

MEMORANDUM OF UNDERSTANDING

For

THE UPSTATE WORKFORCE DEVELOPMENT AREA

This Agreement is made and entered into pursuant to the Workforce Innovation and Opportunity Act (WIOA) (hereafter referred to as "the Act") by the Upstate Workforce Board (hereafter referred to as "the Board") and the One-Stop Partners (hereafter referred to as "the Participating Agencies"). This agreement is effective July 1, 2016 and shall remain in effect through June 30, 2019, unless otherwise modified in writing.

Participating Agencies

Services/Programs

Upstate Workforce Investment Board	WIOA; Upstate Regional oversight
ResCare Workforce Services	One-Stop Operator and Adult/Dislocated Worker programs (Title I of WIOA)
SC Dept. of Employment & Workforce (SCDEW)	Wagner-Peyser (Title III of WIOA), Unemployment Insurance (UI), Veterans (LVER/DVOP), Trade Adjustment Assistance (TAA), and MSFW
Spartanburg Community College	Perkins Career and Technical Education program
Spartanburg County Adult Education	Adult Education and Family Literacy (Title II of WIOA)
SC Vocational Rehabilitation (SCVRD)	Rehabilitation Act (Title I of Rehabilitation Act and Title IV of WIOA)
AARP Foundation SCSEP	Senior Community Service Employment Program (SCSEP)
SC Department of Social Services (DSS)	Temporary Assistance for Needy Families (TANF), Medicaid, and Food Stamps (SNAP)
Piedmont Community Actions	Community Service Block Grant
Spartanburg Housing Authority	HUD funded program; YouthBuild
South Carolina Indian Development Council, Inc.	Indian and Native American program
Job Corps	Job Corps program
SC Commission for the Blind	Rehabilitation Act
USC Upstate Achieve	Youth program
Spartanburg County Detention Center	Ex-Offender Programs

PURPOSE: In keeping with the following Mission and Vision adopted by the Upstate Workforce Board (UWB) on December 6, 1999, the purpose is to create a One-Stop partnership to operate as a “single service delivery system”. WIOA reaffirms the role of the customer-focused one-stop delivery system, a cornerstone of the public workforce investment system, and enhances and increases coordination among several key employment, education, and training programs.

MISSION: Building and maintaining a Workforce Development System that meets the needs of the employers of Cherokee, Spartanburg, and Union counties.

VISION: To create and oversee a continuously improving Workforce Development System for Cherokee, Spartanburg, and Union counties that:

Through a One-Stop setting

- Encompasses all necessary resources for the citizens of our three county workforce development area to obtain employment at a livable wage;
- Ensures employers have a work ready pool of applicants and a point of contact to obtain other employer related services; and
- Promotes youth development through education, training, and employment.

PARTNER PARTICIPATION:

Section 121(b) (1) (B) of the Act, identifies the entities that are required partners in the One-Stop service delivery system. All required partners must make available to participants, through the One-Stop delivery system, the career services that are applicable through the partner’s programs. Some of the partners may not have a physical presence within the One-Stop, but have agreed to provide services and/or referrals within the One-Stop system.

Participation by required partners is a requirement that is in addition to, rather than in lieu of, the other requirements applicable to the partner program under each authorizing law.

Any failure to execute an MOU by a required partner shall be reported by the Board to the state agency responsible for administering the partner’s program, the responsible state agency to the Secretary of Labor and to the head of any other Federal agency with responsibility for oversight of a partner’s program.

In addition to the mandated partners, Upstate WB will endeavor to expand the partnership to the broader community through participation of non-mandated public and private partners.

Non-mandated public and private partners may be admitted on the basis of experience and compatibility with the underlying principles of the Upstate WDA One-Stop service delivery system and subject to approval by the Board. Conversely, non-mandated partners can be removed, with cause, by consensus of the Board.

The partnership will meet on a regularly scheduled basis no less than quarterly. Decisions covering operations and financial considerations will be by consensus and will be documented in recorded minutes.

COST ALLOCATION PLAN

Section 121(h) of the Act requires all mandated partners to use a portion of their funds to support the infrastructure costs of One-Stop centers. Because some partners have no or very limited staff actually in the Centers, "in-kind" contributions may also be considered as support.

