



PY 2012 - 2016 Alaska Integrated Workforce Development Plan



ALASKA DEPARTMENT OF LABOR AND
WORKFORCE DEVELOPMENT
COMMISSIONER DIANNE BLUMER

STATE OF ALASKA
GOVERNOR SEAN PARNELL
SEPTEMBER 15, 2012

STATE CAPITOL
PO. Box 110001
Juneau, AK 99811-0001
907-465-3500
fax: 907-465-3532



550 West Seventh Avenue, Suite 1700
Anchorage, AK 99501
907-269-7450
fax 907-269-7461
www.Gov.Alaska.Gov
Governor@Alaska.Gov

Governor Sean Parnell
STATE OF ALASKA

September 17, 2012

The Honorable Jane Oates
Assistant Secretary
Employment and Training Administration
United States Department of Labor
200 Constitution Avenue, NW
Washington, DC 20210

Dear Madam Secretary,

Alaska's Five-Year Integrated Workforce Plan for Title 1 of the Workforce Investment Act of 1998 and the Wagner-Peyser Act for the period of September 16, 2012 through June 30, 2017 is hereby submitted.

The State Plan seeks to build upon a public and private partnership that has been molded by a mutually shared vision: **amplifying** Alaska's global competitiveness by connecting workforce skills and career and technical education learning strategies with economic expansion. **Alaska's WIA and W-P Plan** for PY 2012 through 2016 provides for alignment of the state's economic development by encouraging coordination with local economic development plans; seeks to maximize the effectiveness of service delivery through cross-program **alignment**; recognizes the dual services role the system provides for job-seekers and employers; and relies on evidence based practices to promote continuous improvement.

Serving Alaska's youth, veterans, and unemployed workers by promoting good jobs and increasing resident hire continues to be a priority. State agencies and partners will continue to work toward the common goal of helping Alaskans find steady, self-sustaining employment.

Please designate Ms. Dianne Blumer, the Commissioner of the Alaska Department of Labor and Workforce Development, as the authority to enter into a grant agreement and serve as the responsible fiscal agent.

Your favorable review and endorsement of **Alaska's** State Plan is appreciated. Please contact Commissioner Blumer at 907-465-2700 should you have any questions.

Sincerely,

A blue ink signature of Sean Parnell, written in a cursive style.

Sean Parnell
Governor

cc: The Honorable Dianne Blumer, Commissioner, **Alaska** Department of Labor and Workforce Development

Table of Contents

Section I: State Integrated Workforce Plan

Governor’s Vision	1
Economic and Workforce Information Analysis.....	2
State Strategies.....	4
Employment and Training Administration Policy Emphasis	8
Engaging Employers	10
Desired Outcomes.....	12

Section II: State Operational Plan

Alaska’s Public Workforce Investment System Structure and Programs.....	14
Operating Systems and Policies Supporting the State’s Strategies	20
WIA Adult and Dislocated Worker Programs	26
WIA Youth Program.....	27
Wagner-Peyser Agricultural Outreach Plan.....	33
Waivers.....	33

Section III: Assurances and Attachments

Required Policies and Procedures	35
Public Comment	38
Assurances	39

SECTION I: State Integrated Workforce Plan

Governor's Vision

Governor Sean Parnell is committed to creating a climate for investment and economic growth in Alaska. Economic development is a foundation for a strong workforce development system, providing all Alaskans with opportunities to participate.

This administration's workforce investment priorities are evident in its introduction of legislation that focuses on developing Alaska's businesses and future workforce, and building critical infrastructure. Current priorities are resource development, energy, public safety, education, transportation and infrastructure, and military and veteran support. These demonstrate a commitment to growth and opportunity for the state and Alaskans.

The Alaska Workforce Investment Board (AWIB) adopted a vision of "building connections that put Alaskans into good jobs" that reflects Governor Parnell's commitment to economic growth. This vision focuses on developing a workforce system that is useful, accessible, and understandable for all users and customers. Customers include businesses looking for qualified workers, unemployed Alaskans looking for jobs, and incumbent workers seeking to upgrade their skills in a changing work environment. They also include youth new to the workforce and eager to find opportunities in the labor market.

The framework for this vision is three fold. First is small business development that creates jobs for Alaskans. Second are major projects, such as infrastructure development and the construction of an Alaska gas pipeline, which provide the opportunity to develop skills, knowledge, and abilities to compete in a global market. Third is preparing Alaskans for legacy careers in the emerging industrial support sector that plan, operate, and maintain infrastructure supporting the major resource and energy ventures. Alaska has the flexibility to refocus resources to train and employ Alaskans as needs change.

Alignment of economic development, education, and workforce development is critical to the state's efforts to train and retain its emerging workforce and those transitioning to Alaska's natural resource based development and other growing industries.

Governor Parnell understands that economic development and workforce development are interrelated: "Jobs for Alaskans require positioning our economy for growth with a solid investment climate." The state is investing in its workforce to attract businesses that will contribute to Alaska's economic prosperity. From the Alaska Performance Scholarship to the State Training and Employment Program, the state's investments will replace an aging workforce and develop a globally competitive and skilled workforce that will support Alaska's growing, emerging, and resource development industries.

Economic and Workforce Information Analysis

An assessment of the workforce skills and knowledge individuals need to find current and future employment in the state, particularly the skills and knowledge employers deem necessary for economic growth in Alaska

The Alaska Department of Labor and Workforce Development's current long-term occupational forecast (2008-2018) shows 47 percent of the total openings will require short-term on-the-job training. Another 24 percent will require moderate-term or long-term on-the-job training. Sixteen percent of the openings will require at least a bachelor's degree, 9 percent will require an associate degree or vocational certificate, and 4 percent will require experience in a related occupation.

<http://labor.alaska.gov/trends/sep10.pdf>

Alaska has access to two unique data sets on skills and knowledge identified by employers as necessary for economic growth in the state. The first provides the occupation of every Alaska worker covered by unemployment insurance (other states must rely on surveys for this type of data). The second comes from applications for the Alaska Permanent Fund Dividend, a long-standing program in Alaska through which a portion of the earnings from oil-tax investment funds is distributed to residents. These applications, combined with the detailed occupational information for each worker, allow analysts to determine the residency status of the state's workers.

That information spotlights occupations for which employers have difficulty finding residents with the necessary skills, training, or education. There are several other reasons employers hire nonresidents, but the lack of qualified local workers is one of the most frequently cited. One of the most obvious paths to economic growth in Alaska is to train residents to meet employers' demands, because those workers would purchase goods and services in the state.

The department publishes an annual report on the residency status of Alaska workers that includes occupations with the highest numbers of nonresident workers and high-paid occupations with a large number of nonresident workers:

<http://labor.alaska.gov/research/reshire/NONRES.pdf>

"Construction laborer" has the highest-paid nonresident wages. Nearly 20 percent in this position were not Alaska residents and had average annual earnings of \$39,200.

Other notable occupations with relatively high wages and a significant number of nonresident workers include registered nurses (16 percent nonresidents and average quarterly earnings of \$15,400); electricians (26 percent nonresidents and average quarterly earnings of \$18,700); and plumbers, pipefitters, and steamfitters (24 percent nonresidents and average quarterly earnings of \$17,200).

A description of the characteristics and employment needs of the state's population and diverse subpopulations including racial, ethnic, and linguistic groups; older people; and those with disabilities

The median age of Alaska's population is approximately 34, younger than every other state except Utah and Texas. The state's population is younger than the nation's for several reasons: a slightly higher birth rate, consistent net migration gains from people in their 20s and 30s, and a smaller-than-average group of retirees and seniors.

Alaska's rural areas tend to have high unemployment rates and limited access to employment opportunities. Rural coastal Alaska depends heavily on fishing both for subsistence and commercial opportunities. Many of the rural interior parts of the state are also struggling economically. The Wade Hampton Census Area, for example, had an average monthly unemployment rate of 20.4 percent in 2011, in contrast to 7.6 percent for the state as a whole.

<http://live.laborstats.alaska.gov/labforce/>

Alaska Natives, who make up large percentages of much of rural Alaska and 17 percent of the state's total population, have noticeably greater unemployment rates than average (over 25 percent for Alaska Natives). Other populations with greater-than-average unemployment rates include youth from 16 to 19 and, to a lesser extent, those from 20 to 34.

Alaska's senior population (those 65 and over) tends to have lower-than-average unemployment rates, but the numbers have risen during the recent economic recession.

Although data at the state level are limited, Alaska's disabled workers would likely reflect national patterns (18 percent of those with a disability were employed nationally in 2011 compared to 64 percent of the population without a disability).

Based on the assessments above, an analysis of the skill and education gaps for all Alaskans, particularly those targeted by the programs included in the Integrated Workforce Plan

Alaska's highly seasonal, resource-based economy generates significantly more jobs during peak summer months in many parts of the state than there are available Alaskans to fill them. On the other hand, when the construction, fishing, and tourism seasons scale back during the winter many residents struggle to find employment. In that sense, the state has certain advantages in training its residents because there are lulls in the annual cycles that can be profitably spent obtaining new skills and training.

Alaska's ongoing public investment in construction, infrastructure, and resource development projects will require skilled individuals who can fill a variety of positions in construction, maintenance, and operation of public infrastructure resources and networks. Programs such as registered apprenticeship and on-the-job training offer employers an incentive to hire residents rather than employ a workforce from the rest of the United States.

Just as rural residents find access to training difficult, nontraditional workers such as women and minorities also find barriers to construction opportunities. Registered apprenticeship programs and on-the-job training give employers incentives to consider the nontraditional worker.

For veterans, the difficulty is translating war time and peacekeeping skills to the everyday working world. Creating incentives for employers to hire veterans can overcome the perception that veterans' skills are not useful in the workforce. Programs such as the state-funded Helmets to Hardhats offer incentives and provide support to veterans as they transition from service. ESD staff provides head-of-the-line privileges to veterans and eligible spouses in all job centers statewide. This "Priority of Service" means that veterans and their spouses are given priority over non-covered persons in the receipt of employment, training, and placement services. Additionally, five ESD veteran representatives work collaboratively with numerous partners throughout the state to identify, evaluate, and assist covered persons with all of their employment needs. The veteran representatives in conjunction with job center business connection teams also educate employers about the various hiring incentives and the numerous qualities veterans possess that make them great employees.

An analysis of the challenges to the state's population attaining the education, skills, and training needed for employment

Alaska's size and geographically diverse population make access to education and training a unique challenge. The state's largest cities are connected by road, but a large part of the state is accessible only by air or water, and travel is expensive and time-consuming. There is often the additional challenge of cultural differences for people coming from villages to urban areas.

Those challenges create a special need for distance-delivery of training and services and in some cases, funds to cover travel and housing when training can only be delivered in person.

Along with addressing the geographic barriers, the state is working to overcome institutional and organizational obstacles. [The Alaska Career and Technical Education](#) Plan is a blueprint to guide educators and training providers toward better opportunities for job seekers and students.

Alignment of training with employment demands at the secondary level will prepare students for postsecondary training in Alaska's high-wage occupations. Creating awareness within educational institutions provides an opportunity for teachers to connect lessons to actual demands of the work place.

Aligning traditional postsecondary training with applied and on-the-job learning accelerates the time job seekers spend becoming proficient. Models such as registered apprenticeship are critical to overcoming these barriers.

Ultimately, business and industry must value local workforce development over a transient workforce. If Alaska is to effect change in the labor force, then the training provided must result in a potential worker that is equal to or better than an imported worker in terms of cost to the company

and quality of workmanship. Alaska's greatest challenge in preparing its workforce is designing a world-class training and development system that is responsive to business and industry and produces a prepared workforce.

