

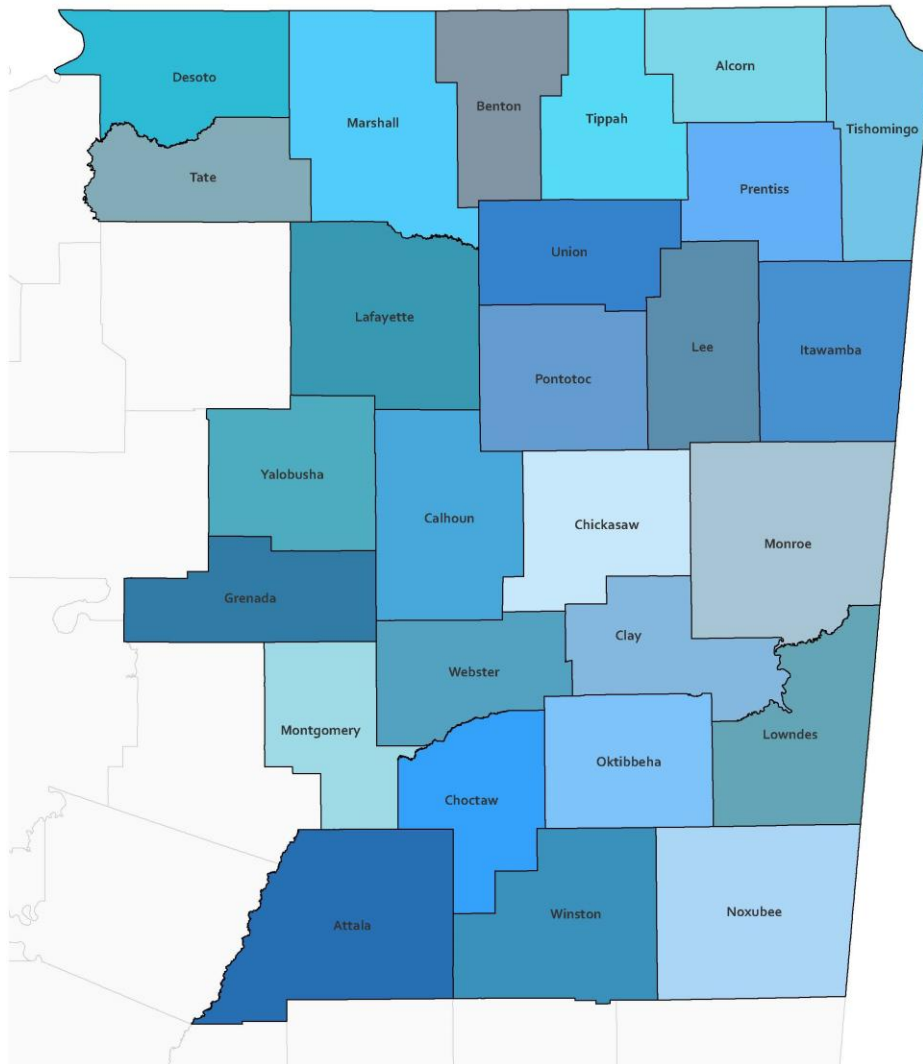
THE MISSISSIPPI PARTNERSHIP

WORKFORCE DEVELOPMENT AREA

Four-Year Local Plan

Program Years 2024–2027

2026 Modification



Submitted by The Mississippi Partnership Workforce Development Board

Three Rivers Planning & Development District

Administrative Entity & Fiscal Agent

In alignment with the Mississippi WIOA Combined State Plan, 2024–2028

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List of Acronyms

Acronym	Definition
AccelerateMS	Mississippi Office of Workforce Development
AE	Adult Education
ATS	America's Talent Strategy: Building the Workforce for the Golden Age
CBO	Community-Based Organization
CEO	Chief Elected Official
CTE	Career and Technical Education
DOL	U.S. Department of Labor
DVOP	Disabled Veteran Outreach Program Specialist
EO	Equal Opportunity
HSE	High-School Equivalency
ITA	Individual Training Account
JVSG	Jobs for Veterans State Grants
LWDA	Local Workforce Development Area
LWDB	Local Workforce Development Board
MAP	Mississippi Apprenticeship Program
MCCB	Mississippi Community College Board
MDA	Mississippi Development Authority
MDE	Mississippi Department of Education
MDES	Mississippi Department of Employment Security
MDHS	Mississippi Department of Human Services
MDOC	Mississippi Department of Corrections
MDRS	Mississippi Department of Rehabilitation Services
MOU	Memorandum of Understanding
MSP	The Mississippi Partnership for Workforce Development, Inc.
NCRC	National Career Readiness Certificate
OGM	Office of Grant Management (MDES)
OJT	On-the-Job Training
Perkins V	Carl D. Perkins Career and Technical Education Act
PII	Personally Identifiable Information
RESEA	Re-Employment Services and Eligibility Assessment
SCSEP	Senior Community Service Employment Program
SLDS	State Longitudinal Data System
SNAP	Supplemental Nutrition Assistance Program
SWIB	State Workforce Investment Board
TANF	Temporary Assistance for Needy Families
TEGL	Training and Employment Guidance Letter
TRPDD	Three Rivers Planning & Development District
UI	Unemployment Insurance
WET	Workforce Enhancement Training Fund
WIN	Workforce Investment Network (Job Center)
WIOA	Workforce Innovation and Opportunity Act

Introduction

Program Year 2015 marked the initiation of the Workforce Innovation and Opportunity Act (WIOA), which requires each Local Workforce Development Board (LWDB) to develop a comprehensive four-year plan in collaboration with the local Chief Elected Officials. For The Mississippi Partnership Workforce Development Area, the current plan covers the period from July 1, 2024, through June 30, 2028. Consistent with WIOA Section 108(a), TEGL 06-17, and the Guidelines for Mississippi Local Workforce Development Board Plans, The Mississippi Partnership Workforce Development Board reviews the Local Plan and submits modifications that reflect changes in labor market and economic conditions and other factors affecting plan implementation. This document is the 2026 Modification of The Mississippi Partnership Local Plan.

On April 30, 2026, the State of Mississippi submitted a Combined State Plan to meet the requirements of WIOA Section 103. The State Plan was approved on July 27, 2026. This local modification aligns with that Combined State Plan and is submitted in accordance with WIOA Section 108, WIOA Policy Number 23, and MDES Communication 25-003. Mississippi's Combined Plan reflects Governor Tate Reeves' vision of a unified workforce system that aligns workforce development, career and technical education authorized under the Carl D. Perkins Career and Technical Education Act (Perkins V), and economic development under a single, demand-driven framework. In 2020, the Office of Workforce Development, AccelerateMS, was established by the Governor and the Mississippi Legislature to serve as the coordinating agency for all workforce development stakeholder organizations in the state.

A defining feature of this modification is its alignment with America's Talent Strategy: Building the Workforce for the Golden Age—the joint workforce strategy released by the U.S. Departments of Labor, Commerce, and Education. The federal strategy is organized around five pillars: industry-driven strategies, worker mobility, integrated systems, accountability, and flexibility and innovation. Mississippi's Combined State Plan advances these pillars through seven statewide goals, and The Mississippi Partnership Local Plan operationalizes both within the 27-county north Mississippi region.

Mississippi has elected to submit a Combined Plan that includes the required core programs—the Adult, Dislocated Worker, and Youth programs under WIOA Title I; the Adult Education and Family Literacy Act program; the Wagner-Peyser Act program; and the Vocational Rehabilitation program—together with Combined Plan partner programs including Temporary Assistance for Needy Families (TANF), Unemployment Insurance (UI), Trade Adjustment Assistance (TAA), the Jobs for Veterans State Grants program (JVSG), the Senior Community Service Employment Program (SCSEP), and, for the first time, Perkins V. The Mississippi Partnership delivers these services through a network of seven WIN Job Centers—including the state's first Sector Training Plus Comprehensive Center at Belden—and partner locations across the region.

The Mississippi Partnership Workforce Development Board will continue to review and, as necessary, modify the Local Plan, submitting updates to the Mississippi Department of Employment Security (MDES) Office of Grant Management (OGM). This ensures the plan remains responsive to the region's evolving labor market, economic conditions, and workforce priorities.

Local Area Plan Foundation

The foundation for The Mississippi Partnership Local Plan is the economic and workforce analysis required by WIOA, tailored to the region's industrial profile. To align the local workforce ecosystem with education, training, and economic development, The Mississippi Partnership pursues the following:

- **Career Pathway Model Alignment.** Align local workforce services around the Mississippi Smart Start Career Pathway Model that helps individuals at any stage of work-readiness secure gainful employment in high-demand regional sectors.
- **Industry-Driven Service Design.** Anchor training investments to validated employer demand and the region's priority occupations—led by Advanced Manufacturing, the state's highest regional concentration—consistent with The Mississippi Partnership Sector Strategy Plan and the federal pillar of industry-driven strategies.

- **Integrated Technology.** Enhance information technology—including the WIOA Referral Hub and Mississippi Works—to coordinate case management across partners, reduce duplication, and expand worker mobility.
- **Ecosystem Approach to Education and Training.** Build on the network of local partners—including the region’s community colleges (East Mississippi, Itawamba, Northeast Mississippi, and Northwest Mississippi), area universities, and secondary CTE programs—to expand participation, retention, and credential completion.
- **Performance and Data-Driven Planning.** Use performance measures and the State Longitudinal Data System to assess program effectiveness and ensure accountability for results.
- **Ongoing Workforce Research.** Continuously analyze employer needs in regional and emerging sectors—including aerospace, data centers, and distribution and logistics—to inform planning.
- **Shared Vision and Coordination.** Foster a unified vision with the State Workforce Investment Board (SWIB), AccelerateMS, and partner LWDAs.

Alignment with America’s Talent Strategy and the Combined State Plan

This modification mirrors the strategic architecture of the Mississippi Combined State Plan, which is built on the five pillars of America’s Talent Strategy. The table below summarizes how The Mississippi Partnership operationalizes each pillar locally; the strategies are carried throughout Sections C through F of this plan.

Mississippi Partnership Alignment with the Five Pillars of America’s Talent Strategy

Federal Pillar	How The Mississippi Partnership Advances It Locally
1. Industry-Driven Strategies	The Mississippi Partnership directs WIOA training resources to priority occupations in its target sectors—Advanced Manufacturing; Aerospace, Space & Defense; Data Centers & Information Technology; Distribution & Logistics; Energy; Forestry & Chemicals; and Healthcare & Support—guided by its Local Workforce Development Board, the region’s economic developers, and employer engagement through a Business Services Specialist.
2. Worker Mobility	The Mississippi Partnership expands earn-and-learn pathways—Mississippi Industry Experience Programs (previously called industry-recognized apprenticeships) funded jointly with WIOA and AccelerateMS Mississippi Works funds, OJT, internships, and incumbent worker training—alongside the Mississippi Apprenticeship Accelerator (MAA) program to expand access to registered apprenticeships, strengthen career pathways, and improve worker mobility by connecting individuals with industry-recognized skills and opportunities for advancement.
3. Integrated Systems	The Mississippi Partnership operates a “no-wrong-door” WIN Job Center system anchored by the state’s first Sector Training Plus Comprehensive Center at Belden, with five one-stop operators, shared intake and referral through the WIOA Referral Hub and Mississippi Works, co-located Combined Plan partners, and Perkins V–aligned K-16+ career pathways promoted through MSGradJobs.com, MSTechJobs.com, and MSPathfinder.org.
4. Accountability	The Mississippi Partnership links investments to outcomes through negotiated WIOA performance measures, quarterly benchmark reviews written into every service provider subgrant, annual programmatic and fiscal monitoring on a schedule distributed to OGM by October 1 each year, and customer-satisfaction feedback.
5. Flexibility & Innovation	The Mississippi Partnership invests in innovative service models—the Belden Sector Training Plus model spanning job search assistance to associate degrees; Mississippi Industry Experience Programs; the Communiiversity partnership with East Mississippi Community College; and short-term credentialing aligned to sector needs, including Workforce Pell–eligible programs as certified by the State.

Mississippi’s seven Combined State Plan goals—coordinating service delivery through a no-wrong-door approach; strengthening interagency partnerships; developing articulated K-16+ pathways; developing cross-program performance metrics; maximizing technology; investing in integrated technology; and communicating a unified vision—map directly to these pillars and are reflected in The Mississippi Partnership’s local goals in Section F.

Public Comment Requirements

In accordance with WIOA Section 108(d), The Mississippi Partnership Workforce Development Board makes the proposed Local Plan modification available to the public through electronic and other means, such as public hearings and local news media, and provides a public comment period of no fewer than 30 days. Any comments received that express disagreement with the plan are submitted to the State together with the plan. The Mississippi Partnership local plan was made available for public comment for the 30-day period beginning on September 14, 2026, and ending October 14, 2026. Any comments received will be submitted to the MDES Office of Grant Management.

Plan Outline

A. Local Workforce Development Area Overview

A.1. Local Area's official (legal) name established to administer the Workforce Innovation and Opportunity Act (WIOA).

The Mississippi Partnership for Workforce Development, Inc.

See Appendix A for *Local Workforce Development Area Re-designation Approval Letter*.

A.2. Local Area Workforce Development Director Information.

Terry Treadaway, Division of Workforce Development Director
Three Rivers Planning & Development District
P.O. Box 690
Pontotoc, MS 38863
662-489-2415
ttreadaway@trpdd.com

A.3. Local Workforce Development Area's Chief Elected Official Information.

Sam Taylor, Union County Supervisor
P.O. Box 847
New Albany, MS 38652
662-534-1902

A.4. Individuals authorized to receive official mail for the Chief Elected Official in the LWDA.

Vernon R. Kelley, III and Terry Treadaway
Three Rivers Planning & Development District
P.O. Box 690
Pontotoc, MS 38863
662-489-2415
vrk@trpdd.com / ttreadaway@trpdd.com

A.5. Administrative/Fiscal Agent responsible for disbursing Local Area WIOA grant funds.

Three Rivers Planning & Development District
 75 South Main Street/P.O. Box 690
 Pontotoc, MS 38863
 662-489-2415

A.6. Administrative/Fiscal Agent's signatory official.

Vernon R. Kelley III, Executive Director
 Three Rivers Planning & Development District
 75 South Main Street/P.O. Box 690
 Pontotoc, MS 38863
 662-489-2415
vrk@trpdd.com

A.7. See Appendix B for the Administrative Entity / LWDA / Fiscal Agent organizational chart.**A.8.** Administrative Entity's Data Universal Numbering System (DUNS) Number and Assurance of 'System for Award Management' (SAM) status is current.

DUNS 03-0429567
 UEI: RG67ZBHFHMK1

SAM status is current.

A.9. Local Workforce Development Board (LWDB) Chairperson's Information.

Jessica Jordan
 Jordan & Jordan Properties, LLC
 P.O. Box 690
 Pontotoc, MS 38863
ivyhouston4@aol.com

A.10. See Appendix C for The Mississippi Partnership LWDB Membership List.**A.11.** See Appendix D for The Mississippi Partnership LWDB By-Laws, including dates adopted and amended.**A.12.** See Appendix E for The Mississippi Partnership signed Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Primary Covered Transactions.**A.13.** See Appendix F for The Mississippi Partnership Local Area Signatory Submission Page.**B. Regional Strategic Planning and Economic & Workforce Analysis**

B.1. The State of Mississippi is divided into four Local Workforce Development Areas (LWDAs): Delta, Mississippi Partnership, South Central Mississippi Works, and Twin Districts. These areas align with the State's planning and development district structure established by the Mississippi Comprehensive Workforce Training and Consolidation Act of 2004, under which planning and development districts serve as fiscal agents for the local boards. The Mississippi Partnership LWDA encompasses 27 counties in north Mississippi. To allow finer calibration of workforce and economic development efforts while preserving local governance, AccelerateMS has defined eight workforce ecosystems statewide; The Mississippi Partnership encompasses part of Ecosystem 2 and Ecosystem 4.

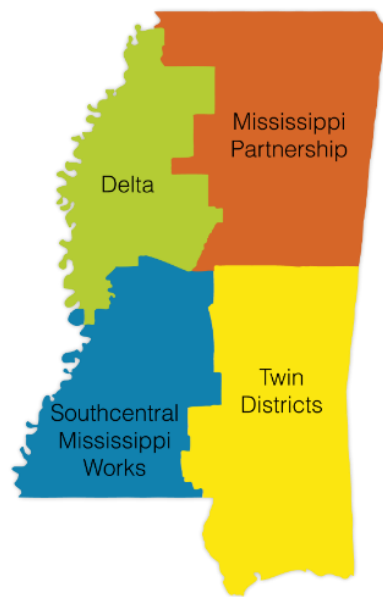


Figure 1: Local Workforce Development Areas

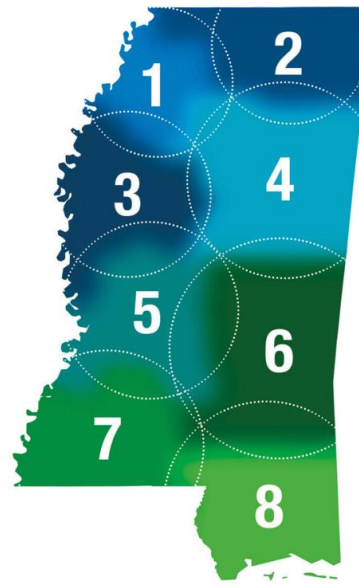


Figure 2: Mississippi Workforce Ecosystems

B.2. The Mississippi Partnership has adopted the strategic vision defined in the Mississippi WIOA Combined State Plan—a workforce system that functions as a connected ecosystem in which all partners and services align to achieve shared goals, so that every resident can become work- or career-ready and secure a quality job at home. From the moment individuals enter the system, they are provided the tools to choose and pursue a career pathway relevant to current and future labor markets; from the moment businesses engage the system, resources are aligned to cultivate the sustainable, high-performance workforce essential to their long-term viability. Key aspects of the strategic vision are to provide every Mississippian with the opportunity to become a competitive candidate within the local talent pool; support integrated technology and strengthen interagency partnerships; develop a career pathway model that integrates programs and improves efficiency in service delivery across partners, with particular focus on individuals with barriers to employment; and strategically align programs with current and emerging high-demand sectors.

B.3. Economic Analysis. The Mississippi Partnership Local Workforce Development Area (LWDA), strategically located along the borders of three states, supports a diverse and growing economy with major industry sectors including healthcare, information technology, energy, advanced manufacturing, and logistics. As identified in the State Plan, the Mississippi Partnership is projected to experience the largest increase in employment in the state. The region also maintains a tight labor market, with a 57.3% labor force participation rate (LFPR) and an unemployment rate of 3.1%. While average earnings in the region remain slightly below the statewide average, continued employment growth and strong employer demand create significant opportunities for workforce development and career advancement.

More than 40% of Mississippi's manufacturing industries are located within the Mississippi Partnership LWDA. The region's manufacturing base is highly diverse and includes aerospace, electronics and computer manufacturing, automotive, furniture, chemical manufacturing, and metal fabrication. Major manufacturing employers include Goodyear Tire & Rubber Company, Toyota, Stark Aerospace, Airbus Helicopters, New Way, Aurora Flight Sciences, Ashley Furniture, and Milwaukee Tool.

The Mississippi Partnership LWDA is home to several specialized industry hubs that support the region's economic growth. In northeast Mississippi, the Chickasaw Trail Industrial Park is home to several major national and international employers, including Amazon, Nike, Cooper Tire & Rubber Company, Niagara, ASICS, and Volvo. This industrial park is also home to the Marshall County Workforce Training Center, reflecting the region's commitment to strategically locating workforce and technical training resources near areas of concentrated employer demand. This approach allows workforce partners, educational institutions, and employers to collaborate more effectively in preparing individuals for careers in manufacturing, logistics, and other high-demand industries.

The HIVE Business Park in Lee County represents another strategic economic development and workforce asset within the Mississippi Partnership LWDA. Located in Tupelo along U.S. Highway 6/76, The HIVE is a next-generation business and industrial complex designed to attract advanced manufacturing, distribution, technology, and other high-growth industries. The park also supports workforce development through the Lee County Career and Technical Education Center, creating a direct connection between career and technical education, industry demand, and employment opportunities. Recent investment by Liebherr, which selected The HIVE for a new distribution and manufacturing campus, further demonstrates the area's ability to attract major employers and generate high-quality employment opportunities.

East Mississippi Community College, Itawamba Community College, Northeast Mississippi Community College, and Northwest Mississippi Community College maintain strong connections with local employers through customized training, industry partnerships, and hands-on learning opportunities. Collectively, these institutions provide flexible training options, industry-specific facilities, and employer-driven programs that help businesses recruit, train, and retain qualified workers. Through these partnerships, the colleges serve as key workforce development partners, helping to build a skilled talent pipeline, support existing businesses, and prepare workers to meet the needs of new and expanding industries throughout the Mississippi Partnership region.

The Mississippi Partnership also serves as a major logistics and distribution center. Approximately 45.7% of all distribution jobs in Mississippi are located in the northwest portion of the Mississippi Partnership LWDA. Major distribution employers in the region include ASICS, Amazon, FedEx, Niagara, Nike, Walmart, and Volvo. The concentration of distribution and logistics employers further increases the demand for workers with skills in transportation, warehousing, supply chain management, equipment operation, and related occupations.

The Mississippi Partnership LWDA places a strong emphasis on youth workforce programs, technical training, and Mississippi Industry Experience Programs (MIEPS), which were previously called industry recognized apprenticeship programs, as key components of its workforce development strategy. The MIEP opportunities are available through East Mississippi Community College, Itawamba Community College, Northeast Mississippi Community College, and Northwest Mississippi Community College. Employers in advanced manufacturing, information technology, logistics, and other high-demand industries increasingly utilize MIEP as a component of their recruitment, training, and employee development strategies. Employer partners include APMM, Cyient, Syntron Material Handling, Southern Motion, TAG Truck Center, KeyTronics, Moore Engineering, and Toyota.

Healthcare is another significant component of the Mississippi Partnership's economy. The LWDA is home to North Mississippi Medical Center, the state's largest private, not-for-profit hospital and one of the largest non-metropolitan hospitals in the United States. In combination with other healthcare providers throughout the region, the healthcare sector generates substantial demand for nurses, technicians, allied health professionals, and other healthcare occupations. Community colleges throughout the Mississippi Partnership offer a variety of healthcare-related degree and certificate programs designed to help meet these workforce needs and provide residents with pathways to careers in the healthcare industry.

The Mississippi Partnership LWDA also benefits from a strong network of economic and workforce development partners. These partners include the North Mississippi Industrial Development Association (NMIDA), the Golden Triangle Development LINK, Innovate Mississippi, and county and regional economic development organizations such as The Alliance in Alcorn County, the DeSoto County Economic Development Council, the Winston Partnership, and the Community Development Foundation (CDF). Collaboration among these organizations, workforce partners, educational institutions, and employers strengthens the region's ability to identify emerging workforce needs, attract and retain businesses, develop talent pipelines, and connect job seekers with employment and training opportunities.

Collectively, the Mississippi Partnership's diverse industry base, concentration of advanced manufacturing and logistics employers, expanding healthcare sector, strong educational partnerships, and established economic development network provide a solid foundation for continued economic growth. The LWDA will continue to align workforce development strategies with the needs of employers and emerging industries while expanding

opportunities for residents to obtain the skills, credentials, and work experience necessary to succeed in the regional economy.

The Mississippi Partnership economy supported total average employment of 332,409 in 2024 across all industries, with an overall average annual wage of \$47,853 across 19,739 establishments. Manufacturing is the region's largest industry at 16.8% of employment—the highest regional manufacturing concentration in the state—followed by Health Care and Social Assistance (13.5%), Retail Trade (13.1%), Educational Services (10.6%), and Accommodation and Food Services (10.4%). The region's industrial strength spans furniture manufacturing in the northeast, automotive production anchored by the Toyota plant at Blue Springs and its supplier network, aerospace and defense, steel production, and the distribution corridors of DeSoto County, complemented by the research capacity of Mississippi State University and the University of Mississippi.

Table 1: Labor Market Employment by Industry, Mississippi Partnership

Industry	Avg. Employment	% of Total	Avg. Annual Wage	Establishments (Q4 2024)
Manufacturing	55,983	16.8%	\$59,605	968
Health Care and Social Assistance	44,830	13.5%	\$55,628	2,103
Retail Trade	43,531	13.1%	\$31,745	3,819
Educational Services	35,208	10.6%	\$50,848	378
Accommodation and Food Services	34,610	10.4%	\$19,912	2,062
Transportation and Warehousing	30,863	9.3%	\$51,441	1,128
Administrative and Waste Services	16,355	4.9%	\$35,612	954
Public Administration	13,652	4.1%	\$45,812	417
Construction	12,432	3.7%	\$62,551	1,437
Wholesale Trade	9,503	2.9%	\$61,506	718
Professional and Technical Services	7,107	2.1%	\$62,319	1,342
Finance and Insurance	7,060	2.1%	\$71,976	1,215
Other Services, Except Public Administration	5,675	1.7%	\$45,808	1,269
Arts, Entertainment, and Recreation	2,997	0.9%	\$19,181	242
Real Estate and Rental and Leasing	2,952	0.9%	\$44,080	757
Utilities	2,704	0.8%	\$83,421	185
Agriculture, Forestry, Fishing and Hunting	2,343	0.7%	\$47,364	384
Information	2,190	0.7%	\$50,915	232
Management of Companies and Enterprises	1,805	0.5%	\$91,616	97
Mining, Quarrying, and Oil and Gas Extraction	610	0.2%	\$73,934	32
Total	332,409	100.0%	\$47,853	19,739

Source: Mississippi Department of Employment Security, Labor Market Information, Census of Employment & Wages, 2024 Annual Averages.

The region's traded sectors—those that sell goods and services outside the region and import wealth into it—are led by the manufacturing industries that define north Mississippi's economic identity. Several traded sectors are projected to expand significantly through 2032, and forward-looking analytics identify the strongest detailed-industry growth opportunities through 2035.

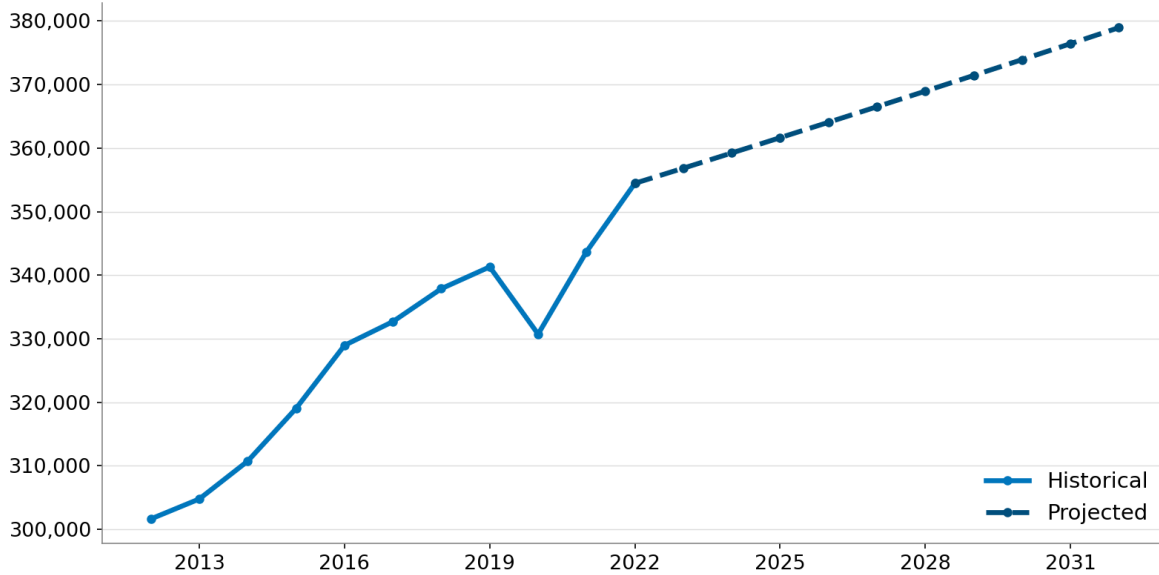
Table 2: Labor Market Employment & Demand in Traded Sectors

Industry	2024 Avg. Employment	% Traded Emp.	Proj. 2022–32 % Change	2024 Avg. Wage
Warehousing and Storage	17,541	16.1%	27.6%	\$49,804
Furniture and Related Product Manufacturing	13,259	12.2%	-11.7%	\$41,933
Transportation Equipment Manufacturing	7,280	6.7%	15.5%	\$78,049
Professional and Technical Services	7,107	6.5%	11.8%	\$62,319
Truck Transportation	6,059	5.6%	2.7%	\$57,680
Machinery Manufacturing	5,940	5.5%	0.7%	\$59,594
Plastics and Rubber Products Manufacturing	5,802	5.3%	-3.1%	\$59,117
Credit Intermediation and Related Activities	5,187	4.8%	8.0%	\$66,746
Fabricated Metal Product Manufacturing	4,707	4.3%	-2.1%	\$59,602
Couriers and Messengers	3,397	3.1%	10.9%	\$34,947
Food Manufacturing	3,366	3.1%	8.0%	\$51,683
Wood Product Manufacturing	2,754	2.5%	-1.1%	\$60,931
Primary Metal Manufacturing	2,728	2.5%	6.9%	\$85,670
Utilities	2,704	2.5%	5.8%	\$83,421
Support Activities For Transportation	2,027	1.9%	5.3%	\$66,595
Paper Manufacturing	1,682	1.5%	13.3%	\$75,796
Chemical Manufacturing	1,670	1.5%	11.4%	\$83,302
Insurance Carriers and Related Activities	1,576	1.4%	16.7%	\$79,773
Nonmetallic Mineral Product Manufacturing	1,553	1.4%	19.8%	\$66,018
Electrical Equipment and Appliance Mfg.	1,104	1.0%	77.9%	\$61,288
Computer and Electronic Product Manufacturing	850	0.8%	7.9%	\$48,693
Miscellaneous Manufacturing	745	0.7%	-1.0%	\$56,393
Forestry and Logging	735	0.7%	-13.2%	\$52,263
Textile Product Mills	712	0.7%	-10.6%	\$39,106
Textile Mills	701	0.6%	-11.5%	\$75,413
Telecommunications	696	0.6%	2.0%	\$69,110
Crop Production	672	0.6%	10.1%	\$35,101
Mining, Quarrying, and Oil and Gas Extraction	610	0.6%	-5.2%	\$73,934
Agriculture and Forestry Support Activities	592	0.5%	4.0%	\$55,427
Apparel Manufacturing	439	0.4%	-0.7%	\$65,544
Transit and Ground Passenger Transportation	363	0.3%	2.5%	\$29,383
Publishing Industries	350	0.3%	59.7%	\$54,019
Animal Production and Aquaculture	314	0.3%	25.6%	\$46,261
Securities, Commodity Contracts, Investments	287	0.3%	6.2%	\$123,689
Printing and Related Support Activities	250	0.2%	-35.3%	\$35,265
Internet Publishing and Broadcasting	245	0.2%	3.6%	\$50,571
Pipeline Transportation	146	0.1%	16.1%	\$112,824
Air Transportation	45	0.0%	7.4%	\$57,696
Fishing, Hunting and Trapping	31	0.0%	5.0%	\$54,538

Source: MS Department of Employment Security, Census of Employment & Wages, 2024 Annual Averages; and Industry Projections, MS Partnership WDA, 2022–2032.

Regional employment is projected to grow from 354,456 jobs in 2022 to 378,946 by 2032—a gain of 24,490 jobs (6.9%), the fastest projected growth rate among Mississippi’s four LWDAs.

Figure 3: MS Partnership Employment, 2012-2032



Source: MS Department of Employment Security, Labor Market Information, Industry Projections, MS Partnership WDA, 2022–2032.

Table 3: Anticipated Job Growth by LWDA, 2022–2032

Area	2022 Employment	2032 Projected	Change	% Change	Mean Annual Wage 2024
Mississippi	1,182,554	1,256,526	73,972	6.3%	\$49,740
Delta	87,592	91,221	3,629	4.1%	\$44,331
MS Partnership	354,456	378,946	24,490	6.9%	\$47,803
South Central	356,409	380,964	24,555	6.9%	\$52,867
Twin Districts	384,118	405,522	21,404	5.6%	\$48,902

Source: MS Department of Employment Security, Occupational Projections, 2022–2032; and Occupational Wage Estimates, 2024.

The Mississippi Partnership’s target industries are determined in partnership with AccelerateMS, the Mississippi Development Authority, the Sector Strategy Committee, and regional economic developers. The region’s targeted activities and their relative scale are summarized below.

Table 4: Targeted Industries by Area

Activity	MDA	Delta	MS Partnership	South Central MS Works	Twin Districts
Advanced Manufacturing	X	X	X	X	X
Aerospace, Space & Defense	X	X	X		X
Agriculture, Food & Beverage	X	X	X	X	
Automotive & Related Manufacturing	X	X	X	X	
Data Centers & Information Technology	X			X	X
Distribution & Logistics	X	X	X	X	X
Energy & Related	X	X	X	X	X
Forestry, Chemicals & Related	X		X		X
Healthcare & Support		X	X	X	X
Information Infrastructure		X	X	X	X
Shipbuilding & Related	X				X

Source: AccelerateMS; MS Department of Employment Security, Labor Market Information; MS Development Authority; and Workforce Development Areas.

Table 5: Targeted Industries in the Mississippi Partnership

Activity	Average Employment	Average Annual Wage	Establishments (Q4 2024)
Advanced Manufacturing	16,650	\$75,158	243
Aerospace, Space & Defense	36,312	\$59,663	799
Agriculture, Food & Beverage	15,004	\$42,366	946
Automotive & Related Manufacturing	8,553	\$73,985	53
Data Centers & Information Technology	2,648	\$67,970	265
Distribution & Logistics	32,366	\$52,482	1,171
Energy	8,278	\$70,982	439
Forestry, Chemicals & Related	22,521	\$52,123	515
Healthcare & Support	56,690	\$57,381	1,777
Information Infrastructure	11,319	\$63,521	1,156
Shipbuilding & Related	7,303	\$71,846	246

Source: Mississippi Department of Employment Security, Labor Market Information, Census of Employment & Wages, 2024 Annual Averages.

Note: one NAICS code may appear in multiple groups.

Table 6: Strongest Economic Growth Opportunities in the Mississippi Partnership, 2025–2035

NAICS	Industry	2025 Jobs	2035 Jobs	Job Change	% Change	Employment Concentration	Avg. Earnings Per Job
493110	General Warehousing and Storage	17,102	20,004	2,902	17.0%	4.4	\$57,613
722511	Full-Service Restaurants	11,922	13,524	1,602	13.4%	1.0	\$25,786
455211	Warehouse Clubs and Supercenters	7,412	8,639	1,227	16.6%	2.0	\$39,398
722513	Limited-Service Restaurants	16,101	17,154	1,053	6.5%	1.6	\$20,267
902612	Colleges, Universities, and Professional Schools (State Government)	11,871	12,796	925	7.8%	2.0	\$80,605
813110	Religious Organizations	6,133	7,003	870	14.2%	1.7	\$23,277
903999	Local Government, Excluding Education and Hospitals	13,683	14,389	706	5.2%	1.0	\$53,219
621610	Home Health Care Services	2,497	3,108	611	24.5%	0.6	\$64,216
455219	All Other General Merchandise Retailers	3,358	3,935	577	17.2%	2.5	\$27,753
492110	Couriers and Express Delivery Services	3,340	3,895	554	16.6%	1.5	\$38,326
624120	Services for the Elderly and Persons with Disabilities	2,167	2,711	544	25.1%	0.4	\$28,722
622110	General Medical and Surgical Hospitals	10,472	11,002	530	5.1%	0.9	\$84,012
621111	Offices of Physicians (except Mental Health Specialists)	6,362	6,866	504	7.9%	1.0	\$116,944

Source: Lightcast Datarun, January 2026.

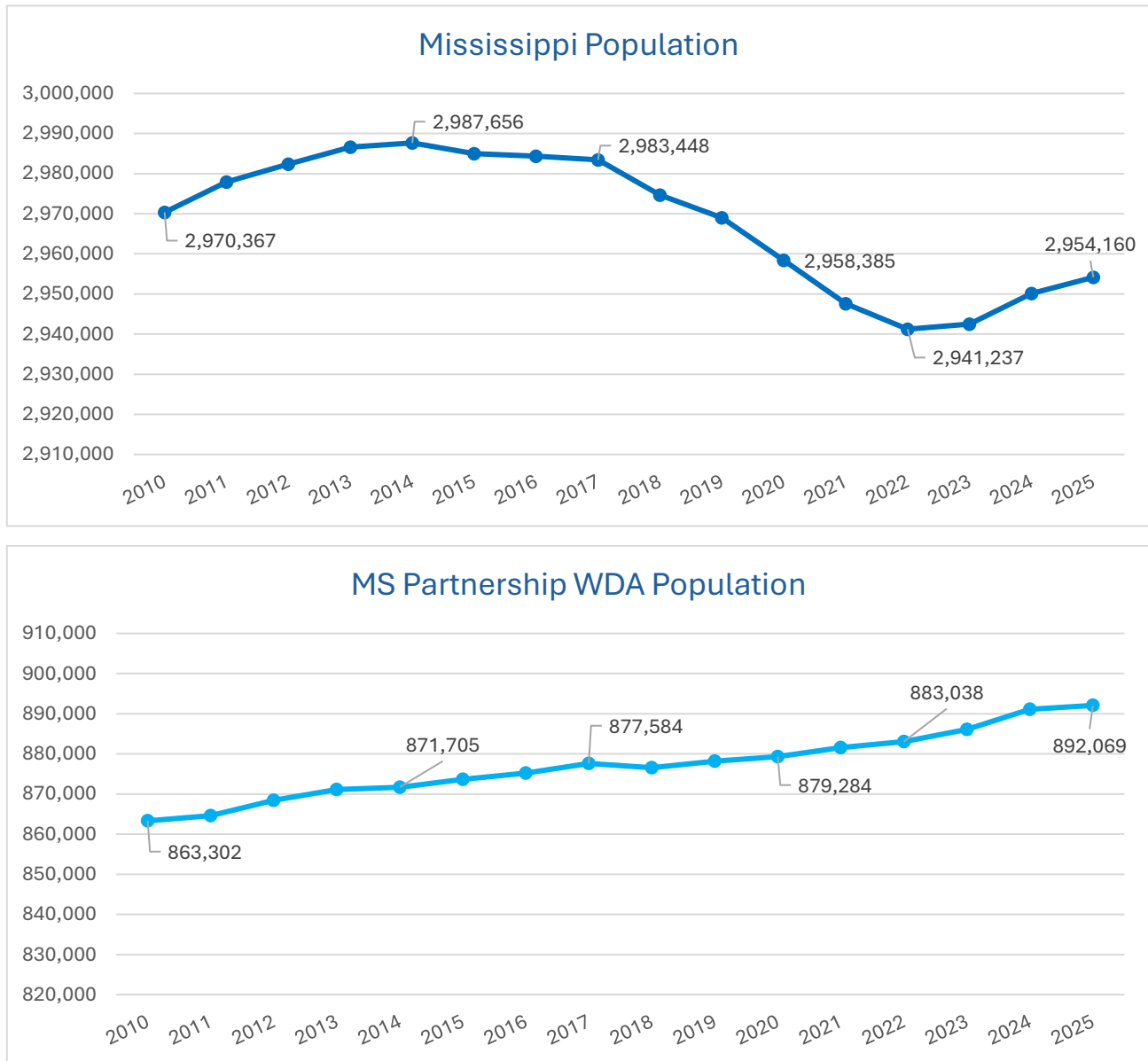
Table 7: Largest Growing Industries by Projected Net Job Change in the Mississippi Partnership, 2025–2035

NAICS	Industry	2025 Jobs	2035 Jobs	Job Change	% Change	Avg. Earnings Per Job
7225	Restaurants and Other Eating Places	29,920	33,010	3,090	10.3%	\$22,414
4931	Warehousing and Storage	17,364	20,253	2,889	16.6%	\$57,578
4552	Warehouse Clubs, Supercenters, and Other General Merchandise Retailers	10,771	12,575	1,804	16.7%	\$35,767
6241	Individual and Family Services	3,394	4,368	974	28.7%	\$33,710
8131	Religious Organizations	6,133	7,003	870	14.2%	\$23,277
6213	Offices of Other Health Practitioners	3,210	3,999	789	24.6%	\$63,454
2382	Building Equipment Contractors	5,251	5,961	710	13.5%	\$69,192
6211	Offices of Physicians	6,482	7,043	561	8.6%	\$116,869
3353	Electrical Equipment Manufacturing	1,327	1,859	532	40.1%	\$88,016
5416	Management, Scientific, and Technical Consulting Services	1,005	1,314	309	30.7%	\$71,331
4842	Specialized Freight Trucking	1,808	2,075	266	14.7%	\$81,027
5242	Agencies, Brokerages, and Other Insurance Related Activities	2,280	2,526	246	10.8%	\$87,832
5613	Employment Services	8,681	8,819	137	1.6%	\$41,740
5415	Computer Systems Design and Related Services	965	1,047	82	8.5%	\$92,528
5614	Business Support Services	729	538	-191	-26.2%	\$51,310

Source: Lightcast Datarun, January 2026.

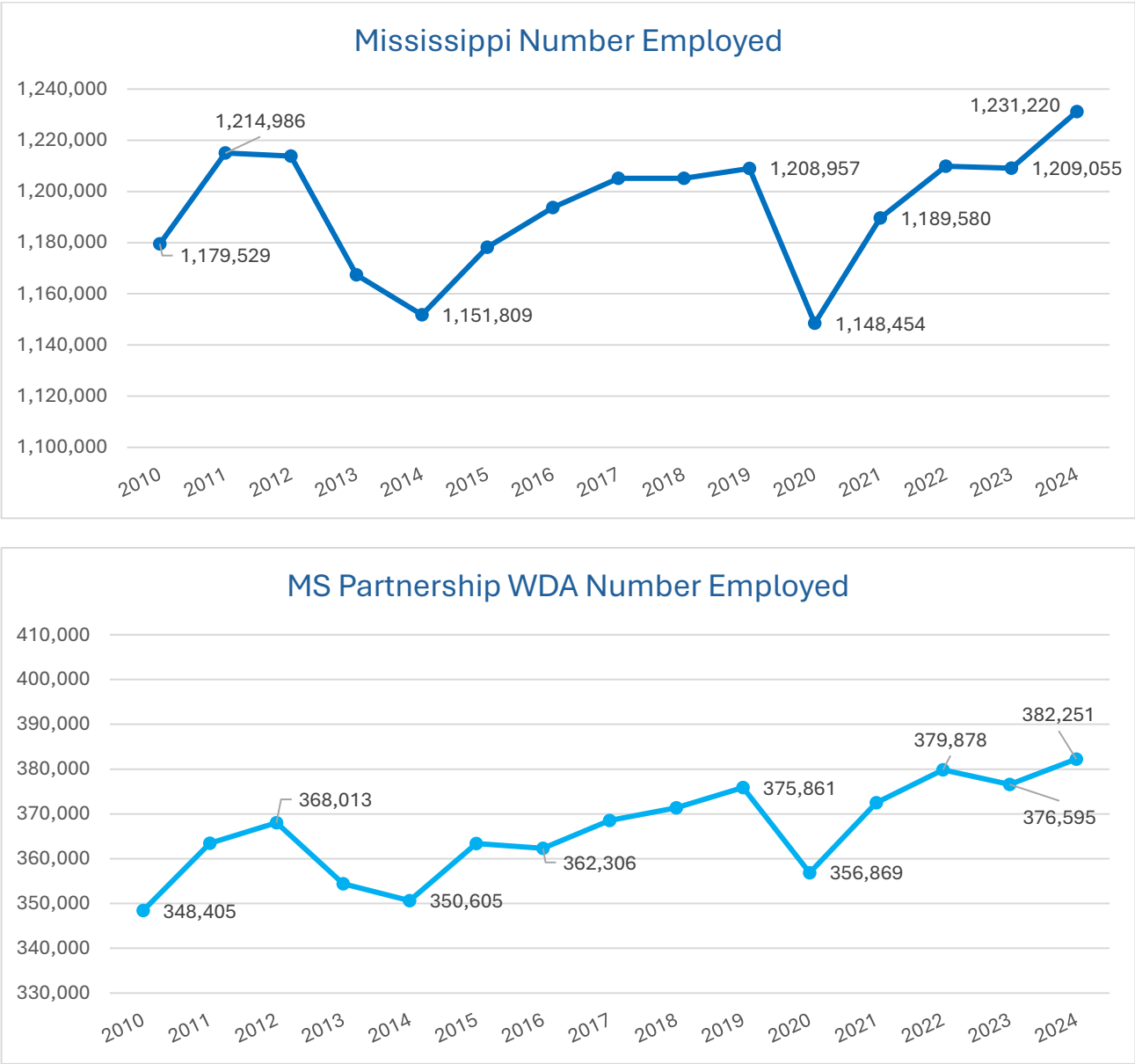
B.4. Population and Labor Force. The Mississippi Partnership is home to approximately 892,000 residents (2025), and unlike the state as a whole—whose population has been roughly flat since 2010—the region has grown steadily, anchored by DeSoto County, Oxford, Starkville, and the Tupelo micropolitan area. The region’s labor market is among the strongest in the state: the unemployment rate was 3.1% in 2024, below the statewide rate of 3.2%, and the region’s labor force participation rate of 57.3% is the highest of the four LWDAs—two full points above the statewide rate of 55.3%. In 2024 the region’s labor force reached 394,378 and employment reached 382,251, both record levels.

Figure 4. Population Trends



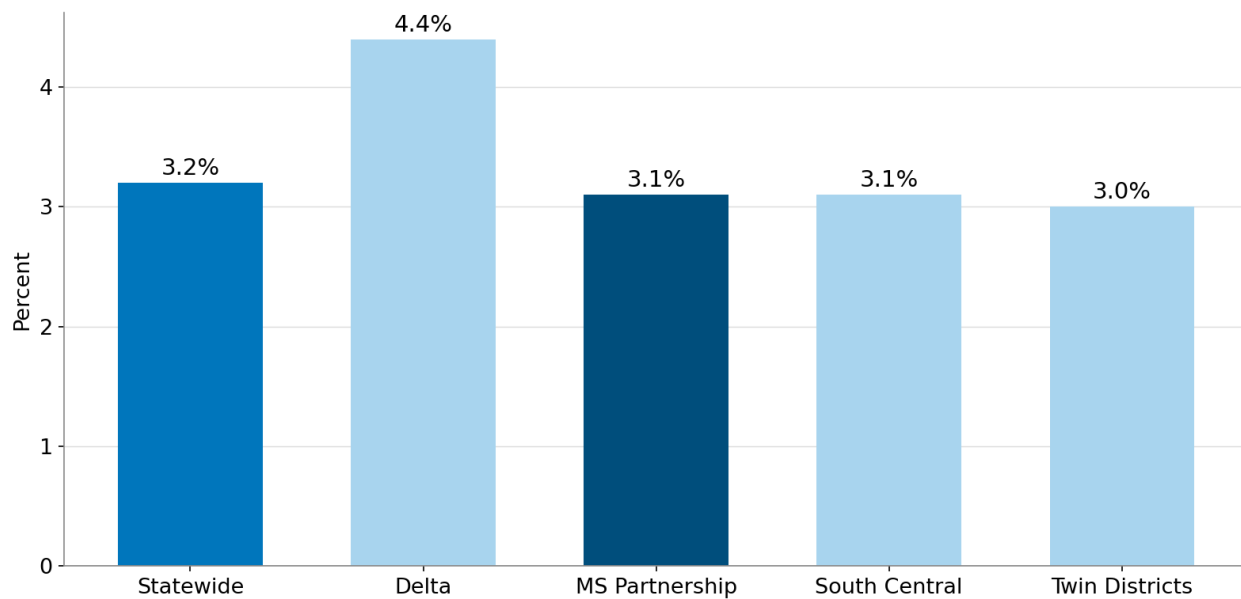
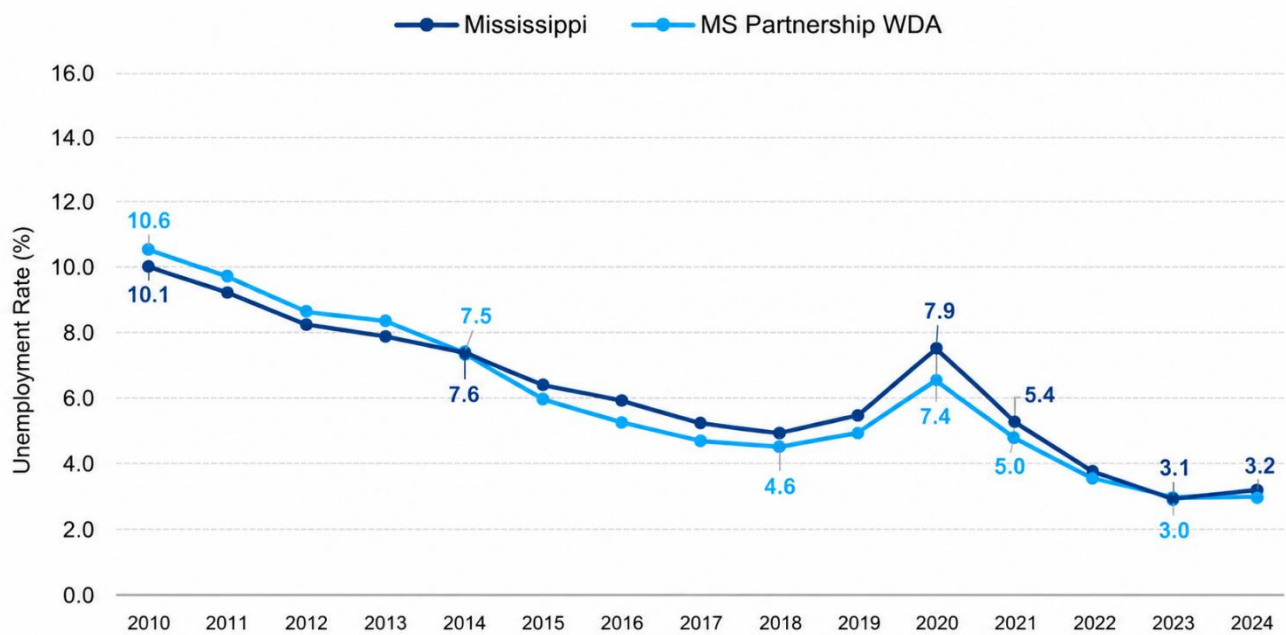
Source: US Census Bureau, ACS data, 2025 5-Year Estimates.

Figure 5. Annual Average Number Employed

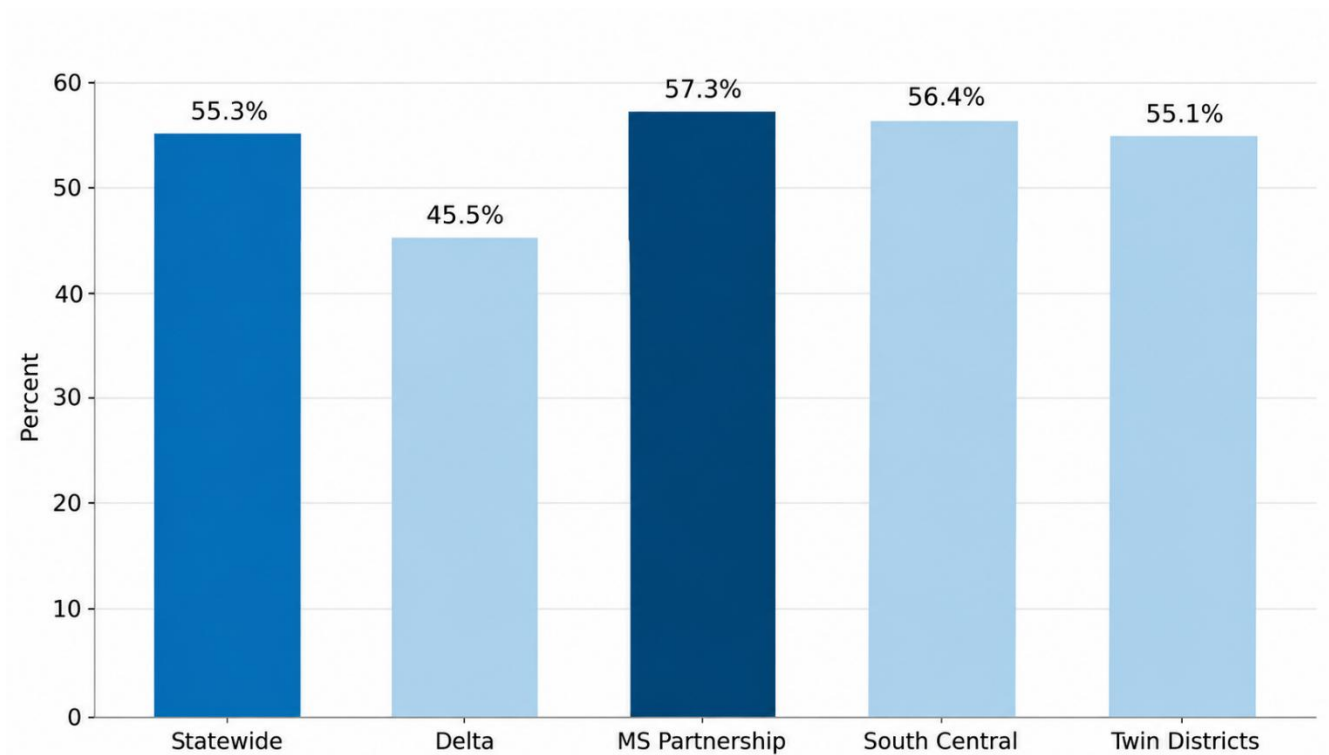


Source: MS Department of Employment Security, Labor Market Information, Local Area Unemployment Statistics, Annual 2024

Figure 6. Unemployment Rate Trends

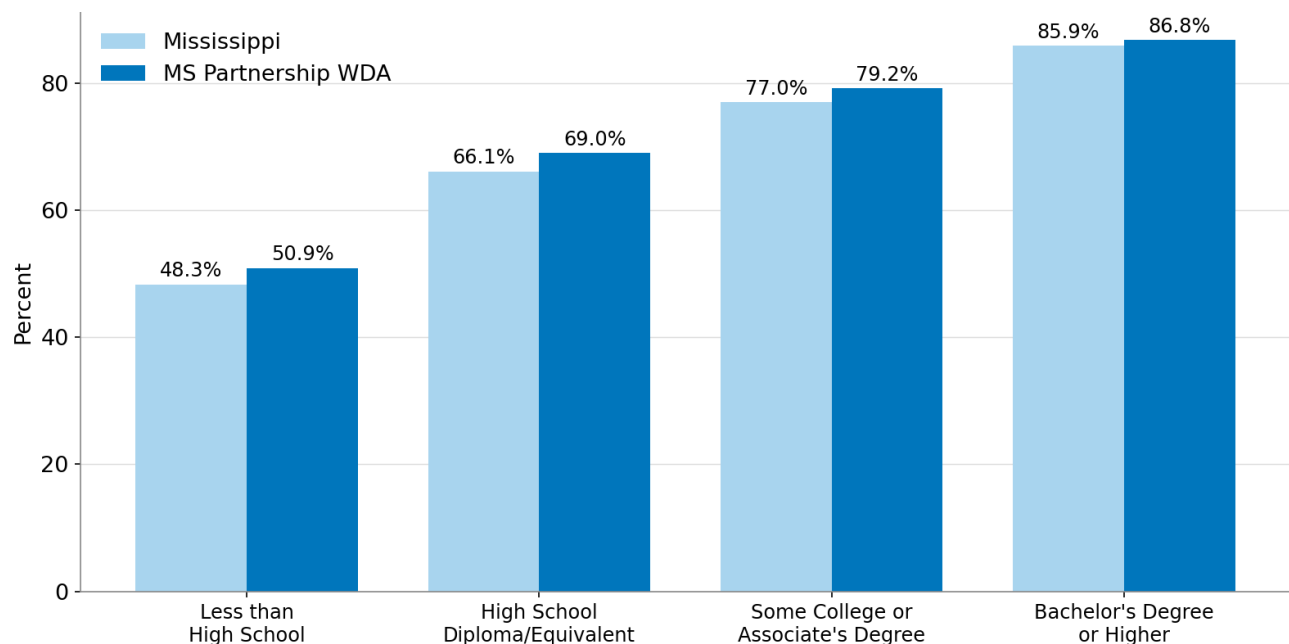


Source: MS Department of Employment Security, Labor Market Information, Local Area Unemployment Statistics, Annual 2024

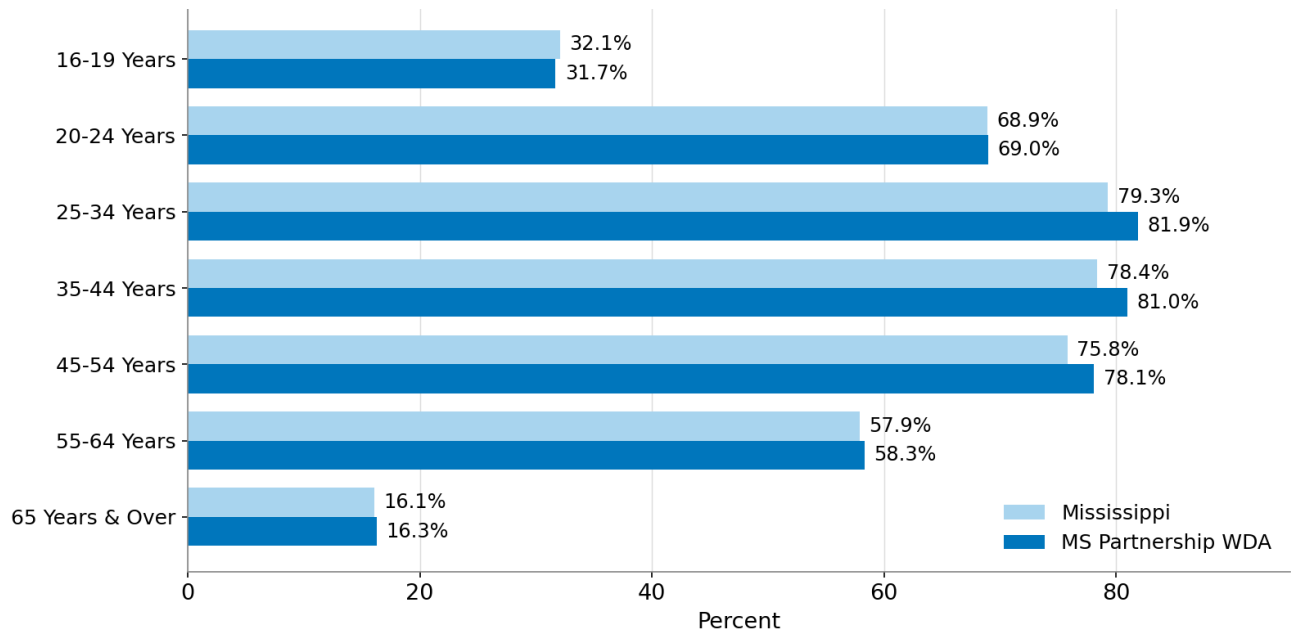
Figure 7. Workforce Participation Rate by Area, 2024

Source: MS Department of Employment Security, Labor Market Information, 2024 Annual.