RESPONSIBILITIES OF THE PARTICIPATING AGENCIES:

Create a system that will integrate all workforce development services into a comprehensive and seamless system that meets the needs of job seekers, workers and employers;

Conduct initial assessment of skills, aptitudes, abilities and supportive needs;

Provide job search and placement assistance, including where appropriate career counseling, testing, remedial education and technical training;

Provide employment information, including information relating to the local, regional and national labor market areas, such as, a) job vacancy listing in such labor market areas; b) information on job skills necessary to obtain the listed jobs; c) information relating to local occupations in demand and the earnings and skill requirements for such occupation;

Provide program performance information and program cost information;

Provide information on how the local area is performing on the local performance measures and any additional performance information with respect to the One-Stop delivery system in the local area;

Provide information relating to the availability of supportive services, such as, childcare, work related expenses, and transportation available in the local area and refer to such services;

Provide improved services to local employers by integrating and coordinating the service delivery system;

Encourage customers to upgrade basic skills and obtain high school credentials;

Make referrals to training and educational services and provide vouchers for eligible customers' training;

Make referrals of customers to respective partners and follow-up, as necessary, to determine whether services were received;

Share relevant information with One-Stop agencies;

Participate in One-Stop partner agency meetings and planning activities in to order to improve program integration, cross-referral and relationship building;

Participate in cross-training activities in order to gain more knowledge of other agency's programs and overall one-delivery system;

Conform to the rules of the One-Stop service delivery system; and

Provide prompt and courteous services.

REFERRAL PROCESS: The participating agencies will utilize a "One-Stop Service Referral form" to refer customers to other One-Stop agencies. The referral form will include the customer's name, date of referral and the name of the participating agency to receive the referral. The agency making the referral will follow up, as necessary, to determine the status of the referral. The One-Stop Operator will coordinate the referral process; SC Works Online Service (SCWOS) and a mutually agreed upon referral form will be used to complete this requirement.

OVERSIGHT: The Upstate Workforce Board will monitor and evaluate the One-Stop operations and performance. They will also recommend new policies and changes to current policy for the operation of the One-Stop Centers. The Board shall utilize a variety of leading practice methods to monitor and evaluate the activities of the One-Stop Centers.

CONFIDENTIALITY: Each agency agrees that records created, maintained and used in this agreement shall meet all state and federal confidentiality requirements. *As appropriate, customer information records will be shared among the participating agencies providing services to the customers, subject to these confidentiality regulations.*

ASSURANCES:

- The Parties will ensure that no person is discriminated against in consideration for or receipt of employment and training services or staff position because of gender, disability, race, color, age, religion or national origin. Each participant shall have recourse through the appropriate complaint procedure.
- The Parties will strictly adhere to all Federal, State and Local laws that pertain to Employment and Training, including Minor Labor and Civil Rights Laws.
- It is expressly understood and agreed by all participating agencies that employees receiving compensation for work performed for this agreement remain at all times employees of the agency and shall in no way be deemed employees of the One-Stop/ SC Works Center.
- No funds utilized in conducting activities under this agreement shall be used in violation of 18 U.S.C. 1913, or used for political activities in violation of 5 U.S.C. 1501 to 1508.
- Each of the participating agencies assures that it is an equal opportunity employer and is aware of and shall comply with Equal Employment Opportunity Commission practices as mandated by state and federal statutes and regulations.

- The Parties will not expose participants to surroundings or working conditions which are unsanitary, hazardous, or dangerous; participants employed or trained for inherently dangerous occupations shall be assigned to work in accordance with reasonable safety practices.
- The parties will each comply with provisions of 41 U.S.C. 702.

GRIEVANCE PROCEDURE:

It is expected that the participating agencies will function by consensus. In instances where consensus cannot be reached and the functioning of the parties is impaired, those members of the One-Stop who are parties to the dispute shall submit to the following dispute resolution (complaint) procedure:

- If the parties are unable to resolve a dispute to the satisfaction of the members who are parties to the dispute, the complaint shall be submitted in writing to the Upstate Workforce Investment Board within fifteen days of the initial dispute.
- The Executive Committee of the Board shall evaluate the merits of the dispute and may attempt to resolve the dispute through mediation. However, in all cases, the Executive Committee of the Board shall direct Board staff to prepare a response to the complaint within thirty days.
- The decision of the Board will be final and binding unless such decision is in contradiction of applicable state laws governing the partner agencies involved.

