

**Quality Jobs, Equity, Strategy, and Training Disaster Recovery Dislocated Worker Grant
March 27, 2024**

TO: Maryland Department of Labor (MD Labor) Division of Workforce Development and Adult Learning (DWDAL) staff; Local Workforce Development Area Directors; Quality Jobs, Equity, Strategy, and Training Disaster Recovery Dislocated Worker Grant

FROM: DWDAL, MD Labor

SUBJECT: Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery Dislocated Worker Grant (DWG) Policy

PURPOSE: To provide policy guidance for Maryland’s QUEST DWG Grant

ACTION: Local Workforce Development Area Directors, American Job Center Reemployment Program Directors, and central office managers will ensure all employees are aware of and receive copies of this policy. DWDAL policies are available [on the MD Labor website](#).

EXPIRATION: Until Cancelled.

QUESTIONS:

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TABLE OF CONTENTS QUEST DWG POLICY

GENERAL INFORMATION.....	3
WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA).....	3
DISASTER RECOVERY DISLOCATED WORKER GRANTS	3
QUEST DWG	3
MARYLAND’S QUEST DWG	5
AWARD DETAILS.....	5
REQUIRED GRANT ACTIVITIES.....	5
PROJECT # 1: WESTERN MARYLAND.....	5
Stakeholder Roles and Responsibilities	6
PROJECT # 2: SUPPORTING DISLOCATED WORKERS WHO HAVE EXPERIENCED INCARCERATION	7
Stakeholder Roles and Responsibilities	7
REPORTING, MONITORING AND RECORD RETENTION	9
REPORTING	9
MONITORING.....	10
RECORD RETENTION.....	10
FAIR PRACTICES AND ACCESSIBILITY.....	11
REFERENCES	12
LAW	12
REGULATIONS.....	12
FEDERAL GUIDANCE.....	12
OTHER RESOURCES	13
ATTACHMENTS.....	14

GENERAL INFORMATION

WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014, and went into effect July 1, 2015. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. To help both businesses and job seekers meet their needs, the workforce system established under WIOA is integrated by design. WIOA envisions connecting businesses with job seekers through meaningful partnerships among workforce, education, human services, and economic development entities to ensure optimum results and leveraging of resources. The law addresses the needs of job seekers by establishing a workforce system that helps them access employment, education, training, and support services to succeed in the labor market. Through the American Job Centers (AJCs), WIOA works to address employer needs by matching them to the skilled workers they need to compete in the global economy. The *Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery Dislocated Worker Grant (DWG)* policy fits within WIOA's framework by connecting workers dislocated by the pandemic to a robust and efficient workforce system.

DISASTER RECOVERY DISLOCATED WORKER GRANTS

Dislocated Worker Grants (DWG) are discretionary grants awarded by the Secretary of the United States Department of Labor (USDOL) under Section 170 of WIOA to provide employment-related services for dislocated workers. Specifically, Disaster Recovery DWGs provide disaster-relief and humanitarian assistance employment, as well as employment and training services, to minimize the employment and economic impact of declared disasters and emergency situations.

Recognizing the immense impact of COVID-19, on March 13, 2020, the White House declared the pandemic to be a national emergency,¹ allowing USDOL to make DWGs available to fund disaster relief efforts and support workers dislocated by the pandemic. While President Biden declared an end to the Federal Public Health Emergency related to COVID-19 on May 12, 2023, USDOL recognizes that the impacts of COVID-19 have persisted throughout the economy and has continued to allow DWGs to support pandemic recovery efforts.

QUEST DWG

On May 5, 2023, USDOL Employment and Training Administration (ETA) released Training and Employment Guidance Letter (TEGL) 2-22, Change 2 “2023 *QUEST Disaster Recovery National Dislocated Worker Grants Funding Announcement*,”² to share the availability of up to \$5 million to support workers impacted by the pandemic. Specifically, USDOL intends for the funds to support those who were previously incarcerated, and individuals impacted by supply chain disruptions who would traditionally be eligible for Trade Adjustment Assistance (TAA)³ program services, among others.

QUEST DWG funds are eligible to support workers in the following industries:

¹ Proclamation on Declaring a National Emergency Concerning the COVID-19 Outbreak:

<https://www.whitehouse.gov/presidential-actions/proclamation-declaring-national-emergency-concerning-novel-coronavirus-disease-covid-19-outbreak/>

² TEGL 2-22, Change 2 can be found here: <https://www.dol.gov/agencies/eta/advisories/tegl-02-22-change-2>.

³ At the time of this policy issuance, the TAA program remains unauthorized by Congress. Therefore, individuals that would traditionally be able to access TAA Program services are unable to do so.

1. Infrastructure;
2. Care Economy;
3. Hospitality;
4. Climate and Environment; and,
5. Other industries or sectors relevant to a grantee's local economy.

Additionally, the following individuals are eligible to receive services through QUEST DWG programming:

1. Individuals temporarily or permanently laid off as a consequence of the pandemic;
2. Individuals who are long-term unemployed;
3. Dislocated workers; and,
4. Self-employed individuals who became unemployed or significantly underemployed due to the pandemic.

MARYLAND’S QUEST DWG

AWARD DETAILS

On September 14, USDOL ETA awarded MD Labor \$3,925,026 for a three-year grant period, spanning October 1, 2023 – September 30, 2026. Maryland uses these funds to support two projects:

1. Project 1: Western Maryland (which consists of Allegany, Garrett, and Washington Counties) provides TAA-like services to workers impacted by dislocations within their Local Workforce Development Area (Local Area); and,
2. Project 2: Anne Arundel County, Baltimore City, and Montgomery County provides dislocated worker services to individuals recently released from incarceration.

As part of the QUEST DWG project, MD Labor defines certain individuals recently released from incarceration as “dislocated workers.” More detailed information on this definition can be found in the “Project #2: Supporting Dislocated Workers Who Experienced Incarceration” section below.

REQUIRED GRANT ACTIVITIES

MD Labor requires that all subawardees commit to executing the following grant activities:

1. *Employment and training activities:* Subawardees must provide career training and supportive services that enable program participants to gain the skills and experience necessary to access “Good Jobs;”⁴
2. *Develop or expand strategic partnerships:* Subawardees must build partnerships that enable the project to most effectively and comprehensively develop or strengthen an economy built on equity, job quality, sustainability, and shared prosperity;
3. *Community and participant outreach:* Subawardees must ensure that eligible participants know about and can participate and succeed in the grant’s services; and,
4. *Business engagement:* Subawardees must ensure that they are connecting businesses to qualified jobseekers.

Through both projects, MD Labor anticipates serving, at minimum, 340 dislocated workers during the grant period.

PROJECT # 1: WESTERN MARYLAND

As part of Maryland’s QUEST DWG project, Western Maryland supports workers unemployed for 27 or more weeks, as well as dislocated workers impacted by layoffs in Allegany, Garrett, and Washington Counties who would traditionally be served under TAA petitions.⁵ Specifically, Western Maryland provides employment and training services in the following industries:

1. Care economy;
2. Information Technology;
3. Automotive; and
4. Any other local economic needs that develop during the grant period.

