

Attachment A: Units of Local Government

Please list the unit or units (multiple counties or jurisdictional areas) of local government included in the local area. If the CEO Grant Recipient has designated a local grant subrecipient to administer WIOA pursuant to WIOA § 107, please indicate the unit of local government that is the grant subrecipient. However, if instead, the CEO Grant Recipient has designated a fiscal agent, please indicate this on Attachment B.

Unit of Local Government	Grant Subrecipient
	Yes
Chemung County	<input checked="" type="checkbox"/>
Schuyler County	<input type="checkbox"/>
Steuben County	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

§107(6)(B)(i) - When a local workforce area is composed of more than one unit of general local government, the chief elected officials of such units may execute an agreement that specifies the respective roles of the individual chief elected officials.

If your local workforce area is composed of more than one unit of general local government, is there a written agreement between local officials that details the liability of the individual jurisdictions?

Yes No

Attachment B: Fiscal Agent

WIOA §117(d)(3)(B)(i)(II) indicates that the chief elected official Grant Recipient may designate a local fiscal agent as an alternative to a local grant subrecipient. Such designation to a grant subrecipient or fiscal agent shall not relieve the chief elected official or the Governor of the liability for any misuse of grant funds. If the CEO identified a fiscal agent to assist in the administration of grant funds, please provide the name of the agent.

Fiscal Agent
CSS Workforce New York

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ATTACHMENT C: SIGNATURE OF LOCAL BOARD CHAIR

**Workforce Innovation and Opportunity Act (WIOA) Local Plan for
Program Year 2021-2024, for WIOA Title 1-B
and Wagner-Peyser Programs**

In compliance with the provisions of the Workforce Innovation and Opportunity Act of 2014, the Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

- Agree to comply with all statutory and regulatory requirements of the Act as well as other applicable State and federal laws, regulations, and policies;
- Affirm that the composition of the Local Board is either in compliance with the law, rules, and regulations and is approved by the State or, will be in compliance within 90 days of Local Plan submission;
- Affirm that this Plan was developed in collaboration with the Local Board and is jointly submitted with the Chief Elected Official(s) on behalf of the Local Board; and
- Affirm that the board, including any staff to the board, will not directly provide any career services unless approved to do so by the Chief Elected Official and the Governor.

Date:	9/20/21	Signature of Local Board Chair: <i>Jack K. Wheeler</i> <small>Jack K. Wheeler (Sep 20, 2021 13:15 EDT)</small>	
Mr.	<input checked="" type="checkbox"/>	Typed Name of Local Board Chair: Jack Wheeler	
Ms.	<input type="checkbox"/>		
Other	<input type="checkbox"/>		
Name of Board:	Chemung Schuyler Steuben		
Address 1:	3 Pulteney Square		
Address 2:			
City:	Bath		
State:	NY	Zip:	14898
Phone:	607-664-2245	E-mail:	jackw@co.steuben.ny.us

Submission directions: Complete this attachment as part of the Plan development process and submit it, with original signatures, as described in the Local Plan Template.

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Signature of Local Board Chair

Final Audit Report

2021-09-20

Created:	2021-09-20
By:	Phyllis Balliett (balliettp@csswfnny.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAv4zE1-OBIPUSi03-G4vbOUauGzN-eA68

"Signature of Local Board Chair" History

-  Document created by Phyllis Balliett (balliettp@csswfnny.com)
2021-09-20 - 5:01:17 PM GMT - IP address: 72.18.59.119
-  Document emailed to Jack K. Wheeler (jwheeler@steubencountyny.gov) for signature
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-  Agreement completed.
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ATTACHMENT D: SIGNATURE OF CHIEF ELECTED OFFICIAL(S)

**Workforce Innovation and Opportunity Act (WIOA) Local Plan for
Program Year 2021-2024, for WIOA Title 1-B and
Wagner-Peyser Programs**

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By virtue of my signature, I:

- Agree to comply with all statutory and regulatory requirements of the Act as well as other applicable State and Federal laws, regulations, and policies;
- Affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in §679.420 of the rules and regulations;
- Affirm that the composition of the Local Board is either in compliance with the law, rules, and regulations and is approved by the State or, will be in compliance within 90 days of Local Plan submission;
- Affirm that the Chair of the Local Board was duly elected by that board; and
- Affirm that the board, including any staff to the board, will not directly provide any career services unless approved to do so by the Chief Elected Official and the Governor.

