



## **LWDB Meeting**

**Date: June 12<sup>th</sup>, 2026**

- I. Meeting Call to Order
- II. Roll Call – Megan Slilaty
- III. Board member changes:
  - Renewal of Board members’ terms:
  - Barrett Grant w/ term expiring 6/30/2029
  - Allyn Jones w/ term expiring 6/30/2029
- IV. Review and approval of previous meeting minutes: March 2026
- V. Action Items: Requiring Board Motion:

a. Approval of budget for PY26 for the period 7/1/26 – 6/30/27:

Adult	\$454,833.90
DW	\$489,246.30
Youth	\$556,767.90
Admin	\$166,760.90

Total: \$1,667,609.00

b. Approval of Tioga County PY26 budget for the period 7/1/26 – 6/30/27:

Adult:	\$53,169.63
DW:	\$94,387.84
Youth:	\$22,450.24
Admin	\$23,112.18

Total: \$193,119.89

- c. Approval to renew contract with Cornell Cooperative Extension of Broome County (Broome CCE) – Youth Program Broome County contract for \$200,000 for period from 7/1/26 – 6/30/2027
  
- d. Approval to renew contract with Cornell Cooperative Extension of Tioga County (Tioga CCE) – Youth Program Tioga County contract for \$150,000 for period from 7/1/26 – 6/30/2027
  
- e. Approval to renew contract with Datrose - Youth Staffing Agency for up to \$240,000 for the period of 7/1/26-6/30/27

VI. Reports:

- Chair Report - Justin Marchuska (5 Minutes)
- Directors Report - David Goguen (5 Minutes)
- Fiscal Officer Report – Jacopo Moroni (5 minutes)
- Labor Market Report - Christian Harris (5 minutes)
- Committee Reports (5 Minutes): N/A

VII. Old/Unfinished Business (5 Minutes): N/A

VIII. New Business:

- Policy Updates: Adult/DW Supportive Service Policy

IX. Guest Speaker (15 Minutes): Ellie White– The Chamber of Commerce.

X. Any other matters

- Remaining LWDB Meetings in 2026.

- September 25<sup>th</sup>, 2026.
- December 11<sup>th</sup>, 2026.

- Anticipated Executive and Full Board Meetings in 2027

Executive Committee Meeting in 2027

- March 12<sup>th</sup>
- June 4<sup>th</sup>
- September 17<sup>th</sup>
- December 3<sup>rd</sup>

Full LWDB Meetings in 2027

- March 19<sup>th</sup>
- June 11<sup>th</sup>
- September 24<sup>th</sup>
- December 10<sup>th</sup>



Broome Tioga Workforce NY LWDB Meeting

June 12, 2026.

12 noon

**WDB Members:** In-person attendance: (Chair) Justin Marchuska, (Vice Chair) Rebecca Stone, Len Basso, Chris Powers, Michael Atchie, Allyn Jones, Carol Beckwith – Strong, Elizabeth Myers, Michael Decker, Kate Oja, Vikki Kaufman, Danielle Britton, Shanise Kent, Wendy Getchell.

Zoomed or called in: No Zoom available.

Excused: Karen Shelp, Shawn Atkinson, Brian Scanlon, Megan Schnabl, Amy Foster, Jennifer Lupo, Frank Stento, Mark Lane, Jonathan Layish, Paula Perna, Barrett Grant, Andrew Tunison.

**Staff and guests:**

In-person attendance: David Goguen (Host- BTWF), Holly Tracy (Broome CCE), Kevin Harlost (BTWF-Broome), Jacopo Moroni (BTWF), Megan Slilaty (BTWF), Brendan O’Bryan (BTWF – Contract Specialist), Frances Martin-Childs (BTWF), Aedan Perry (BTWF), Christian Harris (DOL), Cassandra Carter (Guest), Member from (American Civic Assoc), Harris Weiss, Mariapaz Burbano ( BTWF – Intern).

Zoomed or called in: No Zoom available.

Handouts: LWDB Agenda, LWDB Minutes from March 20<sup>th</sup>, 2026, Executive Meeting Minutes from 6.5.26, Fiscal Officer Report 3<sup>rd</sup> QRT PY25, PY26 Budget, Unemployment Rank Report, Draft Adult/DW Supportive Service Policy Adjustments.

- I. Justin Marchuska, as Chair, called the meeting to order at 12:00 pm.
  - Introduction of Members and Guests
- II. Roll Call – Megan Slilaty did roll call. Quorum has been met.
- III. Review and Approval of Previous Meeting Minutes – March 2026

Minutes for the previous 23 meeting held on March 20<sup>th</sup>, 2026, were reviewed. Motion to accept March 20<sup>th</sup>, WDB meeting minutes. Rebecca Stone 1<sup>st</sup>, Elizabeth Myers 2<sup>nd</sup>. All in favor. Approved.

IV. Board Member Changes: We have two Board Member Renewals; Barrett Grant and Allyn Jones with terms expiring 6/30/2026.

V. Action Items: Requiring Board Motion:

a. Approval of budget for PY26 for the period 7/1/26-6/30/27.

- David mentioned that Broome Tioga Workforce will have a decrease in funds for our upcoming budget for PY26, however we are applying for grants and funding to supplement this loss.
- Question Raised regarding Tioga's funds. Their budget gets a percentage of our funds. The State tells us what percentage they receive each year.

