

RESOLUTION OF THE UNION COUNTY WORKFORCE DEVELOPMENT BOARD ADOPTING THE PROGRAM YEAR 2025 UNION COUNTY WORKFORCE DEVELOPMENT AREA BUDGET.

WHEREAS, the Union County Workforce Development Area Budget is generally comprised of funding from the New Jersey Department of Labor and Workforce Development funding from various federal and state grants including, but not limited to, Workforce Innovation and Opportunity Act ("WIOA"), which includes funding for Adults, Youth and Dislocated Workers; WIOA Data Reporting and Analysis Allocation funding; and Work First New Jersey ("WFNJ"), which includes funding from Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP) Employment and Training; and

WHEREAS, the New Jersey Department of Labor and Workforce Development has provided a Notice of Award for the following non-competitive grants, and their respective award amounts, to the Program Year 2025 Union County Workforce Development Area Budget: WIOA Adult in the amount of \$1,402,091; WIOA Dislocated Worker in the amount of \$2,153,345; WIOA Youth in the amount of \$1,373,503; WIOA Data Reporting and Analysis Allocation funding in the amount of \$12,971; WFNJ TANF in the amount of \$1,500,000; and WFNJ SNAP in the amount of \$713,669; for a total Program Year 2025 Union County Workforce Development Area Budget of \$7,155,579; and

WHEREAS, the Program Year 2025 Union County Workforce Development Area Budget is comprised of New Jersey Department of Labor and Workforce Development federal and state grant funding scheduled for utilization under the cost objectives related to the administration and delivery of program services as defined by the respective grants' corresponding statutes, regulations, technical guidance, policies, and procedures; and

WHEREAS, the terms "one-stop career center" and "American Job Center" are synonymous and interchangeable with one another; the terms "one-stop career center operator" and "American Job Center operator" are synonymous and interchangeable with one another; the terms "one-stop career center partners" and "American Job Center Partners" are synonymous and interchangeable with one another; and the definitions of all the terms related to the Workforce Innovation and Opportunity Act may be found in at Public Law 113-128-- July 22, 2014, § 3- Definitions; and

WHEREAS, the New Jersey Department of Labor and Workforce Development FY26 WFNJ Addendum to Notice of Award, covering the period from October 1, 2025 through September 30, 2026, establishes program goals and outcomes requiring the Union County Workforce Development Board to enroll and serve 200 TANF participants and 95 SNAP participants, for a total of 295 participants; and all enrolled participants must be provided with assessments/registration, case management, Individual Employment Plans (IEP), career services, training services, and supportive services; and the program must achieve at least 80% placement of all participants in unsubsidized employment and at least 60% retention of those placed in employment for at least 180 days; and WDBs are required to submit WorkFirst New Jersey (WFNJ) program dashboards with monthly invoices to be eligible for reimbursement, with failure to submit dashboards or meet established performance goals resulting in rescission of WFNJ funding; and

NOW THEREFORE BE IT RESOLVED, by the Union County Workforce Development Board, that pursuant to 20 C.F.R. § 678.305, one-stop operations funding shall be utilized to operate a comprehensive one-stop career center wherein the following participant career services are provided: (1) career services, as defined under § 134(c)(2) of WIOA and under 20 C.F.R. § 678.430; (2) access to training services, as defined under § 134(c)(3)(D) of WIOA and under 20 C.F.R. § 680.200; (3) access to employment and training activities, as defined under § 134(d) of WIOA; and (4) access to programs and activities delivered by the one-stop partners, as defined in § 121(b)(1)(B) of WIOA and in 20 C.F.R. § 678.400 through 20 C.F.R. § 678.410; and

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BE IT FURTHER RESOLVED, by the Union County Workforce Development Board, that pursuant to 20 C.F.R. § 678.430, career services shall comprise the following three categories:

1. Basic Career Services, which must be made available to all individuals seeking services served in the one-stop delivery system, and include, but are not limited to:
 - a. Determinations of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs;
 - b. Outreach, intake, and orientation to information and other services available through the one-stop delivery system;
 - c. Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive service needs;
 - d. Labor exchange services, including job search and placement assistance, and, when needed by an individual, career counseling;
 - e. Provision of information on in-demand industry sectors and occupations and nontraditional employment;
 - f. Provision of referrals to and coordination of activities with other programs and services;
 - g. Provision of workforce and labor market employment statistics information;
 - h. Provision of performance information and program cost information on eligible providers of training services;
 - i. Provision of information about how the local area is performing on local performance accountability measures;
 - j. Provision of information relating to the availability of supportive services or assistance;
 - k. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA; and
 - l. Provision of information and assistance regarding filing claims for unemployment compensation.
2. Individualized Career Services, which must be made available if determined to be appropriate in order for an individual to obtain or retain employment, and include, but are not limited to:
 - a. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers;
 - b. Development of an individual employment plan;
 - c. Group counseling;
 - d. Individual counseling;

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- e. Career planning;
 - f. Short-term pre-vocational services;
 - g. Internships and work experiences that are linked to careers;
 - h. Workforce preparation activities;
 - i. Financial literacy services;
 - j. Out-of-area job search assistance and relocation assistance; and
 - k. English language acquisition and integrated education and training programs.
3. Follow-up Services, which must be provided, as appropriate, including counseling regarding the workplace, for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.

