

EARN Committee Meeting

Agenda

Microsoft Teams/Teleconference
June 2, 2026 1:30 p.m.

Welcome & Call to Order	K. Chappell
Review & Approval of Meeting Minutes	K. Chappell
Advance Central PA EARN Update	P. O'Connor & B. Gessner
<ul style="list-style-type: none">• Enrollments and Referral Rejections• DHS Bureau of Employment Programs (BEP) – Program Year 2024 Monitoring Corrective Action Plan Overview<ul style="list-style-type: none">○ Program Year 2024 Final Performance• Program Year 2025 Performance through February 2026• Code of Conduct<ul style="list-style-type: none">– Action Needed: EARN- Supervision and Conduct of Children at PA CareerLink® Policy• EARN Fiscal Status Update	
Statement of Work	P. O'Connor
<ul style="list-style-type: none">• New Contract• Program Implementation Plan	
CAO Updates	K. Chappell
EARN Provider Updates	M. Johnson
PA CareerLink® Updates	B. Jones
Customer Service/DST Issues	K. Chappell
Open Discussion	K. Chappell
Adjournment	K. Chappell

EARN Committee Meeting Minutes December 8, 2025

The EARN Committee of Advance Central PA's Workforce Development Board held a meeting on Monday, December 8, 2025 via virtual Teams Meeting.

Committee Members Attending

Kenneth Chappell (Chair) - Lycoming CAO
Julie Eister - Snyder/Union CAO
Hope Enright - Columbia/Montour CAO
Tara Hough - Clinton CAO
Bruce Jones - BWPO
Crystal Montgomery - Centre CAO/Mifflin CAO
Erica Mulberger - Advance Central PA

Committee Members Excused

Mike Lisnock - Northumberland CAO

WDB Staff Attending

Korrie Lucas
Patrick O'Connor
Kelly Walter

Guests Attending

Christine Dunn
Michele Johnson
Larry Rascoe
Julie Tkachenko
Jill Walter

Call to Order and Welcome

Ken Chappell, EARN Committee Chair, welcomed everyone, and called the meeting to order at 11:03 a.m. A quorum was confirmed. He introduced Julie Tkachenko, Human Services Analyst from the Bureau of Employment Programs (BEP); Julie provides technical assistance and monitors the EARN programming.

Review & Approval of Meeting Notes

Ken recalled the last EARN Committee meeting was held June 23, 2025, and called for a motion to approve the minutes which were sent in advance.

- ▲ Erica Mulberger made a motion to approve June 23, 2025 EARN Committee meeting minutes. Crystal Montgomery seconded the motion. The motion was unanimously approved with no abstentions.

Advance Central PA EARN Contract Update

Patrick O'Connor, Advance Central PA Adult Programs Coordinator, provided updates.

Enrollments & Referral Rejections and Performance

Patrick reported on the enrollments from July 2024 through June 2025, noting 258 carryovers from PY2023 and 280 new TANF enrollments and 28 new SNAP-only enrollments (308 total new). Overall enrollments declined from 385 in the prior program year, reflecting a nationwide trend. PA CareerLink® Lycoming County serves the most participants with a total of 278 in PY24. Patrick noted SNAP referrals are trending up in the current PY2025 with 34 SNAP Only enrollments between July and November.

The Referral Rejection Report was reviewed in detail. "Failed to report" continues to be the primary reason for rejection. Bruce noted the enrollment rate of 67% compared to that of 73% when looking at unique customers and a discussion followed. Ken emphasized that re-engagement is part of the process and expectation for the EARN provider as efforts continue to re-refer and enroll participants over time. Erica asked whether participants who are referred multiple times but fail to report eventually lose benefits. Ken explained that while they initially may face a reduction, they are unlikely to lose benefits.

Regarding performance, Patrick provided highlights from a draft PY24 DHS Bureau of Employment Programs (BEP) Monitoring which shows improvement over the previous year with 76 placements, 24 retention cases, and 33 credential achievements.

SNAP Pennsylvanian with Employment and/or Engagement Requirements (PEERs) Discussion

Patrick reviewed the report which shows the potential number of PEERs with employment/engagement requirements by county under H.R. 1; a total of 8,873 across the Central Region, a majority of whom are in Northumberland and Lycoming counties. The current number of SNAP recipients who are not currently meeting the requirements of H.R. 1 total 4,992 across the region.

With the government shut down, implementation of SNAP work requirements was paused with the compliance clock now starting in December. The CAO Directors discussed concerns with potential delays with mail being delivered so that impacted individuals have time to understand what their requirements are. Their offices are awaiting guidance from the state level.

Korrie Lucas, Advance Central PA Assistant Director asked the CAO Directors if they have any information regarding how PEERs will track and report their hours. She discussed that the EARN SNAP budget is not large enough for the existing program to serve these numbers of individuals. When asked, she clarified that the TANF budget cannot be used to serve SNAP Only recipients. Ken acknowledged the question and mentioned that volunteer work involves a specific form, and the recipients themselves will likely be responsible for completing that. DHS Advisor Julie Tkachenko stated she will share a copy of the form Ken referenced. It is unclear how engagement in other activities will be tracked.

Patrick asked whether there is concern SNAP recipients will continue to accept the benefits they need for the allowable three-month period and then allow them to lapse. Tara responded that it is too early to say, noting that individuals may not fully realize the repercussions until deadlines approach. Ken agreed, stating that the impact will become clearer once the three-month timeline has arrived. Julie concurred from the state. Crystal added that their team is working to identify cases that meet exemptions; other offices are diligently doing the same.

The passing of H.R. 1 also changed the age at which caregiving for a child grants an exemption from 18 to 14. Patrick spoke about the potential barriers that participants may experience regarding the choice between childcare and meeting SNAP requirements, as school aged children may be in the home while a parent is away.

Credentialing Cohort Discussion

Patrick shared that previous corrective action responses to BEP monitoring included implementation of credentialing cohorts to help improve that measure. To date, the cohorts are functioning as study groups, with space at the PA CareerLink for participants to come together, quietly study, and engage with peers balancing similar responsibilities. Although engagement remains low with these groups, recent outreach was deployed to help facilitate the recruitment of participants to these groups. Patrick added that these study groups may be a great space for PEERs to take advantage of when trying to complete engagement requirements.

EARN Fiscal Status Update

Erica provided an update on the EARN budget and expenditures through September 30, 2025. The SNAP budget of \$51,904 is anticipated to be fully expended with the current and anticipated increase in SNAP Only enrollments.

While the program is fully operating, Advance Central PA has not received reimbursement for EARN expenses since May 2025. EARN performance funds are being used to cover the costs and pay the EARN provider staff. Advance Central PA will continue to collaborate with the PA Dept. of Human Services to access the funding needed to reimburse expenses to date and continue operating.

County Assistance Office (CAO) Updates

Ken noted that due to the recent government shutdown, the LIHEAP program was delayed but has now resumed. The CAO LIHEAP team is currently busy managing the increased workload from the delay.

EARN Provider Updates

Michele Johnson, EARN Program Supervisor, shared the EARN Provider report from July – December. A number of events were held to assist participants with overcoming barriers. This included a back-to-school event held in coordination with community partners that provided school supplies to the children of EARN participants, connection to local library services, and utilization of the Toys for Tots program.

Michele also shared examples of participant success stories, highlighting the impact of EARN. In Snyder County, a participant transitioned from a women's shelter to secure her own housing and employment. In Northumberland County, one participant moved into stable housing and has maintained sobriety for over a year, while another is

actively studying for her HiSET exam in Social Studies and Math. These stories underscore the purpose and positive outcomes of the work being done.

The team continues to focus on increasing on-site attendance and recently started a Journaling Workshop designed to help participants track their EARN hours. During these workshops, they plan intentionally, track daily activities, and organize routines.

Michele noted efforts in connecting participants to employment goals include job fairs, interview clothing assistance, resume reviews, and transportation support. Food support has been particularly challenging, as participants expressed concerns about SNAP funding and access to food and necessities. Recent workshops have provided critical support during this period, and the team's collaboration was noted as a positive and impactful effort.

Michele ended the report with a specific success story out of Clinton County, where a current EARN participant exemplifies resilience and overcoming barriers when there is support. After escaping a domestic violence situation, she arrived in Pennsylvania with her four-year-old child and no support network. Through the CAO and EARN, she secured emergency assistance, stable housing, and began building a career pathway. She is working toward obtaining her driver's license, purchasing a vehicle, and overcoming transportation barriers. She has secured employment and is preparing to enroll in a nursing program in January.

