WIOA STATE PLAN FOR THE STATE OF KANSAS FY-2018

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OVERVIEW

Under the Workforce Innovation and Opportunity Act (WIOA), the Governor of each State must submit a Unified or Combined State Plan to the Secretary of the U.S. Department of Labor that outlines a four-year strategy for the State's workforce development system. The publicly-funded workforce development system is a national network of Federal, State, regional, and local agencies and organizations that provide a range of employment, education, training, and related services and supports to help all job-seekers secure good jobs while providing businesses with the skilled workers they need to compete in the global economy. States must have approved Unified or Combined State Plans in place to receive funding for core programs. WIOA reforms planning requirements, previously governed by the Workforce Investment Act of 1998 (WIA), to foster better alignment of Federal investments in job training, to integrate service delivery across programs and improve efficiency in service delivery, and to ensure that the workforce system is job-driven and matches employers with skilled individuals. One of WIOA's principal areas of reform is to require States to plan across core programs and include this planning process in the Unified or Combined State Plans. This reform promotes a shared understanding of the workforce needs within each State and fosters development of more comprehensive and integrated approaches, such as career pathways and sector strategies, for addressing the needs of businesses and workers. Successful implementation of many of these approaches called for within WIOA requires robust relationships across programs. WIOA requires States and local areas to enhance coordination and partnerships with local entities and supportive service agencies for strengthened service delivery, including through Unified or Combined State Plans.

OPTIONS FOR SUBMITTING A STATE PLAN

A State has two options for submitting a State Plan — a Unified State Plan or a Combined State Plan. At a minimum, a State must submit a Unified State Plan that meets the requirements described in this document and outlines a four-year strategy for the core programs. The six core programs are—

- the Adult program (Title I of WIOA),
- the Dislocated Worker program (Title I),
- the Youth program (Title I),
- the Adult Education and Family Literacy Act program (Title II),
- the Wagner-Peyser Act program (Wagner-Peyser Act, as amended by title III), and
- the Vocational Rehabilitation program (Title I of the Rehabilitation Act of 1973, as amended by Title IV).

Alternatively, a State may submit a Combined State Plan that meets the requirements described in this document and outlines a four-year strategy for WIOA's core programs plus one or more of the Combined Plan partner programs. When a State includes a Combined State Plan partner program in its Combined State Plan, it need not submit a separate plan or application for that particular program. If included, Combined State Plan partner programs are subject to the "common planning elements" (Sections II and III of this document) where specified, as well as the program-specific requirements for that program where such planning requirements exist separately for the program. The Combined State Plan partner programs are—

- Career and technical education programs authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.)
- Temporary Assistance for Needy Families Program (42 U.S.C. 601 et seq.)
- Employment and Training Programs under the Supplemental Nutrition Assistance Program (Programs authorized under section 6(d)(4) of the Food and Nutrition Act of 2008 (7 U.S.C. 2015(d)(4)))
- Work programs authorized under section 6(o) of the Food and Nutrition Act of 2008 (7 U.S.C. 2015(o))
- Trade Adjustment Assistance for Workers Programs (Activities authorized under chapter 2 of Title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.))
- Jobs for Veterans State Grants Program (Programs authorized under 38, U.S.C. 4100 et. seq.)
- Unemployment Insurance Programs (Programs authorized under State unemployment compensation laws in accordance with applicable Federal law)
- Senior Community Service Employment Program (Programs authorized under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.))
- Employment and training activities carried out by the Department of Housing and Urban Development
- Community Services Block Grant Program (Employment and training activities carried out under the Community Services Block Grant Act (42 U.S.C. 9901 et seq.))*
- Reintegration of Ex-Offenders Program (Programs authorized under section 212 of the Second Chance Act of 2007 (42 U.S.C. 17532))

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* States that elect to include employment and training activities carried out under the Community Services Block Grant (CSBG) Act (42 U.S.C. 9901 et seq.) under a Combined State Plan would submit all other required elements of a complete CSBG State Plan directly to the Federal agency that administers the program. Similarly, States that elect to include employment and training activities carried by the Department of Housing and Urban Development and programs authorized under section 6(d)(4) and 6(o) of the Food and Nutrition Act of 2008 that are included would submit all other required elements of a complete State Plan for those programs directly to the Federal agency that administers the program.

HOW STATE PLAN REQUIREMENTS ARE ORGANIZED

The major content areas of the Unified or Combined State Plan include strategic and operational planning elements. WIOA separates the strategic and operational elements to facilitate cross-program strategic planning.

- The **Strategic Planning Elements** section includes analyses of the State's economic conditions, workforce characteristics, and workforce development activities. These analyses drive the required vision and goals for the State's workforce development system and alignment strategies for workforce development programs to support economic growth.
- The **Operational Planning Elements** section identifies the State's efforts to support the State's strategic vision and goals as identified in the Strategic Planning Elements section. This section ensures that the State has the necessary infrastructure, policies, and activities to meet its strategic goals, implement its alignment strategy, and support ongoing program development and coordination. Operational planning elements include:

- State Strategy Implementation,
- State Operating Systems and Policies,
- Assurances, and
- Program-Specific Requirements for the Core Programs, and
- Program-Specific Requirements for the Combined State Plan partner programs. (These requirements are available in a separate supplemental document, Supplement to the Workforce and Innovation Act (WIOA) Unified and Combined State Plan Requirements. The Departments are not seeking comments on these particular requirements).

When responding to Unified or Combined State Plan requirements, States must identify specific strategies for coordinating programs and services for target populations.* States must develop strategies that look beyond strategies for the general population and develop approaches that also address the needs of target populations.

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* Target populations include individuals with barriers to employment, as defined in WIOA Sec. 3, as well as veterans, unemployed workers, and youth.

Approved State Plan has been uploaded as instructed. A full copy of the approved combined state plan has also been added to Appendix II.

I. WIOA STATE PLAN TYPE

Unified or Combined State Plan. Select whether the State is submitting a Unified or Combined State Plan. At a minimum, a State must submit a Unified State Plan that covers the six core programs.

Unified State Plan. This plan includes the Adult Program, Dislocated Worker Program, Youth Program, Wagner-Peyser Act Program, Adult Education and Family Literacy Act Program, and Vocational Rehabilitation Program. No

Combined State Plan. This plan includes the Adult, Dislocated Worker, Youth, Wagner-Peyser Act, Adult Education and Family Literacy Act, and Vocational Rehabilitation programs, as well as one or more of the optional Combined State Plan partner programs identified below. Yes

COMBINED PLAN PARTNER PROGRAM(S)

Indicate which Combined State Plan partner program(s) the State is electing to include in the plan.

Career and technical education programs authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) No

Temporary Assistance for Needy Families Program (42 U.S.C. 601 et seq.) No

Employment and Training Programs under the Supplemental Nutrition Assistance Program (Programs authorized under section 6(d)(4) of the Food and Nutrition Act of 2008 (7 U.S.C. 2015(d)(4))) No

Work programs authorized under section 6(o) of the Food and Nutrition Act of 2008 (7 U.S.C. 2015(o))) No

Trade Adjustment Assistance for Workers Programs (Activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)) Yes

Jobs for Veterans State Grants Program (programs authorized under 38, U.S.C. 4100 et. seq.) Yes

Unemployment Insurance Programs (Programs authorized under State unemployment compensation laws in accordance with applicable Federal law) No

Senior Community Service Employment Program (Programs authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.)) Yes

Employment and training activities carried out by the Department of Housing and Urban Development No

Community Services Block Grant Program (Employment and training activities carried out under the Community Services Block Grant Act (42 U.S.C. 9901 et seq.)) No

Reintegration of Ex-Offenders Program (Programs authorized under section 212 of the Second Chance Act of 2007 (42 U.S.C. 17532))] No

II. STRATEGIC ELEMENTS

The Unified or Combined State Plan must include a Strategic Planning Elements section that analyzes the State's current economic environment and identifies the State's overall vision for its workforce development system. The required elements in this section allow the State to develop data-driven goals for preparing an educated and skilled workforce and to identify successful strategies for aligning workforce development programs to support economic growth. Unless otherwise noted, all Strategic Planning Elements apply to Combined State Plan partner programs included in the plan as well as to core programs.

A. ECONOMIC, WORKFORCE, AND WORKFORCE DEVELOPMENT ACTIVITIES ANALYSIS

The Unified or Combined State Plan must include an analysis of the economic conditions, economic development strategies, and labor market in which the State's workforce system and programs will operate.

1. ECONOMIC AND WORKFORCE ANALYSIS

A. ECONOMIC ANALYSIS

The Unified or Combined State Plan must include an analysis of the economic conditions and trends in the State, including sub-State regions and any specific economic areas identified by the State. This must include-

I. EXISTING DEMAND INDUSTRY SECTORS AND OCCUPATIONS

Provide an analysis of the industries and occupations for which there is existing demand.

II. EMERGING DEMAND INDUSTRY SECTORS AND OCCUPATION

Provide an analysis of the industries and occupations for which demand is emerging.

III. EMPLOYERS' EMPLOYMENT NEEDS

With regard to the industry sectors and occupations identified in 1 and 2 above, provide an assessment of the employment needs of employers, including a description of the knowledge, skills, and abilities required, including credentials and licenses.

A. ECONOMIC ANALYSIS

The Kansas Department of Labor, Labor Market Information Services Division, conducted an analysis of the economic conditions in Kansas, including:

- Existing and emerging in-demand industry sectors and occupations;
- The employment needs of Kansas employers;
- A description of the knowledge, skills, and abilities needed in those industries and occupations;
- An analysis of the current workforce, employment and unemployment data, labor market trends; and

- Educational and skill levels of the workforce, including individuals with barriers to employment.

The Kansas labor market continued to improve in 2015 and 2016, although at a slower rate than in recent years. Economic indicators including nonfarm jobs, private sector jobs, the unemployment rate, and personal income improved over the two-year period. While these indicators continued to improve over the past two years, there are some areas of concern. The labor force decreased by 0.3 percent and population growth slowed to 0.1 percent in 2016. Real GDP decreased in 2016 and total exports continued to decline in both 2015 and 2016.

Personal income continued to increase in 2016. While an increase in personal income is a positive sign for the Kansas economy, the state only saw a 0.5 percent rate of growth in 2016. The Kansas personal income growth rate was lower than the national rate which was 2.3 percent. The personal income growth rate in Kansas was also slower than most states, ranking 43rd among all states in 2016.

Nominal GDP remained at a relatively high level in 2016, despite dropping by 0.5 percent from a series high of over $151.3 billion in 2015. This decrease was driven by multiple goods producing industries including natural resources and mining, and manufacturing. The Kansas GDP growth rate ranked 44th among all states in 2016, and was lower than the national rate which was 2.8 percent. Inflation adjusted real GDP also decreased in Kansas, falling by 0.9 percent in 2016. Real GDP grew by 1.5 percent nationally.

Kansas exports decreased for the third consecutive year in 2016. The decline is due mostly to large declines in transportation equipment and machinery exports. The transportation equipment manufacturing industry had the highest export sales in 2016, accounting for 23.7 percent of all Kansas exports. This industry includes the production of aerospace parts and products, motor vehicle parts and assembly, and other transportation equipment. In 2016, export sales for this industry totaled $2.4 billion, a decline of $183.6 million, or 7.1 percent, from 2015. A large decline in export sales also occurred in the machinery manufacturing industry. Machinery manufacturing had the fourth highest export sales in 2016 at $949.6 million, a decline of $169.6 million from 2015. Another major industry in Kansas that did show growth in export values was agricultural products. Following two years of declining exports, the agricultural products industry increased export sales by $178.9 million in 2016 to $1.6 billion.

Labor productivity increased in 2015, but decreased in 2016. Labor productivity is defined as total output divided by the total number of employed persons. Kansas labor productivity increased to $95,055 in 2015, then fell slightly to $94,483 in 2016 due to a decrease in real GDP. Productivity per worker also declined at the national level as employment growth outpaced real GDP growth. U.S. labor productivity was $108,199 in 2016. Compared to the surrounding states, Kansas's productivity level is higher than Missouri, but lower than Colorado, Nebraska, and Oklahoma.

The state's population growth continued to slow in 2015 and 2016. In 2015, the Kansas population only increased by 0.2 percent to 2,905,789 people. By 2016 the population had only increased to 2,907,731 people, a 0.1 percent increase. This falls behind the national population growth rate which was 0.7 percent in 2015 and 2016. These population growth rates are relatively low for both Kansas and the U.S. Over the past ten years Kansas and the U.S. have averaged 0.5 percent and 0.8 percent population growth, respectively.

Similar to trends at the national level, average weekly hours worked in the private sector decreased in 2016 for Kansas and average hourly earnings increased. But unlike the national data, average

weekly earnings in Kansas fell in 2016 because the decrease in average weekly hours outweighed the increase in hourly earnings. Average weekly earnings increased by 2.0 percent nationally, but decreased by 0.1 percent in Kansas. Inflation in the Midwest region was lower than the national average, 0.8 percent compared to 1.3 percent nationally. When adjusted for inflation, real weekly earnings in Kansas decreased by 1.0 percent in 2016 and real weekly earnings increased by 0.7 percent nationally.

I. EXISTING DEMAND INDUSTRY SECTORS AND OCCUPATIONS

Current labor demanded by Kansas employers is reflected in the 2017 Job Vacancy Survey. There are 48,908 job vacancies in Kansas, a 9.1 percent increase from 2016 and the highest number of vacancies since 2007. This is a rate of 3.4 job vacancies for every 100 jobs in the second quarter of 2017. The industries with the most vacancies statewide are: trade, transportation and utilities; education and health services; and leisure and hospitality. The Job Vacancy Survey also breaks down industry vacancies by local area. The industry with the most vacancies in each area are: government in Local Area I (1,811 vacancies) and trade, transportation and utilities in Local Area II (1,848 vacancies), Local Area III (3,890 vacancies), Local Area IV (2,673 vacancies), and Local Area V (1,288 vacancies).

Along with industry data, the Job Vacancy Survey provides information on the demand for particular occupations. The occupations with the most statewide openings in 2017 are: cashiers, retail salespersons, heavy and tractor-trailer truck drivers, and nursing assistants. The top occupations and the number of openings for the local areas are also available: nursing assistants in Local Area I (555 vacancies); combined food preparation and serving workers, including fast food in Local Area II (642 vacancies); laborers and freight, stock, and material movers, hand in Local Area III (851 vacancies); retail salespersons in Local Area IV (779 vacancies); and heavy and tractor-trailer truck drivers in Local Area V (415 vacancies).

II. EMERGING DEMAND INDUSTRY SECTORS AND OCCUPATIONS

The occupations projected to grow the fastest in Kansas are ranked by the short-term and long-term projection programs. The short-term program projects the number of occupations two years from the base year while the long-term program projects out 10 years.

From the first quarter of 2016 to the first quarter of 2018 the top ten occupations with a minimum employment of 200 with the highest growth rate were statisticians; machine feeders and offbearers; web developers; manicurists and pedicurists; massage therapists; hairdressers, hairstylists, and cosmetologists; actuaries; locker room, coatroom, and dressing room attendants; morticians, undertakers, and funeral directors; and operations research analysts.

The ten fastest growing occupations in the long-term projection program were interpreters and translators; personal care aides; skin care specialists; statisticians; health specialties teachers, postsecondary; nursing instructors and teachers, postsecondary; actuaries; diagnostic medical sonographers; personal financial advisors; and market research analysts and marketing specialists. These occupations had employment over 200 in the base year and were selected for the fastest growth over the 10-year projection period from 2014 to 2024.

III. EMPLOYERS' EMPLOYMENT NEEDS

Occupations expected to be in high demand currently and during the next two and ten year periods are sales representatives, wholesale and manufacturing; registered nurses; heavy and tractor-trailer truck drivers; laborers and freight, stock, and material movers; first-line supervisors of food

preparation and serving workers; nursing assistants; janitors and cleaners; stock clerk and order fillers; retail salespersons; personal care aides; cashiers; waiters and waitresses; and combined food preparation and serving workers including fast food. Each of these occupations scored the highest level of demand, 30 out of a possible 30 in the combined measures of long-term projection openings, short-term projection openings, and current job vacancies. They are ranked in order of median wage.

B. WORKFORCE ANALYSIS

The Unified or Combined State Plan must include an analysis of the current workforce, including individuals with barriers to employment, as defined in section 3 of WIOA.* This population must include individuals with disabilities among other groups** in the State and across regions identified by the State. This includes: Individuals with barriers to employment include displaced homemakers; low-income individuals; Indians, Alaska Natives, and Native Hawaiians; individuals with disabilities, including youth who are individuals with disabilities; older individuals; ex-offenders; homeless individuals, or homeless children and youths; youth who are in or have aged out of the foster care system; individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers; farmworkers (as defined at section 167(i) of WIOA and Training and Employment Guidance Letter No. 35-14); individuals within 2 years of exhausting lifetime eligibility under the Temporary Assistance for Needy Families program; single parents (including single pregnant women); and long-term unemployed individuals. ** Veterans, unemployed workers, and youth, and others that the State may identify.

I. EMPLOYMENT AND UNEMPLOYMENT

Provide an analysis of current employment and unemployment data, including labor force participation rates, and trends in the State.

II. LABOR MARKET TRENDS

Provide an analysis of key labor market trends, including across existing industries and occupations.

III. EDUCATION AND SKILL LEVELS OF THE WORKFORCE

Provide an analysis of the educational and skill levels of the workforce.

IV. SKILL GAPS

Describe apparent 'skill gaps'.

I. EMPLOYMENT AND UNEMPLOYMENT

Job growth in Kansas slowed during 2015 and 2016, but remained positive. In 2016, nonfarm employment grew for the sixth consecutive year, adding 7,600 jobs. This represented a 0.5 percent growth in nonfarm employment over the year. The increase in total nonfarm jobs is due to continued growth in private sector jobs. In 2016, the private sector increased by 8,300 jobs (or 0.7 percent). In contrast with private sector growth, the public sector declined for the sixth consecutive year. In 2016, government employment fell by 600 jobs (or 0.2 percent). Federal and state government employment did increase slightly over the last two years, but these gains were offset by reduced employment at the local level.

Multiple industries within the private sector contributed to the sector's overall growth in 2016. Out of the ten major private sector industries, six recorded job growth. The financial activities industry experienced the largest increase in jobs at 5,000 jobs gained, with most of this growth concentrated in finance and insurance. The next largest increase in jobs was in the education and health services industry, which added 2,000 jobs in 2016. Health care and social assistance increased by 2,200 and private sector educational services decreased by 200. Other industries that experienced growth in 2016 were: construction (200 jobs), trade, transportation, and utilities (1,600 jobs), leisure and hospitality (1,400 jobs), and other services (1,900 jobs).

Four of the ten major private sector industries decreased over the year, contributing to the slower overall growth in nonfarm jobs. An excess supply of oil put downward pressure on prices in 2015 and 2016. This had a negative impact on mining and logging employment throughout the U.S., with Kansas losing 1,600 jobs in 2016. The manufacturing industry also struggled in 2016 (-900 jobs). There were gains in nondurable goods manufacturing industries (1,100 jobs), but these were offset by losses in durable goods manufacturing (-1,900 jobs). Manufacturing employment remains significantly lower than prerecession levels, down 24,900 jobs compared to an employment level of 185,300 jobs in 2008. Other industries that lost jobs in 2016 were: information (-400 jobs) and professional and business services (-900 jobs).

Along with slowing job growth, the labor force decreased by 0.3 percent in both 2015 and 2016. This decline in the labor force caused the labor force participation rate to fall to 67.1 percent in 2016. The number of unemployed persons in Kansas continued to decrease, falling by 0.8 percent in 2016 to 61,879 unemployed. The number of employed people in Kansas also decreased, falling 0.3 percent over the year to 1,422,122 employed. The unemployment rate was 4.2 percent in 2015 and 2016.

Labor force data is also available by disability status from the American Community Survey 5-year estimate program. In 2016, 6.3 percent of Kansans in the labor force reported one or more disabilities including hearing, vision, cognitive, ambulatory, self-care, and/or independent living difficulty. Similar to statewide labor force trends, the number of employed individuals with disabilities increased in 2015 and 2016 while the number of unemployed decreased. This caused the unemployment rate for individuals with disabilities to fall to 13.6 percent in 2015 and 11.8 percent in 2016. Even with this improvement, the 2016 unemployment rate for individuals with disabilities remained more than double the unemployment rate for all individuals in Kansas.

II. LABOR MARKET TRENDS

While job growth slowed in the past two years, the number of total nonfarm jobs in Kansas was above prerecession levels in 2015 and 2016, reaching a new series high in 2016. Throughout the continued expansion following the Great Recession, most of the growth has been in service providing industries. Industries that have added the most jobs during this expansion include professional and business services; education and health services; and trade, transportation, and utilities. This trend is expected to continue, with both short-term and long-term projections indicating a higher rate of growth in the service providing sector than the goods producing sector.

Projection data for occupations can also be categorized based on the educational requirements and job training that is typically needed to enter that occupation. The education categories with the highest projected openings in both the next two years and ten years are no formal educational requirement and a high school diploma or equivalent. Higher turnover in these occupations increases the replacement rate for these categories, contributing to higher total openings.

Occupations with a typical education level of bachelor's degree or postsecondary non-degree award are also expected to have a high number of openings. When occupation growth is categorized based on job training requirements, the majority of short-term and long-term openings are expected to be in occupations with no job training or short-term on-the-job training.

III. EDUCATION AND SKILL LEVELS OF THE WORKFORCE

Labor force data by educational attainment is collected through the Current Population Survey. Based on labor force data for people who are 25 and older, the largest educational attainment category for Kansas and the U.S. is individuals with a bachelor's degree or higher. In Kansas, this category accounted for 38.7 percent of all individuals who are 25 or older and in the labor force in 2016. This is similar to the U.S. rate of 38.9 percent. The next largest labor force category is individuals with some college or an associate degree. Labor force participants in this category make up a larger share of the total Kansas labor force than the U.S. (31.9 percent in Kansas, 27.5 percent in the U.S.). High school graduates are a smaller percentage of the labor force in Kansas (22.6 percent) compared to the U.S. (25.8 percent). The smallest category is individuals with less than a high school diploma (6.8 percent in Kansas, 7.7 percent in the U.S.). One take away from comparing the distribution of educational level in the labor force is Kansas has a higher percentage of workers with postsecondary education and likely high skill level when compared to the nation.

IV. SKILL GAPS

Finally, there is much discussion in the labor market information community regarding skill gaps. The research into skill gaps is costly and varies considerably. Some question its reliability and usefulness. Kansas does not maintain a complete skill gaps analysis. Employer demand for skilled workers is reflected in the current openings, short-term, and long-term demand projections described above.

However, apparent skill gaps can somewhat be inferred in that there are unemployed workers and jobs that need to be filled. One can assume that some of those jobs are unfilled because of a lack of skilled workers. However, jobs may be vacant because of geographic barriers between worksites and workers' residences, insufficient pay, or a lack of interest in particular types of work.

Currently the occupations with the highest number of unfilled positions are cashiers; retail salespersons; heavy and tractor-trailer truck drivers; nursing assistants; combined food preparation and serving workers; laborers and freight, stock, material movers; registered nurses; waiters and waitresses; personal care aides; and restaurant cooks.

Some skill gaps can be addressed through Career Technical Education. The Kansas Board of Regents' Technical Education Authority has established twenty-five program Alignment Maps in ten federal instructional program classifications: Healthcare, Dental Care, Engineering Technology, Automotive Technology and Collision Repair, Construction/HVAC/Carpentry, Computer Sciences, Welding, Machine Technology, Diesel Technology, Electrical/Utility Technology and Police and Corrections Sciences. Most of these programs lead to careers in occupations which pay wages high enough to allow workers to earn wages which are self-supporting. Postsecondary institutions, or business and industry or WIOA Core and Required Partners in partnership with postsecondary institutions, can create career pathways which will be supported by WIOA funds.

For all of the occupations highlighted in this plan, detailed information on the tasks, knowledge, skills, and abilities needed to do the job are available through the O*NET site.

2. WORKFORCE DEVELOPMENT, EDUCATION AND TRAINING ACTIVITIES ANALYSIS

The Unified or Combined State Plan must include an analysis of the workforce development activities, including education and training in the State, to address the education and skill needs of the workforce, as identified in *Education and Skill Levels of the Workforce* above, and the employment needs of employers, as identified in *Employers' Employment Needs* above. This must include an analysis of –

A. THE STATE'S WORKFORCE DEVELOPMENT ACTIVITIES

Provide an analysis of the State's workforce development activities, including education and training activities of the core programs, Combined State Plan partner programs included in this plan, and required and optional one-stop delivery system partners.*

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* Required one-stop partners: In addition to the core programs, the following partner programs are required to provide access through the one-stops: Career and Technical Education (Perkins), Community Services Block Grant, Indian and Native American programs, HUD Employment and Training programs, Job Corps, Local Veterans' Employment Representatives and Disabled Veterans' Outreach Program, National Farmworker Jobs program, Senior Community Service Employment program, Temporary Assistance for Needy Families (TANF) (unless the Governor determines TANF will not be a required partner), Trade Adjustment Assistance programs, Unemployment Compensation programs, and YouthBuild.

CORE WORKFORCE DEVELOPMENT ACTIVITIES

(A) KANSASWORKS (Adult, Dislocated Worker & Youth {Title I}; Wagner-Peyser {Wagner-Peyser Act, as amended by Title III))

KANSASWORKS includes Titles IB and III of WIOA, as carried out by the Kansas Department of Commerce (Commerce) and local workforce development operators.

Traditional workforce training and case management services are provided through **KANSAS**WORKS . Services have been provided to individuals based on their eligibility for services, priority of services and available resources. Labor Exchange and other Wagner-Peyser services have been provided by state staff, co-located in workforce centers and in conjunction with Veteran's programs, community services and other state services.

(B) Adult Education and Literacy Program (Title II)

Kansas Adult Education programs provide instruction and student support services to adults who lack a high school credential or secondary level skills, or who are not proficient in English. Below is an overview of the strengths and weakness of Adult Education services in terms of state performance, state policies and procedures, and local programs.

(C) Vocational Rehabilitation (Title I of the Rehabilitation Act of 1973, as amended by Title IV)

The Vocational Rehabilitation (VR) program provides a wide range of services to empower Kansans with disabilities to achieve their goals for employment, independent living and self-reliance.

COMBINED STATE PLAN PARTNER PROGRAMS WORKFORCE DEVELOPMENT ACTIVITIES

(A) Trade Adjustment Assistance for Workers Programs (Activities authorized under chapter 2 of Title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.))

Workforce development activities for TAA are managed at the state level in the Kansas Department of Commerce with services disseminated through **KANSAS**WORKS Job Centers. Kansans who have lost their jobs as a result of foreign trade are assisted by provision of services afforded to all employers and job seekers in addition to job training, income support, job search and relocation allowances, a tax credit to help pay the costs of health insurance, and a wage supplement to certain reemployed trade-affected workers 50 years of age and older.

To be eligible, a TAA petition must be filed with the U.S. Department of Labor for certification. The TAA petition may be filed by: (a) three or more workers; (b) employer's representative; (c) unions; (d) one-stop operators or partners; or (e) the state dislocated workers unit. TAA petitions are investigated by the federal government to determine eligibility for certification. Once the petition has been certified by DOL, the laid-off worker is eligible for TAA services.

(B) Jobs for Veterans State Grants Program (Programs authorized under 38, U.S.C. 4100 et. seq.)

Veteran workforce development activities are handled in partnership with Kansas Commission on Veterans' Affairs. The Commission operates the KanVet website (KanVet.ks.gov), which provides direct access to State of Kansas veteran-specific resources and benefits without having to navigate multiple state agency websites. The KanSERVE program assists veterans in finding available civilian jobs and training utilizing occupational specialty codes.

Employment services for veterans and the Disabled Veterans Outreach Program (DVOP) are administered through **KANSAS**WORKS . Staff members are strategically placed in **KANSAS**WORKS American Job Centers aimed at meeting the needs of all veterans with significant barriers to employment. WIOA partners trained in case management will assess and serve veterans at all local workforce center locations. Kansas has integrated all DVOP specialists into the AJC's system through assignment to a Workforce Center. Veterans are initially identified by a front desk member. An assessment to identify any significant barriers to preventing employment (SBE) is conducted. Veterans with SBE's are referred to a DVOP. Those who do not have SBE's are provided services through the workforce center staff. Despite the determination of SBE status, all veterans remain entitled to, and do receive Veteran Priority of Service.

Local workforce development boards provide priority job placement and training activities to veterans. Plans on how services are provided are located in the State Policy narrative and in local workforce board WIOA plans. These plans include: how available resources (WIOA, Wagner-Peyser and others) are pooled to provide core and intensive services; processes to accomplish intake, assessment, registration and follow-up services; a description of mediated and non-mediated services; how veterans are provided priority in placement services and activities; and detailed description of how case management services are provided to veterans.

All workforce centers have an integrated, business services function responsible for connecting local employers to the local One-Stop system. In addition, Kansas has developed a coordinated intake and information system through **KANSAS**WORKS .com, the statewide job search and case management system to facilitate the provision of services to veterans.

Educational opportunities are promoted through counseling services to veterans. Commerce and Regents coordinate education and training activities to increase postsecondary capacity for job driven training programs. Additionally, LWDBs provide real-time intelligence regarding skill gaps and projected skill needs.

American Job Center staff will provide job search and placement services for veterans including counseling, testing, occupational and labor market information, and skill evaluations such as WorkReady!, to help veterans make educated and up-to-date decisions about their training and employment needs. Veterans will be introduced to America's Career InfoNet, O-Net, and other local resources that offer career exploration, education and job tools such as the following to help them make career decisions:

(C) Senior Community Service Employment Program (Programs authorized under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.))

Kansas State SCSEP is operated in seven counties in south central Kansas: Butler, Cowley, Harper, Harvey, Kingman, Sumner and Sedgwick. The LWDB, Workforce Alliance of South Central Kansas, provides SCSEP services through its workforce centers, creating an excellent opportunity for SCSEP participants to access all available **KANSAS**WORKS services. KWSB has codified the inclusion of older workers as a priority population for all **KANSAS**WORKS services. With the implementation of WIOA, strategic coordination of the Core Partners will result in an investment in skill development of SCSEP participants. Services from WIOA Adult and Dislocated Worker Workforce Development, VR, Adult Education and Wagner-Peyser can be utilized to streamline services for SCSEP participants. WIOA as implemented in Kansas ultimately assures participants will be able to access all services for which they are eligible through all WIOA Core Partners.

As it was prior to WIOA, SCSEP is truly another program of **KANSAS**WORKS where customers are provided with the same services as any other eligible job seeker.

(D) Career and Technical Education (Perkins), Community Services Block Grant, Indian and Native American programs, HUD Employment and Training programs, Job Corps, National Farmworker Jobs program, Temporary Assistance for Needy Families (TANF) (unless the Governor determines TANF will not be a required partner, Unemployment Compensation programs, and YouthBuild

Referrals to and from these partners are provided through the core, combined state plan, and required partners of the public workforce system. All participants referred to the public workforce system receive the same range of services for which they are eligible as described in Section VI Requirements for Core Programs.

B. THE STRENGTHS AND WEAKNESSES OF WORKFORCE DEVELOPMENT ACTIVITIES

Provide an analysis of the strengths and weaknesses of the workforce development activities identified in (A) above.

The Strengths and Weaknesses of Workforce Development Activities: **KANSAS**WORKS

<u>Strengths</u>

- Met or exceeded the common performance measures requirements consistently throughout the implementation of WIOA
- Streamlined service delivery to more efficiently serve jobseekers and workers
- Leveraged outside resources to increase and improve services to jobseekers and workers
- Successfully partnered with other service providers including other state agencies, postsecondary education providers, community-based organizations and employers
- Developed and maintained a Management Information System which fulfills the requirements of US DOL and which is utilized in 14 other states

Weaknesses

- Not significantly increased the number of individuals with barriers to employment who receive training and other more intensive services
- Limited success with blending and braiding resources across multiple systems to meet the needs of jobseekers and workers
- Varied success at meeting the workforce needs of all industry sectors, as well as in some geographic areas of the state

The Strengths and Weaknesses of Workforce Development Activities: Adult Education

Strengths

State Performance

- Kansas Adult Education has traditionally performed in the top quartile in all performance indicators, demonstrating success in serving individuals with barriers to employment, especially those who lack basic skills, are English language learners, or have substantial cultural barriers.
- Over the last seven years, Kansas Adult Education has increased the rate of participants in intermediate and higher educational functioning levels who entered higher education within three years of program exit from 23% to 34.6%.

State Policy and Procedures

- Kansas distributes state and a minimum of 82.5% of federal funding through a formula based primarily on performance on federal and state measures, services to most-in-need learners, and indicators of quality. (Kansas expends 12.5% of federal funding for state leadership activities and 5% of federal funding for administrative activities.)
- Kansas Adult Education has implemented a risk-based monitoring system to effectively identify and offer technical assistance to programs not meeting performance or compliance targets.
- Kansas Adult Education has adopted the College and Career Readiness Standards published by the Office of Career, Technical, and Adult Education which are clearly aligned with the state's challenging academic content standards.
- Adult Education program leaders are convened throughout the year to participate in shared decision-making and professional development.

Local Programs

- Local program providers include two-year colleges, school districts, and community-based organizations (CBOs). CBOs provide critical services to many individuals with barriers to employment.
- Local programs have served participants, including refugees, from over 100 countries.
- Several local programs support the educational and skill achievement of parents and family members to participate in the educational development of their children through partnerships with local school districts in family literacy programs.

- Two local Adult Education programs are participating in federal grants to assist inmate populations obtain skills and industry recognized credentials and successfully re-enter society.
- One local Adult Education provider employs a faculty member who is a national trainer in the Student Achievement in Reading (STAR) evidence-based reading training.

Weaknesses

State Performance

- Enrollment has declined during program years 2014 and 2016, resulting in service to a smaller percentage of eligible adults. Nationally, Adult Education enrolled about 3.6% of those needing services, while Kansas enrolled about 3%.
- Education gains have been declining over the last five years, especially in the adult basic education intermediate Educational Functioning Level.

State Policy and Procedures

- Although the Kansas Adult Education Association supports an annual conference for practitioners and state staff offer routine fiscal, data quality, assessment, and accountability training, the professional development system has been slow to establish a formal vision or framework, although progress has been made.

Local Programs

- The rural nature of most of the state leaves many Kansans without immediate physical access to instruction.

Few local programs offer instruction through on-line or other distance delivery methods.

The Strengths and Weaknesses of Workforce Development Activities: **Vocational Rehabilitation**

Strengths

- Services are individualized to address each person's unique strengths, impediments to employment and vocational goals. An individual plan for employment is jointly developed between each customer and the VR counselor to address specific barriers to employment, the vocational objective, and the services necessary to achieve that objective.
- VR counselors are highly trained to address the complex disability, employment and cultural issues that impact persons served, and to facilitate informed decision-making in partnership with their customers.
- 95% of persons rehabilitated into employment in FFY 2014 were persons with significant disabilities, meaning that they had multiple functional limitations in major life areas such as mobility, communications, self-care, interpersonal skills, work tolerance, work skills and self-direction.
- VR emphasizes the employment potential of youth with disabilities and the importance of them gaining an early attachment to work or postsecondary education resulting in

employment. 21% of persons served in FFY 2014 were transition-aged youth with disabilities (21 years old or younger at the time of application). 23% of persons rehabilitated that year were youth.

- Over the past ten years, approximately 75% of persons rehabilitated report their own earnings as their largest source of financial support, a significant milestone toward self-sufficiency and reduced reliance on public benefits.
- VR services are comprehensive and flexible in order to empower each customer to maximize employment.
- The End-Dependence Kansas initiative emphasizes the use of evidence-based practices throughout the VR service delivery system, including community-based service providers, to increase employment outcomes.

Weaknesses

- High turnover among counselors and difficulty recruiting new staff in some areas of the state impact the stability and timeliness of services.
- While also a strength of the program, the requirement that VR counselors have a master's degree in rehabilitation counseling or a closely related field makes staff recruitment a challenge.

A stronger and more direct connection with the employer and business community is needed to increase employment options and opportunities for Kansans with disabilities.

THE STRENGTHS AND WEAKNESSES OF WORKFORCE DEVELOPMENT ACTIVITIES: Trade Act

Strengths

- Met or exceeded performance goals over last three years
- Located TAAZ staff in Local Workforce Development workforce centers to streamline service delivery and minimize wait times for case management services
- Maintained positive working relationships with training providers resulting in efficient processing of tuition invoices and payments
- Hosted WIOA and State Staff Roundtables in each Local Area for training and service delivery discussion
- Achieved highest average placement wage in US DOL Region

Weaknesses

- Effectiveness of outreach to TAA-eligible individuals, i.e. TAA service information may need to be delivered beyond Rapid Response and/or Employer Meetings to those traumatized by job loss
- Data and information sharing with Kansas Department of Labor regarding TRA eligibility could be more efficient
- Outreach and training to new training providers to better understand billing, payment processes and administrative requirements
- Training to training providers regarding requirements to inform TAA case manager of changes in participants' courses and the need approve those changes with the development of a new training plan

THE STRENGTHS AND WEAKNESSES OF WORKFORCE DEVELOPMENT ACTIVITIES: JVSG

Strengths

- Met and exceeded the negotiated performance measures, to include the program's national goal of a 90% intensive service rate; JVSG staff assisting 20% of the Veteran population who utilized KANSASWORKS; Over 85% Entered Employment Rate.
- Successfully integrated JVSG staff with career center staff and streamlined services and processes that makes a veteran's transition and referral to partnering services fluent and efficient. This includes the development of intake processes that appropriately help determine the Veteran's needs and to determine which pathway to employment would be most advantageous.
- Utilizing the KANSASWORKS AJL system as our primary case tracker, allowing JVSG to be 100% digital, ultimately creating efficiency and printing cost savings opportunities. Additionally, establishing KNASASWORKS digital referral for better case tracking and case managing. This process also allows for more accurate data-ing and reports.
- Successfully partnered with other Veteran Service Organizations, creating an outreach, referral, intake and co-enrollment process that allows us to not only meet the Veterans training and employment needs, but also and potentially their housing, medical/ counseling and other interim needs that may be preventing them from entering and maintaining long-term employment.

Weaknesses

- The decrease of Veterans seeking/ needing JVSG services; the number of veterans serviced decreased from over 12,500 (as July 2015) to approximately 9,600 (as July 2016). This decrease is due to the decrease Veteran un-employment rates and an overall decrease in the veteran population in the state of Kansas.
- The lack of resources to help Veterans with incarcerations in their history, to obtain meaningful employment to meet their financial needs. Employer incentive funds, outside of Federal Bonding (which only bonds the activity of the Vet, but not offset employer insurance increases due to hiring the Vet), would help leverage hiring and on-the-job training opportunities.

THE STRENGTHS AND WEAKNESSES OF WORKFORCE DEVELOPMENT ACTIVITIES: SCSEP

Strengths

- Services are provided by a Local Area Workforce Development Board, providing participants direct access to all programs and services offered by the local workforce development system
- Provider administrative staff have significant experience in OMB and other federal and state requirements
- The metro service area provides suitable opportunity for Host Site recruitment

Weaknesses

- The SCSEP project has a difficult time recruiting eligible participants in rural areas

- Client files have missing information and has required a corrective action plan for improvement
- Entered Employment and Service Level has dipped below required performance levels
- No other qualified provider responded to a Request for Proposal distributed by Commerce to provide SCSEP services

C. STATE WORKFORCE DEVELOPMENT CAPACITY

Provide an analysis of the capacity of State entities to provide the workforce development activities identified in (A) above.

(C)State Workforce Development Capacity: **KANSAS**WORKS

KANSASWORKS, including JVSG, SCSEP, Trade Act and all other partner programs, has the capacity to better serve jobseekers and those with more barriers to employment through enhanced partnerships, targeted distribution of resources and staff training. Technology upgrades and access to multiple data systems would substantially increase capacity to serve more individuals more effectively and efficiently. Capacity issues are continually changing based on annual reduction in funds, whether caused by an improved economy or cuts in federal appropriations.

(C) State Workforce Development Capacity: ***Adult Education***

- Services to rural areas tend to be more expensive due to the lack of economy of scale and added costs to support staff and provide professional development. This has been a constant limit on the state's capacity to serve eligible populations.
- Capacity has decreased as a result of flat funding since 2002, leading to declining enrollment. When adjusting for inflation funding has dropped by almost $1.5 million.
- The goals of WIOA will necessitate longer, more intensive, and additional services as well as contributions to one—stop infrastructure funding which could further negatively impact capacity.

(C) State Workforce Development Capacity: **Vocational Rehabilitation**

- Even at full staff, VR has the capacity to serve only about 5% of the nearly 180,000 working age Kansans with disabilities *(Disability Statistics Compendium)*. .
- New requirements to set—aside funds for pre—employment transition services and potential one—stop infrastructure costs must be carefully monitored to determine if Order of Selection will be necessary. Order of Selection is the process for establishing waiting lists for services if there are not sufficient funds or personnel to serve all eligible individuals who apply.
- Gaps in the service provider network, especially in rural and frontier areas of the state, limit the program's capacity to provide intensive job search assistance, job carving and on—the—job supports.
- Young people with disabilities need more opportunities to explore employment options, gain work experience and develop soft skills through paid after—school, part—time and summer employment.

Over the first two years of this Combined Plan, the Core Partners will complete a thorough analysis of the overall strengths, weaknesses and capacity of the workforce system when viewed as a whole.

Activities to build on strengths and to address weaknesses and capacity issues will be undertaken during this time period in accordance with priorities and within available resources

B. STATE STRATEGIC VISION AND GOALS

The Unified or Combined State Plan must include the State's strategic vision and goals for developing its workforce and meeting employer needs in order to support economic growth and economic self-sufficiency. This must include—

1. VISION

Describe the State's strategic vision for its workforce development system.

(a) State Strategic Vision and Goals

Considering the Governor's stated vision to create a Kansas where jobs are plentiful, businesses thrive, and we offer the best possible education for our children and the Workforce Innovation and Opportunity Act, the **KANSAS**WORKS **State** Board revised its strategic plan to formalize its understanding of WIOA and to guide Core Partners as they implement the new workforce system:

KANSAS*WORKS* ***STATE BOARD STRATEGIC PLAN***

VISION STATEMENT

- The Kansas workforce system will be the national leader in meeting business talent needs, growing the economy and providing access to quality careers for every Kansan through integrated service delivery.

MISSION STATEMENT

The **KANSAS**WORKS mission is to deliver a qualified workforce through training and matching services available to Kansans supporting businesses, growing regional economies and improving the prosperity of all.

Guiding Principles

- Serve and advise our individual and business customers with dignity, respect and empathy.
- Communicate efficiently and effectively within the workforce system and with our customers and stakeholder.
- Build effective partnerships that are solutions driven in every region and at the state level.
- Make informed decisions by validated data from business, partners, stakeholders and customers.
- Value employment as a path to self-sufficiency and independence for all adults in Kansas.
- Embrace and leverage technology to maximize customer and employer accessibility and utilization.
- Drive accountability and continuous improvement of the workforce system.

2. GOALS

Describe the goals for achieving this vision based on the above analysis of the State's economic conditions, workforce, and workforce development activities. This must include—

A. Goals for preparing an educated and skilled workforce, including preparing youth and individuals with barriers of employment* and other populations.**
B. Goals for meeting the skilled workforce needs of employers.

_____

* Individuals with barriers to employment include displaced homemakers; low-income individuals; Indians, Alaska Natives, and Native Hawaiians; individuals with disabilities, including youth who are individuals with disabilities; older individuals; ex-offenders; homeless individuals, or homeless children and youths; youth who are in or have aged out of the foster care system; individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers; eligible migrant and seasonal farmworkers (as defined at section 167(i) of WIOA and Training and Employment Guidance Letter No. 35-14); individuals within 2 years of exhausting lifetime eligibility under the Temporary Assistance for Needy Families Program; single parents (including single pregnant women); and long-term unemployed individuals.

** Veterans, unemployed workers, and youth and any other populations identified by the State.
WIOA as implemented in Kansas assures participants, including in-school and out-of-school youth, will be able to access all services for which they are eligible through all WIOA core partners and combined state plan partner programs. As it was prior to WIOA, programs such as SCSEP, TAA, and JVSG are fully integrated and available programs of WIOA Titles I & III where customers are provided with the same services as any other eligible job seekers.

As reflected in the **KANSAS**WORKS State Board's goal listed below. job seekers with barriers to employment are the target of our workforce system; we value employment as a path to self-sufficiency and independence for all participants. For a more detailed description of physical and programmatic access see Section III(b)(8).

Goal One: Customer Service Accountability Lead: Workforce Alignment Committee Objective 1.1: Empower Employees to Succeed Priority Activity: Employee ownership/pride of ownership Key Strategies • Solicit feedback from employees • Consult customers (both jobseekers and employers) • Representatives from this team meet with Executive Directors and key local board members — line out what we are trying to accomplish — how do we work together to accomplish this Potential Action Steps • Determine exactly who are the employees including partners • Define what to ask — key questions of what needs to happen to accomplish goals • Who will ask — should be independent, not inside (unbiased and not connected)

Objective 1.2: Obtain Customer Service Input Priority Activity: Analyze/provide proper feedback Key Strategies • Independent analyze • SWB reviews/provides feedback Potential Action Steps • Distribute to all connected parties • Set the recommendations around what is the solution for what we're trying to accomplish

(what do we do with the information) • Empower employees to accomplish what we want them to accomplish

Objective 1.3: Determine and Share Best Practices Priority Activity: Individual Input Key Strategies • Solicit feedback from individual customers via surveys (e-mail, in person, telephone, mobile, social media, etc.) Potential Action Steps • Contract with a 3rd party, neutral agency to develop, gather and summarize the information • Ensure all user experiences are covered • Share results with all interested parties • Input is carefully reviewed for improvement or celebration at appropriate level Priority Activity: Focus Groups Key Strategies • Follow-up after the individual input to gather input from customers via focus groups Potential Action Steps • Follow the same steps as above • Ensure the feedback mechanisms are standardized • Potentially develop online community groups and discussion boards to continue to gather valuable feedback

Priority Activity: Include Partners Key Strategies • Ensure 3rd party contractor includes the partner and partner customers in this process Potential Action Steps • Ensure consistency and standardization for input measuring program is equally implemented and standards used can be efficiently measured by the Performance group

Goal Two: Performance Accountability and Transparency Accountability Lead: Performance and Accountability Committee Objective 2.1: Reports with Meaningful Outcomes Priority Activity: Obtain and report meaningful outcomes that are evaluated on a continuous quarterly basis. Key Strategies • Performance & Accountability Committee to determine measures that have real meaning and value Potential Action Steps • Determine appropriate measures to show cost per participants served for WIOA core programs • Show the actual value of Kansas Work Ready Certificate for job seekers and employers • Performance & Accountability Committee to recommend measures to full board • Reports have definitions for easy understanding of meaning and value

Objective 2.2: Reporting Compliance and Value Priority Activity: SWB will review reports that show WIOA performance compliance as well as overall value of the workforce system Key Strategies • Identify performance measures which show value of all core partners • Focus on number of customers served and number of customers placed in employment • Evaluate and review all WIOA core partners Potential Action Steps • Develop a performance reporting policy for the SWB • Determine what data is available to collect • Give local areas opportunity to highlight services in remote areas of the State • Develop a measure for referrals to WIOA core partners and outcomes of those referrals Objective 2.3: Examining Local Area and State-Wide Outcomes Priority Activity: Examine both local and state outcomes that include effective stewardship of all funds on a continuous basis Key Strategies • Performance & Accountability Committee to determine what kinds of ROI measures should be used • Look at all local areas and keep in mind the impact of each local area on state-wide performance • Promote continuous improvement while looking at history of performance Potential Action Steps • Understand the training parameters of each local area based on employer needs • Compare workforce center traffic numbers to actual enrollment numbers as a way to understand how and why customers are

enrolled into the programs • Measure the outcomes (number or % of people enrolled that actually became employed as a result of AJC efforts) employed and not just the money that is spent • Compare cost per customer served for each local area's grant/funding stream

Objective 2.4: Excellent Customer Service Across All Core Partners Priority Activity: Establish customer service excellence across all core partners Key Strategies • Ensure system-wide consistency • Include all locations with WIOA core partners Potential Action Steps • Work with Customer Service committee • Performance & Accountability Committee to develop baseline measures • Performance & Accountability Committee to continuously review customer service levels

Objective 2.5: Measuring KWSB Performance and Effectiveness Priority Activity: Measure SWB performance and effectiveness Key Strategies • Understand SWB role and continuously review that role in SWB meetings and committee meetings • Ensure SWB members know why they are the board and the value they add

Potential Action Steps • Engage Executive Committee to commit to leading the evaluation of the SWB

Goal Three: System Messaging and Awareness Accountability Lead: Workforce Alignment Committee Objective 3.1: Support an Effective Roll-Out of a Common Brand/Logo Across the System Priority Activity: Establish and implement a strategic and streamlined communications/messaging plan to support common brand/logo roll-out Key Strategies • Develop a marketing/messaging strategy to do an official "unveiling" of the logo brand to, garner press coverage through press releases, online messaging through internal and affiliate websites of partners, take advantage of small market TV and radio public service announcements Potential Action Steps • State and Local Workgroup (led by Emily Fitzgerald) develops messaging roll-out plan w/action steps, timeline and budget. Plan should include/consider: ? budget development and monitoring to ensure fiscally responsible roll-out ? contracting with independent third party to lead the messaging of the roll-out ? identification/leveraging of the successful work of other states

Objective 3.2: Obtain a Full Understanding of Kansans' Awareness about the System Priority Activity: Develop a two-phased comprehensive outreach plan for: o assessing Kansans' awareness of the current system o using the information gathered through that assessment to identify action steps for increasing system awareness, access and usage across both employer and job seeker customers Key Strategies • Outreach should effectively target key groups, including people who use services (employers, at-risk youth, underemployed, white collar employers and workers, etc.); people who would recommend the system (social workers, school counselors, community-based organizations, etc.) • Plan should include survey, focus groups, etc. and should be coordinated with any other outreach efforts from other groups • The results from the assessment inform action steps for this objective as well as all others in this plan Potential Action Steps • SWB directs the development of a Statewide workgroup that includes all core and key partners (ensure that group has representation from those that provide the actual services in local communities) • The Workgroup would be charged with identifying the key objectives of the outreach effort and developing a plan for executing • The Workgroup may need the support of a third-party contractor

to effectively design and execute the outreach Objective 3.3: Align and Strengthen State and Local Partners' Communications Priority Activity: Collaboratively establish minimum standards around a system-wide messaging approach that clearly articulates a shared vision, available services, resource and access points. Effort should include the following guiding principles: o ensuring that messaging is as simple as possible o remains relevant Key Strategies • Conduct a scan of state and local messaging methods across key partners to identify areas of misalignment and/or lack of connection. Before beginning scan, consult existing data that may be available through secret shopping or other efforts regarding effectiveness of messaging. • Identify "non-negotiables" of streamlined messaging across the various modes (web presence, social media) which may include consistency across logo/branding, color schemes, structure of websites, nomenclature, etc. with a priority on eliminating jargon and messaging the effectiveness of the talent development system. Potential Action Steps • Identify state agency staff to consult existing data and, if needed, conduct scan to present to workgroup (below). • SWB directs the development of an interagency, cross-level workgroup to develop standards. Workgroup should have representatives from state and local levels as well as from industry, education and government. This work should commence within six months of the branding roll-out.

Objective 3.4: Effectively Message System Performance to Show Value of the System Priority Activity: Identify key performance outcomes that demonstrate the value and effectiveness of the system to Kansans

Key Strategies • Use results of the outreach work done in Objective 3.2 to guide what performance info is shared. This work should identify the gaps Kansans' have around what the system offers and where it excels. The identified performance data should plug those gaps. Potential Action Steps • Identify state staff to conduct the research into other states' efforts

Priority Activity: Strategically embed and regularly update the performance information above to the public through a variety of channels, including KANSASWORKS, Social Media, partner sites, publications, Radio/TV/Print, etc. Key Strategies • Research how other states share performance regarding their system, including the following research questions: o What do they share? o Have they identified measures (beyond those required by the federal govt) that may resonate with key groups (employers, people with disabilities, dislocated workers, etc.)? o How do they share that information (i.e. which modes)? o Is it presented the same through all communication vehicles or targeted to work best with the medium and or target audience? Potential Action Steps • Use any key performance indicators identified by the Performance Goal Team, results of outreach work in Objective 3.2 and the research noted above to identify key outcomes

Goal Four: GOAL 4: Technology Integration Accountability Lead: Workforce Alignment Committee Objective 4.1 Develop Tools to Measure the Use of Technology and the Value of KANSASWORKS Priority Activity: Gathering intelligence around customer use of technology and perceptions of customer service Key Strategies • Assist multiple audiences to provide feedback on customer service and the KANSASWORKS online site • Assist multiple audiences to provide feedback on

customer service and the use of online tools Potential Action Steps • Encourage use of survey embedded into KANSASWORKS site, then develop a mechanism for quick exit survey, for customers to provide immediate feedback • Share this data with partners • Develop and send out a follow up survey weeks or months (to be determined) after first contact for customers to provide feedback on both customer service, and the value obtained from web site tools

Objective 4.2: Communicate Efficiently and Effectively with Customers and Stakeholders Priority Activity: Simplify online services Key Strategies • Make the system more user friendly • Make the system more intuitive • Make the system more innovative Potential Action Steps • Develop common front door between title programs • Conduct a process review — ask staff and/or partners to go navigate the site and identify areas to be updated following the implementation of the new site (16.0) • Solicit Kansas Business user input on ease of use and system access • Develop App • Contractor planning for Youth Focus Group

Objective 4.3: Extend Service Reach to Rural Areas Priority Activity: Develop outreach plan to rural areas Key Strategies • Mobile Workforce Center Tours Potential Action Steps • Develop a calendar for mobile center stops and publish online, and in rural communities, locations where individuals gather provide informational materials

Priority Activity: Develop a chat function within KANSASWORKS.com Key Strategies • Ease of access to services for those that do not have access to a center Potential Action Steps • Integrate chat function into KANSASWORKS.com

Objective 4.4: Ensure Accessibility for all Populations Priority Activity: Ensure accessibility in software, websites, technology, apps, etc. Key Strategies • Evaluation of software accessibility online by outside consultant Potential Action Steps • Evaluation by free vendor under way in partnership with VR. Review findings end of June • Currently purchasing current / up to date equipment for all locations, will be providing staff training for new equipment and software

Priority Activity: Ensure accessibility of technology in offices Key Strategies • Evaluation of accessibility at local area offices Potential Action Steps • Job Center Accessibility — equipment and software upgrades • Staff training and professional Development

Core Program State Team Vision, Values and Goals for the Workforce Development System

<u>Vision</u>

<u>Values and Goals</u>

1) We value employment as a path to self-sufficiency and independence for all adults in Kansas. Our goals are to:

a) Provide high quality, comprehensive customer-centered career, employment, education, training, and supportive services so jobseekers and workers can succeed in the labor market.

b) Provide high quality, comprehensive customer-centered career, employment, education, training, and supportive services so incumbent workers can retain and advance in high quality jobs and high demand careers.

c) Develop a qualified labor pool so Kansas businesses can compete in the global economy.

d) Improve the skills of jobseekers and workers through access to education and training leading to industry-recognized credentials through the use of career pathways, apprenticeships, and other strategies.

e) Encourage paid work-based learning experiences for youth so they may explore career options, develop the universal interpersonal and customer service skills needed in the workplace, and become self-reliant through employment as adults.

2) We value the contributions that all individuals, including those with significant barriers to employment, as defined by WIOA, can make to the Kansas economy. Our goals are to:

a) Vigorously represent the ability of qualified jobseekers with significant barriers to employment to meet the workforce needs of Kansas employers.

b) Ensure the local workforce development systems provide physical and programmatic access to and opportunities for the employment, education, training, and support services for individuals, particularly those with barriers to employment.

c) Ensure that performance measures or targets will not be used to exclude an individual from services for which he or she is otherwise eligible.

d) Analyze current and proposed policies for their potential impact on services for individuals with barriers to employment to ensure an inclusive service delivery system.

e) Provide employers access to a qualified and diverse labor pool to meet their workforce needs.

3) We value accountability and continuous improvement of the workforce system. Our goals are to:

a) Require each Core Program at the state level to establish a Continuous Improvement Plan under the oversight and direction of the Program's designated agency.

b) Encourage collaboration and explore opportunities for innovation through a Continuous Improvement process.

c) Ensure that high-quality comprehensive data inform decisions made by policy makers, employers, workers, and jobseekers.

d) Assess the levels of participation in the workforce for individuals with barriers to employment.

4) We value collaboration that respects and leverages the unique mission and expertise of all partners to ensure the best possible services to jobseekers, workers, and businesses. Our goals are to:

a) Incorporate meaningful stakeholder involvement in planning, policy making, and continuous improvement. Stakeholders include, but are not limited to, youth, jobseekers, workers, businesses, local partners and advocacy organizations.

b) Use local area subcommittees, e.g. youth committees, partnership councils, to facilitate collaboration.

c) Use Memoranda of Understanding (MOU) to establish clear roles and responsibilities which facilitate coordinated delivery of partner services.

d) Establish robust, ongoing professional development processes to ensure cross training among partners.

e) Promote a "no wrong door" approach to services by providing customers with easy access to information throughout the system.

f) Recognize the effort and expertise that dedicated professionals contribute to workforce system.

5) We value the power of technology. Our goals are to:

a) Use technology to ensure an interoperable system so that reporting on performance accountability measures is efficient and service delivery is enhanced.

b) Enable businesses to readily identify and hire skilled workers.

c) Enhance quality of customer experience by reducing duplicative information collection.

d) Provide user-friendly information to customers about careers, workforce services, and education and training.

Provide education and training activities that effectively use technology, including distance learning, linked social media, telephone, instant messaging, and video chat to increase the amount and quality of learning.

3. PERFORMANCE GOALS

Using the table provided in Appendix 1, include the State's expected levels of performance relating to the performance accountability measures based on primary indicators of performance described in section 116(b)(2)(A) of WIOA. (This Strategic Planning element only applies to core programs.)

Adult	PY2018 Expected Levels	PY2018 Proposed Negotiated Level	PY2019 Expected Levels	PY2019 Proposed Negotiated Level

Adult	PY2018 Expected Levels	PY2018 Proposed Negotiated Level	PY2019 Expected Levels	PY2019 Proposed Negotiated Level
Employment Rate 2nd Quarter After Exit	82.8%	78.7%	82.8%	78.7%
Employment Rate 4th Quarter After Exit	83.2%	76.6%	83.2%	76.6%
Median Earnings 2nd Quarter After Exit	$ 7,089	$ 6,225	$ 7,089	$ 6,225
Credential Attainment within 4 Quarters After Exit	67.4%	67.4%	67.4%	67.4%
Measurable Skill Gains	*Baseline*	*Baseline*	*Baseline*	*Baseline*

Dislocated Worker	PY2018 Expected Levels	PY2018 Proposed Negotiated Level	PY2019 Expected Levels	PY2019 Proposed Negotiated Level
Employment Rate 2nd Quarter After Exit	84.1%	81.7%	84.1%	81.7%
Employment Rate 4th Quarter After Exit	86.6%	80.2%	86.6%	80.2%
Median Earnings 2nd Quarter After Exit	$ 8,793	$ 8,084	$ 8,793	$ 8,084
Credential Attainment within 4 Quarters After Exit	71.2%	69.0%	71.2%	69.0%
Measurable Skill Gains	*Baseline*	*Baseline*	*Baseline*	*Baseline*

Youth	PY2018 Expected Levels	PY2018 Proposed Negotiated Level	PY2019 Expected Levels	PY2019 Proposed Negotiated Level
Employment Rate 2nd Quarter After Exit	79.3%	72.6%	79.3%	72.6%
Employment Rate 4th Quarter After Exit	74.8%	67.4%	74.8%	67.4%
Credential Attainment within 4 Quarters After Exit	73.5%	63.3%	73.5%	63.3%

Wagner-Peyser	PY2018 Expected Levels	PY2018 Proposed Negotiated Level	PY2019 Expected Levels	PY2019 Proposed Negotiated Level
Employment Rate 2nd Quarter After Exit	67.9%	67.9%	67.9%	67.9%
Employment Rate 4th Quarter After Exit	68.2%	68.2%	68.2%	68.2%
Median Earnings 2nd Quarter After Exit	$ 4,701	$ 4,701	$ 4,701	$ 4,701
Adult Education and Family Literacy	PY2018 Expected Levels	PY2018 Proposed Negotiated Level	PY2019 Expected Levels	PY2019 Proposed Negotiated Level
Employment Rate 2nd Quarter After Exit	*Baseline*	*Baseline*	*Baseline*	*Baseline*
Employment Rate 4th Quarter After Exit	*Baseline*	*Baseline*	*Baseline*	*Baseline*
Median Earnings 2nd Quarter After Exit	*Baseline*	*Baseline*	*Baseline*	*Baseline*
Credential Attainment within 4 Quarters After Exit	*Baseline*	*Baseline*	*Baseline*	*Baseline*
Measurable Skill Gains	60.0%	*TBD*	61.0%	*TBD*
Vocational Rehabilitation	PY2018 Expected Levels	PY2018 Proposed Negotiated Level	PY2019 Expected Levels	PY2019 Proposed Negotiated Level
Employment Rate 2nd Quarter After Exit	*Baseline*	*Baseline*	*Baseline*	*Baseline*
Employment Rate 4th Quarter After Exit	*Baseline*	*Baseline*	*Baseline*	*Baseline*
Median Earnings 2nd Quarter After Exit	*Baseline*	*Baseline*	*Baseline*	*Baseline*
Credential Attainment within 4 Quarters After Exit	*Baseline*	*Baseline*	*Baseline*	*Baseline*
Measurable Skill Gains	*Baseline*	*Baseline*	*Baseline*	*Baseline*

Describe how the State will assess the overall effectiveness of the workforce development system in the State in relation to the strategic vision and goals stated above in sections (b)(1), (2), and (3) and how it will use the results of this assessment and other feedback to make continuous or quality improvements.

ASSESSMENT: CONTINUOUS IMPROVEMENT STRATEGIES

CORE PROGRAM CONTINUOUS IMPROVEMENT PLANS

The workforce development system in Kansas is committed to robust continuous improvement to incentivize high quality services and outcomes for jobseekers, workers and employers. The purpose of continuous improvement is to strive for excellence, innovation, and the best service delivery possible. The State will assess the overall effectiveness of the state workforce system as detailed by the Continuous Improvement Work Group.

By July 1, 2018, each Core Program at the state level will develop a Continuous Improvement Plan (CIP) to address processes/activities and outcomes. Since the goal is continuous improvement, CIPs will be required regardless of current performance on specific performance accountability measures.

- **The CIP for Title IB (Dislocated Workers, Adults and Youth programs only) and Title III of WIOA will be managed by Commerce.**
- **The CIP for Title II will be managed by Kansas Board of Regents Adult Education/.**
- **The CIP for Title IV will be managed by Rehabilitation Services/Kansas Department for Children and Families.**

A wide range of topics may be addressed in the process/activity portion of the CIP. For example:

- **Professional development (inclusive of disability and cultural awareness training)**
- **Outreach activities with identified populations with significant barriers to employment**
- **Stakeholder involvement**
- **Policies and procedures**
- **Accessibility**
    - **Location**
    - **Programmatic-forms, plans for interpreting, etc.**
    - **Online resources**
- **Quality of credentials compared to job demand in local areas**
- **Stackable credentials**

        - **Availability**
        - **Number getting second or third credential**
    - **Number of relevant career pathways available**
    - **Horizontal and vertical stacking ability of credentials**
    - **Career pathways available with High School Equivalency programs**
    - **Collaborative relationships**

A wide range of topics may also be addressed in the measurable outcomes portion of the CIP. For example:

- **Sub-outcomes, for example: A percentage increase in a specific measure or specific customer cohorts or a percentage increase over baseline performance**
- **Receiving benefits as part of compensation**
- **Long-term employment**
- **Increase in wages and hours over time**
- **Number of job openings/jobs filled**
- **Average hourly wage compared to all state employment**
- **Self-sufficiency**
    - **The self-sufficiency indicator will be further studied and defined by the Continuous Improvement Council (see below) throughout implementation of this Combined State Plan. Research will focus on best practices related to indicators of self-reliance, reduced reliance on public benefits, sustainable family supporting wages, and livable wages. Self-sufficient wages may vary by region.**
    - **The ability of jobseekers to attain a specific wage target will not be used as a factor in determining whether they can access services for which they would otherwise be eligible. This policy is intended to continue equal access to services for persons with disabilities and persons with significant barriers to employment.**
    - **The focus on self-sufficiency will contribute to strong families and a strong Kansas economy.**

CONTINUOUS IMPROVEMENT PLAN ADDRESSING WORKFORCE SYSTEM ALIGNMENT AND COLLABORATION

In addition, to assure alignment across the programs and among the entities responsible to administer each program, a CIP will be developed to specifically address defined indicators of a collaborative system at the state and local levels. This CIP will be developed by:

- **The Kansas Combined State Plan Management Team, which is comprised of representatives of all Core Programs, and**

- **Local area and direct service representatives of the Core Programs, to be selected from the experienced members of the Continuous Improvement Work Group whenever possible.**

Development of this collaborative CIP will be completed by July 1, 2016.

While the State's initial focus will be on a collaborative CIP among the Core Partners, further phases of this CIP may engage other partners such as community and technical colleges. In addition, this CIP may address options for data tracking related to use of other comparable or required services and the related leveraging of resources for jobseekers.

CONTINUOUS IMPROVEMENT PROCESS

Further, to encourage open communication and to explore opportunities for collaboration, the Kansas Combined State Plan Management Team will:

- **Review the CIPs developed by each Core Partner. This review is for informational purposes and not intended to imply an approval process.**
- **Recommend methods for sharing best practices and technical assistance among partners and local areas.**
- **Look for potential funding sources to incentivize innovation and enhancement of the workforce system, and convey information about such opportunities throughout the system.**
- **Seek and recommend options for rewarding specific performance and innovation (non- monetary).**
- **Provide information to promote the use of potential incentives as a continuous improvement tool.**
- **Analyze guidance provided by federal authorities related to the standard performance accountability measures, and recommend processes and interim benchmarks for review in a continuous improvement context.**

Provide ongoing communication throughout the system on continuous improvement issues and through quarterly reports to the KWSB.

C. STATE STRATEGY

The Unified or Combined State Plan must include the State's strategies to achieve its strategic vision and goals. These strategies must take into account the State's economic, workforce, and workforce development, education and training activities and analysis provided in Section (a) above. Include discussion of specific strategies to address the needs of populations provided in Section (a).

1. DESCRIBE THE STRATEGIES THE STATE WILL IMPLEMENT, INCLUDING INDUSTRY OR SECTOR PARTNERSHIPS RELATED TO IN-DEMAND INDUSTRY SECTORS AND OCCUPATIONS AND CAREER PATHWAYS, AS REQUIRED BY WIOA SECTION 101(D)(3)(B), (D). "CAREER PATHWAY" IS DEFINED AT WIOA SECTION 3(7) AND INCLUDES REGISTERED APPRENTICESHIP. "IN-DEMAND INDUSTRY SECTOR OR OCCUPATION" IS DEFINED AT WIOA SECTION 3(23).

The KANSASWORKS State Board establishes strategies for aligning the Core Programs, as well as other resources available to the state, to achieve its strategic vision and goals. Commerce, the State Workforce Agency, convened the State Plan Management Team (SPMT), comprised of state and local representatives of each Core Partner, to assist the Governor and the State Workforce Board in establishing a WIOA workforce system in Kansas. Considering the results of the analysis of the current workforce, employer needs and workforce development assets of Kansas, the SPMT recommended the strategies and operational elements in this Plan to transform the WIA system into a premier, integrated WIOA workforce system. In addition, the Operational Planning Elements in the next section will describe in detail how the State Board will implement its functions detailed in Section 101(d) of WIOA.

The State will implement sector strategies, as described, regarding identified economic regions found in Title IB, Section VI and career pathways already utilized in multiple workforce programs, including formula and competitive grant programs. Career pathways will prepare individuals to be successful in a full range of secondary or postsecondary options including registered apprenticeships. Career pathways will enable individuals to attain a high school equivalency certificate, where necessary, as well as at least one recognized postsecondary credential. Where practicable, career pathways will integrate education, training, and other services including counseling and workforce preparation activities in order to accelerate the educational and career advancement of individuals. Since 2011, Regents, employers and individual postsecondary institutions have worked together to develop career pathways in twenty—five aligned programs. Local Workforce Boards may also develop additional career pathways as required by local employers. Adult Education will collaborate with workforce partners in offering basic skills to registered apprenticeship participants and with colleges in offering concurrent enrollment and team—teaching in Adult Education and CTE programs.

When providing vocational counseling and guidance with VR customers, the VR program uses the Kansas Department of Labor's Labor Information Center website for information on high—demand jobs and career pathways. At this website, information is provided about jobs across various industries. Career pathways and potential earnings are provided for entry—level, intermediate and advanced career options. Educational requirements for each level in the career pathway are provided. This information is useful in facilitating informed decision—making by VR customers regarding services and vocational objectives. It also helps assure that VR customers are prepared to meet the workforce needs of Kansas business and industry.

Department of Commerce Workforce Services Unit will require Local Workforce Development Areas to describe specifically how they will develop and expand strategies for meeting the needs of local employers, workers, and jobseekers, particularly through job—driven industry or sector partnerships.

2. DESCRIBE THE STRATEGIES THE STATE WILL USE TO ALIGN THE CORE PROGRAMS, ANY COMBINED STATE PLAN PARTNER PROGRAMS INCLUDED IN THIS PLAN, REQUIRED AND OPTIONAL ONE-STOP PARTNER PROGRAMS, AND ANY OTHER RESOURCES AVAILABLE TO THE STATE TO ACHIEVE FULLY INTEGRATED CUSTOMER SERVICES CONSISTENT WITH THE STRATEGIC VISION AND GOALS

DESCRIBED ABOVE. ALSO DESCRIBE STRATEGIES TO STRENGTHEN WORKFORCE DEVELOPMENT ACTIVITIES IN REGARD TO WEAKNESSES IDENTIFIED IN SECTION II(A)(2).

The State will use the strategies developed to align Core Programs, other partner programs and any other resources available to integrate customer service, as described in the strategies recommended by the Customer Flow Work Group.

Kansas' combined state plan partner programs are:

- **Trade Adjustment Assistance for Workers Programs (Activities authorized under chapter 2 of Title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.))**
- **Jobs for Veterans State Grants Program (Programs authorized under 38, U.S.C. 4100 et. seq.)**
- **Senior Community Service Employment Program (Programs authorized under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.))**

For a more detailed description see SECTION VII PROGRAM SPECIFIC REQUIREMENTS FOR COMBINED STATE PLAN PARTNER PROGRAMS.

Customer Flow Strategies

The vision for customer service in Kansas is improved and more effective formalized communication across Core and other community partners to simplify and maximize process efficiency (customer flow). Through enhanced communication throughout the workforce system, customers will benefit from easy access to services, a no-wrong door approach, and greater collaboration among partners in service delivery.

The vision for the future is that customer services will be supported through data sharing among Core Partners when the appropriate customer release of information is in place. Until this is established Core Partners will establish procedures consistent with the strategies identified below.

To implement this vision, local areas and Core Partners will establish Memoranda of Understanding (MOUs) to assure five key components of an aligned and collaborative system:

Component 1: Enhanced customer referrals and release of information processes

Component 2: Effective communication among all partners in local areas

Component 3: Easy access to information for customers

Component 4: Targeted outreach strategies

Component 5: Collaborative case management/co-enrollment

Component 1: Enhanced customer referrals and release of information processes

Each MOU between a local area and Core Partner will specify procedures for enhanced customer referrals and required release of information policies/procedures. Consistent procedures will be implemented statewide to the extent possible to assure that customers from different regions of the state receive a

comparable level of service. Although the specific details will be established through the MOUs between partners, the following factors must be addressed:

Circumstances for appropriate referrals

Note: All Core Partners have provided information on making referrals

A. Core Partners will commit in the formal MOUs to making referrals if/when the customer could benefit from the services of another partner program, if/when the customer agrees, and/or if the customer so requests. Referrals will be made on an individual customer-by-customer basis, and not as a blanket referral throughout the workforce system. This means that referrals will be based on customer needs, rather than characteristics. For example, not all people with disabilities require VR services. Not all VR customers need to be referred for one-stop services. Not all people with learning disabilities need to be referred to Adult Education. Focusing on the customer's needs, rather than the types of characteristics illustrated in these examples, will help assure an effective use of resources across the entire workforce development system.

B. Information to be provided during the referral process: Each Core Partner will specify information to be included in the referral. When demographic information is shared among partners as part of the referral process, then the customer does not have to repeat that information with the second or subsequent partners with whom they meet. This enhances the customer experience and promotes more seamless service delivery.

C. Preferred delivery method(s) of referrals: As noted above, the vision for the Kansas workforce system calls for referrals to be facilitated through automated data sharing processes which will include demographic information when the appropriate customer consent has been given. Until such information technology solutions can be developed and implemented, each MOU between a Core Partner and local area will identify the most efficient and effective method(s) for sharing referrals, assuring that methods of transmission of personal customer information are secure.

D. Timelines for prompt referrals and follow-up: Because of the variation in staffing patterns and office locations among partners, a single state standard defining prompt referrals and follow-ups will not be established. Rather, each MOU between a Core Partner and local area will identify referral and follow-up timeliness standards, assuring adherence to any and all state-level program policies governing the issue of timeliness and promptness.

E. Point(s) of contact: MOUs will describe methods for assuring that contact lists of staff to receive referrals are kept current and readily available.

F. Each MOU will also specify that referrals do not constitute an application for services.

G. VR will provide additional specific referral requirements to the local VR staff.

Component 2: Effective communication among all partners in the local areas

Effective communication among local areas and Core Partners is essential in creating a comprehensive system that meets the needs of workers, jobseekers and employers and fulfills the mandates of each partner. Implementation of one or more partnership councils based on geographic distribution, inclusive of core and community partners, is recommended for each area. Local areas may have existing groups or councils that could be used to fulfill this recommendation. If an existing group is used for this purpose, local areas must assure representation from all Core Partners.

These councils would be an opportunity for networking and communication about topics including:

- **Service delivery system improvement and enhancement.**
- **Partner training: MOUs between each Core Partner and local area should specify the frequency of training for experienced and new staff. Training developed at the state level will be a resource in this process.**
- **New developments with each partner.**

The partnership councils will be responsible to assure that the listed points of contact for referrals are kept current and easily accessible to relevant parties. Partners are encouraged to establish web-based listings and links to facilitate easy access.

Component 3: Easy access to information for customers

Easy access to information for customers will promote use of the workforce system and ensure that access is available to all jobseekers. Each core state partner should provide online informational resources about their services, application process, eligibility requirements, as well as links to other resources including employment opportunities available to all customers and partners.

These resources should be accessible and usable to all interested parties upon request. Resources should be consistent with the federal W3C2AA standard and the current State of Kansas ITEC Policy 1210, available electronically and in print or special media (large print, Braille, digital, etc.) upon request. Partners will utilize current and future websites to hold these electronic documents for easy access.

Best practices to promote easy access for customers could include orientations inclusive of partner program information, shared workshops, co-location when feasible and agreed upon, and shared use of facility space for specific meetings or events.

Component 4: Targeted outreach strategies

Specific emphasis of outreach strategies will be to serve persons with significant barriers to employment and people with disabilities. Best practice approaches would include:

- **Organizations serving these targeted groups**
- **Faith based organizations**

- **Use of traditional and social media and technology such as smart phone/device apps to take advantage of commonly used communication channels**
- **Surveys conducted according to best practices or industry standards**
- **Sharing of success stories - the customer can connect to someone in similar circumstances succeeding in employment**

Component 5: Collaborative case management and co-enrollment

Collaborative case management and co-enrollment when needed by the customer will maximize the use of resources. The responsibility for the delivery of specific services will be coordinated among partners based on the individualized needs of the customer, taking into consideration the mission/expertise of each partner, provisions of federal regulations, including 34 CFR 361.53, and availability of resources as they pertain to the customer. Through the MOU between each partner and local area, all parties will commit to making referrals if/when the customer could benefit from the services of another partner program, if the customer agrees, and/or if the customer so requests. Programs will establish a method for tracking the number of referrals to establish a baseline and ongoing performance monitoring.

When providing case management services and in order to facilitate informed decision making, all partners will assist customers in accessing labor market information about high-demand jobs and career pathways.

In most cases of co-enrollment, primary case management will be deferred to the program providing the most extensive level of services. However, if multiple programs require that case management be provided, meetings will be held within existing capacity to determine the initial needs of the customer and to identify benchmarks for ongoing communication among partners. Additional team meetings will be held based on the customer's needs and benchmarks. Customers will be included in all meetings with needed supports or accommodations regarding their services unless there is a compelling reason to exclude them. This strategy will be assessed for effectiveness and feasibility.

MOUs established between partners and local areas will define the levels of case management available through their programs. Case management may encompass many professional functions, such as: assessment, service planning, information and referral, coordination/facilitation of actual service delivery, monitoring of progress, facilitating informed decision-making, facilitating medical/psychological treatment plans, providing formal counseling and guidance regarding impediments to employment and options for addressing them, and managing expenditures related to service provision.

Integration of WIOA Title IB and Wagner-Peyser Services

To prevent duplication of Title IB and Title III services, each local area will create an Integrated Service Delivery Plan that describes how the programs will work together to deliver jobseeker and business services to the community and ensure there is no duplication of services. This plan will address the following information:

• Customer flow between programs

• Co-enrollment

• Staffing strategies and/or development of service delivery teams

• Case management

• Reporting of activities performed

• Continuous improvement or professional development opportunities (can be extended to Core Partners)

Local areas and partnership councils will facilitate involvement of additional partners in workforce development functions.

Economic development is addressed at the regional level through development, monitoring and planning activities. Economic development and growth have a direct link to job opportunities and business success.

Easy access to information, enhanced referrals, and collaborative case management will all contribute to success in all functional areas.

The State's reporting on basic accountability measures addressing educational credentials and employment will assure that these factors are assessed.

Veterans will continue to receive the established preferences and will be included among the populations for targeted outreach.

ADA compliance will be assured through the MOUs between partners and local areas, the local area certification processes, monitoring and compliance requirements related to all other pertinent laws and regulations.

As defined by the Customer Flow Work Group and reflected in the operational elements of this plan, co-enrollment occurs when customers are actively participating in services from more than one system partner. Partners will make referrals to initiate co-enrollment if/when the customer could benefit from the services of another partner program, if the customer agrees, and/or if the customer so requests. Referrals will be made on an individual customer-by-customer basis, and not as a blanket referral throughout the workforce system.

Collaborative case management: In most cases of co-enrollment, case management will be deferred to the program providing the most extensive level of services at that time. However, if multiple programs require that case management be provided, meetings will be held to determine the initial needs of customer and to identify benchmarks for ongoing communication among partners. Additional team meetings will be held based on the customer's needs and benchmarks. Customers will be included in all meetings regarding their services unless there is a compelling reason to exclude them.