BE IT FURTHER RESOLVED, by the Union County Workforce Development Board, that pursuant to 20 C.F.R. § 680 one-stop operations funding shall be utilized to provide participant career services to adult and dislocated workers, and to provide or make available the 14 program elements or activities to youth participants, as described in 20 C.F.R. § 681.460; and/or to make the aforementioned services to adults, dislocated workers, and youth available through the procurement of affiliated one-stop site career service providers, pursuant to 20 C.F.R. § 678.310; and

BE IT FURTHER RESOLVED, by the Union County Workforce Development Board, that in accordance with 20 C.F.R. § 681.460, the following 14 program elements shall be made available to youth participants:

- 1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
- 2. Alternative secondary school services, or dropout recovery services, as appropriate;
- 3. Paid and unpaid work experiences that have as a component academic and occupational education, which may include:
 - a. Summer employment opportunities and other employment opportunities available throughout the school year;
 - b. Pre-apprenticeship programs;
 - c. Internships and job shadowing; and
 - d. On-the-job training opportunities;
- 4. Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area;

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5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
7. Supportive services;
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
9. Follow-up services for not less than 12 months after the completion of participation, as appropriate;
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
14. Activities that help youth prepare for and transition to postsecondary education and training.

BE IT FURTHER RESOLVED, by the Union County Workforce Development Board, that one-stop operations funding shall be utilized to provide participants access to work-based training opportunities as follows: (1) on-the-job training pursuant to 20 C.F.R. § 680.700; (2) individual training account pursuant to 20 C.F.R. § 663.410 , 20 C.F.R. § 680.300 and 20 C.F.R. § 680.750; (3) internships or work experience pursuant to 20 C.F.R. § 680.180 (4) transitional jobs pursuant to 20 C.F.R. § 680.190; (5) customized training pursuant to 20 C.F.R. § 680.770; (6) incumbent worker training pursuant to 20 C.F.R. § 680.780; (7) registered apprenticeships pursuant to 20 C.F.R. § 681.480;

BE IT FURTHER RESOLVED, by the Union County Workforce Development Board, that payment for work-based training opportunities shall be arranged through Cost-Reimbursement Agreements; Cost-reimbursement agreements are contractual arrangements where the Comprehensive One Stop Operator (American Job Center Operator), the Comprehensive One Stop Career Center Provider for Adult and Dislocated Worker Services, and/or the Comprehensive One Stop Career Center Provider for Youth Services agree to reimburse employers for actual costs associated with providing work-based learning, employment, training services, and/or supportive services.

BE IT FURTHER RESOLVED, by the Union County Workforce Development Board, that one-stop operations funding shall make available to participants the provision of Supportive Services, as defined by WIOA § 3(59), § 134(d)(2) and (3), and 20 C.F.R. § 680.900, including, but not limited to: (a) linkages to community services; (b) assistance with transportation; (c) assistance with child care and dependent care; (d) assistance with housing; (e) needs-related payments, as described at 20 C.F.R. § 680.930, 680.940, 680.950, 680.960, and 680.970; (f) assistance with educational testing; (g) reasonable accommodations for individuals with disabilities; (h) legal aid services; (i) referrals to health care; (j) assistance

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with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear; (k) assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and (l) payments and fees for employment and training-related applications, tests, and certifications; and

BE IT FURTHER RESOLVED, by the Union County Workforce Development Board, that one-stop operations funding shall make the provision of business services to large and small employers pursuant to 20 C.F.R. § 678.435, including but not limited to, (a) certain career services; (b) customized business services; and (c) business services and strategies that meet the needs of employers; and

BE IT FURTHER RESOLVED, by the Union County Workforce Development Board, that the comprehensive one-stop career center is authorized to encumber the Program Year 2025 Union County Workforce Development Area Budget for participant career services starting July 1, 2025 and to modify the Work-Based Training budgets to accommodate participant demand for training and/or employer service needs; and

