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Sarah Smith
Executive Director
WRCOG

WACCAMAW WORKFORCE INVESTMENT AREA INSTRUCTION NUMBER: 17-11

TO: Waccamaw WIOA Service Providers

SUBJECT: Supportive Services Policy

ISSUANCE DATE: July 1, 2017

EFFECTIVE DATE: Immediately; supersedes Waccamaw WIOA Policy 16-01.

PURPOSE: To issue guidelines for providing supportive services for WIOA participants in the Waccamaw Region.

BACKGROUND: The Workforce Innovation and Opportunity Act allows for payments of supportive services for enrolled participants in core, intensive, and training activities.

POLICY: A maximum of \$3,000 per program year of supportive services may include transportation, child-care, legal fees (to include expungement costs), books, fees, supplies and testing and other/emergency payments that are necessary to enable participation in activities authorized under WIOA. The policy stipulates that supportive services be provided only to those participants who are unable to obtain such services through other programs. Exceptions will require WDB approval. This policy may be adjusted by the LWDA at any time based upon funding availability and/or other economic factors. The LWDA will notify all grantees in writing in the event there is a change. All supportive services are based on availability of funds.

Supportive services may only be provided to individuals who are:

1. Participating in career or training services as defined in WIOA secs. 134 (c) (2) and (3) and
2. Unable to obtain supportive services through other programs providing such services
3. Supportive services only may be provided when they are necessary to enable individuals to participate in career services and training activities.
4. Youth supportive services may be provided during participation in WIOA activities as well as during the required 12 month follow-up period after exit.

ACTION: WIOA requires that supportive services be provided only to those participants unable to obtain such services through other programs, and such services must be necessary for the participant to achieve the goals outlined in the Individual Service Plan or Individual Employment Plan. Therefore, the Career Coaches developing the plans must determine the participant's supportive service needs and document efforts to secure appropriate resources from other community agencies. Only if a participant is unsuccessful in obtaining services

from other community agencies should such services be provided or procured by the WIOA system. When documenting all efforts to secure services through non-WIOA sources, Career Coaches must include a determination for whatever services the participant can access through his/her support network. All supporting documentation must be maintained in the participant's file except for background check and drug screening test results. Background check and drug screening results should be kept in a sealed envelope marked "confidential," and located in a locked cabinet in each of the three SC Works Centers.

Allowable supportive services are for Adults, Dislocated Workers and eligible Out of School and In School Youth who are enrolled in WIOA.

Transportation

When it has been determined that a participant is unable to attend a WIOA activity or training due to the lack of transportation, the Career Coach can provide or procure transportation. The Career Coach should attempt to arrange transportation through other community agencies or a private provider. Public transportation should also be utilized when available. The Career Coach also may choose to pay an individual selected by the participant to provide transportation. Prior to any agreement, the participant should verify and provide evidence to the Career Coach that the private individual has a valid driver's license and insurance. The Career Coaches should have an agreement with the transportation provider specifying the cost and reimbursement arrangements. Transportation services should be provided on a temporary basis while the participants and the Career Coach develop plans for the participant to provide their own transportation.

Participants who own a vehicle or have access to a vehicle may receive assistance to help with the out-of-pocket expenses associated with participation in activities or training. The Career Coach must verify that the participants are driving and determine the actual number of miles traveled each day. The Career Coaches are required to maintain adequate source documents to support transportation costs. The Career Coaches must also ensure that the travel costs are expended only for the actual days the participant travels to the activities/training.

Transportation Reimbursement:

Transportation allowance is provided for miles traveled from the participant's residence to the training facility or work site and back to participant's documented place of residency, in accordance with the participant's semester or work experience/OJT schedule. Mileage verification must be documented and maintained in the client's file. The rate for reimbursement is 62% of the current federal GSA rate with a maximum of \$15.00 a day.

If a participant who is driving to the activities/training agrees to transport another WIOA participant, the driver may be reimbursed 50% of the daily allowance for each additional participant. The Career Coaches must verify that the driver is actually transporting the participant(s). The verification may be as simple as a statement such as "I certify that I provide transportation for _____", and list the participant(s) name, state ID#, and the total miles transported per trip. The participant who is driving and the participant(s) who are being transported should sign the statement.

