Partner Express Monthly Newsletter

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Dislocated Worker and Federal Adult Programs (DWFAP)

Minnesota Job Skills Partnership Board (MJSP):

The next Board Meeting will be held on Monday, June 16, 2025, via Microsoft Teams. All MN Job Skills Partnership Board meetings are open to the public. Additional information on the time, meeting format, and location can be found on the MN Job Skills Partnership Board web page.

Retaining Employment and Talent after Injury/Illness Network (RETAIN)

Enrollment is ongoing for MN RETAIN, individuals with an illness/injury that need support to stay-at-work or return-to-work can contact MN RETAIN at worker@mnretain.com or through the contact form on mnretain.com.

Formula Funds – WIOA Adult, WIOA DW and State DW

Minnesota Dislocated Worker Annual Report SFY24
> This report fulfills the requirements in Minnesota Statutes 116L.17, subdivision 6(e), concerning the state Dislocated Worker program. The report is currently under review with DEED legislative team.

PY22 WIOA Adult and Dislocated Worker Reallocated funds must be expended by June 30, 2025. Any remaining/unused funds will be sent back to DOL.

PY23 funds must be used by June 30, 2025.
- Submit any modifications or transfer requests by **April 18th** to allow time for processing.
- Cost category adjustment is allowed on the final Reimbursement Payment Request (RPR) if the total expended does not exceed the total approved budget. However, the Admin cost category must not exceed 10% of total reimbursed.
- Any remaining unused funds will be reallocated to Local Areas that have spent their PY23 funds.

PY25 funding information will be coming soon. As you may be aware, we usually have a limited turnaround time to plan, process, and execute agreements/workplans.
- To help us move contract paperwork forward quickly, please begin having conversations with staff and partners to complete as much of the planning document sections as possible (e.g. Narrative). Once the TEGL is released and allocations are available, you can finalize your paperwork and send it in.

Quarterly Progress Reports (QPRs) are due April 30th (for period Jan - Mar 2025). A QPR is required if the grant is active.

Carry Forward Requests - Providers may request a waiver to carry forward more than 20% of their allocated PY24 funds into the second year of the grant using the provided template (attached). Providers who expend or obligate at least 80% of their PY24 formula funds by the end of the 4th quarter do not need a waiver.

- [Carry Forward Waiver Requests](#) pertain to all formula grants: WIOA Adult, WIOA Dislocated Worker, and State Dislocated Worker
- Accepting Carry Forward Waiver Requests now through May; please submit early enough to allow more time for leadership approval and processing before the start of the fiscal.

Senior Community Service Employment Program (SCSEP):

The New GPMS Alphabet Soup:

In our fast-paced work environment, it's easy to get lost in the alphabet soup of acronyms and abbreviations. We've all experienced that moment of confusion when someone mentions a string of letters that might as well be a foreign language. Whether you're new to the system or just need a refresher, this resource will serve as your handy reference guide, ensuring that you're never left wondering, "What does that mean?" Let's dive in and make sense of the soup together at; https://olderworkers.workforcegps.org/resources/2024/02/06/21/18/The-New-GPMS-Alphabet-Soup

SCSEP Data Validation:

SCSEP conducts an annual Data Validation report to identify areas requiring additional oversight, improvement, and technical assistance. Data Validation is a critical component of SCSEP, ensuring the accuracy, validity, and reliability of program data.

A comprehensive data validation framework includes:

- **Timely and complete documentation** in the case management system (GPMS).
- **GPMS data validation checks**, including data type verification, range checks, and ensuring unique values.
- **Documentation verification** to support participant eligibility and services received.
- **Periodic case reviews** to assess eligibility, performance outcomes, and documentation accuracy.

As the development of the Data Validation Report module in GPMS is ongoing, the PY24 Data Validation Report will not be conducted as it was under the SPARQ system. Providers should reference the [Data Collection Handbook](#) – *Volumes I, II, and III* and their corresponding appendices to maintain accurate data records.

Looking ahead, SCSEP will align with ETA Data Validation TEG 23-19, *Guidance for Validating Performance Data Submitted by Grant Recipients of U.S. DOL Workforce Systems*, in PY25. Additional information will be shared with grantees in early PY25.

Reminders:
Quarter Progress Narrative Reports:
Quarterly Progress Narrative Reports are to be submitted by the 30th date of the month following the end of the quarter. Please note the specific deadlines: October 30th, January 30th, April 30th, and July 30th.
If you have any outstanding report/s, please ensure that you submit it as soon as possible. Submission of reports contributes to overall provider performance.

