



**North Carolina Department of Commerce  
Division of Workforce Solutions**

**DWS POLICY STATEMENT NUMBER: PS 11-2016, Change 1**

**Date: April 5, 2019**

**Subject: NCWorks Mobile Career Center No Cost Usage  
Agreement and Fee-for-Use Schedule**

**From**

**Daniel L. Giddens  
Assistant Secretary for Workforce**

**Purpose:** To provide updated guidance on the NCWorks Mobile Career Center's expanded no cost usage agreement and update fee-for-use schedule. To rescind DWS PS 11-2016.

**Background:** The North Carolina Department of Commerce, Division of Workforce Solutions (DWS) and the Piedmont Triad Regional Workforce Development Board (WDB) have agreed on the NCWorks Mobile Career Center's expanded no cost usage and lowered fee-for-use schedule for the use of the Division's Mobile Unit and Northwest Piedmont WDB's unit, to provide Rapid Response, Business Connections, and Community Resources, as determined by designated areas outlined in attachment 1.

Rapid Response services are defined as activities that are necessary to establish comprehensive services from a general business announcement or a WARN notified layoff, downsizing, and/or business closure. Rapid Response services are also provided to workers displaced due to a natural disaster. Some career services provided at Rapid Response related events may include employee orientation sessions, job seeking skills workshops, job and community resource fairs, NCWorks Online registration and humanitarian assistance to help survivors and recovery efforts of natural disasters. Rapid Response services that incorporate the use of a Mobile Unit that meet this definition will be provided at no cost to Workforce Development Boards.

Workforce Development Boards may use a Mobile Unit at no cost for Business Connections to assist new and existing industry with job recruitment, training, job retention and layoff aversion. This may include outreach, assistance with online employment applications, testing and screening, new employee orientation, on-the-job training or incumbent worker training.

Workforce Development Boards may use a Mobile Unit at no cost to provide Community Resources for dislocated workers that include returning military service members. Such services may include a job and community resource fair, health fair, Job Seeking Skills Workshops, NCWorks Online registration and veteran services. Any Community Resources event that serves a population other than dislocated workers will adhere to the lowered fee-for-use schedule as defined in attachment 2. The fee-for-use schedule was lowered to encourage Workforce Boards to provide Community Resources and host urban or rural events for youth, unemployed or underemployed adults, homeless veterans, individuals with criminal records, economically disadvantaged or adults with significant barriers to employment.

**Action:** Workforce Development Boards interested in reserving the Division of Workforce Solutions' NCWorks Mobile Career Center Unit for the Cape Fear WDB, Capital Area WDB, Cumberland County WDB, Durham WDB, Eastern Carolina WDB, Kerr-Tar WDB, Lumber River WDB, Region Q WDB, Northeastern WDB, Triangle South WDB, or Turning Point WDB are to submit an online request through the following website: <http://mobileunit.ncworks.gov>

Workforce Development Boards interested in reserving the Piedmont Triad Regional's NCWorks Mobile Career Center Unit for Centralina WDB, Charlotte Works WDB, DavidsonWorks WDB, Gaston County WDB, Guilford WDB, High Country WDB, Mountain Area WDB, Piedmont Triad Regional WDB, Region C WDB, Regional Partnership WDB, Southwestern WDB, or Western Piedmont WDB are to submit an online request through the following website: <https://www.ptrc.org/services/workforce-development/mobile-career-center>

**Effective Date:** April 5, 2019

**Expiration:** Indefinite

**Contact:** Russell Doles

**Attachment 1:** No-Cost Usage Designations

**Attachment 2:** Fee for Use Schedule

## No-Cost Usage Designations

The Division of Workforce Solutions NCWorks Mobile Career Center will provide Rapid Response, Business Connections and Community Resources for dislocated workers that include returning military service members for the following designated areas:

- Cape Fear Workforce Development Board
- Capital Area Workforce Development Board
- Cumberland County Workforce Development Board
- Durham Workforce Development Board
- Eastern Carolina Workforce Development Board
- Kerr-Tar Workforce Development Board
- Lumber River Workforce Development Board
- Region Q Workforce Development Board
- Northeastern Workforce Development Board
- Triangle South Workforce Development Board
- Turning Point Workforce Development Board

The Piedmont Triad Regional Workforce Development Board NCWorks Mobile Career Center will provide Rapid Response, Business Connections and Community Resources for dislocated workers that include returning military service members for the following designated areas:

- Centralina Workforce Development Board
- Charlotte Works Workforce Development Board
- Davidson County Workforce Development Board
- Gaston County Workforce Development Board
- Guilford Workforce Development Board
- High Country Workforce Development Board
- Mountain Area Workforce Development Board
- Piedmont Triad Regional Workforce Development Board
- Region C Workforce Development Board
- Regional Partnership Workforce Development Board
- Southwestern Workforce Development Board
- Western Piedmont Workforce Development Board

## **Fee for Use Schedule**

Any Community Resources urban or rural event that serves a population other than dislocated workers such as youth, homeless veterans, unemployed or underemployed adults, individuals with criminal records, economically disadvantaged and other adults with significant barriers to employment will adhere to the following lowered fee-for-use schedule:

### **Full Day**

Full day event (4 hours or more) will be invoiced \$200.00 plus mileage at the IRS mileage reimbursement rate ([Current rate](#)) if roundtrip is less than or equal to 100 miles. Roundtrip mileage that exceeds 100 miles will be invoiced at \$0.30 per mile.

### **Half Day**

Half day event (less than 4 hours) will be invoiced \$100.00 plus mileage at the IRS mileage reimbursement rate ([Current rate](#)) if roundtrip is less than or equal to 100 miles. Roundtrip mileage that exceeds 100 miles will be invoiced at \$0.30 per mile.

RESCINDED