Motion to approve the budget for PY26. 1<sup>st</sup> Len Basso. 2<sup>nd</sup> Wendy Getchell. All in Favor. Approved

b. Approval of Tioga County PY26 budget for the period 7/1/26 – 6/30/27:

- David noted this budget was reduced from the previous year and the funds funnel down from the federal government then the state.
- Christian Harris mentioned that the budget decreased throughout the state and might have to look for additional funds to supplement and staff reduction.
- Question was raised about who we have to help get grants. It was noted Brianna Murphy is our Grant Administrator working with partners to assist with these funds.
- Kevin noted the partnerships we currently have at Broome – Tioga Workforce NY.

Motion to approve of the Tioga County PY26 budget. 1<sup>st</sup> Elizabeth Myers. 2<sup>nd</sup> Allyn Jones. All in Favor. Approved.

c. Approval to renew contract with Cornell Cooperative Extension of Broome County (Broome CCE) – Youth Program Broome County contract for \$200,000 for period from 7/1/26 – 6/30/2027

- Question raised about where the money comes from. The budget for these contracts comes out of Broome – Tioga's Budget.

Motion to approve the renewal contract of Broome CCE for \$200,000 for the period 7/1/26-6/30/27. Danielle Britton 1<sup>st</sup>. Allyn Jones 2<sup>nd</sup>. All in Favor. Approved

- d. Approval to renew contract with Cornell Cooperative Extension of Tioga County (Tioga CCE) – Youth Program Tioga County contract for \$150,000 for period from 7/1/26 – 6/30/2027
  - This is similar to the previous motion. This contract is a renewal of our current Tioga Youth Contract.

Motion to Approve the renewal of Tioga CCE contract for \$150,000 for period from 7/1/26 – 6/30/2027. 1<sup>st</sup> Len Basso, 2<sup>nd</sup> Elizabeth Myers. All in Favor. Approved.

- e. Approval to renew contract with Datrose - Youth Staffing Agency for up to \$240,000 for the period of 7/1/26-6/30/27
  - David explained the Datrose contract to the board.
  - YEP is an upcoming grant that we have been receiving, they can fund in school youth but Datrose is for out of school students (18-24). This is a third party company, so Datrose would be hiring and paying workers comp etc.. and Broome Tioga Workforce would get billed.

Motion to approve the contract renewal with Datrose for up to \$240,000for the period 7/1/26-6/30/27. 1<sup>st</sup> Len Basso, 2<sup>nd</sup> Wendy Getchell. All in Favor. Approved.

VI. Chair Report (5 Minutes)- Justin Marchuska

- Justin Marchuska spoke briefly about what we do at Broome – Tioga Workforce, and how mentoring is important to help each other and help individuals learn more about what we offer.
- It was noted that internships and apprenticeships may be a way to help our community. Construction workers are being offered stipends and incentives.
- The pipeline project was discussed, could be under development this year.

VII. Staff Reports:

Directors Report - David Goguen (5 Minutes)

- David Spoke about Micron, this may affect the workforce ability to hire skilled labor for construction. We are partnering with BOCES and SUNY Broome and the Chamber as well as IDA to receive a grant to help boost pre-apprenticeship statistics.
- Johnson College is continually working on having a presents in Broome County. A possible mobile classroom could be parked in our parking lot and hold programs out of it.
- Starting next January Broome County got awarded 2 million for the upcoming universal daycare facility. This will be a very large project. DSS will be administering this program, and Broome – Tioga Workforce will be partnering with them. We will be updated with more information as this develops.

Fiscal Officer Report – Jacopo Moroni (5 minutes)

- Jacopo reviewed the fiscal handout. This covers the 3<sup>rd</sup> quarter of PY 25 from January through March of 2026.
- Comparing the 2<sup>nd</sup> to 3<sup>rd</sup> quarter the overall spending was stable. The Individual Training's (ITA's) have increased over \$75,000, due to The Residencial Electric Training and transportation distribution for CDL program at Suny Broome. The overhead decreased by over \$50,000 due to the last quarter of the year, there was a lot of year end expenses.
- Spending may decrease due to the upcoming cuts in fundings.

Labor Market Report - Christian Harris (5 minutes)

- Christian Harris from NYSDOL reported on the latest statistics from the Labor Dept.
- Nationally, 2 years ago job growth was about 2%. This has slowed down recently.
- Increase in private sector jobs, about .4%. a slight concern and statewide is similar.
- Binghamton private sector; we are down 400 jobs. Not a dramatic decline.
- Slight decline in manufacturing jobs; down about 200 jobs
- Job gains private education and healthcare
- National, statewide and local, healthcare has held steady.
- 3.4% historically low to a 4%.
- Inflation rate is 4.3% largest since 2022-2023, due to overseas events, and energy prices.
- People are making more money, but inflation makes us feel like we are not.

- Questions raised about AI in employment. It was noted that businesses are using AI and should be introducing it if they haven't already, however it should not take over jobs completely but used as a tool. AI is real and can be used for productivity gains. We need to understand how it is helping businesses. The effects were discussed further of AI in our local businesses.

Committee Reports (5 Minutes): N/A

VIII. Old/Unfinished Business (5 Minutes): N/A

IX. New Business:

Policy Updates: Adult/DW Supportive Service Policy

Broome – Tioga Workforce NY is requesting approval for the following adjustments based on current NYSDOL guidelines to ensure our policies & procedures align. David discussed the changes made in this policy. Note: Aedan Perry has been a huge help in our new Policy Committee keeping alignment with state guidelines. Refer to the redline draft provided as a handout.

