Attachment Y-EE

Y Sub-Recipient Procedures for Requesting Cash

Z Cost Allocation Plan

AA Guidance Letter 25-16 One Stop Operator Agreement Review and Update Process No Change

BB Guidance Letter 24-16, R-1 One Stop Designation, Certification and Monitoring No Change

CC Administration Assurance – Certification Regarding Lobbying No Change

DD Equipment Management Policy No Change

EE Guidance Letter 14-16, R-4 Eligibility No Change

Y

Sub-Recipient Procedure for Requesting Cash

Y

Grantee Address: Enter the address of the grant recipient.

Type of Program: Enter the name and appropriate funding source/title from the following list:

> Adult; Youth; Dislocated Worker; Discretionary; Trade; National Dislocated Worker Grants, Other (specify any other program if necessary).

Program Year: If requesting WIOA funds, specify the program year, either PY or FY.

Grantee Name: Enter the name of the grant recipient.

wvOASIS Grant Award Number: Enter the grant number as assigned in wvOASIS. Contact FAM – Accounts Payable to request number if unknown. WFWVAccountsPayableDL@wv.gov.

Requisition Number: Enter the requisition number sequentially as they are submitted to WorkForce West Virginia.

Grant Amount: Enter the amount of funds currently obligated in the grant agreement. (The amount authorized on the most recent signature sheet.)

Program Income: Enter the amount of program income earned to date, if any.

Total Funds: Enter the sum of the grant amount and program income earned to date.

1. **Cash Expenditures:** Enter the amount of cash expenditures as of the date reported.
2. **Projected Cash Expenditures:** Enter the ending date covered by the projected cash expenditures, and the dollar amount of the projected cash expenditures through this date.
3. **Total Cash Expenditures:** Enter the Sum of lines 1 and 2.
4. **Cash Received to Date:** Enter the amount of cash already received from the beginning date of the grant agreement.
5. **Program Income Earned to Date:** Enter the amount of program income earned to date under this particular grant.
6. **Requisition in Transit:** Enter the number (s) of any requisitions in transit and the total dollar amount of the requisition(s).
7. **Total Cash:** Enter the sum of lines of 4, 5, and 6.
8. **Cash Balance:** Enter the sum of lines 4 and 5 minus line 1 (This amount represents the amount of WIA cash received and program income earned to date minus the amount of cash expenditures as of the report date.) A negative balance should be enclosed in parenthesis.
9. **Additional Cash Needed:** Enter the total of line 7 minus line 3 (This is the amount of additional cash need to operate the program.)

Remarks: Provide any comment if appropriate.

Certification: The authorized representative of the grantee must sign and date the report and enter their title and telephone number.

Due Date: The date the cash is needed in the bank for immediate disbursement. Cash should be requested 15 days prior to need to allow for processing by WFWV and the WV State Auditor's Office.

Z

Cost Allocation

WorkForce
WEST VIRGINIA

Scott A. Adkins, *Acting Commissioner*

June 26, 2026

Maria Larry
Executive Director
Region VI Workforce Development Board
17 Middletown Road
White Hall, WV 26554

Re: Approval of 2026 Cost Allocation Plan

Dear Ms. Larry,

WorkForce West Virginia (WFWV) has completed a detailed review of the Cost Allocation Plan submitted by your Region. Generally, a cost allocation plan is approved by the federal agency that provides the largest dollar amount of federal financial assistance to an organization. If no direct federal financial assistance is received, the organization that provides the agency with the largest dollar amount of federal financial assistance is the cognizant agency. Therefore, since Region 6 receives no direct federal funding, WFWV is responsible for the review and approval of your Cost Allocation Plan.

WFWV has concluded that your agency's Cost Allocation Plan meets the requirements set forth in the federal grant management and cost standards as promulgated by the Office of Management and Budget. Therefore, the Cost Allocation Plan is approved as submitted, a copy is attached. This letter along with the attached Cost Allocation Plan must be kept on file within your agency until such time that a new Cost Allocation Plan is approved.

Please note that during scheduled monitoring visits, WFWV will monitor the methodology used for the allocation of costs compared to the approved Cost Allocation Plan on file. If any changes are made in the methodology used in the allocation of costs within the organization, a revised plan must be submitted to WFWV immediately for review and approval. The submission must include a full copy of the revised plan as well as samples of any schedules, documents, or studies used in the allocation process.

If you have any questions or concerns, please contact me at (304) 352-3845 or jane.shinn@wv.gov.

Sincerely,

Jane Shinn

Jane Shinn
FAM Executive Director

COST ALLOCATION PLAN

REGION VI WORKFORCE DEVELOPMENT BOARD
17 Middletown Road, White Hall, WV 26554
(FEIN # 55-077-6835)
Telephone: 304-368-9530
Maria K. Larry – Executive Director
Micki Cutlip – Fiscal Director

Introduction

The Region VI Workforce Investment Board, Inc. DBA Region VI Workforce Development Board (WDB) was created under the federal Workforce Innovation and Opportunity Act (WIOA) of 2014. WIOA is regulated by the US Department of Labor (DOL). The Region VI Workforce Development Board is a private non-profit organization under the direction of WorkForce West Virginia. The Workforce Investment Act (WIA) of 1998, officially became known as the Workforce Innovation and Opportunity Act (WIOA) on July 1, 2015 as signed by law on July 22, 2014.

Region VI is one of seven (7) regions in West Virginia. Region VI is composed of a thirteen (13) county area in North Central West Virginia. We serve the counties of Barbour, Braxton, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker, and Upshur.

Local WIOA funding is administered by an eighteen (18) member Board of Directors, a sixteen-member Local Elected Official Board and a staff of six. **(Organizational chart included in plan)**

The One-Stop (American Job) Centers are the foundation of the workforce development system under the Workforce Innovation and Opportunity Act (WIOA). One-Stops are the entry point for any person seeking job training and employment services throughout the state. The One-Stop concept replaces the previous system of services, where an individual visited different state agencies at different locations.

Services provided through the One-Stop (American Job) Centers include, but are not limited to the following

Case Management Services;
Vocational Guidance Assistance;
Assessment;

- Job Development Contracts;
- Referrals to Job Openings;
- Resume Preparation Assistance;
- Labor Market Information;
- Job Finding Workshops;
- Veteran Tax Credit Eligibility Determination;
- Civil Services Information;
- Adult Education Services;
- West Virginia Division of Rehabilitation Services;
- Referral to Partners and Other Agencies.

Region VI WDB currently has one Comprehensive One-Stop (AJC) Center located in Fairmont and three Affiliate AJC Centers located in Clarksburg, Elkins, and Morgantown.

Region VI Workforce Development Board primarily receives funding from these sources:

1. WIOA Formula Allocation Funds passed through from the State from USDOL
2. State Set-Aside Funds / Incentive Funds
3. Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T)
4. Other Federal and State Educational Grants including National Emergency Grants

Local WIOA Allocation Funds are used to provide employment and training services to eligible Adults, Dislocated Worker, Youth or Employers who reside in the thirteen- county region. These funds are received on a yearly basis and are used to provide workforce development & training services. Costs incurred that cannot directly be associated to participant or employer training can be charged to Administration, not to exceed 10% of the total allocation.

State Set-Aside Funds and Incentive Funds are awarded from the Charleston WorkForce West Virginia office occasionally. These funds are generally ear-marked for certain programs, i.e. Rapid Response, Empowered Employment, Trade Act Assistance, etc. These funds are allocated in the manner for which they are received, for instance Rapid Response funds are a direct charge to Rapid Response or Dislocated Worker.

The Region VI Workforce Development Board has also been awarded a Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T) Grant in collaboration with the WV Department of Health and Human Resources. The SNAP E&T Grant is for the provision of limited employment and training for Food Stamp only recipients classified as Able-Bodied Adults Without Dependents (ABAWD) in Barbour, Braxton, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker and Upshur Counties which are a part of the Workforce Development Region VI area. The fiscal period that this award covers is from October 1 through September 30.

In the past, Region VI Workforce Development Board has been awarded other State and Federal Educational Grants such as the GREEN-UP Grant with the WV Community & Technical College System, the Simulated Workplace Grant with the WV Dept of Education and several National Dislocated Worker Emergency Grants including the Job Driven and Sector Partnership Grants.

