

WIOA Region 5 (South Central and Southwest)

Policy Letter #1-2020

Effective Date: July 1, 2020

Purpose: To provide a Provision of Training Services for WIOA Adult, Dislocated Workers, Adult Career Pathways and Youth Programs.

Background: WIOA sec. 134(c)(3)(A) indicates training services may be made available to employed and unemployed adults and dislocated workers who:

1. Service provider determines, after an interview, evaluation, or assessment, and career planning that the participant is:
 - a. 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 career services;
 - b. In need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment;
 - c. Have the skills and qualifications to participate successfully in training service.
2. Select a program of training services that is directly linked to the employment opportunities in the local area or the planning region, or in another area to which the individuals are willing to commute or relocate.
3. Are unable to obtain grant assistance from other sources to pay the costs of such training.
4. If training services are provided through the adult funding stream, are determined eligible in accordance with the State and local priority system in effect for adults.

WIOA Region 5 will also implement the provision of training services policy to participants in training through state funded Dislocated Worker, Adult Career Pathways and Youth programs.

Cites / References: 20 CFR § 680.210
TEGL 19-16
DEED's WIOA Adult & Dislocated Worker Allowable Activities Policy

Policy/Procedure: **Provision of Training**
The individual must meet eligibility for Adult, Youth, Dislocated Worker or Adult Career Pathways program.
Service providers will determine eligibility based on program guidelines. Eligibility of participants will be documented by securing all supporting documentation. Applicant information will be entered into the Workforce One client data system. WIOA Adults will meet local priority of services as indicated in #4 of this policy.

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- c. Have the skills and qualifications to participate successfully in training service.

1a. & 1b.

Service providers will determine and justify the need for training services through an interview, evaluation or assessment with the participant. Service providers will assess work skills, education, interests, and skills gaps through a comprehensive assessment. The comprehensive assessment will identify strengths, barriers to employment and appropriate referrals. Career counseling services will be provided to address labor market information, demand occupations, work readiness, and participant's strengths and barriers. Providers will review and document the local labor market conditions and labor market trends in addition to information collected through participant interviews, evaluation or assessments to determine 1a & 1b. Documentation in the file will indicate how the customer would be unlikely to obtain or retain employment through career services and/or why the customer requires training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment and how the determination was made through interview, evaluation or assessment.

1c.

Customers that are interested in classroom training, will complete a career assessment to assess their aptitude and interests. This assessment will assist participants in defining their career path and the training required. Counselors will review participant's household budget to determine the feasibility of training, make appropriate referrals and determine potential support services needed to assist the participant in being successful. The participant will make informed choices through reviewing their personal situation, assessments, labor market information and demand occupations. Providers will evaluate the participant's skills and qualifications to successfully complete the training and gain employment in a demand occupation by reviewing the participant's assessments, the participant's individual needs, and labor market information.

2. Select a program of training services that is directly linked to the employment opportunities in the local area or the planning region, or in another area to which the individuals are willing to commute or relocate.

Participants will explore the local labor market including demand occupations, training opportunities and training requirements with the assistance of their counselor. Participants will complete a labor market information review or research packet to assist them in understanding the occupation, wages, demand, cost of training, training program start dates and length of the training. Labor Market Information in the regional area or an area the individual is willing to commute or relocate to, will be used to support their training request.

Employment Training Provider List (ETPL)

Access to information on training providers and their outcomes is provided by the service provider in order to allow the customer to make an informed choice on the selection of training programs through the Employment Training Provider List (ETPL). Training programs for WIOA and Adult Career Pathways participants must be listed on the ETPL and a copy of the ETPL will be placed in the participant's file. The ETPL can be accessed through [DEED's Career and Education Explorer Data Tool](#).

3. Are unable to obtain grant assistance from other sources to pay the costs of such training.

To ensure WIOA Title I funds are in addition to and do not duplicate those otherwise available, customers are required to provide information about funding they are receiving through other sources such as but not limited to Trade Act, Vocational Rehabilitation Services, Veteran's benefits, PELL and other grants, scholarships or funding assistance. Participants are encouraged to seek these resources if they are potentially eligible. Service providers will review the full cost of participating in the training program including the cost of support services and other appropriate costs. The full cost of participation in the training program, the participant's financial need and grant funding available will be evaluated to determine if the participant requires assistance beyond what is available under other grant assistance. If additional assistance is required, then WIOA fund may be utilized.

If the participant identifies an appropriate career path supported by labor market information for a training program with a certified training provider and demonstrates the ability to complete the program, the participant would be eligible to utilize an Individual Training Account (ITA). The participant, post-secondary institution and the counselor will sign an ITA identifying all resources provided to the participant for their training plans. The ITA will prevent duplication of funding. Payments would be made directly to the post-secondary institution by a voucher. The ITA would cover one school year and would be reviewed on a semester/quarter basis. The ITA would include tuition, books, fees and supplies.

4. If training services are provided through the adult funding stream, are determined eligible in accordance with the State and local priority system in effect for adults.

MN DEED's WIOA Adult Eligibility and Priority of Services and Local Policy #3-2018 will be followed to ensure that WIOA Adult's meet priority of service when training services are provided.

Participant File Documentation

Justification for, and continued funding of training must be supported by the following documentation located in the participant file and/or in case notes entered in WorkForce One client database:

- Assessment results should support the selected training or occupation. The assessment must support the need for training including a determination by a case manager that the participant will be unlikely or unable to obtain or retain employment that leads to self-sufficiency or higher wages from previous employment through career services alone; and that the selected program of study will result in employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment;
- Labor Market Information supports the availability of employment opportunities available upon completion;
- Documentation the non-traditional training options have been discussed;
- Completed individual employment plan documenting the selected program of study, anticipated and actual start/end dates and training outcomes;
- Documentation of other training grant funding the customer is eligibility for or is receiving;
- Verification of FAFSA application and award status, if applicable. Authorization of the ITA and any approved increase or modification;
- Documenting that the training provider is on the Eligible Training Provider List and customer received the Eligible Training Provider list (classroom training only);
- Documentation of the participant's progress and/or grades; and
- Transcripts or copies of credentials received from training.