Union County Workforce Development Board
Amending the Program Year 2026 Union County Workforce Development Area Budget

Resolution Number:	Reso-2026-24
Date of Adoption:	October 28, 2026
Subject:	Amending Resolution No. 2026-14 and the Program Year 2026 Union County Workforce Development Area Budget to Incorporate the Fiscal Year 2027 Work First New Jersey TANF and SNAP Allocations ($2,277,660)

WHEREAS, on July 29, 2026, the Union County Workforce Development Board (UCWDB) adopted Resolution No. 2026-14, adopting the Program Year 2026 Union County Workforce Development Area Budget reflecting the Workforce Innovation and Opportunity Act (WIOA) allocations awarded by the New Jersey Department of Labor and Workforce Development (NJDOL): WIOA Adult in the amount of $1,468,418; WIOA Dislocated Worker in the amount of $1,971,867; WIOA Youth in the amount of $1,422,680; and WIOA Data Reporting and Analysis Allocation funding in the amount of $12,971; for a total of $4,875,936; and

WHEREAS, on July 30, 2026, the Union County Board of County Commissioners adopted Resolution No. 2026-540, concurring with UCWDB Resolution No. 2026-14 in the total award amount not to exceed $4,875,936; and

WHEREAS, Resolution No. 2026-14 provides that the Work First New Jersey (WFNJ) Temporary Assistance for Needy Families (TANF) and General Assistance/Supplemental Nutrition Assistance Program (GA/SNAP) allocations, together with their corresponding program activities, work requirements, and performance goals, shall be incorporated into the Program Year 2026 Union County Workforce Development Area Budget by subsequent budget modification upon issuance of the applicable Notices of Award; and

WHEREAS, NJDOL has issued the Fiscal Year 2027 WorkFirst New Jersey (TANF) and SNAP Notice of Award dated September 30, 2026, allocating $2,277,660 to the County of Union for the period of performance October 1, 2026 through September 30, 2027, as follows:

> **(a) WFNJ TANF,** $1,425,555, consisting of Work Activities/Case Management in the amount of $1,375,555, Needs Based Work Support in the amount of $25,000, and Work Verification in the amount of $25,000; and
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> **(b) WFNJ SNAP,** $852,105, for SNAP Work Activities/Case Management, inclusive of $25,000 allocated for Needs Based Work Supports; and

WHEREAS, the Notice of Award establishes the following minimum Program Year 2026/Fiscal Year 2027 WFNJ (TANF) and SNAP performance goals, to be assessed quarterly and annually: Level of Service of 75% of referrals; Work-Based Learning activity/component enrollments of 10 for WFNJ (TANF) and 10 for SNAP; Placement in Employment of 60%; Retention in the second quarter after exit of 50%; and Retention in the fourth quarter after exit of 40%; and

WHEREAS, NJDOL Workforce Development guidance WD-PY24-2 provides that no more than 10% of WFNJ funds may be expended on administrative costs, and recommends that local areas

allocate and spend at least 40% of WFNJ funds on expenditures that directly support jobseekers and employers; and

WHEREAS, the amended budget incorporates the WFNJ allocations, realigns certain line items within the WIOA funding streams while leaving each WIOA funding-stream total adopted by Resolution No. 2026-14 unchanged, and allocates the WFNJ funds among the budget categories as follows:

Administration: WFNJ TANF $142,555; WFNJ SNAP $85,210 (10% of each allocation);

Operations: WFNJ TANF $28,911; WFNJ SNAP $17,393;

Regulatory Operating: WFNJ TANF $35,467; WFNJ SNAP $23,026;

American Job Center Operator: WFNJ TANF $15,000; WFNJ SNAP $5,000;

Provider Career Services: WFNJ TANF $424,255; WFNJ SNAP $233,678;

Work Based Learning Opportunities, inclusive of Individual Training Accounts: WFNJ TANF $660,867; WFNJ SNAP $433,922;

Supportive Services: WFNJ TANF $68,500; WFNJ SNAP $28,876;

