



Outreach and Recruitment Procedures

Area 20/21

Hocking - Fairfield

Pickaway - Ross - Vinton

- The calculation of the five percent will include the total amount of all regular formula allocations received each fiscal and program year.
- Each County Fiscal department and/or each County Program department will monitor expenditures for outreach and recruitment to ensure five percent has not been exceeded.
- When the need for outreach and recruitment is identified and deemed appropriate, the County WIOA administrator or designee will provide the County Fiscal department with the following:
 - a. A narrative which describes the outreach and recruitment requested
 - b. Expected budgeted costs for the outreach and recruitment
 - c. Outcomes for providing outreach and recruitment
- The county WIOA Administrator or designee will proceed with the existing purchasing policies set forth in that county.
- All outreach and recruitment will include area designation, service identifier, and contact information.
- Allowable outreach and recruitment activities include:
 - a. Billboards
 - b. Newspapers
 - c. Radio Ads
 - d. Media Ads such as television, Internet, and magazines
 - e. Any promotional items directly related to job search such as pens, portfolios, etcetera.
 - f. Any other items deemed appropriate by the administrators
- Area 20/21 will adhere to 20 CFR 662.240(b) which states:
The core services identified in section 134(d)(2) of the WIA are:

(1) Outreach, intake (which may include worker profiling), and orientation to the information and other services available through the One-Stop delivery system. Funding will be determined on a case by case situation.

- Area 20/21 will adhere to 20 CFR 667.262(b) which states:

These employers outreach and job development activities include:

- (1) Contacts with potential employers for the purpose or placement of WIOA participants;
- (2) Participation in business associations (such as chambers of commerce); joint labor management committees, labor associations, and resource centers;
- (3) WIOA staff participation on economic development boards and commissions, and work with economic development agencies, to:
 - (i) provide information about WIOA programs
 - (ii) assist in making informed decisions about community job training needs, and
 - (iii) promote the use of first source hiring agreements and enterprise zone vouchering services.