

Formula Funds – WIOA Adult, WIOA DW and State DW

- [TEGL 10-23 Change 2](#): Department of Labor (DOL) announced that this TEGL will no longer be enforced; additional guidance will be coming soon.
- [America's Talent Strategy](#): This lays out the current administration's vision for the workforce; provides five strategic pillars/actions.
- Possible Federal Government Shutdown: We have been getting some questions around a possible federal government shutdown and what it will mean for local areas. We are monitoring the situation closely and we don't anticipate a negative impact on our programs locally in the short term. We are still spending PY24/PY25 funds so there should not be program impact at this time. We will continue to monitor the situation and inform you of any changes.
- Grants and contract executions delay: There have been delays in contract executions due to staffing transitions and SWIFT related issues requiring MMB approvals. Please continue to reach out to your Coordinator with any questions.
- New Additions to Terms & Conditions: Please be informed that the Terms and Conditions document being attached to Project Specific Plans (PSPs) that began on July 1, 2025, has been updated. Grantees must review the updated document in its entirety to become familiar with them, as they will be held accountable to the information outlined. Additions are included in Sections 2 (Funding Information and Limitations) and 3 (Items Required During the Grant Period). Section 4 (Special Administrative Provisions Required) is completely new. Please take time to review your contracts and reach out if you have further questions.
- Upcoming TEGL releases:
 - Innovations TEGL: Anticipated to be released soon
 - State Plan TEGL: Anticipated to be released soon
 - Training TEGL
 - DWG TEGL
 - Outreach TEGL
 - ETP TEGL
 - Data Validation TEGL
- Virtual Federal Roundtable for DW/RR/DWG: November 18 & 20; information to be shared after the roundtable.

Dislocated Worker 2025 Fall Webinar

We are excited to announce the upcoming Dislocated Worker Fall Webinar. This virtual event will provide follow up training on State DW program expanded eligibility categories:

- Category Eight: Non-work-related Injuries or Illnesses
- Category Nine: Low-Income Adult, Recipients of Public Assistance, or Basic Skills Deficient

Event Details:

- Date: Thursday, October 9, 2025
- Time: 9:30am – 11:30am
- Registration details will be available soon

Minnesota Jobs Skills Partnership Board Quarterly Meeting

Dislocated Worker and Trade Adjustment Assistance Program Updates

MAWB Job Seeker Services Meeting, September 24, 2025

The next meeting of the board will be held on Monday, October 27, 2025. More information can be found on the [MJSP Board Webpage](#).

Senior Community Service Employment Program (SCSEP)

Strengthening Service Impact Through Thoughtful Case Notes: In workforce development, case notes are more than just documentation, they're a vital tool for tracking progress, tailoring support, and driving meaningful outcomes. Each entry should reflect the full story of a participant's journey; from initial engagement and employment barriers to evolving goals, life events, and the services that help them move forward.

To ensure consistency and compliance, case notes must be entered at least once every 30 days and include key details such as the date and manner of contact, participant updates, services provided, and outcomes achieved. Whether it's a phone call, in person meeting, or a message exchange, every interaction matters and so does how we record it.

By capturing accurate, complete, and timely information, we not only uphold program standards, but we also empower participants, inform strategic decisions, and build a stronger foundation for success. Contact your program coordinator for more resources.

SCSEP Reminders:

- Action Items and Post-Exit Follow-ups: Providers must ensure that all past due Action Items are updated, and that all pending and overdue follow-ups are completed and recorded in the Grantee Performance Management System. Timely and accurate updates are required to receive credit for performance outcomes achieved.
- Grantee Performance Management System (GPMS):
 - [View GPMS e-Newsletters](#)
 - Access the latest materials and recordings from the [GPMS Office Hours Series](#)

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

As MN RETAIN continues to enroll ill/injured individuals, some may benefit from workforce services and training. The MN RETAIN Mayo Clinic team will complete a referral form and submit it to MN RETAIN staff at DEED Headquarters. That referral form will indicate the CareerForce location of their choice. The manager of the local area's Dislocated Worker program will receive an email from MN RETAIN staff at DEED with the participants' referral details.

Our request is for the local area manager to forward the referral email to an available Dislocated Worker counselor to proceed with intake procedures, using the referral form as proof of eligibility into the State Dislocated Worker (eligibility category of Non-Work-Related Illness or Injury). MN RETAIN staff at DEED Headquarters will continue communicating with the assigned counselor to provide guidance and ensure the transfer of information is complete for data entry into Workforce One.

