

Maryland's Disability Employment Initiative | December 20, 2017

TO: Division of Workforce Development and Adult Learning (DWDAL) staff;
Local Workforce Development Area Directors

FROM: Division of Workforce Development and Adult Learning
Maryland Department of Labor, Licensing and Regulation

SUBJECT: Maryland's Disability Employment Initiative

PURPOSE: To provide policy guidance on Maryland's Disability Employment Initiative

ACTION: Local Workforce Development Area directors, American Job Center labor exchange administrators, and central office managers will ensure all employees are aware of and receive copies of this policy. DWDAL policies are available [on the DLLR website](#).

EXPIRATION: April 1, 2020

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TABLE OF CONTENTS

DISABILITY EMPLOYMENT INITIATIVE

| | |
|--|--------------------|
| CANCELLATION..... | 3 |
| GENERAL INFORMATION..... | pages 4-6 |
| Workforce Innovation & Opportunity Act..... | page 4 |
| Maryland’s Collaborative Approach to WIOA Implementation..... | page 4 |
| The U.S. Department of Labor’s Disability Employment Initiative..... | pages 4-5 |
| Career Pathways..... | page 5 |
| Ticket to Work & the Employment Network..... | pages 5-6 |
| MARYLAND’S DISABILITY EMPLOYMENT INITIATIVE..... | pages 7-10 |
| Disability Employment Initiative Program Manager..... | page 8 |
| Statewide Cohesive Resource Committee..... | page 8 |
| Local Cohesive Resource Committees..... | pages 8-9 |
| Local Disability Resource Coordinators..... | page 9 |
| Integrated Resource Team Model..... | page 9 |
| JOB SEEKERS: PROGRAM PARTICIPANTS & OUTREACH..... | pages 10-11 |
| Eligible Job Seekers..... | page 10 |
| Priority of Service..... | page 10 |
| Job Seeker Outreach Methods..... | page 10 |
| Participation..... | page 11 |
| EMPLOYERS: PARTICIPATING BUSINESSES & OUTREACH..... | page 12 |
| Target Employers..... | page 12 |
| Business Services..... | page 12 |
| PERFORMANCE & REPORTING REQUIREMENTS..... | pages 13-14 |
| Performance Outcome Expectations..... | page 13 |
| Reporting Requirements..... | page 14 |
| Fiscal Reporting..... | page 14 |
| Programmatic Reporting..... | page 14 |
| Consequences of Non-Compliance..... | page 14 |
| MONITORING & RECORD RETENTION..... | page 15 |
| Monitoring..... | page 15 |
| Record Retention..... | page 15 |
| REFERENCES..... | pages 16-17 |
| Law..... | page 16 |
| Regulation..... | page 16 |
| Federal Guidance..... | pages 16-17 |
| Other Resources..... | page 17 |
| ATTACHMENTS..... | pages 18-49 |
| Attachment A – Disability Employment Initiative Fact Sheet..... | page 19 |
| Attachment B – Sample DEI Flow through the American Job Center..... | page 20 |
| Attachment C – MWE Instructions for the DEI..... | page 21-45 |
| Attachment D – Sample Fiscal Template for DEI Monthly Reporting..... | page 46 |
| Attachment E – Sample Programmatic Template for DEI Monthly Reporting..... | pages 47-49 |

CANCELLATION

The following policy is hereby cancelled and replaced by this policy issuance:

- Policy Issuance 2017-07, "Maryland's Disability Employment Initiative," dated July 17, 2017.

GENERAL INFORMATION

WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014, and went into effect July 1, 2015. WIOA supersedes the Workforce Investment Act of 1998 (WIA) and amends the Adult Education and Family Literacy Act, the Wagner Peyser Act, and the Rehabilitation Act of 1973. By design, the workforce system established under WIOA is integrated to help both businesses and jobseekers. WIOA envisions connecting businesses with job seekers, through meaningful partnerships among workforce, education, human services, and economic development entities to ensure optimum results and leveraging of resources. The law addresses the needs of job seekers through establishing a workforce system that helps them access employment, education, training and support services to succeed in the labor market. Through the American Job Centers (AJCs), WIOA works to address employer needs by matching them to the skilled workers they need to compete in the global economy.

WIOA drives the workforce system to focus its efforts on serving individuals with barriers to employment, including those with disabilities. Through Section 188 of WIOA and the related final regulations, the Act also strengthens the importance of nondiscrimination and equal opportunity provisions, prohibiting discrimination in participation, benefits, and employment because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.

MARYLAND'S COLLABORATIVE APPROACH TO WIOA IMPLEMENTATION

Maryland has taken a collaborative approach to implementing WIOA. The Department of Labor, Licensing and Regulation (DLLR), the Department of Human Services (DHS), and the Maryland State Department of Education's Division of Rehabilitation Services (DORS) worked collaboratively, alongside the Governor's Workforce Development Board, to develop a strategic and operational [WIOA State Plan](#). This plan serves as Governor Hogan's blueprint for the creation of an effective and efficient workforce system.

As detailed in the WIOA State Plan, Maryland recognizes that every working age Marylander with a disability, including those with significant disabilities, should have access to opportunities that lead to employment in competitive, integrated settings. While Marylanders with disabilities contribute to the state's economic growth and are able to achieve financial self-sufficiency, historically, they have experienced a low level overall of workforce participation. The State envisions a workforce system that embraces nationally recognized best practices through a collaborative, systems approach that effectively strengthens employment outcomes for Marylanders with disabilities. Maryland's Disability Employment Initiative (DEI) is a collaborative stride towards implementing the WIOA State Plan.

THE U.S. DEPARTMENT OF LABOR'S DISABILITY EMPLOYMENT INITIATIVE

The U.S. Department of Labor (USDOL)'s Employment and Training Administration and Office of Disability Employment Policy jointly fund Disability Employment Initiative (DEI) projects to provide an opportunity for states to improve meaningful participation of youth and adults with disabilities, including individuals with significant disabilities, in the workplace. Through funding DEI projects, USDOL aims to: (1) foster improved coordination and collaboration among employment and training programs, including the Ticket to Work program¹

¹ The Ticket to Work Program is a program established by the Social Security Administration that helps people who receive Social Security Disability

to effect meaningful systems change; (2) build effective community partnerships that leverage public and private resources, and (3) improve employment outcomes for individuals with disabilities by promoting physical and programmatic accessibility and increasing their participation in existing career pathway systems and programs.

Projects previously funded through the DEI have resulted in significant improvements in service delivery to individuals with disabilities through the workforce system. Through the DEI, other states have been able to increase accessibility of the American Job Center (AJC) network, expand the WIOA system's capacity to serve individuals with disabilities, train front-line and partner staff, and increase partnerships.

For this round of DEI awards, USDOL sought to fund projects that built on the existing successes by refining and verifying delivery strategies through a job-driven, "Career Pathway" approach.

Career Pathways

WIOA defines "Career Pathway," as a combination of rigorous and high-quality education, training, and other services that:

- Aligns with the skill needs of industries in the economy of the State or regional economy involved;
- Prepares an individual to be successful in any of a full range of secondary or post-secondary education options, including apprenticeships;
- Includes counseling to support an individual in achieving the individual's education and career goals;
- Includes, as appropriate, education offered concurrently with, and in the same context as, workforce preparation activities and training for a specific occupation or occupational cluster;
- Organizes 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;
- Enables an individual to attain a secondary school diploma or its recognized equivalent, and at least one recognized postsecondary credential; and,
- Helps an individual enter or advance within a specific occupation or occupational cluster.

The U.S. Departments of Labor and Education have outlined six key elements necessary for successful Career Pathway customization, all of which are relevant to Maryland's Disability Employment Initiative (DEI):

1. Build cross agency partnerships and clarify roles;
2. Identify sector or industry and engage employers;
3. Design programs;
4. Identify funding needs and sources;
5. Align policies and programs; and,
6. Measure system change and performance.

Career pathways systems capitalize on the flexibility that the model provides to use innovative service delivery strategies and to support job-driven approaches. Through the DEI, USDOL expands upon WIOA's focus and calls for States to increase career pathway opportunities for individuals with disabilities.

Ticket to Work & the Employment Network

USDOL requires all DEI grantees to operate as part of an "Employment Network" at the state and/or local

Insurance or Supplemental Security Income to return to meaningful work, maintain employment, and to pursue ongoing career advancement up to and including economic self-sufficiency.

workforce level. An Employment Network is an entity that is approved by the Social Security Administration (SSA) to serve individuals under its Ticket to Work program. Once approved by SSA, an Employment Network can accept a Ticket from any individual who qualifies for the Ticket to Work program and local workforce staff are trained and approved by the Employment Network to conduct analyses of SSA benefits.²

Operating as an Employment Network under the Social Security Administration's Ticket to Work program is an important, strategic approach to sustainability and collaboration in addressing the needs of people with disabilities receiving Supplemental Security Income (SSI) and/or Social Security Disability Insurance (SSDI) cash benefits. USDOL requires the Employment Networks under the DEI to have outcomes for Social Security disability beneficiaries that lead to economic self-sufficiency and their leaving the SSI or SSDI rolls.

² All individuals on SSI or SSDI between the ages of 18-64 qualify for SSA's Ticket to Work program.