The following information must be on file for each participant in order to process transportation reimbursement:

- Documentation/ SCWOS case notes which show assistance from other agencies have been exhausted.

- A copy of participant's time and attendance for the period in which the reimbursement is intended.
- A copy of validated attendance sheets that shows participant's 90% attendance for the week.
- A mapquest or valid internet mapping program showing mileage attached to the attendance sheet.

Child Care

Due to the limited amount of WIOA funds it is important that the Career Coach exhaust every possible means to provide child care through other community funding resources (ABC vouchers, etc). If it is determined that there are no other means of providing the child care and that child care is necessary for the participant to participate in the activities/training, then child care assistance may be provided. Child care assistance will be available to children ages 0-12.

Child care payments will be made directly to the service provider. Documentation and/or invoices must be secure and maintained by the Career Coaches. To pay child care costs, the Career Coaches must secure from the provider an itemized weekly invoice showing the name(s) of the child or children; the name of the parents; time and dates covered; and total charges. Payment of child care costs must be linked to the participant's attendance. If the participant is absent from the activities/training, the payment will not be made for that particular day. If WIOA funding becomes limited the Career Coach will work with the participant to develop a transition plan.

Payments for child-care shall not exceed \$20 per day per child for a full day schedule. Child care assistance is paid only for training attendance in accordance with the participant's semester schedule.

The following information must be on file for each participant in order to process child care payments:

- Documentation/ SCWOS case notes which show assistance from other agencies have been exhausted.
- A copy of participant's time and attendance for the period in which the payment is intended.
- A copy of validated attendance sheets that shows participant's daily attendance for the week.
- An invoice from the child care provider as specified above.

Participants with special needs children who require specialized care, outside of the perimeters described above, will be considered on a case by case basis by WRCOG.

Medical Assistance

The medical assistance covered by WIOA will be limited to pre-employment physicals and any immunizations that are required for training. Payments for such services should be made to the provider. With approval in advance, participants may be reimbursed under certain circumstances. The amount paid per participant should not exceed the allowed total funding of supportive services.

Legal Services

Per State Instruction Letter 16-05 issued on September 7, 2016 WIOA now provides an expanded list of allowable supportive services that includes legal aid services for Title I participants. Legal aid can uniquely address certain

barriers to employment, including access to driver's licenses, expunging criminal records, and resolving issues with debt, credit, and housing. With approval in advance, participants may be reimbursed under certain circumstances

Emergency Funds

Emergency financial assistance for participants registered in WIOA funded training may be provided. Examples of emergency funds may include car repairs and utilities or a special need on behalf of the participant, that would otherwise preclude said participant to not be able to complete or attend training. This assistance will be assessed and provided on an individual basis. To be eligible to receive emergency assistance, participants must meet the following criteria:

1. The participant must show 90% overall attendance.
2. The assistance is not available through any other community agencies.
3. The participant must provide three service quotes from verifiable provider.
4. The request for funds must be approved by the WRCOG.

Payments for services should be made to the provider. If a participant is approved for emergency funds, the payment will be made on a lump sum check.

Career and Training Services Support

Any payments related to services needed to allow the participant to go into training (OJT or classroom) or obtain or retain employment will NOT be included in the \$3000 cap. Examples of these services include:

Books

Uniforms

Tools

Test/Certification Fees

Documentation must be provided that these services are required by the employer or by the training provider.

INQUIRIES: Questions may be directed to Sarah Smith, Executive Director of the Waccamaw Regional Council of Governments at (843) 546 -- 8502.



Sarah Smith

Executive Director

Waccamaw Regional Council of Governments

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WRCOG

WACCAMAW WORKFORCE DEVELOPMENT AREA INSTRUCTION NUMBER: 16-02

TO: Waccamaw WIOA Service Providers

SUBJECT: On the Job Training

ISSUANCE DATE: September 29, 2016

EFFECTIVE DATE: Immediately.

