

Workforce Development Board of Rockland County

Local Plan

July 1, 2021 – June 30, 2025

Strategic Planning Elements

Local Workforce Development Areas (LWDAs) and Regional Demand Lists are now maintained [online](#). Changes to the Demand Lists can be made by following the directions on the webpage.

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

5/4/2020

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

In September 2020 the board began meeting to assess the alignment of the demand occupations to the priority sectors and delegated a subcommittee to make recommendations. At the March 2020 board meeting a draft list was shared and the final list which has been emailed to the board will be approved at the June 10, 2021 meeting.

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

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

Rockland County's in-demand sectors include Advanced Manufacturing, Data Technology (IT) and Biomedical/Healthcare Industries and Hospitality and Tourism.

Some of the occupations associated with these industries which were recently added to the demand occupation list include:

Data Technology: Computer and Information Systems Managers, Credit Analysts, Financial Analysts, Information Security Analysts, Database Administrators and Information Technology Project Managers.

BioMed/Healthcare: Mental Health & Substance Abuse Social Workers, Community Health Workers, Physician Assistants, Respiratory Therapists, Medical and Clinical Laboratory Technologists, Medical and Clinical Laboratory Technicians, Cardiovascular Technologies & Technicians, Radiologic Technologists, Magnetic Resonance Imaging Technologists, Pharmacy Technicians, Respiratory Therapy Technicians, Surgical Technologists and Pharmacy Aides.

Advanced Manufacturing: Mechanical Engineering Technicians and Mechanical Engineering Technologist.

Hospitality and Tourism: Food Service Manager, First-Line Supervisors of Food Preparation and Serving Workers, First-Line Supervisors of Housekeeping and Janitorial Workers and Front Line Supervisor of Retail Sales Workers.

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

A qualified workforce is needed by all of our industries. This spans entry level to highly specialized positions.

These employers need a qualified workforce across the entire spectrum, from entry level to management.

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

The knowledge, skills and abilities are as diverse as the positions themselves. Everything from industry credentials, college graduates at all levels is needed.

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

- i. Current labor force employment and unemployment numbers;

According to NYSDOL data, Rockland County's labor force has decreased by about 2,500 people between 2019 and 2020. In 2019 the annual average was 155,400 and in 2020 it was 152,900. Approximately 8% or 12,400 people were unemployed and 140,500 were employed in 2020.

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

In a mid to post COVID environment we see that some Rockland County businesses are continuing to grow and expand while others are trying to rebuild. The need for skilled employees is unchanged

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

According to the 2019 American Community Survey (1 year data) Rockland County's educated workforce continues to expand. 42.2% of the population has earned a Bachelor's degree or higher. 21.3% have earned a HS diploma or its equivalency, 17.1% have completed some college, 8.2% have earned an Associate's degree, 22.8% have a Bachelor's degree while 19.4% have a Graduate or professional degree.

Individuals with different abilities sometimes have more barriers to employment. According to US Census data 9.1% of the population or 29,522 people have a reported disability and 45,095 of which 2,316 are under 18 years of age and 12,257 are between 18 and 64 years of age.

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

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

The strength of the workforce development activities in the area is that there is true partnership amongst stakeholders. We are a community of leaders leveraging our

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resources to support the economic vitality of the county through workforce development. The partners are all committed to working together to assist the job seekers and the employers.

We are well positioned to make a difference. With Rockland BOCES taking on the role of Career Center Operator (Rockland Works) and youth program provider we are poised to maximize the impact of our programs.

Always critical is the well-trained experienced staff that will continue working to align workforce and economic development activities.

The major weakness is bouncing back from the impacts of COVID-19 and responding to the changes in a timely fashion with the resources available. Going into the pandemic we were looking at a workforce shortage and the need to prepare individuals with significant barriers to employment for the available jobs. Now we will continue to help those with barriers to employment, and those impacted by the pandemic as well as prepare a pipeline of skilled workers for the new jobs created in our significant industries.

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

Yes, the board is comprised of engaged representatives from priority business sectors, higher education, nonprofits labor, economic development, DOL, NYS ACCES VR, Literacy Solutions, and nonprofit organizations that serve those with barriers to employment and veterans. They are all well qualified to address the capacity in the area.