MARYLAND'S DISABILITY EMPLOYMENT INITIATIVE

In late 2016, the U.S. Department of Labor awarded the Maryland Department of Labor, Licensing and Regulation's Division of Workforce Development and Adult Learning (DWDAL) nearly \$2.5 million to implement the state's Disability Employment Initiative. Maryland's DEI has a grant period spanning October 1, 2016 through April 1, 2020.

Employing the career pathways model, Maryland's DEI will meet the USDOL's goals and aims to equip individuals with disabilities with the skills, competencies, and credentials necessary to help them obtain in-demand jobs, increase earnings, and advance their careers. When designing Maryland's Disability Employment Initiative, the State had the following goals in mind:

- Increase the number of individuals with disabilities entering competitive integrated employment via services within the American Job Centers (AJC);
- Improve accessibility of the AJCs involved;
- Increase the competency level and number of skilled staff in the AJCs to serve individuals with significant disabilities;
- Develop career pathways systems and programs to equip individuals with disabilities with skills, competencies, and credentials necessary to help them be competitive in the workforce; and,
- Create a more robust workforce system to serve individuals with disabilities within the state of Maryland, by addressing the needs of businesses

Maryland's DEI grant is administered locally in Anne Arundel and Montgomery counties by Anne Arundel Workforce Development Corporation and WorkSource Montgomery, the Local Workforce Development Areas for those counties. Anne Arundel Workforce Development Corporation has selected the Glen Burnie American Job Center as its pilot site and WorkSource Montgomery has selected the Wheaton American Job Center as its pilot site. Through funding made possible by the grant, these centers will be fully accessible for individuals with disabilities.

To increase the workforce system's capacity to effectively serve individuals with disabilities, Maryland's DEI provides for an array of professional development opportunities. Throughout the DEI grant period, Local Workforce Development Area staff will receive professional development and technical assistance opportunities, including the Association of Community Rehabilitation Educators (ACRE) Competency-based Certificate Training, which places an emphasis on Customized Employment.

Customized Employment allows for an individualized approach to supporting jobseekers and employers in meeting their goals and typically involves four components: (1) discovery and assessment; (2) job search planning; (3) job development and negotiation; and (4) post-employment support. Depending on the needs of the jobseeker, accommodations or recognition of jobseeker limitations may take place at any point in the training process.

In addition, to ensure the DEI's success in Maryland, DLLR has:

- Hired a DEI program manager for the State;
- Established a statewide Cohesive Resource Committee;
- Encouraged Anne Arundel and Montgomery counties to establish local Cohesive Resource Committees;
- Made resources available locally to hire Disability Resource Coordinators in Anne Arundel and Montgomery counties; and,
- Encouraged the pilot counties to support individuals through an Integrated Resource Team approach.

DISABILITY EMPLOYMENT INITIATIVE PROGRAM MANAGER

The DEI Program Manager serves in a critical role and is responsible for identifying and coordinating between DLLR, the Local Workforce Development Areas, and other state-level agencies, institutions and partners to ensure that issues and challenges are addressed and that common DEI goals are achieved.

DLLR expects that the state and local Cohesive Resource Committees will identify modifications to existing AJC and career pathway programs; and in those cases, the DEI Program Manager is responsible for communicating timely recommendations to leadership within the DWDAL Office of the Assistant Secretary and Office of Workforce Development to initiate change. The DEI Program Manager is also responsible for facilitating implementation of data collection and evaluation activities, as required by the USDOL and DLLR.

STATEWIDE COHESIVE RESOURCE COMMITTEE

The State's Cohesive Resource Committee exists to support the local implementation of the DEI through leveraging State resources, identifying policy needs, and troubleshooting challenges that local DEI implementers may face. This committee is comprised of leadership from:

- DLLR, Division of Workforce Development and Adult Learning (DWDAL);
- The Governor's Workforce Development Board;
- Maryland State Department of Education, Division of Rehabilitation Services (DORS);
- Maryland Department of Disabilities;
- Department of Health, Behavioral Health Administration (BHA); and,
- Department of Health, Developmental Disability Administration (DDA).
- Maryland State Department of Education, Early Intervention/Special Education;
- Anne Arundel Workforce Development Corporation;
- WorkSource Montgomery; and
- Other partners, as appropriate.

LOCAL COHESIVE RESOURCE COMMITTEES

As the local implementers of Maryland's DEI, Anne Arundel Workforce Development Corporation and WorkSource Montgomery have each established local Cohesive Resource Committees to provide a platform to discuss local jobseeker needs, opportunities to share and leverage resources, and to identify short- and long-term barriers faced by program participants at the local level. Each local committee should be led by the local Disability Resource Coordinator and, at a minimum, must be comprised of local leadership representing the following:

- Local Workforce Development Area staff, including the local Disability Resource Coordinator;
- Local Business Solutions Services Team;³
- DLLR DWDAL;
- DORS;
- Local Department of Social Services;
- Local WIOA Title II Adult Education service provider(s);
- DLLR Jobs for Veterans State Grant (JVSG) Disabled Veterans' Outreach Program (DVOP) specialists and

³ See page 12 for details on the Business Solutions Services Team.

- Regional Local Veteran Employment Representatives (LVERs);
- Department of Disabilities;
 - Department of Health, Developmental Disabilities Administration;
 - Department of Health, Behavioral Health Administration; and,
 - Local non-profit organizations on contract with DDA and/or BHA to provide resources and services to individuals with significant disabilities.

LOCAL DISABILITY RESOURCE COORDINATORS

DLLR recognizes the critical role that the local Disability Resource Coordinators play in ensuring a successful DEI project in Maryland and, therefore, expects the local Disability Resource Coordinators in each of the participating Local Workforce Development Areas to:

- Assist in identifying and leveraging disability-related resources and partners to support collaboration on career pathway efforts for individuals with disabilities;
- Coordinate the Integrated Resource Team;
- Lead the local Cohesive Resource Committee;
- Advise the statewide Cohesive Resource Committee on how to effectively promote the participation of individuals with disabilities in career pathways systems and programs;
- Coordinate with existing Career Pathway programs' direct service delivery staff, including career coaches;
- Assist Local Workforce Development Areas, American Job Center staff, community colleges, businesses, and other partners to successfully support individuals with disabilities via offering professional development opportunities;
- Assist in the recruitment of individuals with disabilities to participate in Career Pathways programs and to take advantage of the services available through the American Job Center system; and,
- Ensure that the Local Workforce Development Area's pilot American Job Center site is certified with the Employment Network⁴ to help expand access to WIOA services for Ticket to Work participants.

INTEGRATED RESOURCE TEAM MODEL

An Integrated Resource Team is a key strategic service delivery component of the DEI. The approach involves multiple service systems and agencies coordinating services and leveraging funding to meet the unique needs of an individual jobseeker with a disability who is seeking employment. An Integrated Resource Team begins with a customer who is determined eligible for services in multiple systems and has established an individualized employment goal that requires resources from multiple systems. When an Integrated Resource Team model is deemed appropriate to a participant's goals, the local Disability Resource Coordinator should support the participant in approaching and coordinating the various services to ensure that the plan is fully resourced and has the best chance of a successful outcome. Due to the individualized nature of this approach, the composition of each individual's Integrated Resource Team varies based on any given customer's needs and goals.

⁴ See page 5 for details on the Employment Network.

JOB SEEKERS: PROGRAM PARTICIPANTS & OUTREACH

ELIGIBLE JOB SEEKERS

To qualify for participation in the DEI, an individual must be at least 14 years old and:

- A job seeker who is currently receiving Supplemental Security Income (SSI); or,
- A job seeker who is currently receiving Social Security Disability Insurance (SSDI); or,
- A job seeker with a physical, sensory, mental, cognitive, intellectual, or developmental disability that requires at least one of the following to obtain and maintain competitive integrated employment at or above minimum wage:
 - Significant accommodations⁵;
 - Significant supports;⁶ or,
 - Customization of job responsibilities⁷.

Priority of Service

Veterans' Priority of Service provisions shall apply to DEI. This means that covered persons who meet all eligibility requirements must receive Priority of Service over all other program participants. To receive Veterans' Priority of Service, a Veteran or eligible spouse must meet the statutory definition of a "covered person" and also must meet any other eligibility requirement applicable to the program.

For additional information on Veterans' Priority of Service contact LeRoy Thomas, DLLR Veterans Program Manager, at LeRoy.Thomas@maryland.gov or 410-767-2015.

After Veterans' Priority of Service provisions are applied, priority should be given to individuals who reside in Anne Arundel and Montgomery Counties.

JOB SEEKER OUTREACH METHODS

DLLR and Local Workforce Development Area staff should identify potential participants by building upon existing customer relationships, organization partnerships, and other resources. Examples of resources that could help to identify participants include, but are not limited to: State and local DEI Cohesive Resource Committee partners,⁸ local Department(s) of Social Services, local adult education service providers, local schools, nonprofit, community-based organizations, and community rehabilitation programs.

Staff are encouraged to use the DEI Fact Sheet, provided as *Attachment A – Disability Employment Initiative Fact Sheet*, when introducing the opportunity.

⁵ A modification to the classroom or workplace setting qualifies as an accommodation. Examples of modifications can be found at:

<https://odr.dc.gov/book/manual-accomodating-employees-disabilities/types-reasonable-accomodation>.