State Strategies

The AWIB oversees the workforce system, identifies priority industries and occupations, and recommends investments of public training funds. Priority industries include health care, construction, information technology, education, natural resource development, transportation, hospitality and tourism, and seafood harvesting and processing.

Because Alaska is heavily dependent on the oil and gas industry, other economic development catalysts must be created before demand for Alaska workers expands. Alaska workers must align their skill sets with those demanded by the few emerging and growing industries such as healthcare, mining, and renewable energy to hire more Alaskans.

The state workforce system uses broad guidance from the AWIB to develop and implement industry-specific workforce plans. AWIB resolutions provide guidance on specific industries to address economic variables and methods for prioritizing labor market data.

The first plan for which the AWIB provided direction was the state's Construction Industry Workforce Development Plan. From this plan the board and system learned about the connectivity of workforce development strategies.

Alaska's Oil and Gas Training Plan is the first plan that incorporates four key strategies for meeting industry needs:

- Increase awareness of and access to career opportunities in natural resource development.
- Develop a comprehensive, integrated career and technical education system for Alaska that aligns training institutions and coordinates program delivery.
- Increase opportunities for registered apprenticeship in skilled occupations and expand other structured training opportunities.
- Increase opportunities for development of appropriate training programs for operations, technical and management workers.

The AWIB's most recent strategic approach is working with the health care industry. By applying similar principles from the state's oil and gas training plan, the health care industry is expanding its labor force in a time of economic decline. Potential strategies include greater access to employer-based training and an emphasis on applied health care occupations.

The state is also using its successes and priorities with the oil and gas industry to help develop the renewable energy and energy efficiency subsector. Connecting training standards to industry expectations means that process, technology, and methodology share equal importance. The strategies and priorities the workforce investment system uses are based on the successful experiences with the oil and gas industry.

Cross-Program Strategies

One of the department's objectives is to maintain a fully integrated system that ensures availability of workforce services to all customers, with renewed focus on veterans, military spouses, low income individuals, individuals and youth with disabilities, out-of-school youth, and older workers.

To make the Alaska One-Stop Job Center system more efficient, the department identifies high-skill/high-wage/high-demand occupations, and develops job training strategies to meet the needs of Alaska's businesses.

The department supports integration of services through a single delivery system for both businesses and individuals. This efficient use of resources includes integrating all Workforce Investment Act (WIA) programs, Wagner-Peyser, Unemployment Insurance, veterans' programs, the Senior Community Service and Employment Program, the Trade Adjustment Assistance program, and the Work Services program (employment elements in the Temporary Assistance for Needy Families program). The department's vision for the one-stop job centers is to field all job seeker needs, including case management, support services, referral to target programs, and educational resources.

The Division of Business Partnerships (DBP) program staff provides cross-agency presentations and training to education, human services, justice, and Office of Children's Services agencies. Interactions among DBP, the Governor's Council on Disabilities and Special Education, the Alaska Business Education Compact, and others better serves Alaska youth who are most in need and have significant barriers to employment.

DBP offers annual training sessions for grantees and sub-recipients from many entities, such as career and technical education providers and counselors, job center employment service specialists, and registered apprenticeship program operators. Training sessions strengthen links among service providers and maximize sharing of information, providing better service to WIA participants. The state further strengthens its workforce system through incentive and performance grants for regional cooperation, coordination of activities under the WIA and exemplary performance results by a WIA Adult, Dislocated Worker, and Youth program grant recipients, or a local job center. A policy that defines the allocation formula and award process is Alaska's WIA Statewide Incentive Grants for Regional Cooperation, Local Coordination, and Exemplary Performance Results Policy #805 online at:

<http://www.labor.state.ak.us/bp/forms/policy805.pdf>

The DBP uses tools developed by the U.S. Department of Labor, Employment and Training Administration, and offers monthly teleconference training sessions with grantees and job center counselors. The division also provides training and technical assistance to youth service providers to develop ways to maximize access to resources from a variety of other youth services-oriented agencies. The Alaska Department of Labor and Workforce Development developed additional resources, such as [Hot Jobs in Alaska](#) publications for teens, which provide information on high-growth careers in Alaska.

Partnerships

The department works with other state agencies, the University of Alaska, Alaska Native corporations, private-sector employers, trade associations and Joint Apprenticeship Training Centers (JATCs) to develop high-wage, high-demand training plans that make the most of existing registered apprenticeship and other training models.

Industry representatives are helping drive decisions and design of workforce solutions. An example of successful public-private partnerships is the training of apprentices and skilled workers for pipeline construction and maintenance on Alaska's North Slope. The training partnership includes contractors, labor organizations, JATCs and the State Training Employment Program, providing an opportunity to approximately 100 workers from across the state to attend a two-week intensive pipeline construction upgrade course.

Another example of a successful partnership is the relationship between Alaska Native nonprofits, for-profits and the workforce investment system. Registered apprenticeship gives Alaska Native nonprofits a training strategy that aligns with their for-profit counterparts, supported through the state workforce investment system. The result is more Alaska Natives working on Native-owned projects and earning industry-recognized portable credentials.

The workforce and education systems work closely to expand the supply of skilled workers for Alaska's high-growth industries. Through partnership with the Alaska Department of Labor and Workforce Development, University of Alaska and the Alaska Department of Education and Early Development, the AWIB developed the Alaska Career and Technical Education Plan to align education programs with Alaska's in-demand industries and occupations. Alaska continues to support the use of work-based and applied learning to cultivate student awareness of, and interest in high demand industries. The state will continue to reinforce registered apprenticeship and industry-led career and technical education.

Leveraging Resources

Alaska leverages resources as a strategy to increase and sustain economic growth. This practice fosters enhanced partnerships between federal, state, local, and private resources in innovative ways, relying on three different levels of leveraged resources.

First, cash contributions are state, local, and private resources that are allocated in direct support of a WIA project. A state general fund appropriation is an example of a cash contribution. Second, in-kind contributions are federal, state, local, and private resources that support the efforts of a project under the WIA, but are not easily cost allocated. Third, Alaska also applies WIA resources as potential leveraged funds that are consistent with the economic and workforce development goals of the state, preparing Alaska workers for employment in high-wage, high demand occupations. The Alaska Legislature funded the Alaska Youth First Initiative with state general funds. This program provides capacity building resources to Alaska's youth. Alaska Youth First grants support competitive training and career awareness programs that are industry-focused, demand-driven components of Alaska's training system.

At the community-based participant level, job center partners conduct joint planning and case management to maximize resources, providing individuals with comprehensive services. As an example, partners at the Bethel Job Center are conducting comprehensive joint case management through a distance delivery approach. Services for participants in Bethel are shared among partner agencies including Native non-profit organizations and the Association of Village Council Presidents. By working together for the common benefit of participants each partner agency is able to reach more participants and ensure comprehensive services.

Policy Alignment

The state and the AWIB continually focus on aligning, simplifying, and streamlining the workforce investment system. In 2003, as part of the state's effort to rein in costs and reduce the bureaucracy in the workforce investment system, Alaska dissolved the oversight of local areas for a single regional planning board, which aligned several policy issues:

- A single one-stop operator oversees and administers the state's job centers, which provides consistent application of policy and the flexibility to meet unique local and regional workforce needs. The single operator system prevents duplication of effort and helps partner organizations deliver services more effectively.
- Several standardized Web-based applications provide statewide services. These include the Alaska Labor Exchange system (ALEXsys), the Electronic Grants Management system (EGrAMS), and the online Individualized Case Management System (ICM). Each system provides a consistent approach to data collection and publishing of reports.
- Universal access at all one-stop job centers is consistent.
- An industry-demand-driven approach and economic data for targeted populations ensure resources are allocated to support high-demand occupations.

Employment and Training Administration Policy Emphasis

Alignment with State and Regional Economic Development

As a developing state with significant infrastructure demands, Alaska's workforce development system alignment priorities include:

- Developing the state's natural resources
- Increasing the use of renewable energy resources to 50 percent by 2020
- Constructing, operating, and maintaining a gas line
- Aligning the state's education and postsecondary education systems to prepare Alaskans for in-demand occupations
- Mitigating the state's dependence on federal funding

Multiple plans and partnerships are in place to support these priorities, including the Alaska Oil and Gas Training Plan, Alaska State Energy Sector Partnership, Alaska Career and Technical Education Plan, and Alaska Health Workforce Development Plan.

Cross-Program Alignment

In 2003, the state aligned service delivery and reduced administrative redundancy by consolidating the workforce investment system under a single regional planning area. This eliminated the expense of supporting two local boards and ensured that statewide service delivery models are consistent. An additional benefit is funding stream coordination. The Workforce Investment Act identifies more than 15 unique funding streams. In Alaska, the department coordinates and administers seven of those funding streams, which ensures effective planning, alignment, and integration.

Dual Customer Focus

Alaska's primary focus in responding to employers and job seekers is to maximize the benefits of workforce development, offering services and training to job seekers that lead to employment. Programs such as registered apprenticeship and on-the-job training are exemplary examples of this dual focus. The most effective are programs that result in portable, industry-recognized credentials. Providers on the Eligible Training Providers list must be endorsed and recognized by national bodies or licensing agencies.

Evidence Based Practices

The public workforce system tracks participant data to report training completion, entered employment, job retention, and earnings change. While these measures are critical, they do not adequately address system alignment, program efficiency, or effectiveness. Therefore, the state proposes several new metrics and outputs to track system changes in two ways: the cost per individual relative to the total expense, and the cost per individual relative to direct expenditures. To assess the impact on individuals, the state will establish a benchmark and target for investment in individuals using newly developed data collection tools.

The number of individuals on a case managers' caseload is also an important measure of system efficiency. The state plans to set caseload standards including a system of weighting that will help establish case load sizes. The caseload of a case manager working with individuals who have more than three significant barriers to employment will have a weighting factor. This will encourage case managers to recruit those with significant barriers yet remain focused on priority occupations.

The state will measure the total number trained in response to established targets. Based on selected priority occupations, the state will establish target numbers for individuals trained and manage costs by discontinuing further training once target enrollment is met. The goal is to measure the outcome of entered employment in an occupation related to training compared to system's recruitment and training efforts.

The state's recent investment in a comprehensive workforce investment data system will make data collection and analysis easier. The system is based on a Microsoft XRM platform, and is configured to streamline data collection, allowing for timely analysis and for gauging progress.

State strategies and policies are aligned with economic development opportunities, focused on in-demand occupations, and aligned with the national policies of the U.S. Department of Labor,

Employment and Training Administration. With an additional focus on efficiency and effectiveness, the state expects continued high performance in accordance with national standards.

Engaging Employers

A proactive relationship between the Alaska Department of Labor and Workforce Development and business and industry is critical to Alaska's workforce investment system. The department continuously looks for ways to develop constructive working relationships, which create partnerships with the business community to understand and respond to workforce needs and provide services that meet those needs.

Employer service representatives understand local labor market trends and match employers with skilled job seekers. These representatives work with employers to coordinate recruitments, plan job fairs, post job orders, provide applicant pre-screening and referrals, develop jobs, provide space for job recruitments, and offer employment and training service plans to meet employers' needs. Using a mass e-mail distribution list of employers and other interested parties, employer services staff send e-mails daily on new job postings, recruitments at the job centers, and upcoming job fairs.