Note: A separate signature sheet is required for each local Chief Elected Official (CEO). If additional pages are necessary, please replicate this document for each CEO.

Date:	9/20/2021	Signature of Local Chief Elected Official (CEO):	
		Christopher J. Moss	
Mr.	<input checked="" type="checkbox"/>	Typed Name of Local CEO:	
Ms.	<input type="checkbox"/>	Chris Moss	
Other	<input type="checkbox"/>		
Title of Local CEO:	County Executive		
Address 1:	203 Lake St		
Address 2:			
City:	Elmira		
State:	NY	Zip: 14901	
Phone:	607-737-2912	E-mail: cmos@chemungcountyny.gov	
Are you the Grant Recipient CEO? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

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Submission directions: Complete this attachment as part of the Plan development process and submit it, with original signatures, as described in the Local Plan Template.

1

PY 2021 Local Planning

Signature: Christopher J. Moss
Christopher J. Moss (Sep 21, 2021 07:48 EDT)

Email: cmoss@chemungcountyny.gov






Signature of CEO - Chemung

Final Audit Report

2021-09-21

Created:	2021-09-20
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"Signature of CEO - Chemung" History

-  Document created by Phyllis Balliett (balliettp@csswfny.com)
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-  Document emailed to Christopher J. Moss (cmoss@chemungcountyny.gov) for signature
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-  Document e-signed by Christopher J. Moss (cmoss@chemungcountyny.gov)
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-  Agreement completed.
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ATTACHMENT D: SIGNATURE OF CHIEF ELECTED OFFICIAL(S)

**Workforce Innovation and Opportunity Act (WIOA) Local Plan for
Program Year 2021-2024, for WIOA Title 1-B
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By virtue of my signature, I:

- Agree to comply with all statutory and regulatory requirements of the Act as well as other applicable State and Federal laws, regulations, and policies;
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Note: A separate signature sheet is required for each local Chief Elected Official (CEO). If additional pages are necessary, please replicate this document for each CEO.

Date:	10/13/2021	Signature of Local Chief Elected Official (CEO): <i>Carl H. Blowers</i> Carl H. Blowers (Oct 13, 2021 09:41 EDT)	
Mr.	<input checked="" type="checkbox"/>	Typed Name of Local CEO: Carl Blowers	
Ms.	<input type="checkbox"/>		
Other	<input type="checkbox"/>		
Title of Local CEO:	Chairman Schuyler County Legislature		
Address 1:	105th Ninth Street		
Address 2:	Unit 6		
City:	Watkins Glen		
State:	NY	Zip:	14891
Phone:	607-535-8100	E-mail:	Chairman@co.schuyler.ny.us
Are you the Grant Recipient CEO? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			

Submission directions: Complete this attachment as part of the Plan development process and submit it, with original signatures, as described in the Local Plan Template.

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Signature of Schuyler County Chairman

Final Audit Report

2021-10-13

Created:	2021-10-13
By:	Phyllis Balliett (balliettp@csswfn.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAM-8sLDwwYWxkTVy-0AHT2RVXXuh94sT1

"Signature of Schuyler County Chairman" History

-  Document created by Phyllis Balliett (balliettp@csswfn.com)
2021-10-13 - 1:26:11 PM GMT - IP address: 72.18.59.119
-  Document emailed to Carl H. Blowers (cblowers@co.schuyler.ny.us) for signature
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-  Agreement completed.
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ATTACHMENT D: SIGNATURE OF CHIEF ELECTED OFFICIAL(S)


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Note: A separate signature sheet is required for each local Chief Elected Official (CEO). If additional pages are necessary, please replicate this document for each CEO.