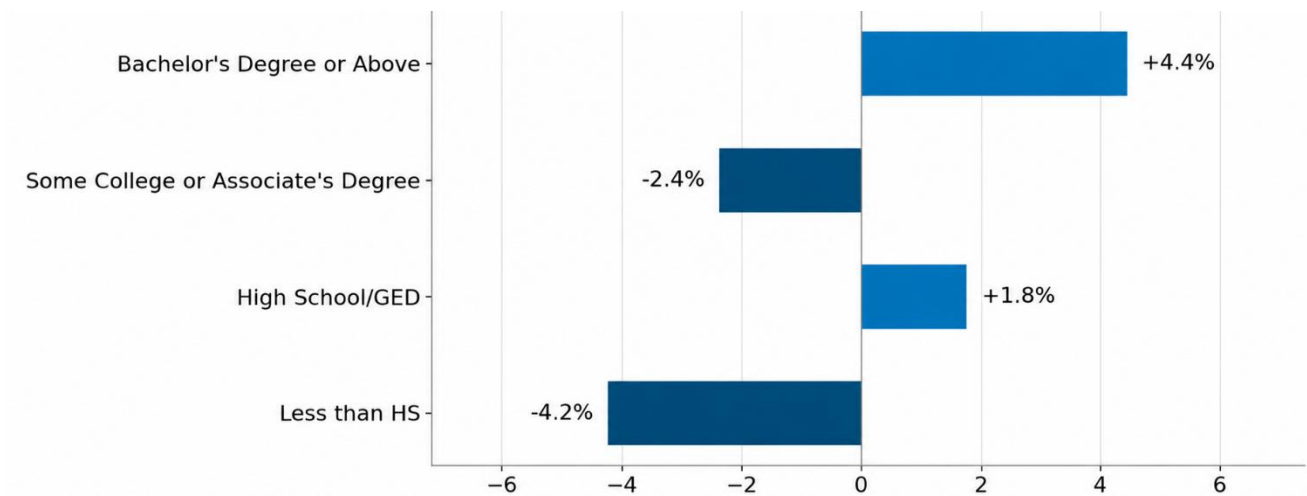
Labor force participation varies by education and age, and the region's educational attainment is shifting in the right direction: the share of residents ages 18–64 with a bachelor's degree or above rose 4.4% and the share with a high-school credential rose 1.8%, while the share with less than a high-school education fell 4.2%—evidence of a region moving up the credential ladder.

Figure 8. Workforce Participation Rate by Education

Source: US Census Bureau, ACS data, 2024 5-Year Estimates.

Figure 9. Workforce Participation Rate by Age

Source: US Census Bureau, ACS data, 2024 5-Year Estimates.

Figure 10. Mississippi Partnership Population – Percent Change by Educational Attainment (Ages 18-64)

Source: US Census Bureau, ACS data, 2024 5-Year Estimates and 2023 5-Year Estimates.

B.5. Employer Engagement and Priority Occupations. The Mississippi Partnership engages local businesses—including small employers—through the LWDB’s majority-private-sector membership, a Business Services Specialist focused on growing sectors of the economy, the AccelerateMS regional staff who serve as liaisons between workforce partners and businesses, and close partnerships with the region’s community colleges and economic developers. The Three Rivers PDD Workforce Division analyzes data and trends to identify businesses or sectors that may be distressed or at risk of layoff and proactively offers assistance, using analysis resources including REMI, EMSI, TORQ, and Econovue for early warning of potential layoffs or layoff-aversion opportunities. Guided by the SWIB and AccelerateMS, the region aligns training resources to a Priority Occupation list built from a comprehensive analysis of local industries and labor-market data; the list is aligned to the Sector Strategy Plan and reviewed annually. Employer-demand analytics confirm where hiring is concentrated.

Table 8: Employer Demand by Industry & Occupation (Unique Job Postings)

Industry	Unique Postings	Occupation	Unique Postings
Employment Placement Agencies	5,239	Registered Nurses	4,275
General Medical and Surgical Hospitals	3,465	Heavy and Tractor-Trailer Truck Drivers	3,284
Limited-Service Restaurants	2,905	Retail Salespersons	2,688
Offices of Physicians (except Mental Health Specialists)	2,471	First-Line Supervisors of Retail Sales Workers	2,345
Temporary Help Services	2,176	Laborers and Freight, Stock, and Material Movers, Hand	1,355
Colleges, Universities, and Professional Schools	2,174	Food Service Managers	1,349
All Other General Merchandise Retailers	1,726	Customer Service Representatives	1,251
Warehouse Clubs and Supercenters	1,450	Maintenance and Repair Workers, General	1,134
Home Health Care Services	1,421	Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	1,011
General Freight Trucking, Long-Distance, Truckload	1,356	General and Operations Managers	963
Full-Service Restaurants	1,104	Home Health and Personal Care Aides	911
Nursing Care Facilities (Skilled Nursing Facilities)	1,099	Licensed Practical and Licensed Vocational Nurses	900
Food Service Contractors	958	Production Workers, All Other	894
Automotive Parts and Accessories Retailers	929	Physical Therapists	879
Commercial Banking	860	Merchandise Displayers and Window Trimmers	867
Supermarkets and Other Grocery (except Convenience) Stores	627	Medical and Health Services Managers	760
Pharmacies and Drug Retailers	618	First-Line Supervisors of Food Preparation and Serving Workers	759
Department Stores	613	Fast Food and Counter Workers	750
Marketing Consulting Services	566	Food Preparation Workers	712
Offices of Other Holding Companies	564	Industrial Engineers	685

Source: Lightcast Datarun, January 2026.

Table 9: Employer Need by Skill

Common Skills	% of Postings	Specialized Skills	% of Postings	Software Skills	% of Postings
Communication	32.5%	Lifting Ability	9.9%	Microsoft Office	6.1%
Customer Service	28.8%	Merchandising	9.4%	Microsoft Excel	5.8%
Management	20.0%	Warehousing	6.4%	Microsoft Outlook	3.2%
Operations	18.2%	Nursing	6.2%	Microsoft PowerPoint	2.4%
Leadership	18.1%	Auditing	5.6%	SAP Applications	1.7%
Sales	17.2%	Cash Register	5.4%	Microsoft Word	1.7%
Detail Oriented	11.6%	Continuous Improvement Process	4.4%	Warehouse Management Systems	1.4%
Problem Solving	11.0%	Inventory Management	4.4%	Spreadsheets	1.1%
Computer Literacy	7.7%	Marketing	4.3%	Inventory Management System	0.7%
Interpersonal Communications	7.4%	Restaurant Operation	4.3%	AutoCAD	0.6%

Source: Lightcast Datarun, January 2026.

Table 10: Employer Need by Qualification

Qualification	Postings
Valid Driver's License	7,229
Registered Nurse (RN)	4,051
Basic Life Support (BLS) Certification	2,749
Cardiopulmonary Resuscitation (CPR) Certification	1,894
Licensed Practical Nurse (LPN)	1,363
Commercial Driver's License (CDL)	1,302
Advanced Cardiovascular Life Support (ACLS) Certification	1,194
CDL Class A License	1,190
Pediatric Advanced Life Support (PALS)	963
Certified Nursing Assistant (CNA)	769

Source: Lightcast Datarun, January 2026.

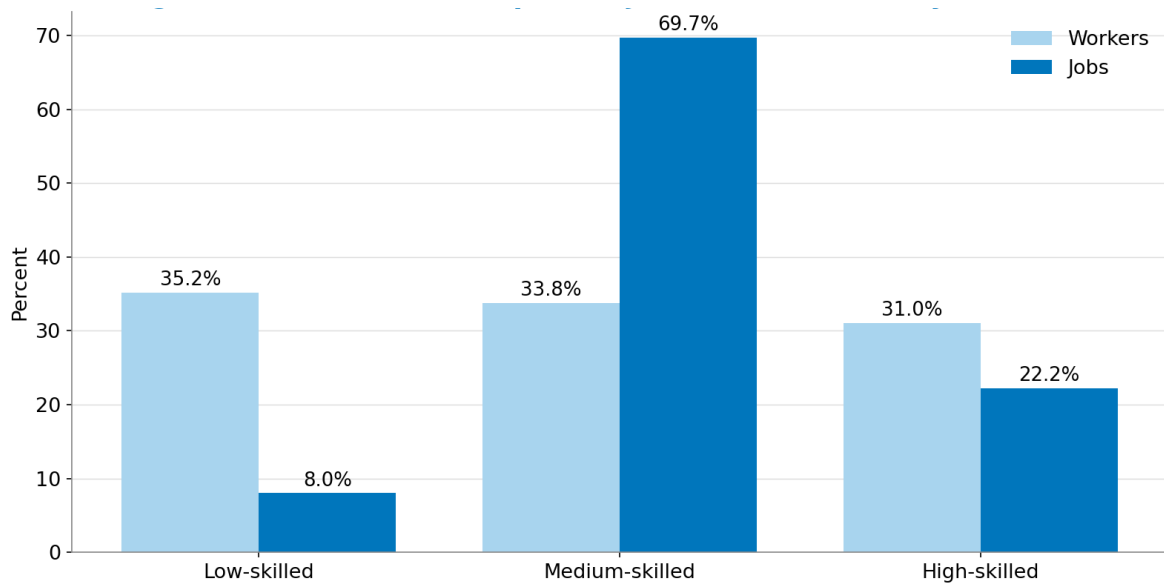
Employer demand by education level shows that the large majority of regional jobs require a high-school credential or less at entry, while the strongest projected growth through 2035 is at the postsecondary nondegree award level—evidence that the region's future job base rewards credential attainment and that the most acute need is for middle-skill talent.

Table 11: Employer Need by Education Level

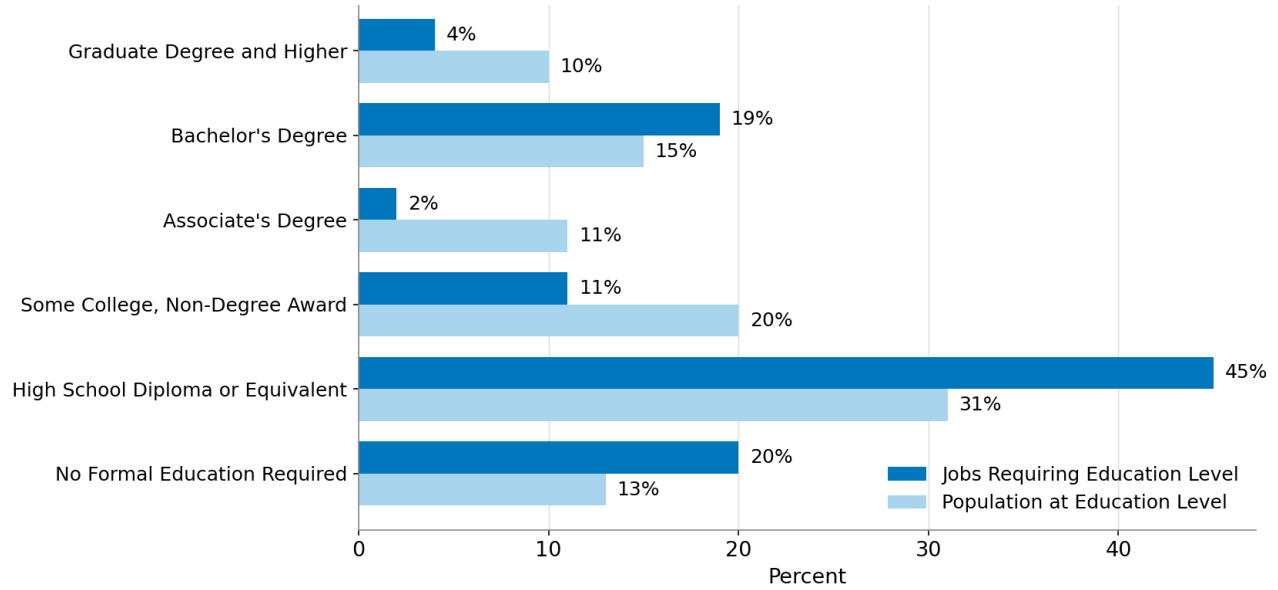
Education Level	2025 Jobs	2035 Jobs	Job Change	% Change	US % Change	Avg. Hourly Earnings	Median Advertised Salary
No formal educational credential	99,237	107,017	7,780	8.0%	4.0%	\$15.40	—
High school diploma or equivalent	159,224	169,407	10,183	6.0%	5.0%	\$22.31	\$40,600
Some college, no degree	6,915	6,943	28	0.0%	1.0%	\$17.64	—
Postsecondary nondegree award	29,086	31,308	2,222	8.0%	7.0%	\$23.70	—
Associate's degree	6,946	7,372	426	6.0%	7.0%	\$26.14	\$59,300
Bachelor's degree	59,280	65,397	6,117	10.0%	9.0%	\$36.17	\$85,900
Master's degree	7,236	8,096	860	12.0%	12.0%	\$41.21	\$97,700
Doctoral or professional degree	9,661	10,455	794	8.0%	8.0%	\$57.63	\$114,000
Total Across All Occs	380,502	409,006	28,504	7.0%	7.0%	\$23.98	—

Source: Lightcast Datarun, January 2026. Median advertised salary from job postings; some postings do not list education level.

The mismatch between the skill composition of the available workforce and the skill composition of available jobs is the region's defining workforce challenge. Although only 33.8% of the region's workers are at the middle-skill level, nearly seven of every ten regional jobs (69.7%)—and the overwhelming majority of projected job demand in the target sectors—are middle-skill.

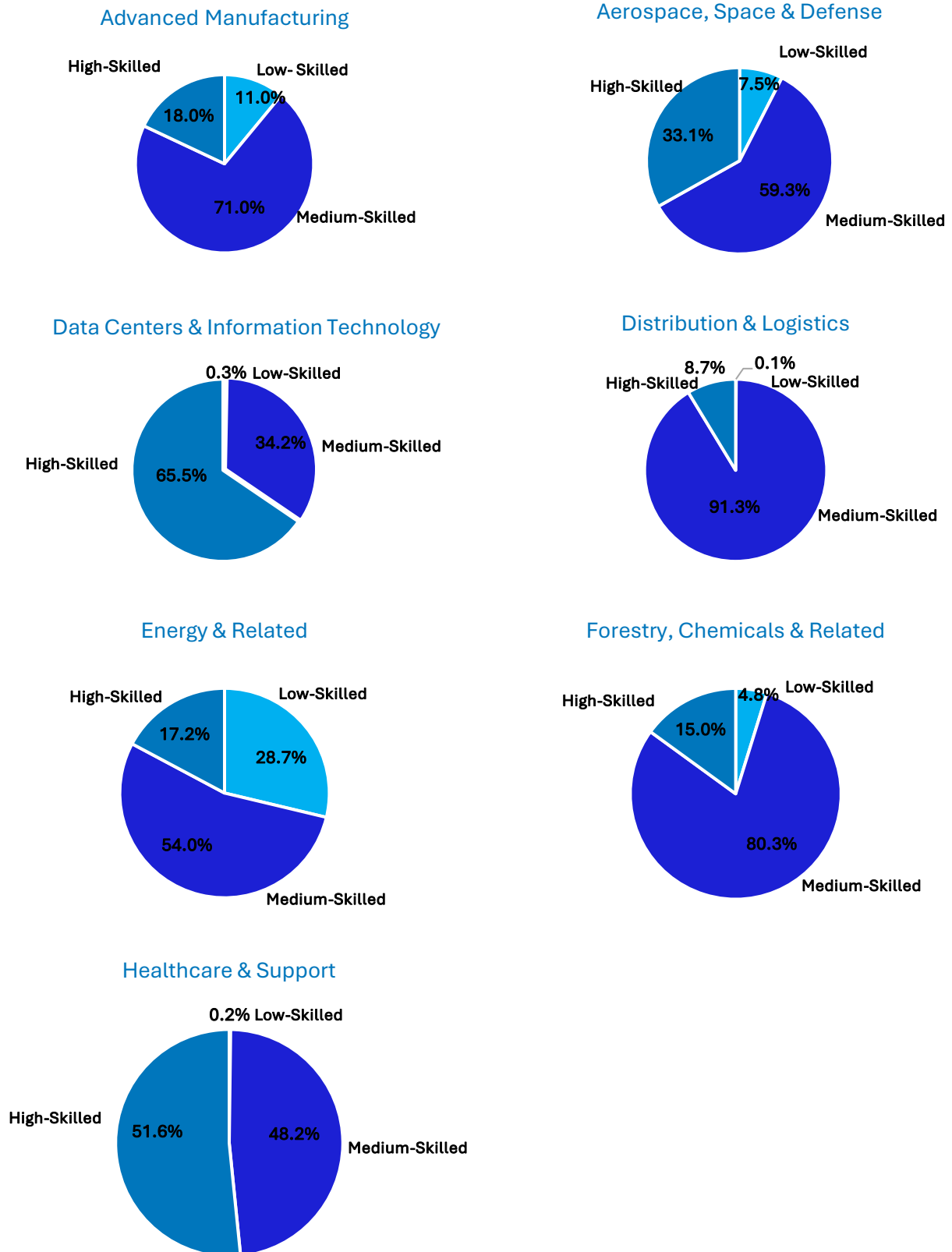
Figure 11. Mississippi Partnership Jobs and Workers by Skill Level

Source: US Bureau of Labor Statistics, OEWS, 2024; ONET, 2025; US Census Bureau, ACS data, 2024 5-Year Estimates.

Figure 11. Underemployment by Education Level

Source: Lightcast Datarun, January 2026.

Figure 12. Projected Skill Demand in the MS Partnership LWDA



Source: US Bureau of Labor Statistics, OEWS, 2024; ONET, 2025; US Census Bureau, ACS data, 2024 5-Year Estimates.

Occupational projections confirm where the region's job growth will be concentrated through 2032.

Table 12: Occupations with the Largest Projected Growth, 2022–2032

SOC	Occupation	Typical Entry-Level Education	2022 Jobs	2022–32 Job Change	2022–32 % Change	Median Hourly Wage
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	No formal educational credential	13,067	1,640	12.6%	\$18.23
53-7065	Stockers and Order Fillers	High school diploma or equivalent	10,169	1,585	15.6%	\$17.68
31-1120	Home Health and Personal Care Aides	High school diploma or equivalent	3,669	900	24.5%	\$11.73
11-1021	General and Operations Managers	Bachelor's degree	7,421	730	9.8%	\$40.19
35-2014	Cooks, Restaurant	No formal educational credential	2,667	713	26.7%	\$14.03
29-1141	Registered Nurses	Bachelor's degree	7,461	671	9.0%	\$36.11
53-3032	Heavy and Tractor-Trailer Truck Drivers	Postsecondary non-degree award	8,877	663	7.5%	\$23.97
53-7051	Industrial Truck and Tractor Operators	No formal educational credential	4,356	613	14.1%	\$20.92
35-3023	Fast Food and Counter Workers	No formal educational credential	9,056	606	6.7%	\$10.89
29-1171	Nurse Practitioners	Master's degree	1,138	549	48.2%	\$57.58
47-2061	Construction Laborers	No formal educational credential	2,770	548	19.8%	\$18.00
49-9041	Industrial Machinery Mechanics	High school diploma or equivalent	2,343	518	22.1%	\$26.07
11-9111	Medical and Health Services Managers	Bachelor's degree	1,256	388	30.9%	\$42.12
53-3033	Light Truck Drivers	High school diploma or equivalent	2,911	367	12.6%	\$19.81
35-1012	First-Line Supervisors of Food Preparation and Serving Workers	High school diploma or equivalent	3,407	345	10.1%	\$16.24

Source: MS Department of Employment Security, Occupational Projections, 2022–2032, and Occupational Employment & Wage Statistics, 2024.

B.6. Collaboration between workforce and economic development partners is essential for economic growth because regions are the centers of competition in the global economy. Each sub-region within The Mississippi Partnership has regional AccelerateMS staff, known as Workforce Development Managers, who serve as a single point of contact for workforce issues that arise in the Ecosystem. Regions work together to leverage resources and use their strengths to overcome their weaknesses, and WIOA success is realized through multiple public and private partnerships focused on specific functional areas that are integrated with the LWDB.

A proven strategy is to continuously analyze the workforce area's strengths, weaknesses, opportunities, and threats; SWOT analyses support planning processes, goal-setting, and plans of action. The workforce area works closely with representatives of the public and private sectors on a continual basis to foster economic and community development throughout the region, with widespread support among local elected officials, business leaders, and other stakeholders.

B.7. Transportation. Due to the rural nature of The Mississippi Partnership LWDA, transportation issues exist in some areas, and a system of mass public transit does not exist except within the larger cities. Transportation assistance is available through various community-based organizations, and referrals are made as needs are identified; supportive transportation services are customized for the individual participant, such as vouchers, gas cards, and monthly stipends where funding is available. The lack of adequate transportation continues to be cited as an obstacle to education, training, and employment, especially for older adults, persons with disabilities, and low-income individuals. To help address this, the Mississippi Department of Transportation instituted six regional coordinated transportation planning groups statewide; the twenty-seven-county Mississippi Partnership area encompasses three of the six—six counties in Delta Rides, fourteen in Ride the Smile, and seven in EZTAG. As individuals access training and gain employment, transportation barriers often resolve as workers become able to afford reliable transportation.

B.8. Education Alignment. The Mississippi Partnership works closely with the area’s secondary education entities and with postsecondary institutions—community colleges and universities—to articulate career pathways built around in-demand occupations and business demand. These pathways create a pipeline for the workforce, and the Mississippi Works system generates a Work-Ready Report Card to enable participants to be trained in alignment with employer labor market needs. The LWDA recognizes and promotes Mississippi Works’ MSGradJobs.com and MSTechJobs.com to connect four-year college and community college students with work opportunities and utilizes the MSPathfinder.org website to expose individuals to career opportunities in the target sectors.

The Mississippi Partnership has facilitated many stakeholder meetings focused on strategically aligning career pathways from high school to postsecondary and workforce training for the in-demand occupations outlined in the Sector Strategy Plan. With the formal inclusion of Perkins V in the Combined State Plan, the region further aligns secondary and postsecondary CTE with workforce training so participants can progress through clearly defined pathways.

Three Rivers PDD, the fiscal and administrative agent for The Mississippi Partnership, was awarded a \$5.7 million grant from AccelerateMS to implement a Career Coach Program in 27 counties in north Mississippi, which encompasses 40 school districts. This grant allows every high school in The Mississippi Partnership Workforce Area to have a Career Coach at school.

The mission of this project is to expose, prepare, and connect students to career avenues within and beyond the classroom setting and have every student graduating high school a career success plan. Three Rivers PDD, in coordination with local school districts and economic development organizations, has hired 82 Career Coaches who are housed in 72 high schools throughout our region. Three Rivers PDD has two Career Coach Managers who oversee the Career Coaches.

The Mississippi Partnership LWDA coordinates all of its efforts with secondary education, community colleges, and universities to ensure that individuals in our workforce region receive the best possible services that are streamlined and not duplicated.

B.9. Geography. The Mississippi Partnership provides services targeted to individuals regardless of geographic location across its predominantly rural twenty-seven-county region. Labor-market, geographic, and demographic information is used in program planning to ensure access across the entire LWDA. The area is governed by the LWDB working in coordination with the Chief Local Elected Officials, whose members provide perspective on local needs.

B.10. Veterans. The Mississippi Partnership supports the WIOA State Plan for priority of service for veterans and their families. It uses the Mississippi Works profile process to match military experience to civilian occupational demand and leverages the Jobs for Veterans State Grants. Disabled Veteran Outreach Program (DVOP) Specialists are embedded in the WIN Job Center system; where DVOPs are unavailable or have reached caseload limits, other WIN Job Center staff provide priority of service to veterans and eligible spouses in accordance with TEGL 10-09 and the WIOA State Plan.

The Columbus Air Force Base as well Camp McCain Training Center are both located within the Mississippi Partnership LWDA. WIN Job Centers are also located in the same town as these military bases to provide services to their communities, including military veterans and families.

C. Local Area Planning

Mississippi's State Plan includes the Combined Plan Programs and Strategic Programs. This section explains how the LWDA prepares and supports an educated and skilled workforce for all eligible job seekers, and describes the local workforce development system and the role the local board plays in coordinating with workforce development partners and stakeholders. Three Rivers Planning & Development District serves as the fiscal agent for the 27-county Mississippi Partnership Workforce Development Area (MPWDA) and is responsible for administering the funding used to manage and oversee the WIOA Local Plan implementation. The MPWDA Board aligns and supports the coordination of services delivered by the One-Stop Delivery employment and training system.

C.1. The Mississippi Partnership supports the State's strategic vision of developing an educated and skilled workforce that meets the needs of employers. Mirroring the seven Combined State Plan goals—which themselves advance the five pillars of America's Talent Strategy—The Mississippi Partnership has adopted the following local objectives:

- (1) work together to develop policies that coordinate service delivery with all WIOA Combined Plan Partners to achieve a no-wrong-door approach for participants and employers;
- (2) strengthen interagency partnerships;
- (3) develop defined, articulated pathways across educational sectors (K-16+) to create a pipeline for the workforce;
- (4) develop cross-program performance metrics;
- (5) support integrated technology to meet the unified technology requirements of WIOA and other federal initiatives;
- (6) establish a plan to remain abreast of changing industry needs and the metrics to measure outcomes; and
- (7) develop and communicate a unified vision and message.

The intended outcomes are measured in accordance with the state performance goals and WIOA mandates:

- Employment during the 2nd quarter quarters after exit;
- Employment during the 4th quarter quarters after exit;
- Median earnings during the second quarter after exit;
- Credential attainment rate during participation in or within one year of exit from the program;
- Measurable skill gains that lead to a recognized post-secondary credential or employment; and
- Effectiveness in serving employers (retention rate).

C.2. The local workforce service providers carry out the core programs, aligning available resources to achieve the strategic vision and goals using the WIOA Referral Hub (Figure 14 and the Mississippi Works Smart Start Career Pathway Model (Figure 15) As detailed in the State Plan, all Combined Plan Partners interface with the WIOA Referral Hub to ensure agencies are coordinated not only for reporting and performance measurement but also in their approaches to individual case management. Each Combined Plan Partner conducts intake and assessment; participant records, services, assessment outcomes, and referrals are collected in each partner's case management system and passed to the WIOA Referral Hub, and partners receive referrals submitted by other partners. The Mississippi Partnership's goal is to provide every resident of the workforce area with the opportunity to become a competitive candidate within the local talent pool and secure quality employment, while providing employers with the range of talent necessary to promote and sustain business growth.

Figure 14. WIOA Referral Hub.

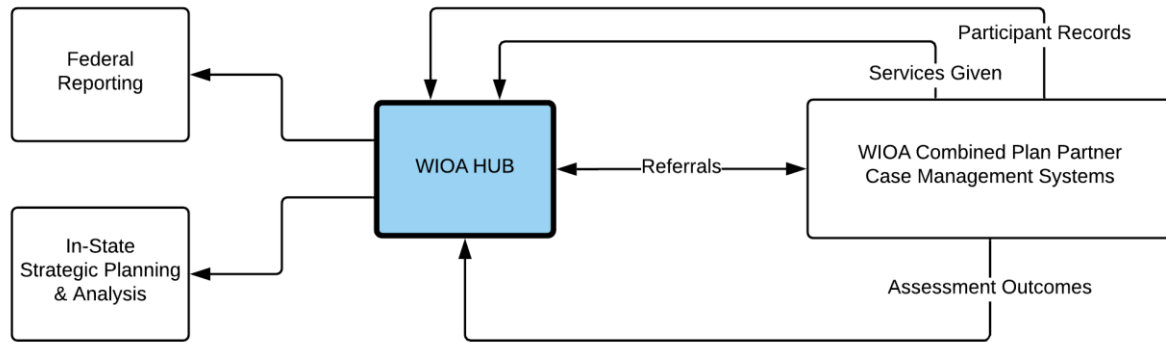
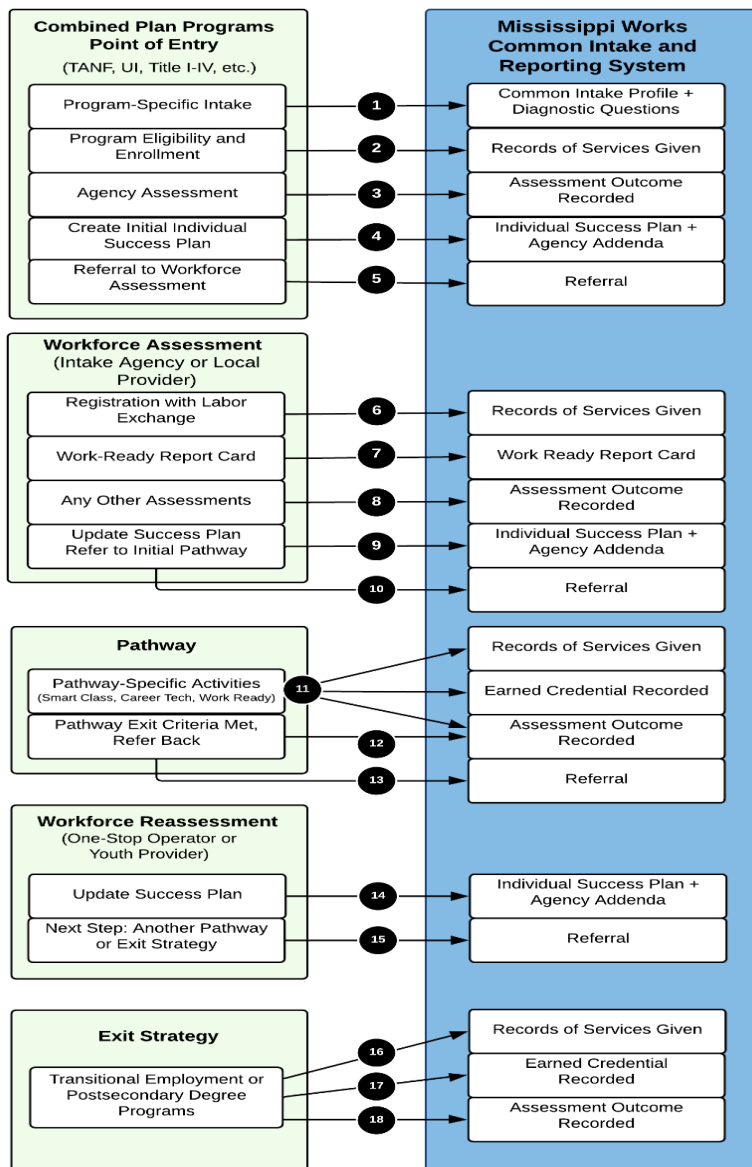


Figure 15. Data Created and Aligned in the Mississippi Smart Start Career Pathway Model.



C.3. The Mississippi Partnership LWDA adopted the State Plan workforce development system. This Combined Plan supports the state’s vision. It aligns all workforce and WIOA stakeholders around a unified strategy that directly addresses the challenges workers face to gain the credentials and skills to meet industry needs and secure quality employment. Mississippi’s Combined Plan includes the six required state programs: the Adult Program, the Dislocated Worker Program, the Youth Program, the Adult Education and Family Literacy Act Program, the Wagner-Peyser Act Program, and the Vocational Rehabilitation Program—along with Temporary Assistance for Needy Families (TANF), Unemployment Insurance (UI), Trade Adjustment Assistance (TAA), Jobs for Veterans State Grants Program (JVSG), and Senior Community Service Employment Program (SCSEP).

Figure 16 depicts the state agency structure under which combined partner workforce-related services are administered. The Office of the Governor administers the highest level of authority and leadership in fulfilling the federal WIOA requirements

Figure 16: State Agency WIOA Organization

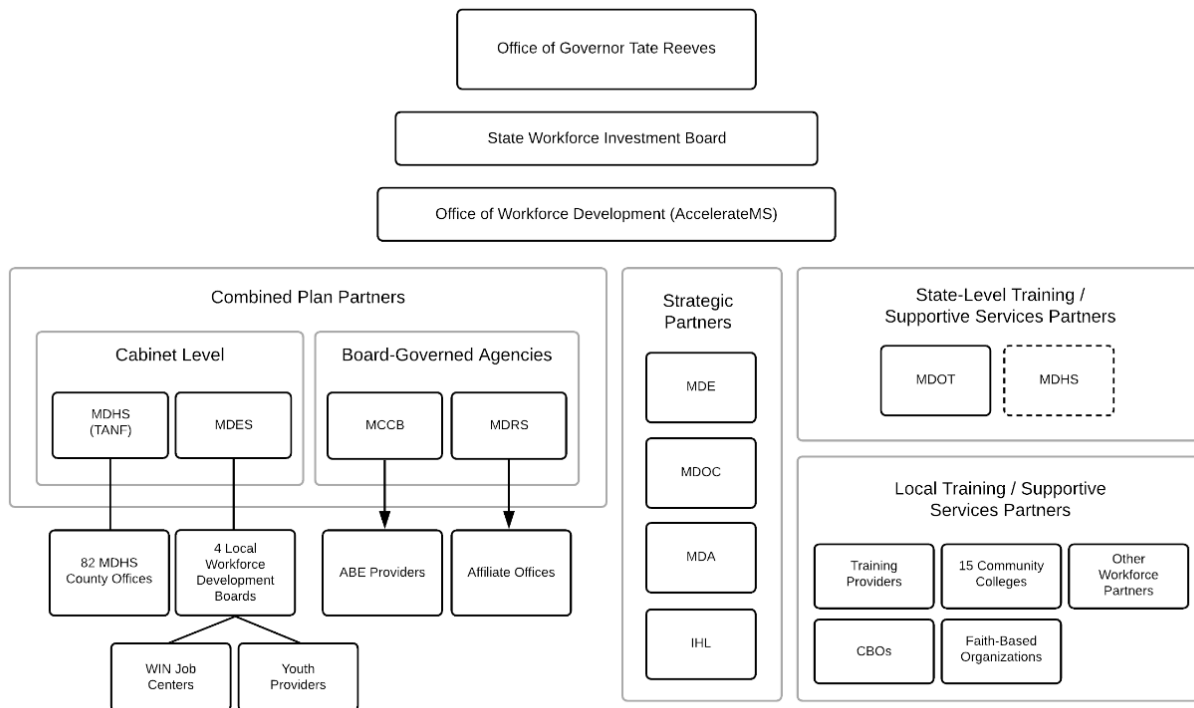


Table 13: Combined Plan Programs

Agency/Organization	Program
The Mississippi Partnership Local Workforce Development Board & Chief Elected Official	* WIOA Title I Adult, Dislocated Worker, and Youth Services
Mississippi Department of Employment Security (MDES)	* Wagner-Peyser Act Program (Wagner-Peyser Act, as amended by WIOA Title III)
	* Trade Adjustment Assistance for Workers Program (authorized under Title II-Chapter 2 of the Trade Act of 1974)
	* Jobs for Veterans State Grants Program (authorized under Chapter 41 of Title 38 United States Code)
	* Unemployment Insurance Programs (authorized under state unemployment compensation laws)
East MS Community College (EMCC) East Central Community College (ECCC) Holmes Community College (HCC) Itawamba Community College (ICC) Northeast MS Community College (NEMCC) Northwest MS Community College (NWCC) Grenada Public Schools Greater Columbus Learning Center Starkville Public Schools	* Adult Education & Family Literacy Act Program (WIOA Title II)
MS Dept. of Rehabilitation Services (MDRS)	* Vocational Rehabilitation Program (Title I of the Rehabilitation Act of 1973, as amended by WIOA Title IV)
MS Dept. of Human Services (MDHS)	* Temporary Assistance for Needy Families (TANF)
National Caucus and Center on Black Aged, Inc. Three Rivers Planning & Development District, Inc.	* Senior Community Service Employment Program (SCSEP)

C.4. The Mississippi Partnership provides core programs that assist adults to attain appropriate credentials, become gainfully employed, remain employed, and serve employers' needs. When a job seeker enters a WIN Job Center, they are greeted and directed to an appropriate starting point; for access to training, education, and industry-recognized certifications, participants enroll with approved training providers on the state's Eligible Training Provider Network maintained by MDES.

The Mississippi Partnership works with combined and strategic partner programs to expand opportunities to connect individuals with employment—particularly individuals with barriers to employment—with co-enrollment accomplished where appropriate. Based on an applicant's assessment, individual success plans include, where appropriate, attainment of a recognized postsecondary credential, an industry-recognized certificate or certification, and a pathway to employment that provides a self-sustaining wage, with preference for credentials that are industry-recognized, portable, and stackable. The data below illustrate the scale of need across the region.

Table 14: Populations with Barriers to Employment

Group	Number
Below Poverty Individuals(18-64)	82,292
American Indians/Alaska Natives/Native Hawaiians	1,904
Individuals with Disabilities(18-64)	75,480
Older Individuals(>=65)	140,940
Older Individuals, Below Poverty	18,458
Ex-Offenders (18-64)	1,981
Homeless children and youth	1,246
English Language Learners with Low Level of Literacy	2,203
Migrants or Seasonal Farmworkers	>1,132
Individuals within 2 Years of Exhausting TANF Eligibility	86
Single Parent Households	68,949
Single Mother Households	52,676
Single Fathers Households	16,273
Disconnected Youth	2,783

Sources: ¹US Census Bureau, ACS data, 2024 5-Year Estimates; ²Mississippi Department of Corrections, 2025; ³Mississippi Department of Education, 2025; ⁴Adult Basic Education, 2025; ⁵U.S. Department of Agriculture, 2022; ⁶Mississippi Department of Human Services, 2025; ⁷Disconnected youth are teenagers between age 16 and 19 who are not enrolled in school and not in the labor force.

* An individual may belong to several groups.

C.5. The Mississippi Partnership meets the needs of businesses through a variety of services:

1. Connect to job seekers—Employers who want to connect to potential job candidates can do so through an integrated, technology-based workforce system, Mississippi Works. Through use of this system, employers can post job openings, search for potential candidates, send an individual a request to submit a resume, invite a candidate to interview, and much more. The LWDB encourages employers to utilize this tool, which is available at no cost to the employer.
2. Host Job Fairs – The Mississippi Partnership, through the Governor’s Job Fair Network, assists local employers with Job Fairs to meet their immediate staffing needs.
3. Design short-term training programs—Employers can utilize the Workforce Enhancement Training (WET) Fund to customize pre-employment training, post-hire training, or evaluate applicant skills through local community colleges.
4. Job creation incentive—Employers who create new jobs and make corporate investments in Mississippi may be eligible for a number of tax incentives authorized through the LWDB partner, and the Mississippi Development Authority (MDA).
5. Expand employment opportunities—Employers can take advantage of more efficient, cost-effective transitional strategies such as OJT, internship, and apprenticeship programs to develop a technically-skilled workforce.
6. Layoff Aversion Strategies- Employers may utilize Incumbent Worker Training in order to upskill their current workforce on new equipment needed to stay competitive and avoid layoffs.

C.6. The Mississippi Partnership coordinates and promotes entrepreneurial skills training and microenterprise services through a referral network of the Mississippi Small Business Development Centers and other local small-business-focused providers.

C.7. The Mississippi Partnership enhances the use of apprenticeships to support the regional economy and individuals' career advancement through collaboration with the U.S. Department of Labor Office of Apprenticeship, the Mississippi Apprenticeship Program (MAP), and other registered apprenticeship programs. The Mississippi Partnership has implemented industry-recognized apprenticeship programs throughout its workforce area, funded jointly with WIOA and AccelerateMS Mississippi Works funds.

C.8. The Mississippi Partnership supports rapid response activities as described in the Mississippi WIOA Combined Plan to offer the customer individualized comprehensive reemployment benefits and services. When any WIOA partner receives information concerning a layoff or closure, that information is shared with both state and local rapid response team members. The local area, working in conjunction with the local board and the chief elected officials, coordinates Rapid Response activities with the state, to quickly respond to the needs of those affected by a layoff. The team of subject matter experts includes, when available and when appropriate, representatives from the WIN Job Center, Community or Junior College, Department of Human Services, Small Business/Entrepreneurial Program, MDES, Vocational Rehabilitation Services, and the local area to provide the information to those facing a job loss. Information is provided and reviewed by the team to those affected which includes information on "Surviving a Layoff". Other information includes a personal tool kit, tips on developing a resume, interviewing tips, Career Readiness Certificates, how to apply for Unemployment Benefits, how to register for employment services, training services available for dislocated workers, job leads, upcoming job fairs, housing assistance, mortgage assistance, insurance options, utility bill assistance, prescription assistance, and child care.

The Mississippi Partnership conducts outreach to employers through a Business Services Specialist focused on growing sectors of the economy. Rapid response resources will be used to engage in proactive measures to identify opportunities for potential economic transition in growing sectors or expanding businesses.

The Specialist will analyze data and trends within its LWDA to identify businesses or sectors that may be distressed or at-risk of a layoff. The Specialists will proactively contact these businesses to offer assistance that may include assessment of needs, identification of business solutions and options, and coordination with other partners for the delivery of services to address the needs.

Methods and services to support the workforce system are aligned with regional economic development needs. The Mississippi Development Authority's regional staff serves as a liaison and central point of contact between workforce area partners and businesses. AccelerateMS and MDES monitor and update the LWDB regarding in-demand industry sector occupations.

The LWDA develops partnerships or contracts with business-focused organizations to assess risks to companies, propose strategies to address those risks, implement services, and measure impacts of services delivered. The LWDB may conduct analyses of the suppliers of an affected company to assess their risks and vulnerabilities from a potential closing or shift in production of their major customer. MS Partnership will conduct analysis and act upon, data and information on dislocations and other economic activity. Data analysis resources may include REMI, EMSI, TORQ, Econovue to assist in identifying and gathering information for early warning of potential layoffs or opportunities for layoff aversion.

C.9. The Mississippi Partnership supports the Mississippi WIOA Combined Plan to assist in maximizing coordination of services provided under the Wagner-Peyser Act and services provided in the local area through the WIN Job Center system. A detailed description of the Wagner-Peyser Act Program is detailed in the State Plan. WIOA Career and Training services are provided to customers in addition to services that are available through the MDES Wagner-Peyser program. WIN Job Center staff is fully integrated in that each staff person has the knowledge and ability to provide Wagner-Peyser services as well as WIOA services. MS Works technology has been designed to assure maximized services through the MS Smart Start Career pathway referral system for partner services. The integrated workforce technology system is designed to allow staff to view participant partner services, which helps in the prevention of duplication of services. MDRS has been an active workforce partner in the Mississippi Partnership LWDA for many years. The Mississippi Partnership LWDA works closely with MDRS staff to provide WIN Job Center

and WIOA services to their clients, and when appropriate, WIOA services are combined with MDRS available services to meet the client's needs. The MOU includes a detailed description of this coordination of service provision.

C.10. The Mississippi Partnership supports the Adult Education and Literacy Programs operated through the Mississippi Community College Board (MCCB) and the Mississippi Department of Education (MDE). The intake process in the Career Pathway Model is used to connect adults who need these services. Where appropriate, Adult Education programs and services are made available at WIN Job Centers or facilities in close proximity to the centers. The State Plan provides a detailed description of the Adult Education Program and its funding.

C.11. The Mississippi Partnership supports the Department of Vocational Rehabilitation Services to meet the needs of individuals with disabilities through flexible, customized services. The Mississippi Department of Rehabilitation Services (MDRS) administers core programs and provides services to Mississippians with disabilities under the Rehabilitation Act of 1973 (WIOA Title IV), including cross-training of staff, technical assistance, use and sharing of information, and cooperative efforts with employers. The data below inform service design and ensure support is comprehensive and tailored.

Table 15: Demographic Characteristics of People with Disabilities

Group	Number	Percent
Total Disabled Population	141,101	-
Total Ages 18-64	75,480	-
RACE (All Ages)		
Black	41,948	29.7%
White	90,297	64.0%
Other	8,856	6.3%
GENDER (All Ages)		
Female	72,679	51.5%
Male	68,422	48.5%
AGE (Ages 18-64)		
18 - 34	18,175	24.1%
35 - 64	57,305	75.9%
TYPE OF DISABILITY** (Ages 18-64)		
Hearing Difficulty	12,661	16.8%
Vision Difficulty	17,138	22.7%
Cognitive Difficulty	33,982	45.0%
Ambulatory Difficulty	37,973	50.3%
Self-care Difficulty	11,817	15.7%
Independent Living Difficulty	26,020	34.5%

Source: US Census Bureau, ACS data, 2024 5-Year Estimates.

Note: May not total to 100% due to rounding.

** Individuals may have more than one type of disability, so these numbers and percentages, when summed, may be greater than the total number of individuals and 100 percent, respectively.

C.12. The Mississippi Partnership follows the competitive process used to award sub-awards and contracts in the local area for activities carried out under WIOA Title I in accordance with the federal Office of Management and Budget's Uniform Guidance (2 CFR 200), MDES Office of Grant Management policy guidance, and local procurement policy. All WIOA funded services are procured in this manner unless unique circumstances dictate otherwise.

C.13. The Mississippi Partnership enrolls all WIOA Adults, Dislocated Workers, and Youth into Mississippi Works—the integrated, technology-enabled intake and case-management system used for Wagner-Peyser, TAA, and WIOA participants—together with the State’s Eligible Training Provider System and WebExtender, all maintained by MDES. Staff regularly review participant data and system-generated reports and provide technical support to all WIOA service providers to ensure data integrity and continuous improvement, and host training sessions for WIOA service providers during each Program Year. MDES generates quarterly performance reports for the LWDA; staff review these reports and offer technical assistance to continually increase performance outcomes, and benchmark metrics are established in each service provider subgrant and reviewed quarterly to help ensure both fiscal and programmatic objectives are met.

C.14. The Mississippi Partnership LWDB is an active, involved board. Meetings are well attended, and members are engaged in the programs, activities, and performance of the LWDA. The board has adopted policies and operating procedures consistent with the State Plan; the official policies of The Mississippi Partnership are listed in Section G of this plan.

C.15. The Mississippi Partnership places emphasis on the targeted Sector Strategy industries identified in the Area’s sector strategy plan as well as Mississippi’s economic sector goals as identified by the MDA and AccelerateMS. The Mississippi Partnership prioritizes programs and service delivery taking into account these target industry sectors which support economic developers in attracting these industries to Mississippi. The Mississippi Partnership Workforce Board members are individuals who are active in their communities and have existing relationships with local economic developers. In this way, they are connected to the local economy and work with the economic developers to bring new businesses into their respective areas.

The Mississippi Partnership is an active and engaged partner with AccelerateMS and regularly assists with AccelerateMS’s round table discussions for Ecosystems 2 and 4. Each round table is comprised of local business, economic developers, and education representatives. These round table discussions help The Mississippi Partnership to better gauge and understand the localized needs of each Ecosystem. The Mississippi Partnership fully supports AccelerateMS’s ecosystem approach and has established working relationships with the AccelerateMS regional staff as well as state staff.

C.16. The Mississippi Partnership performs an annual review of the local plan in coordination with workforce partners and prepares and submits any necessary modifications that reflect changes in local and or/state priorities, target industries, and local area initiatives on an as needed basis.

D. WIN Job Centers (One-Stop Delivery System) and Programs

D.1. Innovation and information exchange are priorities for the One-Stop system in The Mississippi Partnership. The One-Stop delivery system brings together federal workforce development and related programs to coordinate and align services in a seamless, customer-focused delivery system. The LWDA continually strives to involve local employers, the community at large, and current or potential partner programs in workforce development efforts, including ensuring that local employers and the community are aware of the WIN Job Centers and available services. The LWDB promotes a high-quality One-Stop system by aligning economic development, education, and workforce to priority occupations, and establishes outcome and process goals for each WIN Job Center.

LWDA members and staff speak to local community groups about workforce development programs. Additionally, the LWDA can offer a limited number of workshops geared to the needs of local businesses. WIN Job Center staff is involved in local organizations throughout their communities and use these as avenues to inform employers and individuals of the services available through the WIN Job Centers. LWDB establishes outcome and process goals for each WIN Job Center and aligns with the workforce system as a whole. WIN Job Centers are benchmarked with each other and with outside businesses where possible. The staff provides program-specific training for system staff. The LWDA ensures that service providers are properly evaluated based on performance goals established for each. Continuation of contracts with service providers is dependent on performance.

Periodic partner meetings along with meetings with WIN Job Center managers and staff are scheduled to

explore ways to improve services and share successful practices.

D.2. The Mississippi Partnership has executed a Memorandum of Understanding (MOU) with WIN Job Center partners. The purpose of the MOU is to establish the design framework and partnerships of the Mississippi Partnership. While this is a requirement of WIOA and consistent with the State Plan, the intent is to create and foster an atmosphere of cooperation and collaboration among partners. By working together, partners can identify current and future in-demand workforce skills, promote post-secondary education, promote lifelong learning strategies and engage citizens in appropriate career pathways designed to support permanent unsubsidized employment and a self-sufficient level of income. Current Consortium Agreements/Resource Sharing Plans are available for review at the office of the fiscal agent. See Appendix G for the Local Area WIN Job Center Memorandum of Understanding.

D.3. The WIN Job Centers use the state's participant and service data systems. MS Works is an integrated, technology-enabled intake and case management information system to administer programs carried out under WIOA and by WIN Job Center partners. Training is provided as needed to workforce partner staff regarding the use of the tracking system and the MS Works technology. The LWDB continues to work with the state to fully integrate a common system for intake and case management. Every Combined Partner shares data regularly with the Mississippi WIOA Referral Hub, which enables real-time partner data integration and cross-program referrals.

D.4. The Mississippi Partnership, in cooperation with the SWIB, has accomplished the goal of training WIN Job Center staff in integrated service delivery. As program partners change policies, staff receive ongoing training, and all core partners provide participant referrals electronically through the WIOA Referral Hub.

D.5. The Mississippi Partnership ensures monitoring and oversight of the WIN Job Center system, referencing, where applicable, 2 CFR 200. Each WIOA service provider subgrant receives at least one annual programmatic and fiscal monitoring per Program Year, conducted through a combination of on-site visits, desk reviews, and data collection, with a monitoring schedule distributed to OGM and providers by October 1 of each year. The sub-recipients will be monitored in at least one in-depth review during the fiscal year. Generally, focus areas for the review include:

1. General Compliance
2. Fiscal Reviews
3. Programmatic Activities and Compliance
4. Performance
5. Property and equipment
6. General administrative
7. Equal Opportunity Compliance

Satisfaction of employers and job seekers is determined through the use of the training services, employer satisfaction with OJT and eligible training providers who meet performance and are allowed to remain on the ETPL. The Office of Grant Management (OGM) at MDES conducts reviews of customer service quality. Data for the WIOA Customer Satisfaction Survey are collected through a telephone survey of job seekers and businesses in Mississippi who participated in WIOA programs and services. OGM shares these results with the local areas.

The WIN Job Centers in the MS Partnership must be certified every two years. Fiscal agent staff visit all centers to evaluate their current status. The certification process includes the survey of items such as site facilities, appropriate services offered, and accessibility to the site by disabled individuals.

The fiscal agent staff make recommendations for certification on three levels, they are:

- Full re-certification – The site meets all requirements and most or all recommendations for site operations, and is re-certified for an additional period of two years.
- Conditional re-certification – The site does not meet all requirements for re-certification but meets enough of the requirements and overall recommendation to continue operation. The one-stop operator will be given a period of 90 days during which problems should be addressed, and the fiscal agent staff will review the site again.

- **No re-certification** – A site has multiple problems and scores so low on the evaluation instrument that the fiscal agent determines that corrections cannot be made within the 90-day time frame.

D.6. Under Mississippi’s WIOA implementation, there are five models of service for WIN Job Centers: (1) Comprehensive One-Stop Centers, (2) Affiliate One-Stop Centers, (3) Virtual Access One-Stop Centers, (4) Call Center Support, and (5) Sector Training Plus Comprehensive One-Stop Centers, with a state-of-the-art Digital One-Stop Center in development that The Mississippi Partnership supports. The Mississippi Partnership WIN Job Center locations are listed below.

Program services offered in each are defined in the State Plan and supported by the Mississippi Partnership. The MOU is signed by each of the partners and establishes guidelines for services provided, funding for infrastructure and operating costs, funding for services and training, and access to the unified system. See Appendix H for a Description of Local Area WIN Job Centers.

WIN Job Center operators and the providers of WIOA career and training services are selected using a competitive procurement process. Currently, the Mississippi Partnership has 5 one-stop operators identified in the chart below. These one-stop operators also are a provider for WIOA career and training services for Adults and Dislocated Workers; MDES provides basic career services in all 11 of the WIN Job Centers in the Mississippi Partnership.

Table 16: Mississippi Partnership WIN Job Centers and One-Stop Operators

WIN Job Center Location	Type of WIN Job Center	One-Stop Operator
Belden	Sector Training Plus Comprehensive	Itawamba Community College
Corinth	Affiliate	Northeast MS Community College
Grenada	Affiliate	MDES
Louisville	Affiliate	MDES
Marshall County	Affiliate	Northwest MS Community College
Communiversity	Affiliate	East MS Community College
Oxford	Affiliate	Northwest MS Community College

The Mississippi Partnership also competitively procures WIOA youth service providers. Current out-of-school youth service providers are East Mississippi Community College, Itawamba Community College, Northeast Mississippi Community College, and Northwest Mississippi Community College. The Mississippi Partnership has one in-school youth service provider, Golden Triangle Planning & Development District.

D.7. The Mississippi Partnership currently has one Sector Training Plus Comprehensive WIN Job Center located at the Belden WIN Job Center. The center seeks to provide integrated service through a true one-stop approach spanning from job search assistance to two-year associate degrees.

The Tupelo/Belden WIN Job Center is located inside the ICC Belden Center and serves a broad spectrum of needs through co-located state partners, including the Mississippi Departments of Employment Security, Human Services, and Vocational Rehabilitation. Itawamba Community College staff provides WIOA Career and Training Services including Adult, Dislocated Worker, and Out-Of-School Youth programs. MDES, MDHS, and MDRS provide core partner services in the WIN Job Center also.

Additional services available on-site include: Employer and public Classroom space, training and computer labs, and National Career Readiness Credential Assessments. A full conference center is available for large or small groups. Adult Education Services provide on-site instruction at the ICC Belden Center to deliver high school equivalencies, including the HiSet and GED credentials. Smart Start classes meet daily at the center. Additional Training that is conducted on-site at the ICC Belden Center includes:

State Workforce & Continuing Education Pathways (Non-Credit)

- Certified Nursing Assistant
- Business Office Specialist
- Commercial Truck Driving (Tupelo Campus)
- Pharmacy Technician
- Emergency Medical Technician-Basic
- Manufacturing Skills Basic Certification
- Introduction to Welding
- Phlebotomy Technician
- Introduction to Industrial Maintenance
- Human Resource Assistant
- Medical Office Assistant
- Food Service
- Forklift Certification
- Employer-sponsored training classes in areas such as: Maintenance Troubleshooting, Safety, Manufacturing Skills Basic Certification, Aerial Lift Operator, Scissor Lift Operator, Forklift Certification, Diversity, and Leadership offerings on-site or at the ICC Belden Center.

Career-Technical Pathways (Credit Programs offering certificates and AAS degrees)

- Automotive Technology (Tupelo Campus)
- Construction Management Technology (Fulton Campus)
- Diesel Equipment Technology (Tupelo Campus)
- Electrical Technology
- Emergency Medical Technician-Paramedic
- Heating and Air Conditioning Technology
- Industrial Maintenance Technology
- Precision Manufacturing and Machining Technology
- Robotics and Automation Technology
- Welding and Cutting Technology

D.8. The Mississippi Partnership offers a Sector Training Plus Comprehensive One-Stop Center, and a network of 6 Affiliate WIN Job Centers to meet the customer's needs. The WIN Job Centers will continue to use the MS Works integrated, technology-enabled intake and case management information system for programs carried out under WIOA and programs carried out by WIN Job Center partners as referenced previously in Section C2 of this local plan. The Mississippi Partnership continues to evaluate opportunities to expand integrated sector-based service delivery across the region

D.9. The Mississippi Partnership WIN Job Centers provide integrated customer service processes for participants through the MS Works system. The individual assessments, which are completed during face-to-face interviews, include the development of an individual's success plan. The individuals are introduced to the MS Works system and assisted with registration and the development of a profile. The flow chart of services may be found in Appendix I.

D.10. All job seekers, even those restricted to remote areas are connected to employers through both web and mobile applications and vice versa. Job seekers can:

- 1) build a profile;
- 2) generate a resume;
- 3) search for and apply online to job openings;
- 4) receive emails or text messages when new openings match the job seeker's criteria;
- 5) receive real-time feedback on how well-matched the job seeker is for a particular position; and
- 6) access easy-to-understand labor market analysis.

