

**RESOLUTION NO.:** 04 – 2015

**DATE:** September 18, 2015

**Resolution of the Union County Workforce Development Board**

**Whereas**, the Union County Workforce Development Board of Directors has been granted oversight authority under the Workforce Innovation and Opportunity Act of 2014 (WIOA) to design staffing and programing budgets; allocate funding to sub-grantees through a procurement process; and develop a strategic workforce vision for countywide implementation; and

**Whereas**, the Union County Workforce Development Board of Directors has the policy-making responsibility over federal and state workforce development funding; and

**Whereas**, the New Jersey Department of Labor & Workforce Development has over-arching authority of all workforce area funding and policies connected thereto; and

**Whereas**, the New Jersey Department of Labor & Workforce Development is requiring the development of a Cost Allocation Plan for assigning costs to the appropriate funding sources—Workforce Innovation & Opportunity Act, WorkFirst New Jersey, Workforce Learning Link and Workforce Development Partnership funds; and

**Whereas**, the New Jersey Department of Labor & Workforce Development has determined that the attached Time Allocation & Salary Certification Form is a critical determinant to the approval of Union County Workforce Development Board's Cost Allocation plan; and

**NOW, THEREFORE, BE IT RESOLVED**, that any and all employees paid from Workforce Innovation & Opportunity Act, WorkFirst New Jersey, Workforce Learning Link and/or Workforce Development Partnership funds are required to complete the Time Allocation & Salary Certification Form effective September 1, 2015; and

**BE IT FURTHER RESOLVED**, that the Union County Workforce Development Board of Directors shall require the Director of the Workforce Development Board to present an updated Workforce Area Budget;

**BE IT FURTHER RESOLVED**, that the Union County Workforce Development Board of Directors shall require the Director of the Workforce Development Board to present a Cost Allocation Plan for approval and for said plan to be presented at the Workforce Development Board public meeting scheduled for November 13, 2015; and

**Glenn Nacion, Chairman**  
**Union County WDB**



Date: 9-18-15

**Erich Peter, Secretary**  
**Union County WDB**



Date: 9-21-15

**Workforce Innovation and Opportunity Act (WIOA)  
Time Allocation & Salary Certification Form (Required Under OMB Circular A-87)**

**Instructions:** This form is to be completed by the employee subsequent to the bi-weekly pay period indicated, not prior.

**DEPARTMENT** \_\_\_\_\_ **DIVISION** \_\_\_\_\_

**EMPLOYEE NAME** \_\_\_\_\_ **EMPLOYEE TITLE** \_\_\_\_\_

**PAY PERIOD DATES** \_\_\_\_\_ **SUPERVISOR'S NAME** \_\_\_\_\_

FUNDING	HOURS	FUNDING	HOURS	FUNDING	HOURS	FUNDING	HOURS	TOTAL HOURS
WIOA Adult		WFNJ TANF		WLL Case Management		County		
WIOA I/S Youth		WFNJ GA		WLL Instruction		Non-County		
WIOA O/S Youth		WFNJ Case Management		WDP				
WIOA DW		WFNJ WDP		WDP Counselor				
		WFNJ Work Verification						
<b>TOTAL</b>		<b>TOTAL</b>		<b>TOTAL</b>		<b>TOTAL</b>		<b>70</b>

I hereby certify that the information contained in this **Time Allocation & Salary Certification Form** accurately reflects 100% of my actual time and effort distribution for the pay period referenced above, as indicated.

**EMPLOYEE SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SUPERVISOR SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## **DEFINITIONS FOR TIME ALLOCATION & SALARY CERTIFICATION FORM**

### **Workforce Innovation & Opportunity Act (WIOA) of 2014 Adult**

An individual who is age 18 or older. Services seek to increase the employment, retention and earnings of participants, and increase occupational skill attainment by participants, and, as a result, improve the quality of the workforce. The service framework is guided by a career pathways approach that links education and training services that enable students to advance over time to successively higher levels of education and employment in a given industry or occupational sector. Services include counseling and case management.

### **Workforce Innovation & Opportunity Act (WIOA) of 2014 Dislocated Worker**

Individuals who are 18 years of age or older that have lost jobs due to plant closures, company downsizing, or some other significant change in market conditions. In most cases, eligible workers are unlikely to return to their occupations, and they must be eligible (or have exhausted) unemployment compensation.

