



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

DWS Operational Guidance Number: OG 05-2021, Change 1

Date: September 7, 2021

**Subject: Division of Workforce Solutions (DWS) NCWorks
Mobile Career Center No Cost Usage Agreement and
Fee-for-Use Schedule**

From:

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Assistant Secretary for Workforce**

Purpose: To provide updated guidance on the DWS NCWorks Mobile Career Center's no cost usage agreement and fee-for-use schedule and to rescind OG 05-2021. This guidance has been updated to address use of the DWS NCWorks Mobile Career Center.

Background: Rapid Response services are defined as activities that are necessary to establish comprehensive services from a general business announcement or a Worker Adjustment and Retraining Notification (WARN) notified layoff, downsizing, and/or business closure. Rapid Response services are also provided to workers displaced due to a natural disaster. Some career services provided at Rapid Response related events may include employee orientation sessions, job seeking skills workshops, job and community resource fairs, NCWorks Online registration, and humanitarian assistance to help survivors and recovery efforts of natural disasters. Rapid Response services that incorporate the use of a Mobile Unit that meet this definition will be provided at no cost to Workforce Development Boards (WDBs).

WDBs may use the Mobile Unit at no cost for Business Engagement to assist new and existing industry with job recruitment, training, job retention, and layoff aversion. This may include outreach, assistance with online employment applications, testing and screening, new employee orientation, on-the-job training, or incumbent worker training.

WDBs may use the Mobile Unit at no cost to provide Community Resources for dislocated workers that include returning military service members. Such services may include a job and community resource fair, health fair, Job Seeking Skills Workshops, NCWorks Online registration, and veteran services.

The fee-for-use schedule has been kept at a lower rate to encourage WDBs to provide Community Resources and host urban or rural events for youth, unemployed or underemployed adults, homeless veterans, individuals with justice involved records, economically disadvantaged, or adults with significant barriers to employment.

Action: WDBs interested in reserving the NCWorks Mobile Career Center Unit are to submit an online request through the following website: <https://mobileunit.ncworks.gov>.

Additional Guidance: In the wake of COVID-19 the following guidelines have been set into place to protect employees and customers.

- Personal Protective Equipment (PPE) has been provided for the Mobile Unit. PPE includes facial masks, hand sanitizer, antibacterial hand wipes, and disinfectant spray.
- A maximum of three laptops spaced apart will be available for customer usage.
- A maximum of only five people on the bus at one time, and a facemask is required. The breakdown equates to one driver, one staff person, and three customers.
- Staff will request that customers please use hand sanitizer upon entering the Mobile Unit.
- Laptop keyboards will be sanitized prior to and after each customer use.
- The driver will sanitize outside handrails prior to customers boarding the unit.
- Staff will sanitize desks prior to and after each use.
- If a customer or staff tests positive for COVID-19 and were on the mobile unit, the unit will be professionally sanitized.
- Social distancing will be adhered to as much as possible while on the Mobile Unit.

Effective Date: Immediately

Expiration: Indefinite

Contact: DWS Rapid Response Team Manager

Attachment: Hotel Accommodations, No-Cost Usage Designations, and Fee for Use Schedule

Hotel Accommodations

Regardless of the type of event, Local Area Workforce Development Boards (WDBs) will be required to reimburse the Division of Workforce Solutions (DWS) for reasonable hotel accommodations if an overnight stay is required.

No-Cost Usage Designations

The NCWorks Mobile Career Center will provide Rapid Response, Business Engagement, and Community Resources for dislocated workers that include returning military service members at no cost.

Fee-for-Use Schedule

Any Community Resources urban or rural event that serves a population other than dislocated workers such as youth, homeless veterans, unemployed or underemployed adults, individuals with criminal records, economically disadvantaged, and other adults with significant barriers to employment will adhere to the following fee-for-use schedule:

Full Day

Full day event (4 hours or more) will be invoiced \$200.00 plus mileage at the Internal Revenue Service (IRS) mileage reimbursement rate <https://www.irs.gov/tax-professionals/standard-mileage-rates> if roundtrip is less than or equal to 100 miles. Roundtrip mileage that exceeds 100 miles will be invoiced at \$0.30 per mile.

Half Day

Half day event (less than 4 hours) will be invoiced \$100.00 plus mileage at the IRS mileage reimbursement rate <https://www.irs.gov/tax-professionals/standard-mileage-rates> if roundtrip is less than or equal to 100 miles. Roundtrip mileage that exceeds 100 miles will be invoiced at \$0.30 per mile.