For job seekers who lack computer skills, WIN Job Center staff can also log into the MS Works Labor Exchange to assist job seekers in applying for positions through a "staff-assisted referral" or other Wagner-Peyser services. MS Works is an internet-based system and is available to anyone at <http://www.mississippiworks.org/>, and there is also a mobile application for MS Works that is available to be downloaded to tablets/iPads and smartphones.

D.11. The Mississippi Partnership MOU defines equitable funding contributions (cash and in-kind) among partners to maintain ongoing WIN Job Center operational and infrastructure costs; One-Stop Operators negotiate a cost-sharing agreement with each partner.

D.12. The Mississippi Partnership maintains a Consortium Agreement/Resource Sharing Plan for each center identifying the role and activities of each partner agency, an inventory of all services directly delivered or accessible through the center, referral mechanisms, and non-WIOA cash and in-kind resources.

The Consortium Agreement/Resource Sharing Plan allows each site to be designed to meet local community needs and to maximize the utilization and coordination of local community resources. The Consortium Agreement/Resource Sharing Plans are intended to evolve based on the needs and resources of the partner agencies and continuous improvement of the WIOA system.

D.13. Adult and dislocated worker employment and training activities include but are not limited to Career Services (basic, individualized, and follow-up), Customized Training, Individual Training Accounts (ITA), internships, and On-the-Job Training (OJT). Assessment of services is measured through performance measures outlined in the State Plan including:

- Adult and Dislocated Worker:
 1. Entered Employment 2nd quarter after exit and 4th quarter after exit;
 2. Median earnings for 2nd quarter after exit;
 3. Credential rate; and
 4. End Program Skills Gain.

Descriptions of employment and training activities include:

Career Services: basic, individualized, and follow-up

Customized Training - is designed to meet the specific requirements of an employer (including a group of employers); is conducted with a commitment by the employer to employ an individual upon successful completion of the training; and for which the employer pays a significant portion of the cost of training, as determined by the local board involved.

Individual Training Account (ITA) - is a scholarship award established by a WIN Job Center on behalf of a WIOA eligible individual. ITAs are available to eligible adults, dislocated workers, and youth as authorized under Title I of WIOA and are used to purchase training services through community colleges and some private training facilities who have been approved as training providers and have been placed on the state's Eligible Training Provider List. ITAs will fund the cost of tuition and select other costs but may be utilized only after other available financial aid has been applied. The goal of the ITA program is to provide unskilled individuals with a level of training appropriate to obtaining unsubsidized permanent employment upon completion of the training.

Internship - is used to help eligible adults and dislocated workers gain practical work experience and sharpen their leadership skills while working and getting paid.

On-the-Job Training (OJT)- is training provided by an employer to workers during a prescribed period, the length of which is based on the difficulty and complexity of the skills that are to be learned by the WIOA

program participant. The goal of OJT is unsubsidized permanent employment at the conclusion of the training period. OJT is available for eligible Adults and Dislocated Workers.

Mississippi Industry Experience Programs –is an “earn while you learn” dual-training program that offers college students receiving training in the target sectors the opportunity to have 2/3 days of classroom training a week linked with 2/3 days of on-the-job training. The program offers MIEP employers up to \$12,000 in reimbursements for the on-the-job training component of the MIEP program.

Youth Services

D.14. The Mississippi Partnership Local Workforce Board oversees the WIOA Youth Programs in the local area and advises the fiscal agent on planning, operational, and other issues related to the provision of services to youth; the board does not have any standing committees, youth councils, or youth advisory groups.

The Mississippi Partnership tracks youth services utilizing the Mississippi Smart Start Career Pathway model. The available youth workforce activities, including activities for youth with disabilities, are included in the 14 required program elements listed in the WIOA:

1. Tutoring, study skills training, and instruction leading to the completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or a recognized postsecondary credential.
2. Alternative secondary schooling will address the needs of students, which typically cannot be met in a regular school program by utilizing appropriate class curriculum and/or GED curriculum. This will also include non-traditional education and serve as an adjunct to a regular school program, falling outside of regular, special education, or vocational education program(s).
3. Paid and unpaid work experiences that have as a component academic and occupational education, which may include summer employment opportunities, pre-apprenticeship programs, internships and job shadowing, and on-the-job training opportunities.
4. Occupational skills training which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area.
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
6. Leadership development opportunities which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors.
7. Supportive Services will be provided. Youth will be referred to community agencies if services are needed beyond those offered by the sub-recipient.
8. Adult Mentoring for the period of participation and a subsequent period, for a total of not less than 12 months.
9. Follow-up Services for not less than 12 months after exiting the program to ensure continuity of services and progress toward performance outcomes.
10. Comprehensive Guidance and Counseling which may include drug and alcohol abuse counseling, as well as referrals to counseling appropriate to the needs of the individual youth.
11. Financial Literacy Education
12. Entrepreneurial skills training
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area.
14. Activities that help youth prepare for and transition to postsecondary education and training.

A recurring topic from employers in The Mississippi Partnership is the need for workers to come to work on time and know the basics needed to keep a job. The Mississippi Partnership Youth Program, currently known as the Gateway Youth Program, came into existence by listening to these employers and is designed to help prepare youth for entering the workforce. We understand the need to reach youth as early as possible to develop good work ethics and expose individuals to career opportunities in our region that align with our sector strategy plan. The Gateway Youth Program's mission is ensure a qualified pipeline of young job seekers in our workforce area.

The Gateway Program teaches eligible youth essential job skills while providing career awareness, career counseling, and assistance in developing career pathways for Gateway participants. Career awareness will be provided to Gateway participants about the Mississippi Partnership Sector Strategy target industries which include: (1) Advanced Manufacturing, (2) Healthcare, (3) Information Technology, (4) Logistics – warehousing, transportation, and distribution, and (5) Energy. Gateway participants are strongly encouraged to pursue careers in one of the target industry sectors.

The Gateway Program makes available, either by providing the service themselves or through an agreement with another agency, the 14 required WIOA program elements listed above. The Mississippi Partnership has two locally required program elements that must be provided by the Gateway Program:

1. Essential Job Skills Training, which is required before a youth may receive paid work experience.
2. Access to WorkKeys® assessments for Graphic Literacy, Applied Math, and Workplace Documents in an attempt for the youth to receive a National Career Readiness Certificate (CRC).

The Gateway Youth Program is designed to:

1. Provide one-on-one counseling
2. Develop a “truly personalized” Individual Service Strategy (ISS) that includes a connection to a career pathway
3. Identify short-term school/career goals (including military exploration)
4. Assist youth with completing Essential Job Skills Training and Career Readiness Certificate
5. Assist the youth with developing a career pathway
6. Assist the youth in removal of obstacles impeding the success of these goals
7. Assist the youth in navigating all workforce opportunities including internships, apprenticeships, and training opportunities and available funding to ensure the youth's success.

Youth services are competitively procured, with out-of-school youth services delivered by the region's four community colleges and in-school youth services delivered by Golden Triangle Planning & Development District.

The Mississippi Partnership's Gateway Youth Program offers two incentives for youth. The first incentive is for out-of-school and in-school youth who complete the Essential Job Skills training and obtains an ACT® National Career Readiness Certificate (NCRC) while in the program. The NCRC incentive amount is based on the NCRC Level: Bronze is a \$25 incentive, Silver is a \$50 incentive, Gold is a \$75, and Platinum is a \$100 incentive. The second incentive offered in the Mississippi Partnership is a \$100 incentive for out-of-school youth who complete the Essential Job Skills training and obtain either their High School Diploma or High School Equivalency while in the program.

The Mississippi Partnership's approach to meeting the required 20% minimum youth expenditure for work experience is that each youth provider is allocated work experience funds and is contractually obligated to expend the funds. The Mississippi Partnership ensures that at least 25% of youth funds contracted to WIOA service providers are set aside for youth work experience expenditures. The Mississippi Partnership also allows WIOA service providers to track and report staff salaries and fringe as well as supportive services expended for youth work experience separately. Work experience expenditures are monitored continually by the LWDA staff.

D.15. The Mississippi Partnership utilizes the intake and assessment system defined in the State Plan to ensure maximized linkages between the WIN Job Center system and unemployment insurance program requirements. This

intake and assessment system is part of the Smart Start Career Pathway Model, which requires a close working relationship among workforce partner agencies and staff to help Mississippians navigate the workforce system.

Re-Employment Services and Eligibility Assessment (RESEA) is a service provided by MDES through the WIN Job Center system that focuses on individuals who may exhaust their 26 weeks of unemployment benefits before they return to work. RESEA concentrates on those Mississippians re-entering the workforce in less time.

D.16. In support of the Mississippi Combined Plan, TANF activities are coordinated through the WIN Job Center system, where participants register with Mississippi Works and conduct job search as a condition of service, in partnership with MDHS.

Additionally, Three Rivers, in partnership with the Mississippi Department of Human Services (MDHS), implements the Career Skills Training Employment Program (STEP) in the Mississippi Partnership LWDA. This program is funded by TANF funds and is designed to custodial or non-custodial parents who are low-income underemployed or unemployed adults ages 18 - 59 residing in the LWDA with household income up to 200% of the annually published federal poverty guidelines. The Career STEP program provides a mix of services with strong connections to the local labor market and employer needs including assessment, career coaching, job search, education and training, work-based learning, internship, and job placement. The Career STEP Navigators are housed at WIN Job Centers and work closely with WIOA staff to ensure services are streamlined and coordinated for non-duplication of services.

D.17. The Mississippi Partnership supports the State Plan's dropout-prevention and recovery initiatives, coordinated by MDE, including career academies, dual enrollment, the occupational diploma program, and work-based learning experiences, with participants registering for services through Mississippi Works.

Additionally, Three Rivers PDD was awarded a \$5.7 million grant from AccelerateMS to implement a High School Career Coach Program serving 27 counties in North Mississippi and 40 school districts. Through this initiative, every high school within The Mississippi Partnership Workforce Area will have access to a dedicated Career Coach who will help students explore career opportunities, develop career-ready skills, and connect their education to workforce opportunities both inside and outside the classroom. The overarching mission of the project is to expose, prepare, and connect students to meaningful career pathways while ensuring that every student graduates high school with a personalized career success plan that provides a clear pathway toward continued education, training, or employment.

D.18. The State Plan and the Local Plan are designed to help Mississippians achieve unsubsidized employment. The Mississippi Partnership is committed to the integration and provision of services to target groups, developed through the diagnostic questionnaire and referral process and detailed in partner MOUs: persons with disabilities, in coordination with MDRS; veterans, through JVSG and priority of service; TANF and SNAP recipients, in partnership with MDHS; SCSEP participants; and other individuals with barriers to employment. Supportive services to overcome barriers such as childcare and transportation are integrated into the case management system. The data below characterize these populations and inform service design.

The Mississippi Partnership LWDA staff as well as WIOA service provider staff conduct outreach campaigns in the local communities to ensure these target groups are aware of the services offered by the workforce development system.

Table 17: Unemployment and Labor Force Participation of Vulnerable Populations

Group	Percent
Veterans (Ages 18-64)	
Unemployment Rate	4.1%
Labor Force Participation Rate	73.4%
Disability (Ages 18-64)	
Unemployment Rate	9.1%
Labor Force Participation Rate	37.1%
Below Poverty (18 and over)	
Unemployment Rate	16.9%
Labor Force Participation Rate	34.7%
Age 16-19 (Overall)	
Unemployment Rate	13.0%
Labor Force Participation Rate	31.7%
Age 16-19 Not Enrolled in School	
Unemployment Rate	15.1%
Labor Force Participation Rate	63.4%

Source: US Census Bureau, ACS data, 2024 5-Year Estimates

Table 18: Characteristics of TANF Work-Eligible Recipients

Group	Number	Percent
Total TANF Recipients	850	-
Total Ages 18-64	91	-
RACE (Ages 18-64)		
Black	75	82.4%
Non-Black	16	17.6%
GENDER (Ages 18-64)		
Female	88	96.7%
Male	<10	-
AGE (Ages 18-64)		
18 - 25	39	42.9%
26 - 35	36	39.6%
36 - 64	16	17.6%
EDUCATION (Ages 18-64)		
Less than High School Graduate	24	26.4%
High School Diploma/GED	<10	-
Some College	43	47.3%
Not Available	17	18.7%
ECONOMIC CHARACTERISTICS (Ages 18-64)		
Employment Rate for the cohort 2025*	-	74.7%

Group	Number	Percent
Median Earnings for the cohort 2025*	6,786	-
Employment Rate One Year After Exit for the cohort 2024*	-	76.2%
Average Earnings One Year After Exit for the cohort 2024*	16,993	-

Source: MS Department of Human Services, Temporary Assistance for Needy Families, 2025; MS Department of Employment Security, 2025

Note: May not total to 100 percent due to rounding.

* Data is preliminary and may be revised.

Table 19: Characteristics of SNAP Recipients

Group	Number	Percent
Total SNAP Recipients	126,104	-
Total Ages 18-64	47,066	-
RACE (Ages 18-64)		
Black	25,195	53.5%
White	20,510	43.6%
Other	1,361	2.9%
GENDER (Ages 18-64)		
Female	30,068	63.9%
Male	16,998	36.1%
AGE (Ages 18-64)		
18 - 25	7,636	16.2%
26 - 35	10,189	21.6%
36 - 45	10,859	23.1%
46 - 64	18,382	39.1%
EDUCATION (Ages 18-64)		
Less than High School Graduate	9,215	19.6%
High School Diploma/GED	4,243	9.0%
Some College	12,349	26.2%
Not Available	21,259	45.2%
ECONOMIC CHARACTERISTICS (Ages 18-64)		
Employment Rate for the cohort 2025*	-	43.4%
Median Earnings for the cohort 2025*	17,882	-
Employment Rate One Year After Exit for the cohort 2024*	-	54.9%
Average Earnings One Year After Exit for the cohort 2024*	22,171	-

Source: Source: MS Department of Human Services, 2025; MS Department of Employment Security, 2025.

*Data preliminary and may be revised; may not total 100% due to rounding.

Table 20: Characteristics of Ex-Offenders

Group	Number	Percent
Total Ex-Offenders	2,029	-
Total Ages 18-64	1,981	-
RACE (Ages 18-64)		
Black	1,031	52.0%
Non-Black	950	48.0%
GENDER (Ages 18-64)		
Female	235	11.9%
Male	1,746	88.1%
AGE (Ages 18-64)		
18 - 25	164	8.3%
26 - 35	656	33.1%
36 - 45	675	34.1%
46 - 64	486	24.5%
EDUCATION (Ages 18-64)		
Less than High School Graduate	782	39.5%
High School Diploma/GED	208	10.5%
Some College	312	15.7%
Not Available	679	34.3%
ECONOMIC CHARACTERISTICS (Ages 18-64)		
Employment Rate for the cohort 2025*	-	34.3%
Median Earnings for the cohort 2025*	15,670	-

Source: Source: MS Department of Corrections, 2025; MS Department of Employment Security, 2025.

* Data preliminary and may be revised; may not total 100% due to rounding.

D.19. The Mississippi Partnership has implemented a one-stop certification policy that aligns with the State’s one-stop certification policy. These policies ensure the physical and programmatic accessibility of all one-stop centers with the Americans with Disabilities Act of 1990 regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities. All WIN Job Centers are assessed to ensure compliance with WIOA Section 188 and physical and programmatic accessibility.

E. Sector Strategy Plan

E.1. The LWDA created The Mississippi Partnership Sector Strategy Committee—a cross-section of industry, government, education, training, economic development, and community organizations representing the twenty-seven-county partnership. The 54-member formal committee, with additional interested participants, met in intensive sessions and—with extensive research support from MDES, the SWIB, and nSPARC—identified the workforce sectors that best represent the targets for currently expanding and future industry. The original plan identified Advanced Manufacturing, Information Technology, Healthcare, Logistics (Warehousing, Transportation, and Distribution), and Energy; consistent with the Combined State Plan’s statewide sector framework, the region’s target sectors are now aligned and analyzed as Advanced Manufacturing; Aerospace, Space & Defense; Data Centers & Information Technology; Distribution & Logistics; Energy & Related; Forestry, Chemicals & Related; and Healthcare & Support. Advanced Manufacturing is of particular importance: of the total workforce in the twenty-seven-county area, manufacturing employment is more than double the national concentration and 50% above the state as a whole, and each manufacturing job creates from two to seven related jobs. The goals of the Sector Strategy Plan are

to create a workforce that mutually meets the needs of industry and business while providing a quality of life for workers and their families; prepare area students to navigate the pathways to successful careers; prepare the skilled workforce to meet the immediate and anticipated needs of existing industry; create an environment where technical and industrial occupations enjoy parity with academic pursuits; and develop rapport between industry and education.

The region's defining workforce challenge is the middle-skill gap. Across the seven target sectors, current demand for middle-skill workers substantially outstrips supply, with Aerospace, Space & Defense and Advanced Manufacturing showing by far the largest gaps. The Mississippi Partnership concentrates WIOA training investments where these gaps are greatest, directly advancing the industry-driven-strategies pillar.

Table 21: Supply and Demand for Middle-Skill Occupations in Targeted Industries

Industry	Supply	Demand	Gap
Advanced Manufacturing	211	1,674	1,463
Aerospace, Space & Defense	90	3,476	3,386
Data Centers & Information Technology	44	233	189
Distribution & Logistics	81	1,253	1,172
Energy & Related	197	721	524
Forestry, Chemicals & Related	68	338	270
Healthcare & Support	590	948	358
Total	1,281	8,643	7,362

Source: MS Department of Employment Security, 2025; MS State Longitudinal Data System, 2025; MS Works, 2025; MS Community College Board, 2025.

The industry structure and leading occupations of each target sector are summarized below. For each sector, the plan presents the current industry composition, the ten largest occupations with wage ranges, and the ten occupations with the highest projected growth and current job openings, to guide training and credential investments.

E.1.1 Advanced Manufacturing

Advanced Manufacturing is the region's signature sector—anchored by furniture, automotive (Toyota Blue Springs and its supplier network), steel, and electrical equipment manufacturing. Training should emphasize both general manufacturing competencies—assembly, welding, industrial maintenance—and the specialized skills developed with industry partners.

Table 22: Current Advanced Manufacturing Industry Structure

Industry	Avg. Employment	% of Total	Avg. Annual Wage	Establishments (Q4 2024)
Transportation Equipment	7,280	43.7%	\$78,044	62
Other General Purpose Machinery	1,180	7.1%	\$76,563	23
Iron & Steel Mills & Ferroalloy	1,113	6.7%	\$121,018	5
Electrical Equipment, Appliance, & Component	1,104	6.6%	\$61,274	12
Computer & Electronic Product	850	5.1%	\$48,665	14
Miscellaneous	745	4.5%	\$56,399	47
Basic Chemical	582	3.5%	\$110,834	7
Other Nonmetallic Mineral Product	499	3.0%	\$72,152	12
Resin, Synthetic Rubber, & Artificial & Synthetic Fibers & Filaments	281	1.7%	\$74,147	8

Industry	Avg. Employment	% of Total	Avg. Annual Wage	Establishments (Q4 2024)
Other Chemical Product & Preparation	239	1.4%	\$81,912	7
Pharmaceutical & Medicine	238	1.4%	\$63,820	6
Clay Product & Refractory	147	0.9%	\$52,297	9
Industrial Machinery	57	0.3%	\$73,386	3
Petroleum & Coal Products	49	0.3%	\$58,355	7
Alumina & Aluminum Production & Processing	25	0.2%	\$55,007	3
Foundries	—	—	—	3
Agriculture, Construction, & Mining Machinery	—	—	—	7
Commercial & Service Industry Machinery	—	—	—	3
Engine, Turbine, & Power Transmission Equipment	—	—	—	5
Total Advanced Manufacturing	16,650	100.0%	\$75,158	243

Source: Mississippi Department of Employment Security, Labor Market Information, Census of Employment & Wages, 2024 Annual Averages.

Note: Totals may not add due to rounding and confidentiality suppressions.

Table 23: Top 10 Occupations in the Advanced Manufacturing Industry

Occupation	Employment	Percent*	Hourly Wage for All Industries		
			10th Pctl.	Median	90th Pctl.
Miscellaneous Assemblers & Fabricators	2,751	16.5%	\$13.97	\$18.66	\$27.13
Welders, Cutters, Solderers, & Brazers	1,074	6.5%	\$15.00	\$20.97	\$28.80
First-Line Supervisors of Production & Operating Workers	979	5.9%	\$19.21	\$29.17	\$49.00
Electrical, electronic, & electromechanical assemblers, except coil winders, tapers, & finishers	641	3.8%	\$14.32	\$18.04	\$23.01
Laborers & Freight, Stock, & Material Movers, Hand	624	3.7%	\$13.97	\$18.23	\$22.94
Inspectors, Testers, Sorters, Samplers, & Weighers	501	3.0%	\$14.22	\$19.64	\$29.62
Electricians	481	2.9%	\$17.86	\$23.55	\$35.70
Industrial Engineers	383	2.3%	\$28.08	\$42.67	\$60.83
Industrial Machinery Mechanics	352	2.1%	\$20.22	\$26.07	\$39.95
Shipping, Receiving, & Inventory Clerks	323	1.9%	\$14.56	\$18.55	\$23.91

Source: MS Department of Employment Security, Occupational Employment & Wage Statistics, 2024.

*Percent of all Advanced Manufacturing Industry jobs. ** Hourly 10th percentile wage. *** Hourly 90th percentile wage.

Table 24: Top 10 Advanced Manufacturing Occupations with the Highest Projected Job Growth

Occupation	10-Year Projected Growth	Job Openings in FY2025
Electrical, Electronic, & Electromechanical Assemblers, Except Coil Winders, Tapers, & Finishers	434	14
Welders, Cutters, Solderers, & Brazers	131	205
Electricians	109	33
Industrial Engineers	93	89
Industrial Machinery Mechanics	85	12
First-Line Supervisors of Production & Operating Workers	80	118
Laborers & Freight, Stock, & Material Movers, Hand	72	17
Miscellaneous Assemblers & Fabricators	70	<10
Plumbers, Pipefitters, & Steamfitters	60	65
Coating, Painting, & Spraying Machine Setters, Operators, & Tenders	48	21

Source: MS Department of Employment Security, Occupational Projections, 2022–2032, and MS Works Job Openings, FY2025.

E.1.2 Aerospace, Space & Defense

Aerospace, Space & Defense carries the region's largest middle-skill gap—demand of 3,476 against supply of just 90—reflecting the sector's rapid growth and the specialized craft, avionics, and precision-manufacturing skills it requires.

Table 25: Current Aerospace, Space & Defense Industry Structure

Industry	Avg. Employment	% of Total	Avg. Annual Wage	Establishments (Q4 2024)
General Warehousing & Storage	17,350	47.8%	\$49,815	141
Iron & Steel Mills & Ferroalloy Mfg	1,113	3.1%	\$121,018	5
Nonferrous Metal (exc Aluminum) Production & Processing	1,042	2.9%	\$62,684	4
Aerospace Product & Parts Mfg	907	2.5%	\$95,747	7
Engineering Svcs	796	2.2%	\$84,036	90
Support Activities for Air Transportation	785	2.2%	\$91,668	29
All Other Plastics Product Mfg	707	1.9%	\$56,868	18
Plate Work & Fabricated Structural Product Mfg	696	1.9%	\$60,840	23
Metalworking Machinery Mfg	676	1.9%	\$50,114	18
Motor Vehicle Seating & Interior Trim Mfg	648	1.8%	\$60,327	6
Machine Shops	617	1.7%	\$53,620	34
Semiconductor & Other Electronic Component Mfg	466	1.3%	\$43,503	4
Computer Systems Design Svcs	452	1.2%	\$64,702	62
Sheet Metal Work Mfg	448	1.2%	\$50,082	11
Steel Product Mfg from Purchased Steel	412	1.1%	\$62,292	6
Forging & Stamping	402	1.1%	\$43,873	11
Glass & Glass Product Mfg	397	1.1%	\$67,207	4
Other Rubber Product Mfg	345	1.0%	\$66,184	5
Custom Computer Programming Svcs	314	0.9%	\$91,258	37

Industry	Avg. Employment	% of Total	Avg. Annual Wage	Establishments (Q4 2024)
Other Scientific & Technical Consulting Svcs	255	0.7%	\$63,360	48
Resin & Synthetic Rubber Mfg	205	0.6%	\$89,185	3
Ship & Boat Building	174	0.5%	\$51,516	3
Surveying & Mapping (exc Geophysical) Svcs	143	0.4%	\$66,087	22
Security Systems Svcs (exc Locksmiths)	127	0.3%	\$43,486	23
Metal Coating, Engraving (exc Jewelry & Silverware), & Allied Svcs to Manufacturers	89	0.2%	\$64,765	5
Software Publishers	87	0.2%	\$87,981	8
Electronic & Precision Equipment Repair & Maintenance	79	0.2%	\$54,851	32
Flight Training	63	0.2%	\$46,327	8
Testing Laboratories & Svcs	47	0.1%	\$58,314	15
Process, Physical Distribution, & Logistics Consulting Svcs	38	0.1%	\$51,747	17
Navigational, Measuring, Electromedical, & Control Instruments Mfg	27	0.1%	\$94,491	5
Alumina & Aluminum Production & Processing	25	0.1%	\$55,007	3
All Other Miscellaneous Fabricated Metal Product Mfg	11	0.0%	\$48,307	3
Computer Facilities Management Svcs	6	0.0%	\$53,883	5
Professional & Management Development Training	5	0.0%	\$75,030	3
Engine, Turbine, & Power Transmission Equipment Mfg	—	—	—	5
Small Arms Ammunition Mfg	—	—	—	3
Power, Distribution, & Specialty Transformer Mfg	—	—	—	2
Industrial Truck, Tractor, Trailer, & Stacker Machinery Mfg	—	—	—	4
Research & Development in the Physical, Engineering, & Life Sciences (exc Nanotechnology & Biotechnology)	—	—	—	11
Other Nondisclosable Industries	—	—	—	56
Total Aerospace, Space & Defense	36,312	100.0%	\$59,663	799

Source: Mississippi Department of Employment Security, Labor Market Information, Census of Employment & Wages, 2024 Annual Averages.

Note: Totals may not add due to rounding and confidentiality suppressions.

Table 26: Top 10 Occupations in the Aerospace, Space & Defense Industry

			Hourly Wage for All Industries		
Occupation	Employment	Percent*	10th Pctl.	Median	90th Pctl.
Stockers & Order Fillers	2,369	6.5%	\$13.54	\$17.68	\$25.56
Laborers & Freight, Stock, & Material Movers, Hand	2,350	6.5%	\$13.97	\$18.23	\$22.94
Industrial Truck & Tractor Operators	1,688	4.6%	\$16.06	\$20.92	\$27.82
Miscellaneous Assemblers & Fabricators	1,446	4.0%	\$13.97	\$18.66	\$27.13
Welders, Cutters, Solderers, & Brazers	1,343	3.7%	\$15.00	\$20.97	\$28.80

			Hourly Wage for All Industries		
Occupation	Employment	Percent*	10th Pctl.	Median	90th Pctl.
First-Line Supervisors of Production & Operating Workers	1,064	2.9%	\$19.21	\$29.17	\$49.00
Shipping, Receiving, & Inventory Clerks	1,049	2.9%	\$14.56	\$18.55	\$23.91
Software Developers	865	2.4%	\$22.19	\$44.23	\$67.98
Inspectors, Testers, Sorters, Samplers, & Weighers	788	2.2%	\$14.22	\$19.64	\$29.62
Electricians	631	1.7%	\$17.86	\$23.55	\$35.70

Source: MS Department of Employment Security, Occupational Employment & Wage Statistics, 2024.

*Percent of all Aerospace, Space and Defense Industry jobs. ** Hourly 10th percentile wage. *** Hourly 90th percentile wage.

Table 27: Top 10 Aerospace, Space & Defense Occupations with the Highest Projected Job Growth

Occupation	10-Year Projected Growth	Job Openings in FY2025
Electrical, Electronic, & Electromechanical Assemblers, Except Coil Winders, Tapers, & Finishers	386	48
Software Developers	321	16
Stockers & Order Fillers	277	30
Laborers & Freight, Stock, & Material Movers, Hand	270	33
Industrial Truck & Tractor Operators	187	96
Welders, Cutters, Solderers, & Brazers	163	238
Electricians	144	55
Industrial Machinery Mechanics	122	24
Industrial Engineers	88	163
First-Line Supervisors of Production & Operating Workers	86	164

Source: MS Department of Employment Security, Occupational Projections, 2022–2032, and MS Works Job Openings, FY2025.

E.1.3 Data Centers & Information Technology

The Data Centers & Information Technology sector is small but strategic, offering above-average wages. Training should build digital, networking, and automation capabilities as data-center and technology investment expands across north Mississippi.

Table 28: Current Data Centers & Information Technology Industry Structure

Industry	Avg. Employment	% of Total	Avg. Annual Wage	Establishments (Q4 2024)
Computer Systems Design & Related Svcs	779	29.4%	\$75,233	110
Wired & Wireless Telecommunications Carriers (exc Satellite)	680	25.7%	\$68,864	70
Fabricated Structural Metal Mfg	269	10.2%	\$60,836	15
Other Scientific & Technical Consulting Svcs	255	9.6%	\$63,360	48
Software Publishers	87	3.3%	\$87,981	8
Computing Infrastructure Providers, Data Processing, Web Hosting, & Related Svcs	—	—	—	7
Computer & Computer Peripheral Equipment & Software Merchant Whsle	—	—	—	4

Industry	Avg. Employment	% of Total	Avg. Annual Wage	Establishments (Q4 2024)
Web Search Portals & All Other Information Svcs	—	—	—	3
Total Data Centers & Information Technology	2,648	100.0%	\$67,970	265

Source: Mississippi Department of Employment Security, Labor Market Information, Census of Employment & Wages, 2023 Annual Averages.

Note: Totals may not add due to rounding and confidentiality suppressions.

Table 29: Top 10 Occupations in the Data Centers & Information Technology Industry

Occupation	Employment	Percent*	Hourly Wage for All Industries		
			10th Pctl.	Median	90th Pctl.
Software Developers	301	11.4%	\$22.19	\$44.23	\$67.98
Telecommunications Equipment Installers & Repairers, Except Line Installers	206	7.8%	\$17.85	\$39.03	\$42.89
Computer User Support Specialists	163	6.2%	\$15.09	\$23.71	\$36.50
Customer Service Representatives	135	5.1%	\$13.52	\$17.51	\$24.16
Computer Network Support Specialists	124	4.7%	\$19.12	\$27.86	\$40.14
Sales Representatives of Services, Except Advertising, Insurance, Financial Services, & Travel	111	4.2%	\$14.66	\$22.05	\$50.59
Computer & Information Systems Managers	107	4.0%	\$36.34	\$53.19	\$89.68
Computer Systems Analysts	94	3.5%	\$26.06	\$40.55	\$58.29
Network & Computer Systems Administrators	77	2.9%	\$24.14	\$37.36	\$57.78
Office Clerks, General	63	2.4%	\$10.00	\$15.80	\$23.82

Source: MS Department of Employment Security, Occupational Employment & Wage Statistics, 2024.

*Percent of all Data Centers & Information Technology Industry jobs. ** Hourly 10th percentile wage. *** Hourly 90th percentile wage.

Table 30: Top 10 Data Centers & Information Technology Occupations with the Highest Projected Job Growth

Occupation	10-Year Projected Growth	Job Openings in FY2025
Software Developers	112	<10
Telecommunications Equipment Installers & Repairers, Except Line Installers	21	<10
Computer User Support Specialists	17	<10
Computer & Information Systems Managers	16	19
Information Security Analysts	14	<10
Computer Systems Analysts	9	<10
Computer Network Support Specialists	8	<10
Telecommunications Line Installers & Repairers	8	<10
Software Quality Assurance Analysts & Testers	7	<10
General & Operations Managers	7	12

Source: MS Department of Employment Security, Occupational Projections, 2022–2032, and MS Works Job Openings, FY2025.

E.1.4 Distribution & Logistics

Distribution & Logistics builds on the region’s interstate corridors and the DeSoto County distribution cluster in the Memphis metro orbit. Training should emphasize commercial driving, warehouse operations and automation, and supply-chain technology.

Table 31: Current Distribution & Logistics Industry Structure

Industry	Avg. Employment	% of Total	Avg. Annual Wage	Establishments (Q4 2024)
Warehousing & Storage	17,541	54.2%	\$49,805	156
Truck Transportation	6,059	18.7%	\$57,679	600
Couriers & Messengers	3,397	10.5%	\$34,950	50
Support Activities for Transportation	2,027	6.3%	\$66,587	138
Highway, Street, & Bridge Construction	1,503	4.6%	\$73,868	43
Transit & Ground Passenger Transportation	363	1.1%	\$29,369	30
Pipeline Transportation	146	0.5%	\$112,695	16
Air Transportation	—	—	—	8
Water Transportation	—	—	—	1
Scenic & Sightseeing Transportation	—	—	—	1
Postal Service	—	—	—	128
Total Distribution & Logistics	32,366	100.0%	\$52,482	1,171

Source: Mississippi Department of Employment Security, Labor Market Information, Census of Employment & Wages, 2024 Annual Averages.

Note: Totals may not add due to rounding and confidentiality suppressions.

Table 32: Top 10 Occupations in the Distribution & Logistics Industry

Occupation	Employment	Percent*	Hourly Wage for All Industries		
			10th Pctl.	Median	90th Pctl.
Heavy & Tractor-Trailer Truck Drivers	6,677	20.6%	\$15.10	\$23.97	\$36.83
Laborers & Freight, Stock, & Material Movers, Hand	3,984	12.3%	\$13.97	\$18.23	\$22.94
Stockers & Order Fillers	2,611	8.1%	\$13.54	\$17.68	\$25.56
Industrial Truck & Tractor Operators	2,005	6.2%	\$16.06	\$20.92	\$27.82
Postal Service Mail Carriers	1,490	4.6%	\$20.38	\$25.99	\$41.57
Light Truck Drivers	1,069	3.3%	\$11.73	\$19.81	\$43.90
First-Line Supervisors of Transportation & Material-Moving Workers, Except Aircraft Cargo Handling Supervisors	966	3.0%	\$18.84	\$28.45	\$41.25
Shipping, Receiving, & Inventory Clerks	948	2.9%	\$14.56	\$18.55	\$23.91
Bus & Truck Mechanics & Diesel Engine Specialists	485	1.5%	\$15.87	\$23.28	\$36.74
Transportation, Storage, & Distribution Managers	481	1.5%	\$25.73	\$38.35	\$67.72

Source: MS Department of Employment Security, Occupational Employment & Wage Statistics, 2024.

*Percent of all Distribution & Logistics Industry jobs. ** Hourly 10th percentile wage. *** Hourly 90th percentile wage.

Table 33: Top 10 Distribution & Logistics Occupations with the Highest Projected Job Growth

Occupation	10-Year Projected Growth	Job Openings in FY2025
Heavy & Tractor-Trailer Truck Drivers	541	246
Laborers & Freight, Stock, & Material Movers, Hand	458	50
Stockers & Order Fillers	305	14
Industrial Truck & Tractor Operators	222	31
Light Truck Drivers	144	46
First-Line Supervisors of Transportation & Material-Moving Workers, Except Aircraft Cargo Handling Supervisors	109	<10
Construction Laborers	88	17
Postal Service Mail Carriers	87	<10
Production, Planning, & Expediting Clerks	42	<10
General & Operations Managers	42	18

Source: MS Department of Employment Security, Occupational Projections, 2022–2032, and MS Works Job Openings, FY2025.

E.1.5 Energy & Related

The Energy & Related sector—utilities and energy production and support—offers some of the region’s highest average wages. Training should build process-technology, electrical, industrial maintenance, and safety credentials aligned to employer demand.

Table 34: Current Energy & Related Industry Structure

Industry	Avg. Employment	% of Total	Avg. Annual Wage	Establishments (Q4 2024)
Utilities	2,704	32.7%	\$83,429	185
Air-Conditioning & Warm Air Heating Equipment & Commercial & Industrial Refrigeration Equipment Mfg	1,837	22.2%	\$51,313	7
Electrical Equipment Mfg	929	11.2%	\$61,052	6
Engineering Svcs	796	9.6%	\$84,036	90
Household Appliances & Electrical & Electronic Goods Merchant Whsle	625	7.6%	\$64,440	41
Power & Communication Line & Related Structures Construction	554	6.7%	\$63,839	34
Pipeline Transportation	146	1.8%	\$112,695	16
Plumbing & Heating Equipment & Supplies (Hydronics) Merchant Whsle	95	1.1%	\$80,714	17
Oil & Gas Pipeline & Related Structures Construction	63	0.8%	\$60,982	5
Warm Air Heating & Air-Conditioning Equipment & Supplies Merchant Whsle	58	0.7%	\$53,265	10
Support Activities for Mining	15	0.2%	\$68,267	11
Refrigeration Equipment & Supplies Merchant Whsle	13	0.2%	\$65,587	3
Oil & Gas Extraction	—	—	—	3
Coal Mining	—	—	—	2
Electric Lighting Equipment Mfg	—	—	—	2
Household Appliance Mfg	—	—	—	1

Industry	Avg. Employment	% of Total	Avg. Annual Wage	Establishments (Q4 2024)
Petroleum Refineries	—	—	—	2
Battery Mfg	—	—	—	1
Wiring Device Mfg	—	—	—	1
Air & Gas Compressor Mfg	—	—	—	1
Other Communication & Energy Wire Mfg	—	—	—	1
Total Energy & Related	8,278	100.0%	\$70,982	439

Source: Mississippi Department of Employment Security, Labor Market Information, Census of Employment & Wages, 2024 Annual Averages.

Note: Totals may not add due to rounding and confidentiality suppressions.

Table 35: Top 10 Occupations in the Energy & Related Industry

Occupation	Employment	Percent*	Hourly Wage for All Industries		
			10th Pctl.	Median	90th Pctl.
Miscellaneous Assemblers & Fabricators	357	4.3%	\$13.97	\$18.66	\$27.13
Electrical Power-Line Installers & Repairers	328	4.0%	\$20.77	\$30.06	\$44.07
Laborers & Freight, Stock, & Material Movers, Hand	276	3.3%	\$13.97	\$18.23	\$22.94
Construction Laborers	256	3.1%	\$13.96	\$18.00	\$24.89
Civil Engineers	229	2.8%	\$24.63	\$41.80	\$77.59
First-Line Supervisors of Construction Trades & Extraction Workers	196	2.4%	\$21.00	\$29.18	\$47.32
Electrical, electronic, & electromechanical assemblers, except coil winders, tapers, & finishers	196	2.4%	\$14.32	\$18.04	\$23.01
First-Line Supervisors of Mechanics, Installers, & Repairers	169	2.0%	\$19.96	\$34.55	\$50.98
First-Line Supervisors of Production & Operating Workers	146	1.8%	\$19.21	\$29.17	\$49.00
Electrical Engineers	140	1.7%	\$23.28	\$40.84	\$66.80

Source: MS Department of Employment Security, Occupational Employment & Wage Statistics, 2024.

*Percent of all Energy & Related Industry jobs. ** Hourly 10th percentile wage. *** Hourly 90th percentile wage.

Table 36: Top 10 Energy & Related Occupations with the Highest Projected Job Growth

Occupation	10-Year Projected Growth	Job Openings in FY2025
Electrical, Electronic, & Electromechanical Assemblers, Except Coil Winders, Tapers, & Finishers	133	<10
Construction Laborers	55	16
Electrical Power-Line Installers & Repairers	50	<10
Laborers & Freight, Stock, & Material Movers, Hand	32	<10
First-Line Supervisors of Construction Trades & Extraction Workers	28	<10
Electrical Engineers	21	41
General & Operations Managers	20	14
Industrial Machinery Mechanics	20	<10
Civil Engineers	17	29
Operating Engineers & Other Construction Equipment Operators	17	<10

Source: MS Department of Employment Security, Occupational Projections, 2022–2032, and MS Works Job Openings, FY2025.

E.1.6 Forestry, Chemicals & Related

The Forestry, Chemicals & Related sector builds on north Mississippi's timber base and chemical manufacturing capacity. Training should emphasize process operations, logging and wood-products technology, and plant safety credentials.

Table 37: Current Forestry, Chemicals & Related Industry Structure

Industry	Avg. Employment	% of Total	Avg. Annual Wage	Establishments (Q4 2024)
Upholstered Household Furniture Mfg	11,276	50.1%	\$42,113	65
Plastics Product Mfg	3,025	13.4%	\$51,087	60
Wood Product Mfg	2,754	12.2%	\$60,920	100
Paper Mfg	1,682	7.5%	\$75,804	25
Chemical Mfg	1,670	7.4%	\$83,314	44
Forestry & Logging	735	3.3%	\$52,228	129
Other Rubber Product Mfg	345	1.5%	\$66,184	5
Support Activities for Forestry	221	1.0%	\$69,253	28
Institutional Furniture Mfg	215	1.0%	\$37,472	6
Wood Kitchen Cabinet & Countertop Mfg	191	0.8%	\$39,004	26
Nonupholstered Wood Household Furniture Mfg	185	0.8%	\$36,701	6
Lumber, Plywood, Millwork, & Wood Panel Merchant Whsle	141	0.6%	\$51,615	15
Rubber & Plastics Hoses & Belting Mfg	—	—	—	1
Custom Architectural Woodwork & Millwork Mfg	—	—	—	5
Total Forestry, Chemicals & Related	22,521	100.0%	\$52,123	515

Source: Mississippi Department of Employment Security, Labor Market Information, Census of Employment & Wages, 2023 Annual Averages.

Note: Totals may not add due to rounding and confidentiality suppressions.

Table 38: Top 10 Occupations in the Forestry, Chemicals & Related Industry

Occupation	Employment	Percent*	Hourly Wage for All Industries		
			10th Pctl.	Median	90th Pctl.
Laborers & Freight, Stock, & Material Movers, Hand	1,257	5.6%	\$13.97	\$18.23	\$22.94
Miscellaneous Assemblers & Fabricators	1,170	5.2%	\$13.97	\$18.66	\$27.13
Upholsterers	1,165	5.2%	\$14.72	\$22.55	\$23.57
First-Line Supervisors of Production & Operating Workers	1,121	5.0%	\$19.21	\$29.17	\$49.00
Packaging & Filling Machine Operators & Tenders	805	3.6%	\$13.55	\$17.93	\$21.73
Sewing Machine Operators	773	3.4%	\$11.62	\$19.36	\$20.57
Sawing Machine Setters, Operators, & Tenders, Wood	751	3.3%	\$13.81	\$17.09	\$22.54
Heavy & Tractor-Trailer Truck Drivers	751	3.3%	\$15.10	\$23.97	\$36.83
Inspectors, Testers, Sorters, Samplers, & Weighers	664	2.9%	\$14.22	\$19.64	\$29.62
Paper Goods Machine Setters, Operators, & Tenders	604	2.7%	\$17.89	\$23.43	\$39.23
Industrial Truck & Tractor Operators	604	2.7%	\$16.06	\$20.92	\$27.82

Source: MS Department of Employment Security, Occupational Employment & Wage Statistics, 2024.

*Percent of all Forestry, Chemicals & Related Industry jobs. ** Hourly 10th percentile wage. *** Hourly 90th percentile wage.

Table 39: Top 10 Forestry, Chemicals & Related Occupations with the Highest Projected Job Growth

Occupation	10-Year Projected Growth	Job Openings in FY2025
Laborers & Freight, Stock, & Material Movers, Hand	144	57
Industrial Machinery Mechanics	142	36
First-Line Supervisors of Production & Operating Workers	91	106
Industrial Truck & Tractor Operators	67	41
Paper Goods Machine Setters, Operators, & Tenders	63	<10
Heavy & Tractor-Trailer Truck Drivers	61	87
Stockers & Order Fillers	43	10
Packaging & Filling Machine Operators & Tenders	36	17
Electricians	35	39
Industrial Engineers	34	75

Source: MS Department of Employment Security, Occupational Projections, 2022–2032, and MS Works Job Openings, FY2025.

E.1.7 Healthcare & Support

Healthcare & Support is among the region's largest employers, anchored by the North Mississippi Health Services system and Baptist Memorial network alongside ambulatory care and nursing facilities. Training should expand clinical pipelines—registered nurses, LPNs, nursing assistants, and allied health—alongside healthcare administration and technology.

Table 40: Current Healthcare & Support Industry Structure

Industry	Avg. Employment	% of Total	Avg. Annual Wage	Establishments (Q4 2024)
General Warehousing & Storage	17,350	30.6%	\$49,815	141
Ambulatory Health Care Svcs	16,449	29.0%	\$69,133	1,414
Hospitals	13,543	23.9%	\$64,010	45
Nursing & Residential Care Facilities	8,226	14.5%	\$37,656	124
Medical, Dental, & Hospital Equipment & Supplies Merchant Whsle	623	1.1%	\$64,041	25
Pharmaceutical & Medicine Mfg	238	0.4%	\$63,820	6
Medical Equipment & Supplies Mfg	205	0.4%	\$72,122	11
Drugs & Druggists' Sundries Merchant Whsle	56	0.1%	\$88,751	11
Total Healthcare & Support	56,690	100.0%	\$57,381	1,777

Source: Mississippi Department of Employment Security, Labor Market Information, Census of Employment & Wages, 2024 Annual Averages.

Note: Totals may not add due to rounding and confidentiality suppressions.

Table 41: Top 10 Occupations in the Healthcare & Support Industry

Occupation	Employment	Percent*	Hourly Wage for All Industries		
			10th Pctl.	Median	90th Pctl.
Registered Nurses	7,818	13.8%	\$29.13	\$36.11	\$46.20
Nursing Assistants	3,358	5.9%	\$12.39	\$14.72	\$18.30
Licensed Practical & Licensed Vocational Nurses	2,633	4.6%	\$17.69	\$23.04	\$28.82
Stockers & Order Fillers	1,870	3.3%	\$13.54	\$17.68	\$25.56
Home Health & Personal Care Aides	1,833	3.2%	\$10.33	\$11.73	\$15.27
Laborers & Freight, Stock, & Material Movers, Hand	1,330	2.3%	\$13.97	\$18.23	\$22.94
Industrial Truck & Tractor Operators	1,259	2.2%	\$16.06	\$20.92	\$27.82
Medical & Health Services Managers	1,209	2.1%	\$28.07	\$42.12	\$75.03
Nurse Practitioners	1,178	2.1%	\$44.38	\$57.58	\$69.42
Receptionists & Information Clerks	1,172	2.1%	\$10.62	\$14.59	\$18.97

Source: MS Department of Employment Security, Occupational Employment & Wage Statistics, 2024.

*Percent of all Healthcare & Support Industry jobs. ** Hourly 10th percentile wage. *** Hourly 90th percentile wage.

Table 42: Top 10 Healthcare & Support Occupations with the Highest Projected Job Growth

Occupation	10-Year Projected Growth	Job Openings in FY2025
Registered Nurses	514	1,222
Home Health & Personal Care Aides	497	<10
Nurse Practitioners	494	23
Medical & Health Services Managers	362	126
Nursing Assistants	264	163
Stockers & Order Fillers	219	15
Laborers & Freight, Stock, & Material Movers, Hand	153	21
Industrial Truck & Tractor Operators	139	19
Licensed Practical & Licensed Vocational Nurses	132	367
Medical Assistants	120	136

Source: MS Department of Employment Security, Occupational Projections, 2022–2032, and MS Works Job Openings, FY2025.

E.2. Local businesses are engaged in establishing priorities and guidelines for the LWDA through representation of at least 51% private-sector membership on the LWDB. The LWDA engages with representatives of business in the local area, including small employers and businesses hiring the priority occupations. Local economic developers work closely with the board, and all representatives are encouraged to participate in addressing workforce solutions.

One goal of the Mississippi Partnership Sector Strategy Plan is to assist economic development by having all high school seniors and early graduating juniors build their workforce profile on MS Works and review and update it frequently. The High School Career Coaches help facilitate the students with their MS Works profile.

The LWDA and the local business and economic developers are continually in discussions regarding the current and future needs of businesses. Local business and economic developers are vital partners in workforce development and were the driving force for the development of the Mississippi Industry Experience Programs at East MS Community College, Itawamba Community College, Northeast MS Community College, and Northwest MS Community College. A goal of the TRPDD WIOA team is to continue to develop and promote these MIEP Programs which all support existing and emerging industry demand.

The Mississippi Partnership is committed to expanding Registered Apprenticeship opportunities throughout the region to provide individuals with earn-and-learn pathways to high-demand careers. The Mississippi Partnership will work closely with the Mississippi Apprenticeship Program (MAP) and the U.S. Department of Labor as well as the State of Mississippi Offices of Apprenticeship and to identify opportunities, engage employers, and support the development and expansion of Registered Apprenticeship programs that meet the needs of both businesses and job seekers.

The Mississippi Partnership has implemented the Mississippi Apprenticeship Accelerator (MAA), an innovative funding model designed to strengthen the connection between Registered Apprenticeship programs and Local Workforce Development Areas. Through the MAA initiative, Mississippi Partnership is working with the Mississippi Apprenticeship Program (MAP), MDES, and AccelerateMS to expand Registered Apprenticeship opportunities in high-demand industries and priority occupations throughout the region. The initiative supports the development of pre-apprenticeship and apprenticeship pathways in partnership with secondary and post-secondary education institutions, while helping employers establish and expand Registered Apprenticeship programs. Through this collaborative approach, Mississippi Partnership is strengthening local workforce pipelines, connecting individuals to earn-and-learn opportunities, and helping businesses develop a skilled workforce to meet current and future talent needs.

AccelerateMS has identified Ecosystems throughout the state of Mississippi, and Ecosystems 2 and 4 are located in The Mississippi Partnership Local Workforce Area. The Mississippi Partnership collaborated with AccelerateMS to

form an advisory group for each Ecosystem that is comprised of local businesses, economic developers, and education representatives. The Mississippi Partnership in conjunction with the local AccelerateMS Workforce Development Managers will work within each Ecosystem to engage businesses and economic developers to establish sustainable partnerships with businesses throughout the region. Additionally, the MS Partnership works with AccelerateMS to identify training needs and implements Mississippi Works Grants as well as Reconnect Programs to provide training that aligns with the employer demands, financial support for participants, and integrated wraparound services to support successful employment outcomes.

E.3. The Mississippi Development Authority and AccelerateMS provide regional representatives who ensure employers' needs are met and who link workforce development resources across the region. The LWDB works to coordinate the delivery of services for recruiting and training employees and to ensure partners are aware of the services available, working with the AccelerateMS Workforce Development Managers for Ecosystems 2 and 4.

The Mississippi Association of Workforce Areas (MAWA) and the Mississippi Energy Institute have partnered together to create a new website, <https://mspathfinder.org/>, that will allow users to choose a career, compare salary ranges, find training programs, and search job opportunities in target sector industries of each of the four workforce areas. The Mississippi Partnership will target Advanced Manufacturing, Information Technology, Healthcare, and Logistics/Warehousing/Transportation/Distribution. This website is useful for high school students, community college students, and anyone in the MPWDA who is interested in exploring high demand jobs.

E.4. Increasing awareness of services offered at the WIN Job Centers requires routine, ongoing initiatives at the state and local level. The State Plan designates MDES as the lead agency to communicate the unified plan to employers and job seekers. Locally, all partners participate in efforts to increase employer and job seeker awareness through referral networks, partnership meetings, job fairs, and local area meetings, and the one-stop operators and service providers market the WIN Job Centers to both employers and job seekers.

E.5. The Mississippi Partnership has formed relationships with individual educational institutions such as the Mississippi Community College Board and other eligible training providers to provide short-term, credential-based training programs and two-year degree programs intended to develop a qualified and quantifiable labor pool. This is accomplished at the local level in accordance with the State Plan through the Mississippi Works Labor Exchange.

To provide businesses with a qualified and quantifiable labor pool, the LWDA will:

1. Re-establish the importance of the work ethic in students by exposing them to the importance that work plays in their own lives and society as a whole.
2. Promote and work to develop resources for the academy concept such as the Baldwin career-tech program, the Base Camp Coding Academy, and the Ashley Furniture/Pontotoc Ridge project.
3. Promote the use of the dual enrollment/dual credit system with our high schools and community colleges where they align with the Sector Strategy Plan and potentially early college high schools.
4. Ensure our businesses are aware of all programs offered by our office including internships, Mississippi Industry Experience Programs (MIEP) (previously called the industry recognized apprenticeships), Mississippi Apprenticeship Accelerator (MAA) Program, Gateway Youth Program, On-the-Job Training (OJT), and individual training accounts (ITAs).
5. Work with the education system at the state and local level to ensure that all high school seniors and early graduating juniors will take the WorkKeys® evaluation developed by ACT in order to obtain a career readiness certificate (CRC) with the goal of silver or higher.
6. Continue the Mississippi Industry Experience Program (previously called the Mississippi Partnership Industry Recognized Apprenticeship Program – This program is an earn-while-you-learn program that allows apprentices to attend a career/technical program at a local community college and also be employed by a local employer in the student's field of study. MIEP provides individuals with an opportunity to acquire the

knowledge and skills that lead to high paying jobs while also helping businesses grow their skilled workforce. The program also helps to decrease critical skill gaps and expand on-the-job training opportunities. This program serves over 150 MIEP participants and 75 industries a year.

E.6. The Mississippi Partnership offers Adult Education (AE) through the Mississippi Community Board and other approved training providers in cooperation with other career development services like the Smart Start Class Pathway defined in the Mississippi Works Smart Start Career Pathway Model. This model is discussed Section C.2. of this document. On an annual basis, eligible training providers are assessed to ensure training and credentials are both portable and stackable in meeting the needs of local employers. The Mississippi Partnership also supports and assists with the communities becoming an ACT® Work-Ready Community.

F. Business Plan

F.1. The Mississippi Partnership has adopted the same seven goals as listed in the State Plan:

Goal 1: Work together to develop policies that will coordinate service delivery with all WIOA Combined Plan Partners to achieve a no-wrong-door approach for WIOA participants and employers.

Goal 2: Strengthen interagency partnerships.

Goal 3: Develop defined, articulated pathways across educational sectors (K-16+) to create a pipeline for the workforce.

Goal 4: Develop cross-program performance metrics.

Goal 5: Invest in integrated technology to meet the unified technology requirements of the Workforce Investment and Opportunity Act (WIOA) and other federal initiative

Goal 6: Engage partners to establish a plan to remain abreast of changing industry needs and the metrics to measure outcomes to realize the potential of the state’s workforce programs and delivery systems.

Goal 7: Develop and communicate a unified vision/message.

To assess program progress towards achieving each of its seven goals, Mississippi considers both system and long-term individual outcomes. The Mississippi Partnership supports and will assist AccelerateMS and MDES with the evaluation of these goals. Below is a brief description of how each goal will be assessed; additional information may be found in the State’s Plan.

Goals 1 & 2: Progress towards achieving Goals 1 and 2 are assessed through system-level analysis to determine whether clear policies exist to coordinate service delivery from all partners. At the individual level, measuring the degree of co-enrollment in programs is a key metric by which Mississippi assesses the effectiveness of these policy efforts. This metric is gathered via Mississippi’s WIOA Referral Hub, which records every partner-to-partner referral and service enrollment.

Goals 3 & 6: Measuring progress towards the achievement of Goals 3 and 6 chiefly involves the use of longitudinal data analysis. The closer the workforce development system in Mississippi comes to achieving goals 3 and 6, the more we expect to see a match between employer needs and education/training pathways. Employer needs will be measured through labor market analysis of demand by occupation. These

needs will be compared to the labor supply pipeline from secondary, post-secondary, and workforce training providers. Gaps in supply will be identified, and this assessment will inform the efforts of policymakers, educators, and employers to address progress toward these goals.

Goal 4: As a starting point, Mississippi uses the WIOA prescribed individual performance measures described in II.b.3 across all programs. In addition to individual performance measures, the state calculates the number of referrals passing between partners using WIOA Referral Hub technology. AccelerateMS plans to define additional workforce performance metrics to supplement the current evaluation options.

Goal 5: Measuring progress towards achieving Goal 5 will be accomplished by introducing a maturity model for WIOA. AccelerateMS is responsible for recommending comprehensive, results-oriented measures that will apply to all of Mississippi's workforce development system. To support these measurements, Mississippi continues to invest in its longitudinal data system to bring together administrative data from all WIOA partners and educational institutions in a well-go

Goal 7: Measuring progress towards communicating a unified vision and message has historically been a qualitative, system-wide measurement based on partner interactions with participants and employers. Progress towards this goal can be seen in the formation of AccelerateMS, which is charged with creating a state strategy that will unify workforce development efforts across the state. As part of this strategy, AccelerateMS will articulate performance metrics for all aspects of workforce development, including developing a more quantitative approach to measuring the extent to which employers and participants feel they are being served by an approach that presents a unified vision and message

Additionally, the intended outcomes will be measured in accordance with the state performance goals and WIOA mandates:

- Employment during Quarter 2 after exit from the program
- Employment during Quarter 4 after exit from the program
- Median earnings measured during Quarter 2 after exit
- Credential attainment rate (except Wagner-Peyser) during participation in or within one year of exit from the program
- Measurable skill gains (except Wagner-Peyser) that lead to a recognized post-secondary credential or employment
- Effectiveness in serving employers (retention rate)

F.2. The goals and intended outcomes are achieved in accordance with the State Plan. The Mississippi Partnership embraces the Smart Start Career Pathway Model and the no-wrong-door approach, serving individuals and businesses coherently regardless of where they enter the workforce system—through coordinated service delivery across the eleven WIN Job Centers, prompt referrals and co-enrollment through the WIOA Referral Hub, articulated pathways aligned to the Sector Strategy Plan, and investment in the integrated technology that ties the system together.