Organizational Chart

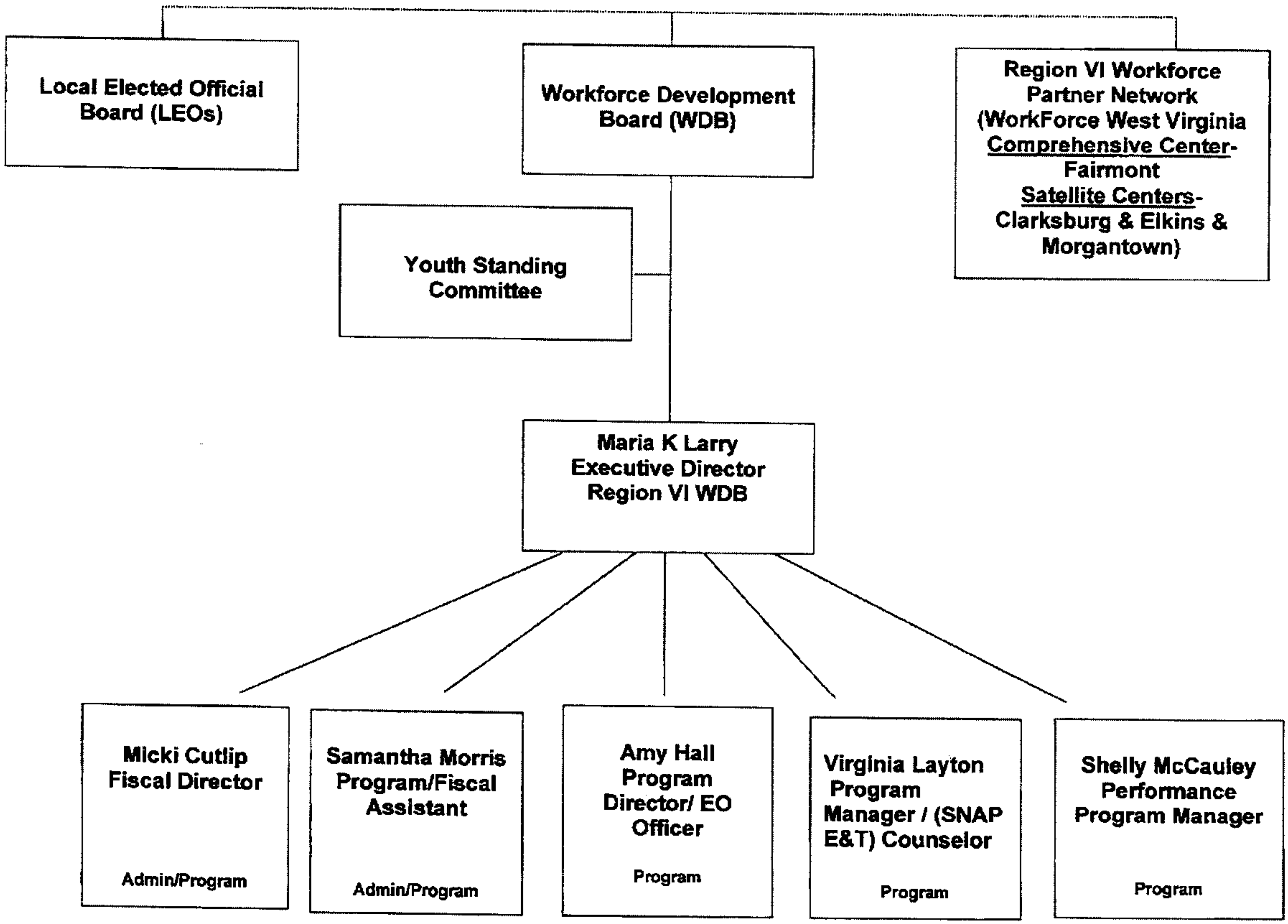
The Region VI Workforce Development Board's Local Elected Official Board (LEO) has fiscal responsibility and oversees the activities of the Region VI Workforce Development Board, Inc.

The Region VI Workforce Development Board oversees the administrative staff of six employees including the Executive Director, an Program/Fiscal Assistant, a Program Director, a Fiscal Director, a Program Manager (SNAP E&T), and a Performance Program Manager.

The Region VI One-Stop Comprehensive Career Center and affiliate centers are governed by the Region VI Partner Network. They are guided by the Region VI Workforce Development Board and the current One-Stop Operator, HRDF, Inc.

(Organizational Chart attached)

Region VI WDB Organizational Chart



Purpose/General Statements

The purpose of this cost allocation plan is to summarize, in writing, the methods and procedures that this organization will use to allocate costs to various programs, grants, contracts, and agreements.

CFR 2, Part 200 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E, Section 200.412-200.416 establishes the principles for determining costs of grants, contracts and other agreements with the Federal Government. Region VI Workforce Development Board's Cost Allocation Plan is based on the Direct Allocation method described in Section 200.413. The Direct Allocation Method treats all costs as direct costs except general administration and general expenses.

Direct costs are those that can be identified specifically with a particular final cost objective. Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. It has been determined that many cost categories can and will be both direct and indirect.

Region VI manages expenditures and grants within Quickbooks On-line version accounting software on an accrual basis and processes expenditures and grants during the fiscal period of July 1 through June 30.

Official financial statements are submitted annually as part of Region VI Workforce Development Board's audit and budgets are prepared for each grant in accordance with the respective grant requirements. Copies of financial statements and budgets are filed with WorkForce West Virginia annually and monthly reports are submitted in the MACC to substantiate the expenditures of each grant.

Each year at the Region VI Workforce Development Board's and Local Elected Official Board's June meeting, the annual budgets are reviewed and approved before submission to WorkForce West Virginia.
Only costs that are allowable, in accordance with the cost principles, will be allocated to benefiting programs by Region VI Workforce Development Board.

General Approach

The general approach of Region VI Workforce Development Board in allocating costs to particular grants and contracts is as follows:

A. All allowable direct costs are charged directly to programs, grants, activity, etc. Some cost categories may be charged directly to the Administrative cost category based upon the nature of the cost.

B. Allowable direct costs that can be identified to more than one program are prorated individually as direct costs using a base most appropriate to the particular cost being prorated. In most cases, the employee timesheet will be used to allocate costs between each funding stream, and/or grant. (see Example 1)

C. All other allowable general, administrative and program costs (costs that benefit all programs and cannot be identified to a specific program) are allocated to programs, grants, etc. using a base that results in an equitable distribution. Example: Funds given to the local One-Stop Centers for staff, staff travel, marketing, outreach, job fairs, partner training, etc. will be charged to a cost pool established to accumulate such costs and later allocated by using the relative number of participants enrolled during an established timeframe, i.e. monthly or quarterly.

Allocation of Costs

The following information summarizes the procedures that will be used by Region VI Workforce Development Board:

A. Compensation for Personal Services (Salaries) – Documented with timesheets showing time distribution for all employees and allocated based on time spent on each program or grant. Salaries and wages are charged directly to the program for which work has been done. Costs that benefit more than one program will be allocated to those programs based on the ratio of each program's salaries to the total of such salaries (see Example 1).

1. Fringe benefits (FICA, UC, and Worker's Compensation) are allocated in the same manner as salaries and wages. Health insurance, retirement benefits and other fringe benefits are also allocated in the same manner as salaries and wages.

2. Vacation, holiday, and sick pay are allocated in the same manner as salaries and wages.

B. Employee Travel Costs – Allocated based on purpose of travel as documented on travel expense forms (see Example 2). All travel costs (local and out-of-town) are charged directly to the program for which the travel was incurred, if feasible. However, travel costs that benefit more than one program will be allocated to those programs based on the ratio of each program's salaries to the total of such salaries (see Example 1).

C. Professional Service Costs (such as consultants, and auditing services) – Allocated to the program benefiting from the service. All professional service costs are charged directly to the program for which the service was incurred. In most cases, auditing services, consulting services, legal fees, dues and subscriptions and licenses and permits will be charged directly to the Administrative Funding Stream as a direct expense to Administration. Costs that benefit more than one program will be allocated to those programs based on the ratio of each program's expenses to the total of such expenses in the same manner that personal services and travel costs are allocated (see Example 1).

D. Office Expense and Supplies (including office supplies and postage) – Expenses used for a specific program will be charged directly to that program. Postage expenses are charged directly to programs to the extent possible. Costs that benefit more than one program will be allocated to those programs based on the ratio of each program's expenses to the total of such expenses in the same manner that personal services and travel costs are allocated (see Example 1).

E. Equipment - Equipment used solely by one program are charged directly to the program using the equipment. If more than one program uses the equipment, or the cost of the equipment benefits general administrative functions then it may be necessary to charge the expense to the Administrative Funding Stream as a direct expense to Administration.

1. Equipment repairs & maintenance - Expenses are charged directly to programs that benefit from the service unless they benefit more than one program, then they will be allocated based on the ratio of each program's expenses to total of such expenses in the same manner that personal services and travel costs are allocated. (see Example 1)

2. Equipment rental - Expenses are charged directly to programs that benefit from the service unless they benefit more than one program, then they will be allocated based on the ratio of each program's expenses to total of such expenses in the same manner that personal services and travel costs are allocated. (see Example 1)

F. Printing and Publication – Printing costs can include general brochures, agency reports and program specific publications. Expenses are charged directly to programs that benefit from the service. Expenses that benefit more than one program are allocated based on the ratio of the costs to total expenses. Costs that benefit general administrative functions will be allocated to the Administrative Funding Stream as a direct expense to Administration.

G. Insurance – Insurance needed for a particular program is charged directly to the program requiring the coverage. Liability Insurance needed for general administrative functions will be allocated to the Administrative Funding Stream as a direct expense to Administration.

H. Telephone/Communications/Internet/IT – Telephone, communications, internet and IT expenses benefit more than one program and will be allocated to those programs based on the ratio of each program's expenses to the total of such expenses in the same manner as personal services and travel costs are allocated. (See Example 1)

I. Facilities Expenses –Facilities costs (rent) related to program and administrative activities are allocated to program based on the ratio of each program's expenses to the total of such expenses in the same manner as personal services and travel costs are allocated. (see Example 1)

J. Training/Conferences/Seminars/Board Meeting Expenses -Allocated to the program benefiting from the training, conferences, or seminars. Costs that benefit all programs will be allocated based on the ratio of each program's salaries to total salaries in the same manner as personal services and travel costs are allocated. (see Example 1). Costs that benefit the general administration of the office or board members will be charged to the Administrative Funding Stream as a direct expense to Administration.

K. Advertising & Website Costs – Examples of advertising are legal notices of meetings, Request for Proposal's and Business Plan Modifications. Advertising and Website costs will be charged directly to the Administrative Funding Stream as a direct cost to Administration.

L. WIOA Sub-recipients and/or Contractors - State and local governmental agencies as well as other private non-profit agencies that are not local area grantees but operate WIOA programs as sub-recipients or contractors often have indirect cost rate plans already approved by a cognizant Federal agency or awarding agency. These rates will be reviewed by Region VI Workforce Development Board Fiscal Director for their appropriateness for WIOA. **NOTE**: All costs incurred for functions and activities of subrecipients and/or contractors (except the One Stop Operator) are charged as program costs.

1. Case Management - Case Management functions will be contracted out to Ross IES effective July 1, 2026. Direct program charges to the Adult and Dislocated Worker funding stream will be calculated monthly based upon that month's new registrations in the MACC. The contractor has elected to use the 15% de minimis indirect cost rate for overhead expenses on federal awards. The 15% de minimis is multiplied by the Modified Total Direct Costs in accordance with the Office of Management and Budget (OMB) Uniform Guidance. The Region VI Workforce Development Board Fiscal Director monitors the 15% de minimis monthly while processing the monthly invoice for services.