Requests for Reimbursements (RPRs) or Financial Status Reports (FSRs):
Providers are reminded that Requests for Reimbursements (RPRs) or Financial Status Reports (FSRs) are due every 20th date following the month of expenditure. To ensure timely processing and avoid payment delays, it is essential for providers to submit RPRs/FSRs promptly, even if they do not have any expense claims for that period.

CLIMB Listening Session was Successful:

The Converting Layoffs into Minnesota Businesses (CLIMB) Listening Session was held virtually on February 28. A total of 121 people registered, and 102 attended. Registrants were encouraged to submit questions prior to the event, which were answered and shared prior to the day. The session included an overview of the CLIMB activity and a series of surveys for attendees to provide feedback on upcoming changes and their experience working with program participants enrolled in the Dislocated Worker CLIMB activity. Feedback survey was overall positive, and we received some great suggestions to improve in the future! A huge thank you to the field for their interest, attendance, participation, and feedback! We really value your partnership!

Grant Fraud: Misuse of Allocated Funds:

With fraud, waste, and abuse being a key priority at the Minnesota State Capitol this session, we want to ensure that we are all doing our part to be good stewards of taxpayer dollars. Grant fraud is defined by the misuse of grant funds in ways that are not consistent with the grant's objectives. This often involves falsifying needs assessments, inflating costs, or misreporting the scope of funded projects. Important red flags include rapid depletion of grant funds, mismatch between reported activities and observed outcomes, and irregularities in grant reporting timelines and formats.

We are grateful to our grantees who have always been steadfast and responsible in managing program funding and serving Minnesotans across the state. We are appreciative of the work you do, and we are confident that you will continue to use grant funding as intended and in accordance with regulations. Thank you!

Use Dislocated Worker General Email to Reach All Team Members
Please continue to email requests, reports, technical assistance questions, etc. to the Dislocated Worker Federal Adult Programs general email at DWFAPrograms.DEED@state.mn.us.

Request for Technical Assistance Event Topics and assistance:
Should you have performance or data entry questions, please contact our general email
performanceap.deed@state.mn.us

Trade Adjustment Assistance (TAA):

Gratitude:
Thank you for your work and collaboration with the TAA team! We value your partnership and appreciate your continued work to help TAA eligible individuals to access services and obtain their educational/employment goals.

Reminder:
Should you need assistance from the TAA Supervisor, please contact Amy Carlson at amy.carlson@state.mn.us.

The Great 2025 TAA Outreach Project:
Starting this Spring through late Summer, the TAA team will be facilitating in-person meetings at 15 local areas within 12 Workforce Development Areas (WDAs) across the state. Leadership teams for the following WDAs will receive email communication from TAA leadership regarding these events:
- WDA 02 Rural MN CEP Inc

- WDA 03 NE MN Office of Job Training (JET)
- WDA 04 City of Duluth
- WDA 05 Central MN Jobs and Training
- WDA 06 SW MN PIC Inc
- WDA 07 S Central Workforce Council
- WDA 08 SE MN Workforce Development
- WDA 10 Minneapolis Employment and Training
- WDA 14 Dakota/Scott Counties
- WDA 15 Ramsey County Workforce Solutions
- WDA 16 Washington County
- WDA 17 Stearns/Benton E&T (Career Solutions)

Please note, the above locations were selected based on the location of the 13,000+ eligible individuals invited. If you are interested in these technical assistance opportunities, but your agency is not listed above, please email deed.taa@state.mn.us to initiate scheduling for your agency.

Promotional activities for these events:
- Each of the 13,000+ individuals will receive an invitation through the U.S. Postal Service. These invitations will be specific to the individual and invite them to an event based on the distance between the hosting CareerForce location and their home address.

- Social Media Campaign: We will be launching a Social Media Campaign to promote these events.

During these events: TAA is inviting over 13,000 eligible individuals (separated by location) to informational meetings in hopes of enrolling those who are in need of services. The length of time for these events will be dependent on the CareerForce location's availability and the number of invites mailed for that location.

1. TAA staff along with Dislocated Worker Case Managers (housed within the CareerForce location) will work to inform attendees of the services they may be eligible to receive and to assist with enrollment procedures.
2. Concurrent 1:1 and virtual Technical Assistance (TA) available for local area staff:
   - TA from the Adult Programs' Performance team for case managers and their leaders on WIOA Dislocated Worker, State Dislocated Worker, and WIOA Adult programs.
   - TA from the Adult Programs' Grant team for bookkeepers and their leaders.
   - TA from the Adult Programs' Performance and Accountability Supervisor and Analysts for those interested in discussing performance topics.

Petitions
Petitions can still be filed, but DOL's investigation is paused until program restoration or reauthorization. Here's the link to check the status of petitions with U.S. Department of Labor:
https://www.doleta.gov/tradeact/petitioners

Please email all questions and customer applications to the Trade Adjustment Assistance general email at deed.taa@state.mn.us.