No wrong door: Customers have easy access to information about services throughout the system that can empower them to become successfully employed. Partners and local areas are trained and skilled at assessing options for meeting a customer's needs through their own and other program services, making effective

referrals and responding promptly to referrals received. Information access may include traditional sources such as print materials, videos, web-based information, and use of social media, in accordance with agency specific communication policies. All information will be accessible and useable.

Common intake and referrals: Partners will work to develop a common referral form. When referred to other partners, the customer should not have to repeat the same information on multiple forms. The common referral and demographic information does not constitute a program application.

Youth Services Strategies

The vision for Youth Services in Kansas is described below in the Youth Services Work Group report.

Specific Strategy (Operational Element/Method/Activity) Recommended for Implementation: Collaborative youth services based on individual service strategies focused on skill development and career pathways. Work-based learning addresses a broad range of skills needs—both "soft" skills and technical skills. While this strategy makes work-based learning a priority, we recognize that it is not a panacea for all youth, and even when it is included in a youth's individual service strategy, it will be supplemented with other forms of learning. Key elements of this strategy include:

- **Paid work-based experiences. (Real Job)**
- **Summer employment partnerships**
- **Pre-apprenticeship opportunities**
- **Internships and job shadowing**
- **On the job training opportunities**

A full range of work-based experiences should be available to customers. The specific solution will depend on the particular circumstances of the individual, including his/her career interests, level of skills and/or experience, and indications of employer willingness.

This emphasis on work-based learning opportunities for youth necessitates that youth employment issues be a central element of each local area's employer engagement strategy. In developing this strategy, local areas must engage employers to develop opportunities that place a priority on paid opportunities. Work-based opportunities should include clearly defined learning objectives, skill acquisition (particularly transferable skills), should provide opportunities for both in-school and out-of-school youth, and should be appropriate for youth with multiple barriers to employment. Wherever possible, work-based learning opportunities should lead to attainment of industry-recognized credentials.

This will require capitalizing on existing linkages as well as developing new linkages with employers, for all forms of work-based learning. The strategy calls for taking advantage of existing pre-apprenticeship programs, and encourages core partners to collaborate with employers, training providers, and existing apprenticeship programs to develop new pre-apprenticeship opportunities. This must be a

collaborate effort which must be driven by the needs of and developed with the active involvement of employers.

Local plans will be required to discuss how core partners will coordinate to prevent duplication and/or conflicts about which program serves particular individuals, including coordinating to ensure that supportive services and work supports are provided. Because the nature of individual needs will vary from individual to individual, the team recognizes that many of these decisions will need to be made on a case-by-case basis, requiring regular communication among core partner staff. We anticipate that general tendencies will emerge (out-of-school youth will be more likely to receive Title I funded work-based learning, while Pre-Employment Transition Services, or PETS, under Title IV, may be more likely to serve in-school youth). These decisions will also be shaped by individual program requirements (PETS can only serve youth with disabilities, for example).

- **Education/Training**
- **Required education**
    - **K-12**
    - **Adult Education**
    - **Post-secondary education/training**
- **Career and job training**
    - **Approved job and career pathways**
- **For example, Accelerating Opportunity: Kansas (AO-K)**

Secondary Career Tech (SB 155, HB 2506) outreach to populations with multiple barriers to employment (base line data needed on participation rates of different populations now (KSDE might have this information). Strategies such as this can help increase access to activities leading to recognized postsecondary credentials.

Local plans must address coordination with education and training options available in the local area, particularly education and training offered through community and technical colleges throughout the state. Education and training opportunities must be tied to the attainment of industry-recognized credentials.

Career pathways provide a sequence of education and training that give youth a clear line-of-sight to an industry recognized credential and a career. WIOA requires that career pathways meet the workforce needs of the region or state, offer individuals the opportunity to earn at least one recognized post-secondary credential, provide contextual education concurrently with workforce preparation and training, and include counseling to support individuals in achieving their education and career goals. Accelerating Opportunity: Kansas (AO-K) enhances these required elements with classes that are team-taught by basic skills and CTE instructors, transcripted post-secondary credit, wrap-around support services, and the opportunity to earn stackable credentials. Training (in all forms) must be tied to the types of job opportunities that are prevalent in the local area, and should be designed to develop

skills that are in demand in the region. Skill development must be consistent with regional and statewide economic development strategies. Local areas' employer engagement strategies should also include engaging economic development organizations.

The participation of Title II in developing local strategies helps to assure that these strategies are aligned with state content standards and with broader higher education standards developed by the state. The Kansas Board of Regents Adult Education content standards are aligned with standards adopted by the Kansas Board of Education through the Common Core State Standards (CCSS). In Kansas K-12, the CCSS are known as theKANSAS COLLEGE AND CAREER READY STANDARDS (KCCRS). The standards adopted by Kansas Adult Education in 2014 are the COLLEGE AND CAREER READINESS STANDARDS FOR ADULT EDUCATION(CCRS).

The CCRS FOR ADULT EDUCATION are a subset of the CCSS which was selected by a panel of representatives from adult education, community colleges, career and technical training, and the military charged by the U.S. Office of Career Technical and Adult Education (OCTAE) to identify which of the CCSS were "most essential for college and career readiness and important to adult students." The standards included in the CCRS FOR ADULT EDUCATION were adopted from the CCSS as written, except where examples were adapted to be more appropriate for adults or where the original standards made specific references to school grades or children.

For out-of-school youth, Adult Education programs offer instruction in foundational and high school equivalency skills, workforce preparation activities, and assistance in transitioning to postsecondary education and training. Youth enrolled in Title II Adult Education programs may participate in the AO-K career pathways program which offers post-secondary CTE courses and GED instruction concurrently, tuition-free technical courses, and the possibility of TANF scholarships for eligible participants.

- **Local plans must address recruitment strategies. Local area core partners will need to be familiar with eligibility requirements and target populations of all core programs to ensure that recruitment strategies are coordinated. Local plans should address, at a minimum, the following elements:**
- **Linkages with K-12 education systems**
- **How out-of-school youth will be identified**
    - **Title II can be a major source of referrals to Title I Youth services, since Title II serves a significant number of people who would be considered out-of-school youth under Title I. Similarly, since a large percentage of out-of-school youth recruited by Title I Youth programs will lack high school diplomas, local Title I providers should routinely involve Title II providers in delivery of services to these youth through the development of reciprocal referral processes and other means.**
    - **It is imperative that all core partners be able to provide ready access to information about core partner programs.**

    - **Linkages with community-based organizations, faith-based organizations, and law enforcement can help identify more out-of-school youth.**
    - **Local plan instructions and other forms of guidance from state partners should encourage local areas to employ non-traditional forms of recruitment to reach more out-of-school youth. State partners should identify and disseminate best practices to local areas.**

- **Local areas will document their outreach efforts to disaffected youth. Most out-of-school youth would meet the definition of "disconnected," which is why WIOA sets a high standard for serving out-of-school youth.**
- **Cross-title training will assist partners to be able to identify sufficient numbers of eligible youth—including disconnected youth—for the entire system.**
- **Recruitment plans must address all targeted youth including those with multiple barriers to employment.**
- **Partners should encourage multiple enrollments or co-enrollment in multiple core partner programs and/or funding streams where possible.**
- **Local plans must discuss how the local areas will address the challenges of establishing and maintaining eligibility for public assistance, including SSI, TANF, SNAP, and other means-tested programs, especially in light of the possible effect on household income of a participant's earnings through work-based learning.**
- **Local plans should address how case managers will become familiar with these issues.**
- **Local areas should incorporate mitigating strategies, such as Earned Income Tax Credit program awareness, into their service strategies.**
- **State-level core partners should ensure that local partners are familiar with resources such as Kansas Department of Health and Environment (KDHE) benefits counselors, Work Incentive Planning and Assistance (WIPA), and other resources, and should develop strategies to share this information and/or train local area staff on an ongoing basis.**

Local area and partner staff should incorporate the information listed above into individual service strategies. Where practical and applicable, the goal of these strategies should be designed to exit public benefits successfully.

- **Individual service strategies should address long-term issues, including transitions to other resources as participants "age out of eligibility for age-limited services.**
- **Youth services programs should be a consistent part of a broader strategy when core partners come together to discuss collaborative efforts on specific topics (e.g., employer engagement, career pathways).**

- **Core partners should consider developing standardized protocols for "basic" services—many of the types of services that would be considered "career" services under the Title I Adult and Dislocated Worker programs. These services are generally provided by all core partners, and are also applicable to the Title I Youth funding stream. Local partnerships are encouraged to share these protocols and encourage their adoption by other organizations that provide similar services—community-based organizations, training providers, faith-based organizations, and others.**
- **It is strongly recommended that each Local Area Workforce Development Board have a Youth Committee, and that each Youth Committee should include representatives of all core partner programs.**
- **In addition to ability to meet performance accountability measures and any locally defined criteria, local plans should detail how they will incorporate the above priorities—especially the skill development priorities through work-based learning and other forms of training—into criteria for selecting local providers of Title I Youth Services.**

Our strategy is built on the following principles:

- **Services to youth across all core partner platforms should be designed to maximize the number of youth who complete training and/or achieve a positive outcome.**
- **Local areas should maximize the amount of work-based learning (particularly paid work-based learning) provided to youth. A body of research demonstrates that soft skills are best learned at the worksite, and that supervised work experience produces strong skills gains. Work-based learning should be an element of a youth's career development strategy whenever practical.**
- **Youth services should emphasize career pathways. Consistent with WIOA requirements, individual service strategies should be focused on progression along career pathways, rather than simply individual job placement.**
- **Local flexibility should be preserved. Our strategy is built on the idea that the purpose of the state plan is to set broad boundaries and expectations for local areas, but should leave room for local areas, working together across core programs, to determine how best to accomplish the goals and expectations set out in the state plan. Local areas will need to balance their desire for flexibility with some core partners' needs to minimize variations in how their programs are implemented across the state.**
- **All services to youth across core partner platforms should be based on a person-centered individual service strategy reflecting the unique circumstances of the youth participant. Such a strategy identifies career goals and builds a strategy to achieve those goals, taking into account core partner programs and other resources. Where possible, given confidentiality rules and other barriers, these strategies should be jointly built by and shared among core partners. State partners and local areas should work to reduce these barriers.**

- **Business services (employer engagement) should take into account the employment needs of youth. Employer engagement is important for placement in work-based learning opportunities and in permanent employment, as well as for the identification of career pathways.**
- **As with business services, any service or strategy carried out by local areas and core partners should integrate the employment and training needs of youth.**
- **Local areas should engage in frequent cross-partner training. True coordination among core partner programs requires deep knowledge about the services, target populations, and eligibility rules of other core partners. This can be best accomplished through ongoing, intentional, and frequent exchange of information.**

This strategy applies to all Youth covered under all titles of WIOA—ages 14 to 24—and including both in-school and out-of-school youth. Through committee discussions, consensus was achieved in regards to the importance of this strategy.

Components of this strategy:

- **To be effective, work experience must come in different forms. This includes, but is not limited to on-the-job training, summer employment programs, pre-apprenticeship opportunities, and internships/job shadowing.**
- **The importance of existing and continued development of career pathways that incorporate an element of work experience.**
- **The importance of locally identified career pathways.**
- **Continued education and training that includes, but is not limited to, achievement of the high school diploma or its equivalent, technical training, industry-recognized certificates, etc. that is included under all of the sections of WIOA.**
- **The specific requirements of Title I and Title IV.**

The Strategies outlined in this plan include:

1. Enhanced service delivery:

- **Improved communication and collaboration between partners**
- **Coordination of resources**
- **Understanding of how each partner operates**
- **Increased diversity in populations served and who achieve outcomes.**

2. Improved outcomes for job seekers:

- **Access to resources**
- **Identified training in a career path that leads to in-demand, family sustaining income.**
- **Less reliance on system resources to support individuals and families**

3. Improved outcomes for employers:

- **Trained workforce**
- **Employees who understand the responsibility of employment**
- **Decrease the demand of system use for individuals and families**

4. Economic development:

- **Improve employment rate**
- **Stable economically secure community**

5. System and program accessibility:

- **Better communication between partners**
- **Case management**
- **Shared limited resources**

6. Integration of people with disabilities and those with significant barriers[1] to employment into the workforce system:

- **Ensure all partner services are programmatically and physically accessible to youth of all backgrounds and abilities through:**
    - **Annual staff training on resources, adaptive equipment, and customer service.**
    - **Creating/updating regional resource guides for accessibility, accommodations, auxiliary aids and services.**

7. Improved employment-related services and outcomes for youth:

- **Access to partner services**
- **Improved employment skills**
- **Improved specific work experience training**

8. Other (describe):

Evaluation:

- **Create a baseline from 2013 - 2014 numbers of youth who accessed partner services.**
    - **The number of youth who participated in each of the core partner programs.**
    - **Youth who took part in work-based learning experiences and other services and compare to future annual number.**
    - **Include paid/unpaid work experience.**
    - **Career pathways and Career Tech baselines (SB 155, KSDE data, HB 2506).**

- **Monitor/compare numbers on a quarterly basis.**
- **Develop a cross-title monitoring of local workforce systems. State partners should come together to develop a means to monitor local systems that cross core partner lines. This monitoring would include monitoring of program referrals, co-enrollments, collaboration, and combined performance. Current monitoring focuses on specific requirements of individual titles, and does not hold local areas accountable for collaborating across program lines. If accountability is held to only one individual agency monitoring, the incentive is not there to work together. If we want to operate as a system, we have to monitor the system.**
- **Apply this strategy to all elements appearing in strategies from other work groups**
- **Collect core information but have the flexibility to accommodate needs from each local area.**

III. OPERATIONAL PLANNING ELEMENTS

The Unified or Combined State Plan must include an Operational Planning Elements section that supports the State's strategy and the system-wide vision described in Section II.(c) above. Unless otherwise noted, all Operational Planning Elements apply to Combined State Plan partner programs included in the plan as well as to core programs. This section must include—

A. STATE STRATEGY IMPLEMENTATION

The Unified or Combined State Plan must include—

1. STATE BOARD FUNCTIONS

Describe how the State board will implement its functions under section 101(d) of WIOA (i.e. provide a description of Board operational structures and decision making processes to ensure such functions are carried out).

1. STATE BOARD FUNCTIONS

The operational planning elements contained herein describe how the Kansas workforce development system will align Core Programs and resources, as well as other resources available to the State, to achieve the strategic vision and goals of the Governor, the KANSASWORKS State Board and Core Partners.

The State Board will implement the functions under section 101(d) through its authority granted by the governor in Executive Order No. 15-06. The Kansas Department of Commerce is the designated state workforce agency and provides the Board Manager and other staff to support the KANSASWORKS State Board (KWSB). The KANSASWORKS State Board will meet part of its obligation as described in its Strategic Plan through the development, implementation, and modification of the Combined State Plan. The Governor is in the process of appointing additional members to the state board to comply with the membership requirements put forth in WIOA. The KWSB serves as a review board and change agent empowered with the responsibility of making recommendations to the Governor and to state agencies to align workforce development with the needs of economic development in the state.

The KWSB has three standing committees: the Executive Committee, the Workforce Alignment Committee and the Performance and Accountability Committee. The Executive Committee is empowered to take action on behalf of the KWSB when emergency concerns necessitate such action (e.g. taking action when time pressures do not allow the issues to be addressed at a regularly scheduled KWSB meeting) and every other month when the KWSB in not scheduled, if there is significant demand. A majority vote of the Executive Committee is required for all such actions. All actions of the Executive Committee shall be reviewed by the full KWSB at the next regularly scheduled meeting. The Workforce Alignment Committee is charged with aligning workforce services with K-12 and postsecondary education, industry needs and job-driven opportunities for customers, other WIOA Core and Required Partner programs, and the Governor's Vision for economic prosperity in Kansas. The

Performance and Accountability Committee monitors performance of the state and local workforce systems, communicating recommendations to the KWSB regarding the measurement and continuous improvement of local workforce systems.

With significant feedback from Core and Required partners, as well as other interested parties, the KWSB will develop and review policies to align and streamline the workforce development services (WIOA Titles I and III) in the State.

The KWSB has included multiple partners in the development of this plan and solicited comments from other partners, interested parties, and the public during a comment period.

The KWSB reviewed comments and recommended modifications to the plan as determined necessary or beneficial to the workforce development system. Public comments received and responses to those comments can be found at Appendix 2.

The KWSB's Strategic Plan includes elements aimed at transforming the state workforce system:

- **Policies to support a continuous improvement process across Core and Required partners**
- **Performance measures in addition to the Performance Accountability Measures in WIOA, including performance targets for individuals with barriers to employment and the rate of training expenditures by local workforce development boards**
- **Continual cross-training of workforce development system staff to be realized through a multi-agency cross training program funded by the Kansas Workforce Innovation Fund.**
- **Promotion of integrated, coordinated service delivery across all partner programs**

The KWSB encourages state and local board members, partners and staff to promote the workforce system and identifies and disseminates information about evidence-based best practices to be utilized by the workforce system. The KWSB and its staff will continue to participate in national professional workforce associations and regional discussions to share the achievements of the integrated system.

INFRASTRUCTURE COSTS

Co-location cost sharing procedures have been established. Other infrastructure cost-sharing procedures have been established in consultation with the Core Partners, chief elected officials, the KWSB and local boards.

Kansas workforce services will share infrastructure costs of co-location of participating partners under the following terms:

- **Partner co-location is defined as an entity which uses *dedicated* space within a physical location, whether for all hours of operation or a fraction of hours of operation of the location.**
- **Local workforce development boards and partners will enter into Memoranda of Understanding (MOUs) or similar types of agreements to describe**

infrastructure cost sharing obligations of all partners co-located within a local one-stop center.

- **At the time co-location is proposed, the local workforce development board must provide documentation of the previous year's infrastructure cost to the interested partner. The documentation must be presented in line items per cost category provided in the Workforce Innovation and Opportunity Act and its Final Rules. The documentation of total infrastructure costs must also be presented in a manner useful for interested partners to calculate the cost of co-location. Any infrastructure cost allocation methodology agreed to by the partners may be utilized.**
- **Total infrastructure cost obligations must be reconciled at least annually based on actual costs and actual use to assure each co-located partner is paying only its proportionate share of infrastructure costs. Because these terms are pre-determined and established by the WIOA State Plan, co-located partners are required to negotiate only the size of the space and the number of hours per year to be dedicated for co-location.**
- **Local workforce development boards will annually submit all MOUs/Lease Agreements to the KANSASWORKS State Board Sub-committee tasked with analyzing the data to evaluate increased/improved access to multiple programs.**
- **During the first two years of this WIOA State Plan period, baseline data will be established to measure progress of customers served by multiple programs co-located within each Local Workforce Development Area.**

Strategies for aligning technology and data systems across one-stop partner programs to enhance service delivery and improve efficiencies in reporting on performance accountability measures are in development through two Workforce Data Quality Initiative (WDQI) grants received by WIOA partners over the last several years. Work on the Round 5 WDQI grant will continue until June 30, 2018. Data sources from multiple agencies are necessary to meet the requirements of the annual reporting described in WIOA. The KWSB continues to work with Core and required partners, the Governor's office and Core Program staff to ease access to multiple program data systems to monitor the effectiveness of the integrated workforce service delivery system and to complete mandatory annual reports.

Finally, the KWSB has developed allocation formulas for Title IB and policies affecting the coordinated provision of services (Titles IB and III) through the local area's one-stop delivery systems. The KWSB monitoring policy promotes the achievement of statewide objectives for Title IB of the integrated workforce development system.

The Kansas Department of Labor provides labor market information to the KWSB, local boards and the public. This information guides the entire workforce system, including education, VR services, labor exchange and social services agencies, as they coordinate resources to meet the needs of jobseekers, workers and employers.

2. IMPLEMENTATION OF STATE STRATEGY

Describe how the lead State agency with responsibility for the administration of each core program or a Combined State Plan partner program included in this plan will

implement the State's Strategies identified in Section II(c). above. This must include a description of—

A. CORE PROGRAM ACTIVITIES TO IMPLEMENT THE STATE'S STRATEGY

Describe the activities the entities carrying out the respective core programs will fund to implement the State's strategies. Also describe how such activities will be aligned across the core programs and Combined State Plan partner programs included in this plan and among the entities administering the programs, including using co-enrollment and other strategies, as appropriate.

(A) CORE PROGRAM ACTIVITIES TO IMPLEMENT THE STATE'S STRATEGIES:

For Titles IB and III the state workforce agency will fund outreach, employment assistance, case management, and staff supervision through state merit staff funded through Wagner-Peyser labor exchange and career services; Reemployment Assistance programs; Veteran's Employment and Training programs, including those for Disabled Veterans; Registered Apprenticeship; Agricultural Outreach; Work Opportunity Tax Credit; Trade Act and Foreign Labor Wage Certification programs through formula and dedicated funds. SCSEP services are provided through a sub-grant agreement with the Wichita Area Workforce Development Board. Monitoring, information management, staff training, technical assistance and KWSB support will be provided with the state portion of WIOA funds and other employment and training formula funds. All of these activities will move Kansas toward the strategic goals described in the Section II of this plan. These activities will be aligned across the Core Programs and combined state plan partners as described in the Customer Flow section of the State plan, and through avenues defined during the first two years of the implementation of this State plan, such as cross-training, referrals, co-enrollment and coordinating resources as agreed in eventual Memoranda of Understanding.

For Title II, Kansas Board of Regents will fund Adult Education and Literacy activities including instruction and support services as described below.

Adult Education and Literacy

Adult Education and Literacy Activities will include instruction in reading, writing, numeracy, and problem-solving at Educational Functioning Levels appropriate to learners.

Workplace Adult Education and Literacy

The content of Workplace Adult Education and Literacy Activities will include contextualized literacy, English language acquisition, and workforce preparation at Educational Functioning Levels appropriate to learners as negotiated between the Adult Education provider and the employer or employee organization partners.

Family Literacy Activities

To receive Kansas Adult Education performance-based funding for family literacy outcomes, local programs must offer basic academic skills as well as interactive literacy activities between parents or family members and their children, training for parents or family members about their roles as the primary teachers of their children

and full partners in the education of their children, and age-appropriate education to prepare children for success.

English Language Acquisition Activities

English Language Acquisition Activities will include instruction in reading, writing, speaking, and listening skills in the English language at appropriate Educational Functioning Levels. The purposes of instruction will include attainment of the recognized equivalent of a high school diploma, transition to postsecondary education and training, or employment.

Integrated English Literacy and Civics Education Activities

Integrated English Literacy and Civics Education Activities will include instruction in language skills needed to function effectively as parents, workers, and citizens in the United States. Instruction delivered at Educational Functioning Levels appropriate to learners will include the rights and responsibilities of citizenship and civic participation and may include workforce training.

Workforce Preparation Activities

Workforce Preparation Activities will include basic academic skills, critical thinking skills, digital literacy skills, and self-management skills at Educational Functioning Levels appropriate to their learners. Self-management will include competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education or training, or employment.

Integrated Education and Training Activities

Integrated Education and Training Activities will include instruction in basic academic skills and/or English language acquisition skills, workforce preparation activities, and workforce training contextualized for specific occupations or occupational clusters. Instruction will be offered at Educational Functioning Levels appropriate to learners. The purpose of instruction will be educational and career advancement.

Overall Delivery of Adult Education Activities

All activities will meet the state requirements for managed enrollment and the Kansas Proficiency Attainment Model: pre-enrollment, orientation, assessment, instructional planning, instruction, test-taking, and transition. Instruction for learners who enroll in pathways available in the Accelerating Opportunity: Kansas (AO-K) model will include co-enrollment in postsecondary career technical education courses team-taught by basic skills and career technical instructors. Some programs will provide expanded transition services including career navigators and college success classes.

Title IV Vocational Rehabilitation

In support of a strong workforce system that vigorously represents the employment needs of individuals with disabilities and other customers with significant barriers to

employment, VR will provide services to eligible customers consistent with the Rehabilitation Act, implementing regulations for Title IV of WIOA, and state policies.

To help Kansas citizens with disabilities meet their employment goals, a comprehensive array of VR services are available. Services are customized according to each person's unique needs, skills, interests, abilities, and vocational goal. Services to be provided for each individual customer are specified on an Individual Plan for Employment, and may include:

- **Vocational assessment to help a customer identify his or her skills, abilities, interests and job goals.**
- **Vocational counseling and guidance.**
- **Physical and mental restoration services, including artificial limbs, psychotherapy, and physical therapy.**
- **Training and education to learn new vocational skills.**
- **Rehabilitation technology, telecommunication aids and other adaptive devices.**
- **Job preparation and placement services.**
- **Job coaching.**
- **On-the-job training.**
- **Services to help students with disabilities get a job after finishing high school.**
- **Supported and customized employment for individuals who need intensive on-the-job training and ongoing support.**
- **Referral to other services.**

VR works with people with all types of physical or mental disabilities. To receive VR services, a customer must meet all three parts of the following federal eligibility requirements:

124. The customer must have a physical or mental impairment or disability; and
125. The disability must result in a substantial impediment to employment; and
126. The customer must require VR services to prepare for, secure, retain or regain employment.

The assessment services needed to determine if an individual is eligible, vocational counseling, guidance, referral, job placement, supported employment/customized employment and job coaching will be provided at no cost. VR payment for most other services will depend on whether the customer meets financial need guidelines. If comparable services or benefits are provided or paid for, in whole or part, by other federal, state or local public agencies, by health insurance, or by employee benefits, and if they are available at the time the VR customer needs them to ensure progress toward employment, then those comparable services must be used first before the expenditure of VR funds.

In addition to the specific activities funded by each Core Partner, all partners will align services through:

- **Representation on the state and local boards.**
- **Interoperable data systems that allow computer systems to work together. (An interoperable data system for the core programs and other programs to ensure accurate and standardized collection of program and participant information.)**
- **Collaborative case management and co-enrollment when needed by the customer.(Co-enrollment occurs when customers are actively participating in services from more than one system partner. Partners will make referrals to initiate co-enrollment if/when the customer could benefit from the services of another partner program, if the customer agrees, and/or if the customer so requests. Referrals will be made on an individual consumer-by-consumer basis, and not as a blanket referral throughout the workforce system.)**
- **Collaboration with other Core Partners on targeted outreach activities.**
- **Enhanced consumer referrals among Core Partners.**
- **Participation in evaluation and continuous improvement strategies.**
- **Specific strategies to strengthen communications among Core Partners.**

Collaboration among Core Partners for business outreach activities.

B. ALIGNMENT WITH ACTIVITIES OUTSIDE THE PLAN

Describe how the activities identified in (A) will be aligned with programs and activities provided by required one-stop partners and other optional one-stop partners and activities provided under employment, training (including Registered Apprenticeships), education (including career and technical education), human services and other programs not covered by the plan, as appropriate, assuring coordination of, and avoiding duplication among these activities.

As stated above, Kansas will use the first two years of this State plan period to define, determine and formalize exactly how and to what extent outside activities will be included in alignment, as guided by the KWSB's Alignment Committee and KWSB action. Currently, many programs offered across state agencies are provided in partnerships brought about by state statute:

- **The Older Kansans Employment Program provides specialized training, career assessment, job matching, and job search assistance to Kansans age 55 and older regardless of their income and facilitates the development of job opportunities for older Kansans in private industry.**
- **The State Legislature in 2013 placed into law Senate Bill 155 which provides postsecondary Career and Technical Education (CTE) to high school students, allowing some students to graduate with both a high school diploma and a postsecondary credential.**
- **In 2014, the State Legislature added the AO-K Proviso to this law, extending funding to adults co-enrolled in CTE and Title II-funded Adult Education.**
- **Workforce AID (Aligned with Industry Demand) provides targeted training to jobseekers based on the specific needs of a specific employer. Workforce AID utilizes local workforce systems to recruit trainees and funds the individual's postsecondary credential program.**

In addition, Kansas has been awarded competitive federal grants which will continue to align services offered through collaboration among multiple entities, such as:

- **The Health and Human Services Health Professions Opportunity Grant award will allow the Kansas workforce system to partner with local systems serving low-income participants as they complete postsecondary education and achieve placement in jobs along a career pathway leading to self-sufficiency.**
- **Workforce Innovation Fund grant to cross-train staff of all WIOA partners, provide funding for on-the-job training for targeted individuals such as those with barriers to employment, and develop a single-entry portal to information about some WIOA services.**

Kansas utilizes federal formula funds to align the following activities which, while a part of the combined state plan, are not core activities:

- **The Trade Adjustment Assistance (TAA) programs assist workers who have lost their jobs as a result of foreign trade. Benefits from the TAA may include job training, income support, job search and relocation allowances, a tax credit to help pay the costs of health insurance, and a wage supplement to certain reemployed trade-affected workers 50 years of age and older.**
- **Veterans Services are provided priority in job placement, training activities and placement services. Case management services are provided to qualified veterans and qualified individuals.**

Finally, Kansas utilizes federal funds to coordinate and align the following programs:

- **The Alternate Workforce Specialist brokers relationships across state agencies to increase engagement with the offender population regarding employment. A specialist identifies market relevant training opportunities for offenders to obtain industry recognized credentials which can assist in the development of meaningful portfolios for job interviews.**
- **H-1B engineering skills on-the-job training program provides incentives to employers for on-the-job training to support the hiring of new engineers. Individuals eligible for training through this program can be recent graduates not currently employed in the field or other dislocated or unemployed engineers who meet educational prerequisites but lack specific skills. This program runs through June 30, 2016.**
- **Barton County Community College received funding from the US Department of Education for a Promoting Reentry Success through Continuity of Educational Opportunities (PRSECO) demonstration project to support improvements in and good documentation of its processes for recruiting, advising, and retaining incarcerated students.**
- **Registered Apprenticeship is a structured system for training employees in a variety of occupations that require a wide range of skills and knowledge. It combines full-time employment, through on-the-job learning, under the supervision of experienced journey level workers, and related technical instruction.**

- **Early Childhood Associate Apprenticeship Program (ECAAP), a Kansas Registered Apprenticeship Program, is a training model based on the skills and knowledge the early childhood industry needs from its employees. It combines RTI with planned, day-by-day training on the job under the supervision of a skilled worker.**
- **The Work Opportunity Tax Credit Program (WOTC) encourages the hiring of targeted employees so they move from economic dependency into self-sufficiency as they earn a steady income and become contributing taxpayers. Participating employers receive compensation by reducing their federal income tax liability.**
- **Reemployment and Eligibility Assessment (REA) assists claimant's efforts to find new employment. This reemployment service results in shorter claim durations and fewer erroneous payments.**
- **Foreign Labor Certification allows employers to fill job openings with foreign labor when they are unable to fill positions with qualified US workers.**
- **The Federal Bonding program provides individual fidelity bonds to employers who hire job applicants who have been, or may be, denied coverage by commercial carriers.**

C. COORDINATION, ALIGNMENT AND PROVISION OF SERVICES TO INDIVIDUALS

Describe how the entities carrying out the respective core programs, Combined State Plan partner programs included in this plan, and required and optional one-stop partner programs will coordinate activities and resources to provide comprehensive, high-quality, customer-centered services, including supportive services (e.g. transportation), to individuals, including those populations identified in section II(a)(1)(B), and individuals in remote areas The activities described shall conform to the statutory requirements of each program.

Under this State plan, state agencies which provide WIOA Core Partner programs will coordinate activities and resources to provide comprehensive, high-quality, customer-centered services, including supportive services to individuals including those populations identified in section II(a)(1)(B).

Rehabilitation Services, the state's VR program in the Kansas Department for Children and Families, will provide individualized services to empower people with disabilities to achieve, retain or regain employment.

The Adult Education program of Regents will provide services to support adults in achieving foundational, secondary, postsecondary, and workforce preparation skills.

For Titles IB and III, Commerce and Local Workforce Development Boards will provide career services, as well as access to training services, access to programs and activities carried out by one-stop partners, access to the data, information, and analysis as described in section 15(a) of the Wagner-Peyser Act (29 USC. 49l-2(a)) and all job search, placement, recruitment and other labor exchange services authorized under the Wagner-Peyser Act.

Kansas Workforce Centers operate using a Functional Management model wherein Title IB and III partners co-located in any workforce center agree to participation in a

team approach to meeting the needs of all customers, whether individual jobseekers or local businesses.

Wagner-Peyser staff members are co-located in One-Stop Centers across the State. The state coordinates and aligns service delivery as described in Section VI Wagner-Peyser Act.

The coordination and alignment of WIOA Adult Dislocated Worker and Youth Services to Individuals are described in Section VI.

Trade Adjustment Assistance

Partnerships

Trade Adjustment Assistance (TAA) programs are delivered through partnerships between Commerce, WIOA Core and Required partner programs as well as other workforce system partners to provide seamless services to customers. All staff members approving TAA benefits are merit staff, both at the state administrative and the local level. This is to ensure the requirement for this rule as prescribed by the Trade and Globalization Adjustment Assistance Act (TGAAA) has been met.

Outreach

A customer may learn about the TAA Program through TAA informational meetings, Rapid Response meetings or outreach conducted by WIOA Core and Required partners. Rapid Response is a team effort staffed by representatives from key workforce development partners at both the state and local levels. The coordination of Rapid Response events not only helps businesses and dislocated workers, but also helps develop linkages between the TAA program and other workforce programs.

TAA Information Meetings

Following federal certification of a Trade Act petition, workforce center staff or the local Rapid Response Coordinator works with the State Trade Act Coordinator to ensure a TAA information meeting is provided for any affected workers. When possible, this meeting is held in conjunction with the Rapid Response meeting. During these meetings the worker will be instructed to go to the nearest workforce center to make application for TAA benefits. RR staff will coordinate reasonable accommodations for effected workers to assist in accessing TAA information.

State Department of Labor (UI)

If a customer contacts the Kansas Department of Labor (KDOL)/Unemployment Insurance Call Center to file an unemployment insurance claim, the customer will be instructed to go to the nearest workforce center to make application for TAA benefits if they have been laid off by a company having a certified TAA petition.

There is a very close working relationship with KDOL/Trade Adjustment Allowances (TRA) staff, including constant communication regarding TAA customers for almost every aspect of the program. For example, Kansas has a TRA Statement request used as a communication piece between agencies to ensure the customer meets eligibility deadlines.

Service Delivery and Compliance

Local TAA services are delivered at the Workforce Centers; therefore, the One-Stop delivery system serves as an important avenue for linking TAA with its WIOA Core, Required program partners, as well as other partners, in the area effected.

Workforce center staff works with the customer to ensure registration in KANSASWORKS.com, a combined MIS system, which is another element supporting the development of strong linkages between the TAA program and other workforce development partners. KANSASWORKS.com is capable of linking multiple state agencies and currently links WIOA Youth, Adult, Dislocate Worker, W-P, Trade Act, Reemployment Services, Unemployment Insurance, Reemployment and Eligibility Assessment and the Senior Community Service Employment Program. The system is capable of cross-programmatic service delivery and provides management case files for multiple programs and/or agencies. Information on a participant can be accessed without moving from one agency system to another. Because case managers from different agencies have access to the same participant data, the entire system has become seamless to deliver better services for common customers of programs using KANSASWORKS.com.

Once a customer is deemed TAA eligible, they will complete the Application for Trade Act Benefits form with a TAA case manager (CM), complete an initial assessment to identify their initial employment plan, and will be offered the eight required employment and case management services. Based on the customer's needs, the CM will work with them on next steps.

In order to move to the next step of training services, a customer must not have the skills to obtain suitable employment in the current labor market and must also meet the six criteria for approval for training. Has this changed with the new law(s)? Customers receive training targeted to a specific occupation which will prepare them for suitable employment. Based on the individual's existing skills and education, along with labor market conditions, training will be of the shortest duration necessary to return the customer to employment.

Eligible customers may be waived from participation in training if the applicable criteria are met; however, a waiver will only be issued for a customer whose eventual goal is to enroll in TAA approved training. The customer may not be issued more than one waiver per petition number under any circumstance.

It is the CM's responsibility to determine if the customer is eligible to be placed on a waiver. A waiver from training shall be issued to the customer only upon a supported determination (verification of condition) which shows approval of a training program is not feasible or is not appropriate for the customer at such time.

TAA customers are eligible for other benefits as well, such as Relocation, Out-of-Area Job Search and A/RTAA, HCTC, also handled at the Workforce Center by Case Managers.

Another component of the Commerce/TAA staff and KDOL/TRA partnership is the work they complete together in the appeals process. If an application for TAA benefits has been denied and the customer believes the determination is incorrect,

they have the right to appeal or request reconsideration. The determination becomes final unless appealed within 10 days from the date it is mailed to the customer. A customer may file an appeal by writing a letter stating their desire to appeal. The letter must state the customer's reason why it is believed the determination is incorrect. A copy of the denial letter issued from the TAA Administrative Office and mailed to KDOL must accompany the appeal letter from the customer showing why benefits have been denied.

Additionally, both agencies work together on the monitoring aspect of TAA. As part of the responsibilities for the oversight of the TAA activities in Kansas, the Regulatory Compliance Unit of the Commerce Legal Division, conducts both desk and on-site monitoring reviews on a quarterly basis. Reviews may include any or all of the administrative and program components. If possible, reviews are done on cases in each of the five local areas. Results of monitoring activities are documented in a report and disseminated for response and corrective action as warranted.

Lastly, the System Reporting Analyst for Commerce works with both Commerce and KDOL staff to file the TAPR reporting requirements.

Rapid Response

The Department of Commerce, State Dislocated Worker Unit, is responsible for providing Rapid Response services. The state RR team consists of the Rapid Response Coordinator/TAA Supervisor, Deputy Administrator of Workforce Investment Programs/NEG Coordinator, the Workforce Services Director, the Systems Reporting Analyst, and the Deputy Director of LMIS at KDOL. The state's responsibilities include the following:

- **Provide overall grant management to the Rapid Response program;**
- **Serve as the central point of communication for the state Workforce Centers;**
- **Develop prospective strategies for addressing dislocation events that ensure rapid access to the broad range of allowable assistance in conjunction with other appropriate federal, state, and local service agencies and officials, employer associations, technical or other business councils, and labor organizations;**
- **Compile information and distribute to the State Board, the USDOL, and others as needed;**
- **Establish and maintain the WARN online data base;**
- **Coordinate and provide related staff development activities;**
- **Establish and maintain dislocated worker and Rapid Response information on the Department of Commerce web site;**
- **Initiate early intervention services;**
- **Maintain an official file for all Rapid Response activities, including the surveys;**
- **Print materials and folders and deliver informational packets;**
- **Review and make recommendations on requests for Rapid Response services;**
- **Prepare National Emergency Grants; and**
- **Continually improve customer service, evaluate customer satisfaction measures, and share this information with the State Board.**

Commerce designates local area Rapid Response Coordinators to provide and oversee Rapid Response activities in their respective Local Workforce Development Areas. The local RR teams vary per area, but each includes at least the local Rapid Response Coordinator and local workforce center staff. The activities they provide include, but are not limited to:

- **Immediate and on-site contact with the employer, representatives of the affected workers, and the local community;**
- **Conduct an assessment of the layoff plans and schedule of the employer.**
- **Contact Commerce Administrative Office to request statewide materials and folders as well as collection and assimilation of information to be provided at employee meetings;**
- **Immediately notify affected Workforce Center Operators, WIOA Core Partners and other workforce system partners of a layoff incident.**
- **Hold informational meetings with the affected workers, providing them with re-employment services, UI, WIOA Core Partner programs and community resources information. RR will coordinate reasonable accommodations for effected workers to assist in RR service delivery.**

RR administers a customer survey to be completed for each layoff incident in which on-site contact was made. Information relating to follow-up services is gathered, including assistance needed for training, education, or job search activities;

- **Responsible for connecting the affected workers to resources necessary for follow-up services;**
- **Work with the employers and affected workers on additional services such as Job Fairs, resume writing/interviewing workshops, referral services and etc.**

Rapid Response activities are initiated when the State or Local Rapid Response Coordinator becomes aware of an impending layoff of any size. A WARN or non-WARN notice may be initiated from the following:

- **<u>Employer</u> - Upon receipt of the official WARN notification from the employer, the State or Local Rapid Response Coordinator contacts the employer within 48 hours of the notice to offer Rapid Response services.**
- **<u>Kansas Department of Commerce</u> - Any Commerce employee who receives notification of non-WARN information must send that information to the State Rapid Response Coordinator within 24 hours. The State or Local Rapid Response Coordinator contacts the employer within 48 hours from the time they are notified.**
- **<u>Workforce Center Partner</u> - If a workforce center partner (who is not part of the local Rapid Response delegation) receives or learns of a layoff, they must notify the State or Local Rapid Response Coordinator. The State or Local Rapid Response Coordinator contacts the employer within 48 hours of learning of the layoff.**

- **<u>Newspaper Articles or Broadcast News</u> - The State or Local Rapid Response Coordinator contacts the employer within 48 hours of receiving information from newspaper articles or broadcast news.**
- **<u>Other</u> - Other notifications may include WIOA Core Partner information, phoned-in leads, employer contacts, and notification from the USDOL or Trade Act program certifications. The State or Local Rapid Response Coordinator contacts the employer within 48 hours of learning of the impending layoff.**

Once the information is received and confirmed, the affected workers are notified through the following strategies:

Employer Contact

The State or Local Rapid Response Coordinator makes immediate contact with the employer to determine the layoff plans and to schedule informational meetings for the affected workers. The goal is to hold pre-layoff meetings at the work-site; however, the details are determined based on the employer's needs and desires. Every effort is made to best accommodate the employer and promote attendance. Post-layoff informational meetings may also be arranged and held, if necessary.

Union Contact

When the affected workers are organized under a union, the Local Rapid Response Coordinator notifies the local or regional union office of the time, date and location of the pre-layoff informational meeting so the union may promote the meeting to its members. If meetings cannot be held at the work site, the union hall may be a suitable alternative.

The order of preference for meeting location is first, the work site; second, the union facility; and third, another location approved by labor and management.

Other

If the employer has already closed the plant, isn't responding to our contact or if there is no Union involvement, there are several different avenues we will try in notifying the workers. RR will provide outreach through print ads or radio ads in the area of lay-off and will work with KDOL to send out information regarding meetings.

Once the workers are notified and meetings are set up, the workers are offered the following services:

Rapid Response Services and Workforce Center Activities

As part of all Rapid Response meetings, information is presented about services available through KANSASWORKS—the statewide workforce system. Staff that deliver services in the workforce center may provide information during the Rapid Response meetings or this will be covered by the Local Rapid Response Coordinator. Eligible dislocated workers are provided services at the meetings or are referred to the workforce center for further evaluation and services. These services include, but are not limited to:

- **WIOA eligibility determination**

- **Case management**
- **Skills assessment**
- **Resume writing and interview techniques**
- **Labor market information**
- **Job matching services**
- **Occupational training**

As mentioned above, customer surveys are administered and collected at the Rapid Response meetings. Kansas started utilizes a scan-able worker survey, to include all of the Region V Rapid Response survey questions as well as some unique to Kansas. These surveys are administered and collected during the Rapid Response meetings. The local area RR Coordinator makes copies for themselves to keep for follow-up and referrals and then sends the originals to the state RR Coordinator.

Kansas has developed layoff aversion strategies:

- **The Dislocated Worker Unit and Kansas Department of Labor Market Information Services are working together on a layoff aversion strategy by analyzing the trends of industries in a particular region, whether the industry is growing, stable or declining in sales, employment, etc.**
- **The State Dislocated Worker Unit partners with the Kansas Department of Labor to promote the Work Share program as a layoff aversion strategy. The Shared Work Program is designed to help both employers and employees. It is an alternative for employers faced with a reduction in workforce and allows an employer to divide the available work or hours of work among a specified group of affected employees in lieu of a layoff. Shared Work allows the employees to receive a portion of their unemployment insurance benefits while working reduced hours.**
- **The State Dislocated Worker Unit may also support pre-feasibility studies of avoiding a plant closure through such options as a company or group, including the workers, to purchase the plant or company and continue it in operation.**

Incumbent Workers

In conjunction with Rapid Response Services, Workforce Services use a portion of the Dislocated Worker funding for incumbent worker training. Training using this funding is limited to skill attainment activities. The training is to be used for the purpose of averting layoffs, but may also be used for the purpose of improving employee retention, increasing employee earning potential through the upgrade of skills and to assist in staying competitive.

Rapid Response in Kansas is a continual process of improvement and has now expanded its response to include WIOA Core Partner program information and referrals.

<u>Veterans Priority Service</u>

Service Delivery

Staff are strategically placed in KANSASWORKS American Job Centers aimed at meeting the needs of all veterans with significant barriers to employment. WIOA partners trained in case management will assess and serve veterans at all local workforce center locations. Kansas has integrated all DVOP specialists into the AJC's system through assignment to a Workforce Center. Veterans are initially identified by a front desk member. An assessment to identify any significant barriers to preventing employment (SBE) is conducted. Veterans with SBE's are referred to a DVOP. Those who do not have SBE's are provided services through the workforce center staff. Despite the determination of SBE status, all veterans remain entitled to, and do receive Veteran Priority of Service.

Local workforce development boards provide priority job placement and training activities to veterans. Plans on how services are provided are located in the State Policy narrative and in local workforce board WIOA plans. These plans include: how available resources (WIOA, Wagner-Peyser and others) are pooled to provide core and intensive services; processes to accomplish intake, assessment, registration and follow-up services; a description of mediated and non-mediated services; how veterans are provided priority in placement services and activities; and detailed description of how case management services are provided to veterans.

All workforce centers have an integrated, business services function responsible for connecting local employers to the local One-Stop system. In addition, Kansas has developed a coordinated intake and information system through KANSASWORKS.com, the statewide job search and case management system to facilitate the provision of services to veterans.

Educational opportunities are promoted through counseling services to veterans. Commerce and Regents coordinate education and training activities to increase postsecondary capacity for job driven training programs. Additionally, local workforce developent boards (LWDBs) provide real-time intelligence regarding skill gaps and projected skill needs.

American Job Center staff will provide job search and placement services for veterans including counseling, testing, occupational and labor market information, and skill evaluations such as Work*Ready!,* to help veterans make educated and up-to-date decisions about their training and employment needs. Veterans will be introduced to *America's Career InfoNet, O-Net,* and other local resources that offer career exploration, education and job tools such as the following to help them make career decisions:

- **Assess personal marketability;**
- **Assess skills, skill gaps and related occupations**
- **Research occupations on a national, state or local level;**
- **Research occupations, employment trends to national, state and local wage information**
- **Research employers for job searches;**
- **Track labor market trends**
- **Learn how to network in various career fields using professional associations and Career Resource Library links**

- **Research training options by occupation such as certifications, schools, programs, and licenses**
- **Explore credentialing options; and**
- **Find financial aid resources**

Please see attached modified plan as approved.

<u>SCSEP</u>

Service Delivery

Kansas State SCSEP is operated in seven counties in south central Kansas: Butler, Cowley, Harper, Harvey, Kingman, Sumner and Sedgwick. The LWDB, Workforce Alliance of South Central Kansas, provides SCSEP services through its workforce centers, creating an excellent opportunity for SCSEP participants to access all available KANSASWORKS services.

KWSB has codified the inclusion of older workers as a priority population for all KANSASWORKS services. With the implementation of WIOA, strategic coordination of the Core Partners will result in an investment in skill development of SCSEP participants. Services from WIOA Adult and Dislocated Worker Workforce Development, VR, Adult Education and Wagner-Peyser can be utilized to streamline services for SCSEP participants. WIOA as implemented in Kansas ultimately assures participants will be able to access all services for which they are eligible through all WIOA Core Partners.

As it was prior to WIOA, SCSEP is truly another program of KANSASWORKS where customers are provided with the same services as any other eligible job seeker.

Kansas will utilize the State Workforce Policy regarding serving minorities and other subpopulations. In addition, the SCSEP state sub-contractor will continue its practice of engaging community-based organizations serving minorities to recruit eligible participants and coordinate services. For example, SCSEP in Kansas increased the number of Native American participants through coordination with the All American Indian Center, providing referrals and opportunities for recruitment by participating in scheduled activities specifically designed to engage the local Native American population. Coordination with Hispanic organizations including La Familia Senior Center, Hispanic Chamber of Commerce and Guadalupe Clinic have enhances SCSEP recognition throughout the Hispanic community. Each of these community-based agencies have assisted in recruitment of participants, furnished space for participant meetings, acted as host sites, provided job leads in the Hispanic community and worked with SCSEP staff on participant retention when unsubsidized employment has been secured. The Indochinese Center acts as a host agency and is providing interpreters for participants and program staff; with the assistance of the Center targeted recruitments events will be held which should increase participation of Asian individuals. The Kansas Minority Business Council has been a valuable resource for helping recruit a significant number of African American participants and provides many referrals for unsubsidized jobs. Enrollment levels of minorities have remained consistent over the last several years and the most recent analysis

indicates Kansas serves a much higher percentage of minorities overall than their representation in the population.

Please see attached approved SCSEP State Plan

<u>Workforce Innovation Fund</u>

Service Delivery

The Workforce Innovation Fund grant will allow LWDBs to serve individuals with multiple barriers to employment with integrated and intensive case management, supportive services and on-the-job training to increase the likelihood each participant will obtain and maintain employment. The grant will also work with the Workforce Data Quality Initiative grant to improve data sharing across multiple state agencies and programs and to develop an portal for individuals to use a single entry into multiple systems for services. Finally, the WIF project will establish and deliver cross-system training throughout the state to educate all WIOA Core, Required and other partners on each program offered in the local workforce system and local community.

<u>Kansas Health Profession Opportunity Project</u>

Service Delivery

KHPOP leverages the resources of partners including; Department for Children and Families (DCF), local workforce development boards, KANSASWORKS State Board, Registered Apprenticeship and Adult Education, as well as healthcare associations, private employers and representatives from education and training and other state agencies to provide employment opportunities in high-paying career healthcare positions.

The Department of Commerce and other partners will utilize its existing relationships to promote KHPOP to potential employers. DCF will aid in identifying members of the targeted population for participation in KHPOP. The KANSASWORKS system will be leveraged to enroll targeted individuals into the program and connect them with the appropriate training opportunities. KANSASWORKS will also serve as the channel between employers and KHPOP participants, linking participants to available job opportunities.

Referrals to KHPOP come from the workforce centers, DCF, adult education or local community or technical colleges. There is no 'wrong door' entry to this project

<u>Alternative Workforce Specialist</u>

Service Delivery

Because the offender population includes individuals who can become viable members of the workforce with the proper instruction and training, the Department of Corrections and Commerce created the Alternative (Offender) Workforce Development Specialist, which serves as a bridge between the Workforce System and correctional institutions and offices across the state. Multiple entities fund this position through the State General Fund, federal workforce development funds and funds from other Workforce System partners. The position serves individuals

through coordination of pre- and post-release services, case management, employment development and vocational counselling.

Work Opportunity Tax Credit (WOTC)

Service Delivery

The Work Opportunity Tax Credit (WOTC) encourages the hiring of targeted employees so they move from economic dependency into self-sufficiency as they earn a steady income and become contributing taxpayers. Participating employers receive compensation by reducing their federal income tax liability. The largest number of workers are recipients of SNAP, followed by community residents, ex-felons, unemployed veterans and TANF recipients. Employers apply to receive WOTC credit WOTC LiveFile at KansasWOTC.com.

Workforce Aid (Aligned with Industry Demand)

Service Delivery

Workforce AID is a workforce training solution that supports the economic strategic plan for Kansas, with a focus on providing skilled talent for employers and growing jobs. Using short term highly focused training programs resulting in college credit and industry-recognized credentials, Workforce AID finds, trains and delivers Kansas employers a skilled, certified workforce - education directly linked to a job. Employers design training programs that expose participants to a wide variety of entry-level skills identified by employers in a specific industry sector, with an early and ongoing connection between employers and employees. This innovative project is led by the Kansas Department of Commerce in partnership with Regents and the State Workforce System.

Registered Apprenticeship

Service Delivery

Registered Apprenticeship is a structured system for training employees in a variety of occupations that require a wide range of skills and knowledge. It is an ideal way for employers to build and maintain a skilled workforce. It combines full-time employment, through on-the-job learning, under the supervision of experienced journey level workers, and related technical instruction. The related instruction may be provided through community or technical colleges, correspondence, online, distance learning, contract vendors or apprenticeship training centers to both educate and develop business and industries' workforce. Partnerships with WIOA partners include Adult Education and Commerce. ECAAP, described elsewhere in this section, is one of the many registered apprenticeships in Kansas.

As described in the Customer Flow section of the attached plan on pages 33 - 37 and Continuous Improvement section on pages 29 - 32, all Core Partners have worked together to determine how to initially coordinate and align services to individuals. Further, the Core Partners have agreed to monitor progress and modify the state plan after a two-year implementation period.

Describe how the entities carrying out the respective core programs, any Combined State Plan partner program included in this plan, required and optional one-stop partner programs will coordinate activities and resources to provide comprehensive, high-quality services to employers to meet their current and projected workforce needs needs and to achieve the goals of industry or sector partners in the state. The activities described shall conform to the statutory requirements of each program.

During the first two years of this state plan, the KWSB, along with local partners, will work to expand the coordination and alignment of employer services to mandatory and optional workforce development program partners including Kansas' combined state plan partner programs:

- **Trade Adjustment Assistance for Workers Programs (Activities authorized under chapter 2 of Title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.))**
- **Jobs for Veterans State Grants Program (Programs authorized under 38, U.S.C. 4100 et. seq.)**
- **Senior Community Service Employment Program (Programs authorized under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.))**

For a more detailed description see SECTION VII PROGRAM SPECIFIC REQUIREMENTS FOR COMBINED STATE PLAN PARTNER PROGRAMS.

All core and partner programs benefit from and participate in the coordination, alignment and provision of services to employers through the public workforce system as detailed in BUSINESS OUTREACH below.

Business Outreach

The Workforce Systems Partners under WIOA will implement a collaborative and coordinated business outreach process to streamline employer engagement among partners; share a common procedure for approaching new businesses; and maintain current business relationships. The Partners will also explore options to coordinate the collection of employer data and the analysis of outcomes.

To arrive at the goal of coordinated business outreach, the Partners will implement the following strategies.

Use a coordinated Employer Needs Assessment (ENA) form and outreach process

Use of a common form will allow the data gathering and assessment of employers to be aligned among Partners. Gathering standardized data will facilitate identification of employer needs and increase responsiveness among the Partners to those needs. Within the first year of this combined state plan the Workforce System partners will develop and implement policies and procedures on the use and sharing of the ENA data across programs and with respect to the varying service models employed by the partners. For example, the Titles I and III programs currently conduct direct employer engagement activities through designated business relations employees. In contrast, the vocational rehabilitation program utilizes about 120 outside competitive contractors with expertise in addressing barriers to employment of jobseekers with disabilities; disability focused work incentive programs, customized

and supported employment strategies and assisting employers in identifying and providing reasonable accommodations to employees with disabilities.

Coordinating employer contact is not intended to constrain access to employers. The coordinated contact approach is intended to expand access to employers enabling the workforce system to represent their customers equally and vigorously. Regardless of who interacts with an employer, the employer's needs will be met by including the customers from all programs as potential employees.

Opening the dialogue between the Partners and creating a streamlined approach to business outreach will provide the opportunity for key stakeholders to discuss options for creating inclusion and targeted training programs that will enhance employers hiring capabilities, as well as providing people with multiple barriers to employment opportunities to become employed. This improved engagement will also provide additional paid job opportunities for youth while in school or immediately after, up to age 24. This can include, but is not limited to internships, apprenticeships, job shadowing and/or training courses.

In addition, the strategy will increase the collaboration and leveraging of services for employers among the Partners. Employers previously served by one partner will have access to a larger network of support and work-ready jobseekers. Employers will experience a more focused and collaborated effort between agencies. This collaborative effort will increase employer knowledge and maximize their usage of the various incentive programs the state has available for businesses to hire people with disabilities and those with significant barriers to employment.

Develop an ongoing cross-training program for Partner employer development specialists

To strengthen knowledge of Partner services and their customers' employment needs and strengths, and to enhance coordination, the Partners will conduct regular cross-training and engage in continuous improvement meetings on an annual basis. The Partners will designate individual(s) to participate in the "train-the-trainers" process. Trainers will learn the basics of each Core Partners' programs and services and the ENA during the first year of implementation. Training will include enough relevant information to give trainees the tools necessary to speak to an employer about the other Partner programs/incentives, piquing interest and facilitating the introduction of Partners into the relationship for specialized knowledge. Individuals speaking to employers about other partner programs will not have the authority to commit services or funds without prior approval of the partner.

Training on each program is not intended for the purpose of non-program staff determining eligibility for an agency's program that does not fall within their job duties. (i.e., Workforce Center staff would not complete eligibility for Kansas Rehabilitation Services, etc.) Trainers will be responsible for disseminating the information to their respective agency and serving as trainers for all staff with business outreach responsibilities. The Partners will build this cross-training into their standard new hire training and on-boarding processes. Partners in local areas will meet regularly to ensure open communication and high-quality cross-training is maintained.

Explore the option of using a common database for employer tracking

During the first year under this Combined State Plan the Core Partners will explore the potential option of using a common database for employer tracking. One such option is the employer portal in KANSASWORKS.com.

A common database could be used to track employer outreach, employer profiles, job openings, partner services provided and job order outcomes. Should such a common database be implemented, data entered on the employer's account, with regard to jobseekers, would include name and participant ID only when appropriate releases have been signed by the customer. No job seeker information such as SSN, health information or barriers to employment may be entered on an employer's account.

Such a coordinated database would allow Partners representing veterans, people with disabilities, minorities and jobseekers with multiple barriers to employment to further assist Federal Contractors with regulatory compliance. Other features to be considered in a common data base would include the ability to provide timely EEO reports to assist employers with regulatory compliance and the ability to comply with veterans' preferences that pertain to Titles I and III. Furthermore, job orders in KANSASWORKS.com are open to veterans to comply with preference for the first 72 hours after being entered as required by United State Department of Labor Veterans Employment and Training Service.

These strategies will increase the collaboration and leveraging of services for employers among the Partners. Employers previously served by one partner will have access to a larger network of support and work-ready jobseekers. Employers will experience a more focused and collaborated effort between agencies. This collaborative effort will increase employer knowledge and maximize their usage of the various incentive programs the state has available for businesses to hire people with disabilities and those with significant barriers to employment.

Any costs associated with this process will require negotiation and approval of the Partners prior to implementation.

Updates to KANSASWORKS.com

KANSASWORKS.com is the web-based, all-in-one labor exchange and case management system currently used by Titles I and III. Over the next two years, Kansas will work to:

- **Embed the ENA into the system so workforce system partners can complete the form electronically, eliminating the need for printing and reducing costs for all Partners**
- **Enable document upload capabilities to employer accounts so document storage can be maintained within the single system further increasing the ability to share information within the workforce system**
- **Add functionality to the system to track the effectiveness of the coordinated contact approach among Partners. The functionality should capture information on the progression of an employer with notes, services and/or contact from a single Partner to having notes, services and/or contact with**

multiple Partners. This will be used to produce a report that includes data points on the number of employers with activity within a user-selected time period (i.e. 6, 9 or 12 months, etc.), a list of the partners that entered a note, service or contact on the employer accounts within the time period selected and the number of job orders that were filled during the period of engagement with a single partner vs. the number of job orders that were filled during the period of engagement with multiple partners

Benefits of collaborative approach

This level of collaboration between the Partners will increase the number of jobseekers with multiple barriers to employment in successful employment. The Partners will regularly (annually) measure the degree of use and satisfaction of employers within the system, as well as the increased level of people with disabilities and significant barriers to employment who are working with those employers.

E. PARTNER ENGAGEMENT WITH EDUCATIONAL INSTITUTIONS

Describe how the State's Strategies will engage the State's community colleges and area career and technical education schools, as partners in the workforce development system to create a job-driven education and training system. WIOA section 102(b)(2)(B)(iv).

KANSASWORKS

The State Workforce Board's Eligible Training Provider List policy describes the first step WIOA Titles I and III partners will utilize to engage Kansas education and training providers to create a job—driven education and training system. Historically, Workforce Development and VR have had a strong relationship with both Adult Education and postsecondary education institutions, as they are the very entities which provide the skill development opportunities required to meet the needs of Kansas employers. In addition to the projects described earlier, Workforce AID and Senate Bill 155, the state has also supported AO—K, a program providing jobseekers concurrent training in Adult Education and postsecondary credentials. This program relies on functional relationships between workforce services, adult education and postsecondary education to help jobseekers simultaneously gain the skills needed for successful employment and to meet the needs of employers seeking individuals with particular skill sets.

Kansas Board of Regents Adult Education

At the most general level, public higher education in Kansas is engaged in the workforce development system through the commitment of the Board of Regents. One of the Regents' strategic goals is to improve the alignment of the state's higher education system with the needs of the economy. A measure of that goal is students' performance on selected third—party technical program certificates and credential assessments which provide a clear and direct connection between education and the skills that employers want.

Adult Education will be engaged with the state's community and technical colleges in four ways:

- **Community and technical colleges will be eligible to compete for Adult Education funds. Currently Adult Education directly funds 13 community colleges and two technical colleges, and collaborates with one other community college and two other technical colleges.**
- **Adult Education will continue to support postsecondary transition activities with professional development and incentives for learners' postsecondary readiness and enrollment in postsecondary courses.**
- **Two—year colleges and Adult Education programs will continue to offer AO—K, a career pathways program. WIOA requires that career pathways enable an individual to attain a secondary school diploma or its recognized equivalent and at least one recognized postsecondary credential. In Kansas, AO—K career pathways programs must include concurrent enrollment in Title II—funded instruction and postsecondary CTE, team—taught basic skills and postsecondary CTE courses, supplemental instruction, support services, and transcripted postsecondary credit approved by the Kansas Board of Regents.**
- **For out—of—school youth, Adult Education programs offer instruction in foundational and high school equivalency skills, workforce preparation activities, and assistance in transitioning to postsecondary education and training. Youth enrolled in Title II Adult Education programs may participate in the AO—K career pathways program which offers concurrent postsecondary CTE courses and GED® instruction, tuition—free technical courses, and the possibility of TANF scholarships for eligible participants.**

Vocational Rehabilitation

The VR program supports customers to pursue postsecondary education at all levels if necessary to achieve their vocational goals. VR assists customers to access comparable benefits, such as PELL Grants, to help pay for higher education before expending VR funds. Agreements between VR and all Kansas institutions of higher education specify cost sharing responsibilities related to the provision of auxiliary aids and services.

F. PARTNER ENGAGEMENT WITH OTHER EDUCATION AND TRAINING PROVIDERS.

Describe how the State's Strategies will engage the State's other education and training providers, including providers on the state's eligible training provider list, as partners in the workforce development system to create a job-driven education and training system.

(F) and (G) Leveraging Resources to Increase Educational Access and Improving Access to Postsecondary Credentials

Both state and federal resources are leveraged to improve access to workforce development programs provided by educational institutions. In addition to the projects already described, Kansas has been awarded the Disability Employment Initiative grant to, in part, fund postsecondary credential training for jobseekers with

disabilities. Postsecondary partners have competed for and received funding to support tuition assistance for jobseekers including offenders and other individuals with barriers to employment. Kansas WIOA Core Partners, educational institutions and other partners will continue to aggressively seek additional resources to improve access to education, postsecondary credentials and college credit.

The development and expansion of credit-bearing Career Pathways certificates across Kansas's community and technical colleges has been a key strategy for enhancing the training and job skills of the Kansas workforce. Currently, the community colleges offer more than 16 Career Pathway certificate programs. These certificates are completely contained within a two-year Career and Technical Education degree. This means a working learner can continue to make progress toward a higher level credential without losing time or money having to take classes that are required in the higher level credential but different from those in the Career Pathway certificate.

Local Title II providers will work with the State and local boards to clearly define career pathways across the state that promote transition of adult education students into industry recognized credentials, licenses and portable stackable certificates. In Kansas career pathways in k12, community and technical colleges, and universities are aligned.

Kansas will leverage existing education and training resources across all core partners and with community and technical colleges, including providers on the state's eligible training provider list to improve the job-driven education and training system currently in place in the state.

(F) Leveraging Resources to Increase Educational Access

Board of Regents Adult Education: Federal

Federal TANF and SNAP funds support AO-K, Partners for Success, and Partners in Change programs which include postsecondary instruction or transition to postsecondary education.

The Kansas Board of Regents administers the Carl D. Perkins Career and Technical Education grant for Kansas. One of the areas in which colleges can seek Perkins program improvement funding is activities to prepare special populations for high skill, wage, or demand occupations that will lead to self-sufficiency. Colleges may apply for program improvement funds to:

- **Establish or refine non-discrimination policies/procedures**
- **Implement strategies to overcome program enrollment and completion career pathways**
- **Reduce barriers**
- **Employ classified/supportive personnel/aides**
- **Expand/align student services (assessment, counseling, financial aid, job placement)**

Board of Regents Adult Education: State

- **Funds granted by the State Legislature (Excel in CTE) provide free college tuition for in-school high school students in postsecondary technical education courses and incentives to school districts for students earning industry-recognized credentials in high demand occupations.**
- **The AO-K proviso pays tuition for technical courses for adults without a high school diploma who are enrolled in adult education.**
- **The Kansas Career Technical Workforce Grant is available to students enrolled in an eligible career technical education program operated by a designated Kansas educational institution that has been identified as offering a technical certificate or associate of applied science degree program in a high cost, high demand, or critical industry field.**
- **The Kansas Board of Regents administers the Kansas Nursing Initiative which was developed to address the growing nursing shortage in the state, providing needed resources to nursing education programs to enable them to increase their capacity of nursing students. Funding can be used for scholarships for nursing educators and for faculty salaries and supplies subject to annual appropriation from the Legislature. $1.8 million is annually available to both public and privately-funded educational institutions with registered nursing programs.**
- **The University Engineering Initiative Act (UEIA) aims to increase engineering graduates in Kansas with legislative appropriations for a total of $105M over 10 years available to three state universities for increased enrollments, better connections for students at critical stages with Kansas companies, and increased opportunities for scholarships and internships.**

Board of Regents Adult Education:Local

Some colleges have granted tuition waivers for non-technical courses to adults enrolled in AO-K.

G. LEVERAGING RESOURCES TO INCREASE EDUCATIONAL ACCESS

Describe how the State's strategies will enable the State to leverage other Federal, State, and local investments that have enhanced access to workforce development programs at the above institutions, described in section (E).

Local Partners from multiple systems coordinate resources to increase participant access to education. The KANSASWORKS State Board has established several policies to guide Local Boards and partners. The Training Expenditure Policy 5-07-00, Coordinating Individual Training Accounts with Other Sources of Financial Assistance Policy 5-08-00, Memorandum of Understanding Policy 5-25-00 and the Integrated Service Delivery and Functional Management Policy 5-27-00 all provide guidance for leveraging resources to increase educational access and can be found at http://www.kansasworksstateboard.org/Pages/Default.aspx

H. IMPROVING ACCESS TO POSTSECONDARY CREDENTIALS

Describe how the State's strategies will improve access to activities leading to recognized postsecondary credentials, including Registered Apprenticeship

certificates. This includes credentials that are industry-recognized certificates, licenses or certifications, and that are portable and stackable.

Board of Regents Adult Education

- **All of the strategies and resources identified under E and F will improve access to recognized postsecondary credentials, including those that are industry-recognized certificates, licenses or certifications, and that are portable and stackable.**

The Kansas Board of Regents, Kansas Department of Labor, Kansas State Department of Education, and Kansas Department of Commerce will market postsecondary education through a web dashboard which will allow customers to get information on high demand jobs and link to postsecondary institutions where training is available in Kansas. This effort will highlight opportunities to obtain industry-recognized, portable, and stackable credentials as part of a career pathway.

Career pathways will prepare individuals to be successful in a full range of secondary or postsecondary options including registered apprenticeships. Career pathways will enable individuals to attain a high school equivalency certificate, where necessary, as well as at least one recognized postsecondary credential. Where practicable, career pathways will integrate education, training, and other services including counseling and workforce preparation activities in order to accelerate the educational and career advancement of individuals. Since 2011, Regents, employers and individual postsecondary institutions have worked together to develop career pathways in twenty-five aligned programs. Local Workforce Boards may also develop additional career pathways as required by local employers. Adult Education will collaborate with workforce partners in offering basic skills to registered apprenticeship participants and with colleges in offering concurrent enrollment and team-teaching in Adult Education and CTE programs.

When providing vocational counseling and guidance with Title IV Vocational Rehabilitation (VR) customers, the VR program uses the Kansas Department of Labor's Labor Information Center website for information on high-demand jobs and career pathways. At this website, information is provided about jobs across various industries. Career pathways and potential earnings are provided for entry-level, intermediate and advanced career options. Educational requirements for each level in the career pathway are provided. This information is useful in facilitating informed decision-making by VR customers regarding services and vocational objectives. It also helps assure that VR customers are prepared to meet the workforce needs of Kansas business and industry.

I. COORDINATING WITH ECONOMIC DEVELOPMENT STRATEGIES.

Describe how the activities identified in (A) will be coordinated with economic development entities, strategies and activities in the State.

The Kansas Department of Commerce is not only the state workforce agency, but also the state economic development agency; and is therefore uniquely structured to

coordinate economic development strategies with the activities provided across the Kansas workforce development system. The Business Services Division of Commerce provides both state-level intelligence regarding industries establishing operations in the state and local-level intelligence regarding growth and expansion of particular companies. Commerce's divisions meet weekly to share, coordinate, and align activities. As part of this economic development system, including the local workforce development boards and local economic development organizations, WIOA core partners are at the forefront of up-to-date workforce development activities and will utilize this position to counsel Kansas workforce development system customers and support training and skill development activities to match the employment needs of Kansas industries, thus improving the probability of successful employment placement.

Additionally, as required by WIOA Section 102, Kansas core partners facilitated an inclusive work group process, including local workforce development executives responsible for economic development, to develop narratives included throughout the combined state plan. A summary of those narratives are as follows:

- **The activities that will be funded by WIOA core partners to implement the described strategies**
- **How such activities will be aligned across the programs and among the entities administering the programs, including using co-enrollment and other strategies**
- **How the activities described will be aligned with activities provided under employment, training, education, including career and technical education, and human services programs not covered by the plan, as appropriate, assuring coordination of, and avoiding duplication among, the activities referred to in this clause**
- **How the entities carrying out the respective core programs will coordinate activities and provide comprehensive, high-quality services including supportive services, to individuals**
- **How the State's strategy will engage the State's community colleges and area career and technical education schools as partners in the workforce development system and enable the State to leverage other Federal, State, and local investments that have enhanced access to workforce development programs at those institutions**
- **How the activities described will be coordinated with economic development strategies and activities in the State**
- **How the State's strategy will improve access to activities leading to a recognized postsecondary credential, including a credential that is an industry-recognized certificate or certification, portable, and stackable.**

Economic development activities at the local level are coordinated through the work of local workforce development boards, local area executive directors, business outreach staff, and similar staff within KANSASWORKS centers and core and combined partner offices. Regular communications occur between these staff and economic development entities such as chambers of commerce, rural and county

development agencies, economic development district representatives, city government officials, and large employers.

B. STATE OPERATING SYSTEMS AND POLICIES

The Unified or Combined State Plan must include a description of the State operating systems and policies that will support the implementation of the State strategy described in Section II Strategic Elements . This includes—

1. THE STATE OPERATING SYSTEMS THAT WILL SUPPORT THE IMPLEMENTATION OF THE STATE'S STRATEGIES. THIS MUST INCLUDE A DESCRIPTION OF–

A. STATE OPERATING SYSTEMS THAT SUPPORT COORDINATED IMPLEMENTATION OF STATE STRATEGIES (E.G., LABOR MARKET INFORMATION SYSTEMS, DATA SYSTEMS, COMMUNICATION SYSTEMS, CASE-MANAGEMENT SYSTEMS, JOB BANKS, ETC.).

(1) *(A)* The Commerce workforce system uses the America's Job Link Alliance Management Information System to meet all of the requirements of US Department of Labor, Employment and Training Administration for data collection and reporting. The AJLA system in Kansas, www.KANSASWORKS.com also provides the public with access to labor market information, connects to postsecondary training programs and performance outcomes by training program. The AJLA system provides case management tools and creates participant records and can be used for payment for services and cost allocation of services. Employers may enter job postings in KANSASWORKS.com in addition to finding qualified applicants for jobs. Today, there are 35,524 job postings and 9021 resumes in KANSASWORKS.com. The VR data system, the Kansas Management Information System or KMIS, will support implementation of the state's strategies for an effective, efficient and outcome-oriented workforce system. KMIS is used to collect consumer demographic information, to track consumer milestones as they progress through their individual plans for employment, and to compile data necessary for state and federal reports. KMIS is also the fiscal management tool through which consumer services are authorized and paid. Data will be extracted for compilation of WIOA-required common accountability measures. The Portal for Adult Basic Literacy Outreach (PABLO) is the student information, program accountability, and reporting system for Kansas Adult Education. The Kansas Higher Education Data System (KHEDS) supports informed decision-making through the collection, analysis, and reporting of postsecondary data in Kansas. Both PABLO and KHEDS will support coordinated implementation of state strategies through the Workforce Data Quality Initiative (WDQI).

The KWSB will devote the first two years of the implementation of this plan to establish policies and procedures for local areas regarding co-enrollment, cross-program intake processes, referrals and other strategies for establishing a WIOA workforce system.

The KWSB Policy 5-00-00 issued July 1, 2016 provides the requirements and processes for developing new policies such as those required for the implementation

of WIOA. The policy details that a state subject expert drafts a policy to be reviewed and considered by the KWSB Alignment Committee. The Committee by majority vote accepts the policy and approves its distribution for Public Comment or it rejects the draft and asks for modification of the draft.

After the public comment period, comments are reviewed by the subject expert and any changes resulting from the comments are made. The new draft then returns to the Alignment Committee for final vote. If the policy draft is approved by the Committee, it makes a recommendation to the full KWSB at its next scheduled Quarterly Meeting to adopt the policy. If the KWSB adopts the policy, it is posted on the KWSB website and distributed to workforce system partners and other interested parties. If the policy is rejected by the KWSB, state staff modifies the policy draft per KWSB direction and starts the procedure again, or removes the policy from further consideration.

B. DATA-COLLECTION AND REPORTING PROCESSES USED FOR ALL PROGRAMS AND ACTIVITIES, INCLUDING THOSE PRESENT IN ONE-STOP CENTERS*.

Data-collection and reporting processes are consistent throughout each local area; data is validated as required by US DOL. Commerce has policies related to data collection and reporting processes required for each local workforce system, including the Data and Information Collection policy describing specific data collection requirements and identification of which data must be validated https://ksworksstateboard.org/download/15/policies/434/5-38-00-final-data-collection-policy-11-1-17.pdf

Current Record Maintenance and Retention policy can be found here https://ksworksstateboard.org/download/15/policies/409/5-13-00-record-maintenance-and-retention.pdf

As with WIOA Title I, staff funded by VR, Wagner-Peyser and Adult Education will collect and report data necessary for the common accountability measures identified in WIOA, the quarterly state-specific data measures identified in the Performance Indicators operational elements, the data necessary for the extensive metrics included in the goals and priorities section of the VR Services Portion of the Combined State Plan, and the data necessary for evaluation and continuous improvement.

Data Collection and Sharing Strategies

The vision for data collection and sharing in Kansas is described below in the Data Collection and Sharing Work Group report.

As per strategy found in Title 1 Subtitle A, Chapter 1, Section 101-102 of Workforce Innovation Opportunity Act (WIOA), data collection and sharing is vital to the collective partner efforts defined relating to federal common measures reporting. Data collection and sharing will be a collaborative effort between partnering agencies including, but not limited to, Kansas Department of Labor (KDOL), Department of Commerce (Commerce), Kansas Board of Regents (KBOR), and Kansas Department for Children and Families (DCF) resulting in the development of strategies for

aligning MIS systems. These partner agencies plan to promote the responsible and legal sharing of data to be used in research for program improvement while collaborating on reporting to support continuous workforce training. These partnerships will deepen the functionality of the data. A primary goal is to be able to track students from PK-12 through workforce training programs, adult education programs, or postsecondary education and into the workforce. Wage earnings data will be used to assess program outcomes, and career and technical educational programs will be marketed to workers receiving unemployment insurance, participating in adult education programs or seeking workforce training. Data sharing linkages will be developed to further support reduction of duplicative data collection as well as provide an integrated reporting of accountability measures.

Operational Elements/Activities

1. Expand the Statewide Longitudinal Data System (SLDS) to integrate workforce longitudinal data, developing necessary agreements, and matching education data with workforce data at the individual record level and across workforce programs, for better evaluation of federally and state supported education and workforce programs;

2. Protect personally identifiable information;

3. Using SLDS data to evaluate performance of federal and state supported job training and education programs and to make policy adjustments for continuous program improvement;

4. Providing user-friendly information to consumers to aid in the selection of education and training programs, including production and dissemination of workforce training provider performance information and outcomes in a standardized "scorecard" format;

The alignment of the activities, shown above will benefit underemployed individuals seeking training opportunities, potential career and technical education consumers, and individuals with significant barriers or disabilities. Benefits include:

1. Enhanced service delivery: The data will support program performance and outcome evaluation and drive policy development and program management.

2. Improved outcomes for job seekers: Allow job seekers the ability to use a streamlined system that allows them to select programs based on performance and outcomes. This will generate time savings for the job seekers, potentially impact unemployment benefits positively, and ultimately allow job seekers a quick response on employment and training opportunities.

3. Improved outcomes for employers: Employers will have the opportunity to view and use performance data through the same dashboard and will be able to access qualified candidates.

4. Economic development: By strengthening data collection and sharing efforts across agencies, business opportunities in the state are enhanced by the indirect development of a qualified workforce.

5. <u>System and program accessibility:</u> Data will be disaggregated by those with significant barriers to employment, including those with disabilities to allow local and state policy makers to evaluate the services provided to those individuals.

Measurement of success with these stated operational elements or activities will be attributed to the successful development of inter-agency data sharing agreements and related linkages of systems as a result of data sharing. All partners will monitor data collection and validate data.

With a Round 3 Workforce Data Quality Initiative grant (WDQI), Regents, Commerce, and Labor have collaborated to create an interoperable data system. The Kansas WDQI Round 5 grant includes Vocational Rehabilitation to build on the work already in progress and create a system which will support the reduction of duplicative data collection. These partner agencies plan to promote the responsible and legal sharing of data using participant consent to match education data with workforce data at the individual record level and across workforce programs, providing an integrated reporting of performance indicators.

*** For the PY 2016 state plan, descriptions of data collection and reporting processes need only include currently known indicators.**

2. THE STATE POLICIES THAT WILL SUPPORT THE IMPLEMENTATION OF THE STATE'S STRATEGIES (E.G., CO-ENROLLMENT POLICIES AND UNIVERSAL INTAKE PROCESSES WHERE APPROPRIATE). IN ADDITION, PROVIDE THE STATE'S GUIDELINES FOR STATE-ADMINISTERED ONE-STOP PARTNER PROGRAMS' CONTRIBUTIONS TO A ONE-STOP DELIVERY SYSTEM.

KWSB Policy 5-00-00 issued July 1, 2016 provides the requirements and processes for developing new policies such as those required for the implementation of WIOA. The policy details that a state subject expert drafts a policy to be reviewed and considered by the KWSB Alignment Committee. The Committee by majority vote accepts the policy and approves its distribution for Public Comment or it rejects the draft and asks for modification of the draft.

