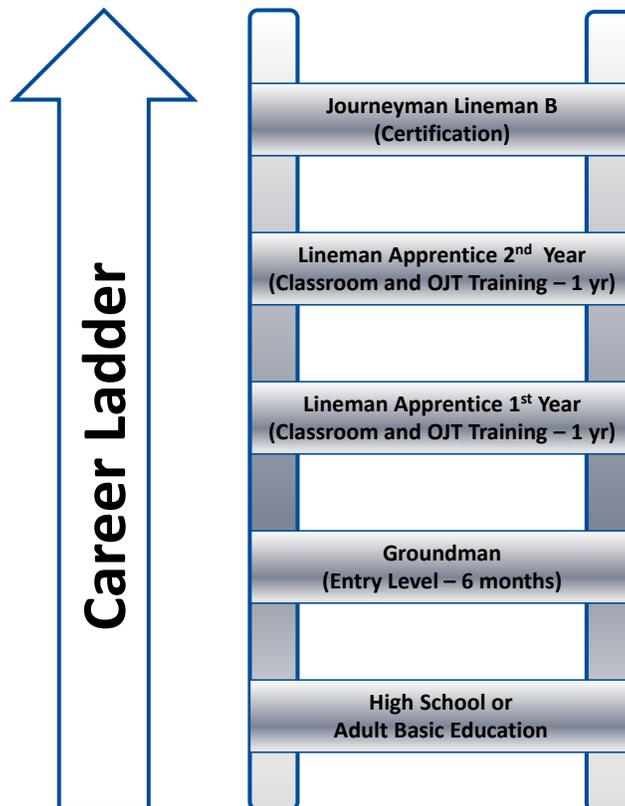
## Sample of Selected Sector Career Ladders



Graph 4: Advanced Manufacturing Sector



Graph 5: Healthcare Sector



Graph 6: Energy and Chemicals Sector

## Action Plan

The Action Plan has been developed to serve as a roadmap to accelerate the Sector Strategy. The recommendations below are applicable across the three identified sectors and may change over time. The Action Plan is a working document and strategies may be modified as progress is made. External factors such as major economic shifts in the Twin Districts area may also impact the plan. The Action Plan will be reviewed in whole on an annual basis to evaluate successes and identify any necessary changes.

### Goal 1: Establish Sector Acceleration Committees

Sector Acceleration Committees will be established by Twin Districts. All 3 sectors will have a separate committee and each will have members from private industry, and CTE directors from community colleges and high schools. The committees will serve in an advisory capacity to ensure that the strategies for each sector are being implemented and that the strategies remain relevant.

- A. Form Advanced Manufacturing Sector Acceleration Committee
- B. Form Energy and Chemicals Sector Acceleration Committee
- C. Form Healthcare Sector Acceleration Committee
- D. Meet no less than bi-annually to review strategies, pathways and initiatives. Discuss any other imminent needs by sector.
- E. Report annually to the Twin Districts Workforce Development Area Board with any recommendations for changes or additions to the Sector Strategy

### Goal 2: Market and Promote Career Pathways for Sectors

As a major component of this Sector Strategy, career pathways have been highlighted and created to align industry needs with opportunities for pathway participants. Educational and training institutions have or will align their curriculum and specific programs toward unique and specific industry demands. Even with these programs in place, they will only be impactful if job seekers, students and parents of students are aware of the opportunities. The marketing and promotion efforts will be geared toward this audience.

The marketing and promotions strategy will not only be informational but will also serve as an image-building campaign for technical education and its career opportunities. There is too often a misperception, especially by parents, that the only path to a successful career is through a four-year degree. That clearly is not the case,

and the marketing campaign can strive to correct some of those thoughts.

- A. Seek funding to develop and implement a marketing and promotion plan for Advanced Manufacturing Pathways
- B. Seek funding to develop and implement a marketing and promotion plan for Energy and Chemicals Pathways. This plan should not duplicate current or future planned efforts of the Mississippi Energy Institute, as described in the Key Supporting Projects section.
- C. Seek funding to develop and implement a marketing and promotion plan for Healthcare Pathways
- D. Develop marketing and promotion plan for each sector. Depending on funding obtained, there may be a singular plan or separate plans.
- E. Implement marketing and promotion plan

### Goal 3: Engage With High School Career & Technical Education Departments and Guidance Counselors

In order to create a talent pool of mid-skill to high-skill workers, sector career pathways must be introduced to high school students in grades 9 through 12. The sector strategy planning process has allowed Twin Districts to establish a growing relationship with the Career and Technical Education (CTE) Department of the Mississippi Department of Education (MDE). With the assistance of MDE, that partnership can be extended to high school CTE directors and instructors.

- A. Include CTE directors and the MDE/CTE on Sector Accelerator Committees
- B. Participate in career day activities at high schools, promoting sector pathways
- C. Participate in college recruitment days at high schools, promoting sector pathways
- D. Meet with high school guidance counselors to promote sector pathways for students

- E. Connect high school CTE directors with employers/private industry who may be interested in facilitating internships or industry visits with high school students
- F. Link dual enrollment opportunities to sectors

**Goal 4: Introduce Sector Career Pathways to Youth Through the Youth Program Services Provided By Twin Districts and its Sub-Contractors**

Based on the premise that additional exposure to sector career pathways will create a larger, more skilled workforce, Twin Districts should introduce sector pathways to its youth participants.

- A. Beginning this upcoming program year, all youth providers will include an introduction to Advanced Manufacturing, Energy and Chemicals, and Health-care Pathways. Twin Districts staff may provide the introduction or ask partners to participate.
- B. Twin Districts shall identify more immersive ways to educate the youth participants on sector pathways in future years. Expanded activities may include industry visits, employer presentations, or work experience.

**Goal 5: Introduce Sector Career Pathways to Retired Military who may be Seeking New Employment Opportunities**

Twin Districts is fortunate to have a number of military bases and facilities throughout the region. Military personnel often retire in the area and need assistance transitioning to the civilian labor force. These former military workers have a proven work ethic and skills that could easily be transferred to the jobs in the identified sectors. Capitalizing on this “low hanging fruit” could help raise labor force participation rates and provide good jobs for those leaving military employment.

- A. Beginning this upcoming program year, Twin Districts staff will provide an introduction to sector pathways to military partners
- B. Twin Districts will educate and equip Veteran Representatives who work at the WIN Job Centers with information on sector career pathways

**Goal 6: Encourage And Support Work-Ready Communities**

The State Workforce Investment Board has become a strong proponent of ACT Work-Ready Communities. This

is a process whereby counties or a consortium of counties go through a process that identifies skill gaps and quantifies the skill level of their workforce. Twin Districts is a proponent as well and will encourage counties to become Work-Ready.

- A. Twin Districts will offer support by serving on county-led Work-Ready leadership teams
- B. Twin Districts will offer up to three sub-grants (from SWIB) to communities in the region who have established leadership teams and are committed to the Work-Ready process

**Goal 7: Elevate Business Engagement Activities**

Twin Districts recognizes the importance of existing business and industry to the economic well-being of the region. Business and Industry Outreach Teams are in place and a visitation program was launched in the last year in the SMPDD service area (15 counties). The program should be expanded to include the ECPDD service area (9 counties). Additional outreach and support activities should be implemented, especially for those companies representing the identified sectors.

- A. Twin Districts will modify its sub-contract with ECPDD to include a business engagement component. Twin Districts can provide outreach training to the ECPDD staff.
- B. Twin Districts will work with its existing Industry Council to host an annual networking event for industries within the identified sectors.
- C. Twin Districts will encourage business/industry partners to utilize Smart Start Training

**Goal 8: Engage Employers in Business Services**

Twin Districts will promote the use of industry and sector partnerships to address the workforce needs of employers in the area.

Twin Districts will promote, develop policies, and use funds for demonstrated effective strategies that meet employers’ workforce needs, including incumbent worker training, Department of Labor registered apprenticeships, on-the-job training, customized training, internships, externships and work experience. TDWDA will have a model that:

- A. Coordinates business services activities across one-stop centers
- B. Integrates partner business services

- C. Customizes business services for specific employers according to their needs
- D. Offers “Smart Start” classes as a specialized service (See Goal 11)

### **Goal 9: Establish Support Services Committee**

Twin Districts has a responsibility and directive to reach people who need workforce training programs the most – meaning those at risk of being disconnected from the labor force because of background, education and many other possible barriers. Limited support services are available from varying organizations, but knowledge of and access to such services appears to be fragmented. During the sector strategy process, Twin Districts hosted a support services roundtable to discuss the challenges that job seekers face. It has been determined that this should be an ongoing conversation.

- A. Formalize a Support Services Committee to address barriers to employment
- B. Committee will explore braided funding opportunities in order to better deliver support services

### **Goal 10: Investigate Best Practices to Raise Employee Participation Rate**

According to state economist Darrin Webb, Mississippi has a workforce participation rate of 56%. While the national average of 63% is not stellar, Mississippi’s is the second lowest in the country. The state population and that of the Twin Districts has had minimal growth and there is no indication that a large influx of new residents can be anticipated. Investigating best practices and developing strategies to raise the employee participation rate is imperative in order to meet workforce development goals.

- A. Twin Districts will assign staff to investigate best practices
- B. Twin Districts will invite the three other workforce development areas in the state as well as the State Workforce Investment Board staff to brainstorm ideas

### **Goal 11: Increase Soft Skills/Necessary Skills Training**

The lack of soft skills continues to be a weakness at all levels of employment. The Smart Start Training has been developed to help address the problem. It is imperative that individuals possess these life skills if they want to be productive employees.

- A. Work with MDE to incorporate Smart Start Training into CTE high school programs
- B. Promote Smart Start Training to Business and Industry in the sectors

### **Goal 12: Explore the Development of Bootcamps by Sector**

Bootcamp-style training is a way for industry to provide potential new hires with a basic introduction to the company. The company, in turn, is able to gauge the interest and skills of the potential employees. Bootcamps are short-term (8-12 weeks) and could even be mobile. Bootcamps can be led by one industry or a group of industries in conjunction with community colleges.

- A. Investigate best practices in bootcamp training across the country
- B. Discuss best practices with Sector Acceleration Committees
- C. Work with Sectors to establish bootcamps if deemed feasible and if the private sector commitment exists

### **Goal 13: Implement Key Supporting Projects**

Key Supporting Projects have been identified throughout the Twin Districts region. Twin Districts will coordinate with the Sectors, the SWIB, and other partners to have these projects funded. An overview of each initiative is provided in the next section.

## Key Supporting Projects

### Shipbuilding Academy

The members of the Gulf States Shipbuilding Consortium (GSSC) are committed to workforce development and recruiting youth into shipbuilding careers. The Twin Districts Workforce Development Area will partner with GSSC with their Shipbuilder Academy project to establish a pipeline of workers in shipbuilding. The goal of the Shipbuilders Academy project is to establish and maintain a viable Shipbuilding career pathway for high school students. A priority of the project is to connect youth with shipbuilding specific training and apprenticeships.

High School students will have the opportunity to obtain National Center for Construction Education and Research (NCCER) certifications. Students will also have the opportunity to earn credit from MS Gulf Coast Community College. Students will rotate through skill areas such as Welding, Shipfitting, Pipe Fitting, Marine Electrical, and Sheetmetal. The program will continue to explore new credentialing opportunities for High School students.

A full description of the Shipbuilding Academy can be found in the appendix.

### Aerospace Academy

The Hancock County Port and Harbor Commission (HCPHC) has partnered with Pearl River Community College (PRCC) to develop an Aerospace Academy, career readiness center, to prepare students for existing and potential jobs in the region and to provide a social environment that can facilitate partnerships between private, government and academic enterprises. The Aerospace Academy will be used as a launching pad for expanding industrial career tech training in Hancock County.

This workforce development project must be developed in concert with:

- Targeted economic development efforts to attract more aerospace industry to the region,
- Existing industries to identify their greatest workforce training needs, meet those needs, and place the Mississippi Gulf Coast in the limelight for further expansion of those industries, and
- Area high school and middle school career pathways program to shed a light on the career choices available in aerospace on the Mississippi Gulf Coast.

The Twin Districts Workforce Development Area will partner with HCPHC and PRCC with the Aerospace Academy

project to further establish a pipeline of workers in the aerospace sector.

A full description of the Aerospace Academy can be found in the appendix.

### JCJC Mechatronics System

The JCJC Mechatronics System is a 10 station fully-automated assembly line that will be utilized to instruct industrial maintenance students in the disciplines associated with advanced manufacturing and automation. The system is a Festo Mechatronics Trainer which includes the following: 2-distributing/conveyor stations, 1-measuring station, 1-separating station with vision system, 1-robot station with integrated Yagawa Motoman robot, 1-storage station, 1-pick & place station, 1-hydraulic press station, 1-sorting station and 1-packaging station. The system will utilize Allen Bradley CompactLogix PLC's and AB Panelview Touchscreens as well as barcode and RFID technology. We will also have 4 stand-alone Fanuc Robot trainers, an ABB Robot Trainer, and a Lincoln Welder with a Fanuc Robotic Arm.

### Lineman Apprenticeship Training

The Twin Districts Workforce Development Area (TDWDA) will establish a public-private partnership with utility companies and other workforce partners to design a training program to meet the growing need for lineman apprentices. The energy industry advances the workforce area's economic growth and productivity; promotes business development and expansion; and provides middle-skill employment opportunities to Mississippians.

TDWDA will identify a consortium of 5 employers that will participate in a Department of Labor (DOL) Registered Apprenticeship Lineman Training. We will partner with Chain Electric as the lead employer and Pearl River Community College. This proposed Lineman Apprenticeship Training (LAT) will help to meet the demand for lineman positions in our area.

A full description of the Lineman Apprenticeship Training can be found in the appendix.

### Get on the Grid

The manufacturing and energy sectors offer great opportunities for those trained in skilled professions. Unfortunately, too few people in Mississippi are aware of these opportunities. Get on the Grid is a program aimed at raising awareness and pushing more Mississippians into

these high-demand jobs. Over the last two years, Get on the Grid has proven to be effective as a web-based platform to raise awareness and change perceptions about skilled professions. This is an effort that should be supported and sustained if we are to continue to grow the future workforce for the advanced manufacturing and energy sectors in the Twin Districts Workforce Development Area.

The Twin Districts Workforce Development Area will partner with Get on the Grid as they reach Mississippians for the high-demand jobs in the Advanced Manufacturing and Energy and Chemicals sectors.

## Healthcare Career Center

In work across the state, the Mississippi Hospital Association has determined that a consolidated “Healthcare Careers Center” web initiative, of a fashion similar to the MS Energy Institutes “Get on the Grid” system, is needed to provide a consolidated industry view access point. The intent is to design a single site web portal that will provide industry information, educator resources and occupational details including educational and career pathways, training / education providers, and employment opportunities.

Additionally, nursing externships should be established. It has been a very successful program for many other areas in the state.

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## Appendix 1: Twin Districts' Assessment Tool

Core Competencies for Effective Industry Partnerships	Present	Non-Existent	Need Technical Assistance
<b>Sector Selection</b>			
Data Analysis was used to select sector	X		
Consensus based decision process used to select sectors	X		
Other Describe			
<b>Industry Analysis</b>			
Survey of employers to determine workforce needs and priorities	X		
Gap analysis of specific needs of industry	X		
Analysis of skill gap of incumbent workers	X		
Root cause of gaps have been identified	X		
Barriers for employees/new hires are identified and understood	X		
<b>Capacity Building</b>			
Written objectives including mission, vision, and goal statement	X		
Employers have leadership role in industry partnership	X		
Formal decision making protocols are established	X		
Written governance principles	X		
Meetings are scheduled in advance	X		
Agenda is distributed in advance of meeting	X		
Meetings are followed by dissemination of meeting minutes	X		
<b>Planning</b>			
Goals and objectives are clearly identified	X		
Action plans of strategies are in place to achieve goals	X		
Public meetings were used to share strategies and solicit input	X		
Evaluation and Business Impact	X		
Formal evaluation methods to gage training programs effectiveness	X		
Evaluation results are presented to key stakeholders	X		
<b>Education</b>			
Defined and clearly articulated pathways that lead to employment	X		
K-12 programs and curricula are aligned	X		
Community Colleges career/technical programs and curricula aligned	X		
Apprenticeships, internships, work experience in place for pathways	X		
<b>Business Services</b>			
Plan for coordination between public workforce partners and industry	X		
Barriers to employment for special populations are identified	X		
<b>Pipeline</b>			
Activities to create career awareness for students at all levels	X		
Strategies to recruit incumbent workers into training pathways	X		
Dual enrollment and dual credit for career/technical training in place	X		

## Appendix 2: Letters of Support

May 25, 2017

Ms. Allison Beasley  
Southern Mississippi Planning and Development District  
Economic/Workforce Development Division Director  
9229 Highway 49  
Gulfport, MS 39503-4317

Dear Ms. Beasley:

We, at Baptist Medical Center Leake, are pleased to support and partner with Twin District Workforce Development Area (Twin Districts) with their proposed Sector Strategy Plan for the Twin Districts, which combines the Southern Mississippi Planning and Development District (SMPDD) and East Central Mississippi Planning and Development District (ECPDD). Twin Districts operates based on policies and plans outlined in the Twin Districts Workforce Development Area 2016-2020 Strategic Plan. In the Sector Strategy Section of the plan, brief processes are described on how Twin Districts helps existing business and industry prosper and aid in the recruitment of new business to the state.

Sharing this same line of thought, the State Workforce Investment Board (SWIB) tasked the local workforce development areas with establishment of sector strategy plans. Twin Districts began developing its plan in March 2017, working toward the following achievements:

- Address current and emerging skill gaps
- Provide a means to engage directly with industry across traditional boundaries
- Better align programs and resources serving employers and workers
- Meet the needs of employers by crafting tailored workforce solutions

Twin Districts and Leadership Teams have identified and confirmed Advanced Manufacturing, Energy and Chemical, and Healthcare as the three sectors to be included in the Twin Districts Sector Strategy Plan. Baptist Medical Center Leake is eager to collaborate with the Twin Districts as they implement their Sector Strategy Plan for their 24-county area.

Sincerely,



Michelle McCann  
Director of Community Education  
Baptist Medical Center Leake



**Ingalls  
Shipbuilding**

A Division of Huntington Ingalls Industries

P.O. Box 149, M/S 1060-01  
Pascagoula, Mississippi 39568-0149

May 25, 2017

Ms. Allison Beasley  
Southern Mississippi Planning and Development District  
Economic/Workforce Development Division Director  
9229 Highway 49  
Gulfport, MS 39503-4317

Dear Ms. Beasley:

Ingalls Shipbuilding is pleased to support and partner with Twin District Workforce Development Area (Twin Districts) with their proposed Sector Strategy Plan for the Twin Districts, which combines the Southern Mississippi Planning and Development District (SMPDD) and East Central Mississippi Planning and Development District (ECPDD). Twin Districts operates based on policies and plans outlined in the Twin Districts Workforce Development Area 2016-2020 Strategic Plan. In the Sector Strategy Section of the plan, brief processes are described on how Twin Districts helps existing business and industry prosper and aid in the recruitment of new business to the state.

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- Meet the needs of employers by crafting tailored workforce solutions

Twin Districts and Leadership Teams have identified and confirmed Advanced Manufacturing, Energy and Chemical, and Healthcare as the three sectors to be included in the Twin Districts Sector Strategy Plan. Ingalls Shipbuilding is eager to collaborate with the Twin Districts as they implement their Sector Strategy Plan for their 24-county area.

Sincerely,

Mark E. Scott, Manager of Talent Management  
Ingalls Shipbuilding



May 25, 2017

Ms. Allison Beasley  
Southern Mississippi Planning and Development District  
Economic/Workforce Development Division Director  
9229 Highway 49  
Gulfport, MS 39503-4317

Dear Ms. Beasley:

We, at La-Z-Boy South, are pleased to support and partner with Twin District Workforce Development Area (Twin Districts) with their proposed Sector Strategy Plan for the Twin Districts, which combines the Southern Mississippi Planning and Development District (SMPDD) and East Central Mississippi Planning and Development District (ECPDD). Twin Districts operates based on policies and plans outlined in the Twin Districts Workforce Development Area 2016-2020 Strategic Plan. In the Sector Strategy Section of the plan, brief processes are described on how Twin Districts helps existing business and industry prosper and aid in the recruitment of new business to the state.

Sharing this same line of thought, the State Workforce Investment Board (SWIB) tasked the local workforce development areas with establishment of sector strategy plans. Twin Districts began developing its plan in March 2017, working toward the following achievements:

- Address current and emerging skill gaps
- Provide a means to engage directly with industry across traditional boundaries
- Better align programs and resources serving employers and workers
- Meet the needs of employers by crafting tailored workforce solutions

Twin Districts and Leadership Teams have identified and confirmed Advanced Manufacturing, Energy and Chemical, and Healthcare as the three sectors to be included in the Twin Districts Sector Strategy Plan. La-Z-Boy South is eager to collaborate with the Twin Districts as they implement their Sector Strategy Plan for their 24-county area.

Sincerely,

Clint Scoggin  
Director of Training  
La-Z-Boy South

133 Scanlan St., Newton, MS 39345 t 601.683.3354 f 601.683.4139 la-z-boy.com

Sofas | Loveseats | Sleepers | Sectionals | Chairs | Ottomans & More

# MISSISSIPPI ENERGY INSTITUTE

May 25, 2017

Ms. Allison Beasley  
Southern Mississippi Planning and Development District  
Economic/Workforce Development Division Director  
9229 Highway 49  
Gulfport, MS 39503-4317

Dear Ms. Beasley:

The Mississippi Energy Institute (MEI) is pleased to support the proposed Sector Strategy Plan and partner with Twin District Workforce Development Area (Twin Districts) on its implementation. Effective workforce awareness and development strategies are critical to meeting today's workforce demands to help Mississippi be a better place for businesses to invest and employ our residents. MEI seeks to facilitate public/private collaboration to increase workforce supply in the needed fields where quality employment opportunities exist.

With the State Workforce Investment Board (SWIB) tasking the local workforce development areas to establish sector strategy plans, we agree with Twin Districts approach to reach the following goals:

- Address current and emerging skill gaps
- Provide a means to engage directly with industry across traditional boundaries
- Better align programs and resources serving employers and workers
- Meet the needs of employers by crafting tailored workforce solutions

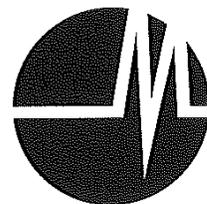
MEI is in concurrence with the three sectors identified by Twin Districts and Leadership Teams to be included in the Twin Districts Sector Strategy Plan, which are Advanced Manufacturing, Energy and Chemical, and Healthcare. MEI will continue our program of raising awareness and enhancing public/private collaboration, and we are eager to collaborate with the Twin Districts as they implement their Sector Strategy Plan for their 24-county area.