Michele noted two staffing changes, one being the addition of Abby Greevey and the other being Kaylin Fetterhoff's acceptance of the second wellness coach position.

PA CareerLink® Update

Bruce Jones, BWPO Area Regional Director, reiterated the great work of the EARN provider.

He discussed PA CareerLink® which was a team effort across all partners in the one-stop system and brought together multiple employers on-site to meet directly with job seekers, showcased specialized workshops such as expungement and apprentice/pre-apprentice opportunities, and allowed the public to learn about PA CareerLink® programs and services, and connect with staff. He reported the event provided opportunities for participants across all programs, including EARN and that it went well across the entire region.

Customer Service/DST Issues

None to report.

Open Discussion

Julie Tkachenko expressed her appreciation for hearing the success stories and shared that she has attended a PA CareerLink® Awareness Day and affirmed that it was a well-executed, meaningful event.

Date of Next Meeting

The EARN Committee will meet as needed.

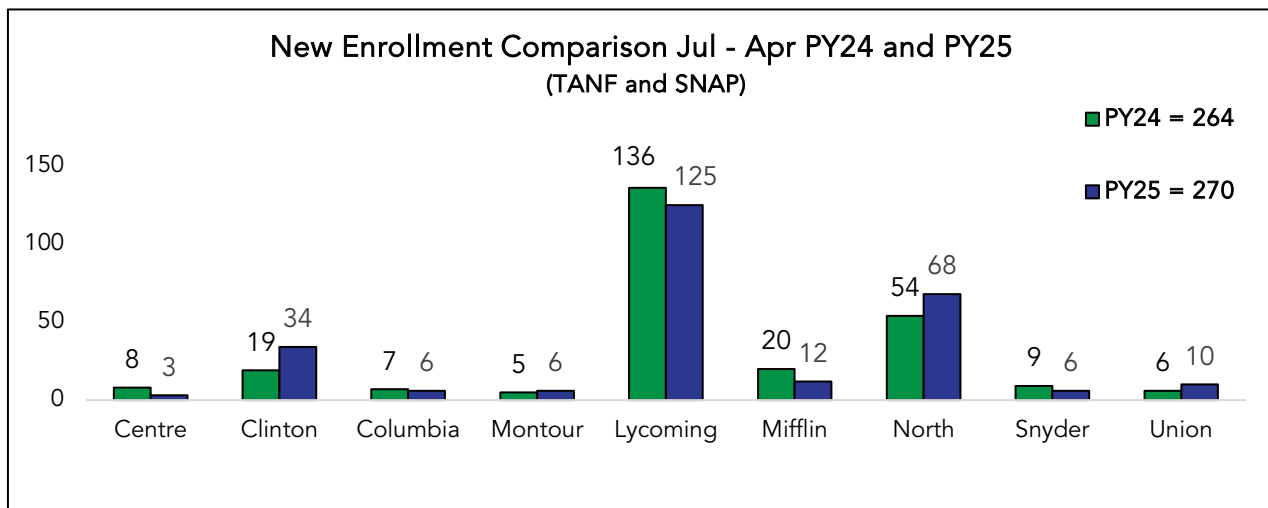
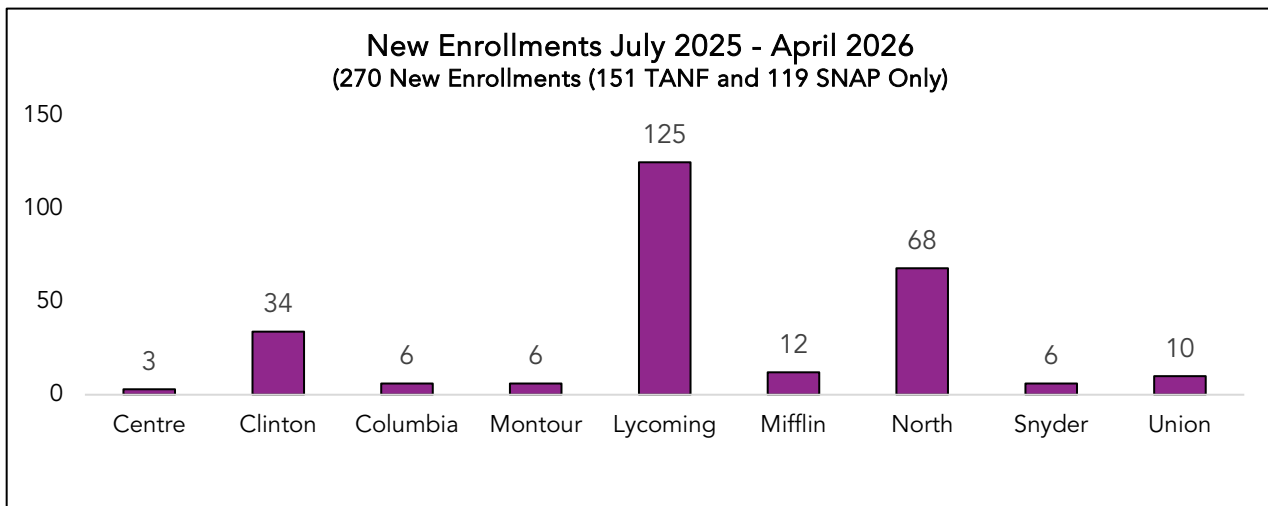
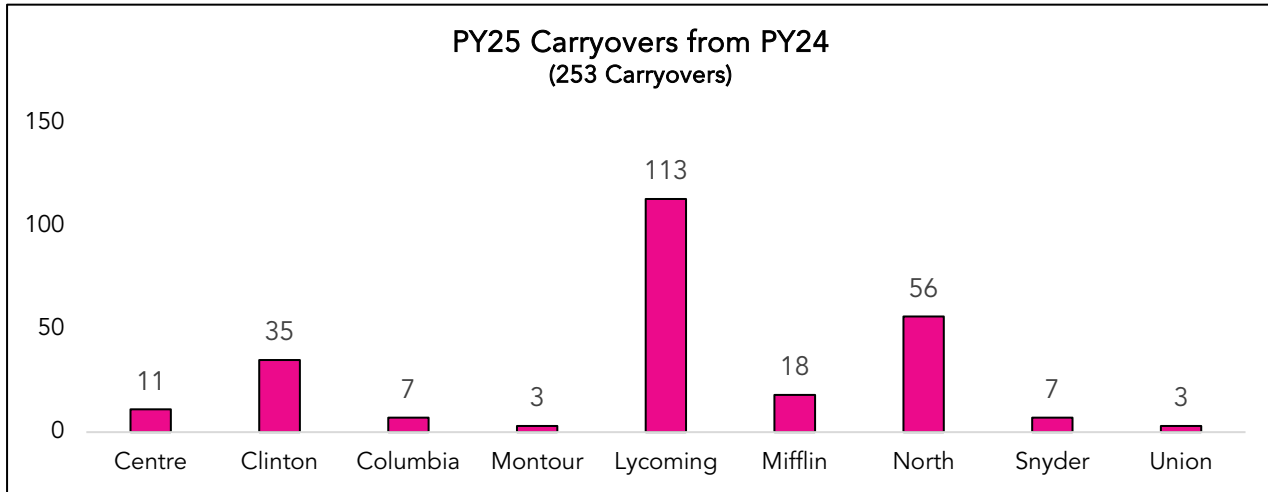
Adjournment