Needs-Based Work Supports: WFNJ TANF $25,000; WFNJ SNAP $25,000; and

Work Verification: WFNJ TANF $25,000;

WHEREAS, the amended budget allocates to the American Job Center Operator a total of $85,000, consisting of $65,000 in WIOA funds (Adult $20,000; In-School Youth $10,000; Out-of-School Youth $15,000; Dislocated Worker $20,000) and $20,000 in WFNJ funds (TANF $15,000; SNAP $5,000), and to Provider Career Services a total of $1,400,000, consisting of $742,067 in WIOA funds (Adult $301,990; Dislocated Worker $440,077) and $657,933 in WFNJ funds (TANF $424,255; SNAP $233,678), which amounts reflect the second option year maximums of the agreements with UCDHS less the costs incurred from July 1, 2026 through September 30, 2026, as further set forth herein; and

WHEREAS, the amended budget realigns the following WIOA line items adopted by Resolution No. 2026-14, with no change to any WIOA funding-stream total: (a) Administration wages, fringe benefits, and legal are restated to $283,050, $189,627, and $13,620, respectively, to reflect the current staff salary estimate, with Total Administration unchanged at $486,297; (b) Operations is reduced from $325,632 to $152,799; (c) Equipment/MOU/IFA/Misc is increased from $119,400 to $307,233; (d) American Job Center Operator is reduced from $100,000 to $65,000; and (e) Work Based Learning is increased from $1,800,119 to $1,820,119; and

WHEREAS, the amended Program Year 2026 Union County Workforce Development Area Budget totals $7,153,596, consisting of $4,875,936 in WIOA funds and $2,277,660 in WFNJ funds, and directs approximately 53% of the WFNJ TANF allocation and 57% of the WFNJ SNAP allocation to work-based learning, Individual Training Accounts, supportive services, and needs-based work supports; and

WHEREAS, the amended budget also corrects a computational error in the Total WIOA Budget column of the schedule attached to Resolution No. 2026-14, in which Total Administration was

stated as $486,509 rather than the correct sum of $486,297, without change to the $4,875,936 WIOA total; and

WHEREAS, because the Fiscal Year 2027 WFNJ Notice of Award had not been issued, the Executive Committee, on September 16, 2026, adopted, as temporary measures, Resolution Nos. 2026-18 and 2026-19 (UCBCC Resolution Nos. 2026-640 and 2026-641, adopted September 30, 2026), extending the American Job Center Operator and Provider of Career Services agreements with the County of Union Department of Human Services (UCDHS), inclusive of the Union County American Job Center (UCAJC), from October 1, 2026 through December 31, 2026, in amounts not to exceed $25,000 and $300,000, respectively, in Program Year 2025 funds, and Resolution No. 2026-20, adopting a temporary Program Year 2025 budget of $231,000 for the salaries and fringe benefits of the staff of the Office of the UCWDB for the same period, which actions the UCWDB ratified by Resolution No. 2026-23; and

WHEREAS, the second option year maximum under the agreements with UCDHS is $100,000 for the American Job Center Operator and $1,700,000 for the Provider of Career Services for the period July 1, 2026 through June 30, 2027; costs of $14,645.76 and $269,495.83, respectively, were incurred from July 1, 2026 through September 30, 2026; and the amended budget therefore allocates $85,000 to the American Job Center Operator and $1,400,000 to Provider Career Services for the period October 1, 2026 through June 30, 2027; and

WHEREAS, NJDOL requires that the oldest available grant funds be expended first, and the salaries and fringe benefits of the staff of the Office of the UCWDB shall continue to be charged on a first-in, first-out basis; now, therefore,

NOW, THEREFORE, BE IT RESOLVED, by the Union County Workforce Development Board, that Resolution No. 2026-14 is hereby amended to incorporate the Fiscal Year 2027 Work First New Jersey TANF and SNAP allocations and to realign the WIOA line items as set forth herein, and that the amended Program Year 2026 Union County Workforce Development Area Budget, in the total amount of $7,153,596 and in the form attached hereto (Program Year 2026 Budget – Amended with WFNJ), is hereby adopted; and