Employer services and programs available through job centers include:

- The new "Veterans Opportunity to Work (VOW) to Hire Heroes Act," which allows employers to receive a tax credit for hiring unemployed veterans
- Apprenticeship specialists in the job centers, who increase employer involvement in registered apprenticeship by providing a way to find new talent
- On-the-job training (OJT), which offers employers the opportunity to hire and custom train employees as well as partial employee wage reimbursement
- Rapid Response services, including employee protection and layoff aversion strategies, which are provided to companies with layoffs and closures
- Seafood recruitment, orientation, and interviews provided at the job center
- Fidelity bonding, which encourages employers to hire workers who may pose a financial risk to the employer by offering free bonding insurance
- The Work Opportunity Tax Credit program, which provides employers with a tax credit for hiring individuals in specific target groups

The department sponsors an annual hiring event at the Anchorage Youth Job Center to help address the youth unemployment rate, which is approximately 15 percent. More than 30 construction industry employers participate. Most of the youth are interviewed and offered jobs at the end of the event.

Alaska recognizes the gaps between job seekers' education, training, and skills and those that Alaska employers request or require. ACT WorkKeys help fill those gaps. WorkKeys assessments help individuals obtain the National Career Readiness Certificate (NCRC), a portable credential that certifies individuals have essential, verifiable workplace skills. The foundational skills certified by the NCRC are recognized by thousands of employers nationwide as essential for workplace success and career advancement.

The department provides ACT WorkKeys job profiling, which enables employers to reduce employee turnover and training costs. A critical part of the service is identifying the gaps between job seekers' skills and what Alaska employers need. Job center staff then works with job seekers to get the training most likely to result in rapid reemployment. Staff may consider state or federal funds for training, including WIA, TAA, and STEP.

The department continuously fosters relationships with mining industry employers and works closely with other industry contacts including the University of Alaska Southeast mining training program to fill positions with Alaskans. One example of promoting resident hire is yearly miner underground training and incumbent worker training, including haul truck simulator training in southeast Alaska. The goal is to provide Juneau-area mines such as Hecla Greens Creek and Coeur Alaska Kensington with qualified, trained Alaskans.

Desired Outcomes

Desired Outcomes	Definitions	PY 2011 Target	PY 2012 Proposed
Adult			
Entered Employment Rate	Percentage of participants not employed at program entry who are employed soon after leaving the program.	74.5%	74.5%
Employment Retention Rate	Percentage of participants who had a job soon after leaving the program and remained employed many months later.	85%	85% ²
Average Six Months Earnings	Earning of participants who are in jobs after leaving the program.	\$ 16,250	\$ 16,250
Dislocated Worker			
Entered Employment Rate	Percentage of participants not employed at program entry who are employed soon after leaving the program.	81%	81%
Employment Retention Rate	Percentage of participants who had a job soon after leaving the program and remained employed many months later.	88.5%	88.5%
Average Six Months Earnings	Earning of participants who are in jobs after leaving the program.	\$20,200	\$ 20,200
Youth			
Placement in Employment or Education	Percentage of participants who are in employment, the military, post-secondary education, and/or advanced training/occupational training soon after exit.	53%	53%
Attainment of Degree or Certificate	Percentage of participants who are in education who attained a diploma, GED, or certificate several months after exit.	62%	62%
Literacy and Numeracy Gain	Number of participants who increase one or more educational functioning level within one year of the date of participation.	33%	33%
Wagner-Peyser			
Entered Employment Rate	Percentage of customers employed soon after exit.	55%	55%
Employment Retention Rate	Percentage of customers employed several months after exit.	74%	74%
Average Earnings	Post-program earnings.	\$ 12,000	\$ 16,000

The desired outcomes in the table above reflect Alaska’s economic circumstances, the expected national averages for performance standards, available data from the past two-and-a-half years, and a need to increase efficiency and effectiveness in the workforce investment system. History is used to set the baseline for the upcoming years, and measures are adjusted as necessary to account for changes in definitions. Recent funding trends drive the focus toward efficiency and effectiveness measures to maintain performance, and in one area, to increase outcomes under the Wagner-Peyser program.

To address the decline in funding of WIA programs, the workforce system must align services with those most in need and those who can be served through efficient and effective strategies. Efficient strategies support the timely delivery of services through a process that is aligned with the priorities

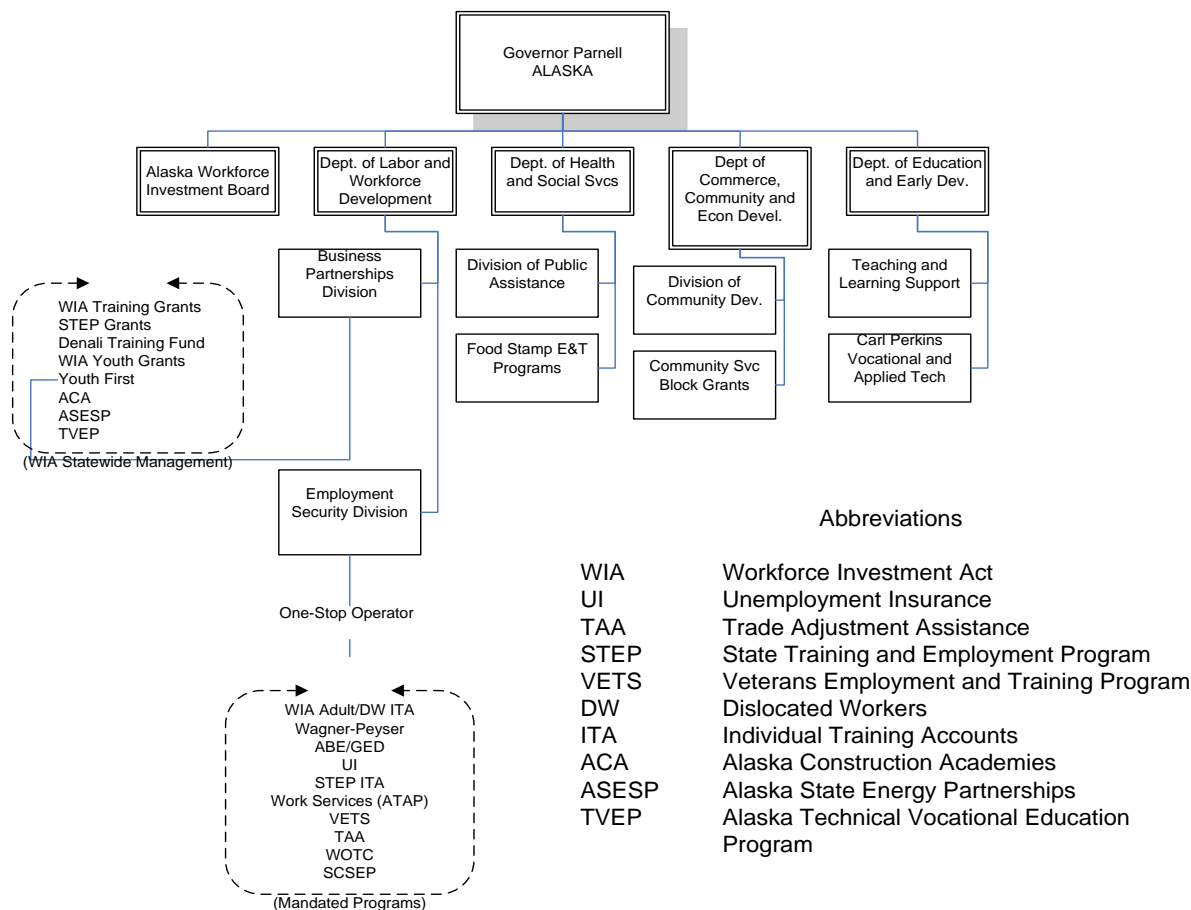
of the workforce investment board. Effective strategies ensure job seekers and employers receive services based on their circumstances. As a result of this shift, the number of total individuals served is likely to decline over the next five years. However, the outcomes for those receiving assistance will be of the highest quality and support the outcomes identified above.

The economic downturn and higher-than-usual unemployment rate have impacted Alaska's Wagner-Peyser Entered Employment Rate. Over approximately the last two years, there has been an increase of participants exiting Alaska Labor Exchange system (ALEXsys), with substantially fewer jobs posted.

Alaska's dynamic labor market variables compel the state to take an innovative approach to sustainable workforce development. The above recommended performance measures for Alaska in PY2012 demonstrate a commitment to continuous improvement of the workforce investment system while recognizing the realities of the state.

SECTION II: State Operational Plan

Alaska's Public Workforce Investment System Structure and Programs



The Alaska Workforce Investment Board (AWIB), which is responsible for advising the governor on statewide workforce investment matters, collaborates with the department to ensure that workforce investment vision and priorities are implemented.

The Employment Security Division (ESD) is the state's service delivery agency for WIA Adult and Dislocated Worker programs statewide, WIA Youth in the Fairbanks area and other state job training programs, ensuring program services are delivered in accordance with federal and state directives and guidance. ESD administers the state's Wagner-Peyser Employment Service and is designated the statewide one-stop operator, managing the job centers throughout the state.

The Division of Business Partnerships (DBP), the state workforce agency, ensures that Workforce Investment Act funding and other federal and state job training programs are aligned, administered, and delivered in accordance with federal and state directives and guidance.

How Agencies Interrelate

The workforce system includes the private sector, other state agencies, and vendors contracted for training programs. The Division of Business Partnerships (DBP) manages partnership agreements by investing federal funds with training providers, employers, the Division of Vocational Rehabilitation (DVR), the one-stop operator, Employment Security Division (ESD), and the department's Research and Analysis Section. The DBP maintains a management information system for participant case management and training program performance reporting. These data are provided to the Alaska Workforce Investment Board (AWIB) to evaluate and report program performance and provide recommendations to the governor.

The AWIB, by statute, provides oversight for planning and coordinating employment-related and education training programs operated by the state or under contract with the state. The board, through its committee structure, is responsible for oversight and evaluation of an efficient, effective and integrated workforce development system.

A Memorandum of Understanding is in effect between the board and one-stop partner agencies. The Alaska one-stop system has a policy that allows customers to access all services related to employment. The DVR and the Department of Health and Social Services (DHSS) Division of Public Assistance (DPA) are collocated with ESD in several of the state's one-stop job centers. Alaska has progressed from mere collocation toward true integration of one-stop services. This includes alignment of functional resources, job center redesign, improved cross training, and the inclusion of additional community partners and employers who use vital employment and training-related services through the Alaska Job Center Network (AJCN).

Alaska Lieutenant Governor Mead Treadwell and cabinet-level leadership of each state department associated with the public workforce system are voting members on the AWIB. The current roster, by-laws, and archived meeting minutes for the AWIB and all its committees are on the board's Web site <http://www.labor.state.ak.us/awib/home.htm>.

Organization and Structure

The AWIB was organized based on the Alternative Entity designation available in WIA. The workforce investment board was established prior to December 31, 1997, and as such is eligible for this designation. The governor appoints members from a broad spectrum of community and business leaders. The board receives administrative support from the Alaska Department of Labor and Workforce Development. The board elects a chair and vice chair from among its representatives of business and industry. The AWIB has established an executive committee and the following chairs of permanent standing committees: Assessment and Evaluation, Policy and Planning, Employment and Placement, Workforce Readiness, the Youth Council and Legislative Committee.

The chairs of the permanent standing committees must be from the private sector and are appointed by the board's chair. The executive committee consists of the board chair, vice-chair, and immediate past chair, along with the chairs of the permanent standing committees. The executive committee assumes the duties of and exercises the powers of the board between regular business meetings.

In accordance with its bylaws, the AWIB has a legislative committee and a statewide Youth Council, and it may form additional standing committees, special committees, or ad hoc committees to advise and assist the board in carrying out its functions.