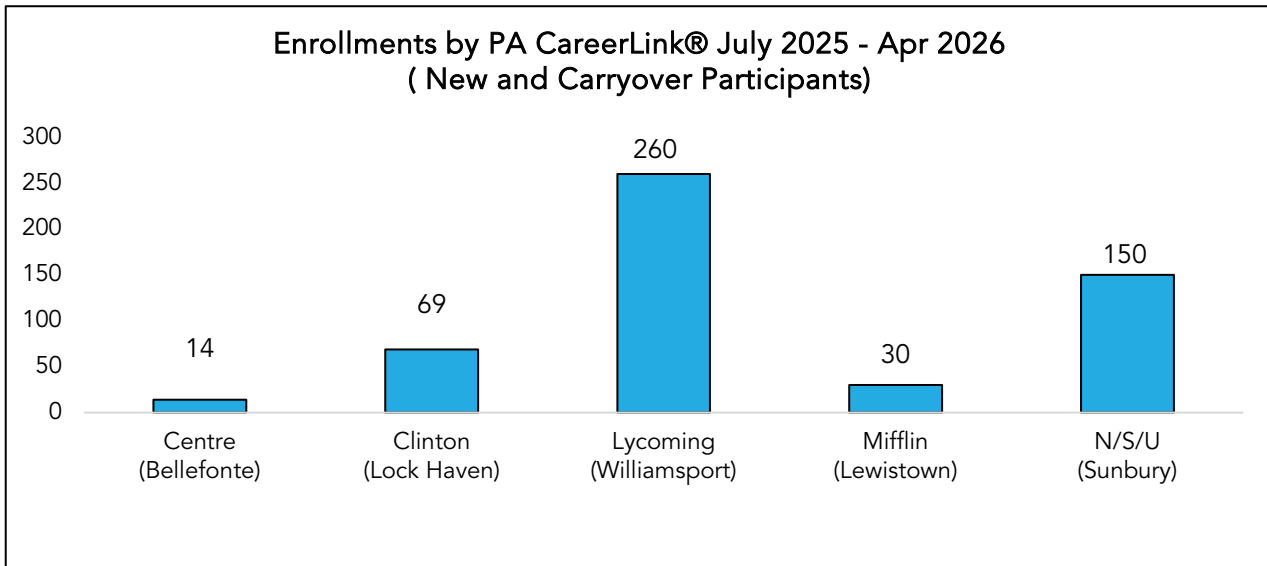
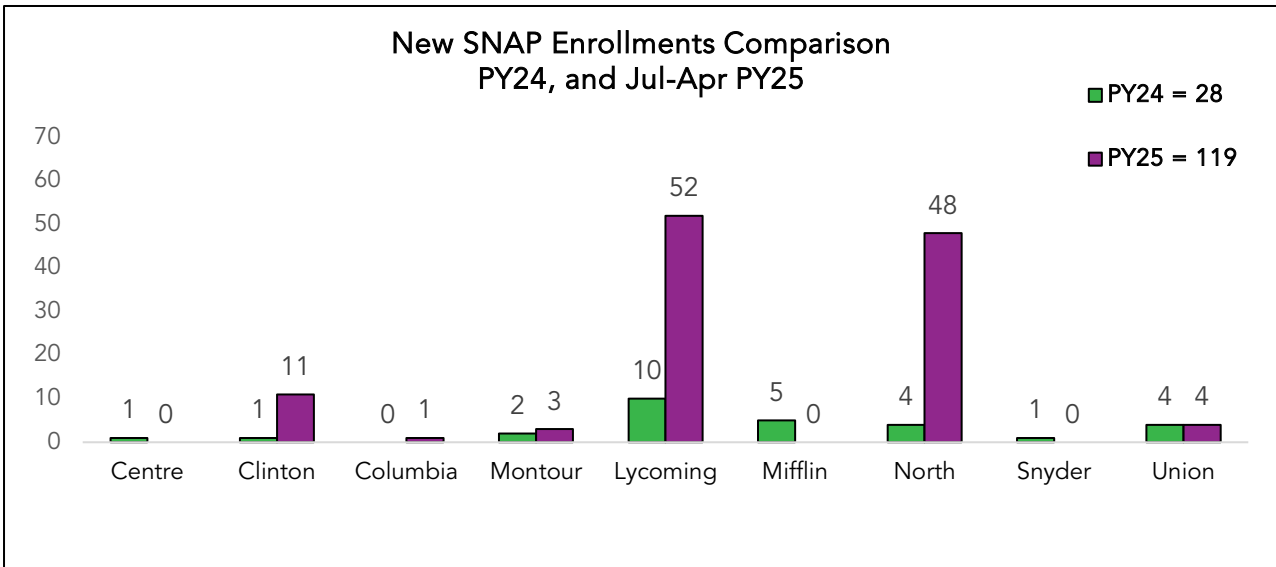
With no further business to discuss, Ken adjourned the meeting at 2:16 p.m.

Respectfully submitted,

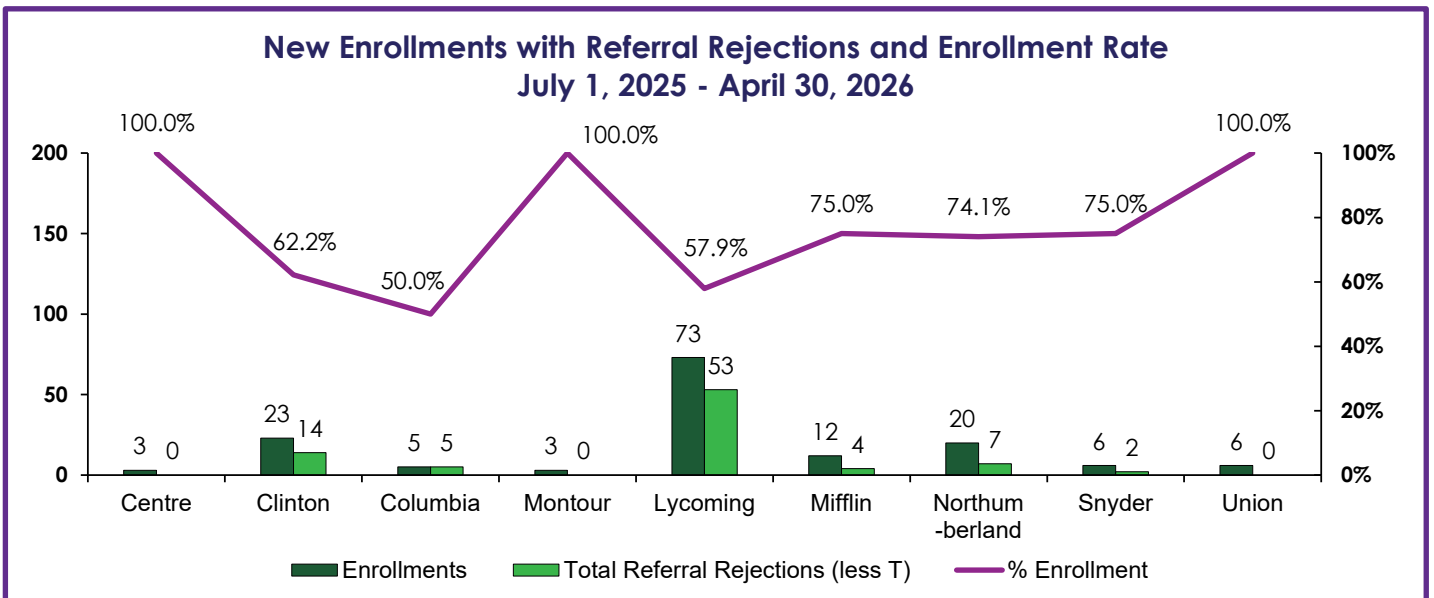
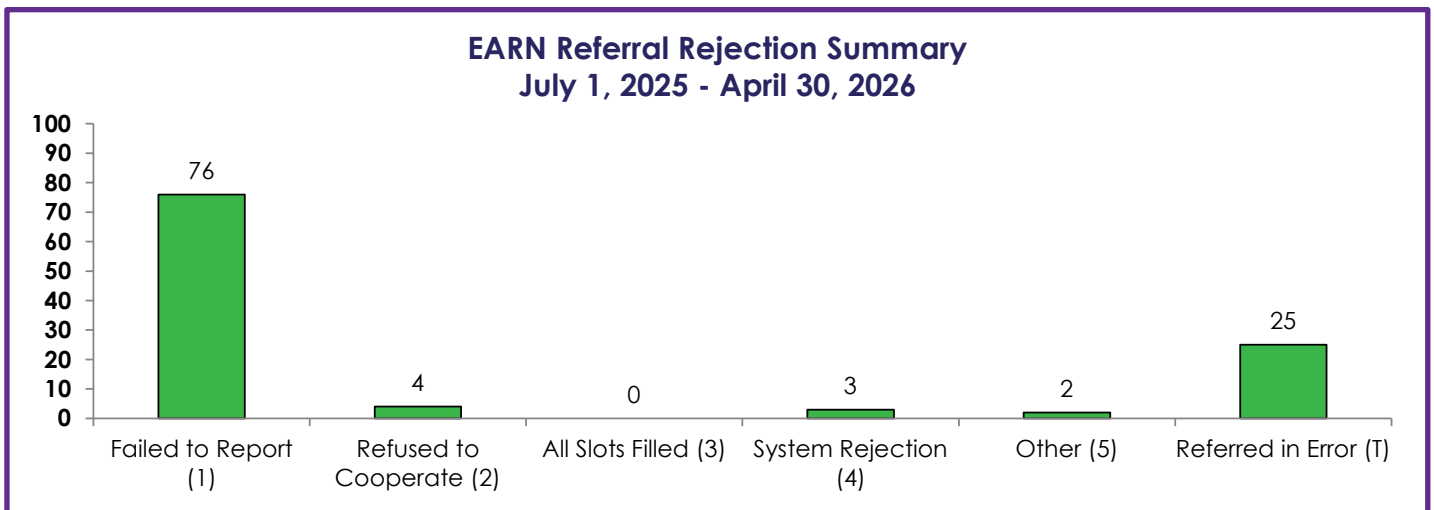


