

Sullivan County

Local Plan

July 1, 2025 – June 30, 2029

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Strategic Planning Elements

Local Workforce Development Area (LWDA) in-demand occupation lists are now maintained on the Labor Market Information for Workforce Planning [webpage](#) under the **Occupations in Demand** section. To submit an updated in-demand occupation list, LWDBs must utilize **Attachment A: In-Demand Occupation List Template**, update the spreadsheet, and submit it to LWDB@labor.ny.gov. The list will then be added to the corresponding region's in-demand occupation list on this webpage.

I attest that the list of the LWDA's in-demand occupations was last updated on [specify date in the text box below].

July 15, 2025

How is this information shared with the Local Workforce Development Board (LWDB)? What was the last date on which it was shared?

The information will be shared at the next quarterly Board meeting in September.

a. Provide an analysis of regional economic conditions, including:

i. Existing and emerging in-demand sectors and occupations; and

Sullivan County, New York is located in the Catskills mountains, 90 miles north of New York City. The County is rural and borders northeast Pennsylvania along the Delaware River. Known for its rich history and natural beauty it has become a tourist destination. The County is part of the Mid-Hudson Region that includes Westchester, Putnam, Rockland, Dutchess, Orange and Ulster counties.

While it is the second largest county in the region at 968 square miles it has the lowest density rate at 81 people per square mile. According to the U.S. Census, Sullivan County's population of 80,450 people is the smallest in the region and has the lowest median income at \$69,826.

The County has weathered the storm of the pandemic and continues working to regain what was lost economically.

The labor market profile for May 2025 shows that there were 31,900 nonfarm jobs. The private service providing sector has the largest percentage of jobs at 69% followed by Government at 20% and goods producing at 11%. This breakdown is in line with the Mid-Hudson region overall.

A deeper look into the private service providing employment in May 2025 shows that the Private Education and Health Services sector had the highest number of jobs at 28% followed by Trade, Transportation and Utilities at 14%; Leisure and Hospitality at 12%; Professional and Business Services at 7%; Other Services at 4%; Financial Activities at 3% and Information at 1%. The goods producing sector has

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7% of the jobs in Manufacturing followed by Mining, Logging and Construction at 4%. This breakdown is similar to the Hudson Valley region overall.

The County has bounced back from the pandemic in some areas. When comparing May 2019 with May 2025 labor market profiles it shows a 6% increase in the labor force from 35,300 in 2019 and 37,400 in 2025. Looking deeper into the May 2019/2025 numbers there is roughly an increase of 6.8% in employed people from 34,100 in 2019 to 37,400 in 2025 and a decrease of roughly -17% (-200) in the number of individuals who reported as unemployed (1200/1000).

There has been a decrease in the poverty rate from 16% in 2019 to 14.5% in 2023 (US Census). This can be attributed to the rise in the minimum wage to the current \$15.50 per hour and the competition among businesses for workers. Sullivan County's poverty rate is the second highest in the region behind Rockland County (15.2%) and Putnam has the lowest poverty rate at 7.3%. At 14.5%, Sullivan County's poverty rate is slightly above the New York State rate of 14.2%.

According to the US Census, Sullivan County's 2023 median income of \$69,826 is 16% higher than the median income in 2019 (\$60,137). However, it is the lowest in the Mid-Hudson region. Ulster County's median income at \$81,804 is the second lowest, but it is 17% higher than Sullivan County. The highest median income is found in Putnam County at \$127,405. This is 83% higher than Sullivan County. The per capita income shows a similar spread (75%) between the lowest (Sullivan) at \$40,474 and the highest (Westchester) at \$70,607.

The most populated towns in Sullivan County are Thompson, Liberty and Fallsburg. The 2023 median income for the three largest population centers are the Village of Monticello (Thompson) at \$47,464, the Village of Liberty (Liberty) median income at \$49,125 and South Fallsburg (Fallsburg) at \$47,566. All three villages have high poverty rates at 29.6%, 17.7% and 34.3% respectively. The highest poverty rate can be found in the Village of Bloomingburg (town of Mamakating) at 58.3%.

The County's recent award of \$30 million dollars for broadband will have a significant impact on the local economy and lives of its residents and businesses. Challenges remain however, as the County continues to struggle with a serious housing crisis, significantly higher rents and energy costs, higher costs of goods and services and increased social issues. There is also the negative economic impact of casinos in New York City. The uncertainty at the federal level has given pause to decision making across all areas of the community.

ii. The employment needs of businesses in those sectors and occupations.

There are 2,038 businesses with paid employees in Sullivan County (2022 US Census). The largest 17 employers totaled 9,875 employees in 2024 with 38% in

the Private Education and Health Services sector, 23% in Government, 16% in Leisure and Hospitality, 7% in Manufacturing, 4% Transportation and 12% Other Services.

The Health and Social Service sector have a range of employment needs from entry level to licensed professionals. The need is high for Direct Support Professionals, Certified Nurse Assistants, Home Care Aides, Registered Nurses and technicians. There is a need for medical clerical support as well, especially in larger healthcare facilities and practices.

The trades sector requires an intentional plan of developing the next generation of skilled workers. According to the Construction Industry Council of Westchester and Hudson Valley, Inc. (CIC) the median age of a construction worker in New York is 44 years old. The number of individuals going into the trades is shrinking while the demand for services continues to increase. The CIC further shows that from the 2002/2003 school year to the 2023/2024 school year, Sullivan County experienced a decrease (-27%) in public school enrollment. In Sullivan County the need for carpenters, laborers, electrical technicians, HVAC technicians and automotive technicians has not abated.

Across all primary sectors there is a need for white collar workers providing the necessary administrative support. It is essential for employers and employees to become familiar with current technology like artificial intelligence that can increase effectiveness and efficiency. Knowing how to strategically utilize technology will better position workers to learn new skills and increase retention.

- b. Describe the knowledge, skills, and abilities needed to meet the employment needs of businesses, including those in in-demand sectors and those employing individuals in in-demand occupations.

The labor market profile of the Private Education and Health Services sector represents 35% of all private sector jobs (NYSDOL May 2025). The training and education of licensed and certified professionals is essential, especially across the nursing career track. In addition, there are an array of technical occupations from respiratory, radiological, physical therapy, emergency medical and veterinary that are in demand.

The demand for Mental Health Counselors, CASC, and Social Workers remains critical as the County continues to address the substance abuse crisis.

These positions require a range of training and education from short term, one-year certifications, to post-secondary degrees. All require computer skills beyond basic data entry. It is essential that workers know how to write, communicate, understand the language of their field and have strong interpersonal skills, empathy and compassion.

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Direct Support Professionals (DSP) are a critical entry point for a career in serving individuals with disabilities. Typically, individuals interested in this field must have a high school diploma or its equivalency. Once hired, DSPs receive intensive training as part of the onboarding process. The employers in this field provide clear career pathways for those who are interested.

The need for administrative and clerical skills crosses all sectors. The need for technology competency, scheduling, time management, verbal and written communication and an understanding of the industry are some of the critical needs expressed by businesses.

The skills needed to be successful in any of the trades can be acquired through short term, non-credit training, on-the-job training and/or apprenticeships. There are occupations that require industry certifications that can range from written tests to a set number of hours working in the field under a professional. The entry level occupations in these different trades benefit best from a combination of classroom and hands on practice.

The common need across all industries, demand or otherwise, is the need for individuals who can demonstrate the core skills that will make them strong and successful employees. Businesses are looking for customer service skills, professionalism, understanding of the work culture, hardworking, conscientious, self-knowledge, dedication and discipline.

c. Provide an analysis of the regional workforce, including:

i. Current labor force employment and unemployment numbers;

Sullivan County's unemployment rate was 2.8% for May 2025 down from 3.2% in May 2024. The month of May 2025 had 37,400 people in the labor force (36,400 employed & 1,000 unemployed). The number of employed individuals increased by 2.2% (800) and the number of unemployed individuals decreased by -16.7% (-200). Overall there was an increase of 1.6% (600) in the labor force compared to May 2024.