⁶ Examples of work place supports can be found in the Q&A on customized employment at: <http://fhfjefferson.org/wp-content/uploads/2015/02/workplace-supports.pdf>.

⁷ Customized employment involves the customization of job responsibilities for individuals with disabilities. The Office of Disability and Employment Policy has a customized employment Q&A fact sheet at: <https://www.dol.gov/odep/ietoolkit/publications/138.pdf>.

⁸ See pages 7-8.

PARTICIPATION

In order to effectively leverage partnerships and resources to ensure the participant's success, Local Workforce Development Areas are required to co-enroll DEI participants into complementary services available via WIOA Title I youth program, trade adjustment assistance for workers program, or Wagner Peyser. Additionally, Local Workforce Development Areas are encouraged to co-enroll DEI participants in other WIOA partner programs, including WIOA Title I adult or dislocated worker, adult education, vocational rehabilitation, temporary assistance for needy families, and/or jobs for veterans State grant program.

Once approved for participation in the Disability Employment Initiative, the local Disability Resource Coordinator must work alongside the Cohesive Resource Team and other American Job Center staff to ensure that participants are supported through the four components of a "customized employment model," as detailed below.

Attachment B – Sample DEI Flow through the American Job Center illustrates the order of services that a DEI program participant will receive.

EMPLOYERS: PARTICIPATING BUSINESSES & OUTREACH

TARGET EMPLOYERS

Maryland's DEI focuses on developing customized career pathway opportunities with Maryland businesses in the following sectors:

- Retail/Trade;
- Professional, Scientific, and Technical Services;
- Health Care and Social Assistance; and,
- Construction.

DLLR has identified these industries as the focus industries for DEI due to the fact that these sectors have already established opportunities for career pathways customization in Maryland. DLLR does not, however, limit the Local Workforce Development Areas to working with employers from these industries alone. Other employers may participate in the DEI so long as there is a demonstrated hiring need and a willingness to modify or adapt positions to ensure the participant's success along a career pathway.

BUSINESS SERVICES

To successfully execute the Disability Employment Initiative, the Business Solutions Services teams in Anne Arundel and Montgomery counties (including various State and Local staff who engage with businesses for the purpose of advancing workforce development initiatives) will expand their memberships to include the Disability Resource Coordinator and representatives from the Department of Health's Behavioral Health Administration and Developmental Disabilities Administration. Including BHA and DDA staff who provide workforce services to individuals with disabilities will be an asset to the system and will ensure that business services staff can fully communicate the advantages of hiring a diverse workforce, inclusive of individuals with disabilities.

DLLR expects that the Business Solutions Services Team will be better prepared to negotiate with business on employment opportunities for people with significant disabilities through the various disability related training that will be offered to all American Job Center staff in Anne Arundel and Montgomery counties.

DLLR requires participating Local Workforce Development Areas to work alongside the State and local DEI Cohesive Resource Committees to educate employers on the DEI opportunity to ensure the initiative's success. DLLR also encourages partners, including the Governor's Workforce Development Board, to conduct outreach to ensure Maryland's businesses are aware of the opportunities available to them via participation in the Disability Employment Initiative.

PERFORMANCE & REPORTING REQUIREMENTS

PERFORMANCE OUTCOME EXPECTATIONS

To measure Maryland’s success with the Disability Employment Initiative, USDOL will assess DLLR and its Local Workforce Development Areas’ success by using the following mutually agreed upon performance measures and outcome expectations. Therefore, DLLR expects its participating Local Workforce Development Areas to contribute equally to the State’s achievement of these DEI performance goals.

| Disability Employment Initiative – Performance Outcome Expectations | |
|---|---|
| Indicator of Performance | Minimum Performance Expectation |
| Total # of individuals with disabilities to be served | 150 |
| Total # of Maryland AJCs certified as Employment Networks | 2 |
| Total # of Ticket to Work participants served | 50 |
| Total # of individuals receiving career services | 150 |
| Total # of individuals entering occupational training in a career pathway program | 90 |
| Total # of individuals completing training in a career pathway program | 75 |
| Total # of individuals receiving industry recognized certifications | 75 |
| Total # of individuals entering unsubsidized employment | 85 |
| Participants’ average hourly wage rate | at or above State minimum wage ⁹ |
| Participants’ rate of retention ¹⁰ | 65% |

To comply with DLLR’s reporting requirements and to determine the success of the Disability Employment Initiative’s investments, participating Local Workforce Development Areas **must** report the following data into the Maryland Workforce Exchange (MWE) system:

- Participant characteristics;
- Participant services received;
- Participant outcomes.

Local Workforce Development Area staff must fully enroll DEI participants into the MWE as DEI participants. Staff from the participating Local Workforce Development Areas must ensure that all reporting data are entered into the Maryland Workforce Exchange within 14 calendar days of activity, in the manner prescribed in **Attachment C – MWE Instructions for the DEI**. Participating Local Workforce Development Areas are responsible for ensuring that the instructions detailed in this attachment are disseminated to staff, reviewed with staff, and followed.

Participating Local Workforce Development Areas must ensure that all DEI activities end by April 1, 2020.

⁹ In Maryland, the current minimum wage is \$9.25/hour. The rate will increase to \$10.10, effective July 1, 2018; to \$12 effective July 2019; and then the rate will increase by \$1 each year until reaching \$15 in July 2022.

¹⁰ Retention is defined as the number of adult participants who are employed in both the second and third quarters after the exit quarter according to TEGL 17-15.

REPORTING REQUIREMENTS

Both participating Local Workforce Development Areas must submit timely fiscal and programmatic reports to DLLR.¹¹

Fiscal Reporting

Participating Local Workforce Development Areas must submit monthly fiscal reports to the DLLR DWDAL central office no later than the 10th of the month following the month of reported activity. DLLR additionally requires participating Local Workforce Development Areas to send monthly invoices, or cash requisitions, to DLLR DWDAL. See *Attachment D – Sample Fiscal Template for DEI Monthly Report* for an example of the required report.

Grant recipients must provide all signed reports by email to Dorothee Schlotterbeck at: dorothee.schlotterbeck@maryland.gov.

Programmatic Reporting

Participating Local Workforce Development Areas must submit monthly programmatic reports by email to the DEI Program Manager, Teara Winmond, at teara.winmond@maryland.gov no later than the 10th of the month following the month of reported activity. These reports are important, for they capture information on the DEI's participating jobseekers and businesses, best practices, and challenges within the program. See *Attachment E – Sample Administrative Template for DEI Monthly Reporting* for an example of the required report.

CONSEQUENCES OF NON-COMPLIANCE

The U.S. Department of Labor has expectations that the State of Maryland will use the DEI funding to provide the quality service that has been outlined within this policy. DLLR also has expectations that the participating Local Workforce Development Areas will have performance results that demonstrate that the grant goals are being met. DLLR will take corrective action with any Local Workforce Development Area that is not meeting the State's expectations in terms of performance, tracking data in the MWE, in the monthly administrative reports, or in the monthly and quarterly fiscal reports.

Initially, DLLR DWDAL will provide increased support and monitoring with the performance area of concern. After receiving increased assistance, however, if the Local Area is unable to show improvement, the Local Area will be removed from the DEI program, and the area will be required to close-out early. In this case, remaining funds, along with the remaining participants to be served, will be reallocated.

¹¹ DLLR may change reporting requirements as necessary to comply with reporting requirements for the Disability Employment Initiative Grant.

MONITORING & RECORD RETENTION

MONITORING

As Maryland's DEI is funded federally through the U.S. Department of Labor, the State acknowledges that the U.S. Department of Labor may conduct fiscal and/or programmatic monitoring. DLLR, as it deems necessary, may supervise, evaluate, and provide guidance in the conduct of activities performed under this grant. Monitoring may include desk and/or on-site monitoring. Failure of DLLR to supervise, evaluate, or to provide guidance and direction shall not relieve the Grantee of any liability for failure to comply with the terms of the grant award.

RECORD RETENTION

In accordance with the Code of Federal Regulations, Maryland requires participating programs to retain DEI records for at least three years following the date on which the final cost report charged to a program year's allotment is submitted, or until all audit and litigation issues are resolved, whichever is later. If any litigation, claim, or audit is started before the expiration of the three-year period, the records then must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

REFERENCES

LAW

- [Workforce Innovation and Opportunity Act \(Public Law 113-128; 128 Stat. 1425\)](#), dated July 22, 2014;
- [The Ticket to Work and Work Incentives Improvement Act of 1999 \(Public Law 106-170\)](#).

REGULATION

- 29 CFR Part 38, "[Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act](#);"
- 29 CFR 97.42, "[Retention and access requirements for records](#);"
- 29 CFR 95.53, "[Retention and access requirements for records](#);"
- 20 CFR Part 411, "[The Ticket to Work and Self-Sufficiency Program](#);"
- 29 CFR Parts 29 and 30, "[Labor Standards for the Registration of Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training](#);"
- WIOA Final Regulations (Federal Register Vol. 81, No. 161, August 19, 2016);
- [Code of Maryland Regulations 21.11.12 - Socioeconomic Policies](#).

