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Local Workforce Development Board

2024–2028 Local Area Plan

2026 Modification

Submitted by the Twin Districts Workforce Development Board
*Written by the Southern Mississippi Planning and Development District
Economic Workforce Development Division • Administrative Entity & Fiscal Agent
In alignment with the Mississippi WIOA Combined State Plan, 2024–2028*

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List of Acronyms

Acronym	Definition
AccelerateMS	Mississippi Office of Workforce Development
AE	Adult Education
ATS	America's Talent Strategy: Building the Workforce for the Golden Age
CBO	Community-Based Organization
CEO	Chief Elected Official
CTE	Career and Technical Education
DOL	U.S. Department of Labor
DVOP	Disabled Veteran Outreach Program Specialist
EO	Equal Opportunity
EWD	Economic Workforce Development Division (SMPDD)
HSE	High-School Equivalency
IAC	Industry Advisory Council
ITA	Individual Training Account
JVSG	Jobs for Veterans State Grants
LWDA	Local Workforce Development Area
LWDB	Local Workforce Development Board
MAP	Mississippi Apprenticeship Program
MCCB	Mississippi Community College Board
MDA	Mississippi Development Authority
MDE	Mississippi Department of Education
MDES	Mississippi Department of Employment Security
MDHS	Mississippi Department of Human Services
MDOC	Mississippi Department of Corrections
MDRS	Mississippi Department of Rehabilitation Services
MI-BEST	Mississippi Integrated Basic Education and Skills Training
MOU	Memorandum of Understanding
NCRC	National Career Readiness Certificate
OGM	Office of Grant Management (MDES)
OJT	On-the-Job Training
Perkins V	Carl D. Perkins Career and Technical Education Act
RESEA	Re-Employment Services and Eligibility Assessment
SCSEP	Senior Community Service Employment Program
SLDS	State Longitudinal Data System
SMPDD	Southern Mississippi Planning and Development District
SNAP	Supplemental Nutrition Assistance Program
STEP	Career Skills Training & Education Pathways Program
SWIB	State Workforce Investment Board
TANF	Temporary Assistance for Needy Families

Acronym	Definition
TDWDA	Twin Districts Workforce Development Area
TDWDB	Twin Districts Workforce Development Board
TEGL	Training and Employment Guidance Letter
UI	Unemployment Insurance
WET	Workforce Enhancement Training Fund
WIN	Workforce Investment Network (Job Center)
WIOA	Workforce Innovation and Opportunity Act

Introduction

Program Year 2015 marked the initiation of the Workforce Innovation and Opportunity Act (WIOA), which requires each Local Workforce Development Board (LWDB) to develop a comprehensive four-year plan in collaboration with the local Chief Elected Officials. For the Twin Districts Workforce Development Area (TDWDA), the current plan covers the period from July 1, 2024, through June 30, 2028. Consistent with WIOA Section 108(a), TEGL 06-17, and the Guidelines for Mississippi Local Workforce Development Board Plans, the Twin Districts Workforce Development Board (TDWDB) reviews the Local Plan and submits modifications that reflect changes in labor market and economic conditions and other factors affecting plan implementation. This document is the 2026 Modification of the Twin Districts Local Area Plan.

On April 30, 2026, the State of Mississippi submitted a Combined State Plan to meet the requirements of WIOA Section 103. This local modification aligns with that Combined State Plan and is submitted in accordance with WIOA Section 108, WIOA Policy Number 23, and MDES Communication 25-003. Mississippi's Combined Plan reflects Governor Tate Reeves' vision of a unified workforce system that aligns workforce development, career and technical education authorized under the Carl D. Perkins Career and Technical Education Act (Perkins V), and economic development under a single, demand-driven framework. In 2020, the Office of Workforce Development, AccelerateMS, was established by the Governor and the Mississippi Legislature to serve as the coordinating agency for all workforce development stakeholder organizations in the state.

A defining feature of this modification is its alignment with America's Talent Strategy: Building the Workforce for the Golden Age—the joint workforce strategy released by the U.S. Departments of Labor, Commerce, and Education. The federal strategy is organized around five pillars: industry-driven strategies, worker mobility, integrated systems, accountability, and flexibility and innovation. Mississippi's Combined State Plan advances these pillars through seven statewide goals, and the Twin Districts Local Area Plan operationalizes both within the twenty-four-county Twin Districts region.

Mississippi has elected to submit a Combined Plan that includes the required core programs—the Adult, Dislocated Worker, and Youth programs under WIOA Title I; the Adult Education and Family Literacy Act program; the Wagner-Peyser Act program; and the Vocational Rehabilitation program—together with Combined Plan partner programs including Temporary Assistance for Needy Families (TANF), Unemployment Insurance (UI), Trade Adjustment Assistance (TAA), the Jobs for Veterans State Grants program (JMSG), the Senior Community Service Employment Program (SCSEP), and, for the first time, Perkins V. The Twin Districts delivers these services through a network of WIN Job Centers and partner locations across the region.

The TDWDB will continue to review and, as necessary, modify the Local Plan, submitting updates to the Mississippi Department of Employment Security (MDES) Office of Grant Management (OGM). This ensures the plan remains responsive to the region's evolving labor market, economic conditions, and workforce priorities.

Local Area Plan Foundation

The foundation for the Twin Districts Local Area Plan is the economic and workforce analysis required by WIOA, tailored to the region's industrial profile. To align the local workforce ecosystem with education, training, and economic development, the Twin Districts pursues the following:

- **Career Pathway Model Alignment.** Align local workforce services around a Career Pathway Model that helps individuals at any stage of work-readiness secure gainful employment in high-demand regional sectors.
- **Industry-Driven Service Design.** Anchor training investments to validated employer demand and the region's priority occupations—Healthcare, Energy and Chemicals, Advanced Manufacturing, and Information Technology—consistent with the TDWDA Sector Strategy Plan and the federal pillar of industry-driven strategies.

- **Integrated Technology.** Enhance information technology—including the WIOA Hub, Mississippi Works, and GranTrak—to coordinate case management across partners, reduce duplication, and expand worker mobility through digital and virtual service delivery.
- **Ecosystem Approach to Education and Training.** Build on the network of local partners—including the region’s five community colleges (East Central, Jones County Junior College, Meridian, Mississippi Gulf Coast, and Pearl River), area universities, and 53 area high schools—to expand participation, retention, and credential completion.
- **Performance and Data-Driven Planning.** Use performance measures and the State Longitudinal Data System to assess program effectiveness and ensure accountability for results.
- **Ongoing Workforce Research.** Continuously analyze employer needs in regional and emerging sectors—including shipbuilding, the Blue Economy, aerospace, and cybersecurity—to inform planning.
- **Shared Vision and Coordination.** Foster a unified vision with the State Workforce Investment Board (SWIB), AccelerateMS, and partner LWDAs.

Alignment with America’s Talent Strategy and the Combined State Plan

This modification mirrors the strategic architecture of the Mississippi Combined State Plan, which is built on the five pillars of America’s Talent Strategy. The table below summarizes how the Twin Districts operationalizes each pillar locally; the strategies are carried throughout Sections C through F of this plan.

Table: Twin Districts Alignment with the Five Pillars of America’s Talent Strategy

Federal Pillar	How the Twin Districts Advances It Locally
1. Industry-Driven Strategies	The TDWDA directs WIOA training resources to priority occupations in its identified sectors—Healthcare, Energy and Chemicals, Advanced Manufacturing, and Information Technology—with additional support for Shipbuilding, Agribusiness, Tourism, and the coastal Blue Economy, guided by the Industry Advisory Council, the region’s economic developers, and partnerships with major employers including Huntington Ingalls and Singing River Health System.
2. Worker Mobility	The TDWDA expands earn-and-learn pathways—including the Ingalls apprenticeship program at the Haley Reeves Barbour Maritime Training Academy, the state’s only healthcare registered apprenticeship with Singing River Health System, OJT, internships, and incumbent worker training—alongside customized transportation and supportive services and expanding virtual access through one-stop navigators.
3. Integrated Systems	The TDWDA operates a “no-wrong-door” WIN Job Center system anchored by the Gulfport Comprehensive Center and ten Affiliate Centers, with shared intake and referral through the WIOA Hub and Mississippi Works, co-located Combined Plan partners, and Perkins V-aligned K-16+ career pathways supported by 47 Career Coaches serving 53 area high schools.
4. Accountability	The TDWDA links investments to outcomes through negotiated WIOA performance measures, quarterly benchmark reviews with subrecipients, the State Longitudinal Data System (SLDS), customer-satisfaction surveys of job seekers and employers, and annual monitoring of providers.
5. Flexibility & Innovation	The TDWDA invests in innovative service models—re-entry initiatives under Pathway Home 5, RESTORE ARP, and the Governor’s Reserve Fund Re-entry Grant; the MI-BEST integrated education model at regional community colleges; TANF-funded Career STEP training; digital and virtual One-Stop delivery; and short-term credentialing aligned to sector needs, including Workforce Pell-eligible programs as certified by the State.

Mississippi’s seven Combined State Plan goals—coordinating service delivery through a no-wrong-door approach; strengthening interagency partnerships; developing articulated K-16+ pathways; developing cross-program performance metrics; maximizing technology; investing in integrated technology; and communicating a unified vision—map directly to these pillars and are reflected in the Twin Districts’ local goals in Section F.

Public Comment Requirements

In accordance with WIOA Section 108(d), the TDWDB makes the proposed Local Plan modification available to the public through electronic platforms, public hearings, and local news media, and provides a public comment period of no fewer than 30 days. Any comments received that express disagreement with the plan are submitted to the State together with the plan. The proposed modification is made available for public review and comment for the required 30-day period prior to submission to MDES; the public comment period and any comments received are documented in the appendices. Comments and questions will be received through October 31, 2026. at comments@smpdd.com

Plan Outline

A. Local Workforce Development Area Overview

A.1. Local Workforce Development Area:

Twin Districts Local Workforce Development Area (TDWDA).
See Appendix A for the Local Workforce Development Area Re-Designation Approval Letter.

A.2. Workforce Director:

Allison B. Hawkins, Division Director
Twin Districts
10441 Corporate Drive, Suite 1
Gulfport, MS 39503
Phone: 228-868-2311
Email: ahawkins@smpdd.com

A.3. Chief Elected Official:

Calvin Newsom
Marion County Supervisor
215 Broad Street
Columbia, MS 39429
Phone: 601-441-2350
Email: calvinnewsom63@gmail.com

A.4. Individuals authorized to receive official mail for the Chief Elected Official:

Leonard Bentz and Allison B. Hawkins
10441 Corporate Drive, Suite 1
Gulfport, MS 39503
Email: lbentz@smpdd.com / ahawkins@smpdd.com

A.5. Administrative Entity / Fiscal Agent responsible for disbursing Local Area WIOA grant funds:

Southern Mississippi Planning and Development District (SMPDD)
10441 Corporate Drive, Suite 1
Gulfport, MS 39503
Phone: 228-868-2311

A.6. Administrative/Fiscal Agent signatory official:

Leonard Bentz, Executive Director
SMPDD, 10441 Corporate Drive, Suite 1
Gulfport, MS 39503
Phone: 228-868-2311
Email: lbentz@smpdd.com.

A.7. See Appendix B for the Administrative Entity / LWDA / Fiscal Agent organizational chart.

A.8. DUNS: 069386001
Unique Entity ID: ER6TDW6YSZM8
SAM status: Current.

A.9. Local Board Chairperson:

David Stephens, Owner
HR Excellence Consulting, LLC
4013 50th Street
Meridian, MS 39305
Phone: 601-938-5757
Email: dstephens@hrexcellenceconsultingllc.com

A.10. See Appendix C for the Twin Districts Workforce Development Board Membership List.

A.11. See Appendix D for the TDWDB By-Laws, including dates adopted and amended.

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

A.13. See Appendix F for the Local Area Signatory Submission Page.

B. Regional Strategic Planning and Economic & Workforce Analysis

B.1. The State of Mississippi is divided into four Local Workforce Development Areas (LWDAs): Delta, Mississippi Partnership, South Central Mississippi Works, and Twin Districts. These areas align with the State's planning and development district structure established by the Mississippi Comprehensive Workforce Training and Consolidation Act of 2004, under which planning and development districts serve as fiscal agents for the local boards. The Twin Districts LWDA encompasses twenty-four counties in southeastern Mississippi: Clarke, Covington, Forrest, George, Greene, Hancock, Harrison, Jackson, Jasper, Jefferson Davis, Jones, Kemper, Lamar, Lauderdale, Leake, Marion, Neshoba, Newton, Pearl River, Perry, Scott, Smith, Stone, and Wayne. To allow finer calibration of workforce and economic development efforts while preserving local governance, AccelerateMS has defined eight workforce ecosystems statewide; Ecosystems Six and Eight are primarily located in the TDWDA.

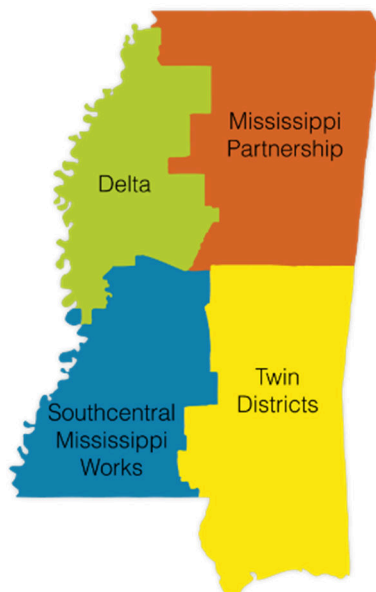


Figure 1: Local Workforce Development Areas

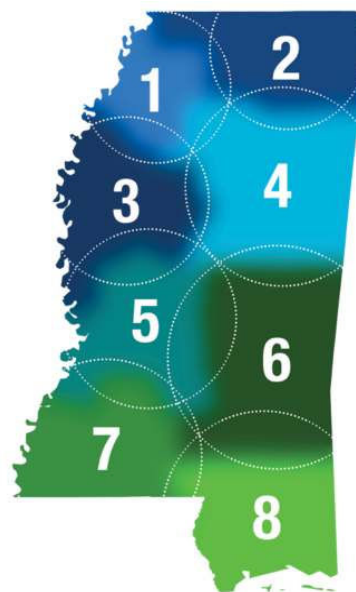


Figure 2: Mississippi Workforce Ecosystems

B.2. The Twin Districts has embraced the vision of the Mississippi WIOA Combined State Plan—a workforce system that functions as a connected ecosystem in which all partners and services align to achieve shared goals, so that every resident can become work- or career-ready and secure a quality job at home. From the moment individuals enter the system, they are provided the tools to choose and pursue a career pathway relevant to current and future labor markets; from the moment businesses engage the system, resources are aligned to cultivate the sustainable, high-performance workforce essential to their long-term viability. Key aspects of the strategic vision are to create a talent pool with the skills, knowledge, and experience required by local employers in both the current and future job markets; develop the outreach, education, and training infrastructure that drives participation, retention, and completion of postsecondary credentials; and leverage workforce development investments and resources to promote state, community, business, and individual prosperity.

B.3. Economic Analysis. The Twin Districts economy is the largest of Mississippi’s four workforce areas, supporting total average employment of 367,265 in 2024 across all industries, with an overall average annual wage of \$49,416 across 22,170 establishments. The regional economy is anchored by Health Care and Social Assistance (16.8% of employment), Accommodation and Food Services (14.2%), Manufacturing (13.6%), Retail Trade (12.9%), and Educational Services (9.1%). Located in the southeastern part of the state, the region is successful in several sectors, including manufacturing, healthcare, and tourism; top manufacturing industries include transportation equipment manufacturing, shipbuilding, and electrical equipment, appliance, and component manufacturing. The combination of Stennis Space Center and military installations including Keesler Air Force Base, Naval Construction Battalion Center, Meridian Naval Air Station, and Camp Shelby Joint Forces Training Center reinforces a strong military presence and contributes to the region’s advanced manufacturing base in shipbuilding and aerospace. The Gulf Coast’s role as a tourist attraction and hub of international business and the Pine Belt in southern Mississippi give the Twin Districts LWDA its unique economic identity.

Table 1: Labor Market Employment by Industry, Twin Districts

Industry	Avg. Employment	% of Total	Avg. Annual Wage	Establishments (Q4 2024)
Health Care and Social Assistance	61,592	16.8%	\$55,682	2,516
Accommodation and Food Services	52,008	14.2%	\$24,442	2,416
Manufacturing	50,054	13.6%	\$64,483	698
Retail Trade	47,491	12.9%	\$32,446	4,116
Educational Services	33,288	9.1%	\$46,719	387
Public Administration	23,494	6.4%	\$57,512	409
Construction	17,955	4.9%	\$66,251	1,835
Administrative and Waste Services	14,622	4.0%	\$38,245	996
Transportation and Warehousing	10,669	2.9%	\$56,581	936
Professional and Technical Services	9,331	2.5%	\$69,721	1,839
Finance and Insurance	8,521	2.3%	\$63,641	1,377
Wholesale Trade	7,793	2.1%	\$62,278	712
Other Services, Except Public Administration	7,023	1.9%	\$40,769	1,598
Management of Companies and Enterprises	4,292	1.2%	\$91,175	142
Arts, Entertainment, and Recreation	4,276	1.2%	\$21,726	277
Real Estate and Rental and Leasing	3,728	1.0%	\$46,282	924
Utilities	3,694	1.0%	\$98,487	219
Agriculture, Forestry, Fishing and Hunting	3,542	1.0%	\$53,507	366
Information	2,614	0.7%	\$53,197	262
Mining, Quarrying, and Oil and Gas Extraction	1,279	0.3%	\$83,801	145

Industry	Avg. Employment	% of Total	Avg. Annual Wage	Establishments (Q4 2024)
Total	367,265	100.0%	\$49,416	22,170

Source: Mississippi Department of Employment Security, Labor Market Information, Census of Employment & Wages, 2024 Annual Averages.

The region's traded sectors—those that sell goods and services outside the region and import wealth into it—are led by food manufacturing, professional and technical services, credit intermediation, truck transportation, utilities, and wood product manufacturing. Several traded sectors are projected to expand significantly through 2032, most notably nonmetallic mineral product manufacturing (+19.8%), transit and ground passenger transportation (+19.0%), chemical manufacturing (+18.1%), animal production and aquaculture (+17.2%), warehousing and storage (+15.9%), and petroleum and coal products manufacturing (+10.8%)—reflecting the region's opportunity to grow advanced manufacturing, energy, and logistics on its industrial base.

Table 2: Labor Market Employment & Demand in Traded Sectors

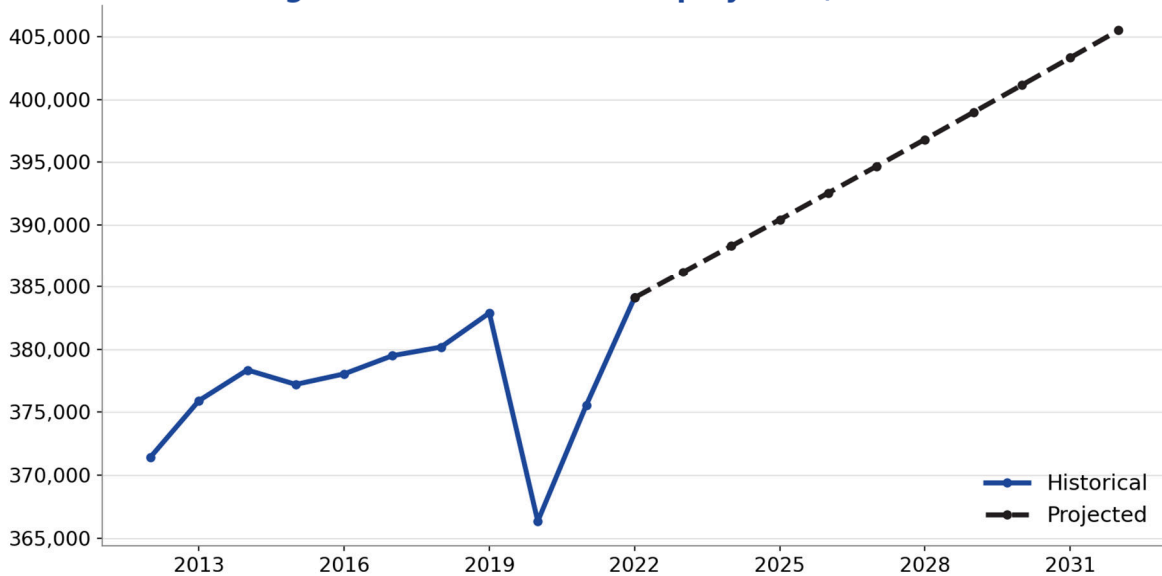
Industry	2024 Avg. Employment	% Traded Emp.	Proj. 2022–32 % Change	2024 Avg. Wage
Food Manufacturing	13,060	14.6%	5.4%	\$43,355
Professional and Technical Services	9,331	10.4%	9.1%	\$69,721
Credit Intermediation and Related Activities	6,006	6.7%	2.4%	\$61,065
Truck Transportation	4,013	4.5%	3.6%	\$56,730
Utilities	3,694	4.1%	3.3%	\$98,487
Wood Product Manufacturing	3,542	3.9%	-1.1%	\$64,048
Machinery Manufacturing	2,726	3.0%	0.7%	\$59,407
Chemical Manufacturing	2,221	2.5%	18.1%	\$85,205
Insurance Carriers and Related Activities	2,169	2.4%	8.7%	\$59,685
Petroleum and Coal Products Manufacturing	2,157	2.4%	10.8%	\$152,746
Fabricated Metal Product Manufacturing	1,745	1.9%	-0.5%	\$58,209
Telecommunications	1,365	1.5%	-2.0%	\$67,386
Support Activities For Transportation	1,356	1.5%	5.3%	\$68,280
Warehousing and Storage	1,354	1.5%	15.9%	\$41,399
Forestry and Logging	1,279	1.4%	-13.0%	\$52,572
Couriers and Messengers	1,164	1.3%	8.3%	\$48,903
Animal Production and Aquaculture	1,148	1.3%	17.2%	\$53,103
Support Activities For Mining	1,056	1.2%	15.2%	\$81,681
Primary Metal Manufacturing	843	0.9%	7.0%	\$73,260
Nonmetallic Mineral Product Manufacturing	804	0.9%	19.8%	\$69,089
Agriculture and Forestry Support Activities	686	0.8%	1.6%	\$51,615
Miscellaneous Manufacturing	662	0.7%	1.4%	\$49,069
Plastics and Rubber Products Manufacturing	646	0.7%	-18.0%	\$57,661
Furniture and Related Product Manufacturing	615	0.7%	-13.7%	\$47,563
Transit and Ground Passenger Transportation	600	0.7%	19.0%	\$28,633
Internet Publishing and Broadcasting	445	0.5%	0.9%	\$47,567
Printing and Related Support Activities	430	0.5%	5.0%	\$61,927
Securities, Commodity Contracts, Investments	286	0.3%	7.6%	\$134,074

Industry	2024 Avg. Employment	% Traded Emp.	Proj. 2022–32 % Change	2024 Avg. Wage
Crop Production	265	0.3%	7.4%	\$34,463
Motion Picture and Sound Recording Industries	210	0.2%	1.0%	\$21,697
Publishing Industries	189	0.2%	56.2%	\$52,882
Fishing, Hunting and Trapping	163	0.2%	1.0%	\$102,687
Oil and Gas Extraction	127	0.1%	-4.5%	\$127,560
Mining, Except Oil and Gas	97	0.1%	-13.5%	\$49,709
Data Processing, Hosting and Related Services	40	0.0%	79.3%	\$64,559
Textile Product Mills	34	0.0%	-12.7%	\$29,640

Source: MS Department of Employment Security, Census of Employment & Wages, 2024 Annual Averages; and Industry Projections, Twin Districts WDA, 2022–2032.

Regional employment is projected to continue growing: from 384,118 jobs in 2022 to 405,522 by 2032—a gain of 21,404 jobs (5.6%), the second-largest numeric gain among the four LWDAs.

Figure 3: Twin Districts Employment, 2012–2032



Source: MS Department of Employment Security, Labor Market Information, Industry Projections, Twin Districts WDA, 2022–2032.

Table 3: Anticipated Job Growth by LWDA, 2022–2032

Area	2022 Employment	2032 Projected	Change	% Change	Mean Annual Wage 2024
Mississippi	1,182,554	1,256,526	73,972	6.3%	\$49,740
Delta	87,592	91,221	3,629	4.1%	\$44,331
MS Partnership	354,456	378,946	24,490	6.9%	\$47,803
South Central	356,409	380,964	24,555	6.9%	\$52,867
Twin Districts	384,118	405,522	21,404	5.6%	\$48,902

Source: MS Department of Employment Security, Occupational Projections, 2022–2032; and Occupational Wage Estimates, 2024.

The Twin Districts' target industries are determined in partnership with AccelerateMS, the Mississippi Development Authority, the Industry Advisory Council, and regional economic developers. The region's targeted activities and their relative scale are summarized below.

Table 4: Targeted Industries by Area

Activity	MDA	Delta	MS Partnership	South Central MS Works	Twin Districts
Advanced Manufacturing	X	X	X	X	X
Aerospace, Space & Defense	X	X	X		X
Agriculture, Food & Beverage	X	X	X	X	
Automotive & Related Manufacturing	X	X	X	X	
Data Centers & Information Technology	X			X	X
Distribution & Logistics	X	X	X	X	X
Energy & Related	X	X	X	X	X
Forestry, Chemicals & Related	X		X		X
Healthcare & Support		X	X	X	X
Information Infrastructure		X	X	X	X
Shipbuilding & Related	X				X

Source: AccelerateMS; MS Department of Employment Security, Labor Market Information; MS Development Authority; and Workforce Development Areas.

Table 5: Targeted Industries in the Twin Districts

Activity	Average Employment	Average Annual Wage	Establishments (Q4 2024)
Advanced Manufacturing	26,891	\$75,750	231
Aerospace, Space & Defense	29,138	\$70,834	919
Agriculture, Food & Beverage	24,718	\$40,683	999
Automotive & Related Manufacturing	1,489	\$63,104	19
Data Centers & Information Technology	3,547	\$73,724	470
Distribution & Logistics	13,362	\$57,006	986
Energy	16,348	\$89,452	740
Forestry, Chemicals & Related	9,765	\$67,984	439
Healthcare & Support	54,381	\$60,001	2,010
Information Infrastructure	15,416	\$65,762	1,447
Shipbuilding & Related	17,862	\$73,881	330

Source: Mississippi Department of Employment Security, Labor Market Information, Census of Employment & Wages, 2024 Annual Averages.

Note: one NAICS code may appear in multiple groups.

Forward-looking labor-market analytics identify the region's strongest near-term growth opportunities at the detailed industry level, concentrated in services for the elderly and persons with disabilities, restaurants, local-government hospitals, poultry processing, power and specialty transformer manufacturing, warehouse clubs and supercenters, and offices of physical and occupational therapists—alongside high-wage growth in electrical contracting.

Table 6: Strongest Economic Growth Opportunities, 2025–2035

NAICS	Industry	2025 Jobs	2035 Jobs	2025-2035 Job Change	% Change	2025 Employment Concentration	Avg. Earnings Per Job
624120	Services for the Elderly and Persons with Disabilities	4,143	5,673	1,530	36.9%	0.6	\$29,039
722511	Full-Service Restaurants	13,013	13,965	952	7.3%	1.0	\$26,160
903622	Hospitals (Local Government)	15,051	15,961	911	6.0%	8.9	\$79,458
311615	Poultry Processing	12,071	12,854	783	6.5%	19.7	\$54,428
335311	Power, Distribution, and Specialty Transformer Manufacturing	4,583	5,364	781	17.0%	53.2	\$80,268
455211	Warehouse Clubs and Supercenters	8,214	8,989	775	9.4%	2.0	\$38,402
814110	Private Households	2,994	3,641	647	21.6%	0.8	\$15,081
722513	Limited-Service Restaurants	17,523	18,115	592	3.4%	1.5	\$19,388
722515	Snack and Nonalcoholic Beverage Bars	1,823	2,394	571	31.3%	0.8	\$19,217
721120	Casino Hotels	10,892	11,441	549	5.0%	17.5	\$45,865
621340	Offices of Physical, Occupational and Speech Therapists, and Audiologists	1,648	2,191	544	33.0%	1.3	\$57,617
813110	Religious Organizations	5,699	6,166	467	8.2%	1.4	\$19,852
238210	Electrical Contractors and Other Wiring Installation Contractors	3,137	3,604	467	14.9%	1.1	\$79,630

Source: Lightcast Datarun, January 2026.

Table 7: Largest Growing Industries by Projected Net Job Change, 2025–2035

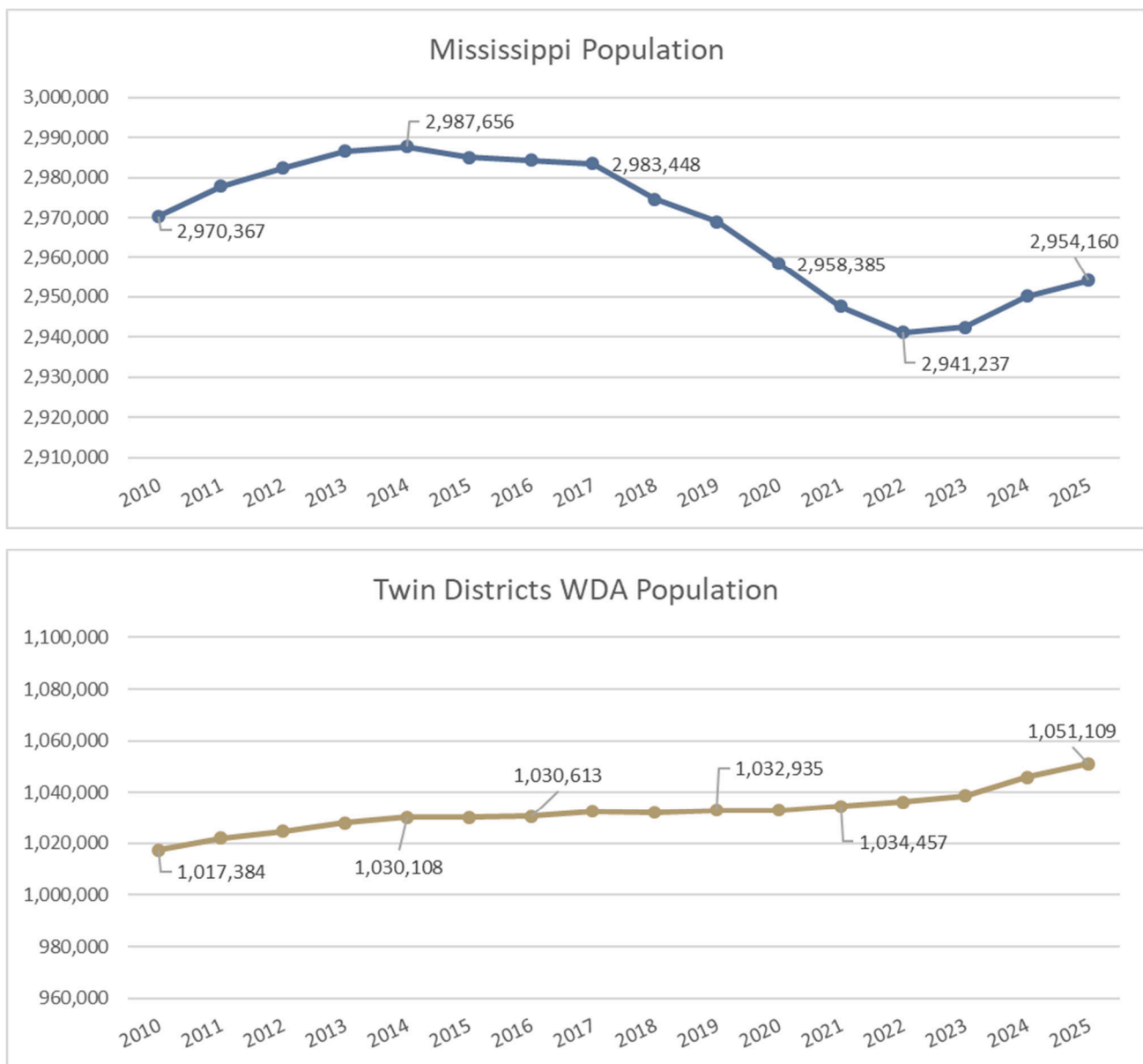
NAICS	Industry	2025 Jobs	2035 Jobs	Job Change	% Change	Avg. Earnings Per Job
7225	Restaurants and Other Eating Places	33,028	35,075	2,046	6.2%	\$22,174
6241	Individual and Family Services	5,180	6,773	1,593	30.8%	\$32,520
6213	Offices of Other Health Practitioners	3,393	4,374	980	28.9%	\$57,726
4552	Warehouse Clubs, Supercenters, and Other General Merchandise Retailers	12,328	13,262	934	7.6%	\$34,542
3353	Electrical Equipment Manufacturing	4,628	5,413	785	17.0%	\$80,160
2382	Building Equipment Contractors	6,407	7,175	769	12.0%	\$74,626
5242	Agencies, Brokerages, and Other Insurance Related Activities	3,113	3,627	514	16.5%	\$80,681
8131	Religious Organizations	5,699	6,166	467	8.2%	\$19,852
5613	Employment Services	4,822	5,229	408	8.5%	\$44,301
5415	Computer Systems Design and Related Services	1,738	1,967	229	13.2%	\$100,865
5416	Management, Scientific, and Technical Consulting Services	977	1,207	229	23.4%	\$83,781
4842	Specialized Freight Trucking	1,940	2,144	204	10.5%	\$79,732
6211	Offices of Physicians	7,696	7,725	29	0.4%	\$110,648
5614	Business Support Services	1,624	1,583	-42	-2.6%	\$51,750

NAICS	Industry	2025 Jobs	2035 Jobs	Job Change	% Change	Avg. Earnings Per Job
4931	Warehousing and Storage	1,091	973	-118	-10.8%	\$56,598

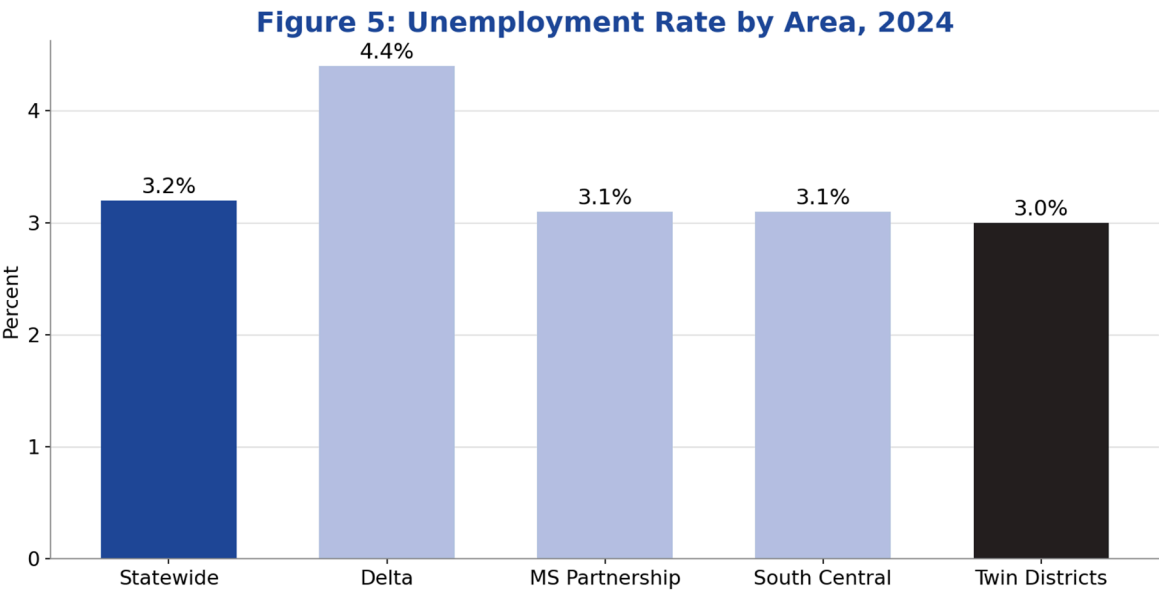
Source: Lightcast Data Run, January 2026.