2. Out-of-School Youth Contract – Effective July 1, 2026 the out-of-school youth contract will be contracted out to Ross IES. The contractor charges mentor salaries, participant training expenses, etc. directly to the youth funding stream for which each participant has been determined eligible. The contractor has

elected to use the 15% de minimis indirect cost rate for overhead expenses on federal awards. The 15% de minimis is multiplied by the Modified Total Direct Costs in accordance with the Office of Management and Budget (OMB) Uniform Guidance. The Region VI Workforce Development Board Fiscal Director monitors the 15% de minimis monthly while processing the monthly invoice for services.

3. One Stop Costs – The current One-Stop Operator contract has been contracted out to HRDF, Inc. In Region 6, the One Stop Coordinator is also responsible for Rapid Response activities and working with employers and the Region 6 Business Service Team. HRDF invoices the WDB on a monthly basis for those costs associated with One Stop Operator Contract which include, but are not limited to the costs of staff, staff travel, job fairs, partner meetings, partner cross trainings, rapid response, business services, outreach, materials, supplies and equipment. Because these costs are not readily assignable by type of funding, the costs are charged to a cost pool established to accumulate such costs and later allocated using the relative number of WIOA participants active during the invoiced month in the Region VI service area. This report is generated from the Mid-Atlantic Career Consortium (MACC) and is prepared by the Region VI Performance Program Manager every month. (see Example 3). HRDF, Inc. has elected to use the 15% de minimis indirect cost rate for overhead expenses on federal awards. The 15% de minimis is multiplied by the Modified Total Direct Costs in accordance with the Office of Management and Budget (OMB) Uniform Guidance. The Region VI Workforce Development Board Fiscal Director monitors the 15% de minimis monthly while processing the monthly invoice for services.

M. MACC Costs – The Mid-Atlantic Career Consortium (MACC) is a statewide data and participant tracking system. The cost of this system is shared among all Regional Workforce Boards and partners. Because this system is used to track participant data, all associated costs are charged as program costs. Furthermore, because these costs are not readily assignable by type of funding, the costs are charged to a cost pool established to accumulate such costs and later allocated using the relative number of WIOA participants active during the invoiced quarter in the Region VI service area. This report is generated from the Mid-

Atlantic Career Consortium (MACC) and is prepared by the Region VI Performance Program Manager on a quarterly basis. (see Example 3)

N. OJT – On-the-Job (OJT) training funds are available for training of a new hire or upskilling of a current employee in a specific occupational area utilizing the employer's training methods, facilities, and resources while the trainee is involved in production activities on the job. Employer contracts are managed by one of the Region VI Workforce Development Board Program Directors. On-The-Job Training Participant wages and fringes are charged directly to the funding stream for which each participant has been determined eligible, i.e. Adult or Dislocated Worker. However, administrative expenses associated with the OJT management and paperwork will be allocated to those programs based on the ratio of each program's expenses to the total of such expenses in the same manner as personal services and travel costs are allocated. (See Example 1).

O. Customized Training/ Incumbent Worker Costs - Customized Training and Incumbent Worker Training are designed to meet the special requirements of an employer (including a group of employers). It is conducted with a commitment by the employer to employ, or in the case of incumbent workers, continue to employ, an individual on successful completion of the training. Customized training and Incumbent Worker costs are charged directly to the funding stream for which each participant has been determined eligible, i.e. Adult or Dislocated Worker.

P. Transitional Jobs Costs – The Workforce Innovation and Opportunity Act (WIOA) identifies a transitional job as one that provides a limited work experience, that is subsidized in the public, private, or non-profit sector for those individuals with barriers to employment because of chronic unemployment or inconsistent work history: these jobs are designed to enable an individual to establish a work history, demonstrate work success, and develop the skills that lead to unsubsidized employment. Paid work experience is reimbursed to the employer at a rate of 100% for a maximum of 480 hours. Transitional Job costs are charged directly to the funding stream for which each participant has been determined eligible, i.e. Adult or Dislocated Worker.

Q. ITA Contract Costs - The Workforce Innovation and Opportunity Act (WIOA) identifies the Individual Training Account as the primary means of providing training to individuals. ITA Training costs are charged directly to the funding stream for which each participant has been determined eligible, i.e. Adult or Dislocated Worker.

R. Unallowable Costs - Costs that are unallowable in accordance with CFR 2, Part 200 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards , Subpart E, Section 200.420 – 200.476 including alcoholic beverages, bad debts, advertising (other than help-wanted ads, legal ads and public service announcements), contributions, entertainment, fines and penalties, lobbying, and fundraising. Such costs that are deemed unallowable cannot and will not be charged either directly or indirectly to any funding stream or cost category.

Examples of Allocation Methodology

Cost Category	Administration	Timesheets	# WIOA Participants	Other
Salaries		X		
Fringes		X		
Travel		X		
Auditing	X			
Consulting	X			
Legal	X			
Dues/Subscriptions	X			
Licenses/Permits	X			
Office Expense		X		
Postage		X		
Equipment Purchase	X			
Equipment Rental		X		
Repairs		X		
Printing/Publication	X			
Insurance	X			
Telephone		X		
Rent		X		

Training		X		
Board Meetings	X			
Advertising/Website	X			
Contractual				X
Customized Training				X
Incumbent Worker				X
OJT		X		X
Transitional Jobs				X
ITA				X
One Stop Costs			X	
MACC Costs			X	

Examples of Allocation Methodology - Continued.

A. ADMINISTRATION - Region VI Workforce Development Board combines its Title I administrative costs into one pool. The pool consists of total administrative costs for Adult, Youth, and Dislocated Worker. These costs are reported as a total administration for the WIOA program.
Some cost categories that benefit general administrative functions will be allocated directly to the Administrative Funding Stream as a direct expense to Administration. (Shown in the table above)

B. TIMESHEETS – Region VI Workforce Development Board employees maintain a specific timesheet that distributes hours worked in each program/grant for each day. The timesheet is totaled at the end of each month and those totals are used to calculate time spent in each cost category. The Fiscal Director uses the monthly timesheet to prepare a payroll spreadsheet to allocate those costs to the corresponding programs/grants/funding streams. The cost categories that can be affected by this allocation method are shown in the table above. However, it may be necessary to charge a particular invoice to a direct program, if documentation supports the direct charge. For instance, an employee may travel for the purpose of Rapid Response and therefore their entire travel expense will be charged directly to Rapid Response/DW.

C. WIOA Participant Report - The WIOA Monthly and Quarterly Participant Reports will be used as the basis for allocating costs associated with the One Stop Expenses and MACC Expenses. These reports are generated using data from the Mid-Atlantic Career Consortium (MACC) which is compiled by the Region VI Performance Program Manager. The reports identify the number of participants served in each funding stream during the current reportable month or quarter. Total participants include WIOA Adults, WIOA Dislocated Workers, and WIOA Youth. The totals in each funding stream will be divided into the total number of participants to determine the percentage of costs that will be allocated to the respective funding stream. Example: If the Overall WIOA Participants served in Region VI is 1,000 and the total number of WIOA Adults served during that same timeframe is 450, then the percentage of costs during the allocation month charged to Adults will be 45%.

D. OTHER – In most cases "Other" allocation methods will cover those programs that are treated with specific guidelines in the approved contracts. For instance, the WIOA law requires all costs associated with the training of an Adult participant be charged to the Adult Funding Stream, etc. Therefore, OJT, ITA, Incumbent, Transitional and Customized Training costs are charged directly to the funding stream for which each participant has been determined eligible. For sub-recipients and contractors, all costs incurred for functions and activities tied to the direct provision of workforce development services are charged as program costs. For example, an entity contracts to provide youth services incurs incidental costs for processing youth work experience. Those costs will be charged to the youth funding stream.

Reconciliations and Adjustments

At the end of each month, all employee timesheets are approved by the Executive Director and forwarded to the Fiscal Director. Using the timesheets, the Fiscal Director prepares a payroll report that identifies the funding streams to which salaries should be expensed both individually and cumulatively. Using the cumulative percentages of actual time work, the Fiscal Director allocates all indirect costs to the correct funding stream and makes all necessary general journal adjustments.

The Fiscal Director prints a profit and loss for the month and enters both direct and indirect expenses on a spreadsheet to ensure that all expenses are captured in the appropriate funding stream. Once all adjustments have been entered, the payroll report and the general journal spreadsheet is forwarded to the Executive Director for review and signature.
The Fiscal Director is responsible for ensuring that all monthly expenses reported in the MACC reconcile with the profit and loss.

Financial Statements and Budgets

Region VI Workforce Development Board is required to submit copies of the their Annual Financial Statements, IRS Form 990, Form SF-SAC and related Management Letters to their Federal Cognizant Agency (WorkForce West Virginia) and to the WV Department of Human Services SNAP E&T Division in accordance with the terms and conditions of each fiscal year's grants and contracts. In addition to the audit package submission, Region VI Workforce Development Board submits a detailed budget summary with every grant and contract submission. See Example Budget Forms (Example 4). In addition to the Sub-recipient Budget Forms, Region VI also prepares an internal Line-Item Budget Summary Spreadsheet for use during Board approval and meetings. (attached). Region VI Workforce Development Board operates on approximately 2.5 million in grant and contract amounts annually which encompasses WIOA Allocation Funds, State Set Aside & Incentive Funds, SNAP E& T Funds and other State and Federal Educational Funds. Not all grants have the same period of availability. Some run on the State Fiscal Year (July through June) and some on the Federal Fiscal Year (October through September). See attached "Grant Agreements for PROGRAM YEAR 2024" which lists active grants and period of availability.

Certification

I have reviewed the Region VI Workforce Development Board Cost Allocation Plan dated July 1, 2025. This is to certify that to the best of my knowledge and belief:

A. All costs included in the proposal are allowable in accordance with the requirements of grants/contracts to which they apply and with the Federal Cost Principles of CFR 2, Part 200 of the Uniform Administrative

Requirements, Cost Principles, and Audit Requirements for Federal Awards

B. This proposal does not include any costs which are unallowable under applicable Federal Cost Principles

C. All costs included in the proposal are properly allocable to US Dept of Labor grants/contracts on the basis of a beneficial or casual relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable Federal Cost Principles. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

D. The Region VI Workforce Development Board does not meet the definition of a major nonprofit organization as defined 2 CFR, Part 200.414 (a).