FEDERAL GUIDANCE

- Training and Employment Notice (TEN) 04-15, "[Expanding Registered Apprenticeships and Pre-Apprenticeships to Create a Pathway to Good Middle Class Jobs for Youth and Adults with Disabilities](#)," dated July 31, 2015;
- TEN 01-15, "[Promising Practices in Achieving Universal Access and Equal Opportunity: A Section 188 disability reference guide](#)," dated July 6, 2015;
- TEN 32-14, "Release and Availability of a Report, "[Services for Youth with Disabilities Provided under Title I of the Workforce Investment Act: Results from a Survey of Local Workforce Investment Boards](#)," dated June 2, 2015;
- TEN 17-14, "[Announcement of the Web-Based Survey and Site Visits for the Evaluation Study of the Accessibility of American Job Centers to Individuals with Disabilities](#)," January 13, 2015;
- Training and Employment Guidance Letter (TEGL) 11-14, "[Update on Complying with Nondiscrimination Provisions: Credit History Restrictions and Possible Disparate Impact Based on Race, National Origin, Sex, and Disability](#)," dated October 17, 2014;
- TEGL 10-14, "[Update on Complying with Nondiscrimination Provisions: Unemployment Status Restrictions and Possible Disparate Impact Based on Race, National Origin, Sex, and Disability](#)," dated October 17, 2014;
- TEGL 39-11, "[Guidance on the Handling and Protection of Personally Identifiable Information \(PII\)](#)," dated June 28, 2012;
- TEGL 31-10, "[Increasing Enrollment and Improving Services to Youth with Disabilities](#)," dated June 13, 2011;
- TEN 06-11, "[Increasing the Public Workforce Development System's Participation in the Ticket to Work \(TTW\) Program for Disability Beneficiaries](#)," dated August 24, 2011;
- TEN 16-11, "[Availability of Assistive Technology \(AT\) Resources for Persons with Disabilities](#)," dated November 15, 2011;
- TEN 01-10, "[Release and Availability of Employment and Training Administration quantitative evaluation report: Use of One-Stops by Social Security Disability Beneficiaries in Four States Implementing Disability Program Navigator Initiatives](#)," dated July 7, 2010;
- TEN 29-29, "[Announcement of Employment and Training Administration's New Video and Information Brief on Promoting Employment of Disabled Veterans through the One-Stop Career Centers](#)," dated January 29, 2010;
- TEN 10-09, "[Toolkit and White Paper on Improving Transition Outcomes of Youth with Disabilities through Apprenticeship](#)," dated September 21, 2009;
- TEGL 05-08, "[Policy for Collection and Use of Workforce System Participants' Social Security Numbers](#)," dated

November 13, 2008;

- [TEGL 19-16, “Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act \(WIOA\) and the Wagner-Peyser Act Employment Service \(ES\), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules,”](#) dated March 1, 2017;
- [TEGL 21-16, “Third Workforce Innovation and Opportunity Act \(WIOA\) Title I Youth Formula Program Guidance,”](#) dated March 2, 2017;
- [TEGL 16-16, “Change 1 to Training and Employment Guidance Letter \(TEGL\) 16-16 One-Stop Operations Guidance for the American Job Center Network,”](#) dated June 16, 2017;
- [TEGL 08-15, “Second Title I WIOA Youth Program Transition Guidance,”](#) dated November 17, 2015;
- [TEGL 10-09, “Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in whole or in part by the U.S. Department of Labor \(DOL\),”](#) dated November 10, 2009;
- [TEGL 17-15, “Workforce Innovation and Opportunity Act \(WIOA\) Adult, Dislocated Worker and Youth Activities Program Allotments for Program Year \(PY\) 2016; Final PY 2016 Allotments for the Wagner-Peyser Act Employment Service \(ES\) Program Allotments; and Workforce Information Grants to States Allotments for PY 2016,”](#) dated April 5, 2016;
- [TEGL 13-16, “Guidance on Registered Apprenticeship Provisions and Opportunities in the Workforce Innovation and Opportunity Act \(WIOA\),”](#) dated January 12, 2017;
- [TEN 20-16, “Announcing the publication and effective date of the Section 188 WIOA Nondiscrimination and Equal Opportunity Regulations \(29 CFR Part 38\) Final Rule in the Federal Register,”](#) dated December 2, 2016;
- [TEN 25-16, “Release and Availability of the Technical Assistance Resource, Career Pathways Toolkit: An Enhanced Guide and Workbook for System Development,”](#) dated December 22, 2016;
- [TEN 23-16, “Announcing the release and publication of the Apprenticeship Programs; Equal Employment Opportunity final rule in the Federal Register,”](#) dated December 19, 2016.

OTHER RESOURCES

- [Maryland WIOA Combined State Plan;](#)
- [WIOA Technical Document 2016-01, “Definitions for WIOA Implementation;”](#)
- [Maryland Temporary Cash Assistance State and Workforce Development Area Profiles;](#)
- [Innovations in Maryland’s Local Workforce Plans: A Best Practices Guide,](#) dated January 2017.
- [“Evaluations the Accessibility of American Job Centers for People with Disabilities,”](#) dated January 13, 2017;
- [Spark Policy Institute’s, Colorado Guide 1: Blending and Braiding: Step by Step Instructions to Develop and Expand Fiscal Coordination,](#) dated January 2011;
- [WorkforceGPS online portal for the Disability Employment Initiative.](#)

ATTACHMENTS

Attachment A – Disability Employment Initiative Fact Sheet

Attachment B – Sample DEI Flow through the American Job Center

Attachment C – MWE Instructions for the DEI

Attachment D – Sample Template for DEI Monthly Fiscal Reporting

Attachment E – Sample Template for DEI Monthly Programmatic Reporting



Working for Marylanders with Disabilities

Fact Sheet

What is the Disability Employment Initiative?

The Disability Employment Initiative (DEI) was established to expand the capacity of assisting individuals with significant disabilities by improving education, training, and employment outcomes for individuals with significant disabilities. DEI will be implemented in both Anne Arundel and Montgomery counties to leverage partnerships promoting the participation of individuals with disabilities in the currently-offered American Job Center programs. American Job Center staff will provide flexible approaches to designing and providing training, supportive services, and innovative workplace strategies to job seekers with significant disabilities. The goals are (1) to expand the workforce system's capacity to become an Employment Network for beneficiaries under the Social Security Administration's Ticket to Work program, and (2) to create systemic change.

Who Qualifies?

DEI supports jobseekers with significant disabilities who reside in Anne Arundel County or Montgomery County and who receive/have:

- Supplemental Security Income,
- Social Security Disability Insurance, and/or
- A physical, sensory, mental, cognitive, intellectual, or developmental disability requiring at least one of the following to obtain and maintain competitive integrated employment at or above minimum wage:
 - Significant accommodations,
 - Significant supports, and/or
 - Customization of job responsibilities.

How do Jobseekers Benefit?

Both the Anne Arundel and Montgomery counties' American Job Centers (AJCs) will have Disabilities Resource Coordinators (DRCs) to assist qualified jobseekers as they integrate into the full range of services and incentives offered through the AJCs. Such services include but are not limited to:

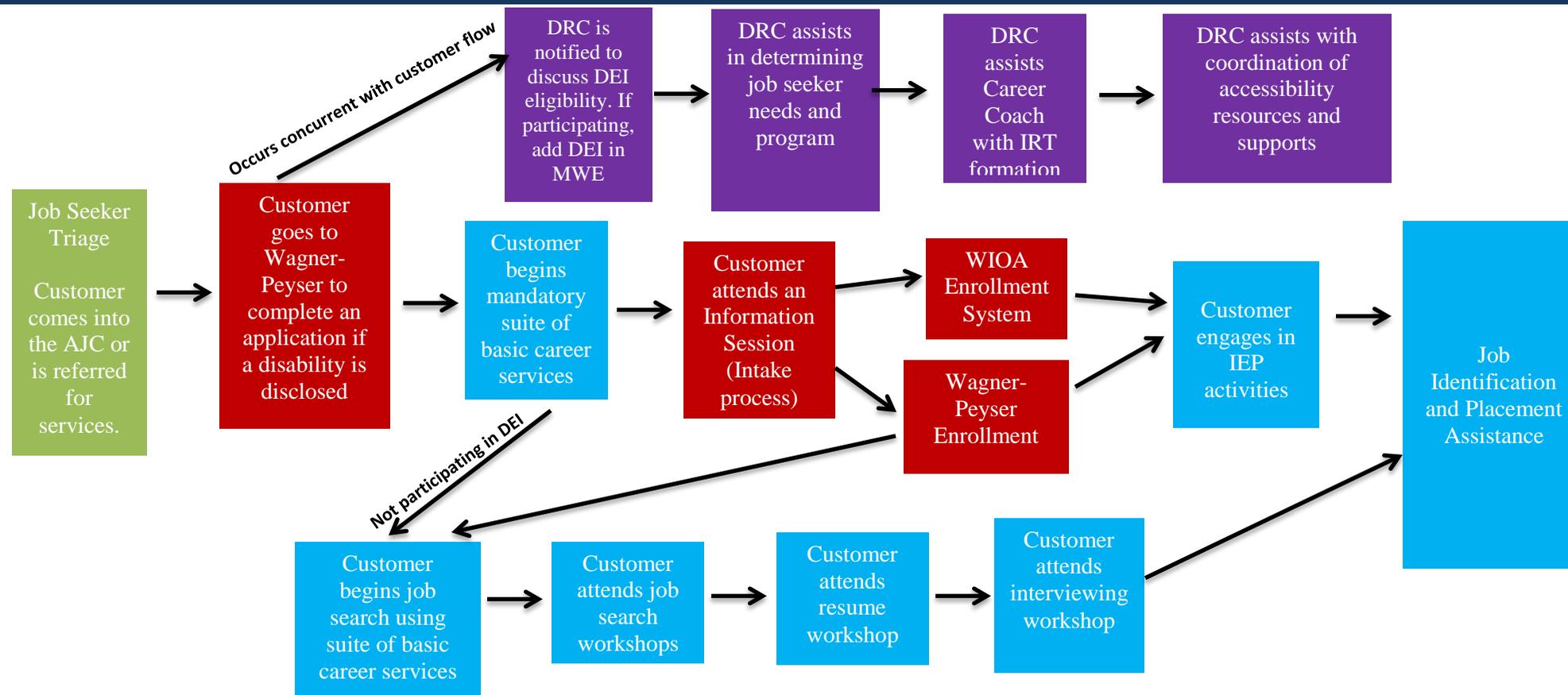
- Enhanced case management,
- Job Search workshops,
- Linkage to Ticket to Work Assistance/Benefits Counseling, and/or
- Job Placement Assistance.