After the public comment period, comments are reviewed by the subject expert and any changes resulting from the comments are made. The new draft then returns to the Alignment Committee for final vote. If the policy draft is approved by the Committee, it makes a recommendation to the full KWSB at its next scheduled Quarterly Meeting to adopt the policy. If the KWSB adopts the policy, it is posted on the KWSB website and distributed to workforce system partners and other interested parties. If the policy is rejected by the KWSB, state staff modifies the policy draft per KWSB direction and starts the process over again. All KWSB policies are located at http://www.kansasworksstateboard.org/Pages/Default.aspx.

3. STATE PROGRAM AND STATE BOARD OVERVIEW

A. STATE AGENCY ORGANIZATION

Describe the organization and delivery systems at the State and local levels for the programs covered in the plan, including the organizational structure. Include an organizational chart.

(A) Commerce and DCF are cabinet agencies while the Board of Regents have a President and CEO chosen by the Board which is appointed by the Governor. Agency organization charts are provided below.

Kansas Department of Commerce Organizational Chart

This organizational chart shows the following reporting structure in order:Level 1: Governor Level 2: Secretary of Commerce Chief of Staff reports to the Secretary Level 3: Deputy Secretary of Business & Community Development, Deputy Secretary of Workforce Services, Fiscal, Deputy Secretary of Public Affairs and General Counsel.

Kansas Board of Regents Organizational Chart

This organizational chart shows the following reporting structure in order:Level 1: GovernorLevel 2: Kansas Board of RegentsLevel 3: President and CEOLevel 4: Vice President for Academic AffairsLevel 5: Director of Adult EducationLevel 6: Administrative Staff and Local Providers

Kansas Department for Children and Families/Rehabilitation Services

This organizational chart shows the following reporting structure in order:Level 1: Governor Level 2: Department for Children and Families Secretary Deputy Secretary of Family ServicesLevel 3: Rehabilitation Services Director -- includes WIOA Title IV/Vocational RehabilitationLevel 4, Part 1: Administrative StaffLevel 4, Part 2: Regional Program AdministratorsLevel 5: Rehabilitation Managers (reporting to Regional Program Administrators)Level 6: Vocational Rehabilitation Counselors and Other Direct Service Staff (Reporting to Rehabilitation Managers)

Local Workforce Development Boards The Kansas public workforce system consists of five Local Workforce Development Areas, each with its own Board of Directors and one Executive Director. While each local system is structured based on its geographical area, population size, resources and capacity, all Local Areas are structured to interact with state agencies on behalf of common customers. The Kansas Department of Commerce and the State Workforce Board provide policy, oversight and technical assistance for Adult, Dislocated Worker and Youth funding streams, and provides Wagner-Peyser staff for local workforce centers. Each local workforce system adheres to Service Delivery Integration and Functional Management per State Board Policy 4-04-01. Local systems designate a multi-disciplinary leadership team to select functional supervisors who oversee and direct daily workforce center service delivery. Any Core, Required or other partner staff may be designated as a multi-disciplinary leadership team member, a functional supervisor or a member of service delivery teams such as Welcome Team, Training Services Team or Employer Services Team. State Plan programs, including TAA, VETS and SCSEP are each integrated into the functional management of appropriate local systems. As found in the state board policy:

Goals of Functional Management To provide a truly seamless workforce system to all customers, both job seekers and employers

Improve business and job seeker customers' access to quality services

Reduce management duplication

Empower Operators to manage the outcomes on which their performance is based Formalize the participation of all workforce system partners

Components of Functional Management All customers experience workforce centers as seamless, service-driven facilities, served by dedicated staff of KANSASWORKS rather than by staff of individual partner agencies All partner staff members of each facility understand the function they are to serve, creating increased responsiveness to customer needs Each Local Area has a single, identifiable person who is responsible for the day-to-day operation of the Local Area One-Stop System. This individual has the authority to direct the function(s) of each staff member

In addition to the structure described above, each Core and Required Partner, in addition to other community partners, may refer customers to each other and coordinate service delivery among multiple systems based on the needs of and benefit for individual participants.

B. STATE BOARD

Provide a description of the State Board, including—

KANSASWORKS State Board Roster as of 2/15/18.

Member	Organization
Beene, Mike	Kansas Department of Commerce, Director, Employment Services
Brown, Mike	***(KWSB Vice-Chair)*** Brown Midwest
Colyer, Jeff	Governor, State of Kansas
Burden, Gregg	Kansas Commission on Veteran's Affairs
Coco, Clark	Other/Optional previously held by University Official - Washburn University
Daniel, Ken	***(KWSB Board Chair)*** Chair/Founder Midway Sales
Donnelly, Michael	Director, Kansas Rehabilitation Services (DCF)
Estes, Eddie	President, Western Kansas Manufacturers Assn.
Goetz, Gayle	Dir, NexStep Alliance/Goodwill/Wichita Area Tech College
Gordon, Lana	Secretary, Kansas Department of Labor
Harwood, David	Senior Vice President, Terracon Consultants
Haynes, Robert	Workforce/org. labor - United Steelworkers
Kleeb, Marvin	State Legislator, Kansas Legislature
Lehman, Earnie	Local Area 1 Board Member, Midwest Energy

Member	Organization
Lynn, Julia	Senator, Kansas Legislature
Maher, Jim	Director of Human Resources, Breachner Grain, Inc.
Mayfield, Criss	Workforce Readiness Director, Kansas SHRM
Minard, Laurie	Vice President of Human Resources, Garmin International
Mino, Angelo	Sr Mgmnt- People Excellence Dept, Earp Distribution
Newkirk, Todd	Internat'l Rep, Interna'l Brotherhood of Electrical Workers
Pankratz, Darrell	Bus. & Industry - CEP Prairieland Partners John Deere
Perry, Carol	VP Patient Services, Stormont Vail Healthcare
Roberts, Rob	Local Area 5 Board Member, Chief Elected Official
Sicard, Gene	Asst Busnss Mgr, Internat'l Brotherhd of Electrical Workers
Smathers, Scott	Title II Education
Unruh, Dave	County Commissioner, Sedgwick County Kansas
Vac-WF/Org Lab	Workforce/Organized Labor
Vacant-Bus Rep	Business & Industry Representation-VACANT
Vacant-Bus Rep	Business & Industry Representation-VACANT

I. MEMBERSHIP ROSTER

Provide a membership roster for the State Board, including members' organizational affiliations.

Provide a membership roster for the State Board, including members' organizational affiliations.

The KANSASWORKS State Board is comprised of the following membership:

Governor; One Member of the Senate; One State Legislator; Two members representing workforce/organized labor; One representative of a community-based organization; Lead state officials of agencies responsible for core programs; and 51% business & industry representation. The Governor's office staff including an intern continues to recruit to fill the vacant positions.

Member	Organization	WIOA Designation

Member	Organization	WIOA Designation
Beene, Mike	Kansas Department of Commerce, Director, Employment Services	Core Partner Lead Agency
Brown, Mike	***(KWSB Vice-Chair)*** Brown Midwest	Business & Industry
Colyer, Jeff	Governor, State of Kansas	Elected Official
Burden, Gregg	Kansas Commission on Veteran's Affairs	Other/Optional
Coco, Clark	University Official - Washburn University	Other/Optional
Daniel, Ken	***(KWSB Board Chair)*** Chair/Founder Midway Sales	Business & Industry
Donnelly, Michael	Director, Kansas Rehabilitation Services (DCF)	Core Partner Lead Agency
Estes, Eddie	President, Western Kansas Manufacturers Assn.	Business & Industry
Goetz, Gayle	Dir, NexStep Alliance/Goodwill/Wichita Area Tech College	Other/Optional
Gordon, Lana	Secretary, Kansas Department of Labor	Other/Optional
Harwood, David	Senior Vice President, Terracon Consultants	Business & Industry
Haynes, Robert	United Steelworkers	Workforce/ Organized Labor
Kleeb, Marvin	State Legislator, Kansas Legislature	Legislature
Lehman, Earnie	Local Area 1 Board Member, Midwest Energy	Business & Industry
Lynn, Julia	Senator, Kansas Legislature	Legislature
Maher, Jim	Director of Human Resources, Breachner Grain, Inc.	Business & Industry
Mayfield, Criss	Workforce Readiness Director, Kansas SHRM	Business & Industry
Minard, Laurie	Vice President of Human Resources, Garmin International	Business & Industry
Mino, Angelo	Sr Mgmnt- People Excellence Dept, Earp Distribution	Business & Industry

Member	Organization	WIOA Designation
Newkirk, Todd	Internat'l Rep, Interna'l Brotherhood of Electrical Workers	Workforce/Organized Labor
Pankratz, Darrell	Bus. & Industry - CEP Prairieland Partners John Deere	Business & Industry
Perry, Carol	VP Patient Services, Stormont Vail Healthcare	Business & Industry
Roberts, Rob	Local Area 5 Board Member, Chief Elected Official	Workforce/Organized Labor
Sicard, Gene	Asst Busnss Mgr, Internat'l Brotherhd of Electrical Workers	Workforce/Organized Labor
Smathers, Scott	Title II Education	Core Partner Lead Agency
Unruh, Dave	County Commissioner, Sedgwick County Kansas	Elected Official
Vac-WF/Org Lab	Workforce/Organized Labor	Workforce/Organized Labor
Vacant-Bus Rep	Business & Industry Representation-VACANT	Business & Industry
Vacant-Bus Rep	Business & Industry Representation-VACANT	Business & Industry

The KWSB meets quarterly at a date and time established by the board. Committees meet as needed on a date and time mutually agreed upon by the majority.

II. BOARD ACTIVITIES

Provide a description of the activities that will assist State Board members and staff in carrying out State Board functions effectively.

The KWSB is more than an advisory board to the Governor and staff on workforce policy issues. The Board ensures Kansas' entire workforce system, covering many programs in multiple departments and agencies, meets employers' needs for skilled workers and meets workers' needs for career and economic advancement. The KWSB convenes State, regional and local workforce system partners to enhance the capacity and performance of the workforce system; align and improve the outcomes and effectiveness of public workforce investments and thereby promote economic growth. The board engages workforce system representatives including businesses, education, economic development, labor and other stakeholders to achieve the strategic and operational vision and goals of the State Plan as well as the purpose of the Workforce Innovation and Opportunities Act (WIOA).

The KANSASWORKS State Board serves as a review board and change agent empowered with the responsibility of making recommendations to the Governor and

to state agencies to align workforce development with the needs of economic development in the state.

The KWSB plays an important role in bringing citizen involvement and engagement to the state's workforce development efforts and in providing strategic leadership for workforce development and local/regional leaders throughout the state. The KWSB's strength is less in its statutorily-de?ned decision-making authority and more as a forum for policymakers, informed citizens and stakeholders to in?uence public policy for the improvement of the State's workforce. The structure and operations of the KWSB and committees and the active engagement of members are the keys to success.

The primary State Board function is the emphasis on collaboration and regional planning.

The Board is tasked with enhancing partnerships to ensure statewide alignment linking employers and workers, job seeking individuals.

Executive order 15-06 issued by the Governor established the KANSASWORKS State Board as the state workforce development board.

As the state workforce development board, the KWSB is expected to provide strategic leadership for a wide range of employment and training programs beginning with those under WIOA.

Provide workforce activities that:

- **Increase access to and opportunities for:**

o Employment

o Education

o Training, and

o Supportive services

o Success in the labor market, particularly for individuals with barriers

- **Increase:**

o Prosperity of workers and employers

o Economic growth of communities

o Global competitiveness

- **Increase, through state and local workforce systems**

o Employment

o Retention

o Participant earnings

o Postsecondary credential attainment

- **Outcomes:**

o Improvement in workforce quality

o Reduce welfare dependency

o Increased economic self-sufficiency

o Meet employer skill requirements

Enhanced productivity and competitiveness

4. ASSESSMENT AND EVALUATION OF PROGRAMS AND ONE-STOP PROGRAM PARTNERS

A. ASSESSMENT OF CORE PROGRAMS

Describe how the core programs will be assessed each year based on State performance accountability measures described in section 116(b) of WIOA. This State assessment must include the quality, effectiveness, and improvement of programs broken down by local area or provider. Such state assessments should take into account local and regional planning goals.

During its regularly scheduled Quarterly Meeting, the KWSB is provided performance outcome reports from each of the Core Partner programs for review, questions and discussion. Because each of the Core Programs are represented on the State Board, appropriate board members are able to explain any report items needing verification or to answer any questions.

For the federal WIOA performance accountability measures and State measures determined by the KWSB, each Core Program has a monitoring and corrective action process at the state level that assures identified deficiencies, to the extent they occur, are addressed. This process is intended to be based primarily on Local area and Statewide data analysis, but may also include other monitoring tools at the discretion of the Core Program. If annual performance targets are not met by any Core Program, in any Local Workforce Development Area, the KWSB may request that the Core Program submit a corrective action plan. In the event of a corrective action plan being implemented, the Partner will provide regular progress reports to the KWSB and other partners.

In the following information, each Core Partner describes its assessment process.

Assessment of Core Programs Titles I and III

As with WIA workforce programs, the KWSB will be provided reports reflecting the Accountability Measures established by Section 116 of WIOA The KWSB and Core Program state agency staff will provide both best practices and outcome improvement plans during each state board meeting. If performance of any Core Program or any Local Workforce Development Area fails to meet or exceed

performance for more than one program year, after the first two-year baseline period, a Corrective Action Plan will be required. The Commerce Legal Division, Regulatory Compliance Unit will conduct on-site reviews as needed to assess the improvements made by the Local Area. The results of those reviews will be submitted to the KWSB.

Assessment of Core Programs Title II:

Kansas Adult Education programs' performance will be assessed each year using statewide quality measures, individual student outcomes, and validation of data quality. Eligible applicants negotiate performance targets and a Program Improvement Plan objective as a part of the application process. Providers lose a portion of funding if the program fails to meet performance targets and Program Improvement Plan objectives. Programs whose funding is reduced as a result of declining performance are provided with technical assistance and encouraged to participate in appropriate professional development.

Assessment of Core Programs Title IV:

VR will participate in the workforce system's reporting, assessment and continuous improvement processes for the required common accountability measures. In addition, VR will report on specific state-level indicators as identified in the Performance Indicators section. VR goals and priorities, and related metrics, will be overseen by the management of Rehabilitation Services and under the direction of the Department for Children and Families. Performance information will also be distributed to the State Rehabilitation Council.

B. ASSESSMENT OF ONE-STOP PROGRAM PARTNER PROGRAMS

Describe how other one-stop delivery system partner program services and Combined State Plan partner programs included in the plan will be assessed each year. Such state assessments should take into account local and regional planning goals.

Commerce staff reviews performance information based on appropriate federal legislation and guidance for Trade Act, SCSEP and JVSG each month and determines if any additional support, corrective action or other action is needed to improve or maintain performance and service delivery efficiency.

During its regularly scheduled Quarterly Meeting, the KWSB is provided performance outcome reports from each Local Workforce Development Area for review, questions and discussion. At least one representative from each Local Area attends the KWSB meetings and is therefore able to explain any report items needing verification or to answer any questions about their own activities or those of their local partners.

C. PREVIOUS ASSESSMENT RESULTS

Beginning with the state plan modification in 2018 and for subsequent state plans and state plan modifications, provide the results of assessments of the effectiveness of the core programs and other one-stop partner programs and Combined State Plan partner programs included in the Unified or Combined State plan during the

preceding 2-year period (i.e. the 2-year period of the plan modification cycle). Describe how the State is adapting its strategies based on these assessments.

As they considered the work for the first two years of WIOA implementation, Kansas Core Partners have made assumptions based on previous performance. Based on the participation of partner staff, from leadership to direct service providers, who reviewed past performance of Core Partner programs and determined how to best maintain or improve performance, presented strategies have been adapted in direct response to past performance and future partnerships.

KANSASWORKS has met or exceeded all Common Performance Measures for the last three years.

Kansas Adult Education has been in the top quartile nationally for the last two years in every performance measure except retain employment. Should Kansas Adult Education fall from the top quartile, the State will examine and adapt strategies based on these assessments.

The Rehabilitation Services Administration in the US Department of Education established standard national performance indicators for VR programs. The indicators and Kansas performance for FFY 2015 are:

Number of rehabilitations (stable employment of at least 90 days): 1,345

Rehabilitation rate: 42.8%

Percent of rehabilitations in competitive employment: 99.6%

Percent of individuals who have significant disabilities (multiple functional limitations) among those who achieved competitive employment: 96.7%

Ratio of average hourly wage of VR customers to the average hourly wage of all employed Kansans: .47

Self-reliance—Increase in the number of individuals who report their own earnings as their largest source of support at application compared to case closure: 57%

D. EVALUATION

Describe how the State will conduct evaluations and research projects on activities under WIOA core programs; how such projects will be coordinated with, and designed in conjunction with, State and local boards and with State agencies responsible for the administration of all respective core programs; and, further, how the projects will be coordinated with the evaluations provided for by the Secretary of Labor and the Secretary of Education under WIOA.

The Kansas State Plan Management Team (SPMT), comprised of senior leadership of each core program, recognizes the value of evaluation and research functions, particularly in the context of continuous improvement of the workforce development system. (Please refer to Section II(b)(4) of this Combined Plan / Strategic Elements/State Vision and Goals / Assessment for a more detailed description of continuous improvement plans and strategies.)

Kansas will encourage collaboration and explore opportunities for innovation through its Continuous Improvement Council. [See Section II(b)(4) for more information on the Continuous Improvement Council.] Of particular interest for this Council in the first two years of this Plan will be further study of self-sufficiency indicators. Research will focus on best practices related to indicators of self-reliance, reduced reliance on public benefits, sustainable family supporting wages, and livable wages. Return on investment is another area of interest that will be researched with Adult Education leading a collaborative effort among all partners.

The SPMT, each core program, and the KANSASWORKS State Board review performance measures at least once a quarter as part of program evaluation functions. Such measures are lead indicators related to quality, effectiveness and continuous program improvement.

Other evaluation and research functions implemented through core programs include:

- **Implementing evidence-based employment practices for people with disabilities and ongoing fidelity research into the effectiveness of these practices.**
- **Using federal and state technical assistance resources, to the extent they are available, for evaluation and research functions.**
- **Using a research-to-practice approach by leveraging knowledge transfer from national resources including technical assistance centers funded by the Rehabilitation Services Administration, the National Center on Leadership for the Employment and Economic Advancement of People with Disabilities (LEAD Center) with funding from the US Department of Labor's Office of Disability Employment Policy, the National Skills Coalition, and other similar organizations that disseminate research-based information on improving service delivery.**
- **Dissemination of information concerning research-based best practices for service delivery, alignment, and policy development.**

Finally, Kansas will further explore opportunities for collaborative evaluation and research functions within the scope of available resources. Such efforts will be designed and coordinated with the SPMT, core programs and their cognizant state agencies, and relevant boards.

Kansas assures that its evaluation and research functions will be coordinated with the evaluations provided by the U.S. Secretary of Labor and the U.S. Secretary of Education under WIOA. More information is needed from federal officials regarding their evaluation protocols before this strategy can be further defined.

5. DISTRIBUTION OF FUNDS FOR CORE PROGRAMS

Describe the methods and factors the State will use in distributing funds under the core programs in accordance with the provisions authorizing such distributions.

A. FOR TITLE I PROGRAMS

For Title I programs, provide a description of the written policies that establish the State's methods and factors used to distribute funds to local areas for—

I. YOUTH ACTIVITIES IN ACCORDANCE WITH WIOA SECTION 128(B)(2) OR (B)(3),

As required by WIOA Sec. 128(b)(2), and TEGL 17-15, Commerce distributes funds to Local Workforce Development Areas, after the Governor reserves 15% of the state youth allocation for statewide activities, based on characteristics described below:

1) Areas of Substantial Unemployment

An area of substantial Unemployment (ASU) is defined as a contiguous area with a population of at least 10,000 with an unemployment rate of at least .6451. Presently these are defined by using census tracts in Kansas.

Once these areas are designated they are justified by ASU software which is issued by the Bureau of Labor Statistics (BLS) and then verified by BLS.

These areas are broken out by Local Workforce Development Areas (LWDA) the number of each in the LWDA is calculated as a percentage of the total.

ASU calculation by census tract: All are based on Census Employment from 2000

Census.

Percentage of tract x total county employment = census tract labor employment.
Percentage of tract x total county unemployment = census tract unemployment.
These two numbers added together = tract civilian labor force.

To calculate unemployment:

Unemployment divided by civilian labor force = Unemployment Rate.

2) Excess Unemployment

Excess Unemployment is defined as any county unemployment that exceeds 4.5%

of the county annual average total.

Calculation County Labor Force x 4.5%

Example Barber County: CLF = 2621 x 4.5%=118

The county unemployment average for Barber County for 2006 was 88 so there is

0 excess unemployment.

Example Reno County: CLF = 33119 x 4.5% = 1491

The county unemployment average for Reno County for 2006 was 1519 so there is a total of 28 1519 - 1491 = 28 excess unemployment in Reno County.

Each of the LWDA's is then calculated as a percentage of the total of the WIOA Allocation.

3) Economically Disadvantaged

The Economically Disadvantage calculations for both the Adult and Youth Programs remain the same until the next census takes place.

A weight of 33.3333% is applied to each of the three data factors

described above for each Local Area allocation.

HOLD HARMLESS REVIEW

After calculation of the WIOA distribution figures, a "hold harmless" review of funds is completed to ensure no area receives less than 90% of the previous two years' allocation.>

Excel spreadsheets are provided to the Local Areas with calculations.

II. ADULT AND TRAINING ACTIVITIES IN ACCORDANCE WITH WIOA SECTION 133(B)(2) OR (B)(3),

As required in WIOA Sec. 123(b)(2)(A)(i) and TEGL 17-15, Commerce distributes funds to Local Workforce Development Areas, after the Governor reserves 15% for statewide activities, based on characteristics as described below:

1) Areas of Substantial Unemployment

An area of substantial Unemployment (ASU) is defined as a contiguous area with a population of at least 10,000 with an unemployment rate of at least .6451. Presently these are defined by using census tracts in Kansas.

Once these areas are designated they are justified by ASU software which is issued by the Bureau of Labor Statistics (BLS) and then verified by BLS.

These areas are broken out by Local Workforce Development Areas (LWDA) the number of each in the LWDA is calculated as a percentage of the total.

ASU calculation by census tract: All are based on Census Employment from 2000

Census.

Percentage of tract x total county employment = census tract labor employment.
Percentage of tract x total county unemployment = census tract unemployment.
These two numbers added together = tract civilian labor force.

To calculate unemployment:

Unemployment divided by civilian labor force = Unemployment Rate.

2) Excess Unemployment

Excess Unemployment is defined as any county unemployment that exceeds 4.5%

of the county annual average total.

Calculation County Labor Force x 4.5%

Example Barber County: CLF = 2621 x 4.5%=118

The county unemployment average for Barber County for 2006 was 88 so there is

0 excess unemployment.

Example Reno County: CLF = 33119 x 4.5% = 1491

The county unemployment average for Reno County for 2006 was 1519 so there is a total of 28 1519 - 1491 = 28 excess unemployment in Reno County.

Each of the LWDA's is then calculated as a percentage of the total of the WIOA Allocation.

3) Economically Disadvantaged

The Economically Disadvantage calculations for both the Adult and Youth Programs remain the same until the next census takes place.

A weight of 33.3333% is applied to each of the three data factors

described above for each Local Area allocation.

HOLD HARMLESS REVIEW

After calculation of the WIOA distribution figures, a "hold harmless" review of funds is completed to ensure no area receives less than 90% of the previous two years' allocation.

Excel spreadsheets are provided to the Local Areas with calculations.

III. DISLOCATED WORKER EMPLOYMENT AND TRAINING ACTIVITIES IN ACCORDANCE WITH WIOA SECTION 133(B)(2) AND BASED ON DATA AND WEIGHTS ASSIGNED.

As required in WIOA Sec. 133(b)(2)(B)(I) and TEGL 17-15, Commerce distributes funds to Local Workforce Development Areas, after the Governor reserves 15% for statewide activities and 25% for Rapid Response, based on characteristics as described below:

1) Areas of Substantial Unemployment

An area of substantial Unemployment (ASU) is defined as a contiguous area with a population of at least 10,000 with an unemployment rate of at least .6451. Presently these are defined by using census tracts in Kansas.

Once these areas are designated they are justified by ASU software which is issued by the Bureau of Labor Statistics (BLS) and then verified by BLS.

These areas are broken out by Local Workforce Development Areas (LWDA) the number of each in the LWDA is calculated as a percentage of the total.

ASU calculation by census tract: All are based on Census Employment from 2000

Census.

Percentage of tract x total county employment = census tract labor employment.
Percentage of tract x total county unemployment = census tract unemployment.
These two numbers added together = tract civilian labor force.

To calculate unemployment:

Unemployment divided by civilian labor force = Unemployment Rate.

2) Excess Unemployment

Excess Unemployment is defined as any county unemployment that exceeds 4.5%

of the county annual average total.

Calculation County Labor Force x 4.5%

Example Barber County: CLF = 2621 x 4.5%=118

The county unemployment average for Barber County for 2006 was 88 so there is

0 excess unemployment.

Example Reno County: CLF = 33119 x 4.5% = 1491

The county unemployment average for Reno County for 2006 was 1519 so there is a total of 28 1519 - 1491 = 28 excess unemployment in Reno County.

Each of the LWDA's is then calculated as a percentage of the total of the WIOA Allocation.

3) Economically Disadvantaged

The Economically Disadvantage calculations for both the Adult and Youth Programs remain the same until the next census takes place.

A weight of 33.3333% is applied to each of the three data factors described above for each Local Area allocation. Additional information considered includes:

1) Continued Claims

These continued claims are claims without earnings. For this calculation it is the accumulation of all continued claims without earning, i.e., regular, commuter and interstate claims. The regular claims are compiled from the state BARI file and sent to us the first Wednesday of each month by IT the file is called DOWNLAUS and is located at L:\FTP\. These are put into the a file called Claims entry and it is located at L\LAUS-MLS\ for this all twelve months of the calendar year are added together by county then divided by 12 to get the annual average.

The commuter and interstate claims come from other states; all of these claims are added to the claims entry file and become part of the annual average by county.

For this calculation the annual average of each county is sorted by LWDA and added together.

The calculation for Percent Distribution is Local Area total divided by state total.

2) Unemployment

Unemployment it is the annual average unemployment for each county during the calendar year and sorted into SDA's. The Unemployment numbers are produced by the LSSPlus System.

The calculation for Percent Distribution is Local Area total divided by state total.

3) Layoffs

The layoffs are produced by the Mass Layoff System (MLS); these are the total separations for the calendar year and sorted by LWDA.

The calculation for Percent Distribution is Local Area total divided by state total.

4) Mining and Manufacturing Job Gains/(Losses)

This is a five year comparison of the same four quarter period. These data come from the QCEW data. In this allocation the quarters used were 3rd and 4th quarter of 2000 and 1st and 2nd quarter of 2001 the quarters compared to the same quarters in 2005 and 2006. These four quarters of data are added together by county and divided by 12 to get an annual average for the period. These county data are sorted by SDA.

The calculation for Percent Distribution is Local Area total divided by state total.

5) Farm Gains/(Losses)

Farm or Agriculture employment is derived from the 2000 Census Agriculture employment. Each month BLS supplies a ratio that is applied to the Census employment and the month farm employment is made by county. For this allocation the 5 year period 2001 and 2006 are compared by county. The employment tables are located in L:\:LAUS-MLS\Farm.

The calculation for Percent Distribution is Local Area total divided by state total.

6) Final Payments

Final Payments are accumulated just as the continued claims are and they come from the same reports at the same time. They are summed by county and sorted by LWDA.

The calculation for Percent Distribution is Local Area total divided by state total.

THE FINAL ALLOCATION:

All previously described calculations become part of the allocation .

HOLD HARMLESS REVIEW

After calculation of the WIOA distribution figures, a "hold harmless" review of funds is completed to ensure no area receives less than 90% of the previous two years' allocation.

Excel spreadsheets are provided to the Local Areas with calculations.

B. FOR TITLE II:

I. MULTI-YEAR GRANTS OR CONTRACTS

Describe how the eligible agency will award multi-year grants or contracts on a competitive basis to eligible providers in the State, including how eligible agencies will establish that eligible providers are organizations of demonstrated effectiveness.

The Kansas Board of Regents is the State's eligible agency for adult education and will directly distribute funds for a period of five years based on a competitive, multi-year grant starting July 1, 2020. Following the implementation of services providers will apply on an annual basis for continued funding under Title II. All providers will be subject to the same funding cycle. Applications received from eligible providers will be evaluated using the 13 considerations named in Section 231(e) of WIOA.

The following steps will be taken in conducting the AEFLA competition:

- **Invite Core Partners to be on advisory group for development of RFP**
- **Convene advisory group**
- **Complete plan for RFP aligned with State Plan**
- **Begin writing RFP aligned with State Plan**
- **Send draft to advisory group**
- **Complete revisions**
- **RFP aligned with State Plan released**
- **Bidder's conference**
- **Grant proposals submitted to KBOR for Local Area Board review**
- **Grant proposals sent to Local Area Board for review**
- **Proposals returned with Local Area comments on alignment with Local Plan**
- **Reviewers meet to evaluate proposals**
- **KBOR Adult Education staff review grant proposal recommendations**
- **Grant award notifications sent out**

Funds will be awarded within the five Local Areas based on the need for services, as defined by the American Community Survey results for the population 18 and over without a high school diploma or the equivalent and the population 18 and over speaking English "less than well".

To assess the extent to which the provider demonstrates alignment between its proposed activities and services and the strategies and goals of the local workforce development plan, the State will require that eligible provider applicants include LWDB recommendations with their applications.

Kansas Board of Regents Adult Education will collect eligible provider applications and electronically distribute them to the appropriate Local Boards thirty days prior to the submission deadline. Adult Education will include a form with each application for Local Boards to use in making recommendations to promote alignment with the local plan. Local Boards will be expected to return the eligible provider applications with the completed recommendations form to the Board of Regents within thirty days. Adult Education will consider the recommendations resulting from the Local Board review in determining the extent to which the application addresses the alignment between the eligible provider's proposed activities and services and the strategy and goals of the local plan.

Kansas Board of Regents will award funding to eligible providers for the provision of adult education services through a competitive RFP process. The agency will identify, evaluate, and award multi-year grants to eligible providers demonstrating effectiveness in providing adult education services to eligible individuals which may

include: a local education agency; a community-based or faith-based organization; a volunteer literacy organization; an institution of higher education; a public or private nonprofit agency; a library; a public housing authority; a nonprofit institution with the ability to provide adult education and literacy services; a consortium or coalition or agencies, organizations, institutions, libraries, or authorities described above; and a partnership between an employer and an entity described above.

To demonstrate effectiveness in serving those individuals eligible for adult education an applicant will be required to provide data that demonstrates that individuals receiving services were successful in achieving skill gains in applicable academic areas, completing a high school equivalency, enrolling in postsecondary education, and/or obtaining employment. Prior AEFLA funded applicants will provide data from the student management information system and new applicants will be provided with a form to document prior student success in the performance indicators listed.

II. ENSURE DIRECT AND EQUITABLE ACCESS

Describe how the eligible agency will ensure direct and equitable access to all eligible providers to apply and compete for funds and how the eligible agency will ensure that it is using the same grant or contract announcement and application procedure for all eligible providers.

Kansas Board of Regents Adult Education will ensure direct and equitable access to all eligible providers to apply for AEFLA funds by using available print and electronic resources. The Request for Proposals will be posted to the Kansas Board of Regents website. In addition, the Request for Proposals will be advertised through three daily Kansas newspapers determined by geographical location and circulation.

The same announcement, application, and application process will be used for all eligible applicants and all applications will be evaluated using the same process and criteria All applications will be submitted to the Kansas Board of Regents. Awards will be made by the Regents staff following review of the applications.

C. TITLE IV VOCATIONAL REHABILITATION

In the case of a State that, under section 101(a)(2)(A)(i)of the Rehabilitation Act designates a State agency to administer the part of the Vocational Rehabilitation (VR) services portion of the Unified or Combined State Plan under which VR services are provided for individuals who are blind, describe the process and the factors used by the State to determine the distribution of funds among the two VR agencies in the State.

Kansas does not have a separate VR agency for persons who are blind or visually impaired.

6. PROGRAM DATA

A. DATA ALIGNMENT AND INTEGRATION

Describe the plans of the lead State agencies with responsibility for the administration of the core programs, along with the State Board, to align and integrate available workforce and education data systems for the core programs, unemployment insurance programs, and education through postsecondary education, and to the extent possible, the Combined State Plan partner programs included in this plan. The description of the State's plan for integrating data systems should include the State's goals for achieving integration and any progress to date.

I. DESCRIBE THE STATE'S PLANS TO MAKE THE MANAGEMENT INFORMATION SYSTEMS FOR THE CORE PROGRAMS INTEROPERABLE TO MAXIMIZE THE EFFICIENT EXCHANGE OF COMMON DATA ELEMENTS TO SUPPORT ASSESSMENT AND EVALUATION.

Kansas has leveraged Workforce Data Quality Initiative grants to develop an effective interoperable data system using data sharing linkages among Core Partners to support the reduction of duplicative data collection, as well as provide an integrated reporting of accountability measures. Based on customer consent, Commerce currently shares data with Kansas Department of Labor and Kansas Board of Regents (Postsecondary Education.)

II. DESCRIBE THE STATE'S PLANS TO INTEGRATE DATA SYSTEMS TO FACILITATE STREAMLINED INTAKE AND SERVICE DELIVERY TO TRACK PARTICIPATION ACROSS ALL PROGRAMS INCLUDED IN THIS PLAN.

Kansas has leveraged Workforce Data Quality Initiative grants to develop an effective interoperable data system using data sharing linkages among two Core and Required Partners to support the reduction of duplicative data collection, as well as provide an integrated reporting of accountability measures. Further, Commerce and Labor have agreed to sue a portal with a single customer sign on for both Title III and UI participants. The portal is expandable and will be offered to other partners as a single point of entry to multiple systems' participants in the coming years.

III. EXPLAIN HOW THE STATE BOARD WILL ASSIST THE GOVERNOR IN ALIGNING TECHNOLOGY AND DATA SYSTEMS ACROSS REQUIRED ONE-STOP PARTNER PROGRAMS (INCLUDING DESIGN AND IMPLEMENTATION OF COMMON INTAKE, DATA COLLECTION, ETC.) AND HOW SUCH ALIGNMENT WILL IMPROVE SERVICE DELIVERY TO INDIVIDUALS, INCLUDING UNEMPLOYED INDIVIDUALS.

The State Board has included data alignment as a strategy in its Strategic Plan and will, as the WDQI project concludes, the KWSB will determine how to best help the Governor align the Core and Required Partner data systems. Some partners continue to believe their own HIPPA and FERPA statutes/regulations and State Statutes prevent them from aligning their data systems with the workforce development Management Information System.

IV. DESCRIBE THE STATE'S PLANS TO DEVELOP AND PRODUCE THE REPORTS REQUIRED UNDER SECTION 116, PERFORMANCE ACCOUNTABILITY SYSTEM. (WIOA SECTION 116(D)(2)).

Performance Indicators and Accountability Work Group Report

Core Partners will assess the progress of participants as described in the Performance Indicators Work Group Report.

Performance Indicators Strategies

Reports on performance accountability standards will be issued to the cognizant federal agencies consistent with federal requirements, as illustrated in the chart in Appendix 1. Data

sharing agreements have been established to facilitate reporting of the common accountability standards.

State—level reports will be updated quarterly and distributed throughout the workforce system. Reports will be published on web sites in accessible and usable formats consistent with W3C2AA (the US Department of Justice standard) and with the state standard defined in ITEC policy 1210. In this context, "usable" includes the accessibility standard of being equally easy and efficient to use, compared to regular print media. "Usable" also means that the information is presented in easy—to—understand formats, with headings and footnotes to help assure that readers have the opportunity for clear understanding of the information conveyed.

State level quarterly reports will include the required indicators for each Core Programs. Not all customers will be co—enrolled (based on individual needs). Additionally, title I programs will report the percentage of funds spent on client training.

For the six common WIOA performance measures each Core Program will have a monitoring and corrective action process at the state level that assures identified deficiencies, to the extent they occur, are addressed. This process is intended to be based primarily on data analysis, but may also include other monitoring tools at the discretion of the Core Program. In the event of a corrective action plan being implemented, the Partner will provide regular progress reports to the KWSB and other partners.

These processes are intended to define performance metrics for exceptional, satisfactory and needs—improvement levels. As such, these defined performance levels are intended to acknowledge good performance and be an early—alert system for indicators or areas needing improvement.

C. **Corrective action plans will be implemented with the intention of improving performance immediately during the year being measured as well as future years.**
D. **Elements to be addressed in the corrective action plans may include: the measure being addressed, the target performance, the current performance, any required actions that are mandated, the strategies that will be undertaken to improve performance, critical deadlines, dates for status reports, technical assistance to be provided and persons responsible for carrying out the plan.**
E. **If a program intends to or has the authority to apply sanctions, the policy and procedure related to this action must be specified.**
F. **Additionally each local area will have a monitoring and corrective action process defined for Title IB and III.**

Baseline performance data have been collected in the first two years and Titles I and III are days away from negotiating performance goals.

Performance targets will not be used to exclude otherwise eligible individuals with disabilities or significant barriers to employment from access to services.

- **WIOA emphasizes services to individuals with barriers to employment. The term "individual with a barrier to employment" [Sec.3(24)] means a member of one or more of the following populations:**

o Displaced homemakers

o Low—income individuals

o Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166

o Individuals with disabilities, including youth who are individuals with disabilities.

o Older individuals

o Ex—offenders

o Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 USC. 14043e—2(6), or homeless children and youths (as defined in section 725(2) of the McKinney—Vento Homeless Assistance Act (42 USC. 11434a(2)

o Youth who are in or have aged out of the foster care system

o Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers

o Eligible migrant and seasonal farmworkers, as defined in section 167(i)

o Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 USC. 601 et seq.)

o Single parents (including single pregnant women)

o Long—term unemployed individuals

o Such other groups as the Governor involved determines

- **The KWSB has emphasized that specific wage targets must not be used as a factor in determining whether an individual can access services for which they would otherwise be eligible.**

o The KWSB policy is intended to continue equal access to services for persons with disabilities and other significant barriers to employment.

o Participation in services will be monitored to make sure the above identified disaggregated groups are proportionately represented.

o Data on targeted outreach activities to these populations will be collected and monitored.

o Baseline data will be collected during the first two years of implementation of this plan.

o Additional methods to facilitate and monitor performance related to this policy will be further investigated by the Core Partners through the State Plan Management Team for implementation.

o Further, the potential for individuals in the target populations listed above will not be defined by low expectations. This issue will be addressed through professional training and cultural awareness developmental activities.

The existence of "lag time" between when verifiable outcomes are reported and validated, and when accountability reports are due may have the impact of not fully acknowledging all outcomes achieved. An example is the lag time between customer exit from services and verifiable data matching, such as wage information or achievement of credentials, being available for timely reporting. It is essential that the issue of lag time and its impact on reporting of outcomes achieved be fully explained to all audiences so that there is a clear understanding of data reported and its limitations. Reports must include standardized footnotes addressing this issue. In addition, data sources that are more readily available, and thus lessen the impact of lag time, will be investigated. Lag time should be a consideration in assessing performance and implementing corrective action plans.

The Performance Indicator Workgroup will research/identify appropriate data sources and options for data matching.

Planning Note: ***States should be aware that Section 116(i)(1) requires the core programs, local boards, and chief elected officials to establish and operate a fiscal and management accountability information system based on guidelines established by the Secretaries of Labor and Education. States should begin laying the groundwork for these fiscal and management accountability requirements, recognizing that adjustments to meet the elements above may provide opportunity or have impact on such a fiscal and management accountability system.***

B. ASSESSMENT OF PARTICIPANTS' POST-PROGRAM SUCCESS

Describe how lead State agencies will use the workforce development system to assess the progress of participants who are exiting from core programs in entering, persisting in, and completing postsecondary education, or entering or remaining in employment. States may choose to set additional indicators of performance.

Regents will use the workforce development system to assess the progress of participants exiting from the program and entering postsecondary education or employment by tracking participants for up to three years using the primary indicators of performance.

Adult Education participants enrolling in postsecondary education will be tracked through the Regents data collection for universities and community and technical

colleges within the state of Kansas. This data will allow the State to follow the progress of participants who are exiting from Core Programs in entering, persisting in, and completing postsecondary education, or entering or remaining in employment.

The Commerce Management Information System (MIS) is used to record and track participants Titles I and III, other workforce programs such as TAA, JVSG and other competitive programs administered by Commerce as appropriate. The MIS is also used to provide required federal reporting. Program managers in Wagner-Peyser, TAA, JVSG, SCSEP and WIOA Title I use the MIS to report and track individual progress and to make decisions regarding any services needed both during active participation in educational programs and employment and during the periods of performance after exit from services as required. This same system downloads wage information through an agreement with Labor to record wages at required intervals post-release. The State Workforce Board reviews this performance quarterly to monitor system efficiency and effectiveness.

Vocational Rehabilitation will use the same system as described above to assess VR participants who are co-enrolled in Titles I and III, TAA, JVSG and SCSEP.

C. USE OF UNEMPLOYMENT INSURANCE (UI) WAGE RECORD DATA

Explain how the State will meet the requirements to utilize quarterly UI wage records for performance accountability, evaluations, and as a source for workforce and labor market information, consistent with Federal and State law. (This Operational Planning element applies to core programs.)

Title IB, II and III have data sharing agreements with the Kansas Department of Labor to access wage data per participant. Title IV programs have been recently engaged in the WDQI project and will also enter into an agreement with Kansas Department of Labor to access the same information.

D. PRIVACY SAFEGUARDS

Describe the privacy safeguards incorporated in the State's workforce development system, including safeguards required by section 444 of the General Education Provisions Act (20 U.S.C. 1232g) and other applicable Federal laws.

Data governance documents have been developed by the Department of Commerce (Titles I and III of WIOA) and Adult Education (Title II of WIOA) in the first phases of the Workforce Data Quality Initiative (WDQI) in Kansas. Vocational Rehabilitation (Title IV of WIOA) has been added to WDQI in the most recent phase and development of its data governance document is underway. Privacy safeguards are at the forefront of data governance, which defines how data assets are managed within an organization, agency or collaborative partnership. Data governance also addresses issues of risk management to assure that all appropriate federal and state statutes and regulations related to data security and confidentiality are adhered to strictly.

The partner agencies plan to promote the responsible and legal sharing of data using participant consent to match data at the individual record level. Aggregate data, without personally identifiable information, will be shared across workforce programs, providing an integrated reporting of performance indicators.

Data sharing agreements have been or will be developed to include all required partners and will include compliance for sharing data as required by federal and state laws to protect the privacy of participants. Data sharing agreements include or will include the data to be shared, who will receive the data, and how the data will be used. Data sharing agreements and data governance documents will ensure that personally identifiable information is protected.

7. PRIORITY OF SERVICE FOR VETERANS

Describe how the State will implement and monitor the priority of service provisions for veterans in accordance with the requirements of the Jobs for Veterans Act, codified at section 4215 of 38 U.S.C., which applies to all employment and training programs funded in whole or in part by the Department of Labor. States should also describe the referral process for veterans determined to have a significant barrier to employment to receive services from the Jobs for Veterans State Grants (JVSG) program's Disabled Veterans' Outreach Program (DVOP) specialist.

The Department of Commerce State policy (Policy Number: 2-01-01), states that each Local Board develops and maintains a policy to address how priority of service to veterans and other covered persons will be applied. The Local Board policy ensures all veterans are given priority over program eligible non-veterans for all available services. Individuals meeting both the veterans' and the mandatory priorities or spending requirements for the program obtain the highest preference. In accordance with VPL 07-09, the Department of Commerce adherers to all US Department of Labor regulations, that governs veteran priority of service.

Veterans are:

- **IDENTIFIED AT THE POINT OF ENTRY TO PROGRAMS & SERVICES**
- **MADE AWARE OF PRIORITY OF SERVICE**
- **MADE AWARE OF FULL ARRAY OF PROGRAMS AND SERVICES AVAILABLE TO THEM**
- **TAKE PRECEDENCE OVER NON-VETERANS IN ACCESSING AND OBTAINING SERVICES**

Staff are strategically placed in KANSASWORKS American Job Centers aimed at meeting the needs of all veterans with significant barriers to employment. WIOA partners trained in case management will assess and serve veterans at all local workforce center locations. Kansas has integrated all DVOP specialists into the AJC's system through assignment to a Workforce Center. Veterans are initially identified by a front desk member. An assessment to identify any significant barriers to preventing employment (SBE) is conducted. Veterans with SBE's are referred to a DVOP. Those who do not have SBE's are provided services through the workforce center staff. Despite the determination of SBE status, all veterans remain entitled to, and do receive Veteran Priority of Service. In addition, Kansas has developed a coordinated

intake and information system through KANSASWORKS.com, the statewide job search and case management system to facilitate the provision of services to veterans

Veterans receive priority access to computers and resources when there is a waiting line to utilize those resources. Veterans receive a special designation on interview sheets and sign in sheets for employer job fairs conducted at AJCs and get first opportunity to interview and/ or speak to employers. When program funds are limited, eligible veterans who qualify for funding assistance are granted priority over non-veterans for non-obligated funding assistance. Veterans' resumes are searched first when new job orders are created by any workforce center staff. Qualified vets are then contacted by that staff and informed of the new position.

Each Local Board develops and maintains a policy to ensure other federally funded service providers provide priority of services to veterans and other covered persons.

Monitoring Priority of Service

Priority of Service is monitored by the State Veterans Services Manager who examines Local Board policies and procedures, reviews reports produced through KANSASWORKS.com, conducts on-site monitoring, and checks all websites developed with funding from impacted programs or grants to insure priority of service is provided to veterans. Additionally, the State Veteran Service Manager and Regional Operational Managers randomly select and contact veterans who have received services at the American Job Center, to survey treatment, activities and the quality of services provided at the American Job Center.

Using the data within KANSASWORKS.com, the state utilizes quarterly cumulative reports to identify selected activities performed by all workforce center staff, on behalf of veterans and non-veterans. This report allows the State Veterans Services Manager to rapidly identify services provided to veterans by grant-funded staff versus other workforce center staff and any services provided to non-veterans by grant-funded staff.

8. ADDRESSING THE ACCESSIBILITY OF THE ONE-STOP DELIVERY SYSTEM FOR INDIVIDUALS WITH DISABILITIES

Describe how the one-stop delivery system (including one-stop center operators and the one-stop delivery system partners), will comply with section 188 of WIOA (if applicable) and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) with regard to the physical and programmatic accessibility of facilities, programs, services, technology, and materials for individuals with disabilities. This also must include a description of compliance through providing staff training and support for addressing the needs of individuals with disabilities. Describe the State's one-stop center certification policy, particularly the accessibility criteria.

Each workforce partner and local area must comply with both program and physical accessibility requirements consistent with Title II of the Americans with Disabilities Act, WIOA Section 188 and related federal guidance, and the Kansas Act against Discrimination. Policy 5-33-00 assures compliance and equal access and usability for all Kansans, regardless of disability and can be found at

https://ksworksstateboard.org/download/15/policies/429/5-33-00-equal-access-for-job-seekers-with-disabilities.pdf

State One-Stop Certification policy also addresses accessibility requirements and can be found here https://ksworksstateboard.org/download/15/policies/423/5-28-00-one-stop-certification.pdf

The following key points, at a minimum, must be included in all program and local area accessibility policies.

- **Qualified staff from each Core Partner or their designees will monitor physical and program accessibility on an annual basis using an agreed upon survey tool and guidelines.**
- **Co—location will occur only in fully accessible facilities using universal and barrier—free design principles.**
- **The workforce system will look at modifications or renovations to make facilities accessible. If that is not feasible, alternatives will be explored for relocating facilities that are not accessible, or that do not provide equal physical access for people with disabilities consistent with those of non—disabled customers.**
- **New or remodeled locations will use the principles of universal and barrier—free design and the ADA accessibility guidelines.**
- **Resource areas offer customers with disabilities publications in alternative formats and access to software, hardware, the Internet, and printed materials via assistive technology.**
- **All websites, web services, web content (including but not limited to text, charts, Audio and video) and web applications shall be accessible to and usable by individuals with disabilities at the same time the information is posted for the general public's use. Information must be accessible and usable. Accessible means that services and facilities can be used independently by people with disabilities, with or without reasonable accommodations. Usable means that services, information and facilities are easy and efficient to use and understand, consistent with the experience of persons without disabilities.**
- **All partner and local area staff will be trained on disability and accessibility issues. All staff working in workforce development center resource areas will be trained and periodically certified on the use of assistive technology.**
- **All local programs funded under WIOA will establish policies for the provision of reasonable accommodations, including auxiliary aids and services, in a timely manner.**

9. ADDRESSING THE ACCESSIBILITY OF THE ONE-STOP DELIVERY SYSTEM FOR INDIVIDUALS WHO ARE ENGLISH LANGUAGE LEARNERS.

Describe how the one-stop delivery system (including one-stop center operators and the one-stop delivery system partners) will ensure that each one-stop center is able to meet the needs of English language learners, such as through established procedures, staff training, resources, and other materials.

The Core Partners of the Kansas Workforce Development system ensure accessibility for English Language Learners through the following policies and procedures:

- **All service delivery settings must assure that foreign language translation and sign language interpreting services are made readily available for customers. Frequently such services must be arranged by appointment. Bi-lingual staff are also available in many areas.**
- **Program information is published in languages other than English.**
- **Staff are trained to provide an individualized approach to services building on the language and cultural backgrounds of customers.**
- **Services are provided in integrated settings.**

In addition to the common policies and procedures described above, each core program has specific accessibility components as follows:

For Titles I and III, the KANSASWORKS website includes translation software, making information about the workforce system readily available to ELL.

Title II services for ELL are targeted to areas of the state that have a significant population identified as speaking English "less than well" through American Community Survey responses. Instructional services are provided for all levels of ELL at 14 of the 23 current Adult Education programs. Eligible providers applying for FY18 ELL funding will be required to describe services, the need for those services, and how they will reach the ELL population.

In Title IV, Rehabilitation Services provides a full range of accommodations. The Kansas Commission for the Deaf and Hard of Hearing provides support to staff and consumers statewide. Foreign language interpreting is provided as needed through use of interpreting contracts. When accommodations cannot be provided by staff directly, services may be contracted through a private individual or organization, such as a sign language interpreter or foreign language interpreters. When appropriate, family members may assist with communication if that is the customer's informed choice.

Describe the methods used for joint planning and coordination among the core programs, and with the required one-stop partner programs and other programs and activities included in the Unified or Combined State Plan.

In September 2014, the Kansas Department of Commerce (Commerce), the state workforce and economic development agency, convened leadership from the Kansas Department of Labor (KDOL), the Kansas Board of Regents (KBOR) and the Kansas Department for Children and Families (DCF) to discuss implementation of WIOA. KDOL administers Unemployment Insurance and generates and analyzes Labor Market Information; KBOR oversees the Adult Education and Family Literacy program and coordinates Kansas public postsecondary community colleges, technical colleges and governs public state universities; DCF is responsible for Rehabilitation Services, TANF, SNAP and multiple other social services. After many hours of discussion, WIOA Core Partner leadership established the State Plan Management Team (SPMT) to work as directed by the State Board to develop the WIOA Combined State Plan. In October 2014, the state Workforce Board voted unanimously for Kansas to be an early WIOA Implementation State, setting an aggressive timeline to complete, seek comment for and submit the plan by the end of January 2016.

In November of 2014 the SPMT determined workgroups would review the current system, research policy, procedure and practices, make recommendations for the WIOA State Plan and produce plan narrative as directed by the State Board.

The SPMT appointed two representatives from each Core Partner program, one local-level representative and one state-level representative, to seven State Plan Work Groups. The seven work groups were Infrastructure and Shared Cost; Data Collection and Sharing; Youth Services; Business Outreach; Performance; Customer Flow; and Continuous Improvement. Each work group consisted of six primary members, two from Workforce Services, two from Adult Education and two from VR Services; other SPMT members participated as needed. The SPMT built a series of questions based on the WIO Act for each work group to consider as they formulated their recommendations for establishing an integrated workforce system that met the requirements of WIOA, met the needs of business and improved the employment and training outcomes of all workers and jobseekers. In March of 2015 a State Plan development kickoff event was held bringing all work group members together with LWDB executive staff and state agency leaders to review the WIOA state plan requirements, receive instructions for moving forward and to answer questions or address concerns expressed by event participants. Work group participants were informed their groups were expected to facilitate a collaborative and inclusive process related to research, development, planning and implementation of WIOA, and to operate with the principle of shared responsibility. The day-long event was attended by over sixty-five individuals from across the state and across programs.

In June 2015, the State Plan work groups presented their recommendation to the SPMT and the KWSB. The SPMT consolidated all responses to the recommendations and provided guidance to the work groups in July 2015 for modifications and specific

instructions for completing the narrative portion of the State Plan as it related to their work group.

In December 2015, the SPMT finalized narrative and other required components of the Combined State Plan. The KWSB called a special meeting that month to approve the final plan draft for posting and distribution for comment. The SPMT made necessary modifications based on those comments and the State Board approved the plan for submission to the US Departments of Labor and Education in January 2016.

This description demonstrates that the methods included not only an opportunity for the entities responsible for planning or administering the Core Programs and the other programs to review and comment on all portions of the combined plan, but to also substantially contribute to the development of the State Plan.

V. COMMON ASSURANCES (FOR ALL CORE PROGRAMS)

The Unified or Combined State Plan must include assurances that—

1. The State has established a policy identifying circumstances that may present a conflict of interest for a State Board or local board member, or the entity or class of officials that the member represents, and procedures to resolve such conflicts; Yes

2. The State has established a policy to provide to the public (including individuals with disabilities) access to meetings of State Boards and local boards, and information regarding activities of State boards and local boards, such as data on board membership and minutes; Yes

3. The lead State agencies with optimal policy-making authority and responsibility for the administration of core programs reviewed and commented on the appropriate operational planning elements of the Unified or Combined State Plan, and approved the elements as serving the needs of the populations served by such programs; Yes

4. (a) The State obtained input into the development of the Unified or Combined State Plan and provided an opportunity for comment on the plan by representatives of local boards and chief elected officials, businesses, labor organizations, institutions of higher education, the entities responsible for planning or administrating the core programs, required one-stop partners and the other Combined Plan programs (if included in the State Plan), other primary stakeholders, including other organizations that provide services to individuals with barriers to employment, and the general public, and that the Unified or Combined State Plan is available and accessible to the general public; (b) The State provided an opportunity for review and comment on the plan by the State Board, including State agency official(s) for the Unemployment Insurance Agency if such official(s) is a member of the State Board; Yes

5. The State has established, in accordance with WIOA section 116(i), fiscal control and fund accounting procedures that may be necessary to ensure the proper disbursement of, and accounting for, funds paid to the State through allotments made for the core programs to carry out workforce development activities; Yes

6. The State has taken appropriate action to secure compliance with uniform administrative requirements in this Act, including that the State will annually monitor local areas to ensure compliance and otherwise take appropriate action to secure compliance with the uniform administrative requirements under WIOA section 184(a)(3); Yes

7. The State has taken the appropriate action to be in compliance with WIOA section 188, Nondiscrimination, as applicable; Yes

8. The Federal funds received to carry out a core program will not be expended for any purpose other than for activities authorized with respect to such funds under that core program; Yes

9. The State will pay an appropriate share (as defined by the State board) of the costs of carrying out section 116, from funds made available through each of the core programs; Yes

10. The State has a One-Stop certification policy that ensures the physical and programmatic accessibility of all One-Stop centers with the Americans with Disabilities Act of 1990 (ADA); Yes

11. Service providers have a referral process in place for directing Veterans with Significant Barriers to Employment (SBE) to DVOP services, when appropriate; and Yes

12. Priority of service for veterans and eligible spouses is provided in accordance with 38 USC 4215 in all workforce preparation, development or delivery of programs or services funded directly, in whole or in part, by the Department of Labor. Yes

VI. PROGRAM-SPECIFIC REQUIREMENTS FOR CORE PROGRAMS

The State must address all program-specific requirements in this section for the WIOA core programs regardless of whether the State submits either a Unified or Combined State Plan.

PROGRAM-SPECIFIC REQUIREMENTS FOR ADULT, DISLOCATED WORKER, AND YOUTH ACTIVITIES UNDER TITLE I-B

The Unified or Combined State Plan must include the following with respect to activities carried out under subtitle B--

A. ADULT, DISLOCATED WORKER, AND YOUTH ACTIVITIES GENERAL REQUIREMENTS

1. REGIONS AND LOCAL WORKFORCE DEVELOPMENT AREAS

A. IDENTIFY THE REGIONS AND THE LOCAL WORKFORCE DEVELOPMENT AREAS DESIGNATED IN THE STATE.

Kansas' Local Workforce Development Areas is separated into five local workforce investment areas.

Area 1 - serves 62 counties in Western Kansas, Cheyenne, Rawlins, Decatur, Norton, Phillips, Smith, Jewell, Republic, Sherman, Thomas, Sheridan, Graham, Rooks, Osborne, Mitchell, Cloud, Wallace, Logan, Gove, Trego, Ellis, Russell, Lincoln, Ottawa, Dickinson, Greeley, Wichita, Scott, Lane, Ness, Rush, Barton, Ellsworth, Saline, Morris, Hamilton, Kearny, Finney, Hodgeman, Pawnee, Stafford, Rice, McPherson, Marion, Chase, Reno, Harvey, Stanton, Grant, Haskell, Gray, Ford, Edwards, Morton, Stevens, Seward, Meade, Clark, Comanche, Kiowa, Pratt and Barber. They have workforce centers located in Garden City, Dodge City, Hays, Great Bend, Hutchinson and Salina providing Full-Time services.

Area 2 - serves 17 counties in North East Kanas, Washington, Marshall, Nemaha, Brown, Doniphan, Clay, Riley, Pottawatomie, Jackson, Atchison, Jefferson, Shawnee, Wabaunsee, Geary, Osage, Douglas and Franklin. They have workforce centers located in Junction City, Manhattan, Topeka, and Lawrence providing Full-Time services.

Area 3 - serves 3 counties in the Kansas City metro area, Leavenworth, Wyandotte and Johnson. They have workforce centers located in Leavenworth, Kansas City and Overland Park providing Full-Time services.

Area 4 - serves 6 counties in South Central Kansas, Kingman, Sedgwick, Butler, Harper, Sumner and Cowley. They have workforce centers providing Full-Time services in Wichita and El Dorado, and Part-Time services in Wellington and Winfield.

Area 5 - serves 17 counties in Southeast Kansas, Lyon, Coffey, Anderson, Miami, Linn, Greenwood, Woodson, Allen, Bourbon, Elk, Wilson, Neosho, Crawford,

Chautauqua, Montgomery, Labette and Cherokee. They have workforce centers in Emporia, Paola, Independence, Chanute and Pittsburg providing Full-Time Services.

B. DESCRIBE THE PROCESS USED FOR DESIGNATING LOCAL AREAS, INCLUDING PROCEDURES FOR DETERMINING WHETHER THE LOCAL AREA MET THE CRITERIA FOR "PERFORMED SUCCESSFULLY" AND "SUSTAINED FISCAL INTEGRITY" IN ACCORDANCE WITH 106(B)(2) AND (3) OF WIOA. DESCRIBE THE PROCESS USED FOR IDENTIFYING REGIONS AND PLANNING REGIONS UNDER SECTION 106(A) OF WIOA. THIS MUST INCLUDE A DESCRIPTION OF HOW THE STATE CONSULTED WITH THE LOCAL BOARDS AND CHIEF ELECTED OFFICIALS IN IDENTIFYING THE REGIONS.

With the implementation of WIA, the KANSASWORKS State Board considered geographic areas served by local educational agencies and intermediate educational agencies, geographic areas served by postsecondary education institutions and area vocational education agencies, the extent to which local areas are consistent with labor market areas, the distance individuals would need to travel to receive services and the resources available to effectively administer activities under WIA prior to making their recommendation to establish local area boundaries under WIA. After consultation with chief elected officials and consideration of public comments received, the State Board recommended to the Governor that the JTPA Service Delivery Areas in existence under the Job Training Partnership Act be granted temporary designation, according to the provisions of WIA Section 116. Adopting this recommendation, the Governor authorized temporary designation. Following the two-year temporary designation period, all local areas were found to meet performance measures and demonstrate fiscal integrity for subsequent designation through June 30, 2005.

For WIOA implementation, Commerce issued Guidance Letter 14-02 on January 20, 2015 providing instructions to Local Workforce Development Areas to submit a Letter of Request for initial designation of their Local Area. The Guidance Letter required a written request signed by the Chair of the Chief Elected Officials Board and the Chair of the Local Workforce Development Board. In addition to the Letter of Request, each Local Board had to provide the Annual Performance Report for the periods July 1, 2012 through June 30, 2014. Finally, requests were also required to include a copy of the Auditors Schedule of Findings and Questioned Costs for the Areas' A-133 audits for Program Years ending June 30, 2013 and June 30, 2014. Local Boards submitted the required information to the Governor's Designee on April 30, 2015. Local Areas were considered to have performed successfully if there were no Common Measures outcomes below the Sanction Level for more than one report year. Local Areas were considered to have maintained fiscal integrity if there were no unresolved audit findings or disallowed costs in either of the two Program Years ending in June 2013 and June 2014. As described in Sec. 106 of WIOA, the initial Local Area designations are as follows: For the first 2 full program years following the date of enactment of WIOA, the Governor approved each request for initial designation as a local area that was designated as a local area for purposes of the Workforce Investment Act of 1998. Currently, all Kansas Local Area designations remain as they were under WIA.

Planning Regions, as described in WIOA Sec. 106, have been established as follows (Please refer to map of Local Workforce Development Areas in a.1.A above): Commerce provided economic data and proposed planning regions, developed by the Governor's Council of Economic Advisors and other partners, to the Local Areas. Discussions resulted in consensus of regional boundaries based on data elements described in the statute. Planning Region I is made up of Local Areas I, IV and V and Planning Region II is made up of Local Areas II and III. The State Workforce Development Board Alignment Committee accepted recommended boundaries and submitted them to the full KWSB and to the Governor.

Commerce will issue new instructions to the Local Workforce Development Boards for completing and submitting modified Regional Plans once the current WIOA State Plan modification is approved by US Departments of Labor and Education. Commerce will provide technical assistance to regional planning teams as needed and will provide labor market information and other economic information from a variety of sources to assist in the plan modification process.

C. PROVIDE THE APPEALS PROCESS REFERRED TO IN SECTION 106(B)(5) OF WIOA RELATING TO DESIGNATION OF LOCAL AREAS.

The following procedures apply to the appeal of the Governor's designation as a local area as provided in Sec. 106 (b)(2) and (3) by any Local Unit of Government or combination of Local Units of Government

- **A Local Unit of Government or a combination of Local Units of Government or grant recipient, representing a Local Workforce Area under WIA which is not so designated during the first two years of WIOA, may appeal to the State Workforce Board for reconsideration by submitting a written statement to the Chair of the Kansas Workforce Development Board at WIOAStatePlan@kansascommerce.com. The Chair and the Executive Committee will review the document and provide a recommendation to the Governor for designating the local area which meets the requirements in Sec. 106 and was established under WIA.**
- **If upon the recommendation of the State Workforce Board for such designation the Governor does not designate the local area as designated under WIA, a Local Unit of Government or combination of Local Units of Government or grant recipient located in that local area may appeal such decision to the US Department of Labor under WIOA section 106.**
- **The Secretary of the US Department of Labor, after receiving a request for review from the unit or grant recipient and on determining that the unit or grant recipient was not accorded procedural rights under the appeals process described in the State plan, as specified in section 102(b) (2) (D) (i) (III), or that the area meets the requirements of paragraph (2) or (3), may require that the area be designated as a local area under such paragraph. The US Secretary's decision shall be final.**

D. PROVIDE THE APPEALS PROCESS REFERRED TO IN SECTION 121(H)(2)(E) OF WIOA RELATING TO DETERMINATIONS FOR INFRASTRUCTURE FUNDING.

(D) **In the event there is disagreement between a local workforce development board and one or more of its co-located partners regarding infrastructure costs, the entities may request a final decision/determination by the Dispute Resolution Review Panel as prescribed by Section 678.750.**

- **Written appeals must include the basis for the disagreement and relevant governing rules and regulations. To initiate a request for a determination by the Review Panel, entities should write to:**

Kansas Department of Commerce, Legal Division

100 SW Jackson Street, Suite 100

Topeka, KS 66612-1354

- **Written appeals must be received at the above address within 21 calendar days from the date of the decision in dispute.**
- **It shall be the responsibility of the Department of Commerce Legal Counsel to convene the Review Panel.**
- **The Review Panel will be comprised of one legal representative from each of the designated state agencies for the Core Partners (Commerce, KBOR, and DCF.)**
- **If one of the designated state agencies is the appellant, then that agency shall recuse itself from the Panel to be replaced by an alternate counsel from another state agency.**

The decision of the Panel will be issued within 30 calendar days in writing and will be final.

2. STATEWIDE ACTIVITIES

A. PROVIDE STATE POLICIES OR GUIDANCE FOR THE STATEWIDE WORKFORCE DEVELOPMENT SYSTEM AND FOR USE OF STATE FUNDS FOR WORKFORCE INVESTMENT ACTIVITIES.

Guidance is provided to Local Workforce Development Areas through written state policies. Existing workforce development system policies will be modified to reflect WIOA requirements and strategies during the first year of implementation of this plan. Current policies can be found at http://www.KANSASWORKSstateboard.org as described in the policy statement below:

Kansas Department of Commerce is required to provide certain statewide activities using WIOA funds reserved for such purpose. In the event there is a surplus of funds after providing the required statewide activities, Commerce may consider additional activities as provided for in Sections 129 and 134 of WIOA. To assure consistent, objective determination for awarding funds reserved for statewide workforce development activities as provided in WIOA Sec. 128(a)(1), the following procedure will be used.

Priority Recipients: **The following entities may be granted WIOA funds reserved for statewide workforce development activities and shall be considered by the following rank.**

26. **Local Workforce Development Boards**
27. **WIOA Core Partners**
28. **WIOA Required Partners**
29. **Community-based 501 (c)(3) organizations serving job seekers having one or more of the barriers defined by WIOA**
30. **Other community-based 501 (c)(3) organizations**

Priority Projects: **The following types of projects may be granted WIOA reserve funds and shall be considered by the following rank.**

31. **Service delivery strategies for effectively serving individuals with barriers to employment**
32. **Coordinating programs and services among one-stop partners**
33. **Projects identified by WIOA Workforce Services as timely, emergent and necessary to improve performance or other outcomes of the state workforce system or local workforce system(s)**
34. **Innovative service delivery strategies**
35. **Demonstration Projects for any WIOA-eligible sub-population**
36. **Staff Development and/or Cross-System Staff Training**
37. **Capacity-building strategies for Core Partners**
38. **Capacity-building strategies for Required Partners**
39. **Business services improvement and/or outreach**
40. **Other topics determined by system needs**

Other Projects: **The following projects may be considered for WIOA Set Aside funding but only if all projects meeting Priority requirements are fully funded.**

41. **Implementing innovative programs and strategies designed to meet the needs of all employers (including small employers) in the State, including Incumbent Worker training**
42. **Career Pathway development with both industry and post-secondary partners**
43. **Establishment of credit for prior knowledge, skills, competencies and experience**
44. **Development of common intake procedures and related activities**
45. **Research specific to certain populations, interventions or Career Services**
46. **Development of Pay for Performance models**
47. **Other activities as requested by Commerce**

Eligible entities must provide a project proposal using the following format:

SOLICITATION FOR GRANT APPLICATION (SGA)

TO: **Workforce Innovation and Opportunity Act (WIOA) Local Area Workforce Development Boards, Public Not-for-Profit Organizations with 501(c)3 status; public**

or private schools, unified school districts, community and technical colleges; other interested parties

FROM: Deputy Secretary of Workforce Services

Kansas Department of Commerce

Workforce Services Division

SUBJECT: Program Year _____ (July 1,___ through June 30,_____WIOA Reserve Funds Grant Application Instructions

48. **Purpose. The purpose of this guidance is to provide all WIOA Reserve Funds Grant applicants with application instructions and procedures for Program Year (PY)_____.**
49. **Reference. The following references may be used for additional information: Workforce Innovation and Opportunity Act Sec. 129(b) and 134(a); WIOA Reserve Funds Grant Guidance and Procedure; this SGA.**
50. **Background. The Workforce Innovation and Opportunity Act provides for a percentage of each state's allocation for use for "Statewide Workforce Investment Activities." The Kansas Department of Commerce will grant a portion of these funds as established in this SGA as cost reimbursement grants.**
51. **Grant Application Procedures. All WIOA Reserve Funds grant applicants must submit an application package as described in this SGA to be considered for funding. The Department of Commerce will not approve a grant application for funding that fails to provide any of the required information outlined in this SGA. A complete grant application package must contain the following: (a) A project narrative; (b) Programmatic Assurances; (c) A Budget Narrative; (d) A completed, signed Budget Form; and (e) A copy of the applicant's most recent Financial Audit Findings and Recommendations.**
52. **Method of Submission. Applicants must also submit electronic copies of their applications to @ks.gov by the required date and time.**
53. **Eligibility Review/Responsibility Review/Grant Application Review. Commerce will conduct a pre-award eligibility review, responsibility review, and grant application review. Commerce will not designate applicants as grantees for PY _____ if they:**
    1. **Fail to meet the eligibility criteria as a Local Workforce Development Board, USD, community or technical college, 501 (c) 3 or other community-based organization**
    2. **Fail to meet the fiscal/ management responsibility criteria based on the applicant's most recent Independent Audit Findings and Recommendations and described management capacity**
    3. **Fail to submit an application meeting the requirements of this SGA**
    4. **The Kansas Department of Commerce will determine and describe priority activities, considerations and specific targeted populations and/or results. Please note: any applicant which is not a Local Workforce Development Board must provide written documentation**

demonstrating the support of and partnership with the Local Workforce Development Board of the area(s) served by the project.

54. **Bonus Points. In addition to the point values described in this SGA, applicants may increase total scores by providing match for the proposed project. Match must be in cash and must support salary, benefits, equipment or contractual line items. Bonus points can be earned as follows:**
    0. **25% through 50% match -- 3 points**
    1. **51 through 75% match -- 6 points**
    2. **76 through 100% match -- 10 points**
55. **Schedule. Applicants must comply with the following timetable:**
    0. **Provide required application forms and narratives to the Kansas Department of Commerce no later than 4:00 PM _____.**
    1. **Pre-Bid Telephone Conference Call is scheduled for___. Call 1-866-XXX-XXXX.**
    2. **Complete application packages must be emailed to:_____.**
    3. **Commerce will announce Grant Awards by __date_____.**
56. **Inquiries. Questions may be directed to the address above or by contacting _____. Questions and answers will be posted on the Commerce website, www.kansascommerce.com.**
57. **Attachments to SGA.**
    0. **Attachment A: Narrative Instructions**
    1. **Attachment B: Assurances**
    2. **Attachment C: Budget Specifications and Definitions**

B. DESCRIBE HOW THE STATE INTENDS TO USE GOVERNOR'S SET ASIDE FUNDING. DESCRIBE HOW THE STATE WILL UTILIZE RAPID RESPONSE FUNDS TO RESPOND TO LAYOFFS AND PLANT CLOSINGS AND COORDINATE SERVICES TO QUICKLY AID COMPANIES AND THEIR AFFECTED WORKERS. STATES ALSO SHOULD DESCRIBE ANY LAYOFF AVERSION STRATEGIES THEY HAVE IMPLEMENTED TO ADDRESS AT RISK COMPANIES AND WORKERS

(A) **Governor's set aside funding will be used to fund required activities and .5 FTE Registered Apprenticeship Program Manager. Should the set aside funding percentage be increased to 15% as provided in WIOA, Kansas would use these additional funds as follows:**

Additional Services to Transitioning Service Members and Veterans **- Kansas will initiate a pilot program to better serve service members transitioning out of military service and veterans. The program would assist veterans in navigating the programs and services offered to transitioning service members as they leave the military and move into to civilian life. This program would provide services such as career interest and skills assessments, job search assistance, resume development, interviewing skills and referrals to employers seeking to hire veterans.**

Job-Placement Services for Older Workers **- Kansas will invest additional resources in their Older Kansans Employment Program. The program is designed to provide Kansans age 55 and older with employment placement services with emphasis on employment in the private sector.**

***Increasing Veterans Transition Services* - Kansas would develop a statewide program to better serve veterans transition out of military service. The program and services would be offered at all three of the military bases located in Kansas. The concierge/navigator program would assist veterans navigating the programs and services offered to transition veterans as they transition to civil life. This would include skill/interest assessment, job search assistance, resume development, interviewing skills and job referral/placement. In addition, the program would allow the veteran a direct contact for job search/job training resources.**

***Reducing Juvenile Recidivism Through Job Training* - Kansas also would explore development of a program targeting those incarcerated youth serving their sentence in the state's juvenile correctional facilities. The program would include and not be limited to technical training that leads to a certification, skills training, job search training, resume development and interviewing techniques.**

Rapid Response funds and layoff aversion strategies will continue to be provided in partnership with local workforce development boards and state workforce development staff. Rapid Response activities are described at length in Section III(a)(2)(C) of this plan.

C. IN ADDITION, DESCRIBE THE STATE POLICIES AND PROCEDURES TO PROVIDE RAPID RESPONSES IN CASES OF NATURAL DISASTERS INCLUDING COORDINATION WITH FEMA AND OTHER ENTITIES.

Rapid Response funds and layoff aversion strategies will continue to be provided in partnership with local workforce development boards and state workforce development staff. Rapid Response activities are described at length in Section III(a)(2)(C) of this plan.

In addition to the procedures described in Section III of this plan, the state's policy and procedure for providing Rapid Response services in cases of natural disasters follow:

The first priority for funding applications are those required Rapid Response (RR) activities; including agreements with local boards to provide:

58. **Immediate and onsite contact with the employer, representatives of affected workers, and the local community; which may include an assessment of:**
    - **lay-off schedule and plans of the employer**
    - **a. potential for averting the layoff in consultation with state or local economic development agencies**
    - **b. background and probable assistance needs of the affected workers**
    - **c. reemployment prospects for workers in the local community; including:**
    - **d. Job Fairs, resource fairs, and outplacements activities targeted to impacted employees of a specific**
    - **e. available resources to meet the short and long-term needs of the affected workers**
59. **The provision of information and access to:**
    - **unemployment compensation benefits,**

a. **comprehensive One-Stop system services, and**
b. **employment and training activities, including information on Trade Adjustment**

60. **Assistance (TAA) - The provision of guidance and/or financial assistance in establishing a labor-management committee including:**
    . **provision of training and technical assistance to committee members in their role and mission**
    a. **funding the operation cost of the committee to provide advice and assistance in carrying out rapid response activities and in the design and delivery of WIOA authorized services to affected workers. (typically no longer than six months)**
    b. **providing a list of potential candidates to serve as a neutral committee chair**
61. **The provision of emergency assistance adapted to a particular closing, layoff or disaster**

After adequate funding has been reserved for required rapid response and rapid response enhancement activities, is for allowable Rapid Response Additional Assistance (RRAA) activities.

Allowable RRAA activities are limited to provision of direct services (e.g., intensive and training) to individuals affected by natural disasters, workplace closings, mass layoffs or other dislocation events.

A local area must demonstrate:

62. **increased numbers of unemployed individuals attributable to a specific dislocation event or events, and**
63. **insufficient local funds to provide direct services to the identified dislocated workers**

State Rapid Response Coordinator Responsibilities

State Rapid Response Coordinator responsibilities include the following:

- **Provide overall grant management of the Rapid Response program;**
- **Serve as the central point of communication for local government officials, FEMA in cases of natural disaster and the Local Rapid Response Coordinator;**
- **Provide training and technical assistance to the local areas;**
- **Develop prospective strategies for addressing dislocation events that ensure rapid access to the broad range of allowable assistance in conjunction with other appropriate federal, state and local service**
- **agencies and officials, employer associations, technical or other business councils and labor organizations;**
- **Compile information and distribute it to the KANSASWORKS State Board, the USDOL, and others as needed;**
- **Coordinate outreach efforts regarding Rapid Response;**
- **Establish and maintain dislocated worker and Rapid Response information on the Department of Commerce and KANSASWORKS.com websites;**

- **Monitor participation in all planned activities to ensure appropriate and meaningful activities and programs are being provided;**
- **Develop and maintain communication and coordination with the local boards chief elected officials (CEOs), business retention and recruitment organizations, economic development agencies, employer associations, business councils, labor organizations, federal agents such as FEMA personnel and technical councils to ensure all employer needs are met, including those related to Rapid Response.**

The State Rapid Response Coordinator may develop additional activities to provide effective Rapid Response services upon notification of a permanent closure, layoff or natural disaster resulting in a mass job dislocation. These services may include the following:

- **Assistance to local communities, local boards, and CEOs to develop a coordinated response to dislocation events, and, as needed, obtain access to state economic development assistance. Such coordinated response may include the development of an application for National Emergency Grants for discretionary funds;**
- **Linkages with appropriate agencies including FEMA, employer associations, local boards, business councils, and labor organizations for developing a strategy to serve impacted employees and to provide emergency assistance adapted to the particular closing, layoff or natural disaster.**

In May 2007, the Kansas Rapid Response Team successfully mobilized and partnered with local, state and federal agencies to respond to the Greensburg tornado.

National Emergency Grant

Layoffs of over 150 workers may require a National Emergency Grant (NEG). NEGs are discretionary awards that temporarily expand service capacity at the state and local levels through time-limited funding assistance in response to significant dislocation events.

D. DESCRIBE HOW THE STATE PROVIDES EARLY INTERVENTION (E.G., RAPID RESPONSE) TO WORKER GROUPS ON WHOSE BEHALF A TRADE ADJUSTMENT ASSISTANCE (TAA) PETITION HAS BEEN FILED. (SECTION 134(A)(2)(A).) THIS DESCRIPTION MUST INCLUDE HOW THE STATE DISSEMINATES BENEFIT INFORMATION TO PROVIDE TRADE-AFFECTED WORKERS IN THE GROUPS IDENTIFIED IN THE TAA PETITIONS WITH AN ACCURATE UNDERSTANDING OF THE PROVISION OF TAA BENEFITS AND SERVICES IN SUCH A WAY THAT THEY ARE TRANSPARENT TO THE TRADE-AFFECTED DISLOCATED WORKER APPLYING FOR THEM (TRADE ACT SEC. 221(A)(2)(A) AND SEC. 225; GOVERNOR-SECRETARY AGREEMENT). DESCRIBE HOW THE STATE WILL USE FUNDS THAT HAVE BEEN RESERVED FOR RAPID RESPONSE TO PROVIDE SERVICES FOR EVERY WORKER GROUP THAT FILES A TAA PETITION.

As described in Section III(a)(2)(C), the Rapid Response Team coordinates services for each TAA petition. Informational meetings are held for individuals affected by a

trade-related job loss to provide benefit and service information in person. It is evident many workers facing layoff are not always able to understand all of the information they are provided during this stressful time. To provide on-going information and support, state TAA staff and other staff trained to provide TAA information are available in each local workforce development area.