1. Addition of "Assistance with books, fees, school supplies or other necessary items for students enrolled in post-secondary education classes." (Page 1)
2. Addition of a "Limitations" section. This allows Broome – Tioga Workforce to identify what costs are allowable vs. unallowable. (Page 2)
3. Adjustment to the individual cap increasing from \$1,000 to no more than \$3,000 per individual and no more than 1,000 per training/job. (Page 2)
4. Adjustment to gas card/bus pass guidelines.
  - Addition of "Proof of acceptance for job or training."
  - Additionally, the period in which participants who become employed may receive gas cards has been changed to the first paycheck or 4 weeks of employment. The work schedule will be verified with the employer. (Page 3)
5. Addition to Auto Insurance: Maximum allowance for insurance will be determined by funding source utilized. The maximum duration of funding will be through the length of training or up to the first 4 weeks of job acceptance. (Page 4)

- 6. Addition of Stipends/ Incentives and qualifying factors and limits for each.
  - Qualifying participants will be given up to \$100 per week of full-time unpaid training, job, internship or reaching milestones. These payments are subject to the individual cap limits listed. (Page 5 -6)
- 7. Attachment adjustments/Updates:
  - Addition of Supportive Services Attestations and Sign Out Sheet Broome – Tioga Workforce NY uses when giving out supportive services. (Page 8-11)

Motion to approve the changes to the Adult/DW Supportive Services Policy. 1<sup>st</sup> Len Basso, 2<sup>nd</sup> Danielle Britton. All in Favor. Approved.

- X. Guest Speaker (15 Minutes): Ellie White –The Chamber of Commerce
  - Ellie discussed her role in helping the development in the region. She is new to her position and noted what the Chamber is upcoming and current programs they offer including GBEOP. Greater Binghamton Educational Outreach Program.
  - The mission statement of the Chamber was discussed and trying to connect Ellie with other businesses.
- XI. Any other matters:
  - Questions and discussions were raised regarding objectives and our mission for board.

LWDB Meetings in 2026.

- September 25<sup>th</sup>, 2026
- December 11<sup>th</sup>, 2026

Anticipated Executive and Full Board Meetings in 2027

Executive Committee Meeting in 2027

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There being no further matters, motion to adjourn the meeting.

- Allyn Jones 1<sup>st</sup>, Shawn Atkinson 2<sup>nd</sup>. All in favor. The meeting adjourned at 1:12 PM.

## PY 2026-2025 Allocation

<b>Broome/Tioga</b>	<b><u>PY2026</u></b>	<b><u>PY2025</u></b>	<b>Net Change</b>	<b>% Change</b>
<b>Adult</b>	\$454,833.90	\$554,065.00	\$ (99,231)	-17.91%
<b>Dislocated Worker</b>	\$489,246.30	\$508,387.00	\$ (19,141)	-3.76%
<b>Youth</b>	\$556,767.90	\$656,709.00	\$ (99,941)	-15.22%
<b>Admin</b>	\$166,760.90	\$191,018.00	\$ (24,257)	-12.70%
<b>Total:</b>	<b>\$1,667,609.00</b>	<b>\$1,910,179.00</b>	<b>\$ (242,570)</b>	<b>-12.70%</b>

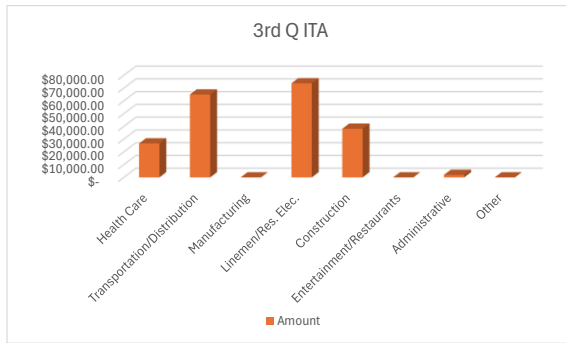
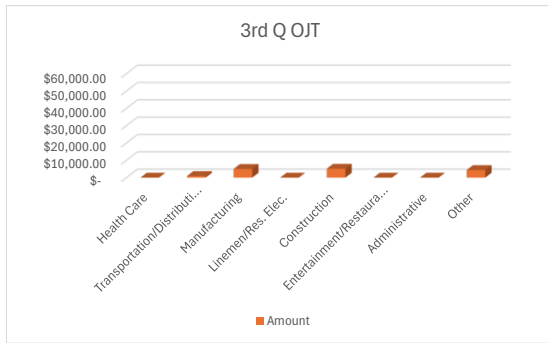
# Broome-Tioga Workforce NY

Spending Breakdown (all grants)  
January - March 2026 (3rd Qtr PY25)

OJTs			
Field	Clients	Amount	Grant
Health Care	0	\$ -	
Transportation/Distribution	1	\$ 936.04	Youth
Manufacturing	2	\$ 5,036.00	RR Prog. Incen./Adult
Linemen/Res. Elec.	0	\$ -	
Construction	1	\$ 5,142.12	RETI
Entertainment/Restaurants	0	\$ -	
Administrative	0	\$ -	
Other	2	\$ 4,400.00	Adult
<b>Total</b>	<b>6</b>	<b>\$ 15,514.16</b>	