LIABILITY INSURANCE: Each participating agency insures that it will secure and maintain general tort liability insurance through an authorized carrier in at least the amount specified in South Carolina Code 15-78-120 of the South Carolina Tort Claims Act. Any liability of the partner or any claims, damages, losses or cost arising out of or related acts performed by the parties, or their agents under this agreement shall be governed by the South Carolina Tort Claims Act 15-78-10, et seq. Each party hereto shall be liable for its own acts and omissions, and the acts and omissions of its employees, agents and officers, and nothing herein shall impute or transfer liability to WIB or any other party.

MODIFICATION OR TERMINATION: Modification of this agreement may be made by the written mutual consent of the parties hereto. Any party, not mandated to participate by the Act, may terminate this agreement, without cause, with ninety (90) days written notice to the Board. The Board reserves the right to unilaterally terminate participation by one or more of the parties if the parties violate this agreement or any applicable law or regulation. The New Partner Application (*Attachment A*) will be utilized by agencies wishing to join the One-Stop partnership.

It is understood that while this agreement covers multiple years (three), all operating budgets and proportionate fair share contributions will be reviewed annually, and revised if required, by the annual appropriations process.

RESOURCE SHARING: Partners agree to enter into a *Resource Sharing Agreement (Attachment B)* on an annual basis to support the cost of shared services and jointly occupied facilities. Such agreement shall meet the principle of proportionate responsibility for support of services. Cost allocation among partners shall meet the WIOA and its regulations.

SUCCESSORS AND ASSIGNS: The partners each binds itself, its successors, executors, administrators and assigns to the other party with respect to these requirements, and also agree that no party shall assign, sublet, or transfer its interest in the Agreement without the written consent of the other parties.

SEVERABILITY: If any part of this MOU is found to be null and void, or is otherwise stricken, the rest of this MOU shall remain in force.

Upstate Workforce Board

Ms. Ann Angermeier, Executive Director
PO Box 5666
Spartanburg, SC 29304
angermeier@upstatewib.org
864.596.2028
864.596.2199 (fax)

Mr. Curtis Anderson, Chairman
BMW
464 Forest Run
Spartanburg, SC 29301
cnanderson1984@gmail.com
864.444.5157

County Council Chair (Chief Elected Official)

Hon. Jeff Horton
Spartanburg County
PO Box 3585
Spartanburg, SC 29304
864.583.0963

MEMORANDUM OF UNDERSTANDING
For
THE UPSTATE WORKFORCE DEVELOPMENT AREA

In Witness thereof, this MOU is being executed by the following One-Stop partner in the Upstate Workforce Development Area:

AGENCY INFORMATION (Please print or type)

Agency Name: Spartanburg Housing Authority

Address: 2271 South Pine Street

City/State/Zip Code: Spartanburg SC 29302

Authorizing Official

Name: Terril Bates

Title: Executive Director

Signature: Terril Bates

Date: 6/9/11

**MOU ATTACHMENT A
NEW PARTNER APPLICATION**

Name of Organization:

Spartanburg Housing Authority

Mailing Address:

2271 South Pine Street

City:

Spartanburg

State:

SC

Zip Code:

29302

Physical Address:

City:

State:

Zip Code:

Telephone:

864-598-6002

Fax:

Services the organization provides:

Affordable Housing. Resident Services
to promote self-sufficiency.

What is the target population served by your organization?

Low Income

What services do you propose providing and how will these services benefit the customers of the SC Works Upstate Centers?

ATTACHMENT B

Upstate Workforce Board
(UWB)

And

(Partner)

Serving Upstate Workforce Development Area

RESOURCE SHARING AGREEMENT

July 1, 2016 to June 30, 2017

Partner:

Spartanburg Housing Auth.

Date:

6/9/16

JOINT PLANNING

- Continuous partnership building amongst all parties to this agreement.
- Continuous and cohesive planning responsive to federal and state requirements.
- Responsive to specific local and economic conditions, reflective of present and future employer needs.
- Adherence to common data collection and cooperation in seeking reliable, accurate, and timely performance measurement statistics.
- Diligence in developing coordinated local leadership in Workforce Development; responsive to customer needs; maintain system infrastructure always looking at ways to streamline and/or improve service to job seekers and employer; and utilizing all forms of data collection- measure the success of our One-Stop system.