B.4. Population and Labor Force. Unlike the state as a whole, whose population has been roughly flat since 2010, the Twin Districts' population has grown steadily—from 1,017,384 in 2010 to approximately 1,051,109 in 2025, a gain of 3.3%—making it the most populated of the four workforce areas, home to more than a third of the state's residents. The region's labor market is strong: the Twin Districts' unemployment rate was 3.0% in 2024—the lowest of the four LWDAs and below the statewide rate of 3.2%—while the region's labor force participation rate (LFPR) of 55.1% is close to the statewide rate of 55.3%. In 2024 the region's labor force reached 443,147 and employment reached 429,673, both the highest levels since 2011, with 2024 bringing the largest single-year gain in more than a decade.

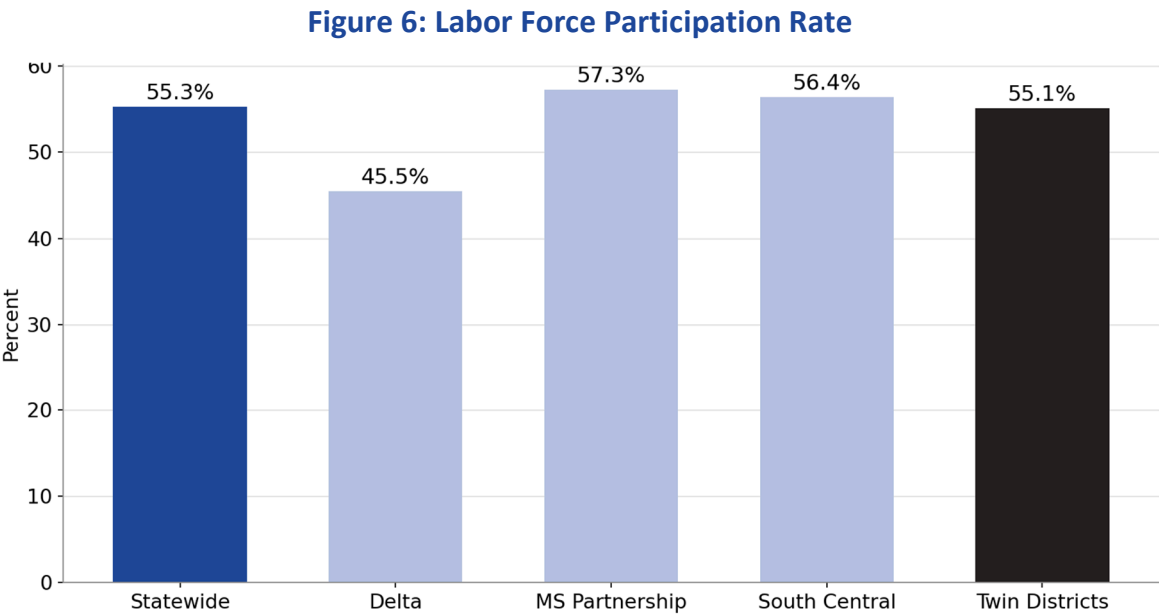
Figure 4: Population Trends



Source: US Census Bureau, ACS data, 2025 5-Year Estimates.

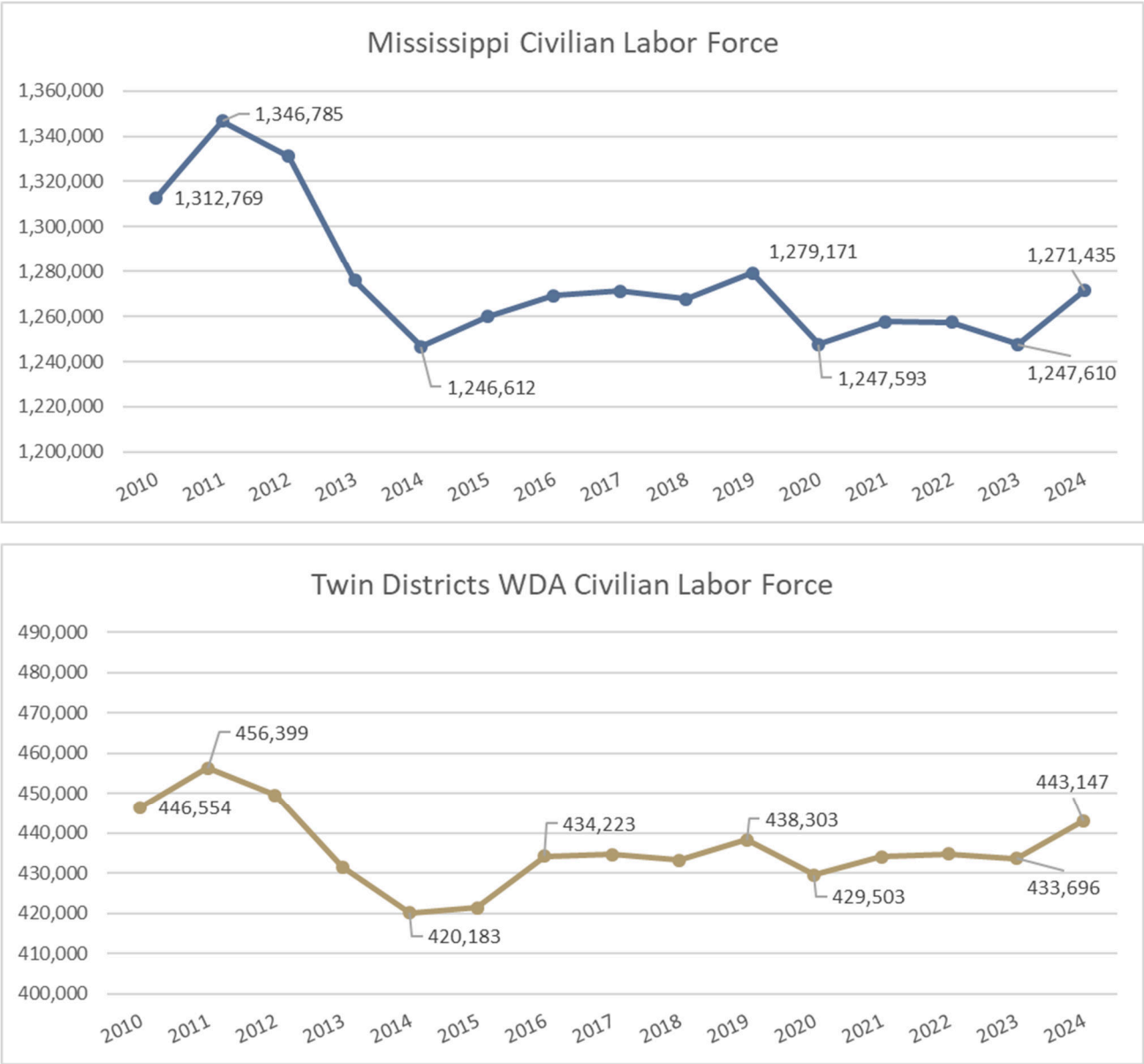


Source: MS Department of Employment Security, Labor Market Information, Local Area Unemployment Statistics, Annual 2024.



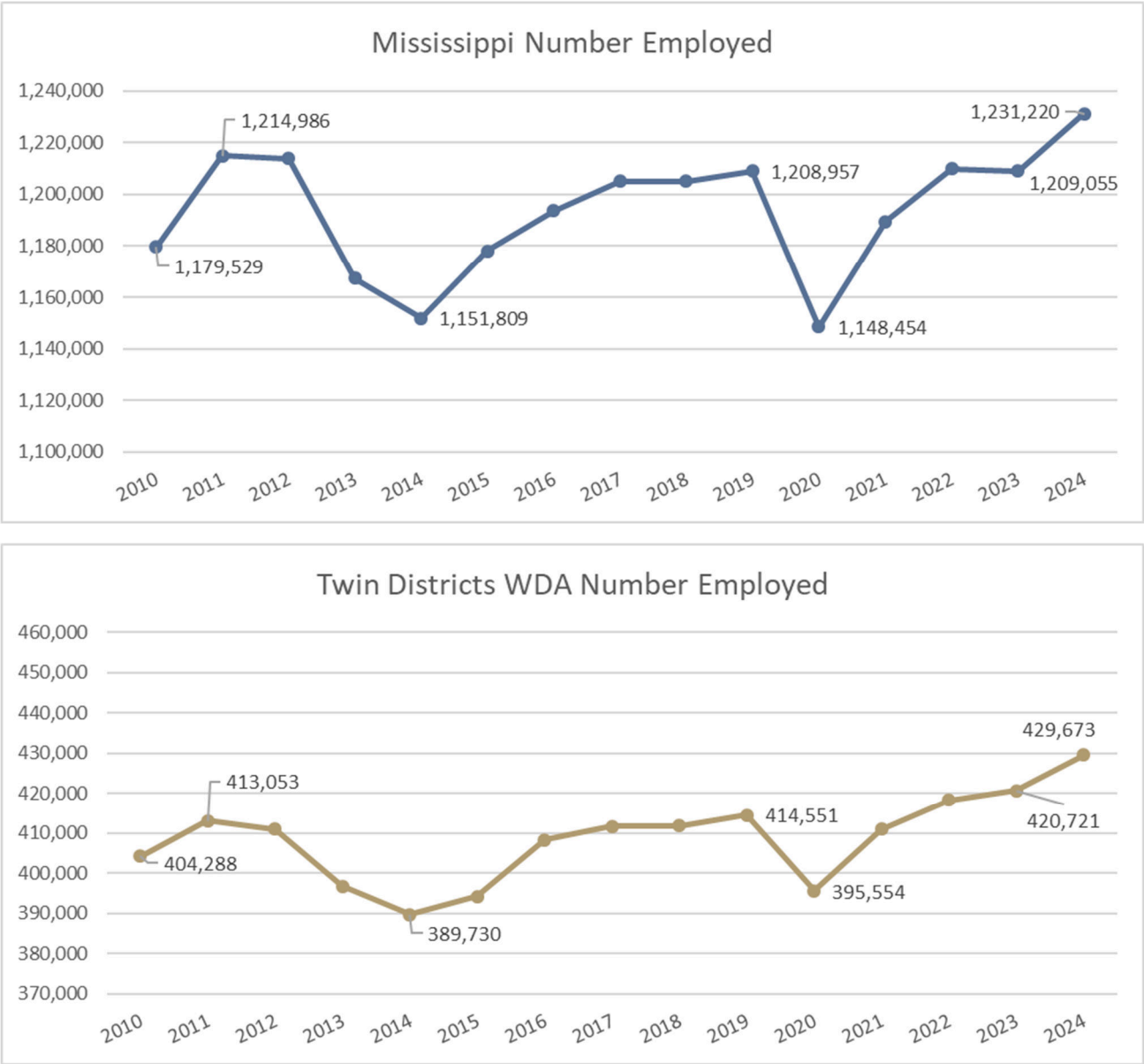
Source: MS Department of Employment Security, Labor Market Information, 2024 Annual.

Figure 7: Labor Force Trends

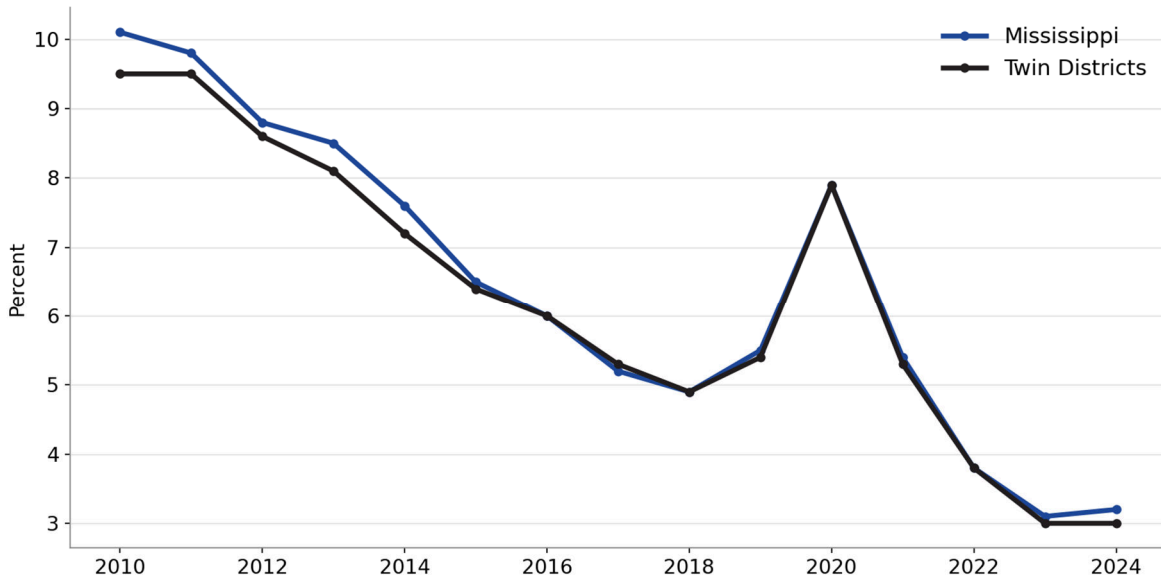


Source: MS Department of Employment Security, Labor Market Information, Local Area Unemployment Statistics, Annual 2024.

Figure 8: Number Employed Trends

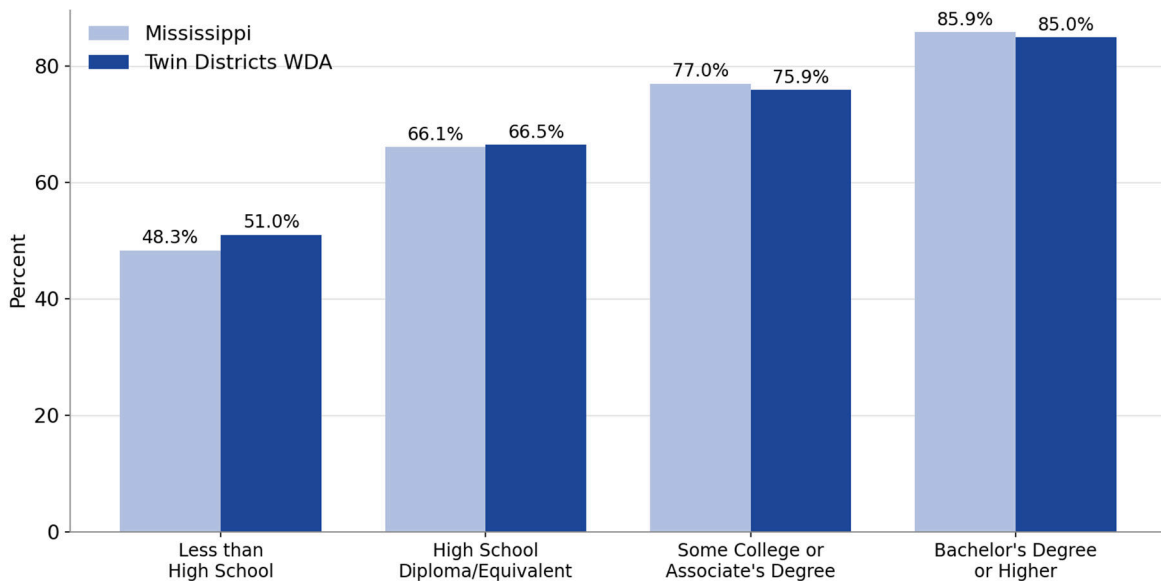


Source: MS Department of Employment Security, Labor Market Information, Local Area Unemployment Statistics, Annual 2024.

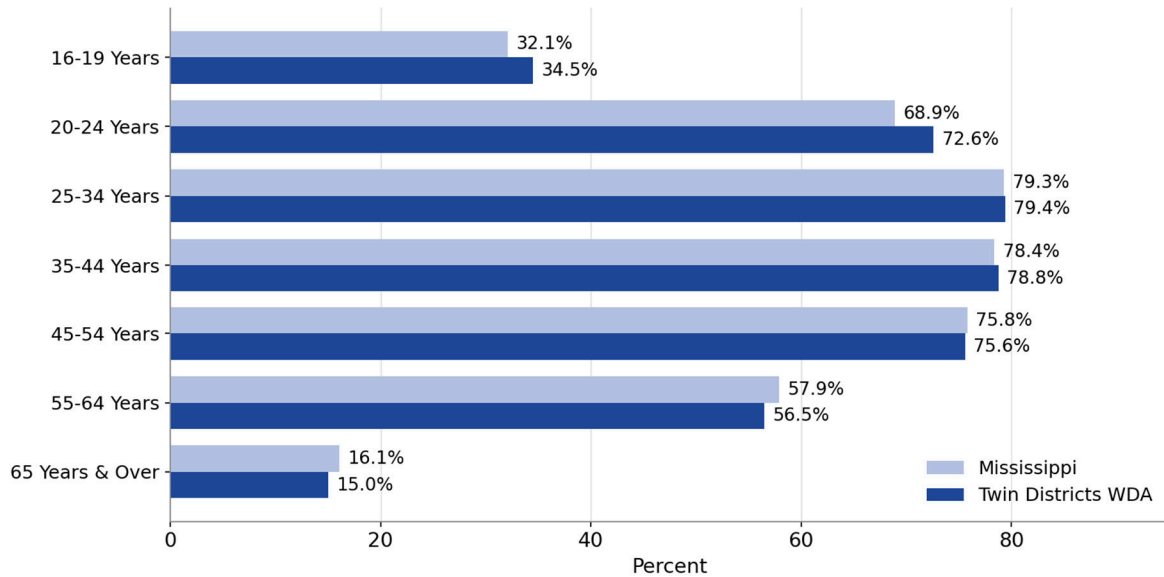
Figure 9: Unemployment Rate Trends

Source: MS Department of Employment Security, Labor Market Information, Local Area Unemployment Statistics, Annual 2024.

Labor force participation varies sharply by education and age. Twin Districts residents with less than a high-school education participate at 51.0%—above the statewide rate of 48.3%—rising to 66.5% for high-school graduates, 75.9% for those with some college or an associate degree, and 85.0% for residents with a bachelor's degree or higher. Participation among the region's young adults ages 20–24 (72.6%) runs well above the statewide rate (68.9%), underscoring the strength of the region's emerging workforce.

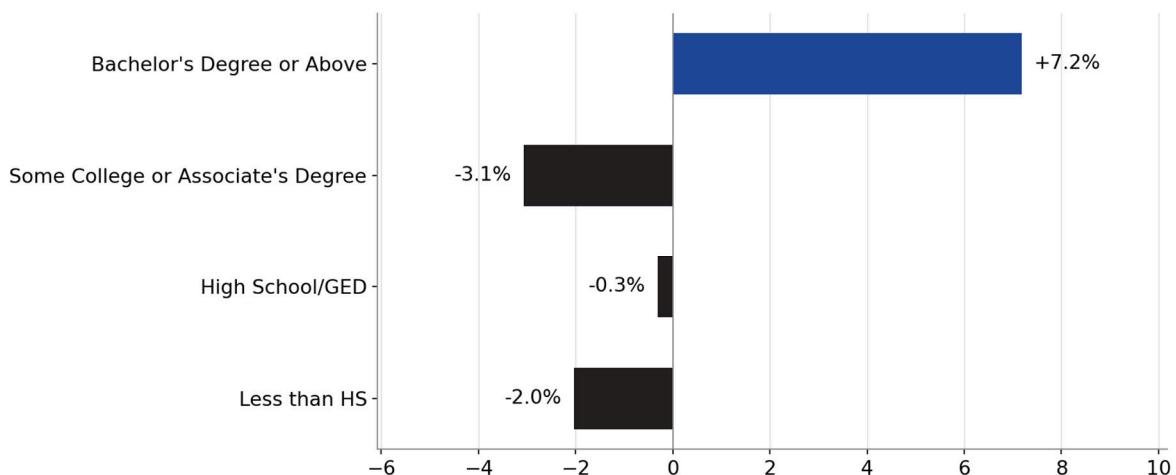
Figure 10: Labor Force Participation Rate by Education (Age 25-64)

Source: US Census Bureau, ACS data, 2024 5-Year Estimates.

Figure 11: Labor Force Participation Rate by Age

Source: US Census Bureau, ACS data, 2024 5-Year Estimates.

Educational attainment in the region is shifting in the right direction: the share of residents ages 18–64 with a bachelor’s degree or above rose 7.2%, while the share with some college or less all declined—reinforcing the region’s progress up the credential ladder and the value of continued investment in postsecondary attainment.

Figure 12: TDWDA Population – Percent Change by Educational Attainment (Age 18-64)

Source: US Census Bureau, ACS data, 2024 5-Year Estimates and 2023 5-Year Estimates.

B.5. Employer Engagement and Priority Occupations. The Twin Districts engages local businesses—including small employers—through the TDWDB’s majority-private-sector membership, the Industry Advisory Council of large and small private-sector employers, a dedicated business outreach team, and close partnerships with the Mississippi Development Authority’s regional staff, the Mississippi Business Alliance, local economic developers, and the region’s five community colleges. Guided by the SWIB and AccelerateMS, the Twin Districts aligns training resources to a Priority Occupation list built from a comprehensive analysis of local industries and labor-market data; the list is aligned to the region’s Sector Strategy Plan and reviewed annually with partners. Employer-demand analytics confirm where hiring is concentrated.

Table 8: Employer Demand by Industry & Occupation (Unique Job Postings)

Industry	Unique Postings	Occupation	Unique Postings
Employment Placement Agencies	5,296	Registered Nurses	5,107
General Medical and Surgical Hospitals	4,372	Retail Salespersons	2,765
Limited-Service Restaurants	2,684	First-Line Supervisors of Retail Sales Workers	2,553
All Other General Merchandise Retailers	2,083	Heavy and Tractor-Trailer Truck Drivers	2,394
Temporary Help Services	1,802	Customer Service Representatives	1,513
HMO Medical Centers	1,612	Home Health and Personal Care Aides	1,226
Home Health Care Services	1,549	Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	1,166
Casino Hotels	1,490	Food Service Managers	1,019
Offices of Physicians (except Mental Health Specialists)	1,306	Maintenance and Repair Workers, General	939
Ship Building and Repairing	1,199	Merchandise Displayers and Window Trimmers	935
Full-Service Restaurants	1,166	Licensed Practical and Licensed Vocational Nurses	919
Warehouse Clubs and Supercenters	1,137	Health Technologists and Technicians, All Other	881
Commercial Banking	1,004	Food Preparation Workers	881
Automotive Parts and Accessories Retailers	944	Cashiers	807
Nursing Care Facilities (Skilled Nursing Facilities)	840	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	804
Colleges, Universities, and Professional Schools	820	Fast Food and Counter Workers	791
General Freight Trucking, Long-Distance, Truckload	789	Physical Therapists	755
Department Stores	780	Radiologic Technologists and Technicians	714
Food Service Contractors	754	Maids and Housekeeping Cleaners	706
Poultry Processing	606	General and Operations Managers	690

Source: Lightcast Datarun, January 2026.

Employers signal demand not only by occupation but by skill and credential. The most-requested skills span communication, customer service, management, and sales, alongside specialized skills such as merchandising, nursing, and cash handling, and software skills led by the Microsoft Office suite. The most-requested qualifications are concentrated in driving credentials (valid driver's license, CDL) and healthcare licensure (RN, LPN, CNA, BLS/CPR).

Table 9: Employer Need by Skill

Common Skills	% of Postings	Specialized Skills	% of Postings	Software Skills	% of Postings
Communication	34.1%	Merchandising	9.7%	Microsoft Office	5.4%
Customer Service	29.6%	Lifting Ability	9.2%	Microsoft Excel	5.0%
Management	19.1%	Nursing	7.2%	Microsoft Outlook	3.4%
Sales	16.9%	Cash Register	6.2%	Microsoft PowerPoint	2.4%
Operations	15.5%	Cash Handling	5.3%	Microsoft Word	1.6%

Common Skills	% of Postings	Specialized Skills	% of Postings	Software Skills	% of Postings
Leadership	14.8%	Restaurant Operation	4.8%	R (Programming Language)	1.1%
Detail Oriented	12.9%	Auditing	4.2%	Spreadsheets	0.8%
Problem Solving	9.1%	Marketing	3.9%	Microsoft Access	0.7%
Writing	8.7%	Stocking Merchandise	3.9%	SAP Applications	0.7%
Interpersonal Communications	8.1%	General Mathematics	3.5%	Epic EMR	0.6%

Source: Lightcast Datarun, January 2026.

Table 10: Employer Need by Qualification

Qualification	Postings
Valid Driver's License	8,972
Registered Nurse (RN)	5,118
Basic Life Support (BLS) Certification	4,121
Cardiopulmonary Resuscitation (CPR) Certification	2,037
Licensed Practical Nurse (LPN)	1,795
Advanced Cardiovascular Life Support (ACLS) Certification	1,601
Security Clearance	1,348
Commercial Driver's License (CDL)	1,168
Secret Clearance	1,118
Certified Nursing Assistant (CNA)	936

Source: Lightcast Datarun, January 2026.

Employer demand by education level shows that the large majority of regional jobs require a high-school credential or less at entry, while the strongest projected growth rates through 2035 are at the postsecondary nondegree award level—evidence that the region's future job base rewards credential attainment and that the most acute need is for middle-skill talent.

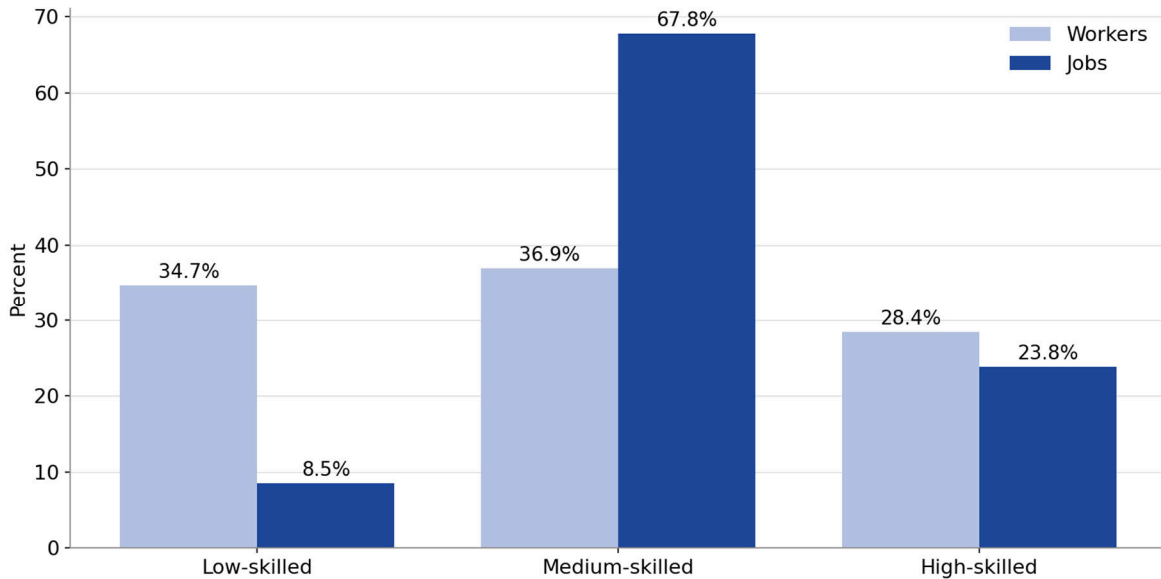
Table 11: Employer Need by Education Level

Education Level	2025 Jobs	2035 Jobs	Job Change	% Change	US % Change	Avg. Hourly Earnings	Median Advertised Salary
No formal educational credential	110,972	114,615	3,643	3.0%	4.0%	\$14.47	—
High school diploma or equivalent	164,381	171,014	6,633	4.0%	5.0%	\$22.33	\$40,600
Some college, no degree	8,556	8,293	-263	-3.0%	1.0%	\$17.05	—
Postsecondary nondegree award	32,745	34,333	1,588	5.0%	7.0%	\$22.49	—
Associate's degree	8,682	8,921	239	3.0%	7.0%	\$26.61	\$59,300
Bachelor's degree	76,953	81,135	4,182	5.0%	9.0%	\$37.55	\$85,900
Master's degree	7,639	8,268	629	8.0%	12.0%	\$40.22	\$97,700
Doctoral or professional degree	8,513	8,815	302	4.0%	8.0%	\$69.26	\$114,000
Total Across All Occs	425,108	441,731	16,623	4.0%	7.0%	\$24.30	—

Source: Lightcast Datarun, January 2026. Median advertised salary from job postings; some postings do not list education level.

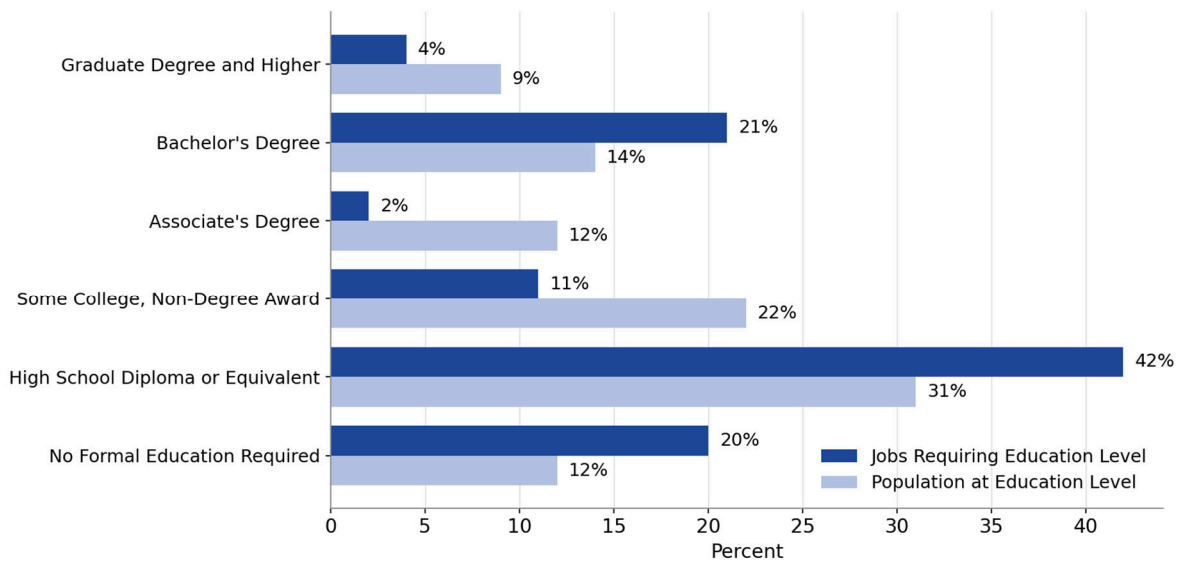
The mismatch between the skill composition of the available workforce and the skill composition of available jobs is the region's defining workforce challenge. Although only 36.9% of the region's workers are at the middle-skill level, more than two-thirds of the region's jobs (67.8%)—and the overwhelming majority of projected job demand in the target sectors—are middle-skill.

