

# WIOA Technical Assistance July 9, 2020

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Montana Department of  
**LABOR & INDUSTRY**

# ZOOM Overview

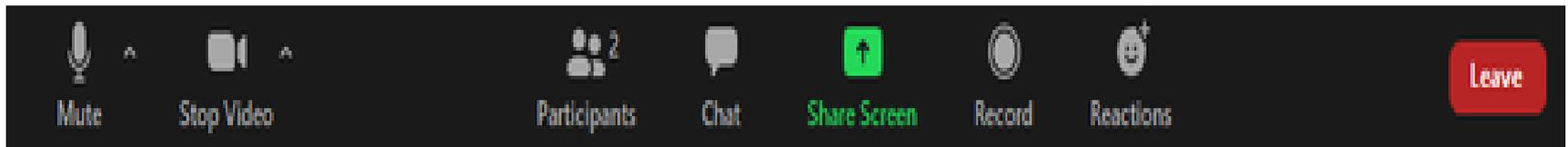
When you join a Zoom meeting hosted by another user, you are considered an attendee. The user who scheduled the meeting or was selected to be the alternative host (if the host is unable to join) will have host controls.

Below is a link to a Zoom overview video, made by Zoom, that you may find useful.

<https://support.zoom.us/hc/en-us/articles/205000945-Zoom-Rooms-Overview-Video>

# ZOOM Attendee Features

The attendee controls appear at the bottom of your screen if you're not currently screen sharing.

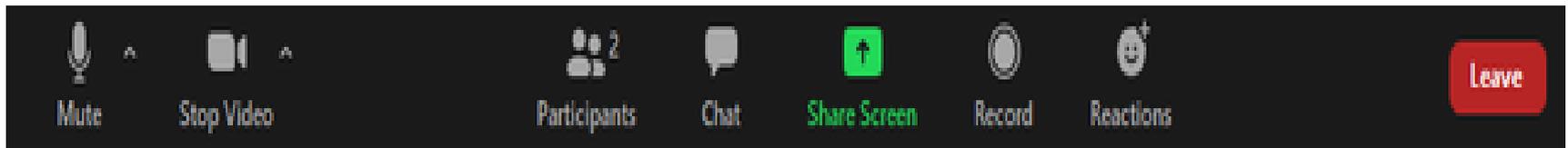


**Mute / Unmute:** Mute and unmute your microphone.

**Audio Controls (click the ^ arrow next to Mute / Unmute):** Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.

# ZOOM Attendee Features

The attendee controls appear at the bottom of your screen if you're not currently screen sharing.

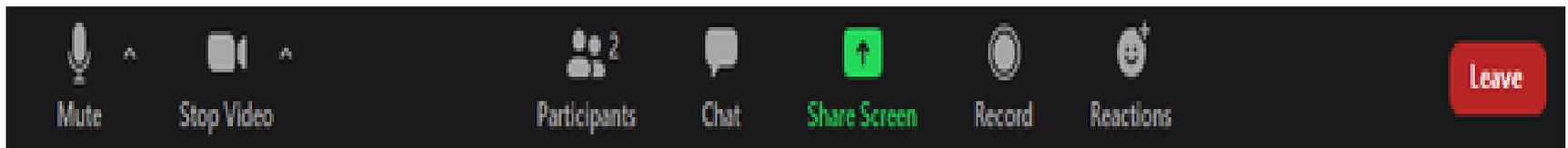


**Start Video / Stop Video:** Turns your camera on or off.

**Video Controls (click the ^ arrow next to Start Video / Stop Video):**  
Change cameras if you have multiple cameras, select a virtual background (if enabled), or access your full video settings.