Please note, the local area manager will continue to be included in all communication from DEED to their staff. The [desk reference guide](#) may be a helpful resource, or please contact info@mnretain.com to connect directly with the RETAIN team.

Reminders:

- Monthly Financial Status Report (FRS)/Monthly Reimbursement Payment Request (RPR):
 - Due the 20th day of the month following the preceding month-end. For example, the

Dislocated Worker and Trade Adjustment Assistance Program Updates

MAWB Job Seeker Services Meeting, September 24, 2025

- September RPR/FSR (September 30 end date) is due October 20.
 - Report accrued monthly expenditures.
 - A monthly RPR/FSR is required even if no funds were expended.
- Quarterly Progress Report:
 - Reports for Quarter ending September 2025 are due on October 30. Please report on all active grants.

Questions from the field:

In the update to the Career Services Allowable Activities policies, it lists: “information and meaningful assistance applying for unemployment insurance” as a basic career service. What constitutes ‘meaningful assistance’ within the providing “information and meaningful assistance applying for unemployment insurance [UI]” 1 Basic Career Services activity? **See attached document for additional information.**

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.

- You can find additional information and resources here on the [Office of Dislocated Worker and Federal Adult Programs Website](#).

Performance Updates for WIOA Dislocated Worker and WIOA Adult

Program Year (PY) 2024 Statewide WIOA Performance Outcomes

PY24 Annual Statewide Performance Outcomes	Served	2nd Quarter Employment Goal	2nd Quarter Employment Outcome	2nd Quarter Employment Numerator	2nd Quarter Employment Denominator
WIOA Dislocated Worker	1,320	81.0%	81.3%	592	728
WIOA Adult	1,671	75.6%	72.7%	652	897

PY24 Annual Statewide Performance Outcomes	4th Quarter Employment Goal	4th Quarter Employment Outcome	4th Quarter Employment Numerator	4th Quarter Employment Denominator
WIOA Dislocated Worker	80.0%	78.3%	633	808
WIOA Adult	73.5%	73.3%	649	886

PY24 Annual Statewide Performance Outcomes	Median Earnings Goal	Median Earnings Outcome
WIOA Dislocated Worker	\$12,309	\$14,471
WIOA Adult	\$8,986	\$10,363

Dislocated Worker and Trade Adjustment Assistance Program Updates

MAWB Job Seeker Services Meeting, September 24, 2025

PY24 Annual Statewide Performance Outcomes	Credential Attainment Goal	Credential Attainment Outcome	Credential Attainment Numerator	Credential Attainment Denominator
WIOA Dislocated Worker	79.7%	84.7%	389	459
WIOA Adult	74.0%	77.5%	421	543

PY24 Annual Statewide Performance Outcomes	Measurable Skill Gains Attainment Goal	Measurable Skill Gains Attainment Outcome	Measurable Skill Gains Attainment Numerator	Measurable Skill Gains Attainment Denominator
WIOA Dislocated Worker	75.8%	79.1%	544	688
WIOA Adult	72.0%	77.5%	421	543

PY24 Annual Statewide Performance Outcome Achievements	Served	2nd Quarter Employment	4th Quarter Employment	Median Earnings	Credential Attainment	Credential Attainment
WIOA Dislocated Worker	1,320	EXCEEDING	SUCCESSFUL	EXCEEDING	EXCEEDING	EXCEEDING
WIOA Adult	1,671	SUCCESSFUL	SUCCESSFUL	EXCEEDING	EXCEEDING	EXCEEDING
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						

WIOA Dislocated Worker Program Year (PY) 2024 Performance Achievements

WIOA DISLOCATED WORKER Annual Program Year 2024 Percent of Goals Achieved	2nd Quarter Employment	4th Quarter Employment	2nd Quarter Median Earnings	Credential Attainment Rate	Measurable Skill Gains
STATEWIDE	100.4%	97.9%	117.6%	106.3%	104.3%
WDA 01 Inter-County Community Council	106.7%	83.3%	93.1%	125.0%	32.9%
WDA 02 Rural MN CEP Inc	99.1%	94.1%	104.7%	103.7%	90.5%
WDA 03 NE MN Office of Job Training	94.9%	101.1%	150.8%	144.9%	150.8%
WDA 04 City of Duluth	100.5%	95.2%	126.5%	118.2%	29.3%
WDA 05 Central MN Jobs and Training	81.0%	85.8%	116.8%	104.6%	101.8%
WDA 06 SW MN PIC Inc	108.0%	101.6%	139.5%	89.6%	66.7%
WDA 07 S Central Workforce Council	99.6%	103.7%	99.7%	72.2%	107.9%
WDA 08 SE MN Workforce Development	97.2%	92.3%	85.7%	104.7%	98.5%

