

Attachment 6 .1
Center Misc. Documents

MOU Form

THE MIDLANDS WORKFORCE AREA SC WORKS SYSTEM
MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

The parties included in this MOU are the Midlands Workforce Development Board (LWDB), Chief Elected Officials (CEO), the Midlands SC Works Operator (OSO) and the required partners identified in the Act and other optional partners (hereinafter referred to as "Parties"). The partners' respective programs are identified on the signature pages of this agreement.

The CEO is responsible for appointing LWDB members, designating the local grant recipient and, in partnership with the LWDB, providing oversight of the local workforce delivery system.

The LWDB is responsible for developing this MOU with the SC Works partners; competitively procuring SC Works operators; strategic planning; and local policy development and oversight.

The OSO's function is to manage the SC Works system and coordinate the delivery of workforce services delivered through the system.

The SC Works system will bring together a series of partner programs and entities responsible for workforce development, education, and other human resources programs to collaborate in the creation of a seamless customer-focused service delivery network that enhances access to the programs' services.

The Workforce Innovation and Opportunity Act (WIOA) identifies the following entities as required partners in the workforce system:

1. Adult, Dislocated Worker, and Youth Programs
2. Adult Education and Family Literacy Act Programs
3. Wagner-Peyser Employment Services Programs
4. Rehabilitation Programs for Individuals with Disabilities
5. Post-Secondary Education Programs (Perkins)
6. Community Services Block Grant Employment and Training Activities
7. Native American Programs
8. HUD Employment and Training Activities
9. Job Corps Programs
10. Veterans Employment and Training Programs
11. Migrant and Seasonal Farmworker Programs
12. Senior Community Service Employment Programs
13. Trade Adjustment Assistance Programs
14. Unemployment Compensation Programs
15. YouthBuild Programs
16. Temporary Assistance for Needy Families (TANF) Programs
17. Second Chance Programs

With approval of the Local Board and chief elected officials, WIOA also allows other partners to be a part of the workforce system, including local employers and community-based, faith-based, and/or non-profit organizations, as well as employment, education, and training programs provided by public libraries or in the private sector. Optional partner outreach is strongly encouraged as these partnerships are necessary to

provide job seekers with the high-quality career, education, and supportive services needed to place them with businesses seeking skilled workers. Optional partners must meet the same conditions as required Parties.

Each Partner agrees to:

- (a) Provide access to its programs or activities through the SC Works delivery system;
- (b) Use a portion of funds made available to the partner's program, to the extent consistent with the Federal law authorizing the partner's program and with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200 and as supplemented by specific Federal agency Parts and CFRs, to:
 - (1) Provide applicable career services; and
 - (2) Work collaboratively with the State and Local Board to establish and maintain the SC Works delivery system. This includes jointly funding the one-stop infrastructure costs through partner contributions that are based upon:
 - (i) A reasonable cost allocation methodology by which infrastructure costs are charged to each partner in proportion to use and relative benefits received; and
 - (ii) Federal cost principles;
- (c) Enter into an MOU with the Local Board relating to the operation of the SC Works system; and
- (d) Participate in the operation of the SC Works system consistent with the terms of the MOU, requirements of authorizing laws, the Federal cost principles, and all other applicable legal requirements.

The development and implementation of this System will require mutual trust and teamwork between the Parties all working together to accomplish shared goals and in keeping with the main purposes and priorities of WIOA.

Purposes:

- Increasing access to and opportunities for the employment, education, training, and support services that individuals need, particularly those with barriers to employment;
- Supporting the alignment of workforce, education, and economic development systems;
- Improving the quality and labor market relevance of a demand-driven workforce that meets the needs of businesses and job seekers;
- Promoting improvement in the structure and delivery of services; and
- Providing workforce development activities that increase opportunities of participants and that increase post-secondary credential attainment and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet skill requirements of employers, and enhance productivity and competitiveness of the nation.

The Parties agree to:

- Actively participate in the strategic planning process for the local SC Works system;
- Serve on the Business Services team and participate in industry or sector partnerships, as applicable;
- Participate in SC Works Partner meetings, as appropriate;
- Coordinate and integrate activities so that individuals seeking assistance will have access to information and services that lead to positive employment outcomes; and
- At a minimum, provide electronic access to programs, activities and services:
 - Services provided through electronic means will supplement and not supplant those provided through the physical SC Works delivery system. The term "electronic" includes Web sites, social media, internet chat features, and telephone.

Services

SC Works centers provide services to customers based on individual needs, including the seamless delivery of multiple services to each customer. There is no required sequence of services. From the services listed in **Attachment A, WIOA Required Services**, an "X" indicates which services are directly provided by each partner program. **Attachment B, Midlands SC Works Partner List**, includes all local area Parties participating in the agreement and their service location(s) and program(s) they represent.

Career Services

Career services will be provided by all Parties in the SC Works Centers. Career Services include but are not limited to:

- **Initial Assessment:** Begins with intake and focuses on determining a customer's job readiness level, including workforce skills and access to appropriate services.
- **Job Counseling:** Either individually or in group sessions that helps the jobseeker make the best use of the information and services available.
- **Job Referral:** Services that are tailored to the needs of specific employers and jobseekers. Both workers and employers may also choose to post job announcements and resumes on an electronic system that is open to all.
- **Employer Services:** Access to labor market information; recruitment, screening, and referral of qualified applicants; access to economic development information and resources; posting job vacancies; offering customized job training options; connecting firms to SC Works information; technical assistance on assessment, recruitment, and human resource strategies; advocating for targeted employers in key economic sectors; and assistance with major layoffs and plant closures.
- **Labor Market Information:** Current and projected occupational supply and demand information, current occupational wage information; occupational skill standards; nonproprietary information on employers; and information on education and training program outcomes, including completion rates, placement rates, and wage rates of graduates.
- **Information and Referral:** Access to information regarding services needed by jobseekers, such as income assistance, housing, food, or medical care. Referrals to off-site services within the system will be made electronically in accordance with this agreement.
- **Training Related Information:** Access to and information about vocational exploration, basic skills and literacy training, job search skills, self-employment/entrepreneurial training, training leading to the award of skills certificates, work-based learning, two-year or four-year degree programs and state-approved apprenticeship programs.
- **Unemployment Insurance Information:** Phone accessibility to file for unemployment insurance benefits. Internet Claims filing can be done via the internet. Partner staff will provide meaningful assistance to individuals filing an initial claim.
- **Eligibility Determination:** Access to information regarding employment and training services needed by job seekers and eligibility for federal and state funded programs.
- **Outreach/Orientation/Intake:** Promoting local workforce services and activities to provide individuals with the information necessary to register for programs.
- **Performance Information on Local SC Works Centers:** How the local area is performing on the local performance measures and any additional performance information with respect to the SC Works delivery system in the local area.
- **Follow-up Services:** Including retention services and counseling regarding the workplace.

Unemployment Insurance (UI) Services

WIOA requires that a collaborative process exist among workforce Parties and UI programs. DEW is a recipient of Reemployment Services and Eligibility Assessment (RESEA) grants that provide selected UI claimants reemployment services deemed necessary and beneficial in returning these individuals to gainful employment as quickly as possible. Claimants selected to participate in the RESEA program can receive up

to three one-on-one reemployment assessments during their benefit year to help them return to work faster. RESEA staff advises claimants on the wide variety of reemployment services available to them and refers claimants to the services appropriate for their individual needs, including other SC Works partner programs. DEW staff agrees to provide claimants of UI programs information and assistance with filing claims and connecting with reemployment services. UI will share in the cost of the workforce system through the presence of RESEA staff in all comprehensive SC Works centers. DEW will make available UI-related training resources to assist all frontline SC Works staff in providing meaningful assistance with filing UI claims and correctly answering common claimant questions with ease and consistency.

The Workforce Information Portal (WIP) provides a secure method for partner staff to obtain the necessary UI data that is used to determine an individual's potential eligibility for training and employment services programs under WIOA. The WIP also allows all staff to communicate potential UI fraud and availability issues to UI personnel in an efficient and streamlined manner. Sharing such information with UI staff helps to accelerate the claimants' return to suitable employment and ensure their continued eligibility to receive UI benefits. The Parties agree to communicate potential eligibility issues to UI staff through the WIP as appropriate.

Staff members who are authorized to use the WIP have limited access to confidential information in DEW's records that pertain to the administration of UI benefits, including wage reports and/or Personally Identifiable Information (PII). See 20 C.F.R. Part 603.2. These individuals maintain signed Confidentiality Agreements with DEW as required by federal and state law. The Parties agree to communicate changes in staff with access to the WIP and ensure that active users have a signed Confidentiality Agreement with DEW, **Attachment G** to this MOU.

Accessibility

The Parties agree SC Works centers must comply with applicable physical accessibility requirements, as set forth in 29 CFR part 38, and the Americans with Disabilities Act of 1990 (ADA), as amended, to provide services to meet the needs of workers, youth, and individuals with barriers to employment, including individuals with disabilities. Access to services includes: access to technology and materials that are available through the SC Works delivery system; providing reasonable accommodations for individuals with disabilities; making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination against persons with disabilities; administering programs in the most integrated setting appropriate; communicating with persons with disabilities as effectively as with others; and the use of appropriate auxiliary aids and services, including assistive technology devices and services, where necessary to afford individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of, the program or activity. All SC Works centers must be physically and programmatically accessible to individuals with disabilities.

Certification

The Parties agree to cooperate and participate in the achievement of Certification of the local SC Works System. Local Boards will use the State issued certification standards to access and certify SC Works centers. The criteria will evaluate the SC Works centers and SC Works delivery system for effectiveness, including customer satisfaction, physical and programmatic accessibility, and continuous improvement. Evaluations of effectiveness will include how well the SC Works center integrates available services for participants and businesses, meets the workforce development needs of participants and local employers, operates in a cost efficient manner, coordinates services among the SC Works partner programs, and provides maximum access to partner program services even outside regular business hours. These evaluations will include criteria evaluating how well the centers and delivery systems take actions to comply with the disability-related regulations implementing WIOA. All Parties must work together to establish processes and services to achieve and maintain the required certification.

Center Management

The Center Manager is responsible for the day-to-day operation of the identified facilities. The Center Manager will coordinate with Parties to ensure staff is scheduled appropriately within the Center, respond to questions of an operational nature, manage the facilities, coordinate the Sharing of Resources, and will be the primary point of contact for SC Works Certification Standards and other related issues.

The Operator agrees that partner staff will have access to their assigned work areas during standard business hours during the work week and during extended work hours, including weekend hours if necessary, as special projects, information technology maintenance, extraordinary circumstances or workload may require.

Eligibility

Each Partner shall be independently responsible for determining eligibility for their respective programs.

Staff Management

- a. Each partner shall be responsible for providing the direct supervision and control of its staff in such matters as selection and hiring decisions, personnel planning and evaluation, salary and benefits and other matters directly pertaining to an employer-employee relationship. Each Partner will facilitate cross training opportunities and cooperative staffing arrangements within the Centers, as appropriate.
- b. Regardless of role or position, all staff within the SC Works system is expected to behave in a manner that maintains a civil workplace environment, free of harassment and intimidation. Management bears a responsibility to ensure that respectful behaviors are exhibited at all times and to address those which are not in accordance with ***Attachment D, SC Works Civility Policy***.

Dispute Resolution

All SC Works system staff and management have a responsibility to act in good faith towards maintaining a culture of inclusion, dignity, and understanding for all stakeholders in the workforce system. Disputes should be addressed using approaches that facilitate clear communication and respectful interactions that lead to mutually acceptable solutions. For disputes that cannot be resolved informally, the following mediation/resolution process shall be followed.

1. Should informal efforts fail, the authorized signatory official of the WIOA local grant recipient, or designee, and the executive director(s) of the partner(s), or designee(s), shall meet to mediate and resolve the situation.
2. Should these efforts fail, the situation shall be referred to the chair of the Local Workforce Development Board who shall designate an ad hoc committee to mediate with the parties involved to resolve the situation.
3. Should local efforts fail, and/or situations reoccur, either party may send a written request to the State Workforce Development Board (SWDB) regarding mediation.
4. The Chair will designate the Executive Committee or an ad hoc committee of at least five SWDB members to mediate with the parties involved and attempt to resolve the dispute.
5. The SWDB will hear the dispute and provide a recommendation within 60 days.
6. The parties will be notified in writing of the SWDB recommendation within 20 days.

Modification and Assignment

This MOU may be modified at any time by written mutual agreement of the parties involved. Oral modifications shall have no effect. Assignment of responsibilities under this MOU by any of the parties shall be effective upon written notice to the other parties. If any provision of this agreement is found to be unenforceable for any reason, all remaining provisions shall remain in full force and effect.

Termination

Withdrawal from the agreement requires ninety (90) calendar days written notice to the local Board who is then responsible for notifying all other Parties in the agreement. In accordance with WIOA, required Parties are not permitted to withdraw from the agreement. Furthermore, upon the withdrawal of any non-required partner, the future costs associated with this agreement shall be reallocated among the remaining Parties, and this agreement shall be modified in writing, accordingly.

Oversight

The Midlands Workforce Development Board will set the vision and goals for the workforce system and will assist Parties in continuously improving the system. The Parties will be responsible for cooperating with the SC Works Operator in coordinating delivery of services in the SC Works system. Parties will share joint responsibility for providing leadership in the design and delivery of shared processes or services offered by the Parties. The Local Board and the State Administrative Entity will evaluate SC Works operations and system performance to recommend new policies and changes to current policy for the operation of the SC Works system.

SC Works Partner Meetings

The Parties will meet no less than once quarterly to develop, implement and refine processes and documentation to achieve and maintain SC Works certification; to discuss operational and customer service issues; to address other matters necessary for the success of the SC Works system. Standing and ad hoc committees may be formed to address on-going and special issues and to maximize the participation in the operation and certification of the SC Works centers.

System Integration and Referral

The Parties will promote system integration to the maximum extent feasible through the cross training of staff, use of common and/or linked information systems and participation in a continuous improvement process designed to improve processes and increase outcomes and customer satisfaction. A key responsibility of each partner is effective referral of customers to the appropriate partner for services. This shall be done in a manner that reduces duplication, promotes a "no wrong door" policy, and ensures tracking of referrals to build accountability. Please see **Attachment C** for referral process and forms.

Confidentiality

- a. All Parties expressly agree to abide by all applicable Federal, State, and local laws and regulations regarding confidential information, including PII from educational records and unemployment insurance information, such as but not limited to 20 CFR Part 603, 45 CFR Section 205.50, 20 USC 1232g and 34 CFR 361.38, as well as any State and local laws. Each Party will ensure that the collection and use of any information, systems, or records that contain PII and other personal or confidential information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable laws.
- b. Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable laws, including ensuring that Confidentiality Agreements with DEW are executed and maintained by active system users. Each Party expressly agrees to take measures to provide that no PII or other personal or confidential information is accessible by unauthorized individuals.

- c. Customer information, on employers and job seekers, will be shared in accordance with separate partner confidentiality agreements. Parties agree that confidentiality of customer information will be maintained at all times. Parties agree to safeguard and protect confidential and personally identifying information pursuant to applicable Federal and State law, and 2 CFR 200.79. Parties with access to unemployment insurance information from the S.C. Department of Employment and Workforce must maintain these records pursuant to S.C. Code Ann. §§ 41-29-150 through 170, 20 CFR Part 603, and IRS Publication 1075, which require that certain S.C. Department of Employment and Workforce data be kept confidential. These requirements survive the duration of this agreement.
- d. With respect to the use and disclosure of FERPA-protected customer education records and the PII contained therein, any such data sharing agreement must comply with all of the requirements set forth in 20 U.S.C. 1232g and 34 CFR Part 99.
- e. With respect to the use and disclosure of personal information contained in VR records, any such data sharing agreement must comply with all of the requirements set forth in 34 CFR 361.38.

Grants Management

Each Partner will be responsible for managing funds and activities under their control. Grant administration, including grant management, fiscal activities, evaluation/reporting, and overall coordination activities will be the responsibility of individual Parties.

Compliance

Each Partner shall be responsible for ensuring that its activities are in compliance with their respective authorizing legislation and all regulations, policies and procedures set forth by the Federal or state government.

Liability Insurance

Each partner ensures that it will secure and maintain general tort liability insurance through an authorized carrier in at least the amount in South Carolina Code 15-78-120 of the South Carolina Tort Claims Act. Any liability of the Partner or any claims, damages, losses or cost arising out of or related acts performed by the Parties, or their agents, under this agreement shall be governed by the South Carolina Tort Claims Act 15-78-10, et seq. Each party hereto shall be liable for its own acts and omissions, and the acts and omissions of its employees, agents and officers, and nothing herein shall impute or transfer liability to the LWDB or any other party.

Severability

If any provision of this document is held invalid, the remainder shall not be affected thereby and shall remain in force. Similarly, should any Party withdraw, modify, assign or terminate its participation in this MOU, it shall remain binding and in full force and effect with respect to other remaining parties.

Assurances and Certifications:

1. The Parties will ensure that no person shall be discriminated against in consideration for or receipt of employment and training services or staff position on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief. Each participant shall have recourse through the appropriate complaint procedure.

2. The Parties will strictly adhere to all Federal, State, and Local laws that pertain to Employment and Training, including Minor Labor and Civil Rights Laws.
3. It is expressly understood and agreed by the Parties that employees performing work within the SC Works system remain at all times employees of their respective agencies.
4. No funds utilized in conducting activities under this agreement shall be used to promote religious or anti-religious activities, or used for lobbying activities in violation of 18 U.S.C. 1913, or used for political activities in violation of 5 U.S.C. 1501 to 1508.
5. Each member of the Parties assures that it is an equal opportunity employer and is aware of and shall comply with Equal Opportunity (EO) provisions as mandated by state and Federal statutes and regulations.
6. The Parties will not expose employees or customers to surroundings or working conditions which are unsanitary, hazardous, or dangerous. SC Works centers will be operated in accordance with reasonable safety practices.
7. The Parties will each comply with provisions of 41 U.S.C. §702 in providing a drug-free workplace.

INFRASTRUCTURE FUNDING AGREEMENT (IFA)

The Infrastructure Funding Agreement (IFA) and budget establishes a plan to fund the services and operating costs of the Midlands LWDA. The Parties to this MOU agree that joint funding is an essential foundation for an integrated service delivery system and necessary to maintain the Midlands LWDA's high-standard SC Works network. Cost allocation among Parties shall meet WIOA regulations, Federal Uniform Guidance, including the partner program's authorizing law and implementing regulations, and state rules, policies and guidelines. The SC Works system is a work in progress and its costs and the Parties' resource contributions are based on projections only and may need to be adjusted from time to time to most accurately reflect actual costs and contributions. The IFA is a component of the MOU and will be negotiated and modified annually.