Figure 13: TDWDA Jobs and Workers by Skill

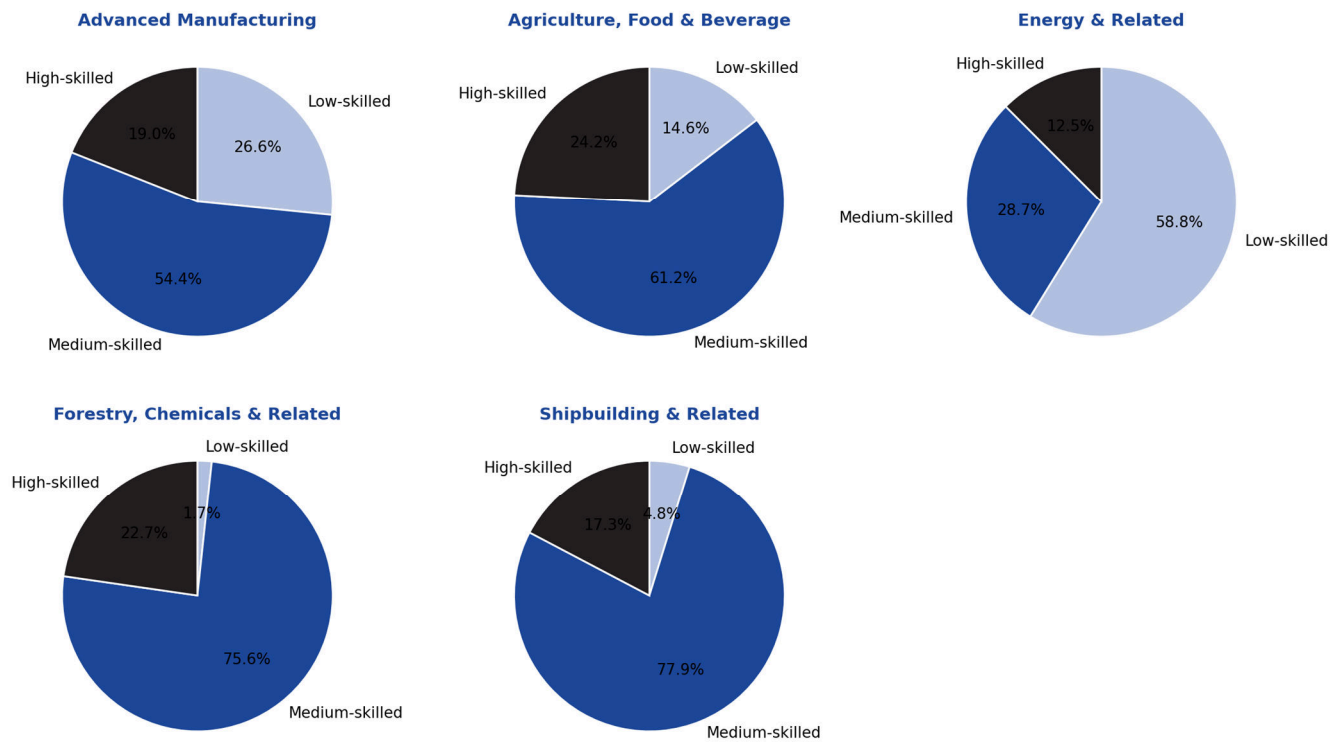


Source: US Bureau of Labor Statistics, OEWS, 2024; ONET, 2025; US Census Bureau, ACS data, 2024 5-Year Estimates.

Figure 14: Underemployment by Education Level



Source: Lightcast Data Run, January 2026.

Figure 15: Projected Skill Demand by Target Industry

Source: US Bureau of Labor Statistics, OEWS, 2024; ONET, 2025; US Census Bureau, ACS data, 2024 5-Year Estimates.

Occupational projections confirm where the region's job growth will be: home health and personal care aides, electrical and electronic assemblers, laborers and freight movers, restaurant cooks, and stockers and order fillers lead the region in projected new jobs through 2032.

Table 12: Occupations with the Largest Projected Growth, 2022–2032

SOC	Occupation	Typical Entry-Level Education	2022 Jobs	2022–32 Job Change	2022–32 % Change	Median Hourly Wage
31-1120	Home Health and Personal Care Aides	High school diploma or equivalent	4,549	1,553	34.1%	\$11.41
51-2028	Electrical, Electronic, and Electromechanical Assemblers, Except Coil Winders, Tapers, and Finishers	High school diploma or equivalent	1,878	1,082	57.6%	*
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	No formal educational credential	8,329	820	9.8%	\$16.34
35-2014	Cooks, Restaurant	No formal educational credential	4,009	791	19.7%	\$14.30
53-7065	Stockers and Order Fillers	High school diploma or equivalent	6,820	736	10.8%	\$14.93
11-1021	General and Operations Managers	Bachelor's degree	8,773	726	8.3%	\$42.45
47-2061	Construction Laborers	No formal educational credential	4,218	702	16.6%	\$17.71

SOC	Occupation	Typical Entry-Level Education	2022 Jobs	2022–32 Job Change	2022–32 % Change	Median Hourly Wage
47-2111	Electricians	High school diploma or equivalent	2,857	574	20.1%	\$29.27
29-1171	Nurse Practitioners	Master's degree	1,316	542	41.2%	\$55.42
53-3032	Heavy and Tractor-Trailer Truck Drivers	Postsecondary non-degree award	6,773	532	7.9%	\$22.71
47-1011	First-Line Supervisors of Construction Trades and Extraction Workers	High school diploma or equivalent	3,165	471	14.9%	\$32.64
35-3023	Fast Food and Counter Workers	No formal educational credential	10,529	401	3.8%	\$10.63
51-4121	Welders, Cutters, Solderers, and Brazers	High school diploma or equivalent	3,103	400	12.9%	\$28.85
11-9111	Medical and Health Services Managers	Bachelor's degree	1,489	359	24.1%	\$41.45
47-2152	Plumbers, Pipefitters, and Steamfitters	High school diploma or equivalent	2,046	344	16.8%	\$29.55

Source: MS Department of Employment Security, *Occupational Projections, 2022–2032, and Occupational Employment & Wage Statistics, 2024*.

* Estimate not released due to confidentiality rules; for Mississippi the rate is \$18.19

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. WIOA success is realized through multiple public and private partnerships which focus on specific functional areas that are subsequently integrated with the LWDB. A proven strategy is to continuously analyze the workforce area's strengths, weaknesses, opportunities, and threats; SWOT analyses support planning processes, goal-setting, and plans of action. The workforce area works closely with representatives of the public and private sectors on a continual basis to foster economic and community development throughout the region, with widespread support among local elected officials, business leaders, and other stakeholders. In addition, the LWDA engages local industries through the established Industry Advisory Council.

B.7. Transportation. Regional transportation issues related to workforce development are identified by the LWDB to address regional needs and commuting patterns. Public transit is limited across the largely rural twenty-four-county region, and supportive transportation services are customized for the individual participant, such as vouchers and monthly stipends where funding is available. The region's expanding virtual and digital service-delivery strategy—including Virtual Access sites in public libraries—extends workforce services to residents without reliable transportation, directly advancing the worker-mobility pillar.

B.8. Education Alignment. On the local level, the 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, and the Mississippi Works system generates a Work-Ready Report Card to enable participants to be trained in alignment with employer labor market needs. A statewide Career Coach program was established during the 2022 legislative session and further expanded in subsequent years. SMPDD currently administers funding for 47 Career Coaches serving 53 high schools throughout the TDWDA; these coaches assist students in exploring high-quality career opportunities by facilitating job shadowing, internships, and other activities that guide them toward successful career pathways. The Twin Districts LWDA has facilitated many stakeholder meetings focused on strategically aligning career pathways from high school to postsecondary and workforce training for priority occupations, has continued its partnership with MDE and local Career and Technical Education departments to encourage collaboration with business and industry, and has partnered with the Skills Foundation of Mississippi on marketing career pathways. With the formal inclusion of Perkins V in the Combined State Plan, the LWDA further aligns secondary and postsecondary CTE with workforce training so participants can progress through clearly defined pathways.

B.9. Geography. The LWDA provides services targeted for individuals regardless of geographic location. Labor-market, geographic, and demographic information is used in program planning to ensure access across the entire twenty-four-county LWDA—from the Gulf Coast to the Pine Belt and the east-central counties. The area is governed by the TDWDB working in coordination with the Chief Local Elected Officials, whose members provide perspective on local needs.

B.10. Veterans. The LWDA supports the WIOA State Plan for priority of service for veterans and their families. It uses the Mississippi Works profile process to match military experience to civilian occupational demand and leverages the Jobs for Veterans State Grants. Disabled Veteran Outreach Program (DVOP) Specialists are embedded in the WIN Job Center system; where DVOPs are unavailable or have reached caseload limits, other WIN Job Center staff provide priority of service to veterans and eligible spouses in accordance with TEGL 10-09 and the WIOA State Plan. The region's veterans participate in the labor force at 73.4% with an unemployment rate of just 3.6%, and the region's strong military presence—Keesler Air Force Base, the Naval Construction Battalion Center, Meridian Naval Air Station, Camp Shelby, and Stennis Space Center—makes veteran talent a strategic asset for the region's shipbuilding, advanced manufacturing, and technology employers.

C. Local Area Planning

Mississippi's State Plan includes the Combined Plan Programs and Strategic Programs. This section explains how the LWDA prepares and supports an educated and skilled workforce for all eligible job seekers, and describes the local workforce development system and the role the local board plays in coordinating with workforce development partners and stakeholders. SMPDD serves as the fiscal agent for the twenty-four-county Twin Districts Workforce Development Area and is responsible for administering the funding used to manage and oversee the WIOA Local Plan implementation. The TDWDB aligns and supports the coordination of services delivered by the One-Stop delivery employment and training system.

C.1. TDWDA is committed to supporting the state's strategic vision of developing an educated and skilled workforce that meets the needs of employers. Mirroring the seven Combined State Plan goals—which themselves advance the five pillars of America's Talent Strategy—TDWDA has established the following local objectives: (1) jointly develop policies that will coordinate service delivery among all WIOA Combined Plan Partners to achieve a no-wrong-door approach for WIOA participants and employers; (2) strengthen interagency partnerships; (3) develop defined, articulated pathways across educational sectors (K-16+) to create a pipeline for the workforce; (4) develop cross-program performance metrics and engage partners to remain abreast of changing industry needs and the metrics to measure outcomes; (5) develop a service delivery approach that maximizes the use of technology advancements; (6) invest in integrated technology to meet the unified technology requirements of WIOA and other federal initiatives; and (7) develop and communicate a unified vision and message.

C.2. The TDWDA ensures that local workforce area service providers effectively implement core programs and align resources to support the strategic vision and goals of the WIOA State Plan through three strategies.

Strategy 1: Define Articulated K-16+ Pathways Aligned to Priority Occupations

In collaboration with local core and strategic partners, TDWDA aligns occupational pathways, industry credentials, work-based learning opportunities, and training delivery methods, and is developing a participant stipend/incentive structure to enhance recruitment, engagement, enrollment, persistence, completion, and career navigation in high-demand industry sectors. Key objectives include developing occupational runways aligned to workforce needs, integrating industry-aligned credentials into those runways, developing recommendations for work-based learning activities, and creating a participant stipend framework. Tactics include:

- **Aligning sector strategies with secondary CTE.** SMPDD/TDWDA works to align sector strategies with secondary career technical education programs to advance career pathways for high school graduates, building on the MDE framework that prepares graduates for postsecondary credentials and high-skill, high-demand jobs—integrating workforce needs with secondary and postsecondary student preparation in accordance with state sector strategy goals and Perkins V.

- **Career Coaches.** Administering AccelerateMS funding for 47 Career Coaches serving 53 high schools throughout the TDWDA, who assist students in exploring high-quality career opportunities and facilitate job shadowing, internships, and pathway planning.
- **Registered and non-registered apprenticeship.** Expanding earn-and-learn models through the Mississippi Apprenticeship Program (MAP). TDWDA helps support the only healthcare registered apprenticeship in the state through its TANF-funded Career STEP partnership with Singing River Health System, and supports multiple apprenticeship crafts in the shipbuilding industry—including the Ingalls apprenticeship program at the Haley Reeves Barbour Maritime Training Academy—through WIOA and MS Works funded OJT programs.
- **Increasing participation of underrepresented populations and leveraging funding.** Leveraging resources with partner programs such as the TANF-funded Career STEP program and the MI-BEST initiative implemented by local community colleges. SMPDD/TDWDA has received funding for a Pathway Home 5 DOL grant to help incarcerated individuals in regional correctional facilities successfully re-enter society and the workforce.
- **College-based Case Managers / Workforce Coordinators.** Partially funding full-time Case Managers and/or Workforce Coordinators employed by the colleges to recruit and retain students. These staff receive specialized training, collaborate closely with faculty, engage employers to facilitate apprenticeships and employment, work in the WIN Job Centers to assist WIOA clients with enrollment and retention in approved training programs, and serve as the primary point of contact among WIN Job Center staff, workforce area staff, core partners, and the college—monitoring each participant’s progress and addressing barriers such as lack of a high-school credential, childcare, and transportation.
- **Workforce Pell and short-term credentials.** Supporting short-term, high-quality programs aligned to priority occupations, including Workforce Pell–eligible programs as certified by the State’s designee, AccelerateMS.

Strategy 2: Stay Abreast of Changing Industry Needs and Measure Outcomes

TDWDA is committed to aligning workforce training programs and funding with the skills and occupations in highest demand, ensuring that students are well prepared for competitive, well-paying jobs and that industries have access to the talent necessary for growth. To support this strategy, TDWDA engages partners through streamlined outreach, communication, and management of employer relationships. The Statewide Longitudinal Data System (SLDS) is a critical tool for developing research questions and informing policy decisions, and this capacity will grow as TDWDA collaborates with state leaders, AccelerateMS, agency partners, educational institutions, employers, and other stakeholders to identify and address key research areas vital to economic development.

Strategy 3: Coordinate Service Delivery Across Combined Plan Partners

This strategy emphasizes maximizing the effectiveness of the WIN Job Centers. The local area is tasked with the certification, operation, and oversight of these centers, with Memorandums of Understanding (MOUs) outlining the roles, resources, and expectations for each partner. Mississippi’s WIOA implementation includes five service delivery models: Comprehensive One-Stop Center, Affiliate One-Stop Centers, Virtual Access and Digital One-Stop Centers, Call Center Support, and Sector Training Plus Comprehensive One-Stop Centers. To enhance service coordination, increase accessibility, and reduce costs, the TDWDA continues to expand Virtual Access One-Stop sites and plans for Digital One-Stop Centers, which are expected to yield reduced infrastructure cost, optimized staffing, increased accessibility, and improved coordination of services.

C.3. TDWDA supports the State Plan’s two major components—Combined Plan Core Partner Programs and Strategic Partner Programs—and included all partners in the process of developing the local plan. The core partners discussed strategies that included non-duplication of services and assessment instruments. Most core partners have staff co-located in the One-Stop Comprehensive Center in Gulfport, which provides access to all partner services; additional services are offered in One-Stop Centers by strategic partners including Career STEP, TANF Workforce Training, SCSEP, re-entry programs and supportive service providers. All One-Stop clients, regardless of core service eligibility, have access to general career services including eligibility determination, outreach, intake and orientation, initial assessment, labor exchange services, referrals, labor market information, performance and training cost information,

supportive service information, unemployment insurance information and assistance, financial aid information, and follow-up services.

Table: Combined Plan Programs

Program	Administering Partner / Role
WIOA Title I — Adult, Dislocated Worker & Youth	TDWDB / SMPDD / WIN Job Center system
WIOA Title II — Adult Education & Family Literacy	Mississippi Community College Board / East Central, Jones College, Meridian, Mississippi Gulf Coast, and Pearl River community colleges
WIOA Title III — Wagner-Peyser Employment Service	Mississippi Department of Employment Security (MDES)
WIOA Title IV — Vocational Rehabilitation	Mississippi Department of Rehabilitation Services (MDRS)
Carl D. Perkins CTE (Perkins V)	MDE (secondary) and MCCB (postsecondary)
Temporary Assistance for Needy Families (TANF)	Mississippi Department of Human Services (MDHS)
Supplemental Nutrition Assistance Program (SNAP) E&T	Mississippi Department of Human Services (MDHS)
Trade Adjustment Assistance (TAA)	MDES
Jobs for Veterans State Grants (JVSG)	MDES / DVOP Specialists
Unemployment Insurance (UI) / RESEA	MDES
Senior Community Service Employment Program (SCSEP)	State and national SCSEP grantees, including East Central PDD and National Caucus and Center on Black Aged, Inc.
Job Corps	Chugach Training and Educational Solutions
Migrant & Seasonal Farmworker Program	MDES
YouthBuild	Meridian Housing Authority Housing Development Corporation

Table: Strategic Programs and Partners

Strategic Program / Partner	Role in the Twin Districts Ecosystem
AccelerateMS / Mississippi Works	Statewide workforce strategy, labor exchange, and ecosystem coordination for Ecosystems Six and Eight
High School Career Coach Program	Career exploration and pathway planning—47 coaches serving 53 area high schools
Career STEP (MDHS / SMPDD)	TANF-funded training and supportive services, including the state's only healthcare registered apprenticeship with Singing River Health System
Regional Community Colleges (East Central, Jones College, Meridian, Mississippi Gulf Coast, Pearl River)	Training delivery, adult education, MI-BEST, WET funds, dual enrollment, apprenticeship
Huntington Ingalls / Haley Reeves Barbour Maritime Training Academy	Shipbuilding apprenticeship and craft training supported through WIOA OJT and MS Works contracts
Mississippi Small Business Development Centers	Entrepreneurship and microenterprise development
Mississippi Development Authority, Mississippi Business Alliance & local EDAs	Industry recruitment, sector alignment, and business engagement
Re-entry partners (Pathway Home 5, RESTORE ARP, PROWD)	Employment and training services for justice-involved individuals
Community- and faith-based organizations	Supportive services and barrier removal

C.4. TDWDA's One-Stop system serves people from all walks of life with any work experience and skill needs—individuals who seek training after being laid off, those preparing for their first job or postsecondary education, and people who pursue training during or after work to improve their skills. The system also serves those in need of help with childcare or transportation, and those who need to acquire basic literacy and numeracy skills or improve their English language skills. The One-Stop Centers provide access to training services aligned with regional sector strategies—including OJT, skills upgrading, incumbent worker training, customized training, and job readiness in combination with other training. All partners participate in the career pathway model, and the system provides access

to all appropriate programs at any point of entry—physical or virtual. TDWDA supports prompt action on referrals and co-enrollment where appropriate, continues working with core partners toward the common intake and reporting model (the WIOA Hub), and conducts and supports cross-training of staff in the One-Stop centers.

The data below illustrate the scale of need across the region: large numbers of low-income residents, individuals with disabilities, single-parent households, and older individuals underscore the need for targeted support, co-enrollment, and tailored success plans focused on industry-recognized, portable, and stackable credentials.

Table 13: Populations with Barriers to Employment

Group	Number
Below Poverty Individuals(18-64) ¹	101,586
American Indians/Alaska Natives/Native Hawaiians ¹	9,875
Individuals with Disabilities(18-64) ¹	105,138
Older Individuals(>=65) ¹	176,495
Older Individuals, Below Poverty ¹	23,783
Ex-Offenders (18-64) ²	3,033
Homeless children and youth ³	2,807
English Language Learners with Low Level of Literacy ⁴	2,900
Migrants or Seasonal Farmworkers ⁵	>354
Individuals within 2 Years of Exhausting TANF Eligibility ⁶	84
Single Parent Households ¹	83,961
Single Mother Households ¹	64,387
Single Fathers Households ¹	19,574
Disconnected Youth ⁷	4,151

Sources: ¹US Census Bureau, ACS data, 2024 5-Year Estimates; ²Mississippi Department of Corrections, 2025; ³Mississippi Department of Education, 2025; ⁴Adult Basic Education, 2025; ⁵U.S. Department of Agriculture, 2022; ⁶Mississippi Department of Human Services, 2025; ⁷Disconnected youth are teenagers between age 16 and 19 who are not enrolled in school and not in the labor force. *An individual may belong to several groups.

C.5. The LWDB meets the needs of businesses through a variety of services: (1) connecting employers to job seekers through Mississippi Works; (2) hosting job fairs organized by local WIN Job Centers and in partnership with the Governor’s Job Fair Network; (3) designing short-term customized training programs with the local community colleges to meet evolving skill needs; (4) job-creation incentives authorized through TDWDA and the MDA; (5) expanding employment opportunities through OJT, internships, and apprenticeship programs in partnership with MAP; and (6) layoff aversion strategies under the TDWDB’s approved plan—including strategic planning with partner agencies, proactive business outreach through Outreach Specialists focused on growing sectors, economic analysis using tools such as JobsEQ, REMI, EMSI, TORQ, and EconoVue for early warning of potential layoffs, linkages to economic development resources, performance data tracking, and incumbent worker upskilling through OJT, customized training, apprenticeship, internships, and ITAs before or after layoff to facilitate rapid reemployment.

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. Additionally, the WIOA Youth programs offer entrepreneurship training to interested youth participants—introducing the values and basics of starting and running a business, including business plan development and simulations of business start-up and operation—along with enterprise development and experiential programs that help youth develop their own businesses.

C.7. TDWDA enhances the use of apprenticeships to support the regional economy and individuals’ career advancement through collaboration with the U.S. Department of Labor Office of Apprenticeship, the Mississippi Community College Board, and other registered apprenticeship programs, and supports the Mississippi

Apprenticeship Program (MAP). TDWDA partners with the largest employer in Mississippi, Huntington Ingalls, on its apprenticeship program housed at the Haley Reeves Barbour Maritime Training Academy in Pascagoula—a 70,000-square-foot state-of-the-art facility that has produced more than 5,000 graduates in support of Ingalls’ operational needs—and supports Ingalls apprentices through WIOA OJT and MS Works contracts. TDWDA also partners with Singing River Health System to help fund the state’s only registered apprenticeship in the healthcare sector through the TANF-funded Career STEP program.

C.8. TDWDA supports rapid response activities as described in the Mississippi WIOA Combined Plan. When any WIOA partner receives information concerning a layoff or closure, that information is shared with both state and local rapid response team members, and the local area—working with the local board and chief elected officials—coordinates activities with the State. The team of subject-matter experts includes representatives from the WIN Job Center, community colleges, MDHS, the Home Saver Program, the Small Business/Entrepreneurial Program, MDES, Vocational Rehabilitation Services, and local area staff. Affected workers receive “Surviving a Layoff” information, a personal toolkit, résumé and interview assistance, Career Readiness Certificate guidance, UI application support, training options, job leads, job fair schedules, and referrals for housing, mortgage, insurance, utility, prescription, and childcare assistance. MDES is the lead agency for Rapid Response in Mississippi, responding to both WARN and non-WARN events, and allocates a share of Rapid Response funds to local areas based on mass layoff or closure activity; each workforce area has designated a Rapid Response and dislocated worker program coordinator.

C.9. TDWDA supports the Mississippi WIOA Combined Plan to maximize coordination of services provided under the Wagner-Peyser Act and services provided through the WIN Job Center system. All Wagner-Peyser staff are cross-trained to identify WIOA, UI, and other needs of participants and employers in the TDWDA One-Stops, and 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, under one roof, in easy-to-find locations. Wagner-Peyser staff participate in the WIOA Hub referral system, and the integrated workforce technology allows staff to view participant partner services to prevent duplication.

C.10. TDWDA supports the Adult Education and Literacy Programs operated through the Mississippi Community College Board (MCCB) and the Mississippi Department of Education. MCCB administers the core programs and services listed in the Adult Education and Family Literacy Act (WIOA Title II) and provides advisory oversight to Mississippi’s fifteen community colleges. The intake process in the WIOA Hub is used to connect adults needing these services.

C.11. TDWDA supports the Department of Vocational Rehabilitation Services to meet the needs of individuals with disabilities through flexible, customized services. The Mississippi Department of Rehabilitation Services (MDRS) administers core programs and provides services to Mississippians with disabilities under the Rehabilitation Act of 1973 (WIOA Title IV), including cross-training of staff, technical assistance, use and sharing of information, and cooperative efforts with employers. The total disabled population in the region is 202,050, of whom 105,138 are of working age (18–64). The data below inform service design and ensure support is comprehensive and tailored.

Table 14: Demographic Characteristics of People with Disabilities

Group	Number	Percent
Total Disabled Population	202,050	-
Total Ages 18-64	105,138	-
RACE (All Ages)		
Black	53,692	26.6%
White	132,075	65.4%
Other	16,283	8.1%
GENDER (All Ages)		
Female	104,324	51.6%

Group	Number	Percent
Male	97,726	48.4%
AGE (Ages 18-64)		
18 - 34	25,708	24.5%
35 - 64	79,430	75.5%
TYPE OF DISABILITY** (Ages 18-64)		
Hearing Difficulty	19,336	18.4%
Vision Difficulty	27,478	26.1%
Cognitive Difficulty	47,470	45.2%
Ambulatory Difficulty	49,303	46.9%
Self-care Difficulty	16,362	15.6%
Independent Living Difficulty	34,188	32.5%

Source: US Census Bureau, ACS 2024 5-Year Estimates. Note: May not total to 100 percent due to rounding. Individuals may have more than one type of disability; totals may exceed 100%. May not total 100% due to rounding.

C.12. TDWDA follows the competitive process used to award sub-awards and contracts in the local area for activities carried out under WIOA Title I in accordance with the federal Office of Management and Budget's Uniform Guidance (2 CFR 200), MDES Office of Grant Management (OGM) policy guidance, and the local TDWDA Procurement Policy.

C.13. TDWDA continues to track Adult, Dislocated Worker, and Youth performance measures through a diagnostic checklist collected during intake and entered into the Combined Plan Partner system, which automatically generates a recommended referral to specific services and a Work-Ready Report Card. The WIOA Hub stores cross-agency data related to WIOA participant registration, services rendered, referrals between partners, credentials earned, and Individualized Success Plans, and serves as the data system required to operate Mississippi's pathway model. MDES generates a quarterly performance report for the LWDB to track performance and support continuous improvement, and TDWDA has established benchmark metrics that are distributed to subrecipient partners and reviewed quarterly to help ensure both fiscal and programmatic objectives are met.

C.14. In order to execute the data collection, strategic planning, administration, and coordinated implementation of the Career Pathway Model, TDWDA and the other Combined Plan partners interface with MDES's Mississippi Works technology system. TDWDA has adopted policies and operating procedures consistent with the State Plan; the official policies of the TDWDA are listed in Section G of this plan.

C.15. The state's strategic vision, led by AccelerateMS, is to nurture a workforce system that acts and functions as an ecosystem where all parts are connected and align to achieve common goals, so that every Mississippian has an opportunity to become career-ready and secure a good job at home. TDWDA contributes to this vision by implementing the career pathway model and by prioritizing service delivery and training aligned to the MDA's high-demand target industry sectors, supporting economic developers in attracting these industries to Mississippi. Ecosystems Six and Eight are primarily located in the TDWDA. In 2015, SMPDD combined its Economic Development and Workforce Development departments into the Economic Workforce Development Division (EWD)—a change that correlated with WIOA's focus on assisting businesses as well as job seekers. The division strives to be recognized as the premier region in Mississippi that thinks and works together regardless of geographic boundaries, and works to increase the opportunity for individuals to earn family-sustaining wages while meeting the needs of employers. TDWDA's well-trained, seasoned staff work with AccelerateMS, the MDA, the Mississippi Business Alliance, local economic development agencies, and various workforce partners to ensure linkages among workforce development resources.

C.16. TDWDA submits modifications to the plan that reflect changes in local and/or state priorities or target industries on an annual basis or as needed—this 2026 Modification being the current example. Through regularly scheduled meetings of the LWDB, area partners submit requests for changes or improvements for consideration;

recommendations affecting state-level decisions are elevated to AccelerateMS and the SWIB for consideration and approval.

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

D.1. The One-Stop delivery system brings together federal workforce development and related programs to coordinate and align services in a seamless, customer-focused delivery system. Innovation and information exchange are priorities for the One-Stop system in the TDWDA. The LWDA continually strives to involve local employers, the community at large, and current or potential partner programs in workforce development efforts, including ensuring that local employers and the community are aware of the WIN Job Centers and available services. The LWDB promotes a high-quality One-Stop system by aligning economic development, education, and workforce to priority occupations, and establishes outcome and process goals for each WIN Job Center. The WIN Job Centers offer a wide array of on-demand services—training referrals, career counseling, job listings, assessments, and other training and employment-related services—provided in the most inclusive, appropriate, and accommodating method to achieve both physical and programmatic accessibility for all individuals. The One-Stop delivery system in the LWDA includes one Comprehensive Center in Gulfport (which physically houses the consortium of Combined Plan Partners), ten Affiliate Centers (each including staff from at least two partner programs), and Digital One-Stop Centers in the planning stage. Programs accessible on-site or by direct linkage include the Adult, Dislocated Worker, and Youth programs; Wagner-Peyser; Vocational Rehabilitation; TANF; Unemployment Compensation; Trade Adjustment Assistance; Veterans Services; Adult Education and Family Literacy; the Migrant and Seasonal Farmworker Program; SCSEP; and Career Skills Training & Education Pathways (STEP).

D.2. The LWDB reviews annually a Memorandum of Understanding (MOU) with WIN Job Center partners that establishes the design framework and partnerships of the one-stop system and fosters cooperation and collaboration among partners. Current MOUs are available for review at the fiscal agent's office; the Local Area WIN Job Center Memorandums of Understanding are in Appendix G.

D.3. WIN Job Centers and Combined Plan Partners use a variety of agency-specific data systems to manage service delivery and case management data. Every Combined Partner shares data regularly with the Mississippi WIOA Hub, which enables real-time partner data integration. As of 2022, all Combined Plan Partner data systems have been modified to support cross-program data exchanges through MS Works web services in the WIN Job Centers or are augmented by intermediate systems that mediate between their case management system and the WIOA Hub.

D.4. The LWDB, in cooperation with the SWIB, has accomplished the goal of training WIN Job Center staff in integrated service delivery. Designated staff serve on the Planning Committee for WIOA Partner Agency Staff Cross Training, and the Combined Plan Partners developed easy-to-reference fact sheets compiled into a resource page accessible in the Mississippi Works Labor Exchange system. Training areas include technology and the common data system, integrated case management, DHS/TANF, Rehabilitation Services, Community Colleges/ABE, MDES programs, and WIOA programs. As program partners change policies, staff receive ongoing training, predominantly through the online continuing education program, and all core partners now provide participant referrals electronically through the WIOA Hub.

D.5. The LWDB ensures monitoring and oversight of the WIN Job Center system, referencing, where applicable, 2 CFR 200. Sub-recipients are monitored in at least one in-depth review during the fiscal year through a combination of on-site visits, desk reviews, and data collection, covering general compliance, fiscal reviews, programmatic activities and compliance, performance, property and equipment, general administration, equal opportunity compliance, and service delivery. The TDWDB has established a biennial process for WIN Job Center one-stop certifications, which includes evaluating effectiveness, physical and programmatic accessibility, customer service, and continuous improvement. The area monitors customer satisfaction through surveys of job seekers and employers, OJT employer satisfaction questions on monitoring reports, and feedback collected through board members, job fairs, Industry Advisory Council members, and chamber events. The WIN Job Centers are also evaluated against the negotiated performance measures—employment attainment and retention, earnings, credential attainment, skill gains, and effectiveness in serving employers.

D.6. WIN Job Center locations—including Comprehensive, Affiliate, Sector Training Plus, and Virtual Access sites—are listed below. Program services offered at each are defined in the State Plan and supported by the LWDB. The MOU signed by each partner establishes guidelines for services provided, funding for infrastructure and operating costs, 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 and provider of Career Services and Youth Services. See Appendix H for a description of the Local Area WIN Job Centers.

Table: Twin Districts WIN Job Centers and Access Points

WIN Job Center / Access Point	Location
Gulfport WIN Job Center (Comprehensive)	10162 Southpark Drive Gulfport, MS 39503 228-897-6900
Carthage WIN Job Center (Affiliate)	202 C O Brooks St Carthage, MS 39051
Pascagoula WIN Job Center (Affiliate)	1604 Denny Avenue Pascagoula, MS 39567
Philadelphia WIN Job Center (Affiliate)	1016 Saxon Airport Road Suite 104 Philadelphia, MS 39350
Meridian WIN Job Center (Affiliate)	2000 Hwy 19 N Meridian, MS 39307
Hancock County WIN Job Center (Affiliate)	856 Hwy 90 Suite D Bay St. Louis, MS 39520
Columbia WIN Job Center (Affiliate)	1111 U.S. 98 Columbia, MS 39429
Picayune WIN Job Center (Affiliate)	2005 Wildwood Road Picayune, MS 39466
Choctaw WIN Job Centers (Affiliate)	266 Industrial Road Choctaw, MS 39350
Hattiesburg WIN Job Center (Affiliate)	1911 Arcadia Street Hattiesburg, MS 39401
Forest WIN Job Center (Affiliate)	536 Deerfield Drive Forest, MS 39074

Source: Twin Districts Workforce Development Area, 2026.

