



OUTLINE OF SERVICES

UNIVERSAL POPULATION

An individual who has a legal right to work in the United States and is interested in employment or reemployment assistance through the PA CareerLink delivery system.

UNIVERSAL WORKFORCE SERVICES

- Introduction to PA CareerLink Workforce Services
- Assessment of Skills, Aptitudes, Abilities and Other Needs
- Job Search and Placement Assistance
- Personalized Referral Network
- Fully-equipped, Technology-driven Career Resource Centers
- Job and Labor Market Information
- Employer Job Fairs
- Information on Lehigh Valley's Targeted Industry Clusters
- Statewide Training Program Providers List
- Financial Aid Information for Skills Training and Education Program
- English as a Second Language (ESL) classes
- General Educational Development (GED) classes
- Translation Services
- Employer Applications
- Pennsylvania Civil Service Testing Site
- Lehigh Valley Professionals Networking Group
- Employer Activity Briefings
- Community and Faith Based Organizations
- Youth Employment and Training Programs, ages 14-21
- Veterans Employment Service
- On-Site Workshops

DEFINITIONS OF UNIVERSAL WORKFORCE SERVICES

Introduction to PA CareerLink Workforce Services

Facilitated group sessions are conducted daily by PA CareerLink staff to explain workforce services available through PA CareerLink Lehigh Valley's comprehensive workforce center in Allentown and its Outreach Center in Easton. Sessions are offered in both English and Spanish. Workforce services such as training opportunities, job and labor market information, employer recruitments, youth services and literacy classes are covered in the presentation. A tour of the computerized Career Resource Center (CRC) is given, which is the hub of job search activities.

Assessment of Skills, Aptitudes, Abilities, and Other Needs

The following assessments are used to aid in determining educational levels; discovering transferable skills and decision making regarding training programs.

- Adult Basic Learning Examination (ABLE)- used for adults and dislocated workers to determine any reading or math skill deficiencies.
- Comprehensive Adult Student Assessment System (CASAS)- assesses adult basic reading, math, listening, writing and speaking skills. Used by ESL instructors to

determine an individual's English language skill development so that they can be placed in the appropriate class level and to also determine their progress in class.

- Choices CT- is a user-friendly, computerized Career Planning program that determines career interests and abilities. This software program is available on the computers in the CRC, in all literacy labs and is on the desktop of Case Management staff.
- Career Cruising- a web-based exploration and planning tool that can be used to explore career and college options and create a comprehensive career portfolio. This tool includes interest and skills assessments, multimedia interviews, college and financial aid information, and a resume builder. Career Cruising is available to any PA CareerLink Lehigh Valley customer and is also used in youth programs.

Job Search and Placement Assistance

- Staff assists in reviewing employment options.
- Access to all on-site workshops.
- Access to resources in the Career Resource Center.
- Access to PA CareerLink Lehigh Valley web based employment opportunities.

Personalized Referral Network

Referrals are individually made to appropriate organizations, if the requested services are not available through PA CareerLink Lehigh Valley.

Fully-Equipped, Technology Driven Career Resource Centers

The Career Resource Center, which is the hub of job search activity, houses personal computers with Internet access. It is available for customer use in job searching, resume writing, and researching employers. Also available are fax machines, copiers, Civil Service Information, phones, company applications, newspapers, ADA equipped computers, employer directories, workshop schedules and information on PA CareerLink Lehigh Valley events.

Job and Labor Market Information

Information on high priority occupations, job listings, wage information and skills requirements are available to assist in determining new careers, employment options and training opportunities.

Employer Job Fairs

Company, occupation, and industry-specific job fairs are held on-site at the PA CareerLink Lehigh Valley Allentown and Easton sites.

Information on Lehigh Valley's Targeted Industry Clusters

This information is provided on the PA CareerLink Lehigh Valley website and in the Career Resource Center to educate customers on targeted industry clusters. The Lehigh Valley Workforce Investment Board, Inc. /PA CareerLink Lehigh Valley workforce system focuses on these sectors because they are experiencing current growth or are expected to grow, from an economic and workforce development standpoint.

Statewide Training Program Providers List

A Statewide Training Program Providers List is aligned with industry clusters and high priority occupations, and details occupational skills. This list consists of training costs, program descriptions, course qualification for financial aid, and program outcomes. By using this list, customers can make informed decisions on their training choices.

Financial Aid Information for Skills Training and Education Programs

Information Sessions that explain the eligibility guidelines for training options and resources provided through Workforce Investment Act. Workshops are also conducted to explain the application process for obtaining federal, state, and local grants, loans and scholarships.

English as a Second Language (ESL) Classes

Northampton Community College provides English as a Second Language classes at the PA CareerLink Lehigh Valley Allentown site to individuals such as dislocated workers, incumbent workers, new workers and those re-entering the workforce. Classes are offered throughout the day at various levels, from beginner to advanced, with a capacity of 120 students each day.

General Educational Development (GED) Classes

Lehigh Carbon Community College provides in-house General Educational Development classes at the PA CareerLink Lehigh Valley Allentown and Easton sites to individuals such as dislocated workers, incumbent workers, new workers and those re-entering the workforce. Classes are designed to help individuals obtain the skills required to pass the high school equivalency exam.

Translation Services

PA CareerLink Lehigh Valley staff utilizes a subscription service with Language Line, an on-demand telephone resource that offers verbal translation services for multiple languages. Also, bi-lingual staff work in key areas such as the Career Resource Center, TRADE, Case Management and Business Services departments to assist non-English speaking job seekers.

Employer Applications

Hard copies of company applications are available to job seekers in the Career Resource Center. Certain employers prefer that candidates complete a paper application, as opposed to following an on-line application process.

Pennsylvania Civil Service Testing Site

The PA CareerLink Lehigh Valley Allentown site houses a computerized Civil Service testing lab which administers tests for all state civil service positions. Testing is administered days, evenings, and on Saturdays to accommodate applicant availability.

Lehigh Valley Professionals Networking Group

This forum and support group enables Lehigh Valley professional level workers to network and exchange information on job searching techniques and tools, local firms, and business contacts. Members hold weekly meetings at the PA CareerLink Lehigh Valley Allentown site and have established their own website.

Employer Activity Briefings

These briefings are a review of the latest job openings, facilitated by PA CareerLink Lehigh Valley staff, during which job seekers are provided an opportunity to learn about current employment activities in the Lehigh Valley.

Community and Faith Based Organizations

Bi-weekly meetings are held with all organizations and agencies to discuss upcoming events, employer recruitments, economic development issues and an opportunity to respond to questions regarding job openings listed on the state website, www.cwds.state.pa.us.