I declare that the foregoing is true and correct.

Signature: Maria K. Larry **5/27/2026**

Date

Maria K. Larry

Typed Name of Authorized Official

Executive Director, Region VI Workforce Development Board

Title

COST ALLOCATION PLAN – EXAMPLES OF ALLOCATED COSTS 7.1.25

REGION VI WORKFORCE DEVELOPMENT BOARD

EXAMPLE #1 – Allocated based upon time spent by employees in each program/grant.

All employees complete a monthly timesheet indicating how much time is spent daily on various programs. The Fiscal Director uses the monthly timesheets to prepare a payroll spreadsheet to allocate those costs to the corresponding programs/grants/funding streams. (see attached sample timesheet and sample payroll allocation forms).

In the attached Sample Payroll Allocation, and associated costs will be allocated:

Adult	18%
Dislocated Worker	12% * Includes Rapid Response/DW Payroll
Youth	8%
SNAP E&T/Food Stamp	11%
Administration	51%

For payroll and fringes, (using monthly payroll of $30,597.62), the allocation will be:

Adult	$7604.80
Dislocated Worker	$4777.81
Youth	$3438.95
SNAP E&T/Food Stamp	$4724.06
Administration	$21,373.11

As noted in the cost allocation plan narrative, other costs will also be allocated using this method. Two examples shown below are telephone (using an estimate of $300) and rent (using an estimate of $2290):

		Telephone	Rent
Adult	18%	$54.00	$412.20
Dislocated Worker	12%	$36.00	$274.80
Youth	8%	$24.00	$183.20
SNAP E&T	11%	$33.00	$251.90
Administration	51%	$153.00	$1167.90
TOTALS	100%	$300.00	$2290.00

EXAMPLE #2 – Travel expenses will be charged directly to the program benefited based upon the employee travel expense form, unless the travel costs benefit more than one cost category or program and cannot be direct charged. Travel costs that benefit multiple programs will be allocated based on Example #1 methodology.

(See attached travel expense form)

EXAMPLE #3 - One Stop costs and MACC costs will be allocated based upon the relative number of WIOA Participants active during the reportable month or quarter in the Region VI service area. The report is generated from the MACC and is prepared by the Region VI Performance on a monthly or quarterly basis. A "Sample" Copy of the Quarter Report is in shown below:

REGION VI WIB – MACC PARTICIPANT REPORT for Quarter Expenditure posted during 4/1/25 – 6/30/25

ADULT Participants	1/1/2025-3/31/2025	92
DISLOCATED WORKER Participants	1/1/2025-3/31/2025	194
YOUTH Participants	1/1/2025-3/31/2025	104

Costs associated with One Stop and MACC expenses would be allocated as such:

Adult @ 23%
Dislocated Worker @ 50%
Youth @ 27%

EXAMPLE #4 - Region VI WDB submits a detailed budget summary report with every WIOA and state grant/contract submission. See attached "Workforce West Virginia Sub-recipient Budget Forms" Example. Additionally, the Region VI WDB prepares an Internal Line-Item Budget Summary Spreadsheet for every grant (attached) and keeps track of all Program Year active grants and their period of availability on the attached sample "Grant Agreements for PROGRAM YEAR 2024" Spreadsheet.

COST ALLOCATION PLAN – EXAMPLES OF ALLOCATED COSTS 7.1.25

REGION VI WORKFORCE DEVELOPMENT BOARD

EXAMPLE #1 – Allocated based upon time spent by employees in each program/grant.

All employees complete a monthly timesheet indicating how much time is spent daily on various programs. The Fiscal Director uses the monthly timesheets to prepare a payroll spreadsheet to allocate those costs to the corresponding programs/grants/funding streams. (see attached sample timesheet and sample payroll allocation forms).

In the attached Sample Payroll Allocation, and associated costs will be allocated:

Adult	18%
Dislocated Worker	12% * Includes Rapid Response/DW Payroll
Youth	8%
SNAP E&T/Food Stamp	11%
Administration	51%

For payroll and fringes, (using monthly payroll of $30,597.62), the allocation will be:

Adult	$7604.80
Dislocated Worker	$4777.81
Youth	$3438.95
SNAP E&T/Food Stamp	$4724.06
Administration	$21,373.11

As noted in the cost allocation plan narrative, other costs will also be allocated using this method. Two examples shown below are telephone (using an estimate of $300) and rent (using an estimate of $2290):

		Telephone	Rent
Adult	18%	$54.00	$412.20
Dislocated Worker	12%	$36.00	$274.80
Youth	8%	$24.00	$183.20
SNAP E&T	11%	$33.00	$251.90
Administration	51%	$153.00	$1167.90
TOTALS	100%	$300.00	$2290.00

EXAMPLE #2 – Travel expenses will be charged directly to the program benefited based upon the employee travel expense form, unless the travel costs benefit more than one cost category or program and cannot be direct charged. Travel costs that benefit multiple programs will be allocated based on Example #1 methodology.

(See attached travel expense form)

EXAMPLE #3 - One Stop costs and MACC costs will be allocated based upon the relative number of WIOA Participants active during the reportable month or quarter in the Region VI service area. The report is generated from the MACC and is prepared by the Region VI Performance on a monthly or quarterly basis. A "Sample" Copy of the Quarter Report is in shown below:

REGION VI WIB – MACC PARTICIPANT REPORT for Quarter Expenditure posted during 4/1/25 – 6/30/25

ADULT Participants	**1/1/2025-3/31/2025**	**92**
DISLOCATED WORKER Participants	**1/1/2025-3/31/2025**	**194**
YOUTH Participants	**1/1/2025-3/31/2025**	**104**

Costs associated with One Stop and MACC expenses would be allocated as such:

Adult @ 23%
Dislocated Worker @ 50%
Youth @ 27%

EXAMPLE #4 - Region VI WDB submits a detailed budget summary report with every WIOA and state grant/contract submission. See attached "Workforce West Virginia Sub-recipient Budget Forms" Example. Additionally, the Region VI WDB prepares an Internal Line-Item Budget Summary Spreadsheet for every grant (attached) and keeps track of all Program Year active grants and their period of availability on the attached sample "Grant Agreements for PROGRAM YEAR 2024" Spreadsheet.

Maria Larry Region VI WIB Timesheet	Food Stamp Program	Dislocated Worker Program	Adult Programs	Youth Program	Administrative Activities	Holiday Pay	[redacted]	[redacted]	Total Hrs Worked	Total Hours
Jun-25										
1									0	0
2									0	0
3									0	0
4									0	0
5									0	0
6									0	0
7									0	0
8									0	0
9									0	0
10									0	0
11									0	0
12									0	0
13									0	0
14									0	0
15									0	0
16									0	0
17									0	0
18									0	0
19									0	0
20									0	0
21									0	0
22									0	0
23									0	0
24									0	0
25									0	0
26									0	0
27									0	0
28									0	0
29									0	0
30									0	0
31									0	0
Totals	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
% Percentage	#DIV/0!	#DIV/0!	#DIV/0!	#####	#####	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	100%

PAYROLL ALLOCATION
REGION VI
June 2025

Enter data in "yellow cells" - the "blue cells" are formulas.

Part 1 - Calculate percentage of time spent in direct programs. (Do not include paid time off.)

EMPLOYEE	Adult	Dislocated Worker	Youth	Rapid Response	Food Stamps	SP-NEG Admin	Admin	Total To Allocate	Paid Time	Total Hours
Maria Larry					1.0		137.5	138.5	19.0	157.5
Amy Hall	47.5	31.0	33.5				16.0	128.0	29.5	157.5
Virginia Layton	5.5	6.5	0.5		104.0			116.5	41.0	157.5
Shelly McCauley	62.0	39.5	41.0					142.5	15.0	157.5
Micki Cutlip							111.5	111.5	46.0	157.5
Tracey Kennedy	39.5	23.5					49.5	112.5	45.0	157.5
Samantha Morris	20.3	7.3			0.3		109.3	137.0	20.5	157.5
Totals	175	108	75	0	105	0	424	887	216	1,103

Part 2 - Allocate gross wages based on time spent in direct programs.
Monthly salary per actual wages paid.

Allocation based on Part 1

EMPLOYEE	Annual Salary	Monthly Salary	Adult % of Hours	Adult Wages	Dislocated Worker % of Hours	Dislocated Worker Wages	Youth % of Hours	Youth Wages	Rapid Response % of Hours	Rapid Response Wages	Food Stamps % of Hours	Food Stamps Wages	SP NEG Admin % of Hours	SP NEG Admin Wages	Admin WIA % of Hours	Admin WIA Wages
Maria Larry	[redacted]		0%	0.00	0%	0.00	0%	0.00	0%	0.00	1%	52.23	0%	0.00	99%	7,182.27
Amy Hall			37%	1,912.83	24%	1,248.38	26%	1,349.05	0%	0.00	0%	0.00	0%	0.00	13%	644.32
Virginia Layton			5%	179.31	6%	211.91	0%	16.30	0%	0.00	89%	3,390.59	0%	0.00	0%	0.00
Shelly McCauley			44%	1,731.20	28%	1,102.94	29%	1,144.83	0%	0.00	0%	0.00	0%	0.00	0%	0.00
Micki Cutlip			0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	100%	3,798.11
Tracey Kennedy			35%	1,260.33	21%	757.57	0%	0.00	0%	0.00	0%	0.00	0%	0.00	44%	1,617.00
Samantha Morris			15%	437.27	5%	156.55	0%	0.00	0%	0.00	0%	5.40	0%	0.00	80%	2,359.11
Totals		30,597.62		5,550.95		3,487.45		2,510.18		0.00		3,448.22		0.00		15,600.81

Part 3 - Allocate costs for employee benefits and payroll taxes based on wage allocation.