DRCs will provide individualized services to qualified DEI participants in need of more significant support for job placement. They will help to determine necessary services needed for jobseekers to achieve their employment goals. In other words, the DRC's role is to:

- Act as an advocate for the individual job seeker,
- Increase access to all of the services offered at the AJC,
- Assist with coordinating services with AJC staff,
- Coordinate an Integrated Resource Team, if needed,
- Provide referral assistance as needed, and
- Collaborate with local partners to coordinate services for job seekers.

Sample DEI Flow through the Career Center

DRC provides support to Customer and Staff around Access to all Center Services



DRC provides support to Customer and Staff around Access to all Center Services

- Key Code**
- Required – ■
 - Customer Activity – ■
 - DRC Roles – ■
- DRC = Disability Resource Coordinator
 IRT = Integrated Resource Team
 IEP = Individualized Employment Plan



Department of Labor, Licensing and Regulation

**Division of Workforce Development
and Adult Learning**

MARYLAND JOBS NOW

A proud partner of the [americanjobcenter](#) networks



How to enter the “DEI Working for Marylanders With Disabilities Grant” in the Maryland Workforce Exchange

Creating a WIOA Application

The screenshot displays the Workforce Innovation and Opportunity Act (WIOA) application management interface. The interface is divided into several sections:

- Navigation Menu (Left):** Includes sections for "My Staff Workspace", "Services for Workforce Staff", and "Reports".
- Top Navigation Bar:** Contains links for "Home", "My Dashboard", "Sign Out", "Services for Individuals", "Services for Employers", and "Labor Market Analysis".
- Main Content Area:** Features a "Show Summary Tabs" section with filters for "Filter Applications" (All) and "Filter Activities" (Open, Closed, Voided). Below this, there are sections for "Wagner Peysner (WP) Program" and "Workforce Innovation and Opportunity Act (WIOA) Program".
- Bottom Section:** Contains a "Create Workforce Innovation and Opportunity Act Program" link.

Two red arrows highlight specific actions: one points to the "Case Management" link in the top navigation bar, and the other points to the "Create Workforce Innovation and Opportunity Act Program" link in the bottom section of the main content area.

- Assist a Jobseeker
- Go to **Staff Profiles**
- Then pick **Case Management**
- Click on **Programs**

- Click in the Grey Area to expand the [Workforce Innovation and Opportunity Act Program](#)

- Finally Click [Create Workforce Innovation and Opportunity Act Program](#) to open a new WIOA application

WIOA Application: The Wizard

- The Wizard will take you through the application. It is **lengthy** and **time consuming**.
- * A Red Asterisk indicates mandatory fields such as Application dates, LWIA and Office location
- When  is selected the system saves and applies the program rules
- To quit the application, click on [Exit Wizard](#)

WIOA Application: Start (Eligibility)

Web Slice Gallery | Free Hotmail | Workforce Innovation and...

Home | My Dashboard | Sign Out | Services for Individuals | Services for Employ

Identifying Information

| | |
|-------------------------------|--------------------------|
| Case ID: | 2675427 |
| Username/Login Name: | dan313 |
| User ID: | 1901624 |
| State ID: | 208761 |
| Create Date: | 1/5/2017 3:13:51 PM |
| Created By Staff: | Okeefe, Daniel (dokeefe) |
| Last Edit Date: | 1/5/2017 3:14:27 PM |
| Staff Last Edited: | Okeefe, Daniel (dokeefe) |
| User Account Create Date: | 6/2/2009 12:00:00 AM |
| WIA Converted Application ID: | Not applicable |

Currently Participating In

Currently participating in the following programs:

| | |
|-----------------|--|
| Wagner Peyster: | Application Date: 12/14/2016 Participation Date: 12/14/2016 |
|-----------------|--|

Application/Registration Information

Application Closed Never Enrolled: Close application, never enrolled

Application Date: 01/05/2017 (mm/dd/yyyy) Today

Incumbent Worker Eligibility:

Incumbent Worker Eligibility Date: 01/17/2017 (mm/dd/yyyy) Today

Adult Eligibility:

Adult Eligibility Date: 01/05/2017 (mm/dd/yyyy) Today

Dislocated Worker Eligibility:

Youth Eligibility:

Location Information

Local Area/Region: State Contractor

Office Location of Responsibility: Office of Employment Training - Central

Office Location: Office of Employment Training - Central

[Exit Wizard](#)

Date Adult and/or DW Eligibility and or Youth is displayed with checked Adult or DW or Youth is checked

WIOA Application: Contact Information

WIOA Wizard

Step 1: Contact

Contact Information

• First Name:

• Middle Initial:

• Last Name (including suffix e.g. Jr., Sr., PhD, etc.):

• SSN (do not enter dashes, eg. 999999999): [\[Edit SSN\]](#)

[\[Verify\]](#) [\[Scan\]](#) [\[Upload\]](#) [\[Link\]](#)

✓ Employment Records

Current Address

• Address 1:

• Address 2:

• City:

• State:

• County/Parish:

• Zip Code: [\[Find Zip Code\]](#)

• Country:

• Primary Phone Number: Ext.

• Primary Phone Type:

• Alternative Phone: Ext.

• Alternative Phone Type:

• Fax:

• Email:

- Complete all mandatory fields
- Select [Verify] to open the list of valid verification documents and choose the appropriate
- When completed, a ✓ will display beneath [Verify] with the name of the field to its right

WIOA Application: Demographics

Home My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis

Family Information Academic Information Military Information

- Received services from a State Development Disabilities Agency (SDDA) is a required field.
- Received services from a State or Local mental health agency (LSMHA) is a required field.
- Received services from a Home & Community Based Service Provider (HCBSP) or a State Medicaid (HCBS) Waiver is a required field.
- Disability Work Setting is a required field.
- Type of customized Employment Services Received is a required field.
- Received Disability Financial Capability is a required field.
- Section 504 Plan is a required field.
- Received Services from Vocational Rehabilitation is a required field.

Demographic Information

Date of Birth: 
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

Age at Earliest Eligibility: 44 (Today's Age: 44)

Gender: Male Female Did not self-identify

[Selective Service Website](#)

Registered for the Selective Service: 
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

Selective Service Registration Number:

Selective Service Registration Date: 

Authorization to Work in US: 
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

- Complete all mandatory fields
- If there is a problem on the app after hitting "Next", Red text will appear at the top of the screen
- Some common reasons would be missing a mandatory field or missing a verify.

WIOA Application: Veteran

Transitioning Service Member

* **Transitioning Service Member:** Yes No

Type of Transitioning Service Member:

Estimated Discharge Date: (mm/dd/yyyy)  Today

Veteran Information

* **Eligible Veteran Status:** Yes <= 180 days
 Yes, Eligible Veteran
 Yes, Other Eligible Person
 No

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

[Obtain DD214](#)

* **Served more than 1 tour of duty:** Yes No

Military Service Entry Date: (mm/dd/yyyy) 

Military Service Discharge Date: (mm/dd/yyyy) 

* **Disabled Veteran:**

Homeless Veteran: Yes No

- Section should only be filled out if jobseeker is a veteran
- If jobseeker is not a veteran then jobseeker should press  at the bottom of the screen

WIOA Application: Employment Information

Free Hotmail Workforce Innovation and...