D.7. One aspiration of the LWDB is the development of a Sector Training Plus Comprehensive One-Stop Center—providing access to all services represented in the comprehensive center as well as sector-focused training—strategically placed in the local area according to sector needs. Planning is also underway for Digital One-Stop Centers, which will complement all other service models with access to workforce services through cutting-edge technology.

D.8. The MOU describes the WIOA career-coaching strategy: WIN Job Center staff provide one-on-one guidance, help clients assess skills and interests, develop Individual Employment Plans, and connect clients to training, employment, and support resources, including résumé and interview assistance and career-exploration activities, following the Mississippi Works Smart Start Career Pathway model.

D.9. The MOU outlines comprehensive assessment leading to personalized success plans, with participants introduced to and registered in Mississippi Works. The integrated customer service process for participants is depicted in the Local Area Services Flow Chart provided in Appendix I.

D.10. All job seekers, including those in remote areas, are connected to employers through the Mississippi Works web and mobile applications: building a profile and résumé, searching and applying for jobs, receiving alerts when

new openings match their criteria, receiving real-time job-fit feedback, and accessing labor-market information. For job seekers who lack computer skills, WIN Job Center staff log into the Mississippi Works Labor Exchange to assist through staff-assisted referrals and other Wagner-Peyser services.

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; One-Stop Operators negotiate a cost-sharing agreement with each partner.

D.12. The LWDB maintains an Infrastructure Agreement/Resource Sharing Plan for each center identifying the role and activities of each partner agency, an inventory of all services directly delivered or accessible through the center, referral mechanisms, and non-WIOA cash and in-kind resources. Each plan is designed to meet local community needs, maximize the utilization and coordination of local resources, and evolve with the needs of 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 (basic, individualized, and follow-up); Customized Training designed to meet the specific requirements of an employer with a commitment to hire and significant employer cost-sharing; Individual Training Accounts (ITAs) used to purchase training services from providers on the Eligible Training Provider List; Internships that help eligible adults and dislocated workers gain practical work experience; Incumbent Worker Training to retain a skilled workforce or avert layoffs; On-the-Job Training (OJT) provided by an employer to a paid participant; and Registered (and non-registered) Apprenticeship Training offering paid work experience, progressive wage increases, classroom instruction, and a portable, nationally recognized credential. The assessment of services is measured through customer satisfaction surveys of job seekers and employers and through surveys initiated by the Industry Advisory Council. The state Eligible Training Provider List and its certification and re-certification procedures ensure the quality and accountability of training services, and the LWDB's negotiated performance accountability indicators assess the LWDA's effectiveness in achieving positive outcomes. The services available at each WIN Job Center are summarized below.

Table: Twin Districts WIN Job Center Services

Service	Gulfport	Carthage	Pascagoula	Philadelphia	Choctaw	Meridian
Enroll New Participants	X	X	X	X	X	X
Career Assessments	X	X	X	X	X	X
Success Planning	X	X	X	X	X	X
Job Search & Referral	X	X	X	X	X	X
Individual Training Account	X	X	X	X	X	X
Adult Employability Training	X	X	X	X	X	X
Employability Training	X		X	X	X	X
Customized Employer Training	X	X	X	X	X	X
Internships	X		X			X
On-the-Job Training Contracts	X	X	X	X	X	X
Assess Changing Workforce Needs	X	X	X	X	X	X
Youth Development Services	X	X	X	X	X	X
Transportation Services	X	X	X	X	X	X
Childcare Services	X	X	X	X	X	X
Individual Employment Plans	X	X	X	X	X	X
Physical, Social and Mental Health counseling	X					
TANF Services	X		X			X
Voc. Rehab Services	X					

Service	Hancock Cty	Columbia	Picayune	Hattiesburg	Forest
Enroll New Participants	X	X	X	X	X
Career Assessments	X	X	X	X	X
Success Planning	X	X	X	X	X
Job Search & Referral	X	X	X	X	X
Individual Training Account	X	X	X	X	X
Adult Employability Training	X	X	X	X	X
Employability Training		X	X	X	X
Customized Employer Training	X	X	X	X	X
Internships		X	X	X	
On-the-Job Training Contracts	X	X	X	X	X
Assess Changing Workforce Needs	X	X	X	X	X
Youth Development Services	X	X	X	X	X
Transportation Services	X	X	X	X	X
Childcare Services	X	X	X	X	X
Individual Employment Plans	X	X	X	X	X
Physical, Social and Mental Health counseling					
TANF Services		X		X	X
Voc. Rehab Services					

Source: Twin Districts Workforce Development Area, 2026.

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 TDWDA Youth Committee oversees training opportunities for in-school youth (ISY) and out-of-school youth (OSY), ensuring they gain skills for success in high-growth industries. The LWDB oversees the committee's schedule and membership, ensures at least one community-based organization representative with a demonstrated record of success in serving eligible youth, and the committee makes recommendations regarding youth activities and ensures state performance measures are met. The LWDA tracks youth services utilizing the Career Pathway Model. Available youth workforce activities, including activities for youth with disabilities, span the fourteen WIOA program elements: tutoring and study skills training; alternative secondary schooling; paid and unpaid work experience with an academic and occupational component (including summer employment, pre-apprenticeship, internships, job shadowing, and OJT); occupational skills training with priority for programs leading to recognized postsecondary credentials aligned with in-demand sectors; concurrent education and training; leadership development; supportive services; adult mentoring; follow-up services for not less than 12 months after exit; comprehensive guidance and counseling; financial literacy education; entrepreneurial skills training; labor market information; and postsecondary preparation and transition activities. Twin Districts adds three local program requirements for all youth participants: (1) Bring Your "A" Game to Work, a work ethics curriculum teaching seven essential employability values; (2) an introduction to the sectors identified in the TDWDA Sector Strategy Plan—Healthcare, Advanced Manufacturing, Energy and Chemicals, and Information Technology; and (3) the FDIC "How Money Smart Are You?" financial literacy program.

In addition, TDWDA partners closely with high school Career and Technical Education (CTE) programs. These collaborations help connect in-school youth to sector-based pathways in areas such as Advanced Manufacturing, Healthcare, Information Technology, Energy, and Logistics. By aligning CTE instruction with community college programs and employer needs, these partnerships ensure that students graduate with both academic preparation and relevant work-based experience, making them more competitive in the job market.

To strengthen youth services, TDWDA utilizes the 50/50 waiver, which provides flexibility in serving both in-school youth (ISY) and out-of-school youth (OSY). In PY24, Twin Districts served 217 OSY and 54 ISY. Expanded partnerships with CTE programs, Career Coaches, and community providers have increased ISY enrollment while maintaining strong OSY engagement. To further grow ISY participation, TDWDA is implementing a targeted outreach strategy focused on deeper collaboration with high schools, CTE academies, and district-level administrators. This includes increasing Career Coach presence on campuses, offering WIOA-aligned workshops during school hours, and coordinating with counselors to identify students who would benefit from work-readiness training, supportive services, and paid work-based learning. By embedding services directly into school environments and strengthening referral pipelines, TDWDA aims to expand access for ISY while continuing to support strong OSY outcomes. This balanced approach ensures youth across the region gain access to work-readiness training, supportive services, and paid work-based learning opportunities aligned with sector strategies and employer needs.

D.15. The LWDA utilizes the intake and assessment system defined in the State Plan to maximize linkages between the WIN Job Center system and unemployment insurance requirements through the Smart Start Career Pathway. The RESEA program, provided by MDES through the WIN Job Center system, focuses on individuals at risk of exhausting their UI benefits and concentrates on returning them to work quickly.

D.16. In support of the Mississippi Combined Plan, TANF activities are coordinated through the Comprehensive WIN Job Center and Affiliate sites, where participants register with Mississippi Works and conduct job search as a condition of service. In partnership with MDHS, SMPDD operates the Career STEP program, providing training and supportive services—including the state’s only healthcare registered apprenticeship with Singing River Health System—funded through MDHS TANF Workforce Training and Education Program (WTEP) funds.

D.17. The LWDA supports the State Plan’s dropout-prevention and recovery initiatives, coordinated by MDE, including career academies, dual enrollment, the occupational diploma program, and work-based learning experiences, with participants registering for services through Mississippi Works.

D.18. The State Plan and the Local Plan are designed to help Mississippians achieve unsubsidized employment. TDWDA is committed to the integration and provision of services to target groups, developed through the diagnostic questionnaire and referral process and detailed in partner MOUs: (a) persons with disabilities, in coordination with MDRS; (b) veterans, through JVSG and priority of service; (c) TANF recipients, through Career STEP and TANF Workforce Training; (d) SCSEP participants, with services integrated at WIN Job Centers throughout the area; (e) individuals with other barriers to employment—the Sector Strategy Plan led Twin Districts to create a Support Services Committee whose responsibility is to explore funding opportunities to better deliver support services; and (f) additional populations, including youth (served through the WIOA Youth Program for out-of-school youth ages 16–24 and in-school youth ages 14–21), justice-involved individuals (served through Pathway Home 5, RESTORE ARP, and the PROWD Grant, supported by trained re-entry specialists and priority status in the LWDA), and National Emergency Dislocated Workers (served through National Dislocated Worker Grants providing time-limited disaster-recovery employment and training assistance). Public assistance to help overcome barriers such as childcare and transportation is integrated into the case management system.

The data below characterize these populations and inform service design.

Table 15: Unemployment and Labor Force Participation of Vulnerable Populations

Group	Percent
Veterans (Ages 18-64)	
Unemployment Rate	3.6%
Labor Force Participation Rate	73.4%
Disability (Ages 18-64)	
Unemployment Rate	10.9%
Labor Force Participation Rate	42.9%

Group	Percent
Below Poverty (18 and over)	
Unemployment Rate	22.7%
Labor Force Participation Rate	36.2%
Age 16-19 (Overall)	
Unemployment Rate	16.9%
Labor Force Participation Rate	35.5%
Age 16-19 Not Enrolled in School	
Unemployment Rate	17.8%
Labor Force Participation Rate	62.3%

Source: US Census Bureau, ACS 2024 5-Year Estimates.

Table 16: Characteristics of TANF Work-Eligible Recipients

Group	Number	Percent
Total TANF Recipients	1,317	-
Total Ages 18-64	144	-
RACE (Ages 18-64)		
Black	112	77.8%
Non-Black	32	22.2%
GENDER (Ages 18-64)		
Female	135	93.8%
Male	<10	-
AGE (Ages 18-64)		
18 - 25	31	21.5%
26 - 35	76	52.8%
36 - 64	37	25.7%
EDUCATION (Ages 18-64)		
Less than High School Graduate	39	27.1%
High School Diploma/GED	21	14.6%
Some College	54	37.5%
Not Available	30	20.8%
ECONOMIC CHARACTERISTICS (Ages 18-64)		
Employment Rate for the cohort 2025*	-	74.3%
Median Earnings for the cohort 2025*	11,300	-
Employment Rate One Year After Exit for the cohort 2024*	-	68.3%
Average Earnings One Year After Exit for the cohort 2024*	12,867	-

Source: MS Department of Human Services, TANF, 2025; MS Department of Employment Security, 2025. Data preliminary and may be revised; may not total 100% due to rounding.

Table 17: Characteristics of SNAP Recipients

Group	Number	Percent
Total SNAP Recipients	172,835	-
Total Ages 18-64	63,511	-
RACE (Ages 18-64)		
Black	28,165	44.3%
White	32,107	50.6%
Other	3,239	5.1%
GENDER (Ages 18-64)		
Female	39,795	62.7%
Male	23,716	37.3%
AGE (Ages 18-64)		
18 - 25	10,234	16.1%
26 - 35	13,003	20.5%
36 - 45	14,688	23.1%
46 - 64	25,586	40.3%
EDUCATION (Ages 18-64)		
Less than High School Graduate	11,414	18.0%
High School Diploma/GED	5,253	8.3%
Some College	15,184	23.9%
Not Available	31,660	49.8%
ECONOMIC CHARACTERISTICS (Ages 18-64)		
Employment Rate for the cohort 2025*	-	44.4%
Median Earnings for the cohort 2025*	17,073	-
Employment Rate One Year After Exit for the cohort 2024*	-	54.7%
Average Earnings One Year After Exit for the cohort 2024*	21,399	-

Source: MS Department of Human Services, 2025; MS Department of Employment Security, 2025. Data preliminary and may be revised; may not total 100% due to rounding.

Table 18: Characteristics of Ex-Offenders

Group	Number	Percent
Total Ex-Offenders	3,109	-
Total Ages 18-64	3,033	-
RACE (Ages 18-64)		
Black	1,412	46.6%
Non-Black	1,621	53.4%
GENDER (Ages 18-64)		
Female	420	13.8%
Male	2,613	86.2%
AGE (Ages 18-64)		
18 - 25	207	6.8%

Group	Number	Percent
26 - 35	893	29.4%
36 - 45	1,103	36.4%
46 - 64	830	27.4%
EDUCATION (Ages 18-64)		
Less than High School Graduate	1,198	39.5%
High School Diploma/GED	294	9.7%
Some College	419	13.8%
Not Available	1,122	37.0%
ECONOMIC CHARACTERISTICS (Ages 18-64)		
Employment Rate for the cohort 2025*	-	31.8%
Median Earnings for the cohort 2025*	11,250	-

Source: MS Department of Corrections, 2025; MS Department of Employment Security, 2025. Data preliminary and may be revised; may not total 100% due to rounding.

D.19. The LWDB supports the State Plan and coordinates with MDRS on providing services for individuals who qualify under the Americans with Disabilities Act of 1990 regarding the physical and programmatic accessibility of facilities, programs, services, technology, and materials. The WIN Job Centers have written policies explaining their obligations under WIOA Section 188 to make reasonable modifications to policies, practices, procedures, and structures to ensure equal opportunity for individuals with disabilities. Information and communication technology maintained and used by WIN Job Centers and Combined Partners complies with WIOA Section 188, and all WIN Job Centers are assessed biennially to ensure compliance and accessibility.

E. Sector Strategy Plan

E.1. Sector strategies are regional, industry-focused approaches to building skilled workforces that result in job opportunities for workers across a range of industries. In 2017, the LWDA created a Sector Strategy Plan with widespread industry input and engagement; a 2020 Addendum added the growing Information Technology sector as an industry of focus, and in 2023 the Career Coaches of the TDWDA researched CTE and community college offerings related to the identified sectors. The Sector Strategy Plan identifies four main sectors in the twenty-four-county area—Healthcare, Energy and Chemicals, Advanced Manufacturing, and Information Technology—which make up the economic identity of the area and produce in-demand career advancement opportunities with livable wages. The LWDA also recognizes and supports statewide strategies that may include other sectors important to the area: Tourism is identified by the MDA as a growth sector but did not meet the wage criteria set forth in the Sector Strategy Plan, and the Blue Economy—all activities related to the oceans, seas, and coasts—is an important sector in the coastal region that overlaps with the main sectors. Consistent with the Combined State Plan’s statewide sector framework, the region’s target sectors are analyzed in this modification as: Advanced Manufacturing; Agriculture, Food & Beverage; Energy & Related; Forestry, Chemicals & Related; and Shipbuilding & Related.

The region’s defining workforce challenge is the middle-skill gap. Across the five target sectors, current demand for middle-skill workers substantially outstrips supply, with Advanced Manufacturing and Shipbuilding & Related showing by far the largest gaps. The Twin Districts concentrates WIOA training investments where these gaps are greatest, directly advancing the industry-driven-strategies pillar.

Table 19: Supply and Demand for Middle-Skill Occupations in Targeted Industries

Industry	Supply	Demand	Gap
Advanced Manufacturing Industry	180	1,808	1,628
Agriculture, Food & Beverage	86	528	442
Energy & Related	216	656	440

Industry	Supply	Demand	Gap
Forestry, Chemicals & Related	213	259	46
Shipbuilding & Related	339	1,739	1,400
Total	1,034	4,990	3,956

Source: MS Department of Employment Security, 2025; MS State Longitudinal Data System, 2025; MS Works, 2025; MS Community College Board, 2025.

The industry structure and leading occupations of each target sector are summarized below. For each sector, the plan presents the current industry composition, the ten largest occupations with wage ranges, and the ten occupations with the highest projected growth and current job openings, to guide training and credential investments.

E.1.1 Advanced Manufacturing

Advanced Manufacturing is among the region's highest-wage sectors, led by transportation-equipment manufacturing and petroleum and coal products. Training should emphasize both general manufacturing competencies—assembly, welding, industrial maintenance—and the specialized skills developed with industry, including the crafts supported through the region's apprenticeship partnerships.

Table 20: Current Advanced Manufacturing Industry Structure

Industry	Avg. Employment	% of Total	Avg. Annual Wage	Establishments (Q4 2024)
Transportation Equipment Mfg	13,309	49.5%	\$70,979	42
Petroleum & Coal Products Mfg	2,157	8.0%	\$152,752	22
Computer & Electronic Product Mfg	1,076	4.0%	\$87,051	6
Other General Purpose Machinery Mfg	841	3.1%	\$55,395	13
Miscellaneous Mfg	662	2.5%	\$49,099	60
Foundries	591	2.2%	\$74,501	6
Other Chemical Product & Preparation Mfg	588	2.2%	\$85,576	10
Resin, Synthetic Rubber, & Artificial & Synthetic Fibers & Filaments Mfg	524	1.9%	\$94,064	10
Agriculture, Construction, & Mining Machinery Mfg	493	1.8%	\$68,498	11
Industrial Machinery Mfg	115	0.4%	\$65,133	3
Other Nonmetallic Mineral Product Mfg	58	0.2%	\$42,405	10
Clay Product & Refractory Mfg	19	0.1%	\$16,043	4
Electrical Equipment, Appliance, & Component Mfg	—	—	—	10
Basic Chemical Mfg	—	—	—	7
Pesticide, Fertilizer, & Other Agricultural Chemical Mfg	—	—	—	5
Pharmaceutical & Medicine Mfg	—	—	—	5
Iron & Steel Mills & Ferroalloy Mfg	—	—	—	1
Alumina & Aluminum Production & Processing	—	—	—	1
Commercial & Service Industry Machinery Mfg	—	—	—	2
Engine, Turbine, & Power Transmission Equipment Mfg	—	—	—	3
Total Advanced Manufacturing	26,891	100.0%	\$75,750	231

Source: Mississippi Department of Employment Security, Labor Market Information, Census of Employment & Wages, 2024 Annual Averages. Totals may not add due to rounding and confidentiality suppressions.

Table 21: Top 10 Occupations in the Advanced Manufacturing Industry

Occupation	Employment	Percent*	Hourly Wage for All Industries		
			10th Pctl.	Median	90th Pctl.
Miscellaneous Assemblers & Fabricators	4,443	16.5%	\$13.66	\$18.23	\$24.70
Welders, Cutters, Solderers, & Brazers	1,735	6.5%	\$18.14	\$28.85	\$30.36
First-Line Supervisors of Production & Operating Workers	1,581	5.9%	\$22.23	\$36.69	\$55.66
Electrical, electronic, & electromechanical assemblers, except coil winders, tapers, & finishers	1,036	3.9%	—	—	—
Laborers & Freight, Stock, & Material Movers, Hand	1,008	3.7%	\$12.63	\$16.34	\$23.74
Inspectors, Testers, Sorters, Samplers, & Weighers	809	3.0%	\$14.19	\$19.22	\$33.72
Electricians	777	2.9%	\$18.70	\$29.27	\$34.15
Industrial Engineers	618	2.3%	\$31.04	\$42.34	\$61.17
Industrial Machinery Mechanics	568	2.1%	\$18.80	\$29.28	\$40.05
Shipping, Receiving, & Inventory Clerks	522	1.9%	\$12.90	\$17.71	\$26.36

Source: MS Department of Employment Security, Occupational Employment & Wage Statistics, 2024. Hourly wages are for all industries; “—” denotes data suppressed for confidentiality.

Table 22: Top 10 Advanced Manufacturing Occupations with the Highest Projected Job Growth

Occupation	10-Year Projected Growth	Job Openings in FY2025
Electrical, Electronic, & Electromechanical Assemblers, Except Coil Winders, Tapers, & Finishers	701	23
Welders, Cutters, Solderers, & Brazers	211	331
Electricians	177	53
Industrial Engineers	149	143
Industrial Machinery Mechanics	138	20
First-Line Supervisors of Production & Operating Workers	129	190
Laborers & Freight, Stock, & Material Movers, Hand	116	27
Miscellaneous Assemblers & Fabricators	114	<10
Plumbers, Pipefitters, & Steamfitters	97	105
Coating, Painting, & Spraying Machine Setters, Operators, & Tenders	77	35

Source: MS Department of Employment Security, Occupational Projections, 2022–2032, and MS Works Job Openings, FY2025.

E.1.2 Agriculture, Food & Beverage

The Agriculture, Food & Beverage sector is anchored by poultry processing—one of the region’s strongest and most concentrated industries—alongside food manufacturing, animal production, and agricultural support activities. Training should emphasize food safety, advanced processing technology, and industrial maintenance in the region’s poultry and timber corridors.

Table 23: Current Agriculture, Food & Beverage Industry Structure

Industry	Avg. Employment	% of Total	Avg. Annual Wage	Establishments (Q4 2024)
Food Mfg	13,060	52.8%	\$43,356	92
Food & Beverage Retailers	6,103	24.7%	\$24,141	413
Forestry & Logging	1,279	5.2%	\$52,586	183
Grocery & Related Product Merchant Whsle	1,272	5.1%	\$58,874	89
Animal Production & Aquaculture	1,148	4.6%	\$53,122	64
Support Activities for Agriculture & Forestry	686	2.8%	\$51,609	75
Crop Production	265	1.1%	\$34,517	41
Farm Product Raw Material Merchant Whsle	217	0.9%	\$19,924	11
Fishing, Hunting & Trapping	163	0.7%	\$102,634	3
Textile Product Mills	34	0.1%	\$29,640	10
Beverage & Tobacco Product Mfg	—	—	—	15
Textile Mills	—	—	—	3
Total Agriculture, Food & Beverage	24,718	100.0%	\$40,683	999

Source: Mississippi Department of Employment Security, Labor Market Information, Census of Employment & Wages, 2024 Annual Averages. Totals may not add due to rounding and confidentiality suppressions.

Table 24: Top 10 Occupations in the Agriculture, Food & Beverage Industry

			Hourly Wage for All Industries		
Occupation	Employment	Percent*	10th Pctl.	Median	90th Pctl.
Cashiers	2,436	9.9%	\$8.69	\$10.66	\$14.45
Meat, Poultry, & Fish Cutters & Trimmers	2,042	8.3%	\$14.30	\$16.74	\$20.05
Stockers & Order Fillers	1,625	6.6%	\$10.97	\$14.93	\$20.92
Laborers & Freight, Stock, & Material Movers, Hand	1,142	4.6%	\$12.63	\$16.34	\$23.74
Slaughterers & Meat Packers	889	3.6%	\$14.36	\$16.56	\$19.49
Heavy & Tractor-Trailer Truck Drivers	846	3.4%	\$15.89	\$22.71	\$32.34
Helpers--Production Workers	733	3.0%	\$13.59	\$15.22	\$18.62
Packers & Packagers, Hand	612	2.5%	\$8.39	\$13.88	\$22.07
Food Preparation Workers	553	2.2%	\$8.75	\$11.34	\$16.84
First-Line Supervisors of Retail Sales Workers	553	2.2%	\$13.30	\$20.14	\$32.31

Source: MS Department of Employment Security, Occupational Employment & Wage Statistics, 2024. Hourly wages are for all industries; “—” denotes data suppressed for confidentiality.

Table 25: Top 10 Agriculture, Food & Beverage Occupations with the Highest Projected Job Growth

Occupation	10-Year Projected Growth	Job Openings in FY2025
Stockers & Order Fillers	190	43
Laborers & Freight, Stock, & Material Movers, Hand	131	13
Meat, Poultry, & Fish Cutters & Trimmers	103	1,177
Farmworkers, Farm, Ranch, & Aquacultural Animals	76	192
Heavy & Tractor-Trailer Truck Drivers	69	65

Occupation	10-Year Projected Growth	Job Openings in FY2025
Agricultural Equipment Operators	53	532
First-Line Supervisors of Production & Operating Workers	44	20
Driver/Sales Workers	44	44
Packers & Packagers, Hand	41	127
Sales Representatives, Wholesale & Manufacturing, Except Technical & Scientific Products	37	20

Source: MS Department of Employment Security, Occupational Projections, 2022–2032, and MS Works Job Openings, FY2025.

E.1.3 Energy & Related

The Energy & Related sector—spanning utilities, oil and gas, and clean energy—offers some of the region’s highest average wages. Training should build process-technology, electrical, industrial maintenance, and safety credentials aligned to employer demand, consistent with the Sector Strategy Plan’s Energy and Chemicals focus.

Table 26: Current Energy & Related Industry Structure

Industry	Avg. Employment	% of Total	Avg. Annual Wage	Establishments (Q4 2024)
Utilities	3,694	22.6%	\$98,490	219
Engineering Svcs	2,010	12.3%	\$89,271	168
Support Activities for Mining	1,056	6.5%	\$81,648	116
Oil & Gas Pipeline & Related Structures Construction	772	4.7%	\$70,566	36
Power & Communication Line & Related Structures Construction	708	4.3%	\$102,266	29
Pipeline Transportation	455	2.8%	\$106,850	47
Household Appliances & Electrical & Electronic Goods Merchant Whsle	318	1.9%	\$73,378	42
Warm Air Heating & Air-Conditioning Equipment & Supplies Merchant Whsle	177	1.1%	\$56,150	17
Plumbing & Heating Equipment & Supplies (Hydronics) Merchant Whsle	162	1.0%	\$84,965	22
Oil & Gas Extraction	127	0.8%	\$127,142	17
Electric Lighting Equipment Mfg	90	0.6%	\$33,643	3
Electrical Equipment Mfg	—	—	—	4
Petroleum Refineries	—	—	—	12
Refrigeration Equipment & Supplies Merchant Whsle	—	—	—	2
All Other Petroleum & Coal Products Mfg	—	—	—	2
Air-Conditioning & Warm Air Heating Equipment & Commercial & Industrial Refrigeration Equipment Mfg	—	—	—	2
All Other Miscellaneous Electrical Equipment & Component Mfg	—	—	—	2
Total Energy & Related	16,348	100.0%	\$89,452	740

Source: Mississippi Department of Employment Security, Labor Market Information, Census of Employment & Wages, 2024 Annual Averages. Totals may not add due to rounding and confidentiality suppressions.

Table 27: Top 10 Occupations in the Energy & Related Industry

Occupation	Employment	Percent*	Hourly Wage for All Industries		
			10th Pctl.	Median	90th Pctl.
Miscellaneous Assemblers & Fabricators	704	4.3%	\$13.66	\$18.23	\$24.70
Electrical Power-Line Installers & Repairers	647	4.0%	\$19.69	\$33.90	\$46.95
Laborers & Freight, Stock, & Material Movers, Hand	546	3.3%	\$12.63	\$16.34	\$23.74
Construction Laborers	505	3.1%	\$13.86	\$17.71	\$23.36
Civil Engineers	452	2.8%	\$28.44	\$46.47	\$72.21
First-Line Supervisors of Construction Trades & Extraction Workers	387	2.4%	\$21.74	\$32.64	\$49.37
Electrical, electronic, & electromechanical assemblers, except coil winders, tapers, & finishers	387	2.4%	—	—	—
First-Line Supervisors of Mechanics, Installers, & Repairers	334	2.0%	\$19.36	\$33.75	\$51.83
First-Line Supervisors of Production & Operating Workers	289	1.8%	\$22.23	\$36.69	\$55.66
Electrical Engineers	277	1.7%	\$31.29	\$49.96	\$77.91

Source: MS Department of Employment Security, Occupational Employment & Wage Statistics, 2024. Hourly wages are for all industries; “—” denotes data suppressed for confidentiality.

Table 28: Top 10 Energy & Related Occupations with the Highest Projected Job Growth

Occupation	10-Year Projected Growth	Job Openings in FY2025
Electrical, Electronic, & Electromechanical Assemblers, Except Coil Winders, Tapers, & Finishers	262	14
Construction Laborers	108	33
Electrical Power-Line Installers & Repairers	99	13
Laborers & Freight, Stock, & Material Movers, Hand	63	13
First-Line Supervisors of Construction Trades & Extraction Workers	55	13
Electrical Engineers	42	81
General & Operations Managers	40	28
Industrial Machinery Mechanics	39	<10
Civil Engineers	34	57
Operating Engineers & Other Construction Equipment Operators	34	10

Source: MS Department of Employment Security, Occupational Projections, 2022–2032, and MS Works Job Openings, FY2025.

E.1.4 Forestry, Chemicals & Related

The Forestry, Chemicals & Related sector builds on the Pine Belt’s timber base and the region’s chemical manufacturing capacity, with chemical manufacturing projected to grow 18.1% through 2032. Training should emphasize process operations, logging and wood-products technology, and chemical-plant safety credentials.

Table 29: Current Forestry, Chemicals & Related Industry Structure

Industry	Avg. Employment	% of Total	Avg. Annual Wage	Establishments (Q4 2024)
Wood Product Mfg	3,542	36.3%	\$64,054	75
Chemical Mfg	2,221	22.7%	\$85,189	47
Forestry & Logging	1,279	13.1%	\$52,586	183
Paper Mfg	878	9.0%	\$78,396	12
Plastics Product Mfg	600	6.1%	\$57,642	13
Support Activities for Forestry	352	3.6%	\$60,479	58
Wood Kitchen Cabinet & Countertop Mfg	316	3.2%	\$42,812	20
Lumber, Plywood, Millwork, & Wood Panel Merchant Whsle	195	2.0%	\$112,316	17
Custom Architectural Woodwork & Millwork Mfg	55	0.6%	\$55,657	6
Other Rubber Product Mfg	—	—	—	2
Petroleum Lubricating Oil & Grease Mfg	—	—	—	3
Upholstered Household Furniture Mfg	—	—	—	1
Non-upholstered Wood Household Furniture Mfg	—	—	—	2
Total Forestry, Chemicals & Related	9,765	100.0%	\$67,984	439

Source: Mississippi Department of Employment Security, Labor Market Information, Census of Employment & Wages, 2024 Annual Averages. Totals may not add due to rounding and confidentiality suppressions.

Table 30: Top 10 Occupations in the Forestry, Chemicals & Related Industry

Occupation	Employment	Percent*	Hourly Wage for All Industries		
			10th Pctl.	Median	90th Pctl.
Laborers & Freight, Stock, & Material Movers, Hand	545	5.6%	\$12.63	\$16.34	\$23.74
Miscellaneous Assemblers & Fabricators	507	5.2%	\$13.66	\$18.23	\$24.70
Upholsterers	505	5.2%	\$14.13	\$16.85	\$25.09
First-Line Supervisors of Production & Operating Workers	486	5.0%	\$22.23	\$36.69	\$55.66
Packaging & Filling Machine Operators & Tenders	349	3.6%	\$12.45	\$16.49	\$22.29
Sewing Machine Operators	335	3.4%	\$9.61	\$13.93	\$18.94
Sawing Machine Setters, Operators, & Tenders, Wood	326	3.3%	\$12.83	\$17.16	\$24.80
Heavy & Tractor-Trailer Truck Drivers	326	3.3%	\$15.89	\$22.71	\$32.34
Inspectors, Testers, Sorters, Samplers, & Weighers	288	2.9%	\$14.19	\$19.22	\$33.72
Paper Goods Machine Setters, Operators, & Tenders	262	2.7%	\$15.25	\$19.15	\$24.49
Industrial Truck & Tractor Operators	262	2.7%	\$14.34	\$17.78	\$24.07

Source: MS Department of Employment Security, Occupational Employment & Wage Statistics, 2024. Hourly wages are for all industries; “—” denotes data suppressed for confidentiality.

Table 31: Top 10 Forestry, Chemicals & Related Occupations with the Highest Projected Job Growth

Occupation	10-Year Projected Growth	Job Openings in FY2025
Laborers & Freight, Stock, & Material Movers, Hand	63	25
Industrial Machinery Mechanics	61	16
First-Line Supervisors of Production & Operating Workers	39	46
Industrial Truck & Tractor Operators	29	18
Paper Goods Machine Setters, Operators, & Tenders	27	<10
Heavy & Tractor-Trailer Truck Drivers	26	38
Stockers & Order Fillers	19	<10
Packaging & Filling Machine Operators & Tenders	16	<10
Electricians	15	17
Industrial Engineers	15	32

Source: MS Department of Employment Security, Occupational Projections, 2022–2032, and MS Works Job Openings, FY2025.

E.1.5 Shipbuilding & Related

Shipbuilding & Related—civilian and military—is the region’s signature industry, anchored by Huntington Ingalls in Pascagoula, the state’s largest employer. Training investments emphasize welding, pipefitting, electrical, and other maritime crafts through the Haley Reeves Barbour Maritime Training Academy and WIOA-supported OJT and apprenticeship; the sector carries the region’s second-largest middle-skill gap.