Sincerely,



Patrick Sullivan  
President

MISSISSIPPI HOSPITAL ASSOCIATION



May 25, 2017

Ms. Allison Beasley  
Southern Mississippi Planning and Development District  
Economic/Workforce Development Division Director  
9229 Highway 49  
Gulfport, MS 39503-4317

116 Woodgreen Crossing

P.O. Box 1909

Dear Ms. Beasley:

Madison, MS 39130-1909

We, at the Mississippi Hospital Association, are pleased to support and partner with Twin District Workforce Development Area (Twin Districts) with their proposed Sector Strategy Plan for the Twin Districts, which combines the Southern Mississippi Planning and Development District (SMPDD) and East Central Mississippi Planning and Development District (ECPDD). Twin Districts operates based on policies and plans outlined in the Twin Districts Workforce Development Area 2016-2020 Strategic Plan. In the Sector Strategy Section of the plan, brief processes are described on how Twin Districts helps existing business and industry prosper and aid in the recruitment of new business to the state. (601) 982-3251  
(800) 289-8884  
Fax: (601) 368-3200

Sharing this same line of thought, the State Workforce Investment Board (SWIB) tasked the local workforce development areas with establishment of sector strategy plans. Twin Districts began developing its plan in March 2017, working toward the following achievements:

- Address current and emerging skill gaps
- Provide a means to engage directly with industry across traditional boundaries
- Better align programs and resources serving employers and workers
- Meet the needs of employers by crafting tailored workforce solutions

Twin Districts and Leadership Teams have identified and confirmed Advanced Manufacturing, Energy and Chemical, and Healthcare as the three sectors to be included in the Twin Districts Sector Strategy Plan. Mississippi Hospital Association is eager to collaborate with the Twin Districts as they implement their Sector Strategy Plan for their 24-county area.

Sincerely,

Curnis Upkins, Jr.  
Vice President Human Resources and Workforce Services  
Mississippi Hospital Association



May 25, 2017

Ms. Allison Beasley  
Southern Mississippi Planning and Development District  
Economic/Workforce Development Division Director  
9229 Highway 49  
Gulfport, MS 39503-4317

Dear Ms. Beasley:

We, at the Mississippi State Port Authority, are pleased to support and partner with Twin District Workforce Development Area (Twin Districts) with their proposed Sector Strategy Plan for the Twin Districts, which combines the Southern Mississippi Planning and Development District (SMPDD) and East Central Mississippi Planning and Development District (ECPDD). Twin Districts operates based on policies and plans outlined in the Twin Districts Workforce Development Area 2016-2020 Strategic Plan. In the Sector Strategy Section of the plan, brief processes are described on how Twin Districts helps existing business and industry prosper and aid in the recruitment of new business to the state.

Sharing this same line of thought, the State Workforce Investment Board (SWIB) tasked the local workforce development areas with establishment of sector strategy plans. Twin Districts began developing its plan in March 2017, working toward the following achievements:

- Address current and emerging skill gaps
- Provide a means to engage directly with industry across traditional boundaries
- Better align programs and resources serving employers and workers
- Meet the needs of employers by crafting tailored workforce solutions

Twin Districts and Leadership Teams have identified and confirmed Advanced Manufacturing, Energy and Chemical, and Healthcare as the three sectors to be included in the Twin Districts Sector Strategy Plan. Mississippi State Port Authority is eager to collaborate with the Twin Districts as they implement their Sector Strategy Plan for their 24-county area.

Sincerely,

Melanie J. Arsenault  
Director of External Affairs  
Mississippi State Port Authority

May 25, 2017

Ms. Allison Beasley  
Southern Mississippi Planning and Development District  
Economic/Workforce Development Division Director  
9229 Highway 49  
Gulfport, MS 39503-4317

Dear Ms. Beasley:

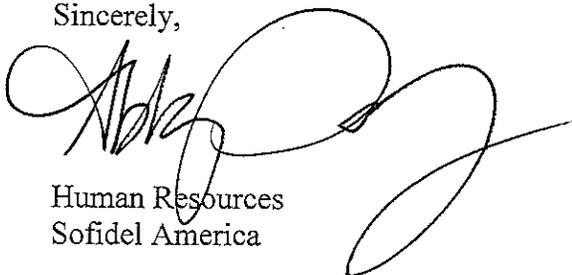
We, at Sofidel America are pleased to support and partner with Twin District Workforce Development Area (Twin Districts) with their proposed Sector Strategy Plan for the Twin Districts, which combines the Southern Mississippi Planning and Development District (SMPDD) and East Central Mississippi Planning and Development District (ECPDD). Twin Districts operates based on policies and plans outlined in the Twin Districts Workforce Development Area 2016-2020 Strategic Plan. In the Sector Strategy Section of the plan, brief processes are described on how Twin Districts helps existing business and industry prosper and aid in the recruitment of new business to the state.

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- Meet the needs of employers by crafting tailored workforce solutions

Twin Districts and Leadership Teams have identified and confirmed Advanced Manufacturing, Energy and Chemical, and Healthcare as the three sectors to be included in the Twin Districts Sector Strategy Plan. Sofidel America is eager to collaborate with the Twin Districts as they implement their Sector Strategy Plan for their 24-county area.

Sincerely,



Human Resources  
Sofidel America

# EAST CENTRAL COMMUNITY COLLEGE

OFFICE OF THE PRESIDENT

May 25, 2017

Ms. Allison Beasley  
Southern Mississippi Planning and Development District  
Economic/Workforce Development Division Director  
9229 Highway 49  
Gulfport, MS 39503-4317

Dear Ms. Beasley:

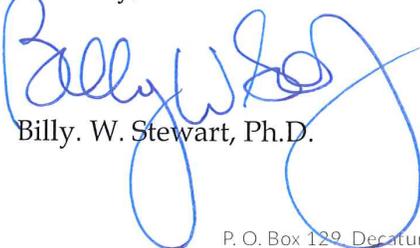
We, at East Central Community College, are pleased to support and partner with Twin District Workforce Development Area (Twin Districts) with their proposed Sector Strategy Plan for the Twin Districts, which combines the Southern Mississippi Planning and Development District (SMPDD) and East Central Mississippi Planning and Development District (ECPDD). Twin Districts operates based on policies and plans outlined in the Twin Districts Workforce Development Area 2016-2020 Strategic Plan. In the Sector Strategy Section of the plan, brief processes are described on how Twin Districts helps existing business and industry prosper and aid in the recruitment of new business to the state.

Sharing this same line of thought, the State Workforce Investment Board (SWIB) tasked the local workforce development areas with establishment of sector strategy plans. Twin Districts began developing its plan in March 2017, working toward the following achievements:

- Address current and emerging skill gaps
- Provide a means to engage directly with industry across traditional boundaries
- Better align programs and resources serving employers and workers
- Meet the needs of employers by crafting tailored workforce solutions

Twin Districts and Leadership Teams have identified and confirmed Advanced Manufacturing, Energy and Chemical, and Healthcare as the three sectors to be included in the Twin Districts Sector Strategy Plan. East Central Community College is eager to collaborate with the Twin Districts as they implement their Sector Strategy Plan for their 24-county area.

Sincerely,



Billy W. Stewart, Ph.D.

P. O. Box 129, Decatur, MS 39327 | 601.635.6200 | TOLL FREE: 1.877.462.3222 | WWW.ECCC.EDU



May 25, 2017

Ms. Allison Beasley  
Southern Mississippi Planning and Development District  
Economic/Workforce Development Division Director  
9229 Highway 49  
Gulfport, MS 39503-4317

Dear Ms. Beasley:

We, at Jones County Junior College, are pleased to support and partner with Twin District Workforce Development Area (Twin Districts) with their proposed Sector Strategy Plan for the Twin Districts, which combines the Southern Mississippi Planning and Development District (SMPDD) and East Central Mississippi Planning and Development District (ECPDD). Twin Districts operates based on policies and plans outlined in the Twin Districts Workforce Development Area 2016-2020 Strategic Plan. In the Sector Strategy Section of the plan, brief processes are described on how Twin Districts helps existing business and industry prosper and aid in the recruitment of new business to the state.

Sharing this same line of thought, the State Workforce Investment Board (SWIB) tasked the local workforce development areas with establishment of sector strategy plans. Twin Districts began developing its plan in March 2017, working toward the following achievements:

- Address current and emerging skill gaps
- Provide a means to engage directly with industry across traditional boundaries
- Better align programs and resources serving employers and workers
- Meet the needs of employers by crafting tailored workforce solutions

Twin Districts and Leadership Teams have identified and confirmed Advanced Manufacturing, Energy and Chemical, and Healthcare as the three sectors to be included in the Twin Districts Sector Strategy Plan. Jones County Junior College is eager to collaborate with the Twin Districts as they implement their Sector Strategy Plan for their 24-county area. Jones County Junior College will also collaborate with all Planning and Development District/Community College partnerships to implement all necessary sector strategies for the state of Mississippi.

Sincerely,

Jesse Smith, Ph.D.  
President  
Jones County Junior College

## OFFICE OF THE PRESIDENT

900 South Court Street, Ellisville, MS 39437 | Voice: 601.477.4100 | Fax: 601.477.4199 | [www.jcjc.edu](http://www.jcjc.edu)

  
**MERIDIAN**  
**COMMUNITY COLLEGE**  
Nine Ten Highway 19 North • Meridian, MS 39307-5890

May 25, 2017

Ms. Allison Beasley  
Southern Mississippi Planning and Development District  
Economic/Workforce Development Division Director  
9229 Highway 49  
Gulfport, MS 39503-4317

Dear Ms. Beasley:

We, at the Meridian Community College, are pleased to support and partner with Twin District Workforce Development Area (Twin Districts) with their proposed Sector Strategy Plan for the Twin Districts, which combines the Southern Mississippi Planning and Development District (SMPDD) and East Central Mississippi Planning and Development District (ECPDD). Twin Districts operates based on policies and plans outlined in the Twin Districts Workforce Development Area 2016-2020 Strategic Plan. In the Sector Strategy Section of the plan, brief processes are described on how Twin Districts helps existing business and industry prosper and aid in the recruitment of new business to the state.

Sharing this same line of thought, the State Workforce Investment Board (SWIB) tasked the local workforce development areas with establishment of sector strategy plans. Twin Districts began developing its plan in March 2017, working toward the following achievements:

- Address current and emerging skill gaps
- Provide a means to engage directly with industry across traditional boundaries
- Better align programs and resources serving employers and workers
- Meet the needs of employers by crafting tailored workforce solutions

Twin Districts and Leadership Teams have identified and confirmed Advanced Manufacturing, Energy and Chemical, and Healthcare as the three sectors to be included in the Twin Districts Sector Strategy Plan. Meridian Community College is eager to collaborate with the Twin Districts as they implement their Sector Strategy Plan for their 24-county area.

Sincerely,



Scott D. Elliott  
President  
Meridian Community College



*"Making a positive difference..."*

May 25, 2017

Ms. Allison Beasley  
Southern Mississippi Planning and Development District  
Economic/Workforce Development Division Director  
9229 Highway 49  
Gulfport, MS 39503-4317

Dear Ms. Beasley:

We, at Mississippi Gulf Coast Community College (MGCCC) are pleased to support and partner with Twin District Workforce Development Area (Twin Districts) with their proposed Sector Strategy Plan, which combines the Southern Mississippi Planning and Development District (SMPDD) and East Central Mississippi Planning and Development District (ECPDD). Twin Districts operates based on policies and plans outlined in the Twin Districts Workforce Development Area 2016-2020 Strategic Plan. In the Sector Strategy Section of the plan, brief processes are described on how Twin Districts helps existing business and industry prosper and aid in the recruitment of new business to the state.

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Mississippi Gulf Coast Community College emphatically supports and endorses the Sector Strategy planning efforts led by the Twin Districts Workforce Development Area. However, MGCCC also recognizes the need for training in support of the Hospitality and Resort industry along the Mississippi Gulf Coast. The college will continue to support this very important revenue generating industry with incumbent and pre-employment training.

Sincerely,

John A. Shows  
Associate Vice President Community Campus  
Mississippi Gulf Coast Community Collage

Community Campus/ Advanced Manufacturing and Technology Center 10298 Express Drive Gulfport, MS 39503 228-897-4360	Jackson County Campus Highway 90 Vancleave Rd. P.O. Box 100 Gautier, MS 39553 228-497-9602	Jefferson Davis Campus 2226 Switzer Rd. Gulfport, MS 39507-3896 228-896-3355	Keesler Center P.O. Box 5008 Keesler AFB, MS 39534 228-432-7198	West Harrison County Center 21500 B Street Long Beach, MS 39560 228-868-6057	Perkinston Campus Highway 49 South P.O. Box 548 Perkinston, MS 39573 601-928-5211	George County Center P.O. Box 77 Lucedale, MS 39452 601-947-4201
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**PEARL RIVER COMMUNITY COLLEGE**  
MISSISSIPPI'S PIONEER COMMUNITY COLLEGE

May 25, 2017

Ms. Allison Beasley  
Southern Mississippi Planning and Development District  
Economic/Workforce Development Division Director  
9229 Highway 49  
Gulfport, MS 39503-4317

Dear Ms. Beasley:

Pearl River Community College, is pleased to support and partner with Twin District Workforce Development Area (Twin Districts) with their proposed Sector Strategy Plan for the Twin Districts, which combines the Southern Mississippi Planning and Development District (SMPDD) and East Central Mississippi Planning and Development District (ECPDD). Twin Districts operates based on policies and plans outlined in the Twin Districts Workforce Development Area 2016-2020 Strategic Plan. In the Sector Strategy Section of the plan, brief processes are described on how Twin Districts helps existing business and industry prosper and aid in the recruitment of new business to the state.

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Twin Districts and Leadership Teams have identified and confirmed Advanced Manufacturing, Energy and Chemical, and Healthcare as the three sectors to be included in the Twin Districts Sector Strategy Plan. Pearl River Community College is eager to collaborate with the Twin Districts as they implement their Sector Strategy Plan for their 24-county area.

Sincerely,

Scott Alsobrooks, Ph. D.  
Vice President  
Workforce and Economic Development  
Pearl River Community College  
601.403.1260 office

## Appendix 3a: MDES Occupational Projections for Advanced Manufacturing Sector

### Occupational Employment Projections, Year 2014 Projected to Year 2024

#### Twin Districts Workforce Investment Area

Standard Occupational Classification (SOC)		2014 Employment	2024 Projected Employment	Projected Employment Growth 2014-2024		Total Projected Avg. Annual Job Openings
Code	Occupation			Number	Percent	
51-4012	Computer Numerically Controlled Machine Tool Programmers, Metal and Plastic	20	30	10	50.0%	-
51-4011	Computer-Controlled Machine Tool Operators, Metal and Plastic	140	180	40	28.6%	10
49-9041	Industrial Machinery Mechanics	1,060	1,280	220	20.8%	50
51-9195	Molders, Shapers, and Casters, Except Metal and Plastic	60	70	10	16.7%	-
51-4041	Machinists	700	810	110	15.7%	30
49-9044	Millwrights	500	570	70	14.0%	25
49-9043	Maintenance Workers, Machinery	320	360	40	12.5%	10
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics	120	130	10	8.3%	5
51-2092	Team Assemblers	2,420	2,620	200	8.3%	70
51-4121	Welders, Cutters, Solderers, and Brazers	3,570	3,850	280	7.8%	130
49-3041	Farm Equipment Mechanics and Service Technicians	130	140	10	7.7%	5
49-9096	Riggers	130	140	10	7.7%	5
51-9083	Ophthalmic Laboratory Technicians	130	140	10	7.7%	5
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	560	600	40	7.1%	10
49-9098	Helpers--Installation, Maintenance, and Repair Workers	710	760	50	7.0%	25
47-3013	Helpers--Electricians	570	610	40	7.0%	10
47-2111	Electricians	3,320	3,530	210	6.3%	70
47-2132	Insulation Workers, Mechanical	320	340	20	6.3%	15
51-9199	Production Workers, All Other	160	170	10	6.3%	5
51-2041	Structural Metal Fabricators and Fitters	510	540	30	5.9%	10
51-9051	Furnace, Kiln, Oven, Drier, and Kettle Operators and Tenders	170	180	10	5.9%	5
49-9071	Maintenance and Repair Workers, General	4,710	4,970	260	5.5%	145
47-2011	Boilermakers	370	390	20	5.4%	5
47-2152	Plumbers, Pipefitters, and Steamfitters	2,280	2,400	120	5.3%	45
49-3021	Automotive Body and Related Repairers	380	400	20	5.3%	10
47-3015	Helpers--Pipelayers, Plumbers, Pipefitters, and Steamfitters	390	410	20	5.1%	5
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers	1,670	1,750	80	4.8%	45
51-9121	Coating, Painting, and Spraying Machine Setters, Operators, and Tenders	210	220	10	4.8%	5
49-3023	Automotive Service Technicians and Mechanics	1,880	1,960	80	4.3%	55
47-2211	Sheet Metal Workers	720	750	30	4.2%	20
47-1011	First-Line Supervisors of Construction Trades and Extraction Workers	2,020	2,100	80	4.0%	25
51-2099	Assemblers and Fabricators, All Other	280	290	10	3.6%	5
51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers	1,220	1,260	40	3.3%	35

49-3042	Mobile Heavy Equipment Mechanics, Except Engines	340	350	10	2.9%	10
17-3022	Civil Engineering Technicians	360	370	10	2.8%	10
51-1011	First-Line Supervisors of Production and Operating Workers	2,250	2,300	50	2.2%	40
17-3023	Electrical and Electronics Engineering Technicians	610	620	10	1.6%	15
51-2022	Electrical and Electronic Equipment Assemblers	610	620	10	1.6%	10
47-2073	Operating Engineers and Other Construction Equipment Operators	1,300	1,320	20	1.5%	25
17-3024	Electro-Mechanical Technicians	20	20	0	0.0%	-
17-3025	Environmental Engineering Technicians	80	80	0	0.0%	-
17-3026	Industrial Engineering Technicians	280	280	0	0.0%	5
17-3027	Mechanical Engineering Technicians	60	60	0	0.0%	-
47-2072	Pile-Driver Operators	30	30	0	0.0%	-
47-2151	Pipelayers	140	140	0	0.0%	-
47-2221	Structural Iron and Steel Workers	410	410	0	0.0%	5
49-2092	Electric Motor, Power Tool, and Related Repairers	60	60	0	0.0%	-
49-2093	Electrical and Electronics Installers and Repairers, Transportation Equipment	60	60	0	0.0%	-
49-2094	Electrical and Electronics Repairers, Commercial and Industrial Equipment	250	250	0	0.0%	5
49-2095	Electrical and Electronics Repairers, Powerhouse, Substation, and Relay	230	230	0	0.0%	5
49-3022	Automotive Glass Installers and Repairers	70	70	0	0.0%	-
49-3051	Motorboat Mechanics and Service Technicians	50	50	0	0.0%	-
49-3092	Recreational Vehicle Service Technicians	30	30	0	0.0%	-
49-9011	Mechanical Door Repairers	70	70	0	0.0%	5
49-9012	Control and Valve Installers and Repairers, Except Mechanical Door	110	110	0	0.0%	5
49-9062	Medical Equipment Repairers	40	40	0	0.0%	-
49-9069	Precision Instrument and Equipment Repairers, All Other	30	30	0	0.0%	-
51-2091	Fiberglass Laminators and Fabricators	20	20	0	0.0%	-
51-4052	Pourers and Casters, Metal	20	20	0	0.0%	-
51-4072	Molding, Coremaking, and Casting Machine Setters, Operators, and Tenders, Metal and Plastic	40	40	0	0.0%	-
51-4081	Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic	80	80	0	0.0%	-
51-4194	Tool Grinders, Filers, and Sharpeners	40	40	0	0.0%	-
51-5111	Prepress Technicians and Workers	80	80	0	0.0%	-
51-7041	Sawing Machine Setters, Operators, and Tenders, Wood	240	240	0	0.0%	5
51-7042	Woodworking Machine Setters, Operators, and Tenders, Except Sawing	380	380	0	0.0%	5
51-9012	Separating, Filtering, Clarifying, Precipitating, and Still Machine Setters, Operators, and Tenders	20	20	0	0.0%	-
51-9021	Crushing, Grinding, and Polishing Machine Setters, Operators, and Tenders	20	20	0	0.0%	-
51-9022	Grinding and Polishing Workers, Hand	100	100	0	0.0%	-
51-9023	Mixing and Blending Machine Setters, Operators, and Tenders	130	130	0	0.0%	5
51-9032	Cutting and Slicing Machine Setters, Operators, and Tenders	30	30	0	0.0%	-
51-9191	Adhesive Bonding Machine Operators and Tenders	50	50	0	0.0%	-

51-9192	Cleaning, Washing, and Metal Pickling Equipment Operators and Tenders	70	70	0	0.0%	-
51-9193	Cooling and Freezing Equipment Operators and Tenders	110	110	0	0.0%	-
51-9196	Paper Goods Machine Setters, Operators, and Tenders	200	200	0	0.0%	5
49-2022	Telecommunications Equipment Installers and Repairers, Except Line Installers	740	730	-10	-1.4%	5
49-9099	Installation, Maintenance, and Repair Workers, All Other	310	300	-10	-3.2%	5
17-1022	Surveyors	200	190	-10	-5.0%	5
49-3011	Aircraft Mechanics and Service Technicians	370	350	-20	-5.4%	10
17-3029	Engineering Technicians, Except Drafters, All Other	150	140	-10	-6.7%	5
51-4071	Foundry Mold and Coremakers	270	250	-20	-7.4%	5
51-5112	Printing Press Operators	130	120	-10	-7.7%	-
51-4033	Grinding, Lapping, Polishing, and Buffing Machine Tool Setters, Operators, and Tenders, Metal and Plastic	460	410	-50	-10.9%	20
51-4191	Heat Treating Equipment Setters, Operators, and Tenders, Metal and Plastic	90	80	-10	-11.1%	-
51-4122	Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders	350	310	-40	-11.4%	10
17-3031	Surveying and Mapping Technicians	230	200	-30	-13.0%	5
51-4031	Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic	230	190	-40	-17.4%	5
51-4111	Tool and Die Makers	50	40	-10	-20.0%	-
49-2096	Electronic Equipment Installers and Repairers, Motor Vehicles	90	50	-40	-44.4%	-