The Midlands LWDA has the following SC Works Centers that are designed to provide a full range of assistance to job seekers and businesses:

Midlands SC Works Center (Comprehensive)	
Rose Heath, Project Director	803-737-5627
700 Taylor Street Columbia SC 29201	Rose.Heath@equusworks.com
Mon-Thurs 8 am – 6:30 pm; Friday 8 am – 5 pm	www.SCWorksMidlands.org

Midlands SC Works Center (Satellite)	
Rose Heath, Project Director	803-359-6131
671 Main Street West Columbia SC 29170	Rose.Heath@equusworks.com
Monday-Friday 8:30 am – 5 pm	www.SCWorksMidlands.org

Midlands SC Works Center (Satellite)	
Rose Heath, Project Director	803-635-2812
96 Hwy 321 By-Pass South Winnsboro SC 29180	Rose.Heath@equusworks.com
Monday-Friday 9 am – 5 pm	www.SCWorksMidlands.org

Each partner agrees to provide the resources necessary to fund their proportionate share of the costs as contained in **Attachment E, Shared Operating Budget**. The IFA should include, but is not limited to the following infrastructure cost items:

- Lease/Rent
- Utilities
- Landscaping
- Janitorial and cleaning maintenance
- Building maintenance and repairs
- HVAC maintenance
- Equipment rental expenses
- Security System
- Pest Control
- Supplies (public access and common spaces only)

The Parties may also share other costs that support the operations of the centers, as well as the costs of shared services that are authorized for and may be commonly provided through the SC Works partner programs to any individual, such as initial intake, assessment of needs, identification of appropriate services to meet such needs, evaluation of basic skills, referrals to other partners, and business services. The Parties have agreed to cost share in the following additional shared services and estimated costs as listed below and in the attached Shared Operating Budget. Final costs for all agreed upon additional shared services will be presented and approved by the Parties prior to actual purchase or procurement of services. Failure to do so may result in disputed charges and a refusal to submit payment.

Agreed upon Additional Shared Services Est. Cost	Description
Internet & Phone usage, if needed by partner	Access to internet & phone for staff use in the Center
Printing & Copying usage, if needed by partner	Access to printing & copying for staff use in the Center

Infrastructure costs and agreed upon additional shared operating and/or services costs will be shared in accordance with this agreement, including the Parties identified in **Attachment E: Shared Operating Budget**. Changes to the list of financially contributing partners included in the budget will result in changes to the allocations for the remaining partners. Therefore, any changes to the partners included in the budget must be submitted to all Parties of this agreement in the form of a written addendum and revised budget to ensure fiduciary responsibility. Failure to adhere to this standard may result in disputed proportionate share amounts and failure to remit payment amounts above that which are included in the original agreement.

Prior to committing to a contractual and/or financial obligation of any kind that would involve payment from a financially contributing partner, the Parties must consult with and obtain approval from the contributing partner(s). Each entity has its own procurement process and is responsible for ensuring that quotes for services are solicited and evaluated according to the appropriate procurement process. Failure by any party to adhere to this standard may result in disputed charges and a refusal to remit payment. Additionally, the Midlands LWDB/fiscal agent may not enter into a lease agreement to move offices that include partner staff without consulting with the Parties contributing to infrastructure funding prior to the execution of a lease agreement. Once the Parties have agreed in writing to their estimated/projected portion of the facility costs and that the space will work for their program services, an addendum to this agreement reflecting the move and any related changes must be executed **prior to the move**. Routine costs incurred during the month of the relocation will be prorated by all Parties.

Facility Costs - Facility costs are defined as those actual costs related to the facility use, maintenance and operation of the SC Works centers. These costs include payment of utilities, lease/rent, and security. Facility costs shall be borne by those Parties who deliver services through the SC Works Centers in the Midlands region.

Maintenance Costs - Maintenance costs include the following unless otherwise noted: landscaping, janitorial/cleaning maintenance, routine building maintenance and repairs, including HVAC maintenance, and pest control.

- a. Contractors, particularly those involved in, but not limited to, building repairs or improvements, should be mutually agreed upon by all financially contributing Parties. Each entity has its own procurement process and is responsible for ensuring that quotes for service are solicited and evaluated according to the appropriate procurement process. Once a need has been determined, the Facility Host designee is responsible for advising the non-Host partner(s) of the need, securing contractor quotes and submitting this detail for review to pertinent parties. Contractor selection must be agreed upon by all parties prior to the execution of work.
- b. Facility hosts with capital improvement needs of any nature must address those needs independent of this agreement and budget. Such repairs could be unresolved ADA modifications, roof repairs, HVAC replacement, etc. Capital improvement shall be the sole financial responsibility of the facility host. However, maintenance and repairs occurring from daily operations will be shared proportionately utilizing the agreed upon cost sharing methodology.

Supplies - Supply costs are those related to individual staff in performing their respective job duties and those related to the supply of items needed for public access (i.e. resource room) and common/shared spaces (i.e. restrooms) in each Center. Parties will purchase all staff supplies needed, including business cards, for their staff through the appropriate partner manager. The only shared supply costs will be those specifically related to public access and common/shared spaces as purchased by the Operator. These costs should be reconciled and invoiced to Parties quarterly and will be shared proportionately across all programs located in the Center in accordance with this agreement.

Equipment Costs - Equipment costs are those related to the use of rented equipment, such as Xerox machines, etc. (including paper and ink for the machine). Partner staff will be responsible for providing the necessary equipment for their staff and will share in the cost of public access equipment only, as provided by the LWDB and/or Operator, and used only by Center customers. These costs should be reconciled and invoiced to Parties quarterly and will be shared proportionately across all programs located in the Center in accordance with this agreement.

Center/Location	Number and Type of Public Access Equipment (not including PCs)
SC Works Center (Columbia)	1 Resource Room printer (managed print) 1 Staff Use Copier/Printer (optional for shared cost among partners)
SC Works Center (Lexington)	1 Resource Room printer (managed print) 1 Staff Use Copier/Printer (optional for shared cost among partners)
SC Works Center (Fairfield)	1 Resource Room printer

Access to equipment - Partner staff shall be granted access to all partner equipment in all SC Works facilities, including network closets. The partners agree that all Parties will be granted access to any other properties to verify ownership through the state property system. If equipment is found on the state property inventory list, the Parties agree to return the equipment for off-boarding, transfer, and return to

ensure proper handling as required by IRS regulations property ownership and resolution of any depreciated value of the equipment.

Public Access Computers – The Parties agree to share in the cost of public access PCs (i.e. necessary and reasonable in-scope costs of resource rooms and **shared** computer labs). The public access IT costs should be reconciled and invoiced to Parties quarterly and will be shared proportionately across all programs in accordance with this agreement. As part of reconciling IT costs, the Parties will be provided a copy of all current IT service provider contracts and/or work orders and any forthcoming modifications.

<i>Midlands SC Works Center (Columbia)</i>	Public Access PCs	Training Lab PCs	PCs used by Staff	*Total PCs
Number of PCs	29	30	17	76
<i>Midlands SC Works Center (Lexington)</i>	Public Access PCs	Training Lab PCs	PCs used by Staff	*Total PCs
Number of PCs	23	16	3	42
<i>Midlands SC Works Center (Fairfield)</i>	Public Access PCs	Training Lab PCs	PCs used by Staff	*Total PCs
Number of PCs	11	0	3	14

Shared Network Access - In a facility where partner staff presence is minimal, the Parties may request the County/COG/Operator on behalf of the LWDB provide IT services for their staff or through a VPN tunnel. A VPN tunnel allows for a “shared” internet connection to be divided into separately managed connections. This method maintains administrative control of partner connections and equipment without interfering with the County/COG and/or the Operator’s own network management. Any requests for shared services or access of this type will be negotiated between the applicable entity’s IT service provider and the partner. Once agreement has been reached and/or a VPN connection is established and in use by partner staff, any changes in IT services affecting such connection are prohibited without prior notification to the affected partner.

Telephone – When partners provide and maintain telephones (either VoIP or analog) for their staff, phone costs are not shared. In offices where a partner’s presence is minimal, or where the County/COG and/or the Operator is providing phone service, the COG/County and/or the Operator may bill a partner for their proportionate share of monthly billing by the telephone service provider. In cases where a telephone cannot be provided or supported by either party, partners may choose to provide or request alternate communication methods as needed on a case by case basis.

Cost Allocation and Proportionate Share - WIOA and its related regulations and guidance establish, as a starting point, the expectation that Parties will share proportionately in the infrastructure and shared services cost of the SC Works system. Therefore, the Parties agree that costs will be shared based on the Full-time Equivalency (FTE) model. Shared costs will be allocated on the basis of a partner’s number of staff assigned to work in a facility (enjoying the benefits of being in the building) on a weekly basis and counted proportionately by day as defined below:

- **One Day** - .20 (20% of a work week);
- **Two Days** - .40 (40% of a work week);

- **Three Days - .60** (60% of a work week);
- **Four Days - .80** (80% of a work week); and
- **Five Days - 1** (100% of a work week).

Staff assigned to work only “half-days” in a facility on a weekly basis will be counted proportionately as defined below:

- **One Day - .10** (half of 20% of a work week);
- **Two Days - .20** (half of 40% of a work week);
- **Three Days - .30** (half of 60% of a work week);
- **Four Days - .40** (half of 80% of a work week); and
- **Five Days - .50** (half of 100% of a work week).

Affiliate locations where services are provided only on a monthly basis will not be included in the proportionate share.

- a. Staffing levels will determine the proportionate share percentage of infrastructure and additional shared services costs for which each Partner will be responsible for by location and program. Billing of each individual Center’s costs will be based on the staff count as indicated in the attached Staffing Addendum. The addendum must be completed and signed by all cost-sharing Parties with the execution of this MOU. Staff counts must be based on planned staffing levels for the duration of the PY at the time of signature. Permanent adjustments to staffing levels for the duration of the PY (outside those of routinely occurring vacancies) will require the addendum and effective date to be revised and signed by all Parties. Any Party may request a new staffing addendum be executed at any time based on permanent staffing changes. The staffing addendum will be submitted to the Parties with invoices and supporting documentation reflecting actual expenses for payment.
- b. Any deviations or adjustments made to the proportionate share formulas will be presented in writing and agreed to by all Parties in the form of an addendum to the original agreement.

Reconciliation of Shared Costs - (For DEW-owned buildings) - SCDEW is responsible for reconciling and invoicing facility costs to the Midlands local area for the Midlands SC Works Center within 20 days after the quarter ends. All invoices should then be submitted to the Partners by the Midlands COG/County, with invoices and supporting documentation, reflecting the actual quarterly expenses paid during the quarter, within 45 days after the quarter ends. Special reporting requirements may be instituted for the 4th quarter for the period ending June 30th, to ensure payment occurs within the correct fiscal year. Partners should remit payments to the COG/County within 45 days following the date the invoice is emailed to the Partner. Any failure to submit payments by the deadlines set forth in this agreement will be subject to the dispute resolution process outlined above. If any partner disputes any costs, they have 30 days from the receipt of the reconciliation to submit a dispute.

(For buildings leased by the local area) - In turn, the COG/County, in coordination with the Operator, shall be responsible for reconciling and invoicing respective Partners for costs under this agreement as it relates to the **Lexington and Fairfield** SC Works Center(s). The **Midlands COG** lease-holder for the Lexington SC Works center and in conjunction with the County-owned building housing the Winnsboro SC Works Center, is responsible for reconciling and invoicing facility costs to the Partners. All invoices should be submitted to the Partners, with invoices and supporting documentation, reflecting the actual quarterly expenses paid

during the quarter, within 45 days after the quarter ends. Special reporting requirements may be instituted for the 4th quarter for the period ending June 30th, to ensure payment occurs within the correct fiscal year. Partners should remit payments to the COG within 45 days following the date the invoice is emailed to the Partner. Any failure to submit payments by the deadlines set forth in this agreement will be subject to the dispute resolution process outlined above. If any partner disputes any costs, they have 30 days from the receipt of the reconciliation to submit a dispute.

All invoices presented hereunder will be supported by a summarization of the charges detailing, for each invoice containing shared costs, the vendor name, the month of service covered, the total invoice amount, the shared cost portion of the invoice, and each Partner’s allocated portion of those shared costs. The Partners will mutually agree on the worksheet to be used for this purpose, and the final agreed-upon worksheet will be provided to DEW and the COGs/Counties. The worksheets will be submitted to the Partners and will be accompanied by PDF copies of all vendor invoices or other documentation supporting charges listed in the worksheet. No cost-sharing invoices will be processed for payment unless they are supported, and no charges will be paid unless supported by a PDF of a vendor invoice or other documentation deemed sufficient by the Partner invoiced.

Duration

This MOU, including the IFA, shall be reviewed and renewed annually to ensure transparency and continuous improvements to the delivery of services and to reflect any changes in the signatory official of the Board, SC Works Parties, and chief elected officials. The fiscal year shall be duly recognized as July 1 through June 30.

Loss of Funds

Infrastructure costs and any additional shared operating and/or services costs are contingent upon receipt of those funds by the partners. Any Parties may withdraw from this agreement in the event funding for the mandatory program is eliminated or the Parties are no longer responsible for the program. Such withdrawal shall be effective upon written notification to the partners of the lack of funding.

Agreement Management

The Agreement Manager responsible for oversight and review of shared costs, as well as the monitoring of the allocation methodology and funding information for each partner is:

Midlands Workforce Dev Area	SC Commission for the Blind	Midlands Technical College
Tammy Beagen, Asst Director	Karma Marshall, Director	Debbie Walker, VP Business Affairs
100 Executive Center Drive Suite 218 Columbia, SC 29210	1430 Confederate Blvd Columbia, SC 29201	Post Office Box 2408 Columbia, SC 29202
(803) 744-1670 x103	(803) 748-4788	(803) 822-3236
tbeagen@midlandsworkforce.org	Zunaira.Wasif@sccb.sc.gov	WalkerD@midlandstech.edu
Goodwill Industries of the Upstate/Midlands SC	Adult Education	Job Corps
Michelle Neeley, Dir Training Programs	Marva Coates, Pilot Program Dir	Eric Jones, Center Director
115 Haywood Road Greenville, SC 29607	2612 Covenant Road Columbia, SC 29204	Post Office Box 967 Bamberg, SC 29003
(864) 351-0100	(803) 251-4512	(803) 245-6300
ap@goodwillsc.org	bcunningham@richland2.org	Jones.Eric@jobcorps.org
SC Dept of Employment & Workforce	SC Dept of Social Services	SC Vocational Rehabilitation
Scott Ferguson, WED Mngr	Tammy James, Director Employment	Jacob Chorey, Director Planning &

Policies & Procedures	Services	Program Evaluation
Post Office Box 995 Columbia, SC 29202	Post Office Box 1520 Columbia, SC 29202	1410 Boston Avenue West Columbia, SC 29170
(803) 737-2671	(803) 898-1097	(803) 896-7047
rsferguson@dew.sc.gov	Tamara.James@dss.sc.gov	jchorey@scvrd.net
Telamon Corporation		
Susan Oney, VP Workforce & Career Services		
417 School Street Kingstree, SC 29556		
(919) 618-1690		
soney@telamon.org		

Authority and Signatures

The individuals signing this agreement have the authority to commit their respective organizations to the terms of this MOU and do so by signature below. Electronic signatures are authorized and strongly encouraged to ensure timely execution of the MOU. The following individual signature pages reflect the entity who is the grant recipient, administrative entity, or organization responsible for administering the funds and carrying out the specified programs and activities in the local area.

Effective Date

Without regard to the date of signatures below, the Parties agree the effective date of this agreement is July 1, 2022.

Attachments

- A: WIOA Required Services by Partner*
- B: SC Works Partners and Corresponding Status*
- C: Referral Process*
- D: SC Works Civility Policy*
- E: Shared Operating Budget*
- F: Staffing Addendum*
- G: Confidentiality Agreement*
- H: Front Desk Position Funding and Cost Allocation*

Attachment A: Required Services

MOU Attachment A: WIOA REQUIRED SERVICES

REQUIRED PARTNERS	Eligibility Deters.	Outreach & Orientation	Skills Assessments	Labor Exchange	Partner Referrals	Provision of LMI	Provision of Performance Information	Supportive Services	UI Filing	Financial Aid Assistance	Individual Career Services	Access to Training Services	Business Services
Adult, DW, and Youth	X	X	X	X	X	X	X	X	NO	X	X	X	X
Adult Education/Family Literacy	NO	X	X	NO	X	NO	X	X	NO	X	X	X	NO
Wagner-Peyser	NO	X	X	X	X	X	NO	X	X	NO	X	NO	X
Rehab. Programs for indiv. w/Disabilities	NO	X	X	X	X	X	N/A	X	N/A	N/A	X	X	X
Post-Sec. Career & Tech. Ed. (Perkins)	NO	X	X	X	X	X	NO	NO	NO	X	X	X	X
CSBG Employment and Training													
Native American Programs	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
HUD Employment and Training	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Job Corps	X	X	X	NO	X	X	N/A	X	NO	NO	X	X	N/A
Veterans Employment and Training	NO	X	X	X	X	X	NO	X	NO	NO	X	X	X
Migrant and Seasonal Farmworker (Tejano)	X	X	X	X	X	X	NO	NO	N/A	NO	X	X	X
Senior Community Svc. Employment	NO	X	X	X	X	N/A	NO	NO	NO	NO	X	X	X
Trade Adjustment Assistance	X	X	X	X	X	X	NO	X	X	X	X	X	X
Unemployment Compensation	NO	NO	NO	NO	NO	NO	NO	NO	X	NO	NO	NO	NO
TANF	NO	X	X	X	X	X	NO	X	NO	X	X	X	X
Second Chance Act	NO	X	X	X	X	X	NO	X	NO	X	X	X	X

Eligibility Determinations: Determination if an individual is eligible for WIOA Adult, DW, or Youth programs.

Outreach & Orientation: Information on and access to services in the SC Works system.

Skills Assessments: Initial assessment of skill levels including literacy, numeracy, English language proficiency, and aptitudes and abilities (including skills gaps).

Labor Exchange: Job search and placement assistance, career counseling, and non-traditional employment information.

Partner Referrals: Referrals to and coordination with programs and services within the SC Works system and other workforce programs.

Provision of LMI: Local, regional, and national labor market statistics including job vacancy listings, skills needed to obtain those jobs, in-demand occupations and earnings, and advancement opportunities available.

Provision of Performance Information: Partner specific data on how local areas are performing on accountability measures relating to the area's overall SC Works system.

Supportive Services: Information relating to the availability of supportive services, such as child care and transportation, and referrals to supportive service programs, as needed.

Unemployment Insurance Filing: Information and assistance regarding filing claims for unemployment compensation.

Financial Aid Assistance: Assistance in establishing eligibility for financial aid programs not provided under WIOA.

Individualized Career Services: Individualized services provided to eligible customers, such as counseling and career planning, to help the customer obtain or retain employment.

Access to Training Services: Access to training services such as On-the-job training, entrepreneurial, adult education and literacy, and customized training.

Business Services: Employer services, such as job fairs, recruitment assistance, and incumbent worker training, are made available to local employers.

Attachment 6 . 2
Center Misc. Documents

ID Badge

SC WORKS
MIDLANDS

Employment & Training Services

STAFF

Attachment 6 .3

Center Misc. Documents

Workshop Calendar

SC WORKS

BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

MIDLANDS

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

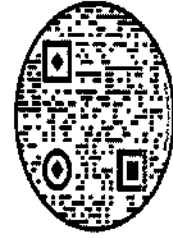
- Home
- Locations
- Job Seekers
- Business
- WUSA
- Works
- Partners
- More

Workshops

SC Works Midlands provides free workshops and learning opportunities in all 3 of our centers. Topics include Job Searching Tips, Resume Preparation, Basic Computer Skills, and Careers Profile Sessions with leading local employers. New sessions and topics are added each month. Our monthly workshop calendar is available below.

Workshops are free to attend, but seats are limited.

Please [click here](#) to register to attend SC Works Midlands Informational Session or scan the QR Code to the left.