Table 32: Current Shipbuilding & Related Industry Structure

Industry	Avg. Employment	% of Total	Avg. Annual Wage	Establishments (Q4 2024)
Ship & Boat Building	12,124	67.9%	\$71,400	22
Engineering Svcs	2,010	11.3%	\$89,271	168
Primary Metal Mfg	843	4.7%	\$73,275	12
Plate Work & Fabricated Structural Product Mfg	481	2.7%	\$62,776	21
Boiler, Tank, & Shipping Container Mfg	470	2.6%	\$62,392	8
Machine Shops; Turned Product; & Screw, Nut, & Bolt Mfg	328	1.8%	\$57,114	33
Other Heavy & Civil Engineering Construction	289	1.6%	\$84,878	41
Coating, Engraving, Heat Treating, & Allied Activities	44	0.2%	\$69,461	6
Port & Harbor Operations	33	0.2%	\$92,021	3
Transportation Equipment & Supplies (exc Motor Vehicle) Merchant Whsle	13	0.1%	\$37,126	4
Forging & Stamping	—	—	—	1
Hardware Mfg	—	—	—	2
Paint & Coating Mfg	—	—	—	2
Other Support Activities for Water Transportation	—	—	—	4
Overhead Traveling Crane, Hoist, & Monorail System Mfg	—	—	—	1
Search, Detection, Navigation, Guidance, Aeronautical, & Nautical System & Instrument Mfg	—	—	—	2
Total Shipbuilding & Related	17,862	100.0%	\$73,881	330

Source: Mississippi Department of Employment Security, Labor Market Information, Census of Employment & Wages, 2024 Annual Averages. Totals may not add due to rounding and confidentiality suppressions.

Table 33: Top 10 Occupations in the Shipbuilding & Related Industry

Occupation	Employment	Percent*	Hourly Wage for All Industries		
			10th Pctl.	Median	90th Pctl.
Welders, Cutters, Solderers, & Brazers	1,608	9.0%	\$18.14	\$28.85	\$30.36
Electricians	807	4.5%	\$18.70	\$29.27	\$34.15
First-Line Supervisors of Production & Operating Workers	682	3.8%	\$22.23	\$36.69	\$55.66
Civil Engineers	583	3.3%	\$28.44	\$46.47	\$72.21
Plumbers, Pipefitters, & Steamfitters	500	2.8%	\$18.14	\$29.55	\$37.15
Machinists	494	2.8%	\$15.45	\$27.00	\$29.68
Layout Workers, Metal & Plastic	448	2.5%	—	—	—
Laborers & Freight, Stock, & Material Movers, Hand	448	2.5%	\$12.63	\$16.34	\$23.74
Coating, Painting, & Spraying Machine Setters, Operators, & Tenders	396	2.2%	\$18.51	\$27.29	\$29.42
Inspectors, Testers, Sorters, Samplers, & Weighers	359	2.0%	\$14.19	\$19.22	\$33.72

Source: MS Department of Employment Security, Occupational Employment & Wage Statistics, 2024. Hourly wages are for all industries; “—” denotes data suppressed for confidentiality.

Table 34: Top 10 Shipbuilding & Related Occupations with the Highest Projected Job Growth

Occupation	10-Year Projected Growth	Job Openings in FY2025
Welders, Cutters, Solderers, & Brazers	195	251
Electricians	183	41
Plumbers, Pipefitters, & Steamfitters	111	54
Industrial Machinery Mechanics	85	<10
Machinists	77	42
Electrical, Electronic, & Electromechanical Assemblers, Except Coil Winders, Tapers, & Finishers	70	<10
Coating, Painting, & Spraying Machine Setters, Operators, & Tenders	59	29
First-Line Supervisors of Production & Operating Workers	55	82
Laborers & Freight, Stock, & Material Movers, Hand	52	14
Software Developers	50	<10

Source: MS Department of Employment Security, Occupational Projections, 2022–2032, and MS Works Job Openings, FY2025.

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. The LWDA engages with representatives of business in the local area, including small employers and businesses hiring the priority occupations. Local economic developers also serve on the LWDB, and all representatives are encouraged to participate in addressing workforce solutions. The TDWDA team has strong partnerships in place with local economic developers and collaborates on workforce projects. Additionally, the LWDB engages business and industry through its Industry Advisory Council, which usually meets on a quarterly basis, and works with AccelerateMS to develop key strategic plans to better utilize and connect existing resources and maximize their benefit to citizens and employers.

E.3. The LWDA works with AccelerateMS, the Mississippi Development Authority, the Mississippi Business Alliance, local economic development agencies, and various workforce partners to ensure that there are linkages among workforce development resources. The LWDB works to coordinate the delivery of services for recruiting and training employees and to ensure partners are aware of the services available. Along with the AccelerateMS ecosystem coordinator and leadership at the state level, TDWDA works to meet the needs of employers in real time with real solutions. A list of partners and stakeholders engaged in the Sector Strategy planning and implementation process is included in the Appendices; these organizations continue to collaborate on a regular basis.

E.4. Increasing awareness of services offered at the WIN Job Centers requires routine, ongoing 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. Locally, all partners participate in efforts to increase employer and job seeker awareness through referral networks, partnership meetings, job fairs, and local area meetings. The LWDB is often a convener of partners to educate them on available services; LWDB staff participate as conference and meeting presenters, and the LWDB utilizes SMPDD social media outlets to boost awareness of WIN Job Center activities. The One-Stop Operator (currently MDES) has a key duty to promote and market the WIN Job Centers to both employers and job seekers.

E.5. The LWDB has formed relationships with individual educational institutions, including the five community colleges in the TDWDA 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, accomplished 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 workforce training needs, and the workforce policies of the TDWDA are written to ensure that training, eligibility requirements, and associated processes align with the strategic goals of the workforce area and the state.

E.6. The LWDB offers Adult Basic Education through the Mississippi Community College Board and other approved providers on the Eligible Training Provider List (ETPL). 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. TDWDA focuses on priority occupations and the sector strategy, and the workforce system is designed to give individuals as much information as possible—wage and salary information, training requirements, and job locations—to make informed decisions on career pathways.

F. Business Plan

F.1. As a WIOA Combined Plan Partner, TDWDA shares the state’s strategic vision to create a world-class workforce aligned to Mississippi’s unique economic portfolio and labor market, driving increased and sustained individual, community, and statewide prosperity. The TDWDA has adopted the same seven goals as the approved State Plan—coordinated no-wrong-door service delivery; strengthened interagency partnerships; defined, articulated K-16+ pathways; cross-program performance metrics; a technology-maximizing service delivery approach; investment in integrated technology; and a unified vision and message—organized under the five pillars of America’s Talent Strategy as shown in the alignment table at the front of this plan. The intended outcomes are measured in accordance with the state performance goals and WIOA mandates: employment during the second and fourth quarters after exit; median earnings during the second quarter after exit; credential attainment rate; measurable skill gains; and effectiveness in serving employers.

F.2. The goals and intended outcomes will be achieved in accordance with the State Plan. TDWDA embraces the Career Pathway Model and the no-wrong-door approach, serving individuals and businesses coherently regardless of where they enter the workforce system. Goal 1 is achieved at all stages of the Career Pathway Model through the collaborative efforts of the Combined Plan Partners, coordinated through the One-Stop Comprehensive Center. Goal 2 is achieved through effective communication, prompt action on referrals and co-enrollment, continued work with core partners on the common intake and reporting model (the WIOA Hub), cross-training of One-Stop staff, and regular information-sharing with the AccelerateMS ecosystem coordinator. Goal 3 is advanced through the Sector Strategy Plan, focusing individualized career pathways on the identified sectors—Advanced Manufacturing, Energy and Chemicals, Healthcare, and Information Technology—with priority occupations a strong consideration. Goal 4 is achieved through cross-program performance metrics defined by the U.S. Department of Labor, with workforce data

received regularly from MDES and the Mississippi State Longitudinal Data System for analysis. Goal 5 continues work with core partners on the HUB, utilizes the GranTrak financial tracking system, and considers additional digital delivery systems within the WIN Job Centers. Goal 6 invests in integrated technology that enhances program delivery, management, and performance tracking—leveraged carefully so it does not create additional barriers for the hard-to-serve, a lesson underscored by the region’s re-entry work. Goal 7 establishes unified branding and messaging that align partners, stakeholders, and participants.

F.3. For each goal, TDWDA follows a structured cycle of planning, implementation, and evaluation: assessing existing policies and resources; engaging stakeholders; designing frameworks and initiatives; deploying integrated technology and performance-tracking tools; and monitoring access, outcomes, and feedback to refine strategies. The MOU defines how partners work together on coordination and messaging goals; the career pathway model creates the workforce pipeline; and the SWIB’s quality-control procedures and the TDWDB’s annual review of local services complete the accountability loop.

F.4. The following timetable guides review of outcomes and achievement of the Twin Districts’ workforce goals.

Table: Timetable for Reviewing Outcomes and Achievements

Item	Monthly	Quarterly	Annually	As Needed
LWDB meetings		X		X
WIN Job Center monitoring visit			X	
Eligible Training Provider List renewal			X	
Benchmark review with providers		X		
Sub-grantee monitoring			X	
Desktop monitoring of WIN Job Centers with MDES-generated performance reports		X		
Data input monitoring for accuracy	X			
Review of Local Plan			X	

Source: Twin Districts Workforce Development Area.

F.5. The State establishes the benchmark goals for the LWDAs. Local eligible providers are responsible for meeting or exceeding all programmatic goals and outcomes. TDWDA assesses 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 are taken to improve program quality: a corrective action plan is developed by the provider and approved by the LWDB if the program is out of compliance with state and/or federal policies, and a performance improvement plan is required for low-performing programs compared to state or federal benchmarks. Quarterly benchmarks are included in the contracts of sub-recipients.

F.6. TDWDA will meet the workforce needs of the area and the region as outlined in Section B of this plan and aligned with the State Plan’s Economic Analysis. Twin Districts has well-trained, seasoned staff who stay keenly aware of the workforce needs of local business and industry as well as the resources available to build a strong talent pool.

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

Table: Matrix of Resources and Services Provided by Each Stakeholder

Services	MDES	AMS	MCCB	MDRS	MDHS	MDE	MDA	MDOC
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	X			
Provide on-the-job-training (OJT) contracts	X	X	X					
Assess changing workforce needs	X	X	X	X	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					

Source: Twin Districts Workforce Development Area. AMS = AccelerateMS.

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.

Table.: Official Policies for TDWDA.

Official Policies	
G.1.	TDWDA Oversight and Monitoring Policy – Page 51
G.2.	TDWDA Eligible Training Provider Procedures for Continuous Improvement – Page 56 MDES establishes and updates procedures for continuous improvement of eligible training providers adopted by TDWDA. See Mississippi Eligible Training Provider Certification @ www.etpl.mdes.ms.gov
G.3.,	TDWDA Statement of Non-Discrimination, Equal Opportunity Complain Grievance – Page 106
G.4.,	Procedure, Equal Opportunity Updates—MDES establishes and updates EO policies adopted by
G.5	TDWDA to comply with universal access to programs and activities.
G.6.,	Supportive Services Policy, Needs-Related Payment for Adults and Dislocated Workers – Page 109
G.7.	Supportive Services for Youth – Page 113
G.8.	TDWDA Incumbent Worker Training Policy – Page 119
G.9.	N/A
G.10.	TDWDA Adult and DW OJT Policy – Page 122
G.11.	TDWDA Priority of Services Policy – Page 131
G.12.	TDWDA Adult and DW ITA Policy – Page 135
G.13.	TDWDA Conflict of Interest Policy – Page 139
G.14.	TDWDA Sunshine Provision Policy – Page 170
G.15.	TDWDA Youth Incentive Policy – Page 176

Appendices

A.	TDWDA Local Area Re-designation Approval Letter.....	Page 186
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TWIN DISTRICTS WORKFORCE DEVELOPMENT AREA

Funding Stream: WIOA Adult, Dislocated and Youth
Policy Title: Oversight and Monitoring
Policy Number: G-5.04
New / Replace: Replace
Reference: State Policy #8 - Programmatic and Fiscal Monitoring
Date Effective: December 05, 2024

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 300-332 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 \$1,000,000 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 and/or Monitoring Services Contractor 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 should 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 TDWDA also conducts on going performance and technical assistance reviews, which may or may not be scheduled in advance. Unannounced visits will be conducted when there is reason to believe such visits are necessary.

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 on going 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 60 days of the review which will include:

- the dates of the review and areas covered;
- a list of findings and/or observations, and a description of the finding or violation; and
- a recommendation for each finding and/or observations, 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 30 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/or observations 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.

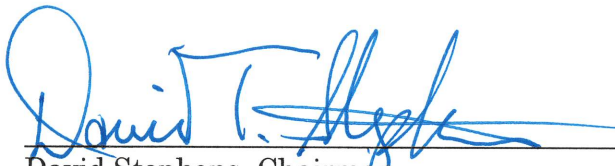
11. Sub-grantee Internal Monitoring

TDWDA sub-grantees may be required to conduct internal monitoring. TDWDA 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 TDWDA monitoring files. Follow-up may be conducted by TDWDA 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

12/05/2024
Date

TWIN DISTRICTS WORKFORCE DEVELOPMENT AREA

Funding Stream: WIOA Adult/Dislocated Worker
Policy Title: Eligible Training Provider Certification
Policy Number: G-2.02
New / Replace: Replaces TDWDA Eligible Training Provider Certification Policy # 1
Reference: State Policy Number 9, Revision 2 and WIOA Title 1
Date Effective: February 1, 2023

I. PURPOSE:

The purpose of this policy is to set forth the State of Mississippi and the Twin Districts Workforce Development Area's (TDWDA) requirements for the Workforce Innovation and Opportunity Act (WIOA) Title 1 Training Provider Eligibility, the State's list of Eligible Training Providers, and programs. This policy guidance focuses on the requirements for providing certain training with contracts, establishing initial provider and program eligibility and continued eligibility for the use of ITAs, and establishing roles and responsibilities of the State of Mississippi and the Twin District Workforce Development Area for maintaining the Eligible Training Provider List (ETPL), disseminating the ETPL, and addressing unique requirements for Registered Apprenticeship Programs (RAPs).

II. BACKGROUND:

WIOA and its regulations established the allowable types of training, including both work-based and classroom instruction, with the goal of ensuring provider performance, job-driven training, informed consumer choice, continuous improvement, and cost-effective investment of public funds.

III. TYPES OF TRAINING ALLOWED BY THIS POLICY UNDER WIOA TITLE 1:

WIOA authorizes various funding mechanisms for allowable participant training. Allowable types of training include:

1. Occupational skills training, including training for nontraditional employment;
2. On-the-Job Training (OJT);
3. Incumbent Worker Training (IWT);
4. Programs that combine workplace training with related instruction, which may include cooperative education programs;
5. Training programs operated by the private sector;
6. Skill upgrading and retraining;
7. Entrepreneurial training;
8. Job readiness training provided in combination with the training services described in (1) through (7) of this section or transitional jobs;
9. Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with services provided in any of clauses (1) through (7); and
10. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

These mechanisms include direct contracts for services and individual training accounts.

An Individual Training Account (ITA) may be used to pay for any allowable type of training as long as the program of training services (also referred to as “program of study”) is on the state list of eligible training providers (ETP list) and is an allowable training in the TDWDA. Direct contracts for training services with employers and the state or TDWDA may be for OJT, IWT, and customized training. The state or TDWDA, when it is determined most appropriate, may also establish a contract with an institution of higher education or other providers of training services for a group of WIOA participants concurrently training in in-demand industry sectors or occupations, provided that the contract does not limit customer choice. As long as training services are chosen in a manner that achieves the goals outlined in the purpose section of this policy, select training services may also be provided using a contract between the provider and the Twin Districts Workforce Development Board (TDWDB). For these select training services, participants can receive training from a program that is not on the ETPL.

IV. EXEMPT TRAINING SERVICES:

Training services that are exempt from the WIOA Section 122 (a) through (f) eligibility requirements include:

1. On-the-Job (OJT) training; customized training; incumbent worker training; transitional employment; or
2. Training provided under the circumstances described at WIOA Section 134(c)(3)(G)(ii) and 20 CFR 680.320, where the TDWDA determines that:

- There is an insufficient number of ETPS in the local area to accomplish the purpose of a system of ITAs;
- There is a training service program with demonstrated effectiveness offered in the local area by a community-based organization or other private organization to serve individuals with barriers to employment;
- It would be most appropriate to award a contract to an institution of higher education or other providers of training services to facilitate the training of multiple individuals in one or more in-demand industry sectors or occupations, and such contract does not limit customer choice; or
- When the TDWDB provides training services through a pay-for-performance contract.

For training programs that are exempt from the WIOA Section 122(a) through (f) eligibility requirements, the Governor may establish performance criteria those providers must meet to receive funds under the adult or dislocated worker programs. The TDWDB must collect this information, if required, and determine whether the providers meet the Governor's performance criteria before entering into contracts with training providers that meet these criteria.

V. ENTITIES ELIGIBLE TO APPLY TO BE ELIGIBLE TRAINING PROVIDERS:

Only the entities listed below may apply for inclusion on the ETPL, and these are the only entities eligible to provide training for participants who enroll in WIOA Title 1 funded program of training services, except as discussed above in section III of this policy. Training provider entities eligible to apply for inclusion on the ETP list include:

1. Institutions of higher education that provide a program that leads to a recognized postsecondary credential;
2. Apprenticeship programs, including Registered Apprenticeship Programs (RAPs) in accordance with the language below and in forthcoming guidance on RAPs and WIOA;
3. Other public or private providers that provide training, which may include community-based organizations (CBOs) and joint labor-management organizations;
4. Eligible providers of adult education and literacy activities under WIOA Title II if such activities are provided in combination with training services described in 20 CFR 680.350; and
5. The TDWDB, if they meet the conditions of WIOA Section 107(g)(I).

ETPs are subject to the equal opportunity and nondiscrimination requirements contained in WIOA Section 188 and implementing regulations at 29 CFR part 38.

VI. ELIGIBLE PROGRAMS OF TRAINING SERVICES (PROGRAMS OF STUDY):

A program of study is defined as one or more courses or classes, or a structured regimen that provides job-driven training services and leads to a recognized post-secondary credential, as defined in WIOA Section 3(52), which includes an industry-recognized certificate or certification, a certificate of completion of a registered apprenticeship, a license recognized by the state involved or Federal Government, a postsecondary credential, secondary schools diploma or its equivalent, employment, or measurable skill gains toward a recognized postsecondary or secondary school diploma or its equivalent credential or employment. These training services could be delivered in person, online, or in a blended approach.

VII. U. S. DEPARTMENT OF LABOR REGISTERED APPRENTICESHIP PROGRAM (RAP) SPONSORS:

Registered Apprenticeship Programs are automatically eligible to be included on the ETPL and are exempt from state and local ETP eligibility requirements. This policy requires the state to have a process for adding RAPs that imposes minimal burden on the RAP. This process may require that the RAP provide the following basic information:

- Occupations included within the RAP;
- The name and address of the RAP sponsor;
- The name and address(es) of the Related Technical Instruction provider(s) and the locations(s) of instruction if different from the program sponsor's address;
- The method and length of instruction; and
- The number of active apprentices.

For RAPs that opt for inclusion on the ETPL, states and TDWDA must add them without applying any additional eligibility requirements that they might otherwise apply to other types of training providers. Furthermore, states must maintain RAPs on the list until:

- The RAP program notifies the state agency it no longer wants to be included on the list;
- The program becomes deregistered under the National Apprenticeship Act;
- The program is determined to have intentionally supplied inaccurate information; or
- A determination is made that the RAP substantially violated a provision of Title 1 of WIOA or the WIOA regulations, including 29 CFR part 38.

Similar to the RAP exemption from the eligibility requirements, RAPs also are exempt from ETP performance reporting requirements in WIOA Section 116(d)(4) and 122, including any additional ETP reporting requirements that have been added by the state or

TDWDA. This also means that the state and TDWDA must not establish any RAP specifics performance reporting requirements; however, RAPs may voluntarily report performance outcomes. States may require only the information necessary to verify the registration status for the RAP, in accordance with procedures established by the state in consultation with the state office of apprenticeship.

Industry Recognized Apprenticeship Programs (IRAPs) are not exempt from state and local Eligible Training Providers eligibility requirements.

VIII. ELIGIBLE TRAINING PROVIDER (ETP) LIST REQUIREMENTS AND RESPONSIBILITIES:

Required State Responsibilities:

A. The Mississippi Department of Employment Security (MDES) must develop and maintain the ETP list (providers and their programs of study):

1. The state's eligible training provider list must be accompanied by appropriate information to assist participants in choosing employment and training activities. Such information must include the following, disaggregated by Local Areas served, as applicable:
 - a. Recognized post-secondary credential(s) offered;
 - b. Provider information supplied to meet the state's eligibility procedure;
 - c. Performance and cost information; and
 - d. Additional information as the state determines appropriate, such as the number of units (for example, credits, hours or semesters) needed to earn the credentials offered.
2. The state-eligible training provider list must be accompanied by relevant performance and cost information.
3. The state-eligible training provider list must be widely available to the public (including TDWDA) through electronic means, including websites and searchable databases, as well as any other means states use to disseminate information to consumers and easily understood.
 - a. MDES must disseminate the list to the local boards, the one-stop system, its partner programs, the public, and the state's secondary and postsecondary education system.
 - b. The state ETPL must be accessible to individuals with disabilities, individuals seeking information on training outcomes, and individual participating in employment and training programs funded under WIOA.

- c. The state ETPL must not reveal personally identifiable information about individual participants.

B. The state must establish a minimally burdensome mechanism for adding Registered Apprenticeship programs (RAPs) to the list and verifying registration status at least every two years.

C. The governor must work with the state board to develop procedures, information requirements, and criteria for determining eligibility (including clarifying state and TDWDB responsibilities).

1. Initial eligibility requirements must:

- a. Include required initial eligibility components listed on the Eligibility Policy Checklist as described in Training and Employment Guidance Letter 9-19 Attachment III;
- b. Required providers seeking initial eligibility to provide verifiable program-specific performance information;
- c. Required providers to submit the required information for the programs to be considered for initial eligibility in accordance with the state's procedure; and
- d. Only permit initial eligibility to last for one year for each program of study.
- e. *Exempt from eligibility determinations; RAPs.*
- f. If a RAP expresses interest in being on the state-eligible training provider list, the state must request the RAPS provide the following information to the state:
 - Occupations included within the RAP;
 - The name and address of the RAP sponsor;
 - The name and address of the Related Technical Instruction provider and the location of instruction if different from the program sponsor's address;
 - The method and length of instruction; and
 - The number of active apprentices.

2. Continued eligibility requirements must:

- a. Establish an application procedure for training providers to maintain their eligibility and the eligibility of their programs;
- b. Establish a procedure that ensures that all providers are subject to review and renewal of their eligibility within a year of their initial eligibility determination and at least every two years thereafter, which can establish minimum standards;

- c. Describe the application procedure for continued eligibility in the State Plan, and outline the roles of the state and TDWDA in receiving and reviewing provider applications and in making eligibility determinations;
- d. Include the continued eligibility components listed on the Eligibility Checklist as described in Training and Employment Guidance Letter 8-19 Attachment III; and
- e. Take into account whether the provider accurately and timely submitted all of the information required for initial and continued eligibility.
- f. Information requirements for continued eligibility established by the governor must require eligible training providers to submit appropriate, accurate, and timely information for participants receiving training under WIOA title I. That information must include:

- The percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program;
- The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program;
- The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program;
- The percentage of program participants who obtain a recognized postsecondary credential, or secondary school diploma or its recognized equivalent during participation in or within 1-year exit from the program;
- Information on recognized postsecondary credentials received by program participants;
- Information on the cost of attendance, including costs of tuition and fees, for program participants; and
- Information on the program completion rate for such participants.

3. The policies and procedures must include RAP sponsors requesting ETP list inclusion as long as the program is registered or until the program sponsor notifies the state that it no longer wants to be included on the list, until the program is deregistered, or until they are determined to have intentionally supplied inaccurate information or have substantially violated a provision of Title 1 of WIOA or the regulations.
4. The policies and procedures must not subject RAPs to the same application and performance information requirements or to a period of initial eligibility or continued eligibility procedures.
5. The Governor and State Workforce Development Board must work with the federal Office of Apprenticeship (OA) state director, or if the state oversees the apprenticeship system, with the SAA to develop a mechanism to contact all RAPs within the state in order to allow them to indicate interest.

D. For initial and continue eligibility procedures, the Governor must:

1. During a designated time period, solicit and consider recommendations from TDWDB and training providers regarding the procedures.
2. Provide an opportunity for public comment regarding the initial and continued eligibility procedures.

E. The designated state entity must determine whether the provider submitted accurate information for the eligibility criteria and performance levels and take enforcement action as needed if the provider intentionally submitted inaccurate information or substantially violated the requirements of WIOA or initial and continue eligibility procedures, the Governor must:

1. The Governor's procedure must include what the Governor considers to be a substantial violation of the requirement to timely and accurately submit all of the information required for completion of the eligible training provider performance reports required under WIOA Section 116(d)(4) and all of the information required for initial and continued eligibility.
 - a. These procedures must take into account exceptional circumstances beyond the provider's control, such as natural disasters, unexpected personnel transitions, and unexpected technology-related issues.
 - b. Providers who substantially violate the requirement to timely and accurately submit all required information must be removed from the ETP list.

F. The designated state entity must ensure that state-established minimum performance levels for initial and/or continued eligibility are met (if applicable), including verifying the accuracy of the information.

G. The Governor must establish procedures for removing a provider from the list. Such procedures must:

1. Remove programs that do not meet established eligibility criteria or state-established minimum performance levels (if applicable)
2. Identify which entity is responsible for revoking a provider's eligibility (TDWDB or state agency).
3. Ensure that revocation is for a period not less than two years for providers that intentionally supply inaccurate information or substantially violate any provision of WIOA or its regulations and that the training provider is liable to repay all adult and dislocated worker training funds received during the period of noncompliance.
4. Providers removed from the statewide ETP list or from the TDWDA list of eligible training providers must be afforded the opportunity to appeal the removal.

5. Establish an appeals procedure for providers of training to appeal a denial of eligibility. The procedure must include an opportunity for a hearing and must explain the appeals process for denial or termination of eligibility of a provider of training services. (See TDWDB Denial and Appeal Section of this policy).
- H. The Governor must establish a procedure by which a provider can demonstrate that providing state-required additional performance and cost information would be unduly burdensome or costly. If the state determines that providers have demonstrated such extraordinary costs or undue burdens.**
1. The state must provide access to cost-effective methods for the collection of information.
 2. The state may provide additional resources to assist providers in the collection of the information from funds for statewide workforce investment activities reserved under WIOA secs. 128(a) and 133(a)(I); or
 3. The state may take other steps to assist eligible training providers in collecting and supplying required information, such as offering technical assistance.
- I. The Labor Market Information Division (LMI) of the MS Department of Employment Security (MDES) will establish a list of demand occupations for the State. LMI data can be found at <https://mdes.ms.gov/information-center/labor-market-information/>. The TDWDB will maintain a list of local demand occupations in response to local labor market needs.**

Allowable State Responsibilities:

- A. Governors may require any additional performance information (such as the information described at WIOA Section 122(b)(I) that the Governor determines to be appropriate for eligibility or to better inform consumers.
- B. Governors may establish minimum performance standards for initial and continued eligibility, based on the performance information required for each.
- C. The Governor may establish procedures and timeframes for providing technical assistance to eligible training providers who are not intentionally supplying inaccurate information or who have not substantially violated any of the requirements under this section but are failing to meet the criteria and information requirements due to undue cost or burden.
- D. State policies and procedures may provide for reciprocal or other agreements established with another state to permit eligible training providers in a state to accept ITAs provided by the other state.

Required Twin Districts Workforce Development Board Responsibilities:

- A. The TDWDB must ensure that there are sufficient numbers and types of providers of training services (including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities) serving the TDWDA and providing the services involved in a manner that maximizes consumer choice and leads to competitive integrated employment for individuals with disabilities.
- B. The TDWDB must complete other responsibilities delegated to the TDWDB by the state (the state may not delegate responsibilities specifically designated as a state responsibility unless explicitly stated in this guidance, the WIOA Final Rule, or WIOA statute). For example, the TDWDB must collect such performance information as the state may require and determine whether the providers meet the state's performance criteria.
- C. The TDWDB must remove ETPs that fail to meet local performance standards (if applicable) from the local ETP list, in accordance with state and local policies and procedures. This process must allow for appeals in accordance with the state's appeals procedure for providers of training to appeal a denial of eligibility from the local list of eligible training providers. (see the Denial and Appeal Processes section of this policy).
- D. The TDWDB must ensure that the state's ETP list is disseminated publicly through the local one-stop system, including in formats accessible to individuals with disabilities, and its partner programs.
- E. The policies and procedures established by the TDWDB must meet the minimum requirements of the guidelines set by the State, the TDWDB may adopt more restrictive policies.

Allowable TDWDB Responsibilities:

- A. The TDWDB may, except with respect to registered apprenticeship programs:
 - 1. Require additional criteria and information from local providers as criteria to become or remain eligible in the TDWDA; and
 - 2. Set higher levels of performance than those required by the state as criteria for local programs to become or remain eligible to provide services in the TDWDA.
- B. The TDWDB may supplement the criteria and information requirements established by the Governor in order to support informed consumer choice and the achievement of local performance indicators. However, the TDWDB may not do so for registered apprenticeship programs.

This additional information may include:

1. Information on programs of training services that are linked to occupations in demand in the TDWDA;
 2. Performance and cost information, including program-specific performance and cost information for the local outlet(s) of multi-site eligible training providers;
 3. Information that shows how programs are responsive to local requirements; and
 4. Other appropriate information related to the objectives of WIOA
- C. The TDWDB may make recommendations to the Governor on the procedure used to determine the eligibility of providers and programs.

Training Provider Responsibilities:

- A. Training providers must submit accurate and timely performance data and cost information for both initial eligibility and continued eligibility at least every two years, according to procedures established by the governor.
- B. Training providers must deliver results and provide accurate information in order to retain status as an ETP.
- C. RAPs must submit the information necessary to indicate interest in being on the ETP list according to procedures established by the state after being contacted by the state. These items should include the items in the checklist as described in Training and Employment Guidance Letter 8-19 Attachment III.
- D. Intermediaries serving as RAPs who are employers using an outside instructional provider must identify their instructional provider in accordance with requirements established by the TDWDB.
- E. The training provider will be bonded, registered by the applicable state agency, and licensed to do business in Mississippi.
- F. Eligible training providers who choose to seek continued eligibility of existing training courses(s) during the annual open enrollment period beginning April 1st of each year and ending at midnight April 15th of each year will be monitored annually.

Registered Apprenticeship Program (RAP) Required Information for ETP List.

- A. **RAPs approved under National Program Standards must submit to ETA the following information to be added to the ETP list:**
 1. Occupations included within the RAPs;
 2. The name and address of the RAP sponsor

3. The name and address(es) of the Related Technical Instruction providers(s) and the locations(s) of instruction if different from the sponsor's address; (Note: If the provider of Related Instruction is different from the program sponsor, cost of the instruction may be requested);
4. The method and length of instruction; and
5. The number of active apprentices.

IX. INITIAL ELIGIBILITY DETERMINATION POLICY

A. Initial Eligibility Application Process

1. The Initial Application Process for Eligible Training 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 TDWDB and the State, a training provider profile, contact user information, locations(s) of training, and all necessary documentation required to show proof of registration, bonding, etcetera.
2. The state has developed the following registration procedure for use by the State ETPL Administration and TDWDB in determining the eligibility for all Training Providers of training as described in WIOA section 134(a). The registration application is an automated online form and is located in the State's ETPL system at <https://etpl.mdes.ms.gov/Login.aspx>
 - Registration applications that are completed and submitted as prescribed in the initial online application are assigned by the ETPL system to the appropriate local board(s), and its designee(s) based on the information the eligible training provider selects at the time the application is made. Each TDWDB selected on the registration template will receive a copy of the application review. The applicant must ensure that the required documents are sent to the TDWDB. The ETPL system will assign a temporary three-digit code to the eligible training provider's registration application.
 - The TDWDB will look for: Factors concerning whether the provider is in a partnership with a business; Factors that indicate high-quality training, including factors related to the quality of a training program, including programs of training that lead to a recognized postsecondary credential; and factors concerning the alignment of the training with in-demand industry sectors and occupations, to the extent practicable.
 - Training programs should be directly linked to occupations in demand in the Twin Districts Workforce twenty-four (24) county area. All eligible training providers must be located and provide training in the Twin Districts Workforce Development Area. The Twin Districts Workforce Development Board may issue an exception to out-of-area providers if deemed necessary and appropriate.

- The TDWDB will review all registration applications forwarded to them by the ETPL system, assure that the providers meet the requirements of WIOA law and TDWDB policies, including required performance data (where applicable), and will approve eligible training provider's initial registration application and all training program(s) of study associated with the ETPL system.
 - If the TDWDB denies the initial registration application, the TDWDB will send a letter to the eligible training provider explaining why the initial application was denied. (For appeal instructions, please refer to the information in the Appeal section of this policy). If TDWDB grants approval on the application, the ETPL system will notify the ETPL Administration via a system-generated email, and the ETPL Administrator at the State Office will assign a permanent provider code to the eligible training provider, activate the user ID(s), and send an email notification to the ETP that their registration application was approved and access has been granted to the ETPL system. At this time, the eligible training provider can make an initial application for their program(s) of study.
 - A State review to verify performance data may be required.
3. Once the eligible training provider has received notice from the State's ETPL Administrator via email that the registration application has been approved, that a permanent provider code has been granted, and that the user(s) identified in the aforementioned application template has been given access to the ETPL System, the eligible training provider can then log into the ETPL system at <https://etpl.mdes.ms.gov/Login.aspx> and enter the initial training course application(s). This eligible training provider will use the automated online application form at: <https://etpl.mdes.ms.gov/MaintNewProviderRequest.aspx?usrAction=Add>
- a. All eligible training providers will provide the following institution and program information:
- i. Name, mailing address, and physical address of the training facility;
 - ii. Name and description of the program(s) of study;
 - iii. Total hours of instruction associated with the program of study;
 - iv. Cost of the training program, including tuition, fees, books, and any required tools, uniforms, equipment, or supplies, as well as all unmet needs costs;
 - v. Detailed description of the training program;
 - vi. Information on whether students in the program are eligible for Title IV of the Higher Education Act funding (e.g., Pell Grant);

- vii. Signed assurance that no more than 75% of their class/course enrollment is WIOA-funded on an annualized basis;
 - 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 TDWDB.
 - The TDWDB may issue an exception to the provider if it feels the imbalance is justified.
 - The TDWDB may choose to locally increase the ratio of non-WIOA to WIOA-funded participants.

