



TRAINING SERVICES

Policy Number: 208, Revision 4

Effective Date: July 1, 2019

Date Last Revised: July 1, 2022

I. BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) established the requirements for delivery of Training Services through the One-Stop delivery system, as referenced in WIOA Sec. 134(c)(3)(A). The One-Stop system is the basic delivery system for Adult, Dislocated Worker and Youth services. Through this system, Adults, Dislocated Workers and Youth can access a continuum of services. The services are organized into Basic Career Services, Individualized Career Services, and Follow-Up Career Services and Training Services. This bulletin will cover the requirements for Training Services.

At a minimum, an individual must receive determination of eligibility for workforce programs before receiving training services. The case file must contain a determination of need for training services, as identified in the Individual Participation Plan (IPP), Comprehensive Assessment for Adults and Dislocated Workers, an Objective Assessment for Youth, or through other intensive services. There is no required minimum time period for participation in career services before receiving training services.

II. GENERAL POLICY:

Training services are provided in accordance with local policies and procedures in order to maximize informed consumer choice. Training is an opportunity to access the tools for developing the skills necessary for achieving the employment goals discussed during their career planning. Training services include, but are not limited to, such services as: Occupational Skills Training and Pre-Apprenticeship.

The length of time in training may vary by the training program requirements, be inside or outside local area, or state, and be specific to the needs of the participant.

III. TRAINING POLICY FOR ADULTS AND DISLOCATED WORKERS

Funds allocated to a local area for Adults and Dislocated Workers shall be used to provide training services to participants who:

1. Have met the eligibility requirements for training services and have been determined unable to obtain or retain employment through Career Services.
2. After an interview, evaluation, or assessment, and career planning, have been determined by a contractor, to:
 - a. Be unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through Individualized Career Services;

- b. Be in need of training services and to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment. Whether the training will lead to an economic self-sufficiency wage as defined by WIOA Sec. 134(c)(3)(A). Also reference Training Employment Guidance Letter (TEGL) 3-15; WorkSource System Policy 1019 and Attachment A;
 - c. The Self-Sufficiency Calculator can be used as a tool to help document that a participant needs training that leads to an economic self-sufficient wage.
<https://www.thecalculator.org/>
 - i. When the Self-Sufficiency Calculator figures less than a minimum wage, record the current minimum wage for the participant.
 - d. Have the skills and qualifications to successfully participate in the selected program of training services.
3. For individuals whose services are provided through the Adult and Dislocated Worker funding stream, are determined eligible in accordance with the federal, state, and local requirements.
 4. Select programs of training services that are directly linked to employment opportunities in the local area or the planning region, or in another area to which the individual is willing to relocate.
 5. Are unable to obtain other grant assistance for such services, including Federal Pell grants, from other sources to pay the costs of such training or require WIOA assistance in addition to other sources of grant assistance.

Consideration – In determining whether an individual requires assistance, a contractor may take into consideration the full cost of participating in training services, including the cost of dependent care and transportation, and other appropriate costs. See Section VIII. REQUIREMENTS FOR COORDINATION OF TRAINING FUNDS, Attachment 1 Training Resource Map and Attachment 3 Personal Resource Worksheet.

If a participant is in non-WIOA funded training and recorded in the state provided database as “Training Paid by Other,” performance is not captured. In order for performance to be captured, a WIOA funded training service must be recorded in the state provided database.

IV. ADULT AND DISLOCATED WORKER TRAINING SERVICES COMPONENTS

Training services provided to Adult and Dislocated Worker participants are determined on a case-by-case basis to meet the individual needs. Training services may include:

1. Occupational skills training, including training for non-traditional employment,
2. Registered Apprenticeship (see Administrative Bulletin 216),
3. On-the-Job Training (see Administrative Bulletin 212),
4. Incumbent Worker Training [funded at the South Central Workforce (SCW) level],
5. Programs that combine workplace training with related instruction, which may include cooperative education programs,
6. Training program operated by the private sector,
7. Skill upgrading and retraining,
8. Entrepreneurial training,
9. Transitional Jobs (see Administrative Bulletin 214),

10. Job readiness training provided in combination with service 1 through 8,
11. Adult education and literacy activities, including activities of English Language acquisition and integrated education and training programs provided in combination with services described in 1 through 8, and
12. Customized Training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training (see Administrative Bulletin 213).

V. TRAINING POLICY FOR YOUTH

Funds allocated to a local area for Youth shall be used to provide training services to participants who:

1. Are determined eligible for the Youth program in accordance with the federal, state, and local requirements.
2. Select programs of training services that are directly linked to employment and post-secondary opportunities in the local area of the planning region, or in another area to which the individual is willing to relocate.
3. Are unable to obtain other grant assistance for such services, including Federal Pell grants, from other sources to pay the costs of such training or require WIOA assistance in addition to other sources of grant assistance.

Consideration – In determining whether an individual requires assistance, a contractor may take into consideration the full cost of participating in training services, including the cost of dependent care and transportation, and other appropriate cost. See Section VIII. REQUIREMENTS FOR

COORDINATION OF TRAINING FUNDS, Attachment 1 Training Resource Map, and Attachment 3 Personal Resource Worksheet.