Sullivan County's total nonfarm jobs increased 2.9% (900) and private sector jobs increase 3.2% (800) for May 2025.

For Sullivan County the job gains were:

- Private Educational and Health Services at 6.0% (500)
- Financial Activities at 11.1% (100)
- Manufacturing at 4.8% (100)
- Professional and Business Services at 4.5% (100)

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- Trade, Transportation and Utilities at 2.3% (100)
- Government at 1.6% (100)

For Sullivan County the sectors that showed no job growth were:

- Leisure & Hospitality
- Other Services
- Information

For Sullivan County the sectors that showed job losses were:

- Mining, Logging and Construction at -7.1% (-100)

Within the region, Sullivan County's private employment sector posted the fastest gains year-over-year, up 3.2 percent. The second fastest growth was recorded in the Kingston MSA (+1.1 percent), followed by Rockland County (+0.7 percent), Westchester County (+0.5 percent), and the Kiryas Joel-Poughkeepsie-Newburgh MSA (+0.4 percent). Putnam County was the only county in the region to decline at -0.8 percent.

The Hudson Valley's unemployment rate was 2.8% for May 2025, a decrease from 3.2% in May 2024. The region had a labor force of 1,224,000 (1,190,100 employed/34,000 unemployed). The number of employed individuals increased by 1.1% (12,700) and the number of unemployed individuals decreased by -11.2% (-4,300). Overall there was an increase of 0.7% (8,300) in the labor force compared to May 2024.

The Hudson Valley region showed an increase of 0.7% (6,700) in total nonfarm jobs and an increase of 0.6% (4,900) in private sector jobs.

The largest job gains were found in:

- Private Educational and Health Services at 1.9% (4,400)
- Government at 1.1% (1,800)
- Leisure & Hospitality at 1.5% (1,400)
- Manufacturing at 1.5% (600)
- Financial Activities at 1.3% (600)
- Professional and Business Services at 0.5% (600)
- Trade, Transportation and Utilities at 0.1% (200)

The Region's job losses were in:

- Mining, Logging and Construction at -3.2% (-1,900)
- Information at -6.1% (-800)
- Other Services at 0.4% (-200)

ii. Information on any trends in the labor market; and

The Private Educational and Healthcare services sector has the largest number of jobs at 8,900 in May 2025. There has been a steady increase in the number of jobs created, notably in Healthcare, from 7,600 in May 2022 to 8,900 in May 2025. This sector accounts for 35% of nonfarm jobs and 17% of private sector jobs in May 2025. Information and analysis by the Hudson Valley NYSDOL Economic Analyst show that jobs in the Healthcare field are numerous and in demand not only in Sullivan County but throughout the region. Positions in nursing, physical therapy, medical technicians, veterinary and others provide stable wages and career advancement opportunities. This growth trend will be impacted by changes on the federal level but the extent is unknown at this time.

The Construction sector continues to struggle to find skilled workers. The older construction workers are retiring and there are not enough younger people entering the construction trades to replace them. The situation was exacerbated following the pandemic when many workers reevaluated their lives and careers and left the field. This along with the loss of knowledge and experience impacts timelines, costs and safety.

Leisure and Hospitality has seen a decline in job opportunities. The labor market profile for April 2025 shows 3,500 jobs, a -25% decline from April 2022 when it was at 4,400 jobs. The number of jobs in Leisure and Hospitality in Sullivan County for the month of May has remained flat at 3,900 for the past three years. According to the NYS Department of Labor's 2024 Hudson Valley Significant Industries report states that amusement, gambling and recreation pays the lowest annual average wages on the significant industries list, with a 2023 annual average salary of just \$40,000 – about 40% lower than the annual average salary for all industries. The report further states that Accommodation and Food Services pays the second lowest wage of the fourteen significant industries in 2023 at \$44,400.

The State will be awarding one or more licenses in NYC for a full-service resort casino. The local Resorts World Catskills (RWC), the one closest to the city, will experience the most financial impact of all casinos in the state. An April 2025 report issued by Capacity Consulting, The Impact of New Downstate Casinos on Sullivan County Economy and Resorts World Catskills, reports that one casino in the New York City area could cause a loss of a minimum of \$51 million annually in gross revenue, approximately 400 jobs, \$13.8 million in wages and \$2.3 million in local tax revenue. This stands to increase the losses by up to 76% if more than one casino is approved. The 400-job number does not include the potential job loss at businesses that have opened as a result of the casino.

- iii. Educational and skill levels of the workforce in the region, including individuals with barriers to employment.

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The US Census American Survey reports that 56.8% of Sullivan County residents over the age of 25 are high school graduates and/or have some college but no degree. This is slightly lower than the 2019 rate of 62%. New York state overall comes in at 71.1% for the same cohort. The County's percentage of people who have Bachelor degrees or higher increased from 26% in 2019 to a current 30% of residents.

There are 13.3% of residents who did not obtain a high school diploma which is slightly higher than the 12% in 2019. New York state reports that 9.3% of state residents do not have a high school diploma.

The breakdown of the County's 14.5% poverty rate shows that 22.6% of children under the age of 18, 16.4% of residents over 65 with a disability and 36% of female headed household live in poverty. In addition, 30.9% of households live below the ALICE (Asset Limited Income Constrained Employed) threshold.

The Center for Workforce Development operates the Temporary Assistance Employment program at the Career Center. A snapshot of the May 2025 report for individuals determined to be employable shows that 80% of Safety Net recipients and 22% of TANF recipients have criminal justice involvement, and 23% of TANF recipients were unable to participate in required activities because of a lack of available childcare.

The rate of individuals who are disabled but not institutionalized is 17% according to the US Census. A further breakdown reports 9.5% are under 18, 14% are between 18 and 64 and 36% are over the age of 65.

The data shows that 20% of the population over the age of 5 speak a language other than English and 65% of that cohort speak Spanish.

The Move Sullivan public transit service that launched in 2019 continues to grow and has helped many people get to work, medical appointments and shopping. It does not solve all transportation problems because it does not, at this time, cover the more rural areas of the county nor does have extended hours that could benefit more shift workers.

The data above provides a snapshot of some of the issues facing many residents. As is the case in many areas, the rising cost of goods and services, housing and utilities is adding further strain to household budgets.

Businesses across all industries continue to voice concern over their ability to hire individuals with the basic skills essential to success in any job. The majority of the jobs in the County are entry to mid-level and the need is high for basic computer

skills, basic literacy skills, and the work ethic that is necessary for retention and advancement.

- d. Provide an analysis of workforce development activities, including education and training, in the region.

- i. Identify strengths and weaknesses of these workforce development activities.

The region grapples with the same issues that many areas face in attracting young talent, aligning training opportunities, generational change and the rapidly changing work culture. Targeted sectors for growth include healthcare, information technology, bio-tech and manufacturing. The demand has also increased in hospitality, distribution, financial services, construction and education. The diversity of the region is a strength and a weakness. The southern end of the region benefits from the proximity to New York City. The northern end of the region, specifically Sullivan County, is rural and can be up to 2 hours away making it difficult for residents to take advantage of those opportunities.

Healthcare provides the most employment opportunities in Sullivan County followed by Government and Hospitality. There has been a growing need for workers in the trades. The partnership of CWD, SUNY Sullivan and BOCES has strengthened in the past few years with the efforts to bring back short term training for adults. The trainings are focused in areas that are in high demand in the county, namely construction trades and entry level healthcare positions. The future technology changes in artificial intelligence and other advancements heighten the need for local information technology training. Building on these strong partner relationships workable career pathways are being developed along with opportunities for upskilling those without a college degree.

- ii. Does the local area have the capacity to address the education and skill needs of the local workforce, including individuals with barriers to employment, and the employment needs of businesses? Please explain.