PURPOSE: To provide information and direction for the implementation of WIOA funded On-the-Job Training (OJT) opportunities for eligible Adult, Dislocated Worker and Youth program participants. Specific criteria are included to increase the amount of employer reimbursement for an OJT participant wage rate to more than 50%.

BACKGROUND

On-the-Job Training (OJT) is a training option that provides Employers the opportunity to train new employees (Trainees) on the specific knowledge or skills essential to the full and adequate performance of the job. OJT opportunities are formed through a contractual agreement between the Employer and the OJT Service Provider. The OJT Service Provider provides the Employer with a partial wage reimbursement, typically up to 50 percent of the wage rate of the participant for the extraordinary costs of providing the training and supervision related to the training. However, Section 134(c) of WIOA authorizes local boards to reimburse employers up to a maximum of 75 percent of the wage rate of an OJT participant after considering factors listed in proposed rules at 20 CFR 680.730 and this policy.

OJT is a hire-first program. The Trainee begins their OJT as a full-time employee of the company that has agreed to provide the on-site training and long-term employment upon completion of the OJT. The rate of pay, fringe benefits, periodic pay increases, and working conditions offered to the Trainee are the same as similarly situated employees in similar positions by the same Employer and are in accordance with Section 6(a)(1) of the Fair Labor Standards Act of 1938 (29.U.S.C. 206(a)(a) or the applicable state or local minimum wage laws.

POLICY

On-the-Job Training must be provided through a contract that provides a structured training opportunity for the OJT Trainee to gain the knowledge and skills to be competent in the job for which they are hired. The contract must be completed and signed by the Employer and authorized signatory official of the Waccamaw Regional Council of Governments.

OJT may be combined with other WIOA program services such as work experience, classroom training or basic skills training.

An Employer may have up to five OJT Trainees at the same time provided they are not all in the same department. Written approval by the Executive Director of the Waccamaw Regional Council of Governments is required for any instances outside of this parameter.

Participant Eligibility

OJT Trainees must meet program eligibility requirements for each funding source, i.e. WIOA Adult, Dislocated Worker or Youth formula funded programs. Trainees must have received a documented assessment that results in the development of an Individual Employment Plan (IEP) that documents the participant has the interest, aptitude and skills to meet the specific Employer OJT requirements.

OJTs for Employed Workers

OJTs may be written for eligible employed workers when:

- The employee is not earning a self-sufficient wage;
- All other requirements of this policy are met; and
- The OJT relates to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, or workplace literacy. (proposed rule at 20 CFR. 680.710)

Employer Eligibility

The OJT Employer:

- Must be registered with the Internal Revenue Service (IRS) and have an account with the South Carolina Department of Employment and Workforce for Unemployment Insurance and carry Workman's Compensation Insurance. (proposed rule at 20 CFR 683.280)
- Must have operated in the Waccamaw Region for a minimum of 120 days and be current in unemployment insurance and workers' compensation taxes, penalties, and /or interest or related payment plan.
- Must be financially solvent to meet the OJT contract obligations through the end of the training and for the participant's 12 month follow up period; have adequate payroll record keeping systems that track hours worked, gross pay, deductions and net pay.
- Must not have relocated within the last 120 days, where relocation resulted in the loss of employment at the prior location. (proposed rule at 20 CFR 683.260)
- Shall not displace any currently employed worker or alter current workers' promotional opportunities. Nor have terminated any regular employee or otherwise reduced the workforce in order to hire OJT Trainees. (proposed rule 20 CFR 683.270)

- Must not be involved in a labor dispute or have workers currently in a layoff status or laid off workers over the past 120 days from the same or any substantially equivalent job. The period of 120 days may be waived if there are mitigating circumstances reviewed and approved by a WIOA Program Manager.
- Must not impair existing contracts for services or collective bargaining agreements. Must gain written concurrence with the appropriate labor organization before the OJT can begin if the OJT agreement would be inconsistent with a collective bargaining agreement. (WIOA Sec.181 (a)(2)(B). Additionally, the Employer must attest that the OJT agreement would not assist, promote or deter union organizing (20 CFR 680.850).
- Must not allow OJT Trainees to work on the construction, maintenance or operation of any facility that is used for sectarian activities or as a place of worship (WIOA Section 188 (a)(3)).
- Must not illegally discriminate in training or hiring practices because of race, color, sex, national origin, religion, disability, political beliefs or affiliations, or age (WIOA Sec. 188(a)(3)).