F.3. The Mississippi Partnership MOU defines the procedures for how local partners will work together to achieve Goals 1, 2, 4 and 7 (Section F.1. above). Creating a pipeline for the workforce (Goal 3 in Section F.1.) is accomplished through the career pathway model (Section C.2.) which describes the intake procedures for new participants and the process for providing services. Goal 5 is established by the SWIB including quality control procedures for data input and output accuracy, and Goal 6 is accomplished through the LWDB annual review of local services

F.4. The following timetable ensures timely review of outcomes and achievement of The Mississippi Partnership’s workforce goals.

Table 43: Timetable for Reviewing Outcomes and Achievements

Item	Monthly	Quarterly	Annually	As Needed
LWDB meetings		X		X
WIN Job Center monitoring visit			X	
Eligible Training Provider List renewal			X	
Sub-grantee monitoring			X	
Desktop monitoring of WIN Job Centers with MDES-generated performance reports		X		
Data input monitoring for accuracy	X			

F.5. The State establishes the benchmark goals for the Mississippi Partnership. Local eligible providers are responsible for meeting or exceeding all programmatic goals and outcomes. The Mississippi Partnership will assess the quality of providers through data reviews, monitoring visits, and performance reports. If a program fails to meet performance goals or other requirements, specific actions will be taken to improve the quality of the program. A corrective action plan will be developed by the provider and approved by the LWDB if the program is out of compliance with state and/or federal policies. A performance improvement plan will be required for low-performing programs when compared to state or federal benchmarks.

F.6. The Mississippi Partnership will meet the workforce needs of the area and the region as outlined in Section B.3 of this plan and aligned with the State Plan’s Economic Analysis.

F.7. The matrix below identifies the types of resources and services offered by each stakeholder to ensure alignment of services.

Table 44: Matrix of Resources and Services Provided by Each Stakeholder

Services	MDES	MCCB	MDRS	MDHS	MDE	MDA	MDOC
Enroll new participants (intake)	X	X	X	X			X
Career assessment	X	X	X	X			X
Create success plan	X	X	X	X			X
Job referral	X	X	X	X			X
Provide Individual Training Account (ITA)	X	X					
Provide adult employability training	X	X	X				
Provide youth employability training	X		X		X		
Provide employer (customized) training	X	X					
Provide internships	X	X	X				
Provide on-the-job training (OJT) contracts	X	X				X	
Assess changing workforce needs	X	X				X	
Provide youth development services	X	X	X		X		
Provide transportation services	X		X	X			
Provide childcare services	X		X	X			
Provide supplemental nutrition services				X			
Provide physical, social and mental health counseling		X	X	X			X
Provide workforce certifications (1- and 2-year degrees)		X					

G. Policies

Oversight and Monitoring

G.1. The Mississippi Partnership conducts at least one annual programmatic and fiscal monitoring of each WIOA service provider subgrant each Program Year. A monitoring schedule is developed and distributed to OGM and WIOA service providers by October 1 of each year. The Mississippi Partnership WIOA Programmatic & Fiscal Monitoring Policy and Audit and Resolution Policy are included as Attachment A.

G.2. Continuous Improvement Procedures of Eligible Training Providers—The SWIB establishes and updates procedures for continuous improvement of eligible training providers adopted by the LWDA. The Mississippi Eligible Training Provider List (ETPL) Annual Open Enrollment dates are **April 1 – 15**. Eligible Training Providers (ETP) who are interested in maintaining their training courses as active on the ETPL or wish to update the status of program of study from inactive to active are advised to visit the State’s ETPL at <https://etpl.mdes.ms.gov/Login.aspx> during this. The Mississippi Partnership LWDA then reviews each of the training programs as well as the programs’ performance data provided by MDES to make recommendations on if the program will be included in the upcoming Program Year’s Eligible Training Provider List.

G.3. The Mississippi Partnership conducts on-site reviews when monitoring WIN Job Center Operators and WIOA Adult/Dislocated Worker Service Provider to ensure that providers are in compliance with Section 188 of the Workforce Innovation and Opportunity Act (WIOA) that prohibits discrimination by recipients of federal financial assistance on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief. The MS Partnership area provides services to all who seek assistance through its programs and does not target any specific population group when providing services. All customers who receive services at a WIN Job Center are provided with the same opportunities and are allowed to select services based on their specific choice and individual needs.

Our areas of emphasis during reviews focus on designation and awareness of EO Officer, notice and communication of EO policy and law, assurances, program accessibility, and monitoring recipients for compliance. We ensure WIN Job Staff covers all aspect of Equal Opportunity/Nondiscrimination when providing service to individuals. EO forms for each participant are scan into the file with all other eligibility documentations.

G.4. The Mississippi Partnership WIOA Complaint/Grievance Procedures for discrimination and non-discrimination complaints are included as Attachment B. The grievance procedures are provided to participants at enrollment, and a signed copy is maintained in the participant file.

G.5. The Mississippi Partnership Equal Opportunity procedures are revised periodically when needed. If a section in the TEGP is revised, the MS Partnership updates procedures to ensure we are in compliance with Section 188. When procedures are updated, we post updates to our website www.trpdd.com.

G.6. The Mississippi Partnership Adult & Dislocated Worker Supportive Services Policy and Youth Supportive Services Policy are included as Attachment C.

G.7. Needs-Related Payments are allowed under the provisions of the WIOA law and regulations; provisions governing any such payments are addressed within the supportive services policies.

G.8. The Mississippi Partnership Incumbent Worker Training Policy is included as Attachment D.

G.9. Transitional Jobs are allowed under the provisions of the Workforce Innovation and Opportunity Act, however, these are not currently offered in The Mississippi Partnership LWDA. No policy is attached.

G.10. The Mississippi Partnership On-the-Job Training Policy is included as Attachment E.

G.11. The Mississippi Partnership Priority of Services Policy is included as Attachment F.

G.12. The Mississippi Partnership Individual Training Account Policy is included as Attachment G.

G.13. The Mississippi Partnership Conflict of Interest Policy is included as Attachment H.

G.14. The Mississippi Partnership Sunshine Provision Policy is included as Attachment I.

G.15. The Mississippi Partnership Youth Incentive Policy is included as Attachment J.

G.16. The following policies are included as Attachment K:

- The Mississippi Partnership Standards for Individualized Planning, Documentation, & MSG Policy
- The Mississippi Partnership Certificates & Credentials Policy
- The Mississippi Partnership Youth Work Experience Policy
- The Mississippi Partnership Mississippi Apprenticeship Accelerator (MAA) Policy
- The Mississippi Partnership Mississippi Industry Experience Program (MIEP) Policy
- The Mississippi Partnership Internship Policy
- The Mississippi Partnership Personal Identifiable Information (PII) Policy

Attachments & Appendices

The following attachments and appendices are incorporated by reference and submitted with this Local Plan modification.

Attachments

Attachment	Title
A	WIOA Programmatic & Fiscal Monitoring Policy; Audit and Resolution Policy
B	WIOA Complaint/Grievance Procedures for Discrimination and Non-Discrimination
C	Adult & Dislocated Worker Supportive Services Policy; Youth Supportive Services Policy
D	Incumbent Worker Training Policy
E	On-the-Job Training Policy
F	Adult Priority of Services Policy
G	Individual Training Account Policy
H	Conflict of Interest Policy
I	Sunshine Provision Policy
J	Youth Incentive Policy
K	Standards for Individualized Planning, Documentation, & MSG Policy; Certificates & Credentials Policy; Youth Work Experience Policy; Mississippi Apprenticeship Accelerator Policy; Mississippi Industry Experience Program Policy; Internship Policy; PII Policy

Appendices

Appendix	Title
A	Local Area Re-Designation Approval Letter
B	Administrative Entity / Local Workforce Development Area / Fiscal Agent Organizational Chart
C	Local Workforce Development Board Membership List
D	Local Workforce Development Board By-Laws
E	Local Area Certification Regarding Debarment
F	Local Area Signatory Submission Page
G	Local Area WIN Job Center Memorandum of Understanding
H	Local Area WIN Job Centers
I	Local Area Services Flow Chart
J	Local Area Negotiated Performance Measures
K	Public Comment Documentation

Attachment A

G.1.

The Mississippi Partnership WIOA Programmatic & Fiscal Monitoring Policy & The Mississippi Partnership Audit & Resolution Policy

THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA

WIOA PROGRAMMATIC & FISCAL MONITORING POLICY

Revised May 25, 2017

THE MISSISSIPPI PARTNERSHIP
WORKFORCE DEVELOPMENT AREA
WIOA PROGRAMMATIC & FISCAL MONITORING

I. Scope and Purpose

This Policy sets forth the requirements for the Mississippi Partnership Workforce Development Area policies for the monitoring of all subgrantees receiving Workforce Innovation and Opportunity Act (WIOA) funds in accordance with Sections 183(a-c) of the WIOA and Federal regulations 2 CFR Part 200 Subparts Federal Acquisition Regulations (FAR) 31.2 of the Final Rule.

Audit Regulations, 2 CFR 200.501-512, shall be applicable for non-profit and for-profit entities who expend \$750,000 a year in federal awards from all sources.

II. Local Workforce Development Area Requirements

A. Monitoring Policy

In accordance with WIOA Section 116(d)(4), Three Rivers Planning & Development District (TRPDD), under the guidance of the local board, in partnership with the chief elected official, is responsible for monitoring with respect to local programs of youth activities authorized under section 129, local employment and training activities authorized under section 134, and the one-stop delivery system in the local area.

WIOA Section 184(b)(3&4) and 2 CFR 200 parts 330-332 of the Federal regulations require each recipient and subrecipient of WIOA funds Title 1 funds to conduct monitoring of the WIOA activities of its subrecipients in order to:

- Determine whether expenditures have been made against the cost categories and within the cost limitations specified in WIOA and Federal regulations;
- Determine whether there is compliance with all applicable regulations; and
- Provide technical assistance as necessary and appropriate.

1. On-Site Reviews

TRPDD on-site reviews will be conducted pursuant to established standard operating procedures to ensure compliance with the WIOA, Federal regulations, State laws, contractual agreements, State & local policies, OMB circulars, cost principles, and when

applicable, Federal Acquisition Regulations (FAR). An on-site review is conducted consisting of:

- An entrance conference to brief agency officials on the scope of the review and to make appropriate arrangements;
- A review of administrative, fiscal, and programmatic systems and transactions.
- Performance of testwork, based on a review and examination of WIOA records and interviews; and
- An exit conference to inform agency officials of monitoring results.

2. Basis for Monitoring of Subrecipients

- Program goals and objectives
- Program equality
- Procurement
- Fiscal accountability, including
 - Standard for grantee financial management system
 - Subgrantee fiscal controls and accountability
 - Subgrantee record retention
 - Allowable cost
 - Examination of actual expenditures against cost categories and cost limitations
 - Internal financial management practices
 - Cost allocation
 - Property management
 - Internal monitoring
- Labor standards
- Audit/audit resolution process
- Grievance procedures
- Equal opportunity
- Provisions of the American with Disabilities Act
- Participant eligibility determination as applicable
- Property management
- Internal monitoring
- Administrative procedures
- Program performance assessment
- Youth program elements, if applicable

- Other programmatic areas, such as participant assessment, supportive services payment system, participant wages and benefits
- Programmatic accountability
- Prevention of fraud and abuse
- Administrative staff and personnel standards

3. Frequency

Subgrantee monitoring shall be conducted a minimum of once every program year or during the subaward period.

B. Monitoring Procedures

1. Monitoring Schedule

TRPDD will develop the monitoring schedule for each program year no later than October 1st of each year. The schedule shall include the subgrantee's name, contact numbers, planned dates of review, and names of individual to perform the reviews. Specific dates of monitoring and the subgrantee's name and project location shall be included on the monitoring schedule. The monitoring schedule shall be submitted to OGM.

2. Review Notification

TRPDD will notify subgrantees in writing of scheduled visits ten (10) days in advance of monitoring visit, except when an unannounced monitoring visit is deemed necessary. A checklist, which highlights the major areas to be reviewed, is transmitted with the notification letter.

3. Desk Review Instrument

TRPDD will complete a written desk review monitoring instrument preceding the on-site monitoring visit. The desk review instrument will help ensure that all pertinent records are reviewed prior to each visit.

4. Monitoring Instrument

TRPDD utilizes the DOL and OGM instruments and instructions as well as the Mississippi Partnership's WIOA Policies when conducting on-site reviews. Additionally, the TRPDD has developed objective monitoring instruments tailored for specific needs. These instruments were developed with consideration of general

requirements which apply to all WIOA subcontractors, as well as specific requirements as determined by the nature of the contract under review. A copy of the monitoring instrument will be provided to all subgrantees prior to the monitoring visit.

5. Documentation of Findings

All findings resulting from a monitoring review shall be documented in writing and shall include a description of the specific violation of Federal or State laws, policies, regulations, and/or contractual provisions.

6. Monitoring Report

After each review, a monitoring report will be prepared detailing the results of the monitoring visit. The report will be completed within fifteen (15) working days after the visit. Indexed working papers will also be prepared to provide supporting documentation for testwork performed and for any findings. The monitoring report will be transmitted to the entity for review, and appropriate corrective action will be requested, if necessary.

The report details any significant findings and presents recommendations for appropriate corrective actions. The report is transmitted to the agency in question. At minimum, the report will contain the following elements:

- a. A face page to be signed by all participating monitors and the signature of supervisory level staff or the executive director;
- b. The dates of the review and areas covered during the review.
- c. A sequential listing of findings and recommendations, if applicable. Each finding shall consist of an objective narrative description of the deficiency or violation of Federal or State laws, policies, regulations, and/or contractual provisions;
- d. Each finding shall be followed by a recommendation which set forth the most appropriate action to correct the deficiency or violation noted in the finding.

7. Corrective Action

If any findings were noted during the on-site review, a corrective action response will be required within 10 days from date of the monitoring report. Upon receipt of the entity's corrective action plan, the monitors will review the response and comment on the acceptability of the proposed corrective action. If the corrective action plan is deemed acceptable, the file will be closed. If the corrective action plan or any part thereof is unacceptable, additional corrective action shall be requested. The file will remain open until all corrective action has been accepted.

8. Acceptances/Non-Acceptances of Corrective Action

Monitors or designated staff will review the agency's response to the report and comment on the acceptability of proposed corrective action. Notification of the determination shall be provided to the subgrantee within 30 working days of receipt of the proposed corrective action plan.

If the proposed plan is not accepted, Three Rivers PDD may require submission of a subsequent plan to be received within 30 days from the date of notice.

If the subsequent plan is deemed unacceptable, Three Rivers PDD may again request submission of a new plan within a specified timeframe for take other action as deemed appropriate relevant to the circumstances.

Failure of the subgrantee to respond appropriately may result in sanctions, including but not limited to, no new enrollments being permitted and/or all funds requested will be withheld until receipt of said letter.

9. Unannounced Visits

TRPDD will conduct unannounced visits, if deemed necessary.

10. Follow-up Monitoring and Verification of Corrective Action

All findings requiring corrective action will necessitate follow-up procedures to be conducted.

These follow-up procedures will consist of verification by letter and/or a second monitoring visit. Documentation of the corrective action will be retained in the appropriate file.

11. Monitoring Files

A comprehensive monitoring file will be maintained at the Three Rivers PDD office for each monitoring visit that contain all records related to each monitoring visit. These files contain at a minimum:

- a. Letter announcing monitoring visit, except when an unannounced visit is deemed appropriate;
- b. Completed desk review instrument;
- c. Signed monitoring report;
- d. Completed monitoring instruments;
- e. Letter transmitting report to subgrantee;
- f. Response from subgrantee, when appropriate;
- g. Letter to subgrantee accepting or rejecting corrective action, when appropriate;
- h. Working paper file to include supporting documentation.

III. Desk Monitoring

There may be times when it may not be practical or cost effective to conduct an on-site monitoring visit of a subgrantee. The Office of Grant Management (OGM) will allow for the limited use of desk monitoring of some subgrantees if all of the following criteria are met:

- A. The training program has five or fewer participants;
- B. The total cost of the contract or total cost of the training is \$25,000 or less;
- C. Adequate documentation is obtained and maintained in monitoring files to document:
 1. Eligibility;
 2. Time and Attendance;
 3. Trainee progress reports;
 4. Documentation of completion of training program;

- 5. License or certificate earned;
 - 6. Participant medical and accident insurance;
 - 7. Placement and wage information;
 - 8. Financial Records
- D. There are no known problems or issues that would warrant an on-site visit; and
- E. It has been determined and documented that desk monitoring is the most practical means of monitoring the subgrantee.

IV. Effective Date

This policy is effective May 25, 2017.

THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA

WIOA AUDIT & AUDIT RESOLUTION POLICY

Revised May 23, 2024

**THE MISSISSIPPI PARTNERSHIP
WORKFORCE DEVELOPMENT AREA
WIOA AUDIT & AUDIT RESOLUTION POLICY**

I. Scope and Purpose

This Policy sets forth the requirements for the Mississippi Partnership Workforce Development Area (MPWDA) policies for audit submission, review, and resolution of findings of all subgrantees receiving Workforce Innovation and Opportunity Act (WIOA) funds in accordance with 2 CFR 200.

According to 2 CFR 200.501 (a) any entity that expends \$750,000 or more in federal funds during its fiscal year must have a single or program-specific audit conducted. This requirement applies to any subrecipient organization of the Mississippi Partnership Workforce Development Area that meets the expenditure threshold. Any subrecipient organization that expends less than \$750,000 of federal funds in a year is exempt from the audit requirements for that year, but records must be available for review or audit by appropriate officials of the federal agency or pass-through entity.

II. Audit Requirements

Subrecipients that are units of government or nonprofit organizations that expend \$750,000 or more in federal funds during its fiscal year to operate one or more programs must have a single or program-specific audit that:

- Is on an annual basis, coinciding with the subrecipient's normal fiscal year;
- Is an agency- wide audit that includes financial and compliance coverage of the MPWDA programs within its scope; and
- Complies with Uniform Guidance.

III. Auditee Responsibility

An auditee may simultaneously be a recipient, a subrecipient, and a contractor depending on the substance of its agreements with Federal awarding agencies and pass-through entities.

The responsibilities of a subrecipient organization as an auditee are as follows:

- The subrecipient organization must procure the services of an auditor in accordance with MPWDA procurement policies and Uniform Guidance procurement standards.

- The subrecipient organization must prepare its financial statement in compliance with Audit Requirements as outlined in the Uniform Guidance.
- The subrecipient organization must follow up on any audit findings.
- The subrecipient must have an audit conducted within 9 months from the end of a fiscal year.
- Audits performed under these guidelines are due to Three Rivers PDD, fiscal and administrative agent for MPWDA, nine months from the end of the fiscal period or 30 days from completion of the audit, whichever is sooner.
- Single audit must be conducted using the scope established in Uniform Guidance.
- An auditor's report must be designed using the criteria established in Audit Requirements as outlined in the Uniform Guidance.

IV. Audit Submission to Three Rivers PDD

All subrecipients are required to submit completed audit reports to Three Rivers PDD, fiscal and administrative agent for MPWDA, nine months from the end of the fiscal period or 30 days from completion of the audit, whichever is sooner.

If there are no findings in the audit reports and no further action is required, Three Rivers PDD will issue a closeout letter.

If there are findings in the audit report related to WIOA or other federal grants which Three Rivers PDD has oversight, Three Rivers PDD will follow the Audit Resolution process stated below.

V. Audit Resolution Process

The submission of a subgrantee's final Audit Report which contains findings initiates MPWDA's audit resolution process. Upon receipt of the audit report, Three Rivers PDD will issue a letter to the subrecipient indicating the corrective action needed. The subrecipient will have 30 days to respond to this letter. Based on the subrecipient's response to the corrective action letter, Three Rivers PDD will issue a Statement of Findings and Determinations. Any debts due to audit disallowance are established at this point.

VI. Stand-In Costs

During the audit resolution process, the auditee may propose the use of stand-in costs to substitute for the disallowed costs. The use of stand-in costs is an audit resolution activity. Stand-in costs are usable as substitutes for unallowable costs identified in an audit report. Stand-in costs result when an Operators and Service Providers expend non- federal funds

on federal programs such as WIOA. To be considered, stand-in costs must be incurred for allowable federal costs that were reported as uncharged federal program costs, included within the scope of the audit, and accounted for in the auditee's financial system. The stand-in cost must have been expended in support of the same title and program year as the costs they propose to replace, and the costs must not cause a violation of the cost limitations and requirements. Stand-in costs must be actual expenses paid with nonfederal funds. Cash match in excess of the required match may also be considered for use as stand-in costs.

VII. Subrecipient Audit Resolution

Federal awards expended as a recipient or subrecipient are subject to audit requirements.

Three Rivers PDD must obtain and review the audit report of its subrecipients to ensure compliance with the requirements of Uniform Guidance. Three River PDD must:

- Verify subrecipients meet audit requirements.
- Prepare management decisions on subrecipient audit findings.
- Pursue debt collection.

VIII. MPWDA/Three Rivers PDD Reviews

In addition to the required annual audits, MPWDA subrecipients shall be subject to preliminary fiscal reviews, financial, and compliance audits. MPWDA reserves the right to conduct other audits and investigations in accordance with applicable federal and state laws and regulations.

IX. Audit Costs

The MPWDA subrecipient shall be responsible for the cost of the audit.

X. Effective Date

This policy is effective May 23, 2024.

**THE MISSISSIPPI PARTNERSHIP
WORKFORCE DEVELOPMENT AREA
WIOA AUDIT RESOLUTION PROCESS / PROCEDURE**

The Mississippi Partnership Workforce Development Area, as a subrecipient of federal funds, establishes the following Audit Resolution Process / Procedure to ensure effective compliance with the Audit & Audit Resolution Policy.

1. Three Rivers PDD, fiscal and administrative agent for the Mississippi Partnership Workforce Development Area, will ensure that all subrecipients of federal funds for which MPWDA has oversight are informed of the audit requirements in 2 CFR 200.501(a) by the following:
 - a. The Audits and Monitoring clause in the Terms & Conditions are included in all subgrants;
 - b. Three Rivers PDD will send an Audit Requirements letter annually to each active subgrantee; and
 - c. Three Rivers PDD will inform each subgrantee of the federal audit requirements when new subgrants are signed.
2. Upon receipt of an audit from a subgrantee, Three Rivers PDD's Division of Workforce Development will share a copy of the audit with the applicant Fiscal Division staff and both parties will independently review the audit.
3. Three Rivers PDD's Division of Workforce Development and Fiscal Division staff will meet regularly to discuss the reviews of audits received and to formulate a management decision and response to the subgrantee.
4. Three Rivers PDD will issue a management decision via an Audit Response letter to the subgrantee that will document needed corrective action. The management decision:
5. Three Rivers PDD will ensure that its monitoring staff is made aware of all audits received and that they review outstanding audit corrective actions and monitor subgrantee compliance with audit resolution requirements.

Attachment B

G.4.

The Mississippi Partnership WIOA Complaint/Grievance Procedures for Discrimination Complaints & Non-Discrimination Complaints

WIOA COMPLAINT PROCEDURE FOR DISCRIMINATION COMPLAINTS THE MISSISSIPPI PARTNERSHIP

EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of federal financial assistance to discriminate on the following bases:

- Against any individual in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and
- Against any beneficiary of programs financially assisted under Title I of the Workforce Innovation and Opportunity Act of 2014 (WIOA), on the basis of the beneficiary's citizenship/status as a lawfully-admitted immigrant authorized to work in the United States, or his or her participation in any WIOA Title I financially- assisted program or activity.

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIOA Title I financially-assisted program or activity;
- Providing opportunities in, or treating any person with regard to such a program or activity; or
- Making employment decisions in the administration of or in connection with such a program or activity.

DEFINITIONS

- A. Recipient – For the context of this form, recipient refers to any entity to which financial assistance under WIOA Title I is extended, and may be a WIN Job Center, Youth Provider, or Training Provider.
- B. Discrimination Complaint – complaints filed on the grounds of race, color, religion, sex, national origin, citizenship, age, disability, political affiliation or belief.

HOW TO FILE A COMPLAINT

A. Filing Written Complaints

Discrimination complaints must be filed within 180 days of the alleged discrimination, and may be filed with a Local Administrative Entity, (Three Rivers Planning & Development District), Service Provider, One-Stop Operator or with the Civil Rights Center (CRC). Discrimination complaint processing procedures must be completed and a Notice of Final Action issued within 90 calendar days from the date the written complaint was filed.

B. Alternative Dispute Resolution (ADR) – Service Provider Level

ADR is an alternative to filing a written complaint. It can be as informal as discussing an issue with a representative of the offending entity and agreeing on a resolution. It may involve a formal mediation process, such as having a neutral party (or a panel of neutral persons) decide a dispute after hearing each party's presentation of evidence and argument. You must agree in advance that the decision of the neutral party is to be final. A party to any agreement reached under a formal ADR process may file a complaint with the CRC in the event the agreement is breached.

C. Written Complaint – LWDA Level

1. If you do not choose ADR/mediation or the complaint is not settled through ADR, you must submit your complaint in writing to the recipient's Equal opportunity Officer (EO) or the CRC. In the written presentation, you must provide your full name, current mailing address, home telephone number and social security number. You must identify the individual or entity that you allege is responsible for the discrimination, give a brief summary of the facts, grounds for the complaint, any other relevant material or information, and describe the corrective action or remedy sought.

2. You have the right to receive a Notice of Final Action within 90 calendar days of filing the written complaint.

3. You may file your complaint with the CRC within 30 calendar days from the date the Notice of Final Action is issued if:

- a. You are not satisfied with the written decision or
- b. The Recipient failed to issue a Notice of Final Action within 90 days of the date on which the written complaint was filed

A copy of the complaint and all related documentation must be sent to the Director, Civil Rights Center, US Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, D.C. 20210.

RETENTION AND CERTIFICATION

A copy of this document should be kept in a safe place for reference if the need arises. Also, a copy of this document will be placed in the participant's WIOA file folder or the employee's personnel folder.

This is to certify that these complaint procedures have been explained to me and that I understand my rights.

Participant/employee signature Date

Parent/Guardian signature (if required) Date

This is to certify that I have explained the complaint procedure to the above individual.

Subgrantee official's signature Date

If you have any questions concerning WIOA discrimination complaint procedures, you may contact:

EO Officer: Gary Golden
Three Rivers Planning & Development District
75 South Main Street/P.O. Box 690
Pontotoc, MS 38863
662.489.2415 (phone)
202.693.6515 (TDD)

WIOA GRIEVANCE PROCEDURE FOR NON-DISCRIMINATION GRIEVANCES THE MISSISSIPPI PARTNERSHIP

RIGHT TO FILE A GRIEVANCE

- As an applicant, participant, WIOA staff person or other interested person, you have the right, without fear of interference, coercion, restraint, discrimination or reprisal, to present a grievance or appeal.

DEFINITIONS

- Grievance** – Program grievances (or programmatic issues) related to WIOA—funded programs or activities based on grounds other than discrimination.
- Subgrantee, contractor, provider** – For the context of this form, these terms refer to the applicable Service Provider funded by or through the Three Rivers Planning & Development District for The Mississippi Partnership Local Workforce Development Area, and may be a WIN Job Center, Youth Provider or Training Provider.
- Recipient** – For the context of this form, recipient refers to the Three Rivers Planning & Development District.
- Governor** – For the context of this form, Governor refers to the state agency designated to administer WIOA programs, the Office of Grant Management division of the Mississippi Dept. of Employment Security.

PROCESSING GRIEVANCES

Alleged grievances must be filed at the Subgrantee level within one year of occurrence. If you are dissatisfied with the informal Resolution, you have the right to request a Formal Resolution by submitting a written grievance, have a hearing, and receive a written decision within sixty (60) days after filing the initial grievance. If you are dissatisfied with the written decision, you may file an appeal at the State Level.

HOW TO FILE A GRIEVANCE

A. Step 1 (Informal Resolution – Local Level) –You may request an informal meeting with your supervisor, counselor or instructor and indicate the general nature of your grievance. The grievance may be settled informally in a prompt manner at or near the place of occurrence. Every effort shall be made to reach a settlement in this manner within ten (10) calendar days of the request.

B. Step 2 (Formal Resolution – Local Level) – If the grievance is not settled informally, you must submit the grievance in writing to the Recipient Three Rivers Planning & Development District within ten (10) calendar days of receiving the decision from the Subgrantee Level. In the written request you must provide your full name, your current mailing address, home telephone number and social security number. You should provide a brief summary of the facts, grounds for the complaint including any relevant materials and information, and describe the corrective action or remedy sought. You have the right to a hearing on your grievance, but you must request that hearing in the written grievance document. The written request should be submitted to the Three Rivers Planning & Development District in a way that provides proof of receipt. You will be given an opportunity for a hearing within fifteen (15) calendar days of filing the written grievance. The Three Rivers Planning & Development District will provide you written notice of the date, time and location of the hearing, the manner in which it will be conducted, and the issues to be decided.

The Three Rivers Planning & Development District will provide you with the following opportunities:

- to withdraw the request for the hearing in writing before the meeting;
- to request rescheduling the hearing for a good cause;
- to be represented by an attorney or other representative of your choice;
- to bring witnesses and documentary evidence;
- to have any record or document relevant to the issues produced by its custodian when such record or document is kept by or for the recipient's Subgrantee;

6. to question any witness or party.

7. to have an impartial hearing officer or officers; and

8. Three Rivers PDD shall make a written determination regarding the grievance within sixty (60) calendar days of the initial filing of the grievance and shall send copies of the determination to the aggrieved party and Subgrantee via certified mail.

C. Step 3 (State Level) – You may file an appeal with the Office of Grant Management (OGM) division of the Mississippi Department of Employment Security within fifteen (15) calendar days of the Three Rivers PDD decision if:

1. You are not satisfied with the Three Rivers PDD written decision, or

2. No decision was reached within sixty (60) calendar days of the initial complaint with the local area.

Should you choose to appeal to the OGM, a copy of the grievance and all related documentation must be sent to the Office of Grant Management, PO Box 1699, Jackson, MS 39215-1699.

The OGM shall make a written determination regarding the grievance within sixty (60) calendar days of receipt of the appeal and shall send copies to the Three Rivers PDD, the aggrieved party, and the Subgrantee.

D. Should the OGM fail to provide a decision within sixty (60) calendar days of the receipt of the appeal or you are not satisfied with the written decision, you may then request from the Secretary of Labor a determination whether reasonable cause exists to believe that the WIOA or its regulations have been violated. Such a request must be filed at the address given below no later than sixty (60) days from the date on which you should have received a decision from the OGM.

**Regional Administrator
U.S. Department of Labor
Employment and Training Administration
1371 Peachtree St., N.E.
Atlanta, Georgia 30367**

RETENTION AND CERTIFICATION

A copy of this document should be kept in a safe place for reference if the need arises. Also, a copy of this document will be placed in the participant's WIOA file folder or the employee's personnel folder.

This is to certify that these grievance procedures have been explained to me and that I understand my rights.

Participant/Employee Signature _____ Date _____

Parent/Guardian signature (if required) _____ Date _____

This is to certify that I have explained the grievance procedure to the above named individual.

Subgrantee Official's Signature _____ Date _____

If you have any questions concerning WIOA grievance procedures, you may contact:

**EO Officer: Gary Golden
Three Rivers Planning & Development District
75 South Main Street/P.O. Box 690
Pontotoc, MS 38863
662.489.2415 (phone)
202.693.6515 (TDD)**

Attachment C

G.6.

**The Mississippi Partnership Adult & Dislocated
Worker Supportive Services Policy
&
The Mississippi Partnership Youth Supportive
Services Policy**

THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA

POLICY FOR SUPPORTIVE SERVICES to WIOA ADULT and DISLOCATED WORKER PROGRAMS

Revision Date: July 1, 2015

THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA POLICY FOR SUPPORTIVE SERVICES TO ADULTS AND DISLOCATED WORKERS

I. Scope and Purpose

This policy establishes requirements for the payment of supportive services for all Workforce Innovation and Opportunity Act (WIOA) Title I programs in the Mississippi Partnership Workforce Development Area (MPWDA). The Mississippi Partnership Local Workforce Development Board (MPWDB) will allow each One-Stop Operator to determine which of supportive services that will be available within their sub-areas.

Supportive Services are meant to help WIOA customers be able to participate in services that will help them obtain self-sufficient employment. All supportive service payments must be tied to education, training, job search activities, or maintaining employment. This policy shall provide the framework for WIOA Funds utilized for supportive services.

II. Eligibility

WIOA funds allocated to a local one-stop operator may be used to provide supportive services to adults and dislocated workers, respectively, who are:

- A. Participating in career or training services as defined in WIOA secs. 134(c)(2) and (3); and
- B. Unable to obtain supportive services through other programs providing such services; and
- C. In need of supportive services to enable the individuals to participate in WIOA career or training services.

III. Types of Supportive Services Available

A. Transportation

Transportation assistance is provided in the form of Gas Cards.

If a WIOA customer needs transportation assistance in order to participate in WIOA activities, such as attend a skills upgrade class or ABE class, the case manager may provide the customer a one-time \$30 gas card/voucher as a “good faith” measure for the participant to attend WIOA activities. In order for the customer to continue receiving WIOA transportation assistance, the customer must provide attendance documentation from the instructor for the previous week.

- 5 – 100 miles round trip \$30 gas card a week
- 101 or more miles round trip \$50 gas card a week

B. Child-Care

In order for a WIOA participant to qualify for child care assistance, the case manager must have documentation showing that the participant attempted to receive such services through other programs such as, but not limited to, TANF.

1. For customers to participant in 3 or more days of WIOA activities

- 1 dependent child under age 6 \$40 per week

- 2 dependent children under age 6 \$50 per week
- 3 or more dependent children under age 6 \$60 per week

2. For customers to participant in less than 3 days of WIOA activities

- 1 dependent child under age 6 \$25 per week
- 2 dependent children under age 6 \$30 per week
- 3 or more dependent children under age 6 \$35 per week

C. Work-Related Items

Work-related items as identified by the participant are limited to a maximum of \$250 per participant.

D. Testing Fees

The amount per participant for testing fees is \$100.00. If sufficient justification is supplied, the amount may be increased to \$500 with prior written approval from the fiscal agent on a case by case basis.

E. Workshop/Short-Term Training Fees

Fees for workshops or short-term training courses that will help the participant become employable, as approved by the WIOA case manager, are an allowable supportive service. The amount per participant for workshop/short-term training fees is \$300.00. If sufficient justification is supplied, the amount may be increased to \$500 with prior written approval from the fiscal agent on a case by case basis.

F. ITA End-of-Semester Support Payment

A \$250.00 per semester support payment is an allowable supportive service for participants while enrolled in training if the participant is providing the required documentation and grade information to the WIOA case manager and is meeting all of the requirements to continue receiving an ITA or has successfully completed the ITA.

G. Other Supportive Services

If other supportive service needs arise, the one-stop operator should submit a written request to the fiscal agent and the request will be authorized or denied in writing to the one-stop operator.

IV. Coordination of Available Sources of Funds (Pell, TANF, Food Stamps, etc.)

Section 134(c)(3)(B) of WIOA requires the coordination of WIOA costs with funds available under Federal programs. Service Providers must consider all available sources of funds, excluding loans, in determining an individual's overall need for WIOA funds. To ensure non-duplication of resources and services, linkages should be established with programs such as child support, Food Stamps, Medicaid, and the Children's Health Insurance Program. Duplicative payments for training or supportive services shall not be made.

V. Procedures

The Fiscal Agent shall adopt and WIOA adult, dislocated worker and NEG service providers shall comply with procedures describing how supportive services are justified, documented, and paid out.

VI. Effective Date

This policy is effective July 1, 2015.

THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA

POLICY FOR SUPPORTIVE SERVICES TO YOUTH

Revised
October 19, 2023

THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA POLICY FOR SUPPORTIVE SERVICES TO YOUTH

I. Scope and Purpose

This policy sets forth the requirements for The Mississippi Partnership Workforce Development Area and Substate Grantee policies for allowable benefits and payments to Workforce Innovation and Opportunity Act (WIOA) participants. Supportive services may include transportation, child care, dependent care, and housing assistance to enable an individual to participate in activities authorized under WIOA Title I. Currently, the assistance provided by MPWDA may be in the form of supportive services for assistance with uniforms, work-related items, or other services as needed. Supportive services are also available to youth as one of the elements required under WIOA.

II. Supportive Services

For youth participants, supportive services are one of the required program elements that are available to participants, and may include:

- A. Linkages to community programs such as TANF, Transitional Child Care under the Family Support Act, Social Services Block Grant, Food Stamps, Medicaid, and Children's Health Insurance Program; and
- B. Referrals to medical services; and
- C. Assistance with work attire, work related background checks, and work-related tool costs, including such items as eyeglasses and protective eye gear.

All sources of funds should be considered when determining an individual's financial need for supportive services. The youth services provider should establish linkages with community programs to ensure non-duplication of resources and services. Allowable supportive services for youth are outlined under 2(a) through 2(d) below.

III. Types of Supportive Services

A. Child Care Hardship Supportive Services

- 1. To qualify for hardship supportive services for child care payments, a youth must:
 - a. Be assessed as needing child care assistance and not receiving or not be eligible to receive child care assistance from other publicly funded sources such as TANF child care, Transitional Child Care under the Family Support Act, Social Services Block Grant child care, etc.; and
 - b. Be enrolled in and attending a WIOA youth program or in the twelve months of follow-up (post-exit) and be unemployed; and
 - c. Have one or more dependent children under the age of six; and
 - d. Have spouse who is employed or enrolled in school full-time, be a single parent, or be a single head-of-household at the time of intake.
- 2. Child Care Hardship Payments will be based on the following:

1 dependent child under age 6	\$20.00 per week
2 dependent children under age 6	\$25.00 per week
3 or more dependent children under age 6	\$30.00 per week

No additional amounts will be paid to participants who have more than three dependent children under the age of six. The maximum benefit per week is \$30.00.

If the youth is receiving child care supportive services payments, a copy of each child's birth certificate the youth is receiving payments for and a statement that the child(ren) is/are living with the participant must be in the participant file.

B. Transportation Hardship Supportive Services

1. To qualify for hardship supportive services for transportation payments, a youth must:
 - a. Be assessed as needing transportation and not receiving or not be eligible to receive transportation from other public funded sources; and
 - b. Be enrolled in and attending a WIOA youth program or in the twelve months of follow-up (post-exit).
2. Transportation assistance will be provided in the form of gas cards, vouchers, or checks. The Gateway case manager may provide the participant a one-time \$30 gas card/voucher as a "good faith" measure for the participant to attend WIOA activities. In order for the participant to continue receiving WIOA transportation assistance, the participant must provide attendance documentation from the Gateway instructor for the previous week.
 - 5 – 100 miles round trip \$30 gas card a week
 - 101 or more miles round trip \$50 gas card a week

C. Other Hardship Related Supportive Services

1. To qualify for hardship related supportive services for other assistance, a youth must:
 - a. Provide detailed and acceptable documentation that the need identified as a hardship is in fact a hardship and prevents the youth from attending the WIOA youth program; and
 - b. Be enrolled in and attending a WIOA youth program, or in the twelve months of follow-up (post-exit) and be unemployed.
2. Other Hardship Related Supportive Services must be approved by the Fiscal Agent on a case-by-case basis.

D. Work-Related Items

1. To qualify for supportive services as work-related items, a youth must:
 - a. Be assessed as needing assistance with uniforms or other appropriate work attire and work-related tools necessary to enable youth to participate in WIOA Title I activities, including items such as background checks, eyeglasses and protective eye gear; and
 - b. Not receiving or not eligible to receive these items from a non-WIOA source; and

- c. Be enrolled in and attending a youth program or in the twelve months of follow-up (post-exit) and be unemployed.
2. Work-related items as identified may be purchased by the youth provider directly, by use of vouchers, or reimbursed to the youth if the youth submits a receipt showing what items were purchased and the amount of the items and are limited to a maximum of \$250.00 per participant.

E. Educational Related Expenses

1. To qualify for supportive services as educational related expenses, a youth must:
 - a. Provide documentation of the type of educational related expense and proof that assistance is not available through other sources. For example, if a youth is receiving a PELL grant that would cover the cost of books, then he/she would not be eligible for educational related supportive services for books.
 - b. Be enrolled in and attending a youth program or in the twelve months of follow-up (post-exit).
2. Educational related expenses, such as GED testing fees, CRC testing fees, ACT testing fees, college books, etc. may be purchased by the youth provider directly, purchased by use of vouchers, or reimbursed to the youth if the youth submits a receipt showing what items were purchased and the amount of the items.

Educational Related Expenses are limited to \$150.00 for an individual service. For example, no youth should receive one service such as a single test fee in an amount greater than \$150, however youth may receive more than 1 service. If sufficient justification is supplied of why the youth would need more than \$150 for an individual service, the amount may be increased to \$1,200 but must be approved by the fiscal agent prior to payment.

F. Food

Youth providers may use supportive services funds up to \$500 per program year to purchase food at a reasonable cost and reasonable amount that is provided to WIOA eligible youth that will enable the youth to participate in WIOA activities. The youth provider must receive written approval from the fiscal agent if additional food purchases are needed above the \$500 per program year limit.

Youth Providers should use discretion and be sensible in what is purchased for food. Examples of reasonable amounts include occasionally catering lunch for a specific reason such as a special all-day workshop, purchasing reasonable amounts of refreshments such as granola bars, chips, water, etc. to keep in a common area where WIOA youth receive services, or purchasing items for sandwiches that will be kept in a kitchen area for the youth. Youth Providers should not cater lunch for the youth participants each day.

Food purchases should be limited to food for eligible youth participants while they are at the Youth Provider's center. Food should not be purchased and sent home with the youth; if the youth is in need of food that may be sent home, the youth provider should refer the participant to MDHS and local food banks or other charitable organizations that provide food to individuals.

Food that is purchased with WIOA supportive services is for WIOA youth participants only. The Justification of Food Purchases form must be attached to each food purchase. Three Rivers Planning & Development District (TRPDD) will review the purchase of food for supportive services during monitoring to ensure the provider is purchasing a reasonable amount of food at a reasonable cost.

TRPDD will take appropriate action if a provider is found not to be utilizing this reasonable; such action may include, but is not limited to, disallowed costs that is required to be repaid to TRPDD or the provider being suspended from being allowed to utilize WIOA supportive services to purchase food.

IV. Determination of Supportive Services Need

- A. Any youth registered in WIOA or in the first twelve months of follow-up, who has been assessed as needing supportive services by the youth services provider, may be eligible to receive WIOA supportive services.
- B. The individual determination of financial assistance and the amount of such assistance shall be based upon the results of the MPWDA "Determination of Supportive Services Needs" form. The "Determination of Supportive Services Needs" form is included as an attachment to this policy (Attachment A).

V. Documentation of Attendance

For participants enrolled in a Gateway Youth Program, the Mississippi Partnership WDA shall require that each service provider take attendance each day that training or schooling is conducted. The attendance list should be initialed daily by the instructor and the participant to document that the persons whose names are shown actually did attend training or schooling on that day. Participants will not have to offer further verification of attendance beyond the initialed attendance list.

VI. Supportive Services during Follow-Up

Supportive services are available to youth during follow-up. If a youth is employed during the 12 months of follow-up or has completed the first twelve months of follow-up, supportive services for youth will be limited to referrals to community agencies or other services that do not require the direct expenditure of WIOA funds.

VII. Coordination of Available Sources of Funds (Pell, TANF, Food stamps, etc.)

Section 134(c)(3)(B) of WIOA requires the coordination of training costs with funds available under other Federal programs. To avoid duplicate payment of costs when an individual is eligible for both WIOA and other assistance, including a Pell Grant, the Regulations require that program operators and training providers coordinate by entering into arrangements with the entities administering the alternate sources of funds, including eligible providers administering Pell Grants. These entities should consider the following:

- A. All available sources of funds, excluding loans, in determining an individual's overall need for WIOA funds; and
- B. The exact mix of funds, based on the availability of funding for either training costs or supportive services, with the goal of ensuring that the costs of the training program the participant selects are fully paid and that necessary supportive services are available so that the training can be completed successfully; and

- C. Ensure that duplicate payments of training costs are not made, and that the amount of WIOA funded training is not reduced by the amount of Federal student financial assistance in violation of 20 U.S. C. 1087 uu.

VIII. Delivery of Supportive Services

A. Delivery of Supportive Service payments to participants

1. The payer shall receive a copy of the "Determination of Supportive Services Needs" Form for each eligible participant, and a copy must be placed in the participant's file.
2. Once approval has been received, The "Weekly Request for Attendance and Request for Supportive Services/Vouchers" form (Attachment B) must contain both the signature of the participant and of the instructor to indicate that the participant attended the training/activity for that week. This form must be submitted to the payer for each week that payment is requested, and a copy placed in the participant's file.
3. If the participant has been exited, the payer shall ensure that the youth is in the first 12 months of follow-up services and is unemployed.
4. Upon receipt of each weekly form verifying attendance, the payer shall process the amount of payment indicated for that week and issue a check to the participant. The payer/youth provider will submit the supportive service amounts on the monthly reporting worksheet to Three Rivers for reimbursement.
5. As checks are distributed, the participants will be required to sign a list verifying receipt of payment if they are being paid directly. These lists will be maintained as documentation of payment.

IX. Monitoring and Verification

An individual record of the determination of need for and the amount of each individual participant's supportive services payment will be maintained. Actual copies of the documentation will be maintained with the youth provider performing the determination of need function.

- A. Verification of need for youth participants will be determined by the youth service provider through the interview process and will be made available to the fiscal agent should the participant receive payments for supportive services.
- B. The documentation of determination of need for individual youth participants will be based on the information gathered at the time of intake into WIOA by the youth service provider. This information will be entered on the "Determination of Supportive Services Needs" form.

The information on the "Determination of Supportive Services Needs" form should be completed when the Individual Service Strategy is completed if the youth is in need of supportive services. This form should be updated upon request from a youth to begin receiving supportive services or when the case manager deems necessary. If at any time the training sub-recipient learns of a change in the participant's status that would disallow that participant from receiving participant support payments or would allow a participant to qualify for supportive services, appropriate action must be taken.

ATTACHMENTS:

- A Determination of Supportive Service Needs for Youth Form and Instructions
- B Weekly Request for Supportive Services Form and Instructions
- C Justification of Food Purchases

**THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA
DETERMINATION OF SUPPORTIVE SERVICE NEEDS**

This form will consider your income level and other factors to determine your need for supportive services while participating in the WIOA program.

SECTION I – PERSONAL INFORMATION

Date: _____

Applicant's Name: _____ SSN: _____

Address: _____
City _____ County _____

SECTION II – ELIGIBILITY FACTORS

Mark "yes" or "no" to each of the questions below. Indicate which types of services/payments the applicant is receiving or is eligible to receive from other sources, such as TANF.

1. Is the applicant enrolled in post-secondary education or other training? _____ Yes _____ No
2. Does the applicant have dependent children under the age of 6? _____ Yes _____ No
3. Indicate if the applicant is eligible to receive or is receiving the following from another source:
 - a. Transportation services/payments? _____ Yes _____ No If yes, indicate source _____
 - b. Child Care/payments? _____ Yes _____ No If yes, indicate source _____
 - d. Educational Expenses? _____ Yes _____ No If yes, indicate source _____

SECTION III – WIOA SUPPORTIVE SERVICES ELIGIBILITY

Indicate each of the types of supportive services the applicant is eligible to receive.

1. _____ Child Care Payments (Indicate # of children under 6: _____)
2. _____ Transportation Payments
3. _____ Other Hardship
4. _____ Work Related Items
5. _____ Educational Expenses

SECTION IV – CERTIFICATION

I understand that if I am accepted and enrolled into a WIOA Title I activity or program, I may receive payments for child care, transportation, work-related tools & clothing, and educational expenses. I also understand that I will not receive supportive services if I am receiving, or am eligible to receive, such payments from another source. I agree to notify the youth provider in the event that any change occurs that would affect my eligibility for these payments.

I certify that the information provided is true and correct. I understand that falsification of information may subject me to prosecution for fraud/perjury under the law and/or repayment of all funds. I further authorize this information to be verified at the discretion of the workforce development area.

Applicant's Signature: _____ Date: _____

Counselor's Signature: _____ Date: _____

Gateway Program Provider: _____

**THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA
DETERMINATION OF SUPPORTIVE SERVICE NEEDS
INSTRUCTIONS**

This form should be completed for each youth assessed as needing supportive services by the youth service provider. Any youth enrolled in WIOA may be eligible for supportive services (based on completion of this form). All information should be typed, excluding the signatures on the bottom of the form, or should be neatly printed in ink. Both the applicant and the youth provider should initial any changes made on the form.

Contact the Fiscal Agent Staff at 662-489-2415 if there are further questions about supportive services.

SECTION I – PERSONAL INFORMATION

Indicate the date on which the supportive services eligibility was determined. Complete the information for the applicant's name, social security number, and mailing address.

SECTION II – ELIGIBILITY FACTORS

Indicate the applicant's situation for each of the three items. Place an "x" by either "Yes" or "No" to indicate the correct answer for each question. For question 3, if the applicant receives, or is eligible to receive, the services from another funding source, write in the blank what program provides the services. Examples for "other sources" include but are not limited to TANF, or other program providing child care, transportation, and/or educational expenses.

SECTION III – WIOA SUPPORTIVE SERVICES ELIGIBILITY

Indicate if the applicant is eligible under the Workforce Innovation and Opportunity Act to receive child care, transportation, work related, or educational related supportive services. If the person is eligible for child care payments, write in the blank the number of children that are living with and under the care of the applicant at the eligibility determination date. The applicant should verify this number with copies of birth certificates and a statement that the child or children are living with the applicant.

SECTION IV – CERTIFICATION

Prior to the applicant and counselor's signatures, the counselor should make sure that the applicant has read and understands the two paragraphs under this section. If necessary, the counselor should read aloud the section to ensure that the applicant fully comprehends the statements. The applicant and the counselor must both sign and date the appropriate blanks.

The youth provider should keep a copy of the completed form for the applicant's file and forward the original to the fiscal department. The information on the "Determination of Supportive Services Needs" form should be updated at least once a quarter to determine if the youth's situation has changed. In the Mississippi Partnership, youth service providers are responsible for making supportive services payments to participants.

**THE MISSISSIPPI PARTNERSHIP LOCAL WORKFORCE DEVELOPMENT AREA
WEEKLY REQUEST FOR SUPPORTIVE SERVICES FOR YOUTH**

1. Name	2. SSN
3. Level of Service ☐ Active Participant ☐ 1 st 12 months of follow-up	4. Gateway Program Provider
5. Indicate the type of payment ☐ Transportation ☐ Child Care ☐ Other (check all that apply)	
6. Week Ending Date:	7. Exit Date, if applicable:

Question 8 is only applicable to those individuals enrolled in training

8. Name & Address of Training Facility:

9. How many days was the participant involved in WIOA activities for the present week?

Participant's Certification:

By signing this form, I agree that all information contained herein is true. This information is given to support my request for supportive services. I authorize my counselor to verify any information contained on this form, and I understand that any misstatements made to obtain payments or benefits to which I am not entitled may subject me to penalties and/or prosecution.

Participant's Signature: _____ Date: _____

To be completed by Youth Provider

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Instructor's Initials							
Participant's Initial							

Attendance Record – P: Present, A: Absent, H: Holiday

Instructor's or Counselor's Certification:

The above answers are in accordance with our records. Any statements by the trainee are complete and correct to the best of my knowledge.

_____ Date: _____

M, W, F Instructor's or Counselor's Signature

_____ Date: _____

Tuesday, Thursday Instructor's or Counselor's Signature

OFFICE USE ONLY

Amount of
Check: \$ _____

*Necessary Documentation must
be attached to this form.*

**THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA
WEEKLY REQUEST FOR SUPPORTIVE SERVICES
INSTRUCTIONS**

These instructions are meant to serve as a guideline for completion of the Weekly Request for Supportive Services form. Items 1 through 5 on the form will usually be the same from week to week and will need to be supplied to the participant by the instructor or youth provider. One of these forms must be submitted each week for each participant who is requesting benefits. No payments may be made to individuals in the absence of this form.

1. Enter the participant's name as it appears on his/her intake form.
2. Enter the participant's social security number.
3. Check the appropriate items to indicate the level of service the participant is receiving. If the individual is actively enrolled in any WIOA services, check "Active Participant". If the individual has been exited from WIOA youth services, and is in the first 12 months of the provision of follow-up services, check "Follow-Up". If the individual has been receiving follow-up services for more than 12 months, he or she will not be eligible for supportive services that require the expenditure of WIOA funds.
4. List the Gateway Program Provider.
5. Check the appropriate items to indicate the types of supportive services the youth is receiving.
6. The ending date of the week for which payment is requested must be a Friday.
7. Enter the participant's exit date if applicable.
8. Enter the name of the facility or entity that is providing the training, the school name, or name of the WIOA program, as appropriate. (Indicate N/A if not applicable.)
9. Enter the number of days the participant engaged in WIOA activities during the week in which this request is being submitted.

The participant must sign the form under the Participant's Certification. If necessary, the statement should be read aloud to the participant to ensure his/her understanding.

The block for attendance must be completed by the instructor or youth provider, as appropriate, and initialed by the participant, and should be checked for accuracy by the individual who processed this form. The instructor or youth provider must then sign the form, and the youth must return the completed form to the youth provider for processing and disbursement of service or payment.

**THE MISSISSIPPI PARTNERSHIP LOCAL WORKFORCE DEVELOPMENT AREA
JUSTIFICATION FOR FOOD PURCHASES
YOUTH SUPPORTIVE SERVICES**

Food may be provided to eligible WIOA youth participants as a Supportive Service when it will assist or enable the participant to participate in allowable program activities and reach his/her employment and training goals. Youth Providers should use discretion and be sensible and reasonable in what is purchased for food to prevent disallowed costs. Food purchases should be limited to food for WIOA eligible youth participants while they are at the Youth Provider's center.

SECTION 1 – YOUTH PROVIDER INFORMATION

Date: _____

Provider Name: _____

Address: _____

SECTION 2 – TYPE OF FOOD PURCHASE

- ☐ Meal (A copy of an agenda and sign-in sheet must be attached to this form if a meal is purchased.)

Vendor: _____

Briefly describe the reason for needing to purchase a meal: _____

- ☐ Snacks/Refreshments/Etc.

Vendor: _____

Briefly describe the type of Snacks/Refreshments being purchased: _____

Where will the snacks/refreshments be stored? _____

SECTION 3 – CERTIFICATION

I certify that this purchase is reasonable and necessary for the WIOA youth program and will allow WIOA youth participants to participate in WIOA activities. I understand that food that is purchased with WIOA supportive services is for WIOA youth participants only.

Youth Provider Staff Signature

Date

Attachment D

G.8.

The Mississippi Partnership Incumbent Worker Policy

THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA

WIOA INCUMBENT WORKER POLICY

Revision Date: May 20, 2021

The MS Partnership Local Workforce Development Board Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker Policy

I. SCOPE AND PURPOSE

Incumbent worker training (IWT) under WIOA provides both workers and employers with the opportunity to build and maintain a quality workforce and increase both participants' and companies' competitiveness. Work-based training and upskilling is designed to ensure that employees of a company can acquire the skills necessary to retain employment and advance within the company, or to acquire the skills necessary to avert a layoff. Incumbent worker training is responsive to the special requirements of an employer or a group of employers for the purposes of delivering training to:

1. Help avert potential layoffs of employees, or
2. Increase the skill levels of employees for promotional opportunities within the company and create backfill opportunities for other employees.

II. REQUIREMENTS

A. Incumbent Worker Definition

An "incumbent worker" is defined a worker who is:

- Employed,
- Meets the Fair Labor Standards Act (FLSA) requirements for an employer-employee relationship, **and**
- Has an established employment history with the employer for 6-months or more, with the following exception:

Exception: In the event that the incumbent worker training is being provided to a cohort of employees, not every employee in the cohort must have an established employment history for 6-months or more as long as a majority of those employees being trained do meet the employment requirement.

B. Participant Eligibility

To receive IWT, an incumbent worker does not have to meet the eligibility requirements for participation in career and training services for adults and dislocated workers under WIOA, unless they are also enrolled as a participant in the WIOA adult or dislocated worker program.

Incumbent worker training can also be used for underemployed workers – e.g., workers who would prefer full-time work but are working part-time. The use of this strategy may focus on increasing skills for underemployed frontline workers to advance workers to more skilled positions with the same employer or industry sector leading to an increase in earnings through more work hours or an increase in pay.

C. Employer Eligibility

The MS Partnership Local Workforce Development Board (LWDB) will determine an employer's eligibility for participating in IWT based on the following factors which help to evaluate whether training would increase the competitiveness of the employees and/or employers:

The characteristics of the individuals in the program (e.g., "individuals with barriers to employment" (WIOA section 3(24)));

- The relationship of the training to the competitiveness of the individual and employer;
- Other factors may include:
 - the number of employees participating in the training;
 - the employees' advancement opportunities along with wages and benefits (both pre- and post-training earnings);
 - existence of other training and advancement opportunities provided by the employer;
 - credentials and skills gained as a result of the training;
 - layoffs averted as a result of the training;
 - utilization as part of a larger sector and/or career pathway strategy; or
 - employer size.

D. Use of Training Funds

The MS Partnership (LWDB) can use up to 20 percent of its adult and dislocated worker allocations to provide for the federal share of the cost of providing Incumbent Worker training (see WIOA section 134(d)(4)). Generally, the employer will select and procure the training provider, however, the MS Partnership LWDB may help identify training providers, such as those on the Eligible Training Provider List (ETPL).

The MS Partnership LWDB may fund up to 90% of the cost of incumbent worker training which is considered the Federal share of the cost. Participating employers must pay the non-Federal share of the cost of providing training to their incumbent workers.

Participating employers must pay a percentage of the cost per the following guidelines:

- 10 percent of the cost of training for employers with 50 or less employees;
- 25 percent of the cost of training for employers with 51-100 employees; **or**
- 50 percent of the cost for employers with more than 100 employees.

The non-Federal share provided by an employer participating in the program may include the amount of the wages paid by the employer to a worker while the worker is attending an IWT program. The employer may provide its share in cash or in-kind.