The local area does have the capacity to address the education and skill needs of the local workforce. The CWD partnership with SUNY Sullivan and BOCES has developed specific training programs that create supportive pathways to employment. Identification of skill gaps and providing solutions for businesses are accomplished using a multi-pronged approach. This includes addressing individual needs, financial assistance, career advice, access to healthcare, and childcare. The partners continue to create training and educational programs tailored to the specific needs and skill gaps of individuals with barriers, provide guidance and support throughout their experience, and advocate for policies and practices that remove barriers to employment, such as transportation, lack of affordable housing, and discrimination. The CWD has business services staff that keep in regular contact with local businesses, attends Chamber events, provides employer engagement, promotes skills-based hiring, and fosters further collaboration between partners and organizations.

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- e. Describe the LWDB’s strategic vision and goals for preparing an educated and skilled workforce, including youth and individuals with barriers to employment.

The Board's mission is to support the evolution of employment and sustainable business growth in Sullivan County. The stratic planning goals are focused on adults, youth and businesses. The Board is looking to enahnce workforce skills that are aligned with key industries. The development of career pathways that are clear and tailored to the local area coupled with the supports needed to remove barriers will provide opportunites for success for all jobseekers.

Finding ways to increase the engagement of disaffected youth and ensuring that the training needed to develop the necessary skills and credentials are available and readily accessible. Youth are in need of extraordinary supports and these must be made available.

Raising the visiblity of the workforce system through strategic marketing and outreach will increase the visibility and access to opportunities.

- i. How do the local area’s workforce development programs, including programs provided by partner agencies, support this strategic vision?

Partners share information to support each other, as well as the overall strategic vision. Aligning workforce development with economic development goals is a high priority of Sullivan County. This allows a structure to strengthen the workforce and foster economic growth. The workforce partners work with local Economic Development, the Chamber of Commerce, and Planning Department to inform new companies looking to come to the county, to meet the needs of the local businesses, identify what trainings and education may be needed, and ensure a direct link to the partnership.

- ii. How will the local area, working with the entities that carry out the core programs, align available resources to achieve the strategic vision and goals?

The core partners have worked together for many years and will continue this work to achieve the Board's vision. The partners will incorporate any changes to ensure that service delivery is timely and of high quality.

- f. Describe the LWDB’s goals relating to performance accountability measures. How do these measures support regional economic growth and self-sufficiency?

The Board reviews workforce development outcomes by tracking and measuring performance against key indicators, by focusing on increasing employment and earnings for workers, particularly those facing barriers to employment, and ensuring they acquire skills relevant to in-demand jobs. This allows the Board to assess the effectiveness of the

programs and make data-driven decisions to optimize resource allocation and service delivery.

Local Workforce Development System

- a. Identify the programs, whether provided by the Career Center or any partners, that are a part of the local area's workforce development system, including:

- i. Core programs;

1. WIOA Adult, Dislocated Worker programs - (CWD) Career Center
2. WIOA Youth program (competitively procured; CWD) Career Center
3. Wagner-Peyser Employment Services - (NYSDOL) Career Center
4. WIOA Title IV Vocational Rehabilitation - ACCES-VR; NYS Commission for the Blind
5. NYSCION - (CWD) Career Center

- ii. Programs that support alignment under the Carl D. Perkins Career and Technical Education Act of 2006; and

SUNY Sullivan utilizes Perkins funding to focus on the needs of specific students. Those who need learning accommodations will benefit from specialized software as well as a Disability Resource Coach. Students in CTE will benefit from job readiness and basic employment training provided by a Career Coach. Supplies and materials for the college's food service program and the respiratory therapy program are also included in the Perkins program. Finally, English language learners will benefit from additional support from a Second Language Specialist.

- iii. Other workforce development programs, if applicable.

1. Temporary Assistance (CWD through MOU) Career Center
2. Trade Act (CWD) Career Center
3. Career and Technical Training and postsecondary - SUNY Sullivan
4. Job Corps - Delaware Valley Job Corp
5. Migrant and Seasonal Farmwork Program - Pathstones
6. Summer Youth Employment Program - (SYEP-CWD) Career Center
7. County of Sullivan Trade Education and Training (CWD) Career Center

- b. Describe how the local area will ensure continuous improvement of services and service providers.

The Board went through a strategic planning process resulting in a set of goals targeted to the business and jobseeker customer groups. Metrics are being developed beyond regulatory performance measures that will position the Board to better quantify continuous improvement. The Workforce Development Board Executive Director (WDB ED) and the CWD Director are in daily contact reviewing operations, contracts, performance and outcomes. They jointly develop corrective action plans and monitor for improvement. The CWD Director meets regularly with supervisory staff at the Center on programs and services ensuring efficiency and effectiveness.

The WDB ED meets with the SUNY Sullivan President on a regular basis to strategize and future plan. The college has created a Director of Workforce Development who works closely with the local BOCES and the CWD Director in the development of short term trainings to meet business needs. The County Legislature has designated funds for short term training and a contract is being put in place that will have outcome measures in place. In addition, SUNY Sullivan and Sullivan County BOCES have strengthened their relationship and communication to ensure that adult education students will have the tools, equipment and supports they need to succeed.

- c. Describe how service providers will meet the employment needs of local businesses, workers, and jobseekers.

The Sullivan BOCES has not provided Title II Adult Education and Training since 2018. Short term training became accessible only to those who could travel outside of the county. The pandemic shutdown allowed only for online high school equivalency classes and online education opportunities. It has taken time and a few setbacks but progress has been made in the past few years.

The Sullivan County Legislature began allocating funding to support short term training for entry positions in different trades. The college and BOCES worked closely with CWD to develop and provide training in carpentry, welding, automotive, security and electrical. Recruitment is underway for a Certified Nurses Assistant (CNA) program. There are also plan for HVAC training for adults in 2026.

The SUNY Sullivan offers microcredentials for Direct Support Professionals, an occupation in high demand. There are other microcredentials that will give a person the basic skills necessary to get started in on a new career path. The microcredentials include Culinary and Baking Basics, Restaurant Management, Event Planning, and Basic Bookkeeping. The bridge from LPN to RN program as well as Respiratory Therapy and Medical Assistant are critical to the support of our healthcare system.

- d. Describe the roles and resource contributions of the Career Center partners.

There is one full service Sullivan County Career Center located in Monticello, the county seat. The CWD and the local NYSDOL are co-located at the Center. The CWD Director is also the One Stop Operator. The CWD staffs the reception area and runs the Resource Room where anyone can access basic career and job search services. The CWD is responsible for implementation of the WIOA Adult, Dislocated Worker and Youth

programs; the Temporary Assistance Employment and Training program (MOU with LDSS); the NYSCION program; Trade Act; Summer Youth Employment Program; coordination of training services; business services including job postings and regular in-house hiring events. The NYSDOL staff implement the services associated with Wagner-Peyser employment services and the RESEA program. In addition, they provide career counseling services. The CWD manages the marketing and social media for the Career Center and represents the Career Center in the community.

Workforce Development and Career Pathways

- a. Describe how the LWDB will facilitate the development of career pathways, including co-enrollment in core programs when appropriate.

The LWDB will continue to work closely with Sullivan County's primary academic and training institutions—SUNY Sullivan and Sullivan BOCES—and, when appropriate, with other regional and statewide education partners. Recognizing both the workforce challenges in our rural region and the unique needs of our local employers, the Board emphasizes individualized, responsive planning.

Career pathways are developed by aligning educational offerings with employer demand and tailoring student experiences through shared data, advising, and support services. Co-enrollment in core programs is promoted whenever it helps a participant move more efficiently toward employment. These efforts are coordinated through ongoing communication and planning with educational providers that follow the specific pacing and demand within industries such as healthcare, public safety, skilled trades, and hospitality.

The Board has identified the development and strengthening of career pathways as one of its strategic goals. A strong example of this goal in action is the partnership between BOCES and SUNY Sullivan in the nursing field, which offers a clear pathway from high school through adulthood. This includes programs that begin in secondary Career and Technical Education and continue into postsecondary training and licensure.

In the human services sector, while many employers provide on-the-job training for Direct Support Professionals (DSPs), the micro-credentialing program offered through SUNY Sullivan helps professionalize the workforce. These stackable credentials recognize learning and achievement while preparing DSPs for advancement within the field.