## Appendix 3b: MDES Occupational Projections for Energy and Chemicals Sector

### Occupational Employment Projections, Year 2014 Projected to Year 2024

#### Twin Districts Workforce Investment Area

Standard Occupational Classification (SOC)		2014 Employment	2024 Projected Employment	Projected Employment Growth 2014-2024		Total Projected Avg. Annual Job Openings
Code	Occupation			Number	Percent	
19-4091	Environmental Science and Protection Technicians, Including Health	50	60	10	20.0%	5
47-5021	Earth Drillers, Except Oil and Gas	90	100	10	11.1%	-
51-8031	Water and Wastewater Treatment Plant and System Operators	380	420	40	10.5%	15
49-9051	Electrical Power-Line Installers and Repairers	580	630	50	8.6%	30
49-9052	Telecommunications Line Installers and Repairers	470	510	40	8.5%	15
19-2041	Environmental Scientists and Specialists, Including Health	260	270	10	3.8%	10
19-3099	Social Scientists and Related Workers, All Other	70	70	0	0.0%	-
19-4011	Agricultural and Food Science Technicians	50	50	0	0.0%	-
19-4021	Biological Technicians	60	60	0	0.0%	-
19-4031	Chemical Technicians	180	180	0	0.0%	5
19-4041	Geological and Petroleum Technicians	60	60	0	0.0%	-
47-5011	Derrick Operators, Oil and Gas	90	90	0	0.0%	5
47-5012	Rotary Drill Operators, Oil and Gas	180	180	0	0.0%	5
47-5071	Roustabouts, Oil and Gas	310	310	0	0.0%	5
47-5081	Helpers--Extraction Workers	110	110	0	0.0%	-
51-8012	Power Distributors and Dispatchers	70	70	0	0.0%	-
51-8013	Power Plant Operators	340	340	0	0.0%	10
51-8021	Stationary Engineers and Boiler Operators	160	160	0	0.0%	5
51-8091	Chemical Plant and System Operators	600	600	0	0.0%	20
51-8092	Gas Plant Operators	20	20	0	0.0%	-
51-8099	Plant and System Operators, All Other	30	30	0	0.0%	-
51-9011	Chemical Equipment Operators and Tenders	260	260	0	0.0%	10
47-5013	Service Unit Operators, Oil, Gas, and Mining	760	750	-10	-1.3%	25
19-4093	Forest and Conservation Technicians	100	90	-10	-10.0%	5
19-4099	Life, Physical, and Social Science Technicians, All Other	60	50	-10	-16.7%	-

## Appendix 3c: MDES Occupational Projections for Healthcare Sector

### Occupational Employment Projections, Year 2014 Projected to Year 2024

#### Twin Districts Workforce Investment Area

Standard Occupational Classification (SOC)		2014 Employment	2024 Projected Employment	Projected Employment Growth 2014-2024		Total Projected Avg. Annual Job Openings
				Number	Percent	
31-2011	Occupational Therapy Assistants	80	100	20	25.0%	5
29-2031	Cardiovascular Technologists and Technicians	140	170	30	21.4%	5
31-2021	Physical Therapist Assistants	310	370	60	19.4%	15
29-1071	Physician Assistants	110	130	20	18.2%	5
29-1171	Nurse Practitioners	680	800	120	17.6%	25
29-2099	Health Technologists and Technicians, All Other	70	80	10	14.3%	-
29-9091	Athletic Trainers	70	80	10	14.3%	-
29-2041	Emergency Medical Technicians and Paramedics	950	1,050	100	10.5%	25
29-2056	Veterinary Technologists and Technicians	200	220	20	10.0%	5
29-1141	Registered Nurses	9,450	10,360	910	9.6%	310
29-9012	Occupational Health and Safety Technicians	110	120	10	9.1%	5
29-2052	Pharmacy Technicians	1,060	1,150	90	8.5%	20
29-2055	Surgical Technologists	420	450	30	7.1%	5
29-2012	Medical and Clinical Laboratory Technicians	630	670	40	6.3%	20
29-9011	Occupational Health and Safety Specialists	160	170	10	6.3%	5
29-2071	Medical Records and Health Information Technicians	1,050	1,110	60	5.7%	30
29-2011	Medical and Clinical Laboratory Technologists	410	430	20	4.9%	10
29-2061	Licensed Practical and Licensed Vocational Nurses	2,720	2,830	110	4.0%	90
31-9092	Medical Assistants	800	810	10	1.3%	20
29-2034	Radiologic Technologists	640	640	0	0.0%	10
29-2057	Ophthalmic Medical Technicians	170	170	0	0.0%	-
31-9093	Medical Equipment Preparers	130	130	0	0.0%	5
29-1151	Nurse Anesthetists	100	100	0	0.0%	5
29-2033	Nuclear Medicine Technologists	80	80	0	0.0%	-
31-9099	Healthcare Support Workers, All Other	80	80	0	0.0%	-
29-2035	Magnetic Resonance Imaging Technologists	50	50	0	0.0%	-
29-9099	Healthcare Practitioners and Technical Workers, All Other	50	50	0	0.0%	-
29-1161	Nurse Midwives	20	20	0	0.0%	-
31-9095	Pharmacy Aides	300	290	-10	-3.3%	5
31-9091	Dental Assistants	650	620	-30	-4.6%	15
29-2021	Dental Hygienists	390	370	-20	-5.1%	5
31-9094	Medical Transcriptionists	260	210	-50	-19.2%	5
29-2054	Respiratory Therapy Technicians	90	70	-20	-22.2%	-

## Appendix 4: Mississippi Department of Employment Security's Wage Data for Twin Districts

### Occupation Employment and Wages Twin Districts Workforce Development Area

Occup Detail	SOC Code	SOC Title	Employment	Avg. Wage Hourly	Avg. Wage Annual	Entry Level Wage Hrly	Entry Level Wage Ann.	Exp. Level Wage Hrly	Exp. Level Wage Ann.	Count
4	17-1011	Architects, Except Landscape and Naval	60	\$34.27	\$71,279	\$19.70	\$40,975	\$41.55	\$86,431	80
4	17-1021	Cartographers and Photogrammetrists	10	\$25.48	\$52,988	\$17.86	\$37,144	\$29.28	\$60,910	81
4	17-1022	Surveyors	170	\$22.25	\$46,280	\$13.56	\$28,195	\$26.60	\$55,323	82
4	17-2011	Aerospace Engineers	90	\$49.20	\$102,330	\$39.51	\$82,175	\$54.04	\$112,408	83
4	17-2041	Chemical Engineers	80	\$49.50	\$102,952	\$35.49	\$73,820	\$56.50	\$117,518	84
4	17-2051	Civil Engineers	420	\$39.02	\$81,172	\$27.50	\$57,196	\$44.79	\$93,160	85
4	17-2061	Computer Hardware Engineers	180	\$43.47	\$90,422	\$27.80	\$57,819	\$51.31	\$106,723	86
4	17-2071	Electrical Engineers	480	\$46.07	\$95,822	\$33.62	\$69,936	\$52.29	\$108,765	87
4	17-2072	Electronics Engineers, Except Computer	320	\$42.70	\$88,815	\$29.02	\$60,353	\$49.54	\$103,046	88
4	17-2081	Environmental Engineers	60	\$41.17	\$85,624	\$27.05	\$56,266	\$48.22	\$100,303	89
4	17-2111	Health and Safety Engineers, Except Mining Safety Engineers and Inspectors	90	\$28.28	\$58,821	\$14.44	\$30,029	\$35.20	\$73,217	90
4	17-2112	Industrial Engineers	680	\$41.75	\$86,846	\$30.17	\$62,744	\$47.55	\$98,896	91
4	17-2121	Marine Engineers and Naval Architects	220	\$42.73	\$88,883	\$32.05	\$66,658	\$48.07	\$99,995	92
4	17-2131	Materials Engineers	30	\$44.95	\$93,489	\$32.84	\$68,301	\$51.00	\$106,084	93
4	17-2141	Mechanical Engineers	520	\$45.85	\$95,358	\$31.72	\$65,979	\$52.91	\$110,047	94
4	17-2171	Petroleum Engineers	420	\$52.66	\$109,527	\$37.34	\$77,666	\$60.32	\$125,458	95
4	17-2199	Engineers, All Other	210	\$51.51	\$107,151	\$34.65	\$72,078	\$59.95	\$124,687	96
4	17-3011	Architectural and Civil Drafters	180	\$21.82	\$45,383	\$14.61	\$30,394	\$25.42	\$52,878	97
4	17-3012	Electrical and Electronics Drafters	50	\$27.94	\$58,121	\$15.04	\$31,288	\$34.39	\$71,538	98
4	17-3013	Mechanical Drafters	100	\$24.69	\$51,361	\$16.91	\$35,182	\$28.58	\$59,451	99
4	17-3019	Drafters, All Other	10	\$39.26	\$81,662	\$25.30	\$52,625	\$46.24	\$96,180	100
4	17-3022	Civil Engineering Technicians	340	\$16.81	\$34,974	\$12.16	\$25,302	\$19.14	\$39,810	101
4	17-3023	Electrical and Electronics Engineering Technicians	490	\$30.18	\$62,773	\$23.78	\$49,453	\$33.38	\$69,433	102
4	17-3024	Electro-Mechanical Technicians	10	\$28.14	\$58,541	\$24.23	\$50,393	\$30.10	\$62,615	103
4	17-3025	Environmental Engineering Technicians	50	\$16.80	\$34,939	\$12.05	\$25,068	\$19.17	\$39,874	104
4	17-3026	Industrial Engineering Technicians	250	\$26.65	\$55,434	\$19.34	\$40,237	\$30.30	\$63,033	105
4	17-3027	Mechanical Engineering Technicians	30	\$21.01	\$43,707	\$16.16	\$33,617	\$23.44	\$48,753	106
4	17-3029	Engineering Technicians, Except Drafters, All Other	170	\$30.64	\$63,723	\$19.10	\$39,730	\$36.40	\$75,719	107
4	17-3031	Surveying and Mapping Technicians	160	\$18.59	\$38,664	\$10.79	\$22,452	\$22.49	\$46,771	108
4	19-1013	Soil and Plant Scientists	N/A	\$30.89	\$64,247	\$18.91	\$39,336	\$36.88	\$76,702	110
4	19-1022	Microbiologists	10	\$32.02	\$66,596	\$19.38	\$40,311	\$38.34	\$79,739	111
4	19-1023	Zoologists and Wildlife Biologists	50	\$44.37	\$92,286	\$31.88	\$66,304	\$50.61	\$105,277	112
4	19-1029	Biological Scientists, All Other	60	\$36.96	\$76,877	\$18.74	\$38,972	\$46.07	\$95,830	113
4	19-1031	Conservation Scientists	90	\$24.22	\$50,377	\$16.65	\$34,634	\$28.00	\$58,248	114
4	19-1032	Foresters	60	\$27.02	\$56,191	\$18.01	\$37,462	\$31.52	\$65,556	115
4	19-1041	Epidemiologists	20	\$16.99	\$35,341	\$13.91	\$28,928	\$18.53	\$38,548	116
4	19-2012	Physicists	10	\$54.09	\$112,502	\$38.40	\$79,878	\$61.93	\$128,814	117
4	19-2021	Atmospheric and Space Scientists	30	\$33.30	\$69,255	\$26.32	\$54,747	\$36.78	\$76,509	118
4	19-2031	Chemists	60	\$30.48	\$63,397	\$17.13	\$35,621	\$37.16	\$77,285	119
4	19-2042	Geoscientists, Except Hydrologists and Geographers	280	\$45.39	\$94,401	\$30.55	\$63,541	\$52.80	\$109,831	120
4	19-2099	Physical Scientists, All Other	230	\$43.51	\$90,495	\$31.60	\$65,737	\$49.46	\$102,874	121
4	19-3031	Clinical, Counseling, and School Psychologists	120	\$26.27	\$54,637	\$16.47	\$34,257	\$31.17	\$64,826	122

Occup Detail	SOC Code	SOC Title	Employment	Avg. Wage Hourly	Avg. Wage Annual	Entry Level Wage Hrly	Entry Level Wage Ann.	Exp. Level Wage Hrly	Exp. Level Wage Ann.	Count
4	19-3039	Psychologists, All Other	30	\$35.15	\$73,110	\$16.78	\$34,892	\$44.34	\$92,218	123
4	19-3051	Urban and Regional Planners	80	\$25.60	\$53,254	\$17.80	\$37,018	\$29.51	\$61,372	124
4	19-3093	Historians	20	\$20.51	\$42,653	\$17.34	\$36,075	\$22.09	\$45,941	125
4	19-3099	Social Scientists and Related Workers, All Other	70	\$34.77	\$72,324	\$21.34	\$44,396	\$41.48	\$86,288	126
4	19-4021	Biological Technicians	60	\$17.81	\$37,055	\$13.26	\$27,580	\$20.09	\$41,792	127
4	19-4031	Chemical Technicians	120	\$23.36	\$48,582	\$15.20	\$31,608	\$27.44	\$57,069	128
4	19-4041	Geological and Petroleum Technicians	100	\$24.81	\$51,601	\$11.16	\$23,211	\$31.63	\$65,796	129
4	19-4091	Environmental Science and Protection Technicians, Including Health	80	\$17.40	\$36,190	\$13.16	\$27,376	\$19.52	\$40,597	130
4	19-4093	Forest and Conservation Technicians	80	\$19.18	\$39,894	\$11.47	\$23,867	\$23.03	\$47,908	131
4	29-1011	Chiropractors	40	\$35.15	\$73,114	\$22.30	\$46,378	\$41.58	\$86,482	220
4	29-1021	Dentists, General	260	\$87.70	\$182,420	\$52.62	\$109,442	\$105.24	\$218,909	221
4	29-1031	Dietitians and Nutritionists	180	\$24.77	\$51,531	\$16.21	\$33,723	\$29.06	\$60,435	222
4	29-1041	Optometrists	70	\$78.54	\$163,369	\$35.97	\$74,814	\$99.83	\$207,647	223
4	29-1051	Pharmacists	980	\$60.37	\$125,574	\$45.86	\$95,381	\$67.63	\$140,671	224
4	29-1061	Anesthesiologists	N/A	\$108.12	\$224,880	\$66.27	\$137,848	\$129.04	\$268,396	225
4	29-1062	Family and General Practitioners	290	\$118.39	\$246,255	\$74.80	\$155,591	\$140.19	\$291,587	226
4	29-1063	Internists, General	100	\$105.67	\$219,789	\$76.78	\$159,709	\$120.11	\$249,829	227
4	29-1064	Obstetricians and Gynecologists	20	N/A	N/A	N/A	N/A	N/A	N/A	228
4	29-1066	Psychiatrists	30	\$112.94	\$234,914	N/A	N/A	N/A	N/A	229
4	29-1067	Surgeons	140	\$139.41	\$289,983	N/A	N/A	N/A	N/A	230
4	29-1069	Physicians and Surgeons, All Other	640	\$119.98	\$249,568	N/A	N/A	N/A	N/A	231
4	29-1071	Physician Assistants	100	\$31.25	\$65,003	\$14.63	\$30,422	\$39.56	\$82,294	232
4	29-1122	Occupational Therapists	170	\$39.58	\$82,320	\$28.38	\$59,031	\$45.18	\$93,965	233
4	29-1123	Physical Therapists	400	\$42.21	\$87,800	\$32.61	\$67,826	\$47.01	\$97,787	234
4	29-1124	Radiation Therapists	70	\$31.98	\$66,510	\$19.66	\$40,891	\$38.13	\$97,320	235
4	29-1125	Recreational Therapists	60	\$17.91	\$37,252	\$12.35	\$25,692	\$20.69	\$43,032	236
4	29-1126	Respiratory Therapists	500	\$21.82	\$45,388	\$16.87	\$35,085	\$24.30	\$50,540	237
4	29-1127	Speech-Language Pathologists	490	\$28.50	\$59,271	\$20.04	\$41,682	\$32.72	\$68,066	238
4	29-1128	Exercise Physiologists	60	\$20.35	\$42,332	\$14.46	\$30,080	\$23.30	\$48,458	239
4	29-1131	Veterinarians	180	\$38.65	\$80,400	\$29.23	\$60,793	\$43.37	\$90,204	240
4	29-1141	Registered Nurses	9,400	\$26.03	\$54,135	\$20.02	\$41,646	\$29.03	\$60,379	241
4	29-1151	Nurse Anesthetists	150	\$72.67	\$151,164	\$52.15	\$108,472	\$82.94	\$172,510	242
4	29-1161	Nurse Midwives	10	\$44.33	\$92,211	\$41.29	\$85,874	\$45.86	\$95,379	243
4	29-1171	Nurse Practitioners	680	\$49.64	\$103,251	\$40.50	\$84,239	\$54.21	\$112,756	244
4	29-1181	Audiologists	40	\$33.16	\$68,975	\$23.98	\$49,875	\$37.75	\$78,525	245
4	29-2011	Medical and Clinical Laboratory Technologists	420	\$25.60	\$53,242	\$17.38	\$36,140	\$29.71	\$61,793	246
4	29-2012	Medical and Clinical Laboratory Technicians	650	\$16.01	\$33,295	\$11.35	\$23,611	\$18.34	\$38,137	247
4	29-2021	Dental Hygienists	380	\$26.72	\$55,578	\$18.70	\$38,890	\$30.73	\$63,922	248
4	29-2031	Cardiovascular Technologists and Technicians	170	\$21.69	\$45,120	\$10.99	\$22,859	\$27.04	\$56,250	249
4	29-2032	Diagnostic Medical Sonographers	270	\$32.21	\$67,004	\$23.55	\$48,992	\$36.54	\$76,010	250
4	29-2033	Nuclear Medicine Technologists	70	\$31.00	\$64,477	\$23.69	\$49,278	\$34.65	\$72,076	251
4	29-2034	Radiologic Technologists and Technicians	750	\$22.61	\$47,029	\$17.09	\$35,552	\$25.37	\$52,768	252
4	29-2035	Magnetic Resonance Imaging Technologists	70	\$26.15	\$54,398	\$18.85	\$39,211	\$29.80	\$61,991	253
4	29-2041	Emergency Medical Technicians and Paramedics	850	\$17.52	\$36,434	\$10.12	\$21,048	\$21.21	\$44,126	254
4	29-2052	Pharmacy Technicians	1,330	\$15.18	\$31,577	\$11.85	\$24,639	\$16.85	\$35,045	255
4	29-2053	Psychiatric Technicians	200	\$16.57	\$34,469	\$10.78	\$22,416	\$19.47	\$40,495	256
4	29-2054	Respiratory Therapy Technicians	110	\$21.13	\$43,955	\$17.06	\$35,479	\$23.17	\$48,193	257

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4	29-2055	Surgical Technologists	390	\$16.92	\$35,203	\$12.42	\$25,843	\$19.17	\$39,883	258
4	29-2056	Veterinary Technologists and Technicians	190	\$15.81	\$32,881	\$10.21	\$21,231	\$18.61	\$38,706	259
4	29-2057	Ophthalmic Medical Technicians	180	\$15.42	\$32,083	\$11.36	\$23,638	\$17.45	\$36,305	260
4	29-2061	Licensed Practical and Licensed Vocational Nurses	2,640	\$17.30	\$35,990	\$14.12	\$29,375	\$18.89	\$39,298	261
4	29-2071	Medical Records and Health Information Technicians	1,050	\$15.09	\$31,388	\$10.50	\$21,830	\$17.39	\$36,167	262
4	29-2081	Opticians, Dispensing	190	\$14.37	\$29,898	\$9.91	\$20,613	\$16.61	\$34,541	263
4	29-2091	Orthotists and Prosthetists	30	\$26.44	\$54,985	\$13.96	\$29,042	\$32.67	\$67,956	264
4	29-2099	Health Technologists and Technicians, All Other	270	\$18.51	\$38,510	\$10.81	\$22,493	\$22.36	\$46,519	265
4	29-9011	Occupational Health and Safety Specialists	180	\$31.57	\$65,675	\$20.30	\$42,231	\$37.21	\$77,397	266
4	29-9012	Occupational Health and Safety Technicians	110	\$16.25	\$33,797	\$10.57	\$21,981	\$19.09	\$39,705	267
4	29-9091	Athletic Trainers	90	N/A	\$39,024	N/A	\$26,950	N/A	\$45,061	268
4	29-9099	Healthcare Practitioners and Technical Workers, All Other	60	\$20.58	\$42,806	\$10.42	\$21,682	\$25.66	\$53,368	269
4	31-2011	Occupational Therapy Assistants	60	\$27.24	\$56,653	\$21.06	\$43,796	\$30.33	\$63,082	275
4	31-2021	Physical Therapist Assistants	280	\$23.19	\$48,226	\$15.64	\$32,526	\$26.96	\$56,075	276
4	31-9011	Massage Therapists	90	\$13.24	\$27,529	\$8.20	\$17,052	\$15.75	\$32,768	278
4	31-9091	Dental Assistants	700	\$14.40	\$29,948	\$10.95	\$22,785	\$16.12	\$33,530	279
4	31-9092	Medical Assistants	910	\$13.48	\$28,041	\$10.41	\$21,661	\$15.01	\$31,231	280
4	31-9093	Medical Equipment Preparers	100	\$14.00	\$29,121	\$10.40	\$21,630	\$15.80	\$32,866	281
4	31-9094	Medical Transcriptionists	230	\$14.63	\$30,424	\$11.04	\$22,973	\$16.42	\$34,149	282
4	31-9097	Phlebotomists	400	\$13.68	\$28,456	\$10.31	\$21,436	\$15.37	\$31,966	285
4	31-9099	Healthcare Support Workers, All Other	N/A	\$18.28	\$38,030	\$9.90	\$20,583	\$22.48	\$46,753	286
4	47-1011	First-Line Supervisors of Construction Trades and Extraction Work	1,630	\$26.88	\$55,902	\$18.09	\$37,621	\$31.27	\$65,042	443
4	47-2011	Boilermakers	N/A	\$29.49	\$61,339	\$21.58	\$44,895	\$33.44	\$69,561	444
4	47-2021	Brickmasons and Blockmasons	100	\$17.46	\$36,307	\$12.78	\$26,592	\$19.79	\$41,165	445
4	47-2031	Carpenters	1,550	\$19.01	\$39,543	\$13.27	\$27,597	\$21.88	\$45,516	446
4	47-2051	Cement Masons and Concrete Finishers	200	\$14.12	\$29,365	\$10.56	\$21,970	\$15.90	\$33,062	448
4	47-2061	Construction Laborers	2,280	\$14.07	\$29,273	\$10.32	\$21,466	\$15.95	\$33,177	449
4	47-2071	Paving, Surfacing, and Tamping Equipment Operators	380	\$17.01	\$35,380	\$12.87	\$26,777	\$19.08	\$39,682	450
4	47-2072	Pile-Driver Operators	30	\$15.23	\$31,687	\$13.25	\$27,562	\$16.23	\$33,749	451
4	47-2073	Operating Engineers and Other Construction Equipment Operators	1,050	\$18.94	\$39,396	\$12.44	\$25,869	\$22.19	\$46,160	452
4	47-2111	Electricians	3,270	\$24.80	\$51,594	\$18.52	\$38,519	\$27.95	\$58,132	453
4	47-2121	Glaziers	N/A	\$16.08	\$33,443	\$13.68	\$28,458	\$17.28	\$35,936	454
4	47-2131	Insulation Workers, Floor, Ceiling, and Wall	N/A	\$12.66	\$26,329	\$10.47	\$21,778	\$13.75	\$28,605	455
4	47-2132	Insulation Workers, Mechanical	310	N/A	N/A	N/A	N/A	N/A	N/A	456
4	47-2141	Painters, Construction and Maintenance	520	\$17.10	\$35,571	\$12.41	\$25,815	\$19.45	\$40,448	457
4	47-2151	Pipelayers	90	\$15.27	\$31,759	\$11.87	\$24,682	\$16.97	\$35,297	458
4	47-2152	Plumbers, Pipefitters, and Steamfitters	2,140	\$21.97	\$45,701	\$14.61	\$30,383	\$25.65	\$53,360	459
4	47-2161	Plasterers and Stucco Masons	N/A	\$17.22	\$35,808	\$15.35	\$31,929	\$18.15	\$37,748	460
4	47-2171	Reinforcing Iron and Rebar Workers	110	\$21.01	\$43,704	\$12.56	\$26,121	\$25.24	\$52,496	461
4	47-2181	Roofers	210	\$17.87	\$37,161	\$12.57	\$26,137	\$20.52	\$42,672	462
4	47-2211	Sheet Metal Workers	730	\$20.87	\$43,406	\$12.83	\$26,684	\$24.89	\$51,767	463
4	47-2221	Structural Iron and Steel Workers	240	\$22.03	\$45,816	\$16.18	\$33,645	\$24.95	\$51,901	464