BE IT FURTHER RESOLVED, by the Union County Workforce Development Board that, pursuant to 7 C.F.R. § 273.7, N.J.A.C. § 10:90 Work First New Jersey, the Work First New Jersey Act under N.J.S.A. 44:10-55 through 44:10-70, and in alignment with the New Jersey TANF State Plan for FFY 2025-2026, one-stop operations funding shall be utilized to operate a comprehensive one-stop career center wherein:

1. Work First New Jersey participants---including adult recipients and teen parents receiving Temporary Assistance to Needy Families, General Assistance, and Supplemental Nutritional Assistance Program---are case managed and enrolled in program activities, services, and/or training, as described in N.J.A.C. § 10:90-4.3, thereby fulfilling work activity participation requirements authorized under N.J.A.C. § 10:90-4.2;
2. The following TANF work activities are implemented and supported:
 - a. Unsubsidized employment
 - b. Subsidized private sector employment
 - c. Subsidized public sector employment
 - d. Work experience programs
 - e. On-the-job training
 - f. Job search and job readiness assistance
 - g. Community service programs
 - h. Vocational educational training
 - i. Job skills training directly related to employment
 - j. Education directly related to employment
 - k. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence

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3. Job preparation, work experience, training, and support services are provided to help TANF recipients enter the workforce, with a focus on meeting the minimum work requirement of 35 hours per week for single custodial parents and a combined average of at least 35 hours per week for two-parent families;
4. The One-Stop Career Centers (OSCC) system is utilized to maximize opportunities for self-sufficiency, employment retention, and career advancement for TANF recipients;
5. The Early Employment Initiative (EEI) is implemented for TANF-eligible adults with recent work history, providing immediate job search assistance and support services;
6. The Career Advancement Voucher Program (CAVP) is supported to provide educational and occupational training opportunities for eligible post-TANF recipients to foster career advancement;
7. Coordination with the New Jersey Department of Labor and Workforce Development is maintained to ensure proper implementation of these work activities and to facilitate efficient management and expedient use of TANF funds related to employment services;
8. Compliance with federal and state regulations regarding TANF work requirements is maintained, including proper documentation and verification of hours worked;
9. Ongoing program evaluation and quality assurance efforts are conducted to ensure the effective and efficient delivery of employment-related services to TANF recipients.

BE IT FURTHER RESOLVED, by the Union County Workforce Development Board, that the comprehensive one-stop career center, the one-stop career center partners, and the affiliated one-stop service site operators, shall comply with the general provisions of 29 C.F.R. Part 38, Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act, pursuant to § 188 of WIOA.

BE IT FURTHER RESOLVED, by the Union County Workforce Development Board, that the comprehensive one-stop career center, the one-stop career center partners, and the affiliated one-stop service site operators, shall comply with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (also known as the Uniform Guidance), pursuant to 2 C.F.R. Part 200 and 2 C.F.R. Part 2900; and

BE IT FURTHER RESOLVED, by the Union County Workforce Development Board, that one-stop career center partners, and affiliated one-stop service site operators, shall meet, or exceed the expected levels of performance for each of the core and supplemental programs, including the Workforce Innovation and Opportunity Act and Work First New Jersey, pursuant to WIOA, § 116(b)(3)(A)(iv); and

BE IT FINALLY RESOLVED, by the Union County Workforce Development Board, as follows:

1. The above recitals are incorporated herein as if fully set forth at length.
2. The Program Year 2025 Union County Workforce Development Area Budget is hereby adopted in the form attached hereto.

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3. This resolution shall be submitted to the Union County Board of County Commissioners for concurrence or approval.
4. The Office of the Union County Workforce Development Board shall fulfill all necessary requirements to publish a proper public notice for this resolution as mandated by New Jersey law.
5. The Office of the Union County Workforce Development Board is authorized to coordinate with the Union County Department of Finance as Fiscal Agent to transfer funds or modify the Union County Workforce Development Area Budgets to facilitate efficient management and expedient use of funds, if and as needed.
6. The Union County Workforce Development Board of Directors shall be notified of any budget transfers or modifications made to the Union County Workforce Development Area Budgets.
7. The Office of the Union County Workforce Development Board is authorized to coordinate with the Fiscal Agent to correct errors and/or omissions in the Union County Workforce Development Area Budgets, If and as needed.
8. All funds authorized within this resolution shall be utilized in a manner compliant with the applicable Uniform Administrative Requirements, Cost Principles, and Audit Requirements as described in the Code of Federal Regulations, ensuring that expenditures are allowable, allocable, and reasonable.
9. Funding approved by way of this Resolution shall be utilized in a manner that is consistent with the goals and objectives of the approved Union County Workforce Development Board's Strategic Plan for 2022-2026; helps to achieve the performance outcomes as approved by the United States Department of Labor, the New Jersey Department of Labor and the Union County Workforce Development Board; and, conforms with all federal, state and local policies, procedures and guidance.
10. Funding approved through this Resolution must be utilized by all parties in accordance with the goals and objectives specified in the Scope of Work of the respective grant.
11. The Union County Workforce Development Board Chairperson and Vice Chair are authorized to execute the approved resolution and/or contract on behalf of the Union County Workforce Development Board and to coordinate with the Director of the Office of the Union County Workforce Development Board to take any necessary actions to implement the approved resolution and/or contract.
12. This Resolution shall take immediate effect upon passage.

