

**Northwest Georgia Workforce Investment Board
Policy and Procedures
Individual Training Participants**

Adults or dislocated workers determined eligible for Workforce Investment Act (WIA) funded services may select a provider from the STATE approved listing after consultation with a WIA career advisor. If a customer receives career advisement and support services and the program of study is funded by Pelt/HOPE funds, the Individual Training Account (ITA) policies will apply. The following policies may be utilized to establish local parameters for service.

Policies:

- (1) Training must be in occupations identified in the local WIA Plan as growth and/or demand occupations or documentation of employment prospects for areas not listed in the plan should be provided.
- (2) Training must result in an employment wage sufficient to attain self sufficiency without the aid of public assistance.
- (3) Training must be at full-time status (as defined by the institution as specified in the contract with NWGRC). Exceptions to this policy may be approved, in writing, on a case by case basis.
- (4) Programs should not exceed 104 weeks (two years). Exceptions to this policy may be approved on a case by case basis and requests should include evidence that financial support is available during extended training periods.
- (5) RN, dental hygienist, teachers and radiological technicians, without limitations of funding, may be extended for three years. If necessary, and with approval of staff, the four occupations may be extended beyond the three year limitation.
- (6) In general, all training programs must be within a reasonable commute of the WIA local area that may include out of the area and out of state training institutions. Out of the area training programs that are not within commuting distance to the WIA local area may be approved on a case by case basis. All approved training must be located within the contiguous United States.
- (7) All applicants must apply for the Pell Grant and/or HOPE Scholarship program, if eligible. Depending on the need and availability of WIA funding, PELL funds may be combined with WIA funds to cover total expenses.
- (8) WIA funding may be provided for college level instruction only if all of the following conditions have been met:
 - (a) The customer must be accepted into a certificate, degree, or diploma program, and the course of study must be occupation specific (i.e.,

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Tools Removed ITA Expense 07/16/03
Veteran 022509

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Veterans' Priority; underemployed 04/29/04
Underemployed all programs 07/21/04
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radiologic technician, accounting, teacher certification). No funds shall be provided for general academic programs (i.e., General Studies, Bachelors of Art, etc.)

- (b) Total course of study will take no longer than 104 weeks (2 years) to complete and be a certificate, diploma, or degree program.
 - (c) The customer must demonstrate that he/she has the financial resources to attend long term training.
- (9) Continuing Education and other similar courses will be approved if the following conditions apply:
- (a) The customer must have a specific occupational goal.
 - (b) The customer must have a work history or educational background that relates to the occupational goal.
 - (c) The customer must present evidence describing how the proposed training will increase his/her employment marketability.
- (10) ITAs may be utilized for expenses related to training, including, but not limited to, the following: books, tuition and fees, supplies, uniforms and shoes, certification, licensing, testing fees, drug testing for entrance into training, medical requirements for training entrance, etc.
- (11) Customers accepted on a provisional basis may receive assistance on a case by case basis.
- (12) ITAs will not be used for payment of late fees caused by customer error or delay. The customer will be responsible for these fees, as he/she is responsible for other fines or penalties.
- (13) Each local Workforce Investment Board will determine funding limitations. A guide to training limitations follows:
- (a) Up to \$6,500 in training costs, excluding support, may be expended for each participant for the first year of training.
 - (b) For training that extends beyond one year, total training costs may not exceed \$10,400, excluding support.

If the cost of training exceeds funds limitation guidelines, career advisors should assist in developing a financial plan to cover total costs of training. Customers shall not be required to apply for or access student loans, or incur personal debt as a condition of participation.

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Training Policies

1. Service Priority

When WIA Adult Program funds are down to 25% of the total, priority for intensive and training services funded with title I adult funds, in accordance with WIA regulations and within the requirements of the Jobs for Veterans' Act (see 2 below), will be given to recipients of public assistance, low income individuals, and other individuals meeting minimum eligibility requirements. Other individuals, as determined by the WIB / CCEOs, include those who have one or more of the characteristics listed below that may act as a barrier to obtaining and/or maintaining employment. These characteristics, in no order of priority, include:

- a. unemployed
- b. lacks a high school diploma or GED
- c. poor work history
- d. offender
- e. poor basic skills
- f. lacks self sufficiency
- g. underemployed
- h. limited English proficiency
- i. disabled

Training funds will be used to build on existing skills first. An individual who may be training for a quality job more quickly and economically by building on existing skills first may take precedence over training an individual in an entirely new occupation. However, the person's interests, demands of the labor market and limited training dollars must be taken into consideration. Training will be in demand occupations specified in Northwest Georgia's Plan unless an individual has a bona fide job offer contingent upon completion of training.

2. Veterans' Service Priority

In accordance with the Veterans' Priority Provisions of the "Jobs for Veterans Act" (PL107 288) and as specified by the Veterans' Benefits, Health Care, and Information Technology Act of 2006 the following policy and procedure is adopted by the Northwest Georgia Workforce Investment Program.