Funds may be used to support training by a single employer or a group of employers. Employers must show a commitment to retain or avert the layoffs of the incumbent worker(s) trained. The following factors will be used when considering employer eligibility:

- the number of employees participating in the training,
- the wage and benefit levels of the employees at the beginning and anticipated upon completion of the training,
- the relationship of the training to the competitiveness of the employer and employee,
- and the availability of other employer-provided training and advancement opportunities.

IWT funds may also be used to provide supportive services respectively for those participants that are:

- Participating in programs with activities authorized in the paragraphs above; **and**
- Unable to obtain such supportive services through other programs providing such services.

E. Data Collection and Participant Tracking

Incumbent worker participants who only receive Incumbent Worker Training and are not co-enrolled will not be included in the WIOA performance accountability calculations but will be reported in the primary indicators of performance (employed second quarter after exit, employed fourth quarter after exit, median earnings, measurable skills gain, and credential attainment). The exit date for an incumbent worker will be the last date of training as indicated in the training contract.

III. EFFECTIVE DATE

This policy is effective May 20, 2021, and shall remain in effect until it is rescinded or modified.

Attachment E

G.10.

The Mississippi Partnership On-the-Job Training Policy

THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA

ON-THE-JOB TRAINING POLICY

Revised July 1, 2026

**THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA
WORKFORCE INNOVATION AND OPPORTUNITY ACT
ON-THE-JOB TRAINING POLICY**

I. SCOPE AND PURPOSE

- A. On-the-job training (OJT) is defined at WIOA Section 3(44) as training by an employer that is provided to a paid participant while engaged in productive work in a job that –
 - 1. provides knowledge or skills essential to the full and adequate performance of the job;
 - 2. provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, except as provided in section 134(c)(3)(H), for the extraordinary costs of providing the training and additional supervision related to the training; and
 - 3. is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.
- B. In certain instances, Individual Training Accounts (ITAs) and On-the-Job training may be used sequentially or concurrently to provide training to an individual. There must be close coordination between the providers of these services. They must ensure that there is no duplication of training services, and that these services are based on the training needs of the individual as documented in the individual's Individual Employment Plan (IEP).
- C. OJT is one of the options open to persons needing further assistance to find appropriate employment.
- D. All OJT must align with the Mississippi Partnership Sector Strategy Plan.

This policy shall provide the framework for WIOA Funds utilized for OJT.

II. ON-THE-JOB TRAINING CONTRACTS

- A. Employer Eligibility
 - 1. Any public, private non-profit, or private employer can receive an OJT Contract. No firm or industry in violation of local, state, or federal labor laws is eligible for training assistance nor will a proposal be approved if it is determined that abnormal conditions, such as a strike, a lockout or other similar conditions exist at the establishment or any of its affiliates within the state.
 - 2. No WIOA funds will be used to fund an establishment which has been suspended or barred from doing procurement business with any agency of the Executive Branch of government. Any employer who receives funds under an OJT contract will provide immediate written notice if at any time the employer or its subsidiaries learn that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
 - 3. Past performance of employers who have received payments under previous OJT contracts will be reviewed. No OJT contract will be entered into with an employer who has exhibited a pattern of failing to provide OJT participants with continued long-term employment with wages, benefits, and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work.

4. WIOA funds will not be used for OJT in an establishment, which has relocated within the past 120 days, when such relocation or location has resulted in an increase in unemployment in the original United States location. The establishment, which has relocated and caused unemployment as a result, must be operational for at least 120 days in the new location before it can be considered for OJT.
5. As a general rule, no more than 50% of a company's workforce may be enrolled in OJT at any one time. Waivers to this policy may be extended where economic circumstances such as major plant expansions or start-ups exist. The training of an individual in circumstances where there is a sole proprietor may be allowed if the employer can demonstrate that sufficient training and supervision will be afforded the OJT employee/trainee. The Mississippi Partnership Workforce Development Area will ensure that waivers for major plant expansions or start-ups will not cause a long-term disproportionate share of the employer's workforce to be OJT participants. In these instances, monitoring will be conducted on the initial participants as they complete their training so that the proportion of OJT participants returns to within the 50% provision.
6. The employer must attest that there are no known pre-existing factors that will cause OJT funded positions to experience a lay-off within 9 months of completion of training. If OJT funded positions experience a lay-off within 9 months of completion of the training, the Mississippi Partnership reserves the right to investigate to determine if the company officials acted in bad faith in order to receive OJT reimbursements and negotiate return of all or a portion of the cost of retraining laid-off OJT workers.
7. Non-major impact employers – If a non-major impact employer is locating to the Mississippi Partnership Local Workforce Development Area, the fiscal agent has the authority to obligate OJT funds for such an employer. A non-major impact employer is defined as an employer that will be creating less than 1,000 jobs or has less than a \$100 million investment.
8. State agencies will not be eligible to receive funds under an OJT Agreement.

B. Occupational Eligibility

1. The following jobs are ineligible to receive OJT assistance:
 - a. Occupations that have an SVP of 2 will be closely examined to determine if assistance with training is needed in that occupation;
 - b. Periodic seasonable occupations;
2. Training shall be only for occupations for which there is a demand in the area served or in another area to which the participant is willing to relocate, and consideration in the selection of training programs may be given to training in occupations determined to be in sectors of the economy which have a high potential for sustained demand or growth. OJT must align with the Mississippi Partnership Sector Strategy Plan.
3. The Mississippi Partnership Workforce Development Area will strive to provide OJT in occupations which contribute to occupational development, upward mobility, development of new careers, and overcoming sex stereotyping in occupations traditional for the opposite sex.

4. OJT participants shall not be employed on the construction, operation, or maintenance of any facility, as is used or to be used for sectarian instruction or as a place for religious worship.
5. There will be consultation with organized labor when the position is covered by a collective bargaining agreement.
6. The actual training may take place outside the Mississippi Partnership Workforce Development Area if prior approval is granted by the area's fiscal agent.
7. No OJT contract will be written for jobs with a training duration of less than 160 hours, or more than 1040 hours.
8. Full-time employment – Contracts must be written only for full-time positions, set at 35 hours per week as defined by the Bureau of Labor Statistics, except as outlined in the following section (Section 11);
9. Contracts will not be written for less than \$7.25 an hour wage unless employability skills are learned during training that the individual can use to reach a self-sufficient wage. Such employability skills shall be documented in the participant file.
10. The maximum amount of reimbursement allowable under an OJT contract is \$15.00 an hour, regardless of compensation rate.
11. Exceptions for New Industry

Realizing that some flexibility in hours of operation in the initial phases of opening a new industry may be necessary, the Mississippi Partnership allows the following exceptions:

- a. Although contracts must be written only for full-time positions, set at 35 hours per week as defined by the Bureau of Labor Statistics, new industry may be granted an exception.
- b. If an exception is granted to a new industry to employ individuals in training that is initially for less than the 35 hour work week, the employer must ensure that the employment of that individual is in fact full-time employment, and that employment at the completion of the training will meet the minimum number of hours.
- c. If a new industry is granted this exception, the OJT service provider must closely monitor the contract, and carefully track individuals who have completed the training to ensure full-time employment is being provided to those individuals.
- d. Contracts with employers who fail to provide full-time employment for individuals who have completed training should not be renewed.

C. Pre-Award Review

The pre-award review required before an OJT contract is written with a new employer must include the following:

1. Names under which the establishment does business;
2. The name, title, and address of company official authorized to sign the OJT Contract.
3. Whether WIOA assistance is sought in connection with past or impending job losses at other facilities.

4. Whether wage payments can be easily verified; and
5. Worker's compensation or equivalent coverage permitted by Mississippi law.

D. Labor Concurrence

Where collective bargaining agreements exist with the employer, written concurrence by the appropriate union is required and an original letter of concurrence is to be attached to each OJT contract. If no written response is received within 30 days after written notification to the collective bargaining agent, the contract may proceed.

III. SPECIFICATIONS

A. OJT Participant Eligibility

OJT staff is required to ensure that any WIOA customer enrolled in OJT meet the following requirements:

1. In order to receive OJT services, participants must follow the guidelines of the Smart Start Career Pathway as approved by the fiscal agent and the Mississippi Partnership Local Workforce Development Board.
2. Persons must have been determined by the one-stop operator or partner, after an interview, evaluation, or assessment, and career planning:
 - a. Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services;
 - b. To be in need of training services; and
 - c. To have the necessary skills and qualifications to successfully participate in the selected program of training services.
3. Prior to placing an individual in training, the case manager must provide the following:
 - a. Interview
 - b. Evaluation or Assessment
 - c. Career Planning
4. Employed individuals must not be earning a self-sufficient wage, currently \$28.91 an hour or \$60,144/year, at entry into OJT.
5. Participants shall not be trained for occupations in which they possess prior experience unless it can be documented that circumstances exist to justify an exception. For example:
 - a. The OJT relates to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes identified by the Local Board.
 - b. Experience was gained prior to significant changes in occupational skill requirements, technological advances, and licensing/certification requirements.

B. OJT for Current Employees

OJT may be used to advance the skills of current employees when such training is necessary due to:

1. Introduction of new technologies;
2. Introduction of new production or service procedures through cross-training to retain existing workers; or

3. Employee being up graded to a new job that requires additional skills and/or knowledge.

C. OJT Upgrades

In order for an occupation to qualify for a job upgrade in on-the-job training for an employed individual, certain conditions must be met:

1. The job upgrade must be to a new job that requires additional skills and abilities that the individual does not possess from prior work experience or training, and
2. These additional skills and abilities must be documented in that individual's training outline, and detailed procedures must be written in the training outline to evaluate that individual's mastery of the skills that are learned.

D. Contract Terms

OJT contracts should, at a minimum:

1. Identify the occupation, skills, and competencies to be learned;
2. Specify the length of training time provided;
3. Define what constitutes successful completion of training;
4. Identify the percentage rate used for reimbursement to the employer; and
5. Contain reference required assurances.

E. Evaluation of Employer and Trainee Progress

Services providers should regularly, at a minimum of monthly, evaluate approved OJT contracts. Evaluation requires a meeting with the employer and the trainee(s) to review work performance and/or training progress. In addition, the OJT evaluator should review payroll records.

F. Priority of Service

1. Veterans: Should a priority of service become necessary for determining allocation of OJT funds, veterans as described by the Jobs for Veterans Act will receive priority status when all eligibility and competitive factors required by law are met and equal.
2. Adults: Since funds allocated to the local area for adult employment and training services are limited, priority shall be given to individuals enrolled in WIOA under the adult program who are recipients of public assistance, other low income individuals, and basic skills deficient individuals enrolled in WIOA under the adult program for intensive and training services. A Priority of Service Rating Sheet must be completed for each adult who is requesting training services from the Mississippi Partnership. Scoring on this rating sheet will determine the priority that these individuals will receive in accessing training funds. If no waiting list exists, those persons who receive any points on the rating scale must immediately receive appropriate WIOA Title I adult Career or Training services. *(Note: Priority of service is not applicable to dislocated workers.)*

IV. SPECIAL ASSURANCES

The special assurances are included as an attachment and address the following areas:

A. General program requirements;

- B. Benefits;
- C. Labor standards; and
- D. Nondiscrimination.

V. 50% REIMBURSEMENT EXCEPTION

The WIOA Section 134(c)(3)(H) allows for The Mississippi Partnership Local Workforce Board to increase the OJT reimbursement rate up to 75% in certain circumstances when taking into account the following factors:

- A. The characteristics of the participants taking into consideration whether they are “individuals with barriers to employment” as defined in Section 3(24);
- B. The size of the employer, with an emphasis on small businesses;
- C. The quality of the employer-provided training and advancement; and
- D. Such other factors as the local board, may determine to be appropriate, which may include the number of employees participating in the training, wage and benefit levels of those employees (at present and anticipated upon completion of the training), and relation of the training to the competitiveness of a participant.

OJT service providers must receive written approval from the fiscal agent before utilizing this waiver.

I. CONFLICT OF INTEREST

Please refer to Mississippi Partnership Conflict of Interest Policy which ensures that representatives of organizations entrusted with public funds do not personally profit. The OJT program is subject to this policy.

II. PROCEDURES

The Fiscal Agent shall adopt and WIOA adult, dislocated worker and NEG service providers shall comply with procedures describing how OJT services are justified, documented, and paid out.

III. EFFECTIVE DATE

This policy is effective July 1, 2026.

Attachment: On-the-Job Training Special Assurances

ON-THE-JOB TRAINING POLICY SPECIAL ASSURANCES

I. GENERAL PROGRAM REQUIREMENTS

- A. WIOA funds shall only be used for OJT activities which are in addition to those which would otherwise be available in the area in the absence of such funds.
- B. Funds provided under the WIOA shall not be used to duplicate facilities or services available in the area (with or without reimbursement) from Federal, State, or local sources, unless the plan established that alternative services or facilities would be more effective or more likely to achieve performance measures.
- C. No person or organization may charge an individual a fee for the placement or referral of such individual in or to a training program under the WIOA.
- D. WIOA funds shall not be used to provide financial assistance for any program which involves political activities.
- E. No funds available under WIOA shall be used for employment generating activities, investment in revolving loan funds, capitalization of businesses, investment in contract bidding resource centers, economic development activities, or similar activities, that are not directly related to training for eligible individuals under WIOA. No funds under WIOA shall be used for foreign travel. Section 181(e)

II. BENEFITS

- A. A trainee shall receive no payments for training activities in which the trainee fails to participate without good cause.
- B. Individuals employed in activities authorized under the WIOA shall be paid wages which shall not be less than the highest of:
 - 1. The minimum wage under section 6(a)(1) of the Fair Labor Standards Act of 1938,
 - 2. The minimum wage under the applicable State or local minimum wage law, or
 - 3. The prevailing rates of pay for individuals employed in similar occupations by the same employer. Section 181(a)(1)(A)

III. LABOR STANDARDS

- A. Health and safety standards established under Federal and State law, otherwise applicable to working conditions of employees, shall be equally applicable to working conditions of participants. With respect to any participant in a program conducted under the WIOA who is engaged in activities which are not covered by health and safety standards under the Occupational Safety and Health Act of 1970, the Secretary shall prescribe, by regulation, such standards as may be necessary to protect the health and safety of such participants. Section 181(b)(4)
- B. To the extent that a State workers' compensation law is applicable, workers' compensation shall be provided to participants on the same basis as the compensation is provided to other individuals in the State in similar employment. To the extent that such law is not applicable, each recipient of funds under the WIOA shall secure insurance coverage for injuries suffered by such participants, in accordance with regulations prescribed by the Secretary. Section 181(b)(4)
- C. All individuals employed in subsidized jobs shall be provided benefits and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work. Section 181(b)(5)

- D. No currently employed worker shall be displaced by any participant (including partial displacement such as a deduction in the hours of non-overtime work, wages, or employment benefits.) Section 181(b)(2)(A)
- E. A specified activity shall not impair an existing contract for services or collective bargaining agreement, and no such activity that would be inconsistent with the terms of a collective bargaining agreement shall be undertaken without the written concurrence of the labor organization and employer concerned. Section 181(b)(2)(B)
- F. No participant shall be employed or job opening filled:
 - 1. When any other individual is on layoff from the same or any substantially equivalent job [181(b)(3)(A)] , or
 - 2. When the employer has terminated the employment of any regular employee or otherwise reduced its workforce with the intention of filling the vacancy so created by hiring a participant whose wages are subsidized under the WIOA. Section 181(b)(3)(B)
- G. No jobs shall be created in a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals. Section 181(b)(3)(C)
- H. Each recipient of funds under the WIOA shall provide to the Secretary assurances that none of such funds will be used to assist, promote, or deter union organizing. Section 181(b)(7)
- I. Interested members of the public, including representatives of businesses and labor organization, shall be provided an opportunity to submit comments to the Secretary with respect to programs and activities proposed to be funded under Subtitle B. Section 181(b)(6)
- J. In no case shall an individual who is fully skilled in an occupation be placed in OJT in that occupation.

IV. NONDISCRIMINATION

- A. No recipient under WIOA may discharge or in any other manner discriminate against a participant or against any individual in connection with the administration of the program involved, or against any individual because such individual has filed any complaint or instituted or caused to be instituted any proceeding under or related to WIOA, or has testified or is about to testify in any such proceeding or investigation under or related to WIOA, or otherwise unlawfully denied to any individual a benefit to which that individual is entitled under the provisions of WIOA or other Department of Labor regulations. The Department of Labor, within thirty days, will take action or order such corrective measures, as necessary, with respect to the recipient or the aggrieved individual, or both. Section 184(f)
- B. For the purpose of applying the prohibitions against discrimination on the basis of age, under the Age Discrimination Act of 1975, on the basis of disability under Section 504 of the Rehabilitation Act, on the basis of sex under Title IX of the Education Amendments of 1972, or on the basis of race, color, or national origin under Title VI of the Civil Rights Act of 1964, programs and activities funded or otherwise financially assisted in whole or in part under WIOA are considered to be programs and activities receiving Federal financial assistance. Section 188(a)(1)
- C. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any program because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief. Section 188(a)(2)

Attachment F

G.11.

**The Mississippi Partnership
Priority of Service Policy**

THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA

WIOA ADULT PRIORITY OF SERVICE POLICY

Revision Date: July 1, 2021

**The Mississippi Partnership
Local Workforce Development Area
Priority of Service Policy**

I. Introduction

As described and required in the Workforce Innovation and Opportunity Act (WIOA) Sec. 134(c)(3)(E), The Mississippi Partnership has developed guidelines to prioritize WIOA Title I adult funds. Priority must be provided regardless of the level of funding for adult participants receiving individualized career services and training assistance. See Attachment A for list of the individualized career and training services.

ETA-DOL envisions that giving priority of service to WIOA Adult participants means ensuring that at least 75% of participants receiving individualized career and training services in the Adult program are from at least one of the priority groups, and expects this rate will be no lower than 50.1% (TEGL 7-20). The Mississippi Partnership Local Workforce Development Area (MPLWDA) will strive to provide WIOA individualized career services and training services to no less than 50.1% of WIOA Adult who are in the statutory priority groups. The Governor and/or the MPLWDA may establish additional priority populations that may be used when reviewing the MPLWDA progress towards the 75% benchmark.

II. Priority of Service Guidelines

A. Statutory Priority Groups

WIOA Statutory Priority Groups include the following categories:

1. Veterans and Eligible Spouses
2. Recipients of Public Assistance
3. Low-Income Individuals
4. Individuals who are basic skills deficient (See Basic Skills Deficient Policy for further explanation)

B. Additional Priority Groups

Additional Priority Groups include the following categories:

1. Individuals with significant barriers to employment (including substance abuse)
2. Eligible Migrant and Seasonal Farmworkers
3. Offenders
4. Homeless Individuals
5. Individuals facing substantial cultural barriers or who are English Language Learners

6. Individuals with a disability who are not otherwise included in one of the Statutory Priority Groups
7. Single Parents (included single pregnant women and non-custodial parents)
8. Foster Children or Aged Out of Foster Care young adults
9. Individuals aged 55 or older

C. Priority of Service Implementation

Priority must be provided in the following order:

1. First, to veterans and eligible spouses who are also included in the groups given Statutory Priority Groups for WIOA adult formula funds. (This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services provided with WIOA adult formula funds.)
2. Second, to non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the Statutory Priority Groups for WIOA adult formula funds.
3. Third, to veterans and eligible spouses who are not included in the Statutory Priority Groups.
4. Lastly, to non-covered persons outside the groups given priority under WIOA.
5. Lastly, to non-covered persons outside the Statutory Priority and Additional Priority Groups listed above.

Definitions:

Veteran and Eligible Spouse- An individual or spouse of an individual who served at least one day of active service and who was discharged or released under conditions other than dishonorable should be given priority for all services. Note: In instance of divorce, the spouse would lose their “eligible spouse” designation.

Non-covered persons - Individuals who are not considered veteran and eligible spouses.

III. Documentation

All adults, whether included or not included in a Statutory Priority Group or Additional Priority Group, must meet the WIOA eligibility requirements for receiving WIOA services. The Mississippi Partnership WIOA Adult Priority of Service Form (Attachment B) must be included in the Adult participant’s file.

IV. Effective Date

This policy is effective July 1, 2021.

Attachment A – List of WIOA Individualized Career Services and Training Services

Attachment B – The Mississippi Partnership WIOA Adult Priority of Service Form

List of WIOA Individualized Career Services and Training Services

Adults requesting the following services funded by WIOA Title I adult funds must have a Priority of Service form completed and retained for monitoring purposes.

Career Services listed in Sec. 134 (2)(A)(xii) {Also called Individualized Career Services}

1. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include—
 - a. diagnostic testing and use of other assessment tools; and
 - b. in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;
2. Development of an individual, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals, including providing information on eligible providers of training services pursuant to paragraph (3)(F)(ii), and career pathways to attain career objectives;
3. Group counseling;
4. Individual counseling;
5. Career planning;
6. Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training;
7. Internships and work experiences that are linked to careers;
8. Workforce preparation activities;
9. Financial literacy services, such as the activities described in section 129(b)(2)(D);
10. Out-of-area job search assistance and relocation assistance; or
11. English language acquisition and integrated education and training programs

Training Services listed in Sect. 134(2)(D)

1. Occupational skills training, including training for nontraditional employment;
2. On-the-job training;
3. Incumbent worker training in accordance with subsection (d)(4);
4. Programs that combine workplace training with related instruction, which may include cooperative education programs;
5. Training programs operated by the private sector;
6. Skill upgrading and retraining;
7. Entrepreneurial training;
8. Transitional jobs in accordance with subsection (d)(5);
9. Job readiness training provided in combination with services described in any of clauses (i) through (viii);
10. Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with services described
11. in any of clauses (i) through (vii); and
12. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

THE MISSISSIPPI PARTNERSHIP ADULT PRIORITY OF SERVICE FORM

This form must be completed for each WIOA Adult Participant who is requesting WIOA Individualized Career Services and/or Training Services from The Mississippi Partnership. A new Priority of Service Form should be completed for each participation period that the participant is enrolled.

Name: _____ Last 4 of SSN: _____

Indicate the individual's Priority of Service Group:

- ☐ **Statutory Priority Group (Check the appropriate category(ies))**
- ☐ Veteran or Eligible Spouse
 - ☐ Recipient of Public Assistance
 - ☐ Low-Income Individual
 - ☐ Individual who is basic skills deficient (See Basic Skills Deficient Policy for further explanation)
- ☐ **Additional Priority Group (Check the appropriate category(ies))**
- ☐ Individual with significant barriers to employment (including substance abuse)
 - ☐ Eligible Migrant and Seasonal Farmworker
 - ☐ Offender
 - ☐ Homeless Individual
 - ☐ Individual facing substantial cultural barriers or who is English Language Learners
 - ☐ Individual with a disability who is not otherwise included in one of the Statutory Priority Groups
 - ☐ Single Parents (included single pregnant women and non-custodial parent)
 - ☐ Foster Children or Aged Out of Foster Care young adults
 - ☐ Individuals aged 55 or older
- ☐ **Not in a Priority Group**

Priority must be provided in the following order:

1. First, to veterans and eligible spouses who are also included in the groups given Statutory Priority Groups for WIOA adult formula funds. (This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services provided with WIOA adult formula funds.)
2. Second, to non-covered persons who are included in the Statutory Priority Groups for WIOA adult formula funds.
3. Third, to veterans and eligible spouses who are not included in the Statutory Priority Groups.
4. Lastly, to non-covered persons outside the groups given priority under WIOA.
5. Lastly, to non-covered persons outside the Statutory Priority and Additional Priority Groups listed above.

(Non-covered persons means individuals who are not veterans or eligible spouses)

Signature of Staff Person:	Date
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Attachment G

G.12.

The Mississippi Partnership Individual Training Account Policy

THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA

INDIVIDUAL TRAINING ACCOUNT POLICY

Revised: July 1, 2026

**Mississippi Partnership
Workforce Development Board
Individual Training Account Policy**

I. SCOPE AND PURPOSE

The Workforce Innovation and Opportunity Act (WIOA) section 134(d)(3)(G) authorizes the use of Individual Training Accounts (ITAs). ITAs are to be used by customers, after consultation with a case manager, to purchase approved training programs, provided by "eligible training providers". Approved programs are those which are maintained on a statewide listing of training providers known as the "State List". Consideration must be for training programs on the statewide listing Eligible Training Provider List (ETPL) that lead to recognized postsecondary credentials that align with the Mississippi Partnership Sector Strategy Plan. This policy outlines the minimum requirements. The Mississippi Partnership Workforce Development Board (MPWDB) has established the local area ITA policy. From time to time, the Mississippi Department of Employment Security (MDES) or the local area may request and be granted waivers applicable to ITAs; those waivers may override this policy. This policy shall provide the framework for WIOA Funds utilized for ITAs.

II. REQUIREMENTS

An ITA is an account established by a WIOA Service Provider on behalf of an eligible individual. ITAs are funded with adult and dislocated worker funds as authorized under Title I of WIOA. ITAs are to be used to purchase training services that lead to recognized postsecondary credentials that align with the Mississippi Partnership Sector Strategy Plan from training providers on the statewide eligible training provider list. In order to receive an ITA, participants must follow the guidelines of the Smart Start Career Pathway as approved by the fiscal agent and the Mississippi Partnership Local Workforce Development Board.

A. At a minimum the WIOA Participant must meet the following conditions:

1. Individuals seeking an ITA must be enrolled into WIOA and approved for an ITA within 10 business days of the beginning of the semester/term that assistance is requested for unless approved in writing by the Fiscal Agent.
2. Training services may be made available to employed and unemployed adults who have met the eligibility requirements for WIOA; have received an interview, evaluation or assessment, and career planning so that the one-stop operator or partner can obtain enough information to determine eligibility; and have been determined to be unable to obtain or retain employment providing a self-sufficient wage through services.
The MPWDB has established the self-sufficient wage to be 350% of the Lower Living Standard Income Level (LLSIL) which is currently \$28.91 hourly wage or \$60,144 annual wage.
3. The WIOA Service Provider must determine and document in the individual employment plan that the individual is in need of training services and has the skills and qualifications to successfully complete the selected training program.
4. The WIOA Service Provider must determine and document in the IEP that the training selected aligns with the Mississippi Partnership Sector Strategy Plan.
5. Only after intensive counseling should a participant be given an ITA for a training

program in which he anticipates a decrease from pre-program wages upon employment in that occupation.

6. The workforce development system established under WIOA emphasizes informed customer choice. In consultation with case managers, an individual who has been determined eligible for an ITA may make an informed choice for training that aligns with the Mississippi Partnership Sector Strategy Plan from the state list of eligible providers to choose the provider from whom he/she will receive the training.

It is the intent of MPWDB that training courses offered by universities are for non-traditional students and dislocated workers.

7. The program must be directly linked to the employment opportunities in the local area based on the Mississippi Partnership Sector Strategy Plan, or in another area in which the adult or dislocated worker is willing to relocate. *Unless the program has exhausted training funds for the program year, the operator must refer the individual to the selected provider, and establish an ITA for the individual to pay for training.* Federal Regs. 680.340 (c)
8. The WIOA Service Provider staff must ensure that the training provider is included on the State Eligible Training Provider list for the particular type of training requested, and that the occupation does in fact align with the Mississippi Partnership Sector Strategy Plan.
9. Participants who are enrolled into training programs should be carefully screened to ensure that they have the necessary desire and ability to complete these programs since the area's performance standards relate to attainment of credential and retention of employment.
10. The following items are conditions the participant must meet.
 - a. The participant seeking training must agree to apply for Pell Grant or other available financial assistance aid if the training of their choice is eligible for such assistance. The case manager must take into consideration all sources of funds, excluding loans, when determining an individual's overall need for WIOA funds. When appropriate, WIOA training funds must be reimbursed through Pell Grant funds.
 - b. The participant seeking training services must certify commitment to attend classes and to complete the training.
 - c. The participant seeking training must agree to provide attendance information, grades and/or progress reports while enrolled in WIOA-approved training activities or agree to allow the training provider to release such information to the One-Stop operator and/or WIOA Service Provider.
 - d. If an individual is awarded an ITA, the individual must maintain a minimum 2.0 Cumulative Grade Point Average (GPA). The individual's GPA will be evaluated at the end of each semester. If the individual does not maintain a cumulative 2.0 GPA, the individual will be placed on probation and WIOA will not reimburse the training provider until the individual acquires a 2.0 cumulative GPA. An individual is only allowed two probation periods for the length of the ITA; if after two probation periods the individual does not acquire a 2.0 cumulative GPA, additional payments may not be made on behalf of this individual for the ITA.
 - e. Upon completion of training the participant must agree to provide or authorize the provision of documentation of completion of training (credential) and, when hired, provide name of employer and wage/salary

information to the One-Stop operator and/or WIOA Service Provider.

- f. The participant must agree to participate in local contact and follow-up activities to determine employment retention and wages at designated intervals.

B. Limitations on ITAs for regular WIOA Funds

1. An ITA may pay for a narrow or broad range of services, but not for services prior to the determination of need for training and selection of a training program. Tuition and fees can be funded by ITAs and the MPWDB permits ITAs to be used for equipment, tools, books, or other costs that increase the probability of successful completion of training.
2. As allowed by the WIOA, the MPWDB has established limitations on the dollar amount and duration of ITAs, as indicated in the following:
 - a. Limitations on dollar amounts –
 - i. ITAs with training length of one year or less: The maximum amount that the MPWDA will contribute towards the cost of a training program funded through an ITA with a training length of one year or less listed on the ETPL is \$1,800 per semester, with a maximum of \$3,600.
 - ii. Truck Driver Training: The maximum amount that the MPWDA will contribute towards the cost of a truck driving training is \$2,500.
 - iii. Full-Time ITAs (12 semester hours or more): The maximum amount that the MPWDA will contribute towards the cost of a training program funded through a Full-Time ITA is \$1,800 per semester, with a maximum of \$7,200. However, for training programs on the ETPL that are designed by the training provider to be a 5-semester program the maximum ITA amount may be increased to \$9,000 with prior written approval from the fiscal agent.
 - iv. Part-Time ITAs (less than 12 semester hours): The maximum amount that the MPWDA will contribute towards the cost of a training program funded through a Part-Time ITA is \$1,800 with a maximum of \$7,200. However, for training programs on the ETPL that are designed by the training provider to be a 5-semester program the maximum ITA amount may be increased to \$9,000 with prior written approval from the fiscal agent.
 - b. Limitations on duration - The Mississippi Partnership has set the maximum duration of an ITA at twenty-four (24) months except in cases of personal hardship, in which case an ITA may last no longer than thirty-six (36) months. In no cases, however, will WIOA funding for an ITA exceed the cost limits described in section a. above.
 - c. Coordination of funding for training - If the cost of training as published in the State Eligible Training Provider List is more than the WIOA contribution, the individual participant is responsible for securing funding to make up the balance from non-WIOA resources (personal resources, Pell grants, etc.). Payment of said funds must be documented by the training provider prior to disbursement of WIOA funds.

C. Priority of Service

1. Priority of Service for Adults
 - a. In line with the area's priority of service statement that if training funds are limited for any WIOA Service Provider, priority of service will indicate that

individuals enrolled in WIOA under the adult program who are economically disadvantaged will have priority over non-economically disadvantaged persons for the receipt of training funds.

- b. A Priority of Service Rating Sheet must be completed for each individual enrolled in WIOA under the adult program who is requesting training services from the Mississippi Partnership. Scoring on this rating sheet will determine the priority that these individuals will receive in accessing training funds. If no waiting list exists, those persons who receive any points on the rating scale must immediately receive appropriate WIOA Title I career or training services.

2. Priority of Service for Dislocated Workers

Priority of service is not applicable to dislocated workers.

3. Four Year Degree Holders

To prioritize individuals who need training to ensure that they obtain a job leading to self-sufficiency, persons already having a four-year degree will have less priority than those persons who do not. However, case management will ultimately determine who does or does not receive an ITA.

D. Coordination of WIOA Training Funds

1. WIOA funding for training is limited to participants who are unable to obtain grant assistance from other sources to pay for their training or require assistance beyond that available under grant assistance from other sources available under other Federal programs. Procedures for ensuring coordination of available sources of funds are as follows:
 - a. Program operators and training providers must enter into arrangements with the entities administering the alternate sources of funds, including eligible providers administering Pell Grants.
 - b. All sources of funds, excluding loans, should be considered when determining an individual's overall need for WIOA funds.
 - c. With this information, the WIOA counselor should work with the participant to calculate the total funding resources available to ensure the participant's success in the training program.
 - d. This coordination between program operators, training providers, and the participant should ensure that duplicate payments of training costs are not made.
 - e. Participants may enroll in WIOA funded training while application for a Pell Grant is pending, as long as the WIOA Service Provider has made arrangements with the training provider and the WIOA participant regarding allocation of the Pell Grant, if it is subsequently awarded. In that case the training provider must reimburse to the WIOA Service Provider the WIOA funds used to underwrite the training for the amount the Pell Grant covers.
2. The participant seeking training must apply for all known available financial assistance and provide proof of a Pell Grant, except when the training program selected is not eligible for Pell participation. If a participant received any Pell funds, it must be applied first and if there's a balance, WIOA may pick up the remaining cost. This will allow the training provider to make adjustments based on participant needs.

If a participant is in need of a training that aligns with the Mississippi Partnership Sector Strategy Plan and not on the ETPL, an ITA maybe written for the training if the training is conducted by a

post-secondary education institution. The training provider must submit an application for the training program for inclusion on the ETPL if an ITA is written for such training. All policies and procedures for ITAs shall be followed for such ITAs.

III. PROCEDURES

The Fiscal Agent shall adopt and WIOA adult, dislocated worker and NEG service providers shall comply with procedures describing how ITA services are justified, documented, and paid out.

IV. EFFECTIVE DATE

This policy is effective July 1, 2026.

Attachment H G.13.

The Mississippi Partnership Conflict of Interest Policy

**THE MISSISSIPPI PARTNERSHIP
WORKFORCE DEVELOPMENT AREA**

CONFLICT OF INTEREST POLICY

Revised June 4, 2026

The Mississippi Partnership Workforce Development Area Conflict of Interest Policy

I. Scope and Purpose

This policy aligns with the MDES Office of Grant Management's Conflict of Interest Policy and establishes mandatory standards of conduct ensuring integrity, impartiality, and full compliance with:

- 2 CFR 200.112 (written COI policies; disclosures to awarding agencies)
- 2 CFR 200.318(c)(1) (individual COI standards)
- 2 CFR 200.318(c)(2) (organizational COI standards)
- 2 CFR Part 2900 (DOL exceptions; stricter disclosure rules)
- WIOA Sec. 185(a)(1) (records requirements)
- TEGL 15-16 (one-stop operator procurement and COI protections)

II. Definitions

- **Apparent COI:** A reasonable person could perceive undue influence.
- **Real COI:** A personal, financial, or organizational interest directly conflicts with duties.
- **Organizational COI (OCI):** Parent/affiliate/subsidiary relationships that impair impartiality or provide unfair advantage.
- **Immediate Family:** Spouse/partner, parents, children, siblings, and in-laws.
- **Business Partner:** Individual/entity with a shared financial venture.
- **Covered Individual:** MDES/SWDB/LWDB staff, board members, subrecipients, evaluators, agents.
- **Recusal:** Complete withdrawal from discussion, evaluation, voting, document access, or communication.
- **Firewall:** Controls that prevent information sharing or influence between conflicted parties.
- **Gratuity:** Any item of value offered by a contractor or applicant.
- **De Minimis Threshold:** MDES default = **zero-tolerance** (no gratuities).
- **Ethics/Compliance Officer:** Designated official responsible for COI oversight.

III. Mississippi Ethics Opinions, Statutory, and Constitutional Authorities

In accordance with the Mississippi Ethics in Government Laws and their applicability to members of the SWIB and LWDB, Board members must adhere to Ethics Commission Opinion 06-099-E, 04-076-E, and 13-014-E.

A business whose owner, CEO, or employee serves on an LWDB is prohibited by *Section 109, Miss. Const. of 1890* and *Section 25-4-105(2), Miss. Code of 1972*, from receiving any contract that is funded by the LWDB. This prohibition applies to all contracts funded during the LWDB member's term and for one year after the LWDB member's term.

A recusal will not prevent a violation of Section 109 and Section 25-4-105(2), as these sections do not require any affirmative act by an individual member to give rise to a conflict, but merely action by the board. Accordingly, recusal by the affected SWIB or LWDB member will not prevent a violation these sections.

IV. Standards of Conduct for Individuals (2 CFR 200.318(c)(1))

A. COI Participation Prohibition

Covered Individuals may not participate in any procurement or governance action where they, their immediate family, or their business partners have a financial or material interest. This includes prospective employers.

B. Gratuities

Individuals must follow the following guidelines related to gratuities:

- Zero-tolerance standard applies.
- Any offer of a gratuity must be reported within 2 business days.
- Conference meals of general attendance are permitted.

C. Disclosure Requirements

Individuals must follow the following guidelines related to disclosure of COI:

- Initial disclosure: Upon hire/appointment.
- Annual disclosure: Completed at start of each year.
- Event-driven: Within 2 business days of COI arising.
- Prospective employment: Immediate written disclosure and recusal.

D. Recusal Procedures

1. **Triggering Recusal**: Upon identifying a real or apparent COI, the Covered Individual must immediately notify the Ethics/Compliance Officer and, if the Covered Individual is a board member, notify the Board Chair. Recusal must occur before any participation in the affected matter.
2. **Scope of Recusal**: Recusal is total and complete. The recused individual must:

- Abstain from all deliberation and discussion, formal or informal, in person, by telephone, or by any other means;
 - Abstain from reviewing or signing any related documents;
 - Physically leave the meeting room before the matter is introduced and not return until after the vote is complete and recorded; and
 - Refrain from attempting to influence the outcome through any means.
3. **Assignment of Substitute:** The Ethics/Compliance Officer (or Board Chair, for board matters) must assign a substitute Covered Individual free of the identified COI to perform the affected duties.
 4. **Documentation:** All recusals must be documented using Appendix B (Recusal and Mitigation Log) and Appendix D (Sample Board Recusal Statement and Meeting Minutes Notation), as applicable. Documentation must include: the identity of the recused individual; the procurement action or governance decision affected; the nature of the COI; the date of recusal; and the identity of the substitute assigned.

E. Evaluation Team Controls

- Pre-screen all evaluators for real or apparent COI. Must be documented.
- Signed evaluator attestations required.
- External evaluators (not employed by MDES, the SWDB, or the LWDB) must sign the same attestation and a non-disclosure agreement prohibiting disclosure of proprietary offeror information.
- Individuals who develop specifications cannot serve on evaluation teams unless documented and justified.
- Firewalls implemented where mitigation is approved.

F. Consequences

Failure to follow these standards of conduct for individuals with COI may result in disciplinary action, cost disallowance, contract remedies, federal notification, and referrals to oversight authorities.

V. Organizational COI Standards (2 CFR 200.318(c)(2))

A. Applicability

Required for any non-governmental entity with a parent, affiliate, or subsidiary. The MS Partnership extends screening to all offerors regardless of organizational type.

B. OCI Screening

For every procurement:

- Assess relationships with parent/affiliate/subsidiary entities.
- Require offeror OCI disclosures (Appendix C).
- Identify risks related to impartiality, access to non-public information, or dual roles.

C. Impartiality Test

If an objective observer could not conclude impartiality, OCI must be mitigated or the offeror disqualified.

D. Mitigation Options

- Firewalls
- Separate financial/legal reporting
- Non-Disclosure Agreements (NDA)
- Independent oversight
- Recusal
- Enhanced monitoring

Mitigation must be documented using Appendix E.

E. Disqualification

If an Organizational COI exists and mitigation is inadequate, the organization may be disqualified from receiving an award. The basis must be documented.

F. Documentation

Procurement files must include screening results, disclosures, findings, mitigation plan, and approvals.

G. Existing Subrecipient OCI Assessment

Annual review required, with documentation and reporting of material OCIs.

VI. Procurement Controls & One-Stop Operator Requirements (TEGL 15-16)

A. Procurement Integrity

- Full and open competition required.
- Document all evaluations and award decisions.
- Arm's-length negotiations required.

B. One-Stop Operator Requirements

- Competitive procurement at least every 4 years.
- LWDB members representing potential operators must recuse fully.
- Entities serving multiple roles (operator, provider, fiscal agent) require:
 - OCI assessment (Appendix E)
 - Documented firewalls
 - Independent oversight
- MDES or LWDB must conduct program integrity reviews.

VII. Governance Requirements

A. Board Members

Annual Appendix A disclosures required; update within 5 business days of changes.

B. Agenda Management

Advance review required; COI items flagged; COI disclosure included as a standing item.

C. Recusal Protocol

Member must publicly disclose COI, leave room, and not return until the vote is concluded. Abstention alone does not meet requirements.

D. Quorum

Recused members are not counted toward a required quorum for affected items.

E. Minutes

Minutes must document disclosure, recusal time, return time, and vote counts.

VIII. Training, Communication, and Certifications

A. Initial Training

Initial Training of COI should be completed within 30 days of hire/appointment.

B. Annual Training

Annual training should be completed and covers federal requirements, examples, Organizational Conflicts of Interest (OCIs), and state ethics laws.

C. Documentation

Training roster maintained using Appendix F.

D. Board Orientation

COI policy must be included in board orientation. Board members must sign Appendix A before attending first meeting.

E. Annual Acknowledgements

All Covered Individuals must sign Appendix A annually.

IX. Reporting, Investigations, Disclosures

A. Reporting Channels

Reports may be submitted to the Ethics/Compliance Officer, TRPDD fiscal agent staff, MPWDA Board Chair, or other designated officials.

B. Non-Retaliation

The Mississippi Partnership strictly prohibits any form of retaliation.

C. Investigations

TRPDD fiscal agent staff will:

- Conduct preliminary review within 5 business days.
- Conduct formal investigation within 45 days.
- Fully document any findings and corrective actions.

D. Mandatory Federal Disclosures

- MS Partnership must disclose to MDES within 5 business days
- MDES must disclose to USDOL-ETA within 5 business days
- Corrective Action Plans are required within 30 days.

X. Monitoring & Oversight

A. Internal Monitoring

The MS Partnership will conduct periodic reviews of procurement activities, maintaining and tracking conflict-of-interest disclosures, and examining board meeting minutes for compliance and accuracy.

B. Subrecipient Monitoring

MDES will monitor the LWDB to ensure LWDB adoption and implementation, OCI screenings, and board documentation.

C. Corrective Action

Deficiencies must be documented, corrected within 30 days, and verified.

XI. Records Management (WIOA Sec. 185)

A. Required Records

The MS Partnership will maintain Appendices A–F, investigation files, disclosures, mitigation plans, meeting minutes, and federal notifications.

B. Record Retention

The MS Partnership will retain records for the greater of:

- 3 years from final expenditure report,
- WIOA requirements, or
- Resolution of audits/litigation.

C. Record Storage

The MS Partnership will maintain secure physical or electronic records, with litigation holds implemented when required.

D. Record Availability

Records must be accessible to MDES, USDOL, GAO, and authorized oversight entities.

XII. Roles & Responsibilities

- **TRPDD Executive Director:** Oversees implementation.
- **Ethics/Compliance Officer:** Primary authority for conflict of interest oversight, including training, investigations, tracking, and issuing guidance.
- **Procurement Officer:** Implements OCI screening as well as documents evaluations and disclosures.

- **Workforce Development Director:** Ensures board compliance and reporting.
- **MS Partnership Board Chair:** Manages meeting-based COI processes.

XIII. Effective Date

This policy is effective June 4, 2026.

APPENDICES

Appendix A	MS Partnership Annual COI Disclosure & Acknowledgement Form
Appendix B	MS Partnership Recusal and Mitigation Log
Appendix C	Procurement OCI Screening & Mitigation Checklist
Appendix D	Board Recusal Statement
Appendix E	Organizational COI Risk Assessment and Firewall Plan Template
Appendix F	Annual Training Acknowledgement Roster Template

REFERENCES

1. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200, §§ 200.112, 200.318(c)(1)–(2), 200.334. Available at: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>
2. Department of Labor Exceptions to 2 CFR Part 200, 2 CFR Part 2900. Available at: <https://www.ecfr.gov/current/title-2/subtitle-B/chapter-XXIX/part-2900>
3. Workforce Innovation and Opportunity Act, Pub. L. 113-128 (2014), Sections 101(f), 101(h), 185(a)(1). Available at: <https://www.dol.gov/agencies/eta/wioa/resources>
4. U.S. Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter (TEGL) 15-16: Guidance on the One-Stop Delivery System Under WIOA. Available at: https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3851
5. Mississippi Code Annotated § 25-4-105(1) and (2) (1972).
6. Section 109, Mississippi Constitution of 1890.
7. Mississippi Ethics Commission Advisory Opinions 13-014-E, 06-099-E, 04-076-E. Available at: <https://www.ethics.ms.gov>

The Mississippi Partnership Annual COI Disclosure & Acknowledgement Form

Revised 6/4/2026

Instructions: All Covered Individuals must complete this form upon hire/appointment AND annually thereafter. Complete ALL sections. If the answer to any question in Section II is "Yes," provide a complete description in the space provided. Submit the completed form to your Ethics/Compliance Officer. Retain a copy for your records.

SECTION 1: INDIVIDUAL INFORMATION

Full Name	
Title/Position	
Organization	
Type of Covered Individual (check all that apply)	☐ Employee ☐ Officer ☐ Agent ☐ Board Member ☐ Consultant/Contractor ☐ Evaluator
Disclosure Period	☐ Initial (Upon Hire/Appointment) ☐ Annual – Year _____ ☐ Event-Driven Update – Date of Triggering Event _____

SECTION 2: CONFLICT OF INTEREST DISCLOSURE QUESTIONS

Answer each question truthfully and completely. Attach additional pages if needed.

A. Employment and Financial Interest

- Do you, or does any member of your Immediate Family (spouse/domestic partner, children, parents, siblings, in-laws), or your Business Partner, have any employment relationship, ownership interest, consulting relationship, or financial interest in any organization that is currently, or to your knowledge, plans to become, a contractor, subrecipient, vendor, applicant, or awardee of WIOA funds administered by MDES, the State Workforce Development Board, or The Mississippi Partnership Workforce Board?

☐ Yes ☐ No

If Yes, describe: _____

- Are you currently negotiating, or have you been contacted regarding prospective employment with any organization that is a current or prospective WIOA contractor, subrecipient, vendor, or applicant?

☐ Yes ☐ No

If Yes, describe: _____

The Mississippi Partnership
Annual COI Disclosure & Acknowledgement Form

Revised 6/4/2026

3. Do you serve on the board of directors, advisory board, or in any governance capacity for any organization that is a current or prospective WIOA contractor, subrecipient, or applicant?

☐ Yes ☐ No

If Yes, describe: _____

B. Organizational Relationships

4. Does your organization (or its parent, affiliate, or subsidiary) have any financial, governance, or operational relationship with any current or prospective WIOA contractor, subrecipient, vendor, or applicant?

☐ Yes ☐ No

If Yes, describe: _____

5. Does your organization (or its parent, affiliate, or subsidiary) perform multiple roles in the local workforce system (e.g., one-stop operator and service provider; fiscal agent and training provider)?

☐ Yes ☐ No

If Yes, describe: _____

C. Gratuities

6. Have you solicited or accepted any gift, gratuity, favor, hospitality, entertainment, or item of monetary value from any WIOA contractor, vendor, applicant, or awardee during the disclosure period?

☐ Yes ☐ No

If Yes, describe: _____

The Mississippi Partnership
Annual COI Disclosure & Acknowledgement Form
Revised 6/4/2026

D. Prior Disclosure and Recusals

7. Have you recused yourself from any procurement action or governance decision during the prior disclosure period?

☐ Yes ☐ No

If Yes, describe: _____

SECTION 3: ACKNOWLEDGEMENT

I have read and understand The Mississippi Partnership Conflict of Interest Policy. I agree to comply with all requirements of that policy and applicable federal and state laws and regulations governing conflicts of interest. I understand that:

- I must disclose any real or apparent conflict of interest promptly and update this disclosure within two (2) business days of any change in circumstances.
- Failure to disclose a known conflict of interest or participating in a procurement or governance action when a conflict of interest exists, may result in disciplinary action, cost disallowance, contract remedies, and/or referral to appropriate authorities.
- My signed disclosure will be retained in accordance with the records retention requirements of WIOA Sec. 185 and 2 CFR 200.334.

Signature: _____

Printed Name: _____

Date: _____

Ethics/Compliance Officer Use Only:

Date Received: _____

Review Notes (if any): _____

Follow-Up Required? ☐ Yes ☐ No

Signature: _____

The Mississippi Partnership Recusal and Mitigation Log

Revised 6/4/2026

Instructions: The Ethics/Compliance Officer must complete a log entry for every recusal action taken pursuant to The MS Partnership Conflict of Interest Policy. Retain this log in the official COI records file.

Log Entry Number	
Date of Recusal	
Organization	
Procurement Action or Governance Decision ID/Title	
Brief Description of Matter	
Name of Recused Individual	
Title/Position of Recused Individual	
Nature of COI	☐ Real ☐ Apparent ☐ Organizational (OCI)
Description of COI/OCI <i>(Identify the relationship, interest, or organizational connection that gives rise to the COI)</i>	
Date COI First Identified	
Date Disclosed to Ethics/Compliance Officer	
Mitigation Steps Taken <i>(Check all that apply and describe):</i>	☐ Recusal – Individual removed from matter ☐ Firewall implemented (describe below) ☐ Substitute assigned ☐ OCI Mitigation Plan prepared (attach) ☐ Disqualification of Offeror ☐ Other (Describe below)
Substitute Individual Assigned (if applicable)	
Outcome of Procurement/Governance Action	
Ethics/Compliance Officer Name	
Ethics/Compliance Officer Signature	
Date Log Completed	
Supporting Documents Attached to: ☐ Recusal & Mitigation Log or ☐ Board Minutes	☐ Appendix A – Disclosure Form ☐ Appendix C – OCI Checklist ☐ Appendix D – Board Recusal Statement ☐ Appendix E – Firewall Plan ☐ Other: _____

The Mississippi Partnership
Procurement OCI Screening & Mitigation Checklist
Revised 6/4/2026

Instructions: This checklist must be completed for every procurement action using WIOA funds. Part I must be completed by the Procuring Entity. Part II must be completed by each Offeror and submitted with its proposal/bid. Retain the completed checklist in the procurement file.

PART 1: PROCURING ENTITY OCI SCREENING (Completed by Procurement Officer)

Procurement Action ID/Title: _____
Date of Screening: _____
Name of Procumbent Officer: _____

Screening Questions:

1. Does the procuring entity, The MS Partnership Workforce Development Board, or any of its parent, affiliate, or subsidiary organizations, have a financial, governance, or operational relationship with any prospective offeror?

☐ Yes ☐ No ☐ Unknown (investigate further)

If Yes, describe: _____

2. Was any prospective offeror involved in developing the specifications, statement of work, or selection criteria for this procurement in a manner that could provide an unfair competitive advantage?

☐ Yes ☐ No ☐ Unknown (investigate further)

If Yes, describe: _____

3. Does any member of the evaluation/selection team have a real or apparent COI with respect to any prospective offeror? (*Attach signed evaluator attestations.*)

☐ Yes ☐ No ☐ Unknown (investigate further)

If Yes, describe: _____

The Mississippi Partnership
Procurement OCI Screening & Mitigation Checklist
Revised 6/4/2026

4. **OCI Finding:** Based on the above screening, does an OCI exist with respect to this procurement?

☐ Yes – Complete Section Below ☐ No – Document basis for No Finding

Basis for Finding: _____

If OCI Found – Mitigation/Disqualification Decision:

- ☐ No OCI Found – Proceed without mitigation
☐ OCI Found – Mitigation Plan Approved (Attach Appendix E if applicable)
☐ OCI Found – Offeror Disqualified

Ethics/Compliance Officer Approval: _____ Date: _____

PART 2: OFFEROR OCI DISCLOSURE (Completed by Offeror and Submitted with Proposal)

Offeror Name: _____
 Procurement Action ID/Title: _____
 Date: _____

Instructions to Offeror: Federal regulations require that you disclose any organizational conflict of interest that could impair your ability to perform impartially under the proposed contract, or that could provide you with an unfair competitive advantage. Answer all questions truthfully and completely. Failure to disclose a known OCI may result in disqualification of your proposal or termination of any resulting contract.

1. Does your organization have a parent, affiliate, or subsidiary organization?

☐ Yes ☐ No

If Yes, identify all parent, affiliate, and subsidiary organizations: _____

The Mississippi Partnership
Procurement OCI Screening & Mitigation Checklist

Revised 6/4/2026

2. Does your organization, or any of its parent, affiliate, or subsidiary organizations, have any financial, governance, or operational relationship with the procuring entity (The MS Partnership Workforce Board/Three Rivers Planning & Development District) or any of the procuring entity's parent, affiliate, or subsidiary organizations?

☐ Yes ☐ No

If Yes, describe: _____

3. Was your organization, or any of its parent, affiliate, or subsidiary organizations, involved in developing the specifications, statement of work, or selection criteria for this procurement?

☐ Yes ☐ No

If Yes, describe: _____

4. Do you believe that any relationship described above creates an organizational conflict of interest?

☐ Yes ☐ No ☐ Uncertain

If Yes or Uncertain, describe the nature of the potential OCI and your proposed mitigation measures:

Offeror Certification:

I certify, to the best of my knowledge and belief, that the above disclosures are complete and accurate, and that I will promptly disclose any additional OCI that arises during the procurement process or the performance of any resulting contract.

Signature of Authorized Representative: _____

Printed Name and Title: _____

Organization Name: _____

Date: _____

**The Mississippi Partnership
Board Recusal Statement**

Revised 6/4/2026

I, _____, hereby disclose that I have a

- ☐ real conflict of interest
- ☐ apparent conflict of interest
- ☐ organizational conflict of interest

with respect to Agenda Item _____

because _____

_____.

In accordance with The Mississippi Partnership Conflict of Interest Policy, I am recusing myself from all deliberations, discussion, and voting on this item. I will leave the meeting room before this item is introduced and will not return until after the vote is recorded.

I understand that recusal means I may not discuss this matter with any board member, staff person, or other individual, formally or informally, before, during, or after this meeting.

Signature: _____

Printed Name: _____

Date: _____

The Mississippi Partnership
Organizational COI Risk Assessment and Firewall Plan
Revised 6/4/2026

Instructions: Complete this template whenever an OCI has been identified involving a parent, affiliate, or subsidiary organization. The completed plan must be approved by the Ethics/Compliance Officer before the affected procurement is awarded or the affected subrecipient relationship continues. Retain in the procurement or subrecipient monitoring file.

SECTION 1: ORGANIZATIONAL INFORMATION

Name of Entity Subject to OCI Assessment	
Type of Entity (Recipient/Subrecipient/Offeror)	
WIOA Program/Grant Involved	
Procurement Action ID or Subrecipient Agreement Number	
Date of Assessment	
Name/Title of Person Completing Assessment	
Ethics/Compliance Officer Reviewing Assessment	

SECTION 2: ORGANIZATIONAL RELATIONSHIP MAPPING

Identify and describe all parent, affiliate, and subsidiary relationships of the entity subject to this assessment.

Organization Name	Relationship (Parent / Affiliate / Subsidiary)	Nature of Relationship (Governance / Financial / Operational / Shared Services)	Role in WIOA System (if any)

The Mississippi Partnership
Organizational COI Risk Assessment and Firewall Plan
Revised 6/4/2026

SECTION 3: OCI RISK IDENTIFICATION

For each organizational relationship identified above, answer the following:

- 1. Impartiality Risk:** Could the organizational relationship impair the entity's ability to act impartially in connection with the procurement activity at issue?

☐ Yes ☐ No ☐ Uncertain

Description: _____

- 2. Unfair Competitive Advantage:** Does the organizational relationship provide the entity (or an affiliated entity) with an unfair competitive advantage in the procurement?

☐ Yes ☐ No ☐ Uncertain

Description: _____

- 3. Dual-Role Risk:** Is the entity, or any affiliated organization, performing multiple roles in the local workforce system (e.g., one-stop operator and service provider; fiscal agent and program operator)?

☐ Yes ☐ No

Description of all roles performed: _____

- 4. Financial Commingling Risk:** Are there shared financial systems, accounts, or reporting structures between the entity and any affiliated organization that could result in commingling of WIOA funds?

☐ Yes ☐ No

Description: _____

- 5. Information Sharing Risk:** Does the organizational relationship create the risk that non-public procurement or program information could be shared improperly between affiliated entities?

☐ Yes ☐ No ☐ Uncertain

Description: _____

The Mississippi Partnership
Organizational COI Risk Assessment and Firewall Plan
Revised 6/4/2026

SECTION 4: OCI RISK IDENTIFICATION

Risk Level	Description	Disposition
Low	No material OCI risk identified; organizational relationship is remote or nominal.	Proceed; document basis for Low finding.
Medium	OCI risk exists but is manageable through standard mitigation measures.	Implement Firewall Plan (Section 5).
High	OCI risk is substantial and standard mitigation may be insufficient.	Implement enhanced mitigation or consider disqualification.
Disqualifying	OCI risk cannot be adequately mitigated.	Disqualify offeror or restructure subrecipient relationship.