Kelly Walter, Office/Board Coordinator

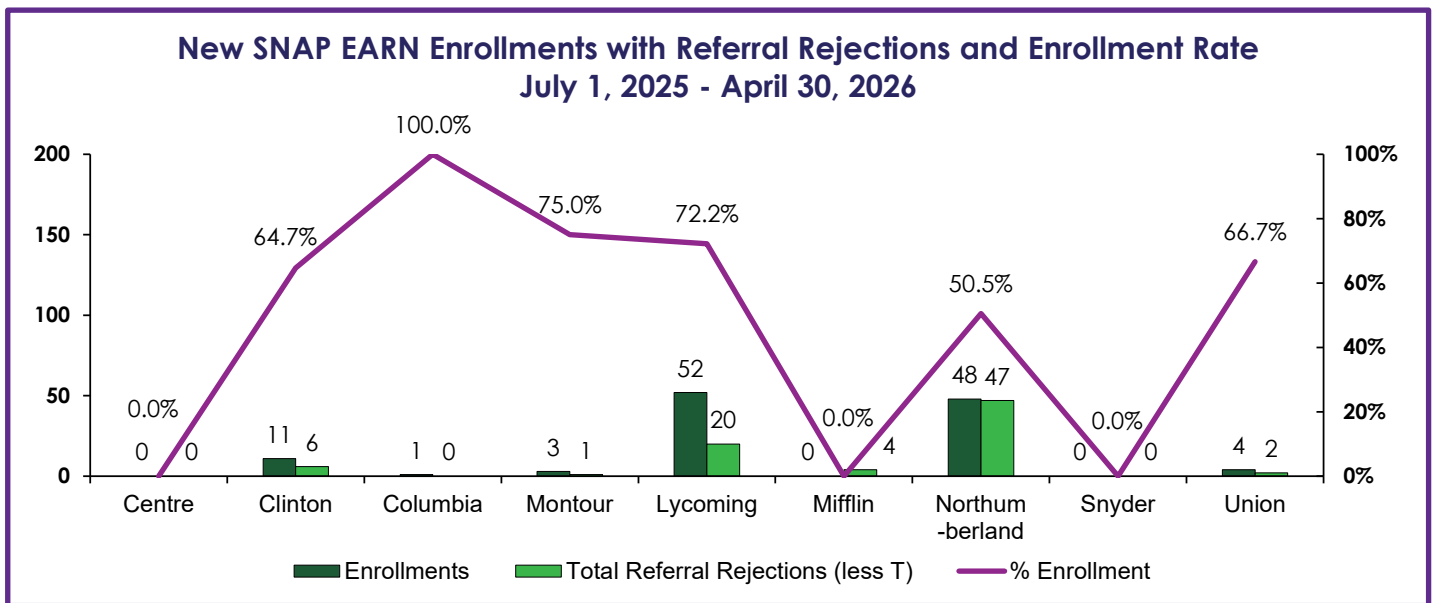
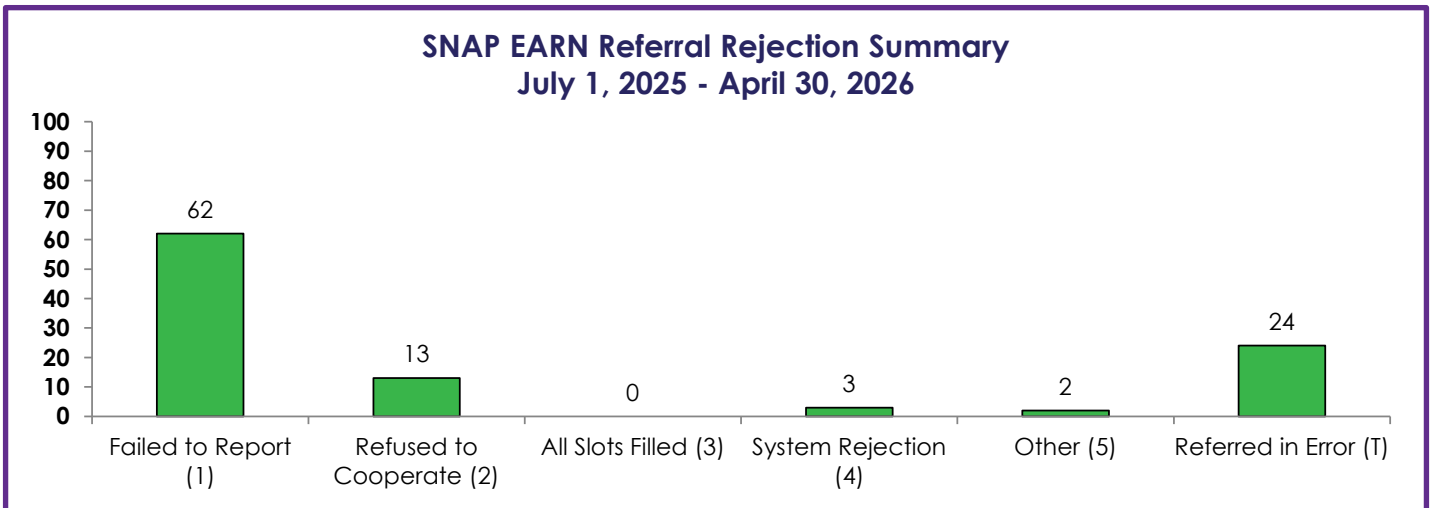




Referral Rejection Detail	Centre	Clinton	Columbia	Montour	Lycoming	Mifflin	Northum-berland	Snyder	Union	Total Per Code
Failed to Report (1)	0	9	5	0	52	2	6	2	0	76
Refused to Cooperate (2)	0	3	0	0	0	0	1	0	0	4
All Slots Filled (3)	0	0	0	0	0	0	0	0	0	0
System Rejection (4)	0	1	0	0	0	2	0	0	0	3
Other (5)	0	1	0	0	1	0	0	0	0	2
Referred in Error (T)	0	2	3	2	4	0	12	2	0	25
Total Per County (excluding T)	0	14	5	0	53	4	7	2	0	85
Total Per County	0	16	8	2	57	4	19	4	0	110



Referral Rejection Detail	Centre	Clinton	Columbia	Montour	Lycoming	Mifflin	Northumberland	Snyder	Union	Total Per Code
Failed to Report (1)	0	1	0	1	20	2	38	0	0	62
Refused to Cooperate (2)	0	3	0	0	0	0	8	0	2	13
All Slots Filled (3)	0	0	0	0	0	0	0	0	0	0
System Rejection (4)	0	2	0	0	0	0	1	0	0	3
Other (5)	0	0	0	0	0	2	0	0	0	2
Referred in Error (T)	0	0	1	1	8	0	12	0	2	24
Total Per County (excluding T)	0	6	0	1	20	4	47	0	2	80
Total Per County	0	6	1	2	28	4	59	0	4	104



Corrective Action Guidance

To develop an acceptable CAP, the provider should:

1. Determine who has the knowledge and authority to make the decisions, to develop the plan, to require the changes, and to coordinate across functional areas of responsibility.
2. Assign individual responsibility and an overall CAP coordinator role.
3. Focus on error concentrations that have the most significant impact on the error rate.
4. Identify the root cause of the error: when did it occur, and who or what caused it?
5. Identify operational policies and procedures that caused the error.
6. Develop a correction strategy that wholly addresses each deficiency.
7. Identify major tasks required to implement the corrective action, sequential timelines addressing the most critical areas first, target implementation dates, and key personnel/components responsible for each action.
8. Address practice/process, structure, training, communication needs, monitoring and follow-up activities.
9. Assess proposed CAP for potential unintended consequences of system changes on other areas of the business; adjust as needed.
10. Assess whether the corrective actions in place are effective at reducing or eliminating error causes.

Please submit the CAP within 14 business days of receipt of this notice to Julie Tkachenko at jtkachenko@pa.gov . If further discussion is needed, a meeting will be scheduled to discuss as soon as possible after the 14-day period.

