

State Dislocated Worker Program: Supplemental Funding to Serve Small Layoffs

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May 22, 2025



Supplemental Funding to Serve Small Layoffs

- **Definition:** Additional funding from the Workforce Development Fund to serve individuals impacted by layoffs when local demand outpaces available funding.
- **Purpose:** Address increased demand due to layoffs; ensure continuity of services when local funds are insufficient.
- **Administration:** The Minnesota Job Skills Partnership (MJSP) Board evaluates the merits and approves requests on a quarterly basis.
- **Eligible organizations:** Workforce Development Areas (WDAs) and the Small Layoff Independent Grantees (SLIGs).
- **Guiding Statute and Policy:** Minnesota State Statute 116L.17 Subd. 2(c) & DEED's Supplemental Funding to Serve Small Layoffs.

Evaluation Criteria Used by MJSP Board

Number of participants currently enrolled (80%)

Current expenditures and obligations for the *current* fiscal year (70%)

Current expenditures and obligations for the *preceding* fiscal year (90%)

History of supplemental funding requests

Cost per participant (not to exceed \$6,000 unless a waiver is requested)

Justification of increased participant demand

Statutory requirements:

- Number of substantial layoffs to date
- Notices of substantial layoffs for the remainder of the fiscal year
- Evidence of declining industries
- Number of permanently separated individuals applying for unemployment benefits and
- The number of individuals exhausting unemployment benefits

WIOA Transfers

Required Narrative

- Total amount of funding requested, and
- Total number of participants to be served, and,
 - Address the following statutory requirements when the information below is available and/or applicable:
 - ✓ The number of substantial layoffs to date,
 - ✓ Notices of substantial layoffs for the remainder of the fiscal year,
 - ✓ Evidence of declining industries,
 - ✓ The number of permanently separated individuals applying for unemployment benefits by workforce development area, and,
 - ✓ The number of individuals exhausting unemployment benefits by workforce development area.