Home My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis

Employment Information

Employment Status:

Not Employed

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

Self Attestation

Employment Status Verification

- Self Attestation
 UI Records
 Employer Contact
 Other Applicable Documentation, (specify)

Reset

If Employed, Individual is Under-Employed:

Yes No Not Applicable

Unemployment Eligibility Status:

Eligible Claimant referred by WPRS

UI Referred By Status:

WPRS

Claimant has been exempted from work search:

Yes No

Date claimant was exempted from work search:

Today

Unemployment Compensation Verify

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

UI records (Benefit History, Wage Record)

Jobseeker should complete all fields that needs to be completed

WIOA Application: Education

Be sure to complete all fields and Verify if needed

WIOA Education Information

- **Highest School Grade Completed:**
- **High School Diploma or equivalent received:** Yes No
- **Highest Education Level completed:**
- **Highest Grade and Educational Level** [\[Verify \]](#) [\[Scan \]](#) [\[Upload \]](#) [\[Link \]](#)
 Other Applicable Documentation, (specify)
- **School Status:**
[\[Verify \]](#) [\[Scan \]](#) [\[Upload \]](#) [\[Link \]](#)

Education Partner Services

- **Receiving services from Adult Education (WIOA Title II):** Yes No Did not self-identify
- **Receiving services from YouthBuild:** Yes No Did not self-identify
YouthBuild Grant Number (If unknown, enter all 9s.):
Format: AA-99999-99-99-A-99
- **Receiving services from Job Corps:** Yes No Did not self-identify
- **Receiving Services from Vocational Education (Carl Perkins):** Yes No Did not self-identify
- **Individualized Education Program Participant:**

Check here to allow saving of a partial application

WIOA Application: Public Assistance

Public Assistance

Individual or member of a family that is receiving, or in the past 6 months has received, the following:

• **Temporary Assistance for Needy Families (TANF):** Yes No

TANF Recipient: Applicant Family Member Not Applicable

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

• **Supplemental Security Income (SSI):** Yes No

SSI Recipient: Applicant Family Member Not Applicable

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

• **General Assistance (GA):** Yes No

GA Recipient: Applicant Family Member Not Applicable

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

• **Supplemental Nutrition Assistance Program (SNAP):** Yes No

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

• **Refugee Cash Assistance (RCA):** Yes No

RCA Recipient: Applicant Family Member Not Applicable

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

Individual receives, or in the last 6 months, received:

• **Social Security Disability Insurance Income (SSDI):** Yes No

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

Individual currently meets the following:

• **Receiving services under SNAP Employment & Training Program:** Yes No

• **Receiving, or has been notified will receive, Pell Grant:** Yes No

• **Ticket to Work Holder issued by the Social Security Administration:** Yes No

■ Complete all fields that has a *

WIOA Application: Barriers

Individual Barriers

- English language learner Yes No
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]
- Basic Skills Deficient/Low Levels of Literacy Yes No
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

Add//View Basic skills scores: [Click Here](#)

- Homeless: Yes No
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]
- Ex-Offender - individual has been arrested/convicted of a crime: Yes No Did not disclose
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

Barriers to Employment

Disabled: Yes

- Displaced Homemaker
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

Meets long term unemployment definition: No

- Within 2 years of exhausting TANF lifetime eligibility: Yes No
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

Older individual (age 55 and older): No

- Hawaiian Native: Yes No
Hawaiian or Pacific Islander is not selected as a Race for this individual. Please update the Demographics section if this is not accurate.
- American Indian/Alaskan Native: Yes
- Single Parent (including single pregnant women): Yes No Participant did not self-identify
- Cultural Barriers: Yes No Participant did not self-identify
- Eligible Migrant Season Farmworker as defined in WIOA Sec 167(i): Yes No
- Meets Governor's special barriers to employment: Yes No

- Make a selection for each field that has a *
- Be sure to [Verify](#) if needed

WIOA Application: Family Income

[Individual Details](#) [Preferences](#) * indicates required fields. W

Start [Contact](#) [Demographics](#) [Veteran](#) [Employment](#) [Education](#) [Public Assistance](#)

Family Income

+ Due to the individual's disability, they qualify as a Family of 1: Yes No

Low income has not been established based on previous entries. Therefore, low income will be based on family size and income. Family size and income are required entries.

+ Family Size:
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

+ Annualized Family Income:
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

[Income Table](#)

- Complete all sections that are needed, if any of the public assistance section is yes, family size and income will not be required

Check here to allow saving of a partial application

[Exit Wizard](#)

WIOA Application: Federal Initiative

WIOA WIZARD

Start Contact Demographics Veteran Employment Education Public Assistance Barriers Family Income Federal Initiatives

Disability Employment Initiative (DEI)

Perceived Barriers to Employment
(Check all that the individual perceives as a barrier to employment):

- Limited Education
- Limited Work History/Experience
- Ex-Offender
- Substance Abuse
- Language Barrier
- No Child Care
- Homeless
- Disability
- None

Ticket To Work Participant: Yes No

Ever on Supplemental Security Income (SSI) or Social Security Disability Insurance Income (SSDI): Yes No

Currently or Previously Employed: Yes No

Current or Most Recent Hourly Rate of Pay:

Most Recent Job Title:

Begin Date of Most Recent Job: Today

End Date of Most Recent Job: Today

Hours Per Week at Most Recent Job:

Benefits at Most Recent Job
(Check all that apply):

- None
- Health Insurance
- Vacation
- Sick Leave
- Flexible Work Schedule
- Telework
- Customized Employment
- Job Sharing
- Other

If Other is checked, please provide a description:

- Make a selection for each field that has a *
- Must Be Completed for DEI Grant
- Questions will only appear if disability is “yes” on Demographic Tab

WIOA Application: Eligibility and Grants

Applicant Eligibility

Applicant meets the definition for low income: Yes

Income Table: [Income Table](#)

| Program | Eligible | Priority | Calculated Exception/Limitation | Reason(s) Not Eligible | Action |
|-------------------|--------------|----------|---------------------------------|----------------------------|-----------------------------------|
| Adult | Yes | LI | | | <input type="checkbox"/> Inactive |
| Dislocated Worker | Undetermined | | | No DW Eligibility Date. | <input type="checkbox"/> Inactive |
| Youth | Undetermined | | | No Youth Eligibility Date. | <input type="checkbox"/> Inactive |

VET = Veteran, BSD = Basic Skills Deficient, PA = Public Assistance, LI = Low Income, SLP = Additional Priorities

- Programs eligibility for are indicated in green highlight

WIOA Grant Eligibility

Incumbent Worker Eligibility: Yes No Not Applicable Inactive

Applicant meets the basic requirements for Incumbent Worker eligibility, but staff must manually set this to "Yes" and add a grant, when appropriate.

National Dislocated Worker Grant NDWG: Yes No Not Applicable

Statewide Adult Eligibility: Yes No Not Applicable Inactive

Statewide Dislocated Worker Eligibility: Yes No Not Applicable Inactive

Applicant does not meet the requirements for Statewide Dislocated Worker eligibility.

Statewide Youth Eligibility: Yes No Not Applicable Inactive

Applicant does not meet the requirements for Statewide Youth eligibility.

Statewide Rapid Response Additional Assistance Eligibility: Yes No Not Applicable Inactive

Applicant does not meet the requirements for Statewide Rapid Response Additional Assistance eligibility.

WIOA Application: Eligibility and Grants

Non-WIOA Grants

Non-WIOA Special Grants:

Yes No Not Applicable

Inactive

Grants

Non WIOA Special Grant must be set to yes

WIOA Application: Grant

Grants

| Grant Type | Grant ID | Grant Name | ETA/Local Grant Code | Date Added | Action |
|---------------------------------------|----------|------------|----------------------|------------|--------|
| No records found | | | | | |
| View Available Grants | | | | | |



- By selecting [View Available Grants](#), DEI can be chosen.

Grants

| Grant Type | Grant ID | Grant Name | ETA/Local Grant Code | Date Added | Action |
|---|----------|--|----------------------|------------|---------------------|
| No records found | | | | | |
| Select from the list of available grants. | | | | | |
| NonWIOA Special Grant | 136 | Maryland Tech Connection (MTC) | NA | | Add |
| NonWIOA Special Grant | 140 | DEI- Working for Marylanders With Disabilities | NA | | Add |
| NonWIOA Special Grant | 141 | HCCT Piv2016 | NA | | Add |



- Next to the DEI Grant, you press [Add](#)

Grants

| Grant Type | Grant ID | Grant Name | ETA/Local Grant Code | Date Added | Action |
|---------------------------------------|----------|--|----------------------|------------|------------------------|
| NonWIOA Special Grant | 140 | DEI- Working for Marylanders With Disabilities | Not Defined | 01/20/2017 | Delete |
| View Available Grants | | | | | |

- Click  to proceed to Participation

Activity Enrollment: General Information



Activity Enrollment - General Information

This page displays activity information for the specified participant.

| General Information | Service Provider | Enrollment Cost | Financial Aid |
|----------------------------|--|-----------------|---------------|
| General Information | | | |
| Participant User Name: | dan313 | | |
| Participant State ID: | 208761 | | |
| Last Name, First Name MI: | Smith, Dan | | |
| Social Security Number: | 9257 | | |
| Address: | 222 Main Street Reisterstown, MD 21136 | | |
| Application Summary: | Program:WIOA Application Date:1/19/2017 Earliest Eligibility Date:01/19/2017 | | |
| Participation Date: | 01/19/2017 | | |
| * Customer Program Group: | 97 - Non-WIOA Special Grant | | |
| * LWIA Region: | Anne Arundel | | |
| * Office Location: | Anne Arundel County One Stop Center (Glen Burnie) | | |

Under General Information go to the **Customer Group** pull down

- Jobseeker must select a Customer Program Group, Non WIOA Special Grant
- For Non WIOA Special Grant, the grant

- Select an Activity Code by clicking on the link

- Click **Next >>** to proceed

| Enrollment Information | |
|--------------------------------|---|
| Grant: | DEI- Working for Marylanders With Disabilities |
| WIOA Title II Partner Program: | <input type="checkbox"/> Yes, service is a WIOA Title II Partner Program. |
| * Activity Code: | <input type="text"/> [Select Activity Code] |
| Projected Begin Date: | <input type="text"/> Today |
| Actual Begin Date: | 01/19/2017 <small>Actual begin date may not be modified on the first activity.</small> |
| * Projected End Date: | <input type="text"/> Today |

Activity Enrollment: Service Provider

Activity Enrollment - Service Information
This page displays activity service and worksite information for the specified participant.

