

# Dislocated Worker and Adult Training Funds Policy

## 100.120 AB

- DATE ISSUED:** October 19, 2021
- TO:** Workforce Solutions Dislocated Worker and WIOA Adult Staff
- FROM:** WIOA Supervisor
- SUBJECT:** Dislocated Worker and WIOA Adult Participant Training Policy
- PURPOSE:** To adequately steward available funding, this will ensure consistent requirements are met for participants to receive approval for training funds.
- POLICY:** Prior to authorization of Training Funds, each participant must complete and submit to their Employment Guidance Counselor (EGC) the following items:
1. **Enrollment paperwork** (Dislocated Worker or WIOA Adult): the participant must be enrolled in either the Dislocated Worker or WIOA Adult Program. Training that started prior to the Program Enrollment Date cannot be authorized for training funds.
  2. **Career Assessment.** A career assessment must be taken prior to the approval of training (required for Classroom Training, strongly encouraged for all other training). Assessment tools and resources can be provided by the EGC and can include online options. Participant must send results to EGC. The career assessment results should support the training being requested.
  3. **Training Plan/Proposal.** A training proposal must be filled out by the participant. This explains how the training fits in to the participant's career path. All sections of the training proposal must be outlined including the start and end dates for the classes, as well as the total cost. The EGC will provide guidance to completing this proposal.
  4. **Labor Market Information** must show the training will lead to a career that is in demand, with rising employment opportunities. The EGC can support the participant with the definition of in-demand careers; for example, identifying 3 current job openings in a geographical location, or information in current industry reports.
  5. All other available **financial aid** must be utilized and/or exhausted prior to accessing Dislocated Worker or WIOA Adult training funds.
  6. The dollar amount of approved training funds per participant is the total cost of the specific training being requested/approved, not to exceed is \$5,000 (subject to change based on program grant fund availability). Rationale for requests for training funds in excess of \$5000 must be presented to the Supervisor.

Training funds are not a program entitlement, rather an opportunity to support a full Employment Plan and career services that lead to employment/re-employment. Various factors could affect the approval of training funds such as a participant's prior use of funds or lack of program engagement. Requests and rationale for approval or non-approval are documented in the case file.

**PROCEDURES:**

Implementing a Training Activity within a participant's Employment Plan must follow the outline listed above and is done in partnership between the participant and the EGC. The EGC will:

- Guide each participant interested in, in need of, or requesting training to determine if it supports the Employment Plan and policy.
- Provide information and resources about training locations and classes.
- Provide information regarding the ETPL to participant, ensure training is ETPL eligible and provide file documentation that selected training is on the ETPL.
- Explain and provide guidance to the participant in completing the required components of the training funds approval policy.
- Once in a Training Activity, the participant must keep monthly (at a minimum) contact with their EGC and provide regular updates, including information on the completion of the training and provide copies of any certificates or awards the participant receives.

**EFFECTIVE DATE:** October 19, 2021

**CONTACT PERSON:** Program Manager, Supervisor, and/or Planner