Overall OCI Risk Rating for this Assessment: ☐ Low ☐ Medium ☐ High ☐ Disqualifying

Basis for Rating: _____

SECTION 5: FIREWALL PLAN (Complete if Risk Rating is Medium or High)

A. Personnel Controls

List all individuals subject to the firewall (i.e., individuals who must not cross the informational/decision-making boundary):

Name	Title	Organization	Role Subject to Firewall

B. Information Restrictions

Identify the specific categories of information to which access is restricted:

- ☐ Procurement specifications and evaluation criteria
☐ Proposal/bid documents of competing offerors
☐ Evaluation scores and evaluator deliberations
☐ Non-public program performance data
☐ Financial data of the procuring entity or affiliated program
☐ Other: _____

The Mississippi Partnership
Organizational COI Risk Assessment and Firewall Plan
Revised 6/4/2026

C. Communication Prohibitions

The following communications between firewalled entities/individuals are prohibited:

- ☐ Any discussion of the procurement or program activity at issue
☐ Sharing of any documents related to the procurement or program activity
☐ Joint meetings involving both firewalled and non-firewalled personnel regarding the matter
☐ Other: _____

D. Independent Oversight

Identify the independent oversight mechanism:

- ☐ Independent evaluator with no affiliation to either entity
☐ MDES or LWDB staff not affiliated with either entity
☐ External auditor or compliance reviewer
☐ Other: _____

E. Monitoring and Verification

Describe how the firewall will be monitored:

- Frequency of monitoring: ☐ Monthly ☐ Quarterly ☐ Other: _____
- Monitoring method: _____
- Responsible party: _____

F. NDA Requirement

- ☐ Non-Disclosure Agreements have been executed by all individuals subject to the firewall.

NDA Execution Date: _____ Parties to NDA: _____

G. Duration of Firewall

The firewall shall remain in effect from _____ through _____.

SECTION 6: APPROVAL

Ethics/Compliance Officer

Signature: _____

Printed Name and Title: _____

Date: _____

Action Approved:

- ☐ Proceed without mitigation (Low Risk)
☐ Proceed with Firewall Plan
☐ Enhanced mitigation required
☐ Disqualification

The Mississippi Partnership Annual Conflict of Interest Training Acknowledgement Roster

Revised 6/4/2026

Training Period: Program Year / Calendar Year _____	Training Dates: _____
Training Format: ☐ In-Person ☐ Webinar ☐ Online Module ☐ Other: _____	
Training Provider/Facilitator: _____	
Training Topics Covered (check all that apply): ☐ The MS Partnership Conflict of Interest Policy Requirements ☐ OCI concepts, examples, and mitigation requirements ☐ One-Stop Operator Procurement & TEGL 15-16 Requirements ☐ Mississippi State Ethics Law (§ 25-4-105; Section 109, Mississippi Constitution) _____ ☐ 2 CFR 200.318(c)(1)-(2) individual and organizational COI standards ☐ Disclosure, recusal, and reporting procedures ☐ Consequences for noncompliance ☐ Other: _____	

#	Printed Name	Title/Position	Organization	Date Training Completed	Signature	COI Disclosure Submitted?
1						☐ Yes ☐ No
2						☐ Yes ☐ No
3						☐ Yes ☐ No
4						☐ Yes ☐ No
5						☐ Yes ☐ No
6						☐ Yes ☐ No
7						☐ Yes ☐ No
8						☐ Yes ☐ No
9						☐ Yes ☐ No
10						☐ Yes ☐ No

(Add rows as needed)

Ethics/Compliance Officer Certification:

I certify that the individuals listed above completed conflict of interest training consistent with MDES State Policy #05 (Revised) and The Mississippi Partnership Conflict of Interest Policy.

Signature: _____

Printed Name: _____

Date: _____

Attachment I

G.14.

The Mississippi Partnership Sunshine Provision Policy

THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA

SUNSHINE PROVISION POLICY

Revised July 1, 2017

The Mississippi Partnership Workforce Development Area Sunshine Provision Policy

I. Scope and Purpose

This policy sets forth the requirements to conduct business in an open manner as mandated by the Workforce Innovation and Opportunity Act (WIOA) and MDES State Policy # 4. Conducting business in an open manner involves making the activities of the Mississippi Partnership Workforce Development Board (MPWDB) available to the public (including individuals with disabilities) on a regular basis via electronic means and open meetings.

II. Statutes Governing Sunshine Provisions and Applicable Acts

A. Federal Requirements

The legislation outlining the Sunshine Provision under WIOA, as prescribed for the LWDBs, is found in ***Workforce Innovation and Opportunity Act, 113 P.L. 128, Section 107(e)***.

“Sunshine Provision.—The local board shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the local board, including information regarding the local plan prior to submission of the plan, and regarding membership, the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of youth workforce investment activities, and on request, minutes of formal meetings of the local board.”

The laws governing open meeting accessibility for the disabled are found at *Title III of the Americans with Disabilities Act (ADA), 42 USC § 12181 et seq.* More specifically, the relevant sections, ***28 CFR § 36.201(a) (2010), 28 CFR § 36.104 (2010), 28 CFR § 36.303(a) (2010), 28 CFR § 36.104 (2010)***, [U.S. Department of Justice Regulation to Title III of the Americans with Disabilities Act, 56 Fed. Reg. 35544 (July 26, 1991)] are as follows:

“No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of any place of public accommodation by any private entity who owns, leases (or leases to), or operates a place of public accommodation.” ***28 CFR § 36.201(a) (2010)***.

“Public accommodation means a private entity that owns, leases [or leases to], or operates a place of public accommodation.” ***28 CFR § 36.104 (2010)***.

“A public accommodation shall take those steps that may be necessary to ensure that no individual with a disability is excluded, denied services, segregated or otherwise treated differently than other individuals because of the absence of auxiliary aids and services, unless the public accommodation can demonstrate that taking those steps would fundamentally alter the

nature of the goods, services, facilities, privileges, advantages, or accommodations being offered or would result in an undue burden, i.e., significant difficulty or expense.” **28 CFR § 36.303(a) (2010).**

“Qualified interpreter means an interpreter who is able to interpret effectively, accurately and impartially both receptively and expressively, using any necessary specialized vocabulary.” **28 CFR § 36.104 (2010).**

The Mississippi Partnership Workforce Development Board will comply with all federal requirements for open meeting accessibility as specified above.

B. State Requirements

State requirements are prescribed in Mississippi’s Open Meetings Acts, **Title 25, Chapter 41, Miss. Code of 1972** and in Mississippi’s Public Records Act, **Title 25, Chapter 61, Mississippi Code of 1972**. These acts collectively govern public bodies, state and local, that holds meetings on public matters, and ensures the public’s right to access public records. The Mississippi Ethics Commission is given authority to hold hearings, take complaints, issue subpoenas, hold hearings and issue orders subsequent to alleged violations of the Open Meetings Act and the Public Records Act.

1. State Law- The Open Meetings Act

Miss. Code Ann. § 25-41-3(a), defines a “public body” as any executive or administrative board, commission, authority, council, department, agency, bureau or any other policy making entity, or committee thereof, of the State of Mississippi, or any political subdivision or municipal corporation of the state, whether such entity be created by statute or executive order, which is supported wholly or in part by public funds or expends public funds, and any standing, interim or special committee of the Mississippi Legislature.

Miss. Code Ann. § 25-41-5, outlines official meetings of public bodies specifically as follows:

“(1) All official meetings of any public body, unless otherwise provided in this chapter or in the Constitutions of the United States of America or the State of Mississippi, are declared to be public meetings and shall be open to the public at all times unless declared an executive session as provided in [Section 25-41-7](#).

(2) A public body may conduct any meeting through teleconference or video means. A quorum of a public body as prescribed by law may be at different locations for the purpose of conducting a meeting through teleconference or video means provided that the equipment used is located at the place where the public body normally meets or at a public location specified in any notice of a special meeting, and provided that the equipment allows all members of the public body and members of the public who attend the meeting to hear deliberations of the public body.

(3)(a) Notice of any meetings held pursuant to subsection (2) of this section shall be provided at least five (5) days in advance of the date scheduled for the meeting. The notice shall include the date, time, place and purpose for the meeting and shall identify all locations for the meeting available to the general public. All persons attending the meeting at any of the public meeting locations shall be afforded the same opportunity to address the public body as persons attending the primary or central location. Any interruption in the teleconference or video broadcast of the meeting shall result in the suspension of action at the meeting until repairs are made and public access restored.

(b) Five-day notice shall not be required for teleconference or video meetings continued to address an emergency as provided in subsection (5) of this section or to conclude the agenda of a teleconference or video meeting of the public body for which the proper notice has been given, when the date, time, place and purpose of the continued meeting are set during the meeting prior to adjournment.

(4) An agenda and materials that will be distributed to members of the public body and that have been made available to the staff of the public body in sufficient time for duplication and forwarding to all locations where public access will be provided shall be made available to the public at the time of the meeting. Minutes of all meetings held by teleconference or video means shall be recorded as required by [Section 25-41-11](#). Votes taken during any meeting conducted through teleconference or video means shall be recorded by name in roll-call fashion and included in the minutes. In addition, the public body shall make an audio recording of the meeting, if a teleconference medium is used, or an audio/visual recording, if the meeting is held by video means. The recording shall be preserved by the public body for a period of three (3) years following the date of the meeting and shall be available to the public.

(5) A public body may meet by teleconference or video means as often as needed if an emergency exists and the public body is unable to meet in regular session. Public bodies conducting emergency meetings through teleconference or video means shall comply with the provisions of subsection (4) of this section requiring minutes, recordation and preservation of the audio or audio/visual recording of the meeting. The nature of the emergency shall be stated in the minutes.”

Miss. Code Ann. § 25-41-9, states that the public body convening the meeting may make and enforce rules and regulations pertaining to the conduct of attendees.

Miss. Code Ann. § 25-41-11, sets parameters defining minutes and their recording as follows:

“(1) Minutes shall be kept of all meetings of a public body, whether in open or executive session, showing the members present and absent; the date, time and place of the meeting; an accurate recording of any final

actions taken at such meeting; and a record, by individual member, of any votes taken; and any other information that the public body requests be included or reflected in the minutes. The minutes shall be recorded within a reasonable time not to exceed thirty (30) days after recess or adjournment and shall be open to public inspection during regular business hours.

(2) Minutes of a meeting conducted by teleconference or video means shall comply with the requirements of [Section 25-41-5](#).

(3) Minutes of legislative committee meetings shall consist of a written record of attendance and final actions taken at such meetings.”

Miss. Code Ann. § 25-41-13, states that notice of public meetings will contain the place, date, hour and subject matter, but if a public body has regularly scheduled meetings at certain times and places mandated by statute, then no additional notice is required unless a meeting is recessed, or adjourned. In the case that there is an interim meeting or special meeting called, notice must be posted, in a publicly accessible place, preferably in the building in which the meeting will be held, within one (1) hour of the start of the meeting. This notice must be included in the minutes or other records of the public body. This section also prescribes that public bodies without statutory provisions in place detailing times and places of meetings must detail in the minutes the upcoming times, places and procedure by which its meetings will be held.

2. State Law- The Public Records Act

Miss. Code Ann. § 25-61-2, defines the public records policy of the State of Mississippi as allowing the public, unless otherwise specified, access to all non-classified public records. The responsibility of providing access to these records is a duty of each public body. No person, due to automation, shall be denied access to public records. With an increase in technological use and advances, public bodies must provide reasonable access to electronically maintained records, subject to retention policies.

The Mississippi Partnership Workforce Development Board will comply with all state requirements for open meeting accessibility and public records as specified above.

III. POLICY REQUIREMENTS

In order to comply with WIOAs transparency mandates, to conduct business in an open manner and make activities of the board available to the public, including the development of specific policies and the minutes of formal board meetings upon request, and to garner public trust, the MPWDB adopts the following:

1. By-Laws:

- a. All meetings shall be conducted on a regular basis and as open meetings as specified in the MPWDB By-Laws.

- b. The meetings will specifically address the activities of the MPWDB in relation to local plan activities and modifications. These activities will be addressed, in open meetings, prior to the submission of the plan or modification of the plan, respectively.
- 2. Minutes:
 - a. Minutes of all meetings of the MPWDB Board shall be written in accordance with the MPWDB By-Laws and maintained on file.
 - b. Notation of and information regarding all members of MPWDB must be identified and made available and easily accessed by the public.
 - c. Priority must be given to public accessibility.
 - d. All information must also be ADA compliant.
- 3. The MPWDB shall publicly identify the designation and certification of one-stop operators for the public, accessible at all times.
- 4. The MPWDB shall publicly provide all information regarding the award of grants or contracts to eligible providers of youth workforce investment activities.
- 5. The MPWDB shall have the ability to provide minutes of formal meetings upon request. All requests for information in braille must be made two weeks in advance to meet the production requirements of the information.
- 6. No meeting shall be held by the MPWDB in a closed capacity, or in any way deny access to the public. This includes making reasonable accommodations for the disabled as outlined in the ADA requirements outlined in this document.
- 7. The officers, employees, agents, and members of the fiscal agent for the MPWDB will make every effort to comply with the transparency requirements as defined by WIOA with the intent of establishing trust among all individuals, agencies and entities involved in the State of Mississippi's workforce development system.
- 8. The code of conduct shall contain penalties, sanctions, or other disciplinary actions in accordance with state and local law for violations of the provisions against open meetings and the public information.
- 9. It is the policy of the MPWDB to comply with all federal and state laws and regulations regulating public meetings and documents. In the event that this policy shall conflict with any federal or state laws governing such public meetings and documents, then that provision of this policy, or any other MPWDB policy, shall be deemed to be void and of no effect.

IV. EFFECTIVE DATE

This policy shall be effective July 1, 2015.

Attachment J
G.15.

**The Mississippi Partnership
Youth Incentive Policy**

THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA

YOUTH INCENTIVE POLICY

Revised July 1, 2025

**Mississippi Partnership
Workforce Development Board
Youth Incentive Policy**

I. Scope and Purpose

This policy sets forth the requirements for The Mississippi Partnership Local Workforce Board and its sub-grantees providing youth registered in the WIOA Title I-B In-School and Out-of-School Youth program an opportunity to receive a cash incentive award to provide motivation for the attainment of certain certificates/credentials. The Incentive Policy shall describe the payment and the methods used to determine, document and deliver such payments.

II. Types of Youth Incentives

A. High School Diploma or Equivalency Incentive {Out-of-School Youth Only}

1. Eligibility

- a. Be a participant of a WIOA Out-of-School Gateway Youth Program.
- b. Complete his/her high school diploma or equivalency during the active phase of the youth program **OR** up to the end of the first year after exit.

In order to be eligible for the MPWDA Incentive, the high school equivalency diploma must be obtained through the Mississippi Community College Board's approved testing sites. The high school diploma must be obtained through an accredited Mississippi Department of Education School District.

- c. Complete the Essential Job Skills workshop while the youth is active in the program (not during the 12 months of follow-up services).

2. Incentive Amount/Value

The incentive is a one-time payment of \$100 awarded to WIOA youth participants based on the eligibility criteria listed above.

B. ACT Career Readiness Certificate (CRC) Incentive {In-School and Out-of-School Youth}

1. Eligibility

- a. Be a participant of a WIOA In-School or Out-of-School Gateway Youth Program with a WIOA Youth Registration date of July 1, 2020 or later.
- b. Complete his/her ACT Career Readiness Certificate (CRC) during the active phase of the youth program **OR** up to the end of the first year after exit.

- c. Complete the Essential Job Skills workshop while the youth is active in the program (not during the 12 months of follow-up services).

2. Incentive Amount/Value

The incentive amount is determined by the participant's CRC Level that was attained.

- \$25 for Bronze CRC
- \$50 for Silver CRC
- \$75 for Gold CRC
- \$100 for Platinum CRC

If a participant receives a CRC incentive then increases his/her CRC Level while in the program or up to the first year after exit, the participant would be eligible to receive an incentive payment for the difference in the original CRC incentive amount and the new CRC incentive amount. For example: Participant receives a \$25 Bronze CRC incentive then increases to a Gold CRC. The participant would be eligible to receive an additional \$50 incentive.

III. Approval Procedures

Youth Providers within the Mississippi Partnership are required to establish internal procedures for approving incentive requests. The fiscal agent will review incentive expenditures as part of the routine monitoring process for each Youth Provider.

IV. Effective Date

This policy is effective July 1, 2025, and applies to any WIOA youth as described in Section II.

Attachment K

G.16.

**The Mississippi Partnership
Standards for Individualized Planning, Documentation, &
MSG Policy**

**The Mississippi Partnership
Certificates & Credentials Policy**

**The Mississippi Partnership
Youth Work Experience Policy**

**The Mississippi Partnership
MS Apprenticeship Accelerator Policy**

**The Mississippi Partnership
MS Industry Experience Program Policy**

**The Mississippi Partnership
Internship Policy**

**The Mississippi Partnership
Personal Identifiable Information (PII) Policy**

THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA

STANDARDS FOR INDIVIDUALIZED PLANNING, DOCUMENTATION, & MEASURABLE SKILL GAINS POLICY

Revised July 1, 2026

**The Mississippi Partnership Workforce Development Area
Standards for Individualized Planning, Documentation,
& Measurable Skill Gains Policy**

I. Scope and Purpose

This policy establishes standards for The Mississippi Partnership Workforce Development Area (MPWDA) for the development and maintenance of Individual Employment Plans (IEP), Individual Service Strategies (ISS), objective assessments, case documentation, and accurate Measurable Skill Gains (MSG) reporting under WIOA Title I programs.

This policy applies to all LWDA staff, partners, and contractors delivering WIOA Title I Adult, Dislocated Worker, and Youth program services in the MPWDA.

II. Authority

- Workforce Innovation and Opportunity Act (WIOA), Sec. 3, Sec. 116(b)(2)(A)
- 20 CFR Parts 677, 678, 680, 681, 683
- TEGL 10-16 Change 3 (Credential Attainment Indicator)
- TEGL 21-16, Change 1
- TEGL 23-19, Change 3
- MDES/OGM's WIOA Policy 15 – Revision 1 – Certificates and Credentials
- MPWDA Certificates & Credentials Policy

III. Definitions

- **Individual Employment Plan (IEP) / Individual Service Strategy (ISS):**
A participant-centered plan linking assessments to goals, services, timelines, barrier interventions, and progress indicators.
- **Objective Assessment:**
Structured evaluation of academic/basic skills, occupational skills, interests, aptitudes, service needs, and barriers used to guide individualized planning.
- **Measurable Skill Gain (MSG):**
Federally defined performance indicator that tracks documented progress toward training or credential goals.

- **Case Notes:**

Narrative entries documenting participant interactions, services, decisions, and progress.

IV. IEP/ISS Development & Objective Assessment

Staff must complete and record an objective assessment before developing the IEP/ISS, and the plan must reference and incorporate assessment results. The MPWDA Adult/DW Career Assessment & Training Needs Determination is included as Attachment B and the MPWDA Youth Objective Assessment is included as Attachment C. Staff will utilize the approved list of objective assessment tools that is developed by the local area and MDES.

IEP/ISS documents must reflect assessment results and include goals, identified barriers, required services, and planned interventions. Adult and Dislocated Worker Staff will utilize the IEP in MS Works for WIOA participants. Youth Staff will utilize the Youth ISS included as Attachment C.

The IEP/ISS must be reviewed and updated every 90 days or sooner if participant circumstances change.

For participants in training or education, the IEP/ISS must include the applicable MSG category and describe how the participant will demonstrate progress.

Regardless of when the last 90-day review occurred, a reassessment must be conducted and documented when a participant enrolls in a new training program or changes their training pathway.

V. MSG Documentation Requirements

All Measurable Skill Gains must be supported by verifiable documentation such as transcripts, progress reports, standardized test results, or training milestones.

Documentation must be placed in the participant file and submitted for upload WebEx/Imaging before recording an MSG in MS Works.

Staff must use the MPWDA MSG Validation Checklist (Attachment E) to ensure proper documentation and alignment with the participant's IEP/ISS.

LWDA Staff, WIOA Provider Managers/Supervisors, and state monitors will conduct periodic data validation reviews to ensure compliance.

VI. Case Note Documentation Standards

Case notes must document the reason for interaction, topics discussed, progress toward IEP/ISS goals, barriers identified, interventions provided, referrals, follow-up actions, and next steps.

Case notes must be timely and accurately reflect participant progress, ideally recorded the same day and no later than five business days after contact.

Case notes must remain consistent with IEP/ISS goals and document plan updates clearly. WIOA Provider Supervisory review protocols must be maintained to routinely monitor case note quality and accuracy.

LWDA staff and state monitors will conduct periodic review of case notes to ensure compliance.

VII. Procedures

- **IEP/ISS Procedures:** Complete objective assessments prior to plan creation; update plans every 90 days; document MSG strategies for participants in training.
- **MSG Procedures:** Validate MSG type; upload documentation immediately; use the MSG validation checklist.
- **Case Note Procedures:** Record notes promptly; reflect changes to IEP/ISS; include referrals, follow-ups, and barrier resolutions.
- **Reassessment Procedures:** A reassessment must be conducted and documented when a participant enrolls in a new training program or changes their training pathway, regardless of when the last 90-day review occurred.

VIII. Roles and Responsibilities

- **Frontline WIOA Provider Staff:** Conduct assessments, develop and update IEP/ISS, document MSG, and enter case notes.
- **Local Provider Supervisors:** Conduct oversight, review case files, and ensure compliance.
- **LWDA Staff:** Maintain local Standard Operating Procedures (SOPs) aligned with MDES policy; ensure staff training; deliver training, technical assistance, monitoring, and data validation.
- **MDES:** Deliver training, technical assistance, monitoring, and data validation to LWDA Staff.

IX. Compliance and Monitoring

MPWDA Staff will conduct routine informal monitoring which may include desk reviews, technical assistance calls, review of reports and case files throughout the program year to ensure compliance with this policy. Additionally, the MPWDA staff will conduct one formal, documented monitoring review of each WIOA Service Provider during each program year. If MPWDA Staff identifies deficiencies, it may result in corrective action as required under WIOA and state guidance.

X. Training and Implementation Timeline

All frontline staff and other affected personnel must complete training on this policy within 30 days of issuance.

New Staff must complete training on this policy within 30 days of hire.

All affected staff should receive periodic retraining on the policy requirements. Retraining should occur annually or as deemed necessary to meet monitoring or data validation standards.

Documentation of training and training records must be maintained.

XI. Systems and Recording Keeping

All IEP/ISS, MSG documentation, and case notes must be maintained in the MS Works and WebEx/Imaging.

Non-approved systems or unofficial storage platforms are prohibited and may not store official records.

All records must be maintained in accordance with the MPWDA Personal Identifiable Information (PII) Policy and the MPWDA Record Retention Policy.

XII. Effective Date

This policy is effective July 1, 2026.

ATTACHMENTS

Attachment A	MPWDA Standard Operating Procedures
Attachment B	MPWDA Adult/DW Career Assessment & Training Needs Determination
Attachment C	MPWDA Youth Objective Assessment
Attachment D	MPWDA Youth Individual Service Strategy (ISS)
Attachment E	MPWDA MSG Validation Checklist

The Mississippi Partnership Standard Operating Procedures (SOP)

Operational Procedures for IEP/ISS, MSG Documentation, and Case Notes

1. Purpose

These SOPs provide step-by-step instructions for The Mississippi Partnership Workforce Development Areas (MPWDA), Three Rivers Planning & Development District (TRPDD) as the Fiscal and Administrative Agent for MPWDA, and its WIOA service providers including American Job Center (AJC) / WIN Job Center frontline staff and supervisors and WIOA Youth Providers. The purpose of these SOPs are to ensure consistent implementation of the MPWDA standards for Individual Employment Plans (IEP), Individual Service Strategies (ISS), objective assessments, Measurable Skill Gains (MSG), and case note documentation.

These SOPs also align with MDES Policy 42 – Standards for Individualized Planning, Documentation, and Measurable Skill Gains.

2. Scope

These SOPs apply to all WIOA Title I Adult, Dislocated Worker, and Youth staff operating in the Mississippi Partnership Workforce Area system.

3. Roles Covered in These SOPs

- Career Planners / Case Managers
- Supervisors / Program Managers
- LWDA Leadership
- State Program & Data Validation Staff

4.1 Objective Assessments and IEP/ISS Development

Staff must complete the applicable MPWDA Career Assessment and Training Needs Determination or WIOA Youth Objective Assessment prior to creating the IEP/ISS and enter results into MS Works and Imaging.

The assessment must include evaluations of academic skills, work history, career interests, occupational skills, barriers, supportive service needs, and training readiness.

IEP/ISS development steps include summarizing assessment results, establishing goals, identifying barriers, documenting supportive services, specifying MSG strategy (if applicable), entering plans into the systems, and scheduling 90-day reviews.

Plans must be updated every 90 days or sooner if circumstances change.

A reassessment must be conducted and documented when a participant enrolls in a new training program or changes their training pathway, regardless of when the last 90-day review occurred.

4.2 MSG Documentation Procedures

MSGs must be documented when a participant is in education or training such as occupational programs, adult education, postsecondary remediation, secondary credential programs, or apprenticeship-related instruction.

Acceptable MSG documentation includes transcripts, progress reports, skills assessments, and training milestones.

Staff must confirm MSG type, upload documentation, complete validation checklists, verify alignment with IEP/ISS, and document MSG activity in case notes.

Entering an MSG without uploading evidence is prohibited.

4.3 Case Note Procedures

Case notes must document the purpose of contact, discussion summary, progress, barriers, interventions, referrals, follow-up actions, IEP/ISS updates, next steps, and staff identifiers.

Case notes must be timely, ideally same day but no later than five business days.

Case notes must reflect IEP/ISS changes and document MSG evidence as applicable.

5. WIOA Service Provider Responsibilities

- Supervisors or other designee determined by the WIOA Service Provider must review the minimum files required by the Fiscal Agent each month.
- Reviews must examine the accuracy of eligibility documentation, IEP/ISS entries, assessment documentation, MSG evidence, case note completeness, and 90-day plan updates.
- Corrective feedback must be provided to staff within five business days.
- WIOA Service Provider must report to the Fiscal Agent the results of the monthly file review and any corrective actions taken.

6. LWDA Responsibilities

- Ensure staff are trained on this SOP within 30 days.
- Maintain local SOPs consistent with MDES policy.

- Notify each service provider no later than the 10th calendar day of each month of the minimum number of active participant files that must be reviewed for the preceding month. At a minimum, supervisors shall review 10% of active participant files or five (5) files, whichever is greater, in accordance with state requirements. Based on risk factors, monitoring results, performance concerns, staffing changes, corrective actions, or other programmatic considerations, the Fiscal Agent may require a provider to review a greater percentage of active files, up to and including 100% of active participant files.
- Implement local-level quality control checks.
- Respond to MDES monitoring requests promptly.

7. State-Level Responsibilities

- Provide statewide training and refresher modules.
- Conduct annual monitoring and quarterly data validation.
- Issue corrective actions if noncompliance persists.
- Maintain system-of-record requirements.

8. Required Forms and Tools

- MPWDA Career Assessment and Training Needs Determination or WIOA Youth Objective Assessment
- IEP/ISS Template
- MPWDA MSG Validation Checklist
- Case Note Quality Checklist
- 90-Day Review Scheduler
- Other tools provided by TRPDD including but not limited to Data Validation Checklists and MPWDA Monitoring Instruments
- System-of-Record User Guide

9. Training and Implementation

All affected staff must complete training within 30 days of SOP release.

LWDAs must maintain training records.

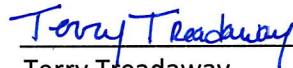
Retraining is required for any staff found to be non-compliant.

10. Compliance

Failure to follow the MPWDA Standards for Individualized Planning, Documentation, and MSG Policy, these SOPs, and MDES Policy 42 may result in retraining requirements, corrective action, monitoring findings, or administrative consequences under TRPDD and/or MDES oversight.

11. Effective Date

These SOPs are effective for the MPWDA July 1, 2026.



Terry Treadaway
MPWDA Fiscal Agent Director
Three Rivers Planning & Development District

**The Mississippi Partnership
Workforce Development Area
Adult & Dislocated Worker
Individualized Career Services Assessment and Training Needs Determination**

Regulatory Authority: 20 CFR § 680.220; 20 CFR § 678.430; 20 CFR § 680.170; TEGL 10-19 Change 3

Important Notice to WJC Staff

This document serves two sequential functions governed by 20 CFR § 680.220:

- ▶ **Part A — Initial Career Services Evaluation** must be completed at or before the point of enrollment in individualized career services. It satisfies the requirement for an "interview, evaluation, or assessment" to determine the participant's need for career services and to establish eligibility for training consideration.

If a WIOA Adult or Dislocated Worker participant receives any of the following services during their participation period— regardless of if it is a Wagner-Peyser or WIOA Program service, Part A of this form is required.

- | | |
|---|---|
| ○ WIOA – Career Planning | ○ WIOA Work Experience – Other |
| ○ WIOA – Comprehensive & Specialized Assessments | ○ WIOA Work Experience – Pre-Apprenticeship Program |
| ○ WIOA – Individual Counseling | ○ WIOA Adult Follow Up |
| ○ WIOA – Individual Employment Plan (IEP) | ○ WIOA English Language Acquisition/ESL |
| ○ WIOA – Out of Area Job Search Assistance or Relocation Assistance | ○ WIOA – Enter Subsidized Employment |
| ○ WIOA – Short-term Prevocational Services | ○ WIOA – Financial Literacy Services |
| ○ WIOA Work Experience – Internship or Other Employment Opportunity | ○ WIOA – Group Counseling |
| ○ WIOA Work Experience – Job Shadowing | ○ WIOA – Workforce Preparation |
| | ○ TRPDD-MIEP |

- ▶ **Part B — Full Training Needs Determination** must be completed before the participant is referred to or enrolled in any training service, including those funded through an Individual Training Account (ITA). A participant may not begin training based on Part A alone. Part B constitutes the full determination of need required under 20 CFR § 680.220 and must be directly used to develop the Individual Employment Plan (IEP).

If a WIOA Adult or Dislocated Worker participant has a WIOA Training Enrollment, Part B of this form is required.

The IEP is not a valid planning document unless it is directly informed by and traceable to the findings documented in this assessment. **A case note must be entered confirming that the IEP reflects these results.**

Results from a recent formal assessment completed by a partner program or accredited educational institution **within the last 6 months** may be substituted for locally administered instruments to avoid duplication, provided the results are on file, the instrument is identified, and the administering institution is documented.

**The Mississippi Partnership
Individualized Career Services & Training Needs Determination**

PART A: INITIAL CAREER SERVICES EVALUATION

Required for enrollment in individualized career services. Regulatory Basis: 20 CFR § 680.210–680.220

A-1: PARTICIPANT INFORMATION

Participant Name		
Last 4 SSN	Date of Birth	MS Works ID

Program: ☐ WIOA Adult ☐ WIOA Dislocated Worker

Date of Evaluation	WJC Staff Name:
---------------------------	------------------------

A-2: EMPLOYMENT STATUS AT ENROLLMENT

Current Employment Status:

- ☐ Employed Full-Time
- ☐ Employed Part-Time (seeking additional or different employment)
- ☐ Unemployed – actively seeking work
- ☐ Dislocated Worker – laid off/business closure/plant closing
- ☐ Not in the labor force

If Dislocated Worker:

Employer at Time of Dislocation: _____

Date of Layoff/Closure: _____

WARN Act Notified: ☐ Yes ☐ No ☐ Unknown

Receiving Trade Adjustment Assistance (TAA): ☐ Yes ☐ No

Receiving Unemployment Insurances: ☐ Yes ☐ No

UI Exhausted or Nearing Exhaustion: ☐ Yes ☐ No

A-3: INITIAL SCREENING NEEDS

Primary Reason for Seeking Services:

**The Mississippi Partnership
Individualized Career Services & Training Needs Determination**

1. Does the participant express interest in training or education? ☐ Yes ☐ No ☐ Unsure
2. Does the participant appear to have skills and experience sufficient for immediate employment?
☐ Yes ☐ No ☐ Needs further assessment
3. Does the participant face barriers that may require supportive services before or during service participation? ☐ Yes ☐ No
4. Initial Career Services Appropriate: ☐ Yes ☐ No
5. Training Needs Determination (Part B) Required: ☐ Yes ☐ No

If Training Needs Determination is required, complete Part B before referring the participant to any training service.

Case Manager Notes – Initial Evaluation Summary:

A-4: ACADEMIC AND BASIC SKILLS ASSESSMENT

Basis: 20 CFR § 680.220 — Determination of employability and suitability for training; MPWDA Basic Skills Deficiency Policy

1. Academic

Highest Educational Level Completed:

- | | |
|--|---|
| ☐ Less than High School | ☐ Associate Degree |
| ☐ High School Diploma | ☐ Bachelor Degree |
| ☐ High School Equivalency | ☐ Graduate Degree |
| ☐ Some College | |

Current Education Status

- ☐ Not Attending School ☐ Enrolled in College Part-Time ☐ Enrolled in College Full-Time

Licenses, Certifications, or Credentials Participant Currently Holds:

Credential Name	Issuing Organization	Date Received	Expiration

**The Mississippi Partnership
Individualized Career Services & Training Needs Determination**

Does the participant's academic skill level support enrollment in the proposed training program without remediation?

- ☐ Yes — proceed with training referral
☐ No – co- enrollment in basic skills instruction required or alternative training pathway recommended
☐ Uncertain — further evaluation recommended

If No or Uncertain, describe recommended remediation or alternative pathway:

2. Basic Skills

Complete this Basic Skills Training Tool to determine if the participant's English reading, writing, or math skills are at or below the 8th-grade level, or if they are unable to compute, solve problems, or speak English at a level necessary to function effectively on the job.

Complete this information if the participant has been assessed with TABE or WorkKeys within the last 6 months:

TABE Information:				WorkKeys Information:			
	Scale Score	Grade Level	Date Taken		Scale Score	Level	Date Taken
Reading				Applied Math			
Total Math				Workplace Documents			
Language							

1. Do you have a high school diploma, General Educational Diploma (GED), or High School Equivalency (HSE) diploma? ☐ Yes ☐ No
2. Can you follow basic written instructions and diagrams with no help or just a little help? ☐ Yes ☐ No
3. Can you fill out basic medical forms and job applications? ☐ Yes ☐ No
4. Can you add, subtract, multiply, and divide with whole number up to 3 digits? ☐ Yes ☐ No
5. Can you do basic tasks on a computer? ☐ Yes ☐ No
6. Do you speak and read English well enough to get and keep a job? ☐ Yes ☐ No
7. If you have taken the ACT WorkKeys® Workplace Documents and Applied Math tests: Did you score at least a Bronze Level on these tests? ☐ Yes ☐ No
8. Do you have the skills necessary for the desired position you are seeking training services for? ☐ Yes ☐ No

Note: If any question 1-8 above is answered "No" the individual is considered basic skills deficient.

**The Mississippi Partnership
Individualized Career Services & Training Needs Determination**

A-5: IMMEDIATE CAREER SERVICES NEEDS

Select all of the individualized career services the participant needs at this time:

- | | |
|--|--|
| ☐ WIOA – Career Planning | ☐ WIOA Work Experience – Other |
| ☐ WIOA – Comprehensive & Specialized Assessments | ☐ WIOA Work Experience – Pre Apprenticeship Program |
| ☐ WIOA – Individual Counseling | ☐ WIOA Adult Follow Up |
| ☐ WIOA – Individual Employment Plan (IEP) | ☐ WIOA English Language Acquisition/ESL |
| ☐ WIOA – Out of Area Job Search Assistance or Relocation Assistance | ☐ WIOA – Enter Subsidized Employment |
| ☐ WIOA – Short-term Prevocational Services | ☐ WIOA – Financial Literacy Services |
| ☐ WIOA Work Experience – Internship or Other Employment Opportunity | ☐ WIOA – Group Counseling |
| ☐ WIOA Work Experience – Job Shadowing | ☐ WIOA Training Services -ITA or OJT (Must complete Part B) |
| | ☐ TRPDD-MIEP |

NOTE: All services provided to the participant must be entered into MS Works

A:6 ADULT PRIORITY OF SERVICE

This section must be completed for each WIOA Adult Participant who is requesting WIOA Individualized services. Refer to the MPWDA Adult Priority of Service Policy for additional information.

Indicate the Individual's Priority of Service Group

- ☐ Statutory Priority Group. This includes individuals who are in the following categories:
- Veteran or Eligible Spouse
 - Recipient of Public Assistance
 - Low-Income Individual
 - Individual who is considered basic skills deficient
- ☐ Additional Priority Group. This includes individuals who are in the following categories:
- Individuals with significant barriers to employment (including substance abuse)
 - Eligible Migrant and Seasonal Farmworkers
 - Offenders
 - Homeless Individuals
 - Individuals facing substantial cultural barriers or who are English Language Learners
 - Individuals with a disability who are not otherwise included in one of the Statutory Priority Groups
 - Single Parents (included single pregnant women and non-custodial parents)
 - Foster Children or Aged Out of Foster Care young adults
 - Individuals aged 55 or older
- ☐ Not in a priority Group

A-7: PART A CERTIFICATION

I certify that this initial career services evaluation was conducted through a structured interview and review of available participant information, and that the service needs identified above reflect the participant's current situation.

Participant Signature: _____ Date: _____

WJC Staff Signature: _____ Date: _____

**The Mississippi Partnership
Individualized Career Services & Training Needs Determination**

PART B: FULL TRAINING NEEDS DETERMINATION

Required before referral to or enrollment in any training service. Regulatory Basis: 20 CFR § 680.220; 20 CFR § 680.300–680.320

This section constitutes the full determination of need required under 20 CFR § 680.220. It must be completed, documented, and on file before an ITA is issued or any skills training is authorized. This should serve as a foundation for developing the IEP.

B-1: CAREER INTERESTS AND GOALS

Basis: 20 CFR § 680.220 — Most appropriate mix of career services and training

1. Career Interest Assessment

Indicate the method used to determine career interest:

- ☐ O*Net Interest Profiler
- ☐ Myers-Briggs Type Indicator
- ☐ Myers-Briggs Strong Assessment
- ☐ Career OneStop Assessment
- ☐ Holland Code Assessment
- ☐ Recent formal assessment from accredited institution (within last 6 months)
- ☐ Other validated instrument: _____
- ☐ Career interest identified through participant interview and career planning discussion (no formal assessment utilized)

Date Administered: _____

Career Interest Sectors (Mark top 3):

- | | |
|---|---|
| ☐ Advanced Manufacturing | ☐ Transportation/Logistics/Warehouse |
| ☐ Construction | ☐ Education |
| ☐ Energy | ☐ Business/Administration |
| ☐ Healthcare | ☐ Public Service |
| ☐ Information Technology | ☐ Other: _____ |

2. Career Wage and Goals

Participant's Identified Occupational Goal	Target Industry

Is this occupational goal aligned with local / regional labor market demand?

- ☐ Yes ☐ No ☐ Needs Further Research

Participant's Wage Expectation	Local Median Wage for Target Occupation

Is the wage expectation consistent with the target occupation's local median?

- ☐ Yes ☐ No – If No, document case manager discussion with participant:

**The Mississippi Partnership
Individualized Career Services & Training Needs Determination**

Preferred Work Environment:

- | | |
|--|--|
| ☐ Indoors / office | ☐ Remote / work from home |
| ☐ Outdoors / field | ☐ No preference |
| ☐ Manual / trade / hands-on | ☐ Other: _____ |
| ☐ Healthcare / caregiving | |

Preferred Work Schedule:

- | | | | |
|-------------------------------|--|-----------------------------------|---|
| ☐ Days | ☐ Evenings/Nights | ☐ Weekends | ☐ Flexible/No Preference |
|-------------------------------|--|-----------------------------------|---|

Geographic Limitations (transportation, relocation, etc.): _____

Short-Term Goals (0-6 Months): _____

Long-Term Goals (6-24 Months): _____

Case Manager Notes – Career Interests & Career Goals:

B-2: WORK HISTORY, TRANSFERABLE SKILLS, AND OCCUPATIONAL SKILLS

Basis: 20 CFR § 680.220 — Determination of employability and suitability for training; most appropriate mix of career services

1. Work History

Total Years of Work Experience: _____

Employer Name:		City, State:	
Job Title:	Start Date:	End Date:	Reason for Leaving

Employer Name:		City, State:	
Job Title:	Start Date:	End Date:	Reason for Leaving

Employer Name:		City, State:	
Job Title:	Start Date:	End Date:	Reason for Leaving

**The Mississippi Partnership
Individualized Career Services & Training Needs Determination**

Employer Name:		City, State:	
Job Title:	Start Date:	End Date:	Reason for Leaving

Most Recent Occupation: _____

Most Recent Industry: _____

Is the participant's most recent occupation in a declining industry or occupation? ☐ Yes ☐ No ☐ Unknown

For Dislocated Workers:

Does the participant's prior occupation have a viable pathway back to employment without training?

- ☐ Yes — consider job search / placement before training referral
- ☐ No — training likely necessary

2. Transferable Skills

Skill Category	Specific Skills Identified	Level (Beginner, Intermediate, Advanced)
Technical / Occupational		
Digital / Computer		
Leadership / Supervision		
Communication (verbal / written)		
Customer / Client Service		
Administrative / Organizational		
Physical / Manual / Trade		

**The Mississippi Partnership
Individualized Career Services & Training Needs Determination**

3. Occupational Skills Assessment

Indicate the method used for occupational skills assessment:

- ☐ WorkKeys
- ☐ Occupational skills test administered by training provider
- ☐ Formal evaluation from partner / educational institution (within last 6 months)
- ☐ Structured interview — documented in 2a and 2b above
- ☐ Other: _____

Assessment Results / Notes:

Case Manager Notes – Work History, Transferable Skills, & Occupational Skills Assessment:

B-3: EMPLOYABILITY DETERMINATION

Basis: 20 CFR § 680.220 — Determination of employability

1. Work Readiness Assessment

General Rating Considerations:

Excellent

- Consistently exceeds expectations.
- Multiple examples from interview, work history, or documentation support the rating.
- Demonstrates the skill independently and across different situations.

Good

- Meets expectations in most situations.
- Evidence indicates reliable performance with only minor areas for growth.

Fair

- Partially meets expectations.
- Skill is present but inconsistently demonstrated or requires support, coaching, or supervision.

Needs Improvement

- Does not consistently meet expectations.
- Significant concerns are identified through observations, employment history, documentation, or interview responses.

Instructions: Rate each skill based on structured observation during the assessment interview, review of work history, and available documentation.

Skill	Excellent	Good	Fair	Needs Improvement
Punctuality / Reliability	☐	☐	☐	☐
Time Management	☐	☐	☐	☐
Teamwork / Collaboration	☐	☐	☐	☐
Problem Solving	☐	☐	☐	☐
Verbal Communication	☐	☐	☐	☐
Written Communication	☐	☐	☐	☐
Digital / Computer Skills	☐	☐	☐	☐
Professional Conduct / Appearance	☐	☐	☐	☐
Following Instructions	☐	☐	☐	☐
Adaptability	☐	☐	☐	☐

**The Mississippi Partnership
Individualized Career Services & Training Needs Determination**

Case Manager Notes – Work Readiness Assessment:

2. Employment Determination

Based on the full assessment (academic skills, work history, transferable skills, and work readiness rating), indicate the participant's employability status:

Employability Status:

- ☐ **Job-Ready** — Participant has skills and experience sufficient for immediate employment in their identified occupational goal. Training is not required at this time. Proceed with job search and placement services.
- ☐ **Conditionally Job-Ready** — Participant is employable but would benefit from targeted skill-building, workforce preparation, or short-term training to improve employment outcomes. Describe condition:

- ☐ **Training Required** — Participant lacks the skills, credentials, or experience necessary to obtain employment in their identified occupational goal. A full training needs determination (Sections 5-6) is required before training services are provided.
- ☐ **Remediation Required Before Training** — Basic skill deficiencies must be addressed before occupational training can be effectively undertaken. Co-enrollment in adult education or remediation recommended.

B-4: SUPPORTIVE SERVICE NEEDS

Basis: 20 CFR § 680.220; 20 CFR § 680.900–680.920

Indicate the Barriers to Employment:

- | | |
|---|--|
| ☐ Childcare | ☐ Homeless or at risk of homelessness |
| ☐ Single Parent or Caregiver | ☐ Migrant or Seasonal Farmworker |
| ☐ Displaced Homemaker | ☐ Disability |
| ☐ Long-term unemployed (27+ weeks) | ☐ Cultural Barrier |
| ☐ Low Income/Public Assistance Receipt | ☐ Justice System Involved (past or present) |
| ☐ Lack of reliable transportation | ☐ Older Worker) |
| ☐ Basic Skills Deficient | ☐ Other: _____ |
| ☐ English Language Learner | ☐ Other: _____ |

Indicate WIOA Supportive Services that may be needed for successful participation in training:

- ☐ Transportation Assistance
- ☐ Child Care Assistance
- ☐ Work-Related Tools & Clothing
- ☐ Testing Fees
- ☐ Workshop/Short-Term Training Fees
- ☐ ITA End-of-Semester Support Payment
- ☐ Other:

**The Mississippi Partnership
Individualized Career Services & Training Needs Determination**

Case Manager Notes – Supportive Service Needs (include any information about referrals for supportive services):

B-5: TRAINING SERVICE SUITABILITY DETERMINATION

Basis: 20 CFR § 680.220; 20 CFR § 680.300–680.320 — Training must be determined necessary and appropriate before ITA issuance

1. Training Service Suitability (All participants receiving training services)

The following criteria must all be addressed before training authorization. Each must be supported by findings documented in this assessment.

- a. **Is training necessary?** The participant lacks skills or credentials required for employment in the identified occupational goal based on the employability determination in Section B-4.
☐ Yes ☐ No
- b. **Is the participant suitable for the proposed training?** Academic skill levels (Section 1), occupational background (Section 2), and aptitude assessment (Section 4b) indicate the participant has a reasonable expectation of success in the proposed program.
☐ Yes ☐ No
- c. **Is the training aligned with the participant's interests and goals?** The proposed training is consistent with career interest assessment results (Section 4a) and the participant's stated occupational goal (Section 4c).
☐ Yes ☐ No
- d. **Is the training aligned with local labor market demand?** The occupational goal and proposed training program are consistent with in-demand sectors and occupations in the local or regional labor market.
☐ Yes ☐ No

Labor market evidence referenced:

- e. **Does the participant have supportive service needs that must be addressed to successfully complete training?**
☐ Yes ☐ No

If Yes, the needs should be addressed in the IEP and case file

2. ITA Training

Proposed Training Program:

Training Provider:

Is the Proposed Training Program & Provider are on ETPL? ☐ Yes ☐ No

Proposed Credential/Certification:

**The Mississippi Partnership
Individualized Career Services & Training Needs Determination**

Is this credential a recognized postsecondary credential under TEGL 10-16, Change 3? ☐ Yes ☐ No

Estimated Cost:

Estimated Duration:

3. OJT

Employer Name:

Target Occupation:

Existing Skills Assessment:

Skills Gap to be Addressed through OJT:

Estimated OJT Length:

Expected Wage:

B-6: IEP LINKAGE STATEMENT

This statement is mandatory before the IEP is finalized. It confirms that the assessment findings documented above directly inform the IEP's employment goals, services, and MSG pathway.

Career Interest & Goals Finding and IEP Application:

Assessment finding:

Therefore, the IEP includes:

Academic / Basic Skills Finding and IEP Application:

Assessment finding:

Therefore, the IEP includes:

Work History / Transferable Skills/ Occupational Skills Finding and IEP Application:

Assessment finding:

Therefore, the IEP includes:

**The Mississippi Partnership
Individualized Career Services & Training Needs Determination**

Employability Determination and IEP Application:

Assessment finding: _____

Therefore, the IEP includes: _____

Supportive Service Needs and IEP Application:

Assessment finding: _____

Therefore, the IEP includes: _____

MSG Pathway Identified: ☐ Yes ☐ No

If Yes, MSG Category:

- ☐ Attainment of a recognized postsecondary credential
- ☐ Documented achievement of at least one educational functional level
- ☐ Documented attainment of a secondary school diploma or equivalent
- ☐ Transcript or report card showing satisfactory progress
- ☐ Satisfactory or better progress toward established milestones from employer/training provider

Training Authorization Recommendation:

- ☐ **Approved** — All suitability criteria met; training may be provided
- ☐ **Conditionally Approved** — Criteria met pending: _____
- ☐ **Not Approved** — Training not appropriate at this time. Reason: _____

B-7: PART B CERTIFICATION

Participant Certification:

I certify that this assessment was completed with me, that I had the opportunity to ask questions and provide input, and that the information recorded reflects my honest responses.

Participant Signature: _____ Date: _____

WIN Job Center Staff Certification:

I certify that this assessment was conducted through a structured evaluation process that included an interview with the participant, review of available documentation, and administration of or reference to validated assessment instruments as identified above. I further certify that the findings documented here will directly inform the participant's Individual Employment Plan and, where applicable, the authorization of training services.

WJC Staff Signature: _____ Date: _____

The Mississippi Partnership Workforce Development Area

WIOA Youth Objective Assessment

Regulatory Authority: WIOA §129, 20 CFR 681.420, and TEGL 21-16 and related guidance.

Important Notice to Youth Staff

This document is required to be completed for all WIOA youth participants prior to the development of youth's Individual Service Strategy (ISS). It provides a review of the academic and occupational skill levels, as well as the service needs and strengths, of the youth for the purpose of identifying appropriate services and career pathways for participants. The youth's objective assessment must be directly used to develop the ISS.

The ISS is not a valid planning document unless it is directly informed by and traceable to the findings documented in this assessment. **A case note must be entered confirming that the ISS reflects these results.**

Results from a recent formal assessment completed by a partner program or accredited educational institution **within the last 6 months** may be substituted for locally administered instruments to avoid duplication, provided the results are on file, the instrument is identified, and the administering institution is documented.

**The Mississippi Partnership
WIOA Youth Objective Assessment**

A: PARTICIPANT INFORMATION

Participant Name		
Last 4 SSN	Date of Birth	MS Works ID

Classification of Youth: ☐ WIOA In-School Youth (ISY) ☐ WIOA Out-of-School Youth (OSY)

Date of Evaluation	Youth Provider Staff Name:
---------------------------	-----------------------------------

B: EMPLOYMENT STATUS AT ENROLLMENT

Current Employment Status:

- ☐ Employed Full-Time
- ☐ Employed Part-Time (seeking additional or different employment)
- ☐ Unemployed – actively seeking work
- ☐ Not in the labor force

C: ACADEMIC AND BASIC SKILLS ASSESSMENT

1. Academic

Last High School Attended	
Highest Grade Completed ☐ 6☐ 7☐ 8☐ 9☐ 10☐ 11☐ 12	Dates Attended
College Attended (If applicable)	
Major	Years Completed ☐ 1☐ 2☐ 3☐ 4

Indicate the types of Diplomas/Certificates the youth currently has:

- ☐ Received High School Diploma
- ☐ Received Certificate of Attendance/Completion (K-12)
- ☐ Received High School Equivalency (HSE) Diploma
- ☐ Received Associate's or Bachelor's Degree
- ☐ Received other Occupational Degree/Certificate (list below)

**The Mississippi Partnership
WIOA Youth Objective Assessment**

Credential Name	Issuing Organization	Date Received	Expiration

2. Basic Skills

The information contained in this section will be used to determine if the youth's English reading, writing, or math skills are at or below the 8th-grade level, or if they are unable to compute, solve problems, or speak English at a level necessary to function effectively on the job. Refer to the MPWDA Basic Skills Deficiency Policy for additional information.

Current GPA: _____ (ISY Only)

Complete this information if the participant has been assessed with TABE or WorkKeys within the last 6 months:

TABE Information:

	Scale Score	Grade Level	Date Taken
Reading			
Total Math			
Language			

WorkKeys Information

	Scale Score	Level	Date Taken
Applied Math			
Workplace Documents			

**The Mississippi Partnership
WIOA Youth Objective Assessment**

Complete the MPWDA Basic Skills Screening Tool below:

In-School Youth		Out-of-School Youth	
Yes	No	Yes	No
☐	☐ Below the 9 th grade level on acceptable standardized test (such as TABE) or school records	☐	☐ Below the 9 th grade level on acceptable standardized test (such as TABE) or school records
☐	☐ Has taken the ACT WorkKeys® Workplace Documents or Applied Math and scored below a Bronze Level on either test	☐	☐ Has taken the ACT WorkKeys® Workplace Documents or Applied Math and scored below a Bronze Level on either test
☐	☐ Scored below an 80 on the Work Ready Screening Tool for Youth	☐	☐ Scored below an 80 on the Work Ready Screening Tool for Youth
☐	☐ High School cumulative GPA is below a 2.5 on a 4.0 scale	☐	☐ Lacks a high school diploma or its equivalent and is not enrolled in secondary (high) school*
☐	☐ Has taken but not passed the State end-of-course exams in Algebra I, English II, Biology, or U.S. History		
☐	☐ Taken the ACT test and any of the following applies: ☐ English subscore below 18 ☐ Reading subscore below 22 ☐ Math subscore below 22		

Note: If any question above is answered "Yes" the individual is considered basic skills deficient.

Is the youth basic skills deficient? ☐ Yes ☐ No

Case Manager Notes – Academic and Basic Skills Assessment:

D: WORK HISTORY, EMPLOYABILITY SKILLS, AND OCCUPATIONAL SKILLS

1. Work History

Has the youth ever been employed? ☐ Yes ☐ No

If yes, please enter the employment history below:

Employer Name:		City, State:	
Job Title:	Start Date:	End Date:	Reason for Leaving

**The Mississippi Partnership
WIOA Youth Objective Assessment**

Employer Name:		City, State:	
Job Title:	Start Date:	End Date:	Reason for Leaving

Employer Name:		City, State:	
Job Title:	Start Date:	End Date:	Reason for Leaving

2. Employability Skills

Indicate the method(s) used for employability skills assessment:

- ☐ Career Ready 101
- ☐ Skills to Pay the Bills Assessment
- ☐ Formal evaluation from partner / educational institution (within last 6 months)
- ☐ MPWDA Work Ready Screening Tool
- ☐ Staff-Rated Employability Assessment completed below
- ☐ Other: _____

Assessment Results / Notes:

3. Occupational Skills

Indicate the method used for occupational skills assessment:

- ☐ WorkKeys
- ☐ Occupational skills test administered by training provider
- ☐ Formal evaluation from partner / educational institution (within last 6 months)
- ☐ Structured interview — documented in D.1 and D.2 above
- ☐ Other: _____

Assessment Results / Notes:

Case Manager Notes – Work History, Employability Skills, & Occupational Skills:

**The Mississippi Partnership
WIOA Youth Objective Assessment**

E: CAREER INTEREST & CAREER GOALS

Indicate the method used to determine career interest:

- ☐ O*Net Interest Profiler
- ☐ Myers-Briggs Type Indicator
- ☐ Myers-Briggs Strong Assessment
- ☐ Career OneStop Assessment
- ☐ Holland Code Assessment
- ☐ Recent formal assessment from accredited institution (within last 6 months)
- ☐ Other validated instrument: _____
- ☐ Career interest identified through participant interview and career planning discussion (no formal assessment utilized)

Date Administered: _____

Career Interest Sectors (Mark top 3):

- ☐ Advanced Manufacturing
- ☐ Construction
- ☐ Energy
- ☐ Healthcare
- ☐ Information Technology
- ☐ Transportation/Logistics/Warehouse
- ☐ Education
- ☐ Business/Administration
- ☐ Public Service
- ☐ Other: _____

Preferred Work Environment:

- ☐ Indoors / office
- ☐ Outdoors / field
- ☐ Manual / trade / hands-on
- ☐ Healthcare / caregiving
- ☐ Remote / work from home
- ☐ No preference
- ☐ Other: _____

Preferred Work Schedule:

- ☐ Days
- ☐ Evenings/Nights
- ☐ Weekends
- ☐ Flexible/No Preference

Participant's Identified Occupational Goal	Target Industry

Participant's Wage Expectation	Local Median Wage for Target Occupation

Case Manager Notes – Career Interests & Career Goals:

**The Mississippi Partnership
WIOA Youth Objective Assessment**

F: CHALLENGES TO EDUCATION OR EMPLOYMENT

Indicate the challenge(s) the youth has to education and/or employment:

- | | |
|--|--|
| ☐ Deficient in Basic Literacy Skills | ☐ Lacks Work History |
| ☐ English Language Learner | ☐ Pregnant or Parenting |
| ☐ Family/Personal Problems | ☐ High School Dropout |
| ☐ Foster Child (including aging foster child) | ☐ Under Employed |
| ☐ Has a Disability | ☐ Unemployed |
| ☐ Health/Medical Problems | ☐ Requires additional assistance to complete an education program |
| ☐ Lacks High School Diploma or Equivalent | ☐ Requires additional assistance to obtain or retain employment |
| ☐ Lacks Transportation | |

Case Manager Notes – Challenges to education or employment:

G: SUPPORTIVE SERVICE NEEDS

Indicate Supportive Services that may be needed for successful participation in the WIOA Youth Program:

- ☐ Child Care Assistance
- ☐ Transportation Assistance
- ☐ Other Hardship Related Supportive Services
- ☐ Work-Related Items
- ☐ Educational Related Expenses
- ☐ Other: _____

Case Manager Notes – Supportive Service Needs (include any information about referrals for supportive services):

H: SUMMARY

1. Strengths and Assets

Provide a summary of the youth's strengths, talents, and interests:

**The Mississippi Partnership
WIOA Youth Objective Assessment**

2. Needs Summary

Based on this objective assessment, indicate the needs that were identified

Educational Needs: _____

Employment Needs: _____

Occupational Skills Needs: _____

Supportive Services Needs: _____

I: CERTIFICATION

I certify that this objective assessment was conducted through a structured interview and review of available participant information, and that the service needs identified above reflect the participant's current situation.

Participant Signature: _____ Date: _____

Staff Signature: _____ Date: _____

The Mississippi Partnership Workforce Development Area

WIOA Youth Individual Service Strategy

Regulatory Authority: WIOA §129, 20 CFR 681.420, and TEGL 21-16 and related guidance.

Important Notice to Youth Staff

The Individual Service Strategy (ISS) is a required component of the WIOA Youth program and serves as the primary planning document for each participant. It is developed between the youth and program staff following the completion of the objective assessment and is used to identify the participant's education, employment, and personal development goals. The ISS also outlines the specific services, activities, and program elements that will support the youth in achieving those goals, including short- and long-term milestones.

