



ADMINISTRATIVE BULLETIN NO. 18A

TO: WIA ADULT CONTRACTING AGENCIES  
SUBJECT: CLASSROOM TRAINING  
EFFECTIVE: JULY 1, 2009

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I. BACKGROUND:

The Workforce Investment Act of 1998 (WIA) Sec. 134 (d) allows for the provision of Classroom Training for WIA participants.

The Regulations encourage the use of classroom training as part of the training services available to adults. Contractors have the discretion to determine what specific training will be provided to an adult participant, based on each participant's individual employment plan.

II. GENERAL POLICY:

Classroom training services will only be provided after a participant is assessed as in need of those services and documented in the individual employment plan.

Classroom training services are provided in order to make it possible for participants to access appropriate educational programs and the opportunity to access the tools for developing the skills necessary for achieving their employment goal. Classroom training services include, but are not limited to

such services as; Basic Literacy Skills Training (BST), Occupational Skills Training (OST), Institutional Skills Training (IST), Post Secondary Skill Training (PSE), Private Skill Training Program (PST) and English as a Second Language Training (ENG).

Participation in Classroom Training shall be for a reasonable length of time, based on the needs of the participant as documented in the Individual Employment Plan (IEP).

III. COMPENSATION:

WIA participants are eligible to receive Needs Related Payments (NRP) for classroom training participation. Eligibility for NRP must be determined on a case-by-case basis per Administrative Bulletin No. 14A. Time and attendance records and evaluations must be maintained for each classroom training activity.

IV. BASIC SKILLS AND OCCUPATIONAL SKILLS AGREEMENTS:

The attached Classroom Agreements are to be used for the appropriate classroom training assignment. The agreement format may be revised provided the content is not altered and has been pre-approved by the WDC.

Attachment 1: Classroom Training Agreement

Attachment 2: Basic Skills Agreement