Entities Represented

The AWIB is the state's Workforce Investment Board. The AWIB consists of the following voting members, not to exceed 26:

- The lieutenant governor
- The commissioners of the Alaska Departments of Commerce, Community, and Economic Development; Education and Early Development; Health and Social Services; and Labor and Workforce Development
- One representative from the University of Alaska
- Four additional education representatives: one each from local public education, secondary vocational education, a postsecondary vocational education institution, and adult basic education
- Four representatives from business and industry
- Four representatives from organized labor
- At least one representative from an organization representing employment and training needs of Alaska Natives
- At least one representative from a community-based service organization
- At least one representative who has personal or professional experience with developmental disabilities
- At least one and up to five additional members from the private sector to ensure a private-sector majority with regional and local representation

The governor may appoint one person to fill two or more of the positions listed above. Additional nonvoting members may be appointed to the board from government or nongovernment entities. Voting members may appoint a designee who must be approved by the governor to serve in their place.

The AWIB has a private-sector majority, and the chair and vice-chair are elected from the representatives from business and industry. The state department commissioners represent the majority of mandatory and nonmandatory partners identified in the WIA. All of these individuals create an open path for partners to communicate with the board. In addition, the AWIB provides regular opportunities for communication with all mandatory partners not represented on the board.

Board Member Selection Process

AWIB members other than the state officials are appointed by the governor and serve at the governor's pleasure. They serve staggered four-year terms and may serve until a successor is appointed. The governor ensures that individuals appointed to the board have sufficient expertise to effectively carry out their duties. Such expertise includes knowledge of the long-term needs of individuals preparing to enter the workforce; the needs of local, state, and regional labor markets; and the methods for evaluating the effectiveness of vocational training programs in serving diverse

populations. Additionally, the governor selects the organized labor representatives from lists of nominees submitted by recognized state labor organizations.

The constituencies represented on the board are all stakeholders in the governor's vision for Alaska's workforce development system. The board's membership provides a crucial linkage among vocational education, apprenticeship programs, and business and industry to combine economic, educational, and workforce development interests. The board membership brings together cabinet-level leadership from the state agencies responsible for grants management, public education, and one-stop operations with diverse representation from the private sector. Government officials on the board are the embodiment of distinct components of the governor's vision for economic and workforce development that support safe communities. This structure enables the board's private sector leadership to work collaboratively with government decision-makers.

Board Functions

In its role as the governor's workforce advisory board, the AWIB has the responsibility to evaluate and recommend policy to implement the Workforce Investment Act. The board's duties under the act are to assist the governor to:

- Develop and continuously improve a WIA service delivery and one-stop system
- Develop and improve linkages to ensure coordination and nonduplication of services
- Coordinate the measures taken pursuant to the Carl Perkins Act
- Develop allocation formulas for the distribution of WIA program funds
- Develop and continuously improve levels of performance for the WIA performance measures
- Prepare an annual report to the Secretary of the U. S. Department of Labor and the Alaska State Legislature
- Develop a statewide employment statistics system as required in the Wagner-Peyser Act
- Develop an application for an incentive grant as required in Section 503 of the WIA

Alaska Statute 23.15.580(b) establishes the following responsibilities of the AWIB:

- Deliver to the governor and the Legislature a biennial plan to accomplish the goals developed to meet human resource investment needs
- Include quantifiable goals that will empower Alaskans to gain independence from public assistance and move up the socioeconomic ladder
- Designate the duties and responsibilities of state agencies to implement the federal act, and to capitalize on experience developed by workforce partners
- Participate in the development of a coordinated statewide system of activities and services that includes both mandatory and optional partners of the one-stop delivery system
- Provide for the development, accountability, and continuous improvement of comprehensive workforce performance measures to assess the effectiveness of the workforce investment activities in the state
- Report annually to the governor and legislature on the performance and evaluation of training programs in the state

In carrying out its duties, the AWIB adheres to the principles of local flexibility and maximum

stakeholder participation. Industry consortia and regional councils serve the AWIB in an advisory capacity, both advocating for the industries and communities they represent and conveying the workforce investment needs of their groups as a whole. The AWIB role includes advancing the governor's vision as well as responsibilities under the WIA and those authorized by state law. The AWIB serves as an ambassador for the system to the public, provides outreach to employers for their involvement, and acts as a catalyst for continued improvement of the workforce investment system.

The AWIB helps the governor develop plans for workforce investment, advises the governor and legislature on ways to develop and continuously improve the statewide workforce system, provides guidance for the statewide labor market information system, monitors and evaluates the statewide service delivery system, and reports to the U.S. Secretary of Labor, governor, and state legislature.

Access to Board Information

All regular business meetings of the AWIB are open to the public. All stakeholders, as well as the public, are notified of additional significant matters (such as this plan) in addition to the regular business meetings. Public comment is welcome in person, by teleconference, or by Internet submission. The AWIB is conscious of accessibility and selects its venues accordingly. It is the state's practice that all official Web pages provide varied levels of accessibility per Section 508 of the Rehabilitation Act as amended, 1973. The current AWIB roster, bylaws, and archived meeting minutes for the board and all its committees are available on the board's web site (<http://www.labor.state.ak.us/awib/home.htm>).

Conflict of Interest

The Alaska conflict of interest law (AS 39.50) applies to all members of state-appointed boards and commissions. AS 39.52.110.220 details the legislative intent that representatives maintain their right to personal and financial interests. Board members are expected to conduct themselves in an ethical manner. Examples of inappropriate actions include, but are not limited to:

- Using an official position for personal gain and intentionally granting unwarranted benefits to any person
- Seeking other employment or contracts through the use of official position
- Accepting compensation for the performance of official duties from a person other than the state
- Using state property or facilities to benefit personal interests
- Taking or withholding official action to affect a matter in which the board member has a personal interest
- Authorizing the use of state funds, facilities, equipment, services, or another government resources for partisan political purposes
- Accepting gifts, in any form, that are a benefit to personal or financial interests, under circumstances in which it could reasonably be inferred that the gift is intended to influence the performance of official actions

- Having a personal or financial interest in a state grant, contract, lease, or loan if the board member may take or withhold official action that affects the award, execution, or administration of the state grant, contract, lease, or loan

If a board member is involved in a matter that may result in a conflict of interest or violation of the Ethics Act, AS 39.52.220 will provide directions for declaration of the potential violation and remedy by the board.

Resources to Function

Alaska Statute 23.15.585 specifies that the governor appoints an executive director for the AWIB and the Alaska Department of Labor and Workforce Development that provides Alaska Modified Strategic State Plan professional, technical, and administrative staff to assist the board in carrying out its duties and responsibilities as described above. The AWIB budget is funded from programs for which the board is the lead state oversight entity for planning, evaluation, and coordinating under state statute (AS 23.15.575). The AWIB staff is responsible for its own budget and spending plan as a commissioner-level entity within the department.

Structure/Process to Collaborate and Communicate

The Alaska Job Center Network relies on a single point of contact model to ensure collaboration. As an example, the registered apprenticeship specialist creates awareness and provides the linkage between the job seeker/apprentice and the employer/sponsor, and fosters these relationships using the resources of the public workforce system. Additionally, improvements in the state's online labor exchange system, ALEXsys, better identify those with professional credentials and licenses. This allows employers the ability to more quickly assess where qualified workers live, and allows the department to further direct training and services to gaps in rural communities.

On July 1, 2004, Alaska consolidated its two previous local workforce areas into a single state planning area in accordance with a waiver granted by the USDOL Employment and Training Administration to restructure and streamline delivery of services under WIA. Consolidation eliminated an entire administrative layer allowing funds to go directly to the one-stop operator and aligning state policies to operate more effectively. The AWIB now performs the functions of local workforce investment boards in addition to its role as the state workforce investment board. Alaska's one-stop operator, the Employment Security Division, is incrementally improving coordination of services within the Alaska Job Center Network, in partnership with other agencies. The focus is improvement of partner collocation and public accessibility.

Effective Sharing of Information

Staff members from the divisions of Business Partnerships, Employment Security, Vocational Rehabilitation, and Public Assistance routinely attend and provide information at AWIB committee meetings. The AWIB staff is a liaison between board members and state agencies responsible for delivery of AWIB programs funded under the public workforce development system.

Lines of Communication

The AWIB performs the functions of local workforce investment boards in addition to its role as the state workforce investment board. The board members are governor-appointed and serve at the pleasure of the governor, as defined in AS 23.15.555(a).

Operating Systems and Policies Supporting the State's Strategies

The state has developed and supported the development or acquisition of operating systems that are essential in supporting state workforce development strategies. These include technological applications, training for specific area skill building to service delivery staff members, marketing operating systems to business and potential participants, and reports that help one-stops prepare for layoffs.

These electronic workforce information delivery systems are well coordinated with and connected to national electronic workforce information tools. The [Alaska Job Center Network](#) and workforce information Web sites and the [Alaska Career Information System](#), Alaska's primary electronic workforce information delivery systems, link to [America's Career InfoNet](#), [America's Service Locator](#), [O*NET OnLine](#), [Alaska Labor Exchange System](#), and [America's Job Bank](#). All are available in the one-stop resource rooms and any location with an Internet connection.

The Wagner-Peyser system is integrated with the Alaska Department of Labor and Workforce Development's Unemployment Insurance database system, allowing ease in Employment Services registrations of UI claimants and the subsequent reporting of participation or nonparticipation in the Worker Profiling and Reemployment program. This provides the basis for job referrals based on participant activities.

Additionally, ALEXsys receives daily updates from the state's Management Information System, tracking participant activities and services delivered through Workforce Investment Act programs. ALEXsys provides Web-based interfaces for participants and employers to enter records identifying their needs. This includes the ability for employers to post job orders online, allowing for more efficient, effective, and timely referrals in response to the job order.

The department's new Workforce Investment Performance System (WIPS) provides the ability to collect and report all data necessary to meet federal and state reporting requirements relative to state and federal workforce development funding streams, including the WIA Title I- programs. The WIPS also includes basic case management capabilities allowing one-stop staff to maintain comprehensive records documenting interaction with clients, planned and actual services for participants, training and supportive service-related costs, Individual Employment Plans, Individual Service Strategies, Individual Education Plans, referrals to agencies, and funding amounts from each of the partner services involved in the participant's service strategy. It also provides the capability to track individual costs by participant, service, and vendor.

The primary vehicle for disseminating workforce information to internal and external customers is the Internet. The AJCN's home page includes "[Labor Market Information](#)" as a main link with many other related links, including "[Business/Employer Connection](#)" and "[Job Seeker Resources](#)." The site is used in all [AJCN job center](#) resource rooms. Information is available to businesses and job seekers as well as staff and is a separate category that is more visible on the main page. The site is available to anyone with an Internet connection, including libraries, schools, work sites, and homes. The state also produces a monthly magazine, *Alaska Economic Trends*, which is prepared by the department's Research and Analysis Section and distributed to businesses, and individual subscribers as well as published on the Web.

Alaska continues to leverage and support understanding of labor market information, particularly as it relates to high-wage, high-demand industries, to the one-stop operator responsible for determining and negotiating individual training accounts, and delivering the majority of WIA Title I-B Adult and Dislocated Worker services. Labor Market Information staff develops and conduct workshops for local office staff, including case managers and employment counselors, on how the state and local economies operate, how to assess occupational employment opportunities at the state and local level, and how to assist clients in using economic information to successfully navigate career transitions. In this era of consumer choice, labor market information creates informed consumers who are able to make better decisions about personal career development.

The DBP maintains an online electronic grant application system ([EGrAMS](#)). [EGrAMS](#) is an enterprise-wide web-based scalable, configurable, business rule driven and workflow based end-to-end electronic grants system. The system provides consistent and standard user interfaces to handle the process from grant application entry to closeout. It offers a streamlined solution to configure, find, apply and manage the grant application process quickly, efficiently and accurately. The system uses a comprehensive security framework for user authentication and authorization. The system also provides user-friendly and intuitive web-based interfaces providing various ease-of-use features such as lookups, dropdowns and context sensitive help.