Youth Employment and Training Programs/Activities for Youth Ages 14-21 Eligible Under the Workforce Investment Act

Program activities that are carried out for Workforce Investment Act eligible youth ages 14-21.

Veterans Employment Service

Under the Jobs for Veterans Act, veterans receive priority access to all services for which they are eligible. In addition, priority service is given to veterans in the referral process on job orders. Job orders are searched and call-ins are made for qualified veterans prior to closing a file search and making call-ins for non-veterans. Local Veterans Employment Representatives meet with every new veteran customer and are offered information and referrals for any employment or training opportunities for which they are qualified.

On-Site Workshops

A variety of these workshops are offered in English and Spanish to assist PA CareerLink Lehigh Valley customers with their various needs and interests. The frequency and variety of the workshops will vary based on requests and special needs. On-site workshops currently offered include:

ABLE (Adult Basic Learning Exam) (1 1/2 hours)

Assess your Math and Reading grade level. No calculators permitted and session begins promptly.

Basic Computer/Spanish Basic Computer (1 1/2 hours)

Overcome your fear of using a computer! This session is designed for the beginner and will cover use of the “mouse,” ways of moving around the computer screen, a typing tutorial and an introduction to MS Word.

Career Exploration (2 hours)

Are you unsure of your career direction? Use an Interest Survey to identify your interests. Counselors will assist you to research the occupations that are identified as a result of the survey.

PA CareerLink Website (1 1/2 hours)

Learn how to use “Keywords” to get better results with your job matches. Resume updating and multiple resume development will be discussed. Time may be spent on completing the PA CareerLink Enrollment.

Spanish Introduction to Services (1 1/2 hours) (*Clases ofrecidas en Español.*)

Presentation covers the resources available at the PA CareerLink office.

Work Connections (2 hours)

This workshop will address issues that are important in assisting an individual reveal his career picture. Topics include a personality profile assessment, career exploration, resume writing skills, and resume critique and improvement.

Internet Job Search (1 1/2 hours)

Wonder what people mean when they talk about the World Wide Web? This session will teach Internet usage, how to set up an e-mail account, attach a document, post your resume to a job board and discuss online applications.

Job and Labor Market Session (1 1/2 hours)

Where are the jobs in the Lehigh Valley? Review LV trends, growth and demand occupations.

Microsoft Word (1 1/2 hours)

This session will review basic MS Word techniques and further your understanding of application processes.

Resume Workshop (1 1/2 hours)

Identify and organize your skills and qualifications, review the best resume format to market your background, and learn what role the cover letter plays in your job search.

WIA Overview (1 1/2 hours)

Learn about the specific eligibility requirements for training or intensive job placement assistance through the Workforce Investment Act.

WinWay Resume Preparation (2 hours) Would you like to create a Functional Style Resume?

Attend this computer workshop and learn how the WinWay software can be used to enhance your résumé presentation.

Budget Basics (1 hour)

Learn how to get more from your money; prepare a wise monthly plan and track daily expenses.

Credit Smarts (1 hour)

Learn how credit works, its impact on your employment eligibility, and what is reportable.

Funding Your Education/FAFSA (2 hours)

Confused by the application process for financial aid? Interested in learning about federal and state grants, loans, scholarships and free tuition offers? EOC staff will assist you with the FAFSA application process.

Insurance Alternatives Workshop (1 1/2 hours)

Highmark Blue Shield will provide information for CHIPS and Adult Basics Insurance Programs and assist with the application process.

Job Success (2 hours)

Identify things that may keep you from getting a good job or from getting ahead in your career.

Lehigh Valley Jobs Session (1 hour) Bring your PA CareerLink Resume to this session.

Review the latest job openings and learn about employment activity in the Lehigh Valley.

Lehigh Valley Professionals (2 hours) Meet with your peers to discuss job search techniques,

share leads, and present your own objectives or visit their website at www.lvprofessionals.org. This group is for professional/manager level job seekers.

Veterans Affairs (Drop in between 9:00-12:00) A representative will assist veterans and their families with services and referrals to specific programs.

DISLOCATED WORKER SERVICES

Dislocated Workers are individuals terminated, laid off, or have received a notice of termination or layoff from employment without a recall date and meets Workforce Investment Act program eligibility requirements. They must be eligible to collect unemployment or have exhausted their unemployment benefits, are not working more than 28 hours per week, and are not working at a job that is the same or similar to the position from which they were dislocated. This eligibility criteria also applies to self-employed individuals unemployed as a result of general economic conditions in the community, a natural disaster, or is a displaced homemaker.

UNIVERSAL WORKFORCE SERVICES ARE OFFERED PLUS THE FOLLOWING DISLOCATED WORKER SERVICES

- Case Management Services (English and Spanish)
- Supportive Services
- Training Funds
- Rapid Response
- TRADE Act information – Trade Adjustment Assistance (TAA) Program

DEFINITIONS OF DISLOCATED WORKER SERVICES

Case Management Services (English and Spanish)

Case Management is a client-centered approach to the delivery of services for Workforce Investment Act (WIA) eligible individuals. The customer is assigned a Case Manager who assists him with a variety of personal, financial, educational, employment or programmatic problems to help them return to the labor market in full-time employment.

Supportive Services

Financial Services are provided to assist individuals with their child care and transportation costs, such as parking or bus passes, while they participate in skills training.

Training Funds

The Workforce Investment Act (WIA) has several sources of money that may be used to assist eligible individuals obtain training to find re-employment when their current occupational skills are not sufficient. Training funds may be used for an occupational skills training program on the Pennsylvania's Statewide Training Program Providers List as posted on the PA CareerLink website. Funds may cover tuition, books and supplies, clothing, industry certified exams, and training related fees.

Rapid Response

A Lehigh Valley Rapid Response Team provides onsite outreach and a full range of information, networking, and employment and training assistance to Dislocated Workers. The Rapid Response Team is networked in the community and includes community, government, educational, and private sector partners. The Lehigh Valley Rapid Response Team reacts to plant closings within 24 hours.

TRADE Act information – Trade Adjustment Assistance (TAA) Program

Group sessions are provided to individuals who may be eligible for TRADE Act benefits. These informational sessions are designed to provide detailed information on the benefits that are available to assist them in their re-employment efforts. Sessions are available in English and Spanish.