OJTs must not be written with an employer who has previously exhibited a pattern of failing to provide OJT Trainees with continued long-term employment. (proposed rule at 20 CFR 680.700(b))

Employer Reimbursement Rates

The employer reimbursement rates of the regular wages earned for OJTs range from a minimum of 50 percent to a maximum of 75 percent. The reimbursement rate is based on the size of the employer as follows:

- A maximum of 50 percent for large employers defined as having a 100 or more employees
- A maximum of 65 percent for medium size employers defined as having 20-99 employees and
- A maximum of 75 percent for small employers with a workforce of 1-19 employees.

Regardless of the reimbursement rate, the following factors must be considered prior to approving an OJT:

1. The characteristics of the participant(s) with an emphasis on barriers to employment as defined in WIOA Section 3(24) and listed on Attachment A;
2. The quality of employer-provided training (e.g., an industry recognized credential, advancement opportunity);
3. The number of participants the employer agrees to sponsor;
4. The wage and benefit level of the participant (both during and after completion of the OJT);
5. The OJT position is an in-demand occupation as defined by WIOA Section 3(23) and determined by labor market information;
6. The OJT employer is:
 - a. In an in-demand industry as defined by WIOA Section 3(23) and determined by labor market information; or

- b. In an In-balance Industry as determined by labor market information; or
- c. In a declining industry, but there are compelling reasons (e.g., evidence of long-term viability of the employer) justifying reimbursement above 50 percent.

Registered Apprenticeship Programs

OJT contracts may be written with registered apprenticeship programs or participating employers in registered apprenticeship programs for the on-the-job training portion of the registered apprenticeship program.

The OJT Contract

Every OJT opportunity will include a contract (agreement) with the Employer and a Training Plan for the Trainee. The contract must include the requirements of WIOA rules and regulations; the occupation, skills and competencies to be learned; and the length of time the training will be provided. Contract modifications must be in writing, signed and dated by the Employer and the Business Services Representative.

Cost Per Participant

Subject to funding availability and the OJT Trainee's needs, the Waccamaw Workforce Development Area limits the training costs to \$5,000 for jobs paying entry level wages defined as \$ 9.00 - \$15.00 per hour and \$6,000 for higher wage jobs, defined as paying more than entry level wages. Training costs in excess of these limits may be approved by the Waccamaw Workforce Development Board or the authorized WIOA Service Provider, under special circumstances. Regardless of the hourly wage, training duration is limited to not less than four weeks and not more than 26 weeks. Training duration must be in line with Specific Vocational Preparation (SVP) estimates.

WIOA participants who have utilized the maximum allowed under the Waccamaw Workforce Development Area's most current ITA Policy may also qualify for an OJT with training cost and duration limits described above.

Overtime Hours for OJT

OJT payments may only be paid for regular wages paid by the employer. Payment may not be based on overtime, shift differential, premium pay and other non-regular wages. This does not preclude a participant from working overtime; however, the employer is responsible for all overtime pay.

Determining Training Duration-Specific Vocational Preparation (SVP)

Training will be limited to the period of time required for a Trainee to become proficient in the position related to the training plan. The Waccamaw Workforce Development Area limits the training duration to not less than four (4) weeks and not more than 26 weeks. Training duration is negotiated with the Employer on the basis of the skills that need to be learned to perform the job at a level comparable to an employee who would be hired without the need for OJT. An upper limit for training duration is established using

the Specific Vocational Preparation (SVP) estimates for occupations in the U.S. Department of Labor at http://www.occupationalinfo.org/appendxc_1.html#II.

PROCEDURES

Participant Case File

All documentation relative to the selection of a candidate for an OJT opportunity and the development and maintenance of the participant's OJT Training Plan should be included in the participant hard or electronic case file. Participant files must be available to federal, state and local monitors for compliance review.