Trade Adjustment Assistance Rapid Response Activities

Partnerships

Trade Adjustment Assistance (TAA) programs are delivered through partnerships between Commerce, WIOA Core and Required partner programs as well as other workforce system partners to provide seamless services to customers. All staff members approving TAA benefits are merit staff, both at the state administrative and the local level. This is to ensure the requirement for this rule as prescribed by the Trade and Globalization Adjustment Assistance Act (TGAAA) has been met.

Outreach

A customer may learn about the TAA Program through TAA informational meetings, Rapid Response meetings or outreach conducted by WIOA Core and Required partners. Rapid Response is a team effort staffed by representatives from key workforce development partners at both the state and local levels. The coordination of Rapid Response events not only helps businesses and dislocated workers, but also helps develop linkages between the TAA program and other workforce programs.

TAA Information Meetings

When a TAA petition is filed, the State Trade Act Coordinator will contact the state and/or local Rapid Response Coordinator to determine if an informational meeting has already been held for the affected workers. If it has, the Coordinators will work together to ensure these workers are provided information on TAA benefits and services. If the meeting hasn't been held, the Coordinators will work together to ensure a meeting takes place as soon as possible and TAA benefits and services are presented to these workers. During these meetings the worker will be instructed to go to the nearest workforce center to make application for TAA benefits. RR staff will coordinate reasonable accommodations for effected workers to assist in accessing TAA information.

State Department of Labor (UI)

If a customer contacts the Kansas Department of Labor (KDOL)/Unemployment Insurance Call Center to file an unemployment insurance claim, the customer will be instructed to go to the nearest workforce center to make application for TAA benefits if they have been laid off by a company having a certified TAA petition.

There is a very close working relationship with KDOL/Trade Adjustment Allowances (TRA) staff, including constant communication regarding TAA customers for almost every aspect of the program. For example, Kansas has a TRA Statement request used as a communication piece between agencies to ensure the customer meets eligibility deadlines.

Service Delivery and Compliance

Local TAA services are delivered at the Workforce Centers; therefore, the One-Stop delivery system serves as an important avenue for linking TAA with its WIOA Core, Required program partners, as well as other partners, in the area effected.

Workforce center staff work with the customer to ensure registration in KANSASWORKS.com, a combined MIS system, which is another element supporting the development of strong linkages between the TAA program and other workforce development partners. KANSASWORKS.com is capable of linking multiple state agencies and currently links WIOA Youth, Adult, Dislocate Worker, W-P, Trade Act, Reemployment Services, JVSG, Unemployment Insurance, Reemployment and Eligibility Assessment and the Senior Community Service Employment Program. The system is capable of cross-programmatic service delivery and provides management case files for multiple programs and/or agencies. Information on a participant can be accessed without moving from one agency system to another. Because case managers from different agencies have access to the same participant data, the entire system has become seamless to deliver better services for common customers of programs using KANSASWORKS.com.

Once a customer is deemed TAA eligible, they will complete the Application for Trade Act Benefits form with a TAA case manager (CM), complete an initial assessment to identify their initial employment plan, and will be offered the eight required employment and case management services. It is during these interactions with an assigned case manager trade-affected workers in the groups identified in the TAA petitions with an accurate understanding of the provision of TAA benefits and services.

Employer Contact

The State or Local Rapid Response Coordinator makes immediate contact with the employer to determine the layoff plans and to schedule informational meetings for the affected workers. The goal is to hold pre-layoff meetings at the work-site; however, the details are determined based on the employer's needs and desires. Every effort is made to best accommodate the employer and promote attendance. Post-layoff informational meetings may also be arranged and held, if necessary.

Union Contact

When the affected workers are organized under a union, the Local Rapid Response Coordinator notifies the local or regional union office of the time, date and location of the pre-layoff informational meeting so the union may promote the meeting to its members. If meetings cannot be held at the work site, the union hall may be a suitable alternative.

The order of preference for meeting location is first, the work site; second, the union facility; and third, another location approved by labor and management.

Other

If the employer has already closed the plant, isn't responding to our contact or if there is no Union involvement, there are several different avenues we will try in

notifying the workers. RR will provide outreach through print ads or radio ads in the area of lay-off and collaborate with KDOL to send out information regarding meetings.

B. ADULT AND DISLOCATED WORKER PROGRAM REQUIREMENTS

1. WORK-BASED TRAINING MODELS

If the State is utilizing work-based training models (e.g. On-the-job training, Incumbent Worker training, Transitional Jobs, and Customized Training) as part of its training strategy and these strategies are not already discussed in other sections of the plan, describe the State's strategies for how these models ensure high quality training for both the participant and the employer.

WIOA Adult and Dislocated Worker services are provided to improve the skills of Kansas workers and result in employment for participants. Through workforce centers and the well-established One-Stop system, local workforce investment boards and their partner agencies provide training which emphasizes the use of work-based learning, e.g. OJT, internships, customized training, etc. for eligible jobseekers and workers. It is required that training be designed for current skill/knowledge demands of the market and may often include traditional classroom training.

Models used by KANSASWORKS include on-the-job training during which a participant is employed by an employer, learns skills on the job and earns wages whole working. This popular strategy provides the participant an opportunity to make sure the job is a good fit, that the skills can be attained and that the learning process is supported by the workforce system, including case management and supportive services. The employer's risk is mitigated by the investment made by the workforce system in reimbursing the employer a portion of the participant's salary during the training period. This also allows the employer to assure the participant is a good fit and is able to learn the necessary skills. Paid internships provide much the same benefits to participants and employers, although the employer of record may be a Local Workforce Development Board, a postsecondary institution or an outside party. Other shorter-term work-based training such as boot camps and unpaid internships are most useful to the participant to assist with deciding their career path and with learning basic workplace skills (soft skills.)

High quality training for both the participant and the employer is assured through the requirements of the workforce system: each LWDB OJT or other work-based training program plan must include an individualized training plan that specifies the role of the participant, the employer and the case manager. The plan also details any supportive services the participant needs to successfully complete training. This support and engagement of a workforce professional reassures the participant as training progresses. Employers are also held accountable through the work-based training model because the workforce professional visits the work site, advocates for the participant, monitors the participant's progress and requires the employer to document the skills achieved by the participant or any performance/soft skills issues displayed by the participant.

The KANSASWORKS State Board has established a Training Expenditure Monitoring Policy to ensure local workforce development boards to use a significant portion of their formula funds on training and direct services to participants. Further, the KANSASWORKS State Board has, in its Strategic Plan, encouraged local workforce development boards to use training resources to assist individuals with multiple barriers to employment. Finally, state policies regarding priority of services, coordinating resources for training and other services and partner collaboration will be modified to meet both the requirements and the focus of WIOA.

2. REGISTERED APPRENTICESHIP

Describe how the State will incorporate Registered Apprenticeship into its strategy for service design and delivery (e.g., job center staff taking applications and conducting assessments).

Kansas is a State Apprenticeship Council (SAC) program and is supported by WIOA set aside funds; the SAC is a subcommittee of the State Workforce Board. Registered Apprenticeship is incorporated into both the KANSASWORKS State Board's Strategic Plan and has historically been integrated into local workforce development systems with varying success. As part of implementation of this state plan, Registered Apprenticeship will be included in cross training provided to all state workforce system staff, resulting in routinized delivery of information and program support throughout the state.

Kansas was recently awarded the RA Accelerator grant and will use this opportunity to imbed RA in both LWDB staff structures, Veterans Programs staff structures and continue to engage and train Wagner-Peyser staff in the rules, regulations and service delivery requirements of RA. Through bi-monthly meetings with LWDB Executives, local partners are developing an understanding of their role in RA, including their interface with employers and local economic development agencies which will no doubt increase and intensify outreach efforts to the very entities needed to expand and enhance RA. Each Local Area will designate a staff member to serve as the RA Expert to assist other staff members in recruiting, registering and implementing RA. Historically these functions have rested on very limited state staff, reducing the impact RA could have on employers and workers. Gaining commitment from LWDB Executives to fully participate in RA activities will result in integration of RA into statewide workforce strategies and services.

3. TRAINING PROVIDER ELIGIBILITY PROCEDURE

Provide the procedure, eligibility criteria, and information requirements for determining training provider initial and continued eligibility, including Registered Apprenticeship programs (WIOA Section 122).

Training Provider Eligibility is established by State Policy and can be found at http://www.KANSASWORKSstateboard.org and is described below. Kansas has adopted the Kansas Board of Regents' Kansas Training Information Program Report (K-TIP) as the basis for approving traditional postsecondary education providers. The report includes performance information by institution and academic program.

Registered Apprenticeship program providers are automatically considered eligible training providers for Kansas WIOA participants unless the RA Program monitoring and oversight process reveals poor performance or non-compliance.

The Kansas Department of Commerce (Commerce) is the state agency responsible for carrying out the determinations, enforcement actions, and other duties related to the establishment and maintenance of the state's Eligible Training Provider List (ETPL).

To maximize customer choice and assure all significant population groups are served, the eligible provider process shall be administered in a manner to assure significant numbers of competent providers offering a wide variety of training programs and occupational choices are available to customers.

Application for inclusion on the Kansas ETPL is open to providers of training services (1) at a physical location within the State of Kansas, or (2) by virtual learning conveyance.

Providers of training services delivered at a physical location in neighboring (border) communities that are accessible within normal and reasonable commuting distance to participants from Kansas shall be included on their respective State's ETPL and will be placed on the Kansas ETPL at the recommendation of a Kansas Local Board. Out-of-State and Private providers of training service(s), which has a physical presence within the state of Kansas or which solicits business within the state of Kansas and offers a course or courses of instruction or study through classroom contact or by distance education, or both, for the purpose of training or preparing persons for a field of endeavor in a business, trade, technical or industrial occupation or which offers a course or courses leading to an academic degree, must obtain and maintain a Certificate of Approval from the Kansas Board of Regents (KBOR) prior to application as an eligible training provider. Participation in the K-TIP reporting program is required of every private or out-of-state postsecondary educational institution and career technical education institution.

Through December 31, 2015, the initial eligibility application process for WIA Eligible Training providers within the State of Kansas and in good standing on July 22, 2014 will consist of the provider's name, address and contact information along with a list of currently approved programs of training the provider desires to offer under WIOA.

All new providers of training (those not previously determined eligible prior to December 31,2015) desiring to be a WIOA Eligible Training Provider must have applied for initial eligibility and been approved for inclusion on the State ETP list before WIOA costs are incurred. New providers are encouraged to apply at least 60 days in advance of initial program offerings. Initial eligibility expires on the end of each full federal fiscal year (September 30) after initial eligibility has been approved.

Exception: short term training which meets a defined set of employable skills criteria established by a local board in consultation with local business to meet the specific needs of a defined employer or industry (e.g. customized training or industry sector partnerships) are subject to Local Approved Training policies and are exempt from the State ETPL policy.

The Kansas Training Information Program (K-TIP) Career and Technical Education report provides substantially similar performance information to the required performance information for 'all students' in applications for initial and subsequent eligibility. All eligible providers must submit, annually and no later than October 1 of each year, such information as KBOR may require for the production of the K- TIP report. Performance data from the K-TIP report shall constitute reporting of performance for 'all students' in determinations of subsequent eligibility and may be used, when available, for determinations of initial eligibility. This report is accessible to local workforce development boards (local boards) at http://www.kansasregents.org/workforce_development.

Each local board has cost-effective access to real-time performance information for WIOA participants within KANSASWORKS.com. For subsequent eligibility providers may request WIOA participant performance information from the local board when such information is required. Local board accessible performance information for participants includes:

76. **Percentage of WIA and/or WIOA participants who have completed the program;**
77. **Percentage of WIA and/or WIOA participants who complete and obtain unsubsidized employment;**
78. **Retention rates of WIA and/or WIOA participants in unsubsidized employment who completed the program, six (6) months after the first day of the employment;**
79. **Average wages received by participants who completed the program, six (6) months after the first day of the employment; and**
80. **Where appropriate, the rates of licensure or certification, attainment of academic degrees or equivalents, or attainment of other measures of skills of the graduates of the program.**

Programs registered by the National Apprenticeship Act (NAA) are automatically approved by the State Registered Apprenticeship Director.

The State Apprenticeship Director shall authorize removal of any apprenticeship program that fails to retain its status as a Registered Apprenticeship.

Local workforce investment boards may establish reasonable criteria and information requirements in addition to the criteria and information requirements established by the State Board for the purpose of determining the eligibility of providers.

Having successfully completed initial eligibility, continued eligibility is re-viewed biannually.

Local boards may require a higher level of performance for local programs than the levels established by the State Board for continued eligibility of providers.

Should local boards require additional verifiable information, the board shall specify additional content, or an alternative manner of reporting for providers:

81. **Access to cost-effective methods for collection and reporting of the information must be provided.**
82. **Procedures by which providers can demonstrate the collection/reporting of additional information/processes imposes extraordinary costs on the provider must be established in local policy.**

Minimum Levels of Performance

The term 'appropriate level of program performance' for 'all students' is defined as performance equal

to or greater than 60% of the State Common Measure Goal for the reporting year.

The term 'appropriate level of program performance' for 'WIA and/or WIOA students' is defined as performance equal to or greater than 80% of the State Common Measure Goal for the reporting year.

Local boards may accept a lower level of performance as an exception when, in consultation with the local WIOA operator, there is a reasonable expectation the provision of additional WIOA services (core/intensive/training) will produce acceptable levels of performance.

In-demand Industry Sectors and Occupations

Although not an absolute prerequisite for approval, of, consideration must be given to the degree to which a provider's training programs relate to in-demand industries and occupations within the State.

Kansas Department of Labor, Labor Market Information Services conducts studies of private sector industries and their respective job growth. The short-term industries projection database is accessible at https://klic.dol.ks.gov/gsipub/index.asp?docid=555 . Those industries exhibiting growth are generally considered to be in-demand industries.

A list of high demand occupations in Kansas is available from the Kansas Labor Information Center https://klic.dol.ks.gov/gsipub/index.asp?docid=403 . Those occupations listed are generally considered to be in-demand occupations.

Local Boards may expand the industries and occupations in-demand based on locally available Labor Market intelligence.

Industry sectors and occupations not identified by the State or Local Board should be considered on a case case-by-case basis, when appropriate, to best meet the specific needs of an individual customer or group of customers.

Eligibility for entities that carry out programs under the National Apprenticeship Act of August 16, 1937 (commonly known as Registered Apprenticeship) is exempt from initial eligibility procedures. The State Apprenticeship Director maintains the eligibility list of currently registered NAA providers.

4. DESCRIBE HOW THE STATE WILL IMPLEMENT AND MONITOR THE PRIORITY FOR PUBLIC ASSISTANCE RECIPIENTS, OTHER LOW-INCOME INDIVIDUALS, AND

INDIVIDUALS WHO ARE BASIC SKILLS DEFICIENT IN ACCORDANCE WITH THE REQUIREMENTS OF WIOA SEC. 134(C)(3)(E), WHICH APPLIES TO INDIVIDUALIZED CAREER SERVICES AND TRAINING SERVICES FUNDED BY THE ADULT FORMULA PROGRAM.

State Board policy establishes requirements for Local Areas to implement priority for those characteristics described in WIOA sec. 134 as described in KWSB Policy 5-02-01, pages 12 & 13 http://www.kansasworksstateboard.org/SiteCollectionDocuments/Policies/5-02-01%20Eligibility%20Determination%20and%20Documentation.pdf and Guidance Letter 16-04 http://www.kansasworksstateboard.org/SiteCollectionDocuments/WIOA%20Guidance%20Letters/16-04%20Guidance%20Ltr%206-15-17.pdf . The Commerce Regulatory Compliance Unit monitors the implementation of this and the Veterans Priority of Service policies.

5. DESCRIBE THE STATE'S CRITERIA REGARDING LOCAL AREA TRANSFER OF FUNDS BETWEEN THE ADULT AND DISLOCATED WORKER PROGRAMS.

As described in Section 133 of WIOA, a local board may transfer, if such a transfer is approved by the Governor, up to and including 100 percent of the funds allocated to the local area for a fiscal year between adult employment and training activities and dislocated worker employment and training activities. Local Areas must provide a Budget Modification Form and a Narrative describing the reason for the transfer, the benefits of the transfer in terms of improving/increasing services to eligible individuals and the specific activities resulting from the transfer. The request is reviewed and approved by Commerce, the Governor's Designee. The transfer approval is then routed to both the Local Area and the Commerce fiscal department. The fiscal department then modifies the master budget for the Local Area and begins tracking funds using the new transfer amounts.

C. YOUTH PROGRAM REQUIREMENTS

With respect to youth workforce investment activities authorized in section 129 of WIOA,—

1. IDENTIFY THE STATE-DEVELOPED CRITERIA TO BE USED BY LOCAL BOARDS IN AWARDING GRANTS OR CONTRACTS FOR YOUTH WORKFORCE INVESTMENT ACTIVITIES AND DESCRIBE HOW THE LOCAL BOARDS WILL TAKE INTO CONSIDERATION THE ABILITY OF THE PROVIDERS TO MEET PERFORMANCE ACCOUNTABILITY MEASURES BASED ON PRIMARY INDICATORS OF PERFORMANCE FOR THE YOUTH PROGRAM AS DESCRIBED IN SECTION 116(B)(2)(A)(II) OF WIOA IN AWARDING SUCH GRANTS OR CONTRACTS.*

*** Sec. 102(b)(2)(D)(i)(V)**

The state most recently updated its guidance regarding criteria to be used by Local Boards when awarding youth activities in February 2018. Guidance Letter 18-02 can be found at http://kansasworksstateboard.org/WIOAGuidanceLetters/Pages/default.aspx.

In awarding grants/contracts/awards for Youth services, Local Boards must:

- **Competitively procure Youth services, except as provided for in §681.400(a) and §681(b)(4) o §681.440(a) allows the LWDB to directly provide some or all youth services**
- **§681.44(b)(4) allows for sole-source procurement when there is an insufficient number of youth providers in a local area. Please refer to the State Fiscal Policy for sole-source procurement processes.**
- **Assure all fourteen (14) youth services are available in the local area**
- **Award contracts (or otherwise provide services as allowed) in such a manner as to have a reasonable assurance a minimum of 75% of the Local Area funds will be spent for services to out-of-school youth**
- **Award contracts (or otherwise provide services as allowed) in such a manner as to have a reasonable assurance a minimum 20% of the Local Area funds are spent for work-based learning activities to both out-of-school and in-school youth.**
- **Hold service providers (contracted and/or direct) accountable for meeting the Local Area's negotiated performance measure.**

In selecting providers of WIOA Youth services, Local boards must take into consideration:

- **The proposed providers experience provided substantially similar services to substantially similar Youth populations**
- **The proposed provider's established linkages to (and significant work with) key partners; such as local education, social services, court services, housing authority, homeless shelters, etc.**
- **The proposed providers experience of successful performance, particularly performance that aligns with or matches WIA/WIOA performance measures.**

Local Boards are strongly encouraged to formally incorporate these considerations with existing and locally developed evaluation criteria. This would most commonly be demonstrated on proposal evaluation (e.g., evaluators ranking or score card).

This guidance includes minimum additional considerations in the selection and awarding contract for Youth services. This does not mean typical procurement guidance, policies, considerations, processes, etc. applicable to all procurements are not applicable to youth. Local Boards may add additional reasonable criteria in their respective local policies and procedures.

2. DESCRIBE THE STRATEGIES THE STATE WILL USE TO ACHIEVE IMPROVED OUTCOMES FOR OUT-OF-SCHOOL YOUTH AS DESCRIBED IN 129(A)(1)(B), INCLUDING HOW IT WILL LEVERAGE AND ALIGN THE CORE PROGRAMS, ANY COMBINED STATE PLAN PARTNER PROGRAMS INCLUDED IN THIS PLAN, REQUIRED AND OPTIONAL ONE-STOP PARTNER PROGRAMS, AND ANY OTHER RESOURCES AVAILABLE.

The vision for Youth Services in Kansas is described below in the Youth Services Work Group report.

Specific Strategy (Operational Element/Method/Activity) Recommended for Implementation: Collaborative youth services based on individual service strategies focused on skill development and career pathways. Work-based learning addresses a broad range of skills needs—both "soft" skills and technical skills. While this strategy makes work-based learning a priority, we recognize that it is not a panacea for all youth, and even when it is included in a youth's individual service strategy, it will be supplemented with other forms of learning. Key elements of this strategy include:

- **Paid work-based experiences (Real Job)**
- **Summer employment partnerships**
- **Pre-apprenticeship opportunities**
- **Internships and job shadowing**
- **On the job training opportunities**

A full range of work-based experiences should be available to customers. The specific solution will depend on the particular circumstances of the individual, including his/her career interests, level of skills and/or experience, and indications of employer willingness.

This emphasis on work-based learning opportunities for youth necessitates that youth employment issues be a central element of each local area's employer engagement strategy. In developing this strategy, local areas must engage employers to develop opportunities that place a priority on paid opportunities. Work-based opportunities should include clearly defined learning objectives, skill acquisition (particularly transferable skills), should provide opportunities for both in-school and out-of-school youth, and should be appropriate for youth with multiple barriers to employment. Wherever possible, work-based learning opportunities should lead to attainment of industry-recognized credentials.

This will require capitalizing on existing linkages as well as developing new linkages with employers, for all forms of work-based learning. The strategy calls for taking advantage of existing pre-apprenticeship programs, and encourages core partners to collaborate with employers, training providers, and existing apprenticeship programs to develop new pre-apprenticeship opportunities. This must be a collaborate effort which must be driven by the needs of and developed with the active involvement of employers.

Local plans will be required to discuss how core and required partners will coordinate to prevent duplication and/or conflicts about which program serves particular individuals, including coordinating to ensure that supportive services and work supports are provided. Because the nature of individual needs will vary from individual to individual, the team recognizes that many of these decisions will need to be made on a case-by-case basis, requiring regular communication among core partner staff. We anticipate that general tendencies will emerge (out-of-school youth will be more likely to receive Title I funded work-based learning, while Pre-Employment Transition Services, or PETS, under Title IV, may be more likely to serve

in-school youth). These decisions will also be shaped by individual program requirements (PETS can only serve youth with disabilities, for example).

- **Education/Training**
- **Required education**
- **K-12**
- **Adult Education**
- **Post-secondary education/training**
- **Career and job training**
- **Approved job and career pathways (for example, Accelerating Opportunity: Kansas (AO-K))**

Secondary Career Tech (SB 155, HB 2506) outreach to populations with multiple barriers to employment (base line data needed on participation rates of different populations now (KSDE might have this information). Strategies such as this can help increase access to activities leading to recognized postsecondary credentials.

Local plans must address coordination with education and training options available in the local area, particularly education and training offered through community and technical colleges throughout the state. Education and training opportunities must be tied to the attainment of industry-recognized credentials along career pathways for demand occupations.

Career pathways provide a sequence of education and training that give youth a clear line-of-sight to an industry recognized credential and a career. WIOA requires that career pathways meet the workforce needs of the region or state, offer individuals the opportunity to earn at least one recognized post-secondary credential, provide contextual education concurrently with workforce preparation and training, and include counseling to support individuals in achieving their education and career goals. Accelerating Opportunity: Kansas (AO-K) enhances these required elements with classes that are team-taught by basic skills and CTE instructors, transcripted post-secondary credit, wrap-around support services, and the opportunity to earn stackable credentials. Training (in all forms) must be tied to the types of job opportunities that are prevalent in the local area, and should be designed to develop skills that are in demand in the region. Skill development must be consistent with regional and statewide economic development strategies. Local areas' employer engagement strategies should also include engaging economic development organizations.

All of these strategies, including the requirement for LWDBs to include how they will address the coordination of service delivery with Core, Required and other partners, will provide the specific methodology each Local Area will use to improve outcomes for this targeted population, coordinating supportive services such as transportation, housing and academic assistance or any other type of training or assistance needed for the individual to successfully obtain and maintain employment. Local Areas may employ integrated case management, a method of convening multiple service delivery professionals together to meet the needs of a single, common participant. Local Areas may leverage and coordinate resources through MOUs with partners to formally define services, resources, strategies and processes across partner

programs to meet the needs of the individual, common participant. Local Youth Subcommittees will have K-12, postsecondary and other training and education expertise available both in person and electronically to determine how to best serve the needs of participants. As stated above, Local Area plans will detail how each local system will leverage and coordinate partner resources and services to help achieve improved outcomes for out-of-school youth.

Additionally, the state will improve outcomes of out-of-school youth by monitoring performance and providing technical assistance as requested or prescribed. The state workforce agency will also monitor Local Area expenditures to ensure 75% of available funds are used to support out-of-school youth.

3. DESCRIBE HOW THE STATE WILL ENSURE THAT ALL 14 PROGRAM ELEMENTS DESCRIBED IN WIOA SECTION 129(C)(2) ARE MADE AVAILABLE AND EFFECTIVELY IMPLEMENTED, INCLUDING QUALITY PRE-APPRENTICESHIP PROGRAMS UNDER THE WORK EXPERIENCE PROGRAM ELEMENT.*

*** Sec. 102(b)(2)(D)(i)(I)**

The state requires the LWDBs to detail how each of the 14 elements will be provided in the Local Area Plan. Each Lcoal Area Plan must include MOUs or Contracts which describe what entity will provide which elements. The state workforce agency reviews each of these plans and determines if the Local Area has sufficiently planned to provide all 14 elements. If a Local Area does not provide needed plans and documentation, the state agency will require a plan modification and may require further corrective action.

Once the Local Area Plan has been reviewed and approved, and sufficient evidence of planning and procurement of each of the 14 elements has been documented and approved, the Regulatory Compliance unit of the Commerce Legal Division will regularly monitor each Local Area to document its adherence to its plan and the outcomes of those strategies for providing all required elements. Additionally, the KWSB and state staff will review performance and other data to measure the effectiveness of the 14 elements and require corrective action if the service delivery is not available and effective.

4. PROVIDE THE LANGUAGE CONTAINED IN THE STATE POLICY FOR "REQUIRING ADDITIONAL ASSISTANCE TO ENTER OR COMPLETE AN EDUCATIONAL PROGRAM, OR TO SECURE AND HOLD EMPLOYMENT" CRITERION FOR OUT-OF-SCHOOL YOUTH SPECIFIED IN WIOA SECTION 129(A)(1)(B)(III)(VIII) AND FOR "REQUIRING ADDITIONAL ASSISTANCE TO COMPLETE AN EDUCATION PROGRAM, OR TO SECURE AND HOLD EMPLOYMENT" CRITERION FOR IN-SCHOOL YOUTH SPECIFIED IN WIOA SECTION 129(A)(1)(C)(IV)(VII). IF THE STATE DOES NOT HAVE A POLICY, DESCRIBE HOW THE STATE WILL ENSURE THAT LOCAL AREAS WILL HAVE A POLICY FOR THESE CRITERIA.

This policy has not yet been established by the State Board.

The KWSB Policy 5-00-00 issued July 1, 2016 provides the requirements and processes for developing new policies such as those required for the implementation

of WIOA. The policy details that a state subject expert drafts a policy to be reviewed and considered by the KWSB Alignment Committee. The Committee by majority vote accepts the policy and approves its distribution for Public Comment or it rejects the draft and asks for modification of the draft.

After the public comment period, comments are reviewed by the subject expert and any changes resulting from the comments are made. The new draft then returns to the Alignment Committee for final vote. If the policy draft is approved by the Committee, it makes a recommendation to the full KWSB at its next scheduled Quarterly Meeting to adopt the policy. If the KWSB adopts the policy, it is posted on the KWSB website and distributed to workforce system partners and other interested parties. If the policy is rejected by the KWSB, state staff modifies the policy draft per KWSB direction and starts the procedure again, or removes the policy from further consideration.

The state expert has been identified and a draft policy statement will be provided to the Alignment Committee during its November 2016 meeting. If the policy draft is approved, it will be posted for public comment and finalized during the January 2017 State Board meeting.

5. INCLUDE THE STATE DEFINITION, AS DEFINED IN LAW, FOR NOT ATTENDING SCHOOL AND ATTENDING SCHOOL AS SPECIFIED IN WIOA SECTION 129(A)(1)(B)(I) AND SECTION 129(A)(1)(C)(I). IF STATE LAW DOES NOT DEFINE "NOT ATTENDING SCHOOL" OR "ATTENDING SCHOOL," INDICATE THAT IS THE CASE AND PROVIDE THE STATE POLICY FOR DETERMINING WHETHER A YOUTH IS ATTENDING OR NOT ATTENDING SCHOOL.

"Pupils Not Attending School" Whenever a child between the ages of seven (7) years of age and under eighteen (18) years of age is required by the Kansas Compulsory School Attendance Law to attend school and the child <u>is not enrolled</u> in a public or non-public school, the child shall be <u>considered to be not attending school.</u>

<u>Additionally:</u>

Alternative Education is officially defined by the State of Kansas as an alternative learning plan for the student that identifies educational programs that are located in the area where the student resides, and are designed to aid the student in obtaining a high school diploma, general educational development credential or other certification of completion, such as a career technical education industry certification. Such alternative learning plans may include extended learning opportunities such as independent study, private instruction, performing groups, internships, community service, apprenticeships and online coursework.

However, the Kansas graduation/dropout prevention resources define 'alternative education' in its broadest sense and covers all educational activities that fall outside the traditional K-12 school system (including home schooling, GED preparation programs, special programs for gifted children, charter schools, etc.), although the term is often used to describe programs serving vulnerable youth who are no longer in traditional schools.

The Common Core of Data, the US Department of Education's primary database on public elementary and secondary education, defines an alternative education school as "a public elementary/secondary school that addresses needs of students that typically cannot be met in a regular school, provides non-traditional education, serves as an adjacent to a regular school, or falls outside the categories of regular, special education or vocational education.

http://community.ksde.org/Default.aspx?tabid=4474

(5) ***KSA 72-1111. Compulsory school attendance; exemptions.***

(a) Subject to the other provisions of this section, every parent or person acting as parent in the state of Kansas, who has control over or charge of any child who has reached the age of seven years and is under the age of 18 years and has not attained a high school diploma or a general educational development (GED) credential, shall require such child to be regularly enrolled in and attend continuously each school year (1) a public school for the duration of the school term provided for in K.S.A. 72-1106, and amendments thereto; or (2) a private, denominational or parochial school taught by a competent instructor for a period of time which is substantially equivalent to the period of time public school is maintained in the school district in which the private, denominational or parochial school is located. If the child is 16 or 17 years of age, the parent or person acting as parent, by written consent, or the court, pursuant to a court order, may allow the child to be exempt from the compulsory attendance requirements of this section.

(b) If the child is 16 or 17 years of age, the child shall be exempt from the compulsory attendance requirements of this section if: (1) The child is regularly enrolled in and attending a program recognized by the local board of education as an approved alternative educational program; (2) the child and the parent or person acting as parent attend a final counseling session conducted by the school during which a disclaimer to encourage the child to remain in school or to pursue educational alternatives is presented to and signed by the child and the parent or person acting as parent. The disclaimer shall include information regarding the academic skills that the child has not yet achieved, the difference in future earning power between a high school graduate and a high school dropout, and a listing of educational alternatives that are available for the child; or (3) the child is regularly enrolled in a school as required by subsection (a) and is concurrently enrolled in a postsecondary educational institution, as defined by K.S.A. 74-3201b, and amendments thereto. The provisions of this clause (3) shall be applicable to children from and after July 1, 1997, and shall relate back to such date.

(c) Any child who is under the age of seven years, but who is enrolled in school, is subject to the compulsory attendance requirements of this section. Any such child may be withdrawn from enrollment in school at any time by a parent or person acting as parent of the child and thereupon the child shall be exempt from the compulsory attendance requirements of this section until the child reaches the age of seven years or is re-enrolled in school.

(d) Any child who is determined to be an exceptional child, except for an exceptional child who is determined to be a gifted child, under the provisions of the special

education for exceptional children act is subject to the compulsory attendance requirements of such act and is exempt from the compulsory attendance requirements of this section.

(e) Any child who has been admitted to, and is attending, the Kansas academy of mathematics and science, as provided in K.S.A. 72-9711 et seq., and amendments thereto, is exempt from the compulsory attendance requirements of this section.

(f) No child attending public school in this state shall be required to participate in any activity which is contrary to the religious teachings of the child if a written statement signed by one of the parents or a person acting as parent of the child is filed with the proper authorities of the school attended requesting that the child not be required to participate in such activities and stating the reason for the request.

(g) When a recognized church or religious denomination that objects to a regular public high school education provides, offers and teaches, either individually or in cooperation with another recognized church or religious denomination, a regularly supervised program of instruction, which is approved by the state board of education, for children of compulsory school attendance age who have successfully completed the eighth grade, participation in such a program of instruction by any such children whose parents or persons acting as parents are members of the sponsoring church or religious denomination shall be regarded as acceptable school attendance within the meaning of this act. Approval of such programs shall be granted by the state board of education, for two-year periods, upon application from recognized churches and religious denominations, under the following conditions:

(1) Each participating child shall be engaged, during each day on which attendance is legally required in the public schools in the school district in which the child resides, in at least five hours of learning activities appropriate to the adult occupation that the child is likely to assume in later years;

(2) acceptable learning activities, for the purposes of this subsection, shall include parent (or person acting as parent) supervised projects in agriculture and homemaking, work-study programs in cooperation with local business and industry, and correspondence courses from schools accredited by the national home study council, recognized by the United States office of education as the competent accrediting agency for private home study schools;

(3) at least 15 hours per week of classroom work under the supervision of an instructor shall be provided, at which time students shall be required to file written reports of the learning activities they have pursued since the time of the last class meeting, indicating the length of time spent on each one, and the instructor shall examine and evaluate such reports, approve plans for further learning activities, and provide necessary assignments and instruction;

(4) regular attendance reports shall be filed as required by law, and students shall be reported as absent for each school day on which they have not completed the prescribed minimum of five hours of learning activities;

(5) the instructor shall keep complete records concerning instruction provided, assignments made, and work pursued by the students, and these records shall be filed

on the first day of each month with the state board of education and the board of education of the school district in which the child resides;

(6) the instructor shall be capable of performing competently the functions entrusted thereto; and

(7) in applying for approval under this subsection a recognized church or religious denomination shall certify its objection to a regular public high school education and shall specify, in such detail as the state board of education may reasonably require, the program of instruction that it intends to provide and no such program shall be approved unless it fully complies with standards therefor which shall be specified by the state board of education.

If the sponsors of an instructional program approved under this subsection fail to comply at any time with the provisions of this subsection, the state board of education shall rescind, after a written warning has been served and a period of three weeks allowed for compliance, approval of the programs, even though the two-year approval period has not elapsed, and thereupon children attending such program shall be admitted to a high school of the school district.

(h) As used in this section:

(1) "Educational alternatives" means an alternative learning plan for the student that identifies educational programs that are located in the area where the student resides, and are designed to aid the student in obtaining a high school diploma, general educational development credential or other certification of completion, such as a career technical education industry certification. Such alternative learning plans may include extended learning opportunities such as independent study, private instruction, performing groups, internships, community service, apprenticeships and online coursework.

(2) "Parent" and "person acting as parent" have the meanings respectively ascribed thereto in K.S.A. 72-1046, and amendments thereto.

(3) "Regularly enrolled" means enrolled in five or more hours of instruction each school day. For the purposes of subsection (b)(3), hours of instruction received at a postsecondary educational institution shall be counted.

http://www.kslegislature.org/li_2012/b2011_12/statute/072_000_0000_chapter/072_011_0000_article/072_011_0011_section/072_011_0011_k/

6. IF USING THE BASIC SKILLS DEFICIENT DEFINITION CONTAINED IN WIOA SECTION 3(5)(B), INCLUDE THE STATE DEFINITION WHICH MUST FURTHER DEFINE HOW TO DETERMINE IF AN INDIVIDUAL IS UNABLE TO COMPUTE OR SOLVE PROBLEMS, OR READ, WRITE, OR SPEAK ENGLISH, AT A LEVEL NECESSARY TO FUNCTION ON THE JOB, IN THE INDIVIDUAL'S FAMILY, OR IN SOCIETY. IF NOT USING THE PORTION OF THE DEFINITION CONTAINED IN WIOA SECTION 3(5)(B), INDICATE THAT IS THE CASE.

BASIC SKILLS DEFICIENT.—The term ''basic skills deficient'' means, with respect to an individual—

(A) who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or

(B) who is a youth or adult, that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.

State statute does not define Basic Skills Deficient. However, Core Partners are considering a definition to include at or below the 10th grade level. The state board will consider establishing this expanded definition for use by the Kansas Workforce System and perhaps periodically assess and change as needed.

D. SINGLE-AREA STATE REQUIREMENTS

In States where there is only one local workforce investment area, the governor serves as both the State and local chief elected official. In such cases, the State must submit any information required in the local plan (WIOA section 106(d)(2)). States with a single workforce area must include—

1. ANY COMMENTS FROM THE PUBLIC COMMENT PERIOD THAT REPRESENT DISAGREEMENT WITH THE PLAN. (WIOA SECTION 108(D)(3).)

2. THE ENTITY RESPONSIBLE FOR THE DISBURSAL OF GRANT FUNDS, AS DETERMINED BY THE GOVERNOR, IF DIFFERENT FROM THAT FOR THE STATE. (WIOA SECTION 108(B)(15).)

3. A DESCRIPTION OF THE TYPE AND AVAILABILITY OF WIOA TITLE I YOUTH ACTIVITIES AND SUCCESSFUL MODELS, INCLUDING FOR YOUTH WITH DISABILITIES. (WIOA SECTION 108(B)(9).)

NA

4. A DESCRIPTION OF THE ROLES AND RESOURCE CONTRIBUTIONS OF THE ONE-STOP PARTNERS.

5. THE COMPETITIVE PROCESS USED TO AWARD THE SUBGRANTS AND CONTRACTS FOR TITLE I ACTIVITIES.

6. HOW TRAINING SERVICES OUTLINED IN SECTION 134 WILL BE PROVIDED THROUGH INDIVIDUAL TRAINING ACCOUNTS AND/OR THROUGH CONTRACTS, AND HOW SUCH TRAINING APPROACHES WILL BE COORDINATED. DESCRIBE HOW THE STATE WILL MEET INFORMED CUSTOMER CHOICE REQUIREMENTS REGARDLESS OF TRAINING APPROACH.

7. HOW THE STATE BOARD, IN FULFILLING LOCAL BOARD FUNCTIONS, WILL COORDINATE TITLE I ACTIVITIES WITH THOSE ACTIVITIES UNDER TITLE II. DESCRIBE HOW THE STATE BOARD WILL CARRY OUT THE REVIEW OF LOCAL

APPLICATIONS SUBMITTED UNDER TITLE II CONSISTENT WITH WIOA SECS. 107(D)(11)(A) AND (B)(I) AND WIOA SEC. 232.

8. COPIES OF EXECUTED COOPERATIVE AGREEMENTS WHICH DEFINE HOW ALL LOCAL SERVICE PROVIDERS WILL CARRY OUT THE REQUIREMENTS FOR INTEGRATION OF AND ACCESS TO THE ENTIRE SET OF SERVICES AVAILABLE IN THE ONE-STOP DELIVERY SYSTEM, INCLUDING COOPERATIVE AGREEMENTS WITH ENTITIES ADMINISTERING REHABILITATION ACT PROGRAMS AND SERVICES.

E. WAIVER REQUESTS (OPTIONAL)

States wanting to request waivers as part of their title I-B Operational Plan must include a waiver plan that includes the following information for each waiver requested:

1. IDENTIFIES THE STATUTORY OR REGULATORY REQUIREMENTS FOR WHICH A WAIVER IS REQUESTED AND THE GOALS THAT THE STATE OR LOCAL AREA, AS APPROPRIATE, INTENDS TO ACHIEVE AS A RESULT OF THE WAIVER AND HOW THOSE GOALS RELATE TO THE UNIFIED OR COMBINED STATE PLAN;

2. DESCRIBES THE ACTIONS THAT THE STATE OR LOCAL AREA, AS APPROPRIATE, HAS UNDERTAKEN TO REMOVE STATE OR LOCAL STATUTORY OR REGULATORY BARRIERS;

3. DESCRIBES THE GOALS OF THE WAIVER AND THE EXPECTED PROGRAMMATIC OUTCOMES IF THE REQUEST IS GRANTED;

4. DESCRIBES HOW THE WAIVER WILL ALIGN WITH THE DEPARTMENT'S POLICY PRIORITIES, SUCH AS:

ZZZZ. SUPPORTING EMPLOYER ENGAGEMENT;
AAAAA. CONNECTING EDUCATION AND TRAINING STRATEGIES;
BBBBB. SUPPORTING WORK-BASED LEARNING;
CCCCC. IMPROVING JOB AND CAREER RESULTS, AND
DDDDD. OTHER GUIDANCE ISSUED BY THE DEPARTMENT.

5. DESCRIBES THE INDIVIDUALS AFFECTED BY THE WAIVER, INCLUDING HOW THE WAIVER WILL IMPACT SERVICES FOR DISADVANTAGED POPULATIONS OR INDIVIDUALS WITH MULTIPLE BARRIERS TO EMPLOYMENT; AND

6. DESCRIBES THE PROCESSES USED TO:

EEEEE. MONITOR THE PROGRESS IN IMPLEMENTING THE WAIVER;
FFFFF. PROVIDE NOTICE TO ANY LOCAL BOARD AFFECTED BY THE WAIVER;

GGGGG. PROVIDE ANY LOCAL BOARD AFFECTED BY THE WAIVER AN OPPORTUNITY TO COMMENT ON THE REQUEST;

HHHHH. ENSURE MEANINGFUL PUBLIC COMMENT, INCLUDING COMMENT BY BUSINESS AND ORGANIZED LABOR, ON THE WAIVER.

IIIII. COLLECT AND REPORT INFORMATION ABOUT WAIVER OUTCOMES IN THE STATE'S WIOA ANNUAL REPORT

7. THE SECRETARY MAY REQUIRE THAT STATES PROVIDE THE MOST RECENT DATA AVAILABLE ABOUT THE OUTCOMES OF THE EXISTING WAIVER IN CASES WHERE THE STATE SEEKS RENEWAL OF A PREVIOUSLY APPROVED WAIVER;

ELIGIBLE TRAINING PROVIDER LIST WAIVER

STATUTORY AND/OR REGULATORY REQUIREMENTS TO BE WAIVED

The State of Kansas is seeking a waiver from the requirements of 20 CFR 677.230 (a)(5) and 20 CFR 680.460(f)(1)(iii) requiring training providers to report 2nd quarter and 4th quarter exit outcome data for 'all students' or 'students in general' in a manner prescribed by 20 CFR 677.155 (a)(1)(i) through (iv) for the state's ETPL initial eligibility and continued eligibility criteria. This does not waive the requirement to report verifiable outcomes on 'all students', but only the requirement data must be based on 2nd quarter and 4th quarter exit data. Additionally, this waiver does not extend to those students who are/were WIOA participants.

ACTIONS UNDERTAKEN TO REMOVE STATE OR LOCAL BARRIERS

Kansas has faced several challenges while working to implement the WIOA ETP requirements, which include:

- **Ensuring that local areas have sufficient numbers and diversity of training providers necessary to create an effective marketplace of training programs for WIOA participants utilizing ITAs.**
- **Ensuring fairness, or a level playing field, in determining training provided, eligibility and continued eligibility. Providers, primarily public and private educational institutions, do not collect and do not have access to performance data for non-WIOA students using WIOA perimeters for collection and calculation. Thus, the providers choose not to be on the ETPL, which limits consumer choice.**
- **Reducing the burden on eligible providers to submit performance information to the state from sources they do not have access to.**
- **Eligible providers must collect and transmit sensitive information, such as social security numbers, etc., on 'all students' to match employment and earnings information, which may leave students open to identity theft, privacy considerations, etc.**
- **Both proprietary and public eligible providers have the additional burden to collect and provide duplicative information on 'all students' once they leave or graduate from the program.**
- **Providing a single source of consistent and reliable information on eligible training programs to WIOA participants in a way that helps them make good decisions about how to use their ITAs.**

The State has partnered with the state agency responsible for oversight of its public and private education providers, Kansas Board of Regents (KBOR) as a cost-effective means for collection and reporting of performance by eligible providers of training. This has been successful except for attempting to apply WIOA definitions of participant and date of exit to non-WIOA students in non-WIOA enrollments. Training providers, primarily education institutions, typically track outcomes for individuals with declared majors or program concentrators and by academic year. Data for WIOA defined exit dates for non-WIOA individuals is not available nor are employment and earnings outcomes tracked for and therefore does not exist for students who have no intention of utilizing the knowledge or skills gained for occupationally related endeavors.

In 1987, K.S.A. 72-4451 established the Kansas Training Information Program (K-TIP) and directed KBOR to adopt rules and regulations for administration of an annual report. Pursuant to this statute, KBOR publishes and distributes the K-TIP report of training enrollment, completion, employment/placement rates, median and average wages earned by career technical education program graduates during the most recently ended academic year for which such information is available. The information in the K-TIP report is reported by both program and by institution or school. K.S.A. 72-4452 provides for participation in the K-TIP reporting program by every career technical education institution and private or out-of-state postsecondary educational institution which desires to participate by transmitting to KBOR: (a) the social security number of each person who completed a career technical education program operated by the institution during the most recently completed academic year; and (b) such other information as KBOR may require in order to conduct follow-up surveys and studies to assist in the evaluation of career technical education programs by October 1, of each year.

The K-TIP report provides substantially similar performance information to the required performance information for 'all students' in applications for initial and subsequent eligibility. The differences between this report and data collected in strict adherence to WIOA regulations include:

1. Exit Date is the end of the academic year.

2. All Students includes those students with a declared major or area of concentration

3. Employment and earnings are captured during the second quarter following exit (i.e. end of the academic year)

State ETPL Policy requires all eligible providers to submit, annually and no later than October 1 of each year, such information as KBOR may require for the production of the K- TIP report. Under State Policy, performance data from the K-TIP report has constituted reporting of performance for 'all students' in determinations of subsequent eligibility and may be used, when available, for determinations of initial eligibility. This report is accessible to local workforce development boards (local boards) at: http://www.kansasregents.org/workforce_development .

This partnership with KBOR allows all providers of training services to provide the (all) student data they collect and can access to a trusted education oversight agency to perform and publish the performance calculations consistently across all

providers in a report that is consistent with WIOA statute and substantially similar in results to WIOA Regulation.

GOALS AND EXPECTED PROGRAMMATIC OUTCOMES OF WAIVER

Goals and outcomes related to this waiver request include:

- **A single source of consistent and reliable information for informed consumer choice**

o Utilizing a single existing source creates efficiencies through the elimination of duplicate data collection, manipulation and reporting

- **Maximizing the varied training offerings available for individuals utilizing ITAs via the public workforce system (in other words, greater consumer choice).**
    - **More training providers with more offerings can lead to lower cost options through increased competition, and**
    - **Better overall performance outcomes for individuals pursuing training via ITAs**
- **Greater utilization of the ETPL by individuals pursuing training in Kansas related to jobs in demand by employers now and in the future.**
- **Stronger partnerships and relationships between training providers and the public workforce system.**

DEPARTMENT OF LABOR'S POLICY PRIORITIES

This waiver aligns with the Department's policy priorities, such as:

- **Supporting employer engagement by increasing available local training option with providers who engage local employer advisory boards in the design and delivery of training to meet local needs**
- **Efficiently and effectively connecting the current network of education and training strategies with through an existing proven system of accountability**
- **Supporting work-based learning opportunities developed by credentialed providers statewide**
- **Improving job and career results by increasing the ability of new and established providers to meet reporting accountability standards, and**
- **Creating efficiencies by eliminating unnecessarily redundant and burdensome reporting requirements**

INDIVIDUALS IMPACTED BY THE WAIVER

This waiver will have universal benefit for every user and contributor to the workforce system. More eligible providers of training services will be included on the State's ETPL by substituting equivalent, consistent, reliable and readily available data for 'all students' eliminating the burden of data collection for providers continued eligibility. This information increases the training options available to participants as

well as the availability of consumer reports to any interested party, regardless of whether or not they are WIOA funded.

PROCESS FOR MONITORING PROGRESS IN IMPLEMENTATION

- **Kansas will monitor the implementation progress of this waiver by reviewing the rate of denials for continued eligibility of providers due to lack of performance information for 'all students';**
- **All local boards, statewide, have been kept apprised of the development of this Waiver, provided the opportunity for input and comment during its development, and again in its final form during the public notice and comment period as part of the State Plan modification;**
- **Stakeholders, particularly education, have been kept apprised of the development of this Waiver, provided the opportunity for input and comment during its development, and again in its final form as part of the State Plan Modification.**
- **Information regarding the Waiver outcomes will be reported in the State's WIOA Annual report.**

NOTICE TO AFFECTED LOCAL BOARDS

Executive Directors of each local board meet monthly with state staff where this waiver has been shared and discussed throughout its development and finalization.

PUBLIC COMMENT

In addition to soliciting stakeholder contributions during the development of this waiver, as part of the State Plan Modification it has been discussed in open meetings finalizing the Plan Modification and posted and distributed for public comment along with the State Plan Modification.

TITLE I-B ASSURANCES

The State Plan must include assurances that:

1. The State has implemented a policy to ensure Adult program funds provide a priority in the delivery of training services and individualized career services to individuals who are low income, public assistance recipients and basic skills deficient; Yes

2. The State has implemented a policy to ensure local areas have a process in place for referring veterans with significant barriers to employment to career services provided by the JVSG program's Disabled Veterans' Outreach Program (DVOP) specialist; Yes

3. The state established a written policy and procedure that set forth criteria to be used by chief elected officials for the appointment of local workforce investment board members. Yes

4. The State established written policy and procedures to ensure local workforce investment boards are certified by the governor every two years in accordance with WIOA section 107(c)(2). Yes

5. Where an alternative entity takes the place of a State Board, the State has written policy and procedures to ensure the alternative entity meets the definition under WIOA section 101(e) and the legal requirements for membership. Yes

6. The State established a written policy and procedure for how the individuals and entities represented on the State Workforce Development Board help to determine the methods and factors of distribution, and how the State consults with chief elected officials in local areas throughout the State in determining the distributions. Yes

7. The State will not use funds received under WIOA Title I to assist, promote, or deter union organizing in accordance with WIOA section 181(b)(7). Yes

8. The State distributes adult and youth funds received under WIOA equitably throughout the State, and no local area suffers significant shifts in funding from year-to-year during the period covered by this plan. Yes

9. If a State Workforce Development Board, department, or agency administers State laws for vocational rehabilitation of persons with disabilities, that board, department, or agency cooperates with the agency that administers Wagner-Peyser services, Adult and Dislocated Worker programs and Youth Programs under Title I. Yes

10. The State agrees to report on the impact and outcomes of its approved waivers in its WIOA Annual Report. Yes

11. The State has taken appropriate action to secure compliance with the Uniform Guidance at 2 CFR 200 and 2 CFR 2900, including that the State will annually monitor local areas to ensure compliance and otherwise take appropriate action to secure compliance with the Uniform Guidance under section WIOA 184(a)(3); Yes

PROGRAM-SPECIFIC REQUIREMENTS FOR WAGNER-PEYSER PROGRAM (EMPLOYMENT SERVICES)

All program-specific requirements provided for the WIOA core programs in this section must be addressed for either a Unified or Combined State Plan.

A. EMPLOYMENT SERVICE PROFESSIONAL STAFF DEVELOPMENT.

1. DESCRIBE HOW THE STATE WILL UTILIZE PROFESSIONAL DEVELOPMENT ACTIVITIES FOR EMPLOYMENT SERVICE STAFF TO ENSURE STAFF IS ABLE TO PROVIDE HIGH QUALITY SERVICES TO BOTH JOBSEEKERS AND EMPLOYERS.

The State will utilize a wide range of professional development activities for Employment Service staff to enhance staff's ability to provide high quality service to jobseekers, workers and employers, as well as to all WIOA partners. Areas of staff development include the improvement of staff knowledge in all WIOA programs including Title IB adult, dislocated worker, and youth programs; Title II adult education and literacy programs; Title III Wagner-Peyser program; and Title IV VR programs. In addition, the State will use professional development activities to enhance general and universally applicable knowledge in areas such as customer service, identifying and assessing barriers to employment, interest and skill

assessment, local and regional labor market trends, provision of labor marker information, assisting clients with disabilities, time management strategies, personnel management strategies and computer skills.

The methods of delivering professional development activities will include web-based training, WIOA partner cross-trainings, workshops, webinars, conference attendance and delivery through Employment Service trainers.

The goal of the State's professional development activities will be to enhance staff's ability to connect clients with the full range of services available in their communities, whether they are looking to find jobs, build basic educational or occupational skills, earn a postsecondary certificate or degree, or obtain guidance on how to make career choices, or are employers seeking skilled workers.

2. DESCRIBE STRATEGIES DEVELOPED TO SUPPORT TRAINING AND AWARENESS ACROSS CORE PROGRAMS AND THE UNEMPLOYMENT INSURANCE (UI) PROGRAM, AND THE TRAINING PROVIDED FOR EMPLOYMENT SERVICES AND WIOA STAFF ON IDENTIFICATION OF UI ELIGIBILITY ISSUES AND REFERRAL TO UI STAFF FOR ADJUDICATION.

Employment Services (ES) in the State are delivered by the Department of Commerce (DOC), and the Unemployment Insurance (UI) program is delivered by the Department of Labor (DOL). Programs such as Reemployment Services (RESEA), TAA/TRA, Unemployment Insurance., require that in the delivery of such services, representatives from DOC and DOL meet on a regular basis to keep abreast of issues, law changes/updates, experienced results, technology changes/updates, best practices and development of new strategies. Strategies used to support training and awareness across Core Partner programs, including Employment Services, WIOA and Unemployment Insurance (UI), combine printed information, web-based information and partner cross-trainings and informational meetings with management, front line staff and clients. Intra-partner trainings may also include workshops, webinars and online tutorials. The content of these approaches is developed by the partner-leadership with significant input from front line staff, and the information is continuously updated. The content includes, but is not limited to, descriptions of the programs each partner administers, program staff's position descriptions and duties, client eligibility requirements and issues, typical client demographic and job readiness norms, referral processes between partners, and common client intake and registration information.

B. EXPLAIN HOW THE STATE WILL PROVIDE INFORMATION AND MEANINGFUL ASSISTANCE TO INDIVIDUALS REQUESTING ASSISTANCE IN FILING A CLAIM FOR UNEMPLOYMENT COMPENSATION THROUGH ONE-STOP CENTERS, AS REQUIRED BY WIOA AS A CAREER SERVICE.

Computer and telephone access is available at one-stops for individuals to file their claims, as well as a user guide published by the Kansas Department of Labor (KDOL) on how to file an initial claim. One-stop staff will receive training from KDOL on filing an unemployment insurance claim, and as to a claimant's rights and responsibilities. Customers requesting assistance in filing a claim will be assisted by a staff member that has received the training.

Fact sheets will be made available to guide one-stop staff in answering frequently asked questions by unemployment insurance applicants and claimants. Customer's requesting more detailed and personalized information will be referred to the UI Call Center for further assistance.

C. DESCRIBE THE STATE'S STRATEGY FOR PROVIDING REEMPLOYMENT ASSISTANCE TO UNEMPLOYMENT INSURANCE CLAIMANTS AND OTHER UNEMPLOYED INDIVIDUALS.

Claimants most in need of reemployment assistance are identified through the Worker Profiling and Reemployment Services (WPRS) system during the initial unemployment insurance claims process. The information provided by the claimant is analyzed and scored by the WPRS, and the resulting score is a forecast of the claimants' probability of exhausting regular benefits. Claimants with a 60% percent or greater probability of exhausting benefits will be entered into the queue to be scheduled for reemployment services.

Since 2009, Kansas has received funding from the USDOL to provide services under the Reemployment and Eligibility Assessment (REA) grant. The REA grant allows Kansas to provide enhanced reemployment services in four offices. Beginning 2016, the REA initiative will transition into the Reemployment Services and Eligibility Assessment (RESEA) program and will expand statewide. RESEA customers participate in the following services:

- **Work Registration - RESEA participants must have a Plus account which includes a complete, up- to-date and active resume in KANSASWORKS (the state's employment website). Staff will provide resume assistance if appropriate.**
- **Orientation to One-Stop services - An introduction to the workforce center that includes an overview of the programs and services available, and instruction on using self-help tools**
- **UI Eligibility Review - Potential eligibility issues are documented and referred to UI.**
- **Initial Assessment - Evaluation of the customer's employment history, education, interests and skills resulting in the identification of employment goals, barriers to employment and the services needed to obtain his/her goals.**
- **Labor Market Information - Based on desired residential location and claimant's employment history/interests**
- **Individual Employment Plan - In consultation with the claimant, a written Individual Employment Plan (IEP) matched to the claimant's needs based on information gathered during the Initial Assessment is developed**
- **Follow-up: Claimants must follow up with RESEA staff every 30 days until he/she has returned to work or is no longer receiving benefits. At each follow-up the claimant provides their work search contacts for the previous four weeks.**

Individuals identified as needing additional staff assistance may be scheduled for up to two subsequent RESEA appointments. Participants may also be required to participate in reemployment services such as: attending workshops, complete

assessment tests such as "Kansas WorkReady Certification, be referred to other service providers, including WIOA or complete a skills profiler to determine career interests, skills and work values, and explore occupations.

One-stops will implement processes and procedures to identify unemployed individuals at the beginning of a customer's visit to a one-stop. Unemployed individuals that are not participating in RESEA will be provided information detailing the services available to them at the one-stop and online, and will be invited to meet with a Wagner-Peyser staff member.

D. DESCRIBE HOW THE STATE WILL USE W-P FUNDS TO SUPPORT UI CLAIMANTS, AND THE COMMUNICATION BETWEEN W-P AND UI, AS APPROPRIATE, INCLUDING THE FOLLOWING:

1. COORDINATION OF AND PROVISION OF LABOR EXCHANGE SERVICES FOR UI CLAIMANTS AS REQUIRED BY THE WAGNER-PEYSER ACT;

Wagner-Peyser staff will be providing UI claimants called in for RESEA with the program's required services as well as any labor exchange and basic career services the claimant may need. Wagner-Peyser staff will continue to provide the full range of services available under the Wagner-Peyser Act to UI claimants that come into the one-stop according to individual's needs.

Staff Development

Commerce has established training tools in a wide variety of topics including customer service, program eligibility, case management strategies, disability accommodation and other skills needed by workforce center and program staff to consistently deliver excellent services to jobseekers, workers and employers. Training is provided on anon-going basis to ensure all staff are trained, regardless of staff turn-over, and to provide "refresher" training for those needing to further develop their skills. Under WIOA implementation, as described in the strategies earlier in the Operations Section of the state plan, all staff of WIOA Core Programs will develop their understanding of other partner programs through on-going skills training.

Through online curriculum, Commerce staff members receive training to develop skills needed to support UI claimants when they enter the workforce center. Supervisors require new staff to complete the training upon hire. W-P staff members do not determine eligibility for UI, nor do they have access to the UI automated system. Workforce Center staff members also do not provide counselling regarding UI eligibility, benefit levels or any other aspect of UI. Workforce Center staff do, however, provide written information provided by KDOL and assist customers with accessing the online UI Claims system as a Career Service as required by WIOA. Additionally, Workforce Center telephones and computer equipment are available to UI claimants to assist them with filing UI claims.

State Workforce Policy 4-2-04 Wagner-Peyser Reemployment Services for UI Claimants: **Wagner-Peyser funding is utilized by the Department of Commerce to assure: (1) UI claimants receive a full range of labor exchange services necessary and appropriate**

to facilitate their earliest return to work, as determined by assessment services including WIOA Career Services; (2) claimants requiring assistance in seeking work receive the necessary guidance and counseling to ensure they can conduct a meaningful and realistic work search; and (3) UI program staff receive information about the claimants' ability to work or their availability to accept suitable work offered them. UI claimants are selected using KDOL's Worker Profiling and Reemployment Services (WPRS) system. Claimants most likely to exhaust (score of 50% or higher) are placed in the pool for WFC staff to schedule for services. The following are mandatory services:

- **Work Registration - Most claimants are automatically registered in KANSASWORKS.com when they file an Unemployment Insurance claim. However, if the claimant is not already registered, staff assistance is offered to help them register.**
- **Assessment Orientation - Staff provide an introduction to the workforce center to include instruction on using self-help tools.**
- **Initial Assessment - Staff provide an initial assessment of the claimant's skill level, aptitude, ability, supportive service needs and eligibility for federally funded programs in general, and specifically USDOL funded programs.**
- **Individual Employment Plan - In coordination with the claimant, and other WIOA Core Partners as appropriate, staff develop a written Individual Employment Plan (IEP) matched to the claimant's needs based on information gathered during the Assessment Interview.**

Other Mandatory Services - Any activity the case manager considers essential for the claimant to become reemployed may be added to the customer's service record identified as a mandatory service. This may include activities such as the following:

- **participation in workshops;**
- **referrals to other services providers such as WIOA Core and Required partner programs; and**
- **accessing web-based Career Assessment toolsto determine career interests, skills and work values, explore occupations and establish educational strategies.**

2. REGISTRATION OF UI CLAIMANTS WITH THE STATE'S EMPLOYMENT SERVICE IF REQUIRED BY STATE LAW;

Claimants are automatically registered for a KANSASWORKS.com job seeker account upon filing a claim. Login information is sent to claimants along with their monetary determination letter. If for some reason a claimant is found to be not registered, staff assistance is provided to the claimant.

3. ADMINISTRATION OF THE WORK TEST FOR THE STATE UNEMPLOYMENT COMPENSATION SYSTEM, INCLUDING MAKING ELIGIBILITY ASSESSMENTS (FOR REFERRAL TO UI ADJUDICATION, IF NEEDED), AND PROVIDING JOB FINDING AND PLACEMENT SERVICES FOR UI CLAIMANTS; AND

Work search criteria that emphasizes engagement in the workforce system and provides claimants "best practice" information concerning their work search activities is in the process of implementation. One-stop staff, including Wagner-Peyser staff, will receive additional training on conducting eligibility assessments to identify potential eligibility issues, and will receive training on proper documentation of potential issues for use by UI staff. Staff report potential eligibility issues through KANSASWORKS.com and via a dedicated email address monitored by UI staff.

Commerce also delivers the Reemployment and Eligibility Assessment (REA) Program. REA is similar to re-employment services; however, through an MOU with the Kansas Department of Labor, Commerce employs staff in workforce centers located in Wichita, Topeka, Lawrence and Overland Park. REA staff provide one-on-one services to claimants most likely to exhaust UI benefits through the WPRS Profiling System-- those with a score between 40-49%. Staff review jobseekers' UI eligibility and work closely with KDOL staff to address any UI issues. Commerce staff provide Wagner-Peyser services and refer REA customers to any WIOA Core and Required partner programs, or other workforce system programs, for services needed to reduce barriers to employment. REA staff is required to follow up with claimant every 30 days until they are reemployed or are no longer receiving UI.

The goals of the REA are to:

- Shorten the number of weeks claimed

- Decrease the likelihood of UI overpayments

- Decrease the likelihood of claimants exhausting UI benefits

- Cost savings for the UI trust fund

Rapid reemployment for UI claimants

4. PROVISION OF REFERRALS TO AND APPLICATION ASSISTANCE FOR TRAINING AND EDUCATION PROGRAMS AND RESOURCES.

Each local area will have differing resources to assist UI claimants with referrals to and application assistance for training and education programs. For example, two local areas have partnered with agencies that provide counseling and information on college admissions as well as assist individuals on completing applications. Each area may provide more specific information in their local plans. To prevent duplication of services, each local area will be assessed for their existing resources, and training will be provided to staff as needed.

Reemployment Connections Initiative

The Reemployment Connections Initiative is USDOL/ETA's effort to integrate and streamline service delivery within the Nation's Workforce Investment System. The focus of this important work is on improving the System to better help jobseekers find jobs and help businesses find the skilled workers they need. The initiative includes the following four strategies:

- **Common registration system that serves as a "virtual front door" to all State workforce programs;**
- **Real-time triage to better serve the customer in a timely manner;**
- **Skills transferability and job matching to provide resources to the customers to help them find employment faster; and**

Social Media to expand staff capacity and increase service delivery options and reemployment outcomes for all customers - jobseekers and businesses. The funding provided is to support the state's effort to develop an implementation plan to address the aforementioned reemployment strategies.

E. AGRICULTURAL OUTREACH PLAN (AOP). EACH STATE AGENCY MUST DEVELOP AN AOP EVERY FOUR YEARS AS PART OF THE UNIFIED OR COMBINED STATE PLAN REQUIRED UNDER SECTIONS 102 OR 103 OF WIOA. THE AOP MUST INCLUDE--

1. ASSESSMENT OF NEED

Provide an assessment of the unique needs of farmworkers in the area based on past and projected agricultural and farmworker activity in the State. Such needs may include but are not limited to: employment, training, and housing.

Assessing the unique needs of the MSFW population in Kansas, like many other states, presents several challenges. The needs of Kansas MSFWs are primarily language acquisition skills and technical skills. Both of these needs significantly impact the end goal of job placement for the MSFW population. The Kansas Workforce Centers are ready to provide assistance to the MSFW in obtaining employment and making them aware of training available. Many MSFW's indicate a need to continue working and do not have time for training for other employment unless they can no longer work in the agriculture industry due to health, age, or other factors such as healthcare, schooling for children, or insurance.

A. AN ASSESSMENT OF THE AGRICULTURAL ACTIVITY IN THE STATE MEANS: 1) IDENTIFYING THE TOP FIVE LABOR-INTENSIVE CROPS, THE MONTHS OF HEAVY ACTIVITY, AND THE GEOGRAPHIC AREA OF PRIME ACTIVITY; 2) SUMMARIZE THE AGRICULTURAL EMPLOYERS' NEEDS IN THE STATE (I.E. ARE THEY PREDOMINANTLY HIRING LOCAL OR FOREIGN WORKERS, ARE THEY EXPRESSING THAT THERE IS A SCARCITY IN THE AGRICULTURAL WORKFORCE); AND 3) IDENTIFYING ANY ECONOMIC, NATURAL, OR OTHER FACTORS THAT ARE AFFECTING AGRICULTURE IN THE STATE OR ANY PROJECTED FACTORS THAT WILL AFFECT AGRICULTURE IN THE STATE.

1) top five labor-intensive crops, months of heavy activity, and the geographic area of prime activity

According to the latest National Agricultural Statistics Service (NASS) -- Kansas field office Agricultural Exports report (April 29, 2015), Kansas again ranked seventh among the 50 states as an exporter of agricultural products during fiscal year 2014. Wheat was the leading export, accounting for 29 percent of the State total and 12.2 percent of the National All Wheat exports. Kansas ranked first in the Nation for Sorghum exports with 46 percent of the National Sorghum export. Kansas ranked

second in the Nation for Wheat exports, ninth for Corn and Grain Products, and other top ten rankings include Potatoes, Hay, and Beans.

The 2015 State Agricultural Overview (dated 8/18/16) lists the top five Kansas crops, based on harvested acres, as wheat, corn for grain, soybeans, sorghum for grain, and hay & haylage.

- **Wheat production for 2015 was 322 million bushels, up from 246.4 million bushels in 2014. Yield in 2015 was 37 bushels per acre, up 9.0 bushels from the previous year's crop. Acres harvested for grain totaled 8.7 million, down 1 percent from 2014. A total of 9.2 million acres were planted to wheat in the fall of 2014 for harvest in 2015, down 4 percent from 2014.**
- **Corn for grain production was 580 million bushels with a Yield of 148 bushels per acre, down 1.0 bushel from the previous year's crop. Acres harvested totaled 3.9M, up 3% from 2014.**
- **Soybean production totaled 148.6 million bushels, up 6.1 million bushels from 2014, with a yield of 38.5 bushels per acre, up 2.5 bushels from 2014 yield. Area for harvest is at 3.9 million acres, down 2% from 2014.**
- **Sorghum for grain production is at 281.6 million bushels, up 41% from 2014, with a yield of 88 bushels per acre, up 14 bushels from 2014. Area harvested was 3.2 million acres, up 500,000 acres from 2014.**
- **Hay & Haylage production is at 6.3 million tons, up 1.3 million tons from 2014, with a yield of 2.48 tons per acre, up 1.48 tons. Area harvested was 2.5 million acres, up 200,000 acres from 2014.**

Projected level of agricultural activity for the coming year

According to the NASS Prospective Planting & Stocks report dated March 31, 2016 planting of the major crops was forecast as follows:

- **Wheat, 8.5 million acres, -1% from 2015**
- **Corn, 4.8 million acres, +16% from 2015**
- **Sorghum, 3.15 million acres, -7% from 2015**
- **Soybean, 3.85 million acres, -1% from 2015**
- **All Hay, 2.4 million acres, -2% from 2015**
- **Oats, 120,000 acres, +26% from 2015**
- **Cotton, 22,000 acres, +38% from 2015**
- **Canola, 40,000 acres. New crop in 2016; first year for acreage and production in Kansas.**

Geographic area of activity

According to USDA State Fact Sheets, July 20, 2016, in 2015 60,400 farms operated in Kansas, 600 less than in 2014. The amount of farmland in Kansas remains constant at 46 million acres, which is 88% of the state. The average farm size increased from 754 acres in 2014 to 762 (USDA 2015 State Agriculture Overview), which is above the national average of 434 acres.

According to the National Agricultural Statistics Service (NASS) Kansas' geographic area of cropland is primarily in local workforce development areas one and two. The area of prime activity for H-2A certifications also occurs in local areas one and two.

In PY14 108 requests for H-2A certifications were submitted. Breaking that down to local workforce development area, the statistics are as follows:

- **Local Area 1 - 89 H-2A certification requests**
- **Local Area 2 - 14 H-2A certification requests**
- **Local Area 3 - 0 H-2A certification requests**
- **Local Area 4 - 1 H-2A certification request**
- **Local Area 5 - 4 H-2A certification requests**

2) Summarize the agricultural employers' needs in the State (i.e. are they predominantly hiring local or foreign workers, are they expressing that there is a scarcity in the agricultural workforce); and

A review of the MSFW activity in the State.

The KANSASWORKS Annual Report for PY2014 officially estimates 4,900 MSFWs worked in the State of Kansas throughout Calendar Year (CY) 2014. This estimate is supplied by the Kansas Department of Health and Environment's Statewide Farmworker Health Program. The Kansas Department of Health and Environment's Kansas Statewide Farmworker Health Program (KSFHP) reported it actually served 4,817 farmworkers during CY14, a number that includes workers' registered family members.

The following table provides historical data of individuals in KANSASWORKS.com that identified as a migrant seasonal farmworker.

Program YearJuly 1-June 30	Registered as MSFWs in KW.com	No. Increase/Decrease
2013	65	+20
2014	86	+21
2015	72	-14

TABLE SUMMARY: In PY13 65 MSFWs were registered in KANSASWORKS.com; an increase of 20 from PY12. In PY14 86 MSFWs were registered in KANSASWORKS.com; an increase of 21 from PY13. In PY15 72 MSFWs were registered in KANSASWORKS.com; a decrease of 14 from PY14.

Kansas Department of Commerce performs H2A labor certification including housing inspections. The following table provides historical labor certification data.

Prgm Yr	Employers	Served	Housing	Inspections	Requested	Workers	Approved	Workers
July 1-June 30	No.	% Incr/ Decr	No.	% Incr/ Decr	No.	% Incr/ Decr	No.	% Incr/ Decr
2013	104	-18%	149	-12%	728	-3%	674	+0.4%
2014	118	+13%	166	+7%	776	+7%	708	+5%
2015	120	+2%	170	+2%	829	+7%	798	+13%

TABLE SUMMARY: In PY13:104 H2A employer applications were certified, down 18% from previous year; 149 housing units were inspected; down 12%; 728 agricultural workers were requested, down 3%; and 674 workers were approved, up 0.4%. In PY14:118 H2A employer applications were certified, up 13% from previous year; 166 housing units were inspected; up 7%; 776 agricultural workers were requested, up 7%; and 708 workers were approved, up 5%. In PY15:120 H2A employer applications were certified, up 2% from previous year; 170 housing units were inspected; up 2%; 829 agricultural workers were requested, up 7%; and 798 workers were approved, up 13%.

The Migrant Indicators of Compliance Report is summarized in the below and demonstrates the percent of applicants that received services for MSFWs compared to Non-MSFW.

PY14	Number of MSFW	Percent of MSFW	Number of. Non-MSFW	Percent of Non-MSFW
Total Applicants	61	100%	185,651	100%
Referred to Employment	8	13%	14,043	8%
Received Staff Assisted Services	24	39%	47,573	26%
Referred to Support Service	3	5%	2,341	1%
Career Guidance	0	0%	4,412	2%
Job Development Contact	0	0%	60	0.03%
PY15	**Number of MSFW**	**Percent of MSFW**	**Number of. Non-MSFW**	**Percent of Non-MSFW**
Total Applicants	72	100%	110,483	100%

PY14	Number of MSFW	Percent of MSFW	Number of. Non-MSFW	Percent of Non-MSFW
Referred to Employment	9	13%	12,498	11%
Received Staff-Assisted Services	22	31%	40,806	37%
Referred to Support Service	2	3%	2,185	2%
Career Guidance	2	3%	5,482	5%
Job Development Contact	0	0%	81	0.07%

TABLE SUMMARY: In PY14 the KANSASWORKS.com Migrant Indicators of Compliance Report indicated 61 (or 100%) of migrant seasonal farmworkers (MSFWs) applied for services; and 185,651 (or 100%) of non-MSFWs applied. Of the 61 MSFWs who applied 8 (or 13%) were referred to employment, 24 (or 39%) received staff-assisted services, three (or 5%) were referred to support services, 0 (or 0%) received career guidance, and 0 (or 0%) received job development contact. Of the 185,651 non-MSFWs who applied 14,043 (or 8%) were referred to employment, 47,573 (or 26%) received staff-assisted services, 2,341 (or 1%) were referred to support services, 4,412 (or 2%) received career guidance, and 60 (or 0.03%) received job development contact. Comparing services rendered to MSFW and non-MSFW, the percent served in career guidance and job development contact are within a 2% variance. MSFW referral to employment was 13% compared to non-MSFWs at 8%. Receipt of staff-assisted services was 39% for MSFWs compared to 26% for non-MSFWs and referral to support service was 5% for MSFW and 1% for non-MSFWs.

TABLE SUMMARY: In PY15 the KANSASWORKS.com Migrant Indicators of Compliance Report indicated 72 (or 100%) of migrant seasonal farmworkers (MSFWs) applied for services; and 110,483 (or 100%) of non-MSFWs applied. Of the 72 MSFWs who applied 9 (or 13%) were referred to employment, 22 (or 31%) received staff-assisted services, two (or 3%) were referred to support services, 2 (or 3%) received career guidance, and 0 (or 0%) received job development contact. Of the 110,483 non-MSFWs who applied 12,498 (or 11%) were referred to employment, 40,806 (or 37%) received staff-assisted services, 2,185 (or 2%) were referred to support services, 5,482 (or 5%) received career guidance, and 81 (or 0.07%) received job development contact. Comparing services rendered to MSFW and non-MSFW, the percent served in each category is within a 2% difference in all categories other than receipt of staff-assisted services, which was 31% MSFW and 37% non-MSFW.

To assure statewide compliance Commerce will make every effort to meet four out of five Equity Indicators of Compliance, as well as meet four out of seven Minimum Service Level Indicators by providing support as described in SECTION 3 - SERVICES PROVIDED TO FARMWORKERS AND AGRICULTURAL EMPLOYERS.

Minimum service level indicators are established to ensure that MSFWs receive the required employment services. Pursuant to 20 CFR 653.112(c), only the 20 most

MSFW significant States are required to meet compliance levels. Significant States are required to meet at least four out of the seven minimum service level indicators each quarter. Kansas is not a significant state.

The minimum service level indicators are:

168. **JOB PLACEMENT - the percentage of registered MSFWs that were placed in a job.**
169. **JOB PLACEMENT PAYING $.50 ABOVE MINIMUM WAGE - the percentage of registered MSFWs that were placed in a job paying $.50 above minimum wage.**
170. **JOB PLACEMENT IN LONG-TERM NON-AGRICULTURAL JOB - the percentage of registered MSFWs that were placed in a non-agricultural job with duration more than 150 days.**
171. **REVIEW OF SIGNIFICANT LOCAL OFFICES - Kansas is not a significant state and does not have dedicated MSFW outreach personnel making this goal unattainable.**
172. **FIELD CHECKS - perform field checks of at least 25% of the clearance orders in which "domestic" worker placements are made (20 CFR 653.503).**
173. **OUTREACH CONTACTS - a minimum of five contacts per staff day should be performed by outreach workers. Kansas is not a significant state and does not have dedicated MSFW outreach personnel making this goal unattainable; however, specific outreach will occur as directed by the KANSASWORKS functional manager.**
174. **TIMELY PROCESSING OF COMPLAINTS - minimal compliance levels must reflect timeliness as prescribed by 20 CFR 658.400. Actual levels are cumulative of unresolved complaints at the end of each reporting period.**

The KANSASWORKS centers must consider and be sensitive to the preferences, needs, and skills of individual MSFWs and the availability of job and training opportunities for them.

Projected number of MSFWs in the State for the coming year

Statistics identifying projected number of MSFWs was requested, but not received, from SER Corporation who operated the National Farmworker Jobs Program (NFJP). The NFJP is authorized under section 167 of the Workforce Innovation and Opportunity Act (WIOA) of 2014, and is a required partner of the local workforce delivery system.

Based on the projected level of agricultural activity and review of MSFW activity in the state, Kansas projects

a 2-4% increase in numbers served in the next year.

3) Identifying any economic, natural, or other factors that are affecting agriculture in the State or any projected factors that will affect agriculture in the State.

According to the K-State Kansas Climate Summary (dated June 2016), June made a quick turn-around with both temperature and precipitation in most of the state. Only

the Southwest Division averaged above normal precipitation for the month. The June average precipitation in Southwest KS was 5.14 inches or 158 percent of normal. In contrast, the Northeast division averaged just 0.98 inches or 19 percent of normal. The statewide average was 2.53 inches or 65 percent of normal. That places this June as the 23rd driest since 1896. The driest June on record occurred in 1911, when the statewide average total was just 0.68 inches. Despite the overall dry pattern, there were 32 new record daily rainfall totals. Of those, Cimarron's daily record 4.89 inches set on June 13th set a new monthly record as well. The greatest 24 hour total for a NWS station was 5.80 inches at Bentley 2E, Sedgwick County, on the 16th. The greatest 24 hour total for a CoCoRaHS station was 6.13 inches at Halstead 0.4 S, Harvey County, also on the 16th. Highest monthly totals: 9.79 inches at Winfield, Cowley County (NWS); 7.52 inches at Wichita 6.9 NW, Sedgwick County (CoCoRaHS).

On the temperature side, this was the 10th warmest since 1896. The statewide average temperature was 77.5 oF. Not surprisingly, the Southwest Division was closest to normal for the month. The average was 76.7 oF, or 2.9 degrees warmer than normal. The warmest division was the East Central where average temperature was 78.4 oF or 4.9 degrees warmer than normal. There were 61 new daily record high temperatures set. In addition there were 31 new record warm minimum temperatures. Of those, 4 set new record warm minimum temperatures for the month of June. Toronto Lake set a new record of 78 oF on the 18th, then tied it again on the 23rd. The highest temperature recorded for the month was 106 oF, set at both Abilene, Dickinson County, and Salina, Saline County, on the 15th. The coldest temperature recorded for the month was 42 oF, reported at Brewster 4W in Thomas County on the 5th.

