



ADMINISTRATIVE BULLETIN NO. 09A

TO: WIA ADULT CONTRACTING AGENCIES

SUBJECT: TRAINING SERVICES

EFFECTIVE: JULY 1, 2009

I. BACKGROUND:

The Workforce Investment Act of 1998 established the requirements for delivery of Training Services through the One-Stop Delivery System, as referenced in WIA Sec. 134 (d) (4) (D). The One-Stop system is the basic delivery system for adult services. Through this system, adults can access a continuum of services. The services are organized into three levels: core, intensive, and training. This bulletin will cover the requirements for training services.

At a minimum, an individual must receive at least one intensive service before receiving training services. The case file must contain a determination of need for training services under 663.310, as identified in the individual employment plan, comprehensive assessment, or through other intensive services. There is no required minimum time period for participation in intensive services before receiving training services.

II. GENERAL POLICY:

Training services may be made available to employed and unemployed adults who: (663.310)

- (a) Have met the eligibility requirements for intensive services, have received at least one intensive service under 663.240, and have been determined unable to obtain or retain employment through such services.
- (b) After an interview, evaluation, or assessment, and case management, have been determined by a One-Stop Operator or One-Stop Partner, to be in need of training services and to have the skills and qualifications to successfully complete the selected training program.
- (c) Select a program of training services that is directly linked to the employment opportunities either in the local area or in another area to which the individual is willing to relocate.
- (d) Are unable to obtain grant assistance from other sources to pay the costs of such training or require WIA assistance in addition to other sources of grant assistance.
- (e) For individuals whose services are provided through the adult funding stream, are determined eligible in accordance with the State and local priority system.

III. REQUIREMENTS FOR COORDINATION OF TRAINING FUNDS

- 1.) WIA funding is limited to participants who:
 - (a) Are unable to obtain grant assistance from other sources to pay the costs of their training, or

- (b) Require assistance beyond that available under grant assistance from other sources to pay the costs of such training. Program operators and training providers must coordinate funds available to pay for training as described in paragraphs (2) and (3).
- 2.) Program operators must coordinate training funds available and make funding arrangements with One-Stop partners and other entities to apply the provisions of paragraph (1). Training providers must consider the availability of Pell Grants and other sources of grants to pay for training costs, so that WIA funds supplement other sources of training grants.
- 3.) A WIA participant may enroll in WIA-funded training while his/her application for a Pell Grant is pending as long as the WIA funding One-Stop partner has made arrangements with the training provider and the WIA participant regarding the allocation of the Pell Grant, if it is subsequently awarded. **In the case where the Pell Grant is awarded, the training provider must reimburse the WIA funding One-Stop partner for the WIA funds used to pay for the training.**

Since Pell Grants are intended to provide for both tuition and other education related costs, this Bulletin requires that only the portion provided for tuition is subject to reimbursement.

IV. TRAINING SERVICES COMPONENTS

Training services provided to adults are determined on a case by case basis to meet the individual needs of each participant. Training services may include:

- (a) Occupational skills training, including training for non-traditional employment
- (b) On-the-Job Training
- (c) Programs that combine workplace training with related instruction
- (d) Training programs operated by the private sector
- (e) Skill upgrading and retraining
- (f) Entrepreneurial training
- (g) Adult education and literacy activities provided in combination with services described in (a) - (g)
- (h) Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training
- (i) Institutional Skills Training (IST)

The choice of training services offered to each participant must be clearly detailed and validated in the participant file.