STAFF PROFESSIONALS

- The One-Stop partner agrees that representatives from its agency housed either full- or part-time in the One-Stop Center (Comprehensive or Affiliate) will maintain a professional attitude and dress while in the center, and will adhere to all general rules of operation set by the Operator.

MARKETING: Any and all marketing efforts on behalf of or in reference to the local One-Stop system must be coordinated with the Host Agency and local WIB staff.

SERVICES: As of the drafting of this MOU/RSA, the final rules for the governance of WIOA have not been promulgated by DOL/ETA; thus, state and local procedures may be amended by necessity. Parties agree to integrate services to the extent possible, in bringing resources of each and every partner's program, staff, and funding to provide operations as the complete One-Stop, serving job seekers and employers alike.

Career services under WIOA encompass core and intensive services, with training being an option should the others not meet the needs of the job seeker. Mandatory partner services must be paid for and offered within the One-Stop Comprehensive Center (Spartanburg) and/or system, and in affiliate centers as possible. *In the following sections, partners should clearly describe their services to be provided to customers/clients within the Comprehensive Center (Spartanburg) and/or the One-Stop system. (Additional sheets may be added as needed)*

Upon completion and submission of this MOU/RSA from all partners, a detailed list of individual services and individuals served by each partner will be compiled and provided to each partner.

SC WORKS

1. Outreach, intake, and orientation services available in the One-Stop system.

SHA will include information about One-Stop to our Youth Build participants at orientation and to residents when possible

2. Initial assessment of skills, aptitudes, abilities, and supportive service needs.

3. Job search and placement services assistance including, when appropriate, career counseling.

SHA commits to posting notices from SC Works upstate such as Job Fairs, Recruitment Events and special programs

4. Provision of employment statistics, job vacancy listings, local labor market, skills/abilities necessary, information relating to local jobs and skills in demand, and a looking forward insight to possible future employment opportunities.

5. Provision of performance information including program cost data.

6. Provision of information regarding how the local area is performing on local performance measures and any additional data deemed relevant to One-Stop system.

7. Provision of accurate information relating to the availability of supportive services, including child care, work related expenses, and transportation, available in local area and referral to such services as appropriate. Assistance in establishing eligibility for welfare-to-work activities and programs of financial aid assistance.

SHA & Youth Build will aim to refer participants to workforce partners that can assist

SC WORKS

residents or participants with supportive services in addressing barriers to self-sufficiency.

8. Provision of information regarding filing claims for unemployment compensation and related matters.

We will provide referrals to SC Works Upstate for those who are unemployed or underemployed

9. Follow-up services, including counseling regarding the workplace, for participants in WIOA activities authorized under this article who are placed in unsubsidized employment, for not less than 12 months after first day of employment.

10. Specialized services that are unique to your organization in addressing job seeker barriers to employment.

Not only do we assist with income based housing and offer supportive services, we provide youth training services through the federally funded Youth Build Program.

Parties to the MOU agree to provide services through (select as appropriate, comment as needed)

_____ Co-location of staff (either full- or part-time) (please indicate staff below)

_____ Co-location of services (please describe below how this will be conducted without co-location of staff)

☒ _____ Cross training of One-Stop staff (to be coordinated between partner/host)

_____ Specialized translation service(s)

_____ Specialized ADA accommodations; services for disabled population

☒ _____ Other (please list as appropriate)

We will as available & appropriate provide opportunities for SC Works partners to provide information and/or career services within JHA neighborhoods. Must be coordinated with SHA.

Labor Department News Releases Update

From: "United States Department of Labor" <subscriptions@subscriptions.dol.gov>
To: <douglas.stephenson@rescare.com>
Date: Thursday - September 22, 2016 4:40 PM
Subject: Labor Department News Releases Update
Attachments: TEXT.htm; Mime.822

You are subscribed to the latest news releases from the U.S. Department of Labor.

Read the latest news releases.

US Department of Labor awards \$80.3M in grants to provide at-risk youth in 35 states a second chance at education, career training

09/22/2016 02:28 PM EDT

US Department of Labor awards \$80.3M in grants to provide at-risk youth in 35 states a second chance at education, career training
YouthBuild program provides community-based alternative education

WASHINGTON – The U.S. Department of Labor announced today the award of \$80.3 million in YouthBuild grants to non-profit organizations in 35 states to help young people struggling to reach key educational and career milestones and to equip themselves to be successful in the workforce and engaged in their communities.

