

# WIOA YOUTH POLICY

**DATE ISSUED:** June 3, 2019

**REVISED:** June 13, 2019

**TO:** Workforce Solutions (WFS) Youth Staff

**FROM:** WIOA Employment Services Division Manager

**SUBJECT:** WIOA Youth; WIOA Youth Client Training Policy

**PURPOSE:** Document policy and procedures for providing training to Youth clients

**BACKGROUND:** WIOA Youth program allows funding, through two different mechanism, to provide training to enrolled youth clients as a tool for meeting program performance outcomes and for meeting the skill development needs of the clients necessary for their successful education and employment.

The first funding mechanism is a competitive procurement process. Once a specific type of training is identified, WFS staff must solicit bids, for the cost of the training, from at least two training providers. Through a competitive process, the training funds will be awarded to the lowest cost provider.

The second funding mechanism is Individualized Training Accounts (ITAs). ITAs are a tool to provide additional flexibility in funding training for Out of School youth (ages 16-24). Currently, in-school youth are not eligible for ITAs, but if a youth is in-school and ages 18-21, they can be co-enrolled in WIOA Adult to qualify for ITAs.

**PROCEDURES:** If a youth is enrolled in WIOA Youth program and would like to attend occupational or entrepreneurial training, they must, in consultation with their employment guidance counselor, document the desire for the training in their Individualized Service Strategy (ISS).

Once the desire to attend training is identified and documented, youth interested in attending training must first complete a training proposal in consultation with their employment guidance counselor. 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. The training proposal must be filed in the youth's paper or Workforce One EDS.

Once specific training is identified, employment guidance counselor must document details of training in ISS and results of training (i.e. completion with credential, completion without credential, never attended, did not complete)

Training services may be provided if the participant:

- is unlikely or unable to obtain or retain desired employment in a career pathway which leads to self-sufficient wage levels; **and**

- is in need of training services to obtain or retain desired employment in a career pathway which leads to self-sufficient wage levels ; **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.

**Duration:** Each participant is allowed to use the total budget of the ITA once within the sequence of their program. If a youth unsuccessfully exits the program and re-enrolls, this eliminates their eligibility for ITA, without supervisor approval.

**Eligible Trainings:** Training services, when determined appropriate, will be provided through an ITA, when appropriate. The training provider must be listed on the State Eligible Training Provider List (ETPL). If a training is on currently on the ETPL, alert program supervisor and efforts will be made to aid the training provider in getting approval to be on the ETPL. Internships, transitional jobs or unpaid work experience opportunities, which are career services, are also excluded. WIOA funds must be licensed, registered, or legally exempt by the Minnesota Office of Higher Education (OHE) or other appropriate state agency.

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 Youth	\$2000/grant Up to \$5000 see Supervisor	\$500 maximum See supervisor for more	Ramsey County resident Training must be on ETPL Career assessment must be completed and saved in file MSG must be entered every program year into WF1 Add credential once received into WF1 Fill out income worksheet for support services

1. Youth & EGC completes training plan
2. Authorization for training is created by completing all fields of training authorization form
3. EGC checks to be sure training is on ETPL & prints off proofs from ETPL website.
4. If over \$2,000, EGC submits proposal to Supervisor for review and approval
5. Once proposal is approved by supervisor, or if it below \$2,000, EGC saves proposal in participant file
6. EGC completes all required fields in WF1, as directed by WF1 Training Activity Guide
7. EGC enters approved training expenses in WIOA Youth Ledger
8. When training activity is complete, EGC will complete all required fields in WF1, as directed by WF1 Training Activity Guide

**EFFECTIVE DATE:** June 24, 2019

**CONTACT PERSON:** WIOA Employment Services Division Manager, Supervisor, or Planner

**RELATED DOCUMENTS:**

*Workforce One Training Activity Guide*