⁴ More info on Good Jobs Principles can be found here: <https://www.dol.gov/general/good-jobs/principles>.

⁵ As of this policy issuance, TAA is currently unauthorized and Project #1 is meant to, at least temporarily, deliver resources during this gap in services.

To be considered a dislocated worker for the purposes of this project, individuals must have worked for an employer based in Western Maryland and have experienced a layoff that MD Labor identifies as meeting the definition for TAA programming.

Stakeholder Roles and Responsibilities

The following table documents a non-exhaustive list of roles and responsibilities for potential partners included in the project. Additional partners and/or responsibilities may be included as needs arise during project implementation.

Partner	Grant Activity	Responsibility
Western Maryland Local Area	<ul style="list-style-type: none"> • Employment and Training Activities • Expanded TAA services eligible under QUEST DWG • Partnership Development • Outreach • Business Engagement • Data collection • Timely reporting 	<ul style="list-style-type: none"> • Provide employment and training services through the relevant American Job Centers • Work with MD Labor to maintain up-to-date information regarding layoff events in the Local Area • Work with subgrantees and/or partners such as community colleges, Community Action Agencies, training providers, etc. to provide relevant services • Work with partners to identify businesses and local employers interesting in hiring program participants • Submit timely quarterly reports to MD Labor on required data elements • Enroll participants in MWE
MD Labor’s Dislocated Services Unit	<ul style="list-style-type: none"> • Outreach • Communicate with Local Area staff about ongoing TAA efforts 	<ul style="list-style-type: none"> • Deliver Rapid Response services, as needed, in coordination with Western Maryland Consortium
Western Maryland Consortium Business Engagement Committee	<ul style="list-style-type: none"> • Business Engagement 	<ul style="list-style-type: none"> • Work with local employers to identify workforce needs and establish career pathways to meet local demands

PROJECT # 2: SUPPORTING DISLOCATED WORKERS WHO HAVE EXPERIENCED INCARCERATION

Through QUEST DWG, MD Labor supports individuals returning to Maryland from incarceration⁶ ages 16 and over⁷ in Anne Arundel County, Baltimore City, and Montgomery County with dislocated worker services.

MD Labor defines individuals recently released from incarceration as “long-term unemployed,” and therefore eligible as dislocated workers. In order to qualify, an individual must have been incarcerated for at least 180 consecutive days and be unemployed or under-employed at the time of program enrollment.⁸ MD Labor defines under-employed as:

1. Individuals employed less than full-time who are seeking full-time employment;
2. Individuals who are employed in a position that is inadequate with respect to their skills and training;
3. Individuals who are employed and who meet the definition of a low-income individual in WIOA sec. 3(36); and,
4. Individuals who are employed, but whose current earnings are significantly below their previous job’s earnings.

MD Labor, with guidance from USDOL, considers individuals that participated in work-related programs while incarcerated, such as Maryland Correctional Enterprises,⁹ training programs offering stipends, and work release, as under-employed under the above definition.

Stakeholder Roles and Responsibilities

The following table documents a non-exhaustive list of roles and responsibilities for potential partners included in the project. Additional partners and/or responsibilities may be included as needs arise during project implementation.

Partner	Grant Activity	Responsibility
Local Areas	<ul style="list-style-type: none"> • Employment and training activities • Partnership development • Outreach • Business engagement • Data collection • Timely reporting 	<ul style="list-style-type: none"> • Provide employment and training services through the relevant American Job Centers • Provide supportive services through the relevant American Job Center or community partner • Work with MD Labor to utilize Reentry Navigators to strategically engage individuals who were recently released from incarceration, as

⁶ MD Labor defines an incarcerated individual as someone who is/was incarcerated in a Department of Public Safety and Correctional Services (DPSCS) facility, a private facility under contract with DPSCS, a federal facility, a jail/local detention center, or a juvenile facility.

⁷ Individuals aged 16-17 must meet the exemptions to Md. Code, Educ. § [7-301](#), Maryland’s Compulsory Education Law.

⁸ MD Labor allows Local Areas to use self-attestation to verify eligibility.

⁹ Maryland Correctional Enterprises provides structured work programming for incarcerated individuals. Participants in Maryland Correctional Enterprises programming receive a stipend.

		<p>well as provide outreach to businesses</p> <ul style="list-style-type: none"> • Work with subgrantees and/or partners such as community colleges, community action agencies, training providers, etc. to provide relevant services • Work with partners to identify businesses and local employers interesting in hiring program participants • Submit timely quarterly reports to MD Labor on required data elements
MD Labor's Reentry Navigators	<ul style="list-style-type: none"> • Outreach to returning citizens and businesses • Employment and Training Activities 	<ul style="list-style-type: none"> • Deliver services as needed or requested by Local Areas, within the role of the Navigator

REPORTING, MONITORING AND RECORD RETENTION

REPORTING

MD Labor requires QUEST DWG subawardees to submit quarterly program and fiscal reports. Reports are due on the 15th of the quarter following reported activity. All reports should be sent via email to Tayaabah Qazi at tayaabah.qazi@maryland.gov, Alex Sackey-Ansah at alex.sackey-ansahl@maryland.gov and Todd O'Banner at todd.obanner1@maryland.gov. Funds are disbursed on a reimbursement basis based on the amount included on the quarterly invoice. The invoice must match the net amount on the quarterly fiscal report in order to be processed. Examples of the reports can be found in *Attachment A – Sample Quarterly Program Report* and *Attachment B – Sample Quarterly Fiscal Report and Invoice*.

MARYLAND WORKFORCE EXCHANGE

MD Labor requires subawardees to enroll all participants in the Maryland Workforce Exchange (MWE) in a timely manner. If participants do not self-enroll, subawardees must enroll the participant into the MWE. Subawardees are responsible for tracking performance indicators, outcomes, and collecting source documents to validate data on all participants served, including:

1. All services provided;
2. Completion of services;
3. Job placement, job retention, and earnings; and,
4. Participant Identification Verification Elements used (MD Driver's License/Passport, or Birth Certificate/Social Security Number/I-9/Date of Birth/Residence Address, etc.)

Subawardees must also collect the following participant demographic information:

1. Age;
2. Race;
3. Gender;
4. Education Level;
5. Driver's License; and,
6. Veteran Status.

The performance indicators for the project are as follows:

1. Employment Rate – Second Quarter after exit;
2. Employment Rate – Fourth Quarter after exit;
3. Median Earnings;
4. Credential rate;
5. Measurable Skill Gains; and,
6. Effectiveness in Serving Employers (retention)

To comply with regulatory reporting requirements and to determine the success of the project, subawardees must ensure that the following data is reported into the MWE System:

1. Participant characteristics;
2. Participant services received; and,
3. Participant outcomes.

Subawardees must ensure that data is entered into the MWE within 14 calendar days of activity and that all participants are fully enrolled in the MWE System.