CORRECTIVE ACTION PLAN	
Performance Outcomes	
Secondary Equivalency and Credentialing	
GOAL: 50% RATING: 43.66%	
CORRECTIVE ACTION PLAN DESCRIPTION	<p>Advance Central PA continues to recognize the essential nature of enrolling individuals into credentialing and training programs to ensure they are job-ready and supported through successful completion. Our expectations are that EARN staff prioritize education programs that align with a participant’s career journey while remaining adaptable to their living situations. Staff remain vigilant, utilizing the refined referral pathways to partner organizations established over the last two program years to support participants facing significant barriers. Although the performance outcome is below the required standard, Advance Central PA did see an increase in both the total number of credentials obtained and the percentage of successful credentials obtained compared to the previous program year. Our intentional plans will result in increased compliance and credential outcomes for participants.</p> <p>Strengthen Participant Screening and Placement To ensure long-term success, Advance Central PA and EARN staff maintain a holistic approach that focuses on high-quality screening and proactive career pathway awareness. EARN staff continue to utilize the Family and Household Needs Assessment and the Individual Employment Plan as the foundation for</p>

success. The goal-setting strategies originally adopted from the Coaching Collaborative experience have now been standard practice for two years. Assessments accurately gauge skills, interests, and commitment to ensure alignment.

Staff remain dedicated to matching career goals with current EARN offerings while addressing personalized learning styles and skill gaps to provide a clear roadmap toward success. Most importantly, staff will continue to evaluate participant's "training readiness" prior to opening an activity code. If staff find existing barriers are too burdensome for an individual to actively participate in any training activity, they will ensure barriers are removed or at the very least, attended to with support to promote success.

Enhance Supports and Improve Program Delivery

Advance Central PA recognizes that academic and non-academic supports are the backbone of program engagement. EARN staff maintain strong coordination with PA CareerLink® WIOA Title II services and promote digital literacy through PA CareerLink® SkillUp™. While childcare remains a systemic challenge in the Central Region, staff continue to advocate for participants and explore all available local resources to locate suitable and reliable childcare.

Transportation support remains a critical component of our delivery model, including the continued operation of the in-house EARN van transportation. Flexible learning formats—online, hybrid, and nontraditional scheduling—have been fully optimized to remove participation obstacles that previously hindered progress.

EARN staff have also implemented a Study Group workshop for the program year 2025. These study groups offer quiet areas within the PA CareerLink® sites that allow participants the time and space to focus solely on their training or educational activities. Workshop instructors will remain present at the study groups to help with any educational needs or questions, while highlighting and teaching evidence-based study habits that lead to success. These study groups will continue to be promoted to all participants while encouraging them to come onsite, which we anticipate will help individuals focus on their educational goals outside of busy households.

Monitor and Evaluate Progress

Advance Central Pas's data-driven approach has led to sustained improvements in performance metrics. Since the corrective actions taken following Program Year 2023, credentialing obtainments were raised and the percentage of obtainment also increased. All staff receive annual refresher training on EARN Manual and Validation requirements to prevent the recurrence of previous data entry errors.

The EARN supervisor's review of training activity codes before CWDS entry is now a permanent quality control fixture. Ad hoc reporting allows for intentional educational check-ins, reaffirming participant progress and ensuring

that our program offerings remain effective, engaging, and compliant with all validation standards.

The Advance Central PA Adult Programs Coordinator will also review open educational activity codes monthly with the EARN Supervisor and, similar to a DST, discuss challenges and setbacks to credential obtainment while exploring solutions.

Promote Career Pathway Awareness

Clear communication regarding the value of the EARN program remains central to our mission. Staff prioritize messaging that links education to increased salary expectations and expanded career pathways. Advance Central PA and EARN staff emphasize the High Priority Occupation (HPO) List and the Eligible Training Provider List (ETPL), while continuing to leverage WIOA Title I funds for expanded training access.

Program staff will also be sure to emphasize not just the available credentials, trainings, and education in the area, but the job titles specific trainings can unlock along with the salary increase that comes with completing post-secondary degrees and certifications. This also includes highlighting specific local employer partners who recognize or require certain credentials to show immediate marketability. Collaboration with the Business Solutions Team will be pivotal to showcasing this information and the EARN staff will continue to leverage the resources of the PA CareerLink® BST.

The EARN program will also strive to make after-exit connections with successful participants (those who entered retention and completed the program) and request they share their stories and experiences with the program and what steps they took to attain self-sufficiency. The Advance Central PA Communications Coordinator will also highlight these stories in promotional materials and other relevant methods, allowing actively enrolled participants the opportunity to see peers in similar situations obtain success.

Technical Assistance Needed

We continue to request technical assistance and updated best practices regarding BEP-approved In-House Credentialing to ensure our local offerings remain at the forefront of accessible, career-aligned training. We respectfully request a listing of in-house credentials that are in use across the Commonwealth that lead to success with this metric and certainly for the EARN participants served.

CAP IMPLEMENTATION STAFF	Patrick O'Connor
CAP OVERSIGHT STAFF	Korrie Lucas
TIME FRAME OF CAP IMPLEMENTATION	Immediately
Job Placement	
GOAL: 65% RATING: 56.86%	

Continue to identify High-Demand Industries with Competitive Wages

Advance Central PA continues to focus on high-demand industries that offer competitive wages. EARN staff actively review the Central Region High Priority Occupation (HPO) List with job seekers to ensure they are pursuing viable opportunities. Key sectors such as healthcare, retail and customer service, warehouse and logistics, food service, and administrative roles continue to offer positions that align with wage requirements. Roles such as Certified Nursing Assistants, specialty retail supervisors, forklift operators, cooks, and data entry clerks remain primary targets for providing stability and growth potential.

The Advance Central PA Adult Programs Coordinator, in tandem with the EARN Supervisor, will review all open AC33s (employment codes) monthly to identify participants missing the wage/hourly requirements for the placement outcome and discuss internal strategies to meet the metric. Ongoing data analysis confirms that many EARN participants continue to accept part-time or lower-wage jobs to gain scheduling flexibility due to the persistent lack of childcare in the region, often supplementing TANF benefits rather than facing the "welfare cliff." While participants frequently engage in delivery roles and the "gig economy" to create flexible schedules during non-traditional hours, staff remain clear that these roles often do not meet the federal definition of Placement. Utilizing the full denominator report with wages and hours allows staff to track these trends, while subcontractor staff review case records to better understand and guide participant work choices.

To combat the systemic challenge of the welfare cliff, EARN staff continue to utilize the Jobs Placement Report (RPT86) and the Employment Verification Form (EVF) to identify individuals falling below performance thresholds. Job developers are now reviewing this data weekly to re-engage participants in conversations about family-sustaining careers and opportunities for wage progression.

Engage Employers Offering Qualified Wages

Engaging employers who offer competitive wages remains critical to ensuring job seekers receive fair compensation. Staff continue to prioritize partnerships with local businesses willing to pay at least \$2.00 above the required minimum wage to improve economic mobility and financial security.

Advance Central PA continues to utilize the PA CareerLink® Business Solutions Team (BST), leveraging their expertise in partnering with high-quality employers. Recognizing that the immediacy of BST job leads requires candidate readiness, the EARN Job Developer now vets all referrals to ensure they have high-quality resumes, a solid understanding of workplace professionalism, and minimal barriers to employment. These match meetings serve as a critical bridge, aligning specific participant needs and capacities with tangible employment opportunities. Moving forward, EARN staff will strengthen the referral process for "match meetings" with the BST by utilizing an existing Match Meeting tracker that will be reviewed monthly by the