SC Works Midlands will continue to provide Virtual workshops for May, but there is also an option to visit our centers for some in-person workshops. In-person workshops and Virtual workshops are indicated on the attached calendar. Please scan the QR Code to the left to register or click anywhere on the calendar to be re-directed to the registration portal. [Click here](#) at least 10 minutes prior to the workshop's start

April 2022 SC WORKS Workshop Calendar

MIDLANDS

Mon	Tue	Wed	Thu	Fri
				1 SC Works Informational Session (Must Register) 10:00am-11:00am In-Person Winnsboro
4 Build your Communication Skills 11:00am-12:00pm Virtual Workshop	5 SC Works Informational Session (Must Register) In-person Columbia 10:00am-11:00am Virtual Informational Session 2:00pm-3:00pm	6 Midlands Tech CNA and PCT program 11:00am-12:00pm Virtual Workshop Zero to IT 12:00pm-1:00pm Virtual Workshop	7 SC Works Virtual Informational Session 10:00am-11:00am (Registration required)	8 SC Works Informational Session (Must Register) 10:00am-11:00am In-Person Winnsboro
11 Coping with Workplace Stress and Anxiety 11:00am-12:00pm Virtual Workshop	12 SC Works Informational Session (Must Register) In-person Lexington 10:00am-11:00am Virtual Informational Session 2:00pm-3:00pm	13 Midlands Tech HVAC/Welding Training Opportunities 10:00am-11:00am Virtual Workshop	14 SC Works Virtual Informational Session 10:00am-11:00am (Registration required)	15 SC Works Informational Session (Must Register) 10:00am-11:00am In-Person Winnsboro
18 Reaching your Personal and Professional Goals 11:00am-12:00pm Virtual Workshop	19 SC Works Informational Session (Must Register) In-person Columbia 10:00am-11:00am Virtual Informational Session 2:00pm-3:00pm	20 Creating a Professional Resume 11:00am-12:00pm Virtual Workshop Computer Basics Class 11:00am-12:30pm In-Person Columbia	21 SC Works Virtual Informational Session 10:00am-11:00am (Registration required)	22 SC Works Informational Session (Must Register) 10:00am-11:00am In-Person Winnsboro
25 Learn to Interview like a Pro 11:00am-12:00pm Virtual Workshop	26 SC Works Informational Session (Must Register) In-person Columbia 10:00am-11:00am Virtual Informational Session 2:00pm-3:00pm	27 The New SC High School Credential 10:00am-11:00am Virtual Workshop	28 SC Works Virtual Informational Session 10:00am-11:00am (Registration required)	29 SC Works Informational Session (Must Register) 10:00am-11:00am In-Person Winnsboro

<https://www.scworksmidlands.org/workshops>

Or

Register for Informational

Session By Scanning QR Code

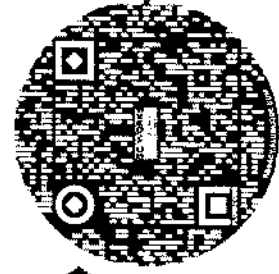


Join a Workshop

Step 1: Scan QR Code below

Step 2: Call: 1-404-410-4502, wait for beeps to end, enter access code 170 037 9058, Meeting Password: RW2p3k.J2T3P or click join via installed app OR Click the link below or copy into your browser.

<https://brightspringshealth.webex.com/brightspringshealth/j.php?MTID=m38cfd7fc7cb95f992cc48a2fc43a8e99>



May 2022 SC WORKS Workshop Calendar

MIDLANDS

<https://www.scworksmidlands.org/WORKSHOPS>

Or

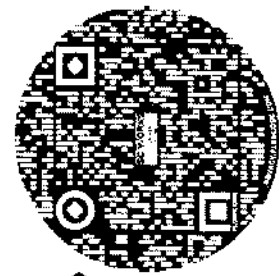
Register for Informational Session By Scanning QR Code



Join a Workshop

Step 1: Scan QR Code below
 Step 2: Call: 1-404-410-4502, wait for beeps to end, enter access code 170 037 9058; Meeting Password: #W2p3kJ2T3P or click join via installed app OR Click the link below or copy into your browser.

<https://brightspringhealth.webex.com/brightspringhealth1.php?MTID=m38cfd7fc7cb95f992cc48a2fc03a8e99>



Mon	Tue	Wed	Thu	Fri
2 HVAC/Welding Training Opportunities 10:00am-11:00am Virtual Workshop	3 SC Works Informational Session (Must Register) In-person Lexington 10:00am-11:00am Virtual Informational Session 2:00pm-3:00pm	4 Creating an Impressive Resume 10:00am-11:00am Virtual Workshop	5 Essential Computer Skills for Job Market 11:00am-12:00pm In-person Columbia	6 SC Works Informational Session (Must Register) 10:00am-11:00am In-Person Winnsboro
9	10 OFFICE CLOSED	11	12 SC Works Virtual Informational Session 10:00am-11:00am (Registration required) How to Become a CNA 11:00am-12:00pm Virtual Workshop	13 SC Works Informational Session (Must Register) 10:00am-11:00am In-Person Winnsboro
16 Learn to Manage Your Time 10:00am-11:00am Virtual Workshop	17 SC Works Informational Session (Must Register) In-person Lexington 10:00am-11:00am Virtual Informational Session 2:00pm-3:00pm	18 Maintaining Self-Motivation in the Workplace 10:00am-11:00am Virtual Workshop	19 SC Works Virtual Informational Session 10:00am-11:00am (Registration required)	20 SC Works Informational Session (Must Register) 10:00am-11:00am In-Person Winnsboro
23 Expungement Workshop 10:00am-11:00am In-Person Lexington office	24 SC Works Informational Session (Must Register) In-person Columbia 10:00am-11:00am Virtual Informational Session 2:00pm-3:00pm	25 Expanding your Emotional Intelligence 10:00am-11:00am Virtual Workshop	26 SC Works Virtual Informational Session 10:00am-11:00am (Registration required) Digital Job Searching Skills 11:00am-12:30pm Virtual Workshop	27 SC Works Informational Session (Must Register) 10:00am-11:00am In-Person Winnsboro
30	31 SC Works Informational Session (Must Register) In-person Columbia 10:00am-11:00am Virtual Informational Session 2:00pm-3:00pm			

Attachment 6 .4
Center Misc. Documents

Customer Survey

SC Works Midlands Customer Satisfaction Survey

Thank you for telling us about your visit to our Midlands SC Works center. The following survey is voluntary and your responses will be kept confidential. Your answers will be used to improve services at our Midlands SC Works center.

1. Which SC Works Midlands office did you visit?

- Columbia
- Lexington
- Fairfield

2. I visited on:



3. Please select your age range

- 16 - 24
- 25 - 40
- 41 - 54
- 55 and older

4. What was the reason for your visit?

- Job Search / Resource Center
- Job Interview
- Attend a Workshop
- Meet with a Case Manager / Receive Counseling
- WIOA Program
- TAA Program
- Unemployment Insurance
- Other

5. Rate your satisfaction for each item / category

	Very Satisfied	Satisfied	Unsatisfied	Very Unsatisfied	n/a
Job Search / Resource Room	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff Responsiveness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Timeliness of Service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Very Satisfied	Satisfied	Unsatisfied	Very Unsatisfied	n/a
Greeting / Intake Process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Counseling / Case management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Workshops	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Job Matching and Job Referral Process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Training / Education Referral	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. Would you recommend our services to others?

Yes

No

7. If you would like to be contacted in response to your survey, please provide your contact information below.

Submit

0%

SC WORKS

Please circle the office for which you are completing this form:
 Columbia Lexington Fairfield

Customer Satisfaction Survey

Thank you for telling us about your visit to our Midlands SC Works center. The following survey is voluntary and your responses will be kept confidential. Your answers will be used to improve services at our SC Works Midlands centers.

1. Please list today's date:
2. What range best describes your age? (circle one that applies)
 16 to 21 22 to 40 41 to 54 55 and older
3. What was the reason for your visit? (circle all that apply)

Job search/resource center
 Attend a workshop
 WIA Program
 TAA Program

Job interview
 Meet with a Case Manager/receive counseling
 Unemployment Insurance
 OTHER (please specify below):

4. Please rate your satisfaction (if an item does not apply to your visit, please check "Not Applicable"):

Please rate the following:	<i>Very Satisfied</i>	<i>Satisfied</i>	<i>Unsatisfied</i>	<i>Very Unsatisfied</i>	<i>Not Applicable</i>
Staff responsiveness					
Timeliness of service					
Greeting/intake process					
Resource Room					
Counseling/case management services					
Workshops					
Job matching and job referral process					
Training/education referral					

5. Would you recommend our services to others? Yes No
 COMMENTS:

6. To be contacted about this survey or other services, please provide your contact information:

An equal opportunity employer/program. Auxillary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached using TTY/TDD equipment via the South Carolina Relay Service at 711.

Attachment 6 .5
Center Misc. Documents

Center Sign-in
SCOS Greeter Report

Attachment 6 .6

Center Misc. Documents

**Statewide Partner Training
SC Works Your Next Steps**

SC Works 101 Online Registration Links & Instructions

Guidelines:

- Registrants **MUST REGISTER USING THEIR FULL LEGAL NAME and WORK EMAIL ADDRESS.**
- Registrants must send the numeric ID MTC issued to each registrant to their supervisors / Operators.
 - Operators, please update the local area's tracker with the ids and forward to the SC Works 101 training coordinator, RDeAnnuntis@dew.sc.gov by the end of registration period.
- On the registration page, participants will be asked to choose their "Local Area" they should choose the name of their Local Area in the drop down.
- One day after completing the registration link, participants will receive an email with instructions for logging into D2L. The first step will be to create a password.
- The D2L training course will be available four days before the start date of class for all who have registered.
- Participants should use Google Chrome or Microsoft Edge to access and navigate through the course.
 - Mozilla Firefox and Apple Safari will work fine in many cases.
 - Internet Explorer is not supported.
- To locate the class, participants should scroll down to the bottom of the D2L home page and click on the course under My Courses.
- The syllabus is located in the Welcome section of the course.

Please find below the links and authorization codes for sessions for the 4th Quarter PY 2021.

Session Start Date	Session End Date	Registration Start Date	Registration Deadline	Registration Link	Authorization Code
4/4/2022	4/15/2022	Now	3/25/2022	https://mtconline.midlandstech.edu/CeContractRegistration/cecontractreg?secd=309790	294251
5/16/2022	5/27/2022	Now	5/6/2022	https://mtconline.midlandstech.edu/CeContractRegistration/cecontractreg?secd=309791	294252
6/6/2022	6/17/2022	Now	5/27/2022	https://mtconline.midlandstech.edu/CeContractRegistration/cecontractreg?secd=309792	294253

SC WORKS

101 Acronyms Desk Aid

Acronyms

Below are useful acronyms of many of the words, phrases and jargon you might hear or see in the SC Works content or while communicating with workforce professionals. This is not an exhaustive, but should help navigate conversations and information that you encounter.

Acronyms

ABHD	Able-Bodied Adult without Dependents	LVER	Local Veterans' Employment Representative
ACJ	American College Testing	LWDA	Local Workforce Development Area
ADA	Americans with Disabilities Act	LWDB	Local Workforce Development Board
AJC	American Job Center	MOU	Memorandum of Understanding
BLS	Bureau of Labor Statistics	MSPN	Migrant Seasonal Farm Worker
CEO	Community Based Organization	NCRC	National Career Readiness Certificate
CDL	Commercial Driver's License	O*NET	Occupational Information Network
CLEO	Chief Local Elected Official	OAA	Older Americans Act
COG	Council of Government	OIS	Occupational Information System
CSEG	Community Service Block Grant	OJT	On-the-Job Training
DEW	Department of Employment and Workforce	PIK	Private Industry Counsel
DOL	Department of Labor	PP	Program Year
DVOP	Disabled Veterans Outreach Program	RR	Rapid Response
DW	Dislocated Worker	RSA	Resource Sharing Agreement or Rehabilitation Services Administration (RSDOLA)
EO	Equal Opportunity	SCSEP	Senior Community Service Employment Program
ETA	Employment & Training Administration (USDOL)	SCWCS	SC Works Online Services
ETPL	Eligible Training Provider List	SDA	Service Delivery Area (LWDB)
FBO	Faith-Based Organization	SNAP	Supplemental Nutrition Assistance Program
FY	Fiscal Year	SSI	Supplemental Security Income
GED	General Educational Diploma	SSN	Social Security Number
IEP	Individual Employment/Coercion Plan	SWDB	State Workforce Development Board
IFA	Infrastructure Funding Agreement	STEP	South Carolina Youth Employment Program
ISS	Individual Service Strategy	TAA	Trade Adjustment Act
ITA	Individual Training Account	TANF	Temporary Assistance for Needy Families
INT	Incumbent Worker Training	TRA	Trade Readjustment Assistance
JAG	Jobs for America's Graduates	UC	Unemployment Compensation
KPI	Key Performance Indicator	UI	Unemployment Insurance
LLBL	Lower Level Standard Income Level	UR	Unemployment Rate
LMI	Labor Market Information	USOCL	United States Department of Labor

Rev: 1.1 FINAL

1 of 2

SC WORKS

101 Acronyms Desk Aid

VOS	Virtual OneStop online case management system	WIOA	Workforce Innovation and Opportunity Act (Replaced WPS)
VR	Vocational Rehabilitation	WRBD	Workforce Innovation in Regional Economic Development
WIA	Workforce Investment Act	WOTC	Work Opportunity Tax Credit
WIN	Worldwide Interactive Network	WRC	Work Ready Community

Rev: 1.1 FINAL

2 of 2

ROLE OF THE SC WORKS SYSTEM

The SC Works system brings together workforce development, educational, and other human resource services in a seamless network that enhances access to the programs' services and improves long-term employment outcomes for individuals receiving assistance.

WDA AUTHORIZES THE FOLLOWING SIX CORE PROGRAMS:

- | | |
|----------------------------------|---|
| 1. WDA Title I Adult | 4. WDA Title II Adult Education and Family Literacy Act Program |
| 2. WDA Title I Dislocated Worker | 5. WDA Title III Wagner-Peyser Act Program |
| 3. WDA Title I Youth | 6. WDA Title IV Rehabilitation Act Program |

WDA ALSO REQUIRES ACCESS TO OTHER PROGRAMS THROUGH THE ONE-STOP SYSTEM. THESE PROGRAMS INCLUDE:

- Job Corps
- YouthBuild
- Native American programs
- Migrant and seasonal farmworker program
- Temporary Assistance for Needy Families (TANF)
- Trade Adjustment Assistance Program (TAA)
- Reemployment Services & Eligibility Assessment (RESEA)
- Jobs for Veterans State Grant
- Senior Citizen Community Employment Program (SCCEP)
- Employment and training activities carried out by the Department of Housing and Urban Development
- Employment and training activities carried out under the Community Services Block Grant
- Programs authorized under the Second Chance Act of 2007

OTHER PROGRAMS

Your SC Works center may have even more programs available to individuals and businesses. The number and type of program varies by locality. The programs available in a larger, urban comprehensive center may be different from the programs available in a smaller, more rural center.

PARTNER AGENCIES, ORGANIZATIONS, AND SERVICE PROVIDERS

Programs are administered by a variety of partner agencies/organizations and service providers. It is important to become familiar with the staff in your center that provide access to these programs. Not only can you learn from them but you can also build relationships that are critical to making effective referrals and providing comprehensive service delivery to individuals and businesses.

SNAP E&T

Did you notice that SNAP (Supplemental Nutrition Assistance Program) Employment and Training (E&T) program is not required under the WDA status? Such programs are neither core nor required programs; however, the Department of Social Services (DSS) SNAP E&T staff are on location in every comprehensive center to provide access to employment and training resources and services for SNAP recipients.

TERMINOLOGY

A **referral** is a good faith effort by each local SC Works Partner to direct customers to the right service at the right time.

Registration is the process of joining a system (e.g. an individual or business/employer registering in SCWOS for access to employment and training resources).

Enrollment is the process of joining or becoming a program participant (e.g. enrollment in WDA).

Assessments are used to determine appropriate services and career pathways.

Individual Employment Plan (IEP)/Individual Service Strategy (ISS) identifies participant employment goals, achievement of objectives & appropriate the combination of services needed for success. Remember, an IEP is a living document that will be continually revised and used by staff from multiple programs, as appropriate.

MAKING EFFECTIVE REFERRALS

- Before you can make an effective referral, it is important to understand your customer's higher goals, needs, barriers, etc. This understanding comes through having an open ended discussion with your customer and listening effectively to what is said.
- You should also be familiar with the programs available to assist your customer, including basic eligibility requirements and the program referral process. Hopefully, SC Works 101 increased your level of knowledge or at least piqued your interest enough that you will continue to explore and build a personal network of resources and services for your customers.
- In many cases, the SC Works Online Services system (SCWOS) is used to make a referral. If the program you are referring your customer to does not use SCWOS, you may be able to use the Partner Referral Form or the process preferred by that program.
- Refer to the local partner MOU for more information about the referral process in your local area.

FACTS ABOUT SCWOS

SCWOS is used for case management and reporting by WDA Title I – Adult, Dislocated Worker, and Youth provider staff as well as DOW Wagner-Peyser, Trade Adjustment Assistance and Veterans staff.

Some partner staff also use SCWOS to make referrals, view customer/client case files, job orders, and labor market information, and access staff resources.

Having access to SCWOS may help you to provide a more seamless customer service experience. Speak to your local SCWOS Coordinator for more information about SCWOS and instructions on how to request a user account.

ADDITIONAL RESOURCES

Refer to the Local Memorandum of Understanding (MOU) for your area for more information about partner programs and referrals.

Use SC Works Online Services (SCWOS) to access staff online resources. <http://scworks.org/online/Default.aspx>

Use WorkingGPS to learn more about national best practices in case management and other topics. <http://www.workinggps.com>

TRAINING

YOUR NEXT STEP

SC WORKS

SC Works 101
Implementation Guide

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Background

In 2016, a group of partners working on WIOA implementation and the Unified State Plan, identified attendees training as a strategy for improving program alignment and enhancing service delivery through a seamless and coordinated one-stop system. SC Works Training Work Group was formed consisting of state and local partner program representatives. The work group developed short tutorial videos used to introduce attendees to a number of programs available to jobseekers and businesses through the SC Works system. The work group also developed several training sessions that were delivered at the 2017 Workforce Development Symposium.

In 2018, Midlands Technical College was selected by the work group and State Workforce Development Board to develop and implement Your Next Step Training, a customized training program for SC Works center staff. The SC Works Center Certification Standards were also revised to include completion of Your Next Step Training, by all center staff, as a requirement for being certified by the Local Workforce Development Board.

Roles and Responsibilities

Development and state-level implementation of Your Next Step Training has been a team effort and it will take a number of key roles and responsibilities to ensure that all SC Works center staff have the opportunity to participate in the training course.

- Midlands Technical College (MTC)
 - Complete development of SC Works 101 online training courses
 - Host the online training components through their integrated learning platform, D2L
 - Set up training sections, develop registration links, and distribute registration links to DEW
 - Track individual progress, including registration, start date, completion date, and completion status (successful or unsuccessful)
 - Report individual progress, including registration, start date, completion date, and completion status (successful or unsuccessful)
 - Provide a Certificate of Completion to all staff who successfully complete SC Works 101
- DEW
 - Serve as the lead/coordinating agency, partnering with the work group and MTC to develop and provide feedback on the content and curriculum
 - Designate coordinator to serve as the point of contact for the SC Works attendees training initiative
 - Provide technical assistance and training to center operators on implementation of the training
 - Distribute registration link and instructions to center operators
 - Track completion of training using the Gap Analysis tool
 - Distribute progress and completion reports to the:
 - individual serving as the Operator of each SC Works center
 - agencies or organizations that employs SC Works center staff

- of the State and Local Workforce Development Boards
- Local Workforce Administrators
- Continue participation in Staff Training Work Group
- Assist with the development of and provide feedback on content and curriculum
- Ensure participation of local center staff
- SC Works Center Operators
 - Serve as the local point of contact for the attendees training initiative, responsible for local implementation
 - Manage master list of center attendees
 - Work hand-in-hand with partner managers/supervisors to identify individuals who will participate in each training session
 - Distribute registration link and instructions to selected individuals
 - Track registration, start and completion status, ensuring that all attendees have completed the training
 - Provide DEW with a list of attendees who complete each training session at the end of each training month
 - Provide updates and progress reports to partner managers/supervisors

Training Overview

SC Works 101 Training Program is designed to equip attendees working in the SC Works Centers, or in the field, who provide services to jobseekers or businesses, with knowledge and understanding of the SC Works system to ensure that customers receive high-quality services each time they engage with the system.