General Information | **Service Provider** | Enrollment Cost | Financial Aid | Enrollment Budget | Budget Items | Closure Information

Enrollment Service Provider Information

Enrollment Summary: Enrollment ID: 5302240
Username: da313
WIDA Application ID: 2682573
Activity Code: 101
Activity Dates: 1/19/2017 - 1/20/2017

Provider: [Select Provider]

Service, Course or Contract: [Select Service, Course or Contract]

Provider Locations: [Select Provider Locations]

Provider Contacts: [Select Provider Contacts]

Occupational Training Code: Not Applicable

<< Back | Next >>

- Next is the **Service Provider** screen

- This tab is **not required** for DEI. If you have this information you may fill it out by clicking on the links under each entry.

- To proceed to the next section hit

Next >>

- To proceed straight to the "Closure" click on the **Closure Information** tab

Activity Closure Information

Closure Information
This page displays activity closure information for the specified participant.

Enrollment Summary
Enrollment ID: E003240
Username: dan223
WCA Application ID: 268593
Activity Code: 201
Activity Dates: 1/26/2017 - 1/20/2017

Last Activity Date: 1/20/2017

Completion Code: Successful Completion

Case Notes

| ID | Create Date | Subject | Action |
|----------------|-------------|---------|--------|
| No data found. | | | |

<< Back Finish Delete

- Enter a Completion code (if appropriate)
- If you missed your chance previously to enter a case note, you may do so here
- When you are ready Click 

Creating Additional Activities:

Location and Staff

LWIA: 01 - Anne Arundel
Create Staff Username: CSISA0
Case Manager: N/A

Onstage: 1 - Anne Arundel County One Stop Center (Glen Burnie)
Edit Staff Username: LGoldberg
Temporary Case Manager: N/A

Eligibility Summary

Participation 01/19/2017

Activities / Enrollments / Services 1

[Create Activity / Service / Enrollment](#)

| Status | Activity / Provider | WIC | Funding / Grant | Projected Begin Date | Actual Begin Date | Projected End Date | Actual End Date |
|--------|---|-----|-----------------------|----------------------|-------------------|--------------------|-------------------------------------|
| | 102 - Collection No Provider Information | | Non-WIC Special Grant | 01/20/2017 | 01/19/2017 | 01/20/2017 | 01/20/2017 Successful Completion |

Page 1 of 1 Rows 10

- Head back in the **Programs** under Case Management
- Expand your Newly created WIOA app
- The activities you created now displays in the activities list
- Click **"Create Activity"** to add additional services

Activity Creation: Revisited

Under General Information go to the **Customer Group** pull down

MARYLAND Workforce Exchange

Activity Enrollment - General Information
This page displays activity information for the specified participant.

General Information [Service Provider](#) [Enrollment Cost](#) [Financial Aid](#) [Enrollment Budget](#) [Budget Planning](#) [Closure Information](#)

General Information

Participant User Name: dan313
Participant State ID: 208761
Last Name, First Name MI: Smith, Dan
Social Security Number: 9257
Address: 222 Main Street
Reisterstown, MD 21136
Application Summary: Program:WIOA
Application Date:1/19/2017
Earliest Eligibility Date:01/19/2017
Participation Date: 01/19/2017

Customer Program Group: 97 - Non-WIOA Special Grant

LWIA Region: Anne Arundel

Office Location: Anne Arundel County One Stop Center (Glen Burnie)

Enrollment Information

Grant: DEI - Working for Marylanders With Disabilities

WIOA Title II Partner Program: Yes, service is a WIOA Title II Partner Program.

Activity Code:
[Select Activity Code](#)

Projected Begin Date: Today

Actual Begin Date: 01/19/2017
Actual begin date may not be modified on the first activity.

Projected End Date: Today

Using the pull down select **Non-WIOA Special Grant**

Under the Enrollment Information go to the Grant question

In the pull down choose DEI-Working for Marylanders With Disabilities

Select an Activity Code by clicking on the link

Click **Next >>** to proceed, Then go to Closure

Tips:

- Remember that case notes can be added directly from the application and during service assignment
- Your area may wish to set up a Case Management Group for DEI Working for Marylanders with Disabilities
- Here is one example of a tracking report:

Go to **Detailed Reports** → Then pick **Enrolled Individual**
Choose either **List** or **by Non-WIOA Special Grant, DEI Working for Marylanders with Disabilities**

For the Future...

- Remember to list the Actual Start Date for your customer's activity(s) after you verify they have started
 - Remember to update and/or close your activities. Do not let the system close an activity for you. Case managers must keep track of when services actually end!
 - Remember to List any Credential received when you close a training activity if available, otherwise enter it in at case closure.
-

Further Information or Guidance

If you need further assistance.....

Contact the PM help desk with any performance related questions at pmhelp@dllr.state.md.us

Contact the MWE Help Desk if you have technical issues or question about creating the WIOA app at wehelp@dllr.state.md.us

**MARYLAND DEPARTMENT OF LABOR, LICENSING AND REGULATION
DIVISION OF WORKFORCE DEVELOPMENT AND ADULT LEARNING
MONTHLY FINANCIAL STATUS REPORT**

ATTACHMENT D

Revised 8/30/2016

| | | | |
|--|--|-----------------------------------|--|
| SECTION I - GRANT AWARD INFORMATION | | (If Applicable) REVENUE SOURCE | Disability Employment Initiative (DEI) |
| GRANT TITLE/YEAR (FY or PY) | Disability Employment Initiative (DEI) | CFDA# | 17.207 |
| GRANTEE NAME | | FEDERAL CONTRACT # | MI-29687-16-60-A-24 |
| GRANTEE ADDRESS | | STATE GRANT # | |
| CITY/STATE/ZIP | | LOCAL GRANT # | |
| REPORT PERIOD | From _____ To _____ | TOTAL AWARD | \$ - |

SECTION II - SUMMARY OF EXPENDITURES

| ADMINISTRATIVE EXPENDITURES | TOTAL ADMINISTRATIVE BUDGET/ ADJUSTMENTS | TOTAL ADMIN ACCRUED EXPENDITURES | VARIANCE UNDER (OVER) |
|-----------------------------|--|----------------------------------|-----------------------|
| Staff Salary/Wages | - | - | \$ - |
| Staff Fringes | - | - | \$ - |
| Staff Travel/Training | - | - | \$ - |
| Equipment | - | - | \$ - |
| Supplies and Materials | - | - | \$ - |
| Contractual | - | - | \$ - |
| Other* | - | - | \$ - |
| Totals | \$ - | \$ - | \$ - |

(Itemize "Other" in "Remarks" Section Below)

| | | | |
|--------------------|------|------------------|------|
| Admin Unliquidated | - | % OF TOTAL GRANT | |
| TOTAL ADMIN | \$ - | #DIV/0! | \$ - |

| PROGRAM EXPENDITURES | TOTAL PROGRAM BUDGET/ ADJUSTMENTS | TOTAL PROGRAM ACCRUED EXPENDITURES | VARIANCE UNDER (OVER) |
|-----------------------------|-----------------------------------|------------------------------------|-----------------------|
| Staff Salary/Wages | - | - | \$ - |
| Staff Fringes | - | - | \$ - |
| Staff Travel/Training | - | - | \$ - |
| Participant Training | - | - | \$ - |
| Participant Wages & Fringes | - | - | \$ - |
| Supportive Services | - | - | \$ - |
| Equipment | - | - | \$ - |
| Supplies and Materials | - | - | \$ - |
| Contractual | - | - | \$ - |
| Other* | - | - | \$ - |
| Totals | \$ - | \$ - | \$ - |

(Itemize "Other" in "Remarks" Section Below)

| | | |
|----------------------|------|------|
| Program Unliquidated | - | |
| TOTAL PROGRAM | \$ - | \$ - |

| | Budget | Accrued Exp. | Unliquidated | Total Obligations | Variance |
|---------------|--------|--------------|--------------|-------------------|----------|
| TOTALS | \$ - | \$ - | \$ - | \$ - | \$ - |

| OTHER INCOME | PROGRAM INCOME BALANCE |
|------------------------|------------------------|
| Program Income Earned | \$ - |
| Program Income Expense | \$ - |
| Leveraged Funds | \$ - |
| Leveraged Funds | \$ - |
| Leveraged Funds | \$ - |
| Local Stand-In Costs | \$ - |

SECTION III - SUMMARY OF RECEIPTS

| TOTAL FUNDS AVAILABLE | TOTAL CASH RECEIVED | TOTAL CASH DISBURSEMENTS | CASH ON HAND | Note/Explanation for Cash on Hand |
|-----------------------|---------------------|--------------------------|--------------|-----------------------------------|
| \$ - | \$ - | \$ - | \$ - | |

REMARKS:

*Explanation for 'Other' categories

CERTIFICATION: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award document. I am aware that any false, fictitious or fraudulent information may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001)

Authorized Signature: _____

_____ Date

Print Name and Title: _____

_____ Telephone #

****Closeout packages are due 90 days after fully expended or 60 days after expiration date, whichever comes first****

**INSTRUCTIONS FOR COMPLETING THE FINANCIAL STATUS REPORT FOR
MARYLAND DEPARTMENT OF LABOR, LICENSING AND REGULATION**

NOTE: All cells in BLUE are the cells that data needs to be entered. All other cells are automatically updated.