Case managers organize education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable. Training services assist individuals to enter or advance within a specific occupation or occupational cluster.

### **Workforce Innovation & Opportunity Act (WIOA) of 2014 In-School Youth**

Youth eligibility for services aged 14 through 21. Each youth must be provided an Individual Service Strategy that identifies career pathways that include education and employment goals. Appropriate services for the participant take into account the objective assessment and the youth's specific needs and goals. Services may include a work experience component.

### **Workforce Innovation & Opportunity Act of 2014 (WIOA) Out-of-School Youth**

Youth eligibility aged 16 to 24. Out-of-school youth in high-risk categories do not have to prove low-income status to receive services. This includes individuals who have dropped out of high school, have not attended school for at least one calendar quarter of the most recent school year, or are subject to the juvenile or adult justice systems. It also includes homeless individuals, runaways, current or former foster care youth, and individuals who or are pregnant or parenting. Youth who are not attending school, hold a secondary credential, and are either basic-skills deficient or an English language learner must be "low-income." Each youth must be provided an Individual Service Strategy.

### **WorkFirst New Jersey (WFNJ) Temporary Assistance to Needy Families (TANF)**

The WorkFirst New Jersey Temporary Assistance to Needy Families (TANF) program is designed to provide adults with dependent children that are welfare applicants, recipients, and non-cash recipients a connection to the labor market resulting in unsubsidized employment that leads to self-sufficiency. Individuals receiving public assistance are mandated to participate in work experience activities that provide an individual with an opportunity to acquire the general skills, training, knowledge and work habits necessary to obtain employment. Programs are to provide services to assist these individuals with job placement; transitional employment and other employment related training and support services they need to make the successful progression into long-term unsubsidized employment.

### **WorkFirst New Jersey (WFNJ) General Assistance (GA)**

The WorkFirst NJ General Assistance (GA) program provides welfare services for individuals and couples without children. The goal of the WorkFirst New Jersey program is to help people get off welfare, secure employment and become self-

## **DEFINITIONS FOR TIME ALLOCATION & SALARY CERTIFICATION FORM**

sufficient, through job training, education and work activities. Individuals receiving public assistance are mandated to participate in work experience activities that assist these individuals with job placement, transitional employment and other employment related training and support services they need to make the successful progression into long-term unsubsidized employment.

### **Workforce Development Partnership (WDP) Counselor**

Workforce Development Partnership Program - Dislocated Worker- Employer Focused (WDPDW-EF) funds are available to New Jersey Workforce Development Boards (Wills) to support job driven training programs that will lead New Jersey's dislocated workers, including the long-term unemployed and Unemployment Insurance (UI) exhaustees to meaningful employment. In utilizing these funds, WDBs are encouraged to strengthen and expand existing partnerships with employers and education/training providers.

### **Workforce Learning Link Case Management (WLL)**

Case managers will conduct an interview with the client and develop an Individual Employment Program based on the academic and skills assessment of the client. The appropriate educational/training program will be based on the client's assessment. Services include counseling and career planning.

### **Workforce Learning Link Instruction (WLL)**

The mission of the WLL is to provide **short-term services** to enhance basic skills in order for customers to secure or improve their level of employment and attain a level of self-sufficiency. This may include obtaining additional training, English as a Second Language educational services, or basic computer skills. The program will provide overall readiness to enter the workforce, further career opportunities, advance to higher education and/or enhance already acquired skills. Attendance records must be kept.

### **WorkFirst New Jersey (WFNJ) Case Management**

WFNJ Case Management helps clients become and stay employed by offering employment and training opportunities through the One Stop Career Center and/or Division of Social Services. Clients are referred to work experience activities that take into account academic and skill level assessments. Case managers arrange and coordinate supports such as childcare and transportation related expenses for clients while participating in work activities.

All TANF participants must have an Employability Development Plan completed within two weeks of being referred to the One-Stop System for "to work" services. The TANF registrant must complete a "Rights and Responsibilities" statement.

### **WorkFirst New Jersey (WFNJ) Work Verification**

Work Verification funding is used for verification of the time and attendance of the TANF individuals to the Department of Human Services (DHS) e-Time system. Funds are to be used to verify hours and follow-up with vendors who are delayed with their date-entry: it is not to be used for actual data-entry of time and attendance into the system.

### **Non-County**

Salaries and expenses charged to county funds or other grants, e.g., Community Development Block Grant (CDBG).