

**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 least 12 contact hours per week to accommodate existing Unemployment Insurance requirements. 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 Pelt 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

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Tools Removed ITA Expense 07/16/03
Veterans' Priority; underemployed 04/29/04
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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., 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.

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- (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.

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.

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

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the following policy and procedure is adopted by the Northwest Georgia Workforce Investment Program.

Definitions:

Covered person includes eligible spouses, as defined by the statute, and veteran as defined by the regulations.

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) includes service in the active military, naval, or air service; and discharge under conditions other than dishonorable.

Identifying and Informing Covered Persons:

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.

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

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:

Programs or services with universal access:

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

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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:

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.

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

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

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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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