Required Worksheet

Request for Supplemental Funding Request - Worksheet

State Fiscal Years ____ and ____

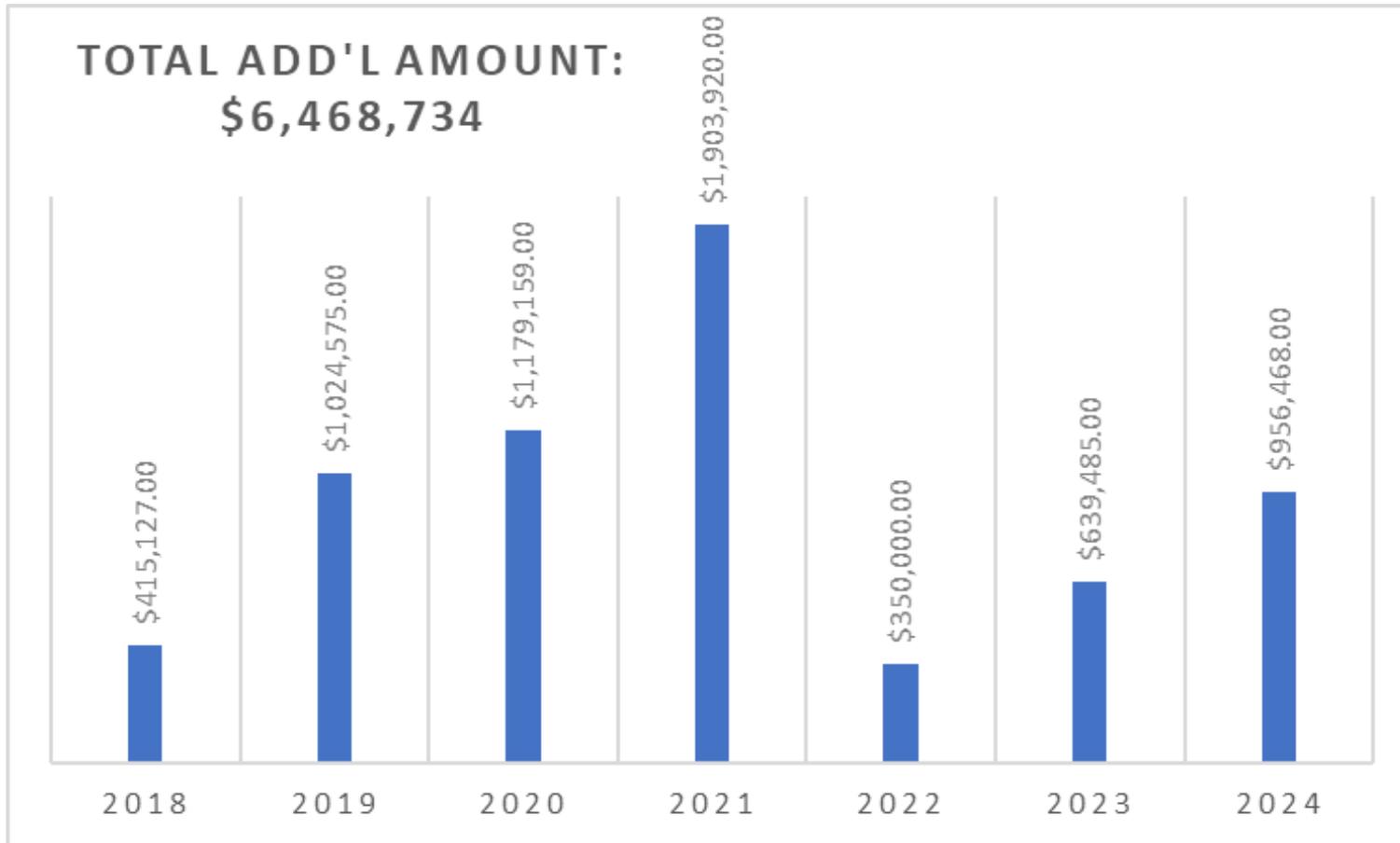
State Fiscal Year $xxxx$ (SFY xx) = Program Year $xxxx$ and Fiscal Year $xxxx$ (PY xx / FY xx) = $xxxx$ Formula Funds	
State Fiscal Year $xxxx$ (SFY xx) = Program Year $xxxx$ and Fiscal Year $xxxx$ (PY xx / FY xx) = $xxxx$ Formula Funds	
Provider Name:	
Submission Date:	
Financial Information: SFYxx ($xxxx$ Formula Funds)	State DW Values
$xxxx$ Original Allocation	
Plus/Minus SFY xx Transferred, if applicable	
Plus SFY xx Additional Allotment from MJSP Board, if applicable	
SFY xx Total Allocation <i>(total in current budget plan)</i>	
SFY xx Total Expended and Obligated <i>(through most recent quarter)</i>	
Administrative (expended and obligated)	
Career Services (expended and obligated)	
Training Services (expended and obligated)	
Support Services (expended and obligated)	
SFY xx Funds Remaining	
Financial Information: SFYxx ($xxxx$ Formula Funds)	State DW Values
SFY xx Original Allocation	
Plus/Minus SFY xx Transferred, if applicable	
Plus SFY xx Additional Allotment from MJSP Board, if applicable	
SFY xx Total Allocation <i>(total in current budget plan)</i>	
SFY xx Total Expended and Obligated <i>(through most recent quarter)</i>	
Administrative (expended and obligated)	
Career Services (expended and obligated)	
Training Services (expended and obligated)	
Support Services (expended and obligated)	
SFY xx Funds Remaining	

Participant Counts: PYxx ($xxxx$ Participant Plan)	State DW Counts
PY xx Total Planned <i>(total in current work plan)</i>	
PY xx Served/Enrolled <i>(through most recent quarter in WFI)</i>	
PY xx Exited to Employment	
PY xx Total Exits	
PY xx Currently Enrolled	
PY xx Average Cost Per Participant - Planned	
PY xx Average Cost Per Participant - Actual	
Participant Counts: PYxx ($xxxx$ Participant Plan)	State DW Counts
PY xx Total Planned <i>(total in work plan)</i>	
PY xx Served/Enrolled <i>(through most recent quarter in WFI)</i>	
PY xx Exited to Employment	
PY xx Total Exits	
PY xx Currently Enrolled	
PY xx Average Cost Per Participant - Planned	
PY xx Average Cost Per Participant - Actual	
Next Steps: Use the Word template to complete the written narrative. Be sure the values reported on this worksheet match the values reported in the narrative.	