		Wages		Fringes
Adult	6150A	5,550.95	6150AF	2,053.85
Dislocated Worker	6160D	3,487.45	6160DF	1,290.36
Youth	6180Y	2,510.18	6180YF	928.77
Rapid Response	6161RR	0.00	6160RRF	0.00
Food Stamps	9610	3,448.22	9611	1,275.84
SP NEG Admin		0.00		0.00
Admin		15,600.31		5,772.30
TOTAL		30,597.62		11,321.12

TOTAL %	
Adult	18%
Dislocated (includes RR)	12%
Youth	8%
Food Stamps	11%
Admin	51%
	100%

FRINGE %		
6010 - Wages	23,363.14	
6020 - Officers	7,234.50	
	30,597.64	
6030 - SS	1,818.82	
6040 - Med	425.36	
6050- SUTA		
6070 - IRA	4,283.67	
6080 - PEIA	4,942.86	
	11,470.71	37%

Region VI Workforce Investment Board
17 Middletown RD
White Hall, WV 26554

Name:	Title		
Address		Normal Work Hours	
City/St /Zip	Headquarters (City)		
Purpose of Travel:			
Rental Vehicle Yes	No	Personal Vehicle. Yes	No

DATE	TIME	CITY/STATE	MILES	AMOUNT	AIR	CAR RENTAL	MEALS	LODGING	OTHER	TOTAL
		From								
		To								
		From								
		To								
		From								
		To								
		From								
		To								
		From								
		To								
		From								
		To								
		From								
		To								
		From								
		To								
		From								
		To								
		TOTAL				$0.00	$0.00			
										$0.00
				Due Employee						$0.00

Traveler must attach copies of direct billed receipts or invoices, i.e., airline, registration, lodging, etc

OTHER EXPENSES

DATE	ITEMS	AMOUNT
	Total	

COMMENTS

DATE		

I certify that these costs incurred were in connection with my assigned duties, are true, accurate and actual, and do not reflect any costs or expenses reimbursed or to be reimbursed from any other source

I certify that I have personally examined and approved this Travel Expense Account Settlement. The terms of expence are reasonable and correspond to the assigned duties of the traveler. The terms of expense further meet all State of West Virginia Travel Regulations and are within the budget of this spending unit

Traveler's Signature   Date

Approval Agency Head/Designee   Date

The Per Diem rate is .70 cents per mile starting 1/1/2025

EXAMPLE FORMS

WorkForce West Virginia
Sub-recipient Budget Forms
PY24 DLW

SECTION A - Budget Summary by Categories

Cost Categories *	Admin Total	Program Total	Total Admin + Program
1. Personnel	$ 12,036.69	$ 22,834.93	$ 34,871.62
2. Fringe Benefits (Rate 32.65 %)	$ 3,929.99	$ 7,455.60	$ 11,385.59
3. Travel	$ 2,509.15	$ -	$ 2,509.15
4. Equipment	$ -	$ -	$ -
5. Supplies	$ 1,725.44	$ -	$ 1,725.44
6. Contractual	$ 10,388.05	$ 77,709.35	$ 88,097.40
7. Other	$ 6,313.58	$ -	$ 6,313.58
8. Training Costs	$ -	$ 204,831.00	$ 204,831.00
9. Supportive Services	$ -	$ 16,500.00	$ 16,500.00
Total Direct Cost (Lines 1 through 9)	**$ 36,902.90**	**$ 329,330.88**	**$ 366,233.78**
10. Indirect Cost (Rate _%)	$ -	$ 2,795.21	$ 2,795.21
TOTAL Funds Requested	**$ 36,902.90**	**$ 332,126.09**	**$ 369,028.99**

* This column will automatically fill once data is entered on the other worksheets.

SECTION B - Cost Sharing/Match Summary (If appropriate)

1. Cash Contribution		
2. In-Kind Contribution		
3. TOTAL, Cost Sharing/Match (Rate %)		

A Budget Narrative must be attached to explain each line-item above.

WorkForce West Virginia

Sub-recipient Budget Forms

Category 1: Personnel

Employee Name	Employee Title/Position	Annual Salary	Total FTE %	Total Salary x FTE %	% Admin	Admin Total	Program Total	Total Admin + Program
Maria Larry	Executive Director	$ 86,814.00	10%	$ 8,681.40	87%	$ 7,552.82	$ 1,128.58	$ 8,681.40
Amy Hall	Program Director	$ 61,854.98	11%	$ 6,804.05		$ -	$ 6,804.05	$ 6,804.05
Ginny Layton	Program Manager	$ 45,477.36	8%	$ 3,638.19		$ -	$ 3,638.19	$ 3,638.19
Shelly McCauley	Performance Manager	$ 47,747.70	12%	$ 5,729.72		$ -	$ 5,729.72	$ 5,729.72
Micki Cutip	Fiscal Manager	$ 45,577.35	5%	$ 2,278.87	100%	$ 2,278.87	$ -	$ 2,278.87
Kathi Waters	Program Admin Assistant	$ 36,895.95	15%	$ 5,534.39		$ -	$ 5,534.39	$ 5,534.39
Tracey Kennedy	Community Outreach Coordinator	$ 44,100.00	5%	$ 2,205.00	100%	$ 2,205.00	$ -	$ 2,205.00
				$ -		$ -	$ -	$ -
				$ -		$ -	$ -	$ -
				$ -		$ -	$ -	$ -
					TOTAL PERSONNEL	$ 12,036.69	$ 22,834.93	$ 34,871.62

Category 2: Fringe Benefits

Type of Benefit	% of Personnel Cost	Admin Total	Program Total	Total Admin + Program
FICA/Med	7.65%	$ 920.81	$ 1,746.87	$ 2,667.68
Retirement	14%	$ 1,685.14	$ 3,196.89	$ 4,882.03
Health Insurance	9.00%	$ 1,083.30	$ 2,055.14	$ 3,138.44
Workers Comp	1%	$ 120.37	$ 228.35	$ 348.72
Unemployment	1%	$ 120.37	$ 228.35	$ 348.72
	TOTAL FRINGE BENEFITS	$ 3,929.99	$ 7,455.60	$ 11,385.59

Note: Remember to provide the Fringe Benefit percentage on the Summary worksheet

EXAMPLE FORMS

WorkForce West Virginia
Sub-recipient Budget Forms

Category 3: Travel

Description of Anticipated Travel	Employee Traveling	Estimated # of miles	Mileage Rate	Total Miles x Mileage Rate	Admin Total	Program Total	Total Admin + Program
Various WDB Functions	Tracey Kennedy	1,600.00	$ 0.670	$ 1,072.00	$ 1,072.00	$ -	$ 1,072.00
Various WDB Functions	Marie Larry	1,645.00	$ 0.670	$ 1,102.15	$ 1,102.15	$ -	$ 1,102.15
Various WDB Functions	Micki Cutlip	500.00	$ 0.670	$ 335.00	$ 335.00	$ -	$ 335.00
				$ -	$ -	$ -	$ -
				$ -	$ -	$ -	$ -
				$ -	$ -	$ -	$ -
				$ -	$ -	$ -	$ -
				TOTAL TRAVEL	$ 2,509.15	$ -	$ 2,509.15

Category 4: Equipment

Description	Unit Cost	# of Units	Unit Cost x # of Units	Admin Total	Program Total	Total Admin + Program
NO PLANNED EQUIPMENT PURCHASES			$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -
			TOTAL EQUIPMENT	$ -	$ -	$ -

EXAMPLE

WorkForce West Virginia

Sub-recipient Budget Forms

Category 5: Supplies

Description	Unit Cost	# Units	Unit Cost x # of Units	Admin Total	Program Total	Total Admin + Program
Office Supplies	$ 5.12	337.00	1725.44	$ 1,725.44	$ -	$ 1,725.44
				$ -	$ -	$ -
				$ -	$ -	$ -
				$ -	$ -	$ -
				$ -	$ -	$ -
				$ -	$ -	$ -
				$ -	$ -	$ -
				$ -	$ -	$ -
				$ -	$ -	$ -
			TOTAL SUPPLIES	$ 1,725.44	$ -	$ 1,725.44

Category 6: Contractual

Description	Admin Total	Program Total	Total Admin + Program
Case Management Contract	$ -	$ 63,481.35	$ 63,481.35
One Stop Operator Contract	$ -	$ 14,248.00	$ 14,248.00
Audit Fees	$ 2,373.00	$ -	$ 2,373.00
Bookkeeping & Payroll Services	$ 5,220.05	$ -	$ 5,220.05
Rent	$ 2,795.00	$ -	$ 2,795.00
TOTAL CONTRACTUAL	$ 10,388.05	$ 77,729.35	$ 88,117.40

Category 7: Other

Description	Unit Cost	#Units/ Months	Unit Cost x # of Units	Admin Total	Program Total	Total Admin + Program
IT Security	$ 621.00	1.50	$ 931.50	$ 932.80	$ -	$ 932.80
Advertising	$ 50.00	9.00	$ 450.00	$ 450.00	$ -	$ 450.00
Web Hosting	$ 296.00	2.00	$ 592.00	$ 525.00	$ -	$ 525.00
Dues and Subscriptions	$ 421.00	1.50	$ 631.50	$ 700.00	$ -	$ 700.00
Equipment Rental	$ 182.50	2.00	$ 365.00	$ 365.00	$ -	$ 365.00
Insurance	$ 471.50	2.00	$ 943.00	$ 943.00	$ -	$ 943.00
License and Permits	$ 25.00	4.00	$ 100.00	$ 180.00	$ -	$ 180.00
Postage	$ 381.00	2.00	$ 762.00	$ 762.00	$ -	$ 762.00
Printing	$ 100.00	2.00	$ 200.00	$ 200.00	$ -	$ 200.00
Repairs & Maintenance	$ 150.00	2.00	$ 300.00	$ 300.00	$ -	$ 300.00
Telephone and Fax	$ 478.00	2.00	$ 956.00	$ 955.98	$ -	$ 955.98
			TOTAL OTHER	$ 6,313.58	$ -	$ 6,313.58