ADOPTED ON OCTOBER 15, 2025

Stan Robinson, Jr., Chair
Union County Workforce Development Board

Erich Peter, Vice Chair
Union County Workforce Development Board

Category	WIOA Adult	WIOA In School Youth	WIOA Out of School Youth	WIOA Dislocated Worker	WIOA Data	WIOA Subtotal	WFNJ TANF	WFNJ SNAP	WFNJ Subtotal	Total
TOTAL BUDGET ALLOCATION	\$1,402,091	\$343,375	\$1,030,128	\$2,153,345	\$12,971	\$4,941,910	\$1,500,000	\$713,669	\$2,213,669	\$7,155,579
ADMINISTRATION										
Wages	\$83,191	\$20,374	\$61,121	\$127,765	\$0	\$292,451	\$89,000	\$42,344	\$131,344	\$423,795
Fringe Benefits	\$54,074	\$13,243	\$39,729	\$83,047	\$0	\$190,093	\$57,850	\$27,524	\$85,374	\$275,467
Legal	\$2,944	\$721	\$2,163	\$4,523	\$0	\$10,351	\$3,150	\$1,499	\$4,649	\$15,000
Total Administration	\$140,209	\$34,338	\$103,013	\$215,335	\$0	\$492,895	\$150,000	\$71,367	\$221,367	\$714,262
OPERATIONS										
Wages	\$17,932	\$4,393	\$13,176	\$27,544	\$0	\$63,045	\$19,185	\$9,126	\$28,311	\$91,356
Fringe Benefits	\$11,656	\$2,856	\$8,564	\$17,904	\$0	\$40,980	\$12,470	\$5,932	\$18,402	\$59,382
Total Operations	\$29,588	\$7,249	\$21,740	\$45,448	\$0	\$104,025	\$31,655	\$15,058	\$46,713	\$150,738
REGULATORY OPERATING										
Training & Education Professional Development	\$3,097	\$6,876	\$20,633	\$43,148	\$0	\$73,754	\$30,055	\$14,303	\$44,358	\$118,112
AOSOS Monitoring Professional Services	\$10,000	\$10,000	\$10,000	\$20,000	\$0	\$50,000	\$0	\$0	\$0	\$50,000
Equipment/MOU/IFA/Misc	\$12,782	\$16,538	\$42,115	\$35,261	\$12,971	\$119,667	\$0	\$1,231	\$1,231	\$120,898
Total Regulatory Operating	\$25,879	\$33,414	\$72,748	\$98,409	\$12,971	\$243,421	\$30,055	\$15,534	\$45,589	\$289,010
PROVIDER OF CAREER SERVICES (CONTRACTED)										
American Job Center Operator	\$25,000	\$25,000	\$25,000	\$25,000	\$0	\$100,000	\$0	\$0	\$0	\$100,000
Provider Career Services	\$375,000	\$0	\$0	\$625,000	\$0	\$1,000,000	\$488,290	\$211,710	\$700,000	\$1,700,000
Provider of Youth Career Services	\$50,000	\$200,000	\$350,000	\$0	\$0	\$600,000	\$0	\$0	\$0	\$600,000
Total Provider of Career Services	\$450,000	\$225,000	\$375,000	\$650,000	\$0	\$1,700,000	\$488,290	\$211,710	\$700,000	\$2,400,000
PARTICIPANT CAREER SERVICES (CONTRACTED)										
Work Based Learning	\$606,415	\$43,374	\$107,627	\$1,044,153	\$0	\$1,801,569	\$0	\$0	\$0	\$1,801,569
Supportive Services	\$100,000	\$0	\$0	\$100,000	\$0	\$200,000	\$0	\$0	\$0	\$200,000
Work Activities/Case Management	\$50,000	\$0	\$350,000	\$0	\$0	\$400,000	\$800,000	\$400,000	\$1,200,000	\$1,600,000
Total Participant Career Services	\$756,415	\$43,374	\$457,627	\$1,144,153	\$0	\$2,401,569	\$800,000	\$400,000	\$1,200,000	\$3,601,569
TOTAL ALLOCATED	\$1,402,091	\$343,375	\$1,030,128	\$2,153,345	\$12,971	\$4,941,910	\$1,500,000	\$713,669	\$2,213,669	\$7,155,579