

Policy: Training Services/Adults, Dislocated Workers

Date: July 1, 2016
Updated and Approved September 26, 2017

Purpose: To establish a policy to provide training services to adults and dislocated workers

Policy: Adults or dislocated workers who are deemed eligible and appropriate for training services may receive the following:

1. Occupational skills training
2. On-the-Job training
3. Training for nontraditional employment
4. Incumbent worker training
5. Workplace training with related education or cooperative education
6. Training programs operated by the private sector
7. Skill upgrading and retraining
8. Entrepreneurial training
9. Transitional jobs
10. Job readiness training
11. Adult education and literacy
12. Customized training
13. Registered apprenticeships

Individual Training Accounts (ITAs) will be issued to participants accessing in-demand or high sustained growth occupations. Training must be provided by eligible training providers. The training must lead to or secure employment that leads to self-sufficiency for adults or, in respect to dislocated workers, higher wages than previous employment.

An exception is interim employment for dislocated workers. Interim employment is employment at an occupation under the skill level or at a lesser wage than the primary occupation, but one that meets the self-sufficiency standard.

Procedure: When a person wants to apply for funding for training through WIOA. They will attend a WIOA orientation. This process will include completing all necessary paperwork for their WIOA application, Summary of Complaint Rights, Career Services, 12 Challenges, and TABE test.

The individual must provide the following information with their application:

- Proof of identification
- SSN
- Birth Certificate
- All Household income for the last 6 months
- Proof of residence (current utility bill)
- DD214 (if applicable)

After the application is completed, it will be reviewed and assigned to a WIOA case manager who will call the interested party in for a face to face meeting. Here they will review the application and determine if eligible for training services.

Per WIOA PL 15-09 V. A. After an interview, evaluation, or assessment and career planning, have been determined by OhioMeansJobs staff or OhioMeansJobs center partner staff to be:

1. 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;
 - 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; and
 - Have the skills and qualifications to successfully participate in the selected program of training services.
2. Selects a program of training services that are directly linked to the employment opportunities in the local area or the planning region, or in another area to which the adults or dislocated workers are willing to commute or relocate; and
3. Are unable to obtain other grant assistance for training or require assistance beyond the assistance made available under other grant assistance programs, including Pell Grant funds.

Each instance should be examined on a case by case basis to ensure compliance with eligibility standards.

Training must be appropriate. The participant must:

- Have the skills and qualifications to successfully participate and complete in the selected/proposed training endeavor;
- Need the training to obtain or retain employment leading to self-sufficiency or to higher wages than previous employment.

Appropriateness for WIOA Adult funded ITAs include a review of “family self-sufficiency.” An ITA can only be awarded to those meeting the “family self-sufficiency” those persons who are over this standard can get other WIOA services as appropriate.

Exceptions may be approved on a case by case basis for individuals whose family incomes exceeds the family self-sufficiency standard. Documentation explaining the extenuating circumstances must be maintained in the participant file, along with the signature approval of the local WDB Director or designee.

Economic hardships include, but are not limited to:

- The portion of medical procedure or prescription medication costs that are not covered by insurance and are ongoing and determined to be medically essential;
- Health insurance premium payments that are not paid for by private or public sources;
- Payments on past due or back mortgage, rent, or essential services (e.g., electric, water, natural gas, propane, and other utility arrearages) that accumulated because of involuntary unemployment or underemployment;
- Court-ordered child support or spousal payments;
- Ongoing payments to a nursing home, home health care provider, elder care provider, or assisted living provider;
- Payments toward debt that accumulated as a result of a natural disaster, severe illness, or disability.

Distribution: OMJ staff
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