Policies Supporting the State's Strategies

The state legislature funded the Alaska Youth First Initiative with state general funds aimed at enabling the state's youth to enter high-demand occupations. This additional avenue for training is the result of an industry-focused, demand-driven training system. The workforce investment system's strategies and priorities are based on past successes.

The governor's vision and workforce development operating system policies lead the coordinated implementation of the state's WIA integrated strategic plan as communicated through the AWIB. The governor directs the AWIB to coordinate development and maintain the state's integrated Workforce Investment Act/Wagner-Peyser Plan in a way that is aligned and consistent with the state's identified and anticipated future workforce development needs. Accordingly, the AWIB will take a more proactive role in ensuring that AJCN partner Memoranda of Agreement specifically detail alignment of policies, operations, administrative systems, other procedures, and costs to ensure coordination and avoid duplication of workforce programs operated by the mandated partners. The state's Carl Perkins and Adult Basic Education programs are also consistent with this integrated plan.

This process is meant to better align and leverage federal and state employment and training programs.

The department's role is to coordinate delivery of high quality services to job seekers and businesses and meet system goals. The department's Research and Analysis Section analyzes labor market information to identify possible shifts in employment and industry trends, and recommends to the AWIB priority industries and related occupations most in demand in the state. The Division of Business Partnerships (DBP), Employment Security Division (ESD), industry leaders, and consortia collaborate on workforce development strategies and policies that will mitigate workforce gaps in skilled, high-wage, high-demand occupations within the priority industries.

The department's integrated state plan provides a vision and standards for an effective, efficient, and consistent approach to delivering seamless services statewide, and establishes expectations for partner roles and responsibilities. This plan leads partnerships, including the agencies responsible for: WIA Adult, Dislocated Worker, Rapid Response, and Youth programs; Wagner-Peyser; TAA/NAFTA; Worker Opportunity Tax Credit; Adult Basic Education; Veterans Employment and Training Services; Vocational Rehabilitation; Senior Community Services Employment Program; Employment and Training Programs under the Food Stamp Act; Tribal and Native Employment and Training programs; and the Alaska Job Corps. Additional partners include the State Training and Employment Program, Temporary Assistance for Needy Families, University of Alaska, Alaska Vocational Technical Education Center (AVTEC)—Alaska's Institute of Technology, Commission on Aging, DHSS, and a variety of community and private, nonprofit service and training providers.

The current one-stop operator Memorandum of Understanding (MOU), and the agreed-upon cost allocation methods, guide the service delivery and administration of the Alaska Job Center Network. Integrated services are provided with the intent of aligning and coordinating services between agency partners and based on the WIA's one-stop operating principles, which include streamlining services, promoting universal access, empowering individuals, promoting state and local flexibility, engaging the private sector, and continuously improving WIA and Wagner-Peyser programs.

The AJCN provides vital information on employment and training opportunities for individuals and employers throughout the state. AWIB resolutions and initiatives, and the administration's strategic workforce development goals, form the basis of the Alaska Job Center service delivery. Service delivery throughout the AJCN is guided by the commitment to these principles:

- Job center staff will respond to the needs of their customers — both job seekers and employers — and pursue continuous improvement based on customer feedback. All Alaskans will have access to a full array of job seeking and employment development services.
- Customers will have a wide range of service options as well as sufficient information and assistance in making informed choices.
- Services, programs, and fiscal commitments currently administered by separate federal, state, and local governments will be integrated for maximum efficiency and customer responsiveness.
- Auxiliary aids and services will be provided to those with disabilities to ensure equally effective communication, access, and participation.

- Success will be evaluated on clearly measurable outcomes in meeting the needs and expectations of their customers, employers, and job seekers.
- People with limited English proficiency will have access to programs and services consistent with Alaska's Methods of Administration.

The principles, values, and design elements conveyed in this integrated workforce development plan are reflected in the delivery of services to AJCN customers. This plan acknowledges that the strengths each partner possesses ensure maximum effectiveness.

Alaska has a series of [service delivery policies](#) and standards to ensure coordination of programs and activities within the AJCN and youth program providers while avoiding duplication. These policies cover front-end services, registration, self-sufficiency, assessment services, supportive services, the appeal/grievance process, coordinated employer services, monitoring, data collection, one-stop operator Memorandum of Understanding, the agreed-upon cost allocation methods and other skills and employment services.

The AWIB's certification process is one tool the state uses to review and assess the integration of services in the one-stops. Other tools include the comprehensive Memoranda of Understanding each one-stop negotiates and follows. Through these means, management is able to closely monitor service delivery and react quickly to instances that might inhibit integration.

Alaska's WIA/Wagner-Peyser system policies were created to provide a framework in which AJCN one-stops and affiliate sites could better support job seekers and employers, with the following goals:

- Focus on helping working-age youth and low-income, low-skilled populations obtain jobs and develop their skills to become economically self-sufficient.
- Align in-demand training with the expectation that Alaskans will develop the skills in-state to meet industry needs and replace its aging workforce with fewer nonresidents.
- Provide a more effective, consistent, and efficient approach to delivering employer and job-seeker services
- Serve customers jointly through the integration of services delivered by ALEXsys, AJCN, and other one-stop partners.

Under these policies the state is required to develop AJCN procedures and technical assistance guides to drive local implementation of state strategies and policies. Guidance emphasizes the maximum integration of business services and universal customers. The AJCN's business connection teams are in full-service job centers that offer services, such as employer job listings, job development, and business outreach, encompassing multiple program offerings. Guidance for these teams is in place to provide on-the-job training opportunities in partnership with employers.

The WIA dual enrollment policy and technical assistance guide ensures individual customers receive program services and benefits from federal and state programs. The employer handbook posted online provides information on all programs available through the one-stops. Additionally, Rapid Response team members that represent each region of the state ensure that employers are aware of services, including layoff aversion strategies such as employee stock ownership plans and feasibility studies.

In the future, these policies will help the department serve the entire AJCN and customers, not just those enrolled in a particular program. As part of continuous policy improvement, Alaska is working on a structural framework for system oversight and basic service delivery across the AJCN. This structure will be the result of a series of policy projects with priority on removing unnecessary limitations and requirements. To the extent possible, policies will be consolidated and issued by topic to establish clear relationships between subjects.

Alaska's workforce development system policies will enable integrated service delivery, which allows AJCN staff members funded by different funding streams to serve customers in the most efficient and effective manner possible. The focus is on providing all customers with the services necessary to meet their assessed needs rather than dictating service delivery based on funding streams. Within this vision, state policies will guide the AJCN providing appropriate flexibility within federal and state regulations to encourage innovation and operational control and to better integrate service delivery to all customers.

Wagner-Peyser Act resources have been used as the foundation for providing services and linking WIA eligible adults and dislocated workers to available programs. The AJCN begins with the services provided by the one-stop operator, and extends to the comprehensive network of employment, social, and training services. At the community level, many of these relationships existed prior to the enactment of WIA. Listed below is how the state ensures the three-tiered service delivery strategy for adults and dislocated workers:

- **Self-Service:** Clients who do not require direct staff assistance to use core services, job center services, and resource room facilities. A minimum of a partial registration is required if the client is using the job center. A full registration is optional to allow job matching. The client may be selected for a customer satisfaction survey and the customer's employment outcomes will be tracked on federal reports. Examples include clients who use the resource room equipment independently, and repeat clients in the resource rooms.
- **Facilitated Self-Service:** Brief assistance to allow a customer to use the resource room facilities without further staff assistance. A minimum of a partial registration is required. A full registration is optional to allow job matching. The client may be selected for a customer satisfaction survey and the client's employment outcomes will be tracked on federal reports. Examples of facilitated self-service include, but are not limited to: a short overview of the services available in the resource room; instructions on how to use the fax machine or other equipment; and providing handouts on a specific company or job search Web pages.
- **Staff-Assisted:** Employment services provided in a group or one-on-one setting, which takes a significant expenditure of staff time. These services are counted on federal reports. A minimum of a partial registration is required and the staff-assisted service provided must be recorded. A full registration is optional to allow job matching. The client may be selected for a customer satisfaction survey and the client's employment outcomes will be tracked on federal reports. Staff-assisted services that must be recorded include: referrals to partner agencies such as DVR and DPA; referrals to jobs; placements in training; reemployment services; assessment services including an assessment interview, testing, counseling, or employability planning; case management; career guidance; job search activities; fidelity bonding; job development contacts; tax credit eligibility determinations; referrals to other

services, including skills training, educational services, and supportive services; and any other service requiring significant expenditure of staff time.

Business customers have access to facilitated self-help services through business assistance seminars sponsored by a variety of partners. Topics range from business startup to unemployment insurance cost management. Staff assisted services are available to all customers and may be accessed based on customer request or referral. AJCN staff determines the needs of the individual or business and either provide the service directly, refer the individual to the appropriate resource, or schedule additional assistance on-site. To ensure that employers can advertise and job seekers can apply for special job categories such as summer youth, internships, and seasonal openings, ALEXsys allows job openings to be attached and searched by specific categories.

To facilitate Alaska's workforce development during changing economic conditions, Alaska invests in registered apprenticeship, On the Job Training (OJT), and internships as a way to help employers manage the costs of skill development. As new apprentices, trainees, and interns learn on the job, they earn progressively more. A modest investment in a partnership between employers and the department will help develop a trained workforce.

The DBP competitive grants provide direction and guidance on integrating registered apprenticeship programs within the AJCN specific to the type of services and activities provided under the grant. Training trusts and registered apprenticeship programs may apply for and compete for WIA Title I-B funds through the procurement process. The AWIB has established a target of 60 percent of all training will be in the priority industries.

Because of the recent emphasis in Alaska on new and legacy high-growth jobs such as in energy, oil and gas production, transportation infrastructure, construction, and resource development, individual training accounts through job centers will also direct a certain percentage of available resources to these state priorities. ESD entered into an MOU with Alaska Works Partnership, Inc., (AWP) to solidify relationships with registered apprenticeship programs and to ensure that individuals can access these programs. Alaska also links veterans with these opportunities through AWP's Helmets to Hardhats program.

Alaska's Rapid Response (RR) allocation is adjusted annually to account for anticipated demand on the dislocated worker program funds to meet the needs of economic disasters and mass dislocations. The state's approach to the integration and alignment of services to dislocated workers provided through the WIA RR, Dislocated Worker, and Trade Adjustment Assistance (TAA) programs is driven by policy, technical assistance, sharing of best practice information, and performance management. As a part of integration efforts, designated department staff representing TAA, Trade Readjustment Allowances, RR, ESD's operations, and DBP meets to share information, discuss program issues, and plan service delivery.

The RR coordinator positioned in the ESD administers and oversees the RR program. The coordinator tracks all layoffs and industry declines regardless of the size. A team of RR specialists covers specific areas of the state. The RR coordinator provides specialized training and technical assistance to members on a regular basis to ensure that the specialists are proficient at working with businesses in transition regardless of where they are in the business cycle.

DBP [Policy #495.00](#) Concurrent enrollment and a dual enrollment technical assistance guide for field staff use addresses co-enrollment and the importance of establishing common processes for the delivery of services to all dislocated workers, including those eligible for TAA. Alaska recognizes that co-enrollment provides flexibility in designing successful service strategies for trade-affected dislocated workers. Co-enrollment is determined by dislocated worker needs.

WIA Adult and Dislocated Worker Programs

Program Descriptions

The WIA Adult and Dislocated worker programs are designed to provide quality employment and training services to assist eligible individuals in finding and qualifying for meaningful employment and to help employers find the skilled workers they need to compete and succeed in business.