ITAs			
Field	Clients	Amount	Grant
Health Care	13	\$ 26,592.91	RR Prog. Incen./ARC Re-Entry/Adult/DW/Youth
Transportation/Distribution	13	\$ 64,940.00	RR Prog. Incentive/ARC Re-Entry/DW
Manufacturing	0	\$ -	
Linemen/Res. Elec.	22	\$ 73,744.00	RETI
Construction	11	\$ 38,137.00	RR Prog. Incentive/ARC Re-Entry/DW/Youth
Entertainment/Restaurants	0	\$ -	
Administrative	1	\$ 1,949.00	RR Prog. Incentive
Other	0	\$ -	
<b>Total</b>	<b>60</b>	<b>\$ 205,362.91</b>	

Non-OJT/ITA Trainings			
Field	Clients	Amount	Grant
Datrose Youth Work Exper.	4	\$ 8,258.08	Youth
Adult Literacy Volunteers	13	\$ 12,660.00	Adult
OITP Manufacturing	13	\$ 23,900.00	NENY
Youth Employment Program	11	\$ 1,319.50	YEP
Broome CCE - Youth	N/A	\$ 27,743.95	Youth
Tioga CCE - Youth	N/A	\$ 20,949.90	Youth
<b>Total</b>	<b>41+</b>	<b>\$ 94,831.43</b>	



OJT= On-the-Job Training.  
ITA= Individual Training Authorization (classroom training).  
OITP= Opportunity Impact Training Program for manufacturing.

Other Spending/Total for Period		
Wages & Fringes	\$ 338,005.05	Career/Administrative Services
Overhead/Miscellaneous	\$ 96,218.85	Rent, Maintenance, Equipment/Supplies, etc.
Client Supportive Services	\$ 23,802.74	Gas Cards, Bus Passes, Supplies, etc.
Tioga Co. Career Center	\$ 106,617.48	Career Services for Tioga County
<b>Total Spent 3rd Qtr PY25:</b>	<b>\$ 880,352.62</b>	

# Labor Market Profile

## Resident Civilian Labor Force and Nonfarm Employment

### BINGHAMTON MSA

April 2026, March 2026, April 2025

Category	Apr 2026	Mar 2026	Apr 2025	Net Month	% Month	Net Year	% Year
Resident Civilian Labor Force	108,500	109,300	107,900	-800	-0.7%	600	0.6%
Employed	104,100	104,400	104,200	-300	-0.3%	-100	-0.1%
Unemployed	4,400	4,900	3,700	-500	-10.2%	700	18.9%
<b>Binghamton MSA Unemployment Rate</b>	<b>4.0%</b>	<b>4.5%</b>	<b>3.4%</b>	<b>-0.5</b>		<b>0.6</b>	
NYS Unemployment Rate	4.2%	4.4%	3.8%	-0.2		0.4	
US Unemployment Rate	4.0%	4.3%	3.9%	-0.3		0.1	
<b>Total Nonfarm</b>	<b>101,800</b>	<b>101,100</b>	<b>101,600</b>	<b>700</b>	<b>0.7%</b>	<b>200</b>	<b>0.2%</b>
<b>Total Private</b>	<b>79,000</b>	<b>78,300</b>	<b>79,400</b>	<b>700</b>	<b>0.9%</b>	<b>-400</b>	<b>-0.5%</b>
<b>Goods producing</b>	<b>14,400</b>	<b>14,200</b>	<b>14,400</b>	<b>200</b>	<b>1.4%</b>	<b>0</b>	<b>0.0%</b>
<b>Mining, Logging and Construction</b>	<b>4,400</b>	<b>4,200</b>	<b>4,200</b>	<b>200</b>	<b>4.8%</b>	<b>200</b>	<b>4.8%</b>
<b>Manufacturing</b>	<b>10,000</b>	<b>10,000</b>	<b>10,200</b>	<b>0</b>	<b>0.0%</b>	<b>-200</b>	<b>-2.0%</b>
Computer and Electronic Product Manufacturing	4,500	4,500	4,600	0	0.0%	-100	-2.2%
<b>Service-Providing</b>	<b>87,400</b>	<b>86,900</b>	<b>87,200</b>	<b>500</b>	<b>0.6%</b>	<b>200</b>	<b>0.2%</b>
<b>Private Service Providing</b>	<b>64,600</b>	<b>64,100</b>	<b>65,000</b>	<b>500</b>	<b>0.8%</b>	<b>-400</b>	<b>-0.6%</b>
<b>Trade, Transportation, and Utilities</b>	<b>18,000</b>	<b>18,000</b>	<b>18,300</b>	<b>0</b>	<b>0.0%</b>	<b>-300</b>	<b>-1.6%</b>
Wholesale Trade	3,400	3,400	3,400	0	0.0%	0	0.0%
Retail Trade	10,200	10,200	10,600	0	0.0%	-400	-3.8%
Transportation, Warehousing and Utilities	4,400	4,400	4,300	0	0.0%	100	2.3%
<b>Information</b>	<b>1,000</b>	<b>1,000</b>	<b>1,100</b>	<b>0</b>	<b>0.0%</b>	<b>-100</b>	<b>-9.1%</b>
<b>Financial Activities</b>	<b>3,200</b>	<b>3,200</b>	<b>3,300</b>	<b>0</b>	<b>0.0%</b>	<b>-100</b>	<b>-3.0%</b>
<b>Professional and Business Services</b>	<b>7,400</b>	<b>7,400</b>	<b>7,600</b>	<b>0</b>	<b>0.0%</b>	<b>-200</b>	<b>-2.6%</b>
<b>Private Educational and Health Services</b>	<b>21,300</b>	<b>21,100</b>	<b>20,700</b>	<b>200</b>	<b>0.9%</b>	<b>600</b>	<b>2.9%</b>
<b>Leisure and Hospitality</b>	<b>9,900</b>	<b>9,600</b>	<b>10,000</b>	<b>300</b>	<b>3.1%</b>	<b>-100</b>	<b>-1.0%</b>
<b>Other Services</b>	<b>3,800</b>	<b>3,800</b>	<b>4,000</b>	<b>0</b>	<b>0.0%</b>	<b>-200</b>	<b>-5.0%</b>
<b>Government</b>	<b>22,800</b>	<b>22,800</b>	<b>22,200</b>	<b>0</b>	<b>0.0%</b>	<b>600</b>	<b>2.7%</b>
Federal Government	600	600	600	0	0.0%	0	0.0%
State Government	7,000	6,900	6,900	100	1.4%	100	1.4%
State Government Educational Services	3,700	3,700	3,600	0	0.0%	100	2.8%
Local Government	15,200	15,300	14,700	-100	-0.7%	500	3.4%
Local Government Educational Services	10,300	10,400	9,800	-100	-1.0%	500	5.1%