BE IT FURTHER RESOLVED that, pursuant to 7 C.F.R. § 273.7, N.J.A.C. 10:90, and the Work First New Jersey Act, N.J.S.A. 44:10-55 through 44:10-70, and as set forth in Resolution No. 2026-14, WFNJ TANF and SNAP funds shall be utilized to case manage Work First New Jersey participants and to enroll them in work activities, services, and training, including work-based learning, Individual Training Accounts for occupational skills training, supportive services, needs-based work supports, and the verification of work activity participation, with co-enrollment in WIOA Adult and Dislocated Worker programs where appropriate; and

BE IT FURTHER RESOLVED that the Union County Workforce Development Board, the comprehensive one-stop career center, and its partners shall pursue the performance goals

established in the Notice of Award, and shall submit WorkFirst New Jersey program dashboards with monthly invoices as required for reimbursement; and

BE IT FURTHER RESOLVED that, should NJDOL modify the WFNJ amounts set forth in the Notice of Award, the Office of the Union County Workforce Development Board is authorized to coordinate with the Union County Department of Finance, as Fiscal Agent, to conform the WFNJ budget lines to the modified Notice of Award in the proportions adopted herein, provided that any change of 10% or more of a funding allocation shall be returned to the Board for action; and

BE IT FURTHER RESOLVED that, effective upon adoption, this Resolution supersedes Resolution Nos. 2026-18 and 2026-19; costs incurred under the American Job Center Operator and Provider of Career Services agreements with UCDHS, inclusive of the UCAJC, on or after October 1, 2026 shall be charged to the Program Year 2026 accounts established in the amended budget, and the Office of the Union County Workforce Development Board, in coordination with the Fiscal Agent, is authorized to process the journal entries necessary to transfer to those accounts any such costs charged to Program Year 2025 accounts; and total charges for the period October 1, 2026 through June 30, 2027 shall not exceed $85,000 for the American Job Center Operator and $1,400,000 for the Provider of Career Services; and

BE IT FURTHER RESOLVED that the staff salary and fringe benefit lines of the amended budget shall govern the staff of the Office of the Union County Workforce Development Board for Program Year 2026; that, consistent with the first-in, first-out requirement, such costs shall continue to be charged to available Program Year 2025 funds, including under Resolution No. 2026-20, until those funds are exhausted, and thereafter to Program Year 2026 funds; that the Office of the Union County Workforce Development Board, in coordination with the Fiscal Agent, is authorized to process the journal entries and transfers necessary to apply the first-in, first-out method and to reallocate any resulting Program Year 2026 balances within the amended budget; and that the Board shall be notified of all such entries, transfers, and reallocations; and

BE IT FURTHER RESOLVED that all other provisions of Resolution No. 2026-14 not specifically amended herein shall remain in full force and effect; 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 amended Program Year 2026 Union County Workforce Development Area Budget is hereby adopted in the form attached hereto.
3. This resolution shall be submitted to the Union County Board of County Commissioners for concurrence or approval, including the amendment of Board of County Commissioners Resolution No. 2026-540 and the supersession of Board of County Commissioners Resolution Nos. 2026-640 and 2026-641.

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 Strategic Plan Update, Two-Year Modification Plan, December 2025; 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. The Union County Workforce Development Board Chairperson and Vice Chair are authorized to execute the approved resolution 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.

11. This Resolution shall take immediate effect upon passage.

ADOPTED ON OCTOBER 28, 2026

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Stan Robinson, Jr., Chair	Erich Peter, Vice Chair
Union County Workforce Development Board	Union County Workforce Development Board

