

WIOA Individual Training Services Policy

Training services may be provided if the Career Center staff or the partner program staff in consultation with the individual determine that training services are appropriate to achieve their goals regardless of whether the individual has received basic or individualized career services first. There is no sequence of service requirement.

Training services may be provided if staff determines after conducting an interview, evaluation or assessment and career planning that the individual:

- 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;
- Is in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment;
- Has the skills and qualifications to successfully participate in the selected program of training services;
- 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 sec. 134(c)(3)(B) contain provisions relating to fund coordination.);
- 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;
- Is determined eligible in accordance with the State and local priority system in effect for adults under WIOA sec. 134(c)(3)(E) if training services are provided through the adult funding stream; and
- 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.

Types of Training:

In an effort to reduce duplication Career Center staff may use previous assessments when determining training programs. This includes assessment conducted by partner programs. Previous assessments must have been completed within the previous six months. Training services must be articulated in an individual's training plan and align with employment goals.

Types of training services that may be provided include:

- (a) Occupational skills training, including training for nontraditional employment;
- (b) On-the-job training;

- (c) Incumbent worker training;
- (d) Programs that combine workplace training with related instruction, which may include cooperative education programs;
- (e) Training programs operated by the private sector;
- (f) Skill upgrading and retraining;
- (g) Entrepreneurial training;
- (h) Job readiness training provided in combination with the training services described in any of clauses (a) through (g) or transitional jobs;
- (i) Adult education and literacy activities, including but not limited to activities of Pre-vocational Secondary Education(680.350)(c)(3)(D)(x) of English Language acquisition and integrated education and training programs, provided concurrently or in combination with services provided in any of clauses (a) though (g); and
- (j) Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

Methods of Training:

- **Individual Training Accounts (ITAs)**

This is the primary method for providing training services. Services must be chosen from entities on the approved Eligible Training Provider List (ETPL).

The ITA limits for Sullivan County are as follows:

1. An ITA may not exceed \$5,000.00(WDB 9/15/20) for training in demand occupations that are between 6 months and 2 years in length or for jobs in the Healthcare Industry.
2. An ITA for all other training may not exceed \$5,000.00(WDB 9/15/20) inclusive of fees necessary for completion and attainment of a degree, certificate or license.

To be eligible for an Individual Training Account the following criteria must be met:

- ✓ The participant has received a comprehensive assessment and it has been determined that they would benefit from training services.
- ✓ Priority is given to the participant who meets the criteria of Priority Population outlined in this document.
- ✓ Training must be for an occupation that is in demand in the local area or region. The demand list is found in the Mid-Hudson Region Priority Occupations.

<https://dol.ny.gov/lmi-workforce-planning>

- ✓ If a participant wants training for occupations not on the Demand Occupation list, they must provide proof of job openings and/or letters

of intent from potential employers. Before training will be approved the occupation must receive regional approval and be included on the Regional Priority list.

- ✓ College training is approved on a semester basis. The participant is expected to maintain a 2.0 cumulative grade point average to be considered for approval for the following semester.
- ✓ The participant must select a training provider from the approved Eligible Training Provider (ETP) List. Preference is always given to local training providers. If a participant chooses a training provider that is out of the immediate area (Sullivan, Orange, Ulster and Dutchess counties) for a training program that is available in the immediate area, the amount of funding provided for tuition will not be higher than what local providers charge for the same course of training. It will be the responsibility of the participant to make up the cost difference if the amount is higher than that of a local provider.
<https://applications.labor.ny.gov/ETPL/>
- ✓ Training cannot exceed 2 years.
- ✓ Participants must achieve on required assessment testing the indicated minimum reading and math levels set by the training provider.
- ✓ Participants looking to enroll in an approved credit program at the community college must achieve, at a minimum, reading and math levels of 11.0 to be considered for approval.
- ✓ As a rule, an individual who is already credentialed (degree/license) in a demand occupation will not be eligible for training services. The exceptions to this are as follows:
 - An individual who has a degree and wants to become a certified teacher.
 - An individual who wishes to move up in the nursing field.
 - An individual who, through documented circumstances, can no longer work in the field in which they trained.
- ✓ Training funds will not support a four-year degree program. However, if an individual has one or two semesters to complete a Bachelor level degree and the degree is in a demand occupation (e.g. teaching, nursing), then approval may be granted.
- ✓ Post graduate and doctoral degrees are not eligible for funding.
- ✓ All other financial avenues must be explored and/or applied for (financial aid, other funding streams) before WIOA Title I Adult and/or Dislocated Worker funds are accessed. This may include TANF; State funded training, Trade Adjustment Act, Federal Pell and NYS TAP.

- ✓ Training must be approved and signed off on by the Director. If the Director is unavailable, the Assistant Director of Center for Workforce may approve and sign the ITA. No training can start prior to the receipt of approval. Requests to exceed training caps must be approved in writing by the Workforce Development Board Executive Director.

Please Note:

- ✓ Individuals who quit their job to become eligible for WIOA Title IB training services will not be considered for enrollment.
- ✓ An individual who refuses full time employment in order to be able to go to training through WIOA Title IB will not be considered for enrollment.
- ✓ An individual who refuses to accept available employment in a training-related field upon completion of training will be precluded from receiving subsequent WIOA Title IB services beyond the minimum required follow up services.

Supplemental Training and Re-Testing

In the event a currently enrolled program participant successfully completes their training program but fails the licensing or certification exam:

- ✓ **Supplemental training** will be an option if:
 - a. It is available and at a reasonable cost (TBD Director)
 - b. The participant has a reasonable expectation of passing the test with the provision of supplemental training (TBD by instructor recommendation)
- ✓ **Re-Tests**

Up to 2 re-tests will be made available to the program participant if there continues to be a reasonable expectation of successful testing completion.
- ✓ **Please note:** An individual who did not complete the approved training may not be eligible for further funding for a period of three years unless they demonstrate they have been unable to find employment with their current skill set. In addition, the occupation they are interested in must be on the Hudson Valley Demand Occupation list.

- **Training Contract**

Training contracts may only be used if at least one of the five circumstances listed below applies:

- ✓ 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;
- ✓ If the WD Board determines that there are an insufficient number of Eligible Training Providers in the local area to accomplish the purpose

of a system of ITAs. This determination process must include a public comment period for interested providers of at least 30 days and must be described in the Local Plan;

- ✓ To use a training services program of demonstrated effectiveness offered in a local area by a community-based organization or other private organization to serve individuals with barriers to employment. The WD Board will review the following information to determine the effectiveness of the program and, particularly as it applies to individuals with barriers to employment to be served. The criteria includes:
 - Financial stability of the organization;
 - 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
- ✓ If the Local WDB determines that the most appropriate training could be provided by an institution of higher education or other provider of training services in order to facilitate the training of a cohort of multiple individuals for jobs in-demand sectors or occupations, provided that the contract does not limit consumer choice; and
- ✓ If the Local WDB determines that a pay-for-performance contract is the best option in keeping with requirements in section 683.500.
- ✓ The Local WDB may also determine that the most effective approach is to provide training through a combination of ITAs and contracts. An example of this may be Registered Apprenticeship.