Building on the success of short-term trade trainings, the LWDB also plans to support the development of a Construction Career Cluster. SUNY Sullivan and BOCES have partnered with the North Atlantic States Regional Council of Carpenters to develop a pathway that starts in secondary CTE programs, leads to pre-apprenticeship opportunities, and culminates in the Construction Technology AOS degree. The next steps in this cluster include launching HVAC training for high school students through BOCES in Fall 2025, followed by an adult-level, short-term credentialed offering in Spring 2026.

These targeted pathways demonstrate how the Board is not only supporting current workforce needs but also building long-term, sustainable pipelines aligned with both regional employer demand and participant career goals.

- b. Describe how the LWDB will improve access to activities leading to recognized postsecondary credentials.

The LWDB helps accelerate access to postsecondary credentials through integrated partnerships with SUNY Sullivan and Sullivan BOCES. These relationships allow for intentional planning of short-term credential programs that connect directly to employment and longer-term academic goals.

By supporting participants with career counseling, financial assistance, academic support, and employer-informed programming, the LWDB and its partners reduce barriers and keep individuals on track. Programs are built with flexible scheduling, multiple entry points, and wraparound supports that match the tempo and requirements of each industry. For example, in healthcare, academic pathways are timed to meet local nursing assistance and RN workforce shortages while supporting student success at each level of credentialing.

- i. Are these credentials transferable to other occupations or industries (i.e., “portable”)? If yes, please explain.

Yes. There are many credentials earned through SUNY Sullivan and BOCES that are portable and recognized across multiple employers and institutions. In fields such as healthcare, public safety, and the trades, credentials provide entry into a wide range of roles and often transfer to higher education institutions for further academic advancement.

- ii. Are these credentials part of a sequence of credentials that can be accumulated over time (i.e., “stackable”)? If yes, please explain.

Yes. SUNY Sullivan and its partners have built several stackable credential pathways designed to help individuals progress from entry-level certification to more advanced academic and professional goals.

For example:

Healthcare/Nursing Pathway

- Entry-Level: Certified Nursing Assistant (CNA) – Offered through SUNY Sullivan in partnership with Sullivan BOCES.
- Mid-Level: Licensed Practical Nurse to RN Pathway (LPN) – Builds on CNA and LPN allows for more clinical responsibility.

- Advanced: Associate in Applied Science (A.A.S.) in Nursing – Leads to RN licensure and can articulate to a BSN program at a four-year college.
- Future Option: Bachelor of Science in Nursing (BSN) – Transferable via SUNY or other accredited nursing programs.

Each credential builds on the one before it, enabling participants to work while continuing their education and advancing their careers.

Access to Employment and Services

- a. Describe how the LWDB and its partners will expand access to employment, training, education, and supportive services for eligible individuals, particularly individuals with barriers to employment.

The Board and partners continually work to expand employment, training, education and supportive services. Regular engagement with the CWD, Chamber of Commerce, economic development partners, regional labor analysts, businesses, human services organizations, and workforce partners ensure that the skills and knowledge necessary for success are accessible to all. The Disability Resource Coordinator (DRC) has been instrumental in leveling up the knowledge of hiring and working with individuals with disabilities.

The local labor market analysis identifies the skills and knowledge needed for the regional economy, and the partners collaborate on the future programming and initiatives. The partnership of the WDB members and partner organizations promotes business participation and ensures that training programs align with employer demands and that job seekers are equipped with the skills needed. The CWD is part of the County's Division of Community Resources which brings together in partnership CWD, Transportation, Youth Bureau, Office for the Aging and Veterans Service to identify and offer more wrap around services. This Division identifies not only individuals who could benefit from employment and training but is also a resource for family supports that are needed to allow for an individual to successfully get and keep a job.

- b. Describe how the local area will facilitate access to services through the One-Stop delivery system, including remote areas, through the use of technology.

The One Stop delivery system uses technology to enhance access to workforce services including job search assistance, training, and other resources thereby making them more efficient and accessible. The CWD provides access to services through the County's website, Facebook and Instagram. The CWD is currently working on a marketing and rebranding campaign to further increase awareness to all areas of the County. This marketing strategy uses social media along with radio, newspapers and direct mailings. Technology use in social media and direct mailings allows for the specific targeting for services to high need groups. Job postings are updated weekly and emailed to all townships, libraries, schools and jobseekers in the County. These postings are also printed and placed in the Career Center and shared with the Board and the business community.

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The local DOL offers many virtual workshops, webinars and trainings to enhance skills and training opportunities. The DOL provides language support through the Language Line and the County has a list of staff who can support language interpretation.

- c. Describe how Career Centers are implementing and transitioning to an integrated technology-enabled intake care management information system.

The partners co-located at the Career Center (CWD and DOL) utilize the NYS DOL One Stop Operating System or OSOS for intake and care management. Customers who access Career Center services are registered into the OSOS. This includes customers only accessing the Resource Room services and those enrolled in designated programs. In addition, the CWD is a participant in the Sullivan County Unite US Network, an electronic referral platform that links 30 organizations who refer customers to partner organizations for services.

- d. Provide a description and assessment of the type and availability of programs and services provided to Adults and Dislocated Workers (DWs) in the local area.

All customers that come to the Career Center have access to a staffed Resource Room where they have access to computers, printers, phones, and printed resources to assist them in career exploration and job search. There are virtual workshops on resume development, interviewing skills and effective job search. When an individual is interested in more intensive support there is comprehensive assessment, career counseling, skills testing, plan development and goal setting as well as referrals to other services. Customers can also receive job coaching, work readiness skill development, supportive services, training services (classroom and/or On-the-Job), and follow-up services.

There is a focus on priority of service for veterans, recipients of public assistance, low-income individuals, and those with basic skills deficiencies, based on eligibility guidelines. The Career Center was recognized in 2024 for having the highest number of priority groups receiving services.

There has also been a recent increase in the need for rapid response and the CWD hosted specialized job fairs for those impacted workers.

- e. Describe how workforce activities will be coordinated with the provision of transportation, including public transportation, and appropriate supportive services in the local area.

The CWD is part of the same County Division as the Department of Transportation allowing for regular contact and collaboration. The Department of Transportation launched the Move Sullivan public transit service in August 2019. The service has grown to 7 fixed routes with complementary paratransit service for individuals with disabilities. The service provides access to employment, training, medical, and shopping centers for the most populated areas. A countywide transportation plan will be completed by the end of 2025 and will have proposed solutions for workforce transportation moving forward. The CWD staff assist customers in utilizing Move Sullivan. There are taxi cabs available as well.

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The WDB ED is a member of the Sullivan County Child Care Council and the Council ED is a member of the WDB. The Council is a critical partner in the local workforce system. They provide affordable and accessible child care options to participants so they can attend training, work experience and/or paid employment.

The CWD provides individualized case management services to address specific needs and barriers that may hinder participation in workforce activities. The CWD works closely with the Department of Social Services for housing needs and healthcare. Financial Literacy is provided through different agencies, but the need for a more structured

in depth training program is a priority moving forward.

- f. Describe the replicated cooperative agreements in place to enhance the quality and availability of services to people with disabilities, such as cross training to staff, technical assistance, or methods of sharing information.

A cooperative agreement is in place between the CWD and the Department of Social Services for the training, education and job placement of individuals on public assistance. Three FTE positions at the Career Center work under this cooperative agreement. A cooperative agreement is in place between the CWD, SUNY Sullivan and Sullivan BOCES for training and education programs. The CWD has a Disability Resource Coordinator (DRC) on staff at the Career Center. This person is also a Peer Advocate and offers individualized services for people with disabilities. The DRC holds several staff trainings throughout the year, and there is a plan to have all staff become trained in neurodiversity. The CWD works closely with many partners such as Independent Living, The ARC, ACCESS-VR, RSS Rehab, Adapt of the Hudson Valley, Center for Discovery, New Hope Community, United Way, Pathstone, Sullivan County Public Health & Community Services, Mobile Mental Health, etc. Application assistance, technical assistance, job search and job placement services are provided by the DRC on an individualized basis. Referrals come from the CWD, DOL, outside agencies, word of mouth, as well as the United Sullivan referral platform. The DRC holds monthly roundtable events with all stakeholders, submits quarterly reports, is the State Ambassador for NY SCION, and works closely with all other DRC's, DOL and Offices of Mental Health.