**Source:** New York State Department of Labor, Division of Research and Statistics.

**Note:** Detail may not add to totals due to rounding.

## Broome - Tioga Workforce NY Supportive Services/**Incentives and Stipends** Policy for Adults/Dislocated Workers

This policy applies to all enrolled Workforce Innovation and Opportunity Act (WIOA) Adults and Dislocated Workers (DWs).

The Broome-Tioga Workforce Development Board (WDB) provides supportive services to eligible participants and strives to ensure, to the extent possible, that similarly situated participants receive similar supportive services. The provision of such services to participants applying for these services shall be based upon a thorough review of the participant's needs.

Participation in WIOA does not make a participant automatically eligible for and/or entitled to supportive services. Supportive service funds are not guaranteed as they are based on the availability of program funds.

**Available Supportive services:** Per 20 CFR 680.900, supportive services are services that are necessary to enable an individual to participate in activities authorized under WIOA. These services may include, but are not limited to, the following:

- (1) Linkages to community services;
- (2) Assistance with transportation;
- (3) Assistance with child care and dependent care;
- (4) Assistance with housing;
- (5) Needs-related payments (~~Needs-related payments~~ provide financial assistance to participants to enable them to participate in training. Unlike other supportive services, to qualify for needs-related payments a participant must be enrolled in training);
- (6) Assistance with educational testing;
- (7) Reasonable accommodations for individuals with disabilities;
- (8) Referrals to health care;
- (9) Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;
- (10) Assistance with books, fees, school supplies and other necessary items for students enrolled in post-secondary education classes; and
- (11) Payments and fees for employment and training-related applications, tests, and certifications.

**NOTE:** In the event that non-WIOA funding such as separate competitive grant awards from WIOA funds is secured to provide supportive services, the list of available supportive services may be expanded based on the specific grant/funding source guidelines.

**Duplication:** WIOA funds will not be spent on supportive services for an Adult/DW who is receiving the same supportive services from another program or agency. (Att. A)

**Limitations:** The costs of entertainment, including amusement, diversion, and social activities, and any associated costs are unallowable, except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized in the approved budget for the Federal award or with prior written approval of the Federal awarding agency. Food assistance may not be provided to Adults/DWs.

Participants receiving an initial assessment will be made aware of supportive services. If the participant is unable to receive supportive services from community resources (local and state agencies etc.), the Career Center is able to provide those services. The participant's One-Stop Operating System record must document, via case notes in the Comments tab, what other non-WIOA funded sources were explored and were unavailable prior to the issuance of WIOA-funded supportive services.

Supportive services are not intended to meet every need of the participant. They provide temporary assistance. Staff should assist the participant in developing a plan to cover the supported costs once WIOA funds are no longer appropriate for, or available to, the participant.

Broome-Tioga Workforce NY staff and local partner agencies will work with participants to help identify if the issuance of WIOA-funded supportive service/other allowable participant support expense payments will negatively impact any other means of funding, earnings, or compensation they may be in receipt of (e.g., Medicaid, Medicare, Supplemental Security Income/Social Security Disability Insurance).

**Supportive Services Funds:** This applies to each individual Career Center –Broome County Career Center and Tioga County Career Center — and for each Program Year (PY). Each Career Center can determine if and how much funding can be used from the PY allocation of funds for supportive services.

Maximum amounts to total funds available during the PY will be determined by each Career Center based on the availability of program funds.

Due to location, funding availability, service costs, and services available (e.g., public transportation), Career Centers may set limits to amounts and duration of supportive services within the parameters established within this policy. As a general rule, the funding of supportive services, including needs-related payments, and other allowable participant support expenses, as applicable, is subject to local funding availability

**Duration:** These supportive services are limited to one consecutive enrollment in WIOA and dependent on available funding.