Dislocated Worker and Trade Adjustment Assistance Program Updates

MAWB Job Seeker Services Meeting, September 24, 2025

WDA 09 Hennepin/Carver ETC	102.3%	88.2%	124.4%	82.3%	102.3%
WDA 10 Mpls Employment and Training	99.6%	90.0%	153.2%	104.2%	104.6%
WDA 12 Anoka County	117.6%	102.7%	93.8%	115.1%	102.6%
WDA 14 Dakota/Scott Counties	112.6%	107.8%	128.1%	112.1%	87.6%
WDA 15 Ramsey Cty Workforce Solutions	109.0%	97.4%	108.9%	74.1%	69.9%
WDA 16 Washington County	103.3%	93.3%	79.3%	90.9%	109.7%
WDA 17 Stearns/Benton E&T	104.8%	96.5%	150.8%	110.1%	118.2%
WDA 18 Winona Cty Workforce Council	122.0%	123.5%	215.3%	131.6%	131.6%

WIOA Adult Program Year (PY) 2024 Performance Achievements

WIOA ADULT Annual Program Year 2024 Percent of Goals Achieved	2nd Quarter Employment	4th Quarter Employment	2nd Quarter Median Earnings	Credential Attainment Rate	Measurable Skill Gains
STATEWIDE	96.1%	99.7%	115.3%	104.8%	102.6%
WDA 01 Inter-County Community Council	93.3%	95.2%	133.5%	90.1%	92.6%
WDA 02 Rural MN CEP Inc	95.4%	100.1%	119.2%	91.0%	100.8%
WDA 03 NE MN Office of Job Training	100.1%	94.7%	175.0%	118.7%	121.8%
WDA 04 City of Duluth	116.0%	118.5%	134.7%	112.3%	76.4%
WDA 05 Central MN Jobs and Training	105.4%	95.0%	158.1%	108.0%	121.3%
WDA 06 SW MN PIC Inc	113.9%	114.4%	121.3%	117.9%	99.9%
WDA 07 S Central Workforce Council	110.7%	90.6%	160.9%	119.2%	112.7%
WDA 08 SE MN Workforce Development	75.5%	86.9%	111.5%	91.3%	102.4%
WDA 09 Hennepin/Carver ETC	100.8%	100.6%	120.9%	105.4%	120.1%
WDA 10 Mpls Employment and Training	92.7%	95.3%	100.1%	97.8%	86.6%
WDA 12 Anoka County	91.6%	95.8%	105.7%	100.0%	100.5%
WDA 14 Dakota/Scott Counties	93.0%	87.1%	102.5%	101.8%	87.6%
WDA 15 Ramsey Cty Workforce Solutions	104.8%	115.3%	135.6%	121.5%	81.3%
WDA 16 Washington County	88.2%	142.9%	170.4%	145.3%	133.3%
WDA 17 Stearns/Benton E&T	104.4%	103.1%	96.4%	125.3%	126.3%
WDA 18 Winona Cty Workforce Council	42.7%	133.3%	79.4%	131.6%	138.9%

Recommended Best Practice for Better Data Validation Results:

By including this simple step to your intake procedure, your agency will have better data validation results.

After completing the participant's initial Workforce One (WF1) data entry into the Adult and Dislocated Worker program's Eligibility and Enrollment screen:

1. Click "Eligibility/Enrollment" within the left side panel of the participant's WF1 case record.
2. Find the program enrollment you're working on and click "View/Print Enrollment".

Dislocated Worker and Trade Adjustment Assistance Program Updates

MAWB Job Seeker Services Meeting, September 24, 2025

3. Click the icon that looks like a floppy disk  and select "PDF"
 - a. Provide the document to your participant and request they review it for accuracy.
 - b. Request the participant sign/date the bottom of the document confirming its accuracy.
 - i. An electronic signature is acceptable.
 - c. The case manager then signs/dates the bottom of the document.
 - i. An electronic signature is acceptable.
4. Upload the signed document into the participant's case record's Electronic Document Storage.
 - a. This will work as a signed "self-attestation" document for multiple Data Validation elements moving forward.

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