

Year 14 Annual Plan PY 2013-14

Adopted Policies

(Adopted PY 11-12)

Core Services- Self Service Informational (no registration required)	WIA Core Services (registration required)	WIA Intensive Services (registration required)	WIA Training Services (registration required)
Determination of Eligibility to receive Assistance under Title IB	Staff assisted job search & placement assistance, career counseling	Comprehensive & specialized assessment, e.g. diagnostic testing, interviewing	Occupational skills training
Outreach, intake (which may include WPRS referrals) & orientation to One Stop Center	Follow-up services, including counseling regarding the workplace	Full development of individual employment plan	On the Job Training
Initial assessment of skill levels, aptitudes, abilities & need for additional assistance	Staff assisted job referrals (such as testing & background checks)	Group counseling	Workplace training & cooperative education programs
Employment statistics: Information, job listings, job skill requirements for job listings, & info on demand occupations	Staff assisted job development (working with employer & job seeker)	Individual counseling & career planning	Private sector training programs
Performance info on Eligible training provider	Staff assisted workshops and job clubs	Case Management	Skill upgrading & retraining
Performance info on the local One-Stop System		Short-term pre-vocational services	Entrepreneurial training
Info on filing for Unemployment Ins. Self- determined eligibility			Adult Education in combination w/training
Information on, referral to, supportive services		Follow-up services after employment	Job readiness training
Assistance in establishing eligibility for welfare-to-work activities and for other training and education programs			Customized training
Resource room			
Internet browsing (job info and training search)			
Internet accounts			
Initial development of employment plan			
Talent referrals (informational, e.g. talent scouts, labor exchange referrals of resumes without further screening)			
Workshops and job clubs			

All references to **OneSource** now should be considered as referring to the **YouthSource**, the new name for Youth Centers, which were renamed beginning with Program Year 2012-13. All references to the Community Development Department (CDD) should be considered as referring to any successor city department administering WIA funds.

XXXXXXXXXXXX

PERSONNEL ACTIVITY REPORT (PAR)

PAY PERIOD
 6/9/13 BEGINNING 6/23/13 ENDING

NAME

POSITION

LOCATION

DATE	ADULT			DISLOCATED WORKER			TRAINING SVC	PROGRAM HRS WORKED	OTHER CODE	GENERAL **	TOTAL HRS WORKED
	ADMIN	CORE A	CORE B	ADMIN	CORE A	CORE B					
6/9/2013	-	-	-	-	-	-	-	-	-	-	-
6/10/2013	3.67	6.00	-	-	-	-	-	9.67	-	-	9.67
6/11/2013	2.25	7.25	-	-	-	-	-	9.50	-	-	9.50
6/12/2013	-	9.00	-	-	-	-	-	9.00	-	-	9.00
6/13/2013	2.25	7.00	-	-	-	-	-	9.25	-	-	9.25
6/14/2013	4.00	5.00	-	-	-	-	-	9.00	-	-	9.00
6/15/2013	-	-	-	-	-	-	-	-	-	-	-
6/16/2013	-	-	-	-	-	-	-	-	-	-	-
6/17/2013	3.25	6.00	-	-	-	-	-	9.25	-	-	9.25
6/18/2013	3.12	6.00	-	-	-	-	-	9.12	-	-	9.12
6/19/2013	-	9.50	-	-	-	-	-	9.50	-	-	9.50
6/20/2013	-	-	-	-	-	-	-	-	8.00 S	-	8.00
6/21/2013	-	-	-	-	-	-	-	-	8.00 S	-	8.00
6/22/2013	-	-	-	-	-	-	-	-	-	-	-
6/23/2013	-	-	-	-	-	-	-	-	-	-	-
6/24/2013	-	-	-	-	-	-	-	-	-	-	-
TOTAL	18.54	55.75	-	-	-	-	-	74.29	16.00	-	90.29

* Record hours daily that can be isolated to specific program (i.e. all contractors programs)

** Record hours daily to general programs that can't be isolated to specific program.

Hours record in general programs will be allocated based on specific program percentages

EMPLOYEE'S SIGNATURE

DATE

DEPT./ PROJECT HEAD

DATE

Other Code Classification
 V=Vacation S=Sick H=Holiday

PROGRAM DISTRIBUTION PERCENTAGES

ADM	22.53	25%
CORE A	67.76	75%
TSE	-	0%
CORE B	-	0%

FINANCE 10/10

TOTAL ALLOCATION 90.29 100%

I CERTIFY THAT THE ABOVE REPORTED

INFORMATION IS CORRECT.