Date:	9/22/2021	Signature of Local Chief Elected Official (CEO):	
		 Scott J. VanEtten [Sep 23, 2021 07:54 EDT]	
Mr.	<input checked="" type="checkbox"/>	Typed Name of	
Ms.	<input type="checkbox"/>	Local CEO: Scott	
Other	<input type="checkbox"/>	VanEtten	
Title of Local CEO:	Chairman Steuben County Legislature		
Address 1:	3 Est Puteney Square		
Address 2:			
City:	Bath		
State:	NY	Zip:	14810
Phone:	607-664-2247	E-mail:	svanetten@steubencountyny.gov
Are you the Grant Recipient CEO? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			

Submission directions: Complete this attachment as part of the Plan development process and submit it, with original signatures, as described in the Local Plan Template.

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Bidder Organization Name: Chemung Schuyler Steuben Workforce Development Area

ATTACHMENT E: FEDERAL AND STATE CERTIFICATIONS

The funding for the awards granted under this contract is provided by the United States Department of Labor which requires the following certifications:

A. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS

1. By signing this Contract, the prospective lower tier participant certifies, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statement in this certification, such prospective participant shall provide an explanation.
3. The prospective lower tier participant shall pass the requirements of A.1. and A.2., above, to each person or entity with whom the participant enters into a covered transaction at the next lower tier.

B. CERTIFICATION REGARDING LOBBYING - Certification for Contracts, Grants, Loans, and Cooperative Agreements

By signing this Contract, the Contractor hereby certifies, to the best of his or her knowledge and belief, that :

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the Contractor shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The Contractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of facts upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

C. DRUG FREE WORKPLACE

By signing this Contract, the Contractor certifies that it will provide a Drug Free Workplace by implementing the provisions at 29 CFR 94, pertaining to the Drug Free Workplace. In accordance with these provisions, a list of places where performance of work is done in connection with this specific grant will take place must be maintained at the Contractor’s office and available for Federal inspection.

D. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE

As a condition to the award of financial assistance from the Department of Labor under Title I of the Workforce Innovation and Opportunity Act (WIOA), the Contractor assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- (1) Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in a program or activity that receives financial assistance under Title I of WIOA;
- (2) Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;
- (3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- (4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- (5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The Contractor also assures that it will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to the Contractor’s operation of the WIOA Title I – financially assisted program or activity, and to all agreements the Contractor makes to carry out the WIOA Title I – financially assisted program or activity. The Contractor understands that the United States has the right to seek judicial enforcement of this assurance.

E. BUY AMERICAN NOTICE REQUIREMENT

In accordance with Section 502 of the WIOA, none of the funds made available under the WIOA may be expended by an entity unless the entity agrees that in expending the funds it will comply with sections 8301 through 8303 of title 41, United States Code (commonly known as the “Buy American Act”).

F. SALARY AND BONUS LIMITATIONS

No federal funds appropriated annually under the heading ‘Employment and Training’ shall be used by a subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation shall not apply to vendors providing goods and services as defined in 2 CFR 200.330. See Training and Employment Guidance Letter number 5-06 for further clarification. Where applicable, the Contractor agrees to comply with the Salary and Bonus Limitations.

G. VETERANS' PRIORITY PROVISIONS

Federal grants for qualified job training programs funded, in whole or in part, by the U.S. Department of Labor are subject to the provisions of the "Jobs for Veterans Act" (JVA), Public Law 107-288 (38 USC 4215). The JVA provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. Please note that to obtain priority service, a person must meet the program's eligibility requirements. Training and Employment Guidance Letter (TEGL) No. 5-03 (September 16, 2003) and Section 20 of the Code of Federal Regulations (CFR) Part 1010 (effective January 19, 2009) provide general guidance on the scope of the veterans priority statute and its effect on current employment and training programs. Where applicable, the Contractor agrees to comply with the Veteran's Priority Provisions.