Approval Process

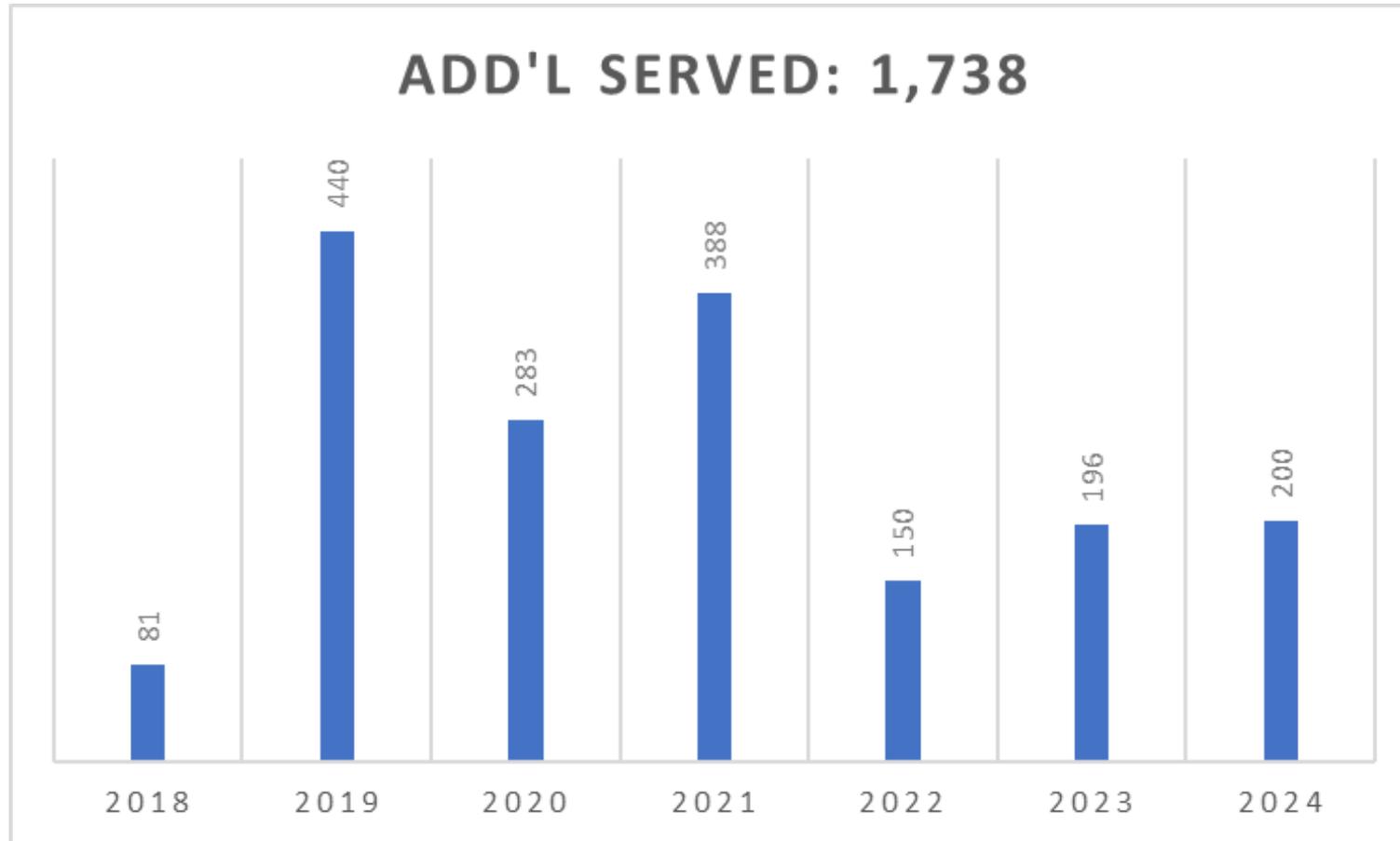
- Submit 30 days before Board Meeting.
- Program staff review: WF1 reports, reimbursement payment request (RPR)/financial status report (FSR), Project Specific Plan (PSP), quarterly progress report (QPR), etc.
 - ✓ Meet with Grantee to review any questions.
 - ✓ Recommendation is made leadership. If a recommendation differs from the request, Grantee will be updated prior
- Grantee representative is notified to be present at Board meeting to answer any questions.
- Request is presented at the MJSP Board meeting and vote taken.
- Program Staff emails notice of approval with a Modification Request Form to increase grant amount.

Total Supplemental Funding Approved



Avg. request: \$281,249
Avg. add'l served: 76

Total Additional People Served



Average Cost Per Participant



Forms and Resources

- [Forms / Minnesota Department of Employment and Economic Development](#)
- [Minnesota State Statute 116.17 Subd. 2\(c\)](#)
- [Supplemental Funding to Serve Small Layoffs](#)

Questions

Thank You!

Thank you to all our partners and staff for the great partnership!