**CORRECTIVE ACTION
PLAN DESCRIPTION**

	<p>Advance Central PA Adult Programs Coordinator in tandem with the EARN Supervisor, acting on low referrals through discussion and case file review.</p> <p>Develop Employment Pathways with Wage Progression To ensure long-term financial stability, we continue to develop employment pathways that prioritize wage progression. Encouraging EARN participants to enter training for industries with proven wage growth potential remains a top priority. Certifications and short-term trainings are leveraged to help participants access higher-paying entry-level positions.</p> <p>A key component of this strategy is the continued improvement of the credential metric and the pursuit of BEP-approved in-house programs , ideally with technical support to understand those that have been successful in other areas. We view the adoption of these accessible, approved training models as essential for our participants who require flexible, non-traditional educational routes or find long-term training too cumbersome in their current status.</p> <p>EARN Data Entry staff responsible for inputting hours/wage changes continue to coordinate closely with Job Developers when they identify participants with low hours or wages. This feedback loop triggers immediate outreach to discuss potential service adjustments or new employment searches that better meet the family’s needs and performance definitions.</p> <p>Leverage Workforce Development Programs Leveraging PA CareerLink® partner programs continues to strengthen our job placement efforts. We co-enroll participants interested in Individual Training Accounts (WIOA Title I scholarships) that lead to HPOs, Registered Apprenticeships, and On-the-Job Training (OJT). These programs provide the most accessible pathways for gaining hands-on experience and securing long-term positions.</p> <p>Furthermore, Advance Central PA continues to leverage relationships with Local Management Committees to locate resources and supports that extend beyond standard EARN and PA CareerLink® offerings, ensuring that participants entering employment have the holistic support necessary to retain their new positions.</p>
CAP IMPLEMENTATION STAFF	Patrick O’Connor
CAP OVERSIGHT STAFF	Korrie Lucas
TIME FRAME OF CAP IMPLEMENTATION	Immediately
Job Retention – 6 Month	
GOAL: 70% RATING: 56.86%	
CORRECTIVE ACTION PLAN DESCRIPTION	<p>Strengthen Job Matching and Placement Advance Central PA recognizes that effective job matching is the foundation of long-term economic mobility. As noted above for the Credentialing CAP, EARN staff will highlight the value of credentials through career exploration. Rather</p>

than focusing on the certificate alone, staff will align participants with specific job titles (e.g., Certified Logistics Associate or Healthcare Administrative Lead) that offer clear salary bumps and paths to advancement. Advance Central PA's Adult Programs Coordinator will provide an up-to-date list of Eligible Training Providers in the Central Region every month, highlighting the HPOs of each training and their corresponding salaries.

To mitigate turnover in high-demand but high-barrier industries like healthcare, the BST and EARN will continue to identify "Retention-Friendly Employers" who offer flexible scheduling or onsite support, as most EARN participants find it difficult to remain in retention due to barriers such as childcare and transportation. Staff will utilize insights from the Coaching Collaborative to bridge the gap between "requirement" and "opportunity," using success stories and alumni testimonials to motivate participants by showing real-world examples of peers who successfully navigated childcare and transportation barriers to reach stable, higher salary careers.

Provide Retention-Based Support Services

Advance Central PA will maintain a proactive support stance by revisiting the Family and Household Needs Assessment at the placement date and the 5-month retention mark. Recognizing that barriers often intensify after employment begins, support will be multifaceted:

- Direct Remediation: Referrals to partner agencies or sessions with the in-house Wellness Coach.
- Success Narrative Integration: Sharing "Before & After" case studies of former participants to help current workers visualize solutions to common post-placement hurdles.
- Incentive Alignment: In accordance with the DHS EARN Manual and Advance Central PA Incentive Policy, participants remain eligible for up to \$1,400 in incentives across 12 months of verified retention. We will emphasize these incentives as a "bridge to stability" rather than just a compliance reward.

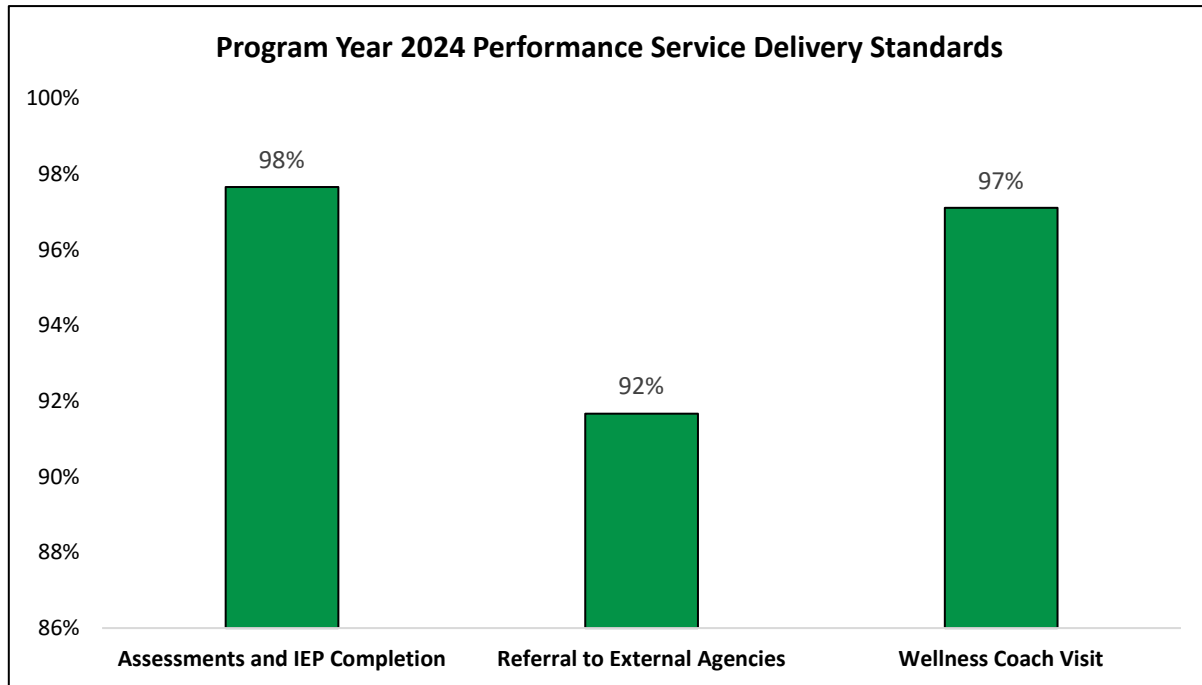
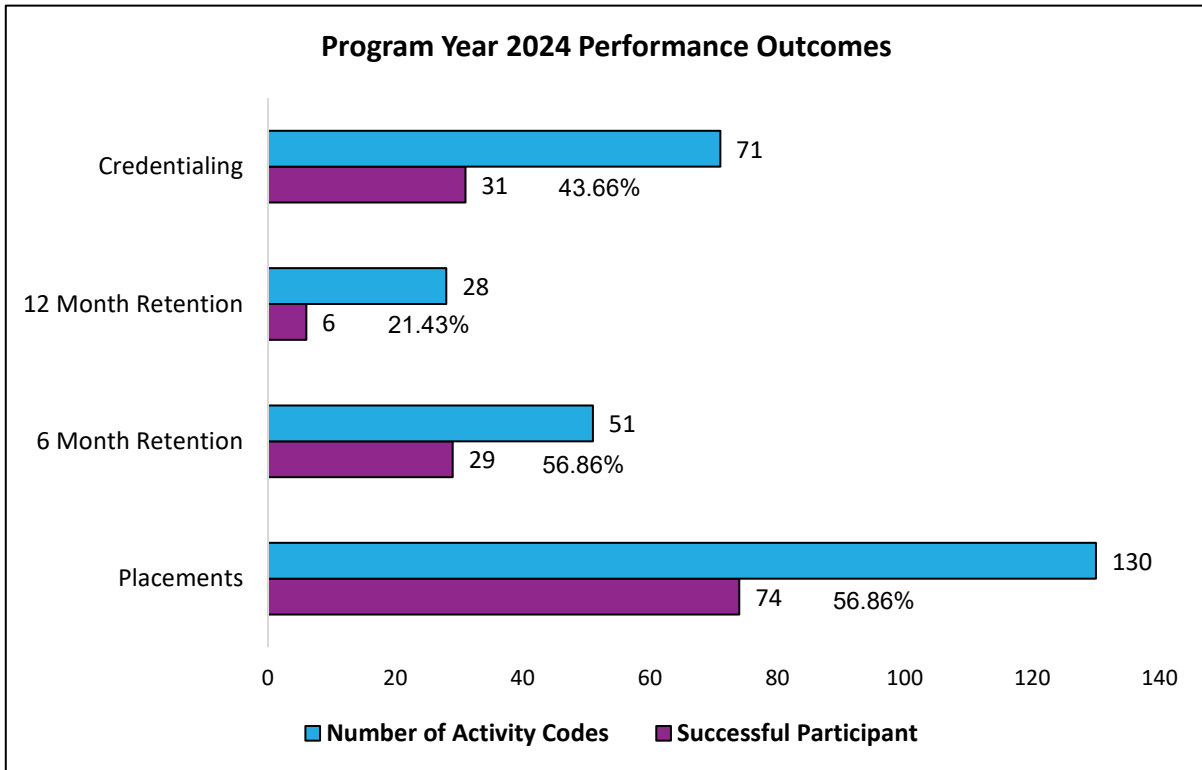
Finally, participant led peer groups continue to have a positive impact on individuals attending them and Advance Central PA plans to explore a retention based peer mentor program by recruiting individuals approaching the 12-month retention mark or individuals that have exited the EARN program successfully to share the strategies they used to juggle employment, homelife, and EARN requirements. This may be challenging as even the most successful participants that credit EARN for the support and guidance they provided have "moved on" as they no longer need the support. This will be a pilot.