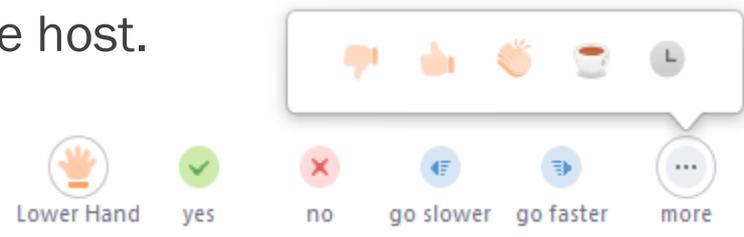
# ZOOM Attendee Features

**Participants:** See who's currently in the meeting. You can also access to these options:



**Rename:** Hover over your name and click **Rename** to change your screen name displayed to other participants.

Non-verbal feedback icons (if enabled by the host): Places an icon beside your name to quickly notify the host.



# ZOOM Attendee Features

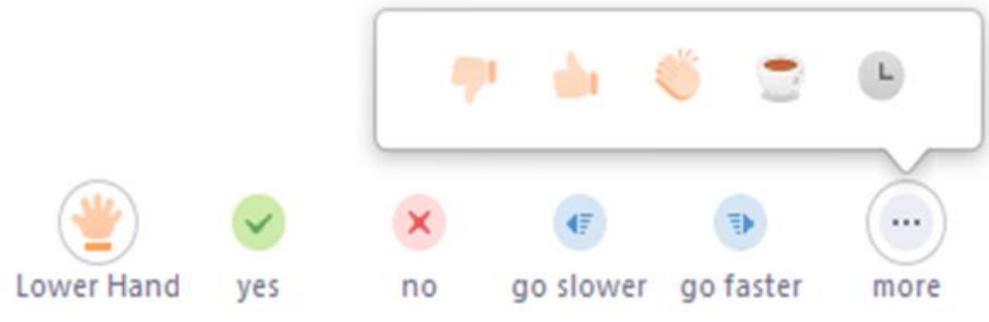
The raise hand feature in webinar allows attendees to raise their hand to indicate that they need something from the host or panelists.

Click Raise Hand in the Webinar Controls.



The host will be notified that you've raised your hand. If the host allows you to talk, you may be **prompted to unmute yourself**. While unmuted, your profile picture and name is displayed to the host and panelists. Only your name is displayed to other attendees.

Click Lower Hand to lower it if needed. This will not mute yourself if you are unmuted.



# Questions?

# New Financial Report

## USDOL Revised the ETA-9130 Financial Report

- Added new line - “Training Expenditures”
- Starts with quarter ending June 30,2020
- New revised report was sent to your Fiscal Department

## Training Expenditures should include all costs for training:

- Occupational Skills Training
- On-the-Job Training
- Adult education and literacy training
  - Adult Basic/Literacy Services/Tutoring
  - Basic Skills/Remediation
  - English as a Second Language
  - High School Equivalency
- Skill upgrade and Retraining
- Distance Learning
- Entrepreneurial Training
- Apprenticeship
- Other Employment-Related Training
- Training Related Materials/Supplies



# Questions?

# Policy Update

Revised policies posted on the WSD Policy Website and on the HUB Policy Page on July 1, 2020

- **Performance Measure Policy**
  - Current performance measures
  - Wagner-Peyser added to the list of programs with performance measures
- **WIOA Performance Reporting Requirements Policy**
- **WIOA Wage and Supplemental Data Source Policy**
  - Replaced the Wage Record Interchange System (WRIS) in the Additional Wage Records sources section with the State Wage Interchange System (SWIS).

# Policy Update Continue

- One-Stop Certification Policy
- One-Stop System Policy
- **Work Experience (WEX) Policy.** This policy has been split into three distinct WEX policies. Service providers now have the opportunity to focus on the scope, forms, process and references that make each program's WEX unique.
  - Adult WEX Policy
  - Dislocated Worker WEX Policy
  - Youth WEX Policy
- **Youth Program Policy**
  - The term reimbursement was removed from the Incentives and Stipends sections of the Youth Program Policy. Reimbursements do not apply to youth incentive or stipend payments.