ADULT SERVICES

Individuals who are 18 years of age or older are considered adults under the Workforce Investment Act. To be considered a Disadvantaged Adult, the individual meets the Total Gross Family Income Guideline for the number of people in their family, is currently receiving Supplemental Security Income, is currently receiving or was eligible to receive food stamps within the last 6 months, is listed on a General Assistance grant and receiving cash payments, or a person with a documented disability and meets the Total Gross Family Income for a family of one. This individual must meet all the Workforce Investment Act program eligibility requirements.

UNIVERSAL WORKFORCE SERVICES ARE OFFERED PLUS THE FOLLOWING ADULT SERVICES

- Case Management Services
- Supportive Services
- Training Funds

DEFINITIONS OF ADULT SERVICES

Case Management Services (English and Spanish)

Case Management is a client-centered approach to the delivery of services for Workforce Investment Act (WIA) eligible individuals. The customer is assigned a Case Manager who assists customers with a variety of personal, financial, educational, employment or programmatic problems to help them return to the labor market in full-time employment.

Supportive Services

Financial Services are provided to assist individuals with their child care and transportation costs, such as parking or bus passes, while they participate in skills training.

Training Funds

The Workforce Investment Act (WIA) has several sources of money that may be used to assist eligible individuals obtain training to find re-employment when their current occupational skills are not sufficient. Training funds may be used for an occupational skills training program by a Pennsylvania Statewide Training Program Provider as posted on the PA CareerLink website. Funds may cover tuition, books and supplies, clothing, industry certified exams, and training related fees.

TRADE ADJUSTMENT ASSISTANCE (TAA) SERVICES

A federal program that provides funded services to adversely affected workers who lose their jobs, whose hours of work and wages are reduced as a result of increased imports, or whose firms have been affected by or are threatened by shifts in production to certain foreign countries. It also provides assistance to workers whose firm is a supplier or downstream producer to a firm that received a Certification of Eligibility.

UNIVERSAL WORKFORCE SERVICES ARE OFFERED PLUS THE FOLLOWING TRADE ADJUSTMENT ASSISTANCE (TAA) SERVICES

- Re-employment Services (TAA)
- Job Search Allowances (TAA)
- Relocation Allowances (TAA)
- Training (TAA)
- Alternative Trade Adjustment Assistance (ATAA)
- Health Coverage Tax Credit (HCTC)

DEFINITIONS OF TRADE ADJUSTMENT ASSISTANCE (TAA) SERVICES

Reemployment Services (TAA)

As outlined under Universal Workforce Services.

Job Search Allowances (TAA)

Funds available to reimburse TRADE affected workers for out-of-the-area job search activity. Reimburses 90% of allowable costs to \$1,250 for job search outside the normal commuting area (50 mile radius from residence), 365 days from layoff or certification date, or 182 days after training.

Relocation Allowances (TAA)

Funds available to reimburse TRADE affected workers for relocation if employment is secured out of the area 50 miles away. Ninety percent of expenses from moving the worker, family, and household goods, and three times his weekly wage up to \$1,250 must be accessed within 425 days of layoff, petition certification date, or 182 days after completion of training.

Training (TAA)

Funds available to reimburse TRADE affected workers for up to \$25,000 of training. Training must be full time and be completed within 104 weeks.

Alternative Trade Adjustment Assistance (ATAA)

A cash subsidy to eligible TRADE affected workers, age 50 or older, that obtain new, full-time employment within 26 weeks of their layoff date. Individuals may receive half of the difference between their old and new wage for two years or \$10,000 whichever comes first. These funds are only available if the TRADE Act petition is certified for ATAA.

Health Coverage Tax Credit (HCTC)

A federal tax credit equal to 65% of the amount a TRADE affected worker pays for qualified health coverage for themselves and their family members. It is administered by the Internal Revenue Service. Individual must be collecting Unemployment Compensation, Trade Readjustment Assistance, or Alternative Trade Adjustment Assistance and has obtained a waiver of the training requirement.

OLDER WORKERS/SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM SERVICES

This program is authorized under Title V of the Older Americans Act of 1965. It is designed for individuals age 55. It provides subsidized work experience and training at public and private non-profit agencies or organizations. Worksites are selected for this program based on their ability to provide meaningful community service work, proper supervision, and skill development opportunities.

UNIVERSAL WORKFORCE SERVICES ARE OFFERED PLUS THE FOLLOWING OLDER WORKERS/SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM SERVICES

- Subsidized Employment
- Work Experience

DEFINITIONS OF OLDER WORKERS/SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM SERVICES

Subsidized Employment

Older Workers are paid a minimum wage of \$6.25 per hour for 20-25 hours per week.

Work Experience

Work is a planned, structured learning experience that takes place in the non-profit sector at a workplace for a limited period of time. Work experience is designed to enable Older Workers the experience to update their skills. Work experience must be subsidized.

INDIVIDUALS WITH DISABILITIES SERVICES

Individuals with disabilities are defined as having a physical or mental impairment that substantially limits one or more of their major life activities.

UNIVERSAL WORKFORCE SERVICES ARE OFFERED PLUS THE FOLLOWING INDIVIDUALS WITH DISABILITIES SERVICES

- Case Management Services offered by the Office of Vocational Rehabilitation (OVR)
- Assisted Listening Device/TTY/TDD (Telecommunication Devices for the Deaf)/Zoom Text/JAWS (Job Access With Speech)
- Sign Interpreter
- Brailled Material
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DEFINITIONS OF INDIVIDUAL WITH DISABILITIES SERVICES

Case Management Services offered by the Office of Vocational Rehabilitation

Case Management is a client-centered approach to the delivery of services for Workforce Investment Act (WIA) eligible individuals. The customer is assigned a Case Manager who assists customers with a variety of personal, financial, educational, employment, or programmatic problems to help them return to the labor market in full-time employment.

Assisted Listening Device/TTY/TDD (Telecommunication Devices for the Deaf)/Zoom Text/JAWS (Job Access With Speech)

Computer software or devices for the hearing or visually impaired are available for customers which allows them to independently access services.

Sign Interpreter

Contracted through the Center for Independent Living for customers and available for PA CareerLink Lehigh Valley services and events.

Brailled Material

Materials are brailled through the Association for the Blind & Visually Impaired.

VETERANS SERVICES

A Veteran is defined as a person who: served on active duty for a period of more than 180 days and was discharged or released with an Honorable Discharge; or was discharged or released from active duty because of a service-connected disability; or was a member of the reserve component under an order to active duty pursuant to section 1230 1(a), (d), or (g), 12304 of title 10, served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized, and was discharged or released from such duty with other than a Dishonorable Discharge.