Employment Goals

Implement a workforce system that provides adults with workforce preparation and talent development services to:

- Increase employment, as measured by entry into unsubsidized employment
- Increase job retention in unsubsidized employment six months after entry into employment
- Increase earnings received in unsubsidized employment for dislocated workers
- Help employers find skilled workers
- Work collaboratively with partners, stakeholders in business, industry, education, and state and local governments to manage resources and ensure program performance, accountability, and customer satisfaction

Services

Services are provided through one-stop job centers with multiple levels of service:

- Core services: Includes outreach, job search and placement assistance, and labor market information available to all job seekers
- Intensive services: Includes more comprehensive assessments, development of individual employment plans, and counseling and career planning
- Training services: Links customers to job opportunities in their communities, including both occupational training and training in basic skills. Participants use an individual training account to select an appropriate program from a qualified training provider.
- Supportive services: Supportive services customer needs range from social and economic barriers to transportation or child care. WIA authorizes supportive services to enable an individual to participate in the program and to obtain or maintain their employment.

Target Population

- Adults, 18 years and older
- Dislocated workers
- Veterans and other eligible spouses or covered persons
- Low-income adults with disabilities
- Recipients of public assistance and other low-income individuals who receive priority for intensive and training services where funds are limited
- Employed adults in order to obtain or retain employment that allows for self-sufficiency

Definitions of Dislocated Workers

A dislocated worker is an individual at least 18 years old, who is a citizen of the United States, a United States national, permanent resident alien, lawfully admitted refugee or parolee, or other individual authorized by the Attorney General to work in the United States and in compliance with Selective Service registration (applies to males only) and who meets one of the following criteria:

- Has been terminated or laid off, or has received a notice of termination or layoff from employment
- Is eligible for or has exhausted unemployment insurance
- Has demonstrated an appropriate attachment to the workforce, but not eligible for unemployment insurance and unlikely to return to a previous industry or occupation
- Has been terminated or laid off or received notification of termination or layoff from employment as a result of a permanent closure or substantial layoff
- Is employed at a facility where the employer has announced that the facility will close within 180 days
- Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community or because of a natural disaster
- Is a displaced homemaker who is no longer supported by another family member

WIA Youth Program

The WIA Youth Program is federally funded to provide a comprehensive system of training and support services for young adults ages 14 to 21 in preparation for the workforce. The program is dedicated to academic excellence, career preparation for youth in the workplace and community, development and support in a safe environment by caring adults, and visible and active leadership roles for participants.

Under WIA Section 129(c) and 20 CFR 664.410, comprehensive youth services consist of 10 program elements that must be made available to youth participants:

1. Tutoring, study skills training, and instruction leading to high school completion including dropout prevention strategies
2. Alternative high school services

3. The Summer Youth Employment and Training Program with direct links between academic and occupational learning
4. Paid and unpaid work experiences, including internships and job shadowing
5. Occupational skills training
6. Leadership development opportunities
7. Supportive services
8. Adult mentoring
9. Follow-up services for 12 months after program completion
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse, counseling, and referrals

Support services for participants while enrolled in the program may include linkages to community services, transportation assistance, child and dependent care, housing, referrals to medical services, and work attire and tools.

Program performance goals are negotiated annually with the U.S. Department of Labor, and success is measured by:

- Placement in employment or education: Employment includes placement into paid or unpaid occupation skills training for work experience (includes internships and job shadowing)
- Attainment of degree or certificate
- Literacy and numeracy gains

Youth services are provided primarily through grants allocated to both private and public entities throughout the state. They serve in-school and out-of-school youth, including those who have dropped out of school. When available, a Request for Grant Applications can be found on the department's online Electronic Grant Management System, EGrAMS, or on the state's online public notice Web site. Every two to three years, the Division of Business Partnerships facilitates the Request for Grant Application (RGA) process, and the Alaska Workforce Investment Board's [Youth Council](#) reviews the competitive applications and offers recommendations to the labor commissioner, who is the final arbiter for approving or denying applications.

Youth Council

The Youth Council is an advisory and policy committee that works on youth workforce issues on behalf of the AWIB. The Youth Council is responsible for developing strategy recommendations and oversight for youth workforce systems while addressing the needs and interests of the state. The duties of the Youth Council include:

- Developing the portions of the local plan relating to eligible youth, as determined by the AWIB chair

- Recommending to the AWIB eligible providers of youth activities to be considered for competitive grants or contracts
- Overseeing eligible providers of youth activities
- Coordinating youth activities that are authorized by the WIA
- Advocating to service providers of eligible youth seeking assistance in achieving academic and employment success
- Identifying goals and strategies that include a variety of options for improving educational and skill competencies, and provide effective connections to employers for eligible youth
- Other duties the AWIB chair deems appropriate

The membership of the Youth Council must include:

- AWIB members with a special interest or expertise in youth policy
- Representatives of youth service agencies, including juvenile justice and local law enforcement agencies
- Representatives of local public housing authorities
- Parents of eligible youth seeking assistance under the act
- Individuals or former participants, including representatives of youth-serving organizations that have related experience
- Representatives of the Job Corps, as appropriate

The Youth Council offers recommendations to manage statewide and local disbursement of funds, with respect to the grant announcement and application process. It considers in-school and out-of-school funding requests in the Anchorage and Matanuska-Susitna area and the rest of Alaska, also known as the balance of state. Additionally, serving targeted populations, promoting leveraged resources, and strategy/policy alignment recommendations are forwarded to the Division of Business Partnerships (DBP) for consideration.

Partnerships and Leveraged Resources

Goals and strategies include:

- Engage multiple partners to build a sustainable youth workforce development system
- Cultivate and leverage partnerships between business, industry, education, organized labor, Alaska Native and other minority organizations, and economic and workforce development entities to foster cooperation, communication, and coordination with all stakeholders
- Identify emerging workforce needs and work with business and industry to prepare youth for future opportunities
- Use federal, state, and local resources to meet individual youth needs, in addition to statewide workforce priorities
- Leverage resources to enhance youth services and develop sustainable, effective strategies that prepare youth to enter Alaska's high-wage, high-demand occupations

Those over age 21 may enroll in youth and adult programs concurrently. Project operators (grantees) are encouraged to co-enroll eligible participants, however, programs must ensure nonduplication of service. Youth participants in Alaska may be targeted for co-enrollment opportunities with other WIA Youth and Alaska Youth First grantees, with the Division of Vocational Rehabilitation (DVR), the Division of Juvenile Justice (DJJ), WIA Adult and Dislocated Worker programs, the State Training and Employment Program, the Temporary Assistance for Needy Families program, summer youth employment programs, Alaska's one-stop operator, the Alaska Job Corps, registered apprenticeship programs, and other providers of youth services to maximize efficiency and support.

It is common for grantees and service providers to work together to benefit the participant and the family. For example, a youth receiving services at DVR might coordinate labor exchange services and work experience placement through a one-stop job center.

Vision and Strategy Alignment

The AWIB Youth Council recommends WIA programs help young adults remove obstacles and barriers that prevent them from obtaining training and educational opportunities. This also aligns with the Alaska Career and Technical Education plan. The ultimate goal is to enable young adults to qualify for a variety of career pathways that eventually lead them to employment in the state's priority occupations. These opportunities may include, but are not limited to, the Alaska Performance Scholarship, apprenticeships, and paid or unpaid work experiences. Strengthening information distribution, promoting services to intended audiences, and growing employer connections are vital to success, as well as identifying redundancies in the system and eliminating duplication of services to increase system efficiency. Identifying and working with the youngest, at-risk youth to mitigate situations that can grow beyond reach; and placing neediest youth in employment, work experience, and/or paths that lead to priority occupations.

Targeted Populations

The AWIB Youth Council recommends emphasizing disadvantaged youth and capturing them at an earlier age, which allows more time for intervention and use of state resources.

Services to WIA eligible youth will be targeted to participants:

- Who do not have additional resources for employment and training opportunities
- That are deemed low-income according to the Lower Living Standard Income Level
- That meet at least one of the following specified barriers to employment:
 - Has a disability
 - Runaway/homeless
 - In foster care
 - Out of school
 - Alaska Native or American Indian

- In the juvenile justice system
- Requires additional help to complete an educational program or to get and hold a job

The Youth Council will evaluate targeted enrollments each quarter.

WIA Title I Youth Activities

Title I-B Youth programs contribute to the workforce investment system by providing comprehensive services to eligible in-school, out-of-school, and at-risk youth within a planned statewide workforce investment system. Those ages 14 to 21 are targeted for services that help them become productive members of the workforce, including academic, occupational, career and technical education, and employability and life skills training.

Grantees

Access Alaska, Inc.: Collaborates with the Division of Vocational Rehabilitation and the local job center to provide occupational and academic development training to Fairbanks-area youth with disabilities.

AVTEC–Alaska's Institute of Technology: Provides youth statewide with occupational training in high-wage jobs and academic development. This program has strong credential attainment rates for youth in Alaska's high-wage industries.

Division of Juvenile Justice: Provides services to adjudicated youth at their Bethel, Fairbanks, and Juneau locations. Projects include culinary arts training, small engine repair, construction training, and academic development.

University of Alaska Anchorage, Kachemak Bay campus: Provides educational and job training services to youth in the Homer area. Youth are exposed to various occupations and credentialing opportunities in Alaska's high-wage industries.

Mat-Su Borough School District: Provides academic support and work readiness training while promoting youth enrollment in the CTE program and apprenticeships.

McLaughlin Youth Center – Anchorage School District: Provides Step Up, a school for students who have been expelled or placed on long term suspensions for dangerous behavior. This school provides a way for these students to continue earning high school credits and helps with their transition back into the district.

Nine Star Enterprises, Inc.: Provides vocational and academic training and support for youth in the Anchorage area. Activities include on-site GED support, work experience, and occupational certification attainment.

Covenant House: Provides academic, occupational, and emotional support to homeless and runaway youth in the Anchorage area. Activities include work experience, one-on-one counseling, GED/diploma support, and work readiness skill development.

Southeast Regional Resource Center: Provides occupational training, academic development, and work experience opportunities for youth in the Juneau area.

Employment Security Division: Provides employment and academic support to youth in the Fairbanks area through a network of local businesses and training providers.

Yukon Delta Fisheries Development Association: Provides work experience and academic development services to youth in the Lower Yukon area of Emmonak. Youth are involved in various stages of operation of Kwik'Pak Fisheries, from harvesting to processing and distribution. This fishery is one of the few work experience opportunities available to these rural youth and is vital to their skill development.

Trade Adjustment Assistance: The Trade Adjustment Assistance (TAA) program lead analyst is part of the state's rapid response team. Alaska's rapid response is tailored to the needs of the workforce it serves. To ensure cohesive presentation and the "no wrong door" approach to service delivery, at a minimum the rapid response team comprises representatives from:

- Unemployment Insurance: Filing, monetary benefits, and qualifying factors
- Wagner-Peyser: Funded employment resources including conducting job searches on job banks, resume writing, interviewing, skills assessments, and using transferable skills
- Workforce Investment Act: Intensive services and training resources
- TAA: Job search, relocation, training, supportive services, Trade Readjustment Assistance (TRA), and health care tax credits

Program representatives help workers understand the benefits of each program and how they collectively cover the reemployment needs of the worker. Upon notification of possible layoffs, the state TAA Coordinator attends rapid response meetings to help the employer file a TAA petition on behalf of the organization's workers. Unless and until the petition is denied, TAA is an integral part of the rapid response team.

The TAA program has in-depth, electronic participant records in a state database. Records include layoff-employer petitions, individual participant eligibility determinations, and service plans with the associated costs. TAA participant records are also electronically maintained on the Unemployment Insurance, Wagner-Peyser, and Workforce Investment Act databases.