# Policy Update Continued

- TAA 2002 Amendment Policy
- TAA 2009 Amendment Policy
- **Family Size and Income Determination**
  - Revised to update the Lower Living Standards Income Level (LLSIL) table for WIOA Adults and Youth programs for PY'20 and effective as of July 1, 2020

# Questions?

# Adult and Dislocated WEX

The generic WEX policy was split into three distinct WEX policies:

- Adult,
- Dislocated Worker,
- and Youth.

Each policy has a separate policy number aligned with a 2020 effective date. See WSD Policy website.

The split offers an opportunity to focus on the scope, forms, process, and references that make each program's WEX unique.

\*Youth WEX discussed by Youth Program manager.

# Questions?

# Mworks Reminders

## Mworks – Fiscal Year End

- Grace Period 13 – Pay all remaining SFY20 authorizations
- Phase II Roll-Over will be completed on July 14<sup>th</sup>
  - All payments must be entered by 3:00pm
- All outstanding authorizations will rollover and must be processed in SFY21. Mworks cannot make prior year payments.

## Also Reminder \*

- When making purchases with the company credit card – vendor must be the business where the purchase was made.  
NOT the agency!

# Questions?

# Supportive Services

- Supportive service funds may only be used to pay for services that are **reasonable and necessary** to participate in the program and address the clients **current** need.
- All Supportive Services must be requested by the client and approved by the case manager prior to purchase.
- Supportive Services do not have a cap or limit; however the “reasonable and necessary” rule must be followed.
- Supportive Service requests must be well documented with the following, but not limited to:
  - Client Request and Case Manager Approval
  - Invoice/Statement/Receipt/Description
  - Adequate justification to justify the need including a Financial Assessment

# Supportive Services Continued

## Cost Principles

- Costs Must be Reasonable and Necessary
- Costs Must be Adequately Documented
- Costs Must Be Allowable
- Costs Must be Allocable
- Costs Must Receive Consistent Treatment
- Costs Must Not be Prohibited Under Federal/State Law or Regulations
- Costs Must Not be Used for Match

**Reasonable** means cost does not exceed what would be incurred by a prudent person under prevailing circumstances when decision was made to incur the cost.

Reasonableness considerations:

- Necessary for the performance or administration of the grant
- Follow sound business practices
- Fair market prices
- Act with prudence
- No significant deviation from established prices

When making payments, the standards of reasonableness using the prudent person standards prevails. When the cost becomes high, excessive or beyond the prudent person test then those costs become questionable.

# Questions?

# TABE - Reminders

- TABE is only required for OSY that have **dropped out of school**.
- There should be no charge for WIOA clients to take the TABE.
- No longer required to take the TABE within 10 days of enrollment but within a reasonable time frame worked out between WIOA youth program staff and the Adult Education provider in their area. Now Due to COVID-19 and possible closures of some adult learning centers just case note the status of OSY and their basic skills assessments.
- Clients can be placed at worksites and/or receive services during the time they are waiting to test for basic skills deficiencies.
- OSY with a high school diploma are **not required to test** for basic skills deficiencies.
- Test tab has not been updated for TABE 11/12 – document scores in case notes for the time being.

# Questions?

# WIOA Program Managers

## Connie Kinsey

- WIOA Youth & State Displaced Homemaker
- 444-2003 or ckinsey@mt.gov

## Jarred Roope

- WIOA Adult, WIOA Eligible Training Provider List (ETPL)
- 444-1835 or jarroope@mt.gov

## Candi Spencer

- WIOA Dislocated Worker, TAA, NDWG's, Rapid Response
- 444-0400 or cspencer@mt.gov

# DLI Program Staff

## Michelle Marsh

- WIOA Fiscal Officer
- 444-3010 or micmarsh@mt.gov

## Jessi Westerhold

- HELP-Link Program Manager
- 444-1647 or jessica.westerhold@mt.gov