UNIVERSAL WORKFORCE SERVICES ARE OFFERED PLUS THE FOLLOWING VETERANS SERVICES

- Career Guidance
- Referral to Employment
- Job Development
- Referral to Training
- Referral to Supportive Services

DEFINITIONS OF VETERANS SERVICES

Career Guidance

This service involves one-on-one counseling with the Veteran and a Veteran's Employment Representative regarding career goals and aspirations. Through the utilization of the available career exploration workshops and career guidance software, Veterans are assisted in making career choices. Also taken into consideration are the individual's current knowledge, skills, abilities, and the availability of suitable opportunities currently in the labor market.

Referral to Employment

Veterans Employment Representatives make referrals to specific job openings currently listed on the PA CareerLink State website. Referrals are made seeking to match the individual's experience, education, and interests with current job openings.

Job Development

Veterans Employment Representatives, who are a part of the Business Services Team, contact employers to develop a job opening on behalf of a specific Veteran with a specific set of skills and abilities.

Referral to Training

Veterans Employment Representatives assist Veterans who are interested in or are in need of training services. Staff discusses the available training programs and directs them to the most appropriate training program and provider.

Referral to Supportive Service

Assistance is provided to Veterans who are in need of any additional service that would support their training and/or employment activities such as referrals to resume writing workshops, the Veterans Outpatient Clinic, and community outreach forums sponsored by the state legislators or county Veteran's officials.

PENNSYLVANIA PROFILE RE-EMPLOYMENT PROGRAM (PREP)

The Profile Re-employment Program (PREP) is Pennsylvania's version of the previously federally mandated Worker Profiling and Re-employment Service system. PREP is designed to identify claimants who are most likely to exhaust unemployment compensation (UC) benefits and may need assistance to find a new job. Claimants are identified for PREP when they file for UC and receive their first payments.

A statistical model is used to determine the probability of a claimant exhausting his benefits. Claimants are NOT selected for PREP if they are involved in a labor dispute, have a definite date of return to employment, obtain employment from a union hiring hall, are self-employed, working on commission, operating a farm, working full- or part-time for an employer, or serving in the military.

THE FOLLOWING PREP SERVICES ARE OFFERED

- Introduction to PA CareerLink Workforce Services
- Assessment of Occupational Needs
- Job Search and Placement Assistance
- Personalized Referral Network
- Referral to Training
- Referral to Supportive Service

DEFINITIONS OF PROFILE RE-EMPLOYMENT (PREP) SERVICES

Introduction to PA CareerLink Workforce Services

Facilitated group sessions are conducted daily by PA CareerLink staff to explain workforce services available through PA CareerLink Lehigh Valley's comprehensive workforce center in Allentown and its Outreach Center in Easton. Sessions are offered in both English and Spanish. Workforce services such as training opportunities, job and labor market information, employer recruitments, youth services, and literacy classes are covered in the presentation. A tour of the computerized Career Resource Center (CRC) is given, which is the hub of job search activities.

Assessment of Occupational Needs

Identify strengths or barriers to getting a new job. Identify career goals and/or vocational interest, employment, training and support services needed.

Job Search and Placement Assistance

- Staff assists in reviewing employment options
- Access to all on-site workshops
- Access to resources in the Career Resource Center
- Access to PA CareerLink Lehigh Valley web based employment opportunities.

Personalized Referral Network

Referrals are individually made to appropriate organizations, if the requested services are not available through PA CareerLink Lehigh Valley.

Referral to Training

Veterans Employment Representatives assist Veterans who are interested in or in need of training services. Staff discusses the available training programs and directs them to the most appropriate training program and provider.

Referral to Supportive Service

Assistance is provided to Veterans who are in need of any additional service that would support their training and/or employment activities such as referrals to resume writing workshops, the Veterans Outpatient Clinic, and community outreach forums sponsored by the state legislators or county Veteran's officials.

YOUTH PROGRAMS

1. IN-SCHOOL YOUTH, DISADVANTAGED

An individual who is not less than 14 and not more than 21 years of age and is currently attending elementary, intermediate, junior high, senior high or an alternative school is considered an In-school Youth. To be considered disadvantaged, the individual meets one of the following low-income categories: cash public assistance; total gross family income (70% Lower Living Standard Income Level Guideline) for the number of people in his family; currently receiving food stamps or was eligible to receive within the last 6 months; Homeless, Foster Child, or a person with a documented disability and meets total gross family income (70% Lower Living Standard Income Level guideline) for a family of one.

In addition, the individual has one or more of the following barriers: Basic Skills Deficient, Homeless, Runaway, Foster Child, Offender, or is an individual (including a Youth with a disability) who requires additional assistance to complete an educational program or secure and hold employment.

UNIVERSAL WORKFORCE SERVICES ARE OFFERED (EXCEPT FOR ENGLISH AS A SECOND LANGUAGE AND GENERAL EDUCATIONAL DEVELOPMENT, LEHIGH VALLEY PROFESSIONAL NETWORKING GROUP AND THE VETERANS' EMPLOYMENT SERVICES) PLUS THE FOLLOWING YOUTH PROGRAMS

- Youth Employment and Training Programs, ages 14-21
- Work Experience
- Twelve Month Follow-Up Activities
- Work Readiness Skills Training
- Mentoring
- Career Awareness
- Needs Based Payments
- Remediation
- Academic Enrichment
- Community Work Projects
- Case Management Services (English & Spanish)
- Supportive Services

2. IN-SCHOOL YOUTH 5% PROGRAM

An individual who is not less than 14 and not more than 21 years of age and is currently attending elementary, intermediate, junior high, senior high or alternative school is considered an In-school Youth.

The individual is not low income with a barrier and meets one of the following exceptions: Basic Skills Deficient; Behind Grade Level; Pregnant or Parenting; Individual with Disabilities,

including learning disabilities; Homeless or runaway; Offender; is one or more grade levels below the grade level appropriate for his/her age (In-school Youth only).

NOTE: Not more than 5% of participants served in the local area may be individuals who do not meet the Disadvantaged Youth criteria.