- viii. 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;
 - This includes, but is not limited to, the Bureau of Apprenticeship and Training and 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.
 - 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 the paragraph above must be registered with the MS Commission on Proprietary Schools and College Registration (CPSCR) a division of the MS Community College Board. The minimum requirements for registration shall include:
 - Submitting Federal Tax Identification Number,
 - Posting of the minimum bond amount of \$50,000 as prescribed by the MS 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, and
 - Other requirements as prescribed by MCCCCB
[Http://www.mccb.edu/program/psDefault.aspx](http://www.mccb.edu/program/psDefault.aspx)
 - Registration with the MS Secretary of State's Office.

- ix. 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
 - x. Any additional information required by the TDWDB.
- b. Performance Data for eligible training providers' programs of study applications must include (with the exception of Registered Apprenticeship Sponsors) the following:
- i. 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 provider and annotated in Section J of the online training course application in the States ETPL system @ www.etpl.mdes.ms.gov, both in the initial application and annually during each open enrollment and recertification period held beginning April 1st and ending April 15th 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 eligible training providers that the open enrollment and recertification period is approaching and to inform eligible training providers of the 12-month date range. Additionally, the following information should be kept for each training course or program for review by the TDWDB:

- The program completion rate for individuals participating in the program(s)
- The percentage of individuals participating in the program(s) who obtain unsubsidized employment; and
- Wages at placement in employment of individuals participating in the program(s).

- ii. Provide 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 a minimum, the participant's first and last name, social security number, the name of the eligible

training provider, and the name of the training course. This data file will be used to match all trained participants to the state and national wage databases using the State's Unemployment Insurance Wage Records and the State Wage Interchange System (SWIS), 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:

- The number of participants who entered training;
- The number of participants who complete training;
- The number of participants who entered employment;
- The percentage of program participants who are in unsubsidized employment during the **second quarter after exit** from the program;
- The percentage of program participants who are in unsubsidized employment during the **fourth quarter after exit** from the program;
- The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program;
- The percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent, during participation in or within 1 year after exit from the program;
- 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.

On July 22, 2014, the Workforce Innovation and Opportunity Act 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 eligible training providers and their approved programs of study 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 eligible training providers

regarding the data that is required of the participants served through their institution.

c. Assurances

No Training Provider will be placed on the Eligible Training Provider List until a signed Certificate of Assurances is received by either the TDWDA, 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>.

- i. 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 WIOA Title I-financially assisted program or activity;
- ii. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;
- iii. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- iv. The Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified people with disabilities based on disability;
- v. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
- vi. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;
- vii. 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;
- viii. WIOA trainees shall make up no more than 75% of each class;
- ix. As an eligible training provider to WIOA participants you will provide industry-recognized certificates and certifications, offer quality programs of training that lead to recognized postsecondary credentials,

- and provide indicators that you provide training to individuals who are employed and individuals with barriers to employment;
- x. As an approved WIOA eligible training provider you will provide indicators of effectiveness in serving employers, factors that indicate high-quality training, factors concerning alignment of the training with in-demand industry sectors and occupations, and you are in partnership with businesses.

B. Initial Application Timeline and Requirements

1. Advertisement: The TDWDA shall provide adequate notice through public advertisement of the upcoming enrollment and subsequent eligibility period held annually during April 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 April 1 – 15 each year. The ETPL system will open for eligible training providers to make the application and modify existing training courses during this period. This enrollment allows for initial and continued eligibility processes to take concerning eligible training providers' programs of study. No additional applications or modifications will be accepted after midnight on April 15th of each year.
 - b. Beginning on April 16th of each year following the open enrollment and continued eligibility, the ETPL Administrator will begin the automated processes, which will update required information and assign the applications to the TDWDB for review.
 - c. The TDWDB will review the application(s) in the ETPL system and annotate on the application either an approval or denial. If the TDWDB annotates a denial in the ETPL system, the ETPL system will automatically generate an email notification to the eligible training 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 TDWDB, the State, or its designated representative(s) may make an on-site visit to the eligible training provider's program sites.
 - e. All approved course applications will be included as part of the system data upload by July 15th of the current year and become the new eligible training provider, and the course list will be made available to the public via the State's online ETPL system at <https://mdes.ms.gov/i-need-a-job/job-searching-resources/training-education/eligible-training-provider-list-etpl-system>.

- f. Any courses not recertified through the previously described process or approved by the TDWDB will be removed from the ETPL list.

3. State Acceptance

- a. For applications from Community Colleges, Higher Education Act and/or National Apprenticeship Act, the TDWDB'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 July 15th of the current year after the April 1 – 15 open enrollment and continued eligibility period.
- b. For applications from all other public and private providers of a training program, the TDWDB'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 July 15th of the current year after the April 1 – 15 open enrollment and continued eligibility period.
- c. Registered Apprenticeships do not require TDWDB approval to be placed on the ETPL list.

X. 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 during the open enrollment and continued eligibility period held between April 1 – 15 each year, at such time, in such manner, and containing such information as necessary to adequately fulfill the TDWDB's and State's performance information requirements for each training program of study. The continued eligibility process is required of each eligible training provider. The Registered Apprenticeship program sponsors are exempt from the performance indicators and outcome measures. On April 16th, the ETPL Administrator will administer the online processes to assign the training course applications to the TDWDB for review.

1. 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 TDWDB. 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. An onsite review may be part of the process.

3. The eligible training provider should keep verifiable, program-specific performance information for each program of study. This information must be available for program to be considered for continued eligibility and may be reviewed by the TDWDB or State:
 - a. Outcomes for all individuals participating in the program:
 - i. Program Completion rates;
 - ii. Percentage who obtained unsubsidized employment; and
 - iii. Average wage at placement in employment.
 - iv. 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 TDWDB,
 - The TDWDB 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 TDWDB 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 the 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 one year after exiting 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
 - ix. Information on program costs (e.g. tuition, fees, books, supplies, tools, room and board, personal and transportation) for each program. Each TDWDB will determine which elements of program cost, other than tuition and fees, may be covered by an Individual Training Account (ITA).
- 4. All approved program of study course application(s) will be included as part of the system data upload on or before July 15th of the current year and becomes the new eligible training provider course list made available to the public via the State's online ETPL system at <https://mdes.ms.gov/i-need-a-job/job-searching-resources/training-education/eligible-training-provider-list-etpl-system>. No login or user access is required to view the list of eligible training providers and their respective courses approved by the TDWDB. Public access is also provided via the MDES website at www.mdes.ms.gov, and selecting the Customer/Public Access link in the bottom right corner. The public may search by selecting the Local Area map, the certified training course list by name, training provider, etc.
 - 5. The TDWDB and the State may accept program-specific performance information consistent with the requirements for eligibility under the 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.
 - 6. Alternate procedures may be used to collect and verify supplemental outcome training performance information.

B. Performance Measures

The TDWDB shall annually adopt its standards within 90 calendar days after the State issues its standards of performance. TDWDB standards must meet or exceed the standards adopted by the State. The baseline State Performance Measures are included in the State's ETPL policy.

C. Continued Eligibility Timeline

- 1. Continued eligibility certification will be performed annually at the anniversary of the initial eligibility application. As of April 1, 2013, the State will have one continued eligibility period each year. The continued eligibility period will be

held April 1 – 15 each year. Failure to apply for continued eligibility for 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 the inactive program of study outside of the continued eligibility period, but only with the prior consent of the TDWDB. Once the TDWDB agrees that the course(s) may be modified, the TDWDB must notify the ETPL Administrator at etpladmin@mdes.ms.gov that approval has been granted by the TDWDB. The ETPL Administrator will ensure that the processes are initiated that move the course(s) to active status.

2. Eligible training 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 should be made available to the TDWDB or MDES for each program of study application for continued eligibility.
3. The TDWDB shall review and certify the performance data of all registrations and applications as soon as possible following the close of the application period (midnight April 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 training 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 TDWDB or its designated representative(s) may, as determined reasonable by the TDWDB, make an on-site visit to the eligible training provider program sites for the purpose of confirming information.
5. Once all of the LWDAs 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 July 15th of the current year.
6. State Acceptance:
 - a. For applications from Community Colleges, Higher Education Act, and/or National Apprenticeship Act, the TDWDB'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 July 15th of the current year after the April 1 – 15 open enrollment and subsequent eligibility period.
 - b. For applications from all other public and private providers of a training program, the TDWDB'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 July 15th

of the current year after the April 1 – 15 open enrollment and subsequent eligibility period.

D. TDWDB Considerations in Determining Subsequent Eligibility

1. The TDWDB 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 TDWDA 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 TDWDA;
 - d. Performance of a provider of a program(s) of training, including the extent to which the annual standards of performance established by the TDWDB have been achieved;
 - e. Cost of training;
 - f. Involvement of employers in the establishment of skill requirements for the training program;
 - g. Feedback from 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 TDWDB may require enhancements to programs or courses to meet local industry needs as a contingency for subsequent eligibility.

XI. DENIAL AND APPEAL PROCESSES

A. Denial Process

1. TDWDB Denials
 - a. Upon a determination by the TDWDB 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 TDWDB 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 eligible training provider and shall comply with the following requirements:
 - i. Notification by email to each active user in the ETPL system for the eligible training provider;
 - ii. Indicate the "date mailed" on the system-generated denial notice;
 - iii. Identify the program and project code that was denied;
 - iv. Describe the specific reason or reasons for the denial; and
 - v. Inform the training provider of the appeal process as outlined below.
- c. TDWDB 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 July 15th of the current year. All information and data on the application will remain in the system. Once the training course application becomes inactive, it is not available for viewing 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 TDWDB.
- 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 ten (10) working days from the ETPL system-generated notice and must include a factual basis for the appeal.
- 4. The TDWDB 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 TDWDB reverses a prior decision, the TDWDB 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 provider of the reversal. If the course(s) was not included in the mass data upload on or before July 15th of the current year, the course(s) will be uploaded to active status immediately after the reverse is noted on the training course application by the TDWDB.
 - b. If the State reverses a prior decision, the State will notify both the TDWDB 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.

XII. COMPLIANCE AND REQUIREMENTS

A. Local

The TDWDA shall be responsible for:

1. accepting, reviewing, and approving or denying eligible training providers' applications for programs of study;
2. compiling a Local Demand Occupation List based on the Statewide Demand Occupation List;
3. monitoring of the eligible training 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 provider, their respective courses, training locations, etc., can be

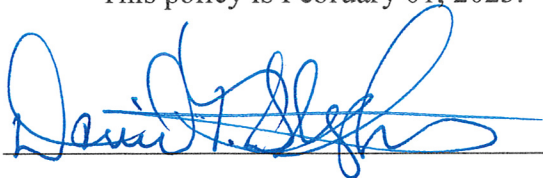
accessed by the public at <https://mdes.ms.gov/i-need-a-job/job-searching-resources/training-education/eligible-training-provider-list-etpl-system>

C. Regulatory Requirements

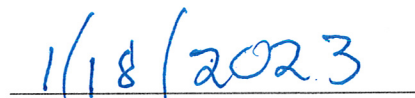
1. Accuracy of information: If the TDWDB and/or designated State agency, after consultation with the TDWDB, determines that an eligible training provider or individual(s) supplying information on behalf of the provider intentionally supplies inaccurate information under this section, the agency shall terminate the eligibility of the provider to receive funds for any program for a period of not less than two years.
2. Noncompliance: If the designated State agency, or the TDWDB, determines that an eligible training provider described in subsection (a) substantially violates any requirement under this Act, the agency, or the TDWDB, may terminate the eligibility of such provider to receive funds for the program involved or take such other action as the agency or the TDWDB 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 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 TDWDB member or Youth Committee 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 or her immediate family.
 - b. As stated in 20 CFR 667.200(a)(4)(ii), neither membership on the TDWDB or the Youth Committee nor the receipt of WIOA funds to provide training and related services, by itself, violates the conflict of interest provisions.

XIII. EFFECTIVE DATE

This policy is February 01, 2023.



David Stephens, Chairman
Twin Districts Workforce Development Board



Date

Attachment: N/A

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, 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 April 1 of each year and ending at midnight April 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 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 April 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. 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>

Maintain New Provider Requests for Access Code - Windows Internet Explorer

https://msd.mde.ms.gov/maintnewproviderrequest.aspx?tabAction=430

File Edit View Favorites Tools Help

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Favorites Maintain New Provider Requests for Access Code

Page Safety Tools

MDES
MISSISSIPPI DEPARTMENT OF EMPLOYMENT SECURITY
Helping Mississippians Get Jobs

Eligible Training Provider System

ETPL Home
ETPL List Search
Resource Menu
WIA Partners
Login
Help/FAQ

Request New Provider Access Code

Add a new Access Code Request

*Items followed by an asterisk are required. Use TAB key or your mouse to move between fields, do not use the ENTER key.

A. User Personal Information

*Email ID:
*Username & email ID:
*Password:
*Re-enter Password:
*Last Name:
*First Name:
*Second Question:
*Second Answer:
*Re-enter Second Answer:

B. Applicant Information

*Company Name:
*Fed Tax ID #: i.e. 99-9999999
*Address 1:
*Address 2:

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https://msd.mde.ms.gov/maintnewproviderrequest.aspx?tabAction=430

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*City: *State: *Zip:
*County: <- Please Select ->

*Fiscal Contact Name:
*Contact Title:
*Contact Phone: Ext:
*Contact Fax: i.e. 999-999-9999
*Contact E-mail: i.e. 999-999-9999
*Web Address: http://

C. Training Location Information

If you have more than 1 location, please enter additional locations by pressing the "Add More Locations" button, before you press the "Next" button. Once you submit, you will not be able to add more locations.

Training Location 1:

*Location Name:
*Street Address 1:
*Address 2:
*City: *State: *Zip:
*County: <- Please Select ->

Add More Training Locations...

D. Approval Routing to WIA Locals based on Training Locations

Click here to proceed if you are finished adding locations

In-State Training Locations: Local Areas were selected based upon the training locations entered above.

Out-of-State Training Locations: Please select the Local Areas to which you wish to apply for an access code.

- 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 LWDAs 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:

Maintain an ETP Record - Windows Internet Explorer

https://etpl.mdes.ms.gov/NewETPLAppEntry.aspx?usrAction=add

File Edit View Favorites Tools Help

X Convert Select

Favorites Maintain an ETP Record

Page Safety Tools

MDES Helping Mississippians Get Jobs
MISSISSIPPI DEPARTMENT OF EMPLOYMENT SECURITY

Eligible Training Provider System

[New ETP Application Entry](#)

Add a New ETP record

Hello, Michael Herndon

A. Primary Provider Information

*Provider Name: <- Please Select ->

*Provider Code: View Provider Detail

B. Training Location Information

*Training Location Name: [dropdown]

*Location ID#: [text]

*Address 1: [text]

*Address 2: [text]

*City: [text] *State: [dropdown] *Zip: [text]

*County: <- Please Select -> *County Code: [text]

*VIA Area: [text]

C. Program Contact Information
(if different from Fiscal Contact)

*Contact Name: [text]

*Contact Title: [text]

Done

start State_Policy_OS... Document2 - M... Document3 - M... Maintain an ETP... 4:42 PM

Maintain an ETP Record - Windows Internet Explorer

https://etpl.mdes.ms.gov/NewETPLAppEntry.aspx?usrAction=add

File Edit View Favorites Tools Help

X Convert Select

Favorites Maintain an ETP Record

Page Safety Tools

Phone: [text] i.e. 999-999-9999 Ext. [text]

Fax: [text]

Email: [text]

D. Program Information:

*Note: If your course name does not appear on the dropdown list, please Select "NEW Course - Does Not Exist Yet" from the dropdown and the course code will be populated with "NEW". ODE will assign a NEW course code for you later. If your application is approved.

*Course Name: <- Please Select ->

*Course Code: [text]

*Date Program Established: [text] (i.e. mm/dd/yyyy)

*CIP Code: [dropdown]

*Program length in hours: [text]

*Program Name & Description (less than 50 words): [text area]

*Program Award (explain skills or competencies gained from program): [text area]

E. Program Offerings: (Check all that apply)

☐ Full Time Enrollment

☐ Part Time Enrollment

☐ Daytime Classes

☐ Evening Classes

☐ Weekend Classes

Done

start State_Policy_OS... Document2 - M... Document3 - M... Maintain an ETP... 4:42 PM

Maintain an ETP Record - Windows Internet Explorer

https://etpl.mdes.ms.gov/NewETPLAppEntry.aspx?userAction=Add3

File Edit View Favorites Tools Help

X Convert Select

Favorites Maintain an ETP Record

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

Other Specify:

F. Training Schedule: (Check all that apply)

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

*Time of Day:

G. Prerequisites / Entry Level Requirements for the Training: (Check all that apply)

☐ Reading Specify Level:
☐ Math Specify Level:
☐ Language Specify Level:
☐ Writing Specify Level:
☐ Physical Exam Specify Level:
☐ Medical Screening (i.e. drug or alcohol) Specify:
☐ High School/GED? Specify:
☐ Pre-Apprenticeship Program Specify Course Name(s):
☐ Prerequisite Course(s) Specify:
☐ Specific Skills / Competencies Specify:
☐ Other Educational Requirement(s) Specify:

Done

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Maintain an ETP Record - Windows Internet Explorer

https://etpl.mdes.ms.gov/NewETPLAppEntry.aspx?userAction=Add3

File Edit View Favorites Tools Help

X Convert Select

Favorites Maintain an ETP Record

H. Demand Occupation(s):

Note: Please provide at least 1 occupation and up to 3 occupations for which the training/education institution will prepare an individual for employment opportunities and for which trainees will be qualified after completion of this training program or course of study, with the corresponding North American Industry Classification System (NAICS) Code (see instructions). Indicate the certification, licensing, credential(s) by board, and/or other approvals required prior to employment.

View Demand Occupation Instructions

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:

I. Training Costs

*Total Training Cost to Individual (includes WIA tuition cost, fees, books, supplies and other costs necessary to complete training program). *See Instructions for Local Limits. In no circumstances will WIA Costs be allowed that total more than \$8,000 annually.

View WIA Cost Instructions

Note: Please enter amounts rounded off to nearest dollar - NO decimals and NO dollar signs.

Catalog Listed Costs	WIA Funded Costs
Tuition:	Tuition:
Admin Fees:	Admin Fees:
Books:	Books:

Done

start State_Policy_05... Document2 - M... Document3 - M... Maintain an ETP... Desktop 4:43 PM

Maintain an ETP Record - Windows Internet Explorer

https://etpl.mdes.ms.gov/NewETPLAppEntry.aspx?usAction=Add

File Edit View Favorites Tools Help

X Convert Select

Favorites Maintain an ETP Record

Supplies: Supplies:
Pell Processing: Pell Processing:
Occupational Fees: Occupational Fees:
Uniform & Shoes: Uniform & Shoes:
Tools & Equipments: Tools & Equipments:
Personal & Transport: Personal & Transport:
Room & Board: Room & Board:
*Other: *Other:
*Total: *Total:

If WIA Costs are the same as Catalog Costs, Click here to copy Costs.

Please Specify "Other" Costs:

Is Program Pell Eligible? ☐ Yes ☐ No

J. Performance Data - Section 1 - ALL Participants Section (Complete for All Participants)

Note: If you DO NOT provide the performance data your application may not be approved.

Period from Which Program Information is Derived: (mm/dd/yyyy) From: To:

WIA Funded participants Percentage Rate: Total Participants:
Total WIA Funded:

Done

start State_Policy_05... Document2 - M... Document3 - M... Maintain an ETP... Desktop 4:43 PM

Maintain an ETP Record - Windows Internet Explorer

https://etpl.mdes.ms.gov/NewETPLAppEntry.aspx?usAction=Add

File Edit View Favorites Tools Help

X Convert Select

Favorites Maintain an ETP Record

WIA Funded Percentage:

K. Performance data - Section 2 - WIA Participants Section (Complete for WIA Participants Only)

Period from Which Program Information is Derived: From: To:

Completion Rate for WIA Participants who should have completed the program during the 12-month period in Section J:

Total WIA Participants:
Completers:
Completers Percentage:

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

Entered Employment Rate:
Total WIA Completers:
Of Completers Employed:
Employment Percentage:
Retention Rate:
Total Completers Employed 6 months or longer:
Retention Percentage:
Average Earnings:
Total 6 Months Earnings \$:
Average Monthly Wage \$:

L. Local Workforce Investment Areas:

☐ Delta
☐ Mississippi Partnership
☐ Southcentral Mississippi Works

[View WIA Location Map](#)

Done

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Maintain an ETPL Record

L. Local Workforce Investment Areas:

☐ Delta

☐ Mississippi Partnership

☐ Southcentral Mississippi Works

☐ Twin Districts

[View WIA Location Map](#)

M. Period for which this application is submitted?(Select one)

*Application Period: September 1-15 *Year: 2011

*Active/Inactive Status: Active

Next Recertification Due:

- 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, both in the initial application and annually during each open enrollment and recertification period held beginning April 1 and ending April 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 April 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 April 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 April 15th of each year.
 - b. Beginning on April 16th 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 1st of the following year after the April 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 1st of the following year after the April 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 during the open enrollment and continued eligibility period held between April 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 April 16th 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 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 April 1, 2013, the State will have one continued eligibility period each year. The continued eligibility period will be held April 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 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 April 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 1st of the following year after the April 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 1st of the following year after the April 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 or 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

G.5. Describe methods to ensure local Equal Opportunity procedures are updated.

As a general rule, The EO officer reviews the procedures annually. However, he proactively, continually, and consistently review the procedures, update processes and practices based on new and changing laws, implement procedural changes when necessary, and see that those changes are communicated, which ultimately guarantees compliance.

TWIN DISTRICTS WORKFORCE DEVELOPMENT AREA

Funding Stream: WIOA Adult/Dislocated Worker
Policy Title: Supportive Services and Needs-Related Payments
Policy Number: A-10.2
New / Replace: Replace TDWDB Policy #A-10.1
Reference: TDWDB Policy #A-10.1
Date Effective: January 1, 2023

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 \$15.00 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 13th 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 8th 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 Stephens, Chairman
Twin Districts Workforce Development Board

1/18/2023

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.

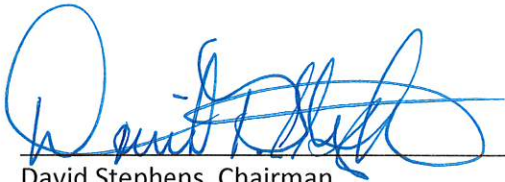
- If the youth is receiving transportation payments, the case manager should verify and document the number of miles the youth travel using a map, software, or other reliable information and maintained in the participant's file. In addition, the participant's attendance records must show active attendance 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

TWIN DISTRICTS WORKFORCE DEVELOPMENT AREA

Funding Stream:
WIOA Adult and Dislocated Worker
Policy Title:
Incumbent Worker Training
Policy Number:
A-13.01 Amendment #1
New / Replace/Amendment:
Amendment #1
Reference:
WIOA of 2014 Section 134(d)(4) and State Policy #34
Date Effective:
May 1, 2022

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.

A. Participant Eligibility

- Employed;
- Meet the Fair Labor Standards Act requirements for an employer-employee relationship;
- Have an established employment history with the employer for a minimum of six (6) consecutive months; and
- Meet all required WIOA eligibility requirements.

Exception: There is one exception to the six month requirement which is that in the event that incumbent worker training is being provided to a cohort of employees, not every employee in the cohort must have an established employment history with the employer for six months or more as long as a majority of those employees being trained meet the employment history requirements.

The six-month work-history requirement for incumbent worker training recipients must be documented with the employer.

Incumbent workers do not have to meet WIOA Adult or Dislocated Worker program eligibility unless the individual is enrolled in one of the programs.

B. Employer Eligibility

In determining eligibility, the board will consider the following factors:

- The characteristics of the participants in the program;
- The occupation(s) for which training is being provided must be in demand;
- Wages and benefits of the employees;
- Must be current in unemployment insurance taxes and workers' compensation insurance; and
- Other factors the board may determine appropriate.

C. Non-Federal Share

Employers participating in this program shall be required to pay for the non-Federal share of the cost of providing the training to incumbent workers. The non-Federal share provided by an employer may include the amount of wages paid by the employer while the worker is attending the training. The employer may provide the share in kind, fairly evaluated.

The non-Federal share shall not be less than ---

- 10 percent of the cost, for employers with not more than 50 employees.
- 25 percent of the cost, for employers with more than 50 employees but not more than 100 employees; and
- 50 percent of the cost, for employers with more than 100 employees.

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

4/26/2022
Date

TWIN DISTRICTS WORKFORCE DEVELOPMENT AREA

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

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 employers and workers and promote development of a skilled workforce.

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 skills 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)(H), 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

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

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: WIOA Adult Program
Policy Title: Priority of Service for WIOA Adult Program
Policy Number: A-9.01 Amendment #1
New / Replace/Amendment: Amendment
Reference: State Policy Number 7 Revision #1 TDWDA Priority of Service for Veterans & Eligible Spouses Policy
Date Effective: May 1, 2022

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.

In Program Year (PY) 2020, DOL released TEGL 7-20 to share the vision of the WIOA Adult Program priority of service requirements. DOL envisions at least 75 percent of the state's participants receiving individualized career and training services in the WIOA Adult Program are from at least one of the priority groups and expects this rate to be no lower than 50.1 percent.

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 8th 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.

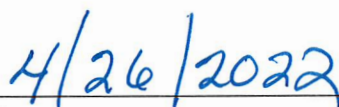
VI. REQUIRED ACTION:

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: WIOA Adult/Dislocated Worker
Policy Title: Individual Training Account (ITA)
Policy Number: A-6.03
New / Replace: Replace
Reference: TDWDB Policy #A-6.03
Date Effective: January 1, 2024

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 exemptions, all Title 1 adult and dislocated worker training services as defined in 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 that 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 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 participate in the selected program of training services successfully; 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 the 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 the 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.
11. ITAs may be authorized for online training programs that have been approved and are included on the MS Eligible Training Provider List. Online programs must rise to the level of occupational skills training that leads to a credential or certification. Programs that are primarily self-taught are not permitted.

All provisions of the TDWDA ITA policy apply to online training programs.

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 to be provided to an individual while an application for a Federal Pell Grant is pending, except that if such an 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 \$7,200 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 \$7,200.
3. ITAs will not be funded for any student who does not maintain a GPA of 2.0 or higher.
4. ITAs for truck driving are limited to a maximum of \$4,200.
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 to 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, an 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 a 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

11/30/2023
Date

TWIN DISTRICTS WORKFORCE DEVELOPMENT AREA

Funding Stream: WIOA Adult, Dislocated Worker, and Youth
Policy Title: Conflict of Interest
Policy Number: G-13.01
New / Replace: Replace
Reference: 2 CFR 200.112; 2 CFR 200.318(c)(1)–(2); 2 CFR Part 2900; WIOA Section 185(a)(1); TEGL 15 16; Mississippi Constitution Section 109; Miss. Code §25 4 105
Date Effective: August 1, 2026

I. PURPOSE

This policy establishes mandatory standards of conduct to ensure integrity, impartiality, and full compliance with all applicable federal and state conflict of interest (COI) requirements for the Twin Districts Workforce Development Area (TDWDA). This policy is adopted to comply with:

- **2 CFR 200.112** (written COI policies; disclosure requirements)
- **2 CFR 200.318(c)(1)** (standards of conduct for employees)
- **2 CFR 200.318(c)(2)** (organizational conflicts of interest)
- **2 CFR Part 2900** (Department of Labor exceptions and requirements)
- **WIOA Section 185(a)(1)** (records and access requirements)
- **TEGL 15-16** (one-stop operator procurement and COI protections)

This policy applies to:

- The Twin Districts Workforce Development Board (TDWDB)
- All TDWDB staff
- Subrecipients and contractors
- Board members and agents
- Any Covered Individuals participating in WIOA-funded activities

II. DEFINITIONS

Definitions contained in this policy align with those established in MDES State Policy #05 (Revised). Key terms include:

- **Apparent COI:** A reasonable person could perceive undue influence.

- **Real COI:** A personal, financial, or organizational interest directly conflicts with duties.
- **Organizational COI (OCI):** Parent/affiliate/subsidiary relationships that impair impartiality or provide unfair advantage.
- **Immediate Family:** Spouse/partner, parents, children, siblings, and in-laws.
- **Business Partner:** Individual/entity with a shared financial venture.
- **Covered Individual:** MDES/SWIB/LWDB staff, board members, subrecipients, evaluators, agents.
- **Recusal:** Complete withdrawal from discussion, evaluation, voting, document access, or communication.
- **Firewall:** Controls that prevent information sharing or influence between conflicted parties.
- **Gratuity:** Any item of value offered by a contractor or applicant.
- **De Minimis Threshold:** MDES default = **zero-tolerance** (no gratuities).
- **Ethics/Compliance Officer:** Designated official responsible for COI oversight.

III. MISSISSIPPI ETHICS OPINIONS, STATUTORY, AND CONSTITUTIONAL AUTHORITIES

In accordance with the Mississippi Ethics in Government Laws and their applicability to members of the SWIB and LWDB, Board members must adhere to Ethics Commission Opinion 06-099-E, 04-076-E, and 13-014-E.

A. Statutory and Constitutional Prohibitions

A business or organization in which an owner, chief executive officer, or employee serves as a member of the Local Workforce Development Board is prohibited from receiving any contract funded by the LWDB in accordance with:

- Section 109 of the Mississippi Constitution of 1890
- Mississippi Code § 25-4-105(2)

This prohibition applies:

- To all WIOA-funded contracts administered by the LWDB
- During the member's term on the board
- For a period of one (1) year following the end of the board member's term

B. Limitation of Recusal

Recusal does not prevent or cure a violation of Section 109 of the Mississippi Constitution or Mississippi Code § 25-4-105(2). These provisions prohibit the existence of a contract itself when a conflict exists, regardless of whether the involved individual:

- Participates in discussion
- Votes on the matter
- Is present during the proceedings

Accordingly, recusal alone shall not render a prohibited contract permissible.

C. Required Board Compliance

The Twin Districts Workforce Development Board shall ensure that:

- No contracts are awarded in violation of Mississippi law
- All procurements are screened for statutory conflicts prior to award
- Compliance determinations are documented
- Any prohibited relationship results in denial or termination of the contract

IV. STANDARDS OF CONDUCT FOR INDIVIDUALS (2 CFR 200.318(c)(1))

A. COI Participation Prohibition

Covered Individuals shall **not participate in any procurement or governance action** where a real or apparent conflict of interest exists. This prohibition applies where the Covered Individual, or any of the following, has a financial or material interest:

- Immediate family members
- Business partners
- Prospective employers
- Any entity with which the individual has a financial relationship

Participation includes:

- Decision-making
- Evaluation
- Recommendation
- Approval
- Contract oversight

B. Gratuities

The Twin Districts Workforce Development Area adopts a **zero-tolerance standard for gratuities**. Covered Individuals shall not solicit or accept any gratuity, favor, or item of value from a contractor, vendor, applicant, or recipient of WIOA funds. Any offer of a gratuity must be reported to the Ethics/Compliance Officer within two (2) business days. The following exception applies:

- Meals or refreshments provided during events of general attendance may be accepted where no preferential treatment is involved

C. Disclosure Requirements

All Covered Individuals are required to disclose conflicts of interest as follows:

- Initial disclosure upon hire or appointment
- Annual disclosure at the beginning of each year
- Event-driven disclosure within two (2) business days of identifying a real or apparent conflict

Any Covered Individual engaged in discussions or negotiations for prospective employment with an entity involved in WIOA-funded activity must:

- Immediately disclose such activity
- Fully recuse from all related matters

D. Recusal Procedures

1. Triggering Recusal

Upon identifying a real or apparent conflict of interest:

- The Covered Individual must immediately notify the Ethics/Compliance Officer
- Board members must also notify the Board Chair
- Recusal must occur **before any participation** in the matter

2. Scope of Recusal

Recusal is **total and complete**. The recused individual must:

- Abstain from all deliberation and discussion (formal and informal)
- Abstain from reviewing or signing any related documentation
- Physically leave the meeting room before the matter is introduced
- Not return until after the vote is completed and recorded
- Refrain from attempting to influence the outcome by any means

3. Assignment of Substitute

The Ethics/Compliance Officer, or the Board Chair (for board matters), must assign a substitute individual who is free of the conflict.