- g. Describe the direction given to the One-Stop System Operator to ensure priority for Adult career and training services is given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.

The One-Stop System Operator receives direction to prioritize adult career and training services from the Board and government directives/regulations. The priority is for recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient as required under WIOA Title I. The CWD gives priority of service to veterans and their eligible spouses. The One-Stop system, consisting of one comprehensive career center and other service delivery points, is designed to facilitate

access to services and improve employment outcomes for all individuals, including those who are prioritized for services.

- h. Describe how One-Stop System Operators and One-Stop partners will comply with the nondiscrimination requirements of the Workforce Innovation and Opportunity Act (WIOA) (section 188), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding:

- i. The physical and programmatic accessibility of facilities, programs, and services;

The Department of Labor is the leaseholder of the Career Center and is responsible for ensuring the building is ADA compliant and is authorized to make those changes to the facility. The CWD ensures that all programs and services offered through the Career Center are fully accessible in format, content, and delivery to individuals with disabilities. Upon request, materials in alternative formats such as Braille, large print, and audio are provided to meet the diverse needs of customers. In addition, all digital platforms, including job matching systems, training portals, and other online tools, are designed and maintained to comply with the Web Content Accessibility Guidelines (WCAG), ensuring equitable access for all users. The Center is committed to removing barriers and fostering an inclusive service environment where every individual can fully participate and succeed.

- ii. Technology and materials for individuals with disabilities; and

The CWD ensures that all information technology systems used in service delivery are fully accessible to individuals with disabilities. This includes compatibility with screen readers, keyboard navigation, captioning for multimedia content, and support for hard of hearing customers using UBI DUO tablets. In addition, all training materials, flyers, forms, and communications are made available in multiple accessible formats upon request. This approach ensures that all individuals can fully participate and engage with services, regardless of ability.

- iii. Providing staff training and support for addressing the needs of individuals with disabilities.

The DRC provides trainings on ADA compliance and WIOA nondiscrimination provisions; disability awareness and etiquette; reasonable accommodations, and use of assistive technology and accessible software. Frontline staff are trained to understand a wide range of disability needs, make appropriate referrals to partner agencies, and communicate effectively with individuals who have speech, hearing, or cognitive disabilities.

- iv. Describe the roles and resource contributions of the One-Stop partners related to the nondiscrimination requirements of WIOA (section 188), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

The One-Stop partners serve as subject matter experts on disability access and accommodations and offer training, consultation, direct services to improve inclusion, contribute assistive technology and disability-specific resources, incorporate

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nondiscrimination practices in service delivery, and partners contribute resources to support nondiscrimination and accessibility. Partners offer shared funding or cost allocation for accessible technology, interpreters or assistive devices, staff training on ADA compliance, universal design, disability etiquette, access to specialized services, including assessments and accommodations, and provision of accessible materials.

Business Engagement

- a. What strategies and programs, including training programs, will be used to facilitate engagement of businesses, including small businesses and businesses in in-demand sectors and occupations?

The business members of the Board collaborate with the CWD in key sectors and develop strategies to create specific trainings. The CWD is a member of the Chamber of Commerce and has access to a large number of businesses to meet and discuss needs at the monthly meetings. Collaboration with the county's business attraction entity, the Partnership for Economic Development is ongoing.

Trainings have been provided for businesses on improving recruitment and retention, investing in staff development, skill-based hiring, labor market research on wages, "Why would someone want to work for you?", how to have successful work experiences and on-the-job training opportunities.

The Job Developer attends events, meets with businesses and lists openings in the NYS Job Bank. This becomes the weekly "Hot Jobs" report of business openings that is emailed to the current list of unemployed individuals, recipients of public assistance, county agencies, towns, libraries, businesses, partner agencies and the Board. The list is uploaded to the County website, CWD's Facebook and Instagram accounts and the Chamber's website. There are monthly hiring events at the Career Center. These customized events host 4 to 8 businesses per month who meet with jobseekers that are serious about their job search. Recently the first "Business Showcase" was launched spotlighting the NYS Police. In what will be a quarterly event, businesses that work with the Career Center will be highlighted to speak about the opportunities and benefits of working for their company or agency.

The CWD and the Chamber surveyed businesses to determine their training needs. The first joint effort will be held in October focused on a National Disability Employment Awareness Month (NDEAM) event to provide information and training to businesses in hiring individuals with disabilities.

- i. If applicable, describe the local area's use of business intermediaries.

Not applicable.

- b. What strategies or services are used to support a local workforce development system that meets the needs of businesses in the local area?

To support a local workforce system that effectively meets business needs, a multi-faceted approach includes workforce planning, recruitment and training initiatives,

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collaboration with education and training providers, and partnerships with community organizations. The CWD is the lead partner in the local system and meets these needs.

- c. Describe how the local area's workforce development programs and strategies will be coordinated with regional economic development activities.

The Board ED is a member of the County's Economic Development Team that includes the Partnership for Economic Development, IDA, Chamber of Commerce, the Planning Department and the Visitors Association.

- i. Describe how these programs will promote entrepreneurial skills training and microenterprise services.

The Sullivan County Chamber hosts an annual entrepreneurial skills training class, which the CWD Director does presentations and trainings. Topics such as business planning, marketing, financial management, legal, critical thinking, problem-solving and sales are reviewed for anyone looking to open or expand a business in Sullivan County.

- d. Describe how the LWDB will coordinate its workforce investment activities with statewide rapid response activities.

The Board leverages its WIOA-funded programs to complement statewide rapid response efforts, and is the crucial link between the state's rapid response efforts and the local workforce development system. Impacted workers are provided access to job search assistance, career counseling, training programs, and supportive services to assist dislocated workers quickly find new employment. The CWD maintains open communication with the state's rapid response team, ensuring they are aware of upcoming layoffs or plant closures, which allows the Board to proactively plan and prepare for the increase of dislocated workers needing assistance. The CWD has used joint planning and implementation with the state rapid response team where they provided workshops and the CWD hosted a specialized job fair. The CWD works one on one with the businesses and dislocated workers through rapid response ensuring continuity of services.

Program Coordination

- a. How do the local area's programs and strategies strengthen the linkages between the One-Stop delivery system and unemployment insurance programs?

The Career Center is the central point of contact for employment and unemployment. The CWD and DOL staff work together to ensure that services are provided to job seekers in a seamless and efficient manner.

- b. Describe how education and workforce investment activities will be coordinated in the local area. This must include:

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- i. Coordination of relevant secondary and postsecondary education programs;

The SUNY Sullivan and Sullivan BOCES partner on a number of career pathways that support transition from secondary to post-secondary. Programs in Nursing, Public Safety, Construction and Culinary are some of the successful collaborations.

The Sullivan County Legislature provided the necessary finances to develop short term training in the demand occupations of construction, welding, automotive technician, security, electrical and soon Certified Nursing Assistant. The partnership of SUNY Sullivan, BOCES, and CWD successfully piloted these trainings. The formalizing of this effort with set schedules and offerings is under development.

- ii. Activities with education and workforce investment activities to coordinate strategies and enhance services; and

The CWD has built into the short-term occupational trainings work readiness, job getting and job keeping skill development. These sessions are integrated into the training schedule. In addition, businesses are invited to a training class and/or attend a targeted job fairs held at the end of the training. This allows for rapid attachment to the workforce. The CWD staff follow up with the participants after placement to provide support and help troubleshoot any issues the participant may be experiencing.

- iii. A description of how the LWDB will avoid duplication of services.

The Board is clear in its mission to have a customer driven, streamlined, responsive local workforce development system. The core partners work to coordinate services and avoid duplication through regular communication and formal meetings.

- c. Describe plans, strategies, and assurances concerning the coordination of services provided by the State employment service under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), to improve service delivery and avoid duplication of services.

