

## Training Services Policy

1. Training services for the Workforce Innovation and Opportunity Act Title I Adult and Dislocated Worker programs are governed by sections 20 CFR 680.200 through .230 and 20 CFR 680.300 through .350 of the WIOA Final Rule.
2. Training services may be provided if determined appropriate without the client having received either basic or individualized career services.
3. Training services may be provided if staff determines after conducting an interview, evaluation or assessment, and career planning, that the individual:
  - a. Is unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services alone;
  - b. Is in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to higher than wages from previous employment;
  - c. Has the skills and qualifications to successfully participate in the selected program of training services;
  - d. Is unable to obtain grant assistance from other sources to pay the costs of such training, including such sources as State-funded training funds or Federal Pell Grants established under Title IV of the Higher Education Act of 1965, or requires WIOA assistance in addition to other sources of grant assistance, including Federal Pell Grants (20 CFR 680.230 and WIOA Section 134(c)(3)(B) contain provisions relating to fund coordination);
  - e. Is a member of a worker group covered under a petition filed for Trade Adjustment Assistance (TAA) and is awaiting a determination? If the petition is certified, the worker may then transition to TAA approved training. If the petition is denied, the worker will continue training under WIOA.
  - f. Is determined eligible in accordance with the State and local priority system in effect for adults under WIOA Section 134(c)(3)(E) if training services are provided through the adult funding stream; and,
  - g. Selected a program of training services that is directly linked to the employment opportunities in the local area or the planning region, or in another area to which the individual is willing to commute or relocate.
4. Training services, when determined appropriate, must be provided either than in Individual Training (ITA) or through a training contract.
5. Training services, whether under an Individual Training Account or a Training Contract, must be provided in a manner that maximizes customer choice in selecting an eligible provider.
6. Individual Training Account educational institutions must be on the Eligible Training Provider List.

7. Work-based training options including Registered Apprenticeship, On-the-Job Training, Customized Training, and Incumbent Worker Training may use a Training Contract instead of an Individual Training Account.
8. Training Contracts may only be used if at least one of these five circumstances apply and staff follow any guidance provided in the Local Integrated Plan:
  - a. On-the-Job Training, which may include paying for the on-the-job training portion of a Registered Apprenticeship program, Customized Training, Incumbent Worker Training, or Transitional Jobs.
  - b. If the West Piedmont Workforce Development Board determines there are an insufficient number of Eligible Training Providers in the local area to accomplish the purpose of a system of Individual Training Accounts. This determination process must include a public comment period for interested providers of at least thirty (30) days and must be described in the Local Integrated Plan.
  - c. To use a training services program of demonstrated effectiveness offered in a local area by a community-based organization or other private organizations to serve individuals with barriers to employment. If this selection is used, the West Piedmont Workforce Development Board requires the following criteria be considered:
    - i. Financial stability of the organization.
    - ii. Demonstrated performance in the delivery of services to individuals with barriers to employment through such means as program completion rate; attainment of the skills, certificates, or degrees the program is designed to provide; placement after training in unsubsidized employment, and retention in employment; and
    - iii. How the specific program relates to the workforce investment needs identified in the Local Integrated Plan.
9. Training services should be conducted in a manner that maximizes customer choice, is linked to in-demand occupations, is informed by the performance of relevant training providers, and is coordinated to the extent possible with other sources of assistance, including Pell Grants.
10. Staff is encouraged to leverage training resources co-enrollment partnerships, or a combination of an Individual Training Account and Training Contract.
11. Training services include:
  - a. Occupational Skills Training
  - b. On-the-Job Training
  - c. Programs that Combine Workplace Training with Related Instruction
  - d. Apprenticeship Training
  - e. Training Programs Operated by Private Sector
  - f. Skill Upgrading and Retraining
  - g. Entrepreneurial Training
  - h. Customized Training

- i. Incumbent Worker Training
  - j. Adult Education and Literacy Activities
  - k. Job Readiness Training in Combination with Other Listed Training Services
12. A “program of training services” is one or more courses or classes, or a structured regimen, that provides the training services within this policy and leads to:
- a. An industry-recognized credential;
  - b. A certificate of completion of a Registered Apprenticeship;
  - c. A license recognized by Virginia or the Federal government;
  - d. An associate or baccalaureate degree;
  - e. A secondary school diploma or its equivalent;
  - f. Employment; or,
  - g. Measurable skill gains toward a credential described in 11a through 11d herein.
13. Programs of training services should be inclusive of non-credentialed training, such as incumbent worker training, work-based learning opportunities, or single courses that fall within a career pathway.
14. A program of training may involve one course of three days or less, if the course leads to one of the outcomes described in 11a through 11f above.