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

Our mission and vision is to lead the workforce development system in supporting economic development by providing talent for business and skills for job seekers to be successful. We aim to build a world-class workforce enabling Rockland County's economic prosperity and global competitiveness.

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

With significant changes in the world of work and education we keep track of local, state, and federal policy, grant opportunities and tax incentives that support the growth of a skilled workforce.

The Workforce Development Board of Rockland County plays a critical role in supporting the Workforce system. We convene partners to address the changing economic trends and labor market needs and leverage resources to innovate programming and training opportunities. When a training program does not exist, workforce partners and industry

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sector leaders collaborate to design curricula which meets new skills demanded by the labor market.

Rockland Works also plays a critical role in creating new workforce programs. They research best practices and work with state and national partners to bring the best solutions that will lead to a competitive advantage for the county.

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

Partners agree to:

A.) Participate in a customer focused referral system that seamlessly accesses resources from involved partners to increase quality outcomes and opportunities for employment and training that are in line with the priority sectors for Rockland County (Biomedical, Information Technology, Advanced Manufacturing, and Hospitality).

B.) Communicate regarding the status of interagency referrals,

C.) Offer customers information on how to apply for a partner's services and/or arrange an appointment for the customer,

D.) Continually develop agreed-upon standards and protocols for making quality referrals between program partners,

E.) Identify a partner referral liaison for each System partner,

F.) Provide ongoing training to all partner frontline staff in partner services and eligibility, and

G.) Consistently strategize to improve referrals toward a standard of real-time referrals to all applicable local program partners

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

Performance accountability measures have been set for the Career Center Operator and the Youth Services provider. At all WDB meetings, the providers report on their performance and the board provides input for the enhancement of services to ensure economic growth and self-sufficiency.

Local Workforce Development System

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

The core programs are: WIOA Title I (Adult, Dislocated Worker and Youth formula programs) administered by Department of Labor (DOL); Adult Education and Literacy Act

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programs administered by the Department of Education (DoED); Wagner-Peyser Act employment services administered by DOL; and Rehabilitation Act Title I programs administered by DoED.

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

Rockland Community College and BOCES

- iii. Other workforce development programs, if applicable.

N/A

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

The local area will continue to work with the businesses and partners to provide continuous improvement.

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

The ability to attract, recruit, screen, and retain a qualified workforce is critical to the success of our employers. We actively engage businesses to identify their needs and then we provide direct and indirect linkages to resources. We also actively and continuously communicate these needs to job seekers, career changers and youth entering the workforce. Job seekers are matched with available jobs based on their skills, aptitude and interests.

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

The partners include: Career and Technical Education (Perkins), Local Veterans' Employment Representatives and Disabled Veterans' Outreach Program, Senior Community Service Employment Program, Temporary Assistance for Needy Families (TANF), Trade Adjustment Assistance Programs, Unemployment Compensation Programs, and TANF.

They participate in a customer focused referral system that seamlessly accesses resources from involved partners to increase quality outcomes. Partners agree to communicate regarding the status of interagency referrals.

Offer customers information on how to apply for a partner's services and/or arrange an appointment for the customer.

Continually develop agreed-upon standards and protocols for making quality referrals between program partners.

Identify a partner referral liaison for each System partner.

Provide ongoing training to all partner frontline staff in partner services and eligibility.

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Consistently strategize to improve referrals toward a standard of real-time referrals to all applicable local program partners.

Workforce Development and Career Pathways

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

We will help guide and support the development of career pathways by helping identify them as well as possible partners to engage in the process. For example, our higher education institutions are important partners who support and prioritize workforce training as well. They are creating career pathways for today's youth to become tomorrow's professionals in priority sectors. From degree and certificate programs to customized corporate training, they are often both a starting point and stepping stone as people progress from entry level employee to seasoned professional.

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

The board will improve access by working to ensure all partnerships are in place to maximize funding and opportunities for the customers.

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

Some credentials will be portable. There are skills that are common for all occupations. These include computer skills as well as others related to a career pathway.