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4	47-3011	Helpers--Brickmasons, Blockmasons, Stonemasons, and Tile and Marble Setters	60	\$12.39	\$25,771	\$10.22	\$21,259	\$13.47	\$28,027	465
4	47-3012	Helpers--Carpenters	130	\$15.06	\$31,317	\$11.56	\$24,052	\$16.80	\$34,949	466
4	47-3013	Helpers--Electricians	320	\$13.54	\$28,161	\$11.20	\$23,301	\$14.71	\$30,591	467
4	47-3014	Helpers--Painters, Paperhangers, Plasterers, and Stucco Masons	70	\$14.57	\$30,310	\$11.13	\$23,146	\$16.29	\$33,892	468
4	47-3019	Helpers, Construction Trades, All Other	50	\$13.43	\$27,937	\$9.54	\$19,842	\$15.38	\$31,984	471
4	47-4011	Construction and Building Inspectors	170	\$23.53	\$48,942	\$16.00	\$33,273	\$27.30	\$56,776	472
4	47-4041	Hazardous Materials Removal Workers	20	\$14.02	\$29,159	\$10.97	\$22,818	\$15.54	\$32,330	473
4	47-4051	Highway Maintenance Workers	1,010	\$13.48	\$28,036	\$10.19	\$21,190	\$15.12	\$31,459	474
4	47-4071	Septic Tank Servicers and Sewer Pipe Cleaners	20	\$20.60	\$42,849	\$14.70	\$30,574	\$23.55	\$48,987	475
4	47-4099	Construction and Related Workers, All Other	N/A	\$21.75	\$45,235	\$20.47	\$42,584	\$22.38	\$46,560	476
4	47-5013	Service Unit Operators, Oil, Gas, and Mining	280	\$23.24	\$48,337	\$15.41	\$32,045	\$27.16	\$56,483	477
4	47-5021	Earth Drillers, Except Oil and Gas	N/A	\$17.30	\$35,976	\$13.06	\$27,173	\$19.41	\$40,377	478
4	47-5071	Roustabouts, Oil and Gas	180	\$20.61	\$42,864	\$14.26	\$29,660	\$23.78	\$49,466	479
4	49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers	1,470	\$28.85	\$59,999	\$18.12	\$37,697	\$34.21	\$71,150	482
4	49-2011	Computer, Automated Teller, and Office Machine Repairers	130	\$16.15	\$33,597	\$11.10	\$23,078	\$18.68	\$38,857	483
4	49-2021	Radio, Cellular, and Tower Equipment Installers and Repairers	N/A	\$24.65	\$51,271	\$16.55	\$34,422	\$28.70	\$59,695	484
4	49-2022	Telecommunications Equipment Installers and Repairers, Except Line Installers	650	\$26.52	\$55,166	\$15.62	\$32,500	\$31.97	\$66,499	485
4	49-2091	Avionics Technicians	40	\$31.13	\$64,740	\$27.43	\$57,063	\$32.97	\$68,579	486
4	49-2092	Electric Motor, Power Tool, and Related Repairers	N/A	\$13.95	\$29,014	\$10.04	\$20,889	\$15.90	\$33,076	487
4	49-2093	Electrical and Electronics Installers and Repairers, Transportation Equipment	50	\$21.02	\$43,714	\$15.19	\$31,587	\$23.93	\$49,777	488
4	49-2094	Electrical and Electronics Repairers, Commercial and Industrial Equipment	230	\$27.18	\$56,526	\$20.69	\$43,043	\$30.42	\$63,268	489
4	49-2095	Electrical and Electronics Repairers, Powerhouse, Substation, and Relay	160	\$32.43	\$67,446	\$25.16	\$52,329	\$36.06	\$75,004	490
4	49-2096	Electronic Equipment Installers and Repairers, Motor Vehicles	N/A	\$24.58	\$51,133	\$20.95	\$43,582	\$26.40	\$54,909	491
4	49-2097	Electronic Home Entertainment Equipment Installers and Repairers	N/A	\$15.36	\$31,944	\$13.70	\$28,500	\$16.19	\$33,665	492
4	49-2098	Security and Fire Alarm Systems Installers	50	\$19.01	\$39,550	\$14.41	\$29,973	\$21.32	\$44,338	493
4	49-3011	Aircraft Mechanics and Service Technicians	540	\$28.55	\$59,375	\$21.10	\$43,893	\$32.27	\$67,116	494
4	49-3021	Automotive Body and Related Repairers	370	\$16.98	\$35,317	\$9.40	\$19,553	\$20.77	\$43,199	495
4	49-3023	Automotive Service Technicians and Mechanics	1,910	\$17.02	\$35,405	\$9.75	\$20,287	\$20.66	\$42,965	496
4	49-3031	Bus and Truck Mechanics and Diesel Engine Specialists	500	\$18.64	\$38,768	\$12.67	\$26,343	\$21.62	\$44,980	497

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4	49-3041	Farm Equipment Mechanics and Service Technicians	160	\$18.74	\$38,985	\$12.76	\$26,534	\$21.74	\$45,210	498
4	49-3042	Mobile Heavy Equipment Mechanics, Except Engines	390	\$22.67	\$47,155	\$17.11	\$35,599	\$25.45	\$52,932	499
4	49-3051	Motorboat Mechanics and Service Technicians	N/A	\$15.45	\$32,142	\$12.19	\$25,360	\$17.08	\$35,533	500
4	49-3052	Motorcycle Mechanics	40	\$19.25	\$40,030	\$15.06	\$31,319	\$21.34	\$44,385	501
4	49-3053	Outdoor Power Equipment and Other Small Engine Mechanics	90	\$16.03	\$33,344	\$11.82	\$24,589	\$18.14	\$37,722	502
4	49-3092	Recreational Vehicle Service Technicians	40	\$13.31	\$27,680	\$10.41	\$21,663	\$14.75	\$30,688	503
4	49-3093	Tire Repairers and Changers	380	\$13.28	\$27,617	\$9.29	\$19,332	\$15.27	\$31,760	504
4	49-9011	Mechanical Door Repairers	N/A	\$13.37	\$27,802	\$10.98	\$22,844	\$14.56	\$30,281	505
4	49-9012	Control and Valve Installers and Repairers, Except Mechanical Door	N/A	\$13.38	\$27,823	\$10.89	\$22,657	\$14.62	\$30,406	506
4	49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	550	\$18.69	\$38,883	\$13.56	\$28,200	\$21.26	\$44,224	507
4	49-9031	Home Appliance Repairers	N/A	\$19.82	\$41,228	\$16.94	\$35,245	\$21.26	\$44,219	508
4	49-9041	Industrial Machinery Mechanics	1,230	N/A	N/A	N/A	N/A	N/A	N/A	509
4	49-9043	Maintenance Workers, Machinery	210	\$19.31	\$40,166	\$11.85	\$24,648	\$23.04	\$47,926	510
4	49-9044	Millwrights	500	\$23.76	\$49,411	\$18.17	\$37,793	\$26.55	\$55,220	511
4	49-9051	Electrical Power-Line Installers and Repairers	560	\$26.76	\$55,651	\$18.30	\$38,074	\$30.98	\$64,440	512
4	49-9052	Telecommunications Line Installers and Repairers	350	\$19.59	\$40,745	\$14.44	\$30,036	\$22.16	\$46,099	513
4	49-9062	Medical Equipment Repairers	60	\$22.97	\$47,776	\$18.74	\$38,980	\$25.08	\$52,174	514
4	49-9069	Precision Instrument and Equipment Repairers, All Other	30	\$26.99	\$56,134	\$24.65	\$51,272	\$28.16	\$58,564	515
4	49-9071	Maintenance and Repair Workers, General	4,410	\$15.46	\$32,155	\$10.32	\$21,464	\$18.03	\$37,500	516
4	49-9091	Coin, Vending, and Amusement Machine Servicers and Repairers	260	\$16.34	\$33,978	\$11.30	\$23,508	\$18.85	\$39,213	517
4	49-9094	Locksmiths and Safe Repairers	N/A	\$12.93	\$26,900	\$8.39	\$17,446	\$15.21	\$31,627	518
4	49-9095	Manufactured Building and Mobile Home Installers	30	\$13.49	\$28,067	\$9.33	\$19,405	\$15.58	\$32,399	519
4	49-9096	Riggers	50	\$20.20	\$42,012	\$10.87	\$22,604	\$24.86	\$51,716	520
4	49-9098	Helpers--Installation, Maintenance, and Repair Workers	790	\$15.11	\$31,436	\$9.39	\$19,522	\$17.98	\$37,393	521
4	49-9099	Installation, Maintenance, and Repair Workers, All Other	310	\$23.93	\$49,765	\$17.71	\$36,833	\$27.03	\$56,232	522
4	51-1011	First-Line Supervisors of Production and Operating Workers	2,180	\$30.26	\$62,933	\$19.13	\$39,791	\$35.82	\$74,504	524
4	51-2022	Electrical and Electronic Equipment Assemblers	660	\$15.98	\$33,247	\$10.20	\$21,218	\$18.88	\$39,261	525
4	51-2041	Structural Metal Fabricators and Fitters	610	\$22.46	\$46,724	\$14.16	\$29,461	\$26.61	\$55,356	526
4	51-2092	Team Assemblers	2,530	\$14.06	\$29,237	\$9.50	\$19,764	\$16.33	\$33,974	527
4	51-2099	Assemblers and Fabricators, All Other	340	\$17.12	\$35,600	\$9.35	\$19,442	\$21.00	\$43,679	528
4	51-3021	Butchers and Meat Cutters	570	\$12.24	\$25,461	\$8.32	\$17,299	\$14.20	\$29,542	530
4	51-4011	Computer-Controlled Machine Tool Operators, Metal and Plastic	50	\$22.76	\$47,341	\$15.50	\$32,244	\$26.39	\$54,890	535
4	51-4012	Computer Numerically Controlled Machine Tool Programmers, Metal a	30	\$22.67	\$47,160	\$19.54	\$40,637	\$24.24	\$50,422	536

Occup Detail	SOC Code	SOC Title	Employment	Avg. Wage Hourly	Avg. Wage Annual	Entry Level Wage Hrly	Entry Level Wage Ann.	Exp. Level Wage Hrly	Exp. Level Wage Ann.	Count
4	51-4031	Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic	220	\$16.27	\$33,835	\$11.08	\$23,049	\$18.86	\$39,228	537
4	51-4033	Grinding, Lapping, Polishing, and Buffing Machine Tool Setters, Operators, and Tenders, Metal and Plastic	440	\$22.72	\$47,250	\$13.79	\$28,685	\$27.18	\$56,532	538
4	51-4041	Machinists	730	\$22.22	\$46,213	\$15.66	\$32,577	\$25.50	\$53,031	539
4	51-4051	Metal-Refining Furnace Operators and Tenders	20	N/A	N/A	N/A	N/A	N/A	N/A	540
4	51-4052	Pourers and Casters, Metal	20	N/A	N/A	N/A	N/A	N/A	N/A	541
4	51-4071	Foundry Mold and Coremakers	210	N/A	N/A	N/A	N/A	N/A	N/A	542
4	51-4072	Molding, Coremaking, and Casting Machine Setters, Operators, and Tenders, Metal and Plastic	70	\$12.90	\$26,828	\$9.29	\$19,316	\$14.70	\$30,584	543
4	51-4081	Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic	150	\$17.94	\$37,307	\$13.45	\$27,982	\$20.18	\$41,969	544
4	51-4111	Tool and Die Makers	30	\$20.42	\$42,484	\$15.61	\$32,470	\$22.83	\$47,491	545
4	51-4121	Welders, Cutters, Solderers, and Brazers	2,970	\$23.66	\$49,217	\$17.77	\$36,958	\$26.61	\$55,347	546
4	51-4122	Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders	420	\$21.39	\$44,489	\$12.14	\$25,248	\$26.01	\$54,110	547
4	51-4191	Heat Treating Equipment Setters, Operators, and Tenders, Metal and Plastic	70	\$20.84	\$43,348	\$18.42	\$38,307	\$22.05	\$45,868	548
4	51-4194	Tool Grinders, Filers, and Sharpeners	30	\$21.16	\$44,014	\$17.42	\$36,228	\$23.03	\$47,907	549
4	51-4199	Metal Workers and Plastic Workers, All Other	100	\$24.92	\$51,829	\$19.45	\$40,448	\$27.65	\$57,520	550
4	51-5111	Prepress Technicians and Workers	80	\$19.05	\$39,621	\$13.63	\$28,345	\$21.76	\$45,260	551
4	51-5112	Printing Press Operators	190	\$16.15	\$33,583	\$10.21	\$21,229	\$19.12	\$39,761	552
4	51-5113	Print Binding and Finishing Workers	50	\$21.92	\$45,593	\$9.21	\$19,159	\$28.27	\$58,810	553
4	51-6099	Textile, Apparel, and Furnishings Workers, All Other	N/A	\$15.03	\$31,268	\$11.66	\$24,250	\$16.72	\$34,777	560
4	51-7011	Cabinetmakers and Bench Carpenters	230	\$12.18	\$25,343	\$10.20	\$21,226	\$13.17	\$27,402	561
4	51-7041	Sawing Machine Setters, Operators, and Tenders, Wood	170	\$13.56	\$28,195	\$9.89	\$20,573	\$15.39	\$32,007	562
4	51-7042	Woodworking Machine Setters, Operators, and Tenders, Except Sawing	520	\$13.97	\$29,056	\$9.70	\$20,183	\$16.10	\$33,493	563
4	51-7099	Woodworkers, All Other	40	\$12.69	\$26,404	\$8.66	\$18,007	\$14.71	\$30,602	564
4	51-8012	Power Distributors and Dispatchers	130	\$30.02	\$62,444	\$21.81	\$45,356	\$34.13	\$70,988	565
4	51-8013	Power Plant Operators	280	\$33.91	\$70,530	\$25.34	\$52,700	\$38.19	\$79,444	566
4	51-8021	Stationary Engineers and Boiler Operators	190	\$21.76	\$45,266	\$16.56	\$34,455	\$24.36	\$50,671	567
4	51-8031	Water and Wastewater Treatment Plant and System Operators	340	\$18.76	\$39,012	\$11.63	\$24,189	\$22.32	\$46,423	568
4	51-8091	Chemical Plant and System Operators	440	\$28.83	\$59,956	\$26.82	\$55,789	\$29.83	\$62,040	569
4	51-8092	Gas Plant Operators	40	\$30.90	\$64,269	\$24.34	\$50,619	\$34.18	\$71,094	570
4	51-8093	Petroleum Pump System Operators, Refinery Operators, and Gaugers	540	\$38.90	\$80,917	\$28.24	\$58,746	\$44.23	\$92,002	571

Occup Detail	SOC Code	SOC Title	Employment	Avg. Wage Hourly	Avg. Wage Annual	Entry Level Wage Hrly	Entry Level Wage Ann.	Exp. Level Wage Hrly	Exp. Level Wage Ann.	Count
4	51-9011	Chemical Equipment Operators and Tenders	N/A	\$25.06	\$52,120	\$18.13	\$37,715	\$28.52	\$59,323	572
4	51-9012	Separating, Filtering, Clarifying, Precipitating, and Still Machine Setters, Operators, and Tenders	30	\$16.21	\$33,708	\$9.90	\$20,589	\$19.36	\$40,268	573
4	51-9021	Crushing, Grinding, and Polishing Machine Setters, Operators, and Tenders	40	\$12.94	\$26,906	\$10.24	\$21,307	\$14.28	\$29,706	574
4	51-9022	Grinding and Polishing Workers, Hand	150	\$16.30	\$33,908	\$10.51	\$21,860	\$19.20	\$39,932	575
4	51-9023	Mixing and Blending Machine Setters, Operators, and Tenders	170	\$16.15	\$33,592	\$11.56	\$24,048	\$18.44	\$38,363	576
4	51-9051	Furnace, Kiln, Oven, Drier, and Kettle Operators and Tenders	170	\$22.73	\$47,272	\$13.47	\$28,027	\$27.35	\$56,895	578
4	51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers	1,240	\$16.72	\$34,767	\$9.74	\$20,252	\$20.20	\$42,025	579
4	51-9071	Jewelers and Precious Stone and Metal Workers	30	\$30.91	\$64,292	\$11.30	\$23,507	\$40.71	\$84,684	580
4	51-9081	Dental Laboratory Technicians	10	\$15.90	\$33,064	\$10.62	\$22,098	\$18.53	\$38,547	581
4	51-9083	Ophthalmic Laboratory Technicians	170	\$14.56	\$30,282	\$11.15	\$23,200	\$16.26	\$33,824	583
4	51-9121	Coating, Painting, and Spraying Machine Setters, Operators, and Tenders	180	\$17.37	\$36,120	\$13.77	\$28,635	\$19.16	\$39,863	585
4	51-9122	Painters, Transportation Equipment	210	\$23.86	\$49,624	\$15.13	\$31,475	\$28.22	\$58,699	586
4	51-9123	Painting, Coating, and Decorating Workers	N/A	\$17.06	\$35,493	\$15.58	\$32,414	\$17.80	\$37,032	587
4	51-9191	Adhesive Bonding Machine Operators and Tenders	40	\$14.14	\$29,413	\$11.52	\$23,972	\$15.45	\$32,133	588
4	51-9194	Etchers and Engravers	N/A	\$13.49	\$28,060	\$11.95	\$24,849	\$14.26	\$29,665	590
4	51-9195	Molders, Shapers, and Casters, Except Metal and Plastic	230	\$12.59	\$26,196	\$8.29	\$17,236	\$14.75	\$30,675	591
4	51-9196	Paper Goods Machine Setters, Operators, and Tenders	170	\$14.60	\$30,359	\$11.51	\$23,947	\$16.14	\$33,566	592
4	51-9198	Helpers--Production Workers	1,500	\$12.42	\$25,834	\$8.88	\$18,476	\$14.19	\$29,512	593
4	51-9199	Production Workers, All Other	310	\$13.21	\$27,477	\$8.79	\$18,275	\$15.42	\$32,078	594

# MISSISSIPPI

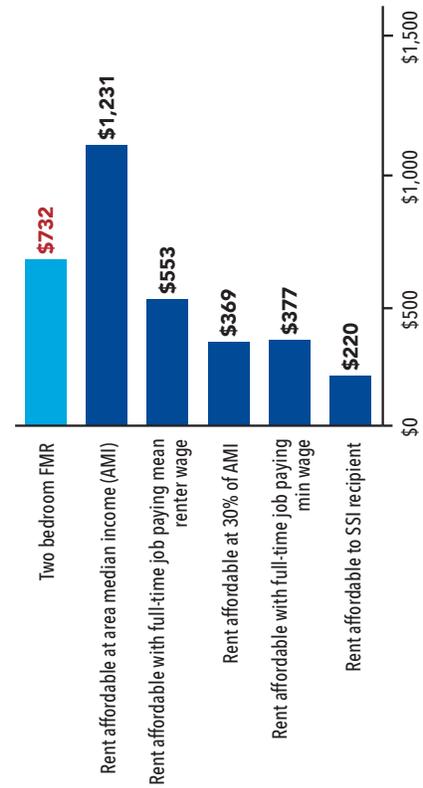
In Mississippi, the Fair Market Rent (FMR) for a two-bedroom apartment is **\$732**. In order to afford this level of rent and utilities — without paying more than 30% of income on housing — a household must earn **\$2,439** monthly or **\$29,268** annually. Assuming a 40-hour work week, 52 weeks per year, this level of income translates into an hourly Housing Wage of:

**\$14.07 PER HOUR**



STATE FACTS	
Minimum Wage	\$7.25
Average Renter Wage	\$10.64
2-Bedroom Housing Wage	\$14.07
Number of Renter Households	339,802
Percent Renters	31%

MOST EXPENSIVE COUNTIES		HOUSING WAGE*
Lafayette County		\$16.65
Copiah County		\$15.98
Hinds County		\$15.98
Madison County		\$15.98
Rankin County		\$15.98



**78**

**Work Hours Per Week At Minimum Wage Needed To Afford a 2-Bedroom Unit (at FMR)**

**1.9**

**Number of Full-Time Jobs At Minimum Wage Needed To Afford a 2-Bedroom Unit (at FMR)**

\* Ranked from Highest to Lowest 2-Bedroom Housing Wage

FY16 HOUSING WAGE

HOUSING COSTS

AREA MEDIAN INCOME (AMI)