Employer Files

OJT Service Providers are required to keep an individual file for each OJT Employer which includes the Employer Pre-Screening Checklist verifying employer eligibility. Employer files must be available to federal, state and local monitors for compliance review.

Monitoring

Monitoring at the local, state and federal level will include the OJT Service Provider's oversight of the participant training and corresponding employer payroll records.

On-site monitoring visits should be conducted by the contract manager.

Effective monitoring also includes desk review of correspondence from the employer, including OJT reimbursement invoices and required documentation to support those invoices.

Contract managers must regularly review each Trainee's progress in meeting program and service strategy objectives, including the Trainee's acquisition of basic/occupational skills and the adequacy of supportive services provided as related to OJT.

Any deviations from the OJT Contract should be dealt with and documented promptly.

Exceptions

Any exceptions to this policy must be approved by the Waccamaw Workforce Development Board or the authorized representative of the WIOA Service Provider and documented in both the Trainee and Employer files. Exceptions may be allowed for: Employers new to the Waccamaw Region; Employers with workers in lay-off status less than 120 days; Training plans exceeding the cost or time limits or other policy statements not contained in the WIOA or WIOA regulations.

DEFINITIONS

OJT Agreement/Contract: The OJT Agreement or Contract includes all of the basic requirements including applicable laws, regulations and policies; outlines the appropriate steps for OJT implementation; and is

specific to the individual training plan. At a minimum, the Agreement must include an extensive set of general provisions (Terms and Conditions) ensuring WIOA rules and regulatory compliance; the occupation, skills and competencies to be learned; and the length of time the training will be provided. All parties including the Employer and authorized signatory official of the Waccamaw Regional Council of Governments must sign the Agreement.

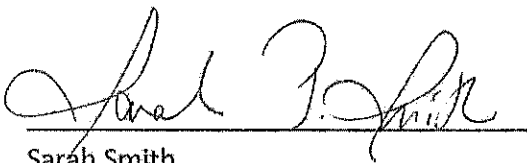
Trainee: The OJT Trainee is an eligible WIOA participant who has demonstrated the skills, abilities and interests to successfully participate in an OJT with a specific Employer. The Trainee must have received a documented assessment that resulted in an Individual Employment Plan (IEP) that documents the appropriateness for the OJT.

The OJT Training Plan: The OJT Training Plan must be signed by the Employer, OJT Service Provider and Trainee prior to the commencement of the OJT. The Training Plan is unique and customized for each OJT Trainee. The Training Plan includes the skills to be learned, training hours and evaluation of skills gained.

REFERENCES

- WIOA Section 3(23)
- WIOA Section 3(44)
- WIOA Section 134(c)(H)
- WIOA Section 188 (a)(2) and (3)
- Proposed rules at 20 CFR 680.700, 680.710, 680.720, 680.730 and 680.850
- Proposed rules at 20 CFR 683.260, 683.265, 683.270 683.275

INQUIRIES: Questions may be directed to Sarah Smith, Executive Director of the Waccamaw Regional Council of Governments at (843) 546 – 8502.

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Sarah Smith
Executive Director
Waccamaw Regional Council of Governments

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Sarah Smith
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WACCAMAW WORKFORCE DEVELOPMENT AREA INSTRUCTION NUMBER: 16-04

TO: Waccamaw WIOA Service Providers

SUBJECT: Incumbent Worker Training Policy

ISSUANCE DATE: May 30, 2017

EFFECTIVE DATE: May 30, 2017

PURPOSE: This policy provides criteria to determine which workers, or groups of workers, are eligible for incumbent worker training services and the cost sharing required for incumbent worker training projects. (WIOA Section 134(d)(4)).

BACKGROUND: Incumbent Worker training is designed to meet the special requirements of an employer (including a group of employers) to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment and conducted with a commitment by the employer to retain or avert the layoff of the incumbent worker. An ideal incumbent worker training would be one where a participant acquires new skills allowing him or her to move into a higher skilled and higher paid job within the company, thus allowing the company to hire a job seeker to backfill the incumbent worker's position. Incumbent Worker training must increase both a participant's and a company's competitiveness.

