Previously Funded Client Policy

Purpose
The purpose of this policy is to assist Employment & Training Counselors (ETCs) in making determinations regarding request for training funds by clients who were previously funded through the Workforce Investment Act.

Background
On February 11, 2015, the Sonoma County Workforce Investment Board (WIB) approved increased flexibility allowing clients to potentially utilize the maximum funds for an Individual Training Accounts and On-the-Job Training if determined necessary to retain or obtain employment. The sum of all training funds (Individual Training Account, On-the-Job Training and Supportive Services) combined shall not exceed $15,000 per participant.

Process:
The process for previously funded participants is as follows: ETC will review the following steps for Job Link clients interested in obtaining additional funding for training and document the outcome.

Employment Training Counselors Review and Documentation:

Step 1: If client states they received previous funds from Job Link, ETC will ask their Supervisor to do the following:

1. Access the Individual Training Account (ITA) Database to determine the amount of formula funds previously awarded to the client.
    a. The following funding sources are **not** formula and are exempt:
        i. Job Training Partnership Act (JTPA) funds typically received before 1998
        ii. Special grant funds (ex. P2E)
    b. If client's previous funded amount is not stored on the ITA Database, it can be determined that funds pre-dated WIA and are exempt.

Step 2: If funds were received from other service delivery area (SDA) ETC will:

1. Access CalJOBS to review the individuals case notes and activity codes to determine previous amount of funding and program.
2. Contact SDA to review client performance and funding amount with prior counselor of record.

Step 3: Subtract previously received WIOA or WIA funds including funds from another SDA from the current CAP of the requested service to determine potential funds available.

1. If a balance remains, continue to step 4.
2. If no balance remaining, client is not eligible for additional funding.
   Ex #1: Client previously received $3,000 in Job Link ITA funds. The current ITA CAP is $5,000 and OJT CAP is $10,000. Client is potentially eligible to receive $2,000 in ITA and $10,000 OJT funds.
   Ex #2: Client previously received $250 in Job Link Supportive Services and $8,500 OJT funds. The current ITA CAP is $5,000 and OJT CAP is $10,000. Client is potentially eligible to receive $4,750 in ITA and $1,500 in OJT funds.

Step 4: ETC will determine if the client successfully completed the previous funded program reviewing the following:

1. Case notes
2. Conference with previously assigned counselor of record
    a. If Job Link funded program and unable to conclude counselor of record email all counselors with request for information
    b. If other SDA funded program, ETC will have client complete a self-assessment
3. If Yes, ETC will continue to step 5.
4. If No, ETC will determine if client had a valid reason for the unsuccessful completion (Ex. Client was caring for an ill relative).
    a. If unsuccessful with no valid reason, client is not eligible for additional funding.
    b. If successfully completed class room training, but failed to maintain required contact with Job Link counselor, ETC will review client moving forward with their Supervisor.

Step 5: ETC will determine if the requested training is consistent with the individuals previously funded program or client has valid reason to switch vocations.

1. If consistent or valid reason, continue to step 6.
2. If requested training not consistent and no valid reason given, client is not eligible for additional funding.

Step 6: If ETC determines client is potentially eligible to receive additional funds:

1. Client will be required to complete the procedure for scholarship approval (see ITA).

References:

20 CFR 663.310(a)(b)
20 CFR 663.420(a)(b)(1)
WIB Meeting Minutes February 11, 2015