RENTER HOUSEHOLDS

	Hourly wage necessary to afford 2 BR <sup>1</sup> FMR <sup>2</sup>	Annual income needed to afford 2 BR FMR	Full-time jobs at minimum wage needed to afford 2 BR FMR <sup>3</sup>	Annual AMI <sup>4</sup>	Monthly rent affordable at AMI <sup>5</sup>	30% of AMI	Monthly rent affordable at 30% of AMI	Renter households (2010-2014)	% of total households (2010-2014)	Estimated hourly mean renter wage (2016)	Monthly rent affordable at mean renter wage	Full-time jobs at mean renter wage needed to afford 2 BR
Mississippi	\$14.07	\$29,268	1.9	\$49,227	\$1,231	\$14,768	\$369	339,802	31%	\$10.64	\$553	1.3
Combined Nonmetro Areas	\$13.05	\$27,144	1.8	\$44,291	\$1,107	\$13,287	\$332	178,431	30%	\$9.66	\$502	1.4
<b>Metropolitan Areas</b>												
Benton County HMFA	\$12.27	\$25,520	1.7	\$43,600	\$1,090	\$13,080	\$327	516	17%	\$7.81	\$406	1.6
Gulfport-Biloxi HMFA	\$15.40	\$32,040	2.1	\$51,100	\$1,278	\$15,330	\$383	35,313	38%	\$11.69	\$608	1.3
Hattiesburg MSA	\$14.06	\$29,240	1.9	\$53,800	\$1,345	\$16,140	\$404	20,032	37%	\$9.81	\$510	1.4
Jackson HMFA	\$15.98	\$33,240	2.2	\$58,200	\$1,455	\$17,460	\$437	61,927	33%	\$12.10	\$629	1.3
Marshall County HMFA	\$12.27	\$25,520	1.7	\$42,400	\$1,060	\$12,720	\$318	2,983	23%	\$9.92	\$516	1.2
Memphis HMFA	\$15.90	\$33,080	2.2	\$60,100	\$1,503	\$18,030	\$451	15,317	26%	\$10.13	\$527	1.6
Pascagoula HMFA	\$14.77	\$30,720	2.0	\$59,000	\$1,475	\$17,700	\$443	14,579	29%	\$14.85	\$772	1.0
Simpson County HMFA	\$12.27	\$25,520	1.7	\$45,800	\$1,145	\$13,740	\$344	2,211	23%	\$8.18	\$425	1.5
Tate County HMFA	\$13.13	\$27,320	1.8	\$53,300	\$1,333	\$15,990	\$400	2,798	28%	\$9.45	\$491	1.4
Tunica County HMFA	\$12.94	\$26,920	1.8	\$35,900	\$898	\$10,770	\$269	2,265	56%	\$9.71	\$505	1.3
Yazoo County HMFA	\$12.46	\$25,920	1.7	\$34,000	\$850	\$10,200	\$255	3,430	40%	\$8.29	\$431	1.5
<b>Counties</b>												
Adams County	\$13.71	\$28,520	1.9	\$37,000	\$925	\$11,100	\$278	4,113	34%	\$9.74	\$506	1.4
Alcorn County	\$12.33	\$25,640	1.7	\$44,500	\$1,113	\$13,350	\$334	4,341	30%	\$10.44	\$543	1.2
Amite County	\$12.27	\$25,520	1.7	\$37,200	\$930	\$11,160	\$279	811	16%	\$10.38	\$540	1.2
Attala County	\$12.27	\$25,520	1.7	\$42,400	\$1,060	\$12,720	\$318	2,142	29%	\$7.60	\$395	1.6
Benton County	\$12.27	\$25,520	1.7	\$43,600	\$1,090	\$13,080	\$327	516	17%	\$7.81	\$406	1.6
Bolivar County	\$12.27	\$25,520	1.7	\$37,400	\$935	\$11,220	\$281	5,417	44%	\$10.49	\$545	1.2
Calhoun County	\$12.27	\$25,520	1.7	\$40,500	\$1,013	\$12,150	\$304	1,699	29%	\$8.14	\$423	1.5
Carroll County	\$12.54	\$26,080	1.7	\$42,100	\$1,053	\$12,630	\$316	586	15%	\$12.18	\$633	1.0
Chickasaw County	\$12.27	\$25,520	1.7	\$37,800	\$945	\$11,340	\$284	1,682	26%	\$8.23	\$428	1.5
Choctaw County	\$12.27	\$25,520	1.7	\$42,200	\$1,055	\$12,660	\$317	960	28%	\$13.23	\$688	0.9

1: BR = Bedroom  
 2: FMR = Fiscal Year 2016 Fair Market Rent (HUD, 2016)  
 3: This calculation uses the higher of the state or federal minimum wage. Local minimum wages are not used. See Appendix A.  
 4: AMI = Fiscal Year 2016 Area Median Income  
 5: "Affordable" rents represent the generally accepted standard of spending not more than 30% of gross income on gross housing costs.

FY16 HOUSING WAGE

HOUSING COSTS

AREA MEDIUM INCOME (AMI)

RENTER HOUSEHOLDS

	Hourly wage necessary to afford 2 BR <sup>1</sup> FMR <sup>2</sup>	2 BR FMR	Annual income needed to afford 2 BR FMR <sup>3</sup>	Full-time jobs at minimum wage needed to afford 2 BR FMR <sup>3</sup>	Annual AMI <sup>4</sup>	Monthly rent affordable at AMI <sup>5</sup>	30% of AMI	Monthly rent affordable at 30% of AMI	Renter households (2010-2014)	% of total households (2010-2014)	Estimated hourly mean renter wage (2016)	Monthly rent affordable at mean renter wage	Full-time jobs at mean renter wage needed to afford 2 BR
Claiborne County	\$12.27	\$638	\$25,520	1.7	\$32,200	\$805	\$9,660	\$242	742	23%	\$17.77	\$924	0.7
Clarke County	\$12.77	\$664	\$26,560	1.8	\$42,600	\$1,065	\$12,780	\$320	1,037	16%	\$11.97	\$623	1.1
Clay County	\$12.31	\$640	\$25,600	1.7	\$40,200	\$1,005	\$12,060	\$302	2,310	30%	\$8.73	\$454	1.4
Coahoma County	\$12.60	\$655	\$26,200	1.7	\$31,900	\$798	\$9,570	\$239	4,322	46%	\$10.14	\$527	1.2
Copiah County	\$15.98	\$831	\$33,240	2.2	\$58,200	\$1,455	\$17,460	\$437	2,367	24%	\$8.97	\$466	1.8
Covington County	\$12.27	\$638	\$25,520	1.7	\$43,800	\$1,095	\$13,140	\$329	1,248	18%	\$9.08	\$472	1.4
DeSoto County	\$15.90	\$827	\$33,080	2.2	\$60,100	\$1,503	\$18,030	\$451	15,317	26%	\$10.13	\$527	1.6
Forrest County	\$14.06	\$731	\$29,240	1.9	\$53,800	\$1,345	\$16,140	\$404	12,219	44%	\$10.48	\$545	1.3
Franklin County	\$12.27	\$638	\$25,520	1.7	\$40,300	\$1,008	\$12,090	\$302	690	21%	\$11.12	\$578	1.1
George County	\$12.27	\$638	\$25,520	1.7	\$55,200	\$1,380	\$16,560	\$414	1,056	14%	\$8.49	\$442	1.4
Greene County	\$12.27	\$638	\$25,520	1.7	\$48,400	\$1,210	\$14,520	\$363	623	15%	\$7.96	\$414	1.5
Grenada County	\$12.27	\$638	\$25,520	1.7	\$49,600	\$1,240	\$14,880	\$372	1,877	25%	\$6.52	\$339	1.9
Hancock County	\$15.40	\$801	\$32,040	2.1	\$51,100	\$1,278	\$15,330	\$383	4,870	26%	\$14.35	\$746	1.1
Harrison County	\$15.40	\$801	\$32,040	2.1	\$51,100	\$1,278	\$15,330	\$383	30,443	41%	\$11.32	\$589	1.4
Hinds County	\$15.98	\$831	\$33,240	2.2	\$58,200	\$1,455	\$17,460	\$437	35,513	40%	\$12.32	\$640	1.3
Holmes County	\$12.27	\$638	\$25,520	1.7	\$26,700	\$668	\$8,010	\$200	2,133	33%	\$8.00	\$416	1.5
Humphreys County	\$12.27	\$638	\$25,520	1.7	\$29,600	\$740	\$8,880	\$222	1,365	45%	\$7.90	\$411	1.6
Issaquena County	\$12.27	\$638	\$25,520	1.7	\$27,200	\$680	\$8,160	\$204	151	35%	\$4.86	\$253	2.5
Itawamba County	\$12.27	\$638	\$25,520	1.7	\$46,300	\$1,158	\$13,890	\$347	1,954	22%	\$10.97	\$570	1.1
Jackson County	\$14.77	\$768	\$30,720	2.0	\$59,000	\$1,475	\$17,700	\$443	14,579	29%	\$14.85	\$772	1.0
Jasper County	\$12.27	\$638	\$25,520	1.7	\$38,200	\$955	\$11,460	\$287	1,253	18%	\$13.44	\$699	0.9
Jefferson County	\$12.27	\$638	\$25,520	1.7	\$33,700	\$843	\$10,110	\$253	943	37%	\$8.51	\$443	1.4
Jefferson Davis County	\$12.27	\$638	\$25,520	1.7	\$35,900	\$898	\$10,770	\$269	1,046	21%	\$11.14	\$579	1.1
Jones County	\$13.88	\$722	\$28,880	1.9	\$41,500	\$1,038	\$12,450	\$311	6,503	27%	\$11.14	\$579	1.2
Kemper County	\$12.52	\$651	\$26,040	1.7	\$42,000	\$1,050	\$12,600	\$315	814	22%	\$18.75	\$975	0.7
Lafayette County	\$16.65	\$866	\$34,640	2.3	\$61,500	\$1,538	\$18,450	\$461	6,732	41%	\$8.07	\$420	2.1
Lamar County	\$14.06	\$731	\$29,240	1.9	\$53,800	\$1,345	\$16,140	\$404	7,110	33%	\$8.42	\$438	1.7
Lauderdale County	\$14.27	\$742	\$29,680	2.0	\$41,200	\$1,030	\$12,360	\$309	10,361	35%	\$10.29	\$535	1.4
Lawrence County	\$12.60	\$655	\$26,200	1.7	\$51,300	\$1,283	\$15,390	\$385	1,012	21%	\$13.55	\$705	0.9

1: BR = Bedroom  
 2: FMR = Fiscal Year 2016 Fair Market Rent (HUD, 2016)  
 3: This calculation uses the higher of the state or federal minimum wage. Local minimum wages are not used. See Appendix A.  
 4: AMI = Fiscal Year 2016 Area Median Income  
 5: "Affordable" rents represent the generally accepted standard of spending not more than 30% of gross income on gross housing costs.

FY16 HOUSING WAGE

HOUSING COSTS

AREA MEDIAN INCOME (AMI)

RENTER HOUSEHOLDS

	Hourly wage necessary to afford 2 BR <sup>1</sup> FMR <sup>2</sup>	Annual income needed to afford 2 BR FMR	Full-time jobs at minimum wage needed to afford 2 BR FMR <sup>3</sup>	Monthly rent affordable at 30% of AMI <sup>4</sup>	Monthly rent affordable at mean renter wage	Estimated hourly mean renter wage (2016)	% of total households (2010-2014)	Renter households (2010-2014)	Monthly rent affordable at mean renter wage	Full-time jobs at mean renter wage needed to afford 2 BR				
Leake County	\$12.27	\$638	\$25,520	1.7	\$39,800	\$995	\$11,940	\$299	2,136	26%	\$8.10	2,136	\$421	1.5
Lee County	\$13.63	\$709	\$28,360	1.9	\$57,300	\$1,433	\$17,190	\$430	9,782	31%	\$9.64	9,782	\$501	1.4
Leflore County	\$12.52	\$651	\$26,040	1.7	\$31,100	\$778	\$9,330	\$233	5,375	49%	\$8.99	5,375	\$467	1.4
Lincoln County	\$12.27	\$638	\$25,520	1.7	\$42,700	\$1,068	\$12,810	\$320	3,379	26%	\$10.70	3,379	\$557	1.1
Lowndes County	\$13.23	\$688	\$27,520	1.8	\$49,900	\$1,248	\$14,970	\$374	8,903	38%	\$10.76	8,903	\$560	1.2
Madison County	\$15.98	\$831	\$33,240	2.2	\$58,200	\$1,455	\$17,460	\$437	10,507	29%	\$12.93	10,507	\$672	1.2
Marion County	\$12.27	\$638	\$25,520	1.7	\$40,000	\$1,000	\$12,000	\$300	2,394	24%	\$8.53	2,394	\$444	1.4
Marshall County	\$12.27	\$638	\$25,520	1.7	\$42,400	\$1,060	\$12,720	\$318	2,983	23%	\$9.92	2,983	\$516	1.2
Monroe County	\$12.27	\$638	\$25,520	1.7	\$46,600	\$1,165	\$13,980	\$350	3,165	23%	\$10.52	3,165	\$547	1.2
Montgomery County	\$12.27	\$638	\$25,520	1.7	\$38,400	\$960	\$11,520	\$288	1,045	25%	\$7.38	1,045	\$384	1.7
Neshoba County	\$12.27	\$638	\$25,520	1.7	\$42,500	\$1,063	\$12,750	\$319	2,837	26%	\$13.00	2,837	\$676	0.9
Newton County	\$12.81	\$666	\$26,640	1.8	\$45,900	\$1,148	\$13,770	\$344	1,853	23%	\$8.94	1,853	\$465	1.4
Noxubee County	\$12.27	\$638	\$25,520	1.7	\$35,300	\$883	\$10,590	\$265	1,265	30%	\$7.84	1,265	\$408	1.6
Oktibbeha County	\$15.12	\$786	\$31,440	2.1	\$56,700	\$1,418	\$17,010	\$425	8,449	48%	\$7.80	8,449	\$406	1.9
Panola County	\$12.27	\$638	\$25,520	1.7	\$43,000	\$1,075	\$12,900	\$323	2,957	25%	\$9.28	2,957	\$482	1.3
Pearl River County	\$12.94	\$673	\$26,920	1.8	\$51,700	\$1,293	\$15,510	\$388	4,901	24%	\$9.40	4,901	\$489	1.4
Perry County	\$14.06	\$731	\$29,240	1.9	\$53,800	\$1,345	\$16,140	\$404	703	16%	\$12.02	703	\$625	1.2
Pike County	\$13.60	\$707	\$28,280	1.9	\$42,400	\$1,060	\$12,720	\$318	4,852	33%	\$7.39	4,852	\$384	1.8
Pontotoc County	\$12.27	\$638	\$25,520	1.7	\$51,700	\$1,293	\$15,510	\$388	2,469	24%	\$9.25	2,469	\$481	1.3
Premitts County	\$12.27	\$638	\$25,520	1.7	\$43,200	\$1,080	\$12,960	\$324	2,607	27%	\$7.68	2,607	\$400	1.6
Quitman County	\$12.27	\$638	\$25,520	1.7	\$28,900	\$723	\$8,670	\$217	1,041	34%	\$9.27	1,041	\$482	1.3
Rankin County	\$15.98	\$831	\$33,240	2.2	\$58,200	\$1,455	\$17,460	\$437	13,540	25%	\$11.31	13,540	\$588	1.4
Scott County	\$12.27	\$638	\$25,520	1.7	\$40,400	\$1,010	\$12,120	\$303	2,559	26%	\$9.79	2,559	\$509	1.3
Sharkey County	\$12.27	\$638	\$25,520	1.7	\$52,600	\$1,315	\$15,780	\$395	723	40%	\$9.71	723	\$505	1.3
Simpson County	\$12.27	\$638	\$25,520	1.7	\$45,800	\$1,145	\$13,740	\$344	2,211	23%	\$8.18	2,211	\$425	1.5
Smith County	\$12.27	\$638	\$25,520	1.7	\$46,000	\$1,150	\$13,800	\$345	1,095	18%	\$10.04	1,095	\$522	1.2
Stone County	\$13.98	\$727	\$29,080	1.9	\$51,800	\$1,295	\$15,540	\$389	1,028	18%	\$9.31	1,028	\$484	1.5
Sunflower County	\$12.27	\$638	\$25,520	1.7	\$32,700	\$818	\$9,810	\$245	3,505	41%	\$8.39	3,505	\$436	1.5
Tallahatchie County	\$12.27	\$638	\$25,520	1.7	\$38,500	\$963	\$11,550	\$289	1,094	24%	\$7.53	1,094	\$392	1.6

1: BR = Bedroom  
 2: FMR = Fiscal Year 2016 Fair Market Rent (HUD, 2016)  
 3: This calculation uses the higher of the state or federal minimum wage. Local minimum wages are not used. See Appendix A.  
 4: AMI = Fiscal Year 2016 Area Median Income  
 5: "Affordable" rents represent the generally accepted standard of spending not more than 30% of gross income on gross housing costs.

Mississippi

FY16 HOUSING WAGE

HOUSING COSTS

AREA MEDIAN INCOME (AMI)

RENTER HOUSEHOLDS

	Hourly wage necessary to afford 2 BR <sup>1</sup> FMR <sup>2</sup>	Annual income needed to afford 2 BR FMR	Full-time jobs at minimum wage needed to afford 2 BR FMR <sup>3</sup>	Annual AMI <sup>4</sup>	Monthly rent affordable at AMI <sup>5</sup>	30% of AMI	Monthly rent affordable at 30% of AMI	Renter households (2010-2014)	% of total households (2010-2014)	Estimated hourly mean renter wage (2016)	Monthly rent affordable at mean renter wage	Full-time jobs at mean renter wage needed to afford 2 BR
Tate County	\$13.13	\$27,320	1.8	\$53,300	\$1,333	\$15,990	\$400	2,798	28%	\$9.45	\$491	1.4
Tippah County	\$12.31	\$25,600	1.7	\$42,400	\$1,060	\$12,720	\$318	2,086	25%	\$9.19	\$478	1.3
Tishomingo County	\$12.27	\$25,520	1.7	\$42,000	\$1,050	\$12,600	\$315	1,804	24%	\$8.20	\$426	1.5
Tunica County	\$12.94	\$26,920	1.8	\$35,900	\$898	\$10,770	\$269	2,265	56%	\$9.71	\$505	1.3
Union County	\$12.27	\$25,520	1.7	\$46,000	\$1,150	\$13,800	\$345	2,898	28%	\$13.02	\$677	0.9
Walthall County	\$12.27	\$25,520	1.7	\$44,700	\$1,118	\$13,410	\$335	838	14%	\$3.74	\$195	3.3
Warren County	\$13.46	\$28,000	1.9	\$55,700	\$1,393	\$16,710	\$418	6,454	35%	\$9.22	\$480	1.5
Washington County	\$12.27	\$25,520	1.7	\$33,900	\$848	\$10,170	\$254	8,284	45%	\$9.25	\$481	1.3
Wayne County	\$12.27	\$25,520	1.7	\$39,500	\$988	\$11,850	\$296	1,467	18%	\$10.28	\$534	1.2
Webster County	\$12.27	\$25,520	1.7	\$46,900	\$1,173	\$14,070	\$352	1,025	25%	\$5.79	\$301	2.1
Wilkinson County	\$15.21	\$31,640	2.1	\$41,000	\$1,025	\$12,300	\$308	699	21%	\$6.08	\$316	2.5
Winston County	\$12.27	\$25,520	1.7	\$41,700	\$1,043	\$12,510	\$313	2,327	30%	\$9.16	\$476	1.3
Yalobusha County	\$12.27	\$25,520	1.7	\$47,600	\$1,190	\$14,280	\$357	1,212	25%	\$6.21	\$323	2.0
Yazoo County	\$12.46	\$25,920	1.7	\$34,000	\$850	\$10,200	\$255	3,430	40%	\$8.29	\$431	1.5

1: BR = Bedroom  
 2: FMR = Fiscal Year 2016 Fair Market Rent (HUD, 2016)  
 3: This calculation uses the higher of the state or federal minimum wage. Local minimum wages are not used. See Appendix A.  
 4: AMI = Fiscal Year 2016 Area Median Income  
 5: "Affordable" rents represent the generally accepted standard of spending not more than 30% of gross income on gross housing costs.

## Appendix 6: University of Southern Mississippi's Data

# Twin District Workforce Development Area – Percent Change in Jobs 2001- 2015

NAICS	Description	2001 Jobs	2015 Jobs	2001-2015 Change	2001-2015% Change
561422	Telemarketing Bureaus and Other Contact Centers	14	1230	1216	8686%
622210	Psychiatric and Substance Abuse Hospitals	13	437	424	3262%
621910	Ambulance Services	95	832	737	776%
488210	Support Activities for Rail Transportation	18	140	122	678%
623210	Residential Intellectual and Developmental Disability Facilities	23	170	147	639%
336211	Motor Vehicle Body Manufacturing	18	119	101	561%
325320	Pesticide and Other Agriculture Chemical Manufacturing	17	106	89	524%
624120	Services for the Elderly and Persons with Disabilities	295	1774	1479	501%
339115	Ophthalmic Goods Manufacturing	13	78	65	500%
621498	All Other Outpatient Care Centers	46	246	200	435%
221210	Natural Gas Distribution	12	58	46	383%
332323	Ornamental and Architectural Metal Work Manufacturing	24	100	76	317%
327331	Concrete Block and Brick Manufacturing	14	58	44	314%
334413	Semiconductor and Related Device Manufacturing	18	74	56	311%
486910	Pipeline Transportation of Refined Petroleum Products	31	115	84	271%
211111	Crude Petroleum and Natural Gas Extraction	832	2616	1784	214%

Source: Economic Modeling Specialists International, 2016, Regional Top Industries: EMSI.

# Appendix 7: Mississippi Department of Education’s Career Technical Education Data

## Mississippi Department of Education Career Technical Education Data Twin Districts Workforce Development Area

Sch Dist	D-Name	S-Name	Descr
1211	ENTERPRISE SCHOOL DIST	ENTERPRISE HIGH SCHOOL	FORESTRY BUSINESS FUNDAMENTALS MARKETING ESSENTIALS (CTE) SALES AND DISTRIBUTION (CTE)
1212	QUITMAN SCHOOL DIST	QUITMAN HIGH SCHOOL	BROADCASTING JOURNALISM HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES CULINARY ARTS EARLY CHILDHOOD AUTOMOTIVE SERVICE
1212	QUITMAN SCHOOL DIST	CLARKE CO CAREER & TECHNOLOGY CTR	FORESTRY HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES CULINARY ARTS EARLY CHILDHOOD AUTOMOTIVE SERVICE
1600	COVINGTON CO SCHOOLS	COLLINS HIGH SCHOOL	AGRICULTURAL AND NATURAL RESOURCES BUSINESS FUNDAMENTALS MARKETING CONSTRUCTION CARPENTRY METAL FABRICATION HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES EARLY CHILDHOOD TEACHER ACADEMY
1600	COVINGTON CO SCHOOLS	MOUNT OLIVE ATTENDANCE CENTER	AGRICULTURAL AND NATURAL RESOURCES BUSINESS FUNDAMENTALS MARKETING CARPENTRY METAL FABRICATION HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES EARLY CHILDHOOD TEACHER ACADEMY
1600	COVINGTON CO SCHOOLS	SEMINARY HIGH SCHOOL	AGRICULTURAL AND NATURAL RESOURCES BUSINESS FUNDAMENTALS MARKETING CONSTRUCTION CARPENTRY METAL FABRICATION HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES EARLY CHILDHOOD TEACHER ACADEMY
1600	COVINGTON CO SCHOOLS	COVINGTON CO VOCATIONAL TECHNICAL	AGRICULTURAL AND NATURAL RESOURCES BUSINESS FUNDAMENTALS MARKETING CONSTRUCTION CARPENTRY METAL FABRICATION HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES EARLY CHILDHOOD TEACHER ACADEMY
1800	FORREST COUNTY SCHOOL DISTRICT	NORTH FORREST HIGH SCHOOL	CONSTRUCTION CARPENTRY DIGITAL MEDIA TECH HEALTH SCIENCES CORE HEALTH SCIENCE CORE CULINARY ARTS
1802	FORREST COUNTY AG HIGH SCHOOL	FORREST COUNTY AGRICULTURAL HI SCH	AGRISCIENCE- INTRODUCTION (CTE) ENTREPRENEURSHIP (CTE) LAW AND PUBLIC SAFETY AGRICULTURAL AND NATURAL RESOURCES

(DC) Dual Credit is a program that allows high school students to enroll in college classes, and earn credit toward high school graduation and a college degree.