Staff is responsible for ensuring the ISS is individualized, based on the youth's strengths and needs, and updated as progress is made or goals change. This document should be used as a working guide throughout program participation to track progress, guide service delivery, and ensure alignment with WIOA program requirements and career pathway development.

The ISS must be reviewed and updated every 90 days while the youth is in the program or sooner if participant circumstances change. Regardless of when the last 90-day review occurred, a reassessment must be conducted and documented when a participant enrolls in a new training program or changes their training pathway.

**The Mississippi Partnership
WIOA Youth Individual Service Strategy**

A: PARTICIPANT INFORMATION

Participant Name		
Last 4 SSN	Date of Birth	MS Works ID

Classification of Youth: ☐ WIOA In-School Youth (ISY) ☐ WIOA Out-of-School Youth (OSY)

Date ISS Created	Youth Provider Staff Name:
-------------------------	-----------------------------------

B: CAREER PATHWAY AND GOALS

1. Career Pathway

Career Goal: _____

Career Goal Sector:

- | | |
|---|---|
| ☐ Advanced Manufacturing | ☐ Information Technology |
| ☐ Construction | ☐ Transportation/Logistics/Warehouse |
| ☐ Energy | ☐ Other: _____ |
| ☐ Healthcare | |

Describe how this program will assist with the career pathway development for this participant:

2. Goals

Complete the goals section below to indicate the youth's goals while in the WIOA youth program.
Short-Term Goals should be attainable within 3 months, while long-term goals should be attainable within 12 months.

**The Mississippi Partnership
WIOA Youth Individual Service Strategy**

Education Goals

Goal	Short-Term	Long-Term
☐ Remain in High School	☐	☐
☐ Earn High School Diploma	☐	☐
☐ Obtain Occupational Degree/Certificate*	☐	☐
☐ Enroll in a Community College	☐	☐
☐ Enroll in a Training Program	☐	☐
☐ Enroll in a 4-year College	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐

* List the Occupational Degree/Certificate: _____

Employment Goals

Goal	Short-Term	Long-Term
☐ Find a job	☐	☐
☐ Keep the job currently working	☐	☐
☐ Complete a WIOA paid work experience	☐	☐
☐ Enter Military	☐	☐
☐ Enter a Registered Apprenticeship Program	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐

Personal Goals

Goal	Short-Term	Long-Term
☐ Complete Essential Job Skills Training	☐	☐
☐ Learn Financial Literacy & Independence	☐	☐
☐ Increase community services such as volunteering with a non-profit	☐	☐
☐ Register to Vote	☐	☐
☐ Improve communication & interpersonal skills	☐	☐
☐ Learn coping strategies to help with emotional regulation/maturity	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐

**The Mississippi Partnership
WIOA Youth Individual Service Strategy**

C: WIOA PERFORMANCE MEASURES

Describe how the Career Pathway and Goals listed in B are linked to the WIOA Performance Measures.

Note: ISS goals must align to an employment, education, or training outcome; however, Measurable Skill Gains (MSGs) and credential attainment are determined solely by documented participation in and completion of qualifying WIOA services, education, or training activities.

WIOA Performance Measure	Describe How Goals are Linked
Employment or Education 2 nd & 4 th Quarters	
Median Earnings Change	
Credential Attainment	
Measurable Skill Gains	

D: PLANNED SERVICES AND ACTIVITIES

Indicate the planned WIOA Youth Program Elements the participant will receive:

Note: All services, start date, and end dates must be entered into MS Works.

- | | |
|--|--|
| ☐ Tutoring/Study Skills | ☐ Follow-Up Services |
| ☐ Alternative Secondary School Services | ☐ Comprehensive Guidance & Counseling |
| ☐ Paid/Unpaid Work Experience | ☐ Financial Literacy Education |
| ☐ Occupational Skills Training | ☐ Entrepreneurial Skills Training |
| ☐ Education Concurrent with Workforce Preparation | ☐ Labor Market Information Services |
| ☐ Leadership Development | ☐ Postsecondary Preparation/Transition Activities |
| ☐ Supportive Services | ☐ WorkKeys Testing |
| ☐ Adult Mentoring | ☐ Essential Job Skills |

Enter referrals provided to the youth:

Agency
Purpose for Referral

Agency
Purpose for Referral

**The Mississippi Partnership
WIOA Youth Individual Service Strategy**

E: PARTICIPANT AND WIOA GATEWAY CAREER COACH AGREEMENT

For Youth Participant - I agree to:

- ▶ Contact my Career Coach monthly or as often as necessary to update my progress. I understand that my case can be closed if I go 90 days without participating in a service.
- ▶ Let my Case Manager know of any problems which would cause changes to any activities or interfere with completing the Gateway Program.
- ▶ Seek, accept and maintain employment that meets my planned goal(s).
- ▶ Contact my Career Coach when I become employed, and provide all necessary information pertaining to the job.
- ▶ Stay in contact with my Career Coach for up to a year after exiting the program to maintain and support meeting my goals.

For the Career Coach – I agree to:

- ▶ Assist with the appropriate career guidance, training and supportive services.
- ▶ Coordinate with other agencies and programs to help you obtain needed services.
- ▶ Monitor your participation and progress in the Gateway Program.
- ▶ Assist you in your search for employment.
- ▶ Maintain contact with you for up to one year after you obtain employment for employment retention and career advancement purposes.

Participant Signature: _____ Date: _____

Career Coach Signature: _____ Date: _____

**The Mississippi Partnership
WIOA Youth Individual Service Strategy**

F: ISS UPDATES

The ISS must be reviewed and updated every 90 days while the youth is in the program or sooner if participant circumstances change.

Date of ISS Review & Update: _____

- 1. Describe the progress that the youth is making in attaining the goals described in their ISS**

- 2. Describe any revisions needed to the youth's goals.**

- 3. Describe the youth's progress towards meeting the WIOA Performance Indicators. *Ensure that MS Works is updated as needed to reflect this progress.***

- 4. Indicate any additional WIOA Youth Program Elements that the youth needs to achieve the goals. *Update services in MS Works as needed.***

- | | |
|--|--|
| ☐ Tutoring/Study Skills | ☐ Follow-Up Services |
| ☐ Alternative Secondary School Services | ☐ Comprehensive Guidance & Counseling |
| ☐ Paid/Unpaid Work Experience | ☐ Financial Literacy Education |
| ☐ Occupational Skills Training | ☐ Entrepreneurial Skills Training |
| ☐ Education Concurrent with Workforce Preparation | ☐ Labor Market Information Services |
| ☐ Leadership Development | ☐ Postsecondary Preparation/Transition Activities |
| ☐ Supportive Services | ☐ WorkKeys Testing |
| ☐ Adult Mentoring | ☐ Essential Job Skills |

- 5. Describe any additional referrals given to the youth to assist in achieving the goals.**

I certify that the participant's Individual Service Strategy (ISS) was reviewed and updated to reflect the participant's current circumstances, progress, goals, and service needs.

Participant Signature: _____ Date: _____

Career Coach Signature: _____ Date: _____

The Mississippi Partnership Measurable Skill Gains Checklist

This checklist must be completed and scanned into Imaging for every Measurable Skill Gain (MSG) reported in MS Works for WIOA Adult, Dislocated Worker, or Youth participants.

Participant Name: _____

Indicate the type of MSG attained:

☐ Secondary (High School) Transcript/Report Card

Dates: _____
(mm/dd/yy – mm/dd/yy)

☐ Post-Secondary (College) Transcript/Grades

Dates: _____
(mm/dd/yy – mm/dd/yy)

☐ Knowledge Based Test

Type of Test: _____

Date Passed: _____
(mm/dd/yy)

☐ Training Milestone/Progress Report

Details: _____

- | | | |
|---|------------------------------|-----------------------------|
| 1. Does this MSG appear in the participant's IEP/ISS? | ☐ Yes | ☐ No |
| 2. Did you verify the documentation provided meets acceptable reporting standards (i.e. participant name matches, if transcript dates are for appropriate timeframes, grades are complete, etc.)? | ☐ Yes | ☐ No |
| 3. Have you entered MSG into MS Works under the Measurable Skill Gains tab? | ☐ Yes | ☐ No |

If you answered "No" to any of the above questions you should not submit this MSG to Imaging.

**THE MISSISSIPPI PARTNERSHIP
WORKFORCE DEVELOPMENT AREA**

**CERTIFICATES & CREDENTIALS
POLICY**

Revised May 21, 2026

The Mississippi Partnership Workforce Development Area Certificates & Credentials Policy

I. Scope and Purpose

This policy aligns with the MDES Office of Grant Management's Certificates and Credentials Policy and establishes statewide definitions, requirements, procedures, and documentation standards for validating, recording, and reporting credentials earned by participants in WIOA Title I-B Adult, Dislocated Worker, and Youth programs.

The policy ensures compliance with WIOA Sec. 116; 20 CFR Parts 677, 680, 681, and 683; TEGL 10-16 Change 3; TEGL 07-18; Uniform Guidance (2 CFR 200); and all related nondiscrimination and veterans' priority requirements. These standards reflect corrective actions identified in the State's gap analysis and in federal monitoring communications, including the clarification that graduate degrees and NCRC may not be counted toward credential attainment.

This policy applies to:

- MDES as the Title I-B Grant Recipient
- Local Workforce Development Boards (LWDBs)
- All Title I-B subrecipients
- One-Stop Operators
- Contracted Youth Providers
- Training Providers offering programs that may result in credential attainment

II. Authority

- Workforce Innovation and Opportunity Act (WIOA), Sec. 3, Sec. 116
- 20 CFR Parts 677, 680, 681, 683
- TEGL 10-16 Change 3 (Credential Attainment Indicator)
- TEGL 07-18 Change 1 (Data Validation)
- PIRL Reporting Specifications
- 29 CFR Part 38 (Equal Opportunity)
- 20 CFR Part 1010 (Veterans Priority of Service)
- 2 CFR 200 & 2900 (Uniform Guidance)

III. Definitions

A. Recognized Postsecondary Credential

A credential consisting of an industry-recognized certificate or certification, a certificate of completion of apprenticeship, a license recognized by a State or Federal

agency, or an associate or bachelor's degree. **Graduate degrees do not count toward WIOA credential attainment.**

B. Certificate

A document awarded upon completion of education/training with a demonstrated assessment of competency.

C. Certification

A credential awarded through an independent, third-party validation of skills (e.g., AWS, CompTIA, NCCER).

D. License

A government-issued authorization to practice an occupation.

E. Secondary Diploma or Equivalent (Youth)

A high school diploma or credential that demonstrates the same knowledge and skills as a high school graduate, recognized by the Mississippi Community Board (MCCB) for employment and postsecondary education. Note: A secondary diploma or equivalent counts only when accompanied by verified employment, military enlistment, or postsecondary enrollment within one year of exit.

F. Industry-Recognized Credential

A credential endorsed broadly by employers or industry bodies.

IV. Eligible Credential-Issuing Institution

A qualifying institution must be one of the following:

- Postsecondary institutions accredited by a U.S. Department of Education-recognized accreditor
- State Department of Education or CTE-approved institution
- Registered Apprenticeship Program (RAP)
- State or federal licensing agency
- Third-party certification bodies (CompTIA, AWS, NCCER, NHA, NIMS)

Verification procedures appear in Attachment A.

V. Credentials Countable for Performance

A credential is countable when it:

1. Meets the definition of a recognized postsecondary credential;
2. Is earned during participation or within one year after exit;
3. Is supported by documentation meeting TEGL 07-18 standards; and
4. Is linked to education/training aligned with the participant's IEP/ISS.

Youth Secondary Diploma Requirements

The diploma/equivalency counts only if, within one year of exit, the youth is:

- employed,
- Enlisted in the military, or
- Enrolled in postsecondary education

A Credential Decision Tree is included in Attachment B to assist staff in determining if a credential is allowable for WIOA performance.

VI. Credentials not countable for performance

Non-qualifying credentials include:

- CPR / First Aid / BLS
- OSHA-10 / OSHA-30
- ServSafe Food Handler
- Employer-issued training certificates
- Attendance or participation certificates
- NCRC / WorkKeys (explicitly prohibited by statute)
- Graduate-level degrees (Master's, Doctorate)
- Any credential lacking a skills-based assessment
- CEUs and professional development hours

VII. Timing Requirements

A credential counts if earned:

- At any time during active participation, OR

- Within 365 days after exit

Exit is determined using WIOA's 90-day no-service rule and federal exit logic.

VIII. Documentation, Data Entry, & Data Validation

Acceptable Documentation (TEGL 07-18):

- Official transcript
- Certificate/diploma showing name, credential, date
- Third-party exam results
- Licensing board registry confirmation
- Apprenticeship completion documentation
- Verified digital badges (Credly, Pearson, etc.)

Data Entry (Mississippi Works)

Staff must record:

- Credential type
- Issuing authority
- Date earned
- Documentation upload
- Detailed case note
- Completed verification checklist (Appendix A)

IX. Veterans Priority of Service

Priority must be applied at:

- Point of entry
- Enrollment into credential-generating training
- Access to funding for credential attempts
- Access to testing environments

X. Nondiscrimination, Accessibility, & Limited English Proficiency (LEP)

All credential-related services must comply with 29 CFR Part 38:

- Auxiliary aids and services must be provided
- LEP language access must be ensured
- No discriminatory credential prerequisites may be imposed
- Programmatic and physical accessibility must be ensured

XI. Fiscal Requirements & Allowability

Allowable credential-related costs include:

- Tuition and required fees
- Exam fees
- License fees and required background checks
- Mandatory supplies or equipment
- One retest fee (locals may apply stricter limits)

Unallowable:

- Renewal fees unrelated to job entry
- Optional upgrades or premium versions of exams
- Personal enrichment credentials
- Employer-required onboarding credentials

XII. Roles & Responsibilities

A. The Mississippi Partnership Fiscal Agent Staff

The Mississippi Partnership Fiscal Agent Staff will:

- Ensure local policy aligns with the state policy
- Train staff and providers
- Conduct regular file reviews
- Ensure accurate reporting

B. WIOA Subrecipients & One-Stop Operators

The WIOA Subrecipients & One-Stop Operators will:

- Conduct credential verification
- Maintain documentation

- Enter data accurately
- Conduct training as needed for staff
- Ensure compliance with EO and veterans' priority requirements.

Attachment C is a Staff Training Guide that can be used by the Fiscal Agent Staff, WIOA subrecipients, and One-Stop Operators.

XIII. Monitoring

The Mississippi Partnership Fiscal Agent Staff will monitor:

- Documentation completeness
- Allowability of funding
- Youth placement requirements
- EO Compliance
- Data validation accuracy
- Subrecipient internal controls.

XIV. Error Correction Procedures

To correct an error identified by Subrecipient & One-Stop Operator:

1. Staff identifies the error
2. Staff contacts Fiscal Agent staff for assistance if needed
3. Staff makes necessary corrections in MS Works
4. Staff uploads correct documentation to be retained in the file

To correct an error identified by the Fiscal Agent:

1. Staff identifies the error.
2. Staff contacts WIOA Provider, explains needed correction and necessary action Provider staff should take
3. Provider staff makes necessary corrections in MS Works
4. Provider staff uploads correct documentation to be retained in the file
5. Provider staff notifies Fiscal Agent staff errors have been corrected.
6. Fiscal Agent Staff verifies corrections.

XV. Effective Date

This policy is effective May 21, 2026.

ATTACHMENTS

Attachment A	The Mississippi Partnership Credential Verification Checklist
Attachment B	Credential Decision Tree
Attachment C	Staff Training Guide

The Mississippi Partnership Credential Verification Checklist

This checklist must be completed and scanned into Imaging for every certificate or credential reported for a WIOA Adult, Dislocated Worker, or Youth participant.

Participant Name: _____

☐ **1. Pre-Verification**

- Credentials appear in the participant's IEP/ISS
- Credential aligns with an in-demand occupation
- Costs, if applicable, were pre-approved
- Provider eligibility verified (ETPL, if needed)

☐ **2. Accepted Proof of Credential**

- Certificate, diploma, license, transcript
- Official score report with passing result
- State licensing board printout
- Verified training provider portal documentation
- GED/HiSET official record

☐ **3. Authenticity Review**

- Check issuing agency
- Ensure participant's name matches
- Confirm credential meets WIOA's definition
- Validate digital credentials through secure links

☐ **4. Mississippi Works Entry**

- Credential name/type
- Issuer
- Date earned
- Credential/license number (if applicable)

☐ **5. Compliance Checks**

- Costs necessary & reasonable
- Documentation complete
- Verification within required timelines

☐ **6. Upload Credential & Checklist to Imaging**

- Credential proof
- Receipts/invoices if applicable
- Case note documenting verification
- Legible scan or upload

The Mississippi Partnership Credential Decision Tree

WIOA Adult, Dislocated Worker, and Youth Provider Staff should use this decision tree to determine if a credential is allowable for WIOA performance.

STEP 1 – Relevance

Is the credential tied to an in-demand occupation or career pathway?

YES: Go to **Step 2**.

NO: ● **STOP.** Not allowable.

STEP 2 – Participant Alignment

Is the credential required to meet ISS/IEP goals?

YES: Go to **Step 3**.

NO: ● **STOP.** Not allowable.

STEP 3 – Training Provider Eligibility

Is the provider on ETPL (if required)?

YES: Go to **Step 4**.

NO: ● **STOP.** Not allowable.

NOT APPLICABLE: Go to **Step 4**.

STEP 4 – Allowability of Costs

Are costs reasonable, necessary, and directly tied to credential attainment?

YES: Go to **Step 5**.

NO: ● **STOP.** Not allowable.

STEP 5 – Youth Considerations

If youth participant, does the credential support diploma completion or a career pathway goal?

YES: Go to **Step 6**.

NO: ● **STOP.** Not allowable.

NOT APPLICABLE: Go to **Step 6**

STEP 6 – Approvals

Do local approval requirements (such as cost caps or fiscal signatures) apply?

YES: Submit for approval.

NO: Proceed

OUTCOME:

If all steps pass → **Allowable credential**

The Mississippi Partnership

Staff Training Guide: Summary of Procedural Updates

This guide provides WIOA Adult, Dislocated Worker, and Youth Provider Staff on standard procedures for documenting and reporting certificates and credentials to ensure compliance, accuracy, and consistency across all WIOA programs.

1. Overview of Key Policy Changes

- Clarified what credential costs are allowable
- Standardized verification steps statewide
- Added Youth diploma/enrollment requirements
- Introduced checklist & decision tree
- Strengthened documentation and system entry requirements

2. Staff Responsibilities

All Participants

- Link credential to in-demand occupation & ISS/IEP
- Collect and authenticate proof
- Enter attainment in Mississippi Works
- Upload documents and case note verification

Youth Participants

- Document diploma/equivalency needs
- Verify enrollment every 90 days
- Prioritize pathway-aligned credentials
- Track measurable skill gains

3. Allowability Reminders

- **Allowable:**
Tuition, fees, exam charges, mandatory tools, PPE, required screenings.
- **Not Allowable:**
Optional upgrades, non-occupational classes, employer onboarding, penalties.

4. Common Compliance Errors

- Missing credential proof
- Not recording credential in MS Works
- Costs not tied to an in-demand occupation

- Illegible or incomplete documentation

5. Required Tools

- Credential Verification Checklist
- Credential Decision Tree
- Case notes documenting decisions

6. Optional Training Exercises

- Review sample credentials for authenticity
- Practice navigating the decision tree
- Conduct mock compliance file reviews

THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA

YOUTH WORK EXPERIENCE POLICY

Revised July 1, 2023

**The Mississippi Partnership
Workforce Development Board
Youth Work Experience Policy**

I. Scope and Purpose

The purpose of this policy is to provide guidance on Work Experience (WEX) for the Workforce Innovation and Opportunity Act (WIOA) Title 1 youth programs.

II. Background

Work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector.

III. Requirements

Under WIOA, paid and unpaid work experience is an allowable activity and one of the fourteen (14) youth program elements. The primary intent of work experience is to help youth understand proper workplace behavior and what is necessary in order to attain and retain employment. Work experience should help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment.

A. Work Experience Categories

Work experience must be based on identified needs of the individual youth. The use of work experience must be based on an objective assessment and identified on the youth's individual service strategy (ISS).

Paid and unpaid work experience must include academic and occupational education. The types of work experience include the following categories:

- Internship and job shadowing;
- Summer employment opportunities;
- On-the-Job Training;
- Pre-Apprenticeship program; and
- Virtual Work Experience

Virtual Work Experience requires written pre-approval from Three Rivers Planning & Development District. Guidelines for monitoring virtual work experience should apply as with traditional work experience.

B. Work Experience Expenditures

WIOA Sec.129(c)(4) requires at least 20% of the local area's annual WIOA Youth formula allocation be expended on paid and unpaid work experience for WIOA in-school and out-of-

school youth. The Mississippi Partnership's youth subgrantees must incorporate work experience in their budget.

Funds provided for work experience may not be used to directly or indirectly aid in the filling of a job opening that is vacant because the former occupant is on strike, is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage.

Youth participants enrolled in a paid WEX shall be compensated at an hourly rate of not less than the Federal minimum wage. The hourly rate may not exceed the worksite's prevailing wage for similarly situated individuals in similar occupations by the same employer and who have similar training, experience, and skills.

In-School Youth work experience hours may not exceed 140 hours and out-of-school youth work experience hours may not exceed 320 without prior written approval from the fiscal agent.

Allowable work experience expenditures include the following:

- Wages/stipends paid for participation in work experience
- Staff time working to identify and develop a work experience opportunity, including staff time spent working with employers to identify and develop the work experience
- Staff time working with employers to ensure a successful work experience, including staff time spent managing the work experience
- Staff time spent evaluating the work experience
- Participant work experience orientation sessions
- Employer work experience orientation sessions
- Classroom training or the required academic education component directly related to the work experience
- Employability skills/job readiness training to prepare youth for a work experience
- Supportive Services that enable WIOA youth to participate in work experience

Subgrantees reporting staff time towards work experience expenditures must maintain payroll records documenting staff time spent on work experience activities.

C. Participant Eligibility

Work experience participants must meet WIOA program eligibility requirements, be enrolled into the respective WIOA program, and have received an assessment resulting in the development of the Individual Service Strategy (ISS) that documents the participant's need and benefit from work experience. In addition to need and benefit, the subgrantee must clearly document the location of the work experience and whether it is paid or unpaid.

D. Work Experience Employer Eligibility and Agreement

All WEX employers and worksites should be inspected and approved by the subgrantee before youth participants begin work experience. A WEX agreement must be developed and used for all assignments. The WEX agreement should include specific details and guidelines that must be followed by the employer and the participant. The agreement should be signed by the subgrantee and employer.

Employer/Worksite/Occupation Prohibitions

- Federal and state regulations regarding Labor Laws, including Child Labor Laws, must be followed.
- WIOA youth participants may not be employed on construction, operation, or maintenance of a facility that is used for religious instruction or worship.
- WIOA youth participants may not be placed in a WIOA work experience activity if the participant's immediate family directly supervises the participant.

E. Timesheets

Timesheets for WIOA youth participants may be paper or electronic timesheets. Each timesheet should bear the signature/approval of the youth participant as well as the worksite. The participant and worksite signatures/approvals are verifying that the hours shown on the timesheet are accurate and correct.

F. Monitoring

Youth Subgrantees must ensure regular and on-going monitoring and oversight of WEX. Monitoring may include on-site visits, phone/email, and virtual communication with the employer and the participant.

IV. Effective Date

This policy is effective July 1, 2023. This policy will be revised as additional DOL/ETA and State guidance is received.

**The Mississippi Partnership
Workforce Development Area**

**MISSISSIPPI APPRENTICESHIP
ACCELERATOR (MAA) PROGRAM POLICY**

Revised October 30, 2024



THE MISSISSIPPI PARTNERSHIP
MISSISSIPPI APPRENTICESHIP ACCELERATOR (MAA) PROGRAM POLICY

I. Scope and Purpose

The purpose of this policy is to set forth the requirements for the Mississippi Apprenticeship Accelerator (MAA) Program in the Mississippi Partnership Local Workforce Development Area (MPWDA). To assist companies and the Mississippi Apprenticeship Program (MAP) with expanding RA in Mississippi, AccelerateMS, MAP, and MDES created the Mississippi Apprenticeship Accelerator (MAA) program. The MAA aims to provide critical funding to support Registered Apprenticeship (RA) expansion necessary to reduce critical skill gaps in priority sectors and occupations while expanding training to increase capacity and opportunities for Mississippians. MAA has a critical focus on high-demand, high-wage occupations, which AccelerateMS identified as being of critical importance due to talent demand and supply gaps.

II. Program Overview

Participating businesses may be reimbursed an amount equal to 50% of the apprentice's hourly wage up to a maximum of \$3,000 from MS Works Funds. The MPWDA may leverage other available funds to increase the impact of this program as industry demands justify if such funding is available.

The wage reimbursement will be based on the actual work time (this includes time spent in paid training) but will not include overtime, shift differential, premium pay and other non-regular wages paid by the business. Reimbursement shall not be claimed for time which the apprentice is absent due to illness, holiday, plant downtime, or other events during which no work or paid training occurs.

III. Eligibility

A. Employers

1. Any public, private non-profit, or private sector business may participate in the MAA Program with the following exceptions:
 - a. Businesses with unresolved violations of local, state (including Unemployment Insurance), or federal labor laws, or those experiencing abnormal labor conditions such as strikes or lockouts, are ineligible.
 - b. If a business is suspended or barred from participating in any Federal Government Procurement programs, it may not apply. Additionally, if a suspension or disbarment occurs during an agreement, the business must promptly notify the MAP and MPWDA representatives.
 - c. Retaining MAA apprentices is a factor in determining eligibility. Businesses that show a pattern of failing to provide long-term employment for MAA apprentices will be ineligible to add new apprentices for at least 12 months. "Pattern of failing to provide long-term employment" is defined as having at least 75% of apprentices reimbursed by the business in the past 12 months still employed by the business, with the 12-month retention period beginning at the apprentice's completion date.
 - d. Businesses that have relocated within the past 120 days and caused an increase in unemployment in their previous area of operation cannot utilize MAA until they have been operational at the new location for at least 120 days.
 - e. State agencies, temporary employment agencies, employee leasing firms, staffing agencies, churches, or any facility used for religious worship are ineligible.
 - f. Businesses with representatives on the Local Workforce Development Board are prohibited from applying during the representative's term and for one year after the term ends. This restriction does not apply to representatives of public or government entities.

- g. MAA cannot be used to employ immediate family members (spouse, child, grandchild, sibling, or sibling's spouse) of the business's owners, partners, board of directors, or the apprentice's direct supervisor.
2. Businesses in the targeted sectors of construction, advanced manufacturing, or information technology, as well as those hiring the priority occupations as provided by AccelerateMS and implementing an RA program, are eligible to participate.
3. Employers must agree to and execute an MAA Worksite Agreement. This agreement will define the reimbursement conditions, the maximum reimbursement amount per business based on available funds, and the duration of hours allowable for apprentices.

B. Apprentices

1. Apprentices must be eligible for WIOA to be enrolled into the MAA Program.
2. Apprentices may not be concurrently enrolled in the MS Partnership Industry Recognized Program and the MAA Program. However, an apprentice may be enrolled into the MAA Program upon completion of the MS Partnership Industry Recognized Program.
3. Apprentices will be employees of the partnering Apprenticeship Employer and must adhere to all employer policies.

C. Occupations

The MAA Program may not be utilized for any of the following:

1. Occupations with a wage rate below the minimum starting rate of pay of \$12.00 an hour.
2. Occupations dependent on commission; tips/gratuities; or draw as a primary source of income
3. Contract workers
4. Intermittent seasonal or temporary occupations
5. Regular part-time occupations—defined as less than 35 hours per week (an apprentice may be in paid part-time on-the-job training while also attending an educational/training program, but the planned end result is full-time employment).
6. If, within the past 120 days, the employer has had any layoff, work stoppage, or strike that included the same or substantially equivalent position.
7. A situation where the same or substantially equivalent position as the one requested for a RA, is unfilled due to a hiring freeze.
8. Any position where the employer has separated a regular employee with the intention of filling the vacancy with an RA.
9. A situation where an RA would infringe upon the promotion of or displacement of any current employee or a reduction of work hours for any other employee.
10. To train individuals under the age of 16.
11. Any companies in or related to the cannabis industry. This shall include, but not be limited to, cultivation facilities, research facilities, testing facilities, and dispensing facilities.
12. Any occupation that is involved in religious, anti-religious or political activity of any kind.

IV. Monitoring of MAA Program

The WIOA Service Provider, in coordination with Three Rivers Planning & Development District, will make at least one onsite visit each program year to the employer worksites to review the MAA Program.

V. Effective Date

This policy is effective October 30, 2024.

**The Mississippi Partnership
Workforce Development Area**

**TRPDD – MIEP
MISSISSIPPI INDUSTRY EXPERIENCE
PROGRAM POLICY**

Revised July 1, 2026



TRPDD-MIEP
Mississippi Industry Experience Program Policy

I. Scope and Purpose

The purpose of this policy is to set forth the requirements for the TRPDD – MIEP (Mississippi Industry Experience Program), in the Mississippi Partnership Local Workforce Development Area.

II. Program Overview

Participating employers will be reimbursed 50% of an eligible participant's wages up to \$6,000 per program year for no more than two program years. (A program year is July – June.) Employers will pay fair compensation as determined by the competitive market but no less than \$12.00 per hour.

Participating students will receive on-the-job training that provides real world experience in their chosen field of study while advancing their academic skills simultaneously.

III. Eligibility

A. Employers

1. Any public, private non-profit, or private sector business may participate in the TRPDD-MIEP Program with the following exceptions:
 - a. If there is an unresolved violation of any local, state (including Unemployment Insurance) or federal law or where any abnormal labor condition exists, such as a strike, lockout, or other similar condition, at the establishment.
 - b. If the business is suspended or barred from participating in any Federal Government Procurement.
 - c. A business which has relocated within the past 120 days if the relocation resulted in any employee losing his or her jobs at the original location.
 - d. State agencies, temporary employment agencies, employee leasing firms, staffing agencies, churches or any facility that is used for religious worship.
 - e. Any business with representation on The Mississippi Partnership Local Workforce Development Board. This prohibition applies during the board member's term and for one year after member's term expires. This prohibition does not apply to any public entity/government.
2. Employers must agree to and execute a TRPDD-MIEP Worksite Agreement.
3. Employer must agree to upskill (change job title) and increase the participant's wage if employed with host company before enrollment in the TRPDD-MIEP program.

B. Participants

1. Students must be currently enrolled in a Community College and have been accepted into a technical field of study that the industry experience represents.
2. Students must be recommended to participate in the TRPDD-MIEP Program by their respective Community College.
3. Students will go through a review/interview process with partnering Industry Experience Employers and must be selected by a partnering employer in order to be in this program.
4. Students must be eligible for WIOA to be enrolled into the TRPDD-MIEP Program.
5. Students must remain in good standing with their college and instructors to continue in the program.
6. Students employed by the same industry partner prior to enrollment in the experience program must receive documented upskilling and a wage increase at the time of enrollment into the TRPDD-MIEP Program.
7. Students will be employees of the partnering Experience Employer and must adhere to all employer policies.
8. Students who are terminated from an industry placement shall not be eligible for reassignment to another industry placement without prior written approval from both the community college and the fiscal agent.

IV. Promotion of TRPDD-MIEP Experience Program

The Community College staff, in coordination with Three Rivers Planning & Development District, will promote the MIEP program to local high schools and employers in the region.

V. Monitoring of TRPDD-MIEP Program

The WIOA Community College staff, in coordination with Three Rivers Planning & Development District, will make at least one onsite visit each program year to the employer worksites to review the TRPDD-MIEP Program. The WIOA Community College staff is also responsible for completing a TRPDD-MIEP Evaluation in consultation with the employer at the end of each year in the MIEP program.

VI. Effective Date

This policy is revised effective July 1, 2026.

THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA

WIOA ADULT & DISLOCATED WORKER INTERNSHIP POLICY

Revised: July 1, 2026



The Mississippi Partnership Workforce Development Area WIOA Adult and Dislocated Worker Internship Program

I. Scope and Purpose

The purpose of this policy is to detail the requirements and eligibility for the WIOA Adult and Dislocated Worker Internship program. The goal of the internship program is to help eligible adults and dislocated workers gain practical work experience and sharpen their leadership skills while getting paid while working.

II. Participant Eligibility

Internships/Apprenticeships/Paid Work Experiences are allowable career service for adults and dislocated workers. Participants must be enrolled into WIOA in accordance with the MPWDA Eligibility and Data Validation Policy and be entered into OESS. For a participant to receive an internship, the participant must follow the guidelines of the Smart Start Career Pathway as approved by the fiscal agent and the Mississippi Partnership Local Workforce Development Board.

Individuals interested in the internship program must be eligible for WIOA career services and be in one of the following categories:

- A. Students in demand occupations in their last semester or shortly after graduation.
- B. Potential adult and dislocated workers who are on a waiting list for training to make sure that they are entering appropriate training field for their profession.
- C. Individuals interested in career exploration for a new field or individuals who have been out of the workforce for a period of time.

Staff must make sure that they do an initial assessment and have documentation in the participant file to state why an internship is needed or what the participant is going to gain by being on an internship. Case notes are imperative for the internship program and must be in place for local, state, and federal monitoring.

III. Employer Eligibility

In accordance with the Mississippi Partnership Sector Strategy Plan, the following sectors will be the target sectors for the internship program:

- A. Advance Manufacturing
- B. Healthcare Field
- C. Information Technology
- D. Logistics – Warehousing, Transportation, & Distribution
- E. Energy

Internships outside of the Mississippi Partnership Sector Strategy Plan may be allowed on a case-by-case basis to help with job placement. Prior written approval must be received from the fiscal agent prior to placing a participant into an internship outside of the Mississippi Partnership Sector Strategy Plan.

Employers must agree the terms and conditions outlined in the Worksite Agreement.

IV. Parameters of Internship Program

- A. Hours may not exceed 320 hours of paid internship without prior written approval from the fiscal agent. Participants cannot exceed 40 hours per week.
- B. Employers will pay fair compensation as determined by the competitive market but no less than \$12.00 per hour.
- C. If the employer hires a participant full-time after internship, the employer may also receive OJT for additional training of the participant.
- D. The WIOA Service Provider will be responsible for providing payroll services either directly or by securing a vendor for internship participants.
- E. WIN Job Center staff shall follow the internship program procedures set forth by Three Rivers Planning and Development District.

V. Effective Date

This policy is effective July 1, 2026.

THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA

PERSONAL IDENTIFIABLE INFORMATION (PII) POLICY

Revised February 17, 2022

**The Mississippi Partnership
Workforce Development Board
Personal Identifiable Information (PII) Policy**

I. Scope and Purpose

Staff members who have the ability to access personal identifiable information (PII) must follow guidelines to protect said information. The information is commonly located in data sets, personnel files, reports, grant files, program evaluations, and other sources. Federal law requires that PII and other valuable information be protected at all times.

II. Parties Affected

This policy applies to all staff members, grantees, subgrantees, and any other individual or groups involved in handling and protecting of PII for programs in The Mississippi Partnership Workforce Development Area that serve participants receiving WIOA and other Department of Labor funded discretionary grants that are administered by Three Rivers Planning & Development District. Three Rivers Planning & Development District is the fiscal and administrative agent for The Mississippi Partnership Workforce Development Area.

III. Definitions

- A. Personal Identifiable Information (PII) – information that can be used to perceive or trace an individual's identity, whether it is alone or combined with other personal information which may lead to a specific individual (2 CFR 200.79).
- B. Sensitive Information – any unclassified information whose loss, misuse, or unauthorized access to or modification could adversely affect the interest or the conduct of Federal programs or the privacy to which individuals are entitled under the Privacy Act.
- C. Protected PII – confidential information that, if disclosed, could result in harm to the individual whose identity is linked to the information. Some examples of PII would include: credit card numbers, social security numbers, telephone numbers, bank account numbers, birth dates, age, date of birth, marital status, fingerprints, and even computer passwords.
- D. Non-Sensitive PII – information that would not cause personal harm if it happened to be disclosed. Examples of non-sensitive PII would include: first and last names, business addresses, business telephone numbers, education credentials, gender, and race.
- E. Electronic Records – information evidencing any act, transaction, occurrence, event, or other activity stored by electronic means and capable of being accurately reproduced in forms perceptible by human sensory capabilities.
- F. Physical Records – includes records in paper or other analog formats, such as audio tape or video tape. This does not include items that are stored in digital format on a computer, server, or a form of digital media/electronic records.

IV. Requirements

All parties must ensure the privacy of all PII obtained from participants and protect such

information from unauthorized disclosure. All parties must ensure that PII used has been obtained in conformity with applicable Federal and State laws and policies governing the confidentiality of information (2 CFR 200.303(e), TEGL 39-11). TEGL 39-11 has been attached to this policy to provide further guidance.

Any PII transmitted through email or stored on external devices must be encrypted. PII that is stored on-site must always be protected from unauthorized individuals and must be managed with suitable services from the IT department. Storing, processing, and accessing PII data on personally-owned devices at off-site locations is prohibited.

All individuals who may have access to confidential information and private data must be advised of the confidential status of the information, the importance of protecting the information, and that they could be liable to civil and criminal sanctions if improper disclosure is present.

It is important that PII data is processed correctly to protect the confidentiality of records and documents. This is designed to prevent unauthorized individuals from gaining access to the PII records by any means.

All staff members, grantees, subgrantees, and any other individual or groups involved in handling and protecting of PII for programs in The Mississippi Partnership Workforce Development Area should:

- Prior to collecting PII from individuals, have the individual sign The Mississippi Partnership Acknowledgment Form.
- Instead of using social security numbers to identify individuals, it is strongly recommended that unique identifiers, such as the Candidate ID in Mississippi Works, be used.
- Staff should use appropriate methods for destroying physical and electronic PII files. This could include the act of shredding physical copies and deleting electronic files. Please refer to The Mississippi Partnership's Record Retention Policy for further guidance.
- Staff should not leave records containing PII open and unsupervised.
- PII files not in use should be stored in locked file cabinets.
- Staff should report any suspicion of breach or actual breach of PII immediately to their supervisor.

V. Effective Date

This policy is effective February 17, 2022. This policy will be revised as additional DOL/ETA and State guidance is received.

Attachments:

- TEGL 39-11
- The Mississippi Partnership Acknowledgment Form

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION Personally Identifiable Information
	CORRESPONDENCE SYMBOL OFAM
	DATE June 28, 2012

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 39-11

TO: ALL DIRECT ETA GRANT RECIPIENTS
 ALL STATE WORKFORCE AGENCIES
 ALL STATE WORKFORCE LIAISONS
 STATE WORKFORCE ADMINISTRATORS
 STATE AND LOCAL WORKFORCE INVESTMENT BOARDS
 ONE-STOP CAREER CENTER SYSTEM LEADS

FROM: JANE OATES /s/
 Assistant Secretary

SUBJECT: Guidance on the Handling and Protection of Personally Identifiable Information (PII)

1. Purpose. To provide guidance to grantees on compliance with the requirements of handling and protecting PII in their grants.

2. Background. As part of their grant activities, Employment and Training Administration (ETA) grantees may have in their possession large quantities of PII relating to their organization and staff; subgrantee and partner organizations and staff; and individual program participants. This information is generally found in personnel files, participant data sets, performance reports, program evaluations, grant and contract files and other sources.

Federal agencies are required to take aggressive measures to mitigate the risks associated with the collection, storage, and dissemination of sensitive data including PII. The Appendix lists a brief overview of efforts at the Federal level to protect PII. As the grantor agency, ETA is providing this Training and Employment Guidance Letter (TEGL) to grantees to notify them of the specific requirements grantees must follow pertaining to the acquisition, handling, and transmission of PII.

3. Definitions.

- PII - OMB defines PII as information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.¹

¹OMB Memorandum M-07-16, *Safeguarding Against and Responding to the Breach of Personally Identifiable Information* (May 22, 2007), available at <http://www.whitehouse.gov/OMB/memoranda/fy2007/m07-16.pdf>

RESCISSIONS None	EXPIRATION DATE Continuing
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- Sensitive Information – any unclassified information whose loss, misuse, or unauthorized access to or modification of could adversely affect the interest or the conduct of Federal programs, or the privacy to which individuals are entitled under the Privacy Act.
- Protected PII and non-sensitive PII - the Department of Labor (the Department) has defined two types of PII, protected PII and non-sensitive PII. The differences between protected PII and non-sensitive PII are primarily based on an analysis regarding the “risk of harm” that could result from the release of the PII.
 1. Protected PII is information that if disclosed could result in harm to the individual whose name or identity is linked to that information. Examples of protected PII include, but are not limited to, social security numbers (SSNs), credit card numbers, bank account numbers, home telephone numbers, ages, birthdates, marital status, spouse names, educational history, biometric identifiers (fingerprints, voiceprints, iris scans, etc.), medical history, financial information and computer passwords.
 2. Non-sensitive PII, on the other hand, is information that if disclosed, by itself, could not reasonably be expected to result in personal harm. Essentially, it is stand-alone information that is not linked or closely associated with any protected or unprotected PII. Examples of non-sensitive PII include information such as first and last names, e-mail addresses, business addresses, business telephone numbers, general education credentials, gender, or race. However, depending on the circumstances, a combination of these items could potentially be categorized as protected or sensitive PII.

To illustrate the connection between non-sensitive PII and protected PII, the disclosure of a name, business e-mail address, or business address most likely will not result in a high degree of harm to an individual. However, a name linked to a social security number, a date of birth, and mother’s maiden name could result in identity theft. This demonstrates why protecting the information of our program participants is so important.

4. Requirements. Federal law, OMB Guidance, and Departmental and ETA policies require that PII and other sensitive information be protected. ETA has examined the ways its grantees, as stewards of Federal funds, handle PII and sensitive information and has determined that to ensure ETA compliance with Federal law and regulations, grantees must secure transmission of PII and sensitive data developed, obtained, or otherwise associated with ETA funded grants.

In addition to the requirement above, all grantees must also comply with all of the following:

- To ensure that such PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via e-mail or stored on CDs, DVDs, thumb drives, etc., must be encrypted using a Federal Information Processing Standards (FIPS) 140-2 compliant and National Institute of Standards and Technology (NIST) validated

cryptographic module.² Grantees must not e-mail unencrypted sensitive PII to any entity, including ETA or contractors.

- Grantees must take the steps necessary to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure. Grantees must maintain such PII in accordance with the ETA standards for information security described in this TEGL and any updates to such standards provided to the grantee by ETA. Grantees who wish to obtain more information on data security should contact their Federal Project Officer.
- Grantees shall ensure that any PII used during the performance of their grant has been obtained in conformity with applicable Federal and state laws governing the confidentiality of information.
- Grantees further acknowledge that all PII data obtained through their ETA grant shall be stored in an area that is physically safe from access by unauthorized persons at all times and the data will be processed using grantee issued equipment, managed information technology (IT) services, and designated locations approved by ETA. Accessing, processing, and storing of ETA grant PII data on personally owned equipment, at off-site locations e.g., employee's home, and non-grantee managed IT services, e.g., Yahoo mail, is strictly prohibited unless approved by ETA.
- Grantee employees and other personnel who will have access to sensitive/confidential/proprietary/private data must be advised of the confidential nature of the information, the safeguards required to protect the information, and that there are civil and criminal sanctions for noncompliance with such safeguards that are contained in Federal and state laws.
- Grantees must have their policies and procedures in place under which grantee employees and other personnel, before being granted access to PII, acknowledge their understanding of the confidential nature of the data and the safeguards with which they must comply in their handling of such data as well as the fact that they may be liable to civil and criminal sanctions for improper disclosure.
- Grantees must not extract information from data supplied by ETA for any purpose not stated in the grant agreement.
- Access to any PII created by the ETA grant must be restricted to only those employees of the grant recipient who need it in their official capacity to perform duties in connection with the scope of work in the grant agreement.

²For more information on FIPS 140-2 standards and cryptographic modules, grantees should refer to FIPS PUB 140-2, located online at: <http://csrc.nist.gov/publications/fips/fips140-2/fips1402.pdf>.

- All PII data must be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal or any other means. Data may be downloaded to, or maintained on, mobile or portable devices only if the data are encrypted using NIST validated software products based on FIPS 140-2 encryption. In addition, wage data may only be accessed from secure locations.
- PII data obtained by the grantee through a request from ETA must not be disclosed to anyone but the individual requestor except as permitted by the Grant Officer.
- Grantees must permit ETA to make onsite inspections during regular business hours for the purpose of conducting audits and/or conducting other investigations to assure that the grantee is complying with the confidentiality requirements described above. In accordance with this responsibility, grantees must make records applicable to this Agreement available to authorized persons for the purpose of inspection, review, and/or audit.
- Grantees must retain data received from ETA only for the period of time required to use it for assessment and other purposes, or to satisfy applicable Federal records retention requirements, if any. Thereafter, the grantee agrees that all data will be destroyed, including the degaussing of magnetic tape files and deletion of electronic data.

A grantee's failure to comply with the requirements identified in this TEG, or any improper use or disclosure of PII for an unauthorized purpose, may result in the termination or suspension of the grant, or the imposition of special conditions or restrictions, or such other actions as the Grant Officer may deem necessary to protect the privacy of participants or the integrity of data.

5. Recommendations. Protected PII is the most sensitive information that you may encounter in the course of your grant work, and it is important that it stays protected. Grantees are required to protect PII when transmitting information, but are also required to protect PII and sensitive information when collecting, storing and/or disposing of information as well. Outlined below are some recommendations to help protect PII:

- Before collecting PII or sensitive information from participants, have participants sign releases acknowledging the use of PII for grant purposes only.
- Whenever possible, ETA recommends the use of unique identifiers for participant tracking instead of SSNs. While SSNs may initially be required for performance tracking purposes, a unique identifier could be linked to the each individual record. Once the SSN is entered for performance tracking, the unique identifier would be used in place of the SSN for tracking purposes. If SSNs are to be used for tracking purposes, they must be stored or displayed in a way that is not attributable to a particular individual, such as using a truncated SSN.

- Use appropriate methods for destroying sensitive PII in paper files (i.e., shredding or using a burn bag) and securely deleting sensitive electronic PII.
- Do not leave records containing PII open and unattended.
- Store documents containing PII in locked cabinets when not in use.
- Immediately report any breach or suspected breach of PII to the FPO responsible for the grant, and to ETA Information Security at ETA.CSIRT@dol.gov, (202) 693-3444, and follow any instructions received from officials of the Department of Labor.

6. Inquiries. Questions should be addressed to the appropriate Regional Office.

7. Attachment. Appendix: *Applicable Federal Laws and Policies Related To Data Privacy, Security and Protecting Personally Identifiable and Sensitive Information*

APPENDIX

FEDERAL LAWS AND POLICIES RELATED TO DATA PRIVACY, SECURITY AND PROTECTING PERSONALLY IDENTIFIABLE AND SENSITIVE INFORMATION

- Privacy Act of 1974 (the Privacy Act) – Governs the collection, maintenance, use, and dissemination of personally identifiable information about individuals maintained in systems of records by Federal agencies. The Privacy Act prohibits the disclosure of information from a system of records without the written consent of the individual, unless the disclosure is permissible under one of twelve statutory exceptions. The Privacy Act also provides individuals with a way to seek access to and amendment of their records and establishes various agency record-keeping requirements. The Privacy Act does not generally apply to personally identifiable information collected and maintained by grantees.
- Computer Security Act of 1987 – Passed to improve the security and privacy of sensitive information in Federal computer systems and created a means for establishing minimum acceptable security practices for such systems. It required agencies to identify their computer systems that contained sensitive information, create computer security plans, and provide security training of system users or owners on the systems that house sensitive information. It was repealed by the Federal Information Security Management Act (FISMA).
- FISMA – Enacted as Title III of the E-Government Act of 2002, FISMA required each Federal agency to develop and implement an agency-wide program to safeguard the information and information systems that support the operational assets of the agency, including the assets managed by other agencies or contractors.
- On May 22, 2006, the Office of Management and Budget (OMB) issued M-06-15, *Safeguarding Personally Identifiable Information*. In this memorandum, OMB directed Senior Officials for Privacy to conduct a review of agency policies and processes and to take necessary corrective action to prevent intentional or negligent misuse of, or unauthorized access to, PII.
- On July 12, 2006, OMB issued M-06-19, *Reporting Incidents Involving Personally Identifiable Information and Incorporating the Cost for Security in Agency Information Technology Investments*. In this memorandum, OMB provided updated guidance for reporting of security incidents involving PII.
- On May 10, 2006, Executive Order 13402 established the President's Task Force on Identity Theft. The Task Force was charged with developing a comprehensive strategic plan for steps the Federal government can take to combat identity theft and recommending actions which can be taken by the public and private sectors. On April 23, 2007, the Task Force submitted its report to the President, titled "Combating Identity Theft: A Strategic Plan." This report is available at www.idtheft.gov.

- On May 22, 2007, OMB issued M 07-16, Safeguarding Against and Responding to the Breach of Personally Identifiable Information. In this memorandum, OMB required agencies to implement a PII breach notification policy within 120 days.
- NIST SP 800-122, Guide to Protecting the Confidentiality of PII – Released by NIST in April 2010, this document is a guide to assist Federal agencies in protecting the confidentiality of PII in information systems. The guide explains the importance of protecting the confidentiality of PII in the context of information security and explains its relationship to privacy. The document also suggests safeguards that may offer appropriate levels of protection for PII and provides recommendations for developing response plans for incidents involving PII.

**The Mississippi Partnership
WIOA Acknowledgement Form**

1. I certify, to the best of my knowledge, that **ALL** information given is true. I agree and understand any willful misstatement of facts may cause forfeiture of my status in the Workforce Innovation and Opportunity Act program and could be cause for legal action. I understand the information is subject to verification and agree to provide such documentation as required or approval to obtain such. I understand that any information provided may be shared with other federal, state, and local or non-government agencies.
2. I authorize agencies and schools, as appropriate, to release to the WIOA Provider information necessary for verifying appropriate applicant intake responses on which program eligibility/ineligibility was based. I understand this information may subsequently be released to the grant recipient, to Workforce Development Areas and/or worksites for eligibility purposes.
3. I agree to notify the WIOA Provider of any address or phone number changes during the time I'm in the program. I also understand that someone representing the WIOA Provider may call me after program completion. I agree to provide them with information about my employment status, earnings, and other information necessary to evaluate program success.
4. Photo/Video Release (mark appropriate response)

☐ I authorize and give my permission for the WIOA Program to use quotes, take pictures and video shots of me while enrolled in the WIOA Program. These photos/videos may be used for workforce program publicity such as newspaper articles, PowerPoint presentations, website photos, etc.

☐ I Do Not authorize and give my permission for the WIOA Program to use quotes, take pictures and video shots of me while enrolled in the WIOA Program.

5. Data Sharing Acknowledgement

I acknowledge that by receiving Workforce Innovation and Opportunity Act (WIOA) services in the state of Mississippi personal information collected during registration for and administration of these services may be disclosed to WIOA partner agencies (including, but not limited to, Mississippi Community College Board, Mississippi Department of Human Services, Mississippi Department of Employment Security, and Mississippi Department of Rehabilitation Services) or their authorized representatives to improve the quality of case management and match records to meet performance accountability, reporting, and evaluation requirements under WIOA (Pub. L. 113-128). I hereby acknowledge and consent to the release of my personal information as indicated.

By signing below, I hereby acknowledge and consent to the items detailed in 1.-5. above.

Participant's Signature

Date

Parent's/Guardian's Signature (if required)

Date

By signing below, I hereby certify that the items in 1.-6. above were explained to the participant and/or parent/guardian.

WIOA Provider Staff

Date

Appendix A

The Mississippi Partnership Local Area Re-Designation Letter



PHIL BRYANT
GOVERNOR

RECEIVED
MAY 18 2015
BY THREE RIVERS

May 14, 2015

Mr. Vernon R. Kelley, III
Three Rivers Planning
and Development District
P. O. Box 690
Pontotoc, Mississippi 38863

Dear Mr. Kelley:

In accordance with Section 106(b)(2) of the Workforce Innovation and Opportunity Act (WIOA), I hereby approve your request for initial designation of the Mississippi Partnership as a local workforce development area for two full program years, ending June 30, 2017.

There is much to do to implement the WIOA. This innovative legislation provides the framework for a stronger alignment of the workforce, education, and economic development systems. By working better together, we can improve the delivery of services that connect workers with the skills they need to be successful and employers with the skilled workers they need to grow.

Thank you for committing yourselves to this tremendous opportunity for our state.

Sincerely,

A handwritten signature in blue ink that reads "Phil Bryant".

Phil Bryant
Governor



PHIL BRYANT
GOVERNOR

May 10, 2017

Mr. Vernon R. Kelley, III
Executive Director
Three Rivers Planning and Development District
Post Office Box 690
Pontotoc, Mississippi 38863

Dear Mr. Kelley:

Because of a U.S. Department of Labor regulation, I am extending the initial designation of the Mississippi Partnership as a local workforce development area (LWDA) under the Workforce Innovation and Opportunity Act (WIOA) for an additional program year until June 30, 2018.

As you will recall, WIOA creates a two-step process for designating a LWDA. First, WIOA Section 106(b)(2) provides for an "initial designation" for "the first 2 full program years following the enactment of this Act," to allow for a transition to the new requirements of WIOA. Then at the end of the initial designation, Section 106(b)(3) calls for a "subsequent designation," based on a review of the performance of the LWDA during the initial designation period.

In accordance with those statutory requirements, on May 14, 2015, I approved your request for the initial designation of the Mississippi Partnership to continue as a LWDA through June 30, 2017, which was the end of the first two full program years after the enactment of WIOA on July 22, 2014.

Recently, however, the U.S. Department of Labor issued a regulation, 20 CFR 679.250(c), mandating that "no determination of subsequent eligibility may be made before the conclusion of Program Year (PY) 2017." Because Program Year 2017 will end June 30, 2018, that regulation has the effect of extending the initial designation period until that date.

For those reasons, I hereby approve the continued initial designation of the Mississippi Partnership as a LWDA through June 30, 2018.

Mr. Vernon R. Kelley, III
May 10, 2017
Page 2

The Mississippi Partnership LWDA is an essential partner in the successful implementation of our innovative WIOA state plan. By working together to strengthen the alignment of our workforce, education, and economic development initiatives, we can make our state a better place to live where every Mississippian who wants a job can get a job. I appreciate your commitment to this exciting opportunity.

Sincerely,

A handwritten signature in black ink, reading "Phil Bryant". The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

Phil Bryant
Governor



PHIL BRYANT
GOVERNOR

July 5, 2018

Mr. Vernon R. Kelley, III
Executive Director
Three Rivers Planning and
Development District
Post Office Box 690
Pontotoc, Mississippi 38863

Dear Mr. Kelley:

As you will recall, WIOA creates a two-step process for designating a LWDA. First, WIOA Section 106(b)(2) provides for an "initial designation" for "the first 2 full program years following the enactment of this Act," to allow for a transition to the new requirements of WIOA. Then at the end of the initial designation, Section 106(b)(3) calls for a "subsequent designation," based on a review of the performance of the LWDA during the initial designation period.

On May 10, 2017, I extended the initial designation of the Mississippi Partnership as a local workforce development area (LWDA) because of a U.S. Department of Labor regulation, under the Workforce Innovation and Opportunity Act (WIOA) until June 30, 2018. Effective July 1, 2018, I approved your request for subsequent designation of the Mississippi Partnership as a local workforce development area.

The Mississippi Partnership LWDA is an essential partner in the successful on-going implementation of our innovative WIOA state plan. By working together to strengthen the alignment of our workforce, education, and economic development initiatives, we can make our state a better place to live where every Mississippian who wants a job can get a job. I appreciate your commitment to this exciting opportunity.

Sincerely,

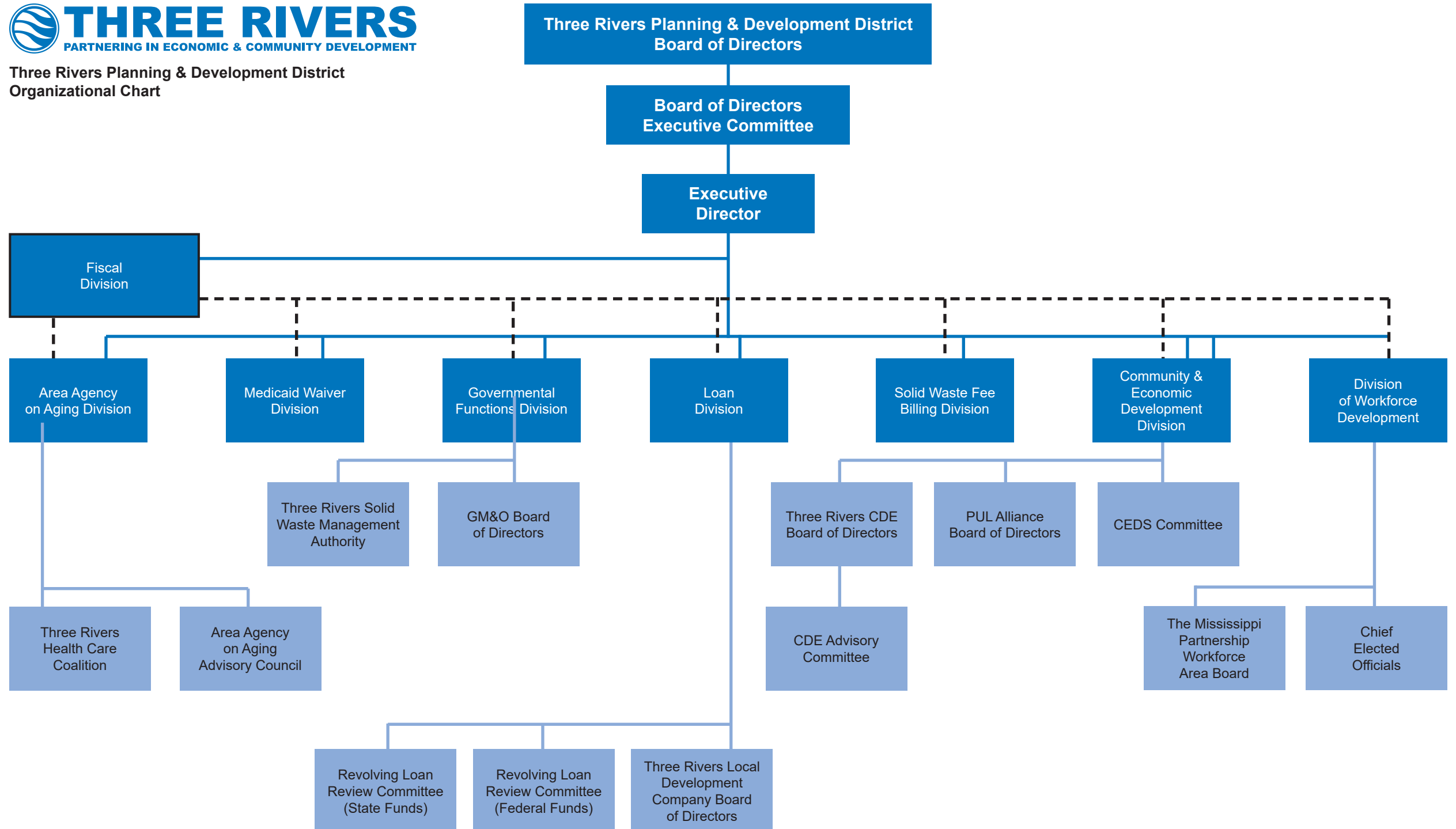
A handwritten signature in blue ink that reads "Phil Bryant".