YouthBuild is a community-based, alternative education program that provides job training and educational opportunities for at-risk youth, ages 16-24. The grants announced today range from approximately \$700,000 to \$1.1 million each and will fund 77 YouthBuild programs.

Antwain Nelson (right) earned an education and job training in a local Youthbuild program in the nation's capital. Now he builds affordable homes in low-income communities.

"All young people are gifted and talented, and it is everyone's responsibility to help draw out those gifts and talents," said U.S. Secretary of Labor Thomas E. Perez said. "YouthBuild provides young people with an important opportunity to gain the education and skills they need for good-paying jobs, while also helping them become more engaged members of their communities. That can mean everything to a young person who didn't get the easiest start in life."

The grants announced today will help approximately 5,000 at-risk youth complete high school or state equivalency degree programs; earn industry-recognized certifications within in-demand occupations; and gain construction skills training to build housing for low-income or homeless individuals and families in their communities.

To ensure that the nation's most disadvantaged communities have access to funding – for the first time in the program's history – priority consideration was given to organizations serving localities designated as Promise Zones. The department is awarding grants today to eight organizations specifically targeting seven Promise Zones: Camden, New Jersey; El Paso and San Antonio, Texas; Hartford, Connecticut; two communities within Los Angeles; San Diego; and St. Paul, Minnesota.

YouthBuild's mission aligns closely with the goals of President Obama's My Brother's Keeper initiative, which seeks to address persistent opportunity gaps facing boys and young men of color, and ensure that all young people can realize their full potential.

A list of this year's YouthBuild funding participants follows this release.

Grant Recipient	City	State	Amount
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Pickens County Community Action Committee and Development	Carrollton	Ala.	\$1,100,000
Friendly House, Inc.	Phoenix	Ariz.	\$911,494
Little Rock Workforce Development Board	Little Rock	Ark.	\$900,000
Able-Disabled Advocacy, Inc.	San Diego	Calif.	\$1,100,000
Catholic Charities of Los Angeles, Inc.	Los Angeles	Calif.	\$1,100,000
Coalition for Responsible Community Development	Los Angeles	Calif.	\$1,100,000
Foundation for Second Chances	Los Angeles	Calif.	\$1,100,000
Heartland Coalition	Lakeside	Calif.	\$1,100,000
Venice Community Housing Corporation	Venice	Calif.	\$1,100,000
Capital Workforce Partners	Hartford	Conn.	\$1,099,680
Community Renewal Team, Inc.	Hartford	Conn.	\$1,099,997
EMERGE Connecticut, Inc.	New Haven	Conn.	\$960,976
The WorkPlace	Bridgeport	Conn.	\$1,098,026
Florida Institute for Workforce Innovation	Gainesville	Fla.	\$1,100,000
Greater Miami Service Corps	Miami	Fla.	\$1,100,000
Housing Authority of the City of Lakeland	Lakeland	Fla.	\$990,024
Valencia College-Osceola Campus	Kissimmee	Fla.	\$1,093,940
WorkNet Pinellas, Inc. (dba CareerSource Pinellas)	Clearwater	Fla.	\$1,100,000
CHRIS Kids	Atlanta	Ga.	\$960,495
City of Atlanta	Atlanta	Ga.	\$1,100,000
City of Savannah	Savannah	Ga.	\$936,000
Future Seekers Incorporated	East Point	Ga.	\$989,284

Homework Hangout Club, Inc.	Decatur	Ill.	\$1,100,000
Metropolitan Family Services	Chicago	Ill.	\$1,059,339
United Methodist Children's Home	Mt. Vernon	Ill.	\$1,100,000
Northshore Technical Community College	Bogalusa	La.	\$921,893
Southern University at Shreveport	Shreveport	La.	\$989,579
Goodwill Industries of Northern New England	Portland	Maine	\$1,066,519
Civic Works, Inc.	Baltimore	Md.	\$1,100,000
Just-A-Start Corporation	Cambridge	Mass.	\$1,100,000
North Shore Community Development Coalition	Salem	Mass.	\$1,100,000
Old Colony YMCA	Brockton	Mass.	\$1,100,000
Training Resources of America, Inc.	Worcester	Mass.	\$986,585
Metro Community Development, Inc.	Flint	Mich.	\$1,100,000
Dayton's Bluff Neighborhood Housing Services	St. Paul	Minn.	\$1,050,000
Goodwill Industries, Inc. (dba Goodwill-Easter Seals Minnesota)	Saint Paul	Minn.	\$707,514
CLIMB Community Development Corporation	Gulfport	Miss.	\$1,098,940
Housing Authority of Kansas City Missouri	Kansas City	Mo.	\$1,100,000
Job Point	Columbia	Mo.	\$1,100,000
Housing Authority of the City of Camden	Camden	N.J.	\$1,100,000
Isles, Inc.	Trenton	N.J.	\$866,709
New Jersey Community Development Corporation	Paterson	N.J.	\$1,100,000
Capacity Builders, Inc.	Farmington	N.M.	\$1,099,978
HELP-New Mexico, Inc.	Albuquerque	N.M.	\$1,021,800

