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Ohio Valley Employment Resource Workforce Innovation and Opportunity Act

Policy Letter No. 17-06 (Disaster Recovery National Dislocated Worker Grants)

I. Purpose

To ensure the safe and efficient operation of a Disaster Recovery National Dislocated Worker Grants.

II. Effective Date with WDB and COG motion #s: 5-21-18, WDB 27-17; COG 24-17

III. Background

The State of Ohio has issued a policy for Disaster Recovery National Dislocated Worker Grants. It is currently numbered WIOA Policy Letter No. 17-06 and is located on the State WIOA policy page: http://jfs.ohio.gov/owd/WorkforceProf/policy_info.stm. It will be the policy of OVER to follow this or the most recent version of the policy covering this topic. In addition to the state implementation and procedures contained in the state policy, the local area (OVER) is charged with developing this subsequent policy pertaining to local operations.

IV. Requirements

Supportive Service: Locally, the area will follow the supportive service policy, OVERPL 5-15 and provide all safety gear deemed appropriate for the work to be performed.

Training: Locally, the area will provide all safety, tool maintenance and environmental protection training deemed appropriate for the work to be performed. Training will include CPR and First Aid training mandatory as well as safety and environmental.

Work sites: All work sites shall be evaluated for health, safety and environmental concerns prior to start-up. Additional on-going and monitoring will be done of same.

Highest priority should be granted to public lands or facilities with consideration for the best utilization of grant funding (if cost savings can be realized from picking up a neighboring site or multi-site usage of a limited time equipment rental, this can be

considered). All private property access must be documented by a right-of-access agreement signed by the property landowner.

Crew: Prior to working, the participant must pass a physical examination relevant for the type of work to be performed and pass a drug test. The participant must be offered both tetanus/Tdap verification and hepatitis shot (series of 3 shots). Tetanus is mandatory, the participant can sign waiver for the hepatitis shot series.

V. Monitoring

At a minimum, monitors will review the following items monthly for each subrecipient program and issue findings as appropriate:

- Ensured use of required safety protective gear;
- Employer payroll records and signed timesheets;
- Participant file documentation such as eligibility verifications; All files of active participants will be monitored.
- Program fiscal records, including timekeeping information and administrative charges;
- Observations of workplace safety;
- Assessment of environmental hazards;
- Participant feedback on relevant matters such as safety training, protective equipment, and payroll accuracy. The guideline for participant feedback will be 20% of the crew on site during the visit. However, this may be modified dependent on work and prior surveys.

Monitoring will be done on the attached forms and a report issued within a week of the visit. All issues identified during the visits must be responded to by the subrecipient within a week. Safety issues identified may require follow-up visit to assure correction, depending on the severity of the issue.

VI. Technical Assistance

At the county level, it is the county's discretion to contact the state directly or to start with the Area Executive Director. However, regardless of choice, the Area Executive Director must be consulted, whether directly or by cc: on email, so that the WDB is informed and engaged in local implementation.

VII. References

ODJFS, Workforce Innovation and Opportunity Act Policy Letter No. 17-06, Disaster Recovery National Dislocated Worker Grants

See all references listed in WIOA PL17-06.