MD Labor will provide technical guidance to subawardees related to data collection, required supporting documentation, and reporting during the term of the grant. If any subawardee experiences difficulty with data reporting, they must contact MD Labor Grant Manager Tayaabah Qazi at tayaabah.qazi@maryland.gov. For issues with enrolling in the MWE, subawardees and/or participants should contact the MWE Help Desk at WeHelp@dllr.state.md.us or 410-767-2100 for support. Lastly, subawardees can refer to *Attachment C – QUEST DWG MWE Module* for more information.

MONITORING

The State acknowledges that USDOL may conduct fiscal and/or programmatic monitoring of the QUEST DWG. Therefore, MD Labor may conduct fiscal and programmatic monitoring of the project to ensure that subawardees are following policies and meeting expectations, including nondiscrimination and equal opportunity provisions. Monitoring may include desk and/or on-site monitoring. Failure of MD Labor to supervise, evaluate, or to provide guidance and direction shall not relieve the grantee of any liability to comply with the terms of the grant or award agreement.¹⁰

RECORD RETENTION

Maryland requires participating programs to retain grant fiscal records for at least three years after grant closeout. If any litigation, claim, or audit is started before the expiration of the five-year period, the records must be retained until five years after all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

All records, both electronic and physical, must be maintained in accordance with DWDAL's policy concerning privacy and data security.¹¹ Personal Identifiable Information (PII) is participant-level and employee data that either by itself or combined with other data can link to a specific individual or identity.

When emailing documents containing PII, all grantees and MD Labor staff must use password-protection, encryption-preferred, strong authentication procedures, or other security controls to make the information unusable by unauthorized individuals. Physical records must be kept in locked offices or file rooms. If the file room is shared with other programs, and/or staff other than staff authorized for this program have access to that room, then the files must be maintained in locked cabinets.

¹⁰ DWDAL's Policy Issuance on monitoring can be found here: <http://www.labor.maryland.gov/employment/mpi/>.

¹¹ DWDAL's Policy Issuance on privacy and data security can be found here: <http://www.labor.maryland.gov/employment/mpi/>.

FAIR PRACTICES AND ACCESSIBILITY

It is MD Labor's policy that all persons have equal opportunity and access to services and facilities without regard to race, religion, color, sex (including pregnancy, childbirth and related medical conditions, transgender status, gender identity), marital status, genetic information, age, national origin or ancestry (including Limited English Proficiency), disability, veteran status or political affiliation or belief. Subawardees working with participants in need of accommodations are responsible for securing the necessary support. Subawardees may refer to MD Labor's Nondiscrimination Plan¹² and Language Access Plan¹³ for more information on accommodations and services.

¹² MD Labor's Nondiscrimination Plan is available at the following link:

<http://www.labor.maryland.gov/employment/ndp/>.

¹³ The DWDAL and Division of Unemployment Insurance Language Access Plan is available at the following link:

<http://www.labor.maryland.gov/employment/wioa-access.pdf>.

REFERENCES

LAW

- [Workforce Innovation and Opportunity Act](#) (WIOA), 29 U.S.C. § 3101 et. seq (2015);

REGULATIONS

- 20 CFR 651, “[General Provisions Governing the Wagner-Peyser Act Employment Service;](#)”
- 20 CFR 680, “[Adult and Dislocated Worker Activities Under Title I of the Workforce Innovation and Opportunity Act;](#)”
- 20 CFR 687, “[National Dislocated Worker Grants;](#)”
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR Part [200](#) and 2 CFR Part [2900](#).

FEDERAL GUIDANCE

- TEGL 23-19, Change 2, “[Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor \(DOL\) Workforce Programs,](#)” dated May 12, 2023;
- TEGL 2-22, Change 2, “[2023 QUEST Disaster Recovery National Dislocated Worker Grants Funding Announcement,](#)” dated May 5, 2023;
- TEGL 23-19, Change 1, “[Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor \(DOL\) Workforce Programs,](#)” dated October 25, 2022;
- TEGL 10-16, Change 2, “[Performance Accountability Guidance for Workforce Innovation and Opportunity Act \(WIOA\) Core Programs,](#)” dated September 15, 2022;
- TEGL 2-22, Change 1, “[Deadline Extension to Submit Request for Funding under Quality Jobs, Equity, Strategy, and Training \(QUEST\) Disaster Recovery National Dislocated Worker Grants \(DWGs\) Funding Announcement,](#)” dated August 4, 2022;
- TEGL 2-22, “[QUEST: Disaster Recovery National Dislocated Worker Grants Funding Announcement,](#)” dated July 5, 2022;
- TEGL 16-21, “[Updated National Dislocated Worker Grant Program Guidance,](#)” dated June 16, 2022;
- TEGL 12-19, Change 1, “[National Dislocated Worker Grant Program Guidance,](#)” dated November 2, 2020
- TEGL 23-19 “[Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor \(DOL\) Workforce Programs,](#)” dated June 18, 2020;
- TEGL 14-18, “[Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor \(DOL\),](#) March 25, 2019;
- TEGL 7-18, “[Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act \(WIOA\),](#)” dated December 19, 2018;
- TEGL 19-16, “[Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act \(WIOA\) and the Wagner-Peyser Act Employment Service \(ES\), as amended by title III of WIOA, and for Implementation of the WIOA Finals Rules,](#)” dated March 1, 2017;
- Training and Employment Guidance Letter (TEGL) 16-16, “[One-Stop Operations Guidance for the American Job Center \(AJC\) Network,](#)” dated January 18, 2017; and,
- TEGL 39-11, “[Guidance on the Handling and Protection of Personally Identifiable Information \(PII\),](#)” dated June 28, 2012.

OTHER RESOURCES

- [DWDAL Policy Issuances](#);
- [Maryland WIOA Combined State Plan](#);
- [MWE manual](#); and,
- [OSHA](#).

ATTACHMENTS

- Attachment A – Sample Quarterly Program Report;
- Attachment B – Sample Quarterly Fiscal Report and Invoice; and
- Attachment C – QUEST DWG MWE Module

Subawardees of the QUEST DWG must submit quarterly program reports to the Maryland Department of Labor. Please complete all fields of this document and submit it with all other required documents no later than **11:59PM on the 15th day following the end of the period of reported activity**. Prior to submission, review the items listed below that are required for quarterly reporting and all instructions in this document to ensure a complete and accurate submission.

Failure to submit timely and accurate Quarterly Reports can result in delayed reimbursements and potential disqualification from future grant funding.