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

They can be stackable depending on the credential that is being offered. The goal is to provide stackable credentials at all times.

Access to Employment and Services

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

The board will expand access by working to ensure all partnerships are in place to maximize funding and opportunities for eligible individuals.

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

To ensure access for all customers, including the most vulnerable populations, all partners have agreed to

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- A.) follow the priority of service set by the Rockland WDB for Veterans and their spouses;
- B.) provide opportunities for virtual access to all enrollment and training opportunities when applicable;
- C.) and follow all ADA compliance mandates

Rockland Works, along with many of our partners, ramped up technological capabilities quickly to be responsive to the needs of the community in 2020. We now have the ability and expertise to provide services remotely using platforms such as zoom, google meets and Microsoft Teams. We have begun and will continue to conduct intake and assessment sessions, career counseling, workshops and other services virtually. This will allow the greatest flexibility and access to services for those we serve.

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

Currently, Rockland Works uses the Zoom platform to hold virtual meetings with customers. Additionally, all workshops have been moved to the Zoom virtual platform. Rockland Works is in the process of purchasing DocuSign, an electronic signature system that will allow for virtual intakes. Additionally, we have been meeting with DOL to use their Virtual Career Center platform.

- d. Provide a description and assessment of the type and availability of programs and services provided to adults and dislocated workers in the local area.

Services are provided by numerous organizations including but not limited to ACCES VR, Jawonio, Bridges, DSS, BOCES, Center for Safety and Change, etc.

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

Partnerships with DSS and supportive services funds, if available, will assist with transportation needs.

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

Rockland Works staff has been trained by ACCES-VR in ADA compliance. We have also partnered with Bridges to provide specific services around benefits advisement and employment activities for individuals with a disability.

- g. Describe the direction given to the One-Stop System Operator to ensure priority for adult career and training services is given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.

All staff has been trained on priority of service.

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

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

The current facility is ADA compliant and follows all non-discrimination requirements. The Center is currently located at Rockland BOCES in Nyack, NY.

ii. Technology and materials for individuals with disabilities; and

Assistive technology has been provided to the Center and training for staff is provided by Visions, Inc.

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

Staff has been trained by ACCES-VR in ADA compliance.

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

Their role is to comply with the regulations as stated above in partnership with Rockland BOCES.

Business Engagement

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

Partner activities involve directing training resources to prepare job seekers to apply for opportunities in demand occupations within Healthcare, Hospitality, Government, Education, Retail and Manufacturing sectors.

Long-term activities include developing pipeline programming to ensure the immediate and future needs of the three significant industries that are driving economic development in Rockland County: Advanced Manufacturing, Biomedical/Healthcare and Data Technology.

Additionally, our unique BRIDGES program is also available to provide training and consultation for large and small employers who seek to hire and retain individuals with disabilities, who are court-involved, and who are veterans.

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

N/A

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

Rockland Works' Business Team is dedicated to serving the local businesses and providing them with skilled workers to meet their needs. The Business Coordinator hosts multiple job fairs each year, as well as manages a "hot jobs" board (<https://rocklandworks.org/employment-services/hot-jobs/>) on our website.

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

Rockland County's Workforce/Economic Development Collaborative is spearheaded by the Workforce Development Board of Rockland County, the Rockland Community Foundation and the Rockland County Division of Economic Development and Tourism because of a shared interest in workforce issues.

Together with Rockland BOCES as the Career Center Operator we are committed to supporting the economic mobility of Rockland's residents through strategic planning and innovative partnerships.

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

Workshops are offered on this topic and the Career Counselors discuss this option with customers.

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

In partnership with the NYS DOL Rapid Response team, the Center coordinates its efforts by assigning one staff member to work on rapid response activities.

Program Coordination

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

They are co located and work together to serve the customers.

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

- i. Coordination of relevant secondary and postsecondary education programs;

The Executive Director hosts regular meetings with higher education partners and with the relevant secondary and post-secondary education programs in the County to ensure program coordination.

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

Review of curriculum, demand occupations and other relevant topics are discussed with relevant local organizations and partners.

