
Workforce Solutions

Dislocated Worker/WIOA Adult Program

Request for Training Funds to Change Careers*

As an enrolled participant in the Workforce Solutions' Dislocated Worker/WIOA Adult Program you may be eligible for retraining funds. Training needs vary: some participants need only a few classes to update their skills; others need to retrain for a new career.

Since the goal of the Dislocated Worker/WIOA Adult Program is to obtain employment, requests for funds are reviewed by counselors and management staff. Each request is reviewed to ensure the funds go to participants who need retraining to become re-employed. This process also verifies that participants have chosen careers with good job markets and adequate wages. The training proposal may not be approved if these conditions are not met.

PREPARE PROPOSAL FOR TRAINING FUNDS

You will need to make a written request for retraining funds. Your plan will then be reviewed by a team of Dislocated Worker/WIOA Adult counselors and possibly the supervisor. The proposal can be a couple of paragraphs or pages, but it must contain specific information. Page two outlines tips to help you write your plan.

TRAINING PROPOSAL IS REVIEWED

Your counselor will describe your plan and may be asked questions to determine the strength of your plan. Your counselor will then contact you to discuss the outcome.

RESPOND TO THE DECISION

- If your plan is approved, you need to prepare to start training. Your counselor will assist you with this process.
- If your plan is *conditionally* approved, you need to meet the conditions requested before you can start training. Your counselor may need to resubmit your plan.
- If your request was denied, you may create a new plan to be considered, find other ways to pay for the training, or decide to change career goals.

* **Note:** Retraining funds are limited by the annual budget. Workforce Solutions can not guarantee funding from year to year.

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Proposal Outline for Funding to Retrain in a New Career

A. Background and experience

- Introduce yourself and explain your work experience, training and background.
- Describe your efforts in job search to obtain a position in your occupation.
- Explain why you are not able to obtain another position in your occupation.

B. New job goal

- Describe what your new job goal is.
- What skills are needed to do this type of work?
- What would be your starting wage given your level of experience and training?
- Is training required? If so, what training?

C. Labor Market Information/Marketability of new career

- Describe the demand for your chosen field.
- Talk with 3 employers or individuals who do the type of work you are looking to get in to and inquire about the demand for this field. These informational interviews can be done in person or over the phone.
- How many openings have you found?
- Include 4-5 job postings with your proposal showing demand for the training.
- How will the training that you want help make you more marketable?

D. Training and training facility

- State which training facility you would like to attend and why you chose this facility.
- List the other training facilities you researched.
- List the training you are requesting
- Outline the details of your program:
 - The start date and estimated end date
 - State whether you would attend training full or part time
 - The estimated costs for tuition, books and supplies
 - Provide contact name and fax number
- If the training is more than the Dislocated Worker/WIA Adult Program can fund, explain how will you cover the remaining costs?

E. Financial survival

- Explain your financial situation and your plans for financial survival while you complete your training program.