As the rainfall pattern decreased, there were also fewer severe weather reports. There were no tornadoes reported in June. There were 51 hail reports which were much fewer than the 223 reported in May. The most common severe weather report was damaging winds. There were 86 damaging wind reports in the month.

The dry month resulted in a return of abnormally dry conditions across much of the eastern third of the state. The last Drought Monitor issued in June had just over 20 percent of the state as abnormally dry. The precipitation outlook for June is for wetter than average conditions didn't materialize. The July outlook is neutral on precipitation, with chances equally likely for above or below normal precipitation. Statewide, the outlook is for warmer than normal temperatures.

Compared to the 27-year average at this time for Kansas, this year's Vegetation Condition Report for June 21 - June 27, 2016 from K-State's Precision Agriculture Laboratory shows lower vegetative activity continues in the Northeastern areas of the state, where wet weather was quickly replaced by hot, dry conditions. Increased photosynthetic activity is most visible in the Southwest Divisions. Continued rains, and closer to normal temperatures have favored vegetative activity in this area.

The numbers of farms have decreased, but the size of farms has increased and total net farm income continues to rise. There are no known economic, natural or other factors that will impact agriculture production in the State.

SIGNIFICANT STATUS NOTE: Per 20 CFR 651.10 USDOL must designate states with significant MSFW activities. "Significant MSFW States shall be those States designated annually by ETA and shall include the twenty (20) States with the highest number of MSFW applicants." Significant states are required to perform vigorous outreach with extensive follow-up and have dedicated MSFW outreach staff. Kansas does not have a significant MSFW state designation; however, agricultural employees and employers are provided the full array of resources and services available through the state workforce system. Farmworkers may view and apply for job postings, file a complaint, or receive referrals to social services, unemployment and/or training assistance. Agricultural employers receive the full array of employer resources and services including job postings and labor exchange information and services. Additional services include housing inspections conducted by local workforce center staff.

B. AN ASSESSMENT OF THE UNIQUE NEEDS OF FARMWORKERS MEANS SUMMARIZING MIGRANT AND SEASONAL FARM WORKER (MSFW) CHARACTERISTICS (INCLUDING IF THEY ARE PREDOMINANTLY FROM CERTAIN COUNTRIES, WHAT LANGUAGE(S) THEY SPEAK, THE APPROXIMATE NUMBER OF MSFWS IN THE STATE DURING PEAK SEASON AND DURING LOW SEASON, AND WHETHER THEY TEND TO BE MIGRANT, SEASONAL, OR YEAR-ROUND FARMWORKERS). THIS INFORMATION MUST TAKE INTO ACCOUNT DATA SUPPLIED BY WIOA SECTION 167 NATIONAL FARMWORKER JOBS PROGRAM (NFJP) GRANTEES, OTHER MSFW ORGANIZATIONS, EMPLOYER ORGANIZATIONS, AND STATE AND/OR FEDERAL AGENCY DATA SOURCES SUCH AS THE U.S. DEPARTMENT OF AGRICULTURE AND THE U.S. DEPARTMENT OF LABOR (DOL) EMPLOYMENT AND TRAINING ADMINISTRATION.

Kansas MSFW's include individuals from South Africa, Australia and Mexico. Most speak English, as employers require individuals who can comprehend instructions and can communicate well. Employment is temporary in nature and therefore migrants fill short-term employment needs, although employers do fill some jobs with local, seasonal farmworkers.

Unique needs of MSFW's are the need for healthcare, including Tuberculosis screening and treatment, dental, pharmaceutical and medical case management; education for children in K-12 and adults with GED or English Language Learners; translation services for parents at Parent/Teacher conferences; and coordination of services and benefits from multiple states.

2. OUTREACH ACTIVITIES

The local offices outreach activities must be designed to meet the needs of MSFWs in the State and to locate and contact MSFWs who are not being reached through normal intake activities. Describe the State agency's proposed strategies for:

Kansas will continue to direct resources to those media most successful for outreach, including personal contact with NFJP grantees and MSFW groups.

Local areas continue efforts to increase outreach through technology and mobility. Technology includes increased use of high definition conferencing equipment in the

workforce centers. Conferencing equipment is used to facilitate employer interviews, outreach contacts with organizations or groups, and translation assistance in the instance of a Limited English Proficient customer in one center with a bilingual staff member in another center. Mobility includes out stationing staff in various communities for a day, or part of a day in the week, and using recreational vehicles which have been converted into fully functioning mobile centers. These activities are planned and implemented by individual local areas.

Communication with partners not physically located in the areas' comprehensive centers is facilitated by electronic means and other informational and referral methods. Because of limited funding and reduced staffing levels, local areas maintain a relationship with organizations which serve farmworkers and provide information about One-Stop services.

At the state level, the State Monitor Advocate (SMA) will continue use of a simple website which serves as an online resource directory and offers MSFWs another avenue for communication with the SMA. The webpage, found at http://kansasmonitoradvocate.wordpress.com/, is currently hosted on a free site and is incurring no cost to the state, save for the SMA's programming and updating time. The site is designed to be as mobile-friendly as possible in order to be easily used by customers with Internet-accessible (smart) phones. The site has been registered with Google in order to turn up when searches are made using keywords such as "monitor advocate", "farmworker", and Kansas. Use of Internet tools is a logical step since the Internet was listed as the second most common means of learning about KANSASWORKS.

Outreach activities will be documented through use of an outreach log which will be submitted to the SWA on a quarterly basis with the quarterly complaint log. The complaint log may include any activity which may be considered outreach if done outside of the workforce center and if the information has the potential to reach MSFWs. Training to workforce center staff addressing outreach and the complaint system will be provided throughout the program year.

A. CONTACTING FARMWORKERS WHO ARE NOT BEING REACHED BY THE NORMAL INTAKE ACTIVITIES CONDUCTED BY THE EMPLOYMENT SERVICE OFFICES.

The tools which will be used to conduct outreach, include personal contact, printed matter, videotapes, slides, and /or cassette recordings.

According to KANSASWORKS.com, outreach or knowledge of the system to date for PY14 was attributed by individuals to the following activities:

- **Word of mouth - 11,751**
- **Brochure/Flyer - 685**
- **Internet - 7,745**
- **Newspaper - 502**
- **Radio - 330**
- **TV - 212**

• Highway Billboard - 120

• Other - 7,420

As of this plan year, it appears outreach efforts are sufficient.

B. PROVIDING TECHNICAL ASSISTANCE TO OUTREACH WORKERS. TECHNICAL ASSISTANCE MUST INCLUDE TRAININGS, CONFERENCES, ADDITIONAL RESOURCES, AND INCREASED COLLABORATION WITH OTHER ORGANIZATIONS ON TOPICS SUCH AS ONE-STOP CENTER SERVICES (I.E. AVAILABILITY OF REFERRALS TO TRAINING, SUPPORTIVE SERVICES, AND CAREER SERVICES, AS WELL AS SPECIFIC EMPLOYMENT OPPORTUNITIES), THE EMPLOYMENT SERVICE COMPLAINT SYSTEM, INFORMATION ON THE OTHER ORGANIZATIONS SERVING MSFWS IN THE AREA, AND A BASIC SUMMARY OF FARMWORKER RIGHTS, INCLUDING THEIR RIGHTS WITH RESPECT TO THE TERMS AND CONDITIONS OF EMPLOYMENT.

See "SIGNIFICANT STATUS NOTE" in *Section VI.e.1.a - An assessment of the agricultural activity in the State.*

The State Monitor Advocate (SMA), located in the Department of Commerce Regulatory Compliance, Legal Services Unit provides statistical or other technical assistance to LWDAs and other entities for plan development, policy development, or service provision, as necessary. In addition, the SMA will:

- **Provide technical assistance to LWDAs for plan development, policy development, or service provision, as necessary. LWDAs will be advised that, at a minimum, outreach activities must provide information about the Job Service Complaint system and other organizations serving MSFWs.**
- **Serve as an advocate to improve services to MSFWs within the KANSASWORKS system.**
- **Provide training to KANSASWORKS staff and provide technical assistance including advising LWDA's that, at a minimum, outreach activities must provide information about services available through the workforce center, including the availability of referrals to employment, to training, supportive services, testing, counseling, and other job related services. In addition, specific employment opportunities which are currently available in the KANSASWORKS system will be made available.**
- **Participate in public meetings and training conferences sponsored by the US Department of Labor or other agency as may apply to MSFWs.**
- **Establish and maintain relationships with organizations providing services to MSFWs. Currently, the SMA serves on the director level boards of Harvest America Corporation and the Kansas Statewide Farmworker Health Program.**
- **Basic summary of farmworker rights with respect to the terms and conditions of employment is also available through the LWDA's and the SMA website(http://kansasmonitoradvocate.wordpress.com/).**
- **Training materials and information are shared on "Recent News" tab of SMA website.**
- **The Kansas Farmworker Services map detailing employment, healthcare, and other services is on the SMA website at**

https://www.google.com/maps/d/viewer?mid=19z3elu--PqThPb4nU5vVrY9F-R8.

- **As previously stated, Kansas will utilize current outreach efforts to urge farm workers to contact the local one-stop center. Partners such as NFJP, SER, Kansas Statewide Farmworker Health Program and Harvest America Corporation have information regarding the services available through the Kansas Workforce System and are able to make appropriate referrals. The SMA web-site has a link for services at the one-stop centers. Other outreach resources, including billboards, flyers and word of mouth direct MSFW's to the AJC's.**
- **Beginning in 2016 SMA will organize semi-annual meetings of relevant partners including NFJP, local area staff, Harvest America Corporation, Kansas Statewide Farmworker Health Program, LWDAs, US Dept of Agriculture, etc.**

C. INCREASING OUTREACH WORKER TRAINING AND AWARENESS ACROSS CORE PROGRAMS INCLUDING THE UNEMPLOYMENT INSURANCE (UI) PROGRAM AND THE TRAINING ON IDENTIFICATION OF UI ELIGIBILITY ISSUES.

As Kansas implements the WIOA, new possibilities for cross-agency training have been developed. Commerce already has a working relationship with the Kansas department of Labor, the UI agency, through its Reemployment and Assessment program which targets UI recipients for core services. Commerce is also leading a cross-training program designed to train core and required partner staff of the various programs provided by different state agencies and organizations. Training will be provided in person during the first year and will then be web-based for access any time as needed by new staff or a as retraining tool. The Commerce Training Director will continually update the web-based training modules to keep content up-to-date and relevant.

D. PROVIDING STATE MERIT STAFF OUTREACH WORKERS PROFESSIONAL DEVELOPMENT ACTIVITIES TO ENSURE THEY ARE ABLE TO PROVIDE HIGH QUALITY SERVICES TO BOTH JOBSEEKERS AND EMPLOYERS.

See "SIGNIFICANT STATUS NOTE" in SECTION VI.E.1.A - AN ASSESSMENT OF THE AGRICULTURAL ACTIVITY IN THE STATE.

The SMA provides professional development training to state merit staff, as well as LWDB staff, to ensure staff provide high quality services to both jobseekers and employers. Additionally, Commerce employs a fulltime Training Manager who provides on-going training for the state workforce system. Training is provided as requested and determined necessary and covers topics such as MSFW program, H-2A program, employee rights, filing complaints, applying for US work permit, relevant agricultural partners, and other such topics.

E. COORDINATING OUTREACH EFFORTS WITH NFJP GRANTEES AS WELL AS WITH PUBLIC AND PRIVATE COMMUNITY SERVICE AGENCIES AND MSFW GROUPS.

See "SIGNIFICANT STATUS NOTE" in SECTION VI.E.1.A - AN ASSESSMENT OF THE AGRICULTURAL ACTIVITY IN THE STATE.

Outreach to education about these services are provided in the same manner as for all potential workforce system customers—word of mouth, brochure, internet, newspaper, radio, TV, highway billboard. In addition, outreach occurs through state workforce system staff reaching out to a network of partners and through work of the State Monitor Advocate. These additional programs and partners may be found on the State Monitor Advocate Website (https://kansasmonitoradvocate.wordpress.com/kansas-organizations/) and include, but are not limited to: Harvest America Corporation, SER Corporation of Kansas, Kansas Department of Agriculture, Farmworker Health Program, El Centro of Topeka, Tri-State HEP, Tri-State CAMP, Project KANCO (CAMP) Kansas State University, United Methodist Mexican American Ministries.

3. SERVICES PROVIDED TO FARMWORKERS AND AGRICULTURAL EMPLOYERS THROUGH THE ONE-STOP DELIVERY SYSTEM.

Describe the State agency's proposed strategies for:

A. PROVIDING THE FULL RANGE OF EMPLOYMENT AND TRAINING SERVICES TO THE AGRICULTURAL COMMUNITY, BOTH FARMWORKERS AND AGRICULTURAL EMPLOYERS, THROUGH THE ONE-STOP DELIVERY SYSTEM. THIS INCLUDES:

CLXXXV. HOW CAREER AND TRAINING SERVICES REQUIRED UNDER WIOA TITLE I WILL BE PROVIDED TO MSFWS THROUGH THE ONE-STOP CENTERS;

CLXXXVI. HOW THE STATE SERVES AGRICULTURAL EMPLOYERS AND HOW IT INTENDS TO IMPROVE SUCH SERVICES.

Services provided to farmworkers through the AJC Network

The Kansas Department of Commerce (Commerce), through the KANSASWORKS (AJC) system, will provide Wagner-Peyser (W-P) Act-funded services to migrant and seasonal farmworkers (MSFWs) and to prospective and actual employers in accordance with Kansas Workforce Development Policies, specifically:

- **4-01-01 Wager-Peyser Funded Services, which in part states, "Wagner-Peyser Labor exchange services must be provided in the One-Stop delivery system in accordance with Section 7(e) of the Wagner-Peyser Act…"**
- **4-03-00 Migrant and Seasonal Farmworker (MSFW) Outreach/Monitor Advocate Program, which in part states, MSFW must be provided information to include, but not be limited to, core services, intensive services, and training opportunities. It also states, "Wherever feasible, outreach efforts must be coordinated with public and private community service and MSFW groups."**

Services will include:

- **Registration for labor exchange and other KANSASWORKS services either as a staff-assisted or self-service**
- **Explanation and use of KANSASWORKS.com**
- **Referral to job**

- **Job seeking assistance**
- **Testing**
- **Needs assessment**
- **Referrals to other agencies**
- **Information on other employment and training activities within the LWDA**
- **Labor Market information**
- **Tax Credit programs**
- **English/Spanish language translation assistance**
- **Information about the Job Service complaint system, filing, and processing complaints**
- **Customer satisfaction surveys**
- **Bonding program assistance**
- **Complaint processing and referral per local policy, state statute and federal regulation**

All services will be provided in accordance with state workforce policies addressing services to customers funded by Wagner-Peyser, Workforce Innovation & Opportunity Act, veterans, and all other applicable funding streams.

Services will be provided by workforce center staff as directed by their appropriate functional manager in accordance with state policy addressing integration and functional management. As the Wagner-Peyser grant recipient, Commerce's daily role in a workforce center can be described as a partner. However, Commerce/Wagner-Peyser employees may be the functional manager in some workforce centers.

Commerce and LWDAs will continue to strengthen their working relationships with program partners, MSFWs, and employers, so they may each better understand how the KANSASWORKS system can assist them and what services are available to them.

As required by 20 CFR Subpart B, 653.101, through policy guidance, monitoring, and technical assistance, Commerce will ensure all MSFWs are offered the same range of employment services, benefits and protections, including counseling, testing and job training referral services, as is provided to non-MSFWs.

Services Provided to Agricultural Employers through the AJC Network.

The staff of each KANSASWORKS workforce center includes at least one individual who is a trained pre-occupancy housing inspector. In addition to performing the housing inspections, these staff members become the contact for agricultural employers and provide services, as necessary. Services include:

- **Retention services.**
- **Agricultural Recruitment System (Local, Intrastate, Interstate).**
- **Access and assistance with KANSASWORKS.com.**
- **Information and referral to other agencies.**
- **Tax Credit Programs.**
- **Informational meetings.**
- **Customer Satisfaction Surveys.**
- **Labor Market Information.**
- **Job Fairs, special/mass recruitments.**

Kansas plans to continue the established outreach efforts and in the fall of 2016 deepen knowledge of partner programs through training staff on a comprehensive, integrated curriculum developed and delivered by all AJC partners, including the NFJP.

B. MARKETING THE EMPLOYMENT SERVICE COMPLAINT SYSTEM TO FARMWORKERS AND OTHER FARMWORKER ADVOCACY GROUPS.

The State Monitor Advocate (SMA) will coordinate outreach efforts to LWDAs and other entities for plan development, policy development, or service provision, as necessary. LWDA's are advised that, at a minimum, outreach activities must provide information about services available through the workforce center, including the availability of referrals to employment, to training, supportive services, testing, counseling, other job related services and the employment service complaint system. This process, in addition to the SMA website and outreach efforts, promotes the job service complaint system to both farmworkers and farmworker advocacy groups.

Instructions on how to file a complaint is located at https://kansasmonitoradvocate.wordpress.com/filing-complaints/. This information is shared with KANSASWORKS staff and partners who then share it as they perform MSFW outreach. In-person training is provided upon request.

A basic summary of farmworker rights with respect to the terms and conditions of employment is also available through the KANSASWORKS staff and partners and the SMA website at https://kansasmonitoradvocate.wordpress.com/2014/03/21/farmworker-rights-under-mspa/.

C. MARKETING THE AGRICULTURAL RECRUITMENT SYSTEM TO AGRICULTURAL EMPLOYERS AND HOW IT INTENDS TO IMPROVE SUCH PUBLICITY.

(iv)In addition to the staff at each KANSASWORKS workforce center, there is at least one individual who is trained as a pre-occupancy housing inspector. In addition to performing the housing inspections, these staff members become the contact for agricultural employers and provide services, as necessary. Services include:

- **Retention services**
- **Agricultural Recruitment System (Local, Intrastate, Interstate)**
- **Access and assistance with KANSASWORKS.com**
- **Information and referral to other agencies**
- **Tax Credit Programs**
- **Informational meetings**
- **Customer Satisfaction Surveys**
- **Labor Market Information**
- **Job Fairs, special/mass recruitments**

The Monitor Advocate will identify and determine how to best coordinate limited resources to improve promotion of the Agricultural Recruitment System to employers for little or no cost. Additionally, Commerce is the state agency which provides foreign labor certification and the system for receiving VISA applications for

agricultural work. This activity gives Commerce staff the unique ability to promote the MSFW program.

4. OTHER REQUIREMENTS

A. COLLABORATION

Describe any collaborative agreements the state workforce agency (SWA) has with other MSFW service providers including NFJP grantees and other service providers. Describe how the SWA intends to build upon/increase collaboration with existing partners and in establishing new partners over the next four years (including any approximate timelines for establishing agreements or building upon existing agreements).

Commerce does not have formal cooperative agreements with any agency or organization. Commerce posts job information on the workforce services Labor Exchange data system/job board which is open to the public, including other MSFW service providers. Additionally, Commerce and its LWDB staff post pertinent information regarding services available to MSFW in AJCs across the state.

Through WIOA, the state has developed a State Plan Management Team which has representation from WIOA core agencies. This collaborative relationship and the team's task of ensuring continuous improvement of the state workforce system, provides the structure by which Kansas can establish agreements as appropriate and build upon relationships already established with MSFW service providers.

The State Monitor Advocate is the state's hub for information sharing among MSFW partners. The SMA serves, and plans to continue serving, on the board of directors of Harvest America Corporation and on the Advisory Council of Kansas Statewide Farmworker Health Program. In order to strengthen and expand knowledge and partnerships around MSFW, the State Monitor Advocate will organize semi-annual meetings of relevant partners including NFJP, local area staff, Harvest America Corporation, Kansas Statewide Farmworker Health Program, LWDAs, US Dept of Agriculture, etc. The SMA will also seek opportunities for involvement by new partners in areas yet to be considered.

B. REVIEW AND PUBLIC COMMENT.

In developing the AOP, the SWA must solicit information and suggestions from NFJP grantees, other appropriate MSFW groups, public agencies, agricultural employer organizations, and other interested organizations. In addition, at least 45 calendar days before submitting its final AOP, the SWA must provide a proposed plan to NFJP grantees, public agencies, agricultural employer organizations, and other organizations expressing an interest and allow at least 30 days for review and comment. The SWA must: 1) Consider any comments received in formulating its final proposed AOP; 2) Inform all commenting parties in writing whether their comments have been incorporated and, if not, the reasons therefore; and 3) Transmit the comments and recommendations received and its responses with the submission of the AOP. The AOP must include a statement confirming NFJP grantees, other appropriate MSFW groups, public agencies, agricultural employer organizations and other interested employer organizations have been given an opportunity to comment

on the AOP. Include the list of organizations from which information and suggestions were solicited, any comments received, and responses to those comments.

The State of Kansas posted its WIOA State Plan and advertised such posting via THE KANSAS REGISTER, State Board web site, email to interested parties, through multi-partner work groups, two WIOA state plan public hearings and word-of-mouth. Comments were received by the NFJP for the posted AOP but were not incorporated in the current, submitted plan draft. Commerce and the Monitor Advocate will write a modification to the AOP, based on information and instructions found on this plan portal, before July 1, 2017.

C. DATA ASSESSMENT.

Review the previous four years Wagner-Peyser data reports on performance. Note whether the State has been meeting its goals to provide MSFWs quantitatively proportionate services as compared to non-MSFWs. If it has not met these goals, explain why the State believes such goals were not met and how the State intends to improve its provision of services in order to meet such goals.

In PY 14, Kansas met 4 out of 5 goals, missing only Equity Ratio on Career Guidance.

Kansas consistently does well in equity ratio for services provided. PY 2013 Kansas met all goals for qualitatively proportionate services to MSFW's. In PY 2011, 2012 and 2014, Kansas missed meeting 100% of the goals by one indicator in each year. 'Career Guidance' was not met in 2 of the Plan Years; however, since this is a transient population by nature, it is much more difficult to connect with these individuals. In PY 2012 Kansas missed the 'Referred to Support Services'. Kansas will continue outreach to MSFW's and will continue to partner with Harvest America Corporation and the Kansas Statewide Farmworker Health Program. The SMA will coordinate outreach efforts to LWDBs to provide technical assistance, as necessary, to improve services to MSFW's.

Through policy guidance, monitoring, and technical assistance, Commerce ensures all MSFWs are offered the same range of employment services, benefits and protections, including counseling, testing and job training referral services, as is provided to non-MSFWs. To assure statewide compliance, Commerce will make every effort to meet four out of five Equity Indicators of Compliance, as well as meet four out of seven Minimum Service Level Indicators. Additionally, the Regulatory and Compliance Unit of Commerce conducts Equal Opportunity Reviews throughout the state which entail analysis by participant demographics to ensure equitable services are provided to all groups, including MSFW.

D. ASSESSMENT OF PROGRESS

The plan must include an explanation of what was achieved based on the previous AOP, what was not achieved and an explanation as to why the State believes the goals were not achieved, and how the State intends to remedy the gaps of achievement in the coming year.

No non-criteria interstate clearance orders were filed by Kansas agricultural employers. For 2014, 104 H-2A related, or criteria orders, were received and processed for clearance. It is anticipated that PY 2015 will again see minimal use of

the clearance system for non-criteria orders. During 2014, 674 certifications were granted at a wage of $13.58 per hour. Wheat farming was the number one user of custom combining while corn farming was second. The great majority of Kansas' 113 criteria job orders involved job duties associated with custom combining and/or harvesting.

As of September 30, 2015, 115 criteria orders have been received by Kansas staff. Based on activity to date in 2015, Kansas expects to see over 700 job orders with approximately 644 (92%) filled. Kansas expects to neither initiate nor receive any interstate clearance orders for 2015. The SMA will perform an analysis of the AOP by:

Conducting state level reviews of the delivery of services and protections afforded to MSFWs. Such reviews may include reviews of WIOA program components:

- **Case management; WIOA adult, dislocated worker, or youth; One-Stop system; MOUs; etc., as applicable.**
- **Consulting with workforce centers to ensure accurate reporting of MSFW-related information.**
- **Reviewing proposed state Workforce Service directives, manuals and operating instructions relating to or as may relate to MSFWs.**
- **Participating in Federal monitoring reviews.**
- **Reviewing, on at least a quarterly basis, all statistical and other MSFW-related data as reported by KANSASWORKS.com.**
- **Preparing an annual summary report of services to MSFWs for the Manager of the Commerce Legal Services Regulatory Compliance Unit.**
- **Overseeing the operation and performance of the Job Service complaint system.**

Services provided to MSFW's in Kansas have increased compared to 2014. As of September 30th, 2015, 700 job orders have been received as compared to 674 certifications in all of 2014. We anticipate outreach activities will continue to meet the requirements of the MSFW program.

E. STATE MONITOR ADVOCATE

The plan must contain a statement confirming the State Monitor Advocate has reviewed and approved the AOP.

The State Monitor Advocate reviewed and approved the Agricultural Outreach Plan before it was presented for public comment. In addition to using both social media and all available websites to encourage public comment on the plan, the SMA also emailed the draft plan directly to twenty-seven separate contacts in the following organizations:

Local Workforce Development Area (LWDA) I

LWDA II

LWDA III

LWDA IV

LWDA V

Wagner-Peyser Regional Operations Manager, Western Kansas

Wagner-Peyser Regional Operations Manager, South Central Kansas

Wagner-Peyser Regional Operations Manager, Southeast Kansas

Wagner-Peyser Regional Operations Manager, Northeast/North Central Kansas

Wagner-Peyser Regional Operations Manager, Greater Kansas City, Kansas Metro

Garden City Board of Education

Harvest America Board of Directors

Southwest Developmental Services

HireBilinguals.com

Ascension on-the-Prairie

United Methodist Mexican American Ministries

Kansas LULAC

Kansas Foreign Labor Certification staff

Kansas Statewide Farmworker Health Program

Kansas Hispanic and Latino American Affairs Commission

LULAC Topeka

Kansas Legal Services

Harvest America Corporation

El Centro of Topeka

SER Kansas

WAGNER-PEYSER ASSURANCES

The State Plan must include assurances that:

1. The Wagner-Peyser Employment Service is co-located with one-stop centers or a plan and timeline has been developed to comply with this requirement within a reasonable amount of time. (sec 121(e)(3)); Yes

2. The State agency is complying with the requirements under 20 CFR 653.111 (State agency staffing requirements) if the State has significant MSFW one-stop centers; Yes

3. If a State Workforce Development Board, department, or agency administers State laws for vocational rehabilitation of persons with disabilities, that board, department, or agency cooperates with the agency that administers Wagner-Peyser services, Adult and Dislocated Worker programs and Youth Programs under Title I; and Yes

4. State agency merit-based public employees provide Wagner-Peyser Act-funded labor exchange activities in accordance with Department of Labor regulations. Yes

PROGRAM-SPECIFIC REQUIREMENTS FOR ADULT EDUCATION AND FAMILY LITERACY ACT PROGRAMS

The Unified or Combined State Plan must include a description of the following as it pertains to Adult Education and Literacy programs under title II, the Adult Education and Family Literacy Act (AEFLA).

A. ALIGNING OF CONTENT STANDARDS

Describe how the eligible agency will, by July 1, 2016, align its content standards for adult education with State-adopted challenging academic content standards, as adopted under section 1111(b)(1) of the Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6311(b)(1)).

The Kansas Board of Regents Adult Education content standards are aligned with standards adopted by the Kansas Board of Education through the Common Core State Standards (CCSS). In Kansas K-12, the CCSS are known as the Kansas College and Career Ready Standards (KCCRS). The standards adopted by Kansas Board of Regents (KBOR) Adult Education in 2013 are the *College and Career Readiness Standards for Adult Education* (CCRS).

The CCRS for Adult Education are a subset of the CCSS, selected by a panel of representatives from the fields of adult education, community colleges, career and technical training, and the military charged by the U.S. Office of Career Technical and Adult Education (OCTAE) to identify which of the CCSS were most essential for college and career readiness and important to adult students. The standards included in CCRS for Adult Education were adopted from the CCSS as written, except where examples were adapted to be more appropriate for adults or where the original standards made specific references to school grades or children.

B. LOCAL ACTIVITIES

Describe how the State will, using the considerations specified in section 231(e) of WIOA, fund each eligible provider to establish or operate programs that provide any of the following adult education and literacy activities identified in section 203 of WIOA, including programs that provide such activities concurrently. The Unified or Combined State Plan must include at a minimum the scope, content, and organization of these local activities.

ADULT EDUCATION AND LITERACY ACTIVITIES (SECTION 203 OF WIOA)

- **Adult education;**
- **Literacy;**
- **Workplace adult education and literacy activities;**
- **Family literacy activities;**
- **English language acquisition activities;**
- **Integrated English literacy and civics education;**

- **Workforce preparation activities; or**
- **Integrated education and training that—**
    0. **Provides adult education and literacy activities, concurrently and contextually with both, workforce preparation activities, and workforce training for a specific occupation or occupational cluster, and**
    1. **Is for the purpose of educational and career advancement.**

<u>Adult Education and Literacy Activities</u>

Scope: All organizations receiving WIOA Title II funds, hereinafter "local providers," will offer Adult Education and Literacy Activities.

Content: Adult Education and Literacy Activities will include instruction in reading, writing, numeracy, and problem-solving at Educational Functioning Levels[1] appropriate to learners.

Organization: The organization of Adult Education and Literacy Activities may vary according to the populations served and the resources available, but all programs will use managed enrollment and the components of the Kansas Proficiency Attainment Model[2]: pre-enrollment, orientation, assessment, instructional planning, instruction, test-taking, and transition. Some programs will provide expanded transition services including career navigators and college success classes.

<u>Workplace Adult Education and Literacy Activities</u>

Scope: Local providers may offer Workplace Adult Education and Literacy Activities in partnership with employers or employee organizations. The scope of Workplace Adult Education and Literacy Activities will be determined by the interest of external partners.

Content: The content of Workplace Adult Education and Literacy Activities will include contextualized literacy, English language acquisition, and workforce preparation at Educational Functioning Levels appropriate to learners as negotiated between the Adult Education provider and the employer or employee organization partner(s).

Organization: Workplace Adult Education and Literacy Activities will be organized at a workplace or an off-site location in collaboration between local providers and their partners, but will meet the state requirements for managed enrollment contained in the Kansas Proficiency Attainment Model: pre-enrollment, orientation, assessment, instructional planning, instruction, test-taking, and transition.

<u>Family Literacy Activities</u>

Scope: Local providers may offer Family Literacy Activities in partnership with other agencies or organizations including the Kansas Department of Education Migrant Education Program, local school districts, and public libraries. The scope of Family Literacy Activities will be determined by the interest of external partners.

Content: To receive Kansas Adult Education performance-based funding for family literacy outcomes, local programs must offer basic academic skills as well as

interactive literacy activities between parents or family members and their children, training for parents or family members about their roles as the primary teachers of their children and full partners in the education of their children, and age-appropriate education to prepare children for success.[3]

Organization: Family Literacy Activities will be organized collaboratively between local providers and their partners, but will meet the state requirements for managed enrollment and the Kansas Proficiency Attainment Model: pre-enrollment, orientation, assessment, instructional planning, instruction, test-taking, and transition.

<u>English Language Acquisition Activities</u>

Scope: All local providers will offer English Language Acquisition Activities if there is a sufficient number of adult English language learners in their service areas.

Content: English Language Acquisition Activities will include instruction in reading, writing, speaking, and listening skills in the English language at appropriate Educational Functioning Levels. The purposes of instruction will include attainment of the recognized equivalent of a high school diploma, transition to postsecondary education and training, or employment.

Organization: The organization of English Language Acquisition Activities may vary according to the populations served and the resources available, but all programs will use managed enrollment and the other components of the Kansas Proficiency Attainment Model: pre-enrollment, orientation, assessment, instructional planning, instruction, and transition. Some programs will provide expanded transition services including career navigators and college success classes.

<u>Integrated English Literacy and Civics Education Activities</u>

Scope: Local providers who can demonstrate adequate numbers of adult English language learners in their service areas may apply to offer Integrated English Literacy and Civics Education Activities. The State will fund at least six providers in areas of greatest need.

Content: Integrated English Literacy and Civics Education Activities will include instruction in language skills needed to function effectively as parents, workers, and citizens in the United States. Instruction delivered at Educational Functioning Levels appropriate to learners will include the rights and responsibilities of citizenship and civic participation and may include workforce training.

Organization: The organization of Integrated English Literacy and Civics Education Activities may vary according to the populations served and the resources available, but all programs will use managed enrollment and the components of the Kansas Proficiency Attainment Model: pre-enrollment, orientation, assessment, instructional planning, instruction, and transition.

<u>Workforce Preparation Activities</u>

Scope: All local providers will offer Workforce Preparation Activities.

Content: Workforce Preparation Activities will include basic academic skills, critical thinking skills, digital literacy skills, and self-management skills at Educational Functioning Levels appropriate to their learners. Self-management will include competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education or training, or employment.

Organization: The organization of Workforce Preparation Activities may vary according to the populations served and the resources available, but all programs will use managed enrollment and the components of the Kansas Proficiency Attainment Model: pre-enrollment, orientation, assessment, instructional planning, instruction, test-taking, and transition. Some programs will provide expanded transition services including career navigators and college success classes.

Integrated Education and Training Activities

Scope: At least half of the current local providers, which will be chosen using an RFP process that gives a high value consideration to Integrated Education and Training Activities, will offer Integrated Education and Training Activities in a career pathways model.

Content: Integrated Education and Training Activities will include instruction in basic academic skills and/or English language acquisition skills, workforce preparation activities, and workforce training contextualized for specific occupations or occupational clusters. Instruction will be offered at Educational Functioning Levels appropriate to learners. The purpose of instruction will be education and career advancement.

Organization: Integrated Education and Training Activities will meet the state requirements for managed enrollment and the Kansas Proficiency Attainment Model: pre-enrollment, orientation, assessment, instructional planning, instruction, test-taking, and transition. Instruction for learners who enroll in pathways available in the Accelerating Opportunity: Kansas (AO-K) model will include co-enrollment in postsecondary career technical education courses team-taught by basic skills and career technical instructors. Some programs will provide expanded transition services including career navigators and college success classes.

SPECIAL RULE

Each eligible agency awarding a grant or contract under this section shall not use any funds made available under this title for adult education and literacy activities for the purpose of supporting or providing programs, services, or activities for individuals who are under the age of 16 and are enrolled or required to be enrolled in secondary school under State law, except that such agency may use such funds for such purpose if such programs, services, or activities are related to family literacy activities. In providing family literacy activities under this title, an eligible provider shall attempt to coordinate with programs and services that are not assisted under this title prior

to using funds for adult education and literacy activities under this title for activities other than activities for eligible individuals.

C. CORRECTIONS EDUCATION AND OTHER EDUCATION OF INSTITUTIONALIZED INDIVIDUALS

Describe how the State will establish and operate programs under section 225 of WIOA for corrections education and education of other institutionalized individuals, including how it will fund, in accordance with the requirements of title II, subtitle C, any of the following academic programs for:

- **Adult education and literacy activities;**
- **Special education, as determined by the eligible agency;**
- **Secondary school credit;**
- **Integrated education and training;**
- **Career pathways;**
- **Concurrent enrollment;**
- **Peer tutoring; and**
- **Transition to re-entry initiatives and other post release services with the goal of reducing recidivism.**

Each eligible agency using funds provided under Programs for Corrections Education and Other Institutionalized Individuals to carry out a program for criminal offenders within a correctional institution must give priority to serving individuals who are likely to leave the correctional institution within 5 years of participation in the program.

V1.c

The same application process will be used for an eligible agency applying to use funds to carryout programs under section 225 and section 231 of WIOA. The Kansas Board of Regents is the State's eligible agency for adult education and will directly distribute funds for a period of five years based on a competitive, multi-year grant starting July 1, 2020. Following the implementation of services, providers will apply on an annual basis for continued funding under Title II. All providers will be subject to the same funding cycle. Applications received from eligible providers will be evaluated using the 13 considerations named in Section 231(e) of WIOA.

The agency will identify, evaluate, and award multi-year grants to eligible providers demonstrating effectiveness in providing adult education services to eligible individuals which may include: a local education agency; a community-based or faith-based organization; a volunteer literacy organization; an institution of higher education; a public or private nonprofit agency; a library; a public housing authority; a nonprofit institution with the ability to provide adult education and literacy services; a consortium or coalition or agencies, organizations, institutions, libraries, or authorities described above; and a partnership between an employer and an entity described above.

Kansas Board of Regents Adult Education will ensure direct and equitable access to all eligible providers to apply for funds under section 225 by using available print and electronic resources. The Request for Proposals will be posted to the Kansas

Board of Regents website. In addition, the Request for Proposals will be advertised through five daily Kansas newspapers determined by geographical location and circulation.

The same announcement, application, and application process will be used for all eligible applicants regardless of the type of funds for which they are applying, and all applications will be evaluated using the same process and criteria. All applications will be submitted to the Kansas Board of Regents. Awards will be made by the Regents staff following review of the applications.

The applicant will indicate their intention to provide services under section 225 and identify the population which will be served, giving priority to serving individuals most likely to leave the correctional institution within five years of participation. The applicant will be required to describe the services planned and the budget for said services.

D. INTEGRATED ENGLISH LITERACY AND CIVICS EDUCATION PROGRAM

1. DESCRIBE HOW THE STATE WILL ESTABLISH AND OPERATE INTEGRATED ENGLISH LITERACY AND CIVICS EDUCATION PROGRAMS UNDER SECTION 243 OF WIOA, FOR ENGLISH LANGUAGE LEARNERS WHO ARE ADULTS, INCLUDING PROFESSIONALS WITH DEGREES AND CREDENTIALS IN THEIR NATIVE COUNTRIES.

V1.d.1

Building on our past successes in providing English literacy and civics education, Kansas will continue to provide educational services in English language acquisition integrated with civics education, including instruction on the rights and responsibilities of citizenship and civic participation. We will also provide instruction in workforce preparation activities and workforce training contextualized for specific occupations or occupational clusters. Instruction will be offered at Educational Functioning Levels appropriate to learners. The purpose of instruction will be employment in in-demand industries and occupations, as determined by the Local Area, that lead to economic self-sufficiency.

Eligible providers will be required, as a part of the competitive application, to describe how they will provide English language acquisition and civics education in a concurrent and contextualized manner. Applicants must also describe how they will provide Integrated English Literacy and Civics Education in combination with Integrated Education and Training through the Accelerating Opportunity: Kansas (AO-K) model, which includes co-enrollment in postsecondary career technical education courses team-taught by basic skills and career technical instructors. Eligible providers will be required to describe any expanded transition services available, such as career navigators and college success classes.

2. DESCRIBE HOW THE STATE WILL FUND, IN ACCORDANCE WITH THE REQUIREMENTS OF TITLE II, SUBTITLE C, AN INTEGRATED ENGLISH LITERACY AND CIVICS EDUCATION PROGRAM AND HOW THE FUNDS WILL BE USED FOR THE PROGRAM.

V1.d.2

The same application process will be used for an eligible agency applying to use funds to carryout programs under section 243 and section 231 of WIOA. The Kansas Board of Regents is the State's eligible agency for adult education and will directly distribute funds for a period of five years based on a competitive, multi-year grant starting July 1, 2020. Following the implementation of services providers will apply on an annual basis for continued funding under Title II. All providers will be subject to the same funding cycle. Applications received from eligible providers will be evaluated using the 13 considerations named in Section 231(e) of WIOA.

The agency will identify, evaluate, and award multi-year grants to eligible providers demonstrating effectiveness in providing adult education services to eligible individuals which may include: a local education agency; a community-based or faith-based organization; a volunteer literacy organization; an institution of higher education; a public or private nonprofit agency; a library; a public housing authority; a nonprofit institution with the ability to provide adult education and literacy services; a consortium or coalition or agencies, organizations, institutions, libraries, or authorities described above; and a partnership between an employer and an entity described above.

Kansas Board of Regents Adult Education will ensure direct and equitable access to all eligible providers to apply for funds under section 243 by using available print and electronic resources. The Request for Proposals will be posted to the Kansas Board of Regents website. In addition, the Request for Proposals will be advertised through five daily Kansas newspapers determined by geographical location and circulation.

The same announcement, application, and application process will be used for all eligible applicants regardless of the type of funds for which they are applying, and all applications will be evaluated using the same process and criteria. All applications will be submitted to the Kansas Board of Regents. Awards will be made by the Regents staff following review of the applications.

The applicant will indicate their intention to provide services under section 243. The applicant will be required to describe the need for services in the local area; services planned, including how the English language acquisition instruction will be integrated with civics education; and the budget for said services.

E. STATE LEADERSHIP

1. DESCRIBE HOW THE STATE WILL USE THE FUNDS TO CARRY OUT THE REQUIRED STATE LEADERSHIP ACTIVITIES UNDER SECTION 223 OF WIOA.

VI.e.1

Kansas Adult Education (AE) will work with core programs and partner agencies as services are coordinated and aligned for participants. State leadership funds will support the development and implementation of processes within adult education that streamline efforts and build capacity while aligning eligible providers' services with those of partner agencies.

State leadership funds staff the Kansas Adult Education Professional Development Council (KAEPDC) advisory committee that meets at least quarterly. Under the direction of state staff, 100% of whose salary is paid from leadership funds, KAEPDC will continue its work to organize professional development (PD) pathways that lead to relevant professional growth opportunities by identifying key PD needs, developing PD plans and identifying resources.

State leadership funds will be used to support PD activities that focus on evidence-based reading instruction, primarily STudent Achievement in Reading (STAR), instruction related to the specific needs of learners, including College and Career Readiness Standards (CCRS), career pathways, transition to postsecondary education, use of technology, and distance education.

Kansas Adult Education leadership funds will support technical assistance to eligible providers to enhance program effectiveness, increase the ability of providers to meet established performance measures, and fulfill obligations associated with being a one-stop partner. Specific areas of support will include increasing instructors' capacity to provide quality instruction in the areas of reading, writing, speaking, mathematics, English language acquisition, and distance education via implementation of professional development activities and associated technical assistance.

Leadership funds will support training and technical assistance in the effective use of the statewide data system, including data sharing and data match, to maintain accurate student data and continuously improve programming

State staff, paid with leadership funds, will monitor and evaluate the quality of, and improvement in, adult education and literacy activities at the local and state level. Grantee oversight will be provided that focuses on continuous data review. The State AE staff will visit sites and require a program improvement plan for low-performing grantees.

Information about models and proven or promising practices will be disseminated to eligible providers and practitioners working in the state through face-to-face meetings, phone or virtual conferencing and online communication.

Not more than 12.5% of federal funds will support state and local leadership activities. State leadership funds are used to support one full-time professional development staff and provide partial support for three additional staff positions.

2. DESCRIBE HOW THE STATE WILL USE THE FUNDS TO CARRY OUT PERMISSIBLE STATE LEADERSHIP ACTIVITIES UNDER SECTION 223 OF WIOA, IF APPLICABLE.

In addition to the required leadership activities, KBOR Adult Education may use state leadership funds to provide state, regional and local activities that will support programs in improving outcomes and achieving the objectives of WIOA by:

- **Developing and implementing of technological and distance education applications, including professional development to support the use of instructional technology**

- **Developing and disseminating curricula, including curricula incorporating the essential components of reading instruction for adults**
- **Developing or adapting curriculum frameworks that take into consideration the College and Career Readiness Standards, current adult skills and literacy assessments, academic requirements for enrollment in non-remedial, for-credit courses in Kansas postsecondary educational institutions, skill standards widely used by business and industry, and the primary indicators of performance described in section 116 of WIOA**
- **Developing and implementing strategies to assist learners in the transition from adult education to postsecondary education, including linkages with postsecondary educational institutions**
- **Developing content and models for integrated education and training and career pathways for native and non-native speakers of English**
- **Developing and piloting strategies for improving teacher quality and retention**
- **Developing and implementing programs and services to meet the needs of adult learners with learning disabilities or English language learners**
- **Supporting other activities of statewide significance that promote WIOA's purpose**

F. ASSESSING QUALITY

Describe how the eligible agency will assess the quality of providers of adult education and literacy activities under title II and take actions to improve such quality, including providing the activities described in section 223(a)(1)(B) of WIOA.

Kansas Board of Regents Adult Education assesses eligible providers' performance using multiple approaches.

- **Kansas Adult Education's current performance-based funding formula provides incentives for quality programs by considering regional needs, program quality measures, and student outcomes. (See Attached.)**
- **Eligible applicants annually set performance targets and develop a Program Improvement Plan (PIP) to target program areas needing improvement. Kansas Board of Regents staff negotiate the performance and PIP targets prior to the approval of the application for continued funding.**

Kansas Adult Education's assessment of the quality of providers is ongoing. The Kansas Board of Regents first takes informal action when a provider is identified as low performing. Informal action may include technical assistance in the form of e-mails, phone calls, or face to face conversations about the problem.

If informal actions do not lead to improvement, the Board of Regents conducts a risk-based monitoring visit. During the visit, KBOR staff review records, interview local staff, observe classes, and provide feedback. As a result of the monitoring visit, technical assistance is provided and professional development needs are determined and scheduled.

The Board of Regents takes formal steps when an area of non-compliance is identified or when informal actions and monitoring visits have not led to an improvement in performance. The Board requires a local Corrective Action Plan or places the local program on warning or probation status. Provider funding is terminated only in cases where all technical assistance and professional development efforts over multiple years have failed to improve performance.

Kansas Board of Regents

Adult Education Funding Formula for FY FY19

Base accounts for 30% of total funding.

- **17% of total funding for each institutional grant. All programs receive the same amount.**
- **11% of total funding for enrollment using a three year rolling average.**
- **2% of total funding for need.**

o Need is determined by the eligible population as set at the beginning of each grant cycle.

Performance accounts for 70% of total funding.

- **45% of total funding for outcomes using a three year rolling average**

o Measurable Skills Gain (MSG) completions

§ Level 1, 2, 7, and 8 doubled

§ Level 3, 4, 5, 6, 9, 10, 11, and 12

o Median wage two quarters after exit

o Employment rate two quarters after exit

o Employment rate four quarters after exit

o Credential attainment

o Family literacy outcomes (only for programs meeting Family literacy requirements)

§ Increased involvement in child's education

§ Increased involvement in child's literacy

o Citizenship Skills

o College readiness skills

o Left public assistance

- **25% of total funding for quality points determined yearly**

Kansas Adult Education will *assess the quality of the professional development designed* to improve the following areas:

1. 1. Instruction in the essential components of reading instruction.

Kansas Adult Education provides evidence based reading instruction using the STudent Achievement in Reading (STAR) training model. All STAR Institute participants attend three two-day face-to-face training sessions and evaluate each Institute using the STAR Training Institute Evaluation tool. The state will continue to advance the delivery of STAR training incorporating the new training delivery model that is anticipated to be available in FY18. Results are reviewed by Regents staff and STAR-certified trainers to improve training and support program needs. Kansas Board of Regents' staff will also develop specific comparative reports to track the learning gains in reading for students participating in STAR reading classes and their rate of completion with that of students receiving reading instruction but not participating in STAR reading classes.

2. 2. Instruction related to the specific needs of adult learners.

Participation in professional development that aligns with the specific needs of adult learners is incentivized through the Kansas Adult Education quality measures. Members of the Kansas Adult Education Professional Development Council (KAEPDC) designed a twofold professional development (PD) process that reinforces a deep acquisition of knowledge through PD related to the specific needs of adult learners by rewarding program participation in training with incentivized funding through attaining quality measure targets.

KAEPDC approved the LINCS and WorldED offerings related to the specific needs of adult learners and also designed a matrix to determine additional quality PD opportunities that would meet specific needs of adult learners as identified by adult education program leaders. This tool was approved by Kansas Adult Education leadership in June 2016. Additional PD opportunities identified and requested by adult education programs are evaluated by KAEPDC using the matrix to validate that the PD is relevant and applicable to adult education, is directly related to delivering the adult education program and the PD contains an interactive element through the exchange of information.

State staff and local programs will use a variety of methods to evaluate professional development related to the specific needs of learners. Self-reporting tools, classroom observations, and data from the adult education data management information system (PABLO) will be utilized to determine the effectiveness of the professional development and its impact on student learning outcomes. Participant evaluations are completed at all professional development activities. Results are aggregated to determine the quality of the training and the benefit to the attendees with the results reviewed to determine areas of effectiveness and improvement.

3. Instruction provided by volunteers or paid personnel

Kansas Adult Education delivers quality STudent Achievement in Reading (STAR) and College and Career Readiness Standards (CCRS) training using materials developed through OCTAE funding. Kansas Adult Educators have been trained by national

trainers in both disciplines and now deliver that training throughout the state. The quality of the PD is assessed through nationally-developed evaluation tools and participant evaluations are completed at all professional development activities. Results are aggregated to determine the quality of the training and the benefit to the attendees with the results reviewed to determine areas of effectiveness and improvement.

The effectiveness of professional development related to instruction provided by volunteers or paid personnel will be evaluated by examining student outcomes in measurable skill gains, both before and after staff attend applicable professional development.

4. Dissemination of information about models and promising practices

Regents staff schedule bimonthly Kansas Shop Talk conference calls with programs leaders to share the information imparted during the national Shop Talk. Best practices identified from surveys about training needs will be shared at Program Leaders Meetings held three to four times per year. Regents' staff will electronically disseminate additional best practices and models as they are developed by Literacy information and Communication System (LINCS), WorldED, and other resources.

CERTIFICATIONS

States must provide written and signed certifications that

1. The plan is submitted by the State agency that is eligible to submit the plan. Yes

2. The State agency has authority under State law to perform the functions of the State under the program. Yes

3. The State legally may carry out each provision of the plan. Yes

4. All provisions of the plan are consistent with State law. Yes

5. A State officer, specified by title in the certification, has authority under State law to receive, hold, and disburse Federal funds made available under the plan. Yes

6. The State officer who is submitting the plan, specified by the title in the certification, has authority to submit the plan. Yes

7. The agency that is submitting the plan has adopted or otherwise formally approved the plan. Yes

8. The plan is the basis for State operation and administration of the program. Yes

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned 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 undersigned, 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 undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned 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 fact 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. Code. 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.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that: If any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Applicant's Organization **Kansas Board of Regents**

Full Name of Authorized Representative: **Connie Beene**

Title of Authorized Representative: **State Director, Adult & Career Technical Education**

SF LLL Form – Disclosure of Lobbying Activities (only if applicable) (http://www2.ed.gov/fund/grant/apply/appforms/appforms.html). If applicable, please print, sign, and email to OCTAE_MAT@ed.gov

ASSURANCES

The State Plan must include assurances that:

1. The eligible agency will expend funds appropriated to carry out title II of the Workforce Innovation and Opportunity Act (WIOA) only in a manner consistent with fiscal requirements under section 241(a) of WIOA (regarding supplement and not supplant provisions). Yes

2. The eligible agency will ensure that there is at least one eligible provider serving each local area, as defined in section 3(32) of WIOA. Yes

3. The eligible agency will not use any funds made available under title II of WIOA for the purpose of supporting or providing programs, services, or activities for individuals who are not "eligible individuals" within the meaning of section 203(4) of WIOA, unless it is providing programs, services or activities related to family literacy activities, as defined in section 203(9) of WIOA. Yes

4. The Integrated English Literacy and Civics Education program under section 243(a) of WIOA will be delivered in combination with integrated education and training activities; Yes

5. The Integrated English Literacy and Civics Education program under section 243(a) of WIOA will be designed to (1) prepare adults who are English language learners for, and place such adults in, unsubsidized employment in in-demand industries and occupations that lead to economic self-sufficiency and (2) integrate with the local workforce development system and its functions to carry out the activities of the program; and Yes

6. Using funds made available under title II of WIOA to carry out a program for criminal offenders within a correctional institution, the eligible agency will give priority to serving individuals who are likely to leave the correctional institution within five years of participation in the program. Yes

7. The eligible agency agrees that in expending funds made available under title II of WIOA, the eligible agency will comply with sections 8301 through 8303 of the Buy American Act (41 U.S.C. 8301-8303). Yes

SECTION 427 OF THE GENERAL EDUCATION PROVISIONS ACT (GEPA)

In the text box below, describe the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs provide the information to meet the requirements of Section 427 of the General Education Provisions Act (GEPA), consistent with the instructions posted at https://www2.ed.gov/fund/grant/apply/appforms/gepa427.doc.

To ensure equitable access for all participants, as required by General Education Provisions Act (GEPA), KBOR will provide access to state leadership activities that address barriers to participation. Two significant barriers that may impede participation in state leadership activities are an individual's disability and/or minority status.

In the area of disability, every effort will be made to ensure full accessibility to meetings, training events, communications, and other state leadership activities. For example, KBOR will provide access to resources for professional development on the

adult education website, as well as in print, or audio-video recording, to ensure equitable access. Special accommodations for people with all types of disabilities, whether in physical mobility or sensory impairments, will be made available in state leadership activities so that educators can participate fully. For example, if needed, materials for trainings are made available in braille through the Kansas School for the Blind, and interpreters for the deaf will interpret at meetings and trainings.

Diverse groups of people will be involved in developing and participating in state leadership activities. For example, people with minority status, whether based on gender, race, or national origin, will plan and develop training. Adult educators involved in training are also sensitive to the unique needs of English language learners and allow sufficient time during presentations to ensure that participants reach full understanding. Finally, KBOR Adult Education offers a wide variety of opportunities in many formats and times, including evenings and weekends, to ensure the broadest participation possible.

Other unforeseen barriers to full access will be identified as state leadership activities are carried out, and KBOR will ensure that providers of state leadership activities address those barriers encountered in informational sessions, subgrant applications, and technical assistance.

All providers address GEPA in each continuation funding application by describing how the program has determined what barriers may exist that would prevent students from participating in their program and any associated activities based on gender, race, national origin, color, disability or age. Providers must then details steps taken to implement a program design that ensure equitable access. This is a component of application review, onsite and desk monitoring.

The Kansas Board of Regents (KBOR) and its co-applicants all serve an academically, culturally, and racially diverse population. KBOR will ensure to the fullest extent possible equitable access to, participation in, and appropriate educational opportunities for all staff, students, employees, and the general public. With respect to this commitment, KBOR's policy of nondiscrimination guides and governs decision making at all levels. Our policies incorporate the following principles: KBOR does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, sexual orientation or any other status or classification protected by federal, state or local law. KBOR is committed to the provision of equal access in all activities, services, and operations that are deployed or provided directly by KBOR, as well as those operated or provided by another entity on behalf of KBOR under contractual or other arrangements. KBOR provides reasonable and appropriate accommodations in response to the needs of its participants.

PROGRAM-SPECIFIC REQUIREMENTS FOR VOCATIONAL REHABILITATION

The Vocational Rehabilitation (VR) Services Portion of the Unified or Combined State Plan* must include the following descriptions and estimates, as required by section 101(a) of the Rehabilitation Act of 1973, as amended by WIOA:

_____

*** Sec. 102(b)(D)(iii) of WIOA**

A. INPUT OF STATE REHABILITATION COUNCIL

All agencies, except for those that are independent consumer-controlled commissions, must describe the following:

1. INPUT PROVIDED BY THE STATE REHABILITATION COUNCIL, INCLUDING INPUT AND RECOMMENDATIONS ON THE VR SERVICES PORTION OF THE UNIFIED OR COMBINED STATE PLAN, RECOMMENDATIONS FROM THE COUNCIL'S REPORT, THE REVIEW AND ANALYSIS OF CONSUMER SATISFACTION, AND OTHER COUNCIL REPORTS THAT MAY HAVE BEEN DEVELOPED AS PART OF THE COUNCIL'S FUNCTIONS;

In matters of program administration and planning, Kansas Rehabilitation Services (KRS) has a strong commitment to seeking the advice of consumers of vocational rehabilitation services, service providers, family members, advocates, employers and others interested in disability issues. Comprised of representatives of these stakeholder groups, the State Rehabilitation Council makes a major contribution to KRS through advice provided during regular business meetings, State Plan work sessions, Policy Committee meetings, Business Committee meetings, and other activities the members determine to be appropriate.The State Plan and attachments are developed in cooperation with the Council.Input provided by the Council and KRS response

***Council comment - Members requested the opportunity to hear about trends impacting the service delivery system for people with disabilities, innovative practices from other states, and self-employment outcomes and emerging research.*KRS Response:**

KRS agrees and these focus areas are ongoing for Council meetings.

In 2017, KRS facilitated presentations about the integrated settings final rule issued by the Centers for Medicare and Medicaid Services.

The Kansas Department of Education presented information about its statewide research, its vision for education, and goals in preparing high school graduates to succeed in the areas of academic preparation, cognitive preparation, technical skills, employability skills, and civic engagement.

Regular updates about End-Dependence Kansas provide insight on how KRS is implementing nationally recognized evidence-based and promising practices to increase employment options and outcomes for Kansans with disabilities.

Council comment - Members encouraged KRS to use innovative approaches to assure staff availability throughout the state for direct consumer services, especially in areas where it is difficult to recruit and maintain VR Counselors.

KRS Response: KRS has established the Program Specialist position to augment staff coverage throughout the state. These positions work in concert with VR Counselors to provide case management services and to research information necessary for

eligibility determination, order of selection categories, development of Individual Plans for Employment, expenditure of VR funds, and case closures.

Council comment - The Council is concerned about the high turnover rate among VR Counselor positions and encouraged KRS to look at a variety of options including an increased pay scale, career ladder opportunities, incentives (such as student loan repayment), and internships to give upcoming graduates the opportunity to learn more about working in the public VR program.

KRS Response: KRS will continue to work with the Kansas Department of Administration Personnel Services and DCF leadership to identify strategies to address recruitment, retention, hiring incentives and internships. In November 2016, starting salaries for VR Counselors were increased to $41,870.40 annually.

Council comment: Development of informational materials is needed for use with outreach with schools, referral sources, parents and consumers. KRS should also focus on outreach to organizations such as the Kansas Physical Therapy Association and the Kansas Occupational Therapy Association and speech/language professional organizations. Professionals in these disciplines often have contact with individuals with disabilities and could pass along information about VR.

KRS Response: KRS will work with DCF Communications regarding this request.

Review and analysis of consumer satisfaction

Satisfaction surveys: **KRS contracted with the Learning Tree Institute, Girard, Kansas, to process a consumer satisfaction survey in October and November 2015. The survey was distributed to all consumers with open cases, consumers whose cases closed successfully in the previous six months, and consumers whose cases closed unsuccessfully in the previous six months. The survey was based in part on the American Consumer Satisfaction Index (ACSI), which measures three dimensions of satisfaction: overall satisfaction, satisfaction compared to expectations, and satisfaction compared to the ideal. This method was recommended by the Rehabilitation Services Administration following a national study by the Research Triangle Institute and adopted by the State Rehabilitation Council of Kansas.**

Satisfaction survey results

At the time the survey closed in order to tabulate results, there was a 12.7% response rate. A total of 812 responses were received from consumers with open cases, 91 from consumers with cases closed successfully, and 42 from consumers with cases closed unsuccessfully.

Mean satisfaction scores: Using the ACSI method, scores of 5 or more represent the perspective of "more satisfied than not."

Overall, how satisfied are you with Kansas Vocational Rehabilitation Services?

- **Open cases: 6.78**
- **Cases closed successfully: 7.67**
- **Cases closed unsuccessfully: 4.70**

To what degree did Kansas Vocational Rehabilitation Services meet your expectations?

- **Open cases: 6.54**
- **Cases closed successfully: 7.41**
- **Cases closed unsuccessfully: 4.68**

Think of your ideal vocational program for people with disabilities. How do you think Kansas Vocational Rehabilitation Services compares with your ideal?

- **Open cases: 6.78**
- **Cases closed successfully: 7.67**
- **Cases closed unsuccessfully: 4.70**

In addition, here are the results on other questions posed using the survey:

- **88.8% of consumers agreed or strongly agreed that VR staff are respectful to them.**
- **74.9% agreed or strongly agreed that their counselor encourages them to reach their employment goals.**
- **70.5% agreed or strongly agreed that they have a better chance of becoming employed because of VR services.**
- **67.3% agreed or strongly agreed that their counselor responded within one day to requests for information or assistance. (One day is the KRS customer service standard.)**

Stakeholder meetings: **On September 28, 2015 KRS Director Michael Donnelly conducted a stakeholder meeting. Technology was used to link participants via live audio and video from 12 communities statewide. A total of 240 individuals participated. Their input has been analyzed as part of the Comprehensive Statewide Needs Assessment which is Section J of this plan.**

2. THE DESIGNATED STATE UNIT'S RESPONSE TO THE COUNCIL'S INPUT AND RECOMMENDATIONS; AND

For ease of correlating the KRS responses directly to the Council recommendations, this information is included in Section 1.

3. THE DESIGNATED STATE UNIT'S EXPLANATIONS FOR REJECTING ANY OF THE COUNCIL'S INPUT OR RECOMMENDATIONS.

KRS did not reject any of the Council's recommendations.

B. REQUEST FOR WAIVER OF STATEWIDENESS

When requesting a waiver of the statewideness requirement, the designated State unit must identify the types of services to be provided by the program on a non-statewide basis. The waiver request must also include written assurances that:

1. A LOCAL PUBLIC AGENCY WILL PROVIDE THE NON-FEDERAL SHARE OF COSTS ASSOCIATED WITH THE SERVICES TO BE PROVIDED IN ACCORDANCE WITH THE WAIVER REQUEST;

KRS is not requesting a waiver of statewideness. This section does not apply.

2. THE DESIGNATED STATE UNIT WILL APPROVE EACH PROPOSED SERVICE BEFORE IT IS PUT INTO EFFECT; AND

KRS is not requesting a waiver of statewideness. This section does not apply.

3. ALL STATE PLAN REQUIREMENTS WILL APPLY

requirements of the VR services portion of the Unified or Combined State Plan will apply to the services approved under the waiver.

KRS is not requesting a waiver of statewideness. This section does not apply.

C. COOPERATIVE AGREEMENTS WITH AGENCIES NOT CARRYING OUT ACTIVITIES UNDER THE STATEWIDE WORKFORCE DEVELOPMENT SYSTEM.

Describe interagency cooperation with and utilization of the services and facilities of agencies and programs that are not carrying out activities through the statewide workforce development system with respect to:

1. FEDERAL, STATE, AND LOCAL AGENCIES AND PROGRAMS;

Kansas Rehabilitation Services (KRS) collaborates and coordinates services with federal, state and local employment and rehabilitation agencies that contribute to the vocational rehabilitation (VR) of Kansans with disabilities. At the local level such collaborations are individualized according to each person's needs and interests. This individualized approach is one of the cornerstones of VR services.At the state level, KRS collaborates with other units within the Kansas Department for Children and Families (DCF) and with other state departments. For example:

- **KRS and DCF Economic and Employment Services collaborate to serve recipients of Temporary Assistance for Needy Families (TANF) who have disabilities. Consumers benefit by being able to receive the coordinated and specialized services they need to achieve employment before their time-limited TANF benefits cease.**
- **KRS and DCF Prevention and Protection Services independent living staff will coordinate to address the employment and/or post-secondary education needs of youth with disabilities who age out of foster care.**
- **Cooperative working relationships between the Kansas Department for Aging and Disability Services oversight units for community developmental disability organizations and community mental health centers facilitate discussions about the importance of competitive, integrated employment, an employment-first strategy, evidence-based practices, and supported employment services. Managed Care Organizations coordinate services for HCBS participants with employment goals on plans of care.**

- **KRS maintains an active presence on numerous councils and committees, including:**
    - **The Statewide Independent Living Council of Kansas.**
    - **The Kansas Commission on Disability Concerns.**
    - **The Governor's Behavioral Health Planning Council and its Vocational Sub-Committee.**
    - **The Governor's Commission on Autism.**
    - **Kansas Council on Developmental Disabilities**
    - **KANSASWORKS State Board**
    - **5 Local workforce development boards**
- **A memorandum of understanding with the Prairie Band Potawatomie Nation Native American VR program addresses the coordination of services to help consumers achieve employment.**
- **To maximize resources and to help consumers access needed services, KRS works cooperatively with numerous other local and state programs, including Working Healthy and independent living centers.**
- **KRS collaborates with the Department of Corrections and individual correctional institutions to assist individuals with disabilities who are being released from custody to become employed.**
- **Through the Governor's Sub-Cabinet on Disability, leadership among the Kansas Departments for Children and Families (DCF), Health and Environment, Commerce, Corrections and Aging and Disability Services focuses attention on implementing employment first strategies in state agencies and tracking baseline and performance data to effectively measure outcomes. Sub-Cabinet meetings are also an opportunity for open communications among these departments and advocacy and provider organizations working in the disability system.**
- **The DCF Secretary is participating on a Governor-directed strategic planning effort with a focus on workforce development. DCF is the designated state agency.**

End-Dependence Kansas is a significant initiative to increase employment of Kansans with disabilities. Over five years, it is projected that the State will invest $25 million through this initiative to strengthen and increase the capacity of the VR agency and community partners to provide evidence-based employment services.

Five state agencies are collaborating to implement End-Dependence Kansas. They include the Kansas Departments for Children and Families (DCF), the Kansas Department for Aging and Disability Services, the Kansas Department of Commerce, the Kansas Department of Health and Environment, and the Kansas Department of Corrections. Each of the five agencies has senior-level staff who will serve on the End-Dependence Kansas oversight panel to ensure policy alignment, sustainability and accountability. DCF's Rehabilitation Services (RS) will serve as the lead agency.

End-Dependence Kansas will serve all disabilities, with a targeted effort for:

- **Youth with disabilities transitioning from high school to employment**

- **Individuals interested in employment as an alternative to Social Security disability or other benefit programs**
- **Persons with disabilities exiting Kansas correctional facilities**
- **Persons with limited or no work experience**
- **Persons being served or pursuing services through Home and Community Based Services Medicaid waivers.**

It is expected that End-Dependence Kansas will lead to 2,000 Kansans with disabilities throughout the State achieving competitive, integrated employment after receiving newly established evidence-based employment services, e.g., discovery, individual placement supports (IPS) or Progressive Employment.

A significant goal of End-Dependence Kansas is to promote sustainable systems change to improve the quality and quantity of employment outcomes. End-Dependence Kansas will emphasize and support community partners to prioritize competitive, integrated jobs in the community rather than sub-minimum wage employment, sheltered employment, non-work day activities or other more segregated services.

To implement this initiative, KRS issued 14 performance-based contracts with community partners to provide direct consumer services. These contracts were issued after a competitive Request for Proposals process and were effective July 1, 2016. The contracts are projected for five years, with annual renewals. The community partners and VR staff have undergone intensive training on specific evidence-based practices. To evaluate fidelity to the service models and success of the initiative and to assist in establishing a sustainable cost structure, participating community partners are also reporting specific progress measures and cost information using a software designed for this initiative called Efforts to Outcomes.

2. STATE PROGRAMS CARRIED OUT UNDER SECTION 4 OF THE ASSISTIVE TECHNOLOGY ACT OF 1998;

KRS coordinates with the Assistive Technology for Kansans program on the assessment and provision of individualized assistive technology services for VR consumers. Training on state-of-the art technology is provided to all new VR counselors and program specialists as a key component of their in-service training. KRS is also represented on the ATK advisory committee.

3. PROGRAMS CARRIED OUT BY THE UNDER SECRETARY FOR RURAL DEVELOPMENT OF THE UNITED STATES DEPARTMENT OF AGRICULTURE;

When consistent with the Rehabilitation Act and regulations, KRS may use the Rural Development Programs of the U.S. Department of Agriculture to the extent these programs are available to local communities.

4. NONEDUCATIONAL AGENCIES SERVING OUT-OF-SCHOOL YOUTH; AND

KRS will coordinate with local workforce operators and Adult Education on employment services for out-of-school youth. The Combined Portion of this Plan

includes extensive operational strategies related to youth services. KRS also provides funding for the Kansas Youth Empowerment Academy for leadership training, self-advocacy skill development, and mentoring services for youth with disabilities. KRS staff participate in Family Employment Awareness Trainings offered by Families Together and participate in local level planning and referral for Project Search programs. KRS will also investigate how it might assist in the expansion of promising practices, such as the Youth Employment Program at Independence, Inc. in Lawrence and other similar programs, to increase employment options and outcomes.

5. STATE USE CONTRACTING PROGRAMS.

Kansas Rehabilitation Services does not participate in the management of the State Use Catalog or purchasing process. It is overseen by the Kansas Department of Administration. As is required of all state agencies, KRS makes purchases from the State Use Catalog, which includes "Products and Services Manufactured and Offered by Blind and Severely Disabled Kansans," at any time when the listings in that catalog will meet the needs of the agency.

Interaction with state use contracting programs is handled in compliance with the competitive, integrated employment purpose of the Rehabilitation Act and regulations.

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D. COORDINATION WITH EDUCATION OFFICIALS

Describe:

1. DSU'S PLANS

The designated State unit's plans, policies, and procedures for coordination with education officials to facilitate the transition of students with disabilities from school to the receipt of VR services, including pre-employment transition services, as well as procedures for the timely development and approval of individualized plans for employment for the students.

Major goals of Kansas Rehabilitation Services (KRS) are to emphasize the employment potential of students with disabilities and to improve the outreach and outcomes for students and youth with disabilities. To accomplish this goal, KRS will continue to work with local school officials to implement Pre-Employment Transition Services (Pre-ETS) and to facilitate a smooth transition from education to vocational rehabilitation (VR) services and employment. This approach provides a continuum of services directed toward additional post-secondary education or direct entry into the workforce.

Pre-ETS

KRS will reserve 15% of its federal VR funding to provide Pre-ETS to students with disabilities who are eligible or potentially eligible for VR services. Pre-ETS are designed to provide job exploration and other services, such as counseling and self-advocacy training, in the early stages of the transition process.

KRS has built its capacity to provide Pre-ETS through the addition of 20 transition specialists to local VR offices. Each of the four regions also has a Pre-ETS Manager, and KRS employs a Statewide Manager as well. KRS has also established service provider agreements with all five of the Local Workforce Development Boards, numerous Centers for Independent Living and the Kansas Youth Empowerment Academy pertaining to specific components of Pre-ETS. A major emphasis is paid work-based learning experiences. Such experiences allow students to gain an early attachment to employment as the avenue to self-reliance, explore career options and develop the soft skills that are necessary for long-term employment success. Other services offered through services providers include self-advocacy training, post-secondary education, and workplace readiness training.

According to the Kansas State Department of Education, as of December 1, 2017, there are 11,139 youth with disabilities ages 16 to 21 receiving special education services through an Individual Education Plan. These numbers exclude individuals in the gifted program. Also excluded are individuals with Section 504 plans. They represent the target population for Pre-ETS. The number by age are listed below.

Age 16: 4,305 persons

Age 17: 3,964 persons

Age 18: 2,078 persons

Age 19: 457 persons

Age 20: 251 persons

Age 21: 84 persons

Policies and procedures to facilitate the transition of students from school to receipt of VR services

KRS policies and procedures in providing VR services for youth with disabilities are influenced by the available level of staff resources. Within these resources, KRS will accept referrals for VR services from transition students approximately 24 months or four semesters prior to their completion or exit from school. (In individual cases, the KRS Regional Program Administrator may grant an exception to begin providing VR services for a student prior to the 24-month or four semester timeline if there are extenuating circumstances which require VR involvement.)

Referrals are encouraged for students who are receiving special education services and students with disabilities receiving services or accommodations as required by Section 504.Referral timelines are designed to assure that the Individualized Plans for Employment (IPEs) for students who can be served under Order of Selection are coordinated with Individual Education Plans. IPEs must be written as early as possible during the transition planning process, and no later than when the student exits high school.

In addition, KRS may provide technical assistance, such as participation in IEP meetings or referral to community resources, for students prior to the referral timeline, if existing staff resources are available to make this possible.

2. INFORMATION ON THE FORMAL INTERAGENCY AGREEMENT WITH THE STATE EDUCATIONAL AGENCY WITH RESPECT TO:

A. CONSULTATION AND TECHNICAL ASSISTANCE TO ASSIST EDUCATIONAL AGENCIES IN PLANNING FOR THE TRANSITION OF STUDENTS WITH DISABILITIES FROM SCHOOL TO POST-SCHOOL ACTIVITIES, INCLUDING VR SERVICES;

Formal interagency agreement between KRS and the Kansas State Department of Education (KSDE)This agreement includes the following goals:

- **To facilitate the integration and coordination of transition services provided by KRS and KSDE for students with disabilities.**
- **To promote the continuous improvement of post-secondary education and competitive, integrated employment outcomes for youth with disabilities.**
- **To infuse a strengths-based approach to working with youth with disabilities and a culture of high expectations for the achievement of competitive, integrated employment as a measurable outcome for the special education and vocational rehabilitation (VR) services provided.**

Further, KRS and KSDE agreed to a wide range of mutual responsibilities, including the following highlights:

- **Provide joint professional development, in-service training and informational meetings for school personnel, VR staff, other adult service providers, parents and students. This may include orientation to programs, referral processes, policies, procedures, pertinent legislation and other areas as may be appropriate.**
- **Offer training and technical assistance to districts and local VR offices on coordinating the transition planning process. Topics in this area may include but are not limited to: inviting KRS counselors to IEP meetings; providing information about VR in the IEP development process; and educating VR counselors about district procedures related to transition planning and services for employment and postsecondary education goals for students with IEPs.**
- **Collaborate on the State Performance Plan and/or strategic plans developed by each party to facilitate the goals of this agreement and give priority to effective transition services for youth with disabilities resulting in improved post-secondary education and competitive, integrated employment outcomes.**
- **Use available inter-agency forums, conferences and expertise to develop a coordinated approach to facilitate achievement of the goals of this agreement**
- **Share student/consumer data and state-level data, to the extent allowed by law, to evaluate the effectiveness of the education and VR services provided.**
- **Share federal and state monitoring practices and findings for effective program and policy evaluation.**
- **Participate in technical assistance and advisory opportunities to support the goals of this agreement.**

B. TRANSITION PLANNING BY PERSONNEL OF THE DESIGNATED STATE AGENCY AND EDUCATIONAL AGENCY THAT FACILITATES THE DEVELOPMENT AND IMPLEMENTATION OF THEIR INDIVIDUALIZED EDUCATION PROGRAMS;

As outlined in the agreement, KRS will provide VR services for students in accordance with KRS policy under the following conditions:

- **The student has been determined eligible for VR and can be served within the Order of Selection.**
- **The student (and his/her parents or representative if appropriate) and the VR counselor have agreed to an Individual Plan for Employment (IPE).**
- **The goods or services provided will be necessary for post-high school training or employment, or will substantially contribute to achievement of the competitive, integrated employment objective on the IPE.**
- **Employment or post-secondary services provided by VR must occur outside the established school sessions. The term "school sessions" refers not only to the school semester or term, but also to the school day.**
- **Consideration of comparable benefits and application of the economic need policy are required.**

According to the agreement and consistent with regulations, the Local Education Agency/Authority (LEA) is not relieved of any responsibility to provide transition services until the student formally exits the public school program and as long as the student remains eligible for and receives special education services.

C. ROLES AND RESPONSIBILITIES, INCLUDING FINANCIAL RESPONSIBILITIES, OF EACH AGENCY, INCLUDING PROVISIONS FOR DETERMINING STATE LEAD AGENCIES AND QUALIFIED PERSONNEL RESPONSIBLE FOR TRANSITION SERVICES;

Mutual responsibilities identified in the formal interagency agreement are specified in Part 2A of this Section.

D. PROCEDURES FOR OUTREACH TO AND IDENTIFICATION OF STUDENTS WITH DISABILITIES WHO NEED TRANSITION SERVICES.

KRS maintains staff liaisons for each public high school to ensure statewide coverage. In addition to working with special education staff, KRS staff contact vocational education departments, school nurses and guidance counselors to provide greater outreach to students with disabilities and their families.

Consistent with the goals and priorities in Section L, KRS will emphasize the employment potential of students with disabilities and improve the outreach and outcomes for transition-aged students. In doing so, KRS will pursue opportunities to collaborate with students, families, the Kansas State Department of Education, schools, and other stakeholders.

All regions are responsible for outreach to students, parents and schools. Some examples include: scheduling specific days for counselors to work at schools and meet with students and transition staff; operating informational booths at transition

fairs or parent-teacher events; and participating in special events such as Job Olympics and Disability Mentoring Day events.

KRS will promote the use of Governor Brownback's Career Technical Education initiative for students to participate in technical education while in high school. As a result they graduate with a qualifying certificate in-hand and are, therefore, able and prepared for direct entry into the workforce.

E. COOPERATIVE AGREEMENTS WITH PRIVATE NONPROFIT ORGANIZATIONS

(Formerly known as Attachment 4.8(b)(3)). Describe the manner in which the designated State agency establishes cooperative agreements with private non-profit VR service providers.

To offer a full array of vocational rehabilitation (VR) services to meet the needs and interests of people with disabilities, Kansas Rehabilitation Services (KRS) will continue its extensive partnerships with community service providers.

Manner in which such agreements are established

Contracts and service provider agreements are established to help KRS consumers achieve their individual employment goals, to increase system capacity for community services, to support innovative approaches to service delivery, to enhance services to specific populations, and to increase consumer choice among available service providers. These contracts and agreements also help KRS maintain geographic distribution of services.

Procedures in establishing such agreements emphasize the role of regional KRS offices to identify needed services and to monitor the usage and effectiveness of the services provided through the agreements. The contracts and agreements define the nature and scope of services to be provided, outcome measurements, procedures for referrals, authorizations, reporting requirements, fees, billing and financial procedures.

Service provider agreements are available for a variety of services, including vocational assessment, independent living assessment, community-based work assessment, community-based job tryout, job preparation, guided placement, customized placement, job coaching, rehabilitation engineering, assistive technology, rehabilitation teaching, comprehensive facility-based training for persons who are blind or visually impaired, and orientation/mobility. These agreements emphasize the development of action plans, strengthened approaches to ongoing communication among KRS counselors and service providers, and accountability measures for successful rehabilitation outcomes. KRS paid more than $4.5 million through these agreements in PY 2016.

Service providers participating in these agreements include community rehabilitation programs for individuals with intellectual disabilities, consumer-run organizations, independent living centers, mental health centers, substance abuse programs, assistive technology access sites, and independent contractors. Providers may offer more than one service and serve more than one region of the state.

In addition, state-only funding supports:

- **$121,250 to United Cerebral Palsy of Kansas (UCPK), Wichita to provide individual assistive technology equipment, devices and services to enhance the independent living of Kansas with disabilities. The state funds are matched with private funds provided through UCPK and other private donors, leveraging additional spending power from the state's investment.**
- **150,000 to the Kansas Youth Empowerment Academy for career and leadership training, and mentoring for youth with disabilities. Funding also includes Title VIIB dollars.**

F. ARRANGEMENTS AND COOPERATIVE AGREEMENTS FOR THE PROVISION OF SUPPORTED EMPLOYMENT SERVICES

(Formerly known as Attachment 4.8(b)(4)). Describe the designated State agency's efforts to identify and make arrangements, including entering into cooperative agreements, with other State agencies and other appropriate entities in order to provide supported employment services and extended employment services, as applicable, to individuals with the most significant disabilities, including youth with the most significant disabilities.

Kansas Rehabilitation Services (KRS) enters into provider agreements with a variety of community agencies for the provision of supported employment services. Providers include community developmental disability organizations, mental health centers, independent living centers, and other public and private entities. Through customized employment provider agreements, six key components or milestones are specified for supported employment services:

1. Creation of a job development action plan.

2. Placement.

3. Stabilization.

4. 45 days of continuous, successful employment.