Category 10: Indirect Cost

Description	Base Cost	Rate	Base Cost x Rate %	Admin Total	Program Total	Total Admin + Program
General Operating Expense			$ -	$ -	$ 2,795.21	$ 2,795.21
			$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -
			TOTAL INDIRECT COST	$ -	$ 2,795.21	$ 2,795.21

Please note: Indirect Cost charges must be in accordance with an approved Cost Allocation Plan or Indirect Cost Rate

EXAMPLE FORM

EXAMPLE FORM

WorkForce West Virginia
Sub-recipient Budget Forms

Category 6: Training Cost

Description	Unit Cost	# of Units	Unit Cost x # of Units	Admin Total	Program Total	Total Admin + Program
On the Job Training Contracts	$ 7,833.00	7.00	$ 54,831.00	$ -	$ 54,831.00	$ 54,831.00
ITA Contracts	$ 5,000.00	30.00	$ 150,000.00	$ -	$ 150,000.00	$ 150,000.00
			$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -
			TOTAL TRAINING COST	$ -	$ 204,831.00	$ 204,831.00

EXAMPLE FORM

WorkForce West Virginia
Sub-recipient Budget Forms

Category 9: Supportive Services

Description	Unit Cost	# Units	Unit Cost x # of Units	Admin Total	Program Total	Total Admin + Program
Supportive Service Payment	$ 1,000.00	16.50	$ 16,500.00	$ -	$ 16,500.00	$ 16,500.00
			$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -
			TOTAL SUPPORTIVE SERVICES	$ -	$ 16,500.00	$ 16,500.00

REGION VI WORKFORCE DEVELOPMENT BOARD

PY25-FY26

PRELIMINARY PROPOSED BUDGET-ADMIN

Number	Line Item Description	Estimated Carryover	25-26 Budget	Total Budget	Remaining
4111	ADMINISTRATION	123,588.95	266,866.50	390,455.45	
				0.00	
	ADMINISTRATION				
5010	ADVERTISING*	231.21	1,277.00	1,508.21	1,508.21
5020	WEB HOSTING*	375.92	1,252.00	1,627.92	1,627.92
5030	EQUIPMENT PURCHASES	-	-	-	-
5040	DUES & SUBSCRIPTIONS*	-	3,456.00	3,456.00	3,456.00
5050	EQUIPMENT RENTAL	870.00	1,252.00	2,122.00	2,122.00
5060	INSURANCE*	1,426.00	2,200.00	3,626.00	3,626.00
5070	LICENCES & PERMITS*	-	300.00	300.00	300.00
5080	POSTAGE*	2,800.00	2,700.00	5,500.00	5,500.00
5090	PRINTING & PUBLICATIONS*	300.00	300.00	600.00	600.00
5102	LEGAL FEES	-	-	-	-
5120	RENT	8,611.65	26,000.00	33,611.65	33,611.65
5130	REPAIRS & MAINTENANCE*	945.20	300.00	1,245.20	1,245.20
5140	TELEPHONE & FAX EXPENSES*	704.55	4,100.00	4,804.55	4,804.55
5151	BOARD EXPENSES	1,500.00	5,000.00	6,500.00	6,500.00
5152	CONFERENCE & TRAINING	3,936.55	2,600.00	6,536.55	6,536.55
5153	TRAVEL & MILEAGE	2,000.00	3,028.00	5,028.00	5,028.00
5160	OFFICE SUPPLIES	3,000.00	3,500.00	6,500.00	6,500.00
5170	IT/SECURITY SERVICES	-	12,000.00	12,000.00	12,000.00
6010	PAYROLL EXPENSES	35,000.00	175,633.97	210,633.97	210,633.97
6080	AUDIT FEES	14,440.03	2,359.00	16,799.03	16,799.03
5106	CONSULTING*	-	-	-	-
5110	ACCOUNTING SERVICES	5,000.00	-	5,000.00	5,000.00
	*Other category				-
Total Administration		81,241.11	246,265.97	327,397.08	327,397.08

REGION VI WORKFORCE DEVELOPMENT BOARD

PY25-FY26
PRELIMINARY PROPOSED OPERATING BUDGET - ADULT PROGRAM

PROGRAM EXPENSES		Estimated Carryover	25-26 Budget	Total Budget	Adult	Remaining
	Payroll Expenses					
6150A	PAYROLL EXPENSES - ADULT	0.00	86,262.50	86,262.50	86,262.50	86,262.50
	Indirect Expense					
	OPERATING EXPENSE ALLOCATION/ADULT	0.00	13,189.00	13,189.00	13,189.00	13,189.00
	Contractual Expense					
6520A	CASE MANAGEMENT - Adult	0.00	180,000.00	180,000.00	180,000.00	180,000.00
6550A	MACC-Adult	0.00	13,000.00	13,000.00	13,000.00	13,000.00
6772	ONE STOP -Adult	0.00	36,000.00	36,000.00	36,000.00	36,000.00
	TOTAL CONTRACTUAL	0.00	229,000.00	229,000.00	229,000.00	229,000.00
	Training Expense					
6510A	OJT - ADULT	0.00	25,261.02	25,261.02	25,261.02	25,261.02
6540A	CUSTOMIZED TRAINING - ADULT	0.00	0.00	0.00	0.00	0.00
6541A	TRANSITIONAL TRAINING - ADULT	0.00	4,015.00	4,015.00	4,015.00	4,015.00
6542A	INCUMBENT WORKER TRAINING - ADULT	0.00	28,528.00	28,528.00	28,528.00	28,528.00
6560A	ITA CONTRACTS - ADULT	0.00	62,495.48	62,495.48	62,495.48	62,495.48
	TOTAL TRAINING	0.00	120,299.50	120,299.50	120,299.50	120,299.50
	Supportive Services					
6651A	SUPPORTIVE SERVICES - ADULT	0.00	6,800.00	6,800.00	6,800.00	6,800.00
	Total Program	0.00	455,551.00	455,551.00	455,551.00	455,551.00

REGION VI WORKFORCE DEVELOPMENT BOARD

PY25-FY26

PRELIMINARY PROPOSED OPERATING BUDGET - DLW PROGRAM

PROGRAM EXPENSES		Estimated Carryover	25-26 Budget	Total Estimated Budget	DLW	Remaining
Payroll Expenses						
6160D	PAYROLL EXPENSES - DW	96,795.67	166,921.96	263,717.63	263,717.63	263,717.63
Indirect Expense						
	OPERATING EXPENSE ALLOCATION/DW	6,264.34	11,599.00	17,863.34	17,863.34	17,863.34
Contractual Expense						
6520D	CASE MANAGEMENT - DLW	118,703.60	130,452.40	249,156.00	249,156.00	249,156.00
6650D	MACC-Dislocated Worker	0.00	13,000.00	13,000.00	13,000.00	13,000.00
	ONE STOP - DLW	74,000.00		74,000.00	74,000.00	74,000.00
	TOTAL CONTRACTUAL	192,703.60	143,452.40	336,156.00	336,156.00	336,156.00
Training Expense						
6510D	OJT - DW	209,350.00	12,741.00	222,091.00	222,091.00	222,091.00
6550D	ITA CONTRACTS - DW	533,150.00	901,579.99	1,434,729.99	1,434,729.99	1,434,729.99
	TOTAL TRAINING	742,500.00	914,320.99	1,656,820.99	1,656,820.99	1,656,820.99
Supportive Services						
6551D	SUPPORTIVE SERVICES - DW	59,250.00	60,000.00	119,250.00	119,250.00	119,250.00
	Total Program	1,097,513.61	1,296,294.35	2,393,807.96	2,393,807.96	2,393,807.96

REGION VI WORKFORCE DEVELOPMENT BOARD

PY25-FY26

PRELIMINARY PROPOSED OPERATING BUDGET - YOUTH PROGRAM

	PROGRAM EXPENSES	Estimated Carry Over	25-26 Budget	Total Estimated Budget	Youth	Remaining
	Payroll Expenses					
6180Y	PAYROLL EXPENSES - YOUTH	0.00	44,776.37	44,776.37	44,776.37	44,776.37
	Indirect Expense					
	OPERATING EXPENSE ALLOCATION/YOUTH	0.00	6,468.00	6,468.00	6,468.00	6,468.00
	Contractual Expense					
6520Y	CASE MANAGEMENT - YOUTH	0.00	14,760.00	14,760.00	14,760.00	14,760.00
6532	OUT OF SCHOOL-YOUTH TRAINING CONTRACT	53,046.97	346,953.03	400,000.00	400,000.00	400,000.00
6650Y	MACC-Youth	0.00	13,000.00	13,000.00	13,000.00	13,000.00
6772Y	ONE STOP -Youth	0.00	14,400.00	14,400.00	14,400.00	14,400.00
	TOTAL CONTRACTUAL	53,046.97	389,113.03	442,160.00	442,160.00	442,160.00
	Training Expense					
6532	OUT OF SCHOOL-YOUTH / TRAINING PORTION	0.00	24,100.98	24,100.98	24,100.98	24,100.98
6550Y	ITA CONTRACTS - YOUTH	0.00	0.00	0.00		0.00
	TOTAL TRAINING	0.00	24,100.98	24,100.98	24,100.98	24,100.98
	Supportive Service	0.00	0.00	0.00	0.00	24,100.98
6551	Supportive Services					
	Total Program	53,046.97	464,458.38	517,505.35	517,505.35	517,505.35

Grant Agreements for PROGRAM YEAR 2024

Agreement #	Period of Availability	Amount	Fund Source
Grant #2400000683 (PY23)	07/01/23 to 06/30/25	$1,111,863.00	7.258,17.259,17.278 (A,Y,DW)
Grant #2400000683 (FY24)	10/01/23 to 06/30/25	$2,009,363.00	17.258,17.278 (A,DW)
FAIN #23A55AT000021-ADULT			
FAIN #23A55AW000024-DLW			
FAIN #23A66AY000031-YOUTH			
Grant #2500000502(PY24)	07/01/2024 to 06/30/2026	$913,315.10	7.258,17.259,17.278 (A,Y,DW)
Grant #2500000502(FY25)	10/01/2025 to 06/30/2026	$1,718,448.00	17.258,17.278 (A,DW)
FAIN #24A55AT000083-ADULT			
FAIN #24A55AW000085-DLW			
FAIN #24A55AY000099-YOUTH			
G240807			
Supplemental Nutrition Assistance Program Grant	10/01/2023 to 09/30/2024	**$139,753.00**	10.561 (SNAP E&T)
FAIN #241WV469Q7503			
G250937			
Supplemental Nutrition Assistance Program Grant	10/01/2024 to 09/30/2025	**$141,203.00**	10.561 (SNAP E&T)
FAIN #251WV469Q7503			

AA

Guidance Letter 25-16 One Stop Operator Agreement Review and Update Process

Region VI Workforce Development Board 17 Middletown Road White Hall, WV 26554	WIOA One-Stop Operator Agreement Review and Update Process
	Date June 9, 2017

Region VI Guidance Letter No. 25-16

To: All WorkForce West Virginia Center Supervisors and Staff
All Partners and Stakeholders of the Region VI Workforce Development Board One-Stop System

From: Region VI Workforce Development Board (WDB)

Subject: One-Stop Operator Agreement Review and Update Process

1. PURPOSE: To communicate requirements for the review and update of the One-Stop Operator Agreement in the Region VI WDB under the Workforce Innovation and Opportunity Act of 2014 (WIOA).