UI prepares the determination of eligibility for UI and TAA/TRA benefits, and provides a foundation for the information packet TAA will provide to the applicant. TAS automatically transfers TAA eligibility information to the online Alaska Labor Exchange system (ALEXsys). Electronic notification on ALEXsys of a worker's eligibility for TAA benefits alerts Wagner-Peyser employment security staff to the employment history and reemployment needs of the dislocated worker and prompts contact and coordination with TAA and WIA Career Support and Training Services (CSTS) staff.

Wagner-Peyser Agricultural Outreach Plan

Alaska has a limited agricultural industry that is primarily confined to the Matanuska-Susitna Borough. One farm in the area works with the Foreign Labor Certifications program each year. Because of the limited activity, Alaska receives no federal allotment for the National Farmworker Jobs Program and the U.S. Department Labor's Employment and Training Administration does not require Alaska to report on migrant seasonal farm workers.

Alaska will continue to monitor commercial agricultural activity throughout the state primarily through the Foreign Labor Certifications program and the local job centers.

Waivers

Alaska's Program Year 2012 (PY 12) Workforce Investment Act Waiver Requests

The Alaska Workforce Investment board (AWIB) received a waiver to authorize the board to carry out the roles of a local board. Alaska's need to establish a single regional planning area was in response to excessive administrative costs, inconsistent service, and a desire to improve overall performance. To include local participation and points of view, the board invites other elected officials from Alaska's boroughs and cities to participate in Regional Advisory Councils (RACs) and includes them in planning. The AWIB has raised its quality of communication with more focus on statewide strategies and their connection to regional economic and workforce development needs.

PY 11 Impact: Functioning as a single regional planning area streamlined the process and timeliness of awarding grants by eliminating multiple layers of administrative entities; establishing consistent eligibility standards across the state, and improving visibility and accountability of workforce investment programs.

Six other waivers were authorized during PY 11:

1. Fund transfer limit between Adult and Dislocated Worker programs, allowing the state flexibility to respond to the particular needs of their customers and labor markets by transferring up to 50 percent of a program's funding to the other program.

PY 11 Impact: During PY 11, Alaska transferred \$500,000 in dislocated worker program funds to the adult program, funding employment and training for an additional 70 participants.

2. Requirement for a 50 percent employer contribution for customized training, enabling employer match limits for WIA participants in customized training according to the size of the business:

- At least 10 percent of the costs for employers with 50 or fewer employees
- At least 25 percent of the costs for employers with 51 to 250 employees
- For employers with more than 250 employees, the current statutory requirement of 50 percent

PY 11 Impact: Because of limited WIA formula funding for PY 11, this waiver was not implemented.

3. Employer reimbursement increase for on-the-job-training (OJT), allowing employer reimbursement for WIA participants in OJT according to the total size of the business:

- Up to 90 percent for employers with 50 or fewer employees
- Up to 75 percent for employers with 51-250 employees
- For employers with more than 250 employees, the current statutory requirement of 50 percent

PY 11 Impact: This waiver facilitated the training of 113 WIA participants during PY 11, building the Alaska Job Center Network's capacity for this critical training model while supporting Alaska's economic recovery.

4. Account for seasonal employment in performance measures to address the challenge of serving seasonal workers. Alaska was granted a waiver of the WIA performance measure pertaining to retention in unsubsidized employment six months after entry into employment for those communities in the state with high unemployment rates in the off-season. A three-month retention performance measure was approved for seasonal workers in areas where unemployment averages higher than 8 percent from November through March.

PY 11 Impact: Application of this waiver should favorably increase the Adult Employment Retention and the Dislocated Worker Employment Retention rates. During PY 10 this waiver increased the adult rate by 4.5 percentage points to 85.8 percent, which exceeded the negotiated adult performance measure. The waiver increased the dislocated worker rate by 4.5 percentage points to 88.2 percent, which narrowly missed exceeding this measure by three-tenths of a percentage point.

5. Extend the time limit on initial eligibility for training providers on the Eligible Training Provider List (ETPL).

PY 11 Impact: Application of this waiver significantly increased the number of providers who remained on the ETPL. This allowed Alaskans more choices for improving their skills. The increased number of training providers had further benefit as in-state training tends to be less costly and more successful. The waiver also reduced administrative costs.

6. Use of Individual Training Accounts (ITAs) to allow flexibility by waiving prohibition for youth to receive ITAs, especially out-of- school youth who need specialized training to meet career goals.

PY 11 Impact: Because of limited WIA youth funding for PY 11, this waiver was not implemented. During PY 10, ITA funds provided training valued at \$98,568 to 27 WIA youth, and 63 percent were trained in AWIB priority industries.

SECTION III: Assurances and Attachments

REQUIRED POLICIES AND PROCEDURES	REFERENCE	DOCUMENTATION and COMMENTS
<p>The state established processes and timelines, consistent with WIA Section 111(g) – and, where appropriate, 20 CFR 641.325 (g) – to obtain input into the development of the Integrated Workforce Plan and to give opportunity for comment by representatives of local elected officials, local workforce investment boards, businesses, labor organizations, other primary stakeholders, and the public.</p>	<p>WIA Sections 112(b)(9), 111(g) 20 CFR 661.207 20 CFR 661.220(d) 20 CFR 641.325(f), (g), (h), 20 CFR 641.335</p>	<p>State of Alaska Online Public Notice</p>
<p>The state afforded opportunities to those responsible for planning or administering programs and activities covered in the Integrated Workforce Plan to review and comment on the draft plan.</p>	<p>WIA Sections 112(b)(9), 111(g) 20 CFR 661.207 20 CFR 661.220(d)</p>	<p>State of Alaska Online Public Notice</p>
<p>The final Integrated Workforce Plan and State Operational Plan are available and accessible to the public.</p>		<p>Alaska Workforce Investment Board website</p>
<p>The state gave the state monitor advocate an opportunity to approve and comment on the Agricultural Outreach Plan. The state solicited information and suggestions from WIA 167 National Farmworker Jobs Program grantees, other appropriate MSFW groups, public agencies, agricultural employer organizations, and other interested organizations. At least 45 days before submitting its final outreach, the state provided a proposed plan to the organizations listed above and allowed at least 30 days for review and comment. The state considered these comments in its final proposed plan, informed all commenting parties in writing whether their comments were incorporated and why, and included the comments and recommendations and its responses with the submission of the plan.</p>	<p>WIA Sections 112(b)(9), 111(g) 20 CFR 661.207 20 CFR 661.220(d) 20 CFR 653.107 (d) 20 CFR 653.108(f)</p>	
<p>In the development of the plan, the state considered the recommendations submitted by the state monitor advocate in the annual summary of services to migrant and seasonal farmworkers.</p>	<p>20 CFR 653.108(t)</p>	<p>http://www.jobs.state.ak.us/eo/Elements/ELEMENT%20SEVEN%2005-15-05.pdf</p>
<p>The state established a written policy and procedure to ensure public access (including people with disabilities) to AWIB meetings and information on board activities, such as membership and minutes.</p>	<p>WIA Sections 111(g), 112(b)(9), 117(e) 20 CFR 661.207</p>	<p>http://labor.alaska.gov/accessibility.htm</p>

ADMINISTRATION OF FUNDS	REFERENCE	DOCUMENTATION and COMMENTS
<p>The state established written policies and procedures that outline the methods and factors used in distributing funds, including WIA Adult, Dislocated Worker, and Youth formula and rapid response funds. The policy establishes a process for funds distribution to local areas for youth activities under WIA Section 128(b) (3) (B), and for adult and training activities under WIA Section 133(b), to the level of detail required by Section 112(b) (12) (a). In addition, the policy establishes a formula, prescribed by the governor under Section 133(b) (2) (B), for the allocation of funds to local areas for dislocated worker employment and training activities.</p>	<p>WIA Sections 111(d)(5), 112(b)(12)(A), (C), 128(b)(3)(B), 133(b)(2)(B), 133(b)(3)(B) 20 CFR 661.205(e)</p>	<p><i>Not applicable under Alaska's waiver</i></p>
<p>For Dislocated Worker funding formulas, the state's policy and procedure includes the data used and weights assigned. If the state uses other information or chooses to omit any of the information sources set forth in WIA when determining the dislocated worker formula, the state ensures there is a written explanation.</p>	<p>WIA Section 133(b)(2)(B) 20 CFR 667.130(e)(2)(i)-(ii)</p>	<p><i>Not applicable under Alaska's waiver</i></p>
<p>The state established a written policy and procedure for how the individuals and entities represented on the AWIB help to determine the methods and factors of distribution, and how the state consults with chief elected officials in local workforce investment areas throughout the state in determining the distributions.</p>	<p>WIA Sections 111(d)(5), 112(b)(12)(A), 128(b)(3)(B), 133(b)(3)(B), 20 CFR 661.205(e)</p>	<p><i>Not applicable under Alaska's waiver</i></p>
<p>The state established written policies and procedures for any distribution of funds to local workforce investment areas reserved for rapid response, including the timing and process for determining whether a distribution will take place.</p>	<p>WIA Sections 133(a)(2), 134(a)(2)(A) 20 CFR 667.130(b)(2), (e)(4), 665.340</p>	<p><i>Not applicable under Alaska's waiver</i></p>
<p>The state established written policies and procedures to competitively award grants and contracts for WIA Title I activities.</p>	<p>WIA Section 112(b)(16)</p>	<p>Alaska Statutes Chapter 5</p>
<p>The state established written criteria to be used by local workforce investment boards in awarding grants for youth activities, including criteria that the governor and local workforce investment boards will use to identify effective and ineffective youth activities and their providers.</p>	<p>WIA Sections 112(b)(18)(B), 123, 129</p>	<p>Alaska Workforce Investment Board Youth Council Bylaws</p>
<p>The state established written criteria for a process to award a competitive grant or contract for the Summer Youth Employment Opportunities, where a provider is other than the grant recipient/fiscal agent. The state distributes adult and youth funds received under WIA equitably throughout the state, and no local areas suffer significant shifts in funding from year to year during the period covered by this plan.</p>	<p>WIA Sections 123, 129(c)(2)(C) 20 CFR 664.610. WIA Section 112(b)(12)(B)</p>	<p>Alaska Workforce Investment Board Youth Council Bylaws</p>
<p>The state established written fiscal-controls and fund-accounting procedures and ensures such procedures are followed to ensure the proper disbursement and accounting of funds paid to the state through funding allotments made for WIA Adult, Dislocated Worker, and Youth programs, and the Wagner-Peyser Act.</p>	<p>WIA Sections 112(b)(11), 127, 132, 184 W-P Sections 9(a), (c) 20 CFR 652.8(b), (c)</p>	<p>Alaska Statutes Chapter 5</p>
<p>The state ensures compliance with the uniform administrative requirements in WIA through annual, on-site monitoring of each local area.</p>	<p>WIA Sections 184(a)(3), (4) 20 CFR 667.200, .400(c)(2), 667.410</p>	<p>Division of Business Partnerships Grant Monitoring Policy</p>

<i>ADMINISTRATION OF FUNDS</i>	REFERENCE	DOCUMENTATION and COMMENTS
The state follows confidentiality requirements for wage and education records as required by the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, WIA, and applicable departmental regulations.	WIA Sections 136(f)(2), (f)(3), 122, 185(a)(4)(B) 20 USC 1232g 20 CFR 666.150 20 CFR part 603	Alaska Statutes covering confidential information AS 39.25.080 and Policy on Disclosures
The state will not use funds received under WIA to assist, promote, or deter union organizing.	WIA Section 181(b)(7) 20 CFR 663.730	Alaska Statutes Chapter 5 ,

