



CENTRAL ARKANSAS Workforce Development Board

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Policy Number: Section 2 Policy 10

Effective Date: 9-10-19

Occupational Skills Training Policy

Purpose:

The purpose of this policy is to describe and to detail the regulations concerning occupational skills training.

References:

WIOA §§ 3(24), 3(47), 122(h), 123, 129(c)(2), 134(c)
20 CFR 680.200-230
20 CFR 680.320-330
20 CFR 681.540-550
20 CFR 683.500-510
Comments in WIOA Final Rule concerning 20 CFR 680.150
TEGLs 10-09, 19-16 & 21-16
20 U.S.C. 1001, 1002(a)(1)
A.C.A. 15-4-3711(a)(8)
ADWS Policy No. WIOA I-B – 1.2 (Definitions)
ADWS Policy No. WIOA I-B – 3.1 (Service for Adults and Dislocated Workers)
ADWS Policy No. WIOA I-B – 3.2 (Occupational Skills Training)

Policy:

To receive Occupational Skills Training an Adult or Dislocated Worker must meet all of the following numbered eligibility criteria:

1. Must meet common eligibility requirements
2. After interview, assessment, evaluation, and after career planning participant must:
 - a. Be unlikely to obtain or retain employment
 - b. Is in need of training services to obtain or retain employment leading to economic self-sufficiency
 - c. Has the skills and qualifications to participate successfully in training services
3. Participant must select a program of training services (from the approved eligible training provider list) that is directly linked to the employment opportunities in the local area or the planning region, or in geographic areas to which the individuals are willing to commute or relocate.
4. Participant must be given the opportunity to review and select a training provider for the relevant training
5. Participant must be unable to obtain assistance from other funding sources. Examples are Pell Grants, state funding, TANF, etc. Participants are required to seek out other funding sources prior to receiving WIOA funds for training. If other funding sources are awarded to the participant, they must be used prior to using WIOA funds. Case managers shall gather

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this information and maintain it in the case file. If the participant has other funds that are "pending," WIOA Title I-B funds may be used if arrangements have been made with the training provider or participant to return the Title I-B funds when the other funds are awarded.

ITAs are to be used for Occupational Skills Training. In rare cases, a contract for services can be used. First a justification must be submitted to the Workforce Board for review and approval. A public comment period of 30 days is required prior to awarding a contract. The contract for services may be used when:

1. There is not enough training providers for the specific training to support the ITA system.
2. There is an institution of higher education or other training entity has demonstrated effectiveness in its training, and multiple individuals will be receiving training during a similar period of time.

Occupational skills training can be combined with workplace training or work experience in several different situations. ITAs may be used with or without OJT contracts for registered apprentices [20 CFR 680.330 (a)]. Registered apprenticeship programs (RA) automatically qualify to be on a State's ETPL [20 CFR 680.330; TEGL 19-16]

Youth

Occupational skills training is Youth Program Element 4. As a Program Element, occupational skills training must be available to all youth if their assessments of academic levels, skill levels, and service needs indicate that they are prepared for such training and that the training meets their employment goals [TEGL 21-16]. Occupational skills training for youth must:

1. be outcome-oriented and focused on an occupational goal specified in the ISS
2. be of specific duration to impart the skills needed to meet the occupational goal, and
3. lead to the attainment of a recognized postsecondary credential [20 CFR 681.540(a); TEGL 21-16]

Approved by: <u>Michelle Allgood</u>	Date: <u>9-10-19</u>
Title: <u>CAWDB Chairperson</u>	

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