QUEST DWG Quarterly Report Checklist

REQUIRED DOCUMENTS	OPTIONAL DOCUMENTS
<ul style="list-style-type: none"> Quarterly Program Report Form 	<ul style="list-style-type: none"> Photos, Video, Program Collateral
<ul style="list-style-type: none"> Quarterly Fiscal Report and Invoice (submitted separately) 	

<u>Fiscal Quarter</u>	<u>Reporting Period</u>	<u>Report Due</u>
FY24 Quarter 3	January 1, 2024 - March 31, 2024	April 15, 2024
FY24 Quarter 4	April 1, 2024 - June 30, 2024	July 15, 2024
FY25 Quarter 1	July 1, 2024 - September 30, 2024	October 15, 2024
FY25 Quarter 2	October 1, 2024 - December 31, 2024	January 15, 2025
FY25 Quarter 3	January 1, 2025 - March 31, 2025	April 15, 2025
FY25 Quarter 4	April 1, 2025 - June 30, 2025	July 15, 2025
FY26 Quarter 1	July 1, 2025 - September 30, 2025	October 15, 2025
FY26 Quarter 2	October 1, 2025 - December 31, 2025	January 15, 2026
FY26 Quarter 3	January 1, 2026 - March 30, 2026	April 15, 2026
FY26 Quarter 4	April 1, 2026 - June 30, 2026	July 15, 2026

Submission Instructions

Completed reports should be submitted via email to:

Tayaabah Qazi (tayaabah.qazi@maryland.gov)
cc: Alex Sackey-Ansah (alex.sackey-ansah1@maryland.gov) and
Todd O’Banner (todd.obanner1@maryland.gov)

Questions can be sent to:

Tayaabah Qazi
Program Manager
1100 N. Eutaw Street, Room 209
Baltimore, Maryland 21201
tayaabah.qazi@maryland.gov
410-767-0044

Submissions should include all required documents listed above and should be submitted as a file transfer or as attachments to a single email.

SECTION 1: AWARD INFORMATION			
1	Organization Name		
2	Point of Contact Name		
3	Point of Contact Title		
4	Point of Contact Email Address		
5	Point of contact Phone Number		
6	Organization Street Address		
7	Quarter	8	Fiscal Year

SECTION 2: GRANT NARRATIVES	
9	Briefly describe the program and the activities performed over the quarter.
10	Provide a description of the following items for the program this quarter: (a) Key activities completed; (b) Partnership development activities, such as status and/or new partnerships; and (c) Additional activities performed by the grantee, if applicable.
11	Provide a description of participant and employer outreach activities.

12	Provide a description of equity-based practices used. For example, any administrative, statutory and/or service delivery barriers faced by programs by participants and how those barriers were overcome.
13	Provide a description of employment and training activities provided to participants
14	Provide a description of supportive services provided to participants
15	Describe any challenges or concerns the project has encountered that may have affected or slowed grant progress of the timeline/work plan and how the project attempted to resolve them. Please include any areas that may require specific technical assistance from Labor staff.
16	Describe the next steps or key areas of emphasis planned for the project in the next quarter.
17	State the timeline of programs that participants are enrolled in, including end/start as well as completion dates.
18	Describe the recruitment activities for participants and employers.

Instructions for Reporting Program Activity

Grantees must complete Section 3 of this report with programmatic data for both the quarterly reporting period and the cumulative year to date.

SECTION 3: PROGRAM ACTIVITY			
19	Complete the chart below to identify the program’s targeted key performance outcomes.	This Quarter	Year to Date
A	Number of participants enrolled		
B	The number of participants that received supportive services		
C	Number of individuals completed employment and training activities		
D	Number of individuals employed		

Instructions for Section 4: Significant Activities, Accomplishments, & Success Stories

This section is intended to provide more in-depth information than the previous sections about promising approaches, new processes, major accomplishments, and/or lessons learned from the program. In answering the following questions, subawardees should describe background information on the participant or issue, include an analysis of any interventions used, and use evaluation data where appropriate. Participant-level stories and data may only be reported with the consent of the participant.

SECTION 4: SIGNIFICANT ACTIVITIES, ACCOMPLISHMENTS, & SUCCESS STORIES	
20	Describe in detail any promising approaches, innovative processes, lessons learned, or major programmatic milestones.
21	Describe in detail any participant-level accomplishments or success stories from the quarter. <i>Photos, videos, web content, and other program collateral can be submitted as an attachment with the submission of this report.</i>

Completed reports should be submitted via email to:

Tayaabah Qazi (tayaabah.qazi@maryland.gov)
cc: Alex Sackey-Ansah (alex.sackey-ansah1@maryland.gov) and
Todd O'Banner (todd.obanner1@maryland.gov)

Submissions should include all required documents listed above and should be submitted as a file transfer or as attachments to a single email.

QUARTERLY FINANCIAL REPORT and INVOICE

QUEST DWG

This form must be completed by the fifteenth (15th) day of the month following the end of the quarter by grantees. Signed forms must be scanned and submitted via email to: Maryland Department of Labor, DWDAL Attn: Alex Sackey-Ansah and Todd O'Banner 1100 North Eutaw Street, Room 209, Baltimore, MD 21201 alex.sackey-ansah1@maryland.gov and todd.obanner1@maryland.gov

GRANTEE NAME:	
GRANT NUMBER:	
QUARTER ENDING:	
DATE:	

SECTION A. FINANCIAL REPORT – please complete the blue shaded sections

SUMMARY OF EXPENDITURES					
EXPENDITURES	Approved Budget	Prior Quarter Expenditures (cumulative amount)	Quarter Net (= invoice)	Total Accrued Expenditures (cumulative amount)	Variance (over/under budget)
Staff Salary/Wages				-	-
Staff Fringes				-	-
Contractual				-	-
Travel	-			-	-
Supplies				-	-
Equipment				-	-
Training				-	-
Other				-	-
Other/Indirect/Admin				-	-
Total Expenditures and Quarterly Invoice Amount	-		-	-	-
Unliquidated Obligations	n/a		n/a		n/a
Total Obligation (sum of expenditures and unliquidated obligations)	n/a		n/a	-	n/a

SUMMARY OF RECEIPTS					
Total Cash Received	n/a		n/a		n/a
Total Cash Disbursements	n/a		n/a		n/a

CERTIFICATION: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award document. I am aware that any false, fictitious or fraudulent information may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001)

Authorized Signature and Date:

Print Name and Title:

SECTION B. QUARTERLY INVOICE

PLEASE ADD COMPANY LETTERHEAD

DATE:	
GRANTEE:	
QUARTER ENDING:	

INVOICE

Remit Payment To:			
Company Name:		Award # _____	
Address:		Award Amount: _____	
Address:		Invoice No.: _____	
		Invoice Date: _____	

Bill To:

Maryland Department of Labor
 DWDAL Fiscal Administration
 1100 N Eutaw Street, Room 209, Baltimore MD 21201
 Attn: Alex Sackey-Ansah and Todd O'Banner

Description			
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
TOTAL INVOICE:			-

Authorized Signature:		Date:	
Printed Name:			



Department of Labor

**Division of Workforce Development
and Adult Learning**





How to enter the 2023 QUEST Disaster Recovery DWG into the Maryland Workforce Exchange

Creating a **WIOA** Application


The screenshot shows a web application interface for managing WIOA applications. The browser address bar shows the URL: <https://mwjobs.maryland.gov/voostel/casemanagement/programstab>. The interface includes a navigation menu on the left with sections like 'My Staff Workspace', 'Services for Workforce Staff', and 'Reports'. The main content area has tabs for 'Case Summary', 'Programs', 'Plan', and 'Assessments'. A red arrow points to the 'Case Management Profile' link in the top right navigation area. Below this, there are filter sections for 'Filter Applications' and 'Filter Activities'. The main content area displays a list of programs, including 'Wagner-Peyser (WP) Program' and 'Workforce Innovation and Opportunity Act (WIOA) Program'. A red arrow points to the 'Create Workforce Innovation and Opportunity Act (WIOA) Application' link under the WIOA program.