STATE CERTIFICATIONS**H. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND OUTSTANDING DEBTS**

By signing this Contract, the Contractor, as a duly sworn representative of the contractor/vendor, hereby attests and certifies that:

- a) No principal or executive officer of the Contractor's company, its subcontractor(s) and/or successor(s) is presently suspended or debarred; and
- b) The Contractor, its subcontractor(s) and/or its successor(s) is not ineligible to submit a bid on, or be awarded, any public work contract or sub-contract with the State, any municipal corporation or public body for reason of debarment for failure to pay the prevailing rate of wages, or to provide supplements, in accordance with Article 8 of the New York State Labor Law.
- c) The Contractor, its subcontractor(s) and/or its successor do not have any outstanding debts owed to the Department, including but not limited to, contractual obligations, fines related to Safety and Health violations, payments owed to workers for public works projects or the general provisions of the labor Law, unemployment insurance contributions or other related assessments, penalties or charges.

I. CERTIFICATION REGARDING "NONDISCRIMINATION IN EMPLOYMENT IN NORTHERN IRELAND: MacBRIDE FAIR EMPLOYMENT PRINCIPLES"

By signing this Contract, the Contractor stipulates that in accordance with the MacBride Fair Employment Principles (Chapter 807 of the laws of 1992), the Contractor, or any individual or legal entity in which the contractor holds a 10% or greater ownership interest, or any individual or legal entity that holds a 10% or greater ownership interest in the contractor, either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165 of the New York State Finance Law), and shall permit independent monitoring of compliance with such principles.

J. NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit to bid for the purpose of restricting competition.

K. IRAN DIVESTMENT ACT

By signing this Contract, the Contractor certifies in accordance with State Finance Law §165-a that it is not on the "Entities Determined to be Non-Responsive Bidder/Offerers pursuant to the New York State Iran Divestment Act of 2012" ("Prohibited Entities List") posted at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf>.

The Contractor further certifies that it will not utilize on this contract any subcontractor that is identified on the Prohibited Entities List. The Contractor agrees that should it seek to renew or extend this Contract, it must provide the same certification at the time the Contract is renewed or extended.

During the term of the Contract, should the state agency receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certification, the state agency will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then the state agency shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

The state agency reserves the right to reject any request for renewal, extension, or assignment for an entity that appears on the Prohibited Entities List prior to the renewal, extension, or assignment of the Agreement, and to pursue a responsibility review with the Contractor should it appear on the Prohibited Entities List hereafter..

I, the undersigned, attest under penalty of perjury that I am an authorized representative of the Bidder/Contractor and that the foregoing statements are true and accurate.

Signature of Authorized Representative:	Jack K. Wheeler
Title:	Chair, CSS Worforce New York
Date:	9/20/2021

Signature: Jack K. Wheeler
Jack K. Wheeler (Sep 20, 2021 13:16 EDT)

Email: jwheeler@steubencountyny.gov

Federal and State Certifications

Final Audit Report

2021-09-20

Created:	2021-09-20
By:	Phyllis Balliett (balliettp@csswfny.com)
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"Federal and State Certifications" History



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Document e-signed by Jack K. Wheeler (jwheeler@steubencountyny.gov)

Signature Date: 2021-09-20 - 5:16:46 PM GMT - Time Source: server- IP address: 72.18.53.2



Agreement completed.