1

Sch Dist	D-Name	S-Name	Descr
			HORTICULTURE BUSINESS FUNDAMENTALS MANAGEMENT ARCHITECTURAL DESIGN AND DRAFTING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES
1820	HATTIESBURG PUBLIC SCHOOL DIST	HATTIESBURG HIGH SCHOOL	KEYSTONE LAW AND PUBLIC SAFETY BUSINESS FINANCE (CTE) ACCOUNTING FUNDAMENTALS (CTE) BUSINESS FUNDAMENTALS MANAGEMENT CONSTRUCTION CARPENTRY ENGINEERING ENGINEERING FUNDAMENTALS DIGITAL MEDIA TECH ORIENTATION TO DIGITAL MEDIA POLYMER SCIENCE HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES HEALTH SCIENCE CORE SPORTS MEDICINE CULINARY ARTS ORIENTATION TO CULINARY ARTS EARLY CHILDHOOD
1821	PETAL SCHOOL DIST	PETAL HIGH SCHOOL	LAW AND PUBLIC SAFETY AGRICULTURAL AND NATURAL RESOURCES INFORMATION TECH ASSOCIATE BUSINESS FUNDAMENTALS MARKETING CONSTRUCTION CARPENTRY DIGITAL MEDIA TECH POLYMER SCIENCE HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES CULINARY ARTS TEACHER ACADEMY
2000	GEORGE CO SCHOOL DIST	GEORGE COUNTY HIGH SCHOOL	DC - INTRODUCTION TO WELDING CAREER PATHWAY EXPERIENCE LAW AND PUBLIC SAFETY HORTICULTURE FORESTRY BUSINESS FUNDAMENTALS MANAGEMENT CONSTRUCTION CARPENTRY INTRODUCTION TO WELDING ADVANCED WELDING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES CULINARY ARTS TEACHER ACADEMY AUTOMOTIVE SERVICE
2100	GREENE COUNTY SCHOOL DISTRICT	LEAKESVILLE JR HIGH SCHOOL	KEYSTONE
2100	GREENE COUNTY SCHOOL DISTRICT	MC LAIN ELEMENTARY SCHOOL	KEYSTONE
2100	GREENE COUNTY SCHOOL DISTRICT	SAND HILL ELEMENTARY SCHOOL	KEYSTONE
2100	GREENE COUNTY SCHOOL DISTRICT	GREENE COUNTY HIGH SCHOOL	CAREER PATHWAY EXPERIENCE CONCEPTS OF AGRISCIENCE SCIENCE OF AGRICULTURAL ANIMALS SCIENCE OF AGRICULTURAL PLANTS FORESTRY BUSINESS FUNDAMENTALS SAFETY AND ORIENTATION TO CONSTRUCTION INTRODUCTION TO CONSTRUCTION THEORY AND APPLICATION OF CARPENTRY ORIENTATION AND CUTTING

(DC) Dual Credit is a program that allows high school students to enroll in college classes, and earn credit toward high school graduation and a college degree.

2

Sch Dist	D-Name	S-Name	Descr
			SHIELDED METAL ARE WELDING (SMAW) ADVANCED WELDING ENGINEERING FUNDAMENTALS ENGINEERING DESIGN HEALTH SCIENCE CORE HEALTHCARE & CLINICAL SERVICES ORIENTATION TO CULINARY ARTS THEORY AND APPLICATION OF CULINARY ARTS ADVANCED STUDIES IN CULINARY ARTS AUTOMOTIVE SERVICE FUNDAMENTALS
2100	GREENE COUNTY SCHOOL DISTRICT	GREENE COUNTY VOCATIONAL TECHNICAL	CAREER PATHWAY EXPERIENCE CONCEPTS OF AGRISCIENCE SCIENCE OF AGRICULTURAL ANIMALS SCIENCE OF AGRICULTURAL PLANTS FORESTRY FORESTRY BUSINESS FUNDAMENTALS SAFETY AND ORIENTATION TO CONSTRUCTION INTRODUCTION TO CONSTRUCTION THEORY AND APPLICATION OF CARPENTRY ORIENTATION AND CUTTING SHIELDED METAL ARE WELDING (SMAW) ADVANCED WELDING HEALTH SCIENCE CORE HEALTHCARE & CLINICAL SERVICES ORIENTATION TO CULINARY ARTS THEORY AND APPLICATION OF CULINARY ARTS ADVANCED STUDIES IN CULINARY ARTS AUTOMOTIVE SERVICE FUNDAMENTALS
2300	HANCOCK CO SCHOOL DIST	HANCOCK HIGH SCHOOL	CAREER PATHWAY EXPERIENCE LODGING, HOSPITALITY AND TOURISM MANAGEMENT CONSTRUCTION CARPENTRY METAL FABRICATION INTRODUCTION TO WELDING ADVANCED WELDING ENGINEERING ARCHITECTURAL DESIGN AND DRAFTING POLYMER SCIENCE HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES CULINARY ARTS EARLY CHILDHOOD TEACHER ACADEMY AUTOMOTIVE SERVICE
2300	HANCOCK CO SCHOOL DIST	HANCOCK COUNTY CAREER TECHNICAL CEN	CAREER PATHWAY EXPERIENCE LODGING, HOSPITALITY AND TOURISM MANAGEMENT LODGING, HOSPITALITY AND TOURISM MANAGEMENT CONSTRUCTION CARPENTRY METAL FABRICATION INTRODUCTION TO WELDING ADVANCED WELDING ENGINEERING ARCHITECTURAL DESIGN AND DRAFTING POLYMER SCIENCE HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES CULINARY ARTS EARLY CHILDHOOD TEACHER ACADEMY AUTOMOTIVE SERVICE
2320	BAY ST LOUIS WAVELAND SCHOOL DIST	BAY HIGH SCHOOL	LODGING, HOSPITALITY AND TOURISM MANAGEMENT CONSTRUCTION CARPENTRY METAL FABRICATION INTRODUCTION TO WELDING ADVANCED WELDING ENGINEERING DIGITAL MEDIA TECH ARCHITECTURAL DESIGN AND DRAFTING

(DC) Dual Credit is a program that allows high school students to enroll in college classes, and earn credit toward high school graduation and a college degree.

Sch Dist	D-Name	S-Name	Descr
			HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES CULINARY ARTS EARLY CHILDHOOD TEACHER ACADEMY AUTOMOTIVE SERVICE
2374	SAINT STANISLAUS ADMINISTRATION	SAINT STANISLAUS COLLEGE PREP	ENTREPRENEURSHIP (CTE)
2374	SAINT STANISLAUS ADMINISTRATION	SAINT STANISLAUS COLLEGE PREP	INTRODUCTION TO CONSTRUCTION
2376	OUR LADY ACADEMY ADMINISTRATION	OUR LADY ACADEMY HIGH SCHOOL	GRAPHICS & PRINT COMMUNICATIONS
2400	HARRISON CO SCHOOL DIST	DIBERVILLE SENIOR HIGH SCH	CAREER PATHWAY EXPERIENCE BUSINESS FUNDAMENTALS MANAGEMENT CONSTRUCTION CARPENTRY INTRODUCTION TO WELDING PRECISION MACHINING ENGINEERING ARCHITECTURAL DESIGN AND DRAFTING AUTOMOTIVE SERVICE
2400	HARRISON CO SCHOOL DIST	HARRISON CENTRAL HIGH SCHOOL	CARPENTRY INTRODUCTION TO WELDING ADVANCED WELDING PRECISION MACHINING ENGINEERING ARCHITECTURAL DESIGN AND DRAFTING AUTOMOTIVE SERVICE
2400	HARRISON CO SCHOOL DIST	WEST HARRISON HIGH SCHOOL	BUSINESS FUNDAMENTALS MANAGEMENT MARKETING CONSTRUCTION CARPENTRY INTRODUCTION TO WELDING ADVANCED WELDING PRECISION MACHINING ENGINEERING ARCHITECTURAL DESIGN AND DRAFTING AUTOMOTIVE SERVICE
2400	HARRISON CO SCHOOL DIST	HARRISON CO VOC COMPLEX	BUSINESS FUNDAMENTALS MANAGEMENT MARKETING CONSTRUCTION CARPENTRY INTRODUCTION TO WELDING ADVANCED WELDING PRECISION MACHINING ENGINEERING ARCHITECTURAL DESIGN AND DRAFTING AUTOMOTIVE SERVICE
2420	BILOXI PUBLIC SCHOOL DIST	BILOXI HIGH SCHOOL	MANAGEMENT CONSTRUCTION CARPENTRY INTRODUCTION TO WELDING ENGINEERING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES CULINARY ARTS EARLY CHILDHOOD AUTOMOTIVE SERVICE
2420	BILOXI PUBLIC SCHOOL DIST	R D BROWN VOC CENTER	CONSTRUCTION CARPENTRY INTRODUCTION TO WELDING CULINARY ARTS EARLY CHILDHOOD AUTOMOTIVE SERVICE
2421	GULFPORT SCHOOL DIST	GULFPORT HIGH SCHOOL	BUSINESS FUNDAMENTALS MANAGEMENT MARKETING

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Sch Dist	D-Name	S-Name	Descr
			CONSTRUCTION CARPENTRY ENGINEERING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES CULINARY ARTS TEACHER ACADEMY AUTOMOTIVE SERVICE
2421	GULFPORT SCHOOL DIST	GULFPORT VOCATIONAL ANNEX	BUSINESS FUNDAMENTALS MANAGEMENT MARKETING CONSTRUCTION CARPENTRY ENGINEERING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES CULINARY ARTS TEACHER ACADEMY AUTOMOTIVE SERVICE
2422	LONG BEACH SCHOOL DIST	LONG BEACH SENIOR HIGH SCHOOL	LAW AND PUBLIC SAFETY BUSINESS FUNDAMENTALS MANAGEMENT ENGINEERING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES TEACHER ACADEMY
2423	PASS CHRISTIAN PUBLIC SCHOOL DIST	PASS CHRISTIAN HIGH SCHOOL	LODGING, HOSPITALITY AND TOURISM MANAGEMENT CONSTRUCTION CARPENTRY INTRODUCTION TO WELDING ADVANCED WELDING ENGINEERING ENGINEERING ARCHITECTURAL DESIGN AND DRAFTING POLYMER SCIENCE HEALTHCARE & CLINICAL SCIENCES CULINARY ARTS EARLY CHILDHOOD TEACHER ACADEMY AUTOMOTIVE SERVICE
3000	JACKSON CO SCHOOL DIST	EAST CENTRAL HIGH SCHOOL	CAREER AND TECHNOLOGY EXPLORATION CAREER PATHWAY EXPERIENCE CONCEPTS OF AGRISCIENCE SCIENCE OF AGRICULTURAL PLANTS SCIENCE OF AGRICULTURAL MECHANIZATION INFORMATION TECH ASSOCIATE MARKETING CONSTRUCTION CARPENTRY INTRODUCTION TO WELDING ADVANCED WELDING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES TEACHER ACADEMY AUTOMOTIVE SERVICE
3000	JACKSON CO SCHOOL DIST	ST MARTIN HIGH SCHOOL	CAREER AND TECHNOLOGY EXPLORATION CAREER PATHWAY EXPERIENCE INFORMATION TECH ASSOCIATE BUSINESS FUNDAMENTALS CONSTRUCTION CARPENTRY INTRODUCTION TO WELDING ADVANCED WELDING ENGINEERING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES CULINARY ARTS TEACHER ACADEMY AUTOMOTIVE SERVICE
3000	JACKSON CO SCHOOL DIST	VANCLEAVE HIGH SCHOOL	CAREER AND TECHNOLOGY EXPLORATION

(DC) Dual Credit is a program that allows high school students to enroll in college classes, and earn credit toward high school graduation and a college degree.

Sch Dist	D-Name	S-Name	Descr
			CAREER PATHWAY EXPERIENCE INFORMATION TECH ASSOCIATE BUSINESS FUNDAMENTALS MARKETING CONSTRUCTION CARPENTRY INTRODUCTION TO WELDING ADVANCED WELDING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES CULINARY ARTS TEACHER ACADEMY AUTOMOTIVE SERVICE
3000	JACKSON CO SCHOOL DIST	JACKSON COUNTY VOCATIONAL CENTER	CAREER AND TECHNOLOGY EXPLORATION CAREER PATHWAY EXPERIENCE INFORMATION TECH ASSOCIATE CONSTRUCTION CARPENTRY INTRODUCTION TO WELDING ADVANCED WELDING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES TEACHER ACADEMY AUTOMOTIVE SERVICE
3020	MOSS POINT SEPARATE SCHOOL DIST	MOSS POINT HIGH SCHOOL	AQUACULTURE (CTE) CAREER PATHWAY EXPERIENCE BUSINESS FUNDAMENTALS MANAGEMENT CONSTRUCTION CARPENTRY INTRODUCTION TO WELDING ADVANCED WELDING ENGINEERING POLYMER SCIENCE HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES EARLY CHILDHOOD
3020	MOSS POINT SEPARATE SCHOOL DIST	MOSS POINT CAREER & TECHNICAL EDUCA	AQUACULTURE (CTE) CAREER PATHWAY EXPERIENCE BUSINESS FUNDAMENTALS MANAGEMENT CONSTRUCTION CARPENTRY INTRODUCTION TO WELDING ADVANCED WELDING ENGINEERING POLYMER SCIENCE HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES EARLY CHILDHOOD
3021	OCEAN SPRINGS SCHOOL DIST	OCEAN SPRINGS HIGH SCHOOL	AQUACULTURE (CTE) CAREER PATHWAY EXPERIENCE BUSINESS FUNDAMENTALS MARKETING CONSTRUCTION CARPENTRY ENGINEERING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES CULINARY ARTS EARLY CHILDHOOD TEACHER ACADEMY AUTOMOTIVE SERVICE
3021	OCEAN SPRINGS SCHOOL DIST	KEYS VOC CENTER	AQUACULTURE (CTE) CAREER PATHWAY EXPERIENCE BUSINESS FUNDAMENTALS MARKETING CONSTRUCTION CARPENTRY ENGINEERING HEALTH SCIENCES CORE

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Sch Dist	D-Name	S-Name	Descr
			HEALTHCARE & CLINICAL SCIENCES CULINARY ARTS EARLY CHILDHOOD TEACHER ACADEMY AUTOMOTIVE SERVICE
3022	PASCAGOULA GAUTIER SCHOOL DIST	GAUTIER HIGH SCHOOL	CAREER PATHWAY EXPERIENCE BUSINESS FUNDAMENTALS MARKETING HEATING, VENTILATION AND AIR CONDITIONING CONSTRUCTION CARPENTRY INTRODUCTION TO WELDING ADVANCED WELDING PRECISION MACHINING ENERGY TECHNICIAN ARCHITECTURAL DESIGN AND DRAFTING POLYMER SCIENCE HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES SPORTS MEDICINE CULINARY ARTS TEACHER ACADEMY AUTOMOTIVE SERVICE
3022	PASCAGOULA GAUTIER SCHOOL DIST	PASCAGOULA HIGH SCHOOL	CAREER PATHWAY EXPERIENCE BUSINESS FUNDAMENTALS MARKETING HEATING, VENTILATION AND AIR CONDITIONING CONSTRUCTION CARPENTRY INTRODUCTION TO WELDING ADVANCED WELDING PRECISION MACHINING ENERGY TECHNICIAN ARCHITECTURAL DESIGN AND DRAFTING POLYMER SCIENCE HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES SPORTS MEDICINE CULINARY ARTS TEACHER ACADEMY AUTOMOTIVE SERVICE
3111	EAST JASPER CONSOLIDATED SCH DIST	HEIDELBERG HIGH SCHOOL	AGRISCIENCE- INTRODUCTION (CTE) LAW AND PUBLIC SAFETY BUSINESS FUNDAMENTALS HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES
3112	WEST JASPER CONSOLIDATED SCHOOLS	BAY SPRINGS HIGH SCHOOL	DC - INTRODUCTION TO WELDING AGRICULTURAL AND NATURAL RESOURCES HEALTH SCIENCES CORE
3112	WEST JASPER CONSOLIDATED SCHOOLS	STRINGER ATTENDANCE CENTER	DC - INTRODUCTION TO WELDING AGRICULTURAL AND NATURAL RESOURCES FUNDAMENTALS OF AGRICULTURAL AND NATURAL RESOURCES HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES
3300	JEFFERSON DAVIS CO SCHOOL DIST	PRENTISS SENIOR HIGH SCHOOL	HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES TEACHER ACADEMY AUTOMOTIVE SERVICE
3300	JEFFERSON DAVIS CO SCHOOL DIST	JEFF DAVIS CO VOC TECH CENTER	CAREER PATHWAY EXPERIENCE CONSTRUCTION CARPENTRY INTRODUCTION TO WELDING ADVANCED WELDING ENGINEERING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES TEACHER ACADEMY AUTOMOTIVE SERVICE

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Sch Dist	D-Name	S-Name	Descr
3300	JEFFERSON DAVIS CO SCHOOL DIST	JEFF DAVIS CO NON - PUBLIC SCHOOL	CONSTRUCTION HEALTH SCIENCES CORE TEACHER ACADEMY AUTOMOTIVE SERVICE
3400	JONES CO SCHOOL DIST	NORTHEAST JONES HIGH SCHOOL	AGRISCIENCE- INTRODUCTION (CTE) CONCEPTS OF AGRISCIENCE SCIENCE OF AGRICULTURAL ANIMALS SCIENCE OF AGRICULTURAL PLANTS SCIENCE OF AGRICULTURAL MECHANIZATION INTRODUCTION TO WELDING ADVANCED WELDING ARCHITECTURAL DESIGN AND DRAFTING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES CULINARY ARTS EARLY CHILDHOOD TEACHER ACADEMY AUTOMOTIVE SERVICE COLLISION REPAIR TECHNICIAN
3400	JONES CO SCHOOL DIST	SOUTH JONES HIGH SCHOOL	AGRISCIENCE-INTRODUCTION (CTE) AGRICULTURAL AND NATURAL RESOURCES AGRICULTURAL TECHNOLOGY AND MECHANICAL SYSTEMS (CORE) AGRICULTURAL POWER AND MACHINERY INTRODUCTION TO WELDING ADVANCED WELDING ARCHITECTURAL DESIGN AND DRAFTING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES CULINARY ARTS EARLY CHILDHOOD TEACHER ACADEMY AUTOMOTIVE SERVICE COLLISION REPAIR TECHNICIAN
3400	JONES CO SCHOOL DIST	WEST JONES HIGH SCHOOL	AGRISCIENCE- INTRODUCTION (CTE) CONCEPTS OF AGRISCIENCE SCIENCE OF AGRICULTURAL ANIMALS SCIENCE OF AGRICULTURAL PLANTS SCIENCE OF AGRICULTURAL MECHANIZATION INTRODUCTION TO WELDING ADVANCED WELDING ARCHITECTURAL DESIGN AND DRAFTING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES CULINARY ARTS EARLY CHILDHOOD TEACHER ACADEMY AUTOMOTIVE SERVICE COLLISION REPAIR TECHNICIAN
3400	JONES CO SCHOOL DIST	AP FATHEREE CAREER & TECH ED CENTER	INTRODUCTION TO WELDING ADVANCED WELDING ARCHITECTURAL DESIGN AND DRAFTING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES CULINARY ARTS EARLY CHILDHOOD TEACHER ACADEMY AUTOMOTIVE SERVICE COLLISION REPAIR TECHNICIAN
3420	LAUREL SCHOOL DISTRICT	LAUREL HIGH SCHOOL	BUSINESS FUNDAMENTALS MARKETING CONSTRUCTION INTRODUCTION TO WELDING ADVANCED WELDING HEALTH SCIENCE CORE CULINARY ARTS EARLY CHILDHOOD
3420	LAUREL SCHOOL DISTRICT	LAUREL HIGH SCHOOL VOC COMPLEX	BUSINESS FUNDAMENTALS MARKETING CONSTRUCTION INTRODUCTION TO WELDING ADVANCED WELDING

(DC) Dual Credit is a program that allows high school students to enroll in college classes, and earn credit toward high school graduation and a college degree.

Sch Dist	D-Name	S-Name	Descr
			CULINARY ARTS EARLY CHILDHOOD
3500	KEMPER CO SCHOOL DIST	KEMPER COUNTY HIGH SCHOOL	LAW AND PUBLIC SAFETY HORTICULTURE INTRODUCTION TO WELDING ADVANCED WELDING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES EARLY CHILDHOOD
3500	KEMPER CO SCHOOL DIST	STENNIS VOC TECH COMPLEX	LAW AND PUBLIC SAFETY HORTICULTURE INTRODUCTION TO WELDING ADVANCED WELDING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES EARLY CHILDHOOD
3700	LAMAR COUNTY SCHOOL DISTRICT	PURVIS HIGH SCHOOL	CONCEPTS OF AGRISCIENCE SCIENCE OF AGRICULTURAL ANIMALS SCIENCE OF AGRICULTURAL ENVIRONMENT CONSTRUCTION CARPENTRY METAL FABRICATION ENGINEERING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES CULINARY ARTS EARLY CHILDHOOD TEACHER ACADEMY AUTOMOTIVE SERVICE
3700	LAMAR COUNTY SCHOOL DISTRICT	SUMRALL HIGH SCHOOL	CONCEPTS OF AGRISCIENCE SCIENCE OF AGRICULTURAL ANIMALS SCIENCE OF AGRICULTURAL ENVIRONMENT SCIENCE OF AGRICULTURAL MECHANIZATION CONSTRUCTION CARPENTRY METAL FABRICATION ENGINEERING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES CULINARY ARTS TEACHER ACADEMY AUTOMOTIVE SERVICE
3700	LAMAR COUNTY SCHOOL DISTRICT	PURVIS MIDDLE SCHOOL	AGRISCIENCE-INTRODUCTION (CTE)
3700	LAMAR COUNTY SCHOOL DISTRICT	LAMAR CO VOC TECH CENTER	DC - HEALTH CARE AND CLINICAL SCIENCES CONSTRUCTION CARPENTRY METAL FABRICATION ENGINEERING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES TEACHER ACADEMY AUTOMOTIVE SERVICE
3711	LUMBERTON PUBLIC SCHOOL DISTRICT	LUMBERTON HIGH SCHOOL	ENGINEERING
3711	LUMBERTON PUBLIC SCHOOL DISTRICT	LUMBERTON HIGH SCHOOL	HEALTHCARE & CLINICAL SCIENCES
3711	LUMBERTON PUBLIC SCHOOL DISTRICT	LUMBERTON HIGH SCHOOL	AUTOMOTIVE SERVICE
3800	LAUDERDALE CO SCHOOL DIST	CLARKDALE HIGH SCHOOL	AGRICULTURAL AND NATURAL RESOURCES BUSINESS FUNDAMENTALS MARKETING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES CULINARY ARTS AUTOMOTIVE SERVICE
3800	LAUDERDALE CO SCHOOL DIST	NORTHEAST LAUDERDALE HIGH SCHOOL	CAREER PATHWAY EXPERIENCE BUSINESS FUNDAMENTALS MARKETING CONSTRUCTION CARPENTRY INTRODUCTION TO WELDING

(DC) Dual Credit is a program that allows high school students to enroll in college classes, and earn credit toward high school graduation and a college degree.