UNIVERSAL WORKFORCE SERVICES ARE OFFERED (EXCEPT FOR ENGLISH AS A SECOND LANGUAGE, GENERAL EDUCATIONAL DEVELOPMENT, LEHIGH VALLEY PROFESSIONAL NETWORKING GROUP AND THE VETERANS' EMPLOYMENT SERVICES) PLUS THE FOLLOWING YOUTH PROGRAMS

- Youth Employment and Training Programs, ages 14-21
- Work Experience
- Twelve Month Follow-Up Activities
- Work Readiness Skills Training
- Mentoring
- Career Awareness
- Needs Based Payments
- Remediation
- Academic Enrichment
- Community Work Projects
- Case Management Services (English & Spanish)
- Supportive Services

3. IN-SCHOOL YOUTH TEMPORARY ASSISTANCE FOR NEEDY FAMILIES PROGRAM

An individual who is not less than 5 and not more than 18 years of age and is currently attending elementary, intermediate, junior high, senior high or alternative school, is considered an In-school Youth. To be considered Temporary Assistance for Needy Families (TANF), the individual meets one of the following low-income categories: cash public assistance; total gross family income (235% Poverty Income Level Guideline) for the number of people in his family; currently receiving food stamps or was eligible to receive within the last 6 months; Homeless; Foster Child; or a person with a documented disability and meets total gross family income (235% Poverty Income Level Guideline) for a family of one.

YOUTH AND UNIVERSAL WORKFORCE SERVICES ARE OFFERED (EXCEPT FOR ENGLISH AS A SECOND LANGUAGE, GENERAL EDUCATIONAL DEVELOPMENT, LEHIGH VALLEY PROFESSIONAL NETWORKING GROUP AND THE VETERANS' EMPLOYMENT SERVICES) PLUS THE FOLLOWING YOUTH PROGRAMS

- Youth Employment and Training Programs, ages 14-21
- Work Experience
- Twelve Month Follow-Up Activities
- Work Readiness Skills Training
- Mentoring

- Career Awareness
- Needs Based Payments
- Remediation
- Academic Enrichment
- Community Work Projects
- Case Management Services (English & Spanish)
- Supportive Services

4. OUT-OF-SCHOOL YOUTH, DISADVANTAGED PROGRAM

An individual who is not less than 14 and not more than 21 years of age and a high school dropout or recipient of a secondary school diploma or its recognized equivalent, is considered an Out-of-School Youth. To be considered disadvantaged, the individual meets one of the following low-income categories: cash public assistance, total gross family income (70% Guideline) for the number of people in his family; currently receiving food stamps or was eligible to receive within the last six months, Homeless; Foster Child, or a person with a documented disability and meets the total gross family income (70% Guideline) for a family of one.

In addition, the individual has one of more of the following barriers:

- Basic Skills Deficient
- School Dropout, Homeless, Runaway, or Foster Child
- Offender
- An individual (including a Youth with a disability) who requires additional assistance to complete an educational program or to secure and hold employment.

UNIVERSAL WORKFORCE SERVICES ARE OFFERED PLUS THE FOLLOWING YOUTH PROGRAMS

- Youth Employment and Training Programs, ages 14-21
- Work Experience
- Twelve Month Follow-Up Activities
- Work Readiness Skills Training
- Mentoring
- Career Awareness
- Needs Based Payments
- Remediation
- Academic Enrichment
- Community Work Projects
- Case Management Services (English & Spanish)
- Supportive Services

5. OUT-OF-SCHOOL YOUTH 5% PROGRAM

An individual, who is not less than 14 and not more than 21 years of age and a high school dropout or recipient of a secondary school diploma or its recognized equivalent, is considered an Out-of-School Youth. The individual is not low income with a barrier and meets one of the following exceptions:

- School Dropout, Basic Skills Deficient, Behind Grade Level, Pregnant or Parenting Individual with disabilities including learning disabilities, Homeless or Runaway, Offender
- Has a demonstrated inability to command sustained employment at a wage rate adequate to make him/her self-sufficient (Out-of School Youth Only)

NOTE: Not more than 5% of participants served in the local area may be individuals who do not meet the Disadvantaged Youth criteria.

UNIVERSAL WORKFORCE SERVICES ARE OFFERED PLUS THE FOLLOWING YOUTH PROGRAMS

- Youth Employment and Training Programs, ages 14-21
- Work Experience
- Twelve Month Follow-Up Activities
- Work Readiness Skills Training
- Mentoring
- Career Awareness
- Needs Based Payments
- Remediation
- Academic Enrichment
- Community Work Projects
- Case Management Services (English & Spanish)
- Supportive Services

6. OUT-OF-SCHOOL YOUTH TEMPORARY ASSISTANCE FOR NEEDY FAMILIES PROGRAM

An individual, who is not less than 14 and not more than 18 and a high school dropout or recipient of a secondary school diploma or its recognized equivalent, is considered an Out-of-School Youth. To be considered Temporary Assistance For Needy Families (TANF), the individual meets one of the following low-income categories: cash public assistance; total gross family income (235% Poverty Income Level Guideline) for the number of people in his family; currently receiving food stamps or was eligible to receive within last 6 months; Homeless; Foster Child; or a person with a documented disability and meets the total gross family income (235% Poverty Income Level Guideline) for a family of one.

UNIVERSAL WORKFORCE SERVICES ARE OFFERED PLUS THE FOLLOWING YOUTH PROGRAMS

- Youth Employment and Training Programs, ages 14-21
- Work Experience
- Twelve Month Follow-Up Activities
- Work Readiness Skills Training
- Mentoring
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- Needs Based Payments
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- Case Management Services (English & Spanish)
- Supportive Services

DEFINITIONS OF YOUTH PROGRAM SERVICES

Youth Employment and Training Programs, ages 14-21

Program activities that are carried out for Workforce Investment Act eligible Youth ages 14-21 and include the following 10 elements:

1. Tutoring and similar services, including dropout prevention strategies, leading to a high school diploma
2. Alternative education services
3. Summer employment linked to academic and occupational learning
4. Paid and unpaid work experience
5. Occupational skill training
6. Leadership development, including community service
7. Supportive services
8. Adult mentoring during program participation
9. Follow-up services for at least 12 months
10. Comprehensive guidance and counseling, including drug and alcohol abuse

Work Experience

Work experience is a planned, structured learning experience that takes place in the private, for-profit sector; the non-profit sector; or the public sector at a workplace for a limited period of time. Work experience is designed to enable Youth to gain exposure to the working world and its requirements. Work experience may be subsidized or unsubsidized.

Twelve Month Follow-Up Activities

All Youth participants receive follow-up activities for a minimum duration of 12 months after they leave the program. The types of follow up activities provided are determined based on the needs of the individual and may include:

- Leadership development and supportive service activities
- Regular contact with a Youth participant's employer, including assistance in addressing work-related problems that arise
- Assistance in securing better paying jobs, career development, and continuing education

- Work-related peer support groups
- Adult mentoring
- Tracking the progress of Youth in employment after training

Work Readiness Skills Training

Work Readiness Skills Training is instruction in employability or generic workplace skills and usually includes the following:

- | | |
|---|----------------------------|
| • Types of careers available | • Attendance |
| • Job/career qualifications | • Punctuality |
| • Interview techniques | • Task completion |
| • Local employment opportunities | • Interpersonal skills |
| • Job search techniques | • Attitude/behavior |
| • Resume writing | • Appearance |
| • Job keeping and job changing techniques | • Labor Market orientation |

Mentoring

Mentoring pairs a Youth with an individual experienced in a career/job/occupation in order to obtain good examples of employment, experience, qualifications and education necessary for a specific career/job/occupation.