Program	Apps
Wagner-Peyser (WP) Program	1
Workforce Innovation and Opportunity Act (WIOA) Program	1

Field	Value		
LWA:	02 - Baltimore County	Application Date	11/24/2014
Onestop:	150 - Baltimore County One Stop Center (Randallstown)	Participation Dates:	11/24/2014
Total Activities:	40	Closure Date:	N/A
		Exit Date:	03/08/2016

- Assist a Jobseeker
- Go to **Staff Profiles**
- Then pick **Case Management**
- Click on **Programs**
- Click in the Grey Area to expand the [Workforce Innovation and Opportunity Act Program](#)
- Finally Click [Create Workforce Innovation and Opportunity Act Program](#) to open a new WIOA application

WIOA Application: The Wizard

- The Wizard will take you through the application. It is **lengthy** and **time consuming**.
- * A Red Asterisk indicates mandatory fields such as Application dates, Local Workforce Development Area (LWDA) and Office location
- When  is selected the system saves and applies the program rules
- To quit the application, click on [Exit Wizard](#)

WIOA Application: Start (Eligibility)

Home My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis Quick Search

Title I - Workforce Development (WIOA)

1/11 Live Chat

Intro Contact Demographic

- Intro
 - Veteran
 - Public Assistance
 - Federal Initiatives
- Contact
 - Employment
 - Barriers
 - Eligibility Summary
- Demographic
 - Education
 - Household and Income

Hide All Steps

WIOA + Add Program(s)

Smith, Dan

Individual Detail Case Notes Comments To Bottom

Workforce Innovation and Opportunity Act (WIOA)

Application is Closed Never Enrolled

Case Application ID: 3027860

WIA Converted Application ID: Not Applicable

* Application Date: 10/02/2018 Today

Adult Eligibility Date: 10/15/2018 Today

Dislocated Worker Eligibility Date: 10/15/2018 Today

Youth Eligibility Date:

The individual's age does not meet the requirements for Youth Eligibility (14-24).

Incumbent Worker Eligibility Date: Today

* LWDB: None Selected

* Office Location: None Selected

* Office Location of Responsibility: Baltimore City One Stop Center (Eutaw Street)

- Dislocated Worker Eligibility must be checked and a date added. This is needed to add the grant later in the application
- Other programs may also be selected for eligibility.

WIOA Application: Contact Information

WIOA Wizard

Start **Contact** Demographics **Verify** Employment Education Public Assistance Benefits Family Income Federal Initiatives Disability and Grants

Contact Information

• First Name:

Middle Initial:

• Last Name (including suffix e.g. Jr., Sr., PhD, etc.):

• SSN (do not enter dashes, eg. 999999999): [\[Edit SSN\]](#)

[\[Verify\]](#) [\[Scan\]](#) [\[Upload\]](#) [\[Link\]](#)

✓ Employment Records

Current Address

• Address 1:

Address 2:

City:

State:

• County/Parish:

• Zip Code: [\[Find Zip Code\]](#)

• Country:

• Primary Phone Number: Ext.

• Primary Phone Type:

Alternative Phone: Ext.

Alternative Phone Type:

Fax:

Email:

- Complete all mandatory fields
- Select [[Verify](#)] to open the list of valid verification documents and choose the appropriate document
- When completed, a ✓ will display beneath [[Verify](#)] with the name of the field to its right


WIOA Application: Demographics

Home My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis

Family Income Federal Finances Employment and Benefits

- Received services from a State Development Disabilities Agency (SDDA) is a required field.
- Received services from a State or Local mental health agency (LSMH) is a required field.
- Received services from a Home & Community Based Service Provider (HCBS) State Medicaid (HCBS) Waiver is a required field.
- Disability Work Setting is a required field.
- Type of customized Employment Services Received is a required field.
- Received Disability Financial Capability is a required field.
- Section 504 Plan is a required field.
- Received Services from Vocational Rehabilitation is a required field.


Demographic Information

• **Date of Birth:** 
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]


Age at Earliest Eligibility: 44 (Today's Age: 44)


• **Gender:** Male Female Did not self-identify

[Selective Service Website](#)

Registered for the Selective Service: 
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

Selective Service Registration Number:


Selective Service Registration Date: 

• **Authorization to Work in US:** 
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

- Complete all mandatory fields
- After hitting “**Next**”, if there is a problem on the app red text will appear at the top of the screen stating the issue
- Some common reasons would be missing a mandatory field or missing a verify (verification document).

WIOA Application: Veteran



Transiting Service Member

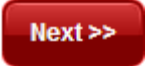
- **Transiting Service Member:** Yes No
- Type of Transiting Service Member:**
- Estimated Discharge Date:** (mm/dd/yyyy)  Today

Veteran Information

- **Eligible Veteran Status:** Yes <= 180 days
 Yes, Eligible Veteran
 Yes, Other Eligible Person
 No
- [[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

[Obtain DD214](#)

- **Served more than 1 tour of duty:** Yes No
- Military Service Entry Date:** (mm/dd/yyyy) 
- Military Service Discharge Date:** (mm/dd/yyyy) 
- **Disabled Veteran:**
- Homeless Veteran:** Yes No

- Section should only be filled out if the jobseeker is a veteran
- If jobseeker is not a veteran then jobseeker should press  at the bottom of the screen

WIOA Application: Employment Information

Free Hotmail Workforce Innovation and...