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

Duplication of services is avoided by having staff trained on the services provided including the required partners and community organizations.

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

Partnership with the NYS DOL will continue as part of WIOA. They are co located with the Rockland Works staff.

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

In addition to the WIOA Partner MOU we also have the following contracts

Rockland Works to Bridges

Rockland Woks to Impact Support Services

Operator Agreement from the Workforce Development Board of Rockland County (WDBRC) to Rockland BOCES (RBOCES)

Multiple Roles Agreement from WDBRC to RBOCES

Fiscal Agent Agreement from WDBRC to Rockland Community College

Title II Program Coordination

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

Utilizing the most recent ALICE (Asset Limited, Income Constrained, Employed) data released by United Way we plan to identify the zip codes of residents and their children who may benefit from learning about the services and supports available to them designed specifically to remove barriers to employment, provide supportive services,

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articulate opportunities, fund training and connect to employment opportunities and reach out to them. We want to:

1. Collaborate with all of our partners to create career pathways which lead to entry level work within a priority sector and also provides strategies for moving up into work that offers a living wage in that sector as well.
2. Assess the availability and accessibility of supportive services which includes amongst others transportation, childcare and internet connectivity which will enable individuals to access services whether they are in person or virtual.
3. Identify when and how to develop and or provide priority sector specific ESL training in order to support the

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

Through our partnership with agencies such as Literacy Connections we will meet regularly to provide updates, share best practices on serving the targeted population and coordinate joint events such as workshops, orientations or intake sessions.

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

Rockland Works will host regular meetings so partners have an opportunity to share upcoming events, strategies and obstacles in order to create opportunities of continuous improvement while serving Title II participants. Always a focus will be career pathways as they are a priority for the local area. Many stakeholders are regularly convening to define the naturally occurring career pathways within our priority sectors that not only provide customers a starting point but include strategies for moving along the pathway. Strategies may include suggestions for upskilling, certification or degree attainment and other professional development.

Building upon our customer focused referral system we will continually communicate the status of interagency referrals and discuss co-enrollments as appropriate.

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

The Workforce Development Board of Rockland County will support the strategy identified in the State Plan by creating a Partner MOU with entities that carry out core programs and other workforce development programs, including those authorized under the Carl D. Perkins Career and Technical Education Act to facilitate referrals and support the alignment of services.

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Youth Activities

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

Stephanie Compasso Director, Rockland Works Career Center scompasso@rboces.org 845-770-2900 ext. 3530 131 N/ Midland Avenue Nyack, NY 10960
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- b. Provide the number of planned enrollments in PY 2021 for new Out-of-School Youth (OSY), carry-over OSY, new In-School Youth (ISY), carry-over ISY, and work experience. *

- i. New OSY

35

- ii. Carry-over OSY

30

- iii. New ISY

5

- iv. Carry-over ISY

1

- v. Work experiences

25

*Please note that PY 2021 enrollments will provide the baseline estimate for the remaining three years of the Plan.

- c. In Attachment F, Youth Services, located on the New York State Department of Labor (NYS DOL) [website](#) under the Local Planning section, identify the organization providing the Design Framework which includes: Intake & Eligibility, Objective Assessments, and Individual Services Strategies (ISS),

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and 14 Youth Program Elements and whether the provision of each element is contractual, with a Memorandum of Agreement (MOA), or provided by the LWDB.

- d. Explain how providers and LWDB staff ensure the WIOA elements:
- i. Connect back to the WIOA Youth Program Design Framework, particularly the Objective Assessments and ISS; and

Youth Counselors work with youth participants to construct an Individual Services Strategy that aligns with their short-term and long-term goals. This document is the foundation for all services that are provided. The ISS is updated as the goals are accomplished and/or changed.
 - ii. Are made available to youth with disabilities by describing specific program practices, tools, and services that are tailored to serve youth with disabilities.

Youth staff has been trained in ADA compliance. Through the partnerships with ACCES-VR and Bridges, staff is able to make appropriate referrals if necessary.
- e. Describe successful models for youth services from your local area, including but not limited to virtual work experiences, OSY recruitment. and engagement strategies.