Career Awareness

Career Awareness activities assist Youth expand their understanding of the world of work by identifying career pathways and specific occupations within pathways, developing respect for workers in all fields, locating and researching information about specific occupations, and developing an initial understanding of educational and training requirements.

In addition, Youth may be provided current, comprehensive, and in-depth information about careers, including detailed descriptions of typical duties, responsibilities, tasks, projections on employment openings (local, state and national), an understanding of working conditions, current income and benefits ranges, educational requirements and opportunities, and opportunities for advancement. Career Awareness activities also provide students with a better understanding of the changing nature of careers due to technological advances, the impact of a global economy, and the anticipation of the need for individuals to change careers several times during the course of a lifetime.

Needs Based Payments

Eligible Youth participants enrolled in an eligible training component receive \$4.00 per hour for each hour (or portion thereof) spent in actual attendance at training.

Youth entering skill training must be eligible under Federal guidelines for services. Eligibility is based on income and family size. A main eligibility criterion is low-income. Youth training candidates are generally unemployed, have no sources of income, lack transportation resources, and reside with family members or non-related individuals who are either unable or unwilling to support them. Youth also have limited skills and limited work experience, which provides additional barriers to find even entry-level employment. Additionally, the time constraints of the training program usually limit and/or prohibit employment opportunities for Youth while attending training. Therefore, Youth participants receiving no reportable income for the covered pay period are eligible for the payments. Youth participants receiving weekly reportable income

less than the maximum allowable amount are eligible to receive the difference between the reportable income and the maximum allowable payment.

Needs based payments are intended to reduce expenses such as transportation and meals that normally result from attending a training program.

Remediation

Remediation or remedial education provides instructional activities for Youth functioning at or below an 8.9 grade level in math and/or reading.

Remediation may include testing to determine gaps or deficiencies, basic educational skills instruction, and tutoring.

Academic Enrichment

Academic Enrichment provides instructional activities for Youth functioning above a 9.0 grade level in math and/or reading.

Enrichment activities usually include instruction in more advanced and diverse educational skills.

Community Work Projects

Community Work Projects are employment experience projects that usually involve a group or team of Youth working on a project to improve a local community's quality of life. Projects may include neighborhood improvement, health care, public safety, social services, and education services.

Case Management Services (English & Spanish)

Case Management is a client-centered approach to the delivery of services for Workforce Investment Act (WIA) eligible individuals. The Youth is assigned to a specific Workforce Development Professional who will assist him with the solution of a variety of personal, financial, educational, employment, or programmatic problems occurring during participation. The ultimate goal is to assist the customer obtain full-time employment. These sessions may be held in either English or Spanish depending on the language skills of the customer.

Supportive Services

Financial services are provided to assist Youth with their child care and transportation costs, such as parking or bus passes, while they participate in skills training.

SELF-EMPLOYMENT ASSISTANCE PROGRAM

Dislocated Workers who have a business idea that can become operational during their unemployment compensation eligibility period are assisted through counseling, classes and general assistance.

THE FOLLOWING SELF-EMPLOYMENT SERVICES ARE OFFERED

- Fifteen hours of individual counseling through a professional small business consultant
- Thirty-three hours of classroom training at the LCCC Donley Center
- Optional eight hours of QuickBooks training

- A \$200 allowance to attend networking events sponsored by appropriate Chamber of Commerce, apply towards a membership with an appropriate Chamber of Commerce or various other business-related organizations, or attend non-skills specific business-related education classes, seminars, or workshops
- Program completers will receive a one-year paid subscription to an internet-based accounting software, QuickBooks On-line Edition, for their business

EMPLOYMENT ADVANCEMENT AND RETENTION NETWORK (EARN) SERVICES

The Employment Advancement and Retention Network (EARN) program is designed to provide comprehensive activities and services to individuals newly applying for Temporary Assistance for Needy Families (TANF) benefits as well as on-going TANF benefit recipients. The goal of the program is to support participants in achieving successful employment outcomes as they move toward self-sufficiency.

Employment Advancement and Retention Network consists of two components:

The Work Support Component provides job placement services to new Temporary Assistance for Needy Families applicants. Clients enrolled in this component will conduct an eight-week job readiness and directed job search.

The Career Development Component provides a full range of employment and training activities beginning with an initial four-week job readiness and directed job search program. Work First, employment, or a work activity is the perfect outcome. Other available activities include stand alone skills training or literacy components embedded into skills training.

UNIVERSAL WORKFORCE SERVICES ARE OFFERED (EXCEPT LEHIGH VALLEY PROFESSIONALS NETWORKING GROUP, EMPLOYER ACTIVITY BRIEFINGS, COMMUNITY AND FAITH BASED ORGANIZATIONS, YOUTH EMPLOYMENT AND TRAINING PROGRAMS/ACTIVITIES FOR YOUTH AGES 14-21 ELIGIBLE UNDER THE WORKFORCE INVESTMENT ACT, AND VETERANS EMPLOYMENT SERVICE) PLUS THE FOLLOWING EMPLOYMENT ADVANCEMENT AND RETENTION NETWORK (EARN) SERVICES

- Assessment of needs and barriers as related to employment or employment retention utilizing Employment Development Retention Plan
- Continuous, intensive case management
- Workshops providing job readiness instruction, job search, and placement assistance
- Resume preparation
- Supportive Services including transportation assistance, needs-based payments, funding for skills training, and tuition
- Vocational Educational skills training programs and instruction in General Education Development (GED), Adult Basic Education (ABE), and English as a Second Language (ESL)
- Subsidized employment and work experience opportunities
- Employment retention assistance

EMPLOYER SERVICES

PA CareerLink Lehigh Valley assists employers with their workforce development needs through programs and projects managed by the Business and Industry Relations Team (BIRT).