References:

Associated Regulations (20 CFR Part 1010)
Training and Employment Guidance Letter (TEGL) 10-09
Workforce Investment Act Regulations - 20 CFR Section 663.600

Definitions-

For priority of service purposes, a covered person is a:

1. Veteran - an individual who has served at least one day in active military, naval or air service, and was discharged under "other than dishonorable" conditions. This includes full-time duty in the National Guard or a Reserve component, except full-time duty for training purposes.*

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2. Eligible spouse - the spouse of:
 - a. any veteran who died of a service-connected disability;
 - b. any member of the Armed Forces serving on active duty who, at the time of the spouse's request for priority has been listed for at least 90 days as: missing in action; captured in line of duty by a hostile force; or forcibly detained or interned in line of duty by a foreign government or power;
 - c. a veteran who has a total disability resulting from a service-connected disability (as determined by the Department of Veterans Affairs); or
 - d. a veteran who died while a total disability, resulting from a service-connected disability, was in existence

*Veteran, as specified at 38 U.S.C. 101(2) and under the Workforce Investment Act (WIA) and codified at 29 U.S.C. 2801(49)(A)

Identifying and Informing Covered Persons (i.e. Veterans and eligible spouses):

All covered persons will be identified at the point of entry to WIA programs and/or services so they can take advantage of priority of service. Point of entry includes WIA physical locations, One Stop Career Centers, web sites and other virtual service delivery resources. All covered persons must be made aware of their entitlement to priority of service; the full array of programs and services available to them; and, any applicable eligibility requirements for those programs and/or services. Covered persons must be given priority of services throughout the continuum of services.

Each One Stop will have posters and brochures in use as well as the GDOL Veteran/Eligible Spouse Priority of Service Information form.

Verification of veteran status does not need to be established at point of entry except in limited circumstances.

All entities specified above must have in place policies and procedures to insure that all covered persons are quickly identified and informed of their priority to obtain services throughout the continuum of services. Compliance will be monitored as part of overall programmatic monitoring.

Implementing and Applying Priority of Service

Veterans and eligible spouses will receive priority of service.

Eligible covered persons have the right to take precedence over eligible non covered persons in obtaining services which means that the covered person receives access to the service or resource earlier in time than the non covered person; or the covered person receives access to the service or resource instead of or before the non covered person if the service or resource is limited. Priority of service shall be applied based on the following:

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All individuals served through WIA intensive and training must meet the eligibility requirements.

- 1st Priority: Veterans and eligible spouses who are receiving public assistance or are low income must receive the highest priority for the program of service;
- 2nd Priority: Non-Veterans who are receiving public assistance or are low income then receive the second level of priority for the program of service;
- 3rd Priority: Veterans and eligible spouses who are not receiving public assistance or are low income received the third level of priority for the program of service; and
- 4th Priority: Non-Veterans who are not receiving public assistance or are low income must receive the fourth level of priority for the program of service.

Programs or services with universal access:

Covered persons must be identified and given priority of service over non covered persons for program services.

Programs with discretionary targeting of specific groups pursuant to a federal statute or regulation:

Priority of service for covered persons takes precedence over the discretionary priority. Non covered persons within the discretionary area then receive priority over persons outside the discretionary targeting area.

Programs with statutory targeting pursuant to a federal statute or regulations (such as WIA Adult or Youth services). Funding recipients received implementation in the following order:

1. Covered persons who meet the mandatory priorities or spending requirement or limitation receive the highest priority for the program;
2. Non covered persons within the program's mandatory priorities receive preference before covered persons outside the program's mandatory priorities; and
3. Covered persons outside the program's mandatory priorities receive priority over any non covered persons outside the program's mandatory priorities.

Collecting Information and Reporting on Priority of Service:

All covered persons will be enrolled in core services even if they do not want additional services. This will allow a more accurate estimation of the number of veterans being served.

Each recipient of funds must collect data and maintain records that indicate covered person status to determine whether the funding recipient is providing priority of service as required by US DOL. Entrant data collection and reporting will be restricted to covered entrants. The requirement will be implemented July 1, 2009. Programs requiring data collection and reporting include Wagner Peyser, WIA Adult, WIA Dislocated Worker, WIA National Emergency Grant, Senior Community Service Employment, and Trade Adjustment Assistance Programs.

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The data to be collected includes the services provided to and the outcomes experienced by covered persons and non covered persons receiving services.

The Consortia as the One-Stop Operator meets on a regular basis and assists in the development and dispensing of One-Stop policies. These policies are then provided on-line on the www.careerdept.org.

All veteran's priority posters are placed near equal opportunity posters at point of entry of customers.

Related Definitions:

Lacks self sufficiency--

Adults: An individual who has personal or family income that is less than 175% of the Lower Living Standard Income Level (LLSIL).

Dislocated worker: An individual employed in a job/occupation that is at a wage that is less than 80% of their earnings at their job of dislocation.

Underemployed All Programs

An individual who is working part time but desires full time employment or who is working in employment not commensurate with the individual's demonstrated level of educational attainment. [TEGL 14 00 Change 1.]

Service to Individuals Not Residing in the Area:

Priority for training services will be given to residents of the Northwest Georgia area for adult, youth, and dislocated worker applicants. Services for dislocated workers will also be given to employees of companies whose place of employment is/was within the Northwest Georgia service area. Informational and core services will be universally available to all customers regardless of residence. Residents of other service areas desiring intensive and/or training services, unless dislocated workers as stated above, will be referred to the WIB in their area.

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