**Individual Caps:** No more than ~~\$1,000~~ \$3,000 will be expended per individual Adult/DW in a WIOA supportive service and no more than \$1,000 per training/job.

**Exceptions:** Exceptions can be made in the event that non-WIOA funding is secured to provide supportive services, or funding is under separate competitive WIOA or non-WIOA grants. Customers eligible to receive these services, allocated funds for services, individual caps, and types of supportive services provided under these other private or public funding sources or grant awards will be determined by the provisions of each individual funding source/grant. Exceptions must be approved and signed by the County Career Center Director/Manager.

**End of PY:** Any unexpended supportive services funds as of June 30<sup>th</sup> of the current PY will revert to regular programming funds and be available for other allowable program activities under the Adult/DW programs in accordance with WIOA Law and 2 CFR Part 200.

## 1. Supportive Services

- Supportive services may only be provided to Adults/DWs if those participants are participating in WIOA enrolled services; and who are unable to obtain such supportive services through other programs providing such services and who cannot receive supportive services through referrals to partner agencies and other community service providers (e.g., ACCES-VR). (Att. A)

Career Centers must refer to the various reference guides of community organizations and local, state, and regional agencies lists for programs and agencies that can assist in provision of supportive services. They must utilize these programs and agencies first in the provision of supportive services, when available.

- **Transportation:** Gas cards and bus passes may be given to Adults/DWs to assist those participants who are able to participate in training programs or employment only. (Att. B)(Att. E.)

**Maximum Funds:** Services provided under transportation support will not exceed \$500 per customer training/job, or another amount decided on a case-by-case basis upon written approval by the County Career Center Director/Manager, not to exceed \$3,000.

If “In-Demand” occupational training is not available in the county of the participant applying for supportive services, transportation funds can be provided to obtain such training in an amount to be determined by the County Career Center Director/Manager, subject to the \$500/\$3,000 cap established above. [Local Policies - Broome-Tioga Workforce NY](#).

- Gas cards/bus passes are to be utilized as a supplement to overall transportation costs, not to totally subsidize all transportation costs of the participant. The participant is to understand that this is a supplement to assist with transportation costs.
  - a) ~~Training provider signed attendance sheets~~ **Proof of acceptance for job or training** are required as supporting documentation.
  - b) ~~Customer must return gas receipt after using the gas card. No additional cards will be issued if the customer does not return the receipt (which will include the gas card # on the receipt). This is to ensure that the customer is not ‘selling card for cash’.~~
  - b) Participants who become employed may receive gas cards/ bus passes until their first paycheck, or **2-4 weeks of full-time employment (5 days a week), whichever comes first.** Employment and ~~pay the~~ **work** schedule will be verified with the employer.

Bus passes and gas cards will remain locked in a secure location, assessable to authorized personnel only. When given out to participants, signed documents will be kept on file (Att. B) (Att. E).

- **Transportation-Related Costs:** To include, but not be limited to, auto repairs, insurance, registration, permit and license. (Att. C). **For funding limits refer to “Individual Caps” above.**
  - a) **Repairs:** Repairs will only be considered if the participant can justify that this is the least costly method to provide transportation (no public transportation or ride share accessible.)
    - Participants must possess a valid driver’s license.

- Participants must provide proof of ownership of the vehicle.
- Repairs must be completed at a State Certified Repair Shop (Per DMV Regulated Business).
- Invoices/estimates must be approved prior to repairs being completed. All additional repairs must be approved in writing by the Career Center Manager/Director.
- Maximum allowance for repairs will be determined by funding source utilized.

b) **Auto Insurance:** Auto insurance will only be considered if the participant can justify that this is the least costly method to provide transportation.

- Participants must possess a valid driver's license.
- Participants must provide proof of ownership of the vehicle.
- Participants must provide 3 insurance estimates in their name for liability coverage only.
- Maximum allowance for insurance will be determined by funding source utilized. The maximum duration of funding will be through the length of training or up to the first 4 weeks of job acceptance.

c) **Registration, Permit, License:** Costs will be determined by NYS Dept. of Motor Vehicles and are payable up to an amount allowed under funding source utilized.

- **Childcare:** Childcare must be provided by a State registered childcare provider. (Att. D)  
The maximum allowance for childcare will be determined by the funding source utilized.
- **Housing:** Housing assistance provided to participants allows them to maintain or obtain adequate or temporary shelter while participating in WIOA services.
  - WIOA funding may not pay for rental security deposits or mortgage payments.
  - Participants should be referred to community housing assistance programs, if applicable.
  - WIOA funding may not duplicate housing assistance from another source.
  - Maximum allowance for housing assistance will be determined by the funding source utilized.

**2. Needs-related payments:** Per 20 CFR 680.940 and 680.950, eligibility requirements for needs-related payments are different than the eligibility requirements for other supportive services. The following are eligibility requirements for needs related payments:

- Adults must:
  - (a) Be unemployed;
  - (b) Not qualify for, or have ceased qualifying for, unemployment compensation; and
  - (c) Be enrolled in a program of training services under WIOA sec. 134(c)(3).
- DWs must:
  - (a) Be unemployed, and:
    - (1) Have ceased to qualify for unemployment compensation or Trade Readjustment Allowance under Trade Adjustment Assistance (TAA); and
    - (2) Be enrolled in a program of training services under WIOA sec. 134(c)(3) by the end of the 13<sup>th</sup> week after the most recent layoff that resulted in a determination of the worker's eligibility as a DW, or, if later, by the end of the 8<sup>th</sup> week after the worker is informed that a short-term layoff will exceed 6 months; or
  - (b) Be unemployed and did not qualify for unemployment compensation or trade readjustment assistance under TAA and be enrolled in a program of training services under WIOA sec. 134(c)(3).
- Payments may also be provided if the Adult or DW participant has been accepted in a training program that will begin within thirty (30) calendar days. The Governor may authorize local areas to extend the 30-day period to address appropriate circumstances.