The SC Works 101 online training course consists of 5 self-paced modules covering the SC Works system, centers, customers, partners, and customer service. The content is delivered in multiple formats including text, graphics (e.g., charts and flowcharts), and activities. Each module has a knowledge assessment at the end that users must pass with an 80 percent or greater. SC Works attendees will use D2L, an integrated learning platform to complete the online course.

Upon successful completion of the online training course, attendees will receive a Certificate of Completion via email from Midlands Technical College. All attendees must forward a copy of the completion certificate to the operator of the center in which he/she works.

Who is required to complete SC Works 101 Training?

All staff working in an SC Works center, or in the field, including partner staff and business services staff, must complete the online SC Works 101 training course.

How much time will the training require?

Staff will have two weeks, approximately 10 business days, to complete the SC Works 101 online training course. Staff should work with their supervisor and operator to schedule time during the two week period to complete the online course during work hours.

What is “successful completion” of the training?

The SC Works 101 online course is organized into 5 modules with an assessment at the end of each. Attendees must complete each module and pass each assessment with an 80 percent or higher for successful completion. Before the course ends, attendees will have multiple attempts to earn a passing grade on the assessments. Attendees who do not pass the assessments should review the material in that module and attempt the assessment again until a passing grade is achieved. *Please note: after the course ends, attendees will not be able to access course materials or retake the assessments. It is important that attendees start the course within the first week and progress through the content efficiently to ensure that sufficient time remains in case a retake of one or more of the assessments is necessary. Supervisors should work with attendees to ensure that time has been set aside each week to work through the content.*

Failure to successfully complete the online course may result in personnel actions varying by agency or employer of record. Additionally, failure to successfully complete may negatively affect SC Works center certification (see Training Overview).

Course Information and Registration

Class Size and Number of Attendees

SC Works 101 online training course is offered in a series of 2-week sessions. Each session can accommodate up to 100 attendees.

Your Next Step Trainee Tracking Log

Center operators are responsible for managing local implementation of Your Next Step Training. Operators should use the tracking log (Attachment A) to manage the course registration and completion process.

Initial Steps

- Operators should work with partner supervisors and managers to identify all attendees in all centers, including business services attendees, who are required to complete the training (columns A-G). The list of required attendees should be emailed to DEW by October 16, 2019. DEW will compile and maintain a master list of center staff.
 - The Trainee Tracking Log has been updated to include a new column (column A) which should be used to identify whether staff is Active, Inactive, or New.
 - When first submitting the center tracking log to DEW, all current employees should be identified as Active.

- When a course is available for registration, the operator should work with partner supervisors to identify which attendees will participate (see Class Size and Number of Attendees) and distribute the registration link and instructions accordingly.

Using the Tracking Log

- Starting with column A, select Active, Inactive, or New to identify staff employment status.
 - Choose NEW when the attendees is a NEW.
 - For current employees, choose ACTIVE if the attendees is an active.
 - Choose INACTIVE when the attendees is no longer working in the center.
- Using columns B-D, enter the attendees' First Name, Last Name, and Middle Initial (if known).
- Enter the Local Area name in column E, the Partner Program in column F, and Attendees Position in columns G.
- Select the Training Course title from the drop down list in column H.
- Use columns I through K to enter the Registration Date (column I), Start Date (column J), and Completion Date (column K).
- Use column L, as needed, to enter Notes.

The Tracking Log should be submitted to DEW on a monthly basis, after the registration period closes for the last session in each month. Prior to submission, the operator must remember to identify in column A:

- New attendees by selecting New
- Attendees no longer working in the center by selecting Inactive.

By using the tracking log, the operator will be able to measure and communicate progress toward ensuring that all center staff have completed the required trainings. Operators should regularly engage partner supervisors in the implementation of Your Next Step Training, including progress updates when appropriate and in a manner that does not violate privacy laws, regulations, and/or guidance.

Registration Link/Online Course Registration

Two weeks before a course section begins, DEW will forward the registration link and code to all center operators along with registration instructions. Course registration must be completed one week before the session start date.

Example: A section of the SC Works 101 online training course begins on Monday, October 14.

- DEW will distribute the registration link, code, and instructions to the operators no later than Monday, September 30th.
- Center attendees will have until Monday, October 7th to complete registration for the October 14th course section.
- Center attendees will have from Monday, October 14 through Friday, November 1st to complete.

Course registration is an online process which requires the following attendees' information:



APPLY NOW GIVE TO MTC

PROGRAMS AND COURSES ADMISSIONS FINANCIAL AID AND TUITION STUDENT RESOURCES ABOUT

*Last Name: _____
*Birth Date (mm/dd/yyyy): _____
*Full SSN (dashes not required): _____
*(or) College ID (leading zeros not required): _____
*Registration Authorization Code: _____
Find Student

*Fields with an asterisk are required
You must enter a full SSN or your college ID

Figure 1 MTC Online - First Screen

First Screen – Fill in the following fields:

- a. Last name
- b. Birth Date (mm/dd/yyyy)
- c. Social Security Number (dashes are not required)
 - a. (or) College ID (leading zeros are not required)
- d. Registration Authorization Code (the authorization code can be found in the email attendees receive from the center operator)



APPLY NOW GIVE TO MTC

PROGRAMS AND COURSES ADMISSIONS FINANCIAL AID AND TUITION STUDENT RESOURCES ABOUT

First Name: _____
Last Name: _____
College ID: _____
Birth Date: _____
*Email: _____
*Cell Phone: (xxx-xxx-xxxx) _____
*Daytime Phone: (xxx-xxx-xxxx) _____
Address Line 1: _____
Address Line 2: _____
City: _____
State: _____
Zip: _____
*Local Area: _____
If this is your profile, you may update your information, verify the information is correct and click the 'Register' button.
*I have reviewed the information provided and certify that it is correct.
*Fields with an asterisk are required.
Register Back

Figure 2 MTC Online - Second Screen

Second Screen – Fill in the following fields:

- First Name (should auto populate from screen 1)
- Last Name (should auto populate from screen 1)

- College ID (should auto populate from screen 1)
- Birth Date (should auto populate from screen 1)
- Email
- Cell Phone (xxx-xxx-xxxx)
- Daytime Phone (xxx-xxx-xxxx)
- Address Line 1 *
- Address Line 2 *
- City *
- State *
- Zip *
- Local Area (from the drop down list, chose the local area in which you work)
- Click the little box after the statement “I have reviewed the information provided and certify that it is correct.”; as shown by the red circle in Figure 2

* May leave blank

Confirmation Email

After completing the registration process, attendees will receive a confirmation email from MTC. The confirmation email will be sent to the email address used to register for the course. Upon receipt, attendees should send the confirmation email to his/her immediate supervisor and the center operator.

Access to D2L

In addition to a confirmation email, attendees will also receive an email with log in instructions for D2L. Attendees will have access to D2L within four (4) days of the course start date and attendees should use this time to login and become familiar with the integrated learning platform.

Social Security Number

MTC is the educational institution hosting the SC Works 101 Online Training. The expectation is that SC Works 101 attendees properly register as an official student attending MTC. In order to register as a legitimate student for the purpose of this training and receive training Certificate of Completion, an accurate social security number should be provided directly to MTC via the registration link to complete the registration process.

FERPA Waiver

At the beginning of the online training, attendees will be asked to sign a student FERPA waiver so that Midlands Technical College can share student information with parties that have a legitimate education interest. Signing or agreeing to the waiver allows MTC to share course and grade information with DEW. In turn, the FERPA waiver allows DEW to share student information with parties that have a legitimate education interest, including

- The individual serving as the operator of each SC Works center
- The agency or organization that employs SC Works center staff
- State and Local Workforce Development Boards
- Local Workforce Administrators

Cancellations and No Shows

Tuition and fees are charged upon registration for a course. While DEW, through funding allocated by the SWDB, will cover tuition and fees for SC Works 101 attendees, it is expected that attendees will start and successfully complete the course. If for some reason an attendee cannot participate after registering for a course, the following rules apply:

- Before the course start date: registration can be transferred to another attendees or to another course section.
- After the course start date: tuition and fees are forfeited and attendees will need to register for a future course section.

To avoid either scenario, operators should work closely with partner supervisors to identify attendees who will participate in each session of SC Works 101. Additionally, operators and supervisors should develop a process to ensure that attendees receive prompt and early notice of the expectation to participate in a training course. Finally, to avoid unnecessary charges, the center operator must notify the assigned DEW coordinator immediately so that necessary steps may be enacted to either move the registration or remove the attendee from the session roster.

Taking a Course

SC Works 101 is an online training course. Attendees will need access to a computer that is running Google Chrome, a printer, headphones, and a pen and pad for taking notes. While the training may work in Microsoft Edge, Google Chrome should be used for optimal functionality. Internet Explorer will not allow full functionality of the course.

Documentation of Course Completion

SC Works 101 consists of 5 modules. Attendees must successfully complete all 5 modules to complete the entire course. After successful completion, a window will open congratulating the attendee for successfully completing the course. The attendee should take a screen shot of the congratulatory message and forward it to their supervisor and/or center's Operator. Within 24 hours upon successful completion of the online training course, attendees will receive an email from Midlands Technical College with a Certificate of Completion enclosed. The attendee will forward a copy of the certificate to their center's operator as proof of completion.

Troubleshooting

While we do not anticipate that operators or attendees will encounter problems during registration or completion of a SC Works 101 Online Training course, the following guidance should be used when challenges arise.

Registering for a course

Course registration is done online through an MTC registration portal. Attendees should contact MTC Registration at (803) 732-0432 if they encounter issues related to course registration.

Accessing D2L

D2L is MTC's integrated learning platform. Attendees should contact the D2L Help Desk at (803) 738-7888 if they encounter issues logging into D2L or accessing the SC Works 101 online training course.

Poor functionality of online course

If the attendee is using Microsoft Edge or Internet Explorer, suggest that they log-in to the training using Google Chrome. Contact the D2L help desk at (803) 738-7888 if the functionality is still poor when using Chrome.

Low levels of partner participation

State-level partners have participated in nearly every phase of the development and now implementation of Your Next Step Training. It is expected that state program partners and local partner supervisors and managers understand the importance of the training and will partner with center operators to ensure that their attendees complete the SC Works 101 online training course. In the rare instance that an attendee refuses to participate in the training, DEW should be made aware immediately.

General Technical Assistance

Emails to DEW and the SC Works Staff Training Workgroup can be sent to Rosie DeAnnuntis at RDeAnnuntis@dew.sc.gov.

State and Local Partners Reporting

DEW will distribute program-specific training progress reports every quarter. The reports will include the following information:

- A list of attendees identified by center operators and/or state program partners as required to complete the training
- The number of attendees who have already completed the training
- The number of attendees who are currently enrolled in a session and/or registered for a future session
- The number of attendees who have not completed nor registered for a future session.

The reports will be distributed to SC Works center operators and state program partners. The intended use of the report is to help operators and program partners ensure all attendees who work in a center and provide direct services to individuals or businesses are included in the list of attendees required to complete the training and that position title, employer/partner, and local area information is complete and accurate for each attendee.

REVISION HISTORY

Revision Level	Revision Description
Published Revision Date	
0.0	Original Issue
??	
1.0	
??	
2.0	<ul style="list-style-type: none"> • Added state tracking instruction using Gap Analysis tool • New steps added to the Operator's Tracking Log • Misc. language changes
4/1/2020	
3.0	<ul style="list-style-type: none"> • Changed the title to SC Works 101 Implementation Guide (last version was Operator Implementation Guide) • Added Revision History chapter and table • Removed references to Capstone, Case Studies and Business Services course information, various locations • Added new section "State and Local Partner Reporting" instruction • Added online course completion certificate information in Training Overview, • Added new section "Documentation of Completion" & instruction • Oct 1 PY registration Instruction
7/7/2020	
4.0	<ul style="list-style-type: none"> • Removed outdated information on pgs. 6 & 7 • Removed Section Starting October 1, 2020
3/11/2022	

PY21Q4 SC Works 101 Registration Links

1 message

DeAnnuntis, Rosemarie "Rosie" <RDeAnnuntis@dew.sc.gov>

Tue, Mar 15, 2022 at 4:13 PM

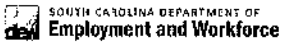
Co: "Staggers, Nina" <NStaggers@dew.sc.gov>, "Connie Hill (hillc@midlandstech.edu)" <hillc@midlandstech.edu>

As a result of increased demand for SC Works 101, the course will be available through MTC's D2L platform for a limited time. Registration is open for April, May, and June sessions. The process to add a staff member to a training session has not changed. We have included the latest *SC Works 101 Implementation Guide*, Tracking Log template, and a revised *Registration Links and Guidelines* document in this email, as well as the usual calendar templates that you can use as tools for your participants.

Implementation of the SC Works Learning Management System continues to be a priority. We anticipate SC Works 101 being available through the LMS in Program Year 2022.

Please do not hesitate to contact me with any questions or concerns you may have.

Good luck,



Workforce Development Division

Phone: (803) 737-0711

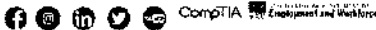
Email: WorkforceDevelopment@dew.sc.gov

1550 Gadsden St.

Columbia, SC 29201

www.dew.sc.gov/

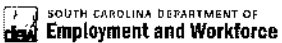
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Workforce Development Division

Phone: (803) 737-0711

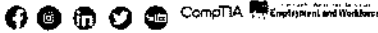
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----- Forwarded message -----

From: "DeAnnuntis, Rosemarie \\"Rosie\\"" <RDeAnnuntis@dew.sc.gov>
To: "DeAnnuntis, Rosemarie \\"Rosie\\"" <RDeAnnuntis@dew.sc.gov>
Cc:
Bcc:
Date: Thu, 10 Mar 2022 18:54:14 +0000
Subject: SC Works 101 Online Registration - Links 4QPY21 Sessions - April - June

Greetings,

Below is a list of registration links for course sessions scheduled through the end of PY 2021. Please read the attached instructions. Then, click on one of the remaining links, following the attached instruction, and using the associated authorization code listed for the session of your choice, register for the session.

Please Note:

- We have 100 seats per session available. It is first come first served.
- Registration instructions are attached.

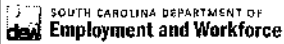
Session Start Date	Session End Date	Registration Start Date	Registration Deadline	Registration Link	Authorization Code
4/4/2022	4/15/2022	Now	3/25/2022	https://mtconline.midlandstech.edu/CeContractRegistration/cecontractreg?secl=309790	294251
5/16/2022	5/27/2022	Now	5/6/2022	https://mtconline.midlandstech.edu/CeContractRegistration/cecontractreg?secl=309791	294252
6/6/2022	6/17/2022	Now	5/27/2022	https://mtconline.midlandstech.edu/CeContractRegistration/cecontractreg?secl=309792	294253

The SC Works 101 course is designed for new and present staff members who work with DEW customers. Remember, to stay in compliance with State guidelines, new personnel must register for the next available course within 30 days of hire.

As a reminder, please contact the MTC Help Desk at 803-732-0432 if you encounter issues with registration or course completion. Please remember that once you have registered, you **MUST** complete the online session before the session deadline, or we risk losing your registration fee(s).

Rosie DeAnnuntis

Special Initiatives Coordinator



Phone: (803) 737-0711

Mobile: (803) 391-6463

Email: RDeAnnuntis@dew.sc.gov

1550 Gadsden St.

Columbia, SC 29201

www.dew.sc.gov



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-

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From: "DeAnnuntis, Rosemarie 'Rosie'" <RDeAnnuntis@dew.sc.gov>

To: "DeAnnuntis, Rosemarie 'Rosie'" <RDeAnnuntis@dew.sc.gov>

Cc:

Bcc:

Date: Fri, 11 Mar 2022 16:53:06 +0000

Subject: SC Works 101 Online Session - REMINDER April 4th Session starts today!

Greetings,

The next SC Works 101 online session starts today. Please remind your personnel chosen to register for the session that the session they have registered for starts **today, Monday, April 4th**. The final day to complete this session is **Friday, April 15, 2022, 2022 at 11:59 PM**.

Below are some guidelines for all staff to remember while completing the online course session:

Confirmation Email

After completing the registration process, center staff will receive a confirmation email from MTC. The confirmation email will be sent to the email address used to register for the course. Upon receipt, staff should send the confirmation email to his/her immediate supervisor and the center operator.

Access to D2L

In addition to a confirmation email, staff will also receive an email with log in instructions for D2L. Staff will have access to D2L within four (4) days of the course start date and staff should use this time to login and become familiar with the integrated learning platform.

Taking a Course

For the online component, staff will need access to a computer that is running Google Chrome, a printer, headphones, and a pen and pad for taking notes. While the training may work in Microsoft Edge, Google Chrome should be used for optimal functionality. Internet Explorer will not allow full functionality of the course.

Once the attendee has completed all 5 modules, a congratulatory completion window will appear. Please remind the attendee(s) to create a screen shot of the pop up window and send it to his/her immediate supervisor and the center operator.

After Completing a Course

Expect to receive an email from MTC within 48 hours of successful session completion to include a certificate of completion.

If you prefer a color copy or want additional copies, please follow the steps below:

- Log on to Etrieve Central using your MyMTC username/password.
- In Etrieve Central, click on My Documents, then CCE-ElectronicCertificates.

- You may print the certificate or download to your device.

If you are experiencing problems logging into MyMTC or Etrieve Central, please contact the IT Help Desk at 803.738.7888 during normal business hours or Computer Operations at 803.738.7635 after hours.

Troubleshooting

While we do not anticipate that operators or staff will encounter problems during registration or completion of a Your Next Step Training course, the following guidance should be used when challenges arise:

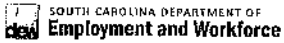
- Accessing D2L: D2L is MTC's integrated learning platform. Staff should contact the D2L Help Desk at (803) 738-7888 if they encounter issues logging into D2L or accessing the SC Works 101 online course.
- Poor functionality of online course: If the staff member is using Edge or Internet Explorer, suggest that they log-in to the training using Google Chrome.
 - Contact the D2L help desk at (803) 738-7888 if the functionality is still poor when using Chrome.

Thank you,



Rosie DeAnnuntis

Special Initiatives Coordinator



Phone: (803) 737-0711

Mobile: (803) 381-6463

Email: RDeAnnuntis@dew.sc.gov

1550 Gadsden St.

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10 attachments

-  Your Next Step Tracking Log Rev 3.x.xlsx
38K
-  SC Works 101 Registration Links and Guidelines 4QPY21 Rev 1.0 FINAL.pdf
181K
-  SC Works 101 Implementation Guide 4.0 FINAL.pdf
456K
-  SC Works 101 Registration Links and Guidelines 4QPY21 Rev 1.0 FINAL.pdf
181K
-  SC Works 101 Online Registration - Links 4QPY21 Sessions - April - June.eml
434K
-  Troubleshooting Guidelines V1.1.pdf
114K
-  SC Works 101 Acronyms Desk Aid 2 V1.1 FINAL.pdf
76K
-  SC Works 101 Program Referral Desk Aid 1 V1.0 FINAL.pdf
95K

 SC Works 101 Online Session - REMINDER April 4th Session starts today!.eml
604K

 invita.ics
8K

SC Works 101 Online Session - REMINDER April 4th Session starts today!