2. REFERENCE: Workforce Innovation and Opportunity Act of 2014 (WIOA) Section 121, and 20 CFR, Subpart D- section 678.620.

3. BACKGROUND: The Workforce Innovation and Opportunity Act of 2014 requires local boards in each local area, with the agreement of the chief local elected officials, to establish a one-stop delivery system and conduct oversight of that system. This oversight includes selecting and overseeing the One-stop Operator for the comprehensive and affiliate sites established in the Region VI WDB local area.

4. POLICY: It is the policy of the Region VI WDB to review, evaluate, and update the One-Stop Operator agreement every 3 years. The One-Stop Operator agreement review and update will be based on criteria which must evaluate the effectiveness of the One-Stop Operator agreement in outlining the role of the One-Stop Operator in providing the services at the comprehensive and affiliate sites in Region VI, including customer satisfaction, physical and programmatic accessibility, and continuous improvement.

5. ACTION: The Region VI Workforce West Virginia One Stop System Partners and Stakeholders will be made aware of this policy. Each WDB and LEO Board Member will be given a copy of this policy.

3. EXPIRATION DATE: This policy will become effective June 9, 2017, and shall be in effect until revised or cancelled by the Region VI WDB.

BB

Guidance Letter 24-16, R-1 One Stop Designations, Certification and Monitoring

Region VI Workforce Development Board 17 Middletown Road White Hall, WV 26554	WIOA One-Stop Designation, Certification and Monitoring
	Date July 9, 2020

Region VI Guidance Letter No. 24-16, R-1

To: All WorkForce West Virginia Center Supervisors and Staff
All Partners and Stakeholders of the Region VI Workforce Development Board One-Stop System

From: Region VI Workforce Development Board (WDB)

Subject: Comprehensive One Stop Designation, Certification and Monitoring

1. PURPOSE: To communicate requirements for the designation and certification of a Comprehensive One-Stop in the Region VI WDB under the Workforce Innovation and Opportunity Act of 2014 (WIOA).

2. REFERENCE: Workforce Innovation and Opportunity Act of 2014 (WIOA) Section 121, and 20 CFR, 678.300(c) and 678.305, and 678.800, and Workforce West Virginia WIOA Guidance Notice 5-16.

3. BACKGROUND: The Workforce Innovation and Opportunity Act of 2014 is designed to increase access to, and opportunities for, the employment, education, training, and support services that individuals need to succeed in the labor market, particularly those with barriers to employment. This is accomplished by providing all customers access to high-quality one-stop centers that connect them with the full range of services available in their communities. Under WIOA, partner programs and entities that are jointly responsible for workforce and economic development, educational, and other human resource programs collaborate to create a seamless customer-focused one-stop delivery system that integrates service delivery across all programs and enhances access to the programs' services. WIOA requires local boards in each local area, with the agreement of the chief local elected officials, to establish a one-stop delivery system and conduct oversight of that system. The system must include at least one comprehensive physical center in each local area.

In Region VI, the Fairmont Workforce West Virginia Center has been designated as the single regional Comprehensive One-Stop Center by vote of the Region VI Workforce Development Board and the Region VI Local Elected Officials board at their quarterly meeting of March 9th and 10th, 2017, respectively.

4. POLICY: It is the policy of the Region VI WDB to evaluate and re-certify the designated comprehensive one-stop center and one-stop delivery system every 3 years based on criteria which must evaluate the effectiveness, including customer satisfaction, physical and programmatic accessibility, and continuous improvement. The Region VI WDB will review and update the evaluation criteria every 2 years.

Monitoring of the one-stop operator will be scheduled yearly.

5. ACTION: Evaluations of effectiveness through the monitoring process will include:

- how well the one-stop center integrates available services for participants and businesses;
- meets the workforce development needs of participants;
- meets the employment needs of local employers;
- operates in a cost-efficient manner;
- coordinates services among the one-stop partner programs;
- provides access to partner program services to the maximum extent practicable, including providing services outside of regular business hours where there is a workforce need as identified by the Region VI WDB;
- how well the one-stop center ensures equal opportunity for individuals with disabilities to participate in or benefit from one-stop center services, including how well the centers and delivery systems take actions to comply with the disability-related regulations implementing WIOA sec. 188, set forth at 29 CFR part 38.

The Region VI Workforce West Virginia One Stop System Partners and Stakeholders will be made aware of this policy. Each WDB and LEO Board Member will be given a copy of this policy.

3. EXPIRATION DATE: This policy will become effective July 9, 2020, and shall be in effect until revised or cancelled by the Region VI WDB.

Attachment: Region VI One Stop Operator Monitoring Tool

Attachment – Region VI One Stop Operator Monitoring Tool

REGION VI ONE-STOP OPERATOR MONITORING TOOL

Purpose: Role of the One-Stop operator codified at WIOA Title 1, Section 121(d);Title 20, Code of Federal Regulations, Part 678.620

Identifier	Objective	Meeting Expectations		Technical Assistance Required		Comments
		Yes	No	Yes	No	
Program Coordination	Assisting the Partner Network in coordinating the development of a training and communication plan for the One-Stop System comprehensive/affiliate cntrs					
	Convening Partnership meetings					
	Leading and convening partners in the design and implementation of functional integration of the services of the One-Stop System					
Resource Management	Working with the Partner Network and the RVI WDB to define and provide a means to meet common operational needs, such as training, technical assistance, and additional resources, etc					
Outreach Recruitment, and Marketing	Working with the Region VI WDB and Partner Network to recruit and integrate additional partners into the One-Stop System					
	Coordinate outreach to business/ job seeker customers (includes coordinating the development of marketing, outreach, and labor market information materials w/ support from and final approval of the RVI WDB					
	Assisting the RVI WDB in coordination/ implementation of Rapid Response activities, & serving as the Region VI WDB representative to those activities					
Communication and Information Dissemination	Promoting services available through the One-Stop System, including development of marketing /outreach materials w/ support and final approval from the RVI WDB					
	Represent the Reg VI WFWV One-Stop System at community meetings to promote services/discuss partnership opportunities					

Identifier	Objective	Meeting Expectations		Technical Assistance Required		Comments
		Yes	No	Yes	No	
Partner Cross-Training	Facilitating sharing of data and information					
Continuous Improvement	Evaluating customer needs and satisfaction data to continually refine and improve service strategies, including exploring implementing a real-time customer feedback model					
	Serving as a liaison between the Region VI WDB and the Partner Network,					
Reporting	Customer Satisfaction Form results tracked/reported to Partner Network and Region VI WDB					
	Monthly activity reports submitted in timely fashion and with sufficient detail to show contract performance progress					
One-Stop Certification	Complying with all federal, state, and local policies governing the operations of a One-Stop Operator					
	Ensuring the Region VI WDB's policies and procedures are effectively communicated and carried out through the One-Stop System					
	Ensuring EEO requirement are met, including coordinating staff training, and assuring EEO posters and processes are in place					

Additional Comments:

Monitored by:______________________________ Date:__________________________

CC

Administration Assurance- Certification Regarding Lobbying

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instruction.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

____

Applicant Organization

____

Typed Name of Certifying Official   Signature

____

Date

DD

Equipment Management Policy

Effective Date: May 19, 2021

Region VI WDB Equipment Management Policy

Definition per 2 CFR *§**200.1** **Equipment** *Equipment* means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000. See also *Capital assets, Computing devices, General purpose equipment, Information technology systems, Special purpose equipment, and Supplies.*

All equipment purchased with WIOA funds, including equipment purchased with JTPA or WIA funds, shall be managed in the following manner:

1. A copy of the paid invoice along with an updated equipment inventory list with serial numbers of all equipment purchased will be kept on file at the Region VI WDB office.

   Per 2 CFR 200.313 d (2) A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

2. All equipment purchased under this procedure shall be tagged with the following information:

   a. Region VI WDB (as title holder)
   b. Inventory Item No.
   c. Date of acquisition
   d. Agreement/Contract No.

3. Per 2 CFR 200.313 d (1) Equipment will be managed by tracking records which will include:
   a. Description of the property
   b. Inventory Item No.
   c. Funding Source
   d. Title holder name
   e. Acquisition Date and Cost
   f. Percentage of Federal Participation in the project costs for the award under which the property was acquired
   g. Location of property
   h. Condition of property
   i. Disposition of property

4. Per 2 CFR §200.310 Insurance coverage: The non-Federal entity must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds as provided to property owned by the non-Federal entity. Federally-owned property need not be insured unless required by the terms and conditions of the Federal award.

5. Per 2 CFR 200.313 d (4) - Adequate maintenance procedures (i.e.- as outlined in literature such as owner's manuals, directions for use and maintenance, etc.) must be followed in order to keep the property in good condition during its use.