5. Finalization of an extended ongoing service plan.

(This plan describes how the supported employment service provider will maintain extended supports once the time-limited VR services end. Or, the plan may describe how the overall community service system will provide the extended supports the consumer will need to maintain employment. These extended supports are not funded with VR dollars.)

6. Successful VR case closure in accordance with all of the requirements set out in federal regulations.

Direct hourly Job Coaching services are provided for VR consumers in conjunction with the Customized Employment milestones services descried above. Short and long-term individualized job coaching is also provided through service provider agreements.

The provider agreements also:

- **Describe the time-limited services that will be provided through KRS for eligible individuals with the most significant disabilities.**
- **Address responsibility of the providers to coordinate with the community service system, which has responsibility for funding and providing the extended ongoing services necessary for the consumer to maintain employment once they exit the VR program.**

The Individual Plan for Employment is used as the basis for referral to one of the providers. It also describes the criteria, specific to each consumer, for determining that job performance is stable, determining how and when progress will be evaluated, and describing how extended ongoing support services will be provided. After the consumer reaches stability on the job, the consumer, service provider and VR counselor work together to finalize the plan for extended ongoing supports. This allows the plan to be specific and customized according to the consumer's current work situation and support needs. As a result, the ongoing support section of the IPE may be amended, with the consumer's agreement, in order to reflect the most current information available.

Through the provider agreement requirements and performance benchmarks, KRS' intention is to develop a network of effective supported employment providers whose focus is on the vocational objectives, goals, rehabilitation needs and priorities of the consumers to be served. KRS regional managers meet with providers on a periodic basis to maintain a collaborative relationship in this service delivery system and to address accountability and performance improvement when necessary.In implementing supported employment services, KRS funds individual job placements. KRS emphasizes the importance of geographic distribution of services. KRS also places a priority on working with community agencies that have the capacity to:

- **Develop productive relationships with employers.**
- **Encourage people with disabilities to learn about developing natural support networks.**

G. COORDINATION WITH EMPLOYERS

(Formerly known as Attachment 4.8(b)(5)). Describe how the designated State unit will work with employers to identify competitive integrated employment and career exploration opportunities in order to facilitate the provision of:

1. VR SERVICES; AND

Kansas Rehabilitation Services (KRS) emphasizes employer engagement activities that market the skills and abilities that qualified workers with disabilities have to contribute to the success of Kansas business and industry. KRS will build and maintain its capacity for effective outreach and engagement with employers statewide in order to:

- **Meet their workforce needs through the labor pool of qualified persons with disabilities.**

- **Identify competitive, integrated employment opportunities for vocational rehabilitation (VR) consumers, including such opportunities for youth and adults who are diverted from sub-minimum wage employment through Section 511 of the Workforce Innovation and Opportunity Act.**
- **Increase opportunities for youth with disabilities to engage in paid work-based learning experiences as part of the Pre-Employment Transition Services program. Such work-based learning is intended to facilitate career exploration and development of the soft skills necessary for lifelong employment success.**
- **Collaborate with partners in the workforce development system on coordinated business outreach processes.**
- **Coordinate with Economic and Employment Services in the Department for Children and Families, which administers the Temporary Assistance for Needy Families and the Supplemental Nutrition Assistance Program, and its employer development activities.**

KRS has service provider agreements for employer development, placement and on-the -job supports with nearly 120 local providers (community rehabilitation programs, local organizations and individual providers).

In 2013, the State Rehabilitation Council of Kansas established a committee to address employer outreach and engagement. The committee initiated the "Good for Business" campaign, which continues to be used on an ongoing basis. This campaign highlights how hiring people with disabilities will contribute to the success of Kansas businesses through:

- **Workers qualified to meet business workforce needs.**
- **Workers who are safe, reliable and productive, and who tend to have lower turnover rates than other employees.**
- **Hiring incentives.**
- **Supports to business in areas such as recruiting and performance coaching.**
- **Innovative options such as no-risk no-cost job tryouts to help determine if there is a good employment match between a VR consumer and business.**

Also in the campaign, VR consumers who are successfully employed in high-wage, high-demand, and career pathway jobs are highlighted.

The State Rehabilitation Council also recommended that KRS hire an employer development and marketing specialist with the sole responsibility of meeting employer needs when hiring people with disabilities. Responsibilities were defined to include: increasing employer awareness about VR consumers as a qualified labor pool, and thereby increase the competitive, integrated employment outcomes achieved by Kansans with disabilities; promoting the use of employment incentives; coordinating with other national, state and local organizations to identify specific employment opportunities for Kansans with disabilities; and making presentations to employer and community organizations, as well as individual contacts to businesses. That position was established in PY 2013 and was filled through early PY 2017. Following the resignation of the incumbent, KRS continues to evaluate whether

effective employer services can be provided through one state-level position. As an alternative, a recommendation to hire one person for each of the four regions is currently being considered in the DSU and DSA within available full-time equivalent authority.

Since PY 2013, KRS has made contact with hundreds of employers, with various levels of engagement. Numerous employers routinely send job vacancy postings to KRS. As a result, more than 4,000 job postings have been sent to VR counselors statewide for potential matches with their consumers. Through these contacts there is a demonstrated high demand for health care positions.

In PY 2017, KRS and the State Rehabilitation Council also heard an informative presentation from the Deputy Commissioner of the Kansas State Department of Education (KSDE). He presented about KSDE's recent statewide research and its goals in preparing high school graduates to succeed in employment. He reported that research conducted by Harvard University, the Carnegie Foundation, and the Stanford Research Center has all conducted that 85% of job success comes from having well-developed soft skills and people skills. By 2020, 71% of jobs available in the Kansas labor market will require a four-year degree, a two-year associates degree, or an industry-recognized credential. This is compared to 65% of jobs nationally. This information is being used to inform VR services as well as interactions with employers.

2. TRANSITION SERVICES, INCLUDING PRE-EMPLOYMENT TRANSITION SERVICES, FOR STUDENTS AND YOUTH WITH DISABILITIES.

Collaboration with workforce development system Core Partners and local workforce operators will enhance services for VR consumers, transition youth, and youth participating in Pre-Employment Transition Services., Such collaboration will enhance the KRS employer engagement activities. All Partners are committed to vigorously representing the employment needs of individuals (including youth) with disabilities and other consumers with significant barriers to employment.

H. INTERAGENCY COOPERATION

Describe how the designated State unit will collaborate with the State agency responsible for administering each of the following programs to develop opportunities for competitive integrated employment, to the greatest extent practicable:

1. THE STATE MEDICAID PLAN UNDER TITLE XIX OF THE SOCIAL SECURITY ACT;

Interagency agreement

Kansas Rehabilitation Services (KRS) will work with the Kansas Department for Aging and Disability Services (KDADS) and the Kansas Department of Health and Environment (KDHE) to establish an interagency agreement regarding roles and responsibilities pertaining to competitive, integrated employment for Kansans with disabilities. KDADS and KDHE share responsibilities for administration of the

Medicaid program. KDADS oversees services for persons with intellectual disabilities and behavioral health disabilities.

The purpose of the agreement will be to create a common understanding of responsibilities, policies and procedures. It will address data sharing to better analyze how mutual consumers interact with the various services and supports available to them. Perhaps most importantly, the agreement will establish a collaborative framework for services that will improve competitive, integrated employment outcomes for people with disabilities. A priority will be to address procedures for referring youth with disabilities to vocational rehabilitation (VR) services so they may explore options for competitive, integrated employment rather than being placed directly in sub-minimum wage employment after exit from school, consistent with Section 511 of the Workforce Innovation and Opportunity Act. In addition, the agreement will address referral procedures for adults who are already employed in sub-minimum wage jobs so that VR may provide periodic information and career counseling related to competitive, integrated employment options.

End-Dependence Kansas demonstrates interagency collaboration

The End-Dependence Kansas initiative demonstrates interagency cooperation that is underway to increase competitive, integrated employment outcomes. Five state agencies are collaborating to implement the initiative. In addition to KRS, KDADS and KDHE, they include the Kansas Departments of Commerce and Corrections. The Kansas Department of Commerce is the designated state agency for workforce programs authorized under Title I and III of WIOA. Each of the five agencies has senior-level staff who will serve on the End-Dependence Kansas oversight panel to ensure policy alignment, sustainability and accountability. KRS is the lead agency.

End-Dependence Kansas will serve all disabilities, with a targeted effort for:

- **Youth with disabilities transitioning from high school to employment**
- **Individuals interested in employment as an alternative to Social Security or other benefit programs**
- **Persons with disabilities exiting Kansas correctional facilities**
- **Persons with limited or no work experience**
- **Persons being served or pursuing services through Home and Community Based Services Medicaid waivers.**

A significant goal of End-Dependence Kansas is to promote sustainable systems change to improve the quality and quantity of employment outcomes. End-Dependence Kansas will emphasize and support community partners to prioritize competitive, integrated jobs in the community rather than sheltered employment, non-work day activities or other more segregated services.

To implement this initiative, KRS issued 14 performance-based contracts with community partners to provide direct consumer services. These contracts were issued after a competitive Request for Proposals process and were effective July 1, 2016. The contracts are projected for five years, with annual renewals. The community partners and VR staff have undergone intensive training on specific evidence-based practices. To evaluate fidelity to the service models and success of

the initiative and to assist in establishing a sustainable cost structure, participating community partners are also reporting specific progress measures and cost information using a software designed for this initiative called Efforts to Outcomes.

Ongoing communication and collaboration

KRS is in frequent contact with other agencies related to competitive, integrated employment of Kansans with disabilities. Some examples include participation on the:

- **Governor's Behavioral Health Planning Council and its vocational sub-committee.**
- **The KDADS strategic planning team to integrate mental health and substance use disorder services into a recovery oriented system of care.**
- **The Developmental Disabilities Council.**
- **The Kansas Commission on Disability Concerns.**
- **The Employment First Commission.**
- **Kansas Commission for the Deaf and Hard of Hearing**

KRS has agreements with Comprehensive Schools for the Blind in Colorado (Colorado Center for the Blind), Missouri (Alphapointe) and Minnesota (BLIND, Inc.) to provide access to the intensive level of training needed by some consumers. An agreement with the Helen Keller National Center was established in 2017 and continues in place. On an ongoing basis, KRS will seek additional agreements as needed to meet the needs of our consumers.

The Governor's Disability Sub-Cabinet, which includes DCF/KRS, KDADS, KDHE and Commerce, also addresses strategies to infuse an employment first focus into state services and programs.

2. THE STATE AGENCY RESPONSIBLE FOR PROVIDING SERVICES FOR INDIVIDUALS WITH DEVELOPMENTAL DISABILITIES; AND

KDADS oversees services for persons with developmental/intellectual disabilities. Please refer to Part 1 of this section for more information on collaborative efforts leading to competitive, integrated employment outcomes.

3. THE STATE AGENCY RESPONSIBLE FOR PROVIDING MENTAL HEALTH SERVICES.

KDADS oversees services for persons with developmental/intellectual disabilities. Please refer to Part 1 of this section for more information on collaborative efforts leading to competitive, integrated employment outcomes.

I. COMPREHENSIVE SYSTEM OF PERSONNEL DEVELOPMENT; DATA SYSTEM ON PERSONNEL AND PERSONNEL DEVELOPMENT

(Formerly known as Attachment 4.10)). Describe the designated State agency's procedures and activities to establish and maintain a comprehensive system of personnel development designed to ensure an adequate supply of qualified State

rehabilitation professional and paraprofessional personnel for the designated State unit, including the following:

1. DATA SYSTEM ON PERSONNEL AND PERSONNEL DEVELOPMENT

A. QUALIFIED PERSONNEL NEEDS.

Describe the development and maintenance of a system for collecting and analyzing on an annual basis data on qualified personnel needs with respect to:

i. the number of personnel who are employed by the State agency in the provision of VR services in relation to the number of individuals served, broken down by personnel category;

The Kansas Rehabilitation Services (KRS) mission is: Working in partnership with Kansans with disabilities to achieve their goals for employment, independence and self-reliance. Qualified staff are an essential asset to the agency's ability to achieve this mission. Therefore, KRS has established a Comprehensive System of Personnel Development to assure that staff are well-qualified, take part in ongoing training to maintain expertise in the field of vocational rehabilitation (VR), and are accountable through performance-based evaluations. Data system on personnel and personnel development

KRS maintains a system for collecting and reviewing information about the personnel who carry out the VR program. The data includes the number of individuals currently employed, the number of positions vacant, the classifications of positions, and the educational qualifications of counselors. Sources for this data system include the state's personnel/payroll system, budget reports, and the KRS database on staff credentials.As of February 2018, KRS employs 68 vocational rehabilitation counselors who deliver basic VR and supported employment services through local service centers. There are 12 vacancies. The starting salary for VR counselors is $41,870.40.

The number of persons served in PY 2016 was 10,149. At the end of that reporting period there were 58 filled counselor positions, resulting in a counselor to consumer ratio of 1:175. The average VR counselor active caseload as of June 30, 2017 was 97. In addition, KRS employs eight Program Specialists who work in concert with counselors to provide case management services. Only qualified VR counselors employed directly by KRS continue to determine eligibility and order of selection categories, approve Individual Plans for Employment, authorize expenditure of VR funds, and make decisions to close cases.

KRS also employs six rehabilitation managers who have supervisory responsibilities in service centers and four program administrators who are responsible for directing the VR program in their assigned geographical regions. There are currently two vacancies as of February 2018. Other staff provide vocational assessment and rehabilitation teaching services. Positions in the general category of administrative assistants or clerical support are also included among VR staff. When clerical support functions are provided on a percentage basis through the DCF regional offices, the

positions are funded through the cost allocation process rather than direct VR funding.

Counselor qualifications

KRS maintains a database about the educational qualifications/credentials of counselors. A total of 36 of the 68 counselors currently meet the requirements of the Comprehensive System of Personnel Development. The 32 others are working to complete the necessary additional course work to meet the national educational standard associated with being CRC-eligible, which was the standard prior to WIOA.

ii. the number of personnel currently needed by the State agency to provide VR services, broken down by personnel category; and

Number of personnel needed

To help determine personnel needs, KRS analyzes workloads and caseload size. Each staff person's caseload is compared to the average caseload within the entire program. (Please refer to caseload numbers provided in the previous section.)

KRS continues to experience significant recruitment and retention issues regarding Vocational Rehabilitation Counselor (VRC) positions. In State Fiscal Year (SFY) 2016, the average monthly number of filled counselor positions was 66, and the agency experienced a 33% turnover rate. In SFY 2017, these issues were even more critical, with an average of 63 filled counselor positions monthly, and a turnover rate of 43%. The agency is continuously recruiting to fill about 12 vacant VRC positions, which represent nearly 19% of the VRC workforce.

Challenges in recruiting and retaining counselors with master's level degrees continues to be a significant factor impacting staffing levels. Finally, recruiting of qualified counselors who are also certified in American Sign Language is a long-term concern.

iii. projections of the number of personnel, broken down by personnel category, who will be needed by the State agency to provide VR services in 5 years based on projections of the number of individuals to be served, including individuals with significant disabilities, the number of personnel expected to retire or leave the field, and other relevant factors.

Note regarding the table below: Information is based on the number of personnel employed as of December 31, 2017. Projected vacancies over the next five years are based on a projected turnover rate of 37.5% per year for counselors/direct service staff and 8% per year for all other positions. Annual turnover is then multiplied by five to determine the projected vacancies that will occur over the next five years. This calculation simply projects the vacancies that will occur, and does not estimate the number of vacancies that will eventually be rehired or filled.

Job Title	Total Positions	Current Vacancies	Projected vacancies over next 5 years
Administrative staff	25	2	10
Counselors	75	12	141
Staff supporting counselors	35	5.5	14

Administrative staff includes central office positions and four regional program administrators. It also includes eight rehabilitation managers, who directly supervisor counselors. Staff supporting counselors includes vocational evaluators, rehabilitation teachers, program specialists, drivers, and clerical support positions.

B. PERSONNEL DEVELOPMENT

Describe the development and maintenance of a system for collecting and analyzing on an annual basis data on personnel development with respect to:

i. a list of the institutions of higher education in the State that are preparing VR professionals, by type of program;

Institutions of higher education preparing VR professionals

Emporia State University (ESU) currently offers a master's degree program in rehabilitation counseling. ESU is the only college in the state offering a master's in rehabilitation counseling. In the Fall of 2018, ESU will discontinue this program, instead offering a masters in clinical counseling with concentration areas available in rehabilitation, mental health or addiction counseling. There are currently 20 students enrolled online and none on campus. ESU projects 10 graduates in 2018 and five graduates in 2019.

ii. the number of students enrolled at each of those institutions, broken down by type of program; and

There are currently 20 students enrolled online and none on campus. ESU projects 10 graduates in 2018 (1 in May 2018, 2 in August 2018 and 7 in December 2018). ESU projects 5 graduates in 2019 (3 in May 2019 and 2 in August 2019).

Emporia State University Snapshot as of the February 2018

- **Students enrolled: 20**
- **Employees sponsored by agency and/or RSA: 0**
- **Students sponsored by agency and/or RSA: 0**
- **Graduates from the previous year: 0**

iii. the number of students who graduated during the prior year from each of those institutions with certification or licensure, or with the credentials for certification or licensure, broken down by the personnel category for which they have received, or have the credentials to receive, certification or licensure.

Emporia State had zero graduates in the masters in rehabilitation counselor program last year.

2. PLAN FOR RECRUITMENT, PREPARATION AND RETENTION OF QUALIFIED PERSONNEL

Describe the development and implementation of a plan to address the current and projected needs for qualified personnel including, the coordination and facilitation of efforts between the designated State unit and institutions of higher education and professional associations to recruit, prepare, and retain personnel who are qualified, including personnel from minority backgrounds and personnel who are individuals with disabilities.

Plan for recruitment, preparation and retention of qualified personnel

KRS strives to fill vacant positions with well-qualified and diverse individuals. Vacancy postings clearly state the educational requirements consistent with the national CRC educational standard, which was the requirement prior to WIOA. Recruiting individuals who already meet the qualification standards has been a challenge, and numerous new hires must complete additional educational requirements. A total of 32 of the 68 employed counselors (as of February 2018), or 47%, require additional graduate level classes in order to meet the CSPD standards.

In addition to the traditional advertising methods, Regional Program Administrators and DCF Personnel Services have made personal contacts with universities that have master's programs in rehabilitation counseling, have provided information to candidates about the geographical regions where vacancies exist, and have recruited candidates through specialized programs, such as programs for people who are deaf or hard of hearing or programs teaching service delivery for people who are blind.

Vacancy announcements are distributed to independent living centers and colleges that are traditionally minority institutions in order to encourage cultural diversity in the KRS workforce. Recruitment also occurs through professional, advocacy and service provider associations.

The Personnel Services office in the DSA has developed a recruitment brochure and has represented KRS at various opportunities, including career fairs. KRS also posts vacant position announcements through a recruiting system for rehabilitation counselors at www.experience.com; such announcements are then distributed to more than 200 schools both regionally and nationally. Job vacancy announcements are also distributed directly to a listing of 30 masters level programs and programs specializing in the rehabilitation of individuals who are blind.

The following factors also influence the ability of KRS to recruit and retain qualified staff:

- **The starting salary for a Human Services Counselor classification is $1,610.40 bi-weekly.**
- **The graduate training program for rehabilitation counselors at Emporia State University anticipates a limited number of graduates compared to the vacancies experienced by KRS.**
- **KRS has experienced difficulty recruiting candidates for counselor positions who already meet the CSPD requirements or who are willing to take the additional graduate-level classes necessary to meet the CRCC educational requirements as a condition of their employment. This situation may be alleviated to some degree with additional flexibility afforded through the new WIOA standards.**
- **KRS has had difficulty recruiting to fill qualified VR counselor positions with fluency in American Sign Language and knowledge of the deaf culture.**

3. PERSONNEL STANDARDS

Describe the State agency's policies and procedures for the establishment and maintenance of personnel standards consistent with section 101(a)(7)(B) and 34 CFR 361.18(c) to ensure that designated State unit professional and paraprofessional personnel are adequately trained and prepared, including:

A. STANDARDS THAT ARE CONSISTENT WITH ANY NATIONAL OR STATE-APPROVED OR -RECOGNIZED CERTIFICATION, LICENSING, REGISTRATION, OR OTHER COMPARABLE REQUIREMENTS THAT APPLY TO THE PROFESSION OR DISCIPLINE IN WHICH SUCH PERSONNEL ARE PROVIDING VR SERVICES; AND

Personnel standards

Educational and experience requirements are intended to ensure that personnel have a 21st-century understanding of the evolving labor force and the needs of individuals with disabilities.

To address recruitment and retention issues, and ensure an adequate supply of qualified rehabilitation professionals, KRS will pursue updates to its personnel standards as follows:

- **Establish a Level I Vocational Rehabilitation Counselor (VRC) I position to be hired with a bachelor's degree along with the requirement to complete the master's degree educational requirements within five years of the employment start date.**
- **Continue the ability to hire VRCs (at Level II) with Certified Rehabilitation Counselor (CRC) designation, master's or doctorate in Rehabilitation Counselor, or a master's or doctorate in a closely related field.**
- **Continue the ability to hire Program Specialist positions for case management. Unlike the VRC I and II levels, these positions may not perform the non-delegable functions of eligibility determination, approval of Individual Plans for Employment, authorization for case service expenditures, and decisions to close cases.**

VR Counselor I: Determines eligibility and order of selection categories, approves Individual Plans for Employment, authorizes expenditure of VR funds, and makes decisions to close cases.

Minimum qualifications are as follows: A bachelor's degree in a field of study reasonably related to vocational rehabilitation, indicating a level of competency and skill demonstrating basic preparation in a field of study such as vocational rehabilitation counseling, social work, psychology, disability studies, business administration, human resources, special education, supported employment, customized employment, economics, or another field that reasonably prepares individuals to work with consumers and employers. Experience working with people with disabilities and/or experience in competitive integrated business environments and/or human resources, supervision or training preferred.

Within 5 years of the employment start date, individuals in the VRC I positions must complete the master's level requirements (minimum of SEVEN graduate courses):

- **Priority to complete: ONE integrated OR TWO separate graduate courses with the primary focus on Theories of Counseling AND Techniques of Counseling**
- **ONE on Foundations of Rehabilitation Counseling**
- **ONE on Assessment**
- **ONE on Occupational Information OR Job Placement**
- **Priority to complete (medical and psychosocial aspects): TWO with the individual or combined primary focus on 1) Medical Aspects of Disabilities; 2) Psychosocial Aspects of Disabilities; AND 3) Multicultural Issues**
- **ONE on Case Management AND Rehabilitation Services**

VR Counselor II: Determines eligibility and order of selection categories, approves Individual Plans for Employment, authorizes expenditure of VR funds, and makes decisions to close cases.

Standard 1: A current Certified Rehabilitation Counselor designation; or

Standard 2: A master's or doctorate degree in Rehabilitation Counseling; or

Standard 3: A master's or doctorate in one of the following closely related fields, majors or disciplines plus the additional education requirements described below:

Behavioral Health

Behavioral Science

Business Administration

Clinical Social Work

Counseling

Counseling Psychology

Disability Studies

Education

Human Relations

Human Resources

Human Services

Law

Management

Marriage and Family Therapy

Occupational Therapy

Psychology

Psychometrics

Public Administration

Rehabilitation Administration/Services

Rehabilitation Psychology

Social Work

Special Education

Vocational Assessment/Evaluation

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Additional education requirements for Standard 3 for VRC II: Candidates selected under Standard 3 will be required to complete additional graduate level courses within three years of their employment start date, as follows:

- **One integrated or two separate courses in the Theories of Counseling and the Techniques of Counseling; and**
- **One integrated or two separate courses in the Medical Aspects of Disability and the Psychosocial Aspects of Disability.**

Staff who must meet additional educational requirements will have professional development plans based on the following principles:

- **Training is intended to increase the knowledge, skills and abilities of rehabilitation counselors, thereby enhancing the provision of VR services and the quality of employment outcomes.**
- **Counselors may continue to perform all counselor functions during their training periods in accordance with KRS policies and procedures for "new counselors."**
- **VR funds may be used to help staff maintain compliance with the standards through the support of continuing education requirements.**
- **KRS compliance with the standards will be reviewed annually, in consultation with the State Rehabilitation Council.**

Program Specialist: Works in concert with VR Counselors to provide case management services and to research information necessary for eligibility determination, order of selection categories, Individual Plans for Employment development, expenditure of VR funds, and case closures.

Minimum qualifications

In accordance with state classification specifications:

Five years of experience interviewing, investigating, compiling information, documenting decisions, interpreting guidelines and/or providing technical assistance relevant to the agency's programs. Post-secondary education may be substituted for experience as determined relevant by the agency.

Preferred qualifications:

A bachelor's degree in a field of study reasonably related to vocational rehabilitation, indicating a level of competency and skill demonstrating basic preparation in a field of study such as vocational rehabilitation counseling, social work, psychology, disability studies, business administration, human resources, special education, supported employment, customized employment, economics, or another field that reasonably prepares individuals to work with consumers and employers.

Demonstrated paid or unpaid experience, for not less than one year, consisting of—

o Direct work with individuals with disabilities in a setting such as an independent living center;

o Direct service or advocacy activities that provide such individual with experience and skills in working with individuals with disabilities; or

o Direct experience in competitive integrated employment environments as an employer, as a small business owner or operator, or in self-employment, or other experience in human resources or recruitment, or experience in supervising employees, training, or other activities.

For hard-to-fill positions, KRS may use Title I funds for employment incentives, including but not limited to relocation expenses or student loan payback after a qualifying period of employment. Such incentives would be offered in exchange for the candidate's commitment to work in the position for a specified period of time.

State personnel standards require the following knowledge, abilities and skills at entry into Counselor positions:

- **Knowledge of the principles and techniques of counseling.**
- **Knowledge of the physical and psychological aspects of disability and human behavior.**
- **Knowledge of individual appraisal instruments and their applications.**
- **Knowledge of job analysis, job modification and rehabilitation engineering.**
- **Knowledge of agency policy and procedures.**
- **Ability to relate to and work effectively with persons with diverse disabilities.**
- **Ability to communicate effectively with a variety of people.**

- **Ability to review and evaluate information and to adapt trends and developments in the field to a practical program application.**
- **Ability to analyze medical, psychological, economic, social and academic information to formulate recommendations.**
- **Ability to evaluate personal and psychological characteristics, physical abilities, work background, potential capabilities and interests of the disabled individual and to interpret these in terms of their occupational significance.**
- **Ability to develop individual written plans for employment.**
- **Ability to use reference materials on disability to guide eligibility decisions and rehabilitation plan development.**
- **Ability to use computer technology with accommodations as needed, to complete job duties.**

B. THE ESTABLISHMENT AND MAINTENANCE OF EDUCATION AND EXPERIENCE REQUIREMENTS, IN ACCORDANCE WITH SECTION 101(A)(7)(B)(II) OF THE REHABILITATION ACT, TO ENSURE THAT THE PERSONNEL HAVE A 21ST CENTURY UNDERSTANDING OF THE EVOLVING LABOR FORCE AND THE NEEDS OF INDIVIDUALS WITH DISABILITIES.

KRS will work with DCF Personnel Services to incorporate the following WIOA priorities into the personnel standards:

Ensuring that personnel have a 21st-century understanding of the evolving labor force and the needs of individuals with disabilities means that personnel have specialized training and experience that enables them to work effectively with individuals with disabilities to assist them to achieve competitive integrated employment and with employers who hire such individuals. Relevant skills include, but are not limited to—

(A) Understanding the medical and psychosocial aspects of various disabilities;

(B) Assessing an individual's skills and abilities to obtain and retain competitive integrated employment and establishing a plan to meet the individual's career goals;

(C) Counseling, case management, and advocacy to modify environmental and attitudinal barriers;

(D) Understanding the effective utilization of rehabilitation technology;

(E) Developing effective relationships with employers in the public and private sectors; and

(F) Delivering job development and job placement services that respond to today's labor market.

4. STAFF DEVELOPMENT.

Describe the State agency's policies, procedures, and activities to ensure that, consistent with section101(a)(7)(C) of the Rehabilitation Act, all personnel employed by the designated State unit receive appropriate and adequate training in terms of:

A. SYSTEM OF STAFF DEVELOPMENT

a system of staff development for professionals and paraprofessionals within the designated State unit, particularly with respect to assessment, vocational counseling, job placement, and rehabilitation technology, including training implemented in coordination with entities carrying out State programs under section 4 of the Assistive Technology Act of 1998; and

KRS will continue to develop, implement and maintain a professional development system for new and experienced staff. A priority focus area will be to address effective communication strategies to assure consumer engagement and progress toward employment, and development and implementation of effective Individual Plans for Employment (IPEs). Other areas of focus continue to be informed choice; understanding the purpose and intent of the VR program; linkages between eligibility, rehabilitation needs, consumer goals and priorities, and services provided; development of effective progress measures; time and caseload management techniques; financial accountability cultural competence; accountable decision-making; expertise related to disability populations served (specifically persons who are blind or visually impaired, persons with Autism Spectrum Disorders, persons with mental illness, and persons with head injury); leadership development; use of comparable benefits; basic benefits counseling issues surrounding employment; use of Kansas specific labor market trends and demands; and, effective career counseling and guidance related to employment as the avenue to self-reliance.

KRS will conduct an annual training conference on the use of evidence-based and promising practices. KRS will also conduct an intensive initial training for new Pre-Employment Transition Services staff as well as new Counselors and Program Specialists.

KRS will contract with national VR experts to develop on-line training related to services for persons with mental illness, autism, dual sensory impairment, blindness/visual impairment, head injury and other specific populations as may be determined necessary. Staff are evaluated annually using the process and forms prescribed by the DSA. Each staff member's position description is a primary source document for the evaluation system. The position description explains the staff member's duties and responsibilities related to the KRS mission, including the emphasis on serving people with the most significant disabilities.

In November 2009 (Program Year 2009), KRS implemented a comprehensive Performance Management System. This system established consistent counselor performance standards related to quality and policy compliance reflected through case reviews; timeliness for eligibility and IPE development; the number of new IPEs developed; the number of consumers rehabilitated; and the rehabilitation rate. Competencies related to professional conduct, timely responses to consumer and other inquiries, and effective caseload management are also included in this performance management process. Consistent standards were also established for supervisors and administrators.

B. ACQUISITION AND DISSEMINATION OF SIGNIFICANT KNOWLEDGE

procedures for the acquisition and dissemination of significant knowledge from research and other sources to designated State unit professionals and paraprofessionals.

Numerous strategies assure that information about research, best practices, trends, and state agency policies and procedures are distributed to staff statewide. KRS maintains both public and internal web sites which post information on agency policies and service provider agreements. KRS uses technology, such as statewide web casts with live audio and video, to conduct staff meetings and trainings.

5. PERSONNEL TO ADDRESS INDIVIDUAL COMMUNICATION NEEDS

Describe how the designated State unit has personnel or obtains the services of other individuals who are able to communicate in appropriate modes of communication with or in the native language of applicants or eligible individuals who have limited English speaking ability.

KRS provides a full range of special media options and accommodations. The Kansas Commission for the Deaf and Hard of Hearing provides support to staff and consumers statewide. Foreign language interpreting is provided as needed through use of DSA foreign language interpreting contracts. The KRS Handbook of Services, application for services, and informational brochures have been translated into Spanish and Vietnamese.

When accommodations cannot be provided by staff directly, services may be contracted through a private individual or organization, such as a sign language interpreter or foreign language interpreters. When appropriate, family members may assist with communication if that is the consumer's informed choice.

6. COORDINATION OF PERSONNEL DEVELOPMENT UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT

As appropriate, describe the procedures and activities to coordinate the designated State unit's comprehensive system of personnel development with personnel development under the Individuals with Disabilities Education Act.

A Memorandum of Understanding between KRS and the Kansas Department of Education addresses the intention to share staff training resources and to facilitate cross-informational training among special education and rehabilitation staff.

J. STATEWIDE ASSESSMENT

(Formerly known as Attachment 4.11(a)).

1. PROVIDE AN ASSESSMENT OF THE REHABILITATION NEEDS OF INDIVIDUALS WITH DISABILITIES RESIDING WITHIN THE STATE, PARTICULARLY THE VR SERVICES NEEDS OF THOSE:

A. WITH THE MOST SIGNIFICANT DISABILITIES, INCLUDING THEIR NEED FOR SUPPORTED EMPLOYMENT SERVICES;

Executive Summary of Comprehensive Statewide Needs Assessment and Selected Attachments

Kansas Rehabilitation Services (RS) contracted with the Center for Learning Tree Institute (LTI) to conduct a Comprehensive Statewide Needs Assessment (CSNA) related to the employment needs of Kansans with disabilities. The CSNA was conducted from August through November 2015.

The CSNA is a required component of the Vocational Rehabilitation (VR) services portion of the Combined State Plan to be submitted to the U.S. Departments of Education and Labor under the Workforce Innovation and Opportunity Act (WIOA). Results of the CSNA are used to inform the priorities and strategies established in the VR services portion of the plan.

A CSNA is completed every three years to ensure plans are based on current relevant data. The needs assessment must include information on three populations: 1. Individuals with the most significant disabilities; 2. Individuals with disabilities who are minorities or who are unserved and underserved; and, 3. Individuals with disabilities who are served through other components of the statewide workforce system.

For the first time, the 2015 CSNA includes a significant new requirement to assess the needs of youth with disabilities for Pre-Employment Transition Services (PETS). The 2015 CSNA also addresses new WIOA Section 511 requirements designed to divert individuals from sub-minimum wage employment. This new requirement ensures that VR will work with individuals with a disability to secure competitive integrated employment as an alternative to them accepting placement in a sub-minimum wage job, such as one at a sheltered workshop. (The latter is not an allowable VR outcome and is not supported through VR services.)

The 2015 CSNA includes nine key elements for assessment and analysis:

365. **Review of Kansas disability population and employment estimates from the U.S. Census Bureau and comparison with the national average.**
366. **Review and analysis of Kansas disability demographics, caseload data, transition services, and employment.**
367. **Identification and analysis of trends in data for populations for special consideration.**
368. **Facilitation of key informant interviews.**
369. **Development and administration of surveys with consumers of VR services with open cases, closed successful cases, and closed unsuccessful cases.**
370. **Development and administration of surveys with providers of services to individuals with disabilities.**
371. **Development and administration of surveys with educators who work with individuals with disabilities.**
372. **Analysis of transcripts from archival and current stakeholder meetings.**
373. **Facilitation of a young adult and a parent/guardian focus group.**

This section of the VR services portion of the State Plan provides a summary of the findings from this CSNA. Identified strengths

Several common themes emerged that are positive in terms of contribution to outcomes for identified populations or indicative of overall areas of strength, which included:

VR staff in DCF Service Centers received high marks in the consumer survey. This survey is based on the American Consumer Satisfaction Index (ASCI) method. ASCI scores of 5 or more represent the perspective of "more satisfied than not."

Overall, how satisfied are you with Kansas Vocational Rehabilitation Services?

- **Open cases: 6.78**
- **Cases closed successfully: 7.67**
- **Cases closed unsuccessfully: 4.70**

To what degree did Kansas Vocational Rehabilitation Services meet your expectations?

- **Open cases: 6.54**
- **Cases closed successfully: 7.41**
- **Cases closed unsuccessfully: 4.68**

Think of your ideal vocational program for people with disabilities. How do you think Kansas Vocational Rehabilitation Services compares with your ideal?

- **Open cases: 6.78**
- **Cases closed successfully: 7.67**
- **Cases closed unsuccessfully: 4.7**

Data showed that among successfully closed cases, 48.4% scored their overall satisfaction with VR services as a perfect 10. Among open cases, 29.6% scored their overall satisfaction as a 10. Among those closed unsuccessfully, 15% scored their satisfaction with VR services as a 10.

Based on findings from the key informant interviews and stakeholder feedback, strengths of the VR system were described as including a strong and comprehensive array of services as well as effectiveness in oversight, communication, and responsiveness. Additionally, overall satisfaction with VR services was communicated by respondents across multiple data sources used for this assessment, including individuals, providers, and key informants.

Multiple data sources included in the comprehensive assessment provided feedback that characterized VR staff and counselors as one of the greatest assets of the state VR service delivery system, describing them as caring, effective, supportive, willing to "go the extra mile," and a vital aspect of individual success in the attainment of education or employment-related goals for VR consumers.

Many VR consumers reported positive relationships with their counselors. Individuals describing a supportive and positive relationship with their VR counselor or caseworker were also more likely to report attaining positive VR outcomes.

Identified service needs or issues

Across the various data sources and assessment tools utilized for the development of this report, several common issues or conceptually linked themes emerged upon review and analysis. Highlights of these findings include:

An ongoing concern that was described in multiple sources of feedback, both currently and historically (via stakeholder meeting transcripts) is the availability of VR counselors and caseworkers, particularly as it relates to caseloads. The number of VR counselors has decreased over the past five years; however, it should be noted that there has been a correspondent decrease in the number of individuals served.

A number of VR consumers said there is a need for improved communication from the VR system. These consumers often felt as though they had been forgotten or fallen through the cracks. Consumers described waiting for weeks, months, and sometimes longer for counselors to return calls. These issues frequently seemed to be related to counselor turnover. Speed of services was a related theme among interview participants, citing the need for services to be provided at a faster rate in order to take advantage of the present health, capability, and motivation of consumers.

A common theme across responses and across assessment mechanisms was the issue of transportation. Concerns falling within this category were associated with concerns related to transportation availability, hours of operation, accessibility, affordability, safety, or proximity. These themes were consistent across environments but particularly in rural areas.

The importance of collaboration was another commonly occurring topic which included the need for sustained and enhanced cross-organizational and inter-agency coordination, networking, education, outreach, and partnership to ensure consumers receive a full array of available supports at the local level. This need for collaboration subsumed multiple areas, including the aforementioned issue of transportation, financial planning, living skills development, etc.

The need for marketing and public awareness of the supports available through Vocational Rehabilitation Services and how to access services was a frequent topic of concern. This includes marketing, promotion, education, and outreach to increase awareness among individuals, families, educators, business community members and employers, and among community agencies and organizations.

Provider survey respondents indicated that they frequently accessed services from KANSASWORKS on behalf of VR consumers. However they also estimated that the majority of VR consumers only engage directly with KANSASWORKS centers on a seldom or infrequent basis.

Overall issues relating to specific populations

- **Results of key informant surveys and stakeholder feedback analyses indicated that VR does an appropriate job of addressing the needs of individuals with disabilities from minority backgrounds. In addition, the service ratio for individuals with disabilities who are minorities is 0.92, well above the federal minimum of 0.80.**

- **While the percentage of individuals in Kansas with a disability is on par with the estimated national average, it should be noted that ACS estimates for the American Indian/Alaska Native population in Kansas (15.6%) represents the largest percentage individuals with disabilities in the State, followed by Black or African Americans (15.2%). This suggests the need for continued, intentional, and targeted outreach to these subpopulations.**
- **The percentage of individuals with deafness or other hearing impairments served in Kansas has remained stable from 2012 to 2015 at 5%. Those with hearing impairments as well as those with vision impairments were more likely than those with other disabilities to indicate the need for improved communication.**
- **Patterns of increased VR services for individuals with traumatic brain injury and autism/autism spectrum have been noted.**

Overall issues relating to transition age youth

- **A consistently identified need was the importance of viewing transition and pre-employment services as being a cooperative endeavor between VR, schools, and community service providers. There is a need for better communication among partners and enhanced VR promotion and outreach. There is also the need for more frequent collaboration between VR and educators to empower youth to achieve employment.**
- **Consistent feedback across assessment data sources relating to pre-employment services for transition age youth indicated the need for early planning and introduction of transition resources for youth as well as their parents. (Suggestions include initiation of planning and supports as early as at or before entry into high school.) Pertaining to the entire disability service system, including but not limited to VR, the need to simplify processes and paperwork for families was also expressed, especially for those with low literacy or for whom English is not the primary spoken language.**
- **When looking at the overall K-12 student population, there has been a sharp increase in the special education population as well as in the number of students with Section 504 plans over the past five years. The increase in students will also impact the numbers needing transition services from VR over the course of the State Plan. (As a point of comparison, the VR system served a total of 11,419 consumers in FFY 2015.)**

For the 2013-2014 school year, the Kansas State Department of Education reports the following number of students ages 14-21:

- **Students with 504 plans ONLY: 4,934**
- **Students with Special Education plans ONLY: 19,383**
- **Total: 24,317**

Overall issues relating to Section 511 of WIOA

The new WIOA Section 511 provision is intended to ensure that individuals with disabilities, especially youth with disabilities, are afforded full opportunity to

prepare for and obtain competitive integrated employment. Before youth with disabilities (defined as anyone who is age 14 through 24) can be hired in sub-minimum-wage employment, such as at a sheltered workshop, the individual must be afforded a meaningful opportunity to achieve competitive, integrated employment by accessing VR services. This provision supports the priority for competitive, integrated employment, but also has the potential to greatly expand the number of persons requiring VR services.

- **Educators described the need for processes to be integrated through the Individual Education Plans for youth. Educators also reported that additional communication and support with and from VR is needed, as well as additional training, marketing, and outreach for schools, families, and youth.**
- **The need for consistent counselors dedicated to work exclusively with transition-age youth with disabilities was also described as an essential component.**

More detailed information is provided in the following Attachments.Attachment A: Consumer satisfaction survey Attachment B: Key informant interviews Attachment C: Provider survey Attachment D: Educator survey Attachment E: Stakeholder meeting analysis detailsAttachment F: Focus group results

Attachment A: Consumer satisfaction survey details

The survey was distributed In September to all consumers with open cases, consumers whose cases closed successfully in the previous six months, and consumers whose cases closed unsuccessfully in the previous six months. The survey was based in part on the American Consumer Satisfaction Index (ACSI), which measures three dimensions of satisfaction: overall satisfaction, satisfaction compared to expectations, and satisfaction compared to the ideal. This method was recommended by the Rehabilitation Services Administration following a national study by the Research Triangle Institute and adopted by the State Rehabilitation Council of Kansas.

At the time the survey closed in order to tabulate results, there was a 12.7% response rate. In addition to the ACSI and "perfect 10" scores reported earlier in this Section, here are the results on other questions posed using the survey:

- **88.8% of consumers agreed or strongly agreed that VR staff are respectful to them.**
- **74.9% agreed or strongly agreed that their counselor encourages them to reach their employment goals.**
- **70.5% agreed or strongly agreed that they have a better chance of becoming employed because of VR services.**
- **67.3% agreed or strongly agreed that their counselor responded within one day to requests for information or assistance. (One day is the KRS customer service standard.)**

Attachment B: Key informant interview details

The purpose of the key informant interviews was to uncover issues, needs, strengths, weaknesses, and suggestions related to the implementation and maintenance of VR services.

The majority of interview participants believed VR currently offers strong and comprehensive services, but bureaucracy sometimes frustrate consumers. Participants believed consumer expectations for themselves and their services were low, and a concerted effort is required to improve those expectations.

Universally, interview participants believed an adequate job of addressing the needs of individuals with disabilities from minority backgrounds is provided by VR services. Some participants felt more could be done to address groups like deaf/hard of hearing and blind/low vision individuals, but felt the needs of cultural and ethnic minorities in Kansas were well met. Rural Kansans were identified by the majority of respondents as an underserved population.

The quality of employment counselors and contracted service providers were highlighted by interview participants as strengths of the present VR service delivery system. The majority of participants felt VR cares about providing quality services to its consumers.

Interview participants were concerned about the rate of counselor turnover, identifying knowledge of services, case management, and consumer comfort-level as important aspects that suffer. Although high turnover was highlighted as a concern, participants did not provide suggestions to address this concern. Speed of services was a theme among interview participants, citing services need to be provided at a faster rate in order to take advantage of the present health and motivation of consumers, while also reducing frustration for consumers and families.

Participants viewed the KANSASWORKS network as a resource that could be an excellent partner in service delivery; however, the majority of participants felt individuals with disabilities often underutilized the KANSASWORKS network. Several participants believed additional outreach to special populations, emphasis on front door services (i.e. easily accessible information), education for consumers using the KANSASWORKS network, as well as education for KANSASWORKS network providers in working with individuals with disabilities were all needed.

Emphasis on lowering frustration and more thorough case management were suggestions made by participants. The inclusion of more add-on services to better fit the individual needs of consumers and better relationships and communication with employers was suggested by multiple respondents. Participants cited more transparency was needed through better communication between service providers, working towards a common vocabulary, adopting a "full pay-for-performance model" and grading system for providers, and celebrating successes.

All participants felt pre-employment services were of the utmost importance for addressing the employment-related needs of individuals with disabilities. Interview participants believed pre-employment services should be provided "as early as possible." Participants agreed pre-employment services should be thorough, including on-the-job-training for specific occupations, generalized work-related and life skills (e.g., financial planning, cleaning skills, step-by-step practice), and soft

skills (e.g., cooperation, timeliness, hygiene). Interview participants viewed pre-employment services as a cooperation between service providers and schools and believed better communication with schools, strengthened, and more comprehensive school-transitions programs are pertinent to the success of pre-employment services. Participants were concerned about pre-employment needs for rural Kansans in particular.

Encouraging participants to hold high expectations, more comprehensive case management, and helping establish thorough pre-employment services, were highlighted by the findings of the key informant interview as the best strategies to encourage success for VR consumers. Transportation, additional support for rural Kansans, implementation of a grading system for service providers, easy access to outcomes data of providers, utilization of technology, and virtual office space were all identified as possible solutions and were each cited repeatedly by interview participants. Education for consumers using the KANSASWORKS network, as well as education for KANSASWORKS network providers in working with individuals with disabilities were all needed.

Attachment C: Provider survey details Participants were asked to rate their satisfaction with their interaction with VR staff.The majority of responses fell within the range of 8-9 on a 10-point scale, representing 19 participants. The average score for this indicator was 6.8, with 1 being the lowest score (with a frequency of two) and 10 being the highest score (with a frequency of six). Service providers indicated their highest level of satisfaction with their interaction with VR staff.

To determine the typical frequency of interaction taking place between providers and VR staff, survey respondents were asked to rate how often they engaged in communication with VR once a VR consumer had been accepted for services by provider organizations. The most commonly reported level of regularity of communication by participants was weekly, followed by monthly levels of communication and interaction. A total of 43 of 49 total survey respondents indicated they interacted with VR staff on at least a weekly, monthly, or twice a month basis. Only six respondents reported communicating with VR staff with a less than monthly frequency.

Additionally, providers were asked to estimate what percent of their respective program or company income was derived from work with Kansas VR consumers. The greatest number of respondents (23 respondents-46.9%) indicated that less than 25% of their revenue is derived from work with VR consumers, while 30.6% (15 respondents) indicated that 75-100% of their revenue was associated with work with VR consumers. A total of 30 of 49 survey participants indicated that VR Services-related revenue represented 50% or less of their organization's revenue-generating activities.

In keeping with federal requirements to assess the traditional workforce system, three survey items were designed to garner feedback related to Kansas workforce center services and engagement. These items included:

To what extent do you access services from KANSASWORKS (workforce centers or one-stop workforce centers) with or on behalf of VR consumers? (This question pertains to provider staff accessing services on behalf of their consumers.)

- **34.7% of participants indicated they accessed workforce services on a frequent basis. An additional 30.6% of providers described doing so on an occasional basis.**

Thinking about your VR consumers who also receive services from KANSASWORKS, which of the following best describes their level of interaction?

- **Consumers are guided by me as a VR service provider: 63.3%**
- **Consumers receive guidance from staff at the workforce center: 14.3%**
- **NA or no comment: 8.2%**
- **Consumers work independently at the workforce center: 6.1%**
- **Consumers attend workshops: 4.1%**
- **Other: 2.0%**
- **Varies based on consumer needs: 2.0%**

How frequently do you think your consumers interact with KANSASWORKS? (This question pertains to consumers accessing services directly.)

- **42.9% estimated that consumer interaction with KANSASWORKS took place on a "seldom" basis, or an "occasional" basis (34.7%).**

Attachment D: Educator survey details

While the majority of educators reported they were aware of how to refer students to VR, a smaller percentage were very confident in their awareness of the services VR can offer and 25.5% reported they were not aware of when to refer a student to VR.

I am aware of how to refer a student to VR.

- **Strongly agree: 51.1%**
- **Agree: 36.2%**
- **Disagree: 12.8%**
- **Strongly disagree: 0%**

I am aware of when to refer a student to VR.

- **Strongly agree: 48.9%**
- **Agree: 25.5%**
- **Disagree: 25.5%**
- **Strongly disagree: 0%**

I am aware of the services that VR can offer.

- **Strongly agree: 25.5%**

- **Agree: 57.4%**
- **Disagree: 17.0%**
- **Strongly disagree: 0%**

Educators indicated overwhelmingly (91.5%) that their students were interested in post-secondary education (53.2% strongly agree and 38.3% agree) and that students intend to become employed as adults (97.9% with 66.0% strongly agree and 31.9% agree).

Two questions asked educators to rank a number of methods for most effective learning and educating. The first question asked about the most effective method for educators to learn about VR services and how they can assist students with disabilities. The method ranked most effective (1) by the majority of educators (47%) was "one-on-one contact from a VR counselor." The method ranked most effective (1) by 32% of educators was "VR personnel participation in IEP meetings." The response options were ranked as follows:

Rank of Effective Methods for Educators to Learn About VR Services

420. **One-on-one contact from a VR counselor**
421. **Brochures and informational materials**
422. **In-service training at my school**
423. **Informational fair outside of regular school hours**
424. **VR personnel participation in IEP meetings**
425. **Other: Coordinate with my counselor or special education coop staff; webinars; recorded training videos**

The second question asked about the most effective method to educate parents/guardians and family members about VR services to help youth with disabilities with post-secondary education and employment.

Rank of Effective Methods to Educate Family Members about VR Services

426. **VR personnel participation in IEP meetings**
427. **One-on-one contact from a VR counselor**
428. **Informational meetings for families, such as a parent night focused on VR services**
429. **Brochures and informational materials**
430. **Informational fair (with VR and other service organizations) outside of regular school hours**
431. **Other: Meeting with student and/or parents one-on-one at a time set up at the school during the school day. They used to do this and it was VERY helpful.**

Best Ways for VR to Participate in IEP Meetings

- **Meeting attendance 27.3%**
- **Use of technology (Skype, conference call, etc.) 23.6%**
- **Enhanced communication 14.5%**
- **Collaboration with schools 14.5%**

- **Additional/consistent staff 12.7%**
- **Additional training 7.3%**

Given the limited number of VR staff, educators were asked at what age it would be when it would be most important for VR to participate in IEP meetings. The majority of educators indicated ages 17 (46.8%) and 16 (27.7%) would be the most important ages for VR to participate in IEP meetings.

The following question was posed: "To assist your students to be successful in post-secondary education or direct entry into the workforce, which of the following pre-employment transition services are most important?"

Rank of Most Important Pre-Employment Transition Services

438. **Work-based learning experiences**
439. **Workplace readiness training**
440. **Instruction in self-advocacy**
441. **Job exploration counseling**
442. **Counseling on opportunities for enrollment in comprehensive transition or post-secondary education programs at institutions of higher education**

Additional questions were write-in questions. Responses were categorized for each question according to themes and are reported below.

Please describe your suggestions for how the VR program can most effectively participate in the provision of pre-employment transition services as described in the questions above.

How VR Can Most Effectively Participate in Pre-Employment Transition Services:

- **Collaboration with schools 19.2%**
- **Job skill training 17.3%**
- **Additional services before graduation 11.0%**
- **Consistent staffing 7.7%**
- **Provide additional information about available programs 7.7%**
- **Additional services after graduation 5.8%**
- **Enhanced communication 5.8%**
- **More funding 5.8%**
- **Additional counseling services 3.8%**
- **Availability of staff 3.8%**
- **Earlier intervention 3.8%**
- **Online resources 3.8%**
- **Assistance with scheduling 1.9%**
- **Provide networking opportunities 1.9%**

Describe the biggest obstacles that your students with disabilities face as they transition from school to post-secondary education, the adult world of work and/or independent living.

Biggest Obstacles with Transition

- **Lack of work skills 29.3%**
- **Family or other support 22.4%**
- **Lack of job opportunities 10.3%**
- **Lack of services 10.3%**
- **Fear 5.2%**
- **Lack of funding 5.2%**
- **Rural location 5.2%**
- **Transportation 5.2%**
- **Inconsistent VR staff 3.4%**
- **Job applications 1.7%**
- **Language barriers 1.7%**

Describe the biggest obstacles that your students with disabilities face in terms of becoming employed in real jobs in their communities (competitive, integrated employment).

Biggest Obstacles with Employment

- **Lack of job skills 22.6%**
- **No opportunities 22.6%**
- **Employer cooperation 13.2%**
- **Agency support 11.3%**
- **Transportation 11.3%**
- **Self-advocacy skills 9.4%**
- **Family support 5.7%**
- **Rural location 3.8%**

Attachment E: Stakeholder meeting analysis details

To further explore areas of strength and organizational assets, in addition to the identification of challenges, issues, and needs encountered by Kansas VR, a series of content analyses were completed using archival transcripts from 33 community-level stakeholder feedback sessions conducted through 2006-2012. The archival analyses yielded a total of 1,207 coded thematic responses and a summary of key elements derived from the overall analysis are provided in the following sections.

Each community-level stakeholder meeting was designed to invite and solicit feedback relating to several areas essential to effective VR processes and service provision; notably, attendees were invited to share their experiences and comments relating to topics including:

476. **Positive experiences and successes as the result of VR services.**
477. **Areas for improvement in VR interaction or service delivery.**
478. **Collaborative opportunities with other providers for aligned outcomes.**
479. **Supports and resources needed for youth transitioning from high school.**

Due to the facilitated nature of the sessions, participant feedback was invited for each of these four general areas and as a result, they are represented in the top five most frequently occurring codes.

Based on frequency of occurrence, the following table details the top ten topics or issues that emerged from the archival analyses of the community meeting proceedings.

Top 10 thematic codes by frequency 2006 to 2012

480. **Success stories**
481. **Issues, challenges, complaints**
482. **Student transition coordination**
483. **Disparate populations (potentially underserved populations)**
484. **Collaboration**
485. **Transportation and mileage**
486. **Business community/employer awareness**
487. **Need for VR marketing and awareness campaign**
488. **Consumer engagement**
489. **Accommodations**

Top 10 thematic codes by frequency 2015

490. **Transition age students**
491. **Collaboration**
492. **Barriers**
493. **Disparate populations (potentially underserved populations)**
494. **General inquiries**
495. **VR successes and compliments**
496. **Need for VR marketing and awareness campaign**
497. **Needs and issues**
498. **Quality assurance**
499. **Consumer engagement**

Attachment F: Focus group results

Results of parent/guardian focus group (8 participants)

1. When you think about your child's future, what goals do you have? (Probe: What are your dreams for them?)

There was a consistent theme among all respondents that they desired for their child to be employed.

2. If your child is in high school now (or thinking about when they were in high school), what services would help them prepare for more education, such as college or technical school, or employment?

A common theme on this question was the need for job skills coaching and a strong transition plan with goals.

3. Whether your child is planning to get more education or go directly into employment, what skills do you think they will need to make a successful transition from high school to the adult world of work and independent living?

Most respondents discussed the need for individualized care and customization of plans based on need and a huge desire for more training around autism for all involved in this process.

4. What are your thoughts about your child having a job and earning their own income?

Every respondent considered this a goal for their child.

5. What supports do you think your child will need to be able to reach their employment goals? What will be the biggest obstacles they will face in trying to achieve that goal?

Both a common need and obstacle was vendors/employers who are trained and supported in employing those with disabilities. Barriers depended somewhat upon the disability. But most expressed the barrier of having enough vendors with appropriate training and support as the biggest obstacle.

6. Who would you like to have on your team to help support your child in reaching their goals?

The responses varied depending on the disability. But the most common were: the consumer/youth, case workers, VR, job coach, and autism specialists.

7. Has your child had any work experience, such as a summer job or after-school job? Four of the seven had some job experience.

8. Have you had any experience with VR yet? (Applied for services, been determined eligible, received services?)

Three responded yes.

9. For those of you with experience with VR—what did you think about your experience with VR? What do you like? What would you change to make it better?

All three had positive experiences with VR. A common suggestion was for VR to better support their workforce through pay and lower caseloads, which would lead to more successful placements. Also, focus more on long-term placement versus just getting a placement made

Results of young adult focus group (4 participants)

Respondents offered a range of goals and jobs they desired to achieve. These goal areas and employment sectors included:

500. Working with dogs and in a doggy day care.
501. Becoming a veterinary technician engaged in veterinary medicine and a desire to attend college to achieve these goals.
502. Enhanced opportunities to be around friends, family and a goal of being in a supportive environment that provided direct care.

503. Find meaningful employment in a lab setting accompanied with a college degree.

Respondents all reinforced their desire to have a job and have the ability to earn their own income. Seventy-five percent of the respondents desired to progress to a point where they were not reliant on their family for care or financial assistance.

System challenges and barriers to supportive environments were themes that emerged in the focus group. Respondents discussed a range of experiences they felt impeded the supports they had in place. Others offered examples of much needed supports. Examples of barriers to supports included:

504. Being bullied.
505. Financial issues.
506. Access to supportive school environments.
507. Lack of support to attend college.

Examples of supports needed to be successful included:

508. Access to community services, personal technical assistants.
509. Access to occupational, physical and speech therapies.
510. Access to programs or services that would have identified employers who would have been a good fit the first time around.
511. Ability to have one-on-one contact and mentorship from a manager or boss.

Physical and language barriers emerged as a prominent theme in the focus group. Respondents discussed frustrations and difficulties they had in trying to achieve their personal and employment goals. Several stated they could not get employers to call them back. Others reinforced physical and non-verbal barriers as the primary reason they were unable to achieve their goal of employment. Several respondents stated it would have been helpful to have customized assistance tailored to their unique disabilities. Participants also stated reservations about being in public alone due to safety issues. Fifty percent of the respondents stated they would like the opportunity to access services that offered service dogs as personal safety assistance buddies.

Respondents reported a number of negative experiences with high school services in which they felt stereotyped, disrespected, or dismissed by those providing services and by fellow students. Many respondents reported similar experiences in broader society and especially in high school and employment settings. In addition to reports of feeling stereotyped and disrespected, respondents discussed a range of experiences in which they felt the services needed to be customized.

Examples of programs that could prepare young adults included:

512. Access to offline and online job search tools and resources.
513. One-on-one classes offering individual education and vocational rehabilitation training.
514. Access to daily physical, occupational and speech therapy.

515. Services to assist with custom needs, attention disorders and transition to college.

Respondents reported a number of negative experiences in acquiring work experience that was a good fit for their disability. Fifty percent of the respondents stated they worked after school or during the summer. Fifty percent stated they had not been able to land a job.

Twenty-five percent of respondents had experience with VR assistance with job placement. The remainder seventy-five percent had not received assistance from VR in a job placement program or situation.

Seventy-five percent reported not receiving assistance from VR yet. However, they did state they are in need of more resources and are learning about the services offered by VR and are interested in applying in the future. Twenty-five percent of respondents stated they would like to see customizable services offered by VR tailored to individual disabilities.

Summary of the needs of individuals with significant disabilities including their needs for supported employment services

Annually about 10% of the total persons served (Status 02-24 +32) receive supported employment services. Individuals with severe and persistent mental illness, significant intellectual disabilities, and traumatic brain injury are among the primary populations receiving supported employment services. Their services are characterized by:

- **The need for community-based work assessments or job tryouts in competitive, integrated employment so that individuals who have not previously worked can explore jobs that are a good match for their skills and interests.**
- **The importance of an individualized approach in connecting these individuals with: available social service and disability-related services; transportation; benefits counseling; and natural support networks in their home communities.**
- **The need for employability or soft skill training on issues such as self-advocacy, communications, taking direction from employers, getting along with co-workers and customer service.**
- **The need for specific job skill training matched with current and projected labor market needs.**

When considering the entire disability service delivery system, identifying the source of extended supports continues to be an issue warranting further review and capacity building efforts, especially for individuals who cannot access such services through the state's network of community mental health centers and community developmental disability organizations.

B. WHO ARE MINORITIES;

Minorities have a unique set of needs in addition to those experienced by other people with disabilities. Many minority persons with disabilities face discrimination on the basis of both minority status and disability. The information below shows the service rate for individuals with disabilities from minority backgrounds compared to non-minority individuals with disabilities. This ratio has increased to .92 in FFY 2015. Since 2012, this ratio has been above the federal standard of .80.

The service rate for all individuals with disabilities from minority backgrounds/presented as a ratio of the service rate for all non-minority individuals with disabilities

- **FFY 2011: 0.76**
- **FFY 2012: 0.88**
- **FFY 2013: 0.84**
- **FFY 2015: 0.83**
- **FFY 2016: 0.92**

Source: Kansas Rehabilitation Services State Plan Indicators FFY 2006-2015

Results of key informant surveys and stakeholder feedback analyses indicated that VR does an appropriate job of addressing the needs of individuals with disabilities from minority backgrounds.

While the percentage of individuals in Kansas with a disability is on par with the estimated national average, it should be noted that ACS estimates for the American Indian/Alaska Native population in Kansas (15.6%) represents the largest percentage individuals with disabilities in the State, followed by Black or African Americans (15.2%). This suggests the need for continued, intentional, and targeted outreach to these subpopulations.

C. WHO HAVE BEEN UNSERVED OR UNDERSERVED BY THE VR PROGRAM;

The percentage of individuals with deafness or other hearing impairments served in Kansas has remained stable from 2012 to 2015 at 5%. Those with hearing impairments as well as those with vision impairments were more likely than those with other disabilities to indicate the need for improved communication. Patterns of increased VR services for individuals with traumatic brain injury and autism/autism spectrum have been noted.

An analysis of KRS stakeholder meetings over multiple years suggested that stakeholders perceive the following groups to be underserved: those with low or limited literacy or English-language proficiency, those with prior history of legal involvement or incarceration, those experiencing homelessness or housing insecurity, persons in rural/frontier areas, active duty or returned military, children in foster care or alternative placements, —as well as those experiencing issues with visual impairment, hearing impairment, mobility or physical limitations, traumatic brain injury, developmental or intellectual disabilities, and mental illness.

As it pertains to service needs identified in stakeholder meetings for underserved populations, it was noted for persons who are deaf or hard of hearing, ASL rather than English is the native language and therefore assessments, paperwork, and even

job applications are often difficult to complete due to comprehension issues or time restrictions. For persons who are blind or visually impaired, the need for assistive technology and access to computers and the Internet was of paramount importance. For multiple issues, including vision, hearing, or other disabilities, the need for appropriate assistive technology, VR caseworker understanding of issues, and need for access and availability of services was emphasized.

D. WHO HAVE BEEN SERVED THROUGH OTHER COMPONENTS OF THE STATEWIDE WORKFORCE DEVELOPMENT SYSTEM; AND

From Key Informant Interviews, the following assessment was recorded:

Participants viewed the KANSASWORKS network as a resource that could be an excellent partner in service delivery; however, the majority of participants felt individuals with disabilities often underutilized the KANSASWORKS network. Several participants believed additional outreach to special populations, emphasis on front door services (i.e. easily accessible information), education for consumers using the KANSASWORKS network, as well as education for KANSASWORKS network providers in working with individuals with disabilities were all needed.

From service provider surveys, the following assessment was recorded:

In keeping with federal requirements to assess the traditional workforce system, three survey items were designed to garner feedback related to Kansas workforce center services and engagement. These items included:

To what extent do you access services from KANSASWORKS (workforce centers or one-stop workforce centers) with or on behalf of VR consumers? (This question pertains to provider staff accessing services on behalf of their consumers.)

- **34.7% of participants indicated they accessed workforce services on a frequent basis. An additional 30.6% of providers described doing so on an occasional basis.**

Thinking about your VR consumers who also receive services from KANSASWORKS, which of the following best describes their level of interaction?

- **Consumers are guided by me as a VR service provider: 63.3%**
- **Consumers receive guidance from staff at the workforce center: 14.3%**
- **NA or no comment: 8.2%**
- **Consumers work independently at the workforce center: 6.1%**
- **Consumers attend workshops: 4.1%**
- **Other: 2.0%**
- **Varies based on consumer needs: 2.0%**

How frequently do you think your consumers interact with KANSASWORKS? (This question pertains to consumers accessing services directly.)

- **42.9% estimated that consumer interaction with KANSASWORKS took place on a "seldom" basis, or an "occasional" basis (34.7%).**

E. WHO ARE YOUTH WITH DISABILITIES AND STUDENTS WITH DISABILITIES, INCLUDING, AS APPROPRIATE, THEIR NEED FOR PRE-EMPLOYMENT TRANSITION SERVICES OR OTHER TRANSITION SERVICES.

A consistently identified need was the importance of viewing transition and pre-employment services as being a cooperative endeavor between VR, schools, and community service providers. There is a need for better communication among partners and enhanced VR promotion and outreach. There is also the need for more frequent collaboration between VR and educators to empower youth to achieve employment.

Consistent feedback across assessment data sources relating to pre-employment services for transition age youth indicated the need for early planning and introduction of transition resources for youth as well as their parents. (Suggestions include initiation of planning and supports as early as at or before entry into high school.) Pertaining to the entire disability service system, including but not limited to VR, the need to simplify processes and paperwork for families was also expressed, especially for those with low literacy or for whom English is not the primary spoken language.

When looking at the overall K-12 student population, there has been a sharp increase in the special education population as well as in the number of students with Section 504 plans over the past five years. The increase in students will also impact the numbers needing transition services from VR over the course of the State Plan. (As a point of comparison, the VR system served a total of 11,419 consumers in FFY 2015.)

For the 2013-2014 school year, the Kansas State Department of Education reports the following number of students ages 14-21:

- **Students with 504 plans ONLY: 4,934**
- **Students with Special Education plans ONLY: 19,383**
- **Total: 24,317**

Educator surveys provided the following detailed assessment:

While the majority of educators reported they were aware of how to refer students to VR, a smaller percentage were very confident in their awareness of the services VR can offer and 25.5% reported they were not aware of when to refer a student to VR.

I am aware of how to refer a student to VR.

- **Strongly agree: 51.1%**
- **Agree: 36.2%**
- **Disagree: 12.8%**
- **Strongly disagree: 0%**

I am aware of when to refer a student to VR.

- **Strongly agree: 48.9%**
- **Agree: 25.5%**

- **Disagree: 25.5%**
- **Strongly disagree: 0%**

I am aware of the services that VR can offer.

- **Strongly agree: 25.5%**
- **Agree: 57.4%**
- **Disagree: 17.0%**
- **Strongly disagree: 0%**

Educators indicated overwhelmingly (91.5%) that their students were interested in post-secondary education (53.2% strongly agree and 38.3% agree) and that students intend to become employed as adults (97.9% with 66.0% strongly agree and 31.9% agree).

Two questions asked educators to rank a number of methods for most effective learning and educating. The first question asked about the most effective method for educators to learn about VR services and how they can assist students with disabilities. The method ranked most effective (1) by the majority of educators (47%) was "one-on-one contact from a VR counselor." The method ranked most effective (1) by 32% of educators was "VR personnel participation in IEP meetings." The response options were ranked as follows:

Rank of Effective Methods for Educators to Learn About VR Services

549. **One-on-one contact from a VR counselor**
550. **Brochures and informational materials**
551. **In-service training at my school**
552. **Informational fair outside of regular school hours**
553. **VR personnel participation in IEP meetings**
554. **Other: Coordinate with my counselor or special education coop staff; webinars; recorded training videos**

The second question asked about the most effective method to educate parents/guardians and family members about VR services to help youth with disabilities with post-secondary education and employment.

Rank of Effective Methods to Educate Family Members about VR Services

555. **VR personnel participation in IEP meetings**
556. **One-on-one contact from a VR counselor**
557. **Informational meetings for families, such as a parent night focused on VR services**
558. **Brochures and informational materials**
559. **Informational fair (with VR and other service organizations) outside of regular school hours**
560. **Other: Meeting with student and/or parents one-on-one at a time set up at the school during the school day. They used to do this and it was VERY helpful.**

Best Ways for VR to Participate in IEP Meetings

- **Meeting attendance 27.3%**
- **Use of technology (Skype, conference call, etc.) 23.6%**
- **Enhanced communication 14.5%**
- **Collaboration with schools 14.5%**
- **Additional/consistent staff 12.7%**
- **Additional training 7.3%**

Given the limited number of VR staff, educators were asked at what age it would be when it would be most important for VR to participate in IEP meetings. The majority of educators indicated ages 17 (46.8%) and 16 (27.7%) would be the most important ages for VR to participate in IEP meetings.

The following question was posed: "To assist your students to be successful in post-secondary education or direct entry into the workforce, which of the following pre-employment transition services are most important?"

Rank of Most Important Pre-Employment Transition Services

567. **Work-based learning experiences**
568. **Workplace readiness training**
569. **Instruction in self-advocacy**
570. **Job exploration counseling**
571. **Counseling on opportunities for enrollment in comprehensive transition or post-secondary education programs at institutions of higher education**

Additional questions were write-in questions. Responses were categorized for each question according to themes and are reported below.

Please describe your suggestions for how the VR program can most effectively participate in the provision of pre-employment transition services as described in the questions above.

How VR Can Most Effectively Participate in Pre-Employment Transition Services:

- **Collaboration with schools 19.2%**
- **Job skill training 17.3%**
- **Additional services before graduation 11.0%**
- **Consistent staffing 7.7%**
- **Provide additional information about available programs 7.7%**
- **Additional services after graduation 5.8%**
- **Enhanced communication 5.8%**
- **More funding 5.8%**
- **Additional counseling services 3.8%**
- **Availability of staff 3.8%**
- **Earlier intervention 3.8%**
- **Online resources 3.8%**
- **Assistance with scheduling 1.9%**

- **Provide networking opportunities 1.9%**

Describe the biggest obstacles that your students with disabilities face as they transition from school to post-secondary education, the adult world of work and/or independent living.

Biggest Obstacles with Transition

- **Lack of work skills 29.3%**
- **Family or other support 22.4%**
- **Lack of job opportunities 10.3%**
- **Lack of services 10.3%**
- **Fear 5.2%**
- **Lack of funding 5.2%**
- **Rural location 5.2%**
- **Transportation 5.2%**
- **Inconsistent VR staff 3.4%**
- **Job applications 1.7%**
- **Language barriers 1.7%**

Describe the biggest obstacles that your students with disabilities face in terms of becoming employed in real jobs in their communities (competitive, integrated employment).

Biggest Obstacles with Employment

- **Lack of job skills 22.6%**
- **No opportunities 22.6%**
- **Employer cooperation 13.2%**
- **Agency support 11.3%**
- **Transportation 11.3%**
- **Self-advocacy skills 9.4%**
- **Family support 5.7%**
- **Rural location 3.8%**

Results of parent/guardian focus group (8 participants)

1. When you think about your child's future, what goals do you have? (Probe: What are your dreams for them?)

There was a consistent theme among all respondents that they desired for their child to be employed.

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Four of the seven had some job experience.

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Examples of supports needed to be successful included:

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Examples of programs that could prepare young adults included:

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Respondents reported a number of negative experiences in acquiring work experience that was a good fit for their disability. Fifty percent of the respondents stated they worked after school or during the summer. Fifty percent stated they had not been able to land a job.

Twenty-five percent of respondents had experience with VR assistance with job placement. The remainder seventy-five percent had not received assistance from VR in a job placement program or situation.

Seventy-five percent reported not receiving assistance from VR yet. However, they did state they are in need of more resources and are learning about the services offered by VR and are interested in applying in the future. Twenty-five percent of respondents stated they would like to see customizable services offered by VR tailored to individual disabilities.

2. IDENTIFY THE NEED TO ESTABLISH, DEVELOP, OR IMPROVE COMMUNITY REHABILITATION PROGRAMS WITHIN THE STATE; AND

When assessing the need for establishing, developing or improving community rehabilitation programs, KRS will be guided by whether services (individual programs as well as statewide systems) meet the following objectives:

- **Involve persons with disabilities and the community in making best use of current resources according to local needs.**
- **Improve coordination of services.**
- **Demonstrate outcomes and accountability.**
- **Advocate for community inclusion.**
- **Contribute to the growth of quality transition planning services.**
- **Aid in the development of supported employment programs by maintaining quality standards.**
- **Increase outreach programs to meet the needs of individuals in underserved areas or for minorities.**
- **Create new service delivery strategies for unserved or underserved disability populations.**
- **Increase opportunities for competitive, integrated employment.**

The needs assessment revealed the need for job placement and other provider services with specialized expertise in competitive, integrated employment of people with disabilities. As a result, KRS will emphasize the development and maintenance of evidence-based and promising practices through the End-Dependence Kansas initiative. Direct service contracts will be used to promote the development and expansion of Individual Placement and Supports, Individualized Discovery/Customized Employment, and Progressive Employment.

Generally, there is also a need for additional supported employment and job coaching services. KRS will update its provider agreements for these services.

3. INCLUDE AN ASSESSMENT OF THE NEEDS OF INDIVIDUALS WITH DISABILITIES FOR TRANSITION CAREER SERVICES AND PRE-EMPLOYMENT TRANSITION SERVICES, AND THE EXTENT TO WHICH SUCH SERVICES ARE COORDINATED WITH TRANSITION SERVICES PROVIDED UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT .

In key informant interviews, all participants felt pre-employment services were of the utmost importance for addressing the employment-related needs of individuals with disabilities. Interview participants believed pre-employment services should be provided "as early as possible." Participants agreed pre-employment services should be thorough, including on-the-job-training for specific occupations, generalized work-related and life skills (e.g., financial planning, cleaning skills, step-by-step practice), and soft skills (e.g., cooperation, timeliness, hygiene). Interview participants viewed pre-employment services as a cooperation between service providers and schools and believed better communication with schools, strengthened, and more comprehensive school-transitions programs are pertinent to the success of pre-employment services. Participants were concerned about pre-employment needs for rural Kansans in particular.

Pertaining to coordination with transition services provided through IDEA, special education staff were surveyed to select the age groups for whom their school currently provides the PETS service. Educators were instructed to select one or more age groups as appropriate.

Percentage of Schools Providing Pre-Employment Transition Services Provided by Age

Services	Age 14-16	Age 16-17	Age 19-21	Other	Not Currently Providing
Job exploration counseling.	**83.0%**	80.9%	55.3%	4.3%	2.1%
Work-based learning experiences, which may include in-school or after-school opportunities, or experience outside the traditional school setting (including internships), that is provided in an integrated environment in the community to the maximum extent possible	66.0%	**80.9%**	61.7%	4.3%	8.5%

Services	Age 14-16	Age 16-17	Age 19-21	Other	Not Currently Providing
Counseling on opportunities for enrollment in comprehensive transition or postsecondary educational programs at institutions of higher education.	59.6%	**78.7%**	53.2%	2.1%	4.3%
Workplace readiness training to develop social and independent living skills.	**70.2%**	66.0%	55.3%	2.1%	14.9%
Instruction in self-advocacy (including instruction in person-centered planning), which may include peer mentoring (including peer mentoring from individuals with disabilities working in competitive integrated employment).	63.8%	**66.0%**	46.8%	4.3%	21.3%

Educators were also asked how VR could most effectively participate in PETS, with the following responses:

Code	Frequency	Percent
Collaboration with schools	10	19.2%
Job skill training	9	17.3%
Additional services before graduation	6	11.0%
Consistent staffing	4	7.7%
Provide additional information about available programs	4	7.7%
Additional services after graduation	3	5.8%
Enhanced communication	3	5.8%
More funding	3	5.8%
Additional counseling services	2	3.8%
Availability of staff	2	3.8%
Earlier intervention	2	3.8%

Code	Frequency	Percent
Online resources	2	3.8%
Assistance with scheduling	1	1.9%
Provide networking opportunities	1	1.9%

The educator survey also provided the following information: Rank of most important PETS services from the educator's perspective.

Response options:	Rank Order of Effectiveness
Work-based learning experiences (as described above)	1
Workplace readiness training	2
Instruction in self-advocacy (as described above)	3
Job exploration counseling	4
Counseling on opportunities for enrollment in comprehensive transition or post-secondary educational programs at institutions of higher education	5

K. ANNUAL ESTIMATES

Describe:

1. THE NUMBER OF INDIVIDUALS IN THE STATE WHO ARE ELIGIBLE FOR SERVICES;

According to the Rehabilitation Research and Training Center on Disability Statistics and Demographics, there are 1,718,393 individuals ages 18-64 living in Kansas, 188,671 of whom are individuals with disabilities, a prevalence rate of 11%. *(Source: 2016 Disability Statistics Compendium)*

A total of 11,139 youth ages 16 to 21 are receiving special education services through an Individual Education Plan. This number excludes students in the gifted program and students with Section 504 accommodation plans. *(Source: Kansas State Department of Education, December 1, 2017)*

2. THE NUMBER OF ELIGIBLE INDIVIDUALS WHO WILL RECEIVE SERVICES UNDER:

A. THE VR PROGRAM;

For FFY 2019, Kansas Rehabilitation Services (KRS) projects that services will be provided for 11,265 individuals. KRS monitors caseload and expenditure trends regularly. The KRS projection method tracks consumers and costs by status as they

move through the system. Using historical data and known future events, consumer movement and the related costs are projected. This information is updated each month, allowing assumptions about movement and/or costs to be adjusted through a review of actual vs. anticipated activity. The following table identifies the number of eligible individuals projected to receive services with funds provided through Title I Vocational Rehabilitation and Title VI Supported Employment. Persons are identified by Order of Selection priority category.

Please note that Title VI supported employment funds may be expended only for individuals with the most significant disabilities (Category 1). In addition, because of the limited amount of Title VI funds provided, KRS will also expend Title 1 funds in order to meet consumer needs for supported employment services. In the table below, the Title VI funds are divided by the average cost for a supported employment case from all funding sources in order to provide the estimated number of persons to be served with Title VI funds.

The average annual cost of services for FFY 2019 is projected. Projections are subject to change based on budget appropriations and allocations.

This information does not include projections for Pre-Employment Transition Services.

- **Category 1: 8.561 (Includes persons in Category 1 receiving Title VI funding)**
- **Category 2: 2,479**
- **Category 3: 225**

B. THE SUPPORTED EMPLOYMENT PROGRAM; AND

KRS projects that 225 individuals will be served with funds through the Title VI Supported Employment program. All individuals are in Order of Selection Category 1 (individuals with the most significant disabilities).

In addition, because of the limited amount of Title VI funds provided, KRS will also expend Title 1 funds in order to meet consumer needs for supported employment services.

(the Title VI funds are divided by the average cost for a supported employment case from all funding sources in order to provide the estimated number of persons to be served with Title VI funds.)

C. EACH PRIORITY CATEGORY, IF UNDER AN ORDER OF SELECTION;

- **Category 1: 8,561 (includes persons receiving Title I and/or Title VI funded services)**
- **Category 2: 2,479**
- **Category 3: 225**

3. THE NUMBER OF INDIVIDUALS WHO ARE ELIGIBLE FOR VR SERVICES, BUT ARE NOT RECEIVING SUCH SERVICES DUE TO AN ORDER OF SELECTION; AND

None. There are currently no waiting lists for services in Kansas.