1 message

DeAnnuntis, Rosemarie "Rosie" <RDeAnnuntis@dew.sc.gov>

Tue, Apr 5, 2022 at 9:24 AM

To: Adam Lindsey <alindsley@scworksgreaterupstate.com>, "amanda.baker@equusworks.com" <amanda.baker@equusworks.com>, "b.hunter@eckerd.org" <b.hunter@eckerd.org>, "Goss, Sharon" <sharong@tridentsscworks.org>, "Gurley, Todd" <tgurley@rossprov.com>, "Jackson, Marquel" <majackson@eckerd.org>, "Jackson, Ray" <rajackson@eckerd.org>, "Jenkins, Jennifer" <jjenkins@eckerd.org>, Keith Deloatch <keith.deloatch@equusworks.com>, "McFadden, Ursula D. K." <umcfadden@gleamshrc.org>, Rose Heath <rose.heath@equusworks.com>, "shanna.burgess@equusworks.com" <shanna.burgess@equusworks.com>, "Smalls, Deidre" <dsmalls@eckerd.org>, "William (Billy) Hunter" <whunter@eckerd.org>, "Williams, Mark" <mawilliams@rossworks.com>

Cc: WIOA Administrators <WIOAAdministrators@dew.sc.gov>, "Bodison, Martin" <MBodison@dew.sc.gov>, "Coates, Bridgette" <b-coates@peedeecog.org>, Dominique Dunbar <ddunbar@ed.sc.gov>, "Goldwire, Diana" <DGoldwire@dew.sc.gov>, "Grant, Kell" <KGrant@dew.sc.gov>, Jacob Chorey <JChorey@scvrd.net>, "jones.eric@jobcorps.org" <jones.eric@jobcorps.org>, "Long, Lisa" <LLong@dew.sc.gov>, Mike King <mrking@ed.sc.gov>, Pamela Grant - Dept of Aging <grantp@aging.sc.gov>, "Price, Lenard" <LPrice@dew.sc.gov>, Rita Rhett <Rrhett@scvrd.net>, "Ritchie, Hannah" <Hannah.Ritchie@scsb.sc.gov>, "Santiago, Lareitha" <LSantiago@dew.sc.gov>, Tamara James <Tamara.James@dss.sc.gov>

Greetings,

The next SC Works 101 online session started Monday, April 4th. Please remind your personnel chosen to register for the session that the session they have registered for started yesterday, **Monday, April 4th**. The final day to complete this session is **Friday, April 15, 2022, 2022 at 11:59 PM**.

Below are some guidelines for all staff to remember while completing the online course session:

Confirmation Email

After completing the registration process, center staff will receive a confirmation email from MTC. The confirmation email will be sent to the email address used to register for the course. Upon receipt, staff should send the confirmation email to his/her immediate supervisor and the center operator.

Access to D2L

In addition to a confirmation email, staff will also receive an email with log in instructions for D2L. Staff will have access to D2L within four (4) days of the course start date and staff should use this time to login and become familiar with the integrated learning platform.

Taking a Course

For the online component, staff will need access to a computer that is running Google Chrome, a printer, headphones, and a pen and pad for taking notes. While the training may work in Microsoft Edge, Google Chrome should be used for optimal functionality. Internet Explorer will not allow full functionality of the course.

Once the attendee has completed all 5 modules, a congratulatory completion window will appear. Please remind the attendee(s) to create a screen shot of the pop up window and send it to his/her immediate supervisor and the center operator.

After Completing a Course

Expect to receive an email from MTC within 48 hours of successful session completion to include a certificate of completion.

If you prefer a color copy or want additional copies, please follow the steps below:

- Log on to Etrieve Central using your MyMTC username/password.
- In Etrieve Central, click on My Documents, then CCE-ElectronicCertificates.
- You may print the certificate or download to your device.

If you are experiencing problems logging into MyMTC or Etrieve Central, please contact the IT Help Desk at 803.738.7888 during normal business hours or Computer Operations at 803.738.7635 after hours.

Troubleshooting

While we do not anticipate that operators or staff will encounter problems during registration or completion of a Your Next Step Training course, the following guidance should be used when challenges arise:

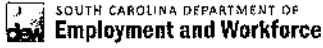
- Accessing D2L: D2L is MTC's integrated learning platform. Staff should contact the D2L Help Desk at (803) 738-7888 if they encounter issues logging into D2L or accessing the SC Works 101 online course.
- Poor functionality of online course: If the staff member is using Edge or Internet Explorer, suggest that they log-in to the training using Google Chrome.
 - Contact the D2L help desk at (803) 738-7888 if the functionality is still poor when using Chrome.

Thank you,

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Roslie DeAnnuntis

Special Initiatives Coordinator



Phone: (803) 737-0711

Mobile: (803) 391-8463

Email: RDeAnnuntis@dew.sc.gov

1550 Gadsden St.

Columbia, SC 29201

www.dew.sc.gov/



*An Equal Opportunity Employer / Program
Auxiliary aids and service available upon request to individuals with disabilities.*

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7 attachments

image004.png
1K

image007.png
2K

image009.png
1K

Troubleshooting Guidelines V1.1.pdf
114K

SC Works 101 Acronyms Desk Aid 2 V1.1 FINAL.pdf
76K

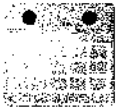
SC Works 101 Program Referral Desk Aid 1 V1.0 FINAL.pdf
95K

invite.ics
11K

Attachment 6 .7

Center Misc. Documents

Midlands EO Training



Monthly Contractors Training

Created by: ksmith@midlandsworkforce.org

Time

10am - 11am (Eastern Time - New York)

Date

Tue Nov 16, 2021

Description

EO Training & Updates (Facilitator: Steve Knight)

My Notes

Guests

- ✓ Anastasiya Hay
- ✓ amanda.padgett@equusworks.com
- ✓ Brooke Seaton
- ✓ chelsea.stephens@equusworks.com
- ✓ Caroline Jewett
- ✓ dj.barber@equusworks.com
- ✓ isaiah.mcqueen@equusworks.com
- ✓ jennifer.leaphart@fairfield.sc.gov
- ✓ kari.risher@equusworks.com
- ✓ Kynshari Smith
- ✓ mallorie.thompson-parker@equusworks.com
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- ✓ miyasha.bates@equusworks.com
- ✓ paul.lane@equusworks.com
- ✓ rebecca.carruthers@equusworks.com
- ✓ rose.heath@equusworks.com
- ✓ Steve Knight
- ✓ teresa.franklin@equusworks.com
- ✓ tonia.rodriguez@equusworks.com
- ✓ alexcian.able@fairfield.sc.gov
- ✓ chassidy.davis@equusworks.com
- Chris White
- jean.stewart@equusworks.com
- kiara.johnson@fairfield.sc.gov
- latasha.wadlington@fairfield.sc.gov
- Midlands Workforce Development Board
- talanda.humphries@equusworks.com
- Tammy Beagen

EO/ADA Compliance Training

Steve Knight
EO Officer
sknight@midlandsworkforce.org
803-744-1694

WIOA BASES OF DISCRIMINATION

- o Race
- o Color
- o Religion
- o Sex
- o National Origin
- o Age
- o Disability
- o Political Affiliation
- o Citizenship Status

What is Equal Opportunity?

Equal opportunity is a state of fairness in which individuals are treated similarly, unhampered by artificial barriers or prejudices or preferences.

How does the Civil Rights Act of 1964 apply to WIOA?

- For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), programs and activities funded or otherwise financially assisted in whole or in part under this Act are considered to be programs and activities receiving Federal financial assistance.

- PROHIBITION OF DISCRIMINATION REGARDING PARTICIPATION, BENEFITS, AND EMPLOYMENT. — No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

Case Law Study

Lau v. Nichols (1974)

In the 1974 case Lau v. Nichols, the Supreme Court ruled that the San Francisco school district was violating non-English speaking students' rights under the 1964 act by placing them in regular classes rather than providing some sort of accommodation for them. [72]

CODE OF FEDERAL REGULATIONS

29 CFR Part 37 - IMPLEMENTATION OF THE NONDISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS OF THE WORKFORCE INVESTMENT ACT OF 1998 (WIA)

Case Note Issues

Dont's

- No medical documentation
- No legal information
- No custody information
- No copying and pasting
- Stay factual-keep opinion out of the case note

Name: Juan Lopez
Contact: Face-to-Face
Case Note ID: 5

Supervisor contacted Mr. Lopez and informed him that WIOA does not pay for online training and approval for training is not guaranteed. Mr. Lopez stated that he gave CC a letter from the doctor stating that he must do online line training due to his leg injury. Supervisor found letter in file.

Name: Juan Lopez
Contact: Face-to-Face
Case Note ID: 5, cont'd

Supervisor also informed participant that our responsibility is to assist people obtain full time self-sufficient employment not part time work from home. Mr. Lopez said that he is getting SSI but would be able to work a full time job outside of the home and give up his SSI.

Supervisor to contact participant by Tuesday or Wednesday.

Name: Juan Lopez
Contact: Telephone
Case Note ID: 7

Greetings Mr. Lopez,
 I just wanted to send you a quick email ... the Training Committee meets late in the day it will most likely be the next day before we contact you. If this email does not answer any questions you may have please call. I hope you have a wonderful and blessed Easter.

Medical Documentation

- o When might you ask someone for medical documentation?
 - When the disability and/or need for reasonable accommodation is not obvious
- o What is reasonable documentation ?
 - Establishes that the person has an actual, current disability, and that the disability necessitates a reasonable accommodation.
 - *May require it comes from an appropriate healthcare provider or rehabilitation professional.*

Medical Documentation cont'd

- o When can you NOT ask for someone for medical documentation?
 - When both the disability and the need for reasonable accommodation is obvious, *or*
 - The person has already provided sufficient information to document the disability and the reasonable accommodation requested.

How must you store medical or disability-related information?

- o Keep in separate files (apart from all other information about a customer, applicant, or employee)
- o Store securely with limited access
 - Electronic files: password-protected
 - Hard files: kept locked
- o Available only to persons with a **need to know**.

Whom May You Tell?

- o **Extremely limited**
 - Supervisors, managers, trainers (in your agency or at a training provider)- but **ONLY** to explain limitations or reasonable accommodations.
 - First Aid and safety personnel- but **ONLY** if the condition may require emergency treatment (including evacuation)
 - Others- **ONLY** on a need to know basis.
 - **Confidentiality is paramount!**

How may you use information about a customer's disability?

- o Service related context
 - To figure out:
 - Reasonable accommodations
 - Auxiliary aids and services
 - Assistive technology
- o Employment context
 - **CANNOT USE** as the sole basis for deciding whether:
 - To refer a customer to a particular job
 - To suggest a particular career path to a customer

How may you use information about a customer's disability?

- o Employment Context
 - You may discuss with the customer:
 - Possible need of accommodations for the application process.
 - Interest in special employment programs for persons with the disability

Steering is illegal!

You must not deny any qualified individual with a disability the opportunity to participate in, or benefit from, a program or activity because of his/her disability.

You must give a qualified person with a disability an equal opportunity to get the same results or benefits from a program or activity that people without disabilities receive.

Grievance Policy

- Right's Handout
- When to contact me
- Grievance Procedures
- Outcome

Be careful who you discuss the issue with. Be careful what you put in writing or in case notes. It is all retrievable!

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29 CFR 37.34

WIOA employees must include the following statements in all publications, broadcasts, emails, and other communications:

- * "an equal opportunity employer/program" and
- * auxiliary aids and services are available upon request to individuals with disabilities"

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For more information:

Steve Knight
EO Officer
sknight@midlandsworkforce.org
803-744-1694

The information provided is subject to change based on legal precedent, as well as federal interpretation and guidance. If you have specific questions, please contact us.

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More Questions?

???

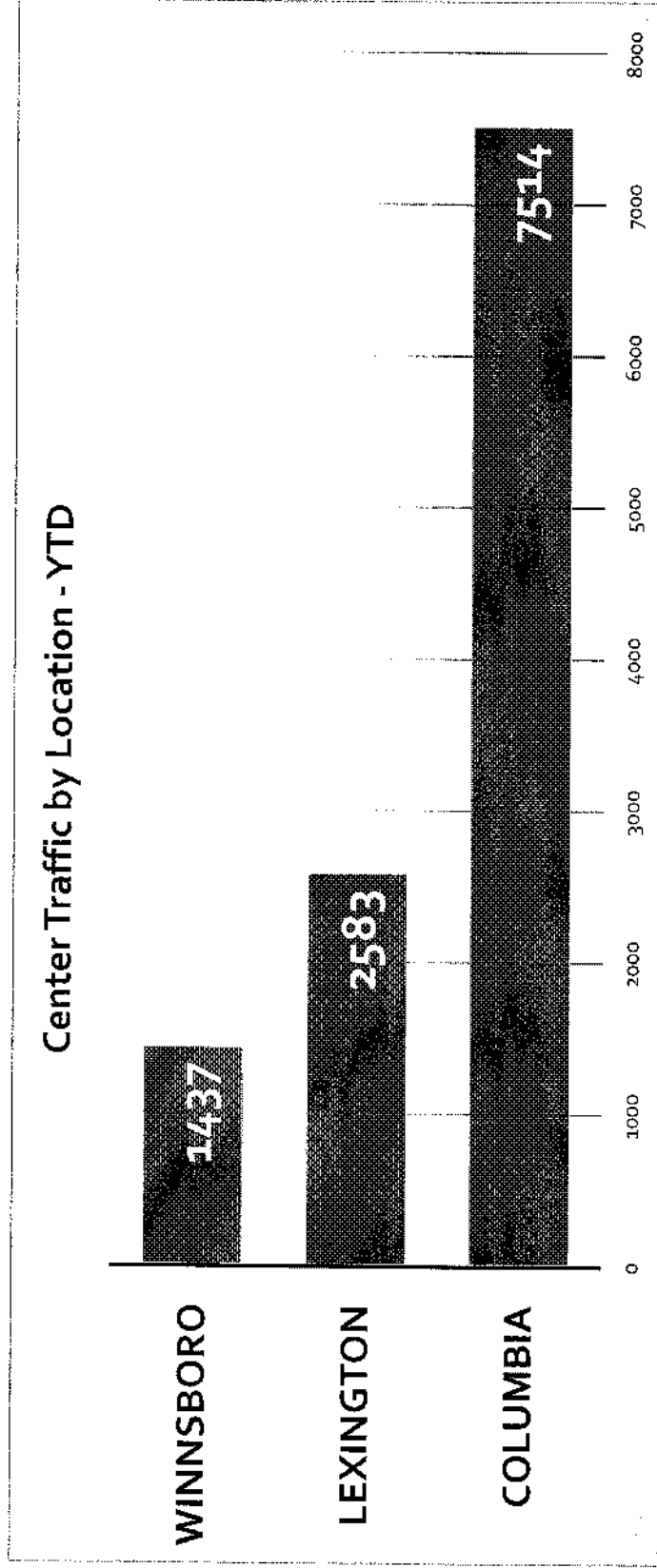
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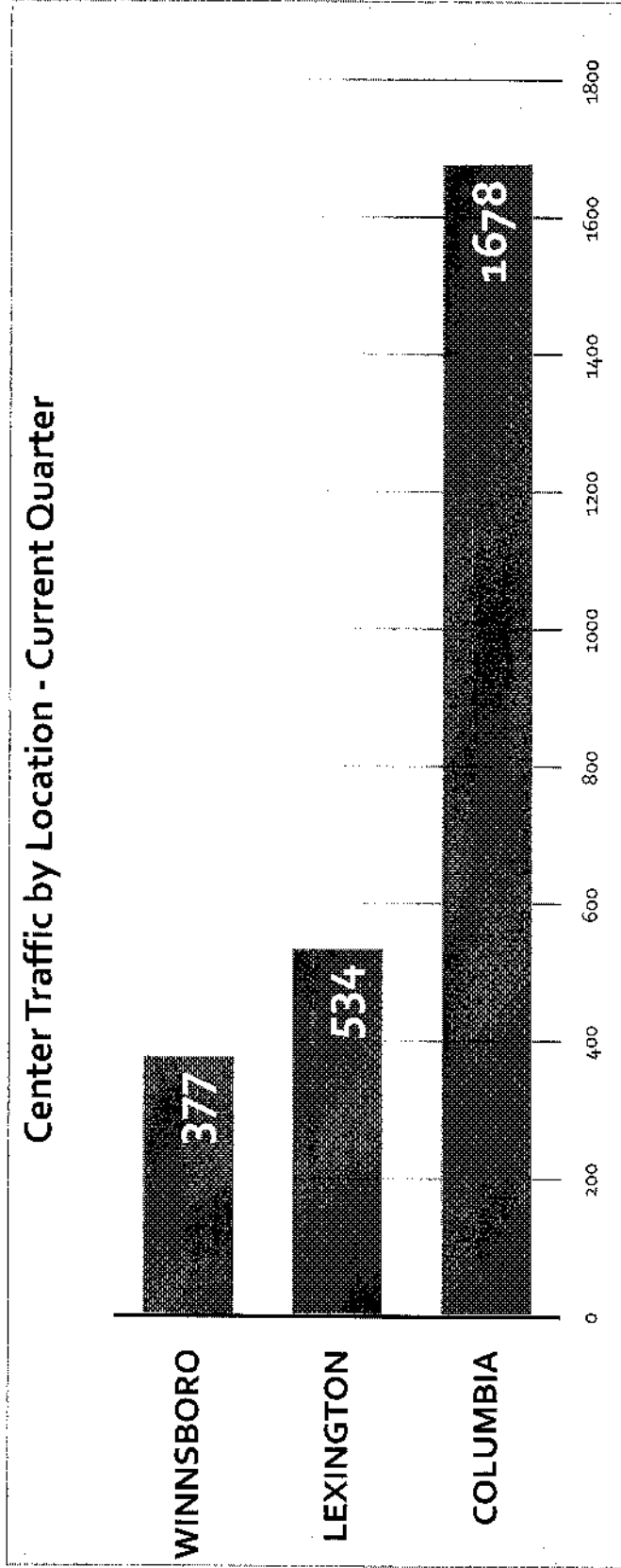
Center Misc. Documents