The DOL staff who are responsible for providing the services under the Wagner-Peyser Act are fully co-located with CWD at the Career Center. They work closely with CWD in the delivery of services in the local area. The mandated state referral forms and the coordination within our system ensures any duplication of services is minimized.

- d. Provide a list of executed cooperative agreements that define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local Career Center System. This includes agreements between the LWDB and entities that serve individuals eligible under the Rehabilitation Act. If no such agreements exist, provide an explanation why this is the case and/or progress towards executing such agreements.

There is the required workforce system MOU that is at this writing waiting for one state partner signature. There is an intra-county agreement between the CWD and the

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Department of Social Services for the TANF Employment program. The only agreement that the WDB is party to is the One Stop System Operator agreement with the County of Sullivan.

Title II Program Coordination

- a. Provide a description of the LWDB's strategic vision and goals for preparing an educated and skilled workforce, specifically addressing how to improve access to activities leading to a recognized post-secondary credential, as well as other strategies for serving out-of-school youth (OSY) and adults who have low literacy skills, are English Language Learners, or lack a high school diploma or the equivalent.

The work of the partners directly supports the strategic vision of the Board to "support the evolution of employment and sustainable business growth in Sullivan County." The Board's strategies are designed to provide adults and youth the knowledge and skills that businesses need to be competitive and successful. The Board and partners put emphasis on ensuring that out-of-school youth, low literacy adults, and English language learners receive information, services and the extra supports necessary for their success. The past several years has been challenging and the Board has provided a clear framework for the partners to use as their guide moving forward.

Title II services ceased being provided in Sullivan County in 2018. This brought an abrupt end to in-person adult education and training and English language programming. Several attempts made to restart these services with other providers proved unsuccessful. The subsequent shutdown of services due to the pandemic further delayed the rebuilding efforts.

The County Legislature provided support to the rebuilding efforts by dedicating funding in 2023 for short term adult training in different trades. They have continued this funding. The college, under new leadership, has become the new home of the ATTAIN Lab, is offering GED prep classes and is a GED testing site. In addition, they are offering English Language classes.

- b. Provide a description of how the LWDB will expand access to employment, training, education, and supportive services provided through the NYS Career Center System for Title II participants with barriers to employment.

There are no Title II providers in Sullivan County.

The County Legislature provided support to the rebuilding efforts by dedicating funding in 2023 for short term adult training in different trades. They have continued this funding. The college, under new leadership, has become the new home of the ATTAIN Lab, is offering GED prep classes and is a GED testing site. In addition, they are offering English Language classes.

The Career Center provides the Northstar Digital Literacy. The CWD contracts with Literacy Volunteers to provide a GED class for out-of-school youth.

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- c. Identify how the LWDB will facilitate the development of career pathways and co-enrollment in academic training programs.

The Board staff, CWD, the County, BOCES and SUNY Sullivan have been working together to rebuild what was lost when Title II services ended. Career pathways have been strengthened or developed, short-term trainings leading directly to employment have been successfully launched, GED prep classes have started and English language classes are in place. The CWD provides case management and supportive services, job seeking prep and job placement services to all participants. The CWD provides additional services to participants with disabilities and participants with significant life barriers to employment stability.

- d. Provide a description of how the LWDB will support the strategy identified in the State Plan and work with the entities carrying out core programs and other workforce development programs, including those authorized under the Carl D. Perkins Career and Technical Education Act to support service alignment.

The Board is aware of and supports the strategies outlined in the Combined State plan. The Board vision and strategic goals align with the regional and state goals of collaborative partnerships, and streamlined, accessible services for individuals and businesses. The partner providers of core programs work closely together along with other workforce partners to ensure that efforts align with regional and state goals.

Youth Activities

- a. Provide contact details of Youth Point(s) of Contact for your local area including:
Name of organization, name(s) of Youth Point(s) of Contact, title, address, phone number, and email address. Youth Point(s) of Contact details are primarily used to refer young adults, parents, and partners about youth programs.

Center for Workforce Development
Krista Berger, Youth Coordinator
50 North Street, Monticello New York 12701
845.807.0618
krista.berger@sullivanny.gov

- b. Provide the number of planned enrollments in Program Year (PY) 2025 for new Out-of-School Youth (OSY), carry-over OSY, new In-School Youth (ISY), carry-over ISY, and work experience. *
- i. New OSY

7

ii. Carry-over OSY

3

iii. New ISY

1

iv. Carry-over ISY

0

v. Work experiences

5

***Note:** PY 2025 enrollments will provide the baseline estimate for the remaining three (3) years of the Local Plan.

c. In Attachment G, Youth Services, located on the New York State Department of Labor (NYSDOL) LWDB Resources [website](#) under the Planning Templates filter, identify the organization providing the Design Framework, which includes Intake & Eligibility, Objective Assessments, and Individual Services Strategies (ISS), and 14 Youth Program Elements and whether the provision of each element is contractual, with a Memorandum of Agreement (MOA), or provided by the LWDB.

d. Explain how providers and LWDB staff ensure the WIOA elements:

i. Connect back to the WIOA Youth Program Design Framework, particularly the Objective Assessments and ISS; and

The Board selects providers based on criteria outlined in the state plan, considering their ability to meet performance measures. The Youth Coordinator and CWD Director ensure that all 14 elements are available in the local area. These elements are integrated into the comprehensive framework of services designed to help youth prepare for and succeed in workforce.

The Youth Coordinator is responsible for the intake, eligibility, objective assessment and working with the youth to develop their ISS. Through the development of the ISS, youth are able to explore careers, set goals and create an action plan. The plan outlines what elements the youth may need to access in order to achieve their goals.

ii. Are made available to youth with disabilities by describing specific program practices, tools, and services that are tailored to serve youth with disabilities.

The CWD partners with employers and stakeholders to create policies and strategies that support regional economies and create effective programs and career pathways. Coordination of education and training providers, including vocational rehabilitation agencies, is crucial to enhance services for individuals with disabilities. The CWD fosters partnerships between businesses and service providers to maximize resources and recruitment pipelines for disabled participants. An annual evaluation of the accessibility of the Career Center is completed for physical and programmatic accessibility, adhering to the American's with Disabilities Act. All individuals can still receive all services offered at the Career Center, and we have a disability computer along with a UbiDuo device for communication between deaf and hard of hearing.

- e. Describe successful models for youth services from your local area, including but not limited to virtual work experiences, OSY recruitment. and engagement strategies.

The model for youth services that has proven to have the most success in Sullivan County is one where staff are out in the community meeting youth where they live. The Youth Coordinator is out in the field, engaged with other youth service providers and participating in youth focused events. These relationships are important to successfully serve a diverse group of young people.

The application process has been simplified and the approach has changed to meet the needs of today's youth. Youth are encouraged to be a strong part of the decision making process and helping them understand the documentation requirements. The Youth Coordinator uses this time as a opportunity to begin working with them on important work readiness skills.

Social media is the most effective way for recruitment and engagement . The CWD uses Facebook and Instagram to reach youth and these have proven effective. Virtual components are no longer used as the youth tend to steer away from virtual communication. The CWD Director does presentations to businesses on the youth services that are provided and the value added to their business if they were to become involved in the program.

- f. Does your local area plan to serve ISY and/or OSY using the "Needs Additional Assistance" qualifying barrier for eligibility?

☒ Yes (Attach a Needs Additional Assistance policy that defines reasonable, quantifiable, evidence-based, and specific characteristics of ISY and OSY as described in Technical Advisory (TA) #[19-02](#).

☐ No (Not required to attach a policy).

- g. Attach a Basic Skills Deficiency policy of youth program as described in the in TA #[19-02](#).

Administration

- a. Identify the entity responsible for the disbursement of grant funds as determined by the Chief Elected Official(s) (CEO(s)) or Governor.

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The County of Sullivan

- b. Describe the competitive process to be used to award subgrants and contracts for WIOA Title I activities in the local area.

The County of Sullivan determined that the Center for Workforce Development (CWD) will provide the WIOA Title I services for Adults and Dislocated Workers. The Title I Youth Services are competitively procured.