2021-09-20 - 5:16:46 PM GMT

Youth Services

Name of Local Area: **CSS Workforce New York**

Name of Organization Providing Youth Services <i>(Provide name of organization)</i>	Phone Number	Type of Agreement <i>(Select from the 3 options in the drop-down menu)</i>	Intake & Eligibility																	
			Objective Assessments	Individual Service Strategy	Tutoring/ Study Skills	Alternative Sec. School	Occupational Skills Training	Work Experience	Edu. Offered Concurrently	Leadership Development	Supportive Services	Adult Mentoring	Comp. Guidance/Counseling	Financial Literacy	Entrepreneurial Skills	Labor Market Information	Postsecondary prep./transition	Follow-Up		
ACCESS-VR	607-721-8401	LWDB																		
AIM	607-962-8225	MOA							X											
Arbor Development	607-737-4440	MOA								X										
Emerging Workforce	607-937-8337	Contract								X										
The Arc of Steuben	607-776-4146	MOA							X	X	X	X	X	X	X	X	X	X	X	X
The Arc of Schuyler	607-535-6934	MOA							X	X	X	X	X	X	X	X	X	X	X	X
The Arc of Chemung	607-734-6151	MOA							X	X	X	X	X	X	X	X	X	X	X	X
Boy Scouts of America, Five Rivers Council	607-368-4138	MOA																		
Capabilities	607-734-2006	MOA							X											
Career Development Council	607-324-8812	MOA								X										
Catholic Charities of Steuben	607-776-8085	MOA																		
Chemung County DSS	(607) 737-5302	MOA																		
Community Bank NA	607-962-2461	MOA																		
Cornell University Cooperative Extension - Chemung County	607-734-4453	MOA																		
Corning Community College	607-438-2661	MOA							X											
Economic Opportunity Programs, Inc. (Pending)	607-734-6174	MOA																		
Family Services of Chemung County, Inc. (under blanket MOA)	607-733-5696	MOA																		
Family Service Society	607-962-3148	MOA																		
Friends of Addison Youth Center	585-289-4874	MOA																		
GST BOCES	607-739-3581	MOA							X	X	X	X	X	X	X	X	X	X	X	X
Hornell Area Concern for Youth	607-324-0808	MOA																		
Incubator Works	607-962-6387	MOA																		
Jennie Mose Family Resource Center	607-359-3839	MOA																		
Literacy Volunteers of Chemung and Schuyler County EOP	607-734-6174	MOA							X											
New York State Department of Labor	888-4-NYSDDL	LWDB																		
Northeast Carpenters Apprenticeship Program	607-729-0224	MOA																		
OPWDD	518-473-4785	LWDB							X	X	X	X	X	X	X	X	X	X	X	X
Pregnancy Resource Center of the Valleys	607-776-2125	MOA																		
Planned Parenthood of the Southern Finger Lakes	888-810-0093	MOA																		

(Mark "X" for all program elements provided by the organization)

Name of Local Area: CSS Workforce New York

Name of Organization Providing Youth Services <i>(Provide name of organization)</i>	Phone Number	Type of Agreement <i>(Select from the 3 options in the drop-down menu)</i>	<i>(Mark "x" for all program elements provided by the organization)</i>																
			Intake & Eligibility	Objective Assessments	Individual Service Strategy	Tutoring/ Study Skills	Alternative Sec. School	Occupational Skills Training	Work Experience	Edu. Offered Concurrently	Leadership Development	Supportive Services	Adult Mentoring	Comp. Guidance/ Counseling	Financial Literacy	Entrepreneurial Skills	Labor Market Information	Postsecondary prep./transition	Follow-Up
Proaction of Steuben and Yates	607-776-2125	MOA					X		X								X		
Schuyler County DSS	607-535-8303	MOA							X										
Schuyler County Youth Bureau	607-535-6236	MOA																	
Proaction Steuben County Adult Literacy	607-776-2125	MOA				X													
Steuben County DSS	607-664-2000	MOA									X								
Steuben County Youth Bureau	607-664-2119	MOA										X							

Youth Basic Skills Policy

As approved by the CSS WFNY Board: June 15, 2017.

Policy: Effective July 1, 2017, the CSS WFNY policy for Youth Basic Skills in compliance WIOA §681.290 is as follows:

In assessing basic skills, CSS WFNY may use, but are not limited to, assessment instruments such as TABE (Test of Adult Basic Education), NWRC (National Work Readiness Credential), Career Zone.

Requires Additional Assistance Policy

As approved by the CSS WFNY Board: June 15, 2017.

Policy: Effective July 1, 2017, the CSS WFNY policy related to the definition of *Requires Additional Assistance* in compliance with WIOA §681.300 is as follows:

The local definition of eligible youth who require additional assistance may include one or more of the following:

- At risk of substance abuse
 - o At risk is defined as a child or sibling to an individual with substance abuse problems
- Victim of physical/sexual or psychological abuse
- Poor/no work history
- Underemployed
- At risk of becoming pregnant and/or parenting