Midlands Center Reports

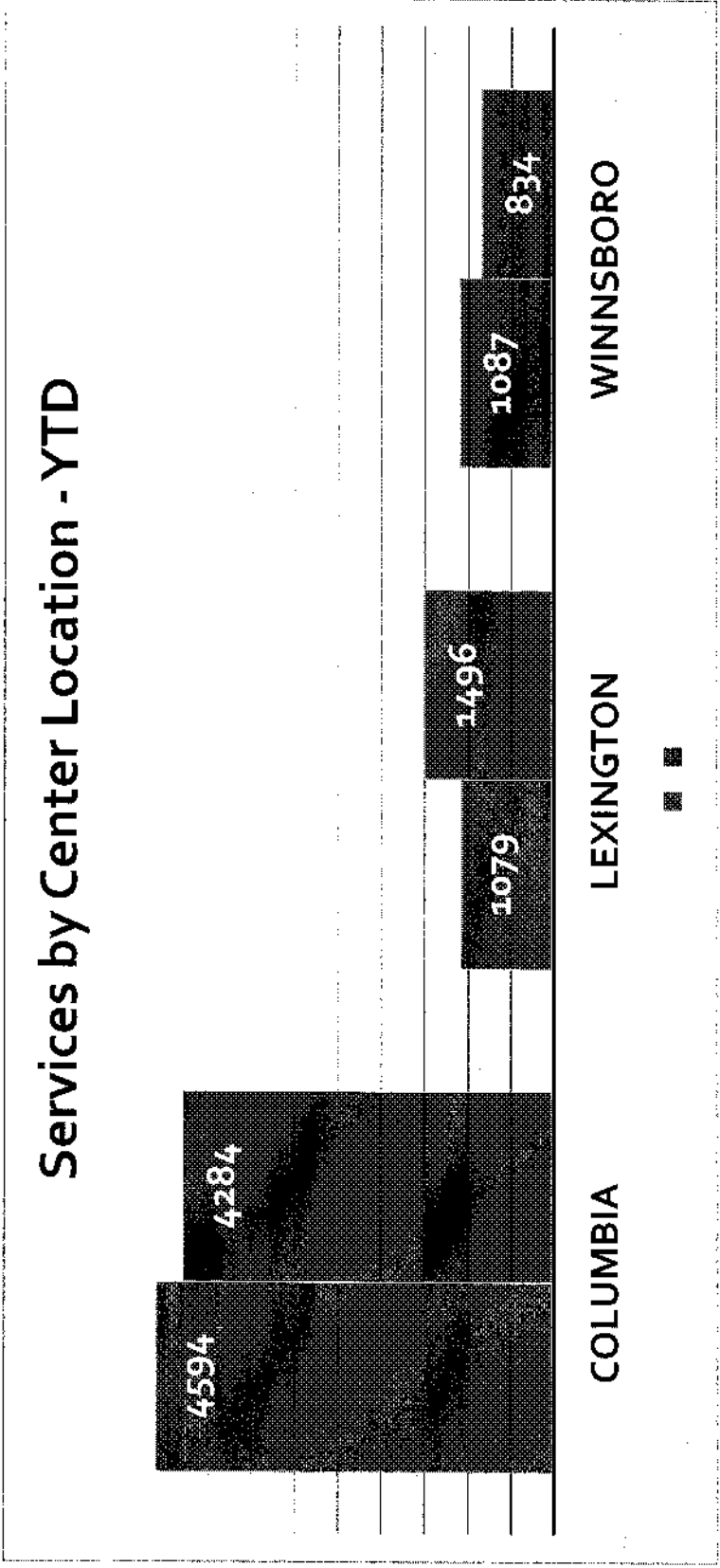
Center Traffic: PY21 Year-to-Date



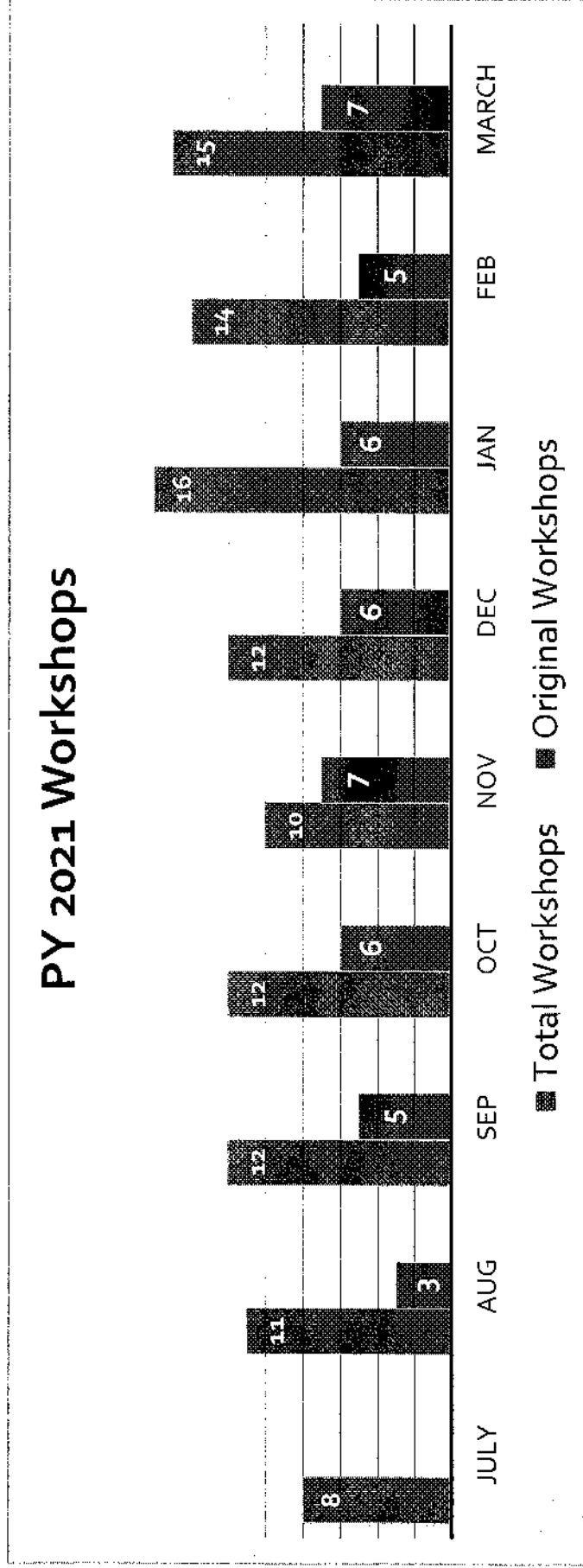
Center Traffic: Current Quarter (Jan – March)



Center Traffic by Services: PY21 Year-to-Date



Workshops

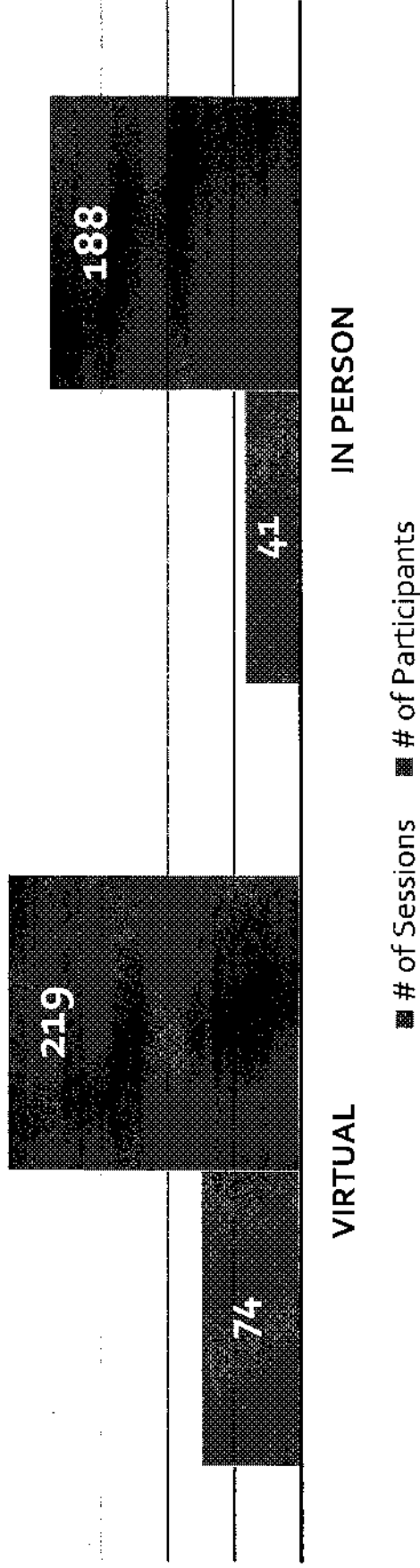


**Total Workshops :
110**

Total Original: 45

Information Session

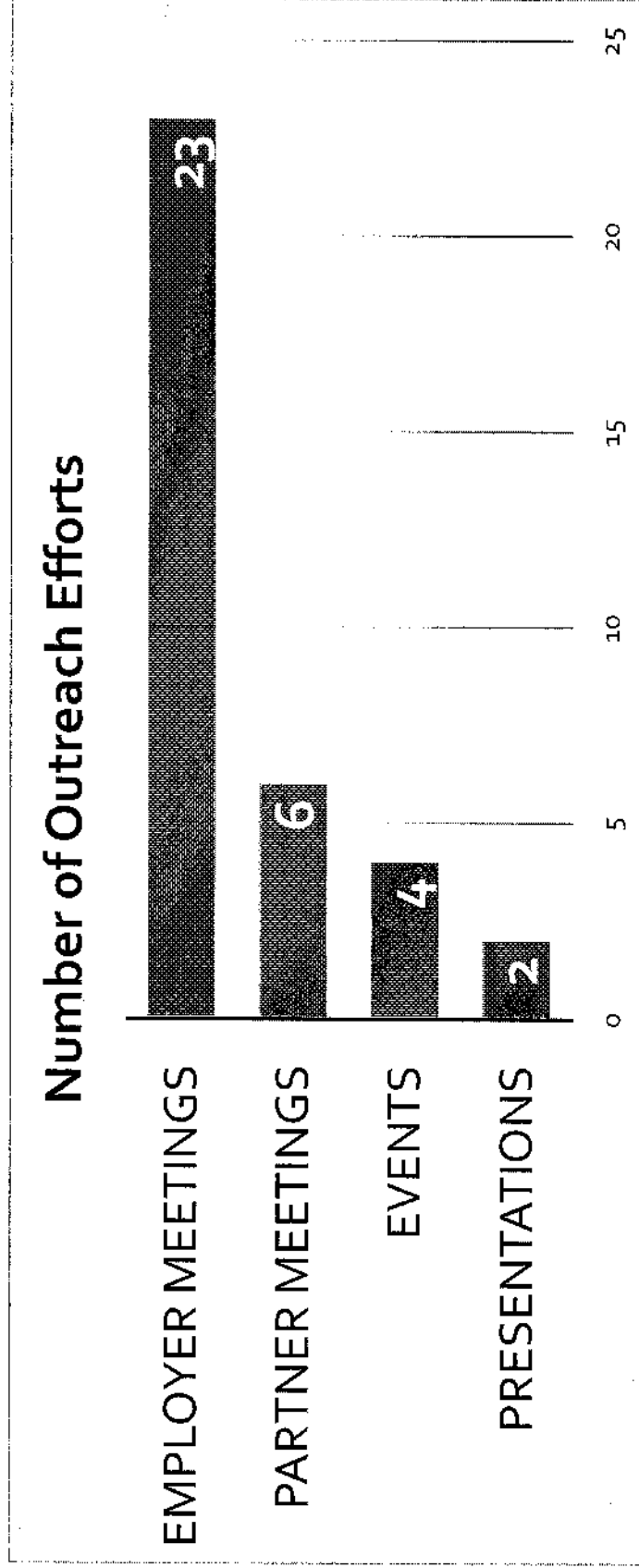
PY21 WIOA Information Sessions



Total Information Sessions : 115

Total Participants: 407

Employer Engagement: Current Quarter



Business Services Hiring Events PY21

Highlights

- Marc Anthony Brewing
 - Jan 10th – Columbia Convention Center
 - 174 Onsite Interviews
 - 70 Job Offers
- Small Hiring Events
 - Lexington SC Works Center
 - Healthcare, Manufacturing & Transportation, Business & IT
- OJT Positions
 - 8 new OJT positions (Manufacturing, HVAC, Healthcare)

	Current Quarter	PY 21
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Virtual	2	4
In Person	16	36

Attachment 6 .9

Center Misc. Documents

Midlands Referral Reports

Program Referrals

Individual User ID	Individual's name	Individual State ID	Referral Date	Referral Type	Staff Referred	Provider/ Partner	Provider Contact Name	Referral For	Referral Outcome	Special Program
2331211	McCants, Mykeal	3326889	07/06/2021	Referral to WIOA	Fisher, LaToya	WIOA	Tyrone Bethea	Youth Eligibility consideration	NA	
MOSDAN3	Cory, Danielle	1980879	07/13/2021	Referral to WIOA	Fisher, LaToya	WIOA	Amanda Padgett	Business Admin. Training	NA	TTW
ROUSEK231Z	Rouse, Karl	195205	07/14/2021	Referral to WIOA	Fisher, LaToya	WIOA	Tyrone Bethea	Explore possible training options	NA	Vocational Rehabilitation
2957630	Wigfall, Shedrick	404100Z	07/14/2021	Referral to WIOA	Freeman, Raven	WIOA	Amanda Padgett	Training	NA	
ADDISONH2136	Addison, Harold	188247	07/16/2021	Referral to WIOA	Fisher, LaToya	WIOA	Amanda Padgett	Interested in CDL training	NA	
HENDRICKSR457Z	HENDRICKS, ROBERT	302385	07/19/2021	Intra-Agency Referral	Fisher, LaToya	DVOP	Laquane Trapp	Veteran employment assistance services	NA	TTW
HENDRICKSR457Z	HENDRICKS, ROBERT	302385	07/19/2021	Referral to Veteran Staff	Fisher, LaToya	DVOP	Laquane Trapp	Veteran employment assistance services	NA	TTW
CALLI	CALDWELL, LILLIE	1743301	07/28/2021	Referral to WIOA	Fisher, LaToya	WIOA	Tyrone Bethea	Explore possible training options	NA	TTW
TSATTERWHITE3837	SATTERWHITE, TYREE	1926573	07/29/2021	Referral to WIOA	Fisher, LaToya	WIOA	Tyrone Bethea	Explore possible training options	NA	TTW
JONEST0351	Jones, Tommie	2669856	08/04/2021		Fisher, LaToya	Vocational Rehabilitation	James Dubose	Specialized assistance w/ employment services	NA	
2897601	Gomes, Christina	3943345	08/10/2021	Referral to WIOA	Fisher, LaToya	WIOA	Amanda Padgett	Seeking funding for healthcare training	NA	TTW
MAYO120	Mayo, Desmond	2600572	08/17/2021	Referral to WIOA	Fisher, LaToya	WIOA	Tyrone Bethea	Seeking funding for Heavy Equipment Operator training	NA	
2648790	OWENS, WILLIAM	3636673	08/18/2021	Intra-Agency Referral	Fisher, LaToya	DVOP	David Williams	Seeking Veteran employment assistance services	NA	
2648790	OWENS, WILLIAM	3636673	08/18/2021	Referral to Veteran Staff	Fisher, LaToya	DVOP	David Williams	Seeking Veteran employment assistance services	NA	
2960400	Reedy, Melanie	4043200	08/25/2021	Referral to WIOA	Fisher, LaToya	WIOA	Amanda Padgett	Seeking funding for healthcare training	NA	TTW
2922897	COUSAR, CYNTHIA	3976219	09/01/2021		Myers, Julie	Lancaster Workforce Center	Amanda Baker	TAA Intake	NA	
292289Z	COUSAR, CYNTHIA	3976219	09/01/2021		Myers, Julie	Lancaster Workforce Center	Amanda Baker	WIOA Referral	NA	

Program Referrals

<u>BARNETT</u> EM0896	Thompson - Barnette, MICHELLE	<u>180219</u>	09/03/2021		Myers, Julie	Lancaster Workforce Center	Amanda Baker	WIOA	NA	
<u>2954413</u>	THAO, DOUA	<u>4038455</u>	09/07/2021		Myers, Julie	Rock Hill Workforce Center	Amanda Baker	WIOA Referral	NA	
<u>ICOLEMAN</u> 02	Coleman, Tammy	<u>2028687</u>	09/09/2021		Myers, Julie	Chester Workforce Center	Amanda Baker	WIOA Referral	NA	
<u>MYETAU</u>	MYERS, TAURICE	<u>2489363</u>	09/09/2021		Myers, Julie	Rock Hill Workforce Center	Amanda Baker	WIOA Referral	NA	
<u>WILLIAMS</u> 1328	Williams, Gerald	<u>108857</u>	09/15/2021	Referral to Veteran Staff	Freeman, Raven	SC Works Midlands	L. Trapp	Job Search Assistance	NA	
<u>2076917</u>	Morris, Synolia	<u>3121955</u>	09/30/2021	Intra-Agency Referral	Nelson, Kiley	Latoya Fisher	Latoya Fisher	Employment	Successful Completion	TTW
<u>MCCLKUR</u>	MCLEAN, KURT	<u>2528523</u>	09/30/2021	Referral to Veteran Staff	Sims, Ashley	Referred DVOP	Laquane Trapp	DVOP for job support assistance	NA	
<u>2966560</u>	Hannon, Keyeria	<u>4047778</u>	10/04/2021	Referral to Veteran Staff	Sims, Ashley	Referred DVOP	David Williams	DVOP for job support assistance	NA	
<u>HOW</u> JUS3	Howell, Justin	<u>2089897</u>	10/04/2021	Referral to WIOA	Trapp, Laquane	WIOA	unknown	Forklift Training	Successful Completion	
<u>Scott</u> R8061	Scott, Randolph	<u>120903</u>	10/04/2021	Referral to WIOA	Fisher, LaToya	WIOA	Amanda Padgett	Possible eligibility & enrollment	NA	
<u>2417744</u>	Jackson, Angelica	<u>3401778</u>	10/12/2021	Referral to Veteran Staff	Stribling, Yvette	David Williams	David Williams	Veteran services	NA	RESEA
<u>MORCAH</u>	Morman, Chase	<u>1977123</u>	10/13/2021	Referral to Veteran Staff	Zalewa, Fabian	DVOP	David Williams	Referred to DVOP	NA	
<u>2965266</u>	BRASIER, TOBIAS	<u>4046789</u>	10/13/2021	Referral to Veteran Staff	Sims, Ashley	Referred DVOP	David Williams	DVOP for job support assistance	NA	
<u>2274614</u>	Jackson, Anthony	<u>3280426</u>	10/14/2021	Referral to Veteran Staff	Zalewa, Fabian	DVOP	Davis Williams	Referred to DVOP	NA	
<u>2967460</u>	Cerniglia, Tiffany		10/14/2021		Fisher, LaToya	Snap 2Work	Symone Flagler	Employment, Training, and Childcare Services	NA	
<u>JAMERC5</u>	Johnson, James	<u>2911240</u>	10/15/2021	Referral to Veteran Staff	Croom, Tinesha	DVOP	David Williams	Referred to DVOP for career development	NA	
<u>2926565</u>	Davis, TyQuan	<u>3979584</u>	10/18/2021	Referral to WIOA	Freeman, Raven	WIOA	Aman	Seeking CDL License	NA	Back to Work Program
<u>2497254</u>	ORTEGA, ANA	<u>3478540</u>	10/20/2021	Intra-Agency Referral	Fisher, LaToya	DEW	LaToya Fisher	Case Management Services	Successful Completion	
<u>2968022</u>	Akbar, Rabih	<u>4048865</u>	10/21/2021	Referral to Veteran Staff	Croom, Tinesha	DVOP	David Williams	Referred to DVOP	NA	
<u>1980078</u>	Long, Camille	<u>3032197</u>	10/21/2021	Referral to Veteran Staff	Zalewa, Fabian	DVOP	David Williams	Referred to DVOP	NA	
<u>MCGOWANS</u> 0769	McGowens, William	<u>140508</u>	10/21/2021	Referral to Veteran Staff	Croom, Tinesha	DVOP	David Williams	Referred to DVOP	NA	
<u>2497254</u>	ORTEGA, ANA	<u>3478540</u>	10/21/2021	Referral to WIOA	Fisher, LaToya	WIOA	Amanda Padgett	Certification of eligibility for possible services	NA	