4. THE COST OF SERVICES FOR THE NUMBER OF INDIVIDUALS ESTIMATED TO BE ELIGIBLE FOR SERVICES. IF UNDER AN ORDER OF SELECTION, IDENTIFY THE COST OF SERVICES FOR EACH PRIORITY CATEGORY.

The average annual cost of services for FFY 2019 is projected. Projections are subject to change based on budget appropriations and allocations.

Category	Title I or Title VI Funds	Estimated Number to be Served	Average Cost of Services
Category 1 - Title I	$9,578,179	8336	$1,149
Category 1 - Title VI	$197,138	225	$875
Category 2 - Title I	$3,011,985	2479	$1,215
Category 3 - Title I	$280,125	225	$1,245
Totals	$13,067,427	11265	

L. STATE GOALS AND PRIORITIES

The designated State unit must:

1. IDENTIFY IF THE GOALS AND PRIORITIES WERE JOINTLY DEVELOPED

Identify if the goals and priorities were jointly developed and agreed to by the State VR agency and the State Rehabilitation Council, if the State has a Council, and jointly agreed to any revisions.

VR goals, strategies and indicators are based on:

- **Results of the comprehensive statewide needs assessment, which included extensive opportunities for consumers, service providers, school personnel, stakeholders and advocacy groups to provide input.**
- **An analysis of the agency's performance on federal standards and indicators.**
- **Monitoring and agency performance reviews or audits.**
- **Consultation with the designated state agency and workforce development partners,.**
- **Work sessions with the State Rehabilitation Council on development of goals and priorities.**

2. IDENTIFY THE GOALS AND PRIORITIES IN CARRYING OUT THE VR AND SUPPORTED EMPLOYMENT PROGRAMS.

Kansas Department for Children and Families (DCF)

Mission: To protect children, promote healthy families and encourage personal responsibility.

Kansas Rehabilitation Services (KRS)

Mission: Working in partnership with Kansans with disabilities to achieve their goals for employment, independence and self-reliance.

KRS Goals and Priorities: As the State's Vocational Rehabilitation (VR) agency, KRS will implement the following goals and priorities to:

- **Collaborate with the Core Partners under the Workforce Innovation and Opportunity Act to achieve the performance accountability requirements of the Kansas workforce development system.**
- **Establish an ambitious strategic direction for the VR program emphasizing employment outcomes for Kansans with disabilities, accountability and continuous performance improvement.**

VR Principles

The following core principles will be infused into all VR operations:

- **Competitive, integrated employment is a key component to reaching self-reliance, independence, inclusion, economic equality, and integration into society for people with disabilities.**
- **All people with disabilities, including those with the most significant disabilities, are presumed to be capable of engaging in gainful employment.**
- **KRS, its consumers, providers and partners will be accountable for the achievement of employment and the effective use of resources.**
- **KRS expects meaningful involvement of people with disabilities, public/private partners, employers and other stakeholders in KRS programs, services and activities.**
- **KRS promotes the use of evidence-based practices in VR service delivery to empower Kansans with disabilities to maximize employment and economic self-reliance.**
- **KRS emphasizes employer engagement activities that market the skills and abilities of qualified workers with disabilities have to contribute to the success of Kansas business and industry.**

VR Goals, Strategies and Indicators

Goal 1:Kansans with disabilities will achieve quality, competitive, integrated employment.

Strategies for Goal 1:

A. Use service delivery strategies to promote:

- **High-wage employment.**
- **Employment in high-demand jobs.**

- **Employment in jobs with career pathways.**
- **Full employment.**

B. Assist people with disabilities to use the resources of the workforce development system, according to their individual needs, to achieve their employment goals.

C. Invest in capacity building for Kansas community agencies and disability service providers to build and sustain the use of evidence-based employment services and supports.

D. Maximize the successful employment of recipients of Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI).

E. Build and maintain capacity for effective outreach and engagement with employers statewide in order to meet their workforce needs through the labor pool of qualified persons with disabilities.

F. Build and maintain the capacity necessary to provide adults with disabilities employed in sub-minimum wage jobs opportunities to choose and achieve competitive, integrated employment. (Section 511 of WIOA)

- **To facilitate informed choice, KRS will build and maintain the capacity to provide information and career counseling services about competitive, integrated employment options every six months during an individual's first year of sub-minimum wage employment and annually thereafter.**
- **For individuals choosing to pursue competitive, integrated employment, KRS will build and maintain the capacity to provide comprehensive evidence-based VR services for this expanded caseload.**

G. Maintain a robust accountability system that addresses:

- **Achievement of employment outcomes.**
- **Consistency with policy, timeliness, evidence of effective career counseling and guidance, effective use of resources, and employment outcomes, as measured through case reviews/quality assurance mechanisms.**
- **Provider performance.**
- **Effective communication with consumers.**
- **Expenditure reviews.**

H. Pursue opportunities for cross-informational training between KRS and key stakeholder groups, including service delivery systems for persons with developmental disabilities or mental illness, special education personnel, service providers, workforce development system partners and others interested in learning more about how the VR program can support the competitive, integrated employment goals of Kansans with disabilities.

I. Develop a service provider agreement for highly qualified benefits counseling.

Indicators for Goal 1:

In addition to reporting on the Common Performance Measures that apply to all Core Partners under WIOA, KRS will track the following indicators as measures of success for this goal.

1.1 Number of persons achieving competitive, integrated employment.

1.2 Percent of persons achieving competitive, integrated employment who are working full-time.

1.3 Average hourly wage of persons employed.

1.4 Average hours worked per week.

1.5 Percent of persons employed who report their own income as their primary source of support at case closure, a significant milestone toward self-reliance.

1.6 The number of VR consumers referred to other components of the workforce development system.

1.7 The number of referrals received from other components of the workforce system.

1.8 The number of consumers who access services from workforce operators and Adult Education.

1.9 The number of KRS SSI recipients and SSDI beneficiaries for whom KRS receives reimbursement funding. To meet this standard, the individuals must achieve the Substantial Gainful Activity earnings level for at least nine months.

1.10 The number of VR consumers receiving qualified benefits counseling.

Goal 2: KRS will emphasize the employment potential of students with disabilities and improve the outreach and outcomes for transition-aged students.

Strategies for Goal 2:

KRS will implement the following strategies:

A. Build and maintain VR capacity to deliver Pre-Employment Transition Services (PETS).

B. Build partnerships with school transition personnel to encourage that career-focused and work-based experiences are incorporated into transition Individual Education Plans and to increase referrals of PETS-eligible students to the VR program.

C. Increase the number of targeted outreach activities with students, parents, and school personnel in order to foster a cultural shift that emphasizes employment expectations for students with disabilities.

- **Collaborate with stakeholders to develop informational materials for students, families and school personnel.**
- **Develop a service provider agreement for highly qualified benefits counseling to address employment incentives and supports with transition youth and their families.**

- **Improve the outreach and referral process with transition students, parents and education to encourage more clear communication and increased applications for services.**

D. Collaborate with Prevention and Protection Services to increase awareness in the foster care system about PETS/transition and vocational rehabilitation services to empower foster care youth with disabilities to achieve competitive, integrated employment and self-reliance.

E. Collaborate with employers and workforce development system partners to increase opportunities for youth with disabilities to participate in paid work-based learning experiences, explore career options, and develop the soft skills necessary for lifelong employment success.

F. Build and maintain the capacity necessary to provide youth with disabilities (ages 14 to 24) the VR and PETS services necessary to achieve the optimal employment outcome of competitive, integrated employment, and thereby diverting them from transitioning from public school directly into sub-minimum wage employment. (Section 511 of WIOA) The first step will be to fill 25 positions to work in this specialized area. KRS will also explore the use of service provider agreements and contracts for the provision of PETS services.

Indicators for Goal 2:

KRS will track the following indicators as measures of success for this goal.

2.1 Number of youth with disabilities who achieve competitive, integrated employment.

2.2 Number of students receiving PETS.

2.3 Number of youth participating in paid work-based learning experiences.

2.4 Number of youth participating in VR services diverted from direct entry into sub-minimum wage employment.

3. ENSURE THAT THE GOALS AND PRIORITIES ARE BASED ON AN ANALYSIS OF THE FOLLOWING AREAS:

The goals and priorities were developed with consideration given to the Comprehensive Statewide Needs Assessment, statewide stakeholder meetings, and consultation with the designated state agency and workforce development partners. They were developed in joint planning sessions with the State Rehabilitation Council.

A. THE MOST RECENT COMPREHENSIVE STATEWIDE ASSESSMENT, INCLUDING ANY UPDATES;

The goals and priorities were developed with consideration given to the Comprehensive Statewide Needs Assessment, statewide stakeholder meetings, and consultation with the designated state agency and workforce development partners. They were developed in joint planning sessions with the State Rehabilitation Council.

B. THE STATE'S PERFORMANCE UNDER THE PERFORMANCE ACCOUNTABILITY MEASURES OF SECTION 116 OF WIOA; AND

KRS awaits further federal guidance on the establishment of baselines and goals for the VR program for the WIOA common performance accountability measures.

C. OTHER AVAILABLE INFORMATION ON THE OPERATION AND EFFECTIVENESS OF THE VR PROGRAM, INCLUDING ANY REPORTS RECEIVED FROM THE STATE REHABILITATION COUNCIL AND FINDINGS AND RECOMMENDATIONS FROM MONITORING ACTIVITIES CONDUCTED UNDER SECTION 107.

Recommendations from the State Rehabilitation Council were included in the development of the goals and priorities. There were no current Section 107 monitoring activities.

M. ORDER OF SELECTION

Describe:

1. WHETHER THE DESIGNATED STATE UNIT WILL IMPLEMENT AND ORDER OF SELECTION. IF SO, DESCRIBE:

A. THE ORDER TO BE FOLLOWED IN SELECTING ELIGIBLE INDIVIDUALS TO BE PROVIDED VR SERVICES.

KANSAS REHABILITATION SERVICES (KRS) PROJECTS THAT ALL CATEGORIES IN ORDER OF SELECTION WILL REMAIN OPEN WITH NO WAITING LIST DURING THE REMAINDER OF PY 2017 AND THROUGHOUT PY 2018.

KRS categories are defined as follows:Category 1: Eligible individuals with a most significant physical or mental impairment that seriously limits two or more functional capacities (such as mobility, communication, self-care, self-direction, interpersonal skills, work tolerance or work skills) in terms of an employment outcome, and whose vocational rehabilitation can be expected to require multiple VR services over an extended period of time. In the event that VR services cannot be provided to all eligible individuals in Category 1, a waiting list based upon the date of application will be activated.Category 2: Eligible individuals with a significant physical or mental impairment that seriously limits one or more functional capacities (such as mobility, communication, self-care, self-direction, interpersonal skills, work tolerance or work skills) in terms of an employment outcome; whose vocational rehabilitation can be expected to require multiple VR services over an extended period of time; and who has one or more physical or mental disabilities resulting from amputation, arthritis, autism, blindness, burn injury, cancer, cerebral palsy, cystic fibrosis, deafness, head injury, heart disease, hemiplegia, hemophilia, respiratory or pulmonary dysfunction, mental retardation, mental illness, multiple sclerosis, muscular dystrophy, musculo-skeletal disorders, neurological disorders (including stroke and epilepsy), paraplegia, quadriplegia, other spinal cord conditions, sickle cell anemia, specific learning disability, end-stage renal disease, or another disability or combination of disabilities determined on the basis of an assessment for determining eligibility and vocational rehabilitation needs to cause comparable substantial functional limitation. In the event that VR services cannot be

provided to all eligible individuals in Category 2, a waiting list based upon the date of application will be activated.Category 3: All other eligible individuals. In the event that VR services cannot be provided to all eligible individuals in Category 3, a waiting list based upon the date of application will be activated.For purposes of these category definitions:

- **Multiple services means more than one service as listed on the IPE. Support services (maintenance, transportation, personal assistance, and services to family members) may not be counted toward multiple services. Routine counseling and guidance to facilitate participation in the VR process may not be counted toward multiple services. Core services which are not provided by KRS but which are necessary for achievement of the employment outcome may be counted toward multiple services.**
- **Extended period of time means at least four months between Status 12 and closure.**

B. THE JUSTIFICATION FOR THE ORDER.

Several factors will be considered in periodically determining whether KRS has sufficient funds to serve all eligible persons who apply. These factors include:

- **Availability of state general funds to match available federal VR funds**
- **Application, referral and caseload trends**
- **Adequacy of staff coverage**
- **Costs of purchased services, such as diagnostics, medical, restoration and training**
- **Estimated costs of continuing services under existing IPEs**
- **Emphasis on serving persons with the most significant disabilities**
- **Timeliness of determination of eligibility and provision of services**
- **Outreach efforts**
- **Unserved or underserved groups**

Determinations will be made prior to the beginning of each fiscal year and whenever a change in circumstances warrants. Consultation with the State Rehabilitation Council is an important component of such a determination.

C. THE SERVICE AND OUTCOME GOALS.

Based on the analysis of factors listed above:

- **KRS previously implemented waiting lists for Categories 2 and 3 effective July 1, 1999 through March 8, 2001, impacting the number of persons receiving planned services during that time and subsequent years.**
- **KRS closed all categories on October 4, 2002. Periodically, individuals were taken off the Category 1 waiting list according to their date of application. Effective February 17, 2003, the waiting list for Category 1 was discontinued. Waiting periods for individuals in Categories 2 and 3 were lifted April 1, 2004.**
- **There was no waiting list for services during SFY 2005.**

- **A waiting list for all Categories was implemented effective October 16, 2005. On January 6, 2006 KRS began periodically removing individuals in Category 1 from the waiting list. As of June 30, 2006, a total of 3,244 individuals had been released from the Category 1 waiting list. In July and August 2007, an additional 758 individuals were removed from the Category 1 waiting list and it has remained open since that time. At the same time, 658 individuals were removed from the Category 2 waiting list, and a waiting list for new individuals in Category 2 was reinstated. Categories 2 and 3 were re-opened in January, 2008 and remain open.**

KRS monitors caseload and expenditure trends routinely to determine whether it will be necessary to implement Order of Selection. KRS projects that all categories will continue to be open for services during FFY 2019 and 2020. Projections are subject to change based on the analysis (justification) factors identified in this Attachment and funding appropriations.*Notes related to information below: Projections use FFY 2017 and 2018 YTD as the baseline. Status 26 outcomes are successful rehabilitation closures (persons employed). Status 28 outcomes are closures which did not result in employment following the receipt of VR services. Time within which goals are to be achieved is based on Status 26 outcomes. Cost of services is the average cost for the lifetime of the case. All projections are subject to change based on budget appropriations and allocations.*

The following information represents projections for FFY 2019.

Priority Category 1

- **Number of individuals to be served: 8561**
- **Outcome goals - Status 26: 917**
- **Outcome goals - Status 28: 910**
- **Time within goals are to be achieved: 952 days**
- **Cost of services: $6,799**

Priority Category 2

- **Number of individuals to be served: 2,479**
- **Outcome goals - Status 26: 248**
- **Outcome goals - Status 28: 400**
- **Time within goals are to be achieved: 857 days**
- **Cost of services: $5,850**

Priority Category 3

- **Number of individuals to be served: 225**
- **Outcome goals - Status 26: 35**
- **Outcome goals - Status 28: 90**
- **Time within goals are to be achieved: 744 days**
- **Cost of services: $4,287**

Total:

- **Number of individuals to be served: 11265**
- **Outcome goals - Status 26: 1,200**
- **Outcome goals - Status 28: 1,400**

D. THE TIME WITHIN WHICH THESE GOALS MAY BE ACHIEVED FOR INDIVIDUALS IN EACH PRIORITY CATEGORY WITHIN THE ORDER.

KRS monitors caseload and expenditure trends routinely to determine whether it will be necessary to implement Order of Selection. KRS projects that all categories will continue to be open throughout FFY 2019 and 2020. Projections are subject to change based on the analysis (justification) factors identified in this Attachment and funding appropriations.NOTES RELATED TO TABLE BELOW: PROJECTIONS USE FFY 2017 AND 2018 YTD AS THE BASELINE. STATUS 26 OUTCOMES ARE SUCCESSFUL REHABILITATION CLOSURES (PERSONS EMPLOYED). STATUS 28 OUTCOMES ARE CLOSURES WHICH DID NOT RESULT IN EMPLOYMENT FOLLOWING THE RECEIPT OF VR SERVICES. TIME WITHIN WHICH GOALS ARE TO BE ACHIEVED IS BASED ON STATUS 26 OUTCOMES. COST OF SERVICES IS THE AVERAGE COST FOR THE LIFETIME OF THE CASE. ALL PROJECTIONS ARE SUBJECT TO CHANGE BASED ON BUDGET APPROPRIATIONS AND ALLOCATIONS.

The following information represents projections for FFY 2019.

Priority Category 1

- **Number of individuals to be served: 8561**
- **Outcome goals - Status 26: 917**
- **Outcome goals - Status 28: 910**
- **Time within goals are to be achieved: 952 days**
- **Cost of services: $6,799**

Priority Category 2

- **Number of individuals to be served: 2,479**
- **Outcome goals - Status 26: 248**
- **Outcome goals - Status 28: 400**
- **Time within goals are to be achieved: 857 days**
- **Cost of services: $5,850**

Priority Category 3

- **Number of individuals to be served: 225**
- **Outcome goals - Status 26: 35**
- **Outcome goals - Status 28: 90**
- **Time within goals are to be achieved: 744 days**
- **Cost of services: $4,287**

Total:

- **Number of individuals to be served: 11265**
- **Outcome goals - Status 26: 1,200**
- **Outcome goals - Status 28: 1,400**

E. HOW INDIVIDUALS WITH THE MOST SIGNIFICANT DISABILITIES ARE SELECTED FOR SERVICES BEFORE ALL OTHER INDIVIDUALS WITH DISABILITIES; AND

An order of selection gives priority to persons with the most significant disabilities when there are insufficient resources to provide vocational rehabilitation services to all eligible individuals who apply. After eligibility has been determined, each consumer is assigned to a category group. The consumer will be assigned to the highest priority category for which he or she is qualified, and a rationale will be documented in the case file. If the consumer's circumstances change or new information is acquired, the category designation can be changed.Depending on available resources, all categories may be served. However, if there is a need to close one or more categories for services:

- **Kansas Rehabilitation Services (KRS) will set aside sufficient funds to purchase services necessary to determine eligibility. Applications for services will be accepted without restriction.**
- **The closure will not affect individuals who already have final Individualized Plans for Employment (IPEs). IPE services will continue.**
- **Persons who need post employment services will not be affected.**

2. IF THE DESIGNATED STATE UNIT HAS ELECTED TO SERVE ELIGIBLE INDIVIDUALS, REGARDLESS OF ANY ESTABLISHED ORDER OF SELECTION, WHO REQUIRE SPECIFIC SERVICES OR EQUIPMENT TO MAINTAIN EMPLOYMENT.

KRS will exempt eligible individuals from Order of Selection if they need specific services or equipment in order to maintain employment. The status of employment must be verified by the Counselor. Services provided must be specified on an Individual Plan for Employment. Only those services necessary to maintain employment may be provided through this exemption, not services the individual may need for other purposes.

N. GOALS AND PLANS FOR DISTRIBUTION OF TITLE VI FUNDS.

1. SPECIFY THE STATE'S GOALS AND PRIORITIES FOR FUNDS RECEIVED UNDER SECTION 603 OF THE REHABILITATION ACT FOR THE PROVISION OF SUPPORTED EMPLOYMENT SERVICES.

Kansas Rehabilitation Services (KRS) anticipates the availability of about $300,000 in Title VI supported employment (SE) funds annually assuming there are no changes in the federal appropriation. In addition, KRS projects that Title I funds will also be spent annually in accordance with consumer needs for SE services. Such funds are expended through counselor payment authorizations which support specific services identified in the Individual Plans for Employment of consumers with the most significant disabilities.

Service provider agreements for customized SE services identify the following key components or milestones.

1. Creation of a job development action plan

2. Placement

3. Stabilization

4. 45 days of continuous, successful employment

5. Finalization of an extended ongoing service plan

6. Successful VR case closure in accordance with all of the requirements set out in federal regulations.

Individualized job coaching is paid by hourly contact and may also be provided through separate service provider agreements.

Goals and priorities

KRS has established the following goals and indicators related to SE services in Kansas.

Goal 1: Individual job placements in competitive, integrated employment will meet the vocational goals and priorities of persons served.

KRS will track the following measures of success.

Indicator 1.1: Number of persons served with SE plans (Title I and/or Title VI).

Indicator 1.2: Number of persons rehabilitated after receiving SE services through any funding sources (Title I and/or Title VI).

Goal 2: An effective network of service providers will offer quality, cost effective services resulting in measurable competitive, integrated employment outcomes.

KRS will track the following measures of success.

Indicator 2.1: Geographic distribution of services will be maintained as reflected by an annual analysis of the percentage of counties with service provider coverage.

Indicator 2.2: 80% of persons referred to service providers will obtain jobs within an average of 120 days.

Tracking of this measure will require Information Technology (IT) solutions.

Indicator 2.3: 60% of persons referred will achieve successful employment outcomes.

Tracking of this measure will require Information Technology (IT) solutions.

2. DESCRIBE THE ACTIVITIES TO BE CONDUCTED, WITH FUNDS RESERVED PURSUANT TO SECTION 603(D), FOR YOUTH WITH THE MOST SIGNIFICANT DISABILITIES, INCLUDING:

A. THE PROVISION OF EXTENDED SERVICES FOR A PERIOD NOT TO EXCEED 4 YEARS; AND

Funds reserved for youth with the most significant disabilities

KRS will reserve and expend 50% of its Title VI funding to provide SE services to eligible youth with the most significant disabilities in order to assist them in achieving employment. The reserve percentage will be applied to the total amount allotted to Kansas through each SE Grant Award Notification, thus assuring that this requirement is met in light of potential federal reallotments and/or continuing resolutions. KRS will provide 10% match from State General Funds for this reserved funding. In the event KS uses more than 50% of its SE federal funds to provide services to youth, there is no requirement that KRS provide non-federal matching funds for the expenditures in excess of 50%. KRS does not anticipate using SE funds for administrative costs. These provisions do not apply to Title I funds used to support SE services.

To assure financial accountability, tracking will occur through the fiscal office in the Department for Children and Families, the designated state agency. To assure necessary data collection, tracking will also occur through the Kansas Management Information System, which is the caseload and fiscal information technology system for KRS.

Youth with a disability means an individual who is 14 to 24 years old.

B. HOW THE STATE WILL LEVERAGE OTHER PUBLIC AND PRIVATE FUNDS TO INCREASE RESOURCES FOR EXTENDED SERVICES AND EXPANDED SUPPORTED EMPLOYMENT OPPORTUNITIES FOR YOUTH WITH THE MOST SIGNIFICANT DISABILITIES.

Expansion of supported employment

KRS will implement the End-Dependence Kansas initiative, a significant capacity building and systems change effort to expand supported employment opportunities, especially through the Individual Placements and Supports model for persons with behavioral health disabilities and through the Individualized Discovery/SE model for persons with intellectual disabilities.

Led by KRS, this initiative also includes the Kansas Departments of Commerce, Corrections, Health and Environment, and Aging and Disability Services. End-Dependence Kansas will leverage the resources and expertise of these departments to identify the most effective collaborative funding approaches and to increase supported employment outcomes for Kansans with disabilities. For example, the Departments on Aging and Disability Services and Commerce contributed non-federal resources to use as matching funds for the VR program and its End-Dependence Kansas initiative. Direct service contracts will be issued following a competitive bid process to community service providers statewide to assist them to build and maintain capacity for evidence-based employment models of service delivery.

A priority target population for End-Dependence Kansas is youth transitioning from school to work. End-Dependence Kansas, coupled with outreach for Pre-Employment Transition Services and Section 511 services to divert youth from direct entry into sub-minimum wage work, will expand supported employment opportunities for

youth with the most significant disabilities. Significant training and technical assistance will be focused on improved communication with students and youth with disabilities encouraging competitive integrated employment. Also, in cooperation with the Kansas Department of Education, KRS will offer opportunities for training and technical assistance for school personnel to learn and understand the needs of students and youth pursuing employment rather than services only, to establish and implement the soft skills and employment preparedness skills needed by employers and how and when to complete a referral to the VR program. In addition to these strategies, KRS will work collaboratively to assure Title I youth services are readily available to students and youth with disabilities to enjoy work-based learning, pre-apprenticeships, career exploration and coaching, etc.

KRS will also:

- **Recruit additional service providers to expand access to supported employment services statewide.**
- **Continue ongoing collaborative meetings with sources of long-term support, including HCBS waiver services and managed care organizations.**
- **Enhance data collection related to referral sources, consumers served by multiple agencies and programs, extended services and outcomes.**
- **Create a service provider agreement to expand the availability of highly qualified benefits counselors so that consumers have accurate information about employment incentives.**

O. STATE'S STRATEGIES

Describe the required strategies and how the agency will use these strategies to achieve its goals and priorities, support innovation and expansion activities, and overcome any barriers to accessing the VR and the Supported Employment programs (See sections 101(a)(15)(D) and (18)(B) of the Rehabilitation Act and section 427 of the General Education Provisions Act (GEPA)):

1. THE METHODS TO BE USED TO EXPAND AND IMPROVE SERVICES TO INDIVIDUALS WITH DISABILITIES.

Kansas Rehabilitation Services (KRS) has established the following major goals:

1. **Kansans with disabilities will achieve quality, competitive, integrated employment.**
2. **KRS will emphasize the employment potential of students with disabilities and improve the outreach and outcomes for transition-aged students.**

Methods to expand and improve services

When considering opportunities to expand and improve the provision of vocational rehabilitation (VR) services, KRS emphasizes strategies that will address the needs of people with the most significant disabilities and people who have been unserved or under-served. Collaborative efforts with consumers, advisory councils, parent groups, advocacy organizations, community rehabilitation programs and other state

agencies are undertaken to expand access to VR services and to promote supported employment, customized employment, Pre-Employment Transition Services and assistive technology services.Innovation and expansion activities are consistent with the findings of the comprehensive statewide needs assessment.

2. HOW A BROAD RANGE OF ASSISTIVE TECHNOLOGY SERVICES AND DEVICES WILL BE PROVIDED TO INDIVIDUALS WITH DISABILITIES AT EACH STAGE OF THE REHABILITATION PROCESS AND ON A STATEWIDE BASIS.

Assuring access to assistive technology

KRS policy and practice assures that the assistive technology needs of VR consumers are considered at every stage of the rehabilitation process, and that equipment, devices or services are provided to meet individual consumer needs.

KRS has established assistive technology service provider agreements with eight organizations throughout the state. This process has improved geographic access to services. Through this provider agreement process, individual consumers are referred for services such as assessment, functional analysis, and training or technical assistance according to their specific needs and goals. Through such a process, consumers have the opportunity to review and analyze assistive technology options and make informed choices about specific services or equipment to meet their needs. Equipment purchases may then be included on Individual Plans for Employment and purchased through VR funds.

3. THE OUTREACH PROCEDURES THAT WILL BE USED TO IDENTIFY AND SERVE INDIVIDUALS WITH DISABILITIES WHO ARE MINORITIES, INCLUDING THOSE WITH THE MOST SIGNIFICANT DISABILITIES, AS WELL AS THOSE WHO HAVE BEEN UNSERVED OR UNDERSERVED BY THE VR PROGRAM.

Outreach procedures

Within available staff resources, outreach activities are undertaken by regional KRS offices to assure that persons from minority backgrounds and from potentially underserved populations have information about VR services. Following up on the needs assessment which identified the need for greater distribution of information about VR, KRS will prioritize development of outreach strategies and support materials.

KRS maintains an active presence on numerous councils and committees, including:

- **The Statewide Independent Living Council of Kansas.**
- **The Kansas Commission on Disability Concerns.**
- **The Vocational Sub-Committee of the Governor's Behavioral Health Planning Council.**
- **The Governor's Commission on Autism.**
- **The Working Healthy (Medicaid buy-in program) Advisory Council. Still in place?**

- **The Assistive Technology Advisory Committee.**
- **The Kansas Commission for the Deaf and Hard of Hearing**
- **Kansas Council on Developmental Disabilities**
- **Employment First Oversight Commission**

This involvement facilitates the provision of information about VR services to other disability service organizations, and often results in additional outreach activities or specific referrals.

VR counselors participate, within available resources, in Individual Education Plan meetings for transition-aged youth with disabilities to assure that they have information about VR services and how to apply.

4. THE METHODS TO BE USED TO IMPROVE AND EXPAND VR SERVICES FOR STUDENTS WITH DISABILITIES, INCLUDING THE COORDINATION OF SERVICES DESIGNED TO FACILITATE THE TRANSITION OF SUCH STUDENTS FROM SCHOOL TO POSTSECONDARY LIFE (INCLUDING THE RECEIPT OF VR SERVICES, POSTSECONDARY EDUCATION, EMPLOYMENT, AND PRE-EMPLOYMENT TRANSITION SERVICES).

Services for transition-aged youth with disabilities

Improving outreach and outcomes for transition-aged youth with disabilities is a major focus for KRS.

- **KRS has expanded its capacity to provide Pre-Employment Transition Services through the addition of 25 staff statewide. Provider agreements are in place with the Kansas Youth Empowerment Academy, workforce centers and some centers for independent living to assist in the provision of Pre-ETS services.**
- **All regions conduct outreach to students, parents and schools. Some examples include: scheduling specific days for counselors to work at schools and meet with students and transition staff; participating in activities such as Job Olympics; participating in local transition councils; and operating informational booths at transition fairs or parent-teacher events.**
- **KRS provides $160,050 in state-only funding support to the Kansas Youth Empowerment Academy through a contract that provides for outreach activities; training and education on the disability rights movement and disability pride to schools and other organizations; the Youth Leadership Forum; and mentoring with students with disabilities.**

5. IF APPLICABLE, PLANS FOR ESTABLISHING, DEVELOPING, OR IMPROVING COMMUNITY REHABILITATION PROGRAMS WITHIN THE STATE.

Plans to establish, develop or improve community rehabilitation programs

The State of Kansas currently has no plans to establish new community rehabilitation programs (CRPs). KRS continues to offer opportunities for CRPs to partner in the provision of VR services through service provider agreements. The End-Dependence

Kansas project will provide an opportunity for CRPs to build their capacity to implement evidenced based employment services and supports to Kansans with disabilities, including those with the most significant disabilities.

6. STRATEGIES TO IMPROVE THE PERFORMANCE OF THE STATE WITH RESPECT TO THE PERFORMANCE ACCOUNTABILITY MEASURES UNDER SECTION 116 OF WIOA.

Baseline data has not yet been established regarding the WIOA common performance accountability measures.

However, in addition to the specific action described earlier in this part, in 2010 KRS implemented a new Performance Management Process establishing individual expectations and evaluation standards for all staff. For VR counselors, Rehabilitation Managers and Program Administrators involved in direct service delivery, this performance evaluation system is designed to improve individual accountability and contributions to achieving federal standards and indicators. For example, specific expectations and evaluation standards are established for the number of rehabilitations achieved and the rehabilitation rate.

Regional accountability measures, reported and reviewed monthly by KRS, address number of rehabilitations and the average wage of persons rehabilitated.

Quarterly key indicator reports address all federal standards and indicators at state and regional levels, facilitating analysis and identification of areas for improvement.

The case review system is intended, in part, to identify effective strategies that contribute to the achievement of standards and indicators, and well as to identify areas for performance improvement.

7. STRATEGIES FOR ASSISTING OTHER COMPONENTS OF THE STATEWIDE WORKFORCE DEVELOPMENT SYSTEM IN ASSISTING INDIVIDUALS WITH DISABILITIES.

Workforce development system

The KRS Director, administration staff and field management have a high level of involvement with workforce development system partners. The Director serves on the KANSASWORKS State Board and the boards of all five local workforce development areas. The Director and administrative staff serve on the WIOA State Plan Management Team. Along with regional VR staff, they also participated on work groups to develop operational strategies for the Combined Portion of the State Plan. Regional staff continue to participate on local committees, allowing for communication, interagency planning, and cross-informational training to occur with other components of the workforce development system, including One-Stop operators and partner programs. This collaboration is intended to improve access to these services for individuals with disabilities so that they can fully benefit from all the advantages of the system. Current memorandums of understanding (MOUs) address issues such as referral procedures and itinerant staffing at one-stops. MOUs

will be updated in accordance with the provisions in the Combined Portion of this Plan.

KRS will work with Core Partners to track and analyze performance on the common performance accountability measures required under WIOA. Final federal information collection requirements and regulations are pending at the time of this plan submission.

As a core partner, VR will be aligned with the workforce system through:

- **Representation on the state and local boards.**
- **Interoperable data systems.**
- **Collaborative case management and co-enrollment when needed by the consumer.**
    - **Co-enrollment occurs when consumers are actively participating in services from more than one system partner. Partners will make referrals to initiate co-enrollment if/when the consumer could benefit from the services of another partner program, if the consumer agrees, and/or if the consumer so requests. Referrals will be made on an individual consumer-by-consumer basis, and not as a blanket referral throughout the workforce system.**
- **Collaboration with other core partners on targeted outreach activities.**
- **Enhanced consumer referrals among core partners.**
- **Participation in evaluation and continuous improvement strategies.**
- **Specific strategies to strengthen communications among core partners.**
- **Collaboration among core partners for business outreach activities.**

8. HOW THE AGENCY'S STRATEGIES WILL BE USED TO:

A. ACHIEVE GOALS AND PRIORITIES BY THE STATE, CONSISTENT WITH THE COMPREHENSIVE NEEDS ASSESSMENT;

Section L describes this information in detail.

B. SUPPORT INNOVATION AND EXPANSION ACTIVITIES; AND

Innovation, continuous improvement and expansion

KRS promotes expanded community capacity to provide services for people with disabilities through service provider agreements for supported employment, job placement, community-based work assessments, community-based job tryouts, assistive technology, rehabilitation teaching, orientation/mobility and a variety of consumer support functions. In addition, KRS staff serve on numerous commissions, advisory boards and interdisciplinary teams to stay current with the needs of people with disabilities, and to identify opportunities for collaborative efforts to improve services. KRS also provides administrative support and direct expenses totaling

about $20,000 annually for operation of the State Rehabilitation Council. This funding arrangement is consistent with 34 CFR 361.35.Services for unserved or underserved populations

Current activities include the following:

- **Cooperative working relationships between the Kansas Department for Aging and Disability Services oversight units for community developmental disability organizations and community mental health centers address capacity to provide supported employment services.**
- **KRS and DCF Economic and Employment Services continue to collaborate to serve recipients of Temporary Assistance for Needy Families (TANF) and the Supplemental Nutrition Assistance Program (SNAP) who have disabilities.**
- **KRS and DCF Prevention and Protection Services will coordinate to address the employment and/or post-secondary education needs of youth with disabilities who are aging out of foster care.**
- **In-service training will focus on best practices in service delivery for persons who are blind or visually impaired, persons with Autism Spectrum Disorders, persons with traumatic brain injury, persons with disabilities who have a criminal background, and persons with mental illness. Contracted service providers will be included in these training opportunities whenever possible to enhance their expertise in service VR consumers.**

Competitive, integrated employment for people with the most significant disabilities

One of the major strategic goals of KRS is to empower people with disabilities to achieve competitive, integrated employment and self-sufficiency. To advance this vision for people with the most significant disabilities, KRS has implemented the End-Dependence Kansas initiative.

Five state agencies are collaborating to implement End-Dependence Kansas. They include the Kansas Department for Children and Families (DCF), the Kansas Department for Aging and Disability Services, the Kansas Department of Commerce, the Kansas Department of Health and Environment, and the Kansas Department of Corrections. Each of the five agencies has senior-level staff who will serve on the End-Dependence Kansas oversight panel to ensure policy alignment, sustainability and accountability. DCF's Rehabilitation Services serves as the lead agency.

End-Dependence Kansas will serve all disabilities, with a targeted effort for:

- **Youth with disabilities transitioning from high school to employment**
- **Individuals interested in employment as an alternative to Social Security or other benefit programs**
- **Persons with disabilities exiting Kansas correctional facilities**
- **Persons with limited or no work experience**
- **Persons being served or pursuing services through Home and Community Based Services Medicaid waivers.**

The evidence-based and promising practices selected for this initiative are:

- **Individual Placement and Support**
- **Individualized Discovery/Customized Employment**
- **Progressive Employment**

A significant goal of End-Dependence Kansas is to promote sustainable systems change to improve the quality and quantity of employment outcomes. End-Dependence Kansas will emphasize and support community partners to prioritize competitive, integrated jobs in the community rather than sheltered employment, non-work day activities or other more segregated services.

To implement this initiative, RS has issued performance-based contracts with 14 community partners to provide direct consumer services. To evaluate success of the initiative and to assist in establishing a sustainable cost structure, participating community partners will also be required to report specific progress measures and cost information. They must also participate in fidelity reviews.

Cooperative agreements

As described in Section O, KRS will establish interagency agreements with the state agencies responsible for Medicaid, behavioral health and intellectual disability services. KRS will also establish memoranda of understanding with the local workforce development boards.

C. OVERCOME IDENTIFIED BARRIERS RELATING TO EQUITABLE ACCESS TO AND PARTICIPATION OF INDIVIDUALS WITH DISABILITIES IN THE STATE VR SERVICES PROGRAM AND THE STATE SUPPORTED EMPLOYMENT SERVICES PROGRAM.

Please refer to specific strategies for each goal In Section L.

The Comprehensive Statewide Needs Assessment indicated that VR does an appropriate job of addressing the needs of individuals with disabilities from minority backgrounds. In addition, the service ratio for individuals with disabilities who are minorities is 0.92, well above the federal minimum of 0.80.

The percentage of individuals in Kansas with a disability is on par with the estimated national average. Estimates for the American Indian/Alaska Native population in Kansas (15.6%) represent the largest percentage of individuals with disabilities in the State. This is followed by Black or African Americans (15.2%). This information suggests the need for continued, intentional, and targeted outreach to these subpopulations to ensure that service needs related to VR are met.

In Key Informant Interviews, rural Kansans were identified by the majority of respondents as an underserved population.

P. EVALUATION AND REPORTS OF PROGRESS: VR AND SUPPORTED EMPLOYMENT GOALS

Describe:

1. AN EVALUATION OF THE EXTENT TO WHICH THE VR PROGRAM GOALS DESCRIBED IN THE APPROVED VR SERVICES PORTION OF THE UNIFIED OR COMBINED STATE PLAN FOR THE MOST RECENTLY COMPLETED PROGRAM YEAR WERE ACHIEVED. THE EVALUATION MUST:

A. IDENTIFY THE STRATEGIES THAT CONTRIBUTED TO THE ACHIEVEMENT OF THE GOALS.

Highlights and accomplishmentsKansas Rehabilitation Services (KRS) reports the following accomplishments in implementing the State Plan Goals and Priorities. These highlights are based on PY 2016 (July 1, 2016 through June 30, 2017) indicators.

- **A total of 1,021 Kansans with disabilities achieved stable employment as a result of VR services, earning an average of $10.33 an hour. VR consumers achieved employment in high-wage, high-demand jobs, for example: more than $37 an hour as an CAD drafter and numerous placements of more than $30 an hour in the nursing field. Other high-wage outcomes included physical therapist and occupational therapist, both at just more than $40 an hour.**
- **The percent of individuals who reported their own earnings as the largest source of support at the time of vocational rehabilitation (VR) case closure was 72.5%, 57% higher than at application. This represents a significant milestone toward increased self-reliance.**
- **The number of successful employment outcomes after participating in post-secondary education was 164. This indicator represents a significant quality measure as increased education and technical training often lead to higher-wage, career track positions and therefore increased self-reliance.**
- **KRS receives reimbursement funds from the Social Security Administration for consumers who are recipients of Supplemental Security Income (SSI) or beneficiaries of Social Security Disability Insurance (SSDI) when those individuals work at the Substantial Gainful Activity earnings level for at least nine months. In PY 2016, reimbursement funds received by the agency totaled $647,025.**

Performance related to federal indicators

The following information is based on KRS analysis of data for PY 2016.

- **Indicator 1.1 (number of rehabilitations). 1,021**
- **Indicator 1.2 (rehabilitation rate). 42.8%**
- **Indicator 1.3 (competitive employment). 100%**
- **Indicator 1.4 (outcomes for persons with significant disabilities). 96.1%**
- **Indicator 1.5 (average hourly wage). $10.30 or a ratio of .47 of the average hourly wage of all employed Kansans.**
- **Indicator 1.6 (self-support). 72.5% for an increase of 57% compared the rate at application.**

Timeliness Standards

- **Federal regulations require that eligibility for VR services be determined no later than 60 days from the data of application, unless the applicant agrees to a time extension. The statewide average in Kansas is only 28 days (as of 2-28-2018).**
- **Federal regulations require that an Individual Plan for Employment be developed no later than 90 days from the date of eligibility, unless the client agrees to a time extension. The statewide average in Kansas from application to IPE development is only 64 days (as of 2-28-2018).**

Update on indicators related to State Plan goals and priorities

The following information provides a detailed update on the performance indicators related to the State Plan Goals and Priorities. Performance updates are for Program Year 2016 (July 1, 2016 through June 30, 2017), the most recent complete program fiscal year at the time of this State Plan submission. Indicators address a wide scope of performance measures identified by KRS and stakeholders during a collaborative planning process.

Goal 1: Kansans with disabilities will achieve quality employment and self-sufficiency.

Indicator 1.1: The number of persons achieving employment.

PY 2016: 1,021

Indicator 1.2: The percentage of individuals rehabilitated who achieve competitive employment.PY 2016: 100%

Indicator 1.3: The average hourly earnings of all individuals who exit the program in competitive employment as a ratio to the average hourly earnings for all employed Kansans.PY 2016: $10.30 or a ratio of .47 of the average hourly wage of all employed Kansans.

Indicator 1.4: Of the individuals who achieve competitive employment, the percent who reported their own income as the largest single source of economic support at closure compared to the percent at application.

PY 2016: 72.5% for an increase of 57% compared the rate at application.

Indicator 1.5: The average number of hours worked per week by persons rehabilitated. PY 2016: 28

Indicator 1.6: The percent of employment outcomes in technical, managerial and professional occupations. PY 2016: 15.6%

Indicator 1.7: The number of KRS SSI recipients and SSDI beneficiaries for whom KRS receives reimbursement funding. To meet this standard, the individuals must achieve the Substantial Gainful Activity earnings level for at least nine months.

PY 2016: 37

Indicator 1.8: The amount of Social Security reimbursement dollars paid to the agency for SSI recipients and SSDI beneficiaries who achieve the Substantial Gainful Activity earnings level for at least nine months.

PY 2016: $647,025

Indicator 1.9: The percent of persons rehabilitated in full-time competitive employment who are covered by health insurance through employment. PY 2016: 43.3%

Indicator 1.10: The number of successful employment outcomes achieved by consumers after participating in post-secondary education. PY 2016: 164

Indicator 1.11: The number of persons referred from the Department of Corrections who achieve employment outcomes through VR. Based on consumer self-report of correctional involvement.

PY 2016: 11

Goal 2: KRS, its providers and partners will be accountable for the achievement of employment and the effective use of resources.

Indicator 2.1: Rehabilitation rate.

PY 2016: 42.8%

Indicator 2.2: Percent for whom eligibility is determined in 60 days or less from application unless the consumer agrees to an extension.

PY 2016: 97%

Indicator 2.3: Percent of accurate presumptive eligibility decisions for persons eligible for SSI or SSDI, based on case review results.

PY 2016: 81%

Indicator 2.4: Percent for whom IPEs are developed within 120 days or less from eligibility (prior to February 1, 2015) and within 90 days (February 1 and thereafter) unless the consumer agrees to an extension. PY 2016: 93%

Indicator 2.5: Average overall consumer satisfaction rating from the American Consumer Satisfaction Index (ACSI) model (ratings above 5 indicate "more satisfied than not"). FFY 2015: Open cases = 6.78 Cases closed in employment = 7.67 Cases closed without an employment outcome = 4.70

(The most recent consumer satisfaction s urvey was completed in 2015 as part of the Comprehensive Statewide Needs Assessment.)

Indicator 2.6: Average stakeholder (education personnel, advocates and service providers) rating using the ACSI model (ratings above 5 indicate "more satisfied than not").

FFY 2015: Service providers: 5.72; educators: 4.72; general advocates category not surveyed.

(The most recent consumer satisfaction s urvey was completed in 2015 as part of the Comprehensive Statewide Needs Assessment.)

Indicator 2.7: Average expended per rehabilitation for the life of the case. PY 2016: $6,834

Indicator 2.8: Annual number of persons served (status 02-24 +32). PY 2016: 10,149

Indicator 2.9: Annual contribution to IPE costs through comparable benefits and services. A data source has not been established for this indicator.

Indicator 2.10: Annual contribution to IPE costs through comparable benefits and services provided through one-stop workforce centers. A data source has not been established for this indicator.

Indicator 2.11: Rehabilitation rate of persons referred to placement or supported employment providers.

PY 2016: 56%

Indicator 2.12: The average wage achieved by persons referred to placement or supported employment providers.

PY 2016: $9.52

Indicator 2.13: Average consumer satisfaction ratings of placement and supported employment providers measured at the time of KRS case closure. Not currently surveyed.

Indicator 2.14: Percent of case review results for which there is evidence that the consumer had the opportunity to exercise informed choice throughout the rehabilitation process.

PY 2016: 83%

Indicator 2.15: Percent of case review results for which there is evidence that the service provider was given clear information about the consumer's employment goals and expectations.

PY 2016: 94%Indicator 2.16: Percent of case review results for which referral to a job placement or supported employment service provider was appropriate based on the individual needs of the consumer.

PY 2016: 97%Indicator 2.17: Percent of case review results for which there was evidence of counseling and guidance related to maximizing employment and high-wage, career-track employment options. PY 2016: 72%

Indicator 2.18: Percent of cases reviewed for which correct use of service codes was demonstrated.

PY 2016: 100%

Indicator 2.19: Percent of cases reviewed for which adherence to procurement policies and procedures was demonstrated.

PY 2016: 92%

Indicator 2.20: Number of potential fraud cases submitted for investigation to the Department for Children and Families (DCF) Fraud Unit.

NA

Indicator 2.21: Dollars recovered after investigation and action by the DCF Fraud Unit.

NA

Indicator 2.22: Percent of Regional Program Administrators and Unit Rehabilitation Managers who meet expectations related to fiscal management through the evaluation process.

Evaluation Year ending 2017: 100%

Indicator 2.23: Percent of counselors who meet or exceed expectations for the fiscal management competency in the performance evaluation system).

Evaluation Year ending 2017: 97%

Goal 3: KRS will emphasize the employment potential of students with disabilities and improve the outreach and outcomes for transition-aged students.

(These indicators are based on the individual being age 24 or younger at the time of the case action referenced.)

Indicator 3.1: Number of new applications from transition youth.PY 2016: 1,192Indicator 3.2: Number of new IPEs for transition youth. PY 2016: 695

Indicator 3.3: Rehabilitation rate for transition youth. PY 2016: 45.8%Indicator 3.4: Number of employment outcomes achieved by consumers who were transition-aged at the time of application for services.

PY 2016: 232

Indicator 3.5: Of the transition students who achieve competitive employment, the percent who reported their own income as the largest single source of economic support.

PY 2016: 65% increase compared to the same factor at application.

Indicator 3.6: Average hourly wage of transition students rehabilitated. PY 2016: $9.34

Indicator 3.7: Increase participation of youth with disabilities in the Prevention and Protection Services Independent Living program in Pre-Employment Transition Services and VR Services, and thereby improve their successful outcomes in post-secondary education, employment and independent living/self-sufficiency.

Outcome measure to be specified in FY 2018.

Goal 4: KRS will emphasize the meaningful involvement of people with disabilities, public/private partners, employers and other stakeholders in KRS programs,

services and activities.Indicator 4.1: The percent of individuals who have significant disabilities among those who achieve competitive employment.

PY 2016: 96.1%Indicator 4.2: The service rate for all individuals with disabilities from minority backgrounds as a ratio of the service rate for all non-minority individuals with disabilities. PY 2016: .94

Indicator 4.3: Number of annual statewide stakeholder meetings.

PY 2016: 1 event connected to 12 communities via technology; 240 persons participated.

B. DESCRIBE THE FACTORS THAT IMPEDED THE ACHIEVEMENT OF THE GOALS AND PRIORITIES.

Factors that impeded the achievement of the goals and priorities

Factors which impeded progress include the difficulty experienced by persons with no work experience or extended periods of unemployment in getting work, the turnover rate among counselors, and difficulty in recruiting qualified VR counselor applicants, especially in the least populated geographic areas of Kansas.

.

2. AN EVALUATION OF THE EXTENT TO WHICH THE SUPPORTED EMPLOYMENT PROGRAM GOALS DESCRIBED IN THE SUPPORTED EMPLOYMENT SUPPLEMENT FOR THE MOST RECENT PROGRAM YEAR WERE ACHIEVED. THE EVALUATION MUST:

A. IDENTIFY THE STRATEGIES THAT CONTRIBUTED TO THE ACHIEVEMENT OF THE GOALS.

Supported employment goals

Supported employment goals are identified in Section F. Implementation and achievement of these goals is addressed through the case review system, which monitors quality of services and outcomes, and through ongoing monitoring of service provider performance. KRS purchases supported employment services through service provider agreements with CRPs, community organizations and individuals across Kansas. In addition, specific standards for quality, timeliness, consumer involvement and outcomes are identified in service provider agreements.

Supported employment (SE) indicators

Title VI, Indicator 1.1: Number of persons with SE plans.

PY 2016: 623

Title VI, Indicator 1.2: Number of persons achieving competitive, integrated employment after receiving SE services.

PY 2016: 89

Title VI, Indicator 2.1: Geographic distribution of services (percent of counties with coverage from an SE service provider).

PY 2016: 100%

Title VI, Indicator 2.2: Percent of persons referred to a service provider who achieve employment (rehabilitation outcome) within 120 days of referral.

A data source for this indicator is pending support from IT.

Title VI, Indicator 2.3: Percent of persons referred to SE service providers who achieve successful employment outcomes.

A data source for this indicator is pending support from IT.

B. DESCRIBE THE FACTORS THAT IMPEDED THE ACHIEVEMENT OF THE GOALS AND PRIORITIES.

Factors that impeded progress on SE goals

It is difficult to maintain job coaching and SE services in the rural and frontier areas of the state. It is a challenge to find funding for extended supports after VR services end. Much of the overall disability employment system in Kansas includes sub-minimum wage employment, such as sheltered work. Improved IT solutions are needed to better track and assess service provider outcomes and to produce "report cards" of performance.

3. THE VR PROGRAM'S PERFORMANCE ON THE PERFORMANCE ACCOUNTABILITY INDICATORS UNDER SECTION 116 OF WIOA.

Workforce Innovation and Opportunity Act (WIOA) performance accountability measures

KRS will monitor performance on the standard performance accountability measures required for all Core Partners under WIOA. VR did not have negotiated indicators of performance for the first two years of this plan.

4. HOW THE FUNDS RESERVED FOR INNOVATION AND EXPANSION (I&E) ACTIVITIES WERE UTILIZED.

Update on funds used for innovation and expansion

KRS uses the innovation and expansion authority, as specified by the Rehabilitation Act, to support the functions of the State Rehabilitation Council. Expenditures primarily relate to member travel and reimbursement for participating in meetings. Operating within existing resources, the Council does not receive any direct allocation of funds.

Consistent with the KRS goals and priorities, innovation and expansion efforts are also underway to promote improved employment outcomes for transition-aged youth and to assist community service providers to build and maintain their capacity to provide evidence-based employment services.

Q. QUALITY, SCOPE, AND EXTENT OF SUPPORTED EMPLOYMENT SERVICES.

Include the following:

1. THE QUALITY, SCOPE, AND EXTENT OF SUPPORTED EMPLOYMENT SERVICES TO BE PROVIDED TO INDIVIDUALS WITH THE MOST SIGNIFICANT DISABILITIES, INCLUDING YOUTH WITH THE MOST SIGNIFICANT DISABILITIES.

Supported employment means competitive employment in an integrated setting with ongoing support services for individuals with the most significant disabilities. This service is intended for individuals:

- **For whom competitive employment has not traditionally occurred or for whom competitive employment has been interrupted or intermittent as a result of a significant disability; and**
- **Who, because of the nature and severity of the disability, need intensive supported employment services from Kansas Rehabilitation Services (KRS) and extended services/ongoing support from non-VR sources such as community agencies in order to perform the work and maintain employment.**

Supported employment also includes transitional employment for individuals with severe and persistent mental illness. Transitional employment means a series of temporary job placements in competitive work in integrated settings with ongoing support services for individuals with the most significant disabilities due to mental illness. In transitional employment, the provision of ongoing support services must include continuing sequential job placements until job permanency is achieved.Supported employment services provided by KRS are time-limited and are provided for a period not to exceed 24 months unless the consumer and counselor agree to an extension in order to achieve the objectives identified in the Individual Plan for Employment. Any appropriate service needed to support and maintain an individual in supported employment may be provided. Services typically focus on:

- **Job development and placement.**
- **Intensive on-the-job training and other training provided by skilled job coaches.**
- **Regular observation and coaching of the consumer at the work site.**
- **Discrete post-employment services that are not available from an extended services provider and that are necessary to maintain the job placement, such as job station redesign; repair and maintenance of assistive technology; and the replacement of prosthetic and orthotic devices.**
- **Coaching to develop natural supports.**

Supported employment services are provided through a Customized Placement service provider agreement that identifies the following key components or milestones:

1. Creation of a job development action plan

2. Placement

3. Stabilization

4. 45 days of continuous, successful employment

5. Finalization of an extended ongoing service plan

6. Successful VR case closure in accordance with all of the requirements set out in federal regulations

Direct hourly job coaching services are provided for VR consumers in conjunction with the Supported Employment and Customized Employment milestones services described above. Short and long-term individualized job coaching is also provided through service provider agreements.

After the time-limited VR services end, the supported employment service provider maintains extended ongoing services with the consumer or has identified a plan specifying how the community-service system will provide the extended ongoing supports the consumer needs to maintain employment. These extended services are not funded with VR dollars. To reinforce and maintain stability of the job placement, ongoing services include regular contacts with:

- **The consumer.**
- **Employers.**
- **Parents, guardians or other representatives of the consumer.**
- **Other appropriate professional, advisory and advocacy contact persons.**

Individual job placements in competitive, integrated employment are the outcome of supported employment services funded by KRS. Such outcomes have higher earnings, consumer choice, community integration and more co-worker interaction. KRS supported employment outcomes do not include enclaves, work crews or other congregate work settings.

Service delivery system In implementing supported employment services, KRS emphasizes the importance of geographic distribution of services. KRS also places a priority on working with community agencies with the capacity to provide extended/ongoing support services. Providers include community developmental disability organizations, mental health centers, independent living centers, and other public and private entities. Provider agreements:

- **Describe the time-limited services that will be provided through KRS for eligible individuals with the most significant disabilities.**
- **Address responsibility of the providers to coordinate the community service system, which has responsibility for funding and providing the extended ongoing services necessary for the consumer to maintain employment once they exit the VR program.**

The Individual Plan for Employment is used as the basis for referral to one of the providers. It also describes the criteria, specific to each consumer, for determining that job performance is stable, determining how and when progress will be evaluated, and describing how extended ongoing support services will be provided. After the consumer reaches stability on the job, the consumer, service provider and VR counselor work together to finalize the plan for extended ongoing support services. This allows the plan to be specific and customized according to the

consumer's current work situation and support needs. As a result, the ongoing support section of the IPE may be amended, with the consumer's agreement, in order to reflect the most current information available.

Quality of services VR counselors and regional management staff are charged with assuring the quality of services provided. KRS will develop updated reports on provider performance to assist consumers in selecting services, to assist KRS and its providers in monitoring performance, and to identify opportunities for continuous improvement.

The performance of these providers in helping consumers secure meaningful employment and wages consistent with their goals and priorities significantly impacts the overall KRS performance on standards and indicators. Therefore, accountability benchmarks have been established with the target of 80% of persons referred to service providers obtaining jobs within an average of 120 days, and 60% of persons referred achieving successful closures. The goal is a network of effective supported employment providers whose focus is on the vocational objectives, goals, rehabilitation needs and priorities of the consumers to be served. Improved Information Technology support solutions are needed to better track and assess service provider outcomes and to produce "report cards" of performance.The End-Dependence Kansas Initiative will provide direct service contracts to disability services providers to build and maintain their capacity to provide two evidence-based models: Individual Placements and Supports and Individualized Discovery/Supported employment.

2. THE TIMING OF TRANSITION TO EXTENDED SERVICES.

After the consumer has achieved job stability, KRS will continue services for at least 90 days at a level and scope comparable to those expected to be provided through extended services after VR services cease. This period is intended to assure that the consumer will continue to be successful with the level of support anticipated once transition to extended services provided by the community service system has been completed. The case may be closed if stability is continued after this time period.

CERTIFICATIONS

Name of designated State agency or designated State unit, as appropriate **Kansas Rehabilitation Services**

Name of designated State agency **Kansas Department for Children and Families**

Full Name of Authorized Representative: **Peg Spencer**

Title of Authorized Representative: **Acting Director of Kansas Rehabilitation Services**

States must provide written and signed certifications that:

1. The designated State agency or designated State unit (as appropriate) listed above is authorized to submit the VR services portion of the Unified or Combined State Plan

under title I of the Rehabilitation Act of 1973 (Rehabilitation Act), as amended by WIOA*, and its supplement under title VI of the Rehabilitation Act. Yes**

2. As a condition for the receipt of Federal funds under title I of the Rehabilitation Act for the provision of VR services, the designated State agency listed above agrees to operate and administer the State VR Services Program in accordance with the VR services portion of the Unified or Combined State Plan , the Rehabilitation Act, and all applicable regulations , policies, and procedures established by the Secretary of Education. Funds made available under section 111 of the Rehabilitation Act are used solely for the provision of VR services and the administration of the VR services portion of the Unified or Combined State Plan; Yes

3. As a condition for the receipt of Federal funds under title VI of the Rehabilitation Act for supported employment services, the designated State agency agrees to operate and administer the State Supported Employment Services Program in accordance with the supplement to the VR services portion of the Unified or Combined State Plan* , the Rehabilitation Act, and all applicable regulations , policies, and procedures established by the Secretary of Education. Funds made available under title VI are used solely for the provision of supported employment services and the administration of the supplement to the VR services portion of the Unified or Combined State Plan; Yes**

4. The designated State agency and/or the designated State unit has the authority under State law to perform the functions of the State regarding the VR services portion of the Unified or Combined State Plan and its supplement; Yes

5. The State legally may carry out each provision of the VR services portion of the Unified or Combined State Plan and its supplement. Yes

6. All provisions of the VR services portion of the Unified or Combined State Plan and its supplement are consistent with State law. Yes

7. The Authorized Representative listed above has the authority under State law to receive, hold, and disburse Federal funds made available under the VR services portion of the Unified or Combined State Plan and its supplement; Yes

8. The Authorized Representative listed above has the authority to submit the VR services portion of the Unified or Combined State Plan and the supplement for Supported Employment services; Yes

9. The agency that submits the VR services portion of the Unified or Combined State Plan and its supplement has adopted or otherwise formally approved the plan and its supplement. Yes

FOOTNOTES

Certification 1 Footnotes

*** Public Law 113-128.**

**** Unless otherwise stated, "Rehabilitation Act" means the Rehabilitation Act of 1973, as amended by WIOA, signed into law on July 22, 2014.**

Certification 2 Footnotes

*** All references in this plan to "designated State agency" or to "the State agency" relate to the agency identified in this paragraph.**

**** No funds under title 1 of the Rehabilitation Act may be awarded without an approved VR services portion of the Unified or Combined State Plan in accordance with section 101(a) of the Rehabilitation Act.**

***** Applicable regulations, in part, include the Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 76,77,79,81, and 82; 2 CFR part 200 as adopted by 2 CFR part 3485; and the State VR Services Program regulations.**

Certification 3 Footnotes

*** No funds under title VI of the Rehabilitation Act may be awarded without an approved supplement to the VR services portion of the Unified or Combined State Plan in accordance with section 606(a) of the Rehabilitation Act.**

**** Applicable regulations, in part, include the citations in ***** under Certification 2 footnotes**

ADDITIONAL COMMENTS ON THE CERTIFICATIONS FROM THE STATE

CERTIFICATION REGARDING LOBBYING — VOCATIONAL REHABILITATION

Certification for Contracts, Grants, Loans, and Cooperative Agreements The undersigned 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 undersigned, 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 undersigned shall complete and submit Standard Form-LLL, ''Disclosure of Lobbying Activities,'' in accordance with its instructions.

(3) The undersigned 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 fact 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. Code. 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.

STATEMENT FOR LOAN GUARANTEES AND LOAN INSURANCE

The undersigned states, to the best of his or her knowledge and belief, that:
If any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Applicant's Organization **Kansas Rehabilitation Services**

Full Name of Authorized Representative: **Peg Spencer**

Title of Authorized Representative: **Acting Director of Kansas Rehabilitation Services**

SF LLL Form – Disclosure of Lobbying Activities (only if applicable) (http://www2.ed.gov/fund/grant/apply/appforms/appforms.html). If applicable, please print, sign, and email to MAT_OCTAE@ed.gov

CERTIFICATION REGARDING LOBBYING — SUPPORTED EMPLOYMENT

Certification for Contracts, Grants, Loans, and Cooperative Agreements The undersigned 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 undersigned, 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 undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned 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 fact 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. Code. 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.

STATEMENT FOR LOAN GUARANTEES AND LOAN INSURANCE

The undersigned states, to the best of his or her knowledge and belief, that:
If any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Applicant's Organization **Kansas Rehabilitation Services**

Full Name of Authorized Representative: **Peg Spencer**

Title of Authorized Representative: **Acting Director of Kansas Rehabilitation Services**

SF LLL Form – Disclosure of Lobbying Activities (only if applicable) (http://www2.ed.gov/fund/grant/apply/appforms/appforms.html).

ASSURANCES

The designated State agency or designated State unit, as appropriate and identified in the State certifications included with this VR services portion of the Unified or Combined State Plan and its supplement, through signature of the authorized individual, assures the Commissioner of the Rehabilitation Services Administration (RSA), that it will comply with all of the requirements of the VR services portion of the Unified or Combined State Plan and its supplement, as set forth in sections 101(a) and 606 of the Rehabilitation Act. The individual authorized to submit the VR services portion of the Unified or Combined State Plan and its supplement makes the following assurances:The State Plan must provide assurances that:

1. PUBLIC COMMENT ON POLICIES AND PROCEDURES:

The designated State agency assures it will comply with all statutory and regulatory requirements for public participation in the VR Services Portion of the Unified or Combined State Plan, as required by section 101(a)(16)(A) of the Rehabilitation Act.

2. SUBMISSION OF THE VR SERVICES PORTION OF THE UNIFIED OR COMBINED STATE PLAN AND ITS SUPPLEMENT:

The designated State unit assures it will comply with all requirements pertaining to the submission and revisions of the VR services portion of the Unified or Combined State Plan and its supplement for the State Supported Employment Services program, as required by sections 101(a)(1), (22), (23), and 606(a) of the Rehabilitation Act; section 102 of WIOA in the case of the submission of a unified plan; section 103 of WIOA in the case of a submission of a Combined State Plan; 34 CFR 76.140.

3. ADMINISTRATION OF THE VR SERVICES PORTION OF THE UNIFIED OR COMBINED STATE PLAN:

The designated State agency or designated State unit, as appropriate, assures it will comply with the requirements related to:

A. THE ESTABLISHMENT OF THE DESIGNATED STATE AGENCY AND DESIGNATED STATE UNIT, AS REQUIRED BY SECTION 101(A)(2) OF THE REHABILITATION ACT.

B. THE ESTABLISHMENT OF EITHER A STATE INDEPENDENT COMMISSION OR STATE REHABILITATION COUNCIL, AS REQUIRED BY SECTION 101(A)(21) OF THE REHABILITATION ACT.

The designated State agency or designated State unit, as applicable **(B) has established a State Rehabilitation Council**

C. CONSULTATIONS REGARDING THE ADMINISTRATION OF THE VR SERVICES PORTION OF THE UNIFIED OR COMBINED STATE PLAN, IN ACCORDANCE WITH SECTION 101(A)(16)(B) OF THE REHABILITATION ACT.

D. THE FINANCIAL PARTICIPATION BY THE STATE, OR IF THE STATE SO ELECTS, BY THE STATE AND LOCAL AGENCIES, TO PROVIDE THE AMOUNT OF THE NON-FEDERAL SHARE OF THE COST OF CARRYING OUT THE VR PROGRAM IN ACCORDANCE WITH SECTION 101(A)(3).

E. THE LOCAL ADMINISTRATION OF THE VR SERVICES PORTION OF THE UNIFIED OR COMBINED STATE PLAN, IN ACCORDANCE WITH SECTION 101(A)(2)(A) OF THE REHABILITATION ACT.

The designated State agency allows for the local administration of VR funds **No**

F. THE SHARED FUNDING AND ADMINISTRATION OF JOINT PROGRAMS, IN ACCORDANCE WITH SECTION 101(A)(2)(A)(II) OF THE REHABILITATION ACT.

The designated State agency allows for the shared funding and administration of joint programs: **No**

G. STATEWIDENESS AND WAIVERS OF STATEWIDENESS REQUIREMENTS, AS SET FORTH IN SECTION 101(A)(4) OF THE REHABILITATION ACT.

Is the designated State agency requesting or maintaining a waiver of statewideness for one or more services provided under the VR services portion of the Unified or Combined State Plan? See Section 2 of this VR services portion of the Unified or Combined State Plan. **No**

H. THE DESCRIPTIONS FOR COOPERATION, COLLABORATION, AND COORDINATION, AS REQUIRED BY SECTIONS 101(A)(11) AND (24)(B); AND 606(B) OF THE REHABILITATION ACT.

I. ALL REQUIRED METHODS OF ADMINISTRATION, AS REQUIRED BY SECTION 101(A)(6) OF THE REHABILITATION ACT .

J. THE REQUIREMENTS FOR THE COMPREHENSIVE SYSTEM OF PERSONNEL DEVELOPMENT, AS SET FORTH IN SECTION 101(A)(7) OF THE REHABILITATION ACT.

K. THE COMPILATION AND SUBMISSION TO THE COMMISSIONER OF STATEWIDE ASSESSMENTS, ESTIMATES, STATE GOALS AND PRIORITIES, STRATEGIES, AND PROGRESS REPORTS, AS APPROPRIATE, AND AS REQUIRED BY SECTIONS 101(A)(15), 105(C)(2), AND 606(B)(8) OF THE REHABILITATION ACT.

L. THE RESERVATION AND USE OF A PORTION OF THE FUNDS ALLOTTED TO THE STATE UNDER SECTION 110 OF THE REHABILITATION ACT FOR THE DEVELOPMENT AND IMPLEMENTATION OF INNOVATIVE APPROACHES TO EXPAND AND IMPROVE THE PROVISION OF VR SERVICES TO INDIVIDUALS WITH DISABILITIES, PARTICULARLY INDIVIDUALS WITH THE MOST SIGNIFICANT DISABILITIES.

M. THE SUBMISSION OF REPORTS AS REQUIRED BY SECTION 101(A)(10) OF THE REHABILITATION ACT.

4. ADMINISTRATION OF THE PROVISION OF VR SERVICES:

The designated State agency, or designated State unit, as appropriate, assures that it will:

A. COMPLY WITH ALL REQUIREMENTS REGARDING INFORMATION AND REFERRAL SERVICES IN ACCORDANCE WITH SECTIONS 101(A)(5)(D) AND (20) OF THE REHABILITATION ACT.

B. IMPOSE NO DURATION OF RESIDENCE REQUIREMENT AS PART OF DETERMINING AN INDIVIDUAL'S ELIGIBILITY FOR VR SERVICES OR THAT EXCLUDES FROM SERVICES UNDER THE PLAN ANY INDIVIDUAL WHO IS PRESENT IN THE STATE IN ACCORDANCE WITH SECTION 101(A)(12) OF THE REHABILITATION ACT .

C. PROVIDE THE FULL RANGE OF SERVICES LISTED IN SECTION 103(A) OF THE REHABILITATION ACT AS APPROPRIATE, TO ALL ELIGIBLE INDIVIDUALS WITH DISABILITIES IN THE STATE WHO APPLY FOR SERVICES IN ACCORDANCE WITH SECTION 101(A)(5) OF THE REHABILITATION ACT?

Agency will provide the full range of services described above **No**

D. DETERMINE WHETHER COMPARABLE SERVICES AND BENEFITS ARE AVAILABLE TO THE INDIVIDUAL IN ACCORDANCE WITH SECTION 101(A)(8) OF THE REHABILITATION ACT.

E. COMPLY WITH THE REQUIREMENTS FOR THE DEVELOPMENT OF AN INDIVIDUALIZED PLAN FOR EMPLOYMENT IN ACCORDANCE WITH SECTION 102(B) OF THE REHABILITATION ACT.

F. COMPLY WITH REQUIREMENTS REGARDING THE PROVISIONS OF INFORMED CHOICE FOR ALL APPLICANTS AND ELIGIBLE INDIVIDUALS IN ACCORDANCE WITH SECTION 102(D) OF THE REHABILITATION ACT.

G. PROVIDE VOCATIONAL REHABILITATION SERVICES TO AMERICAN INDIANS WHO ARE INDIVIDUALS WITH DISABILITIES RESIDING IN THE STATE, IN ACCORDANCE WITH SECTION 101(A)(13) OF THE REHABILITATION ACT.

H. COMPLY WITH THE REQUIREMENTS FOR THE CONDUCT OF SEMIANNUAL OR ANNUAL REVIEWS, AS APPROPRIATE, FOR INDIVIDUALS EMPLOYED EITHER IN AN EXTENDED EMPLOYMENT SETTING IN A COMMUNITY REHABILITATION PROGRAM OR ANY OTHER EMPLOYMENT UNDER SECTION 14(C) OF THE FAIR LABOR STANDARDS ACT OF 1938, AS REQUIRED BY SECTION 101(A)(14)OF THE REHABILITATION ACT.

I. MEET THE REQUIREMENTS IN SECTIONS 101(A)(17) AND 103(B)(2) OF THE REHABILITATION ACT IF THE STATE ELECTS TO CONSTRUCT, UNDER SPECIAL CIRCUMSTANCES, FACILITIES FOR COMMUNITY REHABILITATION PROGRAMS

J. WITH RESPECT TO STUDENTS WITH DISABILITIES, THE STATE,

LI. HAS DEVELOPED AND WILL IMPLEMENT,

. STRATEGIES TO ADDRESS THE NEEDS IDENTIFIED IN THE ASSESSMENTS; AND

A. STRATEGIES TO ACHIEVE THE GOALS AND PRIORITIES IDENTIFIED BY THE STATE, TO IMPROVE AND EXPAND VOCATIONAL REHABILITATION SERVICES FOR STUDENTS WITH DISABILITIES ON A STATEWIDE BASIS; AND

LII. HAS DEVELOPED AND WILL IMPLEMENT STRATEGIES TO PROVIDE PRE-EMPLOYMENT TRANSITION SERVICES (SECTIONS 101(A)(15) AND 101(A)(25)).

5. PROGRAM ADMINISTRATION FOR THE SUPPORTED EMPLOYMENT TITLE VI SUPPLEMENT:

A. THE DESIGNATED STATE UNIT ASSURES THAT IT WILL INCLUDE IN THE VR SERVICES PORTION OF THE UNIFIED OR COMBINED STATE PLAN ALL INFORMATION REQUIRED BY SECTION 606 OF THE REHABILITATION ACT.

B. THE DESIGNATED STATE AGENCY ASSURES THAT IT WILL SUBMIT REPORTS IN SUCH FORM AND IN ACCORDANCE WITH SUCH PROCEDURES AS THE COMMISSIONER MAY REQUIRE AND COLLECTS THE INFORMATION REQUIRED BY

SECTION 101(A)(10) OF THE REHABILITATION ACT SEPARATELY FOR INDIVIDUALS RECEIVING SUPPORTED EMPLOYMENT SERVICES UNDER TITLE I AND INDIVIDUALS RECEIVING SUPPORTED EMPLOYMENT SERVICES UNDER TITLE VI OF THE REHABILITATION ACT.

C. THE DESIGNATED STATE UNIT WILL COORDINATE ACTIVITIES WITH ANY OTHER STATE AGENCY THAT IS FUNCTIONING AS AN EMPLOYMENT NETWORK UNDER THE TICKET TO WORK AND SELF-SUFFICIENCY PROGRAM UNDER SECTION 1148 OF THE SOCIAL SECURITY ACT.

6. FINANCIAL ADMINISTRATION OF THE SUPPORTED EMPLOYMENT PROGRAM:

A. THE DESIGNATED STATE AGENCY ASSURES THAT IT WILL EXPEND NO MORE THAN 2.5 PERCENT OF THE STATE'S ALLOTMENT UNDER TITLE VI FOR ADMINISTRATIVE COSTS OF CARRYING OUT THIS PROGRAM; AND, THE DESIGNATED STATE AGENCY OR AGENCIES WILL PROVIDE, DIRECTLY OR INDIRECTLY THROUGH PUBLIC OR PRIVATE ENTITIES, NON-FEDERAL CONTRIBUTIONS IN AN AMOUNT THAT IS NOT LESS THAN 10 PERCENT OF THE COSTS OF CARRYING OUT SUPPORTED EMPLOYMENT SERVICES PROVIDED TO YOUTH WITH THE MOST SIGNIFICANT DISABILITIES WITH THE FUNDS RESERVED FOR SUCH PURPOSE UNDER SECTION 603(D) OF THE REHABILITATION ACT, IN ACCORDANCE WITH SECTION 606(B)(7)(G) AND (H) OF THE REHABILITATION ACT.

B. THE DESIGNATED STATE AGENCY ASSURES THAT IT WILL USE FUNDS MADE AVAILABLE UNDER TITLE VI OF THE REHABILITATION ACT ONLY TO PROVIDE SUPPORTED EMPLOYMENT SERVICES TO INDIVIDUALS WITH THE MOST SIGNIFICANT DISABILITIES, INCLUDING EXTENDED SERVICES TO YOUTH WITH THE MOST SIGNIFICANT DISABILITIES, WHO ARE ELIGIBLE TO RECEIVE SUCH SERVICES; AND, THAT SUCH FUNDS ARE USED ONLY TO SUPPLEMENT AND NOT SUPPLANT THE FUNDS PROVIDED UNDER TITLE I OF THE REHABILITATION ACT, WHEN PROVIDING SUPPORTED EMPLOYMENT SERVICES SPECIFIED IN THE INDIVIDUALIZED PLAN FOR EMPLOYMENT, IN ACCORDANCE WITH SECTION 606(B)(7)(A) AND (D), OF THE REHABILITATION ACT.

7. PROVISION OF SUPPORTED EMPLOYMENT SERVICES:

A. THE DESIGNATED STATE AGENCY ASSURES THAT IT WILL PROVIDE SUPPORTED EMPLOYMENT SERVICES AS DEFINED IN SECTION 7(39) OF THE REHABILITATION ACT.

B. THE DESIGNATED STATE AGENCY ASSURES THAT:

LIII. THE COMPREHENSIVE ASSESSMENT OF INDIVIDUALS WITH SIGNIFICANT DISABILITIES CONDUCTED UNDER SECTION 102(B)(1) OF THE REHABILITATION ACT AND FUNDED UNDER TITLE I OF THE REHABILITATION ACT INCLUDES CONSIDERATION OF SUPPORTED EMPLOYMENT AS AN APPROPRIATE EMPLOYMENT OUTCOME, IN ACCORDANCE WITH THE REQUIREMENTS OF SECTION 606(B)(7)(B) OF THE REHABILITATION ACT

LIV. AN INDIVIDUALIZED PLAN FOR EMPLOYMENT THAT MEETS THE REQUIREMENTS OF SECTION 102(B) OF THE REHABILITATION ACT , WHICH IS DEVELOPED AND UPDATED WITH TITLE I FUNDS, IN ACCORDANCE WITH SECTIONS 102(B)(3)(F) AND 606(B)(6)(C) AND (E) OF THE REHABILITATION ACT.

ADDITIONAL COMMENTS ON THE ASSURANCES FROM THE STATE

VII. PROGRAM-SPECIFIC REQUIREMENTS FOR COMBINED STATE PLAN PARTNER PROGRAMS

States choosing to submit a Combined State Plan must provide information concerning the six core programs—the Adult Program, Dislocated Worker Program, Youth Program, Wagner-Peyser Act Program, Adult Education and Family Literacy Act Program, and the Vocational Rehabilitation Program— and also submit relevant information for any of the eleven partner programs it includes in its Combined State Plan. When a State includes a Combined State Plan partner program in its Combined State Plan, it need not submit a separate plan or application for that particular program.* If included, Combined State Plan partner programs are subject to the "common planning elements" in Sections II and III of that document, where specified, as well as the program-specific requirements for that program (available on www.regulations.gov for public comment). The requirements that a State must address for any of the partner programs it includes in its Combined State Plan are provided in this separate supplemental document. The Departments are not seeking comments on these program-specific requirements, which exist under separate OMB control numbers and do not represent requirements under WIOA. For further details on this overall collection, access the Federal eRulemaking Portal at http://www.regulations.gov by selecting Docket ID number ETA-2015-0006.

*** States that elect to include employment and training activities carried out under the Community Services Block Grant (CSBG) Act (42 U.S.C. 9901 et seq.) under a Combined State Plan would submit all other required elements of a complete CSBG State Plan directly to the Federal agency that administers the program. Similarly, States that elect to include employment and training activities carried by the Department of Housing and Urban Development and programs authorized under section 6(d)(4) and 6(o) of the Food and Nutrition Act of 2008 that are included would submit all other required elements of a complete State Plan for those programs directly to the Federal agency that administers the program.**

TRADE ADJUSTMENT ASSISTANCE (TAA)

There are no program-specific state planning requirements for TAA. If the state includes TAA in a Combined State Plan, the state must incorporate TAA in its responses to the common planning elements in sections II, III, IV, and V of the WIOA State Plan requirements instrument.

Kansas has incorporated TAA into the various sections of the WIOA State Plan.

Has the state incorporated TAA into the sections indicated above? Yes

JOBS FOR VETERANS' STATE GRANTS

The Jobs for Veterans' State Grants (JVSG) are mandatory, formula-based staffing grants to (including DC, PR, VI and Guam). The JVSG is funded annually in accordance with a funding formula defined in the statute (38 U.S.C. 4102A (c) (2) (B) and regulation and operates on a fiscal year (not program year) basis, however, performance metrics are collected and reported (VETS-200 Series Reports) quarterly (using four "rolling quarters") on a Program Year basis (as with the ETA-9002 Series). Currently, VETS JVSG operates on a five-year (FY 2015-2019), multi-year grant approval cycle modified and funded annually.