Home My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis

Employment Information

Employment Status:

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

Self Attestation

Employment Status Verification

Self Attestation
 UI Records
 Employer Contact
 Other Applicable Documentation, (specify)

If Employed, Individual is Under-Employed: Yes No Not Applicable

Unemployment Eligibility Status:

UI Referred By Status:

Claimant has been exempted from work search: Yes No

Date claimant was exempted from work search:

Unemployment Compensation Verify [[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

UI records (Benefit History, Wage Record)

Jobseeker should complete all fields that are required (*) or applicable

WIOA Application: Employment Information

Home My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis

Dislocated Worker

• Employment Status at Dislocated Worker Eligibility:

• Under-Employed at Dislocated Worker Eligibility: Yes No Not Applicable

Dislocated Worker Category:

- Category 1:** Terminated or laid off, or has received notice of termination or layoff, **and is eligible for or has exhausted entitlements to UC, and is unlikely to return to previous industry or occupation.**
- Category 2:** Terminated or laid off, or has received notice of termination or layoff, **and has been employed for sufficient duration (based on state policy) to demonstrate workforce attachment, but is not eligible for UC due to insufficient earnings, or the employer is not covered under the state UC law, and is unlikely to return to previous industry or occupation.**
- Category 3:** Individual is terminated or laid off, or has received notice of termination or layoff, from employment as a result of the **Permanent closure of or substantial layoff** at a plant, facility or enterprise.
- Category 4:** Individual is **employed** at a facility at which the employer has made a **general announcement that the facility will close**. Enter the date the facility will close (if known) in the Projected Layoff Date below.
- Category 5:** Individual was **previously self-employed** (including farmers, ranchers and fishermen), but is **unemployed** due to general **economic conditions** in the community of residence or because of **natural disaster**. Record the last date of self-employment in the Actual Layoff Date.
- Category 6: Displaced Homemaker:** An individual who has been providing **unpaid services to family members** in the home **and** has been dependent on the income of another family member but is **no longer supported by that income**; **or** is the **dependent spouse** of a member of the Armed Forces on active duty and whose **family income is significantly reduced** because of a deployment, or a call or order to active duty, or a permanent change of station, or the service-connected death or disability of the member; **and is unemployed or underemployed and** is experiencing difficulty in obtaining or upgrading employment.
- Category 7:** The **spouse of a member of the Armed Forces** on active duty, **and** who has experienced a **loss of employment as a direct result of relocation to accommodate a permanent change in duty station** of such member.
- Category 8:** The **spouse of a member of the Armed Forces** on active duty and who is **unemployed or underemployed and** is experiencing difficulty in obtaining or upgrading employment.
- Category 12: Dislocated Worker Grant (DWG) eligibility:** Individual does not meet criteria outlined for Dislocated Workers in categories 1 - 8 above, but is an individual that meets **DWG** eligibility outlined under WIOA Title ID National programs, Sec. 170 National dislocated worker grants, relating to Sec 170(b)(1)(A) workers affected by major economic dislocations OR Sec 170(b)(1)(B) workers affected by an emergency or major disaster.
- Category 13:** State-Defined Dislocated Worker Eligibility
- None of the above.** Individual does not meet the definition of Dislocated Worker.

- Under Dislocated Worker, select the category that fits participant's situation

WIOA Application: Education

Be sure to complete all fields and [Verify](#) if needed

WIOA Education Information

- **Highest School Grade Completed:**
- **High School Diploma or equivalent received:** Yes No
- **Highest Education Level completed:**
- **Highest Grade and Educational Level**
[\[Verify | Scan | Upload | Link \]](#)
 Other Applicable Documentation, (specify)
- **School Status:**
[\[Verify | Scan | Upload | Link \]](#)

Education Partner Services

- **Receiving services from Adult Education (WIOA Title II):** Yes No Did not self-identify
- **Receiving services from YouthBuild:** Yes No Did not self-identify
YouthBuild Grant Number (If unknown, enter all 9s.):
Format: AA-99999-99-99-A-99
- **Receiving services from Job Corps:** Yes No Did not self-identify
- **Receiving Services from Vocational Education (Carl Perkins):** Yes No Did not self-identify
- **Individualized Education Program Participant:**

Check here to allow saving of a partial application

WIOA Application: Public Assistance

Public Assistance

Individual or member of a family that is receiving, or in the past 6 months has received, the following:

• **Temporary Assistance for Needy Families (TANF):** Yes No

TANF Recipient: Applicant Family Member Not Applicable

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

• **Supplemental Security Income (SSI):** Yes No

SSI Recipient: Applicant Family Member Not Applicable

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

• **General Assistance (GA):** Yes No

GA Recipient: Applicant Family Member Not Applicable

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

• **Supplemental Nutrition Assistance Program (SNAP):** Yes No

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

• **Refugee Cash Assistance (RCA):** Yes No

RCA Recipient: Applicant Family Member Not Applicable

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

Individual receives, or in the last 6 months, received:

• **Social Security Disability Insurance Income (SSDI):** Yes No

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

Individual currently meets the following:

• **Receiving services under SNAP Employment & Training Program:** Yes No

• **Receiving, or has been notified will receive, Pell Grant:** Yes No

• **Ticket to Work Holder issued by the Social Security Administration:** Yes No

- Complete all fields that have an *, these are required

WIOA Application: Barriers

Individual Barriers

- English language learner Yes No
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]
- Basic Skills Deficient/Low Levels of Literacy Yes No
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]
- Add//View Basic skills scores: [Click Here](#)
- Homeless: Yes No
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]
- Ex-Offender - individual has been arrested/convicted of a crime: Yes No Did not disclose
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

Barriers to Employment

Disabled: Yes

- Displaced Homemaker
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]
- Meets long term unemployment definition: No
- Within 2 years of exhausting TANF lifetime eligibility: Yes No
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]
- Older individual (age 55 and older): No
- Hawaiian Native: Yes No
Hawaiian or Pacific Islander is not selected as a Race for this individual. Please update the Demographics section if this is not accurate.
- American Indian/Alaskan Native: Yes
- Single Parent (including single pregnant women): Yes No Participant did not self-identify
- Cultural Barriers: Yes No Participant did not self-identify
- Eligible Migrant Season Farmworker as defined in WIOA Sec 167(i): Yes No
- Meets Governor's special barriers to employment: Yes No

- Make a selection for each required field (*)
- Be sure to [Verify] if needed

WIOA Application: Family Income

[Individual Details](#) [Preferences](#) * indicates required fields. W

Start [Contact](#) [Demographics](#) [Veteran](#) [Employment](#) [Education](#) [Public Assistance](#)

Family Income

* Due to the individual's disability, they qualify as a Family of 1: Yes No

Low income has not been established based on previous entries. Therefore, low income will be based on family size and income. Family size and income are required entries.