Youth staff participates in the annual NYATEP Youth Practitioner’s Conference, as well as other professional development opportunities, to network with other youth providers and share successful program elements.
- f. Does your local area plan to serve ISY and/or OSY using the “Needs Additional Assistance” qualifying barrier for eligibility?
- Yes (Attach a Needs Additional Assistance policy that defines reasonable, quantifiable, evidence-based, and specific characteristics of ISY and OSY as described in Technical Advisory (TA) #[19-2](#).)
- No (Not required to attach a policy)
- g. Attach a Basic Skills Deficiency policy of youth program as described in the in TA #[19-2](#).

Administration

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

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

We issue RFP to procure WIOA Title I activities in the local area.

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

- PY 20: Adult Employment Rate 2nd Qtr After Exit: 66.3% (PY 21 67.3%)
- PY 20: Dislocated Worker Employment Rate 2nd Qtr After Exit: 60.4% (PY 21 61.4%)
- PY 20: Youth Employment Rate 2nd Qtr After Exit: 73% (PY 21 73.5%)
- PY 20: Adult Employment Rate 4th Qtr After Exit: 68% (PY 21 68.5%)
- PY 20: Dislocated Worker Employment 4th Qtr: 65.6% (PY 21 67.5%)
- PY 20: Youth Employment 4th Qtr: 63% (PY 21 63.5%)
- PY 20: Adult Median Earnings 2nd Qtr After Exit: \$5,300 (PY 21 \$5,400)
- PY 20: Dislocated Worker Median Earnings: \$6,500 (PY 21 \$6,600)
- PY 20: Youth Median Earnings 2nd Qtr After Exit: \$3,000 (PY 21 \$3,100)
- PY 20: Adult Credential Attainment 4th Qtr After Exit: 46% (PY 21 46.5%)
- PY 20: Dislocated Worker Credential Attainment: 34.8% (PY 21 35.8%)
- PY 20: Youth Credential Attainment: 63% (PY 21 63.5%)

- d. Describe the actions taken toward becoming or remaining a high-performing LWDB, consistent with factors developed by the State Workforce Investment Board (SWIB). The LWDB will be defined as high performing if it meets the following criteria:

- i. It is certified and in membership compliance;
- ii. All necessary governance actions and items have been accomplished, including executing a local Memorandum of Understanding (MOU), selecting a One-Stop System Operator, and implementing all required local policies, etc.;
- iii. All One-Stop Career Centers in the LWDA have achieved at least an 80% score in the Career Center Certification process; and
- iv. The LWDA meets or exceeds all performance goals.

Yes

Training Services

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

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Training services will be provided both in-house through Rockland Works' workshops, and via the use of ITAs, OJTs, and Customized Training.

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

Contracts will be issued after a thorough assessment with a Career Counselor and the customer is given the choice of training programs and providers. The Contracts will be approved by the Career Center Director after ensuring that the training requested is for a occupations listed on the demand occupations list and that the funding is available.

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

The board requires that the Director of the Career Center train all Counselors on the process for issuing ITAs which includes giving the choice of training programs and providers using the NYS ETPL to guide the decision making process. The process is also reviewed by the WDB Executive Director to ensure compliance

Public Comment

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

The plan will be emailed to the WDBRC as well as posted on both the Rocklandwork.org and Rocklandworks.org websites.

List of Attachments

Please complete all attachments listed below.

Attachment A – Units of Local Government

Attachment B – Fiscal Agent

Attachment C – Signature of Local Board Chair

Attachment D – Signature of Chief Elected Official(s)

Attachment E – Federal and State Certifications

Attachment F – Youth Services Chart

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

- Electronic signature (if the LWDB has the capability for it) – Note that electronic signatures must follow the requirements and guidelines of the Electronic Signature and Records Act ([ESRA](#)).

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LWDBs choosing to submit signature pages via electronic signature may submit these pages via email with the Local Plan.

