

U.S. Department of Labor

**Employment and Training Administration
Sam Nunn Atlanta Federal Center
Room 6M12 - 61 Forsyth Street, S.W.
Atlanta, Georgia 30303**



February 20, 2013

Mr. Abraham J. Turner
Executive Director
Department of Employment and Workforce
Post Office Box 995
Columbia, South Carolina 29202

Mr. Tony Kester
Aging Director
State of South Carolina
DBA Lieutenant Governor's Office on Aging
1301 Gervais Street, Suite 350
Columbia, South Carolina 29201

Dear Mr. Turner and Mr. Kester:

This letter serves as confirmation that the U. S. Department of Labor, Atlanta Region Employment and Training Administration's Comprehensive Review of the South Carolina Department of Employment and Workforce (DEW) system is scheduled for March 11 – April 5, 2013. In preparation for the review, we will be working closely with Michelle Paczynski of the DEW staff for coordination and planning purposes.

The entrance conference will be held at 1 p.m. on Monday, March 11, 2013. The purpose of this review is to assess program policies, procedures, and performance of South Carolina's program operations under the Workforce Investment Act (WIA) of 1998, to include the Senior Community Service Employment Program. Part of this assessment will include visits to the Lieutenant Governor's Office on Aging and three local workforce investment areas: Worklink, Upstate, and Santee Lynches Regional Council of Governments.

We invite your division directors to brief the team regarding the current status of operations in their departments. Each briefing should be distributed in writing to the team and can include a combination of best practices and challenges.

The review team will require a securable workspace that will accommodate the team and allow for privacy to conduct interviews. Other logistical requests will be coordinated as needed by Toni Buxton of my staff, who is the Team Leader for the review.

Attached is a summary of pre-onsite information we are requesting from the state and or local workforce areas as appropriate. Please submit this information to my office by

February 28, 2013, to allow time for team members to review in advance. Where possible, these documents may be provided electronically.

We will make every effort to complete the review with minimal disruption to program operations. If you have questions regarding this review please contact the Team Leader, Ms. Toni Buxton at buxton.toni@dol.gov, (404) 302-5367, or Mr. Brad Sickles at sickles.brad@dol.gov, (404) 302-5373.

Sincerely,



Digitally signed by parker.helen
DN: cn=parker.helen,
email=parker.helen@dol.gov,
o=Employment & Training
Administration
Date: 2013.02.20 16:19:21 -0500

Helen N. Parker
Regional Administrator

Enclosure

Pre-Onsite Information Request
South Carolina Comprehensive Workforce System Review
March 11 – April 5, 2013

State Board

- Identification of the members of the state workforce board and their business affiliation
- Agenda and minutes of the two most recent state board meetings
- Policies for use of 15 percent - 5 percent funds; description of projects and activities
- Planning guidance issued to Local Workforce Investment Boards (LWIBs) in development of local plans
- Copy of state policy or guidance on the minimum requirements established for the One-Stop delivery system, to include certification and chartering
- Business services engagement strategy
- Use of waivers granted
- Copy of state issued eligibility procedures and documentation requirements
- Copy of state issued policy or guidance on supportive services and needs-related payments

Local Boards

- Identification of the local board members for Worklink, Upstate and Santee Lynches Regional Council of Governments (COG) LWIAs and their business affiliation
- Agenda and minutes of the two most recent local board meetings
- Local elected official agreements
- Local Plans for Worklink, Upstate and Santee Lynches Regional COG Local policies, procedures issued
- Organizational charts

Financial Administration

- State level operational budget
- Policy and procedures for each program
- Copies of monitoring reports from the state to the LWIAs; and monitoring reports from the LWIAs to sub-recipients
- The location of the financial records of each program and a point of contact
- TA provided to locals; training

Wagner-Peyser/ One-Stop Delivery System

- Copy of any MOU or agreement between the state and Worklink, Upstate and Santee Lynches Regional COG
- Copy of all MOUs and partner agreements for Worklink, Upstate and Santee Lynches Regional COG SC Works Centers to be visited, to include a copy of the One-Stop operator
- Copy of all resource sharing agreements executed by SC Works Centers to be visited
- Copy of the cost allocation plans for Worklink, Upstate and Santee Lynches Regional COG LWIAs
- Flow chart-operational plan of the SC Works Centers to be visited

- Each identified LWIA's One-Stop procedures on service delivery/case-management of participants

Adult and Dislocated Workers

- Allocation and expenditure of WIA Adult and Dislocated Worker funds for each local area in the state
- Copies of policies or guidance issued by the state for training, including ITAs, customized training, OJT, and incumbent worker training

Youth Program

- Name of person serving as the state youth lead
- Name of persons serving as the youth leads for Worklink, Upstate and Santee Lynches Regional COG
- Composition/Membership of the Youth Councils for Worklink, Upstate and Santee Lynches Regional COG
- Allocation and expenditure Youth funds
- Copy of the youth provider agreements/contracts for LWIAs to be visited
- Copy of any policy or guidance issued on certificates and credentialing

Trade (TAA & TRA) Program

- Written procedures, policies for SC Works Centers on TAA & TRA activities
- Rapid response material as it relates to Trade

Unemployment Insurance Reemployment Services

- Written procedures for SC Works Centers on how UI claimants are referred to reemployment services and training.
- WPRS (worker profiling & reemployment services) procedures.
- Reemployment Assistance procedures.

Migrant and Seasonal Farmworkers (MSFW)

- Guidance/policies/procedures used to serve MSFWs and agricultural employers
- Lists of all significant/non-significant SC Works Centers visited/reviewed by the State Monitor Advocate (SMA); and reports/findings from those visits/reviews
- Logs to include outreach and complaints/apparent violations
- Training/TA conducted by SMA/partner agencies benefiting MSFWs and agricultural employers

Senior Community Service Employment Program

- Written procedures, policies for SCSEP Program
- Data Collection Handbook
- Organizational Charts
- MOUs executed
- Sub-grantee contracts
- Host Agency agreements
- Training provided

Please note: all requested information is for PY 2010, PY 2011 and PY 2012 through December 31, 2012, unless indicated otherwise.