In accordance with 38 U.S.C. § 4102A(b)(5) and § 4102A(c), the Assistant Secretary for Veterans' Employment and Training (ASVET) makes grant funds available for use in each State to support Disabled Veterans' Outreach Program (DVOP) specialists and Local Veterans' Employment Representatives (LVER) staff. As a condition to receive funding, 38 U.S.C. § 4102A(c)(2) requires States to submit an application for a grant that contains a State Plan narrative, which includes:

A. HOW THE STATE INTENDS TO PROVIDE EMPLOYMENT, TRAINING AND JOB PLACEMENT SERVICES TO VETERANS AND ELIGIBLE PERSONS UNDER THE JVSG

The primary objective of the JVSG is to develop and support activities to increase employment and job training opportunities for veterans and eligible persons. DVOP Specialists staff will provide intensive services to targeted service-connected disabled veterans; homeless veterans; recently separated from incarceration veterans, those who are currently incarcerated and those who were released from incarceration however identify their previous incarceration as a barrier preventing them from gaining employment; recently separated and long-term unemployed veterans; veterans lacking a high school diploma or GED; additional undereducated and underemployed veterans; Chapter 31 veterans; Other populations of veterans and eligible persons that are currently authorized to receive services by DVOPs include members of the Armed Forces who are wounded, ill, or injured and receiving treatment in military treatment facilities or warrior transition units; spouses of other family caregivers of such wounded, ill, or injured members; transitioning service members who have participated in the Transition Assistance Program and have been identified as in need of intensive services. If authorization for these additional populations is extended beyond FY14, we will continue to identify and provide intensive services. Additionally, Native American veterans who may be living on a reservation and/or on tribal lands, as well as any other Native American veterans that access the AJC and are determined to have an SBE will be provided DVOP services.

LVER staff will conduct outreach to employers to assist veterans in gaining employment. Additionally, LVERs will conduct seminars for employers and in conjunction with employers, conduct job search workshops, and establish veteran job search groups. LVERs will also facilitate employment, training, and placement services to veterans, all the while coordinating services with the One Stop business service teams.

Outreach Activities

The primary purpose of DVOP staff outreach activities is to locate veterans with significant barriers to employment. Additionally, the DVOP activities are to also increase awareness of the employment service programs for veterans with SBE's among other service providers, that will lead to more eligible veterans and eligible persons enrollment in the American Job Center. DVOP staff and partners locate and assist special populations of veterans (identified in VPLs 01-14 Change 1, 03-14 Change 2, and 7-10, 04-14, 08-14) to make a wide array of services available to them through outreach contacts with civic, service and community-based organizations; Department of Veterans Affairs (V A) hospitals; Federal Contractor employers and government agencies; Guard and Reserve Units; Homeless shelters; One-Stop system partners; "stand-downs" community based events; Vet Centers; local prisons and correctional facilities and the Vocational Rehabilitation and Employment (VR&E) program, for the purpose of providing these veterans with intensive services to aid them in overcoming barriers preventing them from obtaining long-term meaningful employment.

Coordinating with Partners

Strategies are in place to coordinate with all partners to optimize employment outcomes for these special populations. These strategies include working with multiple Task Forces and community groups, and engaging with them for the purpose of opening all avenues of assistance to veterans. Specific coordination of activities include maintaining contact with veterans, community-based organizations, and government agencies to advise them of available services for veterans, and to encourage them to promote our services to the veterans that they may encounter during their normal business activities. Other strategies include a collaboration of services and resources to provide education, services and career opportunities for veterans and recently separated service members. Furthermore, additional strategies include creating sub-offices located at partner agencies facilities, with the hopes of having direct contact to veteran populations that we would not otherwise have direct access to. The above strategies and linkages are facilitated with veteran services organizations, such as the following: Joint Community Forces (JCF); American Legion; American Veterans (AMVETS); Employer Support of the Guard and Reserves; Disabled American Veterans; Kansas Commission on Veteran's Affairs; Kansas National Guard and Reserve Commands; KANVET the One Stop Shop for Veteran Services; U.S. Department of Defense; U.S. Department of Veterans Affairs; Veterans of Foreign Wars; Vietnam Veterans of America; Kansas Board of Regents; and other appropriate veteran services organizations and task forces.

B. THE DUTIES ASSIGNED TO DVOP SPECIALISTS AND LVER STAFF BY THE STATE; SPECIFICALLY IMPLEMENTING DVOP AND LVER DUTIES OR ROLES AND RESPONSIBILITIES AS OUTLINED IN 38 U.S.C. § 4103A AND 4104. THESE DUTIES MUST BE CONSISTENT WITH CURRENT GUIDANCE;

The DVOP specialist provides intensive services to both, unemployed veterans, with SBEs, and who require such services to obtain employment; and to employed participants, with SBEs, who require such services to obtain or retain employment, leading to self-sufficiency. The DVOP specialists have placed maximum emphasis on assisting veterans who are economically and/or educationally disadvantaged. The

DVOP facilitates the provision of direct services to eligible veterans and eligible spouses, requiring intensive services by providing career guidance, counseling, and additional assessments to identify training/ employment needs; individual employment plans; Job development; job-search assistance; and outreach activities to locate veterans, who could benefit from DVOP intensive services.

Serving Chapter 31 Veterans

When the Department of Veteran Affairs Vocational Rehabilitation and Employment (VR&E) program refers a participant to the state's designated Central Point of Contact (the Intensive Service Coordinator), determines the closest American Job Center to the veteran's residence and forwards the referral to the American Job Center supervisor. The supervisor assigns the referral to the appropriate DVOP staff member, who contacts the VA Case Manager, and informs them that they are assigned to work with the specific veteran. The DVOP contacts the veteran to describe the support and assistance available to them, and invites them to come to the American Job Center to discuss their job search, as it relates to the training and education received. The DVOP staff continues to maintain contact with the veteran for at least 60 days following entered employment.

DVOP Specialists

All Kansas DVOP specialists have/ will received extensive training in how to facilitate intensive services for disabled veterans with barriers to employment, through the National Veterans Training Institute (NVTI), within 18 months of their hire. Additionally, all new hire DVOP Specialist receive Ramp-UP training from the State Veteran Service Manager, which includes the history of the Wagner-Peyser, Employment Services, and the JVSG staff. This training also includes local operations, as they relate to all active and current VPLs, chapters 41 and 42 of Title 38. Other trainings includes that of which is conducted at the annual training conference, which includes staff development and skills improvement, integrated service models and their unique roles, effective intensive service delivery models, and other program related information sharing/ strategic planning/ performance measuring/ and systems training. Lastly, local job center training takes place by local managers and the One-Stop partners, which highlight location specific practices and our partners' operations.

Primary Duties

DVOP specialists are primarily assigned to facilitate intensive services and facilitate placements to meet the employment needs of veterans, prioritizing service to special disabled veterans, other disabled veterans, and veterans with significant barriers to employment (SBEs); and other categories of veterans in accordance with priorities of VPLs 07-10, 01-14, 03-14 and 04-14. Other additional services that DVOP specialists provide to veterans with SBEs include a combination of the following: career guidance; comprehensive assessment; individual employment plan; job development contacts; referral to jobs; referral to training and supportive services; and conducting outreach activities to locate veterans and other eligible persons.

DVOP Targeted Services

DVOP Integration

Kansas has integrated all DVOP specialists into the American Job Center One-Stop system, by assigning one or more DVOP specialists to each Workforce Center. Kansas has assigned a DVOP specialist to the Manhattan Vet Center 40 percent of the time. Additionally, the AJC, One-Stop partners are included in the intake process for JVSG DVOP services. Upon entering the AJC, veterans are met by a front desk staff member, who asks several questions to help identify veterans and their needs. Upon identify the veteran's purpose for visiting the AJC, staff conducts intake assessments to identify any significant barriers preventing employment. Upon identifying SBEs, partner staff refers the veteran to the DVOP using a paper document and the AJC's operating system KANSASWORKS referrals. Those veterans who do not have SBEs, however still require employment services, are provided services by our AJC staff, and not from a DVOP. Furthermore, when necessary, LVER staff is often consulted with by AJC staff regarding military, DD-214, and other language translation; in addition to other employment/ service related questions, as needed.

JVSG, DVOP/ LVER, integration into the One-Stop extends beyond co-location. Veterans seeking services at a rural AJCs, that do not have DVOP or LVERs located within at that particular AJC, still receive priority of service. After staff identifies a veteran, AJC staff conducts initial needs assessment, which registers the veteran into KANSASWORKS, identifies the veteran's needs and determines if additional assessments are necessary. Upon completing the registration and identifying the initial needs, a Veterans Intake Form is completed, which ask questions to help identify SBEs and additional barriers that may require intensive services from a DVOP. Upon identifying that the veteran has SBEs, the Veteran's Intake Form and a referral form are forwarded to an assigned DVOP located in that region. The DVOPS within 24 hours, the DVOP makes contact and schedules an appointment to meet with the veteran, and proceeds with the subsequent intensive services. While the DVOP is making contact and scheduling the meeting, a list of core services will be provided by the One-Stop, to help address the veteran's initial needs.

DVOP specialists and/or WIOA partner representative are assigned 100 percent of the time to the Fort Riley and Fort Leavenworth, and McConnell Air Force Base's Military Transition Facility (MTF) and Wounded Warrior Transition Unit/Battalion (WTB). The State of Kansas, through its integrated service delivery system, has some functional supervisors of DVOP specialists, who are employed through the One-Stop Operator, leading to closer integration. Veteran staff performance is monitored by Commerce and performance evaluations are completed by merit staff.

Identifying and Assessing Veterans for Intensive Services

Individuals entering the American Job Center are met with signage and are encouraged to identify themselves as veterans. Additionally, a front-desk American Job Center representative provides an appropriate greeting, and inquires by asking, "Have you or your spouse ever served in the Military?" When a veteran is recognized, they will complete an initial intake assessment, performed by Wagner-Peyser staff, and upon determining eligibility (disabled veteran or with a SBE), he/she is immediately referred to the DVOP specialist to receive intensive services, based on the veteran's needs. Other intake processes, for example a Chapter 31 Veteran may

circumvent the above intake/ referral process, based on their eligibility, predetermined by federal regulations that states JVSG will provide employment to Chapter 31 VR&E veterans. However despite their intake process, all veterans remain entitled to, and will receive, Veteran Priority of Service and subsequent staff assisted services.

The DVOP specialist utilizes a case management process, in which they provide the following services: comprehensive assessments, individualized employment counseling, career guidance, and the development of an individual employment plan. This individualized employment plan will include appropriate apprenticeship, other on-job training, and additional education opportunities, as needed to help the veteran overcome their significant barrier to employment. After assessing the needs and a plan is developed, the DVOP will reassess and may identify additional non-intensive services needed, which will require the DVOP to refer veterans to services provided by local partners, agencies, and other employment/ training program providers.

LVER Staff

All Kansas LVER staff has received extensive training in how to engage employers through the National Veterans Training Institute (NVTI), within 18 months of their hire. Additionally, all new hire LVERs receive Ramp-UP training from the State Veteran Service Manager, which includes the history of the Wagner-Peyser, Employment Services, the Jobs for Veterans Act and JVSG staff roles and responsibilities. This training also includes local operations, as they relate to all active and current VPLs, chapters 41 and 42 of Title 38. Other training include the annual training conference, where we will address staff development and skills improvement, integrated service models and their unique roles, effective intensive service delivery models, and other program related information sharing/ strategic planning/ performance measuring/ and systems training. Lastly, local workforce center training is provided by local managers and the One-Stop partners, which highlights location specific practices and our partners' operations.

Primary Duties

The primary role of LVER staff, at the Kansas AJCs, is to conduct outreach to employers in the area, to assist veterans in gaining employment. Additionally, LVERs promote, plan and participate in job fairs and seminars for employers. Furthermore, LVERs promote veterans as job ready candidates, who have highly marketable skills and experience. Kansas LVERs advocate for veterans by promoting employment and training opportunities, coordinating with other business outreach representatives in the AJC to facilitate and promote employment, workshops, job searches, establishing job groups in conjunction with employers, and leverage other employment opportunities for veterans. Kansas LVERs establish, maintain, and facilitate regular contact with federal contractors, unions, apprenticeship programs and businesses or business organizations. Additionally our LVERs provides educational training to AJC staff, additional employer based training and other outreach services, in accordance with VPL 07-10 and VPL 03-14. The Department of Commerce ensures that there are no blending of roles, whereas LVERs provide monthly activity reports to the State Manager and are often consulted with by AJC supervisors about their activity.

Furthermore, LVERs are encouraged to utilize referrals and other resources, such as the Department of Commerce/ KANVET *Hire a Veteran Pledge* program as a resource to locate veteran friendly businesses/ employers, who are seeking veterans first, to employ.

Employer Outreach

LVER staff establishes, maintains and facilitates regular contact with employers, to include federal contractors, and promote the advantages of hiring veterans, all the while seeking other employment and training opportunities for veterans. As part of their responsibility, LVER staff advocates, on behalf of all veterans to employers and labor unions to employ and provide on-the-job training and registered apprenticeship programs for veterans; advises employers of veteran's issues; and plans and participates in job fairs to promote veterans to employers. The overall outcome expected for employer contacts is to increase employment, promotion and retention for veterans.

Additionally, a schedule is created by the LVER, approved by the state manager and local supervisors, for employer outreach. These measures are in place to ensure that the LVER is out of the office and searching for employment opportunities for veterans. With the intent to provide quality services, these measures also provide a basis for which the state manager and local supervisor can follow-up with the business to ensure that their needs are met.

LVERs are encouraged to use modern technology, such as social media, to locate employers who utilize these systems as their primary means to locate qualified candidates. Upon identifying employment opportunities, the LVERs are encouraged to outreach/ make contact with these businesses and promote hiring our job-ready veterans. This method has been successful, and runs parallel with many Kansas businesses, which have changed their job posting/ searching methods. However, LVERs are aware of the importance, and are encouraged, to primarily perform their employer contacts, in-person.

C. THE MANNER IN WHICH DVOP SPECIALISTS AND LVER STAFF ARE INTEGRATED INTO THE STATE'S EMPLOYMENT SERVICE DELIVERY SYSTEM OR ONE-STOP DELIVERY SYSTEM PARTNER NETWORK;

JVSG funded services are not only a mandatory partner under WIA, but Kansas considers these services to be a key feature of the local One-Stop system. The Local Area WIA Plan and local Memorandum(s) of Understanding (MOU) govern the partnership between the One-Stop system and JVSG funded services. Each MOU describes how veterans will be provided priority in job placement and training activities; how case management services will be provided to veterans; and detailed linkages with Department of Veterans Affairs, Kansas Commission on Veteran Affairs and other veteran service organizations.

Kansas has integrated DVOP specialists into the One-Stop system by assigning one or more to each Workforce Center. DVOP specialists work with local One-Stop partners to provide services to veterans, with the primary focus on providing intensive services to disabled veterans, eligible veterans, and eligible spouses with significant barriers to employment. All workforce centers have an integrated, business services

function responsible for connecting local employers to the local One-Stop system, to include job-ready candidates. This team also has as a major function ensuring that all KANSASWORKS services continuously improve and are responsive to the needs of residents, employers, partner agencies/ organizations and the local economy. DVOP specialists and LVER staff act as individual hubs, within this service team, who distribute JVSG information to One-Stop partners and veteran service organization, and community partners. These individual hubs focuses on the intensive service processes (DVOP) and employer/ employment services (LVER), and furthermore providing services specific to their individual roles and responsibilities; and with the intent to integrate within these groups, and open all avenues of assistance to Veterans and to assist the AJC, VSOs and community groups with the provisional services to veterans.

The LVER and DVOP are actively involved in Local Workforce Board staff meetings, and provide best practices, as it relates to their roles and expertise. The LVER and DVOP are often sought-after by staff for their knowledge and resources of other local Veteran Service Organizations; specifically when staff is met with a veteran who may not have an SBE, however have a unique need of assistance.

Integration into One-Stop System

The blueprint for integration and coordination of services to veterans are provided through State Policy and narrative explanations contained in Local Area WIA Plans. Ongoing oversight of services to veterans is conducted to assure these plans are carried out. To be approved, these plans must describe: 1) how available resources (WIA, Wagner-Peyser, and others) are pooled within the One-Stop system to provide core and intensive services for veterans; 2) the process used to accomplish intake, assessment, registration, and follow-up services for veterans; 3) a description of mediated and non-mediated services available to veterans and other eligible persons; 4) how veterans are provided priority in placement services and activities, funded by DOL in whole or in-part ; and 5) detailed description of how case management services are provided to veterans.

D. THE INCENTIVE AWARD PROGRAM IMPLEMENTED USING THE 1% GRANT ALLOCATION SET ASIDE FOR THIS PURPOSE, AS APPLICABLE;

Due to the State of Kansas' Employee Classification System, and other state legislative prohibitions, the Kansas Department of Commerce declines the option to request, retain or utilize 1% of the JVSG funding for the purpose of Performance Incentive Awards.

E. THE POPULATIONS OF VETERANS TO BE SERVED, INCLUDING ANY ADDITIONAL POPULATIONS DESIGNATED BY THE SECRETARY AS ELIGIBLE FOR SERVICES, AND ANY ADDITIONAL POPULATIONS SPECIFICALLY TARGETED BY THE STATE WORKFORCE AGENCY FOR SERVICES FROM ONE-STOP DELIVERY SYSTEM PARTNERS (E.G., NATIVE AMERICAN VETERANS; VETERANS IN REMOTE RURAL COUNTIES OR PARISHES);

The primary objective of the JVSG is to develop and support activities to increase employment and job training opportunities for veterans and eligible persons. DVOP Specialists staff will provide intensive services to targeted service-connected

disabled veterans; homeless veterans; recently separated from incarceration veterans; recently separated and long-term unemployed veterans; veterans lacking a high school diploma or GED; additional undereducated and underemployed veterans; Chapter 31 veterans; Other populations of veterans and eligible persons that are currently authorized to receive services by DVOPs include members of the Armed Forces who are wounded, ill, or injured and receiving treatment in military treatment facilities or warrior transition units; spouses of other family caregivers of such wounded, ill, or injured members; transitioning service members who have participated in the Transition Assistance Program and have been identified as in need of intensive services. If authorization for these additional populations is extended beyond FY14, we will continue to identify and provide intensive services. Additionally, Native American veterans who may be living on a reservation and/or on tribal lands, as well as any other Native American veterans that access the AJC and are determined to have an SBE will be provided DVOP services.

LVER staff will conduct outreach to employers to assist veterans in gaining employment. Additionally, LVERs will conduct seminars for employers and in conjunction with employers, conduct job search workshops, and establish veteran job search groups. LVERs will also facilitate employment, training, and placement services to veterans, all the while coordinating services with the One Stop business service teams.

F. HOW THE STATE IMPLEMENTS AND MONITORS THE ADMINISTRATION OF PRIORITY OF SERVICE TO COVERED PERSONS;

Priority of Service is monitored by the State Veterans Services Manager who examines Local Board policies and procedures, reviews reports produced through KANSASWORKS.com, conduct on-site monitoring, and checks all websites developed with funding from impacted programs or grants to insure priority of service is provided to veterans. Additionally, the State Veteran Service Manager and Regional Operational Managers randomly select and contact veterans, who have received services at the American Job Center, to survey treatment, activities and the quality of services provided at the American Job Center.

All Veterans, Eligible Persons, and VR&E Chapter 31 veterans receive priority of service, in accordance with VPLs 07-09 and 03-14. This population is made aware of these services and trainings through signage at the American Job Center, on the American Job Center operating system

KANSASWORKS.com, through partner agencies and veteran service organizations, the VA Hospital, American Indian Council, and other advertisement through social media sites. The above population is given first opportunity to enroll or registers for all programs that are funded, whole or in-part, by the U.S. Department of Labor. Services and training enrollments and registrations are made available to the aforementioned veteran population for 48 hours, before being made available to the general public. Other partner service agencies are encouraged to enroll veterans first, and adhere to priority of services practices.

Each Local Board develops and maintains a policy to ensure other federally funded service providers provide priority of services to veterans and other covered persons.

The veterans' priority is a statutory mandate, but does not displace the core function of programs provided by other service providers. Participants must qualify as eligible and other service providers are not required to change their allocations to reserve funds for veterans.

G. HOW THE STATE PROVIDES OR INTENDS TO PROVIDE AND MEASURE, THROUGH BOTH THE DVOP AND ONE-STOP DELIVERY SYSTEM PARTNER STAFF:

1. JOB AND JOB TRAINING INDIVIDUALIZED CAREER SERVICES,

For the purpose of promoting the hiring and retention of veterans, Workforce Center staff will provide and facilitate a full range of employment and training services. LVER staff will advocate for veterans to employers and seek other opportunities with business and industry, community based organizations, and contractors of all kinds, to include federal contractors. All Workforce Center staff, as well as LVER staff, will work together to plan and participate in job fairs to promote the hiring of veterans and eligible persons. LVER staff will communicate job fair participation opportunities and the benefits of attending job fairs, to employers and federal contractors. LVERs will also make contact with unions, apprenticeship programs and the business community to promote employment and training opportunities for veterans and eligible persons, and furthermore promote credentialing and training opportunities with training providers and credentialing bodies.

DVOP Specialists staff will provide intensive services to targeted service-connected disabled veterans; homeless veterans; recently separated from incarceration veterans; recently separated and long-term unemployed veterans; veterans lacking a high school diploma or GED; additional undereducated and underemployed veterans; Chapter 31 veterans; Other populations of veterans and eligible persons that are currently authorized to receive services by DVOPs include members of the Armed Forces who are wounded, ill, or injured and receiving treatment in military treatment facilities or warrior transition units; spouses of other family caregivers of such wounded, ill, or injured members; transitioning service members who have participated in the Transition Assistance Program and have been identified as in need of intensive services.

The state of Kansas will monitor this activity via monthly and quarterly reports, that will indicate who, when, and what outreach/ services/ meetings were conducted. Additionally, 9000 and 200 reports will be monitored, along with the state's Labor Exchange systems. To be deemed successful in these activities, the DVOP will be required to occupy 85% of the 40 FTE working hours per week, to completing the above tasks. The remaining 15% will be dedicated to individual DVOP activities (i.e. training, traveling, reports, notes and personal capacity building related to the DVOP's activities). Surveys and other assessment tools, to include follow-up calls my managers will be conducted, to determine the level of quality in the above activity.

Example of measuring these standards are as follows:

Provide intensive services to 10 new veterans each quarter. Document all services in KANSASWORKS (KW) and maintain an appropriate case management file in KW.

15 or more - Exceptional; 11-14 - Exceeds Expectations; 10/quarter - Meets Expectation; 6-9 - Needs Improvement; 5 or less - Unsatisfactory

Assist with veteran's job readiness as you facilitate intensive services ensuring quality resumes are on KW; providing interview preparation (for e.g., attends Keys to successful Interviews or Mock Interviews); aiding in marketability through assessments (WorkKeys, My Next Move); and offering career guidance for customers receiving referrals to training or Employment & Training Specialist. Notes and services will be entered in KW in an accurate and timely manner. For files randomly selected (totaling 10 per quarter) 75% of customers will have received and/or participated in at least two job readiness services as stated above. 95% and above = Except (9-10 files); 76-94% = Exceeds Expectations (6-8 files); 75% = Meets Expectation (5 files) would have to receive at least one service; 20-74% = Needs Improvement (2-4 files); Less than 20% = Unsatisfactory (0-1 files)

For regular outreach efforts complete 9/quarter in person veteran appointments at outreach sites as listed in the Jobs for Veterans State Grant Policy or other sites approved by supervisor. The purpose of the visit is to meet with and advocate for veterans, special/disabled veterans and other veterans with barriers to employment and have the outreach sites refer veterans to the workforce center for assistance with career search. If case managed veteran numbers are below 20 active case managed veterans per month DVOP will conduct additional outreach above regular outreach efforts. Provide information to supervisor about the success of your outreach efforts to include how many veterans came into the WFC as a result of your efforts, how many veterans you saw in person at the outreach site: 15 or more - Exceptional; 10-14 - Exceeds Expectations; 9/quarter - Meets Expectation; 4-8- - Needs Improvement; 3 or less- Unsatisfactory

2. EMPLOYMENT PLACEMENT SERVICES, AND

LVER staff will conduct outreach to employers to assist veterans in gaining employment. Additionally, LVERs will conduct seminars for employers and in conjunction with employers, conduct job search workshops, and establish veteran job search groups. LVERs will also facilitate employment, training, and placement services to veterans, all the while coordinating services with the One Stop business service teams.

The state of Kansas will monitor this activity via monthly and quarterly activity reports, along with the state's Labor Exchange systems. These reports will indicate who, when, and what services/ outreach/ job developments/ job placement activities were conducted. To be deemed successful in these activities, the LVER will be required to occupy 85% of the 40 FTE working hours per week, to completing the above tasks. The remaining 15% will be dedicated to individual LVER activities (i.e. training, traveling, reports, notes and personal capacity building related to the LVER's activities).

Example of measuring these standards are as follows:

As a result of making "initial employer contacts", secure new job orders from 12 different companies per quarter (48 per year); with at least 50% of these job orders to be from federal contractors. The LVER advocates on behalf of veterans while promoting the full menu of business services available to the employer. An "initial contact" is defined as a face-to-face meeting with a company that has had no contact with workforce services for at least six months. Results of the meeting must be documented in notes in KANSASWORKS (KW) and on LVER logs. Notes should include a listing outlining the company's needs, a brief summary of business services offered, contact name and information on job order and/or job development. LVER is also expected to enter follow-up notes in KANSASWORKS with results from the job order.

>55 - Exceptional; 49-55 - Exceeds Expectations; 48 - Meets Expectations; 40-47 - Needs Improvement;

Facilitate the hiring of 20 case managed and non-case managed veterans registered in KANSASWORKS per year, by working with DVOP's job ready case managed and non-case managed veterans; by referring veterans to jobs, by marketing the jobs to employers, workforce center staff and via job development. Positions must be identified as a match with the veteran's skills. The veterans approved resume must be on file and available for supervisor review. All appropriate data entry must be documented in KANSASWORKS in a timely manner.

25 or greater - Exceptional; 21-24 - Exceeds Expectations; 20 - Meets Expectations; 15-19 - Needs Improvement; 14 or less - Unsatisfactory

Plan and coordinate 4 job fairs per year that focus on veterans. For each job fair be prepared to provide supervisor with marketing efforts you directed to veterans.

>8 - Exceptional; 5-7 - Exceeds Expectations; 4 - Meets Expectations; 3 - Needs Improvement;

Plan and coordinate 12 job seminars/ trainings per year that focus on veterans. For each job fair be prepared to provide supervisor with marketing efforts you directed to veterans.

>13-15 - Exceptional; 11-12 - Exceeds Expectations; 8-10 Meets Expectations; 7-6 Needs Improvement;

3. JOB-DRIVEN TRAINING AND SUBSEQUENT PLACEMENT SERVICE PROGRAM FOR ELIGIBLE VETERANS AND ELIGIBLE PERSONS;

American Job Center staff will provide job search and placement services for veterans including counseling, testing, occupational and labor market information, and skill evaluations such as Work *Ready!,* to help veterans make educated and up-to-date decisions about their training and employment needs. Veterans will be introduced to America's Career InfoNet, O-Net, and other local resources that offer career exploration, education and job tools such as the following to help them make career decisions:

- **Assess personal marketability;**
- **Assess skills, skill gaps and related occupations;**

- **Research occupations on a national, state or local level;**
- **Research occupations, employment trends to national, state and local wage information ;**
- **Research employers for job searches;**
- **Track labor market trends;**
- **Learn how to network in various career fields using professional associations and Career Resource Library links;**
- **Research training options by occupation such as certifications, schools, programs, and licenses;**
- **Explore credentialing options; and**
- **Find financial aid resources**

Grant-funded staff and American Job Center partners will promote veterans as valuable employees, who possess unique military service training, which will easily translate into occupations experiencing significant growth in Kansas. Veterans will be assessed and referred to appropriate short to moderate-term training to supplement the transferrable training they gained from their military experience. Commerce is working with local accreditation boards to have military skills translated, at full value, into thriving career training, to include EMTs, CDLs, and additional manufacturing and technology equipment users.

LVER staff is encouraged to maintain memberships in employer organizations, to promote employment and training opportunities for veterans and other eligible persons. LVER staff speaks at meetings to inform memberships of the services provided at the American Job Centers and the availability of qualified veterans to fill positions. Radio and television public service programs and talk shows will be used to inform employers about the value of veterans as employees. Local Rotary Clubs, Chambers of Commerce as well as other civic organizations will provide platforms to promote all veterans as highly qualified job candidates.

Education opportunities will be promoted, through counseling services to veterans, to those who may be eligible for Chapter 31 Vocational Rehabilitation and Education opportunities. Veterans will be made aware of the many funding sources available to them for education and training, and apprenticeships, including the Workforce Innovation and Opportunity Act 2014, the G.I. Bill, Pell Grants, scholarships, and subsidized and unsubsidized loans. Veterans will be made aware of the formal education and training opportunities available to lead them to reaching their career goals and fullest potential. Commerce shares a staff position with the Board of Regents, and is therefore actively involved in increasing postsecondary capacity for job driven training programs. Additionally, Commerce business development division is available for consultation, to provide real-time intelligence regarding skill gaps and projected skill needs. Other labor market analysis will be performed by DVOPs, as a part of an Individual Employment Plan development process, and/ or by the One-Stop partners.

The state of Kansas will monitor this activity via monthly and quarterly activity reports, along with the state's Labor Exchange systems. These reports will indicate who, when, and what services/ referrals to training/ job trainings/ assessments/ and preparation activities were conducted.

Example of measuring these standards are as follows:

Assist with veteran's job readiness, to include proper assessments and referral to training. As you facilitate services, ensuring quality resumes are on KW; providing interview preparation (for e.g., attends Keys to successful Interviews or Mock Interviews); aiding in marketability through assessments (WorkKeys, My Next Move); and offering career guidance for customers receiving referrals to training or Employment & Training Specialist. Notes and services will be entered in KW in an accurate and timely manner (timely manner equals 5 days). For files randomly selected (totaling 10 per quarter) 75% of customers will have received and/or participated in at least two job readiness services as stated above. (Provide 3 intensive services to every 1 core service.) 95% and above = Except (9-10 files); 76-94% = EE (6-8 files); 75% = ME (5 files) would have to receive at least one service; 20-74% = NI (2-4 files); Less than 20% = Unsat (0-1 files)

H. THE HIRE DATE ALONG WITH MANDATORY TRAINING COMPLETION DATES FOR ALL DVOP SPECIALISTS AND LVER STAFF; AND

For fiscal year 2015, Kansas will 19 full-time DVOP specialist positions and 5 full-time LVER staff positions for a total of 24 Full-Time Equivalent positions. The Kansas Department of Commerce and its Workforce System partners are committed to serving the military facilities, service members, veterans and their families, located throughout the state of Kansas. With 17 strategically placed

KANSASWORKS American Job Centers, and aims to meet the needs of all veterans with significant barriers to employment, seeking meaningful employment, advocacy, resources, and additional skills development trainings. The Staffing Directory (Attachment 5) lists the names and office addresses for each DVOP specialist and LVER staff.

WIA partners trained in case management and networking will also assess and serve veterans at all Workforce Center locations. Those who provide veteran services, to include case management and additional core services will be given the opportunity to attend NVTI training, contingent upon training opportunities available. DVOP staff are also located permanently or intermittently at the Department of

Veterans Affairs (VA) hospitals in Wichita and Leavenworth, the Veteran Outreach Centers in Junction City and Wichita, non-profit community based organizations, established to provide services to veterans, military installations processing the separation of active military personnel, correctional facilities including work release/pre-release facilities, organizations working with Homeless Veterans, and will travel to any outreach locations to serve veterans by appointment. Specifically, DVOP staff is located at all Military Transitioning Facilities and Warrior Transition Units, located throughout the state of Kansas, in accordance with VPL 01-14.

Filling Vacancies

To the maximum extent practicable, Commerce considers the following priorities when filling vacancies in JVSG funded positions: 1) qualified service-connected disabled veterans; 2) qualified eligible veterans; and 3) other qualified eligible persons. Immediately upon notification of an impending vacancy, a Request to Fill

(RTF) is forwarded to the State Veterans Services Manager and the Director of Employment Services, from the appropriate Workforce Center functional supervisor. The RTF is routed quickly from the Director of Employment Services, signed by the Deputy Secretary, and transmitted to Human Resources for the position to be posted. The Department of Commerce Human Resources division assists in finding qualified veterans by distributing information about DVOP specialist and LVER staff job openings to a wide variety of veteran service organizations, state employment website, and the AJC website.

Unless the position is particularly difficult to fill because of a lack of qualified veterans available to the local area, vacant positions are typically filled within 45 working days after becoming vacant.

All Kansas DVOP specialists receive extensive training in how to facilitate intensive services for disabled veterans with barriers to employment, through the National Veterans Training Institute (NVTI), within 18 months of their hire. Additionally, all new hire DVOP Specialist receive Ramp-UP training from the State Veteran Service Manager, which includes the history of the Wagner-Peyser, Employment Services, and the JVSG staff. This training also includes local operations, as they relate to all active and current VPLs, chapters 41 and 42 of Title 38. Other trainings includes that of which is conducted at the annual training conference, which includes staff development and skills improvement, integrated service models and their unique roles, effective intensive service delivery models, and other program related information sharing/ strategic planning/ performance measuring/ and systems training. Lastly, local job center training takes place by local managers and the One-Stop partners, which highlight location specific practices and our partners' operations.

All Kansas LVER staff has received extensive training in how to engage employers through the National Veterans Training Institute (NVTI), within 18 months of their hire. Additionally, all new hire LVERs receive Ramp-UP training from the State Veteran Service Manager, which includes the history of the Wagner-Peyser, Employment Services, the Jobs for Veterans Act and JVSG staff roles and responsibilities. This training also includes local operations, as they relate to all active and current VPLs, chapters 41 and 42 of Title 38. Other training include the annual training conference, where we will address staff development and skills improvement, integrated service models and their unique roles, effective intensive service delivery models, and other program related information sharing/ strategic planning/ performance measuring/ and systems training. Lastly, local workforce center training is provided by local managers and the One-Stop partners, which highlights location specific practices and our partners' operations.

JVSG staff hire dates and the mandatory NVTI training completion dates:

FVE: FACILITATING VETERAN EMPLOYMENT TRAINING

PPE: PROMOTING PARTNERSHIP AND EMPLOYMENT TRAINING

IS: INTENSIVE SERVICE AND CASE MANAGEMENT TRAINING

- **SVM/ LVER- Theo Coney / Hired: 8-13-2012/ FVE: 10-30-12/ PPE: 12-11-12/ IS: 5-5-15**
- **SVC/ LVER- Gary Westerman/ Hired: 10-22-2012/ FVE: 6-11-13/ PPE: 2-5-15/ IS: 5-21-13**
- **ISC/ DVOP- James Riley/ Hired: 9-9-13/ FVE: 6-3-14/ IS: 10-19-14**
- **DVOP- Richard Snook/ Hired: 5-27-14/ FVE: 6-24-14/ IS: 8/20/14**
- **DVOP- Edward Scott/ Hired: 12-12-10/ FVE: 4-26-11/ PPE: 3-15-11/ IS: 1-8-2013**
- **DVOP- Joseph Comfort/ Hired: 8/9/16/ FVE: Scheduled 12-8-16/ IS: Scheduled 9-20-16**
- **DVOP- Rodney Righter/ Hired: 10-22-12/ FVE: 6-11-13/ PPE: 2-5-15/ IS: 5-21-13**
- **DVOP- Greta Scroggins/ Hired 12-10-12/ FVE: 4-30-12/ PPE: 2-26-13/ IS: 12-8-14**
- **DVOP- Richard Hite/ Hired: 8-5-13/ FVE: 12-10-13/ IS: 3-18-14**
- **DVOP- Jason Yearwood/ Hired: 4-13-15/ FVE: 7-23-15/ IS: 8-21-15**
- **DVOP- Andrew Jones/ Hired: 7-7-14/ FVE: 11-3-14/ IS: 2-24-15**
- **DVOP- Michael Feiveson/ Hired: 3-24-08/ FVE: 4-29-08/ PPE: 2-5-15/ IS: 8-4-09**
- **DVOP- Russell Sharff/ Hired: 8-4-02/ FVE: 9-10-02/ IS: 3-21-05**
- **DVOP- Yolanda Taylor/ Hired: 8-8-04/ FVE: 9-28-04/ PPE: 12-18-07/ IS: 3-8-05**
- **DVOP- Thomas Hamilton/ Hired: 3-17-14/ FVE: 7-22-14/ IS: 4-15-14**
- **DVOP- Angelique Burnham/ Hired: 10-11-12/ FVE: 4-30-13/ PPE: 2-5-13/ IS: 2-24-15**
- **DVOP- Casey McElwain/ Hired: 11-10-14/ FVE: 3-15-15/ IS: 5-5-15**
- **DVOP- Brandi Wright/ Hired: 3-17-14/ FVE: 12-5-14/ IS: 4-15-14**
- **LVER- Raymond Clay/ Hired: 12-1-08/ FVE: 7-28-09/ PPE: 9-22-09**
- **LVER: William Flowers/ Hired: 9-2-03/ FVE: 11-18-03/ PPE: 2-5-15/ IS: 11-30-04**
- **DVOP- Vacant: (Location) Fort Riley**

I. SUCH ADDITIONAL INFORMATION AS THE SECRETARY MAY REQUIRE.

The Kansas labor market has changed significantly since 2009, when the last five-year Jobs for Veterans State Grant (JVSG) was written. According to the

2010-2020 Kansas Occupational Outlook, projected employment opportunities with private sector employers, Federal, State and Local government agencies, and Federal contractors and subcontractors is expected to grow from 1,428,381 in 2010 to 1,606,122 in 2020, an increase of 177,741 or 12.4 percent. Nearly half (45 percent) of these new jobs will be in the healthcare and education sector. Employment in all major industries is projected to increase. At this time, the top 5 Industries include: (1) Education, (2) Professional, (3) Technology, (4) Administrative Support, and (5) Health Sciences. Occupations in the Health Care and Social Assistance industries are projected to grow the most, and the Professional, Scientific, and Technical Services industries are projected to grow the fastest. Additionally, Professional Scientific and Technical Services, Ambulatory Health Care and Social Assistance jobs are projected to grow by

large amounts and by some of the fastest rates of any industry. Educational Services is projected to grow by the most with 29,090 new jobs by 2020. Other occupations that may not appear on the local market report as being a long-term thriving career, however have been in high demand for the last few years, include careers as a Commercial Truck Driver, Welder, Maintenance Tech, Information Technology and other healthcare professionals. Additionally, the U.S. Postal Service still employs large numbers of veterans, according to the March 2014 issue of The American Postal Worker magazine the national Postal Service has reached an agreement with the Postal Labor Union, to fill "multiple" clerk positions, located throughout the United States, starting in FY 2015. These entry-level positions will require little experience, training, and education, which will present great opportunities for placement of veterans, specifically those veterans between the ages of 18-24 years old, who may have little education and work experience, as identified in VPL 04-14. rd Quarter 2014, the state's civilian unemployment rate averaged 4.9 percent. The 2013 unemployment rate for Kansas veterans is 5.5 percent, and the disabled veteran unemployment rate is estimated to be approximately 5-10 percent higher. Counties in Kansas with higher unemployment rates, than the state average, are: Wyandotte (Kansas City) 7.9 percent; Linn 7.7 percent, Franklin 7.4, Wilson and Labette 6.8 percent and Sedgwick (Wichita) 6.1; and several other counties' rates are above the state's average. According to the U.S. Department of Veterans Affairs, 223,523 veterans between 18-64 years of age live in Kansas. Adding to this number, the Army Career Alumni Program reported that the state of Kansas anticipates 5,380 service members discharging from Fort Leavenworth, Fort Riley, and McConnell Air Force Base, due to the military draw-down. It is anticipated that approximately 20 percent of those veterans will remain in Kansas; and that does not include service members transitioning from other states to the state of Kansas. According to the U.S. Department of Labor 2013 veterans unemployment report, there were approximately 36,000 (nationally) recently separated unemployed veterans, between the ages of 18 to 24. Although this number has decreased drastically over the last 10 years will be a targeted population for our services, and a goal of Kansas to continue to focus on assisting young veterans, in an effort to drive the unemployment rate for this population below the state's average unemployment rate.

Kansas' mean hourly wage was estimated at $ $19.83 in May 2013, less than the national mean wage of $ $22.33. When comparing the Kansas mean wage with its four surrounding states, Kansas falls in the middle, paying a higher average hourly wage than Nebraska ($19.33) and Oklahoma ($19.20), but less than Missouri ($20.20) and Colorado ($23.53).

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Based on the Kansas Job Vacancy Survey, skill gaps exist in Welders, Large/ Small Engine Mechanics, CDL Drivers, and Nurses of all levels. JVSG staff and partners will encourage training in these skills to meet employer needs. Taking this the aforementioned in consideration, the job outlook for veterans seeking meaningful employment in the state of Kansas is great. With current skill translation systems, accreditation translation processes and partnerships with organizations, which can

facilitate short to moderate-term training, in addition to their transferrable training and skills, a veteran can be an immediate asset to an employer.

2013 Job Vacancy Survey reported an estimated 37,891 job vacancies in Kansas during the second quarter of 2013. During the same time, Kansas averaged 82,498 unemployed workers, or an average of 2.17 unemployed people for every job vacancy reported. The statewide job vacancy rate was 2.8 percent, or 2.8 vacancies for every 100 filled positions. Nearly 50 percent of the total job vacancies were located in Wyandotte, Leavenworth, and Johnson counties.

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP)

At minimum, in the SCSEP stand-alone submission and the SCSEP portion of the Combined State Plan, States should comprehensively cover the following elements.

A. ECONOMIC PROJECTIONS AND IMPACT

States must:

1. DISCUSS LONG-TERM PROJECTIONS FOR JOBS IN INDUSTRIES AND OCCUPATIONS IN THE STATE THAT MAY PROVIDE EMPLOYMENT OPPORTUNITIES FOR OLDER WORKERS. (20 CFR 641.302(D))(MAY ALTERNATIVELY BE DISCUSSED IN THE ECONOMIC ANALYSIS SECTION OF STRATEGIC PLAN.)

Long-term projections for jobs in industries and occupations in Kansas that may provide employment opportunities for older workers are found in the economic analysis section of the Kansas Workforce Innovation and Opportunity Act Combined State Plan.

2. DISCUSS HOW THE LONG-TERM JOB PROJECTIONS DISCUSSED IN THE ECONOMIC ANALYSIS SECTION OF STRATEGIC PLAN RELATE TO THE TYPES OF UNSUBSIDIZED JOBS FOR WHICH SCSEP PARTICIPANTS WILL BE TRAINED AND THE TYPES OF SKILL TRAINING TO BE PROVIDED. (20 CFR 641.302(D))

Upon analysis of the data, it becomes evident there are viable opportunities for Kansas SCSEP participants projected through 2024. Kansas is expected to increase jobs by 7.2% through 2024. The top five industries with the greatest projections in absolute percent change in order of greatest to least are: (1) management of companies and enterprises; (2) social assistance; (3) professional, scientific and technical services; (4) ambulatory health care services; and (5) food services and drinking places.

Based on skill requirements and OJT training opportunities, there several specific occupations suitable for older workers are projected to grow. Administration and support is adding 7,211 jobs; educational services are adding 9,106 jobs and social assistance is adding 7,618 jobs. South-central Kansas, the location of the State SCSEP program, is projected to add 22,669 new jobs and 77,789 replacement jobs overall through 2024.

Participants will be trained on the job and in classroom settings to gain skills necessary for these and other jobs. Skill training includes both soft skills and job skills, including but not limited to skills in business communication, customer service, employee professionalism, basic job readiness and other skills required by host agencies

3. DISCUSS CURRENT AND PROJECTED EMPLOYMENT OPPORTUNITIES IN THE STATE (SUCH AS BY PROVIDING INFORMATION AVAILABLE UNDER §15 OF THE WAGNER-PEYSER ACT (29 U.S.C. 491-2) BY OCCUPATION), AND THE TYPES OF SKILLS POSSESSED BY ELIGIBLE INDIVIDUALS. (20 CFR 641.325(C))

Employment opportunities were described in the previous sections.

The types of skills among the eligible population are varied. A sample of self-identified skill sets include caring for adults, caring for children, cashier, cooking, organization, clerical, bookkeeping, food service, maintenance, carpentry, keyboarding, sales, customer service and auto mechanics. As is typical with Older Workers living below poverty, the identification of transferable skills is key to an appropriate SCSEP employment placement.

B. SERVICE DELIVERY AND COORDINATION

States must:

1. PROVIDE A DESCRIPTION OF ACTIONS TO COORDINATE SCSEP WITH OTHER PROGRAMS

This may alternatively be discussed in the State strategies section of the strategic plan, but regardless of placement in document, must include:

A. ACTIONS TO COORDINATE ACTIVITIES OF SCSEP GRANTEES WITH WIOA TITLE I PROGRAMS, INCLUDING PLANS FOR USING THE WIOA ONE-STOP DELIVERY SYSTEM AND ITS PARTNERS TO SERVE INDIVIDUALS AGED 55 AND OLDER. (20 CFR 641.302(G), 641.325(E))

As discussed in the Service to State Target Populations, the KWSB has codified the inclusion of older workers as a priority population for all KANSASWORKS services. With the implementation of WIOA, strategic coordination of the core partners will result in an investment in skill development of SCSEP participants. New participants go through the same process as other WIOA participants during the recruitment and enrollment process and have enrollments processed in all applicable programs (including, but not limited to WIOA and Wagner—Peyser). The One Stop Center has Veterans and American Indian programs co—located and has a referral processes established for many community agencies including Dress for Success, Children and Family Services, Vocational Rehabilitation, and United Way just to name a few.

B. ACTIONS TO COORDINATE ACTIVITIES OF SCSEP GRANTEES WITH THE ACTIVITIES TO BE CARRIED OUT IN THE STATE UNDER THE OTHER TITLES OF THE OAA. (20 CFR 641.302(H))

The Kansas Department for Aging and Disabilities is a member of the Older Worker Task Force and assures SCSEP and other OAA program activities are coordinated as appropriate. Regular in=-person meeting and ongoing access to this state agency are among the activities carried out by the state to coordinate multiple programs for older workers. SCSEP staff has monthly contact with various community agencies to determine local availability of agencies for possible host agency sites as well as opportunities for recruitment events for new participants. SCSEP staff also share SCSEP program information and gathers other agency program information so services can be better coordinated in the community. SCSEP staff attends area job fairs and senior events, meeting the public and providing verbal and written information, to promote SCSEP services as well as encourage participants towards possible employment opportunities. SCSEP staff coordinates with local agencies and community centers to schedule outreach presentations focused on recruitment of potential new participants and new host agencies. Each case manager and the program manager has a goal to do outreach to a new agency in the community monthly. Contacts are tracked for supervisory oversight.

C. ACTIONS TO COORDINATE SCSEP WITH OTHER PRIVATE AND PUBLIC ENTITIES AND PROGRAMS THAT PROVIDE SERVICES TO OLDER AMERICANS, SUCH AS COMMUNITY AND FAITH-BASED ORGANIZATIONS, TRANSPORTATION PROGRAMS, AND PROGRAMS FOR THOSE WITH SPECIAL NEEDS OR DISABILITIES. (20 CFR 641.302(I))

As it was prior to WIOA, SCSEP is truly another program of KANSASWORKS where customers are provided with the same services as any other eligible job seeker.

SCSEP currently offers an annual basic physical that is available by referral to Kansas University Medical Center in Wichita, KS. The purpose is to provide participants the opportunity to be seen at least annually by a doctor to monitor their health. This is a voluntary referral that the participant is free to accept or reject. SCSEP has a referral system in place to refer participants to local agencies for various services such as: Dress for Success for clothing, DCF for services such as LIEAP or food. SCSEP conducts outreach events in various community agencies with the intent of informing the public of the services available through the SCSEP and the local area One-Stop. Each SCSEP staff member will conduct at least one monthly outreach event in the community. SCSEP has developed a formal two-way referral system is coordinated with community agencies that can be used to refer potential participants between different programs.

One of the most significant and successful coordination efforts of the state is demonstrated by the development of the Older Worker Task Force. In 2013, the Task Force updated its Charter which establishes its duties, roles and membership requirements. The Charter follows:

Kansas Older Worker Task Force

Charter

Sponsor: The Kansas Department of Commerce, Workforce Services Division

Purpose/Objective: To advocate for Older Workers and ensure the provision and coordination of Workforce Services for Older Workers.

Membership: The Kansas Older Worker Task Force shall be comprised of the following Required Members

¨ One staff person from each program funded by OKEP and SCSEP

¨ One Staff person from the Kansas Department for Aging and Disabilities

¨ One staff person from each Area Agency on Aging or its State Association

¨ Up to two members of the Kansas Silver Haired Legislature

¨ One Staff Person from the Kansas Department of Labor

¨ Up to two representatives of AARP

In addition, the Task Force must elect two Members at Large.

Election of Members at Large: Members of the Kansas Older Worker Task Force shall elect Members at Large by secret ballot. Members at Large are elected by a simple majority.

Terms of Membership: Required Members are chosen by their respective agencies and serve for a term determined by their respective agencies. Members at Large serve two-year terms and may be re-elected for one additional term.

Election of Chair, Vice Chair and Secretary: The Chair, Vice Chair and Secretary shall be elected by secret ballot to a two-year term at the first regularly scheduled meeting of each odd-numbered year. Any Task Force Member may present himself or herself as a candidate for any one of these positions. Members will consider each candidate and choose each Officer by a simple majority. The chief duty of the Chair is to convene the Task Force at least once each calendar Quarter. The chief duty of the Vice Chair is to assume the responsibility of the Chair if the Chair is unable to fulfill his or her duty. The chief duty of the Secretary is to ensure an accurate record of Task Force meetings is maintained.

Amendments to the Charter: Amendments may be made to this Charter at the first regularly scheduled Task Force meeting each year. Any member may propose amendments to the full membership for a vote. A ¾ majority must vote in the affirmative to amend the Charter.

Scope of Task Force Responsibilities:

¨ Recommend how Older Workers should be served through the workforce development process

¨ Identify and recommend Older Worker target participants

¨ Provide expertise on use of funds for Older Workers

¨ Provide expertise on service provider qualifications for Older Worker services

¨ Assist in designing award and sanctions process

¨ Provide expertise on the rules, regulations, standards and guidelines governing State funds for Older Worker services

¨ Assist in developing and modifying the Strategic and State Plans for Older Workers

¨ Provide recommendations to Commerce Staff regarding Older Worker programs

¨ Foster creative partnerships with private, public and government entities

¨ Recommend appropriate, additional funding sources for Older Worker programs

Outside the scope of the Task Force Responsibilities:

¨ Making final decisions on behalf of the Kansas Department of Commerce

¨ Day to day management of programs

¨ Creation of policies, plans & budgets for Older Worker programs

¨ Functioning as Kansas Department of Commerce Staff

¨ Determining focus or work of Kansas Department of Commerce Staff

Deliverables:

¨ Elect Task Force Chair and Vice Chair

¨ Review, recommend updates and implement the Strategic and State Plans for Older Workers

¨ Report on current status of Older Worker programs & recommend future

¨ action

¨ Recommend service delivery system improvements

¨ Recommend prioritization of State funding

¨ Provide Executive Summaries as requested to guide Commerce Staff

¨ Generate list of Older Worker service providers and services needed

¨ Recommend priorities of Request for Proposals for OKEP funding

Measures of Success:

¨ Quarterly meetings of the Task Force with 80% attendance

¨ Informed action by Kansas Department of Commerce

¨ Meet specific targets/goals set by Strategic and State Plans

¨ Satisfaction of Older Workers and State/Federal oversight personnel

The Older Worker Task Force has actively provided advocacy, advice and support for all Kansas Older Worker programs.

D. ACTIONS TO COORDINATE SCSEP WITH OTHER LABOR MARKET AND JOB TRAINING INITIATIVES. (20 CFR 641.302(J))

Because SCSEP is operated by a local WIOA workforce system and because of state—level coordination with the state—funded Older Kansans Employment Program, labor market and training initiatives are available to and coordinated with SCSEP as appropriate for the individual customer.

E. ACTIONS THE STATE WILL TAKE TO ENSURE THAT SCSEP IS AN ACTIVE PARTNER IN THE ONE-STOP DELIVERY SYSTEM AND THE STEPS THE STATE WILL TAKE TO ENCOURAGE AND IMPROVE COORDINATION WITH THE ONE-STOP DELIVERY SYSTEM. (20 CFR 641.335)

By requiring successful respondents to any SCSEP Service Delivery Request for Proposal to demonstrate how SCSEP participants are fully integrated into the WIOA Local Workforce Development System, the State's assures coordination of SCSEP with private and public entities and programs that provide services to older Americans, such as community and faith—based organizations, transportation programs, and programs for those with special needs or disabilities. Further, SCSEP participants are promoted to all appropriate partners, contacts, employers, community—based organizations, and local and regional economic development offices in both rural and urban areas. Additional actions taken by the State to coordinate SCSEP with other programs includes providing on—going technical assistance, regularly scheduled program monitoring reviews and corrective action if needed. SCSEP participants receive supportive services through free community resources as a first step. If supportive services are not available through other resources SCSEP case managers will make a request for supportive services to the SCSEP Manager. Those requests are reviewed by the manager to ensure the support is appropriate and then the request is forwarded to the fiscal staff which decides which funding stream is most appropriate depending on approved enrollments and funding availability. Fiscal staff support both SCSEP and WIOA Programs so there is close coordination between the programs.

F. EFFORTS THE STATE WILL MAKE TO WORK WITH LOCAL ECONOMIC DEVELOPMENT OFFICES IN RURAL LOCATIONS.

Most State SCSEP slots are located in a large metropolitan area rather than a rural location. However, even for the small number of participants in the rural counties surrounding the city of Wichita, Commerce, the state's economic development agency, employs Business Services staff who coordinate services with rural economic development offices. Because both workforce development and economic development are administered by the same agency, state SCSEP staff are in a unique position to immediately access local economic development agencies. Commerce leadership encourages cross—division cooperation, planning and employment intelligence information. The One Stop has many partners co—located, including WIOA Adult and Dislocated Worker programs and Wagner—Peyser. Those two programs currently work together to staff the business services team. The business services team has staff assigned to work with local economic development agencies and is even currently co—located with one local economic development agency in Sumner County. The One Stop Operator consistently provides local economic development agencies with labor market data to assist with economic planning activities and meets regularly with all the local agencies involved in economic

development in the region. The Business Services team meets with and coordinates SCSEP participant's placements in unsubsidized employment and is crucial to the placements to date. The Business Service Team also provides daily job posting notification and hot job lists to not only once stop center staff but also directly to participants. These lists are also available through the internet on workforce—ks.com and KANSASWORKS.com. Working with the Business Service Team, with the strategies list in Section F5, will improve staff's ability to access local economic information leading to increased unsubsidized employment placement.

2. DESCRIBE THE LONG-TERM STRATEGY FOR ENGAGING EMPLOYERS TO DEVELOP AND PROMOTE OPPORTUNITIES FOR THE PLACEMENT OF SCSEP PARTICIPANTS IN UNSUBSIDIZED EMPLOYMENT. (20 CFR 641.302(E)) (ALTERNATELY, THE STATE MAY DISCUSS THIS IN THE STATE STRATEGIES SECTION OF STRATEGIC PLAN IF SUBMITTING A COMBINED PLAN.)

KANSASWORKS long—term strategy for engaging employers and other employment programs is found in the KWSB strategic plan, located in Section I of the Kansas Workforce Innovation and Opportunity Act Combined Sate Plan. As with all KANSASWORKS programs, SCSEP customers will be represented in the state's strategies. Commerce also intends to seat a WIOA—compliant State Board as soon as possible, enhancing the workforce system's access to employers who have actual job openings and can provide real—time intelligence about future availability of employment opportunities.Specific activities will include: • Referrals to the business services team • Prove It Testing — over 1500 skills assessment test available • Job Fairs attendance requirement • Resumes Uploaded in KANSASWORKS.com and updated as skills increase • Outreach conducted by the Business Services Team to employers

3. DESCRIBE THE LONG-TERM STRATEGY FOR SERVING MINORITIES UNDER SCSEP. (20 CFR 641.302 (C))

SCSEP—eligible minority individuals are represented in the following percentages according to the 2010 census:

— 10.8% are Hispanic or Latino

— 1.2% are Native American

— 6.1% are Black or African American

— 2.5% are Asian 2.7% are two or more races

SCSEP—eligible population is 12.6% minority in Kansas. Kansas will utilize the State Workforce Policy regarding serving minorities and other subpopulations. In addition, the SCSEP state sub—contractor will continue its practice of engaging community—based organizations serving minorities to recruit eligible participants and coordinate services. For Example, SCSEP in Kansas increased the number of Native American participants through coordination with the All American Indian Center, providing referrals and opportunities for recruitment by participating in scheduled activities specifically designed to engage the local Native American population. Coordination

with Hispanic organizations including La Familia Senior Center, Hispanic Chamber of Commerce and Guadalupe Clinic have enhances SCSEP recognition throughout the Hispanic community. Each of these community—based agencies has assisted in recruitment of participants, furnished space for participant meetings, acted as host sites, provided job leads in the Hispanic community and worked with SCSEP staff on participant retention when unsubsidized employment has been secured. The Indochinese Center acts as a host agency and is providing interpreters for participants and program staff; with the assistance of the Center targeted recruitments events will be held which should increase participation of Asian individuals. The Kansas Minority Business Council has been a valuable resource for helping recruit a significant number of African American participants and provides many referrals for unsubsidized jobs. Enrollment levels of minorities have remained consistent over the last several years and the most recent analysis indicates Kansas serves a much higher percentage of minorities overall than their representation in the population.

4. LIST NEEDED COMMUNITY SERVICES AND THE EXACT PLACES WHERE THESE SERVICES ARE MOST NEEDED. SPECIFICALLY, THE PLAN MUST ADDRESS THE NEEDS AND LOCATION(S) OF THOSE INDIVIDUALS MOST IN NEED OF COMMUNITY SERVICES AND THE GROUPS WORKING TO MEET THEIR NEEDS. (20 CFR 641.330)

Individuals Most in Need

It has been found that there are many organizations working in the communities within the urban areas of Sedgwick County. Those organizations work well and can respond to a lot of the needs of the community. The areas where there are little to no services are the rural areas in Sumner, Cowley, Kingman, Harper, and Butler counties. Participants in those areas have little if no community supports. Participants in those rural areas also have challenges finding host agencies for placement. Participants use neighbors or family in those regions as their primary community supports, if they exist. If participants have transportation available, community resources in neighboring areas are shared. United Way of the Plains located in Wichita, has a community guide of resources that covers the region and is used by staff and participants. The services are accessible through the internet and by phone. Internet access can be limited or nonexistent in many of the rural counties, so resources are printed and provided to participants.

Needed Community Services

Developing and maintaining partnerships with service providers outside the workforce system is essential for identifying the most needed community services. Identified community services most often needed by SCSEP participants include the following:

- Educational/Skills Training activities;

- Employment assistance;

- Health care in homes and hospitals;

- Housing rehabilitation and weatherization;

- Nutrition programs;

- Outreach and referral;

- Project administration;

- Public works;

- Recreational activities in parks and senior centers;

- Social services;

- Transportation; and

- Other services determined essential and necessary to the employability of participants

Those most in need of community services reside in rural areas that lack many services due to population demographics and general lack of funds. In rural communities KANSASWORKS Virtual Services provides information regarding current services. Individuals may access a wide range of employment services using high-definition video and/or electronic information and referral.

5. DESCRIBE THE LONG-TERM STRATEGY TO IMPROVE SCSEP SERVICES, INCLUDING PLANNED LONG-TERM CHANGES TO THE DESIGN OF THE PROGRAM WITHIN THE STATE, AND PLANNED CHANGES IN THE USE OF SCSEP GRANTEES AND PROGRAM OPERATORS TO BETTER ACHIEVE THE GOALS OF THE PROGRAM. THIS MAY INCLUDE RECOMMENDATIONS TO THE DEPARTMENT AS APPROPRIATE. (20 CFR 641.302(K))

Improving SCSEP Services

Improving SCSEP Services Kansas is posting a Solicitation for Grant Applications (SGA) to assure the upcoming grant period will focus on strategies to improve and better achieve the goals of SCSEP. The strategies will include the following action steps:

- Increase recruitment and enrollment to increase the number of active participants. This focus will include reaching out to community organizations and other senior service providers to provide information on the SCSEP program and its' benefits.

- Focus participant training towards employment skills acquisition as guided by IEP, TAD and assessment results based on labor market needs. Training will include short-term training classes, education and WORK*Ready*! Certification. SCSEP will also insure that participants are receiving the job notification list that is generated by the One-Stop so that participants are better informed about area job openings.

- Increase follow-up contact with participants exited for unsubsidized employment to address employment and life issues to help maintain employment.

- Insure all most-in-need measures are accurately and timely entered into SPARQ.

- Create host agency skill development training and tracking to be reviewed with participant and agency quarterly based on each individuals IEP.

- Reinforce the goal of SCSEP program with participants, e.g. unsubsidized employment, at each contact.

6. DESCRIBE A STRATEGY FOR CONTINUOUS IMPROVEMENT IN THE LEVEL OF PERFORMANCE FOR SCSEP PARTICIPANTS' ENTRY INTO UNSUBSIDIZED EMPLOYMENT, AND TO ACHIEVE, AT A MINIMUM, THE LEVELS SPECIFIED IN OAA SECTION 513(A)(2)(E)(II). (20 CFR 641.302(F))

KANSASWORKS long—term strategy for engaging employers is found in the KWSB strategic plan, located in Section I of the Kansas Workforce Innovation and Opportunity Act Combined Sate Plan. As with all KANSASWORKS programs, SCSEP customers will be represented in the state's strategies. Commerce also intends to seat a WIOA—compliant State Board as soon as possible, enhancing the workforce system's access to employers who have actual job openings and can provide real—time intelligence about future availability of employment opportunities.

Increased Unsubsidized Employment and Employer Outreach

The state's goals and strategies for improving placement and retention of participants in unsubsidized employment, and for increasing availability of additional training resources, guide the activities, partnerships and planning of the state sub—grantee.

Efforts described below will ensure that services being provided to SCSEP will ultimately result in goal attainment: placement into unsubsidized employment.

— Job Developers, utilizing current labor market information will seek out and develop relationships with businesses in growing industries and occupations. Potential employment and career opportunities for project participants in the industries projected to have the most growth will include but not be limited to a variety of options within schools, hospitals, home health care, temporary help services, food preparation and serving, cashiers and retail sales. Key steps to career pathways in all of these fields include: related community service assignment; job search skills workshops, relevant computer/technology training and certifications for food handlers, basic first aid, CPR, computer proficiency and any other training identified as increasing participant marketability for job attainment.

— Job Developers will develop lists of employers in the targeted industries focusing on creating and establishing innovative working relationships, particularly with those that have a special interest in hiring older workers. They will contact those identified, provide education on the advantages of hiring older workers and establish on—going communication that will generate valuable employment opportunities for qualified project participants.

— After placement into unsubsidized employment participant follow—up will occur on a regular basis to identify any supportive needs, offer referrals for those services and then follow up on those referrals to assist former participants in maintaining their new positions. Employers/supervisors will also be contacted on a regular basis to follow—up on the progress of participants and to encourage the hiring of others.

By identifying early any issues that arise, retention will be maintained and long term trust and commitment to the SCSEP program by employers will be developed.

The state SCSEP will monitor SPARQ every month to determine if negotiated golas are being met or exceeded. If goals are not being met, the SCSEP State LEad will contact the subgrantee to determine Technical Assistance needs and to request Corrective Action from the subgrantee.

C. LOCATION AND POPULATION SERVED, INCLUDING EQUITABLE DISTRIBUTION

States must:

1. DESCRIBE THE LOCALITIES AND POPULATIONS FOR WHICH PROJECTS OF THE TYPE AUTHORIZED BY TITLE V ARE MOST NEEDED. (20 CFR 641.325 (D))

Kansas State SCSEP is operated in seven counties in south central Kansas: Butler, Cowley, Harper, Harvey, Kingman, Sumner and Sedgwick. The local workforce development board (LWDB), Workforce Alliance of South Central Kansas, provides SCSEP services through its workforce centers, creating an excellent opportunity for SCSEP participants to access all available KANSASWORKS services.

The state SCSEP program operates, as described before, in a mostly urban area, the city of Wichita, the second highest populated city in Kansas. There are fifteen SCSEP positions located in rural areas surrounding Wichita where access to services are limited and lack of transportation makes it difficult for older workers to access services in Wichita. Whether within the city or in a surrounding rural area, SCSEP participants are indicative of the abject poverty experienced by a significant percentage of the overall population.

2. LIST THE CITIES AND COUNTIES WHERE THE SCSEP PROJECT WILL TAKE PLACE. INCLUDE THE NUMBER OF SCSEP AUTHORIZED POSITIONS AND INDICATE IF AND WHERE THE POSITIONS CHANGED FROM THE PRIOR YEAR.

Number of positions by County:

County Authorized Slots

Butler 7

Cowley 7

Harper 2

Harvey 5

Kingman 2

Sumner 5

Sedgwick 55

Kansas 83

3. DESCRIBE ANY CURRENT SLOT IMBALANCES AND PROPOSED STEPS TO CORRECT INEQUITIES TO ACHIEVE EQUITABLE DISTRIBUTION.

No slot imbalances have been identified.

4. EXPLAIN THE STATE'S LONG-TERM STRATEGY FOR ACHIEVING AN EQUITABLE DISTRIBUTION OF SCSEP POSITIONS WITHIN THE STATE THAT:

A. MOVES POSITIONS FROM OVER-SERVED TO UNDERSERVED LOCATIONS WITHIN THE STATE IN COMPLIANCE WITH 20 CFR 641.365.

Commerce serves a coordinating role to ensure equitable distribution of employment through Title V SCSEP with the national contractor and the local project director. Historically, equitable distribution has occurred cooperatively between the state and the national provider of SCSEP services.

The Kansas Department of Commerce has typically collaborated with the national grantee to implement a plan that addresses under-served and over-served counties in the state. The equitable distribution report of SCSEP positions by grantees in the state provides the information needed to assess the location of eligible population and the current distribution of people being served in Kansas.

For PY 2017 there are 397 total authorized slots in the Kansas, 83 being served by the Workforce Alliance in Wichita, the state sub-grantee. Until guidance is provided, the Kansas Equitable Distribution Report is not included in the WIOA Combined State Plan. Kansas will continue to use information provided by US DOL, as well as information provided by SPARQ data systems and local communities to meet the requirements of all known SCSEP equitable distribution regulations.

B. EQUITABLY SERVES BOTH RURAL AND URBAN AREAS.

The aging of our population is one of the most significant trends affecting the workforce today and in the future. In 2010, according to the US Census, Kansas had 690,455 residents age 55 and older, or 24.2 percent of the state's population. In 2016, US Census reported Kansas had 794,696 residents age 55 and older, or 27.4 percent of the state's population.

The 2010 U.S. Census data shows 338,792 individuals lived below the poverty level and 48,924, or 14.4 percent, were 55 years and older. Most individuals who have the greatest economic need are minority and those who demonstrate the greatest social risk live in urban areas in Kansas. However, 10.1 percent of Kansans are limited English proficient, according again to the 2010 US Census, and are more equally distributed among rural and urban areas, with less than 60 percent living in urban areas. This type statistical information provides the basis on which Kansas determines services are equitably divided between urban and rural areas. A review of 2016 U.S. Census data shows 373,162 individuals lived below the poverty level and 59,540, or 16 percent, were 55 years and older.

C. SERVES INDIVIDUALS AFFORDED PRIORITY FOR SERVICE UNDER 20 CFR 641.520. (20 CFR 641.302(A), 641.365, 641.520)

SCSEP staff use the most up-to-date data, booth from internal and external sources, SPARQ and other information to ensure eligible individuals receive priority of service designation and the service delivery order the designation provides.

5. PROVIDE THE RATIO OF ELIGIBLE INDIVIDUALS IN EACH SERVICE AREA TO THE TOTAL ELIGIBLE POPULATION IN THE STATE. (20 CFR 641.325(A))

COUNTY % OF POPULATION 55+ % OF POVERTY Butler 24.8 7.3 Cowley 20.1 15.0 Harper 35.1 12.2 Harvey 28.5 8.6 Kingman 39.3 10.4 Sumner 22.1 10.8 Sedgwick 21.8 13.9 KANSAS 24.2 12.4

6. PROVIDE THE RELATIVE DISTRIBUTION OF ELIGIBLE INDIVIDUALS WHO:

Provide the relative distribution of eligible individuals who:

A. RESIDE IN URBAN AND RURAL AREAS WITHIN THE STATE

The Kansas population of Kansas is 74% urban and 26% rural (2010 Census).

B. HAVE THE GREATEST ECONOMIC NEED

The 2010 U.S. Census data shows 338,792 individuals lived below the poverty level and 48,924, or 14.4 percent, were 55 years and older. A majority of individuals who have the greatest economic need are minority and those who demonstrate the greatest social risk live in urban areas in Kansas.

C. ARE MINORITIES

- 10.8% are Hispanic or Latino

- 1.2% are Native American

- 6.1% are Black or African American

- 2.5% are Asian 2.7% are two or more races

D. ARE LIMITED ENGLISH PROFICIENT.

10.1% of Kansans are limited English proficient, according again to the 2010 US Census, and are more equally distributed among rural and urban areas, with less than 60% living in urban areas.

E. HAVE THE GREATEST SOCIAL NEED. (20 CFR 641.325(B))

Needs caused by non-economic factors such as physical and mental disabilities, language barriers and cultural, social, or geographic isolation, including isolation brought about by racial or ethnic status are examples of "greatest social needs."

The following list includes those within the SCSEP-eligible population who are in these and other categories that could reasonably be said to correlate with the potential for greater social need:

- 62.3% have a disability (based on 55 or older in 2000 population)

- 40.5% have less education than a high school diploma or the equivalent (based on 55 and older population)

- 40.7% are in one-person households (based on 45 and older population)

- 2.43% have limited English proficiency (based on 45 and older population)

- 34.17% live in rural areas (based on 45 and older population)

- 35,274 grandparents serve as caregivers and 17,873 provide sole support of grandchildren (based on total population)

- 1.6% are at risk of being homeless (based on Survey of Homeless Services)

- 9.1% are Veterans (US Census 2000, ages 65 and over)

7. DESCRIBE THE STEPS TAKEN TO AVOID DISRUPTIONS TO SERVICE FOR PARTICIPANTS TO THE GREATEST EXTENT POSSIBLE, WHEN POSITIONS ARE REDISTRIBUTED, AS PROVIDED IN 20 CFR 641.365; WHEN NEW CENSUS OR OTHER RELIABLE DATA BECOMES AVAILABLE; OR WHEN THERE IS OVER-ENROLLMENT FOR ANY OTHER REASON. (20 CFR 641.325(I), 641.302(B))

The state's plan for assuring distribution of SCSEP participant slots are modified as population shifts or other factors create greater need in other geographic areas is developed by the Commerce Special Projects Coordinator who is responsible for notifying SCSEP grantees of any new census data indicating such a shift. In cases of such a shift or when there is over-enrollment for any other reason, the grantees will implement the most recent Equitable Distribution for SCSEP as prescribed and will resolve the issue of over-enrollment through attrition of participants, with particular focus on unsubsidized placement of program participants.

Small shifts identified through Census data will accommodated through attrition in the counties where a small number of slots are lost or by adding additional participants who are on waiting lists in counties where a minimal number of slots were added. When there is over-enrollment, grantees will transfer positions and encourage employment to make positions available for eligible individuals in the areas where there has been an increase in the eligible population.

SCSEP ASSURANCES

The State Plan must include assurances that where SCSEP is included in the Combined Workforce Plan, the State has established a written policy and procedure to obtain advice and recommendations on the State Plan from:

Representatives of the State and area agencies on aging; Yes

State and local boards under WIOA; Yes

Public and private nonprofit agencies and organizations providing employment services, including each grantee operating a SCSEP project within the State, except as provided under section 506(a)(3) of OAA and 20 CFR 641.320(b); Yes

Social service organizations providing services to older individuals; Yes

Grantees under Title III of OAA; Yes

Affected Communities; Yes

Unemployed older individuals; Yes

Community-based organizations serving older individuals; Yes

Business organizations; and Yes

Labor organizations. Yes

STATE COMMENTS ON SCSEP ASSURANCES

NA

APPENDIX 1. PERFORMANCE GOALS FOR THE CORE PROGRAMS

Each State submitting a Unified or Combined Plan is required to identify expected levels of performance for each of the primary indicators of performance for the two years covered by the plan. The State is required to reach agreement with the Secretary of Labor, in conjunction with the Secretary of Education on state adjusted levels of performance for the indicators for each of the two years of the plan. States will only have one year of data available under the performance accountability system in Section 116 of the WIOA; therefore, the Departments will continue to use the transition authority under WIOA sec. 503(a) to designate certain primary indicators of performance as "baseline" indicators in the first plan submission. A "baseline" indicator is one for which States will not propose an expected level of performance in the plan submission and will not come to agreement with the Departments on negotiated levels of performance. "Baseline" indicators will not be used in the end of the year performance calculations and will not be used to determine failure to achieve adjusted levels of performance for purposes of sanctions. The selection of primary indicators for the designation as a baseline indicator is made based on the likelihood of a state having adequate data on which to make a reasonable determination of an expected level of performance and such a designation will vary across core programs.

States are expected to collect and report on all indicators, including those that that have been designated as "baseline". The actual performance data reported by States for indicators designated as "baseline" in the first two years of the Unified or Combined Plan will serve as baseline data in future years.

Each core program must submit an expected level of performance for each indicator, except for those indicators that are listed as "baseline" indicators below.

For this Plan, the Departments will work with States during the negotiation process to establish the negotiated levels of performance for each of the primary indicators for the core programs.

Baseline Indicators for the First Two Years of the Plan

Title I programs (Adult, Dislocated Workers, and Youth):

- **Measurable Skill Gains**
- **Effectiveness in Serving Employers**

Title II programs (Adult Education):

- **Employment in the 2nd quarter**
- **Employment in the 4th quarter**
- **Median Earnings**
- **Credential Attainment**
- **Effectiveness in Serving Employers**

Title III programs (Wagner-Peyser):

- **Effectiveness in Serving Employers**

Title IV programs (Vocational Rehabilitation):

- **Employment in the 2nd quarter**
- **Employment in the 4th quarter**
- **Median Earnings**
- **Credential Attainment**
- **Measurable Skill Gains**
- **Effectiveness in Serving Employers**

States may identify additional indicators in the State plan, including additional approaches to measuring Effectiveness in Serving Employers, and may establish levels of performance for each of the State indicators. Please identify any such State indicators under Additional Indicators of Performance.

TABLE 1. EMPLOYMENT (SECOND QUARTER AFTER EXIT)

Program	PY 2018 Expected Level	PY 2018 Negotiated Level	PY 2019 Expected Level	PY 2019 Negotiated Level
Adults	82.80	78.70	82.80	78.70
Dislocated Workers	84.10	81.70	84.10	81.70
Youth	79.30	72.60	79.30	72.60
Adult Education	Baseline	Baseline	Baseline	Baseline
Wagner-Peyser	67.90	67.90	67.90	67.90
Vocational Rehabilitation	Baseline	Baseline	Baseline	Baseline

User remarks on Table 1

TABLE 2. EMPLOYMENT (FOURTH QUARTER AFTER EXIT)

Program	PY 2018 Expected Level	PY 2018 Negotiated Level	PY 2019 Expected Level	PY 2019 Negotiated Level
Adults	83.20	76.60	83.20	76.60
Dislocated Workers	86.60	80.20	86.60	80.20
Youth	74.80	67.40	74.80	67.40
Adult Education	Baseline	Baseline	Baseline	Baseline
Wagner-Peyser	68.20	68.20	68.20	68.20
Vocational Rehabilitation	Baseline	Baseline	Baseline	Baseline

User remarks on Table 2

TABLE 3. MEDIAN EARNINGS (SECOND QUARTER AFTER EXIT)

Program	PY 2018 Expected Level	PY 2018 Negotiated Level	PY 2019 Expected Level	PY 2019 Negotiated Level
Adults	7,089.00	6,225.00	7,089.00	6,225.00
Dislocated Workers	8,793.00	8,084.00	8,793.00	8,084.00

Program	PY 2018 Expected Level	PY 2018 Negotiated Level	PY 2019 Expected Level	PY 2019 Negotiated Level
Youth	Baseline	Baseline	Baseline	Baseline
Adult Education	Baseline	Baseline	Baseline	Baseline
Wagner-Peyser	4,701.00	4,701.00	4,701.00	4,701.00
Vocational Rehabilitation	Baseline	Baseline	Baseline	Baseline

User remarks on Table 3

Youth median earnings is N/A, but table will not allow "N/A" to be entered and keeps auto-popuating with "Baseline".

TABLE 4. CREDENTIAL ATTAINMENT RATE

Program	PY 2018 Expected Level	PY 2018 Negotiated Level	PY 2019 Expected Level	PY 2019 Negotiated Level
Adults	67.40	67.40	67.40	67.40
Dislocated Workers	71.20	69.00	71.20	69.00
Youth	73.50	63.30	73.50	63.30
Adult Education	Baseline	Baseline	Baseline	Baseline

Program	PY 2018 Expected Level	PY 2018 Negotiated Level	PY 2019 Expected Level	PY 2019 Negotiated Level
Wagner-Peyser	n/a	n/a	n/a	n/a
Vocational Rehabilitation	Baseline	Baseline	Baseline	Baseline

User remarks on Table 4

TABLE 5. MEASUREABLE SKILL GAINS

Program	PY 2018 Expected Level	PY 2018 Negotiated Level	PY 2019 Expected Level	PY 2019 Negotiated Level
Adults	Baseline	Baseline	Baseline	Baseline
Dislocated Workers	Baseline	Baseline	Baseline	Baseline
Youth	Baseline	Baseline	Baseline	Baseline
Adult Education	60.00	60.00	61.00	61.00
Wagner-Peyser	n/a	n/a	n/a	n/a
Vocational Rehabilitation	Baseline	Baseline	Baseline	Baseline

User remarks on Table 5

Youth measureable skill gains is N/A, but table will not allow "N/A" to be entered and keeps auto-popuating with "Baseline".

TABLE 6. EFFECTIVENESS IN SERVING EMPLOYERS

Measure	PY 2018 Expected Level	PY 2018 Negotiated Level	PY 2019 Expected Level	PY 2019 Negotiated Level
Line 1 (enter the measure information in the comments below)	Baseline	Baseline	Baseline	Baseline
Line 2	Baseline	Baseline	Baseline	Baseline
Line 3	Baseline	Baseline	Baseline	Baseline
Line 4	Baseline	Baseline	Baseline	Baseline
Line 5	Baseline	Baseline	Baseline	Baseline
Line 6	Baseline	Baseline	Baseline	Baseline

User remarks on Table 6

Line 1: Retention with same employer in 2nd and 4th quarter after exit; Basline

Line 2: Repeat business customer; Baseline

TABLE 7. ADDITIONAL INDICATORS OF PERFORMANCE

Measure	PY 2018 Expected Level	PY 2018 Negotiated Level	PY 2019 Expected Level	PY 2019 Negotiated Level

Measure	PY 2018 Expected Level	PY 2018 Negotiated Level	PY 2019 Expected Level	PY 2019 Negotiated Level

User remarks on Table 7

APPENDIX 2. OTHER STATE ATTACHMENTS (OPTIONAL)

Attachments have been submitted via email and can be found at

http://www.kansasworksstateboard.org/SiteCollectionDocuments/State%20Plans/Kansas%20Combined%20State%20Plan%20Submitted%203-3-16.pdf