- Mail original versions – Hard copies of traditional signature pages may be sent to:

Attn: Local Plan
New York State Department of Labor
Division of Employment and Workforce Solutions
Building 12 – Room 440
W. Averell Harriman Office Building Campus
Albany, NY 12240

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

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

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Latest O*NET-SOC	Occupational Title	Priority		
		High	Medium	Low
11-1021	General and Operations Managers			
11-3021	Computer and Information Systems Managers			
11-9051	Food Service Manager			
11-9081	Lodging Managers			
11-9111	Medical and Health Services Managers			
11-9141	Property, Real Estate, and Community Association Managers			
13-1031	Claims Adjusters, Examiners, and Investigators			
13-1051	Cost Estimators			
13-1199.01	Energy Auditors			
13-2011	Accountants and Auditors			
13-2041	Credit Analysts			
13-2051	Financial Analysts			
13-2052	Personal Financial Advisors			
13-2072	Loan Officers			
15-1121	Computer Systems Analysts			
15-1122	Information Security Analysts			
15-1131	Computer Programmers			
15-1132	Software Developers, Applications			
15-1133	Software Developers, System Software			
15-1134	Web Developers			
15-1141	Database Administrators			
15-1142	Network and Computer Systems Administrators			
15-1143	Computer Network Architects			
15-1151	Computer User Support Specialists			
15-1152	Computer Network Support Specialists			
15-1199	Information Technology Project Managers			
17-2061	Computer Hardware Engineers			
17-2071	Electrical Engineers			
17-2141	Mechanical Engineers			
17-3012	Electrical and Electronics Drafters			
17-3013	Mechanical Drafters			
17-3019	Drafters, All Other			
17-3023	Electrical and Electronic Engineering Technicians			
17-3027	Mechanical Engineering Technicians			
17-3029	Mechanical Engineering Technologist			
19-2031	Chemists			
19-4031	Chemical Technicians			
19-4091	Environmental & Protection Technician Including Health			

21-0000	Community and Social Service Occupations			
21-1011	Substance Abuse and Behavioral Disorder Counselors			
21-1014	Mental Health Counselors			
21-1015	Rehabilitation Counselors			
21-1021	Child, Family and School Social Workers			
21-1023	Mental Health & Substance Abuse Social Workers			
21-1091	Health Educators			
21-1093	Social and Human Service Assistants			
21-1094	Community Health Workers			
23-1011	Lawyers			
23-2011	Paralegals and Legal Assistants			
25-2011	Preschool Teachers, Except Special Education , Except Special Education			
25-2021	Elementary School Teachers, Except Special Education			
25-2022	Middle School Teachers, Except Special and Vocational Education			
25-2031	Secondary School Teacher, Except Special and Career/Technical Education			
25-2032	Career/Technical Education Teachers, Secondary School			
25-3011	Adult Basic and Secondary Education and Literacy Teachers and Instructors			
25-9041	Teacher Assistants			
27-1024	Graphic Designers			
29-1069	Physicians and Surgeons, All Other			
29-1071	Physician Assistants			
29-1123	Physical Therapists			
29-1126	Respiratory Therapists			
29-1141	Registered Nurses			
29-2011	Medical and Clinical Laboratory Technologists			
29-2012	Medical and Clinical Laboratory Technicians			
29-2021	Dental Hygienists			
29-2031	Cardiovascular Technologies & Technicians			
29-2034	Radiologic Technologists			
29-2035	Magnetic Resonance Imaging Technologists			
29-2041	Emergency Medical Technicians and Paramedics			
29-2052	Pharmacy Technicians			
29-2054	Respiratory Therapy Technicians			
29-2055	Surgical Technologists			
29-2061	Licensed Practical and Licensed Vocational Nurses			
29-2071	Medical Records and Health Information Technicians			
31-1011	Home Health Aides			
31-1014	Certified Nursing Assistants			
31-1015	Nursing Assistants			
31-2022	Physical Therapy Aides			