* Family Size:
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

* Annualized Family Income:
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

[Income Table](#)

- Complete required fields. If any of the public assistance section is yes, family size and income will not be required

Check here to allow saving of a partial application

[Exit Wizard](#)

WIOA Application: Federal Initiative

WIOA Wizard



Disability Employment Initiative (DEI)

Perceived Barriers to Employment

(Check all that the individual perceives as a barrier to employment):

- Limited Education
- Limited Work History/Experience
- Ex-Offender
- Substance Abuse
- Language Barrier
- No Child Care
- Homeless
- Disability
- None

Ticket To Work Participant:

Yes No

Ever on Supplemental Security Income (SSI) or Social Security Disability Insurance Income (SSDI):

Yes No

Currently or Previously Employed:

Yes No

Current or Most Recent Hourly Rate of Pay:

Most Recent Job Title:

Begin Date of Most Recent Job:

 Today

End Date of Most Recent Job:

 Today

Hours Per Week at Most Recent Job:

Benefits at Most Recent Job

(Check all that apply):

- None
- Health Insurance
- Vacation
- Sick Leave
- Flexible Work Schedule
- Telework
- Customized Employment
- Job Sharing
- Other

If Other is checked, please provide a description:

- Make a selection for each required field (*)
- Be sure to **[Verify]** if needed
- Screen only shows if Disability is yes on Demographic Tab

WIOA Application: Eligibility and Grants

Unemployment Insurance Questions call: 410-949-0022 or Email: UI.Inquiry@maryland.gov

Home My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis

Workforce Innovation and Opportunity Act (WIOA) Eligibility Information

Applicant Eligibility

Applicant meets the definition for low income: Yes

Income Table: [Income Table](#)

Program	Eligible	Priority	Calculated Exception/Limitation	Reason(s) Not Eligible	Action
Adult	Yes	LI			<input type="checkbox"/> Inactive
Dislocated Worker	Yes				<input type="checkbox"/> Inactive
Youth	Undetermined			No Youth Eligibility Date.	<input type="checkbox"/> Inactive

VET = Veteran, BSD = Basic Skills Deficient, PA = Public Assistance, LI = Low Income, SLP = Additional Priorities

WIOA Grant Eligibility

Changes in this section will create immediate updates to the record.

Incumbent Worker Eligibility: Yes No Not Applicable Inactive
Applicant does not meet the requirements for Incumbent Worker eligibility.

National Dislocated Worker Grant NDWG: Yes No Not Applicable Inactive

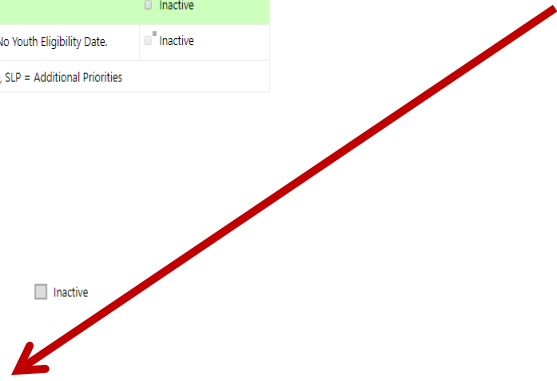
Statewide Adult Eligibility: Yes No Not Applicable Inactive

Statewide Dislocated Worker Eligibility: Yes No Not Applicable Inactive

Statewide Youth Eligibility: Yes No Not Applicable Inactive
Applicant does not meet the requirements for Statewide Youth eligibility.

Statewide Rapid Response Yes No Not Applicable Inactive

- National Dislocated Worker Grant NDWG must be **YES**



WIOA Application: Grant

Non-WIOA Special Grants: Yes No Not Applicable Inactive

Grants

No grants have been added.
Select from the list of available grants.

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
National DW Grant (NDWG)	159	Fostering Opioid Recovery Through Workforce Development	NA		Add
National DW Grant (NDWG)	163	2023 QUEST Disaster Recovery DWG	NA		Add

Current Case Manager: Case currently Not Assigned to a Case Manager
[Assign Case Manager](#)
[Assign Me](#)
[Remove Case Manager Assignment](#)

- Next to the 2023 QUEST Disaster Recovery DWG, you press **Add**

Non-WIOA Special Grants: Yes No Not Applicable Inactive

Grants

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
National DW Grant (NDWG)	163	2023 QUEST Disaster Recovery DWG	Not Defined	01/25/2024	Remove

Select from the list of available grants.

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
National DW Grant (NDWG)	159	Fostering Opioid Recovery Through Workforce Development	NA		Add

Current Case Manager: Case currently Not Assigned to a Case Manager
[Assign Case Manager](#)
[Assign Me](#)
[Remove Case Manager Assignment](#)

- Click **FINISH** to proceed to Participation

WIOA Application: Participation

Unemployment Insurance Questions call: 410-949-0022 or Email: UI.Inquiry@maryland.gov

Menu Home My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis

Quick Search

Enter Search...

Currently Managing

SMITH, DAN

Service Tracking: ON

Release Individual

Assist a new Individual

My Staff Workspace

My Staff Dashboard

My Staff Resources

My Staff Account

Directory of Services

Services for Workforce Staff

Manage Individuals

Manage Employers

Manage Résumés

Manage Job Orders

Manage Labor Exchange

Manage Activities

Manage Providers

Manage Case Assignment

Manage Profiling

Manage Funds

Manage Scan Card

Manage Visitors

Manage Help Desk

Manage Follow-Up

Manage Surveys

Manage Online Forms

Reports

My Reports

Fill out the information below regarding the individual's participation.

General Information

State ID:	208761
Name:	Dan Smith
Date of Birth:	11/16/1972
Application Date:	07/14/2020
Eligibility Date:	07/14/2020

Participation Information

* Participation Date:	<input type="text" value="07/14/2020"/> (mm/dd/yyyy) <input type="button" value="Today"/>
Participation Age:	47

Cancel Next >>

Return to Programs Tab

Services Portfolio Site Map Site Search Page Preferences Assistance

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Home Sign Out

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19.0

Enter a Participation Date and Click **Next >>** to proceed to Service Enrollment

Activity Enrollment: General Information

General Information	Service Provider	Enrollment Cost	Financial Aid	Enrollme Budget
General Information				
Participant User Name:	dan313			
Participant State ID:	208761			
Last Name, First Name MI:	Smith, Dan			
Social Security Number:	9257			
Address:	222 Main Street Reisterstown, MD 21136-0301			
Application Summary:	Program: Title I - Workforce Development (WIOA) Application Date: 10/1/2018 Earliest Eligibility Date: 10/15/2018			
Participation Date:	10/15/2018			
* Customer Program Group:	80 - National Dislocated Worker Grant (NDWG)			
* LWDB:	Baltimore City			
* Office Location:	Baltimore City One Stop Center (Eutaw Street)			
Enrollment Information				
Grant:	National Health Emergency Dislocated Worker Grant (Maryland Workforce Response to the Opioid Crisis)			

Under General Information go to the **Customer Group** pull down and pick National Dislocated Worker Grant (NDWG)

Under **Grant** select 2023 QUEST Disaster Recovery DWG

Enrollment Information	
Grant:	2023 QUEST Disaster Recovery DWG
WIOA or Non-WIOA Partner Program:	<input type="checkbox"/> Yes, service is a WIOA or Non-WIOA Partner Program.
* Activity Code:	<input type="text"/> <input type="text"/> [Select Activity Code ?]
* An actual begin date or a projected begin date is required.	
Projected Begin Date:	<input type="text"/> (mm/dd/yyyy) <input type="checkbox"/> Today
Actual Begin Date:	01/25/2024 <small>Actual begin date may not be modified on the first activity.</small>
* Projected End Date:	<input type="text"/> (mm/dd/yyyy) <input type="checkbox"/> Today
Service Provided Virtual/Online ? :	No Virtual/Online, In-person Only
Occupational Training Code:	<input type="text"/> <input type="text"/> [Occupational Training Code.]