EMPLOYER SERVICES

- Economic Development
- Rapid Response
- On-the-Job Training (OJT)
- Job Order Processing
- Recruitment and Screening
- Assessments
- Job Matching
- Human Resources Assistance
- PA CareerLink Website Training for Employers
- Target Industry Clusters
- Job Fairs
- Affirmative Action Recruiting Resources
- Professional Community Outreach

DEFINITIONS OF EMPLOYER SERVICES

Economic Development

Provides new business prospects, land developers, industrial park managers, and site location firms who are researching the Lehigh Valley as a potential site for a new facility with information on the Lehigh Valley workforce, wage standards, benefit expectations, availability, recruitment assistance, et al.

The following services, tools and information may be provided to employers:

- Center for Workforce Information and Analysis (CWIA)
- Industry Partnerships
- On-the-Job Training (OJT)
- Customized Job Training (CJT)
- PA Workforce Improvement Network (PA WIN)
- Governor's Action Team
- Guaranteed Free Training – Workforce and Economic Development Network of PA
- Local Educational Institution

Rapid Response

Upon notice of a new firm opening a facility in the Lehigh Valley, the staff works with the firm and coordinates, plans, and executes a complete recruitment plan. This includes advertisements and coordination of recruitment with other PA CareerLink offices in the region, as well as community-based organizations, area churches, and other government entities involved in employment and training Rapid Response Services.

On-the-Job Training (OJT)

Reimburses employers of up to 50% of trainee/employee wages during an On-the-Job T training period when hiring eligible workers through PA CareerLink Lehigh Valley.

Job Order Processing

Assists employers with the posting of job openings on the PA CareerLink website, monitors job orders, searches for candidates, and schedules interviews.

Recruitment and Screening

Organizes regional recruitment drives for employers to maximize recruiting effort and accessed the best candidate pool for the employer's job openings, screens paper applications and resumes, and screens applicants via telephone or in person. The screened applicant pools are then forwarded to the employer for hiring decisions.

Assessments

Coordinates assessments including: scheduling assessment sessions; facilitation of the Adult Basic Learning Examination (ABLE), the Test of Adult Basic Education (TABE) Indicator, or the individual employer's skills assessment.

Job Matching

Assists employers with the www.cwds.state.pa.us website to get the best possible results to match qualified job seekers with the available job openings. Screens job candidates to assess their appropriateness through transferable skills to insure the best possible matches.

Human Resources Assistance

Assists employers with the development and implementation of creative, alternative recruitment concepts; recommendations on standard wages and benefits; the impact of different work schedules on recruitment and retention; education and training alternatives; Federal and State tax incentives; information and referral to government agencies and bureaus for additional assistance.

PA CareerLink Website Training for Employers

Provides training in the use of the www.cwds.state.pa.us website. Training includes employer registration, job postings, candidate searching, and opportunities for companies to be a linked by having their logo, business profile, and websites posted on the PA CareerLink website.

Targeted Industry Clusters

Works with partners to provide the maximum number of job and career opportunities for all levels of education and skills within the Targeted Industry Clusters, as identified by the Lehigh Valley Workforce Investment Board, Inc. (LVWIB). On a regular basis, lists of firms in each industry cluster are reviewed in order to target marketing efforts within each cluster, determine the type of approach for each firm, and develop a follow-up strategy.

Job Fairs

Provides several options to employers to participate in job fairs including:

- Annual PA CareerLink Lehigh Valley Job Fair
- Occupation- and Industry-Specific Job Fairs
- Company-Specific Recruitment/Job Fairs

Affirmative Action Recruiting Resources

Maintains the Affirmative Action Recruiting Resources list which is a compendium of all the Community Based Organizations (CBO), Faith Based Organizations (FBO) and other government agencies and bureaus involved in employment and training. Notifies all of these entities regarding job fairs, recruitment projects, job opening announcements, and special events to maximize diverse recruitment on behalf of the business community.

Professional Community Outreach

Marketing of the PA CareerLink Lehigh Valley services to local professional, business organizations including Society of Human Resource Management (SHRM), Greater Lehigh Valley Chamber of Commerce (GLVCC), Lions, Rotary, Kiwanis, and the Council of Supply Chain Management Professionals (CSCMP).

INDUSTRY PARTNERSHIP AND TRAINING GRANTS

INDUSTRY PARTNERSHIP PLANNING GRANT

Industry Partnerships bring together multiple employers and workers in the same industry cluster to address common or overlapping human capital needs.

1. Nanotechnology Industry Partnership Grant

The Lehigh Valley Workforce Investment Board was awarded a \$99,893 Industry Partnership planning grant in March 2006 to support the efforts of a regional approach to build and sustain the Nanotechnology industry cluster. Another \$50,000 was received in December 2006 to continue and strengthen these planning efforts.

INDUSTRY PARTNERSHIP WORKER TRAINING GRANTS

Grant opportunities from the PA Department of Labor and Industry that support the alignment of training and education for innovative strategies in manufacturing, therefore enhancing the competitive advantage of Targeted Industry Clusters.

1. Metals/Metal Fabrication

The Lehigh Valley Workforce Investment Board, Inc. was awarded a \$231,000 Industry Partnership Worker Training Program in January 2006 to provide advanced, industry-specific skills training to workers in the Metals Manufacturing industry. LVWIB received an additional \$360,500 in September 2006 for further training opportunities for Metals Manufacturers, including training and sustainability plans. **Funding in the amount of \$50,000 was moved to this grant in April of 2007 from the Logistics and Transportation Grant.**

2. Chemicals/Plastics

The Lehigh Valley Workforce Investment Board was awarded Industry Partnership Worker Training grants in the amount of \$569,820 in 2005/2006 to provide advanced industry-specific skills training to workers in the Chemicals/Plastics Manufacturing industry. An additional \$400,000 grant proposal is pending, as of December 2006. A statewide Plastics training grant for \$97,000 was also awarded in 2006. **An additional \$250,000 was received for Chemicals/Plastics, via verbal notification in March 2007.**

3. Logistics and Transportation

The Lehigh Valley Workforce Investment Board was awarded a \$150,000 Industry Partnership planning grant in November 2005 to support the efforts of a regional approach to build and sustain the Logistics and Transportation industry cluster. As of January 2007, the LVWIB was awarded a \$377,875 Worker Training grant to implement advanced, industry-specific training for Logistics and Transportation employers in the Greater Lehigh Valley region. Aggregated training will be selected by partnership employers.

4. Health Care

The Lehigh Valley Workforce Investment Board, Inc. was awarded a \$36,750 Industry Partnership Planning grant in January 2006 to support the efforts of a regional approach to build and sustain the Life Sciences-Health Care industry cluster. As of January 2007, the LVWIB was awarded a \$400,000 Worker Training grant to implement advanced, industry-specific training for Healthcare employers in the Lehigh Valley.