31-9091	Dental Assistants			
31-9092	Medical Assistants			
31-9095	Pharmacy Aides			
31-9097	Phlebotomists			
33-9032	Security Guards			
35-1011	Chefs and Head Cooks			
35-1012	First-Line Supervisors of Food Preparation and Serving Workers			
35-2011	Cooks, Fast Food			
35-2012	Cooks, Institution and Cafeteria			
35-2014	Cooks, Restaurant			
35-2015	Cooks, Short Order			
35-2021	Food Preparation Workers			
35-3011	Bartenders			
35-3021	Combined Food Preparation and Serving Workers, Including Fast Food			
35-3022	Counter Attendants, Cafeteria, Food Concession, and Coffee Shop			
35-3022.01	Baristas			
35-3031	Waiters/Waitresses			
35-9011	Dining Room and Cafeteria Attendants and Bartender Helpers			
35-9021	Dishwashers			
35-9031	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop			
37-1011	First-Line Supervisors of Housekeeping and Janitorial Workers			
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners			
37-2012	Maids and Housekeeping Cleaners			
39-5011	Barbers			
39-6012	Concierges			
39-9011	Childcare Workers			
39-9021	Personal Care Aides			
41-1011	Front Line Supervisor of Retail Sales Workers			
41-2011	Cashiers			
41-2031	Retail Salespersons			
41-3021	Insurance Sales Agents			
41-3099	Sales Representatives			
41-9021	Real Estate Brokers			
41-9022	Real Estate Sales Agents			
41-9041	Telemarketers			
43-1011	FirstLine Supervisors of Office and Administrative Support Workers			
43-3011	Bill and Account Collectors			
43-3031	Bookkeeping, Accounting, and Auditing Clerks			
43-3071	Tellers			
43-4051	Customer Service Representatives			
43-4081	Hotel, Motel, and Resort Desk Clerks			

43-4131	Loan Interviewers and Clerks			
43-4171	Receptionists and Information Clerks			
43-6011	Executive Secretaries and Executive Administrative Assistants			
43-6012	Legal Secretaries			
43-6013	Medical Secretaries			
43-6014	Secretaries and Administrative Assistants Except Legal, Medical and Executive			
43-9011	Computer Operators			
43-9061	Office Clerks, General			
43-9199	Office and Administrative Support Workers, All Other			
47-2021	Brickmasons and Blockmasons			
47-2031	Carpenters			
47-2051	Cement Masons and Concrete Finishers			
47-2061	Construction Laborers			
47-2071	Paving, Surfacing, and Tamping Equipment Operators			
47-2073	Operating Engineers and Other Construction Equipment Operators			
47-2081	Drywall and Ceiling Tile Installers			
47-2111	Electricians			
47-2141	Painters, Construction and Maintenance			
47-2152	Plumbers, Pipefitters, and Steamfitters			
47-2181	Roofers			
47-2221	Structural Iron and Steel Workers			
47-3012	Helpers—Carpenters			
47-3013	Helpers—Electricians			
47-3015	Helpers—Pipelayers, Plumbers, Pipefitters, and Steamfitters			
47-3019	Helpers, Construction Trades All Other			
49-1011	FirstLine Supervisors of Mechanics, Installers and Repairers			
49-2022	Telecommunication Equipment Installers and Repairers			
49-3021	Automotive Body and Related Repairers			
49-3023	Automotive Service Technicians and Mechanics			
49-3023.02	Automotive Specialty			
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers			
49-9041	Industrial Machinery Mechanics			
49-9052	Telecommunication Line Installers and Repairers			
49-9071	Maintenance and Repair Workers, General			
49-9098	Helpers Installation, Maintenance & Repair Workers			
51-1011	FirstLine Supervisors of Production and Operating Workers			
51-2031	Engine and Other Machine Assemblers			
51-2041	Structural Metal Fabricators and Fitters			

51-4011	ComputerControlled Machine Tool Operators, Metal and Plastic			
51-4031	Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic			
51-4033	Grinding, Polishing Machine Tool Setters, Operators and Tenders			
51-4041	Machinists			
51-4111	Tool and Die Makers			
51-4121	Welders, Cutters, Solderers, and Brazers			
51-9061	Inspectors, Testers, Sorters, Samplers and Weighers			
51-9198	Helpers Production Workers			
53-3021	Bus Drivers, Transit and Intercity			
53-3022	Bus Drivers, School or Special Client			
53-3031	Driver/Sales Worker			
53-3032	Heavy and TractorTrailer Truck Drivers			
53-3033	Light Truck or Delivery Services Drivers			
53-7061	Cleaners of Vehicles and Equipment			
53-7062	Laborers and Freight, Stock, and Material Movers, Hand			
53-7064	Packers and Packagers, Hand			
53-7081	Refuse and Recyclable Material Collectors			