Select an Activity Code by clicking on the link

Click **Next >>** to proceed

Activity Creation

Currently Managing [TEST_DAN\(EST\)](#)

Activity Enrollment - General Information
This page displays activity information for the specified participant.

General Information	Service Provider	Enrollment Cost	Financial Aid	Enrollment Budget	Budget Planning	Closure Information
---------------------	------------------	-----------------	---------------	-------------------	-----------------	---------------------

General Information

Participant User Name: dan113
Participant State ID: 206761
Last Name, First Name MI: Test, Dan(EST)
Address: 222 Main Street
Frederick, MD 21703
Application Summary: Program: Title I - Workforce Development (WIOA)
Application Date: 01/25/2024
Earliest Eligibility Date: 01/25/2024
Participation Date: 01/25/2024

*Customer Program Group: 00 - National Dislocated Worker Grant (NDWG) [\[Select program enrollment toolbar \]](#)

*LWDB: Baltimore City

*Office Location: Baltimore City One Stop Center (Culaw Street)

Enrollment Information

Grant: 2023 QUEST Disaster Recovery DWG

WIOA or Non-WIOA Partner This service is a WIOA or Non-WIOA Partner Program.

Under General Information go to the **Customer Group** pull down

■ Using the pull down select **National Dislocated Worker Grant (NDWG)**

■ Under the Enrollment Information go to the Grant question

■ In the pull down choose **2023 QUEST Disaster Recovery DWG** Select an Activity Code by clicking on the link

■ Click **Next >>** to proceed, Then go to Closure

Activity Enrollment: Service Provider



Enrollment Service Provider Information

Enrollment Summary: Enrollment ID: 5222360
Username: WIOATEST
WIOA Application ID: 2407664
Activity Code: 102
Activity Dates: 7/7/2015 - 8/1/2015

* Provider:
[\[Select Provider\]](#)

* Service, Course or Contract:
[\[Select Service, Course or Contract\]](#)

Provider Locations:
[\[Select Provider Locations\]](#)

Provider Contacts:
[\[Select Provider Contacts\]](#)

* Occupational Training Code: Not Applicable

■ Next is the **Service Provider** screen

■ This tab is **not required** for 2023 QUEST Disaster Recovery DWG. If you have this information you may fill it out by clicking on the links under each entry.

■ To proceed to the next section hit



■ To proceed straight to the “Closure” click on the **Closure Information tab**

Activity Closure Information

General Information | Service Provider | Enrollment Cost | Financial Aid | Enrollment Budget | Budget Planning | Closure Information

Closure Information

Enrollment Summary: Enrollment ID: 5302775
Username: dan23
WIOA Application ID: 2975427
Activity Code: 102
Activity Dates: 1/17/2017 - 1/17/2017

Last Activity Date: 01/17/2017 Today

Completion Code: Successful Completion

Case Notes: [Add a new Case Note](#) | [Show Filter Criteria](#)

ID	Create Date	Subject	Action
No data found.			

<< Back Finish Delete

■ Enter a Completion code (if appropriate)

■ If you missed your chance previously to enter a case note, you may do so here

■ When you are ready Click

Finish

Creating Additional Activities:

The screenshot displays a case management interface for a WIOA case. The case ID is WIOA 44024703 - Complete. The case is managed by a user named 'Dwayne' at the 'Northwest American Job Center (Beverly Center)'. The case information includes dates for application, participation, and closure, as well as eligibility dates for the client and staff. The 'Activities / Enrollments / Services' section is currently empty, with a '1' indicating one item is available. A table at the bottom shows a single activity with the following details:

PI #	EO #	Status	ID #	Activity / Provider	Actions	Funding / Grant	Projected Begin Date	Actual Begin Date	Actual End Date
		🟢	508202	🔗 View Information No Provider Information	🔗	National Dislocated Worker Grant FDCMG 2022 QEST Disaster Recovery DMS	01/05/2024	01/05/2024	01/05/2024

- Head back to the **Programs** tab under Case Management
- Expand your Newly created WIOA app and Activities/ Enrollment/ Services +
- The activities you created now display in the activities list
- Click **“Create Activity”** to add additional services

Back to the WIOA App

Activities / Enrollments / Services 2

[Create Activity / Enrollment / Service](#)

Search:

PE	EE	Status	ID #	Activity / Provider	Actions	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
			5686236	102 - Initial Assessment No Provider Information		Dislocated Worker	N/A	01/25/2024	01/25/2024	Close
			5686232	102 - Initial Assessment No Provider Information		National Dislocated Worker Grant (NDWG) 2023 QUEST Disaster Recovery DWG	01/25/2024	01/25/2024	01/25/2024	Close

Page of 1

Rows:

- Notice the difference in the funding/grant for each service. Ensure service has the correct funding attached when assigning services
- Add any other services that you provided

Reporting Information

- *All participants of this grant will be automatically subjected to the federal reporting measures under WIOA Title I*

- The 122 service code, Employment During Participation, will be used to establish Placed in Unsubsidized Employment after training completion and during participation period. Employer name and employer wage will be entered into the comment section of the 122 service assignment.

- Service 260 Disaster Relief Service (is mapped as Disaster Relief Employment Only)
 - When individual received this new “NDWG disaster related employment only” service funded by NDWG Grant that is flagged as Disaster and no other Basic, individualized or Training services provided >> then it will be reported as 2004 = 1, Disaster Relief Employment Only
 - When individual received any Basic, individualized or Training services funded by NDWG Grant that is flagged as Disaster AND no “NDWG disaster related employment only” service is the application >> then it will be reported as 2004 = 3, Employment and Training Only
 - When individual received both: “NDWG disaster related employment only” service AND at least one Basic, individualized or Training service funded by NDWG Grant that are flagged as Disaster >> then it will be reported as 2004 = 2, Disaster Relief Employment and Training Services

Service 260 will only be used if grant is Disaster Relief Employment Only or Disaster Relief Employment and Training Services

Tips:

- Remember that case notes can be added directly from the application and during service assignment
 - Your area may wish to set up a Case Management Group for 2023 QUEST Disaster Recovery DWG
 - Here is one example of a tracking report:
Go to **Detailed Reports** → Then pick **Enrolled Individual** →
Choose **List** and **Filter by Program WIOA, and Available Grant**
2023 QUEST Disaster Recovery DWG
-

For the Future...

- Remember to list the Actual Start Date for your customer's activity(s) after you verify they have started
 - Remember to update and/or close your activities. Do not let the system close an activity for you. Good case managers keep track of when services actually end!
 - List any Credential received, if available, after closing a training activity. The credential will be entered under Create Credential.
-

Thank you for your time!

Here are some important emails to remember

Contact the PM help desk with any performance related questions at
pmhelp@dllr.state.md.us

If you have technical issues or question about creating the WIOA application
please contact the Help Desk at
wehelp@dllr.state.md.us