Sch Dist	D-Name	S-Name	Descr
			ADVANCED WELDING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES CULINARY ARTS EARLY CHILDHOOD TEACHER ACADEMY AUTOMOTIVE SERVICE COLLISION REPAIR TECHNICIAN
3800	LAUDERDALE CO SCHOOL DIST	SOUTHEAST LAUDERDALE HIGH SCHOOL	BUSINESS FUNDAMENTALS MARKETING CONSTRUCTION CARPENTRY ELECTRICAL ADVANCED WELDING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES CULINARY ARTS TEACHER ACADEMY AUTOMOTIVE SERVICE
3800	LAUDERDALE CO SCHOOL DIST	WEST LAUDERDALE HIGH SCHOOL	LAW AND PUBLIC SAFETY AGRICULTURAL AND NATURAL RESOURCES ADVANCED WELDING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES CULINARY ARTS AUTOMOTIVE SERVICE COLLISION REPAIR TECHNICIAN
3820	MERIDIAN PUBLIC SCHOOL DIST	MERIDIAN HIGH SCHOOL	DC - MARKETING DC - ADVANCED WELDING DC - AUTOMOTIVE SERVICE CAREER PATHWAY EXPERIENCE BUSINESS FUNDAMENTALS MARKETING CONSTRUCTION CARPENTRY ELECTRICAL INTRODUCTION TO WELDING ADVANCED WELDING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES SPORTS MEDICINE CULINARY ARTS TEACHER ACADEMY AUTOMOTIVE SERVICE COLLISION REPAIR TECHNICIAN
3820	MERIDIAN PUBLIC SCHOOL DIST	ROSS COLLINS VOC CENTER	DC - MARKETING DC - ADVANCED WELDING DC - AUTOMOTIVE SERVICE CAREER PATHWAY EXPERIENCE BUSINESS FUNDAMENTALS MARKETING CONSTRUCTION CARPENTRY ELECTRICAL INTRODUCTION TO WELDING ADVANCED WELDING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES SPORTS MEDICINE CULINARY ARTS TEACHER ACADEMY AUTOMOTIVE SERVICE COLLISION REPAIR TECHNICIAN
4000	LEAKE CO SCHOOL DIST	LEAKE CENTRAL HIGH SCHOOL	CONCEPTS OF AGRISCIENCE SCIENCE OF AGRICULTURAL ANIMALS SCIENCE OF AGRICULTURAL PLANTS SCIENCE OF AGRICULTURAL MECHANIZATION CONSTRUCTION CARPENTRY ENGINEERING HEALTH SCIENCES CORE

(DC) Dual Credit is a program that allows high school students to enroll in college classes, and earn credit toward high school graduation and a college degree.

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Sch Dist	D-Name	S-Name	Descr
			HEALTHCARE & CLINICAL SCIENCES TEACHER ACADEMY AUTOMOTIVE SERVICE CONCEPTS OF AGRISCIENCE SCIENCE OF AGRICULTURAL ANIMALS SCIENCE OF AGRICULTURAL ENVIRONMENT CONSTRUCTION CARPENTRY ENGINEERING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES TEACHER ACADEMY AUTOMOTIVE SERVICE
4000	LEAKE CO SCHOOL DIST	LEAKE CO CAREER & TECHNICAL CENTER	CONSTRUCTION CARPENTRY ENGINEERING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES TEACHER ACADEMY AUTOMOTIVE SERVICE
4600	MARION CO SCHOOL DIST	EAST MARION HIGH SCHOOL	CAREER PATHWAY EXPERIENCE HEATING, VENTILATION AND AIR CONDITIONING CONSTRUCTION CARPENTRY INTRODUCTION TO WELDING ADVANCED WELDING ENGINEERING DIGITAL MEDIA TECH HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES CULINARY ARTS EARLY CHILDHOOD TEACHER ACADEMY AUTOMOTIVE SERVICE
4600	MARION CO SCHOOL DIST	WEST MARION HIGH SCHOOL	AGRISCIENCE- INTRODUCTION (CTE) CAREER PATHWAY EXPERIENCE SCIENCE OF AGRICULTURAL ENVIRONMENT SCIENCE OF AGRICULTURAL PLANTS HEATING, VENTILATION AND AIR CONDITIONING CONSTRUCTION CARPENTRY INTRODUCTION TO WELDING ADVANCED WELDING ENGINEERING ENGINEERING FUNDAMENTALS DIGITAL MEDIA TECH HEALTHCARE & CLINICAL SCIENCES HEALTH SCIENCE CORE CULINARY ARTS EARLY CHILDHOOD TEACHER ACADEMY AUTOMOTIVE SERVICE
4600	MARION CO SCHOOL DIST	MARION CO VOC COMPLEX	CAREER PATHWAY EXPERIENCE HEATING, VENTILATION AND AIR CONDITIONING CONSTRUCTION CARPENTRY INTRODUCTION TO WELDING ADVANCED WELDING ENGINEERING ENGINEERING FUNDAMENTALS DIGITAL MEDIA TECH HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES CULINARY ARTS EARLY CHILDHOOD TEACHER ACADEMY AUTOMOTIVE SERVICE
4620	COLUMBIA SCHOOL DISTRICT	COLUMBIA HIGH SCHOOL	CAREER PATHWAY EXPERIENCE HEATING, VENTILATION AND AIR CONDITIONING CONSTRUCTION INTRODUCTION TO WELDING

(DC) Dual Credit is a program that allows high school students to enroll in college classes, and earn credit toward high school graduation and a college degree.

Sch Dist	D-Name	S-Name	Descr
			ADVANCED WELDING ENGINEERING DIGITAL MEDIA TECH HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES CULINARY ARTS EARLY CHILDHOOD TEACHER ACADEMY AUTOMOTIVE SERVICE
5000	NESHOBA COUNTY SCHOOL DISTRICT	NESHOBA CENTRAL HIGH SCHOOL	AGRICULTURE- INTRODUCTION (CTE) AGRICULTURAL AND NATURAL RESOURCES BUSINESS FUNDAMENTALS MARKETING CONSTRUCTION CARPENTRY INTRODUCTION TO WELDING ADVANCED WELDING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES EARLY CHILDHOOD TEACHER ACADEMY AUTOMOTIVE SERVICE
5007	CHOCTAW TRIBAL SCHOOL SYSTEM	CHOCTAW CENTRAL HIGH SCHOOL	DC - HORTICULTURE
5007	CHOCTAW TRIBAL SCHOOL SYSTEM	CHOCTAW CENTRAL HIGH SCHOOL	DC - CULINARY ARTS
5020	PHILADELPHIA PUBLIC SCHOOL DIST	PHILADELPHIA HIGH SCHOOL	CONSTRUCTION INTRODUCTION TO WELDING HEALTH SCIENCES CORE EARLY CHILDHOOD TEACHER ACADEMY AUTOMOTIVE SERVICE
5100	NEWTON COUNTY SCHOOL DISTRICT	NEWTON COUNTY HIGH SCHOOL	CONCEPTS OF AGRISCIENCE SCIENCE OF AGRICULTURAL ANIMALS SCIENCE OF AGRICULTURAL ENVIRONMENT SCIENCE OF AGRICULTURAL PLANTS AGRICULTURAL AND NATURAL RESOURCES INFORMATION TECH ASSOCIATE MARKETING ENGINEERING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES EARLY CHILDHOOD
5100	NEWTON COUNTY SCHOOL DISTRICT	NEWTON COUNTY VOC COMPLEX	CONCEPTS OF AGRISCIENCE SCIENCE OF AGRICULTURAL ANIMALS SCIENCE OF AGRICULTURAL ENVIRONMENT SCIENCE OF AGRICULTURAL PLANTS AGRICULTURAL AND NATURAL RESOURCES INFORMATION TECH ASSOCIATE MARKETING ENGINEERING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES EARLY CHILDHOOD
5100	NEWTON COUNTY SCHOOL DISTRICT	VOCED NON-PUBLIC	AGRICULTURAL AND NATURAL RESOURCES HEALTH SCIENCES CORE
5500	PEARL RIVER CO SCHOOL DIST	PEARL RIVER CENTRAL HIGH SCHOOL	DC - BODY STRUCTURE AND FUNCTION (CTE) DC - FUNDAMENTALS OF NURSING (CTE) AGRICULTURAL TECHNOLOGY AND MECHANICAL SYSTEMS (CORE) AGRICULTURAL POWER AND MACHINERY HORTICULTURE INFORMATION TECH ASSOCIATE HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES CULINARY ARTS EARLY CHILDHOOD TEACHER ACADEMY
5520	PICAYUNE SCHOOL DIST	PICAYUNE MEMORIAL HIGH SCHOOL	BUSINESS FINANCE (CTE)

(DC) Dual Credit is a program that allows high school students to enroll in college classes, and earn credit toward high school graduation and a college degree.

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Sch Dist	D-Name	S-Name	Descr
			ACCOUNTING FUNDAMENTALS (CTE) BUSINESS FUNDAMENTALS MARKETING ESSENTIALS (CTE) SALES AND DISTRIBUTION (CTE) CONSTRUCTION CARPENTRY ENGINEERING ARCHITECTURAL DESIGN AND DRAFTING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES EARLY CHILDHOOD AUTOMOTIVE SERVICE
5520	PICAYUNE SCHOOL DIST	PMHS CAREER & TECHNOLOGY CENTER	DC - HEALTH CARE AND CLINICAL SERVICES BUSINESS FINANCE (CTE) ACCOUNTING FUNDAMENTALS (CTE) BUSINESS FUNDAMENTALS MARKETING ESSENTIALS (CTE) SALES AND DISTRIBUTION (CTE) CONSTRUCTION CARPENTRY ENGINEERING ARCHITECTURAL DESIGN AND DRAFTING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES EARLY CHILDHOOD AUTOMOTIVE SERVICE
5530	POPLARVILLE SEPARATE SCHOOL DIST	POPLARVILLE JR SR HIGH SCHOOL	CONCEPTS OF AGRISCIENCE SCIENCE OF AGRICULTURAL ANIMALS SCIENCE OF AGRICULTURAL PLANTS SCIENCE OF AGRICULTURAL MECHANIZATION BUSINESS FUNDAMENTALS MARKETING ESSENTIALS (CTE) SALES AND DISTRIBUTION (CTE) ORIENTATION TO DIGITAL MEDIA FUNDAMENTALS OF DIGITAL MEDIA THEORY APPLICATIONS OF DIGITAL MEDIA HEALTH SCIENCE CORE HEALTHCARE & CLINICAL SERVICES ORIENTATION TO CULINARY ARTS THEORY AND APPLICATION OF CULINARY ARTS ADVANCED STUDIES IN CULINARY ARTS
5530	POPLARVILLE SEPARATE SCHOOL DIST	POPLARVILLE CAREER DEVELOPMENT CTR	CONCEPTS OF AGRISCIENCE SCIENCE OF AGRICULTURAL ANIMALS SCIENCE OF AGRICULTURAL PLANTS SCIENCE OF AGRICULTURAL MECHANIZATION BUSINESS FUNDAMENTALS MARKETING ESSENTIALS (CTE) SALES AND DISTRIBUTION (CTE) ORIENTATION TO DIGITAL MEDIA FUNDAMENTALS OF DIGITAL MEDIA THEORY APPLICATIONS OF DIGITAL MEDIA HEALTH SCIENCE CORE HEALTHCARE & CLINICAL SERVICES ORIENTATION TO CULINARY ARTS THEORY AND APPLICATION OF CULINARY ARTS ADVANCED STUDIES IN CULINARY ARTS
5600	PERRY CO SCHOOL DIST	PERRY CENTRAL HIGH SCHOOL	CAREER AND TECHNOLOGY EXPLORATION CAREER PATHWAY EXPERIENCE KEYSTONE CONCEPTS OF AGRISCIENCE SCIENCE OF AGRICULTURAL PLANTS SCIENCE OF AGRICULTURAL MECHANIZATION FORESTRY MANAGEMENT HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES EARLY CHILDHOOD AUTOMOTIVE SERVICE
5600	PERRY CO SCHOOL DIST	PERRY CO VOC COMPLEX	CAREER AND TECHNOLOGY EXPLORATION CAREER PATHWAY EXPERIENCE KEYSTONE

(DC) Dual Credit is a program that allows high school students to enroll in college classes, and earn credit toward high school graduation and a college degree.

Sch Dist	D-Name	S-Name	Descr
			CONCEPTS OF AGRISCIENCE SCIENCE OF AGRICULTURAL PLANTS SCIENCE OF AGRICULTURAL MECHANIZATION FORESTRY MANAGEMENT HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES AUTOMOTIVE SERVICE
5620	RICHTON SCHOOL DIST	RICHTON HIGH SCHOOL	FORESTRY HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES EARLY CHILDHOOD AUTOMOTIVE SERVICE
6200	SCOTT CO SCHOOL DIST	MORTON HIGH SCHOOL	ELECTRICAL INTRODUCTION TO WELDING ADVANCED WELDING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES AUTOMOTIVE SERVICE
6200	SCOTT CO SCHOOL DIST	SCOTT CENTRAL ATTENDANCE CENTER	BUSINESS AND COMPUTER TECHNOLOGY (CTE) LAW AND PUBLIC SAFETY AGRICULTURAL AND NATURAL RESOURCES CONSTRUCTION CARPENTRY INTRODUCTION TO WELDING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES AUTOMOTIVE SERVICE
6200	SCOTT CO SCHOOL DIST	SEBASTOPOL ATTENDANCE CENTER	BUSINESS AND COMPUTER TECHNOLOGY (CTE) LAW AND PUBLIC SAFETY AGRICULTURAL AND NATURAL RESOURCES HORTICULTURE TECHNOLOGY FOUNDATIONS (CTE) CONSTRUCTION ELECTRICAL INTRODUCTION TO WELDING ADVANCED WELDING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES AUTOMOTIVE SERVICE
6200	SCOTT CO SCHOOL DIST	LAKE HIGH SCHOOL	BUSINESS AND COMPUTER TECHNOLOGY (CTE) LAW AND PUBLIC SAFETY CONCEPTS OF AGRISCIENCE SCIENCE OF AGRICULTURAL ENVIRONMENT AGRICULTURAL AND NATURAL RESOURCES CONSTRUCTION INTRODUCTION TO WELDING ADVANCED WELDING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES AUTOMOTIVE SERVICE
6200	SCOTT CO SCHOOL DIST	FOREST SCOTT CO VOC TECH CENTER	BUSINESS AND COMPUTER TECHNOLOGY (CTE) LAW AND PUBLIC SAFETY CONCEPTS OF AGRISCIENCE SCIENCE OF AGRICULTURAL ENVIRONMENT AGRICULTURAL AND NATURAL RESOURCES HORTICULTURE CONSTRUCTION CARPENTRY ELECTRICAL INTRODUCTION TO WELDING ADVANCED WELDING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES AUTOMOTIVE SERVICE
6220	FOREST MUNICIPAL SCHOOL DIST	FOREST HIGH SCHOOL	BUSINESS AND COMPUTER TECHNOLOGY (CTE) LAW AND PUBLIC SAFETY CONCEPTS OF AGRISCIENCE SCIENCE OF AGRICULTURAL ENVIRONMENT AGRICULTURAL AND NATURAL RESOURCES

(DC) Dual Credit is a program that allows high school students to enroll in college classes, and earn credit toward high school graduation and a college degree.

Sch Dist	D-Name	S-Name	Descr
			HORTICULTURE CONSTRUCTION CARPENTRY ELECTRICAL INTRODUCTION TO WELDING ADVANCED WELDING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES AUTOMOTIVE SERVICE
6500	SMITH CO SCHOOL DIST	MIZE ATTENDANCE CENTER	AGRISCIENCE- INTRODUCTION (CTE) CAREER PATHWAY EXPERIENCE AGRICULTURAL AND NATURAL RESOURCES INFORMATION TECH ASSOCIATE BUSINESS FUNDAMENTALS CONSTRUCTION INTRODUCTION TO WELDING ADVANCED WELDING HEALTH SCIENCES CORE TEACHER ACADEMY AUTOMOTIVE SERVICE
6500	SMITH CO SCHOOL DIST	RALEIGH HIGH SCHOOL	CAREER PATHWAY EXPERIENCE CONCEPTS OF AGRISCIENCE SCIENCE OF AGRICULTURAL ANIMALS SCIENCE OF AGRICULTURAL PLANTS INFORMATION TECH ASSOCIATE BUSINESS FUNDAMENTALS MARKETING CONSTRUCTION CARPENTRY INTRODUCTION TO WELDING ADVANCED WELDING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES TEACHER ACADEMY AUTOMOTIVE SERVICE
6500	SMITH CO SCHOOL DIST	TAYLORSVILLE ATTENDANCE CENTER	AGRISCIENCE- INTRODUCTION (CTE) CAREER PATHWAY EXPERIENCE AGRICULTURAL AND NATURAL RESOURCES INFORMATION TECH ASSOCIATE BUSINESS FUNDAMENTALS MARKETING CONSTRUCTION INTRODUCTION TO WELDING ADVANCED WELDING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES TEACHER ACADEMY AUTOMOTIVE SERVICE
6500	SMITH CO SCHOOL DIST	SMITH COUNTY CAREER CENTER	INFORMATION TECH ASSOCIATE BUSINESS FUNDAMENTALS MARKETING CONSTRUCTION CARPENTRY INTRODUCTION TO WELDING ADVANCED WELDING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES TEACHER ACADEMY AUTOMOTIVE SERVICE
6600	STONE CO SCHOOL DIST	STONE HIGH SCHOOL	ENTREPRENEURSHIP (CTE) CONCEPTS OF AGRISCIENCE SCIENCE OF AGRICULTURAL ANIMALS SCIENCE OF AGRICULTURAL ENVIRONMENT SCIENCE OF AGRICULTURAL PLANTS FORESTRY BUSINESS FUNDAMENTALS MARKETING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES CULINARY ARTS

(DC) Dual Credit is a program that allows high school students to enroll in college classes, and earn credit toward high school graduation and a college degree.

Sch Dist	D-Name	S-Name	Descr
7700	WAYNE CO SCHOOL DIST	WAYNE COUNTY HIGH SCHOOL	SCIENCE OF AGRICULTURAL MECHANIZATION FORESTRY INFORMATION TECH ASSOCIATE CONSTRUCTION CARPENTRY INTRODUCTION TO WELDING ADVANCED WELDING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES CULINARY ARTS TEACHER ACADEMY DIESEL SERVICE TECHNICIAN
7700	WAYNE CO SCHOOL DIST	WAYNE CO CAREER & TECHNICAL	CAREER AND TECHNOLOGY EXPLORATION CAREER PATHWAY EXPERIENCE LAW AND PUBLIC SAFETY CONCEPTS OF AGRISCIENCE SCIENCE OF AGRICULTURAL ANIMALS SCIENCE OF AGRICULTURAL PLANTS SCIENCE OF AGRICULTURAL MECHANIZATION FORESTRY INFORMATION TECH ASSOCIATE CONSTRUCTION CARPENTRY INTRODUCTION TO WELDING ADVANCED WELDING HEALTH SCIENCES CORE HEALTHCARE & CLINICAL SCIENCES CULINARY ARTS TEACHER ACADEMY DIESEL SERVICE TECHNICIAN II

(DC) Dual Credit is a program that allows high school students to enroll in college classes, and earn credit toward high school graduation and a college degree.