4. Documentation

All recusals must be documented and must include:

- Name of the individual
- Nature of the conflict
- Procurement or decision affected
- Date of recusal
- Assignment of substitute

Documentation must align with:

- Recusal and Mitigation Log
- Board minutes where applicable

E. Evaluation Team Controls

The TDWDA shall implement the following controls:

- All evaluators must be screened for real or apparent conflicts
- Screening must be documented in procurement files
- All evaluators must sign COI attestation forms
- External evaluators must:
 - Sign attestations
 - Sign non-disclosure agreements

Additional requirements:

- Individuals who develop specifications **shall not serve as evaluators**, unless justification is documented
- Firewalls must be implemented where mitigation is approved

F. Consequences for Noncompliance

Violations of this policy may result in one or more of the following actions:

- Disciplinary action, up to and including termination of employment or removal from board membership
- Disallowance of costs associated with improper actions
- Termination, suspension, or modification of contracts or subrecipient agreements
- Disqualification of offerors from procurement activities
- Mandatory disclosure to MDES and the U.S. Department of Labor
- Referral to the Mississippi Ethics Commission or other appropriate oversight or enforcement authorities

All actions shall be documented and implemented in accordance with applicable federal and state regulations.

V. ORGANIZATIONAL CONFLICTS OF INTEREST (2 CFR 200.318(c)(2))

A. Applicability

Organizational Conflict of Interest (OCI) standards apply to all procurement actions, subrecipient relationships, and programmatic activities conducted by the Twin Districts Workforce Development Area (TDWDA). These requirements apply to any entity that:

- Has a parent, affiliate, or subsidiary relationship
- Performs multiple roles within the workforce system
- Has access to non-public information
- May have impaired objectivity or receive an unfair competitive advantage

The TDWDA shall apply OCI screening requirements to all entities, regardless of organizational type.

B. OCI Screening Requirements

For every procurement action, the TDWDA shall:

- Assess whether the procuring entity, or any of its affiliated organizations, has a relationship with any prospective offeror
- Require all offerors to disclose parent, affiliate, and subsidiary relationships
- Identify potential risks related to:
 - Impaired objectivity
 - Access to non-public information
 - Unequal access to procurement information
 - Performance of dual or conflicting roles

All OCI screening activities must be documented and maintained in the procurement file.

C. Impartiality Test

An Organizational Conflict of Interest shall be deemed to exist where a reasonable, informed third party could conclude that the entity's impartiality is impaired. Where impartiality cannot be reasonably ensured:

- The conflict must be mitigated through appropriate controls, OR
- The entity must be disqualified from participation

D. Mitigation Requirements

Where an OCI is identified and mitigation is determined to be appropriate, the TDWDA shall implement controls that may include:

- Establishment of firewalls to restrict communication between conflicted parties
- Separation of reporting structures and operational responsibilities
- Execution of non-disclosure agreements (NDAs)
- Assignment of independent evaluators or oversight personnel
- Recusal of conflicted individuals from participation

All mitigation strategies must be:

- Documented in writing
- Approved by the Ethics/Compliance Officer
- Retained in the official procurement or monitoring file

E. Disqualification

The TDWDA shall disqualify an entity from participating in a procurement or programmatic activity where:

- The OCI cannot be effectively mitigated
- The integrity of the procurement process cannot be ensured
- Impartiality cannot be reasonably demonstrated

The basis for disqualification must be clearly documented.

F. Documentation Requirements

The TDWDA shall maintain complete documentation of:

- OCI screening results
- Offeror disclosures
- Determinations and findings
- Mitigation plans
- Approvals and oversight actions

Documentation shall be retained in accordance with WIOA record retention requirements.

G. Existing Subrecipient OCI Review

The TDWDA shall conduct annual OCI reviews of existing subrecipients to:

- Identify any new or existing organizational conflicts
- Assess risk levels
- Document findings
- Implement mitigation strategies where necessary
- Report material conflicts as required

VI. PROCUREMENT CONTROLS AND ONE-STOP OPERATOR REQUIREMENTS

A. Procurement Integrity

All procurement actions conducted by the TDWDA shall:

- Ensure full and open competition
- Be conducted in a manner providing equal opportunity to all qualified entities
- Maintain arm's-length relationships between all parties
- Prevent unfair competitive advantage
- Fully document evaluation processes, scoring, and selection decisions

All procurement activities must comply with federal, state, and local procurement requirements.

B. One-Stop Operator Procurement Requirements

The One-Stop Operator shall be procured through a competitive process at least once every four (4) years. Entities that perform multiple roles within the workforce system, including but not limited to:

- One-Stop Operator
- Service provider
- Fiscal agent

Must be subject to additional controls, including:

- Comprehensive OCI assessment
- Implementation of firewalls
- Assignment of independent oversight
- Ongoing monitoring by the TDWDA

C. Board Member Restrictions in Procurement

Any LWDB member representing an entity that is applying for or may benefit from a procurement action shall:

- Disclose the conflict of interest
- Fully recuse from all related discussions and decisions
- Have no involvement in procurement planning, evaluation, or award decisions

VII. GOVERNANCE REQUIREMENTS

A. Board Member Disclosure Requirements

All board members shall:

- Complete an annual Conflict of Interest Disclosure (Appendix A)
- Update disclosures within five (5) business days of any change in circumstances
- Disclose conflicts prior to any board discussion or action

B. Agenda Management

The TDWDA shall implement procedures to:

- Review meeting agendas in advance
- Identify potential conflict of interest items
- Include conflict of interest disclosure as a standing agenda item

C. Recusal Protocol for Board Members

Board members with a real or apparent conflict of interest must:

- Publicly disclose the conflict
- Recuse prior to any discussion of the item
- Leave the meeting room before the matter is introduced
- Remain outside the meeting until after the vote is concluded

Abstention alone does not satisfy recusal requirements.

D. Quorum Requirements

Board members who have recused themselves shall not be counted toward quorum for the affected agenda item.

E. Meeting Minutes Requirements

Official board meeting minutes shall include:

- The name of the individual disclosing the conflict
- A description of the conflict

- Time of recusal
- Time of return
- Confirmation of non-participation
- Vote results

VIII. TRAINING, COMMUNICATION, AND CERTIFICATIONS

A. Initial Training

All Covered Individuals shall complete Conflict of Interest training within thirty (30) days of:

- Hire
- Appointment
- Assignment to duties involving WIOA-funded activities

B. Annual Training

Annual training shall include:

- Federal conflict of interest requirements
- Organizational conflicts of interest
- Procurement and evaluation controls
- Mississippi ethics laws and statutory requirements
- Disclosure and recusal procedures

C. Documentation of Training

The TDWDA shall maintain training documentation, including:

- Training attendance records
- Signed acknowledgment forms
- Certification of completion

D. Board Orientation

All new board members shall:

- Receive Conflict of Interest policy training prior to participation
- Complete and submit disclosure forms prior to their first meeting

E. Annual Acknowledgments

All Covered Individuals shall:

- Review the Conflict of Interest policy annually
- Sign acknowledgment and disclosure forms

IX. REPORTING, INVESTIGATIONS, AND DISCLOSURES

A. Reporting Channels

The TDWDA shall establish reporting mechanisms that allow individuals to report:

- Real or apparent conflicts of interest
- Suspected violations of this policy
- Improper procurement practices

Reports may be submitted:

- Directly to the Ethics/Compliance Officer
- Through anonymous reporting mechanisms
- Through designated leadership

B. Non-Retaliation

The TDWDA strictly prohibits retaliation against any individual who:

- Reports a concern in good faith
- Cooperates with an investigation
- Participates in compliance activities

C. Investigation Procedures

The TDWDA shall:

- Conduct a preliminary review within five (5) business days
- Initiate a formal investigation where warranted
- Document all findings and conclusions
- Implement corrective action as necessary

D. Mandatory Disclosures

The TDWDA shall:

- Report violations or potential violations to MDES within five (5) business days
- Cooperate with all state and federal investigations
- Develop and implement corrective action plans within required timelines

X. MONITORING AND OVERSIGHT

A. Internal Monitoring

The TDWDA shall conduct internal monitoring activities, including:

- Procurement file reviews
- Disclosure tracking
- Evaluation documentation verification
- Board meeting minutes review

B. Subrecipient Monitoring

The TDWDA shall ensure that subrecipients:

- Adopt conflict of interest policies consistent with this policy
- Conduct OCI screenings
- Maintain required documentation
- Comply with all reporting requirements

C. Corrective Actions

Any identified deficiencies shall:

- Be documented
- Be addressed through corrective action plans
- Be resolved within thirty (30) days or other required timeframe
- Be verified through follow-up monitoring

XI. RECORDS MANAGEMENT (WIOA SECTION 185)

A. Required Records

The TDWDA shall maintain records including:

- Conflict of Interest Disclosure Forms (Appendix A)
- Recusal and Mitigation Logs (Appendix B)
- OCI screening documentation
- Procurement records
- Investigation records
- Federal and state reporting documentation

B. Retention Requirements

Records shall be maintained for the greater of:

- Three (3) years from final expenditure report
- The period required under WIOA
- The duration necessary to resolve audits or litigation

C. Storage and Accessibility

All records shall be:

- Maintained in secure physical or electronic systems
- Accessible to MDES, the U.S. Department of Labor, and authorized oversight entities

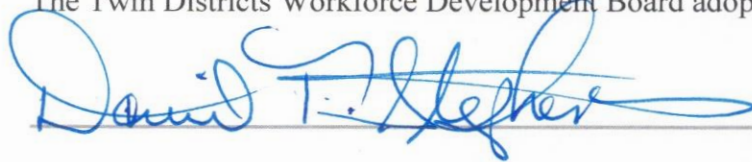
XII. ROLES AND RESPONSIBILITIES

The TDWDA assigns responsibility for implementation of this policy as follows:

- **Executive Director:** Ensures overall implementation and compliance
- **Ethics/Compliance Officer:** Leads COI oversight, disclosures, investigations, and training
- **Procurement Officer:** Conducts OCI screening and ensures procurement compliance
- **Board Chair:** Ensures proper governance procedures and enforcement of recusal requirements

XIII. REQUIRED ACTION:

The Twin Districts Workforce Development Board adopts this policy for implementation.



7/23/2026

David Stephens, Chairman
Twin Districts Workforce Development Board

Date

APPENDICES

The following appendices are incorporated by reference:

- **Appendix A – Annual COI Disclosure & Acknowledgement Form**
- **Appendix B – Recusal & Mitigation Log**
- **Appendix C – Procurement OCI Screening & Mitigation Checklist**
- **Appendix D – Sample Board Recusal Statement & Meeting Minutes Notation**
- **Appendix E – Organizational COI Risk Assessment & Firewall Plan Template**
- **Appendix F – Annual Training Acknowledgment Roster Template**

APPENDIX A: ANNUAL COI DISCLOSURE & ACKNOWLEDGMENT FORM

Mississippi Department of Employment Security (MDES) State Workforce Development Board (SWIB) / Twin Districts Workforce Development Board (TDWDB) Annual Conflict of Interest Disclosure & Acknowledgment Form

Instructions: All Covered Individuals must complete this form upon hire/appointment AND annually thereafter. Complete ALL sections. If the answer to any question in Section II is "Yes," provide a complete description in the space provided. Submit the completed form to your Ethics/Compliance Officer. Retain a copy for your records.

SECTION I: INDIVIDUAL INFORMATION

Field	Response
Full Name	
Title/Position	
Organization (MDES / SWIB / TDWDA / Subrecipient)	
Department/Unit	
Type of Covered Individual (check all that apply)	☐ Employee ☐ Officer ☐ Agent ☐ Board Member ☐ Consultant/Contractor ☐ Evaluator
Disclosure Period	☐ Initial (Upon Hire/Appointment) ☐ Annual: Year _____ ☐ Event-Driven Update: Date of Triggering Event: _____

SECTION II: CONFLICT OF INTEREST DISCLOSURE QUESTIONS

Answer each question truthfully and completely. Attach additional pages if needed.

A. Employment and Financial Interests

- Do you, or does any member of your Immediate Family (spouse/domestic partner, children, parents, siblings, in-laws), or your Business Partner, have any employment relationship, ownership interest, consulting relationship, or financial interest in any organization that is currently, or to your knowledge, plans to become, a contractor, subrecipient, vendor, applicant, or awardee of WIOA funds administered by MDES, the SWIB, or your LWDB?

☐ Yes ☐ No

If Yes, describe: _____

2. Are you currently negotiating, or have you been contacted regarding, prospective employment with any organization that is a current or prospective WIOA contractor, subrecipient, vendor, or applicant?

☐ Yes ☐ No

If Yes, describe: _____

3. Do you serve on the board of directors, advisory board, or in any governance capacity for any organization that is a current or prospective WIOA contractor, subrecipient, or applicant?

☐ Yes ☐ No

If Yes, describe: _____

B. Organizational Relationships

4. Does your organization (or its parent, affiliate, or subsidiary) have any financial, governance, or operational relationship with any current or prospective WIOA contractor, subrecipient, vendor, or applicant?

☐ Yes ☐ No

If Yes, describe: _____

5. Does your organization (or its parent, affiliate, or subsidiary) perform multiple roles in the local workforce system (e.g., one-stop operator and service provider; fiscal agent and training provider)?

☐ Yes ☐ No

If Yes, describe: _____

C. Gratuities

6. Have you solicited or accepted any gift, gratuity, favor, hospitality, entertainment, or item of monetary value from any WIOA contractor, vendor, applicant, or awardee during the disclosure period?

☐ Yes ☐ No

If Yes, describe: _____

D. Prior Disclosures and Recusals

7. Have you recused yourself from any procurement action or governance decision during the prior disclosure period?

☐ Yes ☐ No

If Yes, describe (include matter, date, and basis for recusal):

SECTION III: ACKNOWLEDGMENT

I have read and understand TDWDA G-13.01 — Conflict of Interest Policy, revised August 1, 2026. I agree to comply with all requirements of that policy and applicable federal and state laws and regulations governing conflicts of interest. I understand that:

- I must disclose any real or apparent conflict of interest promptly and update this disclosure within two (2) business days of any change in circumstances.
- Failure to disclose a known conflict of interest or participating in a procurement or governance action when a conflict of interest exists may result in disciplinary action, cost disallowance, contract remedies, and/or referral to appropriate authorities.
- My signed disclosure will be retained in accordance with the records retention requirements of WIOA Sec. 185 and 2 CFR 200.334.

Signature _____

Printed Name _____

Date _____

Ethics/Compliance Officer Use Only:

Field	
Date Received	
Review Notes (if any)	
Follow-Up Required?	☐ Yes ☐ No
Signature of Ethics/Compliance Officer	

APPENDIX B: RECUSAL AND MITIGATION LOG

Mississippi Department of Employment Security / SWIB / LWDB: [Insert Name] Recusal and Mitigation Log

Instructions: The Ethics/Compliance Officer must complete a log entry for every recusal action taken pursuant to MDES State Policy #05 (Revised). Retain this log in the official COI records file.

Field	Entry
Log Entry Number	
Date of Recusal	
Organization (MDES/SWIB/LWDB)	
Procurement Action or Governance Decision ID/Title	
Brief Description of Matter	
Name of Recused Individual	
Title/Position of Recused Individual	
Nature of COI (Real / Apparent / OCI)	☐ Real ☐ Apparent ☐ Organizational (OCI)
Description of COI/OCI (<i>Identify the relationship, interest, or organizational connection that gives rise to the COI</i>)	
Date COI First Identified	
Date Disclosed to Ethics/Compliance Officer	
Mitigation Steps Taken (<i>Check all that apply and describe</i>):	☐ Recusal — Individual removed from matter ☐ Firewall implemented (describe below) ☐ Substitute assigned ☐ OCI Mitigation Plan prepared (attach) ☐ Disqualification of offeror ☐ Other (describe below)
Description of Mitigation Steps	
Substitute Individual Assigned (if applicable)	
Outcome of Procurement/Governance Action	
Ethics/Compliance Officer Name	
Ethics/Compliance Officer Signature	
Date Log Completed	
Supporting Documents Attached to: ☐ Recusal & Mitigation Log, or ☐ Board Minutes	☐ Appendix A - Disclosure Form ☐ Appendix C - OCI Checklist ☐ Appendix D - Board Recusal Statement ☐ Appendix E - Firewall Plan ☐ Other: _____

APPENDIX C: PROCUREMENT OCI SCREENING & MITIGATION CHECKLIST (FOR OFFERORS AND PROCURING ENTITIES)

Mississippi Department of Employment Security / SWIB / LWDB: [Insert Name] Procurement OCI Screening & Mitigation Checklist

Instructions: This checklist must be completed for every procurement action using WIOA funds. Part I must be completed by the Procuring Entity. Part II must be completed by each Offeror and submitted with its proposal/bid. Retain the completed checklist in the procurement file.

PART I: PROCURING ENTITY OCI SCREENING (Completed by Procurement Officer)

Field	Response
Procurement Action ID/Title	
Date of Screening	
Name of Procurement Officer	

Screening Questions:

- Does the procuring entity (MDES/SWIB/LWDB), or any of its parent, affiliate, or subsidiary organizations, have a financial, governance, or operational relationship with any prospective offeror?

☐ Yes ☐ No ☐ Unknown (investigate further)

If Yes, describe: _____

- Was any prospective offeror involved in developing the specifications, statement of work, or selection criteria for this procurement in a manner that could provide an unfair competitive advantage?

☐ Yes ☐ No

If Yes, describe: _____

- Does any member of the evaluation/selection team have a real or apparent COI with respect to any prospective offeror? (*Attach signed evaluator attestations.*)

☐ Yes ☐ No

If Yes, describe and document recusal/mitigation steps:

4. **OCI Finding:** Based on the above screening, does an OCI exist with respect to this procurement?

☐ Yes — Complete Section below ☐ No — Document basis for No Finding

Basis for Finding: _____

If OCI Found — Mitigation/Disqualification Decision:

Action	Selected
No OCI Found — Proceed without mitigation	☐
OCI Found — Mitigation Plan Approved (attach Appendix E if applicable)	☐
OCI Found — Offeror Disqualified	☐

Ethics/Compliance Officer Approval: _____ Date: _____

PART II: OFFEROR OCI DISCLOSURE (Completed by Each Offeror and Submitted with Proposal)

Offeror Name: _____

Procurement Action ID/Title: _____

Date: _____

Instructions to Offeror: Federal regulations require that you disclose any organizational conflict of interest that could impair your ability to perform impartially under the proposed contract, or that could provide you with an unfair competitive advantage. Answer all questions truthfully and completely. Failure to disclose a known OCI may result in disqualification of your proposal or termination of any resulting contract.

1. Does your organization have a parent, affiliate, or subsidiary organization?

☐ Yes ☐ No

If Yes, identify all parent, affiliate, and subsidiary organizations:

2. Does your organization, or any of its parent, affiliate, or subsidiary organizations, have any financial, governance, or operational relationship with the procuring entity

(MDES/SWIB/LWDB: [insert name]) or any of the procuring entity's parent, affiliate, or subsidiary organizations?

☐ Yes ☐ No

If Yes, describe: _____

3. Was your organization, or any of its parent, affiliate, or subsidiary organizations, involved in developing the specifications, statement of work, or selection criteria for this procurement?

☐ Yes ☐ No

If Yes, describe: _____

4. Do you believe that any relationship described above creates an organizational conflict of interest?

☐ Yes ☐ No ☐ Uncertain

If Yes or Uncertain, describe the nature of the potential OCI and your proposed mitigation measures: _____

Offeror Certification:

I certify, to the best of my knowledge and belief, that the above disclosures are complete and accurate, and that I will promptly disclose any additional OCI that arises during the procurement process or the performance of any resulting contract.

Signature of Authorized Representative	
Printed Name and Title	
Organization Name	
Date	

APPENDIX D: SAMPLE BOARD RECUSAL STATEMENT AND MEETING MINUTES NOTATION

Part 1: Sample Board Member Recusal Statement (Verbal/Written)

To be read aloud by the recusing board member and/or submitted in writing to the Board Chair prior to the meeting or at the time the agenda item is introduced:

"I, [Board Member Name], hereby disclose that I have a [real / apparent] conflict of interest with respect to Agenda Item [Number/Title] because [brief description of the nature of the conflict, e.g., 'I am employed by XYZ Organization, which has submitted a proposal for the contract under consideration'].

In accordance with MDES State Policy #05 (Revised), I am recusing myself from all deliberation, discussion, and voting on this item. I will leave the meeting room before this item is introduced and will not return until after the vote is recorded. I understand that recusal means I may not discuss this matter with any board member, staff person, or other individual, formally or informally, before, during, or after this meeting."

Signed: _____ **Date:** _____

Part 2: Sample Meeting Minutes Notation

Agenda Item [Number]: [Title of Item]

Prior to deliberation on this item, Board Member [Name] disclosed a [real / apparent] conflict of interest arising from [brief description of the nature of the conflict]. In accordance with MDES State Policy #05 (Revised) and [LWDB/SWIB COI Policy], Board Member [Name] recused from this item, left the meeting room at [time], and did not return until [time], after the vote on this item was completed. Board Member [Name] did not participate in deliberation, discussion, or voting on this item.

The motion on this item was made by [Board Member Name] and seconded by [Board Member Name].

Vote: [Number] Ayes / [Number] Nays / [Number] Abstentions (*Note: [Recused Member Name] was not present for the vote and is not counted in the quorum for this item.*)

Motion: [Carried / Failed]

APPENDIX E: ORGANIZATIONAL COI RISK ASSESSMENT AND FIREWALL PLAN TEMPLATE

Mississippi Department of Employment Security / SWIB / LWDB: [Insert Name] Organizational COI Risk Assessment and Firewall Plan

Instructions: Complete this template whenever an OCI has been identified involving a parent, affiliate, or subsidiary organization. The completed plan must be approved by the Ethics/Compliance Officer before the affected procurement is awarded or the affected subrecipient relationship continues. Retain in the procurement or subrecipient monitoring file.

SECTION I: ORGANIZATIONAL INFORMATION

Field	Response
Name of Entity Subject to OCI Assessment	
Type of Entity (Recipient / Subrecipient / Offeror)	
WIOA Program/Grant Involved	
Procurement Action ID or Subrecipient Agreement Number	
Date of Assessment	
Name/Title of Person Completing Assessment	
Ethics/Compliance Officer Reviewing Assessment	

SECTION II: ORGANIZATIONAL RELATIONSHIP MAPPING

Identify and describe all parent, affiliate, and subsidiary relationships of the entity subject to this assessment.

Organization Name	Relationship (Parent / Affiliate / Subsidiary)	Nature of Relationship (Governance / Financial / Operational / Shared Services)	Role in WIOA System (if any)

SECTION III: OCI RISK IDENTIFICATION

For each organizational relationship identified above, answer the following:

1. Impartiality Risk: Could the organizational relationship impair the entity's ability to act impartially in connection with the procurement or program activity at issue?

☐ Yes ☐ No ☐ Uncertain

Description: _____

2. Unfair Competitive Advantage Risk: Does the organizational relationship provide the entity (or an affiliated entity) with an unfair competitive advantage in the procurement?

☐ Yes ☐ No ☐ Uncertain

Description: _____

3. Dual-Role Risk: Is the entity, or any affiliated organization, performing multiple roles in the local workforce system (e.g., one-stop operator and service provider; fiscal agent and program operator)?

☐ Yes ☐ No

Description of all roles performed: _____

4. Financial Commingling Risk: Are there shared financial systems, accounts, or reporting structures between the entity and any affiliated organization that could result in commingling of WIOA funds?

☐ Yes ☐ No

Description: _____

5. Information Sharing Risk: Does the organizational relationship create the risk that non-public procurement or program information could be shared improperly between affiliated entities?

☐ Yes ☐ No

Description: _____

SECTION IV: OCI RISK RATING AND DISPOSITION

Risk Level	Description	Disposition
Low	No material OCI risk identified; organizational relationship is remote or nominal.	Proceed; document basis for Low finding.
Medium	OCI risk exists but is manageable through standard mitigation measures.	Implement Firewall Plan (Section V).
High	OCI risk is substantial and standard mitigation may be insufficient.	Implement enhanced mitigation or consider disqualification.
Disqualifying	OCI risk cannot be adequately mitigated.	Disqualify offeror or restructure subrecipient relationship.

Overall OCI Risk Rating for this Assessment: ☐ Low ☐ Medium ☐ High ☐ Disqualifying

Basis for Rating: _____

SECTION V: FIREWALL PLAN (Complete if Risk Rating is Medium or High)

A. Personnel Controls

List all individuals subject to the firewall (i.e., individuals who must not cross the informational/decision-making boundary):

Name Title Organization Role Subject to Firewall

B. Information Restrictions

Identify the specific categories of information to which access is restricted:

☐ Procurement specifications and evaluation criteria ☐ Proposal/bid documents of competing offerors ☐ Evaluation scores and evaluator deliberations ☐ Non-public program performance data ☐ Financial data of the procuring entity or affiliated program ☐ Other: _____

C. Communication Prohibitions

The following communications between firewalled entities/individuals are prohibited:

☐ Any discussion of the procurement or program activity at issue ☐ Sharing of any documents related to the procurement or program activity ☐ Joint meetings involving both firewalled and non-firewalled personnel regarding the matter ☐ Other: _____

D. Independent Oversight

Identify the independent oversight mechanism:

- ☐ Independent evaluator with no affiliation to either entity ☐ MDES or LWDB staff not affiliated with either entity ☐ External auditor or compliance reviewer
☐ Other: _____

Name/Title of Independent Oversight Official: _____

E. Monitoring and Verification

Describe how the firewall will be monitored:

- Frequency of monitoring: ☐ Monthly ☐ Quarterly ☐ Other: _____
- Monitoring method: _____
- Responsible party: _____

F. NDA Requirement

- ☐ Non-Disclosure Agreements have been executed by all individuals subject to the firewall.

NDA Execution Date: _____ Parties to NDA: _____

G. Duration of Firewall

The firewall shall remain in effect from [Start Date] through [End Date / Duration of Contract or Program Activity].

SECTION VI: APPROVAL

Ethics/Compliance

Officer Signature _____

Printed Name and Title _____

Date _____

Action Approved

- ☐ Proceed without mitigation (Low Risk) ☐ Proceed with Firewall Plan ☐ Enhanced mitigation required ☐ Disqualification
-

APPENDIX F: ANNUAL TRAINING ACKNOWLEDGMENT ROSTER TEMPLATE

Mississippi Department of Employment Security / SWIB / LWDB: [Insert Name] Annual
Conflict of Interest Training Acknowledgment Roster

Training Period: Program Year / Calendar Year: _____ Training Date(s): _____ Training Format: ☐ In-Person ☐ Webinar ☐ Online Module ☐ Other: _____ Training Provider/Facilitator: _____ Training Topics Covered (check all that apply):
☐ MDES State Policy #05 (Revised) — Conflict of Interest Policy requirements ☐ 2 CFR 200.318(c)(1)–(2) individual and organizational COI standards ☐ OCI concepts, examples, and mitigation requirements ☐ Disclosure, recusal, and reporting procedures ☐ One-stop operator procurement and TEGL 15-16 requirements ☐ Consequences for noncompliance ☐ Mississippi state ethics laws (§ 25-4-105; Section 109, Mississippi Constitution) ☐ Other: _____

#	Printed Name	Title/Position	Organization	Date of Training Completion	Signature	COI Disclosure (Appendix A) Submitted?
1						☐ Yes ☐ No
2						☐ Yes ☐ No
3						☐ Yes ☐ No
4						☐ Yes ☐ No
5						☐ Yes ☐ No

(Add rows as needed.)

Ethics/Compliance Officer Certification:

I certify that the individuals listed above completed conflict of interest training consistent with MDES State Policy #05 (Revised).

Signature _____
 Printed Name and Title _____
 Date _____

COMPLIANCE CROSSWALK

MDES State Policy #05 (Revised) — Compliance Crosswalk Matrix

Policy Section	Section Title	2 CFR 200.112	2 CFR 200.318(c)(1)	2 CFR 200.318(c)(2)	2 CFR Part 2900	WIOA Sec. 185(a)(1)	TEGL 15-16
Section 1	Purpose, Scope, and Authority	✓ (policy requirement)	✓ (applicability)	✓ (applicability)	✓ (DOL applicability)	✓ (recipient obligation)	✓ (LWDB coverage)
Section 2	Definitions	✓	✓	✓	✓		✓ (one-stop operator defined)
Section 3.1	Prohibition on Conflicted Participation		✓ (real/apparent COI; family/partner/employer)				
Section 3.2	Prohibition on Gratuities		✓ (gratuity prohibition)		✓ (DOL zero-tolerance default)		
Section 3.3	Disclosure Obligations	✓ (written disclosure to awarding agency)	✓ (disclosure obligation)		✓ (disclosure to DOL)		
Section 3.4	Recusal Procedures		✓ (recusal; documentation)			✓ (documentation)	
Section 3.5	Evaluation Team Screening and Firewalls		✓ (screening; separation of duties)	✓ (firewall as mitigation)			
Section 3.6	Consequences for Noncompliance		✓ (disciplinary actions; contract remedies)		✓ (referral; notification)		
Section 4.1–4.2	OCI Screening and Offeror Disclosure			✓ (OCI standards; offeror disclosure)			✓ (OCI in one-stop procurement)
Section 4.3	Impartiality Test		✓ (impartiality standard)	✓ (impartiality test)			
Section 4.4	OCI Mitigation			✓ (mitigation; firewall; NDA; oversight)			

Policy Section	Section Title	2 CFR 200.112	2 CFR 200.318(c)(1)	2 CFR 200.318(c)(2)	2 CFR Part 2900	WIOA Sec. 185(a)(1)	TEGL 15-16
Section 4.5	Disqualification			✓ (disqualification where mitigation inadequate)			
Section 4.6	OCI Documentation		✓ (documentation)	✓ (documentation)		✓ (records)	
Section 4.7	OCI Risk Assessment for Existing Subrecipients			✓ (parent/affiliate/subsidiary)		✓ (records)	
Section 5.1	Competitive Procurement Integrity		✓ (competitive integrity)				✓ (competitive procurement)
Section 5.2	One-Stop Operator COI Controls		✓ (COI in procurement)	✓ (OCI in dual roles)			✓ (four-year competition; dual-role firewalls)
Section 6	Governance and Board Actions		✓ (board member COI)			✓ (records — minutes)	✓ (board COI controls)
Section 7	Training, Communication, Certifications		✓ (standards communicated to all covered individuals)			✓ (acknowledgment records)	
Section 8	Reporting, Investigations, Mandatory Disclosures	✓ (disclosure to awarding agency)	✓ (reporting; investigation)		✓ (DOL disclosure requirement)	✓ (records)	
Section 9	Monitoring and Oversight	✓ (ongoing compliance)	✓ (monitoring)	✓ (OCI compliance monitoring)			✓ (program integrity review)
Section 10	Records Management		✓ (documentation)	✓ (documentation)		✓ (3-year retention; WIOA Sec. 185)	
Section 11	Roles and Responsibilities	✓ (non-federal entity obligations)	✓ (designated officials)				
Section 12	Implementation and Effective Date	✓ (written policy requirement)	✓ (written standards requirement)	✓ (written OCI standards requirement)	✓ (submission to DOL)		

Policy Section	Section Title	2 CFR 200.112	2 CFR 200.318(c)(1)	2 CFR 200.318(c)(2)	2 CFR Part 2900	WIOA Sec. 185(a)(1)	TEGL 15-16
Appendix A	Annual COI Disclosure & Acknowledgment Form	✓	✓		✓	✓	
Appendix B	Recusal and Mitigation Log		✓	✓		✓	
Appendix C	Procurement OCI Screening & Mitigation Checklist		✓	✓		✓	✓
Appendix D	Board Recusal Statement and Minutes Notation		✓			✓	✓
Appendix E	OCI Risk Assessment and Firewall Plan			✓		✓	✓
Appendix F	Annual Training Acknowledgment Roster		✓			✓	

SWIB/LWDB IMPLEMENTATION CHECKLIST

MDES State Policy #05 (Revised) — SWIB/LWDB Implementation Checklist

Instructions: The Mississippi SWIB and each LWDB must complete all tasks below within the specified timeframes. The Ethics/Compliance Officer for each entity is the primary responsible party unless otherwise noted. Check off each task as completed and retain this checklist in the entity's compliance files.

PHASE 1: IMMEDIATE ACTIONS (Within 30 Days of MDES Policy Effective Date)

#	Task	Responsible Party	Due Date	Completed (Date/Initials)
1.1	Designate or confirm the Ethics/Compliance Officer for the SWIB/LWDB. Document designation in writing.	Executive Director	Day 1–15	
1.2	Obtain and review MDES State Policy #05 (Revised) and all Appendices A–F. Distribute to board chair, executive director, and procurement staff.	Ethics/Compliance Officer	Day 1–15	
1.3	Identify all Covered Individuals subject to the policy (employees, board members, agents, evaluators). Compile a complete roster.	Ethics/Compliance Officer	Day 1–20	
1.4	Collect signed Appendix A (Annual COI Disclosure & Acknowledgment Form) from all current board members. Document receipt.	Ethics/Compliance Officer / Board Chair	Day 1–30	
1.5	Review all active WIOA-funded procurements and subrecipient agreements for existing COI or OCI issues. Document findings.	Ethics/Compliance Officer / Procurement Officer	Day 1–30	
1.6	Notify all staff engaged in WIOA procurement or program administration of this policy and the upcoming training requirement.	Ethics/Compliance Officer	Day 1–15	

PHASE 2: POLICY ADOPTION (Within 60 Days of MDES Policy Effective Date)

#	Task	Responsible Party	Due Date	Completed (Date/Initials)
2.1	Draft SWIB/LWDB Conflict of Interest Policy incorporating all requirements of MDES State Policy #05 (Revised). The policy must be at least as restrictive as the MDES policy.	Ethics/Compliance Officer / Legal Counsel	Day 31–50	
2.2	Present draft COI policy to the SWIB/LWDB full board for review, discussion, and formal adoption. Document adoption by board resolution in meeting minutes.	Board Chair / Executive Director	Day 31–60	
2.3	Submit adopted SWIB/LWDB COI policy to MDES [designated contact, title, and email/address] for review and approval.	Executive Director	Day 60	
2.4	Establish a secure recordkeeping system (physical and/or electronic) for storing COI records, including Appendices A–F. Define access controls and retention procedures consistent with Section 10 of MDES State Policy #05 (Revised).	Ethics/Compliance Officer	Day 31–60	
2.5	Establish internal COI reporting channel(s) and communicate to all Covered I			

TWIN DISTRICTS WORKFORCE DEVELOPMENT AREA

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

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:

POLICY CHANGE

Y-4.01

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.