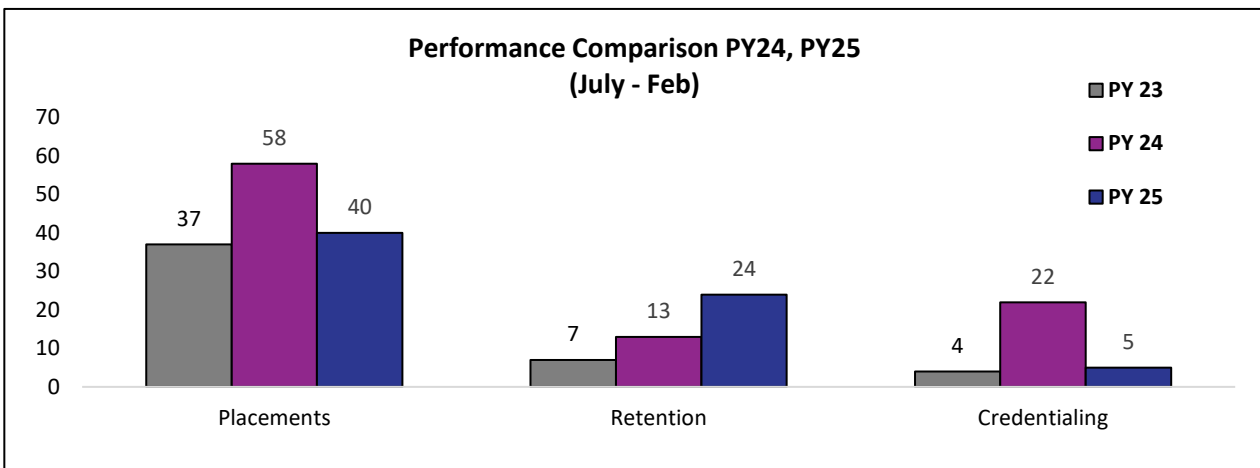
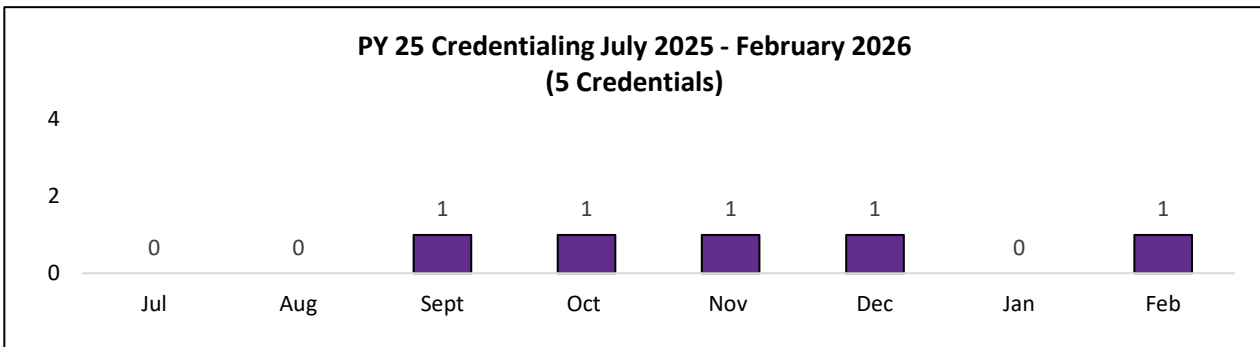
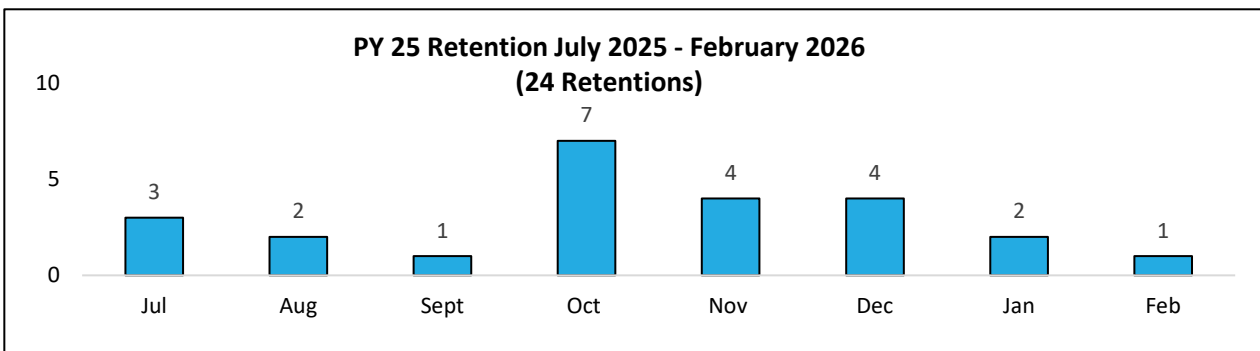
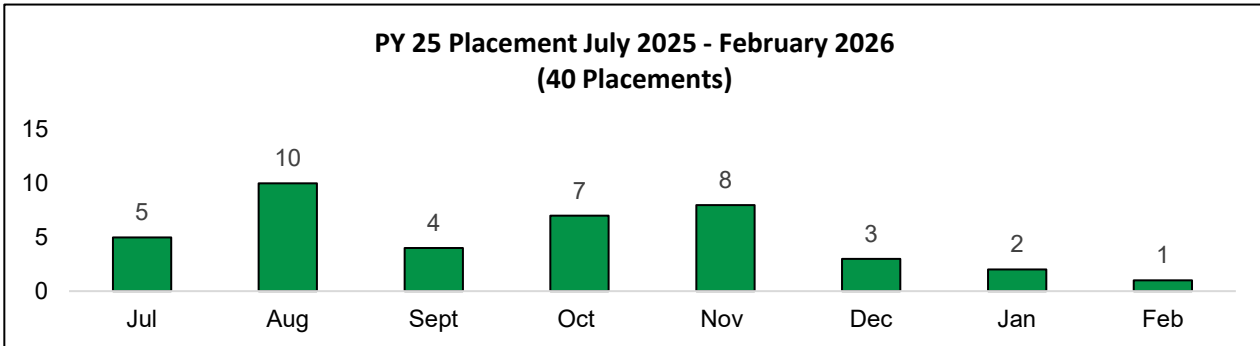
Implement a Data-Driven Retention Strategy

For the next program year, Advance Central PA will move beyond identifying data entry errors to implement an anticipatory review of the participant's needs at the beginning of the retention clock. As staff must enter a 01 code to signify the closure of TANF benefits, as confirmed by their respective County

	<p>Assistance Office, they will also contact the participant and document a conversation regarding the closure of benefits and any barriers to retention. This documented case noted conversation will allow staff and participants to prepare for the next 6 to 12 months of retention and anticipate any needs.</p> <p>Furthermore, Advance Central PA's Adult Programs Coordinator will review participants approaching retention monthly with EARN staff to correct data entry errors and incorrect identification of retention participants. This review will allow EARN staff to increase their compliance and validation practices by including a CIS record (printout or screenshot) showing benefit history as of the performance measure date. This ensures that no ongoing TANF benefits were active during the retention period, maintaining the integrity of our performance data and reducing the number of individuals inadvertently pulled into the retention denominator.</p> <p>Technical Assistance Requested Advance Central PA is requesting technical assistance with obtaining eCIS logins for new EARN program staff.</p>
CAP IMPLEMENTATION STAFF	Patrick O'Connor
CAP OVERSIGHT STAFF	Korrie Lucas
TIME FRAME OF CAP IMPLEMENTATION	Immediately
Job Retention – 12 Month	
GOAL: 50% RATING: 21.43%	
CORRECTIVE ACTION PLAN DESCRIPTION	<p>Advance Central PA and EARN staff will take the same approach to correcting its 12 Month Job Retention metric by incorporating the above strategies referenced in the 6 Month Retention metric. Participants approaching 11-month retention mark will have their Family and Household Needs Assessment revisited, allowing both the staff and the participant to anticipate any needs as the 12 Month Retention mark arrives. The biggest problem for participants entering long term retention remains – keeping them engaged so that they stay in contact.</p> <p>Staff will continue to outreach to employers when contact appears to have been lost to obtain paystubs and learn of participant progress. Participants mentally see themselves as successfully completing EARN when they've been employed so long, though we know they can and do benefit from continued services when they do remain in communication with EARN.</p> <p>Advance Central PA's Adult Programs Coordinator will continue to review participants approaching 12-month retention to ensure compliance with validation practices mentioned above.</p>
CAP IMPLEMENTATION STAFF	Patrick O'Connor
CAP OVERSIGHT STAFF	Korrie Lucas

TIME FRAME OF CAP IMPLEMENTATION	Immediately
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EARN- Supervision and Conduct of Children at PA CareerLink® Policy

Background

We understand that lack of childcare can be a significant barrier to your program participation. As EARN helps you navigate potential resources, we welcome you to bring your children on-site at the PA CareerLink® when needed so that you can actively utilize the available services. Please follow this code of conduct so that we maintain a professional and safe environment for everyone.