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# Appendix 8: Twin District's Training Program Opportunities

## Twin Districts Workforce Development Area Sector Strategy Programs

Advanced Manufacturing Programs	Provider	Energy Programs	Provider	Healthcare Programs	Provider
3D CAD Engineering	MCC	Drafting & Design Technology [E/M]	MGCCC, PRCC	Associate Degree Nursing	MGCCC, MCC, ECCC, JIC, PRCC
Automation & Control Technology	ECCC	Electric Lineman Apprenticeship	MGCCC	Biomedical Equipment Repair	PRCC
Drafting & Design Technology [E/M]	MGCCC, PRCC	Electrical Technology	MGCCC, MCC, PRCC	Dental Assisting	MCC, PRCC, Taylor Dental
Electrical Technology [E/M]	MCC, MGCCC, ECCC, PRCC, JIC	Electronics [E/M]	MCC, PRCC	Dental Hygiene	MCC, PRCC
Electronics [E/M]	MCC, PRCC	Electronics Technology [E/M]	MCC, MGCCC, ECCC, PRCC	Emergency Medical Sciences EMT-Basic	MGCCC
Industrial Maintenance Apprenticeship	ECCC	Instrumentation & Controls Technology	MGCCC, PRCC	Emergency Medical Sciences-Paramedic	MGCCC
Industrial Maintenance Technician	MCC, MGCCC, PRCC	Mechanical Maintenance Technology [E/M]	MGCCC	Fire Protection Technology	MCC
Manufacturing Basic Skills	ECCC	Process Operations Technology	MGCCC	Health Information Technology	MGCCC, MCC, PRCC
Marine Electrical Technology	MGCCC	Utility Line Worker Technology	ECCC, PRCC	Medical Assisting Technology	MGCCC, MCC, PRCC
Marine Pipefitting	MGCCC	Utility Operator	JIC, MGCCC, PRCC	Medical Laboratory Technology	MGCCC, MCC, PRCC
Mechanical Maintenance Technology [E/M]	MGCCC	Petroleum Tech	JIC	Medical Office Technology- Medical Billing and Coding	MGCCC, PRCC, JIC
Millwright	MCC			Medical Office Technology- Medical Transcription	MGCCC
Precision Manufacturing & Machining Technology	MCC, ECCC, PRCC, JIC			Occupational Therapy Assistant	PRCC
Precision Manufacturing & Machine Tool Machining	MGCCC			Paramedic	MCC, JIC, ECCC
Shipbuilder Academy	Gulf States Shipbuilding			Physical Therapist Assistant	MCC, PRCC
Shipfitting Boot Camp	MGCCC			Practical Nursing (PN)	MGCCC, MCC, ECCC, PRCC, JIC
Shipfitting Boot Camp	MGCCC			Practical Nursing Exit Option	MGCCC
Telecommunications	MCC			Radiologic Technology (Radiography)	MGCCC, MCC, JIC
Welding	MCC, MGCCC, ECCC, JIC, PRCC			Respiratory Care	PRCC
Welding & Cutting	PRCC, JIC			Surgical Technology	MGCCC, MCC, ECCC
Aviation Technology	PRCC			Transitional- LPN to RN Hybrid Mobility Track	MGCCC
				Transitional- LPN to RN Mobility Track	MGCCC, ECCC
Non-Credit/Continuing Ed. Courses	Provider	Non-Credit/Continuing Ed. Courses	Provider	Non-Credit Healthcare Courses	Provider
Core/Electrical 1 Certification [E/M]	MGCCC	Core/Electrical 1 Certification [E/M]	MGCCC	Certified Nursing Assistant	MGCCC, ECCC, JIC
OSHA for General Industry [E/M]	MGCCC	OSHA for General Industry [E/M]	MGCCC	Emergency Communications Technology	MCC
Pre-Employment Welding [M]	MGCCC			CPR- Basic Life Support Healthcare Provider	MGCCC
				CPR- Basic Life Support Instructor	MGCCC
				Dental Radiology	MGCCC
All Sectors				Emergency Medical Tech.	MCC, ECCC, JIC
Business & Office Management				EMT-Paramedic Refresher Training	MGCCC
Computer Programming				Health Care Assistant	MCC, JIC
Computer Networking Technology				HeartSaver First Aid, CPR, & AED	MGCCC
Marketing				IV Therapy Recertification	MGCCC
Graphics				Phlebotomy	MGCCC
Work Based Learning				Tuberculosis Certification	MGCCC, ECCC
Commercial Truck Driving				Pharmacy Tech	MGCCC, ECCC

College Abbreviation Key
MCC
MGCCC
ECCC
PRCC
JIC

Twin Districts Workforce Development Area Apprenticeship Programs

Apprenticeship Programs	Sponsor	Location
Sheetmetal	Ingalls	Pascagoula
Rigger	Ingalls	Pascagoula
Pipefitter	Ingalls	Pascagoula
Pipe Welder	Ingalls	Pascagoula
Pipe Insulator	Ingalls	Pascagoula
Painter	Ingalls	Pascagoula
Machinist (outside & Inside)	Ingalls	Pascagoula
Maintenance	Ingalls	Pascagoula
Joiner	Ingalls	Pascagoula
Hull Welder	Ingalls	Pascagoula
Electrician	Ingalls	Pascagoula
Design Drafter	Ingalls	Pascagoula
Carpenter	Ingalls	Pascagoula
Boilermaker	Ingalls	Pascagoula
Shipfitter	Ingalls	Pascagoula
Electrician	Gulfport Electricians Local Union 903	Gulfport
Plumber/Pipefitter	Plumber/Pipefitter Local 568	Gulfport
Electrician	Electricians Local 917	Meridian
Geospatial Specialist	Pearl River Community College	Stennis Space Center
Electrical Lineman	Chain Electric	Hattiesburg

## Appendix 9: Shipbuilder Academy

### Shipbuilder Academy Vocational Program HR&A Shipyard of the Future Project

Perhaps the most critical workforce development question in advanced manufacturing today is “where are the young people?” For years now, high school aged young people have chosen and are encouraged to choose College Prep over Career Tech training. This is despite the fact that less than 20 percent of entry level careers require a bachelor’s degree. (Bureau of Labor Statistics 2015)

Study after study indicates that Career Tech training and the associated jobs result in more pay sooner, with less debt and more opportunity than many, if not, most “bachelor’s degree jobs.” More importantly, young people have little knowledge of the multitude of careers that await them that require less than 18 months of training.

The MS Department of Education currently has a Manufacturing pathway in their career and technical education (CTE) programs where students may choose their individual courses of study which often include welding, mechanical, carpentry, or computer/technology systems, etc. At this time, no schools offer a career pathway that provides shipbuilding specific skills other than basic welding. In fact, today’s high school graduates do not possess the knowledge and/or skills necessary to qualify for entry level shipbuilding.

Increasingly America’s labor market requires certification, credentials and/or post-secondary degrees to enter. In order to close this gap, we need to focus on three major areas within the local high schools.

- Recruit more students into career and tech programs, specifically shipbuilding
- Incorporate the maritime curriculum and support teacher development
- Increase skill level with more hands-on activities to support curriculum

#### The Project: Shipbuilder Academy

The goal of the project is to establish and maintain a viable Shipbuilder career pathway in addition to the vocational pathways currently available for high school students. For the pilot, it is recommended that the program be a two semester/one year program.

A priority of the project is to connect young people with shipbuilding specific training. It is understood that very few “Shipbuilder Academy” graduates will be qualified for entry level employment absent of additional community college or industry led training. However all students will benefit from foundation skills gained. Further, the program will expose students to shipbuilding as a career and identify those with an interest and desire to be shipbuilders.

The Shipbuilder Academy idea will work in concert with Tech Masters and Blueprint Mississippi Pathway to Progress initiatives. Initially the idea was to establish programs at school locations. This was problematical due to the initial investment in equipment and materials required. Bringing students to the Maritime Training Academy location and utilizing the classrooms and labs would alleviate this issue. Students ride busses to the MTA, and then spend the appropriate and necessary time at the facility during the available hours from 7:00am-11:00am, M-F.

#### The Students

The goals are to recruit students who have both; an interest in shipbuilding and have a propensity for success. This program will expose students to:

- Career opportunities in shipbuilding craft areas
- Higher level technical skills
- Workplace readiness

Students will have the opportunity obtain a recognized certifications, such as NCCER Maritime Core Certification, and Level 1 Trade Certification (where feasible), therefore, making them more employable.

These programs continue to build a higher level of academics by applying practical knowledge all while learning from the professionals. Students will:

- Focus on general shipbuilding craft knowledge.

- Be evaluated on their knowledge retention and skill competency.
- Understand the importance of safety in the workplace. To be clear, the safety of the students would be our highest priority.

### **The Curriculum**

Initially, the program will use curriculum developed by the National Center for Construction Education and Research (NCCER) specifically for the Maritime Industry. Curriculum was chosen after considering:

- Does the curriculum meet the foundation skills needed in the shipbuilding crafts?
- Does it address the soft skills necessary to be successful?
- Does it connect with the Community College Career Tech offerings?
- Will it result in a credential?

Curriculum includes:

- NCCER Core plus Introduction to Maritime addendum
- Selected NCCER Maritime Modules
- Other Maritime Specific (Non-NCCER) course work

All programs will integrate Shipyard safety and hands on activities.

Gulf Coast Shipbuilding Consortium will have an opportunity to adjust the curriculum to enhance areas of weakness. Hands-on and soft skills training will be integrated into the program. This will include activities associated with specific skill associated with shipbuilding crafts.

### **The Teachers**

The goal is to ensure a high level of education is offered to the students. In the beginning, the Academy training in Shipbuilding will be provided by the current Instructors who are not subject matter experts in Shipbuilding but, they may possess some related expertise in construction, welding, and/or carpentry. To supplement this we propose allowing MTA staff to provide support for and assistance with classroom and hands on instruction. MTA Staff will enroll in training necessary to become NCCER Certified. This will facilitate credentialing for our students.

### **School Partners**

The public schools within Jackson County Mississippi will be solicited to participate in the program pilot.

These pilot schools were chosen by location proximity and commuter patterns, as well as, by the level of current engagement and willingness to participate. The goal is to implement the Shipbuilder Academy program beginning August 2015.

### **Transition to Gulf States Shipbuilding Consortium**

Ingalls Shipbuilding is eager to take the lead in this important and innovative project. However, to ensure its ultimate success, the base of industry support must be broadened. This will ensure program training and job development will be an industry priority rather than the priority of one business. To this end, Gulf States Shipbuilding Consortium (GSSC) of which Ingalls Shipbuilding is an industry member and the member lead in starting this initiative will be the program sponsor Activities should include but may not be limited to:

- Assigning SME's to participating schools for ongoing support
- Hosting job/education fairs for students/participants and their families
- Hosting professional development events for Career Tech Instructors and Coordinators
- Arranging donations of material from members to the participating schools

In due course, it is the expectation that the high school partners will produce an increased number of graduates with higher skill levels and an increased interest in shipbuilding. Schools may be added and/or eliminated based on performance in the pilot. The goal is to expand the program to as many schools that are interested and willing to commit to participation.

## Appendix 10: Aerospace Academy

### Pearl River Community College and Hancock County Port and Harbor Commission Aerospace Academy

Aerospace is a staple on the Mississippi Gulf Coast, despite the lack of comprehensive aerospace and industry-related training programs from both the academic and workforce training perspectives. The Pearl River Community College (PRCC), which services Hancock County, and the Hancock County Port and Harbor Commission (HCPHC) have the will, need and wherewithal to make such a comprehensive training program a reality. With PRCC's existing academic and workforce training acumen and HCPHC's land strategically located on the Stennis International Airport airfield, a very successful partnership can be formed, estimated amount of \$10 million for constructing a multipurpose 43,100 sf. facility and related parking, apron and taxiway and an estimated \$3.1 million for a three-year operational start-up period.

Hancock County, which is home to Stennis Space Center and Stennis International Airport, has robust aerospace activity in both the private and federal sectors with twelve industries in the private sector alone, and coast wide there are 25 aerospace industries, with an untold amount of smaller support business with industrial training needs. While there is strong sector activity, lacking are the components that would create a true industry cluster and a major factor in cluster development is the existence of a universities and colleges supportive of that activity. Once a strong industry cluster is in place, synergies are created that are hard to easily duplicate in other regions. PRCC and HCPHC wish to enhance the Gulf Coast's existing competitive advantage with the creation of an aerospace and workforce academy that would provide the academic, workforce training, and networking components that weave the threads of synergy even tighter for aerospace in Hancock County.

Pearl River Community College proposes to partner with the Hancock County Port and Harbor Commission to develop a career readiness center to prepare students for existing and potential jobs in the region and to provide a social environment that can facilitate partnerships between private, government and academic enterprises.

While there are some aerospace related training programs on the Mississippi Coast, there are many gaps, and those gaps are likely masking unidentified opportunities for growth. Academic and training programs can be placed into service for industries to fill the gaps and make industry attraction more feasible. The areas of emphasis will include and create synergy among the aviation, aerospace, industrial and maritime trades. The objective is to prepare students for the world of work—whether it is advanced schooling in degree programs or for job readiness and skill enhancement in non-degree programs.

With placement on the Stennis International Airport airfield and construction of a facility that meets laboratory and industrial workspace needs, students will experience both classroom and hands-on learning environments in Hancock County. The facility takes into consideration social, classroom and laboratory amenities as is more fully described, below.

**Social Amenities:** The facility will provide meeting and training space for local businesses, industry, trade groups, and industrial and academic partners. The academy will provide of meeting space and dining space including a 200 seat area and two 25 seat areas. Also included will be personnel offices for the Academy Director/Dean, Workforce Project Manager, up to 6 faculty members and a reception area.

**Classroom Amenities:** The classrooms will feature state-of-the-art furniture that provides mobility and flexibility with quick changing configurations. Technologies will include a media lounge, interactive video displays with multi-touch screens, collaboration workstations, digital signage player, polycom wireless presentation system with teleconferencing capabilities as well as a the latest personal technology devices for learning such as iPads and/or Chromebooks.

**Laboratory Amenities:** Students will experience laboratories that are responsive to current needs but capable of accommodating future demands. Labs will have design for technology incorporated with immense access to electronic communications systems, and balance between open and closed workspaces via large doors and movable workstations.

With training facilities severely lacking, the aerospace and workforce academy should be used as a launching pad for expanding industrial career tech training in Hancock County. Additionally, since the military airframe and power plant mechanics are not certified to work on civilian aircraft, there is a need to provide a certification program that helps to transition trained personnel as they leave the military and prepare for work in the private sector. The existence of a fast track A&P certification program would greatly enhance recruitment efforts for MRO's and other aerospace companies in need of certified A&P mechanics. With airframe and power plant mechanics at Naval Air Station New Orleans, Keesler Air Force Base, and the Army Air National Guard, there is the potential for a sizeable number of mechanics to transition to the private sector should a new company arrive or an existing one expand.

This workforce development project must be developed in concert with:

- Targeted economic development efforts to attract more aerospace industry to the region,
- Existing industries to identify their greatest workforce training needs, meet those needs, and place the Mississippi Gulf Coast in the limelight for further expansion of those industries, and
- Area high school and middle school career pathways program to shed a light on the career choices available in aerospace on the Mississippi Gulf Coast.

The Mississippi Gulf Coast is known for the John C. Stennis Space Center (SSC) and its rocket missile and propulsion engine manufacturing and testing facilities. Stennis Space Center is home to many technology companies that serve information technology development roles for both aerospace and marine technologies, as well. In addition to the companies located at SSC, there are many more private companies located across the Mississippi Coast and in Louisiana that are in close proximity to the proposed location of an Aerospace and Workforce Academy at Stennis International Airport. Stennis International Airport is strategically located at the edge of the eastern boundary of the SSC buffer zone, and as such has an acoustical buffer that serves as an excellent draw for aerospace companies seeking to design, test and build aircraft.

The Coast needs primary data to identify the size of the cluster, and it needs networking, training and promotion of R&D activities. With the large military and civilian presence of aviation businesses and jobs on the Mississippi Gulf Coast, the deficiency in numbers and types of workforce training programs, both academic and technical, inhibits aerospace industry growth on the Coast.

Cluster activity can be achieved by creating an aerospace knowledge base derived by networking and creating cooperation between and among all aerospace activities, including those of manufacturers, customers and suppliers, colleges and universities and aerospace associations.

An aerospace and workforce academy can serve as a hub for that cluster development, taking the lead for networking, training, and promoting research and development. It can identify and meet industry training needs, become a center of excellence for aerospace development, and create that competitive edge that will differentiate the Mississippi Gulf Coast for aerospace.

PRCC and HCPHC are well-positioned to make the academy a reality.

## Appendix 11: Lineman Apprenticeship Training

### Lineman Apprentice Training

#### Need and Purpose:

Southern Mississippi Planning and Development District (SMPDD) will establish a public-private partnership with utility companies and other workforce partners to design a training program to meet the growing need for lineman apprentices. The electric power industry plays a critical role in our state's economy. As part of its sector strategy planning process, the SMPDD identified the energy industry as an in-demand and growing sector for its workforce area. The energy industry advances the workforce area's economic growth and productivity; promotes business development and expansion; and provides middle-skill employment opportunities to Mississippians.

In many skills and craft jobs, SMPDD found that experts are quickly approaching retirement age. Electric lineman positions are among those affected by the challenge of an aging workforce. The importance of employees quickly moving from entry-level novices to trained experts is paramount to minimize negative employee safety and adverse business effects. The proposed Lineman Apprentice Training (LAT) program will help to meet the demand for lineman positions.

SMPDD will identify a consortium of 3 to 5 employers that will participate in this training.

#### Description of Lineman Apprentice Training Program

The LAT is a two-year apprentice program that combines 1,000 hours of classroom and on-line computer course work with 4,000 hours of on-the-job training. Industry instructors will provide the training on the Pearl River Community College, Hattiesburg campus. Students are accepted into the training program after six months on the job. During the first six months on the job, students will enroll in MS Works and complete Smart Start classes.

#### Training components during the two-year program:

##### Four weeks of classroom "boot camp":

- Orientation to the apprenticeship program and expectations of students.
- Field tasks: climbing poles, recognizing material for the job, equipment operation, and setting poles.
- Basics of line construction and maintenance
- Field Performance Reviews (FPR) process.
- Safety procedures related to line work.
- Safety focus and recognizing hazards of task at hand.
- Utilization of line equipment and apparatus

Computer course work – Learning Management System (LMS): Computer courses offer flexibility and balance of work and home life. The on-line component of this training program consists of 28 modules. Each module is self-paced with a mandatory test at the completion of the module. Industry instructors will monitor progress and provide additional instruction as needed.

On-The-Job Training (OJT): Students demonstrate skills learned by performing the task under their supervisor’s observation. As they master skills, the supervisor completes the appropriate section in the Field Performance Review book documenting the achievement. The OJT component includes 4,000 hours of supervised training. Students are paid by their respective employers while participating in OJT. Based on MS Average Wages during the two year program the apprentice can earn up to \$40,000 per year.

At the completion of each six-month segment the student is tested and with a passing score will progress to the next level of apprenticeship.

**Number and Types of Jobs**

Each instructor can train a new class of 15 apprentices every six months. SMPDD proposes to train 60 lineman apprentices during the the 2-year program. The apprentices are hired as Groundman and can progress to Lineman B at the completion of the 2-year program.

<b>Industry Average Wages</b>			
<b>Classification</b>	<b>Base</b>	<b>Overtime</b>	<b>Total</b>
Groundman	\$32,000	\$16,000	\$48,000
Apprentice I	\$38,000	\$16,000	\$54,000
Apprentice II	\$44,000	\$17,000	\$61,000
Lineman B	\$57,000	\$25,000	\$82,000

**Sustainability**

The LAT program will be added to the Eligible Training Program, which provides the opportunity for individual training accounts up to \$5,000 per student. WIOA funds may be available for customized training. Also, CMPDD will identify opportunities to leverage funds from other workforce partners. Consortium partners will also provide funding for books and some travel expense.

## Appendix 12: Get on the Grid

### Get on the Grid Description and Website Data

The manufacturing and energy sectors offer great opportunities for those trained in skilled professions. Unfortunately, too few people in Mississippi are aware of these opportunities. *Get on the Grid* is a program aimed at raising awareness and pushing more Mississippians into these high-demand jobs. Over the last two years, *Get on the Grid* has proven to be effective as a web-based platform to raise awareness and change perceptions about skilled professions. This is an effort that should be supported and sustained if we are to continue to grow the future workforce for the advanced manufacturing and energy sectors in the Twin District Workforce Development Area.

The screenshot shows the 'MECHATRONICS' page on the 'Get on the Grid' website. The page features a navigation bar with links for HOME, CHOOSE YOUR CAREER, FIND TRAINING NEAR YOU, RESOURCES, and GET TO KNOW US. A prominent yellow button encourages users to click for available jobs at mississippiworks.org. The main content area includes a circular icon of a man with a laptop, followed by key statistics: a salary range potential of \$45,000 - 80,000+ /year, education requirements of community college and/or on-the-job training, and skills needed such as computer experience and problem-solving. It also lists hiring sectors: automotive, aerospace, and energy. A video player shows a 'Systems Operator' working in a control room. To the right, a 'FOR THE TECH GENIUS' section highlights the opportunity to revolutionize the face of energy and manufacturing careers, with links to training courses and job openings. Below this is an 'AVERAGE YEARLY SALARY COMPARISON' table.

AVERAGE YEARLY SALARY COMPARISON	
NURSING ASSISTANTS	\$20,830
PHARMACY TECH	\$27,340
TAX PREPARERS	\$29,830
GRAPHIC DESIGNERS	\$36,630
COMPUTER SUPPORT	\$40,860
SYSTEMS OPERATORS	\$65,033

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www.getonthegridms.com/portfolio\_page/mechatronics/

Access MCD Jupiter Marketing Market Analytics Burgey GMA Offers Tool Global Review Center MOVEit McDonald's Digital Sprinklr FuseMail Other bookmarks

**GRID** HOME CHOOSE YOUR CAREER FIND TRAINING NEAR YOU RESOURCES GET TO KNOW US

## AVAILABLE TRAINING PROGRAMS

**MECHATRONICS (COMPUTER NETWORKING TECHNOLOGY)**

**Hinds CC**  
Dr. Chad Stokes  
601-857-3335  
Pearl, Raymond

**Mississippi Gulf Coast CC**  
John Shows  
601-928-6397  
Gulfport

**MECHATRONICS (COMPUTER SERVICING TECHNOLOGY)**

**Coahoma CC**  
Ann Shelton-Clark  
662-621-4220  
Clarksdale

**MECHATRONICS (INDUSTRIAL ENGINEERING TECHNOLOGY)**

**Holmes CC**  
Sherrie Cheek  
662-472-9321  
Goodman, Grenada, Ridgeland

**Itawamba CC**  
Barry Emison  
662-620-5100  
Fulton, Tupelo, Belden

**MECHATRONICS (INSTRUMENTATION AND CONTROL TECHNOLOGY)**

**Mississippi Gulf Coast CC**  
John Shows  
601-928-6397  
Gulfport

**MECHATRONICS (INSTRUMENTATION AND CONTROL TECHNOLOGY)**

**Southwest Mississippi CC**  
Jeremy Ward Smith  
601-278-3220  
Summit

**MECHATRONICS (INSTRUMENTATION AND CONTROL TECHNOLOGY)**

**Itawamba CC**  
Barry Emison  
662-620-5100

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www.getonthegridms.com/portfolio\_page/mechatronics/

Access MCD Jupiter Marketing Market Analytics Burgey GMA Offers Tool Global Review Center MOVEit McDonald's Digital Sprinklr FuseMail Other bookmarks

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**MECHATRONICS (INDUSTRIAL ENGINEERING TECHNOLOGY)**

**Holmes CC**  
Sherrie Cheek  
662-472-9321  
Goodman, Grenada, Ridgeland

**Itawamba CC**  
Barry Emison  
662-620-5100  
Fulton, Tupelo, Belden

**Itawamba CC**  
Barry Emison  
662-620-5100

## SELECTED OPENINGS FROM MISSISSIPPI WORKS

RECENT OPENINGS FOR PLANT AND SYSTEM OPERATORS. ALL OTHER IN MISSISSIPPI WORKS

**Sand Plant/Dredge Operator (#NLX91554365)**  
Oldcastle (Yazoo, MS)  
April 5, 2017  
Job ID: 112040 Pioneer Materials, part of Oldcastle Materials, Inc., a division of Oldcastle, is the leading vertically integrated supplier of ... [more](#)

**Sand Plant/Dredge Operator (#NLX87232835)**  
Oldcastle (Yazoo City, MS)  
January 18, 2017  
City: Dover State: DE Postal/Zip Code: 19901 Pioneer Materials, part of Oldcastle Materials, Inc., a division of Oldcastle, is the leading vertical... [more](#)

[CLICK HERE FOR AVAILABLE JOBS ONLINE AT MISSISSIPPIWORKS.ORG](#)

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Southern Mississippi Planning & Development District

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**BUILDING A STRONGER MISSISSIPPI**

9229 Highway 49  
Gulfport, MS 39503  
(228) 868-2311  
[smpdd.com](http://smpdd.com)

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Auxiliary aids and services available upon request to individuals with disabilities*

**Twin Districts Workforce Development Area WIOA Implementation Plan**