- c. Provide the local levels of performance negotiated with the Governor and CEO(s) to be used to measure the performance of the local area and to be used by the LWDB for measuring the performance of the local fiscal agent (when applicable), service providers, and the One-Stop delivery system, in the local area.

WIOA PY'25 Adult Measures:

Employment Rate 2nd Quarter after Exit - 66%

Employment Rate 4th Quarter after Exit – 66%

Median Earnings 2nd Quarter after Exit - \$7,900

Credential Attainment 4th Quarter after Exit – 55.5%

Measurable Skills Gain – 61.5%

WIOA PY'25 Dislocated Worker Measures:

Employment Rate 2nd Quarter after Exit - 66.5%

Employment Rate 4th Quarter after Exit – 65%

Median Earnings 2nd Quarter after Exit - \$7,850

Credential Attainment 4th Quarter after Exit – 53.5%

Measurable Skills Gain – 55.5%

WIOA PY'25 Youth Measures:

Employment, Education or Training Placement Rate 2nd Quarter after Exit – 60.5%

Employment, Education or Training Placement Rate 4th Quarter after Exit – 60.5%

Median Earnings 2nd Quarter after Exit - \$3,700

Credential Attainment 4th Quarter after exit – 54.5%

Measurable Skills Gains – 52.5%

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- d. Describe the actions taken toward becoming or remaining a high-performing LWDB, consistent with factors developed by the State Workforce Investment Board (SWIB). The LWDB will be defined as high performing if it meets the following criteria:
- i. It is certified and in membership compliance;
 - ii. All necessary governance actions and items have been accomplished, including executing a local Memorandum of Understanding (MOU), selecting a One-Stop System Operator, and implementing all required local policies, etc.;
 - iii. All One-Stop Career Centers in the local area have achieved at least an 80% score in the most recent Career Center Certification process; and
 - iv. The local area meets or exceeds all performance goals.

The Board is certified and in membership compliance. The MOU is signed except for one State level partner. The One Stop System Operator has been designated and an agreement is executed. The Career Center is certified. All policies and procedures are in place.

Training Services

- a. Describe how training services will be provided in the local area. This may include incumbent worker, on-the-job, and customized training programs.

Training services are provided based on WIOA priority of service. Eligible customers work closely with CWD Specialists to determine if classroom or on-the-job training (OJT) will best meet their goals. The customer, with assistance from the CWD staff, will review the NYS Eligible Training Provider List (ETPL) and the list of regional priority occupations. Together they will make an informed choice of suitable training that will help the customer achieve their goals.

- b. Describe how contracts will be coordinated with the use of Individual Training Accounts (ITAs).

In general , ITAs are used for training available to the public and is not dependent on provider contracts. However, there is a contract agreement with the County, SUNY Sullivan and BOCES for the provision of short term occupational training in construction, security, automotive and healthcare. This is funded through the County and WIOA.

- c. Describe how the LWDB will ensure informed customer choice in the selection of training programs regardless of how training services are provided.

Customer choice is foundational to the work of the Board and the partners. The Career Center staff operate from this perspective when providing services. Customers are provided labor market information including demand occupations, wage scale and skill requirements. The focus of services is to ensure customers have the information they need to make the best informed choice that will support their goals.

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Public Comment

- a. Describe the process used by the LWDB to provide a period of no more than 30 days for public comment and input into development of the plan by representatives of business, labor organizations, and education prior to submission.*

A legal notice was published in the Sullivan County Democrat newspaper. The plan has been posted on the County website.

***Note:** Per WIOA §679.560(e), comments representing disagreement with the contents of the Local Plan must be submitted with the Plan.

List of Attachments

Please complete all attachments listed below.

Attachment A – In-Demand Occupation List Template

Attachment B – Units of Local Government

Attachment C – Fiscal Agent

Attachment D – Signature of Local Board Chair

Attachment E – Signature of Chief Elected Official(s)

Attachment F – Federal and State Certifications

Attachment G – Youth Services Chart

Original signature pages for Attachments D, E, and F must be delivered to NYSDOL in one of the following two ways:

- Electronic signature (if the LWDB has the capability for it) – Note that electronic signatures must follow the requirements and guidelines of the Electronic Signature and Records Act ([ESRA](#)). LWDBs choosing to submit signature pages via electronic signature may submit these pages via email with the Local Plan.
- Mail original versions – Hard copies of traditional signature pages may be sent to:

Attn: Local Plan
New York State Department of Labor
Division of
Workforce

Employment and
Solutions

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**W. Averell Harriman State Office Campus
Building 12, Room 440
Albany, NY 12226**

All other attachments must be submitted via email with the LWDB Local Plan Template.

In addition to these attachments, LWDBs must provide copies of the agreements listed in Part [\(d\)](#) of the Program Coordination section of this template. If possible, it is preferable to provide a list of hyperlinks to these agreements available on the LWDB website.

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Requires Additional Assistance Policy for In School and Out of School Youth

In accordance with WIOA Section 129(a)(1)

An individual (including a youth with a disability) who requires additional assistance to enter or complete an educational program, or to secure and hold employment is locally defined by the Sullivan Workforce Development Board as a low-income youth who has been determined to demonstrate any of the following behaviors:

- (a) Chronic absenteeism and truancy from school;
- (b) Chronic underachievement in school;
- (c) Chronic behavior or legal offenses;
- (d) Physical, mental, social/developmental immaturity or impairment or disability;
- (e) Lack of occupational skills/goals; or
- (f) Victim of physical/sexual/psychological abuse and or neglect.
- (g) Has unstable housing.
- (h) Has no access to consistent transportation.
- (i) Has been fired from a job.
- (j) Has been unemployed or underemployed for six out the last twelve months.
- (k) Lives alone or is the main financial support for family.
- (l) Has no family support to complete an education or training program or to secure and hold employment.

Additional indicators of need are:

- (m) Youth who are not currently served by other programs within the community;
- (n) Youth who are living with adults who are substance abusers; or
- (o) Chronic absenteeism from employment

Documentation:

New York State Department of Labor guidance allows the following documentation for verifying “Youth Requiring Additional Assistance” eligibility:

- ✓ Case notes
- ✓ WIOA application form signed by applicant
- ✓ School records and/or documentation from school official

- ✓ Pay stubs, Unemployment system verification, W-2, employer statement
- ✓ ISS
- ✓ Department of Social Services or other agencies from whom the youth is receiving services
- ✓ Self-attestation is acceptable when there is no other way to document. Self- attestation is not acceptable for chronic absenteeism or truancy.

Basic Skills Deficient with respect to an individual -

- a. who is a youth that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or
- b. is a youth or an adult, that the individual is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family or in society.

English Language Learner. WIOA Section 203(7) defines the term “English Language Learner” as an individual who has limited ability in reading, writing, speaking, or comprehending the English language, and (A) whose native language is a language other than English; or (B) who lives in a family or community environment where a language other than English is the dominant language.”

Attachment B: Units of Local Government

Please list the unit or units (multiple counties or jurisdictional areas) of local government included in the local area. If the Chief Elected Official (CEO) Grant Recipient has designated a local grant subrecipient to administer the Workforce Innovation and Opportunity Act (WIOA) pursuant to WIOA §107, please indicate the unit of local government designated as the grant subrecipient. However, if instead, the CEO Grant Recipient has designated a fiscal agent, please indicate this on **Attachment C: Fiscal Agent**.

Unit of Local Government	Grant Subrecipient
	Yes
Sullivan County Center for Workforce Development	☒
	☐
	☐
	☐
	☐

§107(c)(1)(B)(i) – In a case in which a local area includes more than one (1) unit of general local government, the CEOs of such units may execute an agreement that specifies the respective roles of the individual CEOs.

If the Local Workforce Development Area is composed of more than one (1) unit of general local government, is there a written agreement between local officials that details the liability of the individual jurisdictions?