<i>ELIGIBILITY</i>	REFERENCE	DOCUMENTATION and COMMENT
Where the SWIB chooses to establish them, the state established definitions and eligibility documentation requirements regarding the “deficient in basic literacy skills” criterion.	WIA Sections 101(13)(C)(i) CFR 664.205(b)	<i>Not applicable under Alaska’s waiver</i>
Where the SWIB chooses to establish them, the state established definitions and eligibility documentation requirements regarding “requires additional assistance to complete and educational program, or to secure and hold employment” criterion.	WIA Sections 101(13)(C)(iv) 20 CFR 664. 200(c)(6), 664.210	<i>Not applicable under Alaska’s waiver</i>
The state established policies, procedures, and criteria for prioritizing adult title I employment and training funds for recipients of public assistance and other low-income individuals in the local area when funds are limited.	WIA Section 134(d)(4)(E) 20 CFR 663.600	<i>Division of Business Partnerships WIA Adult and WIA Dislocated Worker Policies</i>
The state established policies for the delivery of priority of service for veterans and eligible spouses by the state workforce agency or agencies, local workforce investment boards, and one-stop career centers for all qualified job training programs delivered through the state's workforce system. The state policies ensure all of the following: 1. Covered persons are identified at the point of entry and given an opportunity to take full advantage of priority of service 2. Covered persons are aware of: a. Their entitlement to priority of service b. The full array of employment, training, and placement services available under priority of service c. Any applicable eligibility requirements for those programs and/or services	WIA Sections 112(b)(17)(B), 322 38 USC Chapter 41 20 CFR 1001.120-.125 Jobs for Veterans Act, P.L. 107-288 38 USC 4215 20 CFR 1010.230, 1010.300-.310	<i>Division of Business Partnerships WIA Adult, WIA Dislocated Worker and WIA Youth Policies</i>
3. Local workforce investment boards develop and include policies in their local plan to implement priority of service for the local one-stop career centers and for service delivery by local workforce preparation and training providers		<i>Division of Business Partnerships WIA Adult, WIA Dislocated Worker and WIA Youth Policies</i>

PERSONNEL AND REPRESENTATION	REFERENCE	DOCUMENTATION and COMMENT
<p>The state ensures that migrant and seasonal farmworker (MSFW) significant office requirements are met.</p> <p>Note: The five states with the highest estimated year-round MSFW activities must assign full-time, year-round staff to outreach activities. The Employment and Training Administration designates these states each year. The remainder of the top 20 significant MSFW states must make maximum efforts to hire outreach staff with MSFW experience for year-round positions and will assign outreach staff to work full-time during the period of highest activity.</p> <p>If a state proposes that its state monitor advocate work less than full-time, the state must submit for department approval a plan for less than full-time work, demonstrating that the state MSFW monitor advocate function can be effectively performed part-time.</p>	<p>WIA Section 112(b)(8)(A)(iii), 112(b)(17)(A)(iv) W-P Sections 3(a), (c)(1)-(2) 20 CFR 653.107(a), 107(i), 653.112(a), 653.108(d)(1)</p>	<p><i>Not applicable</i></p>
<p>Merit-based public employees provide Wagner-Peyser Act-funded labor exchange activities in accordance with department regulations.</p>	<p>W-P Sections 3(a), 5(b) 20 CFR 652.215 Intergovernmental Personnel Act, 42 USC 4728(b)</p>	<p>http://labor.alaska.gov/esd/AWTB-AJCN-one-stop-operator.pdf</p>
<p>The state has designated at least one person in each state or federal employment office to promote and develop employment opportunities, job counseling, and placement for individuals with disabilities.</p>	<p>W-P Section 8(b) 20 CFR 652.211</p>	<p>http://labor.alaska.gov/esd/AWTB-AJCN-one-stop-operator.pdf</p>
<p>If a SWIB, 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.</p>	<p>W-P Section 8(b) 20 CFR 652.211</p>	<p>http://labor.alaska.gov/esd/AWTB-AJCN-one-stop-operator.pdf</p>

Public Comment

To ensure that Alaska’s workforce investment system is responsive to the public, the AWIB and the department sought input from local chief elected officials, representatives of businesses and labor organizations, and other appropriate partners while developing the Alaska Integrated Workforce Development Plan for Program Years 2012-2016. Recommendations and feedback as it related to the plan came from varying perspectives. These included the private sector, through the board membership; the public sector (through the board, One-Stop Operator, and the Alaska Job Center Network); and through the public comment process.

Prior to finalization and submission of this plan, the AWIB sought public comment on a draft in accordance with Section 111(g) and Section 112 (b)(9) of the Workforce Investment Act of 1998 (29 USC 2821 and 29 USC 2822). The comment period ended on September 14, 2012, and no comments were received.

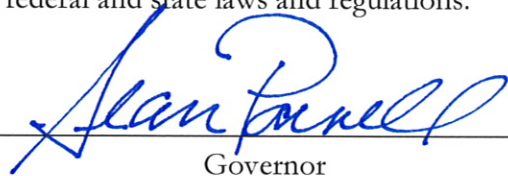
Assurances

1. The state will establish, in accordance with section 184 of the Workforce Investment Act, 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 the allotments made under sections 127 and 132. [§112(b)(11)].
2. The state will comply with section 184(a) (6), which requires the governor to certify to the secretary every two years that:
 - a. The state has implemented the uniform administrative requirements referred to in section 184(a) (3).
 - b. The state has annually monitored local areas to ensure compliance with the uniform administrative requirements as required under section 184(a) (4).
 - c. The state has taken appropriate action to secure compliance with section 184 (a) (3) pursuant to section 184(a) (5). [§184(a) (6)].
3. The state will distribute adult and youth funds received under the Workforce Investment Act equitably throughout the state, and no local areas will suffer significant shifts in funding from year to year during the period covered by this plan. [§112(b)(12)(B)].
4. The state will give veterans employment and training activities authorized in section 134 of the Workforce Investment Act, and the activities authorized in chapters 41 and 42 of Title 38 US code. The state will comply with the veterans priority established in the Jobs for Veterans Act. (38 USC 4215)
5. The governor shall, once every two years, certify one local board for each local area in the state. [§117(c) (2)].
6. The state will comply with the confidentiality requirements of section 136(f) (3).
7. The state will not use any funds received under the Workforce Investment Act to assist, promote, or deter union organizing. [§181(b)(7)].
8. The state will comply with the nondiscrimination provisions of section 188, including developing and implementing Methods of Administration (§188).
9. The state will collect and maintain data necessary to show compliance with the nondiscrimination provisions of section 188 (§185.).
10. The state will comply with the grant procedures prescribed by the secretary (pursuant to the authority at section 189(c) of the act) that are necessary to enter into grant agreements for the allocation and payment of funds under the act. The procedures and agreements will be provided to the state by the ETA Office of Grants and Contract Management and will specify the required terms and conditions and assurances and certifications, including, but not limited to:
 - a. General Administrative Requirements:
 - i. 29 CFR part 97, Uniform Administrative Requirements for state and local governments (as amended by the act)
 - ii. 29 CFR part 96 (as amended by OMB Circular A-133) Single Audit Act
 - iii. OMB Circular A-87, Cost Principles (as amended by the act)
 - b. Assurances and Certifications:
 - i. SF 424 B, Assurances for Non-Construction Programs
 - ii. 29 CFR part 37, Nondiscrimination and Equal Opportunity Assurance (and regulation)

- iii. 29 CFR §37.20
 - iv. CFR part 93, Certification Regarding Lobbying (and regulation)
 - v. 29 CFR part 98, Drug Free Workplace and Debarment and Suspension Certifications (and regulation)
 - c. Special Clauses/Provisions: Other special assurances or provisions as may be required under federal law or policy, including specific appropriations legislation, the Workforce Investment Act, or subsequent executive or congressional mandates
 - d. The Wagner-Peyser Act Plan, which is part of this document, has been certified by the state Employment Security Administrator.
12. Veterans' services provided with Wagner-Peyser Act funds will comply with 38 U.S.C. Chapter 41 and 20 CFR part 1001.
13. Wagner-Peyser Act-funded labor exchange activities will be provided by merit-based public employees in accordance with U.S. DOL regulations.
14. The state will comply with the MSFW significant office requirements in accordance with 20 CFR part 653.
15. The state has developed this plan in consultation with local elected officials, local workforce boards, the business community, labor organizations, and other partners.
16. As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the grant applicant will comply with the nondiscrimination and equal opportunity provisions of the following laws:
 - a. Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I financially assisted program or activity
 - b. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities
 - c. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age
 - d. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs
17. The grant applicant will also comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.
18. The state will spend funds in accordance with the Workforce Investment Act and the Wagner-Peyser Act and their regulations, written U.S. Department of Labor Guidance implementing these laws, and all other applicable federal and state laws and regulations.

STATEMENT OF ASSURANCES CERTIFICATION

The State of Alaska certifies on the 15th day of September in 2012 that it complied with all of required components of the Workforce Investment Act and Wagner-Peyser Act. The State of Alaska certifies that funds will be spent in accordance with the Workforce Investment Act and the Wagner-Peyser Act and their regulations, written U.S. Department of Labor guidance implementing these laws, and all other applicable federal and state laws and regulations.



Governor

9-17-12

Date

Program Administration Designees and Plan Signature

WIA Title I Grant Recipient Agency: **Alaska Department of Labor and Workforce Development, Division of Business Partnerships**

Address: P.O. Box 115509, Juneau, AK 99811-5509
Telephone: 907.465.4890
Facsimile: 907.465.3212
E-mail: corine.geldhof@alaska.gov

State WIA Title I Administrative Agency: **Same as Above**

WIA Title I Signatory Official: **Dianne Blumer, Commissioner, Alaska Department of Labor and Workforce Development**

Address: P.O. Box 111149, Juneau, AK 99811-1149
Telephone: 907.465.2700
Facsimile: 907.465.2784
E-mail: commissioner.labor@alaska.gov

WIA Title I Liaison: **Kyle Taylor, Alaska Department of Labor and Workforce Development, Division of Business Partnerships**

Address: 1016 W. 6th Ave., Ste. 105, Anchorage, AK 99501-1963
Telephone: 907.269.3016
Facsimile: 907.269.0068
E-mail: kyle.taylor@alaska.gov

Wagner-Peyser Act Grant Recipient/State Employment Security Agency:

Alaska Department of Labor and Workforce Development, Employment Security Division

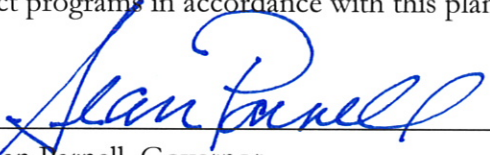
Address: P.O. Box 115509, Juneau, AK 99811-5509
Telephone: 907.465.2712
Facsimile: 907.465.4537
E-mail: paul.dick@alaska.gov

State Employment Security Administrator: **Dianne Blumer, Commissioner, Alaska Department of Labor and Workforce Development**

Address: P.O. Box 111149, Juneau, AK 99811-1149
Telephone: 907.465.2700
Facsimile: 907.465.2784
E-mail: commissioner.labor@alaska.gov

As the governor, I certify that for the State of Alaska, the agencies and officials designated above have been duly designated to represent the State of Alaska in the capacities indicated for the Workforce Investment Act, Title I, and Wagner-Peyser Act grant programs. The state will provide subsequent changes in the designation of officials will be provided to the U.S. Department of Labor as such changes occur.

I further certify the State of Alaska will operate our Workforce Investment Act and Wagner-Peyser Act programs in accordance with this plan and the assurances herein.



Sean Parnell, Governor

9-17-12
Date