Commission on Economic Opportunity for the Greater Capital Region	Troy	N.Y.	\$972,000
South Bronx Overall Economic Development Corporation	Bronx	N.Y.	\$1,100,000
The Crenulated Company Ltd. (dba New Settlement Apartments)	New York	N.Y.	\$1,100,000
United Way of Long Island, Inc.	Deer Park	N.Y.	\$1,100,000
Workforce Development Board - Oneida County	Utica	N.Y.	\$1,089,807
Youth Action Program and Homes, Inc.	New York	N.Y.	\$1,100,000
Goodwill Industries, Inc.-Omaha	Omaha	Neb.	\$1,004,800
The Children's Cabinet, Inc.	Reno	Nev.	\$1,080,000
Telamon Corporation	Raleigh	N.C.	\$1,100,000
Triangle Literacy Council	Raleigh	N.C.	\$821,301
Cincinnati-Hamilton County Community Action Agency	Cincinnati	Ohio	\$1,096,704
County Corp	Dayton	Ohio	\$1,100,000
Project REBUILD Inc.	Canton	Ohio	\$957,754
Trumbull Metropolitan Housing Authority	Warren	Ohio	\$1,072,500
Community Development Support Association, Inc.	Enid	Okla.	\$933,829
Heart of Oregon Corps, Inc.	Bend	Ore.	\$1,100,000
Crispus Attucks Association of York Pennsylvania	York	Pa.	\$1,100,000
Garfield Jubilee Association, Inc.	Pittsburgh	Pa.	\$1,077,345
Goodwill Industries of the Conemaugh Valley, Inc.	Johnstown	Pa.	\$720,000
Benedict-Allen Community Development Corporation	Columbia	S.C.	\$1,067,997
Knoxville Leadership Foundation	Knoxville	Tenn.	\$1,100,000
American YouthWorks	Austin	Texas	\$1,099,969

George Gervin Youth Center, Inc.	San Antonio	Texas	\$1,100,000
Workforce Solutions Borderplex, Inc.	El Paso	Texas	\$609,928
Ogden-Weber Applied Technology College	Ogden	Utah	\$1,100,000
Pathways-VA Inc.	Petersburg	Va.	\$1,100,000
ReSOURCE A Nonprofit Community Enterprise Inc.	Burlington	Vt.	\$900,000
Opportunities Industrialization Center of Washington	Yakima	Wash.	\$1,100,000
Yakima Valley Farm Workers Clinic	Toppenish	Wash.	\$1,098,944
Randolph County Housing Authority	Elkins	W.Va.	\$1,091,330
Community Action, Inc. of Rock and Walworth Counties	Beloit	Wis.	\$1,100,000
Employ Milwaukee, Inc.	Milwaukee	Wis.	\$1,100,000
Western Technical College	La Crosse	Wis.	\$1,004,320

Release Date:

09/22/2016

Media Contact Name:

Ammar Campa-Najjar

Email:

Najjar.Ammar.C@DOL.Gov

Phone Number:

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Override with PDF?:

US Labor Department announces more than \$150K in research grants to expand portable retirement savings plans for low-wage workers

09/22/2016 10:57 AM EDT

US Labor Department announces more than \$150K in research grants to expand portable retirement savings plans for low-wage workers

Organizations to study ways to help workers save for retirement

WASHINGTON – The U.S. Department of Labor today announced it has awarded a total of \$153,836 in grants to organizations to support the planning and research of portable retirement benefit plans for low-wage workers.

Administered by the department's Women's Bureau, the awards are funded by the Portable Retirement Benefits Planning grant program. The program's ultimate goal is to assist those workers – particularly women and others in low-wage occupations – who