Under Section 134(d)(4) of WIOA, local boards can use up to 20 percent of their adult and dislocated worker funds to provide for the federal share of the cost of providing Incumbent Worker training.

POLICY: Incumbent Worker Eligibility Criteria:

An incumbent worker must be:

1. A U.S. citizen or otherwise legally entitled to work in the U.S.;
2. Age 18 or older;
3. Registered for the Selective Service (males who are 18 or older and born on or after January 1, 1960) unless an exception is justified;
4. Employed; WFC WIOA Title 1-B Incumbent Worker Training Policy
5. Meet the Fair Standards Act requirements for an employer-employee relationship <http://www.dol.gov/whd>; and
6. Have an established employment history with the employer for six (6) months or more.

Note: Per proposed 20 CFR 680.780, an incumbent worker does not necessarily have to meet the eligibility requirements for career and training services for adults and dislocated workers under this Act.

Employer Eligibility Criteria:

The following factors must be considered when determining the eligibility of employers to receive the WIOA share of funds to provide training to incumbent workers using either Adult and/or Dislocated Worker formula funds:

1. The characteristics of the incumbent workers to be trained and how they would benefit from retention or advancement. Consideration should be given to employers who propose to train individuals with barriers to employment as defined in WIOA Section 3(24). (See Attachment A);
2. The quality of training. Whenever possible, the training should allow the participant to gain industry-recognized training experience and/or lead to industry-recognized credentials and/ or an increase in wages;

3. The number of participants the employer plans to train or retrain;
4. The wage and benefit levels of participants (before and after training);
5. The occupation(s) for which incumbent worker training is being provided must be in demand;
6. The employer is: a. In an in-demand industry as determined by ESD labor market information; or b. In an in-balance industry as determined by ESD labor market information; or c. In a declining industry, but there are compelling reasons (e.g., evidence of long-term viability of the employer) justifying investment in incumbent worker training.
7. The employer must not have laid off workers within 120 days to relocate to Washington from another state;
8. The employer is current in unemployment insurance and workers' compensation taxes, penalties, and/or interest or related payment plan.

Each of the above factors leading to the approval of an incumbent worker training project with an employer must be documented and placed in the contract file.

Employer Share of Training Costs:

Employers participating in incumbent worker training are required to pay the non-WIOA (non-federal) share of the cost of providing training to their incumbent workers. (WIOA Sections 134(d)(4)(C) and 134(d)(4)(D) and proposed 20 CFR 680.820).

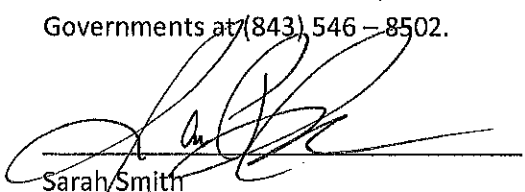
The employer share is based on the size of the workforce (wages paid to the participant while in training can be included as part of that share and the share can be provided as cash or in-kind that is fairly evaluated) as follows:

- At least 10 percent of the cost for employers with 50 or fewer employees
- At least 25 percent of the cost for employers with 51 to 100 employees
- At least 50 percent of the cost for employers with more than 100 employees

Employer cost share contributions must be tracked and documented in the contract file. In addition, the methodologies for determining the value of in-kind contributions must be documented in the contract file and conform to cost sharing requirements at 2 CFR 200. 306.

REFERENCES: WIOA Section 3(23) WIOA Section 134(d)(4) Proposed 20 CFR 680.780, 680.790 and 680.820 2 CFR 200.306

INQUIRIES: Questions may be directed to Sarah Smith, Executive Director of the Waccamaw Regional Council of Governments at (843) 546 – 8502.



Sarah Smith

Executive Director

Waccamaw Regional Council of Governments

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Sarah Smith
Executive Director
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WACCAMAW WORKFORCE DEVELOPMENT AREA POLICY NUMBER: 16-05

TO: Waccamaw COG WIOA Staff

SUBJECT: Youth Incentive Policy

ISSUANCE DATE: March 15, 2017

EFFECTIVE DATE: Immediately; supersedes Waccamaw WIA Instruction Number 14-05 - B.

