	North Carolina Department of Commerce **Division of Workforce Solutions**
	DWS Policy Statement Number: PS 05-2019
	Date: June 7, 2019
	Subject: Business Services Work-based Learning Position Policy and Application
	From: **Linda Cheatham** **Assistant Secretary for Workforce**

Purpose: To support local Workforce Development Boards (WDBs) with funding that enhances the connection of Workforce Innovation and Opportunity Act (WIOA) work-based learning activities to business and industry, and increase the number of businesses and employers using NCWorks system services with proactive outreach to employers who can benefit from workforce solutions.

Background: One of the many purposes of WIOA is to support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system in the United States. WIOA also supports businesses in their efforts to improve performance by building a trained workforce.

Business Services focus on building relationships and providing customized solutions that connect work-based learning to employers. While all forms of work-based learning are important, special focus should be placed upon creating a business outreach plan, considering target occupations for work-based learning, sector strategies and economic development priorities. Being aware of the economic environment in the local area can lead to collaborative efforts that result in workforce investment grants, layoff aversion planning and solutions, and on-the-job and incumbent worker training, which all ensure the continuation of a strong local economy.

Recognizing that some local WDBs may not have sufficient funds for this purpose, the Division of Workforce Solutions has developed a process local areas can use to request additional funding to advance work-based learning and other Business Services-related initiatives. The Business Services Funds Request Form (Attachment 1) is the mechanism local WDBs must use when making such a request.

The Division will evaluate each application and award up to $75,000 to support the local focus on business services. These funds are available to support the cost of WDB staff dedicated to this initiative with the expectation that this investment will expand and enhance outreach to the business community. Competitive procurement is not required for hiring WDB staff.

Action: Local WDB may apply for Program Year (PY) 2019 Local Area Business Services Funds in amounts up to $75,000 by submitting the attached form. Funds will be available for up to $75,000 for future Program Years based on availability. WDBs must re-apply for these funds each year.

Effective Date: Immediately

Expiration: June 30, 2020

Contact: Business Services Unit

Attachment 1: Business Services Funds Request Form

Business Services Funds Request Form

Local Area Name: Click here to enter text.

I. Business Services Funds for Program Year 19 are requested in the amount of Click Here.
Note: Funds are based on availability.

II. Provide a brief explanation of how:
   a. the operational focus of Business Services aligns with the Board's vision and policies for work-based learning; and
   b. how the funds will be used. Click here to enter text.

III. Provide a brief narrative describing your business services strategies related to work-based learning engagement and outreach in the local workforce development area. Include strategic targets (such as industry sectors, career pathways and economic development priorities in the region), outreach approach, tools and methods, and goals for the planned number of participants to be served in each category for PY 19. Click here to enter text.

Also, provide the following service estimates:
a. Number of employers receiving staff assisted services
b. Number of employers receiving more than one staff-assisted service
c. Number of hiring events
d. Number of employer engagement events promoting workforce services
e. Number of planned participants to be served in each category below:

OJT	IWT	Internships	Job Shadowing	Paid/Unpaid Work Experience

IV. Provide a brief narrative of activity highlights, accomplishments and issues related to work-based learning activities in the local workforce development area in the past twelve months. Click here to enter text.

V. Explain the intended outcomes and benefits of work-based learning engagement and outreach in your local area, and how you will measure its successes. Click here to enter text.

VI. Reports for actual services will be due each of the first three months, then quarterly for the remainder of the Program Year.

Click here to enter a date.

Local Workforce Development Board Director Signature

Date