- Qualifying participants will be given up to \$50 per week of full-time training.

**3. Stipends:** Fixed regular payments made to a WIOA participant during their enrollment to encourage their ongoing participation in education, training services, and other individualized career services including, but not limited to:

- Short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training; financial literacy services; and unpaid internships or work experiences linked to careers.
- Adults, DWs, and Youth participating in an unpaid work experience, such as job shadowing or an unpaid internship, are eligible for a stipend. However, where employee-employer relationships occur, a wage must be paid (e.g., customers participating in On-the-Job Training (OJT) cannot be in receipt of a stipend since an employer-employee relationship exists in a WIOA-funded activity. In this case, the participant must be paid wages and fringe benefits at the same rates as other employees with similar training, experience, and skills, and not less than the higher of the applicable Federal, State, or local minimum wage.).
- Stipends are typically defined as small payments for participation or attendance, not tied to specific outcomes, and not subject to minimum wage requirements or payroll taxes. In contrast, wages are payments for labor performed in an employer-employee relationship, subject to minimum wage and tax requirements. LWDBs issuing stipends should not deduct from the stipend, or include within the stipend disbursement, anything that may be considered a wage supplement and/or benefit related to NYS Labor Law Section 198-C, such as reimbursement to the participant for documented expenses; deductions for health, welfare and retirement benefits; and payment to the participant of vacation, separation, or holiday pay. Wage supplements or benefits are considered wages under the Labor Law.
- Qualifying participants will be given up to \$100 per week of full-time unpaid training, job or internship. These payments are subject to the individual cap limits listed above.

**4. Incentives:** One-time payments made to participants for recognition of achieving milestones directly tied to work experience/career services or WIOA-recognized training activities, including:

- Occupational skills training;
- Registered Apprenticeship;
- OJT;
- Customized training; and
- Entrepreneurial training.

Incentive payments must be:

- Tied to the goals of the specific program;
- Included on the Adult/DW Individual Employment Plan
- Supported by documentation proving a specific incentive was earned;
- In accordance with the requirements contained in 2 CFR 200; and
- Broome – Tioga Workforce NY will maintain appropriate and identifiable expenditure records of incentive payments for the purpose of local, State, and federal monitoring and audits.

Qualifying participants will be given up to \$100 per milestone. The payments are subject to the individuals cap limits listed above. An example of a milestone would be attainment of a measurable skill gain for an individual enrolled in a training service. Milestones will be determined on an individual basis and must be clearly documented on program guidelines.

**Changes/Updates:** Any supportive services identified that are not covered in this current policy must be approved by the Career Center Director/Manager in the county where the need is identified. Prior to approval by the Workforce Career Center Director/Manager in such of county-Center, the appropriate administrator should consult with the other county's Career Center Director/Manager, LWDB director, and/or NYS to determine need and ascertain if such costs can fall under supportive services. **If changes are needed to** the supportive service policy will then be revised to include the new need/costs and be presented at the next board meeting for approval.

# Adult Supportive Services Assessment (Att. A)

(To be used to document initial eligibility for supportive services)

Customer Name: \_\_\_\_\_ OSOS ID: \_\_\_\_\_

## Supportive Services:

- Gas Card/Bus Pass
- Car Repair
- Car Insurance

- Driver Permit/License
- Car Registration
- Housing

- Childcare
- Other: \_\_\_\_\_

1. Are you employed? Yes / No

2. If employed, name of employer: \_\_\_\_\_  
Address: \_\_\_\_\_

Start date: \_\_\_\_\_ Job Title: \_\_\_\_\_

3. If employed, have you received notice of layoff? Yes / No

4. Are you receiving Unemployment Benefits or Trade Readjustment Act (TRA) funding? Yes / No

5. Have you exhausted Unemployment Benefits? Yes / No

6. Are you currently a member of a household that is receiving Temporary Assistance for Needy Families(TANF), Safety Net, or Supplemental Nutrition Assistance Program (SNAP) benefits? Yes / No

If yes, explain: \_\_\_\_\_

7. Are you in training? Yes / No

If yes, answer the following:

Training Provider: \_\_\_\_\_

Program-Course of Study: \_\_\_\_\_

Planned Start Date: \_\_\_\_\_ Planned End Date: \_\_\_\_\_

Anticipated-Certification/Degree/License: \_\_\_\_\_

If Yes: \_\_\_\_\_

8. What other resources are available to you to support your basic living needs while in training? (Other resources may include, but are not limited to: severance pay, spouse's income, rent subsidies, pensions, disability payments, free housing with friend or relative, and other financial support.)

\_\_\_\_\_

9. Have you inquired about receiving the requested supportive services through other agencies? \_\_\_\_\_

If yes, were you turned down for these services? \_\_\_\_\_

If yes, please list all agencies from which you were turned down.