Phil Bryant
Governor

Appendix B

The Mississippi Partnership Fiscal & Administrative Agent Organizational Chart

Three Rivers Planning & Development District
Organizational Chart



Appendix C

The Mississippi Partnership Workforce Development Board Membership List

The Mississippi Partnership Local Workforce Development Board

Board Member Roster

Updated 9/11/2026

Name	Organization	Title	Sector Representing
<i>Business Representatives:</i>			
John Adams	S & J Custom Framing & Gifts	Owner	Business
Dwayne Blackmon	Dwayne Blackmon Chevrolet	Owner	Business
Cade Hooker	Hooker Construction	Vice-President	Business
Dennis Johnson	Self-Employed	Owner	Business
Jessica Jordan	Jordan & Jordan Properties, LLC	Owner	Business
Jeffery King	Bank of Holly Springs	President	Business
Kelly Martin	Monroe County Chamber of Commerce	Executive Director	Business
Gerald Mills	Community Solutions, LLC	Owner	Business
Kristin Norwood	BNA Bank	HR Director	Business
Barry Rowland	Monroe County Electric Power Association	General Manager	Business
Jack Savely	J Abbott, LLC	Owner	Business
Tommy Whitehead	Rainbow Dollar Store	Owner	Business
<i>20% Required:</i>			
James Dye	Region IV Mental Health	Therapist	Community Based
Glenn Haab	Winston Co. Economic Dev. District Partnership	Executive Director	Community Based
Greta Miller	East MS Community College	WIOA Director of Career Services	Apprenticeship
Robby Parman	Regional Rehab Center	Executive Director	Community Based
Marty Roberts	AT&T	Special Service Tech	Labor
<i>Additional Education & Economic Development Board Members</i>			
Dwayne Casey	Northwest MS Community College	Workforce Director	Higher Education
Heather Collums	Mississippi Dept. of Rehab Services	Business Relations Coordinator	Voc Rehab
Daphne James	Mississippi Dept. of Employment Security	Workforce Services Director	Wagner-Peyser
Laurie Kesler	Northeast MS Community College	Director of Adult Education	Adult Ed & Literacy Programs
Kristy Luse	CREATE Foundation	VP, Toyota Wellspring Education Fund	Local Educ. & Comm. Based
Kim Richardson	North MS Industrial Development Assoc.	Assistant Director	Economic Development

Appendix D

The Mississippi Partnership Workforce Development Board By-Laws

**BY-LAWS
OF
THE MISSISSIPPI PARTNERSHIP
FOR WORKFORCE DEVELOPMENT, INC.**

Adopted October 15, 2015

I. NAME

The incorporated name of this organization shall be the: “The Mississippi Partnership for Workforce Development, Inc.”

II. PURPOSE

In accordance with the Workforce Innovation and Opportunity Act, it is the purpose of the Local Workforce Development Board to provide workforce development activities in our local area that will increase the employment, retention, and earnings of participants, and increase attainment of recognized postsecondary credentials by participants, and, as a result improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the requirements of employers, and enhance the productivity and competitiveness of the 27 counties that constitute “The Mississippi Partnership.”

III. AUTHORITIES AND RESPONSIBILITIES OF THE LOCAL BOARD

- A. Local plan – The Board, in partnership with the chief elected official for the area, shall develop and submit a local plan to the Governor.
- B. Workforce Research and Regional Labor Market Analysis – The Board shall:
 - 1. Carry out analyses of the economic conditions in the region, the needed knowledge and skills for the region, the workforce in the region, and workforce development activities (including education and training) in the region.
 - 2. Assist the Governor in developing the statewide employment statistics system described in section 15(e) of the Wagner - Peyser Act, specifically the collection, analysis, and utilization of workforce and labor market information for the region.
 - 3. Conduct such other research, data collection, and analysis related to the workforce needs of the regional economy as the board, after receiving input from a wide array of stakeholders, determines to be necessary to carry out its functions.
- C. Convening, Brokering, and Leveraging – The local board shall convene local workforce development system stakeholders to assist in the development of the local plan under section 108 and in identifying non-Federal expertise and resources to leverage support for workforce development activities. The local board, including standing committees, may engage such stakeholders in carrying out the functions described in this subsection.
- D. Employer Engagement – The Board shall lead efforts to engage with a diverse range of employers and with entities in the region involved:
 - 1. To promote business representation (particularly representatives with optimal policymaking or hiring authority from employers whose employment opportunities reflect existing and emerging employment opportunities in the region) on the local board;
 - 2. To develop effective linkages (including the use of intermediaries) with employers in the region to support employer utilization of the local workforce development system and to support local workforce investment activities;
 - 3. To ensure that workforce investment activities meet the needs of employers and support economic growth in the region, by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers; and

4. To develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers (such as the establishment of industry and sector partnerships), that provide the skilled workforce needed by employers in the region, and that expand employment and career advancement opportunities for workforce development system participants in in-demand industry sectors or occupations.
- E. Career Pathways Development – The Board, with representatives of secondary and postsecondary education programs, shall lead efforts in the local area to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment.
- F. Proven and Promising Practices – The Board shall lead efforts to:
 1. Identify and promote proven and promising strategies and initiatives for meeting the needs of employers, and workers and jobseekers (including individuals with barriers to employment) in the local workforce development system, including providing physical and programmatic accessibility, in accordance with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 to the one-stop delivery system; and
 2. Identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs.
- G. Technology – The Board shall develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers, by:
 1. Facilitating connections among the intake and case management information systems of the one-stop partner programs to support a comprehensive workforce development system in the local area;
 2. Facilitating access to services provided through the one-stop delivery system involved, including facilitating the access in remote areas;
 3. Identifying strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery, and increase access to services and programs of the one-stop delivery system, such as improving digital literacy skills; and
 4. Leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment.
- H. Program Oversight – The Board, in partnership with the chief elected official for the local area, shall:
 1. a. Conduct oversight for local youth workforce investment activities, local employment and training activities, and the one-stop delivery system in the local area; and
b. Ensure the appropriate use and management of the funds provided under subtitle B for the activities and system described in clause (a); and
 2. For workforce development activities, ensure the appropriate use, management, and investment of funds to maximize performance outcomes.
- I. Negotiation of Performance – The Board, the chief elected official, and the Governor shall negotiate and reach agreement on local performance accountability measures.
- J. Selection of Operators and Providers
 1. Selection of one-stop operators – The Board, with the agreement of the chief elected official –
 - a. Shall designate or certify one-stop operators, and

- b. May terminate for cause the eligibility of such operators.
- 2. Selection of youth providers – The Board:
 - a. Shall identify eligible providers of youth activities in the local area by awarding grants or contracts on a competitive basis, and
 - b. May terminate for cause the eligibility of such operators.
- 3. Identification of eligible providers of training services – The Board shall identify eligible providers of training services in the local area.
- 4. Identification of eligible providers of career services – If the one-stop operator does not provide intensive services in a local area, the Board shall identify eligible providers of intensive services in the local area by awarding contracts.
- 5. Consumer choice requirements – The Board shall work with the State to ensure there are sufficient numbers and types of providers of career and training services serving the local area and providing the services involved in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities.
- K. Coordination with Education Providers – The Board shall coordinate activities with education and training providers in the local area, including providers of workforce investment activities, providers of career and technical education, and local agencies administering plans under title I of the Rehabilitation Act of 1973, other than section 112 or part C of that title.
- L. Budget and Administration – The Board shall develop a budget for activities of the local board in the local area, consistent with the local plan and the duties of the local.
- M. Accessibility for Individuals with Disabilities – The Board shall annually assess the physical and programmatic accessibility of all one-stop centers in the local area.

IV. ORGANIZATION AND COMPOSITION

- A. Pursuant to the provisions of the Workforce Innovation and Opportunity Act, the Board shall consist of:
 - 1. Representatives of business in the local area, who –
 - a. Are owners of businesses, chief executives or operating officers of businesses, and other business executives or employers with optimum policymaking or hiring authority;
 - b. Represent businesses, including small businesses, or organizations representing businesses described, that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area;
 - c. Are appointed from among individuals nominated by local business organizations and business trade associations;
 - 2. Not less than 20 percent of the members shall be representatives of the workforce within the local area, who—
 - a. shall include representatives of labor organizations (for a local area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a local area in which no employees are represented by such organizations) other representatives of employees;
 - b. shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists;

- c. may include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and
 - d. may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth;
 - 3. Representatives of entities administering education and training activities who:
 - a. Shall include a representative of eligible providers administering adult education and literacy activities;
 - b. Shall include a representative of institutions of higher education providing workforce investment activities (including community colleges);
 - c. May include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment;
 - 4. Representatives of governmental and economic and community development entities serving the local area who:
 - a. Shall include a representative of economic and community development agencies;
 - b. Shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act
 - c. Shall include an appropriate representative of the programs carried out under title I of the Rehabilitation Act of 1973 other than section 112 or part C of that title.
 - d. May include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistances; and
 - e. May include representatives of philanthropic organizations serving the local area; and
 - 5. May include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate.
- B. Authority of board members – Members of the Board that represent organizations, agencies, or other entities shall be individuals with optimum policymaking authority within the organizations, agencies, or entities.
- C. Majority – A majority of the members of the Board shall be business representatives.
- D. Chairperson – The board shall elect a chairperson for the Board from among the business representatives who are members of the board.
- E. In accordance with the Act and in agreement among the Chief Elected Officials, there shall a twenty-three (23) member Local Workforce Development Board;
- F. The members of the Board shall be initially appointed for fixed and staggered terms by the counties' Chief Elected Officials (CEOs) of the area, their terms beginning September 2015. The initial terms will be randomly assigned lengths of one year, two years, or three years.
- G. At the end of a member's term of membership, the Chief Elected Official shall be given the option to re-appoint that member for a period of two (2) years if the member so desires.
- H. Any vacancy in the Board's membership shall be filled by the Chief Elected Official in the same manner as the original appointment.
- I. Any member of the Board may be removed for cause by a two-thirds majority vote of the Board following establishment of due cause.

- J. Once appointed, a member may serve his/her entire term even if his/her category representation status changes during that term. The member must, however, make such category representation status change known to the Chairperson.

V. OFFICERS

The officers of the Board shall consist of a Chairperson and Vice Chairperson. The term of each officer shall be for two years.

A. Chairperson

1. The Chairperson shall preside at all meetings of the Board and shall advise with the other officers of the Board on matters of policy. He/She shall have other powers, and perform other duties, as may be incidental to his office, as are given to him by these By-Laws, or may be assigned to him by the Board.
2. The Chairperson shall be elected from among members of the Board who are representatives of the business sector.
3. The term of office is for two years beginning on July 1 of one year and ending on June 30.
4. The Chairperson may succeed himself/herself if elected by the membership.

B. Vice-Chairperson

1. Those conditions enumerated above applying to the Chairperson shall apply equally to the Vice Chairperson, except that the Vice-Chairperson may be a representative of the public sector.
2. In the event of the absence of the Chairperson, the Vice-Chairperson shall act as Chairperson.
3. There shall not be any automatic progression from Vice-Chairperson to Chairperson.

VI. MEETINGS, ATTENDANCE, QUORUM, AND VOTING

A. Meetings

1. The Board shall meet up to four times per program year as recommended by the Fiscal Agent for the transaction of such business as may be necessary. Special meetings may be called by either the Chairperson and/or upon request of two-thirds of the membership.
2. All meetings shall be open and accessible to the general public, and will adhere to the State's Open Meetings Law, '25-41-1 through 17 of the Mississippi Code, Annotated, as applicable.
3. At a minimum, regular meeting notices will be published in generally circulated newspapers in "The Mississippi Partnership" area.
4. Emergency meetings shall be announced by the faxing or emailing of a meeting notice to each Chancery Clerk's office in the 27 county area requesting that the notice be posted in public view at that county's courthouse or other appropriate location.
5. Each member shall be notified in writing, by postal mail, fax, and/or e-mail, at least five days in advance of the meeting.
6. Minutes shall be recorded of each Board meeting within a reasonable period of time not to exceed 30 days after adjournment.
7. In the event that a regularly scheduled Board meeting falls on the eve of an observed holiday, or the following an observed holiday, the meeting may be rescheduled for a more appropriate date.

B. Attendance

1. Members of the Board are encouraged to attend Board meetings. However, it is recognized that absences from either or both shall be necessary from time to time.

Members who may be absent from either a Board meeting shall have two options available to them to satisfy attendance requirements.

- a. They may designate an alternate (non-member), in writing, to represent them at such meeting(s) who may vote the member's wishes at that specific meeting; or
 - b. They may consult with and request, in writing, a current member of the Board to exercise their proxy at a given meeting.
2. In view of the above, if a member is absent from three consecutive meetings, the fiscal agent staff is authorized to mail a letter to the board member to determine if the individual has been unable to attend due to medical/health, family, or business conflicts. If the absences are not due to these reasons, the board member will be asked to let the staff know if they are interested in continuing to serve on the workforce board.
 3. Any Board member removed under this policy has the right to appeal his removal to the Board.
 4. The Board shall review attendance records and the use of alternates and/or proxies from time to time and take such actions as may be appropriate.
- C. Quorum
For the full Board a quorum shall consist of 51% of the members being represented. Proxies do not count towards the make-up of a quorum for the full Board.
- D. Voting
1. Each member shall have only one vote. A proxy will be mailed or emailed out with the notice for meetings, and other written letters will be accepted.
 2. Members of the Board may award their proxy in writing to another member of the Board or to their representative.

VII. COMMITTEES – The Board does not have any standing committees.

VIII. STAFF

The Board may utilize the staff of the Fiscal Agent to carry out its functions.

IX. AMENDMENTS TO BY-LAWS

Amendments to these By-Laws shall be proposed at one meeting and voted on at the next meeting. These By-Laws may be amended at any meeting where a quorum exists, with two-thirds of those present, including authorized proxies, voting in the affirmative, and upon receipt of the concurrence of the chief elected official within thirty days of the amendment being approved by the Board.

X. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall generally govern the Board in such cases in which they are not inconsistent with these By-Laws, and any special rule of order the Board may adopt.

XI. CONFLICT OF INTEREST

This Code of Conduct sets forth standards governing the performance of members of the Board who are engaged in the award and administration of contracts and purchases.

- A. No member of the Board shall make, or second, a motion or cast a vote on
1. Any matter which has a direct bearing on services to be provided by that Board member, or an entity that such member represents;

2. Any matter which would provide direct financial benefit to such member, or the immediate family of such member.
- B. No member of the Board shall engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.
- C. For purposes of this policy, "immediate family member" includes:

1. Spouse,	9. Father,	17. Uncle,
2. Son,	10. Father-in-law,	18. Niece,
3. Son-in-law,	11. Brother,	19. Nephew,
4. Daughter,	12. Brother-in-law,	20. Step-parent,
5. Daughter-in-law,	13. Sister,	21. Step-child,
6. Mother,	14. Sister-in-law,	22. Grandparent, and
7. Mother-in-law,	15. Aunt,	23. Grandchild.
- D. Declaration of Possible Conflicts. Board members must declare, on the record, possible conflicts of interest when:
 1. The member or immediate family member is a volunteer board member of a nonprofit bidding organization;
 2. The member is voting on an indirect affirmation of a contract relationship, such as a vote on the local plan; or
 3. The member is voting on a rival proposal, though there is no direct competition.
- E. Abstention from Voting.
 1. No Board member shall cast a vote on the provision of services by that member (or any organization which that member directly represents) or vote on any matter which would provide a direct financial benefit to that member.
 2. No Board member shall cast a vote on the provision of services by any person or organization who is in direct competition with a proposal or bid which would provide a direct financial benefit to the member.
- F. Abstention from Participation. No Board member shall participate in decisions about contracts with the organization he or she represents or from which they receive direct financial benefit, including immediate family members. Participation includes:
 - Discussing,
 - Lobbying,
 - Rating,
 - Scoring,
 - Recommending,
 - Explaining or
 - Assisting in the design or approval of the procurement process.
- G. Sanctions. Willful violations by a Board member shall result in removal from the Board and, if the Grievance Committee decides it is in the best interest of the area, termination of the questioned contract.

Appendix E

The Mississippi Partnership Certification Regarding Debarment

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing 48 CFR, Part 9, Subpart 9.4, Debarment, Suspension, and Ineligibility.

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Vernon R. Kelley, III Executive Director

Name and Title of Authorized Representative

Signature

Date

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension,

Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to check the List of Parties Excluded from Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

CERTIFICATION REGARDING LOBBYING

**CERTIFICATION FOR CONTRACTS, GRANTS, LOANS,
AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the "Disclosure of Lobbying Activities" form in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Three Rivers Planning & Development District, Inc.
Subgrantee Organization

Vernon R. Kelley, III

Name of Certifying Official

Signature

Date

DISCLOSURE OF LOBBYING ACTIVITIES

(Federal Register/Vol. 55, No. 38/February 26, 1990)

1. Type of Federal Action: ☐ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance		2. Status of Federal Action: ☐ a. bid/offer/application ☐ b. initial award ☐ c. post-award		3. Report Types: ☐ a. initial filing ☐ b. material change For material change Only: Year _____ Quarter _____ Date of last report _____	
4. Name and Address of Reporting Entity: ___ Prime ___ Subawardee Tier ___, if known: Congressional District, if known:			5. If Reporting Entity in No. 4 is Subawardee. Enter Name and Address of Prime:		
6. Federal Department/Agency:			7. Federal Program Name/Description: CFDA Number, if applicable:		
8. Federal Action Number, if known:			9. Award Amount, if known \$		
10. a. Name and Address of Lobbying Entity (if individual, last name, first name, middle initial):			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, middle initial):		
(Attach Continuation Sheet(s), if necessary)					
11. Amount of Payment (check all that apply): \$ _____ actual _____ planned			13. Type of Payment (check all that apply): _____ a. retainer _____ b. one-time fee _____ c. commission _____ d. contingent fee _____ e. deferred _____ f. other; specify: _____		
12. Form of Payment (check all that apply): ___ a. cash ___ b. in-kind, specify: nature _____ value _____					
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for payment indicated in Item 11: (Attach Continuation Sheet(s), if necessary)					
15. Continuation Sheet(s) attached: _____ YES _____ NO					
16. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: _____ Print Name: <u>Vernon R. Kelley, III</u> Title: <u>Executive Director</u> Telephone Number: <u>662-489-2415</u> Date _____		

Appendix F

The Mississippi Partnership Signatory Submission Page

**THE MISSISSIPPI PARTNERSHIP
Local Workforce Development Area
Plan Approval Certification**

The local chief elected official approved this plan on _____.

Sam Taylor Date
MPWDA Chief Elected Official

Local Chief Elected Official Mailing Address:

Mr. Sam Taylor
Union County Board of Supervisors
P.O. Box 847
New Albany, MS 38652
Tel: 662-534-3902
Fax: 662-534-2369

The local workforce development board approved this plan on _____.

Jessica Jordan Date
MPWDB Chair

Local Workforce Board Mailing Address:

Three Rivers PDD, Inc.
Attn: Mississippi Partnership WDB
75 South Main Street
P.O. Box 690
Pontotoc, MS 38863
Tel: 662-489-2415
Fax: 662-489-0958
E-mail: ttreadaway@trpdd.com

Signature for Fiscal Agent & Local Grant Recipient):

Vernon R. Kelley, III Date
Executive Director

Fiscal Agent & Local Grant Recipient Mailing Address:

Three Rivers PDD, Inc.
75 South Main Street
P.O. Box 690
Pontotoc, MS 38863
Tel: 662-489-2415
Fax: 662-489-0958
E-mail: vrk@trpdd.com or
ttreadaway@trpdd.com

Appendix G

The Mississippi Partnership WIN Job Center Memorandum of Understanding

**The Mississippi Partnership
Workforce Development Area
One-Stop Partners
Memorandum of Understanding**

Purpose

In accordance to WIOA Section 121.(c), this Memorandum of Understanding (MOU) shall describe how WIOA One-Stop Partners will provide services through the Mississippi Partnership Workforce Development Area to ensure workforce development activities implement and support the Local Workforce Area Plan. This MOU shall meet all the requirements outlined in WIOA Section 121.(c) which requires provisions describing—

- A. the services to be provided through the one-stop delivery system consistent with the requirements of this section, including the manner in which the services will be coordinated and delivered through such system;
- B. how the costs of such services and the operating costs of such system will be funded, including—
 - 1. funding through cash and in-kind contributions (fairly evaluated), which contributions may include funding from philanthropic organizations or other private entities, or through other alternative financing options, to provide a stable and equitable funding stream for ongoing one-stop delivery system operations; and
 - 2. funding of the infrastructure costs of one stop centers;
- C. methods of referral of individuals between the one-stop operator and the one-stop partners for appropriate services and activities;
- D. methods to ensure the needs of workers and youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in the provision of necessary and appropriate access to services, including access to technology and materials, made available through the one-stop delivery system; and
- E. the duration of the memorandum of understanding and the procedures for amending the memorandum during the duration of the memorandum, and assurances that such memorandum shall be reviewed not less than once every 3-year period to ensure appropriate funding and delivery of services; and
- F. Such other provisions, consistent with the requirements of this title, as the parties to the agreement determine to be appropriate.

Parties

Parties to this MOU shall include the following One-Stop Partners listed below. As required by WIOA, all One-Stop Partners shall participate in the One-Stop Delivery System in the Mississippi Partnership, be partners to the MOU, and abide by the terms prescribed herein and by all applicable Federal, State, and Local rules, plans, and policies as applicable and authorized under the Partner's program and in keeping with the federal guidelines.

Agency/Organization	Program
The Mississippi Partnership Local Workforce Development Board & Chief Elected Official	* WIOA Title I Adult, Dislocated Worker, and Youth Services
Mississippi Department of Employment Security (MDES)	* Wagner-Peyser Act Program (Wagner-Peyser Act, as amended by WIOA Title III) * Trade Adjustment Assistance for Workers Program (authorized under Title II-Chapter 2 of the Trade Act of 1974) * Jobs for Veterans State Grants Program (authorized under Chapter 41 of Title 38 United States Code) * Unemployment Insurance Programs (authorized under state unemployment compensation laws)
East MS Community College (EMCC) East Central Community College (ECCC) Holmes Community College (HCC) Itawamba Community College (ICC) Northeast MS Community College (NEMCC) Northwest MS Community College (NWCC) Grenada Public Schools Greater Columbus Learning Center Starkville Public Schools	* Adult Education & Family Literacy Act Program (WIOA Title II)
MS Dept. of Rehabilitation Services (MDRS)	* Vocational Rehabilitation Program (Title I of the Rehabilitation Act of 1973, as amended by WIOA Title IV)
MS Dept. of Human Services (MDHS)	* Temporary Assistance for Needy Families (TANF)

Recitals

Whereas the Workforce Innovation and Opportunity Act of 2014 was signed into law on July 22, 2014, that amended and replaced the Workforce Investment Act of 1998 (WIA), and

Whereas the Mississippi Partnership Local Workforce Development Area was designed as a workforce area in the State of Mississippi by Governor Phil Bryant on May 14, 2015, and

Whereas the Mississippi Partnership Local Workforce Board and Chief Elected Official establish the One-Stop Delivery System One-Stop Delivery System in accordance with WIOA Section 121, the WIOA State Plan, and the WIOA Local Plan for the Mississippi Partnership. Through competitive procurement the Workforce Board and Chief Elected Official shall select WIN Job Center Operators and WIOA Adult and Dislocated Worker Services Providers.

Article 1: One-Stop Partner Services in the WIN Job Centers

The Mississippi Partnership Local Workforce Board and Chief Elected Official has selected the following WIN Job Center locations, WIN Job Center Operators, and One-Stop Partner Services to be provided in each WIN Job Center (see matrix on page 4). WIN Job Center Operators may incorporate additional partners in the WIN Job Centers, however, the One-Stop Partner Services required by the Mississippi Partnership Local Workforce Board shall be available in the WIN Job Center. WIN Job Centers in the Mississippi shall be full-time centers, providing services at a minimum of 8 hours a day Mondays-Fridays and shall observe the Mississippi Partnership Holiday Schedule outlined in the WIN Job Center Operator's subgrants.

The Mississippi Partnership
WIN Job Center Delivery Structure

WJC Operator	WJC Location	One-Stop Partner Services								
		WIOA Adult/ DW	WIOA Youth	Wagner-Peyser	Trade Assistance	Jobs For Veterans	Unemployment Insurance	Adult Literacy & Education	Voc Rehab	TANF (SNAP)
ICC	Belden, MS	X	X	X	X	X	X	X	X	X
ICC	Amory, MS	X	X	X	X		X	X		
ICC	Houston, MS	X	X	X			X	X		
ICC	Pontotoc, MS	X	X	X			X	X		
NECC	Corinth, MS	X	X	X	X	X	X	X		
NECC	New Albany, MS	X	X	X			X	X		
NWCC	Oxford, MS	X	X	X	X		X	X		
NWCC	Senatobia, MS	X	X	X			X			
NWCC	Byhalia, MS	X	X	X			X	X		
EMCC	Mayhew, MS	X	X	X	X	X	X	X		
EMCC	West Point, MS	X	X	X			X	X		
MDES	Desoto County	X	X	X	X	X	X	X		
MDES	Louisville, MS	X		X			X			
MDES	Grenada, MS	X		X	X		X			
MDES	Iuka, MS	X		X			X			
MDES	Calhoun County	X		X			X			
MDES	Attala County	X		X			X			

Article 2: Access to One-Stop Partner Services

A minimum of one Comprehensive WIN Job Center or one Sector Training Plus Comprehensive WIN Job Center in the Mississippi Partnership shall physically house all One-Stop Partners. A minimum of at least one staff member from each of the One-Stop Partners shall be co-located in the Comprehensive WIN Job Center in accordance to the State of Mississippi Combined Plan and the Mississippi Partnership Local Plan.

The Affiliate WIN Job Centers shall include staff from at least two of the One-Stop Partners and shall provide the core services that meet the needs of the local communities while maintaining a direct lifeline to the Comprehensive WIN Job Center. Individuals needing One-Stop Partner services that are not co-located at the Affiliate WIN Job Center shall have access to such services through the referral process described in Article 4.

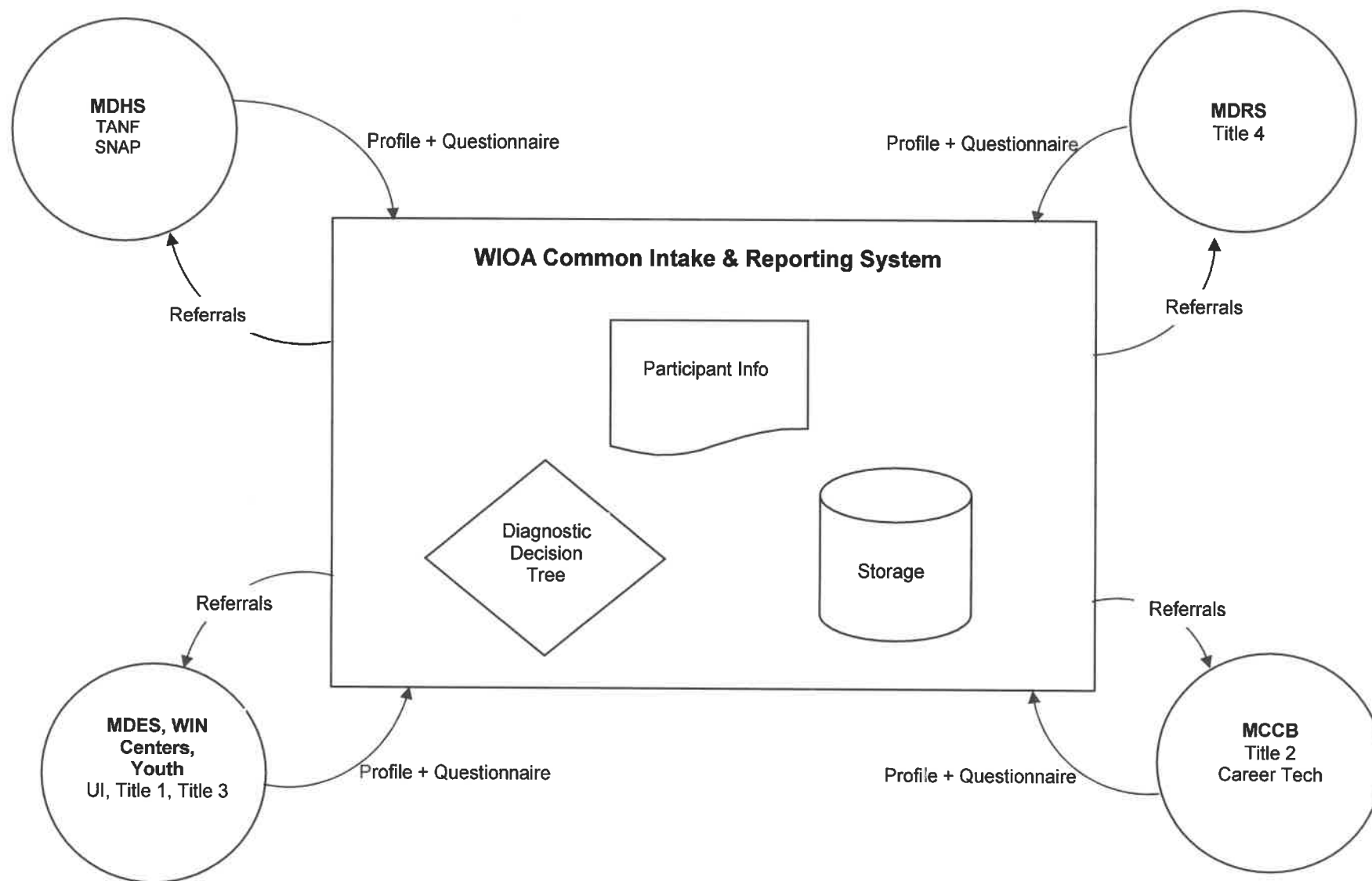
Article 3: One-Stop Partner Cost Sharing

Each of the 16 WIN Job Center shall have a cost-sharing agreement which describes how partners will contribute to Center costs, including but not limited to the cost of the resource room, utilities, maintenance of shared equipment and facilities. The WIN Job Center Operator, with assistance from the Mississippi Partnership Local Workforce Board, is responsible for developing and maintaining the cost-sharing agreement for each WIN Job Center. The cost-sharing agreements shall be incorporated into this MOU as Attachment A and shall be reviewed no less than once a program year to ensure adequate cost-sharing of the WIN Job Center costs.

Article 4: One-Stop Partner Referral Process

All One-Stop Partners shall utilize the HUB system so that referrals from all one-stop partners can be managed in an efficient and effective manner. All One-Stop Partnerships shall follow-up on all referrals so that A diagram of the HUB system is included on the following page of this MOU.

The Mississippi Combined Partner “No Wrong Door” Flow Chart



Article 5: Duration of MOU

This agreement will remain in effect until rescinded or notice in writing is given by either party 180 days prior to termination.

Article 6: Modification of MOU

This MOU may be modified as needed based on the Mississippi Partnership Local Workforce Board and Chief Elected Official's modification of the One-Stop Delivery System in the Mississippi Partnership. Furthermore, this MOU may be modified by mutual consent of all parties using the same process and procedures as this original Agreement

Article 7: Certification

By signing this MOU, all parties agree that the provisions contained herein are subject to all applicable Federal, State, and Local laws, regulations, and/or guidelines relating to nondiscrimination, equal opportunity, displacement, privacy rights of participants, and maintenance of records and other confidential information related to one-stop customers.

This Memorandum of Understanding is entered into by and between the Parties for the operation of the one-stop delivery system, including the coordination of service delivery and the sharing of infrastructure costs, for the Mississippi Partnership Workforce Development Area.

By signatures affixed below, the Parties to this MOU agree to work collaboratively to carry out the provisions of this MOU:

Date: July 7, 2017

**THE MISSISSIPPI PARTNERSHIP
WORKFORCE DEVELOPMENT BOARD**



Jack Savely, Chairman

Attest: Courtney Rackley

Date: July 7, 2017

**THE MISSISSIPPI PARTNERSHIP
CHIEF ELECTED OFFICIAL**



Wayne Stokes, Chairman

Attest: Courtney Rackley

Date: July 14, 2017

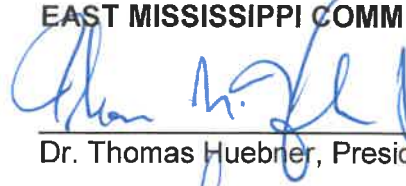
**THE MISSISSIPPI DEPARTMENT OF
EMPLOYMENT SECURITY**

Mark Henry
Mark Henry, Executive Director

Attest: Jacqueline A. Sura

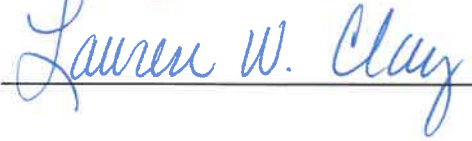
Date: 11-30-17

EAST MISSISSIPPI COMMUNITY COLLEGE



Dr. Thomas Huebner, President

Attest:



Date: 8/17/17

ITAWAMBA COMMUNITY COLLEGE



Dr. Jay Allen, President

Attest: 

Date: 12-6-17

**NORTHEAST MISSISSIPPI COMMUNITY
COLLEGE**

Ricky A. Ford
Ricky Ford, President

Attest: Misty DeVaughn

Date: July 12, 2017

**NORTHWEST MISSISSIPPI COMMUNITY
COLLEGE**



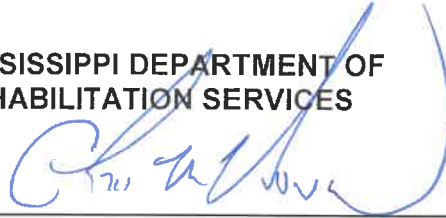
Dr. Gary Spears, President

Attest: Angela G. Stuart



Date: 8/2/17

**MISSISSIPPI DEPARTMENT OF
REHABILITATION SERVICES**



Chris Howard, Executive Director

Attest:



Date: 7/21/2017

**MISSISSIPPI DEPARTMENT OF
HUMAN SERVICES**

DocuSigned by:

69BA29F8A4074D1

John Davis, Executive Director

DocuSigned by:

878CC66E940045C...
Attest: _____

Date: July 13, 2017

HOLMES COMMUNITY COLLEGE

Jim Haffy
Dr. Jim Haffy, President

Attest: Ceressa N. Sims

Date: 11-1-2017

**EAST CENTRAL COMMUNITY
COLLEGE**



Dr. Billy Stewart, President

Attest: 

Date: 5/8/2017

**STARKVILLE OKTIBBEHA CONSOLIDATED
SCHOOL DISTRICT**



Dr. Joan Butler, Director

Attest: 

Date: 7/16/2017

GREATER COLUMBUS LEARNING CENTER

Mr. Darren Jordan
Mr. Darren Jordan, Executive Director

Attest: Alicia Orude

Date: 7/12/17

GRENADA SCHOOL DISTRICT

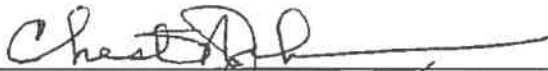
Priscilla Burns

Ms. Priscilla Burns, ABE Director

Attest: Cindy Heimbach

Date: 2/1/19

**NATIONAL CAUCUS & CENTER ON BLACK
AGING**



Mr. Chester A Johnson, MS Program Manager

Attest: 

Appendix H

The Mississippi Partnership WIN Job Centers

WIN JOB CENTER LOCATIONS

1 Belden-Tupelo WJC
3200 Adams Farm Rd.
Belden, MS 38826
662-842-4371, 662-407-1213

2 Corinth WJC
2759 South Harper Rd.
Corinth, MS 38834
662-696-2336

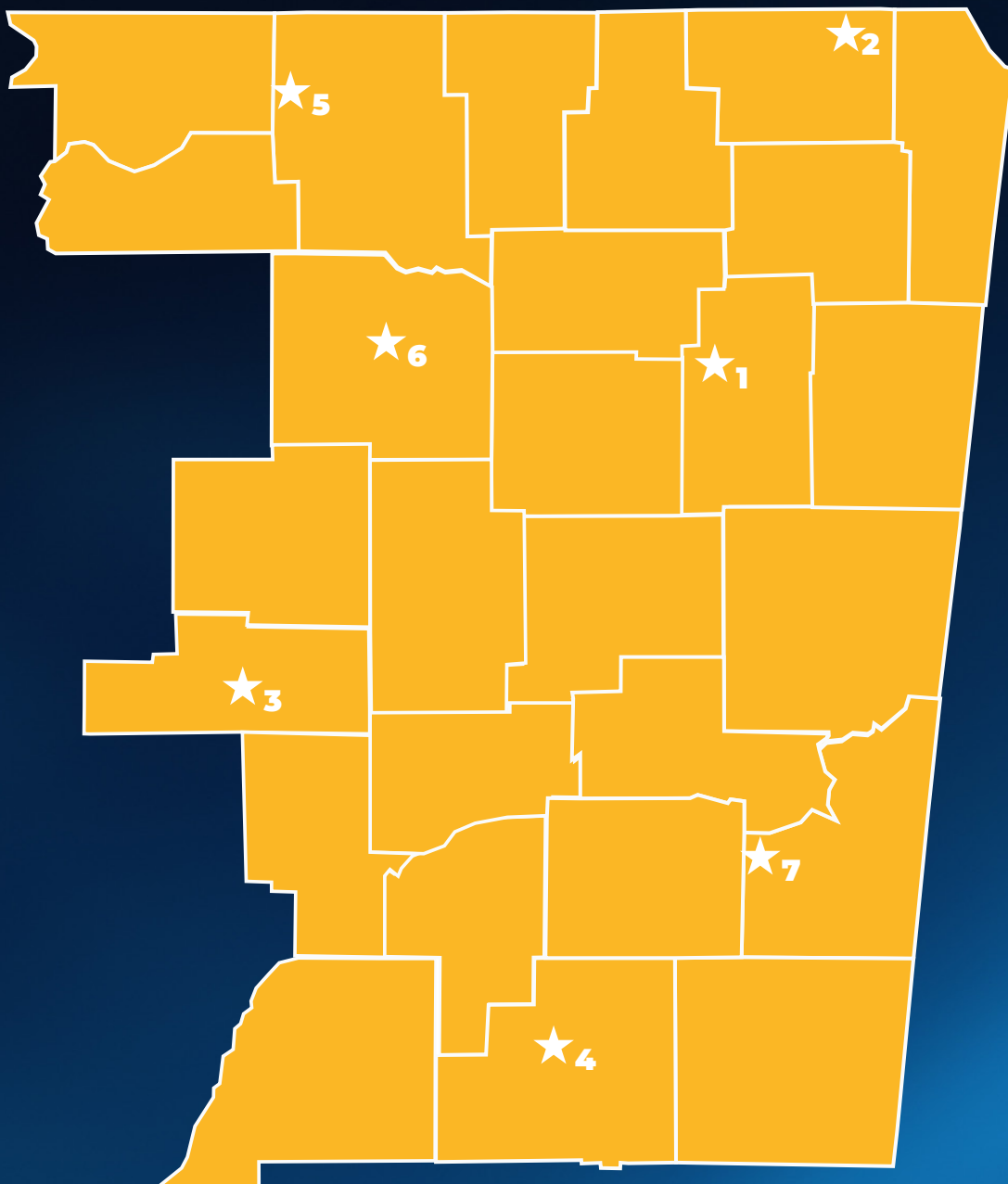
3 Grenada WJC
1229-A Sunset Dr.
Grenada, MS 38901
662-226-2911

4 Louisville WJC
790 North Court Ave.
Louisville, MS 39339
662-773-5051

5 Marshall County
Workforce Training Center
4700 Cayce Rd.
Byhalla, MS 38611
662-851-4190, 662-851-4191,
662-851-4192

6 Oxford WJC
1310 Belk Blvd.
Oxford, MS 38655
662-236-7201

7 The Communiversity
7003 South Frontage Rd.
Columbus, MS 39701
662-243-2659



WIN JOB CENTER

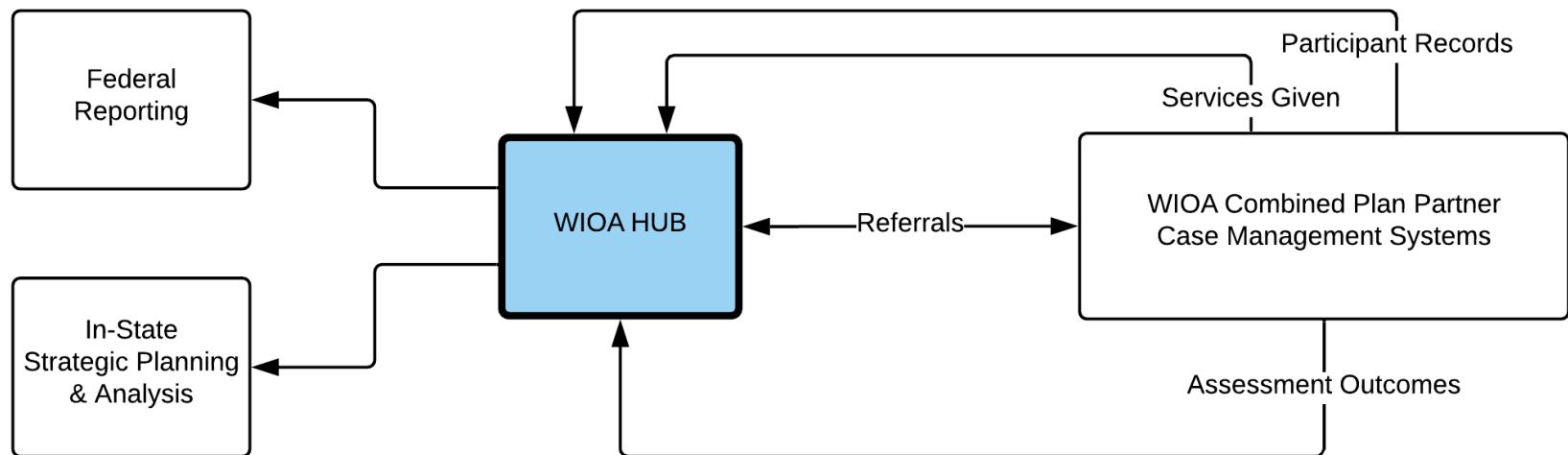
AmericanJobCenter®

Division of Workforce Development • 662-489-2415 • email: workforce@trpdd.com • trpdd.com/workforce-development/
An equal opportunity employer and program. Three Rivers has auxiliary aids and services available upon request to those with disability.

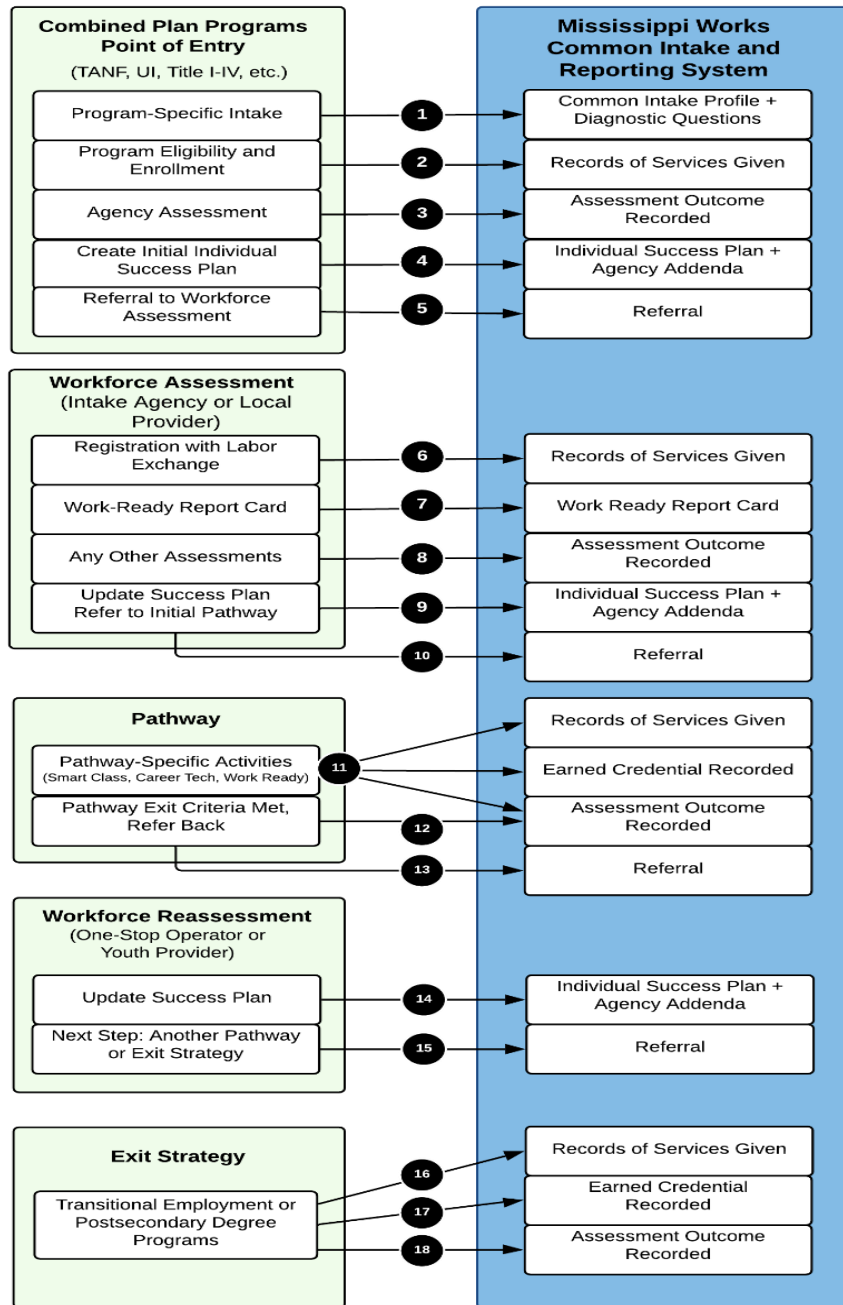
Appendix I

The Mississippi Partnership Services Flow Chart

MISSISSIPPI'S WIOA REFERRAL HUB DATA EXCHANGE BETWEEN PARTNERS

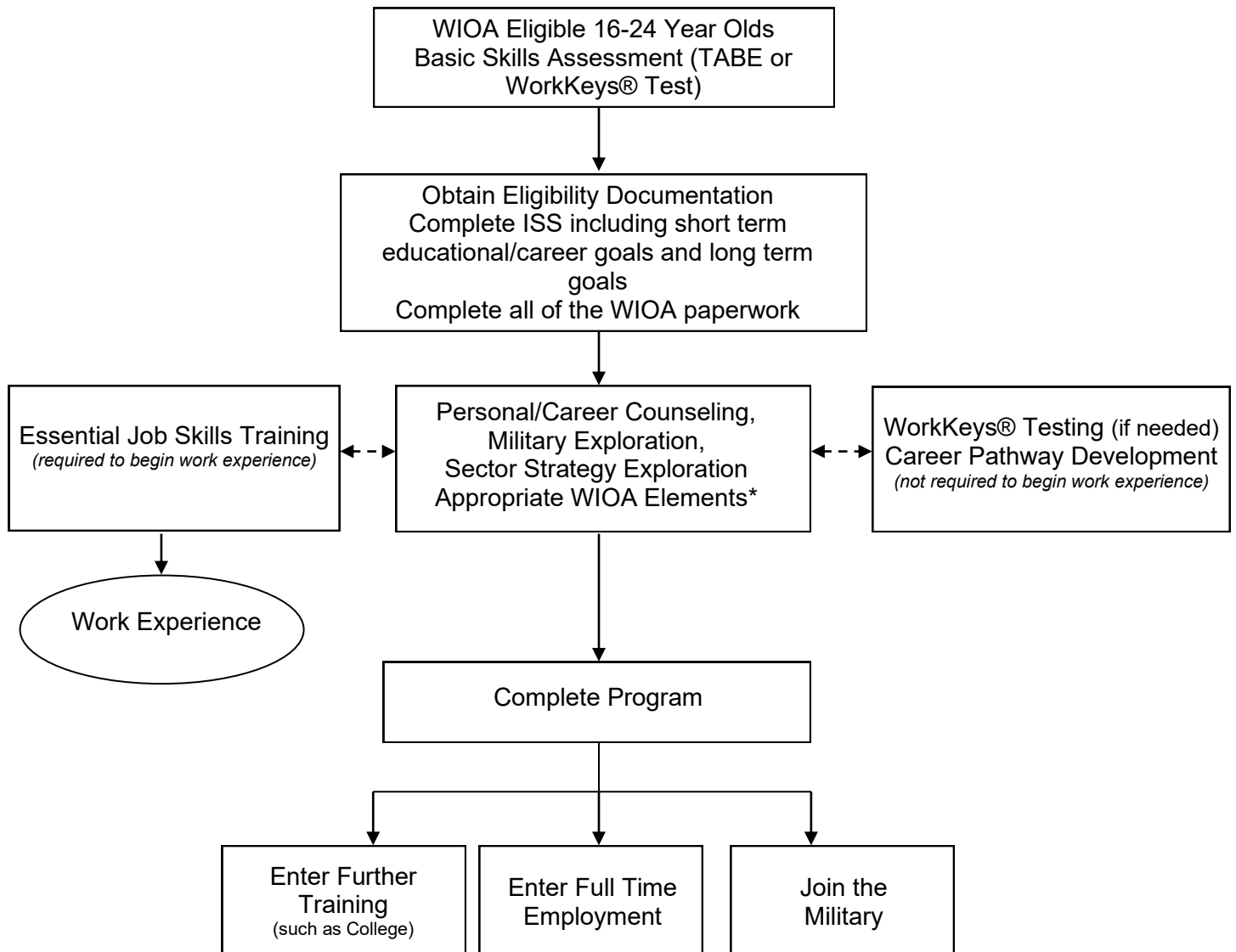


MISSISSIPPI WORKS SMART START CAREER PATHWAY MODEL





Out-of-School Youth Program Diagram

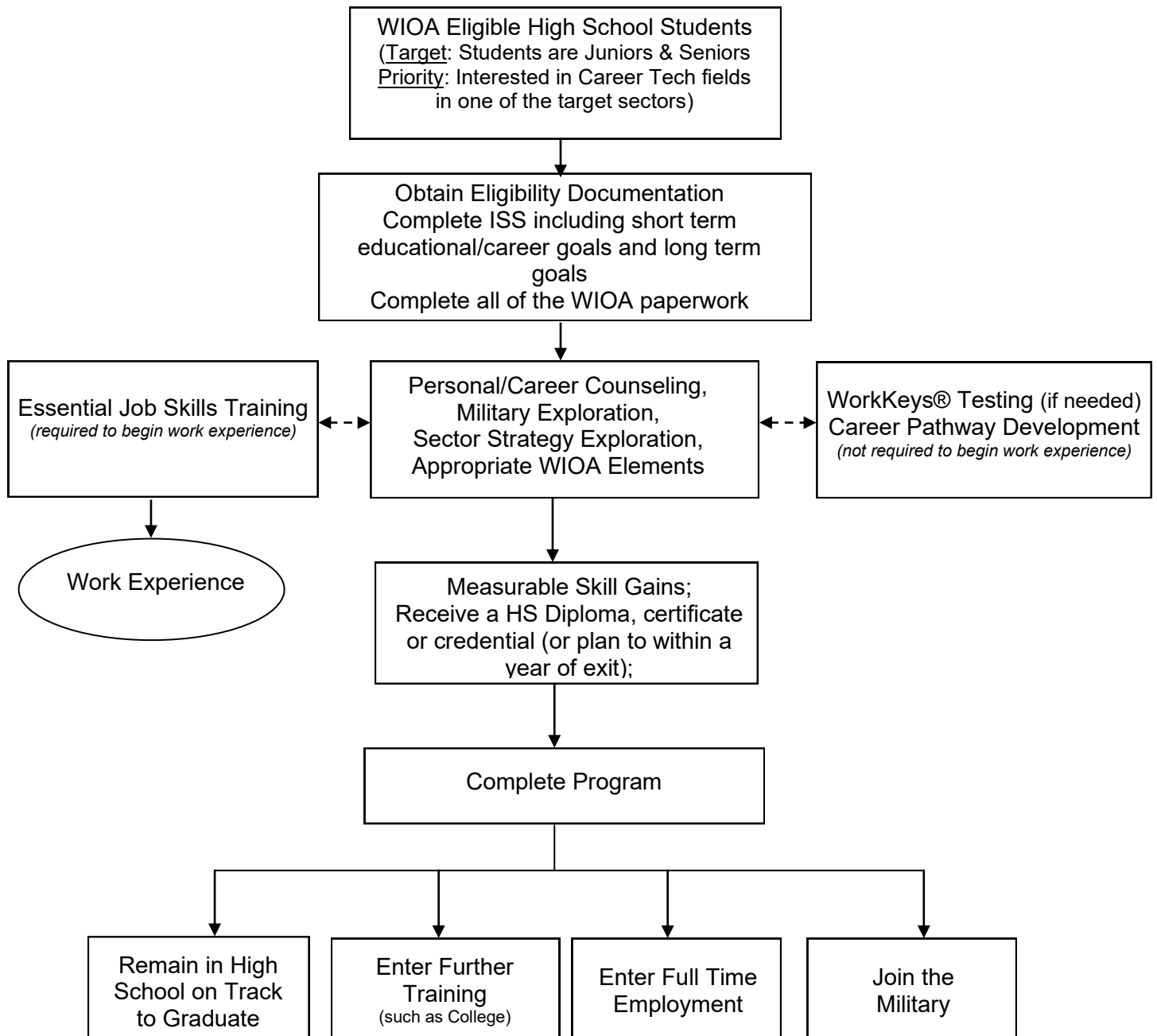


**If youth attends WIOA Funded classes working towards HSE, college classes, or other occupational skills training while in the Gateway Program, youth must receive:*

- Measurable Skill Gains*
- HSE, Certificate, or Credential (or be on track to within a year of exit)*



In-School Youth Program Diagram



Appendix J

The Mississippi Partnership PY 2026 – PY 2027 Negotiated Performance Measures

	PY 2026		PY 2027	
	Statewide	MS Partnership	Statewide	MS Partnership
Adult Program				
Employment Rate 2nd Quarter after Exit	87.9%	86.7%	87.9%	86.7%
Employment Rate 4th Quarter after Exit	88.7%	86.8%	88.7%	86.8%
Median Earnings 2nd Quarter after Exit	\$8,492	\$8,300	\$8,492	\$8,300
Credential Attainment within 4 Quarters after Exit	72.9%	72.9%	72.9%	72.9%
Measurable Skills Gains	72.7%	70.8%	72.7%	70.8%
Effectiveness in Serving Employers	Baseline	Baseline	Baseline	Baseline
Dislocated Worker				
Employment Rate 2nd Quarter after Exit	78.8%	73.8%	78.8%	73.8%
Employment Rate 4th Quarter after Exit	79.3%	74.4%	79.3%	74.4%
Median Earnings 2nd Quarter after Exit	\$7,484	\$7,098	\$7,484	\$7,098
Credential Attainment within 4 Quarters after Exit	73.0%	73.0%	73.0%	73.0%
Measurable Skills Gains	72.7%	72.7%	72.7%	72.7%
Effectiveness in Serving Employers	Baseline	Baseline	Baseline	Baseline
Youth				
Emp/Education Rate 2nd Quarter after Exit	83.3%	83.3%	83.3%	83.3%
Emp/Education Rate 4th Quarter after Exit	84.9%	84.9%	84.9%	84.9%
Median Earnings 2nd Quarter after Exit	\$3,900	\$3,900	\$3,900	\$3,900
Credential Attainment within 4 Quarters after Exit	76.0%	76.0%	76.0%	76.0%
Measurable Skills Gains	73.4%	73.4%	73.4%	73.4%
Effectiveness in Serving Employers	Baseline	Baseline	Baseline	Baseline

Revised 8/17/2026

Appendix K

Public Comment Documentation

Public Comment Documentation

The Mississippi Partnership Workforce Development Board made the proposed Local Plan modification available for public comment for the 30-day period beginning September 14, 2026, and ending October 14, 2026. Public comment documentation will include copies of the proof of publication for legal notices published on September 9, 2026, and September 16, 2026, as well as documentation of the plan's posting on the TRPDD website. Any comments received during the public comment period will be included in this section prior to submission of the plan to the MDES Office of Grant Management.