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Local Eligibility Policy

Under WIOA law [Section 129 (a)(1)] youth participants are required to meet specific eligibility criteria to be enrolled in a WIOA funded program. The youth are required to provide eligibility documentation including, but may not be limited to: proof of citizenship, proof of Rockland County residency, proof of social security number, proof of selective services enrollment (only pertains to male youth 18 and older), proof of employment, proof of enrollment in education, and proof of eligibility.

Out of School Youth Eligibility:

Must be between 16-24 years old and does not attend school

Must fall within ONE of these categories:

- High school dropout
- Within compulsory school attendance, but has not attended school for at least the most recent school year quarter
- A recipient of a high school diploma or its recognized equivalent who is a low-income individual and is: Basic skills deficient or an English language learner
- An individual who is:
 - Subject to the justice system
 - Homeless, a runaway, or in foster care/has aged out of the system, eligible for assistance under section 477 of the Social Security Act, or in out-of-home placement
 - Pregnant or parenting
 - An individual with a disability
 - Low-income and requires additional assistance to enter or complete an educational program or hold employment (only 5% of participants)

In School Youth Eligibility:

Must be between 14-21 years old, enrolled in school, and a low income individual

Must fall within ONE of these categories:

- An individual with a disability
- Basic skills deficient
- English language learner
- Is subject to the justice system
- Homeless, a runaway, or in foster care/has aged out of the system, eligible for assistance under section 477 of the Social Security Act, or in out-of-home placement
- Pregnant or parenting
- Requires additional assistance to enter or complete an educational program or hold employment (only 5% of participants)

The income guidelines to determine eligibility for the WIOA Youth Program is the highest of:

- 70% of the lower living or 100% of poverty level for the entire family of residence
- An individual who or is a member of a family who within at least the last 6 months receives or is eligible for public assistance cash, food stamps
- Receives or is eligible for free/reduced lunch under the National Free Lunch Act
- An individual with a disability whose family of residence does not meet income requirements, but whose own incomes meets the 70% of the lower living or poverty level.

Exceptions and Limitations

There are two opportunities under WIOA law [Section 129 (a)(1)] for local Workforce Development Boards to develop policy regarding eligibility requirements.

Basic Skills Deficiency: NYSDOL accepts the definition of “basic skills deficient” provided in WIOA referring to an individual: • Who is a youth, that has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or • Who is a youth or an adult, who is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society. *The local areas will develop a policy on the second part of the basic skills deficiency definition, in the local plans.*

A Rockland County youth will be deemed eligible under the second part of “Basic Skills Deficiency” if they are a low-income individual AND meet one of the following criteria:

- College transcript stating GPA is below 2.0 on 4.0 grading scale in math or English courses
- Enrolled in remedial course at a post-secondary school
- Enrolled in course below their assigned secondary grade level
- Scores below a 9.0 on the language portion of the TABE

WIOA Youth “Needs Additional Assistance”: **This only applies to in school youth. It does not apply to out of school youth.** These individuals come under the category of a locally defined definition of “needs additional assistance”.

A youth who “Needs Additional Assistance” may be eligible for WIOA youth services in Rockland County if they are low income and **one** of the following criteria are also met and documented:

- Substance abuse/addiction – (example of documentation: Proof of participating in a recovery program/ soon to enter a rehabilitation program/documentation of substance abuse by medical professional)
- Loss of caregiver – (Proof of death, divorce, incarceration, extended military service of primary caretaker)
- Chronic Truancy/poor school attendance (school attendance records)
- Chronic underachievement in School (school records)
- At imminent risk of homelessness (eviction notice, foreclosure notice)
- For high school graduates or drop-outs: poor work history (employment/payroll records demonstrating history of frequent job change or periods of brief employment)
- Behavioral mental health issues (letter from parent, attestation by student)