Program Referrals

<u>2502162</u>	Harrison, Dustin	<u>3483031</u>	10/21/2021	Referral to WIOA	Fisher, LaToya	WIOA	Tonia Rodriguez	Inquiry for recertification for WIOA eligibility	Successful Completion
<u>TERBAL1</u>	Ball, Terrance	<u>2099179</u>	10/26/2021	Referral to Veteran Staff	Zalewa, Fabian	DVOP	David Williams	Referred to DVOP for follow up	NA
<u>2966635</u>	Kaufman, Marguerite	<u>4049344</u>	10/28/2021	Referral to Veteran Staff	Croom, Tinesha	DVOP	L. Que Trapp	Referred to DVOP	NA
<u>RHOKAN1</u>	RHONE, KANTRINA	<u>2550626</u>	10/28/2021	Referral to Veteran Staff	Zalewa, Fabian	DVOP	L. Que Trapp	Referred to DVOP	NA
<u>SuForde1621</u>	Forde, Sumayah	<u>2831955</u>	11/01/2021		Fisher, LaToya	Snap 2Work	Symone Flagler	SNAP benefit eligibility & employment services	NA
<u>HUDJAC4</u>	Hudson, Jacqueline	<u>1973821</u>	11/09/2021	Referral to WIOA	Fisher, LaToya	WIOA	Amanda Padgett	Explore possible training options	NA
<u>2966692</u>	MCCONNELL, SHEILA	<u>4047886</u>	11/10/2021		Myers, Julie	Midlands Adult/DW Program	Rebecca Carruthers	WIOA Referral	NA
<u>THOGAE</u>	Thomas, Gafayia	<u>1942661</u>	11/15/2021	Referral to WIOA	Freeman, Raven	WIOA	Amanda Padgett	Seeking Training	NA
<u>ASCDAN</u>	ASCHEBRENNER, DANIEL	<u>1704222</u>	11/17/2021		Nelson, Kiley	Raven Freeman	Raven Freeman	Client desires employment assistance	NA
<u>2084748</u>	Contee, David	<u>3129014</u>	11/18/2021	Referral to Veteran Staff	Croom, Tinesha	DVOP	L. Que Trapp	Referred to DVOP for career development	NA
<u>ADEYINKAP114</u>	Adeyinka, Phillip	<u>314276</u>	11/29/2021	Intra-Agency Referral	Fisher, LaToya	DEW	LaToya Fisher	Case Management Services	Successful Completion
<u>ALFCHR1</u>	Alford, Christopher	<u>2177622</u>	11/29/2021	Intra-Agency Referral	Fisher, LaToya	DEW	LaToya Fisher	Case Management Services	Successful Completion
<u>ALFCHR1</u>	Alford, Christopher	<u>2177622</u>	11/29/2021	Referral to WIOA	Fisher, LaToya	WIOA	Amanda Padgett	Possible funding towards completing degree	NA
<u>ADEYINKAP114</u>	Adeyinka, Phillip	<u>314276</u>	11/29/2021	Referral to WIOA	Fisher, LaToya	WIOA	Amanda Padgett	Seeking funding for training	RESEA
<u>2971230</u>	Moley, Patrick	<u>4051360</u>	12/01/2021	Referral to Veteran Staff	Croom, Tinesha	DVOP	Ashley Sims	Referred to DVOP	NA
<u>2165636</u>	McCathern, Christopher	<u>3198305</u>	12/02/2021		Myers, Julie	Midlands Adult/DW Program	Rebecca Carruthers	WIOA Referral	NA
<u>INGLEO1</u>	INGRAM, LEON	<u>2155783</u>	12/02/2021	Referral to WIOA	Freeman, Raven	WIOA	Amanda Padgett	Participant seeking CDL certification	NA
<u>2138308</u>	GAYLORD, KEVIN	<u>3176125</u>	12/03/2021	Referral to Veteran Staff	Zalewa, Fabian	DVOP	Ashley Sims	Referred to DVOP	NA
<u>GGREENE2174</u>	Greene, Gregory	<u>2136171</u>	12/06/2021	Referral to Veteran Staff	Croom, Tinesha	DVOP	Ashley Sims	Referred to DVOP	NA
<u>CVBAILEY</u>	Bailey, Crystal	<u>2932390</u>	12/06/2021	Referral to Veteran Staff	Nelson, Kiley	SC Works	Laquane Trapp	Veteran Spouse Preference	NA
<u>BIGGS0020</u>	Biggs, James	<u>158854</u>	12/09/2021	Referral to Veteran Staff	Nelson, Kiley	David Williams	David Williams	Veteran Request	NA
<u>HOLKAR14</u>	HOLMES, KARIM	<u>1790641</u>	12/14/2021	Referral to Veteran Staff	Zalewa, Fabian	DVOP	Ashley Sims	Referred to DVOP	NA

Program Referrals

<u>ROBDIA9</u>	ROBINSON, DIANA	<u>2451529</u>	12/15/2021	Referral to Veteran Staff	Stribling, Yvette	Laquane Trapp	Laquane Trapp	Veteran services	NA
<u>WONDERFUL25</u>	Turner, Lavonda	<u>173375</u>	12/16/2021		Fisher, LaToya	Snap 2Work	Symone Flagler	Employment Assistance	NA
<u>2974053</u>	Ervin, Nathaniel	<u>4062812</u>	12/22/2021		Trapp, Laquane	Dorn Medical Center - HUD VASH Program	Mrs. Marsha Shields	Housing / Shelter assistance	NA
<u>2974053</u>	Ervin, Nathaniel	<u>4062812</u>	12/22/2021	Referral to Veteran Staff	Zalewa, Fabian	DVOP	L. Que Trapp	Referred to DVOP	NA
<u>WILDAR84</u>	Wilson, Daryl	<u>2036498</u>	01/10/2022	Referral to Veteran Staff	Stribling, Yvette	David Williams	David Williams	Veteran services	NA
<u>2013155</u>	Bowman, Tomorrow	<u>3063609</u>	01/10/2022	Referral to Veteran Staff	Zalewa, Fabian	DVOP	L. Que Trapp	Referred to DVOP	NA
<u>WILDAR84</u>	Wilson, Daryl	<u>2036498</u>	01/10/2022	Referral to Veteran Staff	Zalewa, Fabian	DVOP	David Williams	Referred to DVOP	NA
<u>1MANSHOW</u>	Griffey, Wallace	<u>2841673</u>	01/12/2022	Referral to Veteran Staff	Zalewa, Fabian	DVOP	Ashley Sims	Referred to DVOP	NA
<u>PEAIVA</u>	PEACOCK, IVAN	<u>2517328</u>	01/19/2022	Referral to Veteran Staff	Zalewa, Fabian	DVOP	L. Que Trapp	Referred to DVOP	NA
<u>2846870</u>	BYRD, KELVIN	<u>3858885</u>	01/26/2022	Referral to Veteran Staff	Zalewa, Fabian	DVOP	Ashley Sims	Referred to DVOP	NA
<u>2976622</u>	Sims, Shambreka	<u>4064926</u>	01/26/2022	Referral to Veteran Staff	Zalewa, Fabian	DVOP	L. Que Trapp	Referred to DVOP	NA
<u>2974873</u>	Johnson, Marcus	<u>4063504</u>	01/31/2022	Referral to WIOA	Fisher, LaToya	WIOA	Amanda Padgett	Expressed interest in the WIOA program	Successful Completion
<u>ASCDAN</u>	ASCHENBRENNER DANIEL	<u>1704222</u>	02/09/2022		Fisher, LaToya	Able SC	Kelly	Benefits Counseling	NA
<u>MARTINT5406</u>	Martin, Tawanya	<u>172298</u>	02/09/2022	Referral to Veteran Staff	Zalewa, Fabian	DVOP	L. Que Trapp	Referred to DVOP	NA
<u>TSMITH1991</u>	Smith, Tabbatha	<u>2711097</u>	02/09/2022		Fisher, LaToya	Snap 2Work	Symone Flagler	Transportation Service	NA
<u>2541555</u>	FULLERWILEY, LESLIE	<u>3520919</u>	02/15/2022	Referral to WIOA	Fisher, LaToya	WIOA	Amanda Padgett	On the Job Training	Successful Completion
<u>2897477</u>	BULLOCK, BRITTANY	<u>3943229</u>	02/24/2022	Referral to Veteran Staff	Zalewa, Fabian	DVOP	L. Que Trapp	Referred to DVOP	NA
<u>BYGBURI</u>	Burton, Christopher	<u>2932055</u>	02/24/2022	Referral to Veteran Staff	Zalewa, Fabian	DVOP	L. Que Trapp	Referred to DVOP	NA
<u>2979530</u>	Shuler, Jamel	<u>4067235</u>	03/02/2022		Fisher, LaToya	Snap 2Work	Symone Flagler	Seeking SNAP benefit eligibility	NA
<u>2979530</u>	Shuler, Jamel	<u>4067235</u>	03/03/2022	Intra-Agency Referral	Fisher, LaToya	DEW	Luincia Rutledge	Case Management Services	NA
<u>MITRHO5</u>	Mitchell, Rhonda	<u>1953216</u>	03/03/2022	Referral to WIOA	Myers, Julie	WIOA	Amanda Padgett	WIOA Referral	Successful Completion
<u>CLARKK8417</u>	Clark, Kerry	<u>143047</u>	03/04/2022	Referral to WIOA	Fisher, LaToya	WIOA	Amanda Padgett	Explore possible training options	NA
<u>2977550</u>	Dawkins, Ronald	<u>4065671</u>	03/08/2022		Myers, Julie	Midlands Adult/DW Program	Rebecca Caruthers	WIOA Referral	NA
<u>2979530</u>	Shuler, Jamel	<u>4067235</u>	03/11/2022	Referral to WIOA	Rutledge, Luincia	Equus Workforce Solutions	Amanda Padgett	Adult Education Assistance	NA
<u>1900319</u>	Joyner, Anthwan	<u>2958190</u>	03/17/2022	Referral to WIOA	Fisher, LaToya	WIOA	Amanda Padgett	Seeking funding for GED training	NA

Program Referrals

2915630	SNIDER, SHERMAN	3960407	03/24/2022	Referral to Veteran Staff	Fisher, LaToya	DVOP	David Williams	Employment Assistance	NA	
2982537	Ross, David	4069086	04/05/2022	Referral to Veteran Staff	Zalewa, Fabian	DVOP	David Williams	Referred to DVOP	NA	
LIGERA	LIGHTY, FRANK	2489502	04/11/2022		Fisher, LaToya	Vocational Rehabilitation	Kelley Fields	Employment Assistance	NA	Vocational Rehabilitation
2058442	Parker, Miriam	3105132	04/14/2022	Referral to Veteran Staff	Stribling, Yvette	Veteran Services	Ashley Sims	Job Placement / Resume	NA	
LAMARJMC DANIEL S	MCDANIELS, LAMAR	2484095	04/15/2022		Fisher, LaToya	Vocational Rehabilitation	Kelley Fields	Case Management Services	NA	TTW
STACEYDRA	DRAKEFORD, STACEY	2015875	05/04/2022	Referral to Supportive Service	Fisher, LaToya	DSS	Alonia Ward	Check SNAP Benefit status	NA	
LEIGHMROBERSON	Mills Johnson, Leigh	1955212	05/08/2022	Referral to WIOA	Sims, Ashley	WIOA	Rebecca Carruthers	Client requested training information.	NA	

Attachment 6 .10

Center Misc. Documents

Midlands Partner Meeting

Midlands SC Works Partner Agenda

Thursday, February 24, 2022

10:00 am

- | | |
|-----------------------------------|--|
| I. Welcome | Rose Heath,
Midlands SC Works |
| II. Midlands SC Works Updates | Rose Heath,
Elizabeth Cook, and
Kari Risher |
| III. Life Launch Re-Entry Program | Shawn Coleman,
Goodwill Industries |
| IV. GED by 23 Initiative | Bobby Cunningham,
Richland Two Adult
Education |
| V. Telamon Program Updates | LaToya Evans,
Telamon Corporation |
| VI. Round Table Open Discussion | All Partners |
| VII. Closing | Rose Heath |

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FW: Midlands SC Works Partner Meeting

Chris White <cwhite@midlandsworkforce.org>

Thu, Apr 28, 2022 at 4:03 PM

Draft

From: Rose Lynn Heath**Sent:** Thursday, February 3, 2022 4:14 PM**To:** Rose Lynn Heath; mwuest@dew.sc.gov; obunn@dew.sc.gov; dhill@dew.sc.gov; craiyonna.delgado@dss.sc.gov; makedric.funnie1@dss.sc.gov; jennifer.jones@dss.sc.gov; allonia.ward@dss.sc.gov; symone.flagler@dss.sc.gov; Mack.Sherry@jobcorps.org; Mitchell.jamisha@jobcorps.org; christyh@lex2.org; marva.coates@richlandone.org; bbarrineau@lexington1.net; mary.dawkins@richlandone.org; slever@scvrd.net; gbeerman@lex3.org; rprice@lex3.org; rbaxa@lexrich5.org; shtaylor@richland2.org; tmoses@scvrd.net; gturner@lex2.org; bcunningham@richland2.org; crhill@lexington1.net; scoleman@goodwillsc.org; dee@fastforwardctc.com; epalekas@coopmin.org; Rita.Yeager@sccb.sc.gov; Teresa Franklin; Rebecca Carruthers; Elizabeth Cook; Kari Risher; Grace Tribling; stbryant@goodwillsc.org; dyoung@telamon.org; sknight@midlandsworkforce.org; cwhite@midlandsworkforce.org; Jennifer.Leaphart@fairfield.sc.gov; williamsk@midlandstech.edu**Cc:** Fields, Kelley; LaToya Evans; Latrice Jones; Sharon Salley; Kyra Bradley; Hope Milligan**Subject:** Midlands SC Works Partner Meeting**When:** Thursday, February 24, 2022 10:00 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).**Where:** Microsoft Teams Meeting

Good afternoon,

Please mark your calendar for Thursday, February 24th at 10am to attend the Midlands SC Works Partner meeting. There are many opportunities to collaborate and support each other! If you would like to share information about your program or new initiative please let me know and we can add you to the agenda. This meeting will be held virtually and the agenda will be forthcoming

Please distribute and share with other staff and partners as appropriate. The meeting link is listed below

Microsoft Teams meeting

Join on your computer or mobile app[Click here to join the meeting](#)**Join with a video conferencing device**

brightspringhealth@m.webex.com

Video Conference ID: 112 259 990 8

[Alternate VTC instructions](#)[Learn More | Meeting options](#)

Thank you,

Rose

Rose Lynn Heath

Project Director/One-Stop Operator

SC Works Midlands

700 Taylor Street

Columbia, SC 29201

Office: 803.978.0201

Mobile: 803.210.9643

**MIDLANDS PARTNER MEETING
RSA NEGOTIATION FOR PY 2022
MARCH 10, 2022**

- | | | |
|--------------|-------------------------------------|---------------------|
| I. | Call to Order | |
| II. | Welcome & Introductions | |
| III. | RSA Guidelines | Tammy Beagen |
| IV. | Draft Budget for PY 2022 | Tammy Beagen |
| V. | Discussion of Optional Costs | Chris White |
| VI. | Center Updates | Rose Heath |
| VII. | Next Steps | Chris White |
| VIII. | Adjourn | |



Partner meeting for IFA - PY 2022

Created by: tbeagen@midlandsworkforce.org · Your response: ✓ Yes, I'm going

Time

10am - 11am (Eastern Time - New York)

Date

Thu Mar 10, 2022

Description

Please mark your calendar for our meeting to determine the budget for the PY 2022 in the Midlands area. We will forward you the meeting materials closer to the meeting date.

My Notes

Guests

- ✓ atucker@wcai.org
- ✓ bbarrineau@lexington1.net
- ✓ bcunningham@richland2.org
- ✓ bdixon@fairfield1.org
- ✓ Chris White
- ✓ jchorey@scvrd.net
- ✓ jjackson@goodwillsc.org
- ✓ karma.marshall@sccb.sc.gov
- ✓ kbrackett-browning@ccainc.org
- ✓ marva.coates@richlandone.org
- ✓ mwuest@dew.sc.gov
- ✓ pewright@lexrich5.org
- ✓ rose.heath@equusworks.com
- ✓ rprice@lex3.k12.sc.us
- ✓ Rogers, Rashad
- ✓ scullya@midlandstech.edu
- ✓ shaneka.mcdaniel-oliver@dss.sc.gov
- ✓ sheltonk@midlandstech.edu
- ✓ Tammy Beagen
- ? Michaelson, James
- christyh@lex2.org
- afranks@telamon.org
- elizabeth.m.muenzenberger@dss.sc.gov
- ifa@dew.sc.gov
- jennifer.coleman@sccb.sc.gov
- jones.eric@jobcorps.org
- kimberly.ouden@sccb.sc.gov
- mneeley@goodwillsc.org
- Midlands Workforce Development Board
- rsferguson@dew.sc.gov
- sonney@telamon.org
- srios@dew.sc.gov
- tamara.james@dss.sc.gov
- tfoster@goodwillsc.org

Attachment 6 .11
Center Misc. Documents

Teambuilding, etc.

FW: Escape Room/ Scavenger Hunt Hosted by Quisha Bell

Chris White <cwhite@midlandsworkforce.org>
Draft

Mon, May 16, 2022 at 4:34 PM

Team Building Activity

-----Original Appointment-----

From: Amanda Padgett <Amanda.Padgett@equusworks.com>**Sent:** Wednesday, September 1, 2021 10:46 AM**To:** Amanda Padgett; Rebecca Carruthers; Teresa Franklin; Elizabeth Cook; Quisha Bell; Tonia Rodriguez; Talanda Humphries; Kari Risher; Latanya Hollis; Paul Lane; Dj Ybarber; Miyesha Bates; Jean Stewart; Ali Johnson; Mallorie Thompson-parker; Mimi Tolen; Chassidy Davis; Chelsea Stephens**Cc:** Rose Lynn Heath**Subject:** Escape Room/ Scavenger Hunt Hosted by Quisha Bell**When:** Friday, September 3, 2021 4:00 PM-5:00 PM (UTC-05:00) Eastern Time (US & Canada).**Where:**

-----Original Appointment-----

From: Amanda Padgett <Amanda.Padgett@equusworks.com>**Sent:** Tuesday, August 24, 2021 9:23 AM**To:** Amanda Padgett; Rebecca Carruthers; Teresa Franklin; Elizabeth Cook; Quisha Bell; Tonia Rodriguez; Talanda Humphries; Kari Risher; Latanya Hollis; Paul Lane; Dj Ybarber; Miyesha Bates; Jean Stewart; Ali Johnson; Mallorie Thompson-parker; Mimi Tolen; Chassidy Davis; Chelsea Stephens**Subject:** Escape Room/ Scavenger Hunt Hosted by Quisha Bell**When:** Friday, September 3, 2021 4:00 PM-5:00 PM (UTC-05:00) Eastern Time (US & Canada).**Where:**

How well do you work as a team?

Test your abilities to communicate and work as a team.

Be careful to work effectively or you might just get locked in the building at 5pm!