PURPOSE: To reinforce the motivation of youth in active participation and achievement and to provide a sense of belonging and recognition in their community.

BACKGROUND: According to the 2013 Waccamaw Workforce Investment Area Statement of Work, reasonable incentives for recognition and achievement are allowable expenditures under the Waccamaw WIA Youth program when the provision of an incentive is included in the participant's Individual Service Strategy (ISS). The maximum value of awarded incentives is \$500 per year of participation. High School (diploma or GED) and college graduates may be awarded cash not to exceed \$200. Awards must be consistent for all enrolled youth.

Based on the Final Regulations of the Workforce Innovation and Opportunity Act, two changes in the Youth Incentive Policy are required. First, incentives must be connected to work based learning and training activities. They must also be tied to the participant's goals. And second, incentives for referrals are no longer allowed costs. The attached Youth Incentive Sheet has been revised to indicate these changes required by the Workforce Innovation and Opportunity Act.

ACTION: Waccamaw WIOA Staff will review the revised Youth Incentive Sheet (attached) with participant after completing the ISS. A voucher will be issued for incentives earned with verified attendance and /or certificate of completion.

INQUIRIES: Questions may be directed to Sarah Smith, Executive Director of the Waccamaw Regional Council of Governments at (843) 546 – 8502.

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Sarah Smith

Executive Director

Waccamaw Regional Council of Governments



WIOA YOUTH INCENTIVE SHEET

| INCENTIVE | AMOUNT | NOTES |
|---|----------|---|
| 1 EFL gain in Reading or Math | \$50.00 | Maximum amount is reached when Youth is no longer BSD |
| Obtain GED or HS Diploma | \$200.00 | |
| Obtain an Occupational Skills Credential or Associates Degree | \$100.00 | |
| Career Readiness Boot Camp | \$75 | (\$25 for each day of attendance) |

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WACCAMAW WORKFORCE INVESTMENT AREA POLICY NUMBER: 14-03

TO: Waccamaw WIA Service Providers, WIA Staff, WIB Members

CC: Marvin Heyd, WIB Chair; Jeanette Ard, WIB Policy Committee Chair

SUBJECT: Individual Training Accounts (ITA) and Voucher System Policy

ISSUANCE DATE: May 20, 2014

EFFECTIVE DATE: Immediately; supersedes any pre-existing ITA policies

PURPOSE: To issue guidelines for implementation of ITAs within the Waccamaw Region.

BACKGROUND: The purpose of the ITA is to assist eligible participants in obtaining training services that will lead to self-sufficiency. Eligible participants can receive an ITA to assist them in paying the cost of tuition, books, and appropriate fees that are not covered by other financial aid.

POLICY: The Waccamaw Regional Workforce Investment Board has set the maximum amount of an ITA at \$4,000 per program year. Participants can apply to attend training that costs more than the maximum training amount, but those participants must submit proof of how the difference in cost will be paid. ITA's that exceed the \$4,000 per program year requires approval by the WIB's executive committee. The lifetime maximum is \$14,000 per participant.

ACTION: Individual Training Accounts shall be limited to Adults, Dislocated workers, and older (18-21) Out of School Youth who:

- (1) have completed the requirements of core and intensive services within the SCWorks System and are unable to obtain/retain employment that provides for self-sufficiency;
- (2) have been determined by the Service Provider to be in need of training and have the skills (through assessment results) to be successful in the selected training curriculum;
- (3) have selected a training program that is directly linked to the employment opportunities in the local area or in another area in which the participant is prepared and willing to relocate;
- (4) agree to complete the Work Keys Assessment;
- (5) are unable to obtain other grant assistance to finance the training.

ITAs shall be issued to the participant for a specific timeframe to meet the training institution's curriculum, either semester or quarter. If a participant fails to start the training, as specified, the training account becomes void. A new training account will be issued at the beginning of each term. Participants must maintain the grade point average for passing the course required by the training institution in order to receive an additional training account.