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Special training outside of regular GED training stipends

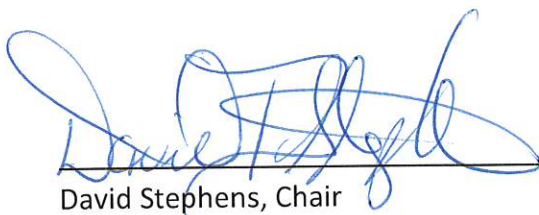
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2. Program year
3. Sub grantee name and contract number
4. Type of incentive
5. Justification of the participant's eligibility for the incentive
6. Date and amount of cash incentive

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.



David Stephens, Chair

Twin Districts Local Workforce Development Board

09/22/15

Date Approved



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.

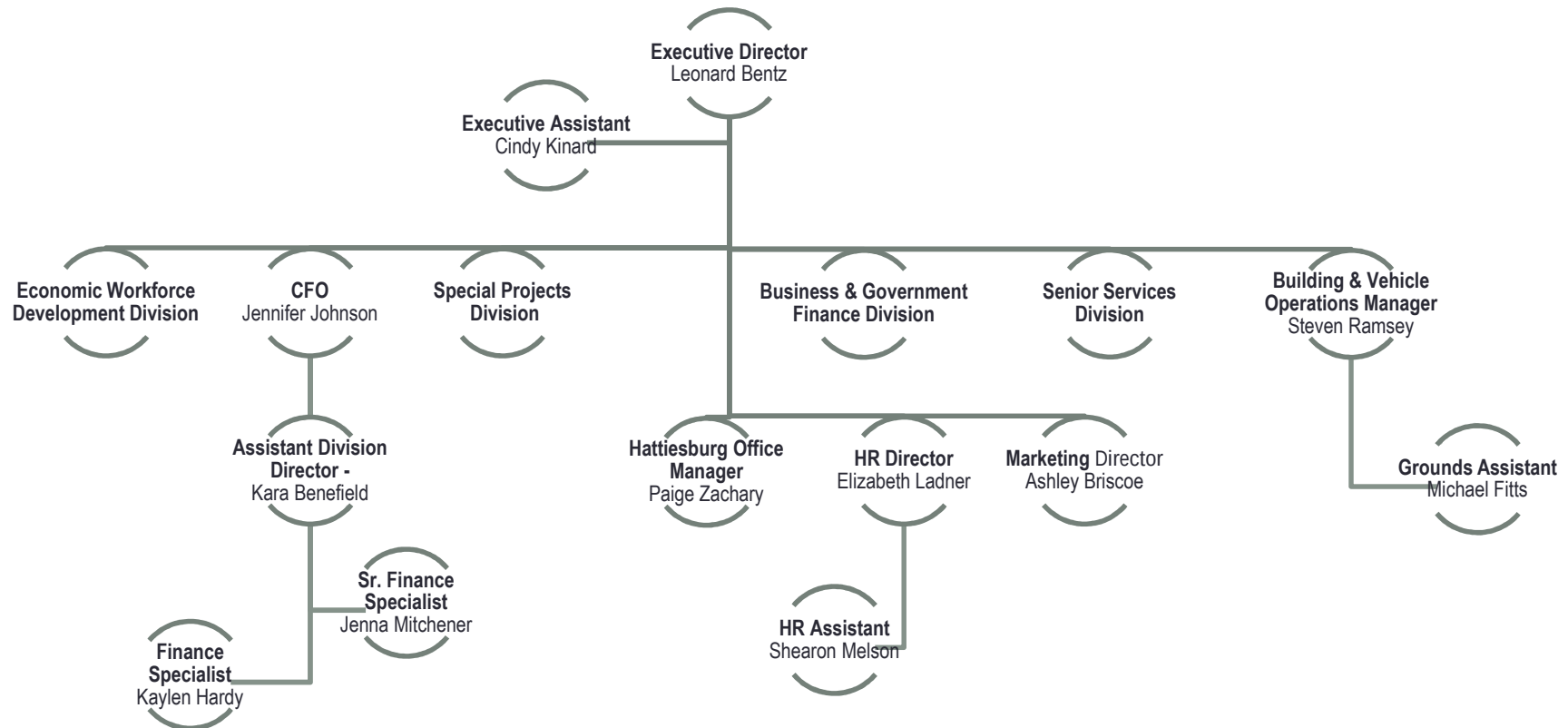
The Twin Districts LWDA is an essential partner in the successful on-going implementation of our innovative WIOA state plan. By working together to strengthen the alignment of our workforce, education, and economic development initiatives, we can make our state a better place to live where every Mississippian who wants a job can get a job. I appreciate your commitment to this exciting opportunity.

Sincerely,

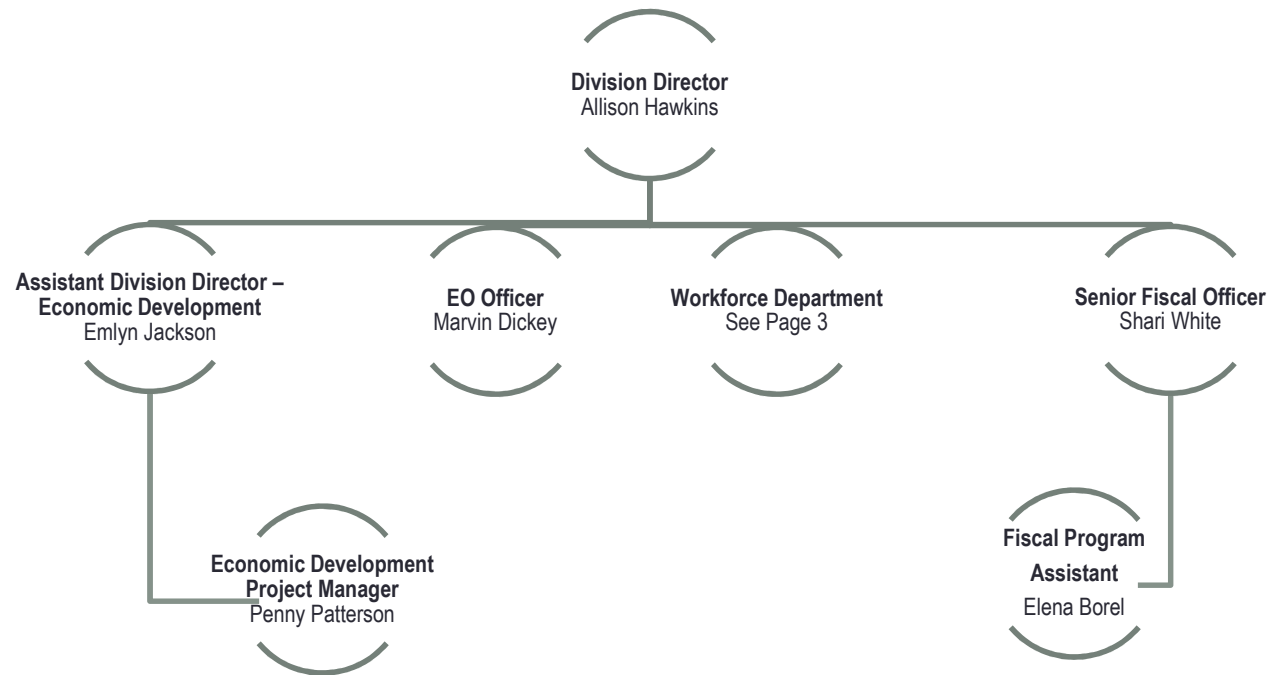
A handwritten signature in blue ink that reads "Phil Bryant". The signature is stylized with a large, looping "P" and a long, sweeping underline.

Phil Bryant
Governor

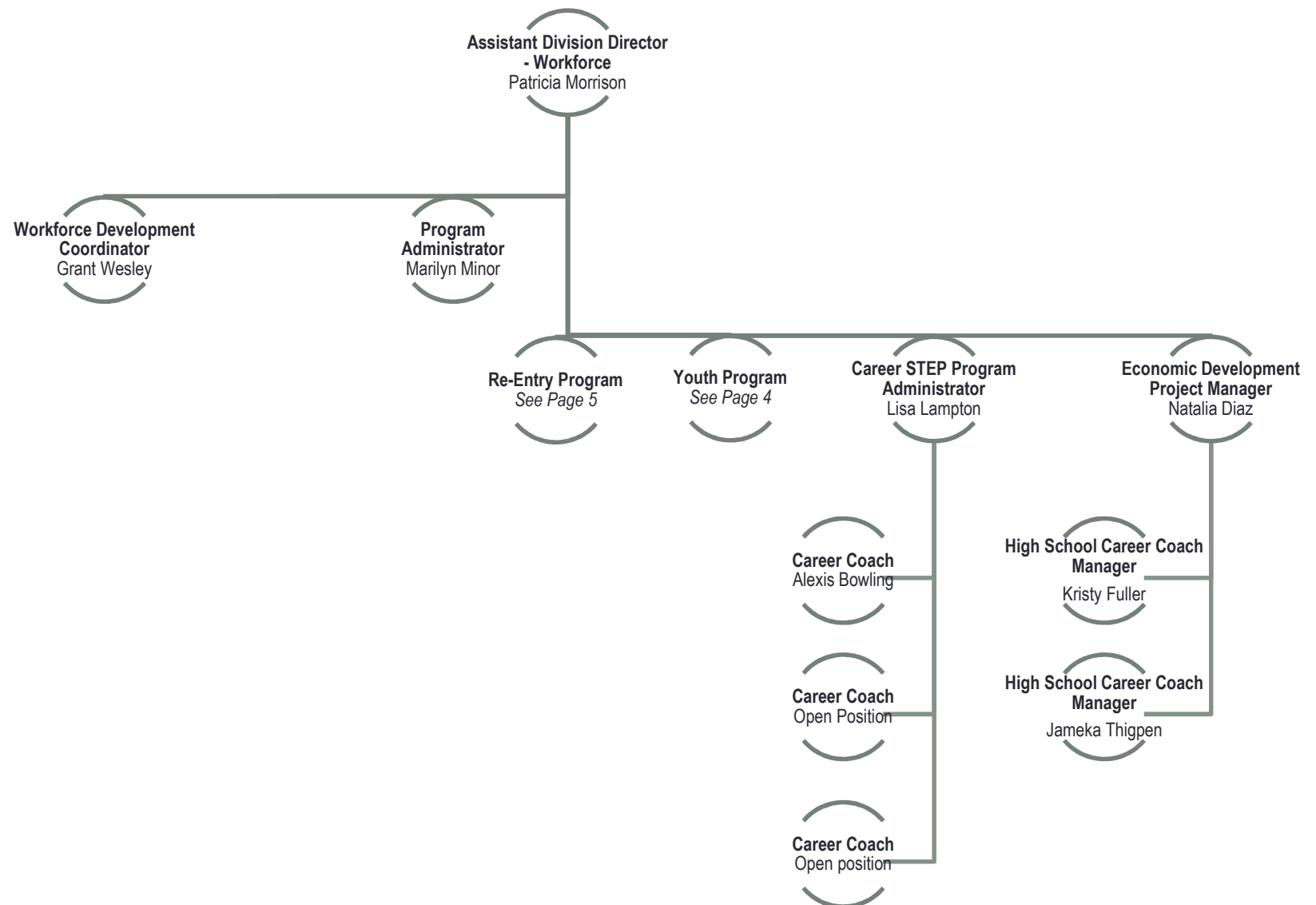
Southern Mississippi Planning & Development District Organizational Chart



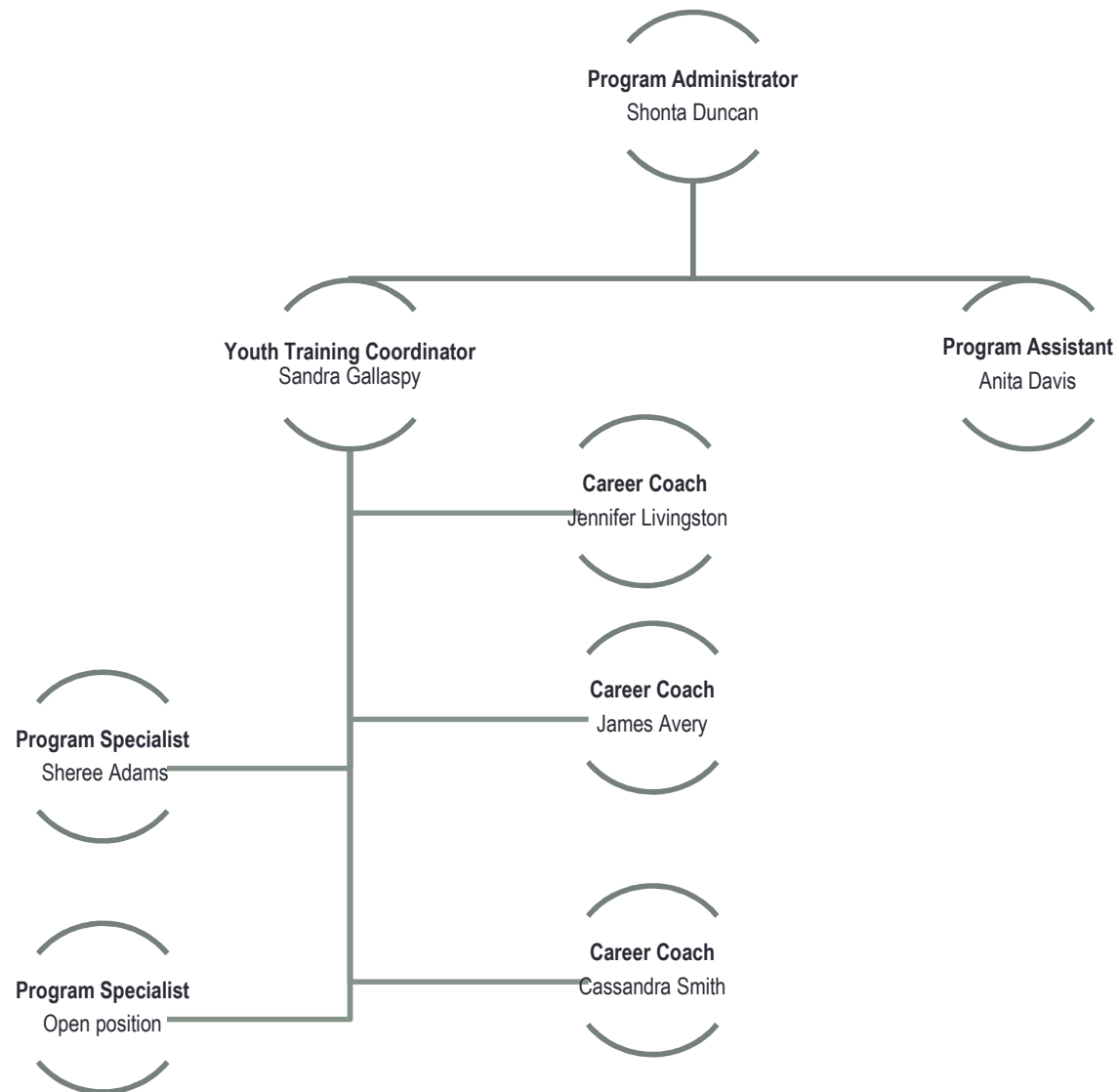
Economic Workforce Development Division



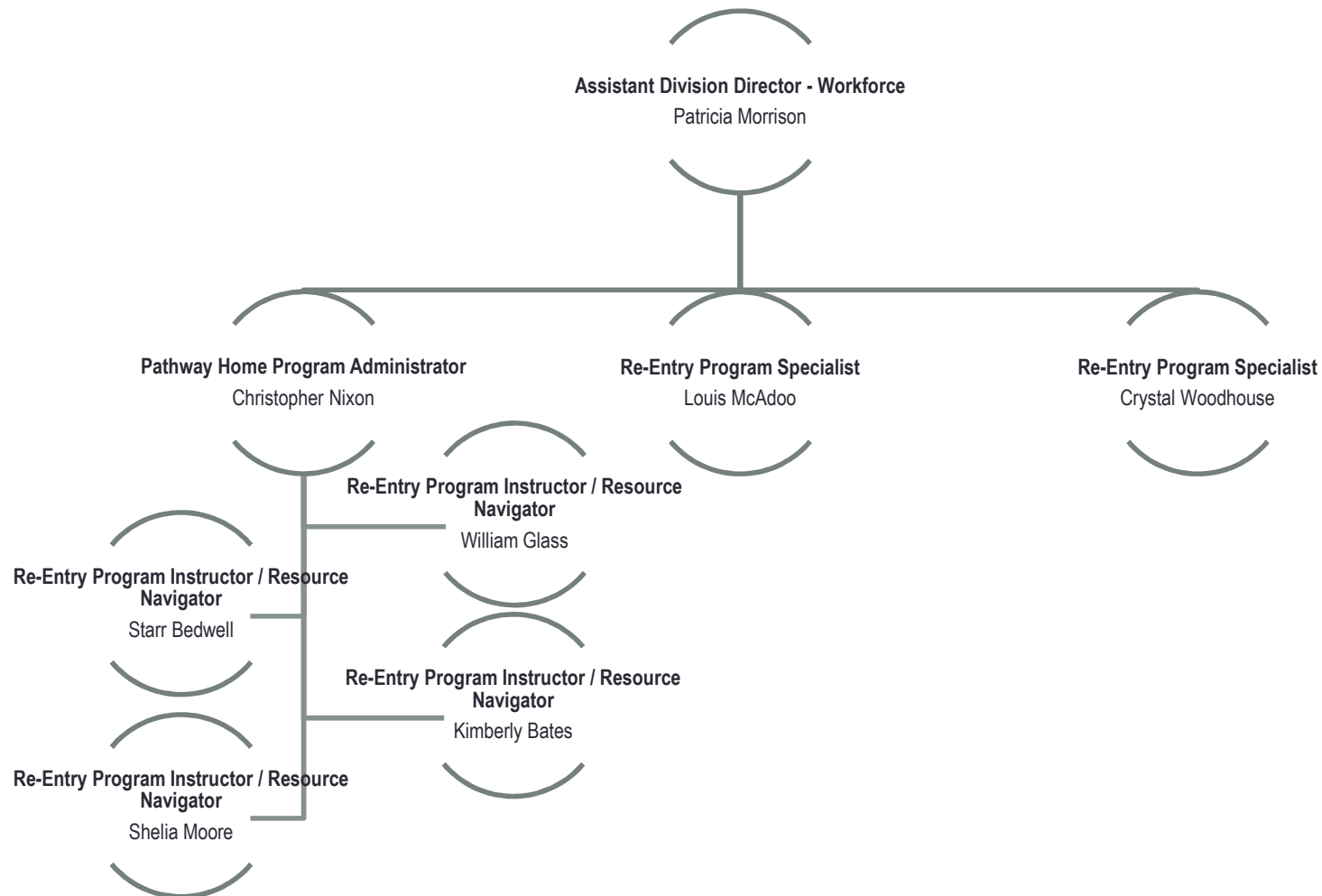
Economic Workforce Development Division – Workforce



Economic Workforce Development Division – Workforce Youth Program



Economic Workforce Development Division – Workforce Re-Entry Program



TDWDA Workforce Board Membership List

Name	County	Representation
Millie Bordelon	Harrison	Workforce/Education & Training
Danny Box	Greene	Business/Economic Development
Lindsay Brown	Forrest	Business/Economic Development
Wayne Buffington*	Jasper	Business
Grant Crowder	Jones	Education & Training/Adult Education
Perry Duckworth	Smith	Business
Rebecca Ellis*	Forrest	Education & Training/Adult Education
Sedgie Foxworth	Marion	Business
Lillie Graves*	Harrison	Workforce/Youth
Ricky Harrison	Newton	Business
Newt Ishee	Smith	Government and Economic Development
Brian Johnson	Jones	Wagner-Peyser
Lucy Lamberth	Lauderdale	Higher Education
Laura "Missy" Lewis	Greene	Business
Julia Lindsey	Neshoba	Workforce/Community-Based
Tom Miles	Scott	Business
Calvin Newsom*	Marion	Other/LEO
Tiffany Parrish	Jones	Workforce/Rehabilitation
Jermaine Simmons	Neshoba	Business
April Stennett	Greene	Business/Economic Development
David Stephens*	Lauderdale	Business
Lucretia Williams	Leake	Education/Barriers
Marshall Wood, Sr.	Wayne	Business

Note: Nine vacancies remain open.

*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

Calvin Newsom,
LEO Chairman



**Certification Regarding
Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name Southern Mississippi Planning & Development District

Date _____

By Leonard Bentz, Executive Director

Name and Title of Authorized Representative

Signature of Authorized Representative



INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. 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 the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant 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 department or agency entering into this transaction.
7. The prospective primary participant 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," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it 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 ineligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. 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.
10. Except for transactions authorized under paragraph 6 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 department or agency may terminate this transaction for cause or default.

TWIN DISTRICTS WORKFORCE DEVELOPMENT AREA

Local Workforce Development Area

Plan Approval Certification

This plan was approved by the local chief
elected official(s) on _____.

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 _____

David Stephens Date
TDWDA Chairman

Local Workforce Development Board
Mailing Address:

David Stephens
HR Excellence Consulting, LLC
4013 50th Street
Meridian, MS 39305
(601) 938-5757
dstephens@hrexcellenceconsultingllc.com

Signature for Local Grant Recipient/Fiscal
Agent:

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
One-Stop Partners
Memorandum of Understanding**

In accordance with 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-Stop centers;
- 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 the MOU shall include the following One-Stop Partners listed in the table below.

Agency/Organization	Program
The Twin Districts Local Workforce Development Board & Chief 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)
	*Reemployment Services and Eligibility Assessments (RESEA)
Southern Mississippi Planning and Development District (SMPDD)	*Senior Community Service Employment Program (SCSEP)
	*Career Skills Training & Education Pathway (STEP) Program funded through MDHS TANF Workforce Training and Education Program (WTEP) funds
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) * Career Skills Training & Education Pathway (STEP)
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)
Meridian Housing Authority Housing Development Corporation	* Youth Build
The Center for Workforce Inclusion (CWI)	*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)

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 also received subsequent designation from the same Governor on July 1, 2018, whereas the Twin Districts Workforce Development Board and Chief Local Elected Official establish the One-Stop Delivery System in accordance with WIOA Section 121(c), 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, Hancock County, 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, Reemployment Services and Assessments (RESEA), Senior Community Service Employment Programs (SCSEP), Career Skills Training and Education Pathway (STEP), 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. The Comprehensive Center and Affiliate Centers will be open Monday-Friday and shall be closed in observance of all 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 Core 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 06/30/2028, 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: _____

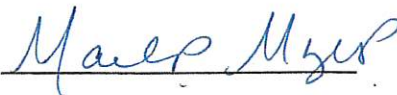
11/7/24

MISSISSIPPI DEPARTMENT OF HUMAN
SERVICES



Robert G. Anderson, Executive Director

Attest: _____



Date: 7/12/24

**EAST CENTRAL PLANNING & DEVELOPMENT
DISTRICT**

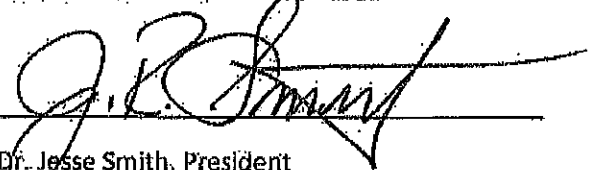
Kawana McCary

Kawana McCary, Executive Director

Attest: Lymetta Cech

Date: July 24, 2024

JONES COUNTY JUNIOR COLLEGE


Dr. Jesse Smith, President

Attest: 

Date: 7/15/24



MERIDIAN COMMUNITY COLLEGE

Thomas M. Huebner

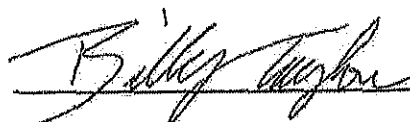
Dr. Thomas Huebner, President

Attest: Laureta Trenée Chislow

Date:

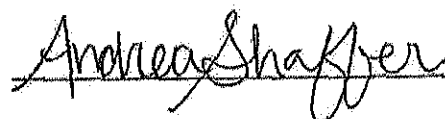
7/16/24

**MISSISSIPPI DEPARTMENT OF REHABILITATION
SERVICES**



Billy Taylor, Executive Director

Attest:



Date: July 23, 2024

MISSISSIPPI GULF COAST COMMUNITY
COLLEGE

A handwritten signature in black ink, appearing to read "Mary Graham", written over a horizontal line.

Dr. Mary Graham, President

Attest: 

A handwritten signature in blue ink, appearing to read "Natasha Baucum", written over a horizontal line.

Date: 9/18/2024

Meridian Housing Authority-Youth Build

Ronald J. Turner, Sr.

Ronald J. Turner, Sr. PHM

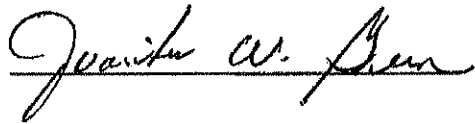
Attest: Muriel Sutton

Date: 7/11/2024

**NATIONAL CAUCUS AND CENTER ON BLACK
AGED, INC.**

A handwritten signature in black ink, appearing to read "Chester Johnson", written over a horizontal line.

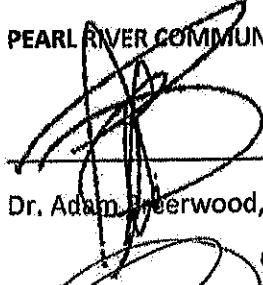
Chester Johnson, Program Manager

Attest: 

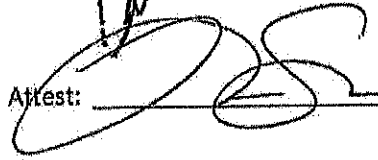
A handwritten signature in black ink, appearing to read "Joanne W. Ben", written over a horizontal line.

Date: 7/15/24

PEARL RIVER COMMUNITY COLLEGE



Dr. Adam Freewood, President

Attest: 

Date: 8/29/24

Southern MS Planning & Development District



Leonard Bentz, Executive Director

Attest: Grant Wesley

Date: 7/18/2024

**THE MISSISSIPPI DEPARTMENT OF
EMPLOYMENT SECURITY**

DocuSigned by:
William J. Ashley Ph.D
9D4C37257936449...

Dr. William J. Ashley, Ph.D.

Attest:

DocuSigned by:
Burkett Guy Martin
A00849F2AD8A40C

Date: 11/06/2024

**INTER-TRIBAL COUNCIL OF LOUISIANA
INSTITUTE FOR INDIAN DEVELOPMENT**



John Silver, Executive Director/
Grants Administrator

Attest: 

Date: 07/23/24

**THE TWIN DISTRICTS
WORKFORCE DEVELOPMENT BOARD**

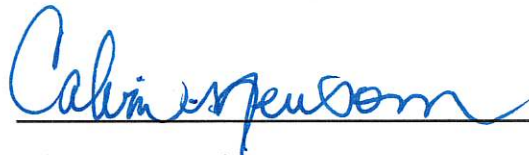
David T. Stephens
David T. Stephens (Jul 26, 2024 10:55 CDT)

David Stephens, Chairman

Attest: 

Date: 08/28/24

**TWIN DISTRICTS LOCAL
ELECTED OFFICIAL BOARD**



Calvin Newsom, Chairman

Attest: 

Date: 11/06/2024

CHUGACH GOVERNMENT SOLUTIONS

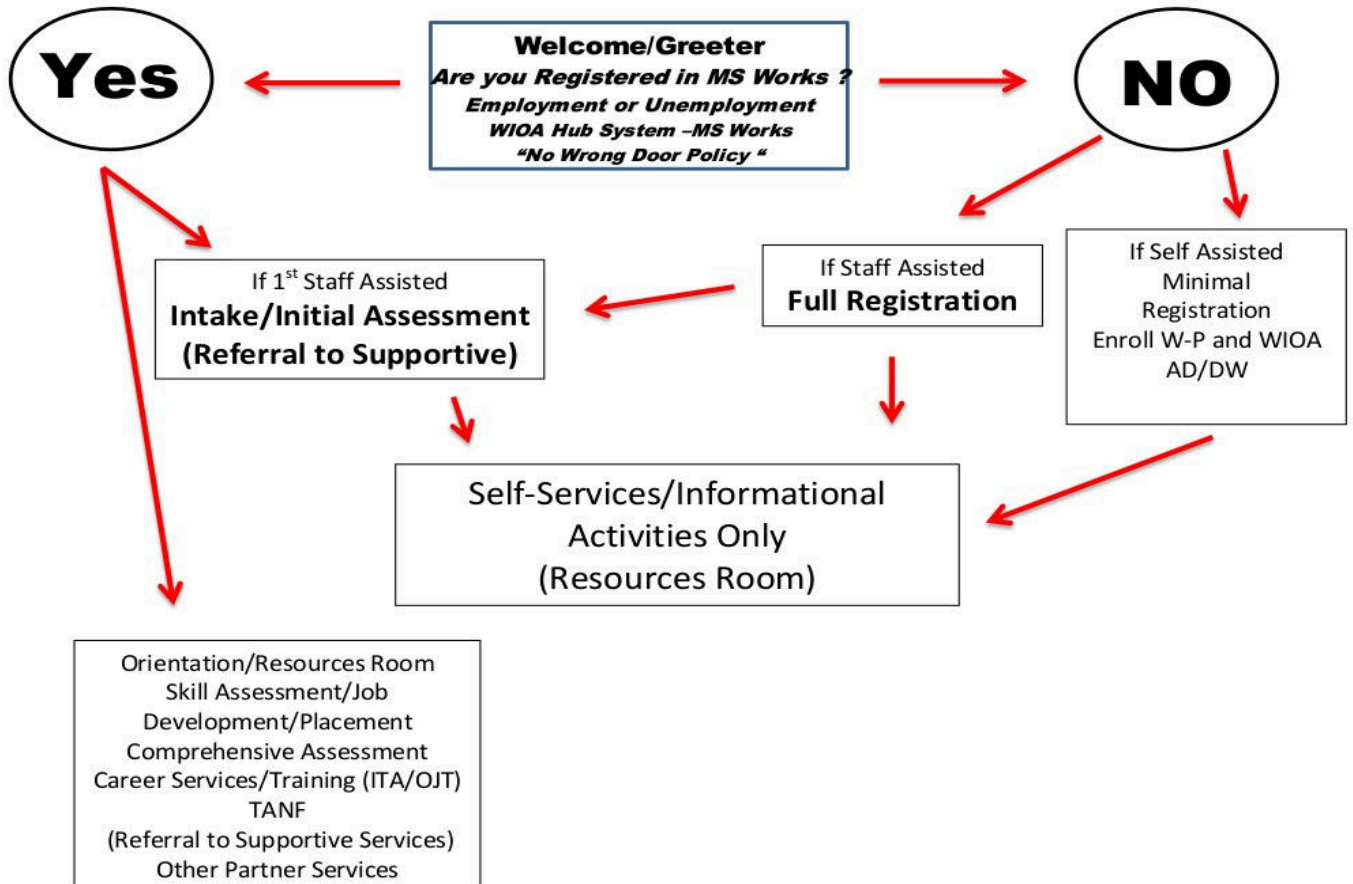
Claire McMillan

Claire McMillan, General Manager,
Chugach Training and Educational
Services

Attest: jmoran

Local Workforce Development Areas	Comprehensive Centers	Affiliate Centers	Sector Training Plus Centers
Twin Districts	Gulfport, Mississippi 10162 Southpark Drive Gulfport, MS 39503 228-897-6900	Carthage WIN Job Center 202 C O Brooks St Carthage, MS 39051 Pascagoula WIN Job Center 1604 Denny Avenue Pascagoula, MS 39567 Philadelphia WIN Job Center 1016 Saxon Airport Road Suite 104 Philadelphia, MS 39350 Meridian WIN Job Center 5313 Old Hwy 80 W Meridian, MS 39307 Hancock County WIN Job Center 856 Hwy 90 Suite D Bay St. Louis, MS 39520 Columbia, WIN Job Center 1111 U.S. 98 Columbia, MS 39429 Picayune WIN Job Center 2005 Wildwood Road Picayune, MS 39466 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	To Be Deter- mined

TDWDA WIN Job Center Intake Flow Chart



TWIN DISTRICTS WORKFORCE DEVELOPMENT AREA
Youth Advisory Committee

Name	Membership Status	Agency/Organization
Lillie Graves	Chairperson	Gulfport Job Corps (Ret.)
Janet Baldwin	Member	Oseola McCarty Youth Dev.
Clarice Husband	Member	Marion County Schools (Ret.)
Julia Lindsey	Member	MS Band of Choctaw Indians
Tiffany Parrish	Member	MS Dept. of Rehabilitation
Eddie Sandifer	Member	MS Dept. of Rehabilitation (Ret.)
Marshall Wood, Sr.	Member	Mars Hill, Inc.

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.