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-
Chris White

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w: www.midlandsworkforce.org



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FW: Updates-Celebrations ClubChris White <cwhite@midlandsworkforce.org>
Draft

Mon, May 16, 2022 at 4:37 PM

From: Freeman, Raven <RFreeman@dew.sc.gov>**Sent:** Friday, October 15, 2021 11:41 AM**To:** Nelson, Kiley <KNelson@dew.sc.gov>; Mitchell, Bruce <BRMitchell@dew.sc.gov>; Bunn, Opel <OBunn@dew.sc.gov>; mack.sherry@jobcorps.org; allonia.ward@dss.sc.gov; Amanda Padgett <Amanda.Padgett@equusworks.com>; asims@dew.sc.gov; craiyonna.deigado@dss.sc.gov; Dj Ybarber <Dj.barber@EquusWorks.com>; Williams, David <DWilliams@dew.sc.gov>; Elizabeth Cook <Elizabeth.Cook@EquusWorks.com>; Zalewa Fabian <FZalewa@dew.sc.gov>; Gail Goins <Gail.Goins@equusworks.com>; Chassidy Davis <Chassidy.Davis@EquusWorks.com>; Chelsea Stephens <Chelsea.Stephens@EquusWorks.com>; Isaiah Mcqueen <Isaiah.Mcqueen@equusworks.com>; Jean Stewart <Jean.Stewart@equusworks.com>; jennifer.jones@dss.sc.gov; Robinson, Joe <JRobinson@dew.sc.gov>; Myers, Julie <JMyers@dew.sc.gov>; Kari Risher <Kari.Risher@equusworks.com>; Mimi Tolen <Mimi.Tolen@EquusWorks.com>; Trapp, Laquane <LTrapp@dew.sc.gov>; Funnie, Makedric <Makedric.Funnie1@dss.sc.gov>; Carr, Mary <MCarr@dew.sc.gov>; Miyesha Bates <Miyesha.Bates@EquusWorks.com>; Paul Lane <Paul.Lane@equusworks.com>; Rebecca Carruthers <rebecca.carruthers@equusworks.com>; ssutton@midlandsworkforce.org; Dwayne McLean <dmclean@midlandsworkforce.org>; Talanda Humphries <talanda.humphries@equusworks.com>; Lester, Ramonn <RLester@dew.sc.gov>; Teresa Franklin <teresa.franklin@equusworks.com>; Croom, Tinesha <TCroom@dew.sc.gov>; Tonia Rodriguez <tonia.rodriguez@equusworks.com>; Tyrone Bethea <tyrone.bethea@equusworks.com>; Stribling, Yvette <YStribling@dew.sc.gov>; Flagler, Symone <Symone.Flagler@dss.sc.gov>; Shobe, Richard P. <RPShobe@dew.sc.gov>**Cc:** Wuest, Mike <MWuest@dew.sc.gov>; Rose Lynn Heath <Rose.Heath@equusworks.com>; Mallorie Thompson-parker <Mallorie.Thompson-parker@equusworks.com>**Subject:** Updates-Celebrations Club****** CAUTION: This email originated from outside of the organization. Do not click or open attachments unless you recognize the sender and know the content is safe ******

Greetings Colleagues!

I wanted to send out some revisions, reminders, and updates regarding the Celebrations Club. If you plan to participate in the celebrations club where we will highlight birthdays, work anniversary's, and promotions/transitions please read below:

- **All forms and dues for the celebrations club will be due on Thursday, October 20th.** This will allow us to create the necessary spreadsheets and prepare for the remainder celebrations left in the year.
- Dues are \$5 monthly in which the celebrated individuals will receive a card, décor, and a small gift on their special day! **Dues are due on the 15th of each month.**
- If you will be transitioning out of the agency and would like to be celebrated, please let the morale committee know ahead of time so the arrangements for your celebration can be made.
- No refunds on monthly dues. For example, if you pay up ahead and you plan to leave the agency, funds will not be refunded. We will still celebrate you. (Please pay/plan accordingly)
- If you plan to be a part of the **morale committee**, please submit your name. We will be having a meeting soon to brainstorm for the remainder of the year. ☺

Collectively, we've decided to separate activities from the celebrations club. This will allow individuals who are not a part of the celebrations club to participate in the office activities. If the activity requires funding, we will announce in advance so that the necessary needs are purchased. **We realize that everyone may not like to celebrate their birthdays or special events, therefore, if you are not participating in the celebrations club we will not spotlight your special day.** We will keep a spreadsheet of active participants and we have a receipts for those paying so we can keep up with everyone.

We also have a Morale Calendar which is attached to this email letting you all know the upcoming events and some national holidays. We will create a monthly morale calendar that will emphasize the monthly activities and events within the office.

Upcoming Activities/ Events:**20th:** Forms and Dues, DUE!**21st:** Breast Cancer Awareness, WEAR PINK! – Photos will be taken ☺

22nd: Domestic Violence Awareness, WEAR PURPLE!- Photos will be taken ☺

29th: Costume Contest! – See flyer for rules or Amanda Padgett



Raven S. Freeman, GCDF-Workforce Consultant-Back To Work

SC Works Midlands Region

South Carolina Department of Employment and Workforce

Division of Workforce and Economic Development

700 Taylor Street Columbia, SC 29201

rfreeman@dew.sc.gov

Phone: 803.737.5043

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October Activities Calendar.docx
87K

October Activities 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 National Coffee Day!	2
3	4 National Taco Day!	5	6	7 Taco Thursday! 	8	9
10	11	12	13	14 National Dessert Day!	15	16 Boss's Day! 
17	18 National Chocolate Cupcake Day!	19	20 Celebrations Club Dues & Forms...DUE \$5	21 Breast Cancer Awareness! Wear Pink! 	22 DV Awareness! Wear Purple! 	23
24	25	26 National Pumpkin Day! 	27	28	29 Costume Contest! 	30
31 Halloween 						

Birthdays

- October 1st- Ramonn Lester
- October 3rd- Tinesha Croom
- October 19th- Quisha Bell
- October 21st Tyrone Bethea
- October 26th- Dwayne McLean
- October 22nd – MIMI Tolen









Anniversaries

Promotions/ Transitions

- October 14th: LaTania & Allis'
- Last day/celebration Luncheon.

Please Note: There will be an announcement when there will be an activity with Food/drinks.

January 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Happy New Year! 
2	3 David Williams 	4	5	6	7 Teresa Franklin 	8
9	10	11	12 Amanda Padgett Catie Hill 	13	14	15
16	17 MLK Day— Office Closed 	18	19 National Popcorn Day! 	20	21 National Hugging Day *Air Hugs* 	22
23	24	25	26	27	28 National Fun at Work Day! 	29
30	31					

FW: Harvest Hope Volunteer Day

Chris White <cwhite@midlandsworkforce.org>
Draft

Mon, May 16, 2022 at 4:36 PM

From: Elizabeth Cook <Elizabeth.Cook@EquusWorks.com>**Sent:** Friday, February 11, 2022 10:16 AM**To:** Rose Lynn Heath <Rose.Heath@equusworks.com>; Rebecca Carruthers <rebecca.carruthers@equusworks.com>; Kari Risher <Kari.Risher@equusworks.com>; Grace Tribling <Grace.Tribling@equusworks.com>; Mimi Tolen <Mimi.Tolen@EquusWorks.com>; dmclean@midlandsworkforce.org; mack.sherry@jobcorps.org; Bunn, Opel <OBunn@dew.sc.gov>; Chelsea Stephens <Chelsea.Stephens@EquusWorks.com>; Ifisher@dew.sc.gov; jmyers@dew.sc.gov; Chassidy Davis <Chassidy.Davis@EquusWorks.com>; Tyrone Bethea <tyrone.bethea@equusworks.com>; Amanda Padgett <Amanda.Padgett@equusworks.com>; Tevin Spruill <Tevin.Spruill@equusworks.com>; ibrock@dew.sc.gov**Subject:** Harvest Hope Volunteer Day

Good morning Team,

We will be volunteering at Harvest Hope on February 18th from 1-3pm. In order for you to volunteer, you must sign up at this link: <https://give.harvesthope.org/campaigns/21114-sc-works-midlands>

This link will require you to setup a profile in their database, watch the orientation video, and sign up for the shift. (February 18th 1-3pm). When you click the link, it will prompt you step-by-step on completing the process. This process must be completed before you will be able to volunteer. Our group will help with an assembly line style project to pack food bags for the Backpack program. Make sure that you bring a change of clothes for this day. You want to ensure that you are comfortable and wearing closed toed shoes. The inside temperature will be the same as the outside temp, so make sure you are warm! We will meet at Harvest Hope on Shop Rd. at 12:45pm. Please email me and confirm that you have completed this process!

All the best,**Elizabeth Cook***Career Readiness Coordinator*

SC Works Midlands

700 Taylor Street

Columbia, SC 29201

Office: (803) 978-0146

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FW: Ice Cream Social and Chat

Chris White <cwhite@midlandsworkforce.org>
Draft

Mon, May 16, 2022 at 4:37 PM

-----Original Appointment-----

From: Teresa Franklin <teresa.franklin@equusworks.com>**Sent:** Tuesday, April 12, 2022 3:03 PM**To:** Teresa Franklin; Elizabeth Cook; Tonia Rodriguez; Tevin Spruill; Latrice Jones; Kyra Bradley; Kari Risher; Jean Stewart; Hope Milligan; Grace Queen-Tribling; Sharon Salley; Amanda Padgett; Chassidy Davis; Chelsea Stephens; Mallorie Thompson-parker; Rebecca Carruthers; Rose Lynn Heath**Cc:** Robyn.X.Martin**Subject:** Ice Cream Social and Chat**When:** Thursday, April 21, 2022 3:00 PM-5:00 PM (UTC-05:00) Eastern Time (US & Canada).**Where:** Columbia Center - 700 Taylor Street

You're invited to an "Ice Cream Social and Chat" on Thursday, April 21, 2022 at 3:00 pm. The leadership team wants to know how you're doing and have an open dialogue about caseload management. We want to focus the conversation on your needs and areas of development so we need your input. Your success is our team's success. Everyone's ideas are important. Please send me your feedback on:

- What works for you?
- What doesn't work for you?
- What is the most overwhelming aspect of your job?
- What tips can you share that works for you to make your job easier?
- How can we support you more?
- Suggestions that you have to help the team collaborate

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An Equal Opportunity Employer/Program.
Auxiliary aids and services are available upon request to individuals with disabilities.

 Virus-free. www.avg.com

 invite.ics
8K

Attachment 6 .12

Center Misc. Documents

Disability Access Checklist (Centers/Services)

Disability Access Checklist: Determining Accessibility in Facilities and Provision of Services

The information and surveys contained in this document will enable Local Equal Opportunity Coordinators to perform required system evaluations and develop plans, which meet the accessibility needs of customers with disabilities who come to SC Works Centers for services, based on real data. This checklist addresses requirements of Section 504 of the Rehabilitation Act of 1973, as amended, as well as those under the Americans with Disabilities Act, as amended.

Accessibility is ever changing. Technology, standards, and needs are constantly evolving and should be viewed as an on-going process. System evaluation will capture both strengths and weaknesses and allow the development of a concrete plan to increase the level of accessibility in local programs. The plan should identify priorities for barrier removal and assist in planning for continual improvement.

These tools are designed to simplify complex issues while maintaining the integrity of the goal of accessibility and the requirements of the law. Questions regarding specific situations that arise within programs should be expected. Call the DEW Office of Equal Opportunity for additional information.

Take the following steps:

- Complete the applicable sections of the checklist for the Workforce Development Board's administrative entity and for each SC Works Center/facility open to WIOA applicants, participants, and the public at-large.
- Develop internal action steps to rectify issues identified as a result.
- Develop written policies covering employment and program practices.
- Maintain copies of each checklist and any supporting/resulting documents on file.
- Submit each checklist to the DEW Office of Equal Opportunity by March 31st every year.

Throughout this form there are response questions. Please note that several of the text boxes have a 180 character limit, but do not indicate as such. Please attach any supplementary information if additional space is needed.

SECTION I

Accommodation / Customer Service Practices

The first portion of the checklist reviews recommended customer service and accommodation practices for SC Works Center programs, outlines what you are required to do, and asks you to evaluate your efforts to date.

1. Has your SC Works program affirmatively sought to serve qualified individuals with disabilities?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
a. What outreach programs have you implemented? Disability committee for LWDA. Also strengthening partnership with SC Voc Rehab, Commission for the Blind and other State and Local partners.		
b. Have you been successful?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
c. How do you know? Increased number of participants with disabilities and an increase of participants with disabilities becoming employed.		
2. Do you have a written policy concerning discrimination on the basis of physical, psychological, emotional, or cognitive disability?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3. Do you regularly review your service practices (advertising, notices, signage, facility, and program access) to be certain that you, your operators, staff, and recipients are nondiscriminatory in the treatment of individuals with disabilities?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Program and Employment Practices

1. Medical records for customers and employees must be kept in a separate, secure location. Access to medical records must be limited. Are all records that contain medical information kept in a separate place from non-medical records? (Medical information includes insurance application forms, as well as disclosure and documentation of disability, health certificates, results of physical exams, etc.)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
a. Do you have a written policy regarding who has access to medical information?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
b. What is the policy? (A copy should be attached.) See attached.		
2. Do your program and employment recruitment materials, including photos and ad copy, contain positive images of persons with disabilities and indicate your commitment to inclusion of persons with disabilities?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3. Are inquiries related to the presence of a disability limited to performance of essential functions of the job or requirements for reasonable accommodations (following a request for same)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

a. Are staff aware of what constitutes legal and illegal inquiries?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
b. If 'yes', how did they obtain this information? Describe. For example, did they participate in a training session? Read relevant literature? etc. EO training and policy.		
c. Have job descriptions been analyzed to determine which functions of a job are 'essential' and which are 'marginal'?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If "yes", describe the process for doing this. In progress. Some have been completed and others are ongoing.		
d. Are job descriptions in writing?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If "no", why not?		
e. Are any of the following questions asked during the employment application process? <ul style="list-style-type: none"> o Health or physical condition? o Physical or mental problems or disabilities? o Medical history? o Previous workers' compensation claims? o Prior health insurance claims? o Past drug use or substance abuse? (NOTE: These types of employment questions are no longer used. Consider ADA training in interviewing.)	Yes <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	No <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
4. Do you require that applicants for employment take any of the following tests as part of the application process? <ul style="list-style-type: none"> a. Drug or alcohol test? b. HIV tests? c. Skill or performance tests? d. Psychological tests? e. Intelligence tests? 	Yes <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	No <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

5. As an employer, do you have a substance abuse policy?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
6. As an employer, do you have a drug testing policy?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

It is required that reasonable accommodation be provided to employees and customers with disabilities. Reasonable accommodation includes a broad range of adaptations to the manner or circumstances in which a service activity is performed, an interview is conducted, etc.

Reasonable accommodations may include:

- Allowing an individual with a psychiatric disability to periodically leave early or arrive late and later make up that time
- Making structural modifications to accommodate a participant who uses a wheelchair
- Providing auxiliary aids and services including sign language interpreters, readers, or alternative format

7. Regarding reasonable accommodation:	Yes	No
a. Have employees, applicants, participants, and other individuals been informed that they are entitled to reasonable accommodations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. If 'yes', how have they been so informed?		
	Yes	No
c. Are reasonable accommodations provided to SC Works Center program employees, applicants, participants, and other individuals with disabilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. How do you know?		
Policy and staff training that is provided to center staff.		
f. Do supervisory staff know how to proceed if an accommodation is requested?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
g. Has a specific staff member been designated to coordinate reasonable accommodation requests, including determining when an accommodation is or is not reasonable and when a funding request will be made? (Note: This is not required, but is recommended.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
h. Do they know how to secure a sign language interpreter if necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

i. Do they know how to get material transcribed into Braille or recorded in audio format?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. As a matter of policy, are interviews, staff meetings, and other gatherings held in accessible locations? (Accessible locations include accessible entrances, meeting areas, and rest rooms.)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
9. Are off-site staff trainings, holiday parties, picnics, or other gatherings held in accessible locations?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
10. Are reasonable accommodations, including sign language interpreters, written materials in alternative format, etc. provided to individuals with disabilities at off-site meetings, trainings, and social events?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

SECTION II

COMMUNICATIONS ACCESSIBILITY CHECKLIST FOR SC WORKS CENTERS

Communications access refers to the way information is received and transmitted. When evaluating your program in terms of access to communication, you will assess the four different ways in which communication occurs: aural, oral, cognition, and visual. It is important to keep in mind that there are four distinct, broad populations that are affected by your level of accessibility in this area: persons with impaired hearing, speech, cognition, and vision.

<p>1. Does the SC Works Center have information that is communicated visually? (Note: information communicated visually includes brochures, enrollment forms, handbooks, flip charts, slides, posters, graphic directional signs, etc.)</p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>Type of Information:</p> <p><input checked="" type="checkbox"/> Large Print <input checked="" type="checkbox"/> Braille <input type="checkbox"/> Videos <input checked="" type="checkbox"/> Readers <input type="checkbox"/> Verbal Description</p> <p><input checked="" type="checkbox"/> Pictorial <input checked="" type="checkbox"/> Signage <input type="checkbox"/> Other, Please Specify:</p>		
<p>2. Does the program involve information that is communicated verbally?</p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>Type of Information:</p> <p><input checked="" type="checkbox"/> Interpreter <input type="checkbox"/> TDD <input checked="" type="checkbox"/> Relay <input checked="" type="checkbox"/> Paper/Pen <input checked="" type="checkbox"/> Written Copies</p> <p><input checked="" type="checkbox"/> Oral Interpreter <input type="checkbox"/> Other, Please specify:</p>		
<p>3. Does the SC Works Center inform persons with disabilities that auxiliary aids and services are provided upon request? (Note: It is not sufficient to inform only persons who have identified themselves as having an accommodation need. You must inform the public at-large.)</p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>4. How do you do so? All information is posted in different formats. All forms of communication being email, printed material, social media and etc. EO statement is also displayed within all SC Works Midlands centers.</p>		
<p>5. Does the SC Works Center have a procedure for deciding which auxiliary aids and services to provide?</p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>6. Does the procedure provide for consideration of an individual's preferred aid or service?</p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>7. Does the procedure include a mechanism for determining that an aid or service that was provided was equally effective?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<p>8. Does the program communicate with the public over the phone?</p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>9. Are telephone conversations lengthy, complex, technical or personal?</p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>

10. Does the program have a TDD?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
11. If so, have staff been trained on the appropriate use of a TDD?	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>
12. Is there a mechanism for re-training?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
13. Are staff trained in the use of the relay system?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
14. Are staff aware of the relay number?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
15. Does the program have a web page?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
16. Is the web page captioned?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
17. Is there a mechanism for ensuring that people who are deaf or hearing impaired are aware of an activated fire or smoke alarm?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
18. Is there an established emergency evacuation procedure that addresses the needs of persons with disabilities? (This should include the evacuation of persons with mobility impairments.)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
19. Have staff been trained in this procedure?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<p>Please describe the training, technology, and auxiliary aids and services available for people with disabilities in your LWDA's SC Works Centers. If your SC Works Centers needs assistance to make sure that services, technology, etc., can be used by people with disabilities, experts at the Job Accommodation Network (JAN) can give advice on hardware, software, and technology to enable people who are blind, deaf, or have physical disabilities to use the SC Works Center services. The JAN phone number is 800-JAN-7234 or 800-ADA-WORK.</p> <p>Items list:</p> <p>Interpreter services Ergo keyboards Trackball mice Large monitor screen Zoom Text JAWS Headphones Adjustable workstations</p>		

Reviewer(s) Steve Knight Chris White

Date Reviewed 01/19/2022

LWDA Midlands

FACILITIES CHECKLIST

Please conduct facility accessibility reviews for your administrative entity and for each facility open to WIOA applicants, participants, and the public at-large using the ADA Checklist for Existing Facilities. This checklist, which is based on the 2010 ADA Standards for Accessible Design, can be found at www.ADAchecklist.org. Submit these facility accessibility reviews to the DEW Office of Equal Opportunity by March 31st, annually.

NOTE: Elements in facilities that were built or altered before March 15, 2012, and that comply with the 1991 ADA Standards for Accessible Design are not required to be modified to meet the specifications in the 2010 Standards.