Category	WIOA Adult	WIOA In School Youth	WIOA Out of School Youth	WIOA Dislocated Worker	WIOA Data	Total WIOA Budget	WFNJ TANF	WFNJ SNAP	Total WFNJ Budget	Total PY2026 Budget
TOTAL BUDGET ALLOCATION	**$1,468,418**	**$355,670**	**$1,067,010**	**$1,971,867**	**$12,971**	**$4,875,936**	**$1,425,555**	**$852,105**	**$2,277,660**	**$7,153,596**
Administration (10% cap)	**$146,842**	**$35,567**	**$106,701**	**$197,187**	**$0**	**$486,297**	**$142,555**	**$85,210**	**$227,765**	**$714,062**
ADMINISTRATION										
Wages	$85,500	$20,700	$62,100	$114,750	$0	**$283,050**	$83,000	$49,600	**$132,600**	**$415,650**
Fringe Benefits	$57,229	$13,871	$41,612	$76,915	$0	**$189,627**	$55,562	$33,223	**$88,785**	**$278,412**
Legal	$4,113	$996	$2,989	$5,522	$0	**$13,620**	$3,993	$2,387	**$6,380**	**$20,000**
Total Administration	**$146,842**	**$35,567**	**$106,701**	**$197,187**	**$0**	**$486,297**	**$142,555**	**$85,210**	**$227,765**	**$714,062**
OPERATIONS										
Wages	$27,628	$6,692	$20,076	$37,100	$0	**$91,496**	$17,522	$10,541	**$28,063**	**$119,559**
Fringe Benefits	$18,511	$4,484	$13,451	$24,857	$0	**$61,303**	$11,389	$6,852	**$18,241**	**$79,544**
Total Operations	**$46,139**	**$11,176**	**$33,527**	**$61,957**	**$0**	**$152,799**	**$28,911**	**$17,393**	**$46,304**	**$199,103**
REGULATORY OPERATING										
Training & Education Professional Development	$3,244	$7,122	$21,372	$39,512	$0	**$71,250**	$13,750	$10,745	**$24,495**	**$95,745**
Professional Services	$10,473	$10,358	$10,358	$18,314	$0	**$49,503**	$0	$0	**$0**	**$49,503**
Equipment/MOU/IFA/Misc	$93,985	$18,462	$32,615	$149,200	$12,971	**$307,233**	$21,717	$12,281	**$33,998**	**$341,231**
Total Regulatory Operating	**$107,702**	**$35,942**	**$64,345**	**$207,026**	**$12,971**	**$427,986**	**$35,467**	**$23,026**	**$58,493**	**$486,479**
PROVIDER OF CAREER SERVICES (CONTRACTED)										
American Job Center Operator	$20,000	$10,000	$15,000	$20,000	$0	**$65,000**	$15,000	$5,000	**$20,000**	**$85,000**
Provider Career Services	$301,990	$0	$0	$440,077	$0	**$742,067**	$424,255	$233,678	**$657,933**	**$1,400,000**
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	**$371,990**	**$210,000**	**$365,000**	**$460,077**	**$0**	**$1,407,067**	**$439,255**	**$238,678**	**$677,933**	**$2,085,000**
PARTICIPANT CAREER SERVICES (CONTRACTED)										
Work Based Learning Opportunities / Work Experience for Youth	$638,649	$62,985	$164,437	$954,048	$0	**$1,820,119**	$660,867	$433,922	**$1,094,789**	**$2,914,908**
Supportive Services	$104,731	$0	$0	$91,572	$0	**$196,303**	$68,500	$28,876	**$97,376**	**$293,679**
Needs-Based Work Supports (WFNJ)	$0	$0	$0	$0	$0	**$0**	$25,000	$25,000	**$50,000**	**$50,000**
Work Verification (WFNJ TANF)	$0	$0	$0	$0	$0	**$0**	$25,000	$0	**$25,000**	**$25,000**
Work Activities/Case Management	$52,365	$0	$333,000	$0	$0	**$385,365**	$0	$0	**$0**	**$385,365**
Total Participant Career Services	**$795,745**	**$62,985**	**$497,437**	**$1,045,620**	**$0**	**$2,401,787**	**$779,367**	**$487,798**	**$1,267,165**	**$3,668,952**
TOTAL ALLOCATED	**$1,468,418**	**$355,670**	**$1,067,010**	**$1,971,867**	**$12,971**	**$4,875,936**	**$1,425,555**	**$852,105**	**$2,277,660**	**$7,153,596**
REMAINING BUDGET	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**