



**NORTH CAROLINA DEPARTMENT OF COMMERCE
DIVISION OF WORKFORCE SOLUTIONS**

DWS Policy Statement Number: PS 15-2020

Date: October 13, 2020

**Subject: Employer Services Grant Funds Policy and
Application**

From:



Jessica Englert
Assistant Secretary for Workforce

Purpose: To provide Local Area Workforce Development Boards (WDBs) with funding that supports the increase in the number of businesses and employers utilizing the NCVS system through the provision of solution-based services.

Background: One of the many purposes of Workforce Innovation and Opportunity Act (WIOA) is to guide customized business services and strategies that meet the growth and workforce investment needs of employers. Training and Employment Guidance Letter (TEGL) No. 10-16, Change 1 provides further direction for the WIOA requirements related to implementation and operation, and performance and accountability.

Employer Penetration Rate and Repeat Business Customers are the two indicators selected by North Carolina to report the Effectiveness in Serving Employers. These indicators signify two of three approaches required for the current pilot program testing its rigor and feasibility. Attachment 2, Table B - Effectiveness in Serving Employers Specifications of TEGL 10-16, Change 1 provides reporting specifications and instructions for eight Employer Services data elements used to calculate the quantity of employers included in the Employer Penetration and Repeat Business Customers Rates.

The Division will evaluate each application and award up to \$50,000 to support the local focus of increasing the number of employers served in one or more of the targeted eight Employer Services categories used to calculate the Employer Penetration and Repeat Business Customers Rates. These funds are available to support activities that result in the provision of services detailed in Attachment 2, Table B - Effectiveness in Serving Employers Specifications of TEGL 10-16, Change 1. A total of \$1,725,000 is designated to support these efforts.

Action: Local Area WDBs may apply for the first increment of Program Year (PY) 20 Business Services funds in amounts up to \$50,000 by completing and submitting the Business Services Funds Request Form no later than November 12, 2020 (Attachment 1).

Local Area WDBs may apply for funds in increments of \$50,000 per request. Local Area WDBs may apply for additional funds after 75 percent of funds have been expended.

All services for employers registered in NCWorks.gov must be recorded with an Employer Services code (e-code) that corresponds with the eight United States Department of Labor (USDOL) employer services categories (reference Attachment 3 for a crosswalk of NCWorks.gov e-codes to the eight USDOL employer services categories).

In the event that employer activities are reported within a different customer relations management system within this program year, additional instruction and technical assistance will be provided to those Local Area WDBs. The Unduplicated Employer Report will serve as the reporting method for quantity of establishments served that are either not recorded within NCWorks.gov or within a different customer relations management system.

Each WDB has been provided a summation of their individual PY19 data report to assist with determining the targeted areas of increased performance.

Reporting Dates: The 10th working day following the 1st, 2nd and 3rd quarters and July 15th for year-end.

Reporting Methods: Reports will be pulled by the state Business Services team via NCWorks.gov or a different customer relations management system, if applicable, within this program year. Reports may be pulled more frequently as needed.

The Unduplicated Employer Report will serve as the reporting method for the employers served that are not recorded within NCWorks.gov or within a different customer relations management system.

The Work-Based Learning Report will serve as the reporting method for employers engaged in work-based learning activities.

Business Services Funds Request Form (Attachment 1) due date: No later than November 12, 2020.

- Effective Date:** Immediately
- Expiration:** June 30, 2021
- Contact:** Business Services Unit
- Attachment 1:** Business Services Funds Request Form
- Attachment 2:** Table B - Effectiveness in Serving Employers Specifications
- Attachment 3:** NCWorks Employer Services Codes Crosswalk (e-codes)