



**NORTH CAROLINA DEPARTMENT OF COMMERCE
DIVISION OF WORKFORCE SOLUTIONS**

DWS Operational Guidance Number: 06-2022

Date: November 22, 2022

**Subject: Employer Services Grant Funds Guidance and
Request Form**

From:



Chet Mottershead
Assistant Secretary for Workforce

Purpose: To provide Local Area Workforce Development Boards (WDBs) with funding to support an increase in the number of businesses and employers receiving workforce development services in Program Year (PY) 2022.

Background: One of the many purposes of the Workforce Innovation and Opportunity Act (WIOA) is to guide customized business services and strategies that meet the growth and workforce investment needs of employers. Training and Employment Guidance Letter (TEGL) 10-16, Change 2, provides further direction for the WIOA requirements related to implementation, operation, performance, and accountability.

Employer Penetration Rate and Repeat Business Customers are the two indicators selected by North Carolina to report the Effectiveness in Serving Employers. These indicators signify two of three approaches required for the current program year. Attachment 2, which includes Table B - Effectiveness in Serving Employers Data Elements and Specifications from TEGL 10-16, Change 2, provides reporting specifications and instructions for eight Employer Services data elements used to calculate the quantity of employers included in the Employer Penetration and Repeat Business Customers Rates. Attachment 3, NCWorks Employer Service Code Crosswalk, provides detail on the NCWorks Employer Service Codes that align with the eight U.S. Department of Labor (USDOL) Employer Services categories.

The Division of Workforce Solutions (DWS) has allocated a total of \$440,000 in WIOA statewide funding to support the Employer Services Grants effort. Staff will evaluate each funding request and award up to

\$20,000 to support the focus of increasing the number of employer establishments served in local areas by employer penetration rate and repeat business customers. The goal of this funding is for the number of unique establishments served in each local area to increase, resulting in a statewide increase of employer penetration rate and repeat business customers compared to the previous PY.

These Employer Services Grant funds are available to support activities that result in the provision of services detailed in Attachment 2, Table B - Effectiveness in Serving Employers Specifications.

Action: Local Area WDBs may apply for PY 2022 Employer Services Grant funds in amounts up to \$20,000 by completing and submitting the Employer Services Funding Request Form (Attachment 1) by December 15, 2022.

All services for employers must be recorded in NCWorks Online with an Employer Services code (e-code) that corresponds with the eight USDOL employer services categories (reference Attachment 3 for a crosswalk of e-codes to the eight USDOL employer services categories).

The DWS will make Salesforce available to all local workforce areas within this program year. At that time, all local area workforce staff will be responsible for entering applicable employer activity into the Salesforce system. Additional instruction and technical assistance will be provided once a grant has been awarded.

The Business Services Unit will provide each WDB a summation of PY 2021 employer services data to assist with determining the PY 2022 targeted increase.

Reporting Methods: All employer services must be entered into NCWorks.gov or Salesforce, as appropriate, within the current program year.

Effective Date: Immediately

Expiration: June 30, 2023

Contact: DWS Business Services Unit

Attachments:

1. Employer Services Funding Request Form
2. WIOA Effectiveness in Serving Employers Data Elements and Specifications
3. NCWorks Employer Service Code Crosswalk (e-codes)