Performance Updates:

Program Year (PY) 2024 Quarter Two (Q2) Performance Outcomes Compared to Negotiated Goals

Attached you will find the performance outcome spreadsheets for WIOA Dislocated Worker, DWG, State Dislocated Worker, and WIOA Adult programs. These are best when printed landscape, in color, and on 11x17 size paper.

PY24 through Q2 Statewide Performance Outcome Achievements	Served	2nd Quarter Employment	4th Quarter Employment	Median Earnings	Credential Attainment
WIOA Dislocated Worker	675	SUCCESSFUL	SUCCESSFUL	EXCEEDING	EXCEEDING
DWG	0	SUCCESSFUL	SUCCESSFUL	SUCCESSFUL	SUCCESSFUL
State Dislocated Worker	4,615	SUCCESSFUL	SUCCESSFUL	EXCEEDING	EXCEEDING
WIOA Adult	1,160	SUCCESSFUL	SUCCESSFUL	EXCEEDING	EXCEEDING
(No additional DWG participants due to the most recent grant ending June 2023.)					
EXCEEDING = achieving higher than the negotiated performance standard					
SUCCESSFUL = achieving at least 50% of the negotiated performance standard					
UNSUCCESSFUL = achieving less than 50% of the negotiated performance standard					

PY24 Q2 Statewide Performance Outcomes	Served	2nd Quarter Employment Goal	2nd Quarter Employment Outcome	2nd Quarter Employment Numerator	2nd Quarter Employment Denominator
WIOA Dislocated Worker	967	81.0%	80.1%	289	361
DWG	0	81.0%	68.1%	32	47
State Dislocated Worker	4,615	81.0%	79.8%	1,246	1,562
WIOA Adult	1,319	75.6%	72.8%	342	470

PY24 Q2 Statewide Performance Outcomes	4th Quarter Employment **Goal**	4th Quarter Employment **Outcome**	4th Quarter Employment **Numerator**	4th Quarter Employment **Denominator**
WIOA Dislocated Worker	80.0%	78.5%	351	447
DWG	80.0%	69.6%	48	69
State Dislocated Worker	80.0%	76.2%	1,001	1,314
WIOA Adult	73.5%	72.7%	303	417

PY24 Q2 Statewide Performance Outcomes	Median Earnings **Goal**	Median Earnings **Outcome**
WIOA Dislocated Worker	$12,309	$13,794
DWG	$12,309	$9,033
State Dislocated Worker	$12,309	$14,991
WIOA Adult	$8,986	$10,645

PY24 Q2 Statewide Performance Outcomes	Credential Attainment **Goal**	Credential Attainment **Outcome**	Credential Attainment **Numerator**	Credential Attainment **Denominator**
WIOA Dislocated Worker	79.7%	83.0%	225	271
DWG	79.7%	73.5%	25	34
State Dislocated Worker	79.7%	83.7%	515	615
WIOA Adult	74.0%	76.7%	194	253

- Performance goals are based on negotiated standards for PY2024.
- Color Key:
    - Blue are the negotiated performance standards.
    - Green means the set goal was met or exceeded.
    - Yellow means at least 50% of the goal was met.
    - Red means less than 50% of the goal was met.
- Served are all participants accessing the program during the actual program year (real-time).
- Getting a Job results based on participant exits July 1, 2023 – December 31, 2023, except those exited with exclusion. This indicator measures each participant's employment status during the 2nd quarter after exiting the program. Formula: Percent of employed exits divided by all exits during the reporting period.
- Keeping a Job results based on participant exits January 1, 2023 – June 30, 2023, except those exited with exclusion. This indicator measures each participant's employment status during the 4th quarter after exiting the program. Formula: Percent of employed exits divided by all exits during the reporting period.

- 2nd Quarter Median Earnings results based on participant exits July 1, 2023 – December 31, 2023, except those exited with exclusionary reason and those showing zero earnings. This indicator measures the median earning during the 2nd quarter after exiting the program.
- Credential Attainment results based on participant exits January 1, 2023 – June 30, 2023, except those exited with exclusionary reason and those who did not attend credential type training. This indicator measures the percent of participants who received a credential after attending training.

Technical Assistance Topics Available in April 2025's Partner Express:

1. Adult and Dislocated Worker Support Services and allowed Timeframes by Mohamed Farah.
2. Foundations of Case management: Building Connections and Understanding by Usha Valappil.

Request for TA Event Topics and other technical assistance needs:

Please email the performance team's general email address with your technical assistance needs: performanceap.deed@state.mn.us