A Voucher System Agreement must be signed by the Eligible Training Provider and the WIA Services Provider. A Voucher System Certificate will be provided to the participant at the beginning of each term. The Training Services Budget will be completed when the participant has been approved for training. The training budget will provide the participant an itemized listing of what cost will be covered by WIA funds. The Training Provider Consumer Report from the Eligible Training Provider is available to assist the participant in making more informed decisions about the performance of the Eligible Training Provider.

Any training outside the locally defined career clusters requires approval by WIB's executive committee. The participant must have signed documentation to show willingness to relocate for employment opportunities. This documentation must be kept in the participant's case file.

INQUIRIES: Questions may be directed to Sarah Smith, Executive Director of the Waccamaw Regional Council of Governments at (843) 546 - 8502.



Marvin Heyd

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Sarah Smith
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WACCAMAW WORKFORCE DEVELOPMENT AREA INSTRUCTION NUMBER: 16-03

TO: Waccamaw WIOA Service Providers

SUBJECT: Definition of "Requires Additional Assistance to Enter and Complete an Educational Program, or to Secure and Hold Employment"

ISSUANCE DATE: March 15, 2017

EFFECTIVE DATE: Immediately; supersedes Waccamaw WIA Instruction Number 13-04A.

PURPOSE: To define "Requires additional assistance to enter and complete an educational program or to secure or hold employment" as it relates to eligibility for youth in the Workforce Innovation and Opportunity Act.

BACKGROUND: Background: WIOA Section 129 (a) C (VII) allows local WDB's to establish its local definition and eligibility documentation requirements for individuals who may need additional assistance to complete an educational program, or to secure and hold employment.

POLICY: During the February 16, 2017 Waccamaw Workforce Development Board Meeting, the Board approved the use of the following definition for the Waccamaw Local Workforce Area when determining youth eligibility under "requires additional assistance to enter and complete an educational program or to secure and hold employment":

- Has a poor work history, to include, little to no work history, or has been fired from a job within the past 6 months.
- Has dropped out of post-secondary education during the past 12 calendar months
- Currently has an incarcerated parent(s)/guardian or lack of support system
- Interested in college and is a first generation college student
- Employed part-time and has been unable to obtain full time employment with the past three months after employment search

ACTION: Documentation evidencing the deficiencies identified above must be provided with the eligibility documentation and maintained in the participant's file (unless it is confidential information, which should be maintained in a locked filing cabinet). In addition, the eligibility and barrier identification must be addressed in the comprehensive case-note in SWCOS.

INQUIRIES: Questions may be directed to Sarah Smith, Executive Director of the Waccamaw Regional Council of Governments at (843) 546 – 8502.



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WACCAMAW WORKFORCE INVESTMENT AREA INSTRUCTION NUMBER: 14-06

TO: Waccamaw WIA Service Providers

SUBJECT: Definition of "Self-Sufficiency"

ISSUANCE DATE: May 15, 2015

EFFECTIVE DATE: Immediately; supersedes Waccamaw WIA Policy and Procedure I, June 1, 2012 page 1 of 13.

Purpose: The purpose of this instruction is to transmit the WIA's definition of "self-sufficiency".

Background : Public Law 105-220, title I, Subtitle B, Chapter 5, Section 134 (d)(J)(ii), allows local WIBs to establish its local definition for "unable to obtain or retain employment that allows for self-sufficiency" for employed individuals with respect to intensive services.

Policy: "Employment that allows for self-sufficiency" is defined as follows:

- (1) Employment in which individuals employed with a single employer for more than 35 hours per week that offers reasonable opportunity for advancement and employer assisted benefits and does not result in seasonal unemployment in excess of one month;
- (2) Employment in which individuals accrue hourly wages or annual earnings that equate to more than 150% of the Lower Living Standard Income Level based on appropriate family size provided that the individual does not work more than 45 hours per week to earn in excess of 225% of the LLSIL; or
- (3) Employment for a dislocated worker which provides a salary that is at least 80% of his dislocation wage.

The most recent Poverty Guidelines issued by the Department of Health and Human Services will be used in determining self-sufficiency.

INQUIRIES: Questions may be directed to Sarah Smith, Executive Director of the Waccamaw Regional Council of Governments at (843) 546 – 8502.



Sarah Smith
Executive Director
Waccamaw Regional Council of Governments