EARN participants are fully responsible for the care, supervision, and behavior of any children they bring to PA CareerLink®. This policy provides further detail and guidance.

Parental Supervision

As an EARN participant, you are responsible for the supervision and behavior of any children present with you at PA CareerLink®.

EARN and other PA CareerLink® staff are not permitted to watch your children or otherwise be responsible for them.

Guidelines:

- Participants may not leave children unattended at any time.
- Participants must ensure children remain in designated areas of the site unless otherwise directed.
- Participants must be able to fully participate in scheduled activities.

Professionalism

The PA CareerLink® office is a place of business where others might be interviewing, working on interviews, or taking classes. Please make sure you and your children use indoor voices similar to what they might be asked to use in pre-school, etc.

Participants are responsible for ensuring that children:

- Do not engage in disruptive, unsafe, or inappropriate behavior
- Do not run or engage in rough-housing
- Respect staff, customers, equipment, and facility rules
- Follow all posted signs and staff instructions
- Do not interfere with program services or other participants

Examples of disruptive behavior include (but is not limited to):

- Excessive noise, running, or unsafe activity
- Interference with workshops, appointments, or computer use

- Damage to property or equipment
- Behavior that creates discomfort or safety concerns for others

Entertainment

Books are strongly encouraged. Remember, the library is a great resource! If you don't currently have a library card, EARN staff will be happy to help you understand what to do.

Coloring books and crayons and imaginative toys such as blocks, dolls, and figurines can be brought on-site for quiet play.

Your children are permitted to watch videos or play games on a phone or other device that you bring with you, but headphones must be used so they do not disturb other customers.

The EARN program may also have quiet toys and books for children. If interested, ask staff if there are toys or books available.

Food and Drink

You are welcome to bring your children small non-messy snacks and drinks with secure lids.

You are responsible for cleaning up any wrappers, crumbs, spills, etc. Ask for help if cleaning supplies are needed.

Workstations with Infant Mats

Some PA CareerLink® sites have workstations that allow participants to use a computer to access training activities while your infant or small toddler can rest or play quietly next to them. If interested, ask staff if there is workstation like this available.

PA CareerLink® Computers and Equipment

Children may not use the PA CareerLink® computers, phones, printers, or other office equipment.

Staff Authority and Immediate Actions

If this policy is not being followed, EARN staff have the authority to professionally and politely address the part of the policy that is not being adhered to with the EARN participant. If the non-compliance with this policy is not immediately resolved, EARN staff may take the following actions:

- End or reschedule a participant's appointment/activity
- Re-evaluate childcare barriers and remediation plans together with the participant

Impact on Participation

Failure to meet supervision and conduct expectations may result in:

- Loss of participation hours for that day

- Rescheduled or missed activities

BUDGET FOR EARN GRANT AGREEMENT

Grantee: Central Pennsylvania Workforce Development Corporation
 Grant: # 4100077209
 Period: July 1, 2025 through March 31, 2026

TANF Portion of Grant = \$ \$ 2,010,846.00
 SNAP Portion of Grant = \$ \$ 51,904.00
 Total Grant = \$ \$ 2,062,750.00

*Administrative costs are to be included in this amount, but may not exceed 10% of the total grant.

EARN Expenditures as of 3/31/26

COST REIMBURSEMENT

	TANF Portion Total Grant	TANF Amount Expended	SNAP Portion Total Grant	SNAP Amount Expended	Total Grant	Balance Remaining	% Expended
Administration							
<u>Personnel</u>							
<i>Salaries</i>							
<i>Total Salaries</i>	\$ 51,150.00	\$ 29,427.00	\$ 1,168.00	\$ 1,028.70	\$ 52,318.00	\$ 21,723.00	58.21%
<i>Fringe Benefits</i>							
<i>Total Fringe Benefits</i>	\$ 8,171.00	\$ 4,592.49	\$ 186.58	\$ 144.35	\$ 8,357.58	\$ 3,578.51	56.68%
Total Personnel	\$ 59,321.00	\$ 34,019.49	\$ 1,354.58	\$ 1,173.05	\$ 60,675.58	\$ 25,301.51	58.00%
<u>Equipment & Supplies</u>							
Consumable Supplies	\$ 500.00	\$ 329.21	\$ 17.00	\$ 9.03	\$ 517.00	\$ 170.79	65.42%
Equipment Purchases	\$ 500.00	\$ -	\$ 75.00	\$ -	\$ 575.00	\$ 500.00	0.00%
Total Equipment & Supplies	\$ 1,000.00	\$ 329.21	\$ 92.00	\$ 9.03	\$ 1,092.00	\$ 670.79	30.97%
<u>Operating</u>							
Audit	\$ 3,000.00	\$ 2,014.14	\$ 35.00	\$ 29.81	\$ 3,035.00	\$ 985.86	67.35%
Insurance	\$ 381.00	\$ 380.87	\$ 5.00	\$ 5.16	\$ 386.00	\$ 0.13	100.01%
Postage	\$ 150.00	\$ 144.14	\$ 3.00	\$ 4.12	\$ 153.00	\$ 5.86	96.90%
Telephone	\$ 1,350.00	\$ 926.95	\$ 24.00	\$ 23.89	\$ 1,374.00	\$ 423.05	69.20%
Rent	\$ 13,500.00	\$ 9,062.61	\$ 215.00	\$ 280.83	\$ 13,715.00	\$ 4,437.39	68.13%
Bus Services	\$ 10,000.00	\$ 7,503.41	\$ 91.00	\$ 145.91	\$ 10,091.00	\$ 2,496.59	75.80%
Travel	\$ 700.00	\$ 1,239.13	\$ 25.00	\$ 13.60	\$ 725.00	\$ (539.13)	172.79%
Total Operating	\$ 29,081.00	\$ 21,271.25	\$ 398.00	\$ 503.32	\$ 29,479.00	\$ 7,809.75	73.86%
Indirect	\$ 111,682.00	\$ 83,900.88	\$ 3,345.42	\$ 2,292.36	\$ 115,027.42	\$ 27,781.12	74.93%
Total Administration	\$ 201,084.00	\$ 139,520.83	\$ 5,190.00	\$ 3,977.76	\$ 206,274.00	\$ 61,563.17	69.57%
Program Activities							
<u>Other Program Expenses</u>							
PA CareerLink® Operating Budget/RSAB	\$ 345,361.00	\$ 222,027.00	\$ -	\$ -	\$ 345,361.00	\$ 123,334.00	64.29%
Total Other Program Expenses	\$ 345,361.00	\$ 222,027.00	\$ -	\$ -	\$ 345,361.00	\$ 123,334.00	64.29%
<u>Subcontractors</u>							
CSO	\$ 1,410,252.00	\$ 976,836.00	\$ 46,714.00	\$ 34,659.00	\$ 1,456,966.00	\$ 433,416.00	69.42%
Incentives	\$ 35,000.00	\$ 16,385.00			\$ 35,000.00	\$ 18,615.00	46.81%
TIU	\$ 19,149.00	\$ 13,771.00	\$ -		\$ 19,149.00	\$ 5,378.00	71.91%
Total Subcontractors	\$ 1,464,401.00	\$ 1,006,992.00	\$ 46,714.00	\$ 34,659.00	\$ 1,511,115.00	\$ 457,409.00	68.93%
Total Program Activities	\$ 1,809,762.00	\$ 1,229,019.00	\$ 46,714.00	\$ 34,659.00	\$ 1,856,476.00	\$ 580,743.00	68.07%
TOTAL GRANT	\$ 2,010,846.00	\$ 1,368,539.83	\$ 51,904.00	\$ 38,636.76	\$ 2,062,750.00	\$ 655,573.41	68.22%

Performance Funds Available: \$ 588,237.24