6. In the event that equipment is lost due to theft or damage beyond repair, due to fire, accidental damage, flood, vandalism, etc., the Region VI WDB or Subrecipient shall notify the appropriate authorities (police and insurance adjustor), who will issue a report of loss or damage which will be noted in the disposition information for that equipment in the tracking record.

7. If it is necessary to replace the equipment due to the reasons stated above, the Region VI WDB or Subrecipient will apply for the additional cost of replacement or actual replacement of the equipment through their insurance and shall be responsible for payment of any deductible required under the insurance policy.

8. If it is deemed unnecessary to replace the equipment (due to the end of the agreement coming soon enough that replacing the equipment would not be feasible in the amount of time left, or equipment is donated to replace the lost or damaged equipment, or some other valid reason), then that decision should be noted on the disposition record of that equipment.

9. If it is deemed necessary to replace equipment during the life of an agreement, and replacement is due to a need to replace outdated and or worn-out equipment, then the Subrecipient may utilize budgeted contract funds, or may apply to the WDB for permission to do a budget modification so that awarded fund may be adjusted to allow for the purchase of replacement equipment.

10. Replacement equipment will be treated as a new purchase in regard to adding it to the equipment tracking records and tagging it for identification.

11. Region VI WDB will not utilize non-contract funds for the purchase of equipment lost due to theft and or damage due to negligence.

12. Upon termination of a contract with a Subrecipient, the Region VI WDB will own equipment as listed on the inventory attached to the contract. A determination of the disposition of the equipment will be made by the Region VI WDB within 30 days of receipt of the closeout package for any contract. If the WDB decides to give ownership of some or all of the equipment to the Subrecipient, a letter so stating will be sent to the Subrecipient along with a copy of the inventory clearly marking some or all of the equipment to be given to the Subrecipient.

    Per 2 CFR 200.313 e: *Disposition of the equipment will be made as follows, in accordance with Federal awarding agency disposition instructions:*

(1) Items of equipment with a current per unit fair market value of $5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency.

(2) Except as provided in §200.312 Federally-owned and exempt property, paragraph (b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair-market value in excess of $5,000 may be retained by the non-Federal entity or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal awarding agency may permit the non-Federal entity to deduct and retain from the Federal share $500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.

(3) The non-Federal entity may transfer title to the property to the Federal Government or to an eligible third party provided that, in such cases, the non-Federal entity must be entitled to compensation for its attributable percentage of the current fair market value of the property.

(4) In cases where a non-Federal entity fails to take appropriate disposition actions, the Federal awarding agency may direct the non-Federal entity to take disposition actions.

13. If the Region VI WDB, Inc. decides to keep ownership of some or all of the equipment, the Subrecipient will have 10 days to ready the equipment for pick-up by the Region VI WDB.

Real property.

The Region VI WDB will follow the regulations as outlined **Per 2 CFR §200.311**

(a) *Title.* Subject to the obligations and conditions set forth in this section, title to real property acquired or improved under a Federal award will vest upon acquisition in the non-Federal entity.

(b) *Use.* Except as otherwise provided by Federal statutes or by the Federal awarding agency, real property will be used for the originally authorized purpose as long as needed for that purpose, during which time the non-Federal entity must not dispose of or encumber its title or other interests.

(c) *Disposition.* When real property is no longer needed for the originally authorized purpose, the non-Federal entity must obtain disposition instructions from the Federal awarding agency or pass-through entity. The instructions must provide for one of the following alternatives:

(1) Retain title after compensating the Federal awarding agency. The amount paid to the Federal awarding agency will be computed by applying the Federal awarding agency's percentage of participation in the cost of the original purchase (and costs of any improvements) to the fair market value of the property. However, in those situations where the non-Federal

entity is disposing of real property acquired or improved with a Federal award and acquiring replacement real property under the same Federal award, the net proceeds from the disposition may be used as an offset to the cost of the replacement property.

(2) Sell the property and compensate the Federal awarding agency. The amount due to the Federal awarding agency will be calculated by applying the Federal awarding agency's percentage of participation in the cost of the original purchase (and cost of any improvements) to the proceeds of the sale after deduction of any actual and reasonable selling and fixing-up expenses. If the Federal award has not been closed out, the net proceeds from sale may be offset against the original cost of the property. When the non-Federal entity is directed to sell property, sales procedures must be followed that provide for competition to the extent practicable and result in the highest possible return.

(3) Transfer title to the Federal awarding agency or to a third party designated/approved by the Federal awarding agency. The non-Federal entity is entitled to be paid an amount calculated by applying the non-Federal entity's percentage of participation in the purchase of the real property (and cost of any improvements) to the current fair market value of the property.

Per 2 CFR **§200.1 Supplies** *Supplies* means all tangible personal property other than those described in the definition of *equipment*. A *computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or $5,000, regardless of the length of its useful life*. See also *Computing devices* and *Equipment*.

Supplies will not be considered as part of the equipment inventory of the Region VI WDB.

EE

Guidance Letter 14-16, R-4 Eligibility

Region VI Workforce Development Board 17 Middletown Road White Hall, WV 26554	Eligibility
	Date November 6, 2020

Region VI Guidance Letter 14-16, R-4

To: All Workforce West Virginia system stakeholders
All WorkForce West Virginia Centers
All Local Training Providers

From: Region VI Workforce Development Board

Subject: Eligibility

1. **Purpose:** This guidance notice on eligibility and registration ensures that every Workforce Innovation and Opportunity Act (WIOA) participant who receives WIOA Program funded services is eligible and registered to receive those services.

2. **References:** WIOA Section 3(2), (5), (15), (16), (36), WIOA Section 129(a)(1)(B) and (C), CFR Part 680, and Workforce West Virginia WIOA Guidance Notice 6-16, Change 2 and the Region VI Guidance Letter 1-15, R-5.

3. **Background:** The WIOA authorizes a workforce investment system to provide workforce preparation and employment to eligible adults, dislocated workers and youth. WIOA provides authority to state and local governments to establish their own eligibility policies, procedures and definitions, as long as they are consistent with the WIOA and its associated regulations.

4. **Policy:**

<u>Statutory and State Eligibility Requirements for Adult and Dislocated Workers</u>

Individuals wishing to receive employment and training services funded through the adult and dislocated worker programs must meet all of the following requirements:

- Be legally authorized to work in the United States;
- Be 18 years of age or older;
- Be properly registered for selective service (Applies only to all males born on or after January 1, 1960.) Refer to Region VI Guidance Letter 2-16, Selective Service Registration, for details.
- Be a resident of the state of West Virginia, or if not a state resident, been employed and dislocated from a West Virginia employer.

There are no additional eligibility criteria for the adult program. However, priority for career and training services funded by and provided through the adult program shall be given to veterans or eligible spouses, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of those career services determined appropriate to obtain or retain employment.

Additional Statutory Eligibility Requirements for Dislocated Workers

In addition to the requirements listed above, an individual must also fall into one or more of the following eligibility categories as outlined in section 3(15)(A-E) of WIOA:

Category A: Terminated or Laid Off, or Received a Notice of Termination or Layoff from Employment

- Has been terminated or laid off or has received a notice of termination or layoff from employment; AND
- Is eligible for or has exhausted entitlement to unemployment compensation; OR
- Has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a state unemployment compensation law; AND
- Is unlikely to return to a previous industry or occupation.

Category B: Plant Closure or Substantial Layoff

- Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of or any substantial layoff (*substantial layoff defined as the layoff of a minimum of 40% of the total company workforce of a plant, facility, or enterprise (inclusive of all locations))* ; OR
- Is employed at a facility where the employer has made a general announcement that such facility will close within 180 days; OR
- For purposes of eligibility to receive services other than training services described in section 134(c)(3) of WIOA, career services described in section 134(c)(2)(A)(xii) of WIOA, or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close.

Category C: Self-Employed Individual

- Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of natural disasters; or general economic conditions in the community where the individual resides.

Category D: Displaced Homemaker

- Is a displaced homemaker.

Category E: Military Spouse

- Is the spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty state of such member; OR
- Is the spouse of a member of the Armed Forces on active duty and who meets the criteria of a displaced homemaker who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Statutory and State Eligibility Requirements for Youth

Youth must meet basic eligibility requirements to participate in the WIOA Youth program. Both In School and Out of School Youth must meet the following eligibility requirements:

- be a citizen or noncitizen authorized to work in the U.S.; and
- meet selective service registration requirements; and
- Be a resident of the state of West Virginia, or if not a state resident, been employed and dislocated from a West Virginia employer.

Additional eligibility requirements for In School Youth include:

- An individual who is between 14 and 21 years of age;
- An individual who is attending school, including secondary and post-secondary school (as defined by State law);
- A low income individual (see Definition of Key terms Section); and
- One or more of the following:
  - Basic skills deficient;
  - An English language learner;
  - An offender;
  - A homeless individual;
  - Pregnant or parenting;
  - A youth who is an individual with a disability;

  An individual who requires additional assistance to complete an educational program or to secure or hold employment *See Region VI Guidance Letter 19-16 Definition of Youth Who Needs Additional Assistance.*

Additional eligibility requirements for Out of School Youth include:

- An individual who is not attending any school (including secondary or post-secondary);
- An individual between the ages of 16 and 24 years of age; and
- One or more of the following:
  - A school dropout;
  - A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;

- A recipient of a secondary 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 juvenile or adult justice system;
- A homeless individual, a runaway, an individual in foster care, or an individual who has aged out of the foster care system;
- An individual who is pregnant or parenting;
- A youth who is an individual with a disability;
- A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. *See Region VI Guidance Letter 19-16 Definition of Youth Who Needs Additional Assistance.*

An eligible in-school youth or an out of school youth who have their high school diploma or GED and are basic skills deficient or an English language learner must also meet low-income definition (WIOA Section 3, 36).

Up to 5% of youth registered may be classified as not low income but meet the other requirements.

ACTION: The Region VI Workforce Development Board will make all stakeholders in the Region VI Workforce area aware of this policy.

EXPIRATION DATE: Effective November 6, 2020, until rescinded or modified by the Region VI Workforce Development Board.