☐ Yes ☐ No

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Attachment C: Fiscal Agent

Workforce Innovation and Opportunity Act (WIOA) §107(d)(12)(B)(i)(II) provides that the Chief Elected Official (CEO) Grant Recipient may designate a local fiscal agent as an alternative to a local grant subrecipient. Such designation to a grant subrecipient or fiscal agent shall not relieve the CEO or the Governor of the liability for any misuse of grant funds. If the CEO identified a fiscal agent to assist in the administration of grant funds, please provide the name of the fiscal agent.

Fiscal Agent
Sullivan County Center for Workforce Development

ATTACHMENT D: SIGNATURE OF LOCAL BOARD CHAIR

**Workforce Innovation and Opportunity Act (WIOA) Local Plan for
Program Years 2025-2028, for WIOA Title I
Programs**

In compliance with the provisions of WIOA, the Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan is being submitted jointly by the Local Workforce Development Board (LWDB) and the respective Chief Elected Official(s) (CEO(s)).

By virtue of my signature, I:

- Agree to comply with all statutory and regulatory requirements of WIOA as well as other applicable State and federal laws, regulations, and policies;
- Affirm that the composition of the LWDB is either in compliance with the law, rules, and regulations and is approved by the State, or will be in compliance within 90 days of Local Plan submission;
- Affirm that this Plan was developed in collaboration with the LWDB and is jointly submitted with the CEO(s) on behalf of the LWDB; and
- Affirm that the LWDB, including any staff to the LWDB, will not directly provide any career services unless approved to do so by the CEO(s) and the Governor.

Date:		Signature of LWDB Chair:	
Mr.	☒	Typed Name of LWDB Chair: Jacob Lerner	
Ms.	☐		
Other	☐		
Name of LWDB:		Workforce Development Board of Sullivan, Inc.	
Address 1:		100 North Street	
Address 2:		Monticello	
City:			
State:		New York	Zip: 12701
Phone:		E-mail: jacobslerner@gmail.com	

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ATTACHMENT E: SIGNATURE OF CHIEF ELECTED OFFICIAL(S)**Workforce Innovation and Opportunity Act (WIOA) Local Plan for
Program Years 2025-2028, for WIOA Title I
Programs**

In compliance with the provisions of WIOA, the Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan is being submitted jointly by the Local Workforce Development Board (LWDB) and the respective Chief Elected Official(s) (CEO(s)).

By virtue of my signature, I:

- Agree to comply with all statutory and regulatory requirements of WIOA as well as other applicable State and Federal laws, regulations, and policies;
- Affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in §679.420 of the rules and regulations;
- Affirm that the composition of the LWDB is either in compliance with the law, rules, and regulations and is approved by the State, or will be in compliance within 90 days of Local Plan submission;
- Affirm that the Chair of the LWDB was duly elected by the LWDB; and
- Affirm that the LWDB, including any staff to the LWDB, will not directly provide any career services unless approved to do so by the CEO(s) and the Governor.

Note: A separate signature sheet is required for each local CEO. If additional pages are necessary, please replicate this document for each CEO.

Date:	Signature of Local CEO:	
Mr. ☐	Typed Name of Local CEO: Nadia Rajs	
Ms. ☒		
Other ☐		
Title of Local CEO:	Chair of Sullivan County Legislature	
Address 1:	100 North Street	
Address 2:		
City:	Monticello	
State:	NY	Zip: 12701
Phone:	845-807-0435	E-mail: Nadia.Rajs@sullivanny.gov
Are you the Grant Recipient CEO? Yes ☒ No ☐		

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ATTACHMENT F: FEDERAL AND STATE CERTIFICATIONS

The funding for the awards granted under this Contract is provided by the United States Department of Labor which requires the following certifications:

A. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS

1. By signing this Contract, the prospective lower tier participant certifies, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statement in this certification, such prospective participant shall provide an explanation.
3. The prospective lower tier participant shall pass the requirements of A.1. and A.2., above, to each person or entity with whom the participant enters into a covered transaction at the next lower tier.

B. CERTIFICATION REGARDING LOBBYING - Certification for Contracts, Grants, Loans, and Cooperative Agreements

By signing this Contract, the Contractor hereby certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the Contractor shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The Contractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of facts upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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C. DRUG FREE WORKPLACE

By signing this Contract, the Contractor certifies that it will provide a Drug Free Workplace by implementing the provisions at 29 CFR 94, pertaining to the Drug Free Workplace. In accordance with these provisions, a list of places where performance of work is done in connection with this specific grant will take place must be maintained at the Contractor's office and available for Federal inspection.

D. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE

As a condition to the award of financial assistance from the Department of Labor under Title I of the Workforce Innovation and Opportunity Act (WIOA), the Contractor assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- (1) Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in a program or activity that receives financial assistance under Title I of WIOA;
- (2) Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;
- (3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- (4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- (5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The Contractor also assures that it will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to the Contractor's operation of the WIOA Title I – financially assisted program or activity, and to all agreements the Contractor makes to carry out the WIOA Title I – financially assisted program or activity. The Contractor understands that the United States has the right to seek judicial enforcement of this assurance.

E. BUY AMERICAN NOTICE REQUIREMENT

In accordance with Section 502 of the WIOA, none of the funds made available under the WIOA may be expended by an entity unless the entity agrees that in expending the funds it will comply with sections 8301 through 8303 of title 41, United States Code (commonly known as the "Buy American Act").

F. SALARY AND BONUS LIMITATIONS

No federal funds appropriated annually under the heading 'Employment and Training' shall be used by a subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation shall not apply to vendors providing goods and services as defined in 2 CFR 200.330. See Training and Employment Guidance

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Letter number 5-06 for further clarification. Where applicable, the Contractor agrees to comply with the Salary and Bonus Limitations.

G. VETERANS' PRIORITY PROVISIONS

Federal grants for qualified job training programs funded, in whole or in part, by the U.S. Department of Labor are subject to the provisions of the "Jobs for Veterans Act" (JVA), Public Law 107-288 (38 USC 4215). The JVA provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. Please note that to obtain priority service, a person must meet the program's eligibility requirements. Training and Employment Guidance Letter (TEGL) No. 5-03 (September 16, 2003) and Section 20 of the Code of Federal Regulations (CFR) Part 1010 (effective January 19, 2009) provide general guidance on the scope of the veterans priority statute and its effect on current employment and training programs. Where applicable, the Contractor agrees to comply with the Veteran's Priority Provisions.

H. FUNDING DISCLOSURE

In accordance with Section 516 of the 1989 Department of Labor Appropriations Act, the Contractor agrees that when issuing statements, press releases, requests for proposals, bid solicitations or other documents describing the project or program, the Contractor shall clearly state:

- a. The percentage of the total costs of the program or project which will be or is being financed with federal money;
- b. The dollar amount of federal funds for the project or program; and
- c. Percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

STATE CERTIFICATIONS

I. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND OUTSTANDING DEBTS

By signing this Contract, the Contractor, as a duly sworn representative of the contractor/vendor, hereby attests and certifies that:

1. No principal or executive officer of the Contractor's company, its subcontractor(s) and/or successor(s) is presently suspended or debarred; and
2. The Contractor, its subcontractor(s) and/or its successor(s) is not ineligible to submit a bid on, or be awarded, any public work contract or sub-contract with the State, any municipal corporation or public body for reason of debarment for failure to pay the prevailing rate of wages, or to provide supplements, in accordance with Article 8 of the New York State Labor Law.
3. The Contractor, its subcontractor(s) and/or its successor do not have any outstanding debts owed to the Department, including but not limited to, contractual obligations, fines related to Safety and Health violations, payments owed to workers for public works projects or the general provisions of the labor Law, unemployment insurance contributions or other related assessments, penalties or charges.

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I, the undersigned, attest under penalty of perjury that I am an authorized representative of the Bidder/Contractor and that the foregoing statements are true and accurate.

Signature of
Authorized
Representative:

Title:

Date:

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Name of Local Area: Sullivan County

Please review the program elements listed above and mark "O" for Out-of-School Youth (OSY), "I" for In-School Youth (ISY) or "Both" for both ISY and OSY for all program elements provided by the organization(s).