TITLE: Choose 'Monthly', 'Quarterly' or 'Semi-Annual' from drop down menu.

SECTION I. - GRANT AWARD INFORMATION

GRANT TITLE/YEAR (FY or PY): Enter the grant title and the year of the funding (either PY or FY not both). For example: WIOA Youth Grant PY 2017

GRANTEE NAME: Enter the current name of the grantee.

GRANTEE ADDRESS: Enter the current address of the grantee.

CITY/STATE/ZIP: Address continued

REPORT PERIOD: Enter the beginning date of the most recent Notice of Grant Award and the ending date of the report period.

REVENUE SOURCE: Enter a revenue source (if applicable). Example: ABE/ESL, LEADERSHIP, AGE, EL/C, etc.

CFDA #: Enter the CFDA number per the most recent Notice of Grant Award. For example: 17.278.

FEDERAL CONTRACT #: Enter the Federal contract number per the most recent Notice of Grant Award. For example: AA-28321-16-55-A-22.

STATE GRANT #: Enter the State grant number per the most recent Notice of Grant Award. For example: POOP74-FR-PY16 Mod 3.

LOCAL GRANT #: Enter local designation (if applicable)

TOTAL AWARD: Enter the total award amount of the grant

SECTION II. - SUMMARY OF EXPENDITURES

Administrative Expenditures: Enter approved Budget in the first BLUE column and Accrued Expenditures in the second BLUE column as follows:

Staff Salary/Wages: This is the salary and fringe for all staff. When calculating salaries, you must include staff that is hired on a contractual basis. However, this line should not include consultants.

Staff Fringes: This line is for fringe benefits paid. When calculating fringes, include staff that is hired on a contractual basis (if applicable). However, this line should not include consultants.

Staff Travel/Training: These are costs of staff travel and trainings.

Equipment: List any equipment purchased. The Uniform Guidance defines Equipment at 2 CFR 200.94 and 2 CFR 200.33as tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

Supplies and Materials: List all supplies that you purchased for operating. NOTE: Supplies specifically that will be given to the client for training need to be counted under participant training.

Contractual: This line item should include any administrative services contracted out. This does include contracts for training staff.

Other: This line should report the cost of Overhead, indirect costs and any other expense that does not logically fit in the above categories. Please provide comments in the remarks section describing these costs.

Admin. Unliquidated: Enter the amount of federal administrative un-liquidated expenses prior to report period.

Program Expenditures: Enter approved Budget in the first BLUE column and Accrued Expenditures in the second BLUE column as follows:

Staff Salary/Wages: This is the salary and fringe for all staff. When calculating salaries, you must include staff that is hired on a contractual basis. However, this line should not include consultants.

Staff Fringes: This line is for fringe benefits paid. When calculating fringes, include staff that is hired on a contractual basis (if applicable). However, this line should not include consultants.

Staff Travel/Training: These are cost of staff travel and trainings.

Participant Training: This line is for the cost of training clients. These costs should include but not be limited to, supplies that are for the client's training, classes taken by the client, Consultants used to teach clients, etc.

Participant Wages & Fringes: These are client payroll cost of work experience.

Supportive Services: These costs should include payments made to the client, or on behalf of the client, for transportation, child care, etc.

Equipment: List any equipment purchased. The Uniform Guidance defines Equipment at 2 CFR 200.94 and 2 CFR 200.33as tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

Supplies and Materials: List all supplies that you will need for operating. NOTE: Supplies specifically that will be given to the client for training will be counted towards training.

Contractual: This line item should include any program services contracted out. This does not include contracts for training clients but it does include contracts for training staff.

Other: This line should report the cost of Overhead, indirect costs and any other expense that does not logically fit in the above categories. Please provide comments in the remarks section describing these costs.

Program Unliquidated: Enter the amount of federal program un-liquidated expenses prior to report period. For example: future and in process client trainings, etc.

PROGRAM INCOME EARNED: Enter the amount of program income earned as of the end of the report period.

PROGRAM INCOME EXPENSE: Enter the amount of program income expended as of the end of the report period.

LEVERAGED FUNDS: Enter the amount of other federal funds that have been used to enhance this grant as of the end of the report period.

Source (of Leveraged Funds): Enter revenue source of leveraged funds.

LOCAL STAND-IN COSTS: Enter the amount of stand-in costs expended as of the end of the report period.

SECTION III. - SUMMARY OF RECEIPTS

TOTAL CASH RECEIVED: Enter the amount of Total Cash Received as of the end of the report period.

TOTAL CASH DISBURSEMENTS: The amount of Total Cash Disbursed as of the end of the report period.

TOTAL CASH ON HAND: This figure is the sum of Total Cash Received minus Total Cash Disbursements.

Note/Explanation for Cash on Hand: Enter note of why there is cash on hand.

REMARKS: Provide any comments, as appropriate.

CERTIFICATION: An authorized representative of the grantee should affix their signature, title, date signed and telephone number. (This MUST be an original signature.)

**INSTRUCTIONS FOR COMPLETING THE FINANCIAL STATUS REPORT FOR
MARYLAND DEPARTMENT OF LABOR, LICENSING AND REGULATION**

NOTE: All cells in BLUE are the cells that data needs to be entered. All other cells are automatically updated.

Maryland’s Disability Employment Initiative Monthly Programmatic Report

Please complete the following information for the Disability Employment Initiative Grant and submit to Tera Winmond at teara.winmond@maryland.gov no later than the 10th of the month following the month of reported activity.

| LOCAL AREA INFORMATION | | | | | | |
|---|--------------------------------|--|----------------------------------|----------------------|---|--|
| Local Area | POC NAME: | Phone: | Email: | | | |
| Total Funding Amount: | Grant Start Date: 10/1/2016 | Grant End Date: 04/01/2020 | Reporting Month: | | | |
| PROJECT OVERVIEW | | | | | | |
| 1. Describe the status of your Local Area’s implementation of the Disability Employment Initiative. Include major activities that address grant requirements (Accessibility of your American Job Center and staff acquisition). | | | | | | |
| | | | | | | |
| 2. Have any additional resources been leveraged for the project this month? If so, please explain. | | | | | | |
| | | | | | | |
| 3. How often did your local Cohesive Resource Committee meet this month? | | | | | | |
| | | | | | | |
| STAFF TRAINING | | | | | | |
| 4. Provide an overview of the training related to the Disability Employment Initiative that occurred this month. Include the number of staff that have started and/or completed training (i.e., ACRE training, training on the assistive technology, other trainings as relevant, etc.) | | | | | | |
| | Assistive Technology | Association of Community Rehabilitation Educators (ACRE) | Customized Employment (not ACRE) | Disability Awareness | Behavioral/Mental Health, including Substance Abuse | Social Security Benefits (Ticket to Work etc.) |
| Training Agency Name | | | | | | |
| Total Staff | | | | | | |
| Completed | | | | | | |
| In Process | | | | | | |
| Total | | | | | | |

CAREER PATHWAYS

5. Describe the industry sectors and partnerships that were explored by participants or staff this month. Include details on the team/teams that were involved.

SUMMARY OF GRANT ACTIVITIES

6. Provide a summary of this month's grant activities (Ex. Outreach efforts to reach eligible job seekers and businesses. etc).

SUB-GRANTEES

7. If using a sub-grantee in the project, please list the organization's name, location, and describe activities accomplished during this month of reported activity.

OUTCOMES

8. Complete chart and enter the total number of individuals served this month through the Disability Employment Initiative.

NOTE: If an individual has more than one disability, report the primary only on this form.

Number of Participants by Disability Category

| Eligibility | Significant Needs | Accommodations | Supports | Customization of Job Duties |
|----------------|-------------------|----------------|----------|-----------------------------|
| SSI | | | | |
| SSDI | | | | |
| Ticket to Work | | | | |
| Physical | | | | |
| Sensory | | | | |
| Mental | | | | |
| Cognitive | | | | |
| Intellectual | | | | |
| Developmental | | | | |

BEST PRACTICES

9. Provide a summary of "Best Practices" or "What's Working."

CHALLENGES & CONCERNS

10. Provide a summary of issues, challenges and concerns.

SUCCESS STORIES

11. Provide a narrative describing program or participant success stories .

TECHNICAL ASSISTANCE

12. Identify technical assistance needs (if any).