EDUCATIONAL INITIATIVES

CareerLinking Academy Request For Proposal

The CareerLinking Academy model is a comprehensive career awareness initiative designed for high school students. The model is aligned to the Pennsylvania Department of Education's Academic Standards for Career Education and Work; adheres to federal, state, and local career education initiatives, such as Project 720, High Schools that Work, and Lehigh County Career Pathways; and may be used as a graduation project. The Academy provides students with the opportunity to participate in a structured program where they will explore career interests and become linked to the world of work and education.

Lehigh Valley Gateways

The Lehigh Valley Workforce Investment Board, Inc. was awarded \$100,000 to implement the Lehigh Valley Gateways program, a career awareness initiative that incorporates the Career Pathways, Project 720 and High Schools That Work models, and promotes the continuum of education from high school to career and technical school to community college to a four-year institution to lifelong learning.

Through the components of the Lehigh Valley Gateways program, students, teachers, counselors, and parents will receive valuable job and labor market information, be connected to employers through job shadow opportunities, and will understand the skills/education/training necessary for today's workforce. A Workforce Coordinator will serve as a year-round intermediary to solidify these connections between students, educators, school counselors, and parents with career preparation activities and employment opportunities available through PA CareerLink Lehigh Valley's workforce system.

Career Gates and Associated Teacher Guides

Career Gates is an e-media program developed, designed, and produced in partnership with PBS Channel 39. The Career Gates videos are a series of workforce and training tools, including DVD's, Digital Learning Channel television shows, and web-based streaming video. The tools highlight the Lehigh Valley job and labor market information, critical workforce needs, Targeted Industry Clusters, training services at PA CareerLink Lehigh Valley, high priority/high demand occupations, and career pathways. Teacher guides have been developed to supplement the

Career Gates series and consist of video description, air times, additional resources, discussion questions and activities for the classroom, all linked to Pennsylvania State Academic Standards. Videos and teacher guides are available on the www.careerlinklehighvalley.org and www.wlvt.org websites.

Current Career Gates videos include: Virtual Tour, Manufacturing, Logistics, Healthcare, Soft Skills, Technology, and Career Clips.

Career Cruising

Career Cruising is an interactive, web-based career resource tool used at the PA CareerLink Lehigh Valley Allentown and Easton sites and through Lehigh Valley schools as part of the Career Pathways program. Career Cruising incorporates assessment tools, detailed occupation profiles, and comprehensive post-secondary education information to aid in the career exploration and planning process.

Educator Orientations

The Lehigh Valley Workforce Investment Board, Inc. provides workforce development orientations to educators through the Lehigh Valley to present job and labor market information, career awareness tools (including the CareerLinking Academy model), connections to the PA CareerLink Lehigh Valley workforce system, and much more.

Business and Industry Tours for Educators

Employer tours are arranged for educators to highlight Lehigh Valley high-growth industries and associated high priority/high demand occupations within these companies. During these employer site tours, company representatives focus on the necessary skills, education, and training required. Educators use this valuable information in career discussions and exploration activities with students.

Career Awareness Month/Health Careers Week

Career Awareness Month focuses attention on career awareness and options within industry clusters in the greater Lehigh Valley during the month of November. Businesses open their doors for student tours and Lehigh Valley industry clusters, including occupations within these clusters at their facility. Other events are Health Careers Week and Health Careers Essay Contest, which are statewide initiatives to focus attention on the crucial healthcare industry. Take Your Child to Work Day is scheduled in November on a non-school day.

Intermediary Services

The Lehigh Valley Workforce Investment Board, Inc. provides intermediary services to schools and other organizations including grant partnerships, connections to workforce, and other initiatives.

Bethlehem Area School District Career Academy

Provides job search, employment assistance, and action plans to participating students in order to maintain active status in school. This also includes the active job development assistance for some of these youngsters.

PA Partnerships for Children

Employer roundtables have been held to assist Governor Rendell in developing Youth education public policies and action plans. The goal is that every Pennsylvania Youth has adequate career preparation and workforce development opportunities to assure that he will ultimately earn a family-sustaining wage in the career of his choosing.

Society for Human Resource Management/Lehigh Valley Workforce Investment Board, Inc./Lehigh Valley Internship/Job Shadowing/Mentorship Program

Forums on 21st Century Literacies

Forums on 21st Century Literacies have been held to prepare students for the 21st century economy. The agenda explores the dynamics of a 21st century economy and presents various strategies for Lehigh Valley's educators, workers, employers, and the community. Keynote speaker, Ed Barlow, presented a comprehensive view on this important topic.

Wired Initiative

A \$15 million dollar, 3-year grant awarded to the Northeast Pennsylvania Regional Partnership by the U.S. Department of Labor. This initiative is aimed at integrating workforce, education, and economic development, the three pillars necessary to align and transform our regional economy.

Community Forums

Regional presentations are held for the general public throughout the Lehigh Valley regarding career and job opportunities, job and labor market information, and services available through PA CareerLink Lehigh Valley.

Aging Study

The Lehigh Valley Workforce Investment Board, Inc. (LVWIB) is soliciting proposals to analyze the impact of the aging workforce on the regional economy. The purpose of the study is to analyze and define potential challenges and provide workable, creative solutions to mitigate any impacts. The LVWIB is a state- and federally-funded non-profit organization whose mission is to assure a high quality workforce for employers in the Greater Lehigh Valley.

Career Advancement Accounts

The Lehigh Valley, Pocono, and Montgomery County Workforce Investments Boards would like to be considered a pilot site(s) for Career Advancement Accounts. The CAA give customers many options to tailor their learning plans for job advancement or obtaining a first job. Specific emphasis will be geared towards low wage workers. All customers who want to be considered for a CAA will be screened for all benefits including WIA and other federal funds. Customers will also be counseled on high priority jobs and growing industries.

Latino Study

The Latino community is the region's fastest growing population, accounting for nearly 10 percent of the Lehigh Valley's residents. In order to better understand how we can serve, support, and empower the Latino community, LVEDC partnered with Alegre Research and Demographics to conduct a study and comprehensive analysis of the Lehigh Valley's Latino population.

In the course of the study, principle researcher, Lillian Escobar-Haskins, gathered a tremendous amount of sociodemographic information, provided a historical background of the Latino community, and conducted surveys and personal interviews with Latino and non-Latino community leaders, social services agencies, government officials, and economic development groups. The results were published and released in the September 2005 report, Latinos in the Lehigh Valley: The Dynamics and Impact of this Growing and Changing Population.