\_\_\_\_\_

All answers and statements are true and complete to the best of my knowledge. I understand that untruthful or misleading answers may cause my determination for supportive services to be rejected, or any payments made to be returned.

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

~~Workforce Staff~~ Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

- Eligible
- Not Eligible



501 Reynolds Road  
 Johnson City, NY 13790  
 (607) 778-2136  
[www.broometiogaworks.com](http://www.broometiogaworks.com)  
*Creating pathways to better careers and economic growth.*

## Receipt of Supportive Services (Att. B)

I, \_\_\_\_\_, received the following supportive services from Broome-Tioga Workforce described below. I understand that the agency resources are limited and that requests do not guarantee supportive services. Requests may result in the granting of no services, or partial services requested, dependent on funding availability. **These funds are to be used only for their intended purpose and may not be used for any other purchases. These funds may not be sold, transferred, or exchanged for cash.**

**Supportive services received: (Circle One)**

- *7-Day Bus Pass or 31-Day Bus Pass*

Bus pass Serial #: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

- Total Value of Gas Card(s): \$ \_\_\_\_\_

Amount: \_\_\_\_\_ Serial #: \_\_\_\_\_ Amount: \_\_\_\_\_ Serial #: \_\_\_\_\_

Amount: \_\_\_\_\_ Serial #: \_\_\_\_\_ Amount: \_\_\_\_\_ Serial #: \_\_\_\_\_

Amount: \_\_\_\_\_ Serial #: \_\_\_\_\_ Amount: \_\_\_\_\_ Serial #: \_\_\_\_\_

Amount: \_\_\_\_\_ Serial #: \_\_\_\_\_ Amount: \_\_\_\_\_ Serial #: \_\_\_\_\_

Amount: \_\_\_\_\_ Serial #: \_\_\_\_\_ Amount: \_\_\_\_\_ Serial #: \_\_\_\_\_

- **Receipt of Gift Card**

**Gift card(s) received:**

- Total Value of Gift Card(s): \$ \_\_\_\_\_ Store Name: \_\_\_\_\_

Amount: \_\_\_\_\_ Serial #: \_\_\_\_\_ Amount: \_\_\_\_\_ Serial #: \_\_\_\_\_

Amount: \_\_\_\_\_ Serial #: \_\_\_\_\_ Amount: \_\_\_\_\_ Serial #: \_\_\_\_\_

Amount: \_\_\_\_\_ Serial #: \_\_\_\_\_ Amount: \_\_\_\_\_ Serial #: \_\_\_\_\_

Amount: \_\_\_\_\_ Serial #: \_\_\_\_\_ Amount: \_\_\_\_\_ Serial #: \_\_\_\_\_

Amount: \_\_\_\_\_ Serial #: \_\_\_\_\_ Amount: \_\_\_\_\_ Serial #: \_\_\_\_\_

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Customer Printed Name: \_\_\_\_\_

Staff Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return form to:  
 Broome-Tioga Workforce  
 501 Reynolds Road  
 Johnson City, NY 13790*

# Adult Transportation-Related Costs (Att. C)

(To be completed for repairs, insurance, registration, permits/license)

Customer Name: \_\_\_\_\_ OSOS NY# \_\_\_\_\_

\_\_\_\_\_ **Repairs:** Will only be considered if the customer can justify that this is the least costly method to provide transportation.

- \_\_\_\_\_ Customer provided proof of a valid driver's license
- \_\_\_\_\_ Customer provided proof of ownership of the vehicle
- \_\_\_\_\_ Name of State Certified Repair Shop: \_\_\_\_\_

\_\_\_\_\_ Estimate/Invoice amount: \$ \_\_\_\_\_

- Maximum allowance for repairs will be determined by funding source utilized

\_\_\_\_\_ **Auto Insurance:** Will only be considered if the customer can justify that this is the least costly method to provide transportation.

- \_\_\_\_\_ Customer provided proof of a valid driver's license
- \_\_\_\_\_ Customer provided proof of ownership of the vehicle
- \_\_\_\_\_ Customer provided insurance estimates in their name for liability coverage only

- Maximum allowance for insurance will be determined by funding source utilized

\_\_\_\_\_ **Registration, Permit, License:** Costs will be determined by NYS Dept. of Motor Vehicles and are payable up to an amount allowed under funding source utilized.

- \_\_\_\_\_ Registration must be in customer's name
- \_\_\_\_\_ Driver Permit
- \_\_\_\_\_ Driver's License: Type: \_\_\_\_\_

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

- Maximum allowance will be determined by funding source utilized

\_\_\_\_\_  
Counselor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved

BROOME-TIOGA WORKFORCE NY

**CHILDCARE REIMBURSEMENT REQUEST (Att. D)**

Customer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Childs Name: \_\_\_\_\_

DATE	TIME PERIOD	# OF HOURS

I hereby certify that the above cited childcare services rendered for the above-named child(ren) are true and correct

\_\_\_\_\_  
Childcare Provider Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Workforce Staff Signature

\_\_\_\_\_  
Date

# Gas Card Sign Out Sheet (Att. E)

Card Amount: \_\_\_\_\_

VO# \_\_\_\_\_

Serial # \_\_\_\_\_

Grant: \_\_\_\_\_

#	Grant Amount	Serial #	Date	Participant Name	Auth. Signature	JE
1						
2						
3						
4						
5						
6						
7						
8						