

Purpose

The purpose of this policy is to establish the requirements required for WIOA enrolled Adults and Dislocated Workers to receive WIOA regular allocation funding to pay for training services.

Background

Federal funds for training services under WIOA are provided to equip individuals to enter the workforce and retain employment on pathways that lead to self-sufficiency. These services are available to individuals who, after interview, evaluation or assessment and case management are **determined to be unlikely or unable to obtain or retain employment that leads to self-sufficiency or higher wages than previous employment through career services alone**. Each participant must be determined to need training services, and possess the skills and qualifications to participate successfully in the selected program.

WIOA defined training services include:

- Occupational Skills Training (via ITA or Registered Apprenticeships through ETPL, or OJT)
- Pre-Apprenticeship Training (local example: Trades Introduction Program)
- Workplace Training with Related Instruction
- Approved ETPL Training Programs Operated by the Public or Private Sector
- Skills Upgrading and Retraining
- Entrepreneurial Training
- Transitional Jobs

WIOA Training Delivery Mechanisms:

- **Individual Training Accounts:** These are individual accounts attached to a single participant, who is seeking training from a provider on the Eligible Training Provider List (ETPL). This is also the primary mechanism where support for Registered Apprenticeships occur.
- **On-the-Job Training:** This is a contractual training that is delivered by an employer. The training components that will be provided to the participant are outlined in a contract between the WIOA program and employer. This training option requires the employer to retain the participant as a permanent employee, after they have successfully completed the training period.
- **Transitional Jobs (aka Temporary Work Experience):** A time-limited, paid work experience that allows someone with an inconsistent work history, or chronic unemployment to gain recent work experience. This service is required to be provided along with supportive services, and career services.
- **Customized Training:** This is training which is custom designed around an employer's (or group of employers) needs for trained incoming employees. Generally, this option is used when the ITA or OJT option will not work. This training requires employer financial contribution, along with the commitment to hire the trained participants upon completion of training. Customized Training may

also be utilized with incumbent workers, to prevent layoffs. This work is done via the Rapid Response program, not the Career Services program.

- **Training Cohorts:** A locally defined strategy; this type of training is coordinated in-house to maximize resources while providing a group with training toward a particular occupation or industry. The cohorts may use a mix of the above categories to accomplish the training goals. *(All training cohorts WILL eventually include a workforce skills certificate as one of their outputs.)*

Policy:

A WIOA enrolled Adult or Dislocated Worker may be referred from Career Services for training services by an Employment Training Counselor (ETC) or Employment Training Program Coordinator (ETPC). Each participant's training needs are initially considered by an ETC on an individual basis to ensure alignment of the customer's desired training with the WIB's prioritized industries. A Supervisor approves the training, based upon their secondary review of the case documentation accompanying the referral. Both the ETC and Supervisor help to ensure that the training will facilitate obtaining or retaining employment that leads to self-sufficiency in one of the WIB's prioritized industries. (All justification for the training referral must be made in the **CalJOBS case note template "WIOA Training Service Referral."**)

The case note template outlines all the required information needed to document adherence to this policy by doing the following:

- Indicate the participant's WIOA priority status based on the Priority of Service policy
- Indicate the steps taken to determine training is needed
- Indicate how it was determined the person was able to successfully participate in the training
- Explain client's industry focus goals
- Explain steps taken to determine funding of last resort (FAFSA, BOG Waiver, Pell, Other?)
- Indicate training program/type, and amount requested
- Additional ETC Notes

A note on using the case note template: In order to ensure completeness and consistency for Supervisors and Program Monitors, the information related to training must be entered via this template (see Case Notes in Cal Jobs and WIOA Case Note Policy). As seen in the template there is space at the bottom for additional information for the staff person communication or documentation. Staff are not restricted from making additional case notes for their own benefit. However, case notes should be concise, fact based and non-judgmental.

Training funding is **not entitlement funding**, and therefore is not guaranteed to any participant. All training funding is subject to limits due to the annual budget, the WIB Priority of Service policy, and the ETCs and Supervisors evaluation of client need.

Note: Training funding is meant for short-term training programs which is Associates or shorter. Bachelor's degrees are only eligible for funding in the last year of the client's approved ETPL program.

Payment Limits:

As of this version of the Training Policy, the limits for individual training accounts are as follows:

- Individual Training Agreements (HSD 1056) are approvable by a Supervisor up to \$5000
- On-the-Job Training Accounts are approvable by a Supervisor up to \$10,000
- There are currently no maximums for the Customized Training

Limits are set by the Sonoma County Workforce Investment Board. These caps were approved on May 10, 2017.

An enrolled client is eligible to receive **both** an ITA and an OJT, if a Supervisor deems it as appropriate or necessary.

Counselors who have clients who need more than the training maximums may request a cap exception through their Supervisor, which is subject to the approval of the WIB Director, via the WIOA Program Manager. Returning clients who have received funding in the past are subject to the “Previously Funded Client Policy.”

Related Policies/Procedures:

At the July 13, 2022 WIB meeting the Board members voted to remove all restrictions on the training funds until further notice, allowing for staff to set aside a minority amount of the funding for strategic use as they deem appropriate. When staff or the board come to a consensus that adding criteria would be helpful, the item will be brought back to the WIB for review.

References:

WIOA Final Rules: Published in the Federal Register August 19, 2016: 20 CFR Subpart A: 680.180, Subpart B: 680.200 – 680.230, and Subpart C: 680.300 – 680.310, 680.330(a)
WIOA Sec 134(c)(3)(D)
WSD 15-14
WIB minutes: February 11, 2015, May 10, 2017 and July 13, 2022.