If a participant is in non-WIOA funded training and recorded in the state provided database as “Training Paid by Other,” performance is not captured. In order for performance to be captured, a WIOA funded training service must be recorded in the state provided database.

VI. YOUTH TRAINING SERVICES COMPONENTS

Training services provided to Youth participants are determined on a case-by-case basis to meet the individual needs. Training services may include:

1. Tutoring, study skills training, instruction, and dropout prevention services,
2. Alternative secondary school services, or dropout recovery services, as appropriate,
3. Paid and unpaid work experiences (see Administrative Bulletin 210) that provide Youth with opportunities for career exploration and skill development, which may include:
 - a. Summer employment opportunities and other employment opportunities available throughout the school year,
 - b. Pre-apprenticeship programs (see Administrative Bulletin 216),
 - c. Internship and job shadowing (see TEGL 21-16), and
 - d. On-the-Job training opportunities (see Administrative Bulletin 212).
4. Occupational skill training, which shall include an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area (20 CFR 681.540).

5. Education offered concurrently with and in the same context as workforce preparation activities and training for specific occupation or occupational cluster,
6. Financial literacy education (20 CFR 681.500), and
7. Entrepreneurial skills training that provides the basics of starting up and operating a small business. Such training must develop skills associated with entrepreneurship (20 CFR 681.560 and TEGL 21-16).

VII. CAPTURING MEASURABLE SKILLS GAIN

In order to claim a measurable skills gain, the education or training touchpoint must be entered for the entire length of the training. That includes any prerequisite trainings and ends when the last test is given. Thus the start date for the touchpoint is the date of the prerequisite (i.e., CPR/First Aid) and the end date is the date of the last test (i.e., state NAC test). This ensures the capture of the measurable skills gain. See Administrative Bulletin 221 Performance Indicators.

VIII. DOCUMENTATION OF ENROLLMENT INTO TRAINING SERVICES

As required by TEGL 7-18, PIRL element 1811, registered (enrolled) into an education or training program that leads to a recognized post-secondary credential and is the participant's intent to start training services as documented in their Individualized Participant Plan (IPP). The registration date must be documented in case notes as well as one of the following:

1. Copy of registration record
2. School records

3. Transcript or report card

If the participant was enrolled in post-secondary education at program entry, the date of registration (enrollment) should be the date of Program Entry. This includes, but is not limited to, participation in Job Corps or YouthBuild or Adult Education or secondary education programs.

IX. REQUIREMENTS FOR COORDINATION OF TRAINING FUNDS – ADULT, DISCLOATED WORKER AND YOUTH PROGRAMS

1. WIOA funding is limited to participants who:
 - a. Are unable to obtain grant assistance from other sources to pay the costs of their training, or
 - b. Require assistance beyond available grant assistance from other sources to pay the costs of such training. Program operators and training providers must coordinate funds available to pay for training as described in paragraphs (2) and (3).
2. Program operators must coordinate training funds available and make funding arrangements with One-Stop partners and other entities to apply the provisions of paragraph (1). Training providers must consider the availability of Pell Grants and other sources of grants to pay for training costs so that WIOA funds supplement other sources of training grants.
3. A WIOA participant may enroll in WIOA-funded training while his/her application for a Pell Grant is pending as long as the WIOA funding One-Stop partner has made arrangements with the training provider and the WIOA participant regarding the allocation of the Pell Grant, if it is subsequently awarded. In the case where the Pell Grant is awarded,

the training provider must reimburse the WIOA funding One-Stop partner for the WIOA funds used to pay for training.

Since Pell Grants are intended to provide for both tuition and other education related costs, this Bulletin requires that only the portion provided for tuition is subject to reimbursement.

4. Attachment 1 – Training Map must be used to track all funds provided to the participant, such as tuition, fees, and support services whether the participant is co-enrolled in another program or not. The Training Map is used when training and/or support for training is being paid by WIOA.

- a. The Training Map should be updated no less than quarterly per program year.

5. Attachment 3 – Personal Resource Worksheet documenting income and monthly living expenses should be used when services are provided. Updates must be signed by the participant.

- a. The Personal Resource Worksheet must be reviewed and updated as financial circumstances change. Updates must be signed by the participant.

- b. All Personal Resource Worksheets must be updated at the start of a program year. Updates must be signed by the participant.

Attachment 1: Training Resource Map

Attachment 2: List of Qualifying Occupations Policy

Attachment 3: Personal Resource Worksheet

REFERENCES:

All Contractors will be monitored for compliance with the MIS procedures for timeliness, accuracy and completeness of all forms and documents.

- 20 CFR § 680.200 - .230
- 20 CFR § 680.300 - .350
- 20 CFR § 681.540 - .550
- TEGL 13-16, Change 1 – Guidance on RA Provision and Opportunities in WIOA
- TEGL 19-16 – Guidance on Services Provided through Adult and Dislocated Worker Programs
- WorkSource System Policy 1020, Revision 1 – Data Integrity and Performance Policy and Handbook
- WorkSource System Policy 5601, Revision 2 – Individual Training Accounts