

YOUTH ADMINISTRATIVE BULLETIN NO. 9

TO: WIA YOUTH CONTRACTING AGENCIES

SUBJECT: CLASSROOM TRAINING

EFFECTIVE: July 1, 2007

I. BACKGROUND:

The Workforce Investment Act of 1998 (WIA) Sec. 129 (c) (2) allows for the provision of Classroom Training for WIA participants. The Regulations encourage the use of training interventions as part of the ten program elements for youth. Contractors have the discretion to determine what specific program elements will be provided to a youth participant, based on each participant's objective assessment and individual service strategy.

- **The WIA Final Rules, Sub-Section 664.510, precludes the use of ITAs for youth below the age of 18. Youth aged 18 to 21 can access ITAs through the adult programs. When purchasing classroom training for occupational skills that was not included and approved in the original competitive WIA Youth proposal, appropriate procurement procedures must be utilized. TEGl No. 9-00 states that the costs of occupational skills training for participants may be paid to a training provider that has been competitively selected to provide training for eligible youth who receive individual referrals. Once a provider has been competitively selected, the grant or contract may stipulate whether training will be provided on a group or individual basis. Contractors are not limited to funding ONLY group training, but may provide funding for individuals in the form of vouchers or "fee-for-service" funds to community colleges, vocational schools, or other training providers, based on the participant's objective assessment and individual service strategy.**

II. GENERAL POLICY:

Classroom training services will only be provided after a participant is assessed as being in need of those services and such need is documented in the objective

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assessment and individual service strategy. Classroom training services are provided in order to assist participants in accessing appropriate educational programs, opportunities, and tools for developing the skills necessary to achieve their employment goal. Classroom training services include, but are not limited to, such services as: Basic Literacy Skills Training; Occupational Skills Training; and English as a Second Language Training.

Participation in Classroom Training shall be for a reasonable length of time, based on the needs of the participant as documented in the Individual Service Strategy.

III. NEEDS RELATED PAYMENTS:

WIA participants are eligible to receive Needs Related Payments (NRP) for Classroom Training. Eligibility for NRP must be determined on a case-by-case basis. Time and attendance records and evaluations must be maintained for each Classroom Training activity.

IV. BASIC SKILLS AND OCCUPATIONAL SKILLS AGREEMENTS:

The appropriate Classroom Training Agreement (attached) is to be used for all Classroom Training assignments. The agreement format may be revised provided the content is not altered and the revision has been pre-approved by Council staff.

Attachment: 1. Basic Skills Classroom Training Agreement
2. Occupational Skills Classroom Training Agreement