

DISLOCATED WORKER AND ADULT POLICY

DATE ISSUED: March 19, 2019

TO: Workforce Solutions Dislocated Worker and Adult Staff

FROM: Program Manager

SUBJECT: Dislocated Worker and WIOA Adult Client Training Policy

PURPOSE: Document policy and procedures for providing training to Dislocated Worker clients

BACKGROUND: WIOA Adult and Dislocated Worker program allows funding to provide training to enrolled clients as a tool for meeting program performance outcomes and for meeting the skill development needs of the clients necessary for their successful re-employment.

PROCEDURES: All participants interested in attending training must first complete a training proposal in consultation with their job counselor. Training proposals determine if a particular training is needed. The proposal should compare training institutions, cost, availability/start date, length of training and labor market data related to that specific training. Short term training is supported with a focus on training that results in a credential. These services must be documented in the participant's IEP. A participant is not required to receive career services before receiving training services, however, there must be sufficient documentation in the participant's case notes to justify providing training services alone.

As part of this process, an individual must receive, at a minimum, a documented interview, evaluation or assessment AND career planning or other means by which eligibility for WIOA-funded training services can be determined.

Training services may be provided if the participant:

- is 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 alone; **and**
- is in need of 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**
- has the skills and qualifications to successfully participate in the selected program of training services; **and**
- selected 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 individual is willing to commute or relocate; **and**

Additionally, a determination should be made whether the participant:

- is unable to obtain grant assistance from other sources to pay the costs of such training, including state-funded training funds or Federal Pell Grants; **or**
- is currently waiting for a Trade Adjustment Assistance petition determination. If the petition is denied, the participant can still continue training under WIOA.

Training services, when determined appropriate, will be provided through a separate training contract (training authorization). The training provider must be listed on the State Eligible Training Provider List (ETPL) unless the training is on-the-job training, customized training, or incumbent worker training, which are excluded under federal law. Internships, transitional jobs or unpaid work experience opportunities, which are career services, are also excluded. Dislocated Worker funds must be licensed, registered, or legally exempt by the Minnesota Office of Higher Education (OHE) or other appropriate state agency. It is a best practice to use the ETPL for all training services regardless of the funding source.

Training services may include, but are not limited to:

- Registered Apprenticeships
- Occupational skills training, including training for nontraditional employment (also known as Credentialed Training or Classroom Training)
- On-the-job training
- Incumbent worker training
- Programs that combine workplace training with related instruction, which may include cooperative education programs
- Training programs operated by the private sector
- Occupationally-specific skill upgrading and retraining Entrepreneurial training programs that assist qualified unemployed individuals who are seriously interested in starting a business and becoming self-employed (note: TAA participants cannot have a goal of self-employment, and entrepreneurial activities are not allowed under TAA law)
- Job readiness training provided in combination with any of the above training services, with the exception of registered apprenticeships (note: job readiness training alone does not constitute a training service)
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training
- Non-credentialed training, which is an organized program or course of study that provides occupationally-specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at intermediate or advanced levels but does not result in an industry-recognized credential when successfully completed.

GRANT	TRAINING \$	SUPPORT \$	INSTRUCTIONS
WIOA DW and State DW	\$5000/grant Up to \$10,000 see Supervisor	\$1000 maximum See Supervisor for more	Unlikely to return to previous occupation Training must be on ETPL Career assessment must be completed Measurable skills gain (MSG) must be entered every program year Add credential to WF1 once received Fill out income worksheet for support services
WIOA Adult	\$5000/grant Up to \$10,000 see Supervisor	\$1000 maximum See supervisor for more	Ramsey County resident Training must be on ETPL Career assessment must be completed MSG must be entered every program year Add credential once received Fill out income worksheet for support services

1. Client completes training plan
2. Authorization for training is created by completing all fields of training authorization form
3. Check to be sure training is on ETPL
4. Authorization is taken to Supervisor for review and approval
5. Approved training expenses are documented in DW-Adult Spreadsheet

EFFECTIVE DATE: March 19, 2019

CONTACT PERSON: Program Manager or Supervisor