

TRIDENT

Trident Workforce Development Board Workforce Innovation and Opportunity Act

TRAINING SERVICES POLICY

TO: SC Works Trident Operators, WIOA Program Provider, Staff, and Partners

ISSUANCE DATE: November 7, 2023

EFFECTIVE DATE: November 7, 2023

SUPERSEDES: June 6, 2023, April 11, 2023, December 10, 2019, August 28, 2019, January 31, 2018, December 5, 2017, September 27, 2017, March 10, 2015, July 1, 2014, November 12, 2013, May 15, 2012, February 14, 2012, November 8, 2011, August 9, 2011, July 27, 2011, July 1, 2010, March 31, 2009, October 7, 2008, and July 1, 2007

SUBJECT: TRAINING SERVICES POLICY

PURPOSE:

The purpose of this policy is to establish guidelines for training services in accordance with the WIOA law and regulations and the Trident Workforce Development Board.

POLICY:

The Trident Workforce Development Board will invest funds in training programs that fall under the established Industry clusters for the SC Works Trident area. Participants must enter into training in one of the Industry clusters below. The Industry clusters are as follows:

- **Diversified Manufacturing**
- **Transportation & Logistics**
- **Healthcare**
- **Information Technology**
- **Construction Trades**
- **Hospitality & Tourism**

PROCEDURES:

Since the goal of the program is to provide training that leads to employment (or education for youth), participants must not be enrolled in training programs that exceed 24 months or enroll in two or four-year degree programs unless the WIOA-funded program can be completed within 24 months. However, participants enrolled in a registered apprenticeship program have an exception to the 24 months. Participants enrolled in registered apprenticeship programs may remain in the program until the completion of the apprenticeship program.

In accordance with Section 663.320 of the WIOA Regulations, "WIOA funding for training is limited to participants who are unable to obtain grant assistance from other sources to pay the costs of their

training.” Participant files must document that the participant and WIOA Career Coach made every effort to secure other funding sources for the training, such as the PELL grant, SC Education Lottery and NAFTA-TAA funds. Per USDOL, a person without a GED or high school diploma does not have marketable employment skills; therefore, if a participant does not have a HS Diploma or GED, it must be addressed in the Individual Employment Plan (IEP) and in case notes and at minimum, referred to a program where they can receive guidance on gaining a HS Diploma or HS Equivalency even if a high school credential is not a requirement for training by a training provider.

Participants who received a certificate of completion may have the option to enter training upon approval from the Operations Director. A memo of approval should be submitted placed in the hard file and scanned in SCWOS as verification of approval.

Participants are required to complete Career Readiness Assessments if it is a requirement by the training provider and/or Employer. See Assessment, Background, and Drug Screening Policy for additional Assessment requirements.

Repayment of a course or exam:

The cost of an exam and/or certification related to training is an allowable cost from WIOA funds. In the event a WIOA participant does not successfully pass a course, they will have one opportunity to have only one course repaid during the full training program.

In the event a WIOA participant does not successfully pass an exam, they will have one opportunity to have the exam repaid for through WIOA. This applies to the complete life of the training programs. This does not include the GED exam. If a participant unsuccessfully completes training to include an OJT, the need for further training will be evaluated and approval made by the Operation Director based on the circumstances.

Approval is required prior to paying a second time for an exam or course.

The following items will be included under Supportive Services for participants and will continue to be funded with WIOA funds:

- Tools required by the provider or employer
- Uniforms required by the provider or employer
- Books
- Exam fees
- Drug screens required by the provider
- Background checks
- Other items required as part of the training program or for employment i.e. transcripts to sit for exams

Training services for adults will be limited to:

- Adults that are a part of the priority of service group
- Participants that meet the definition of not self-sufficient (adult program participant)
- Those adults not a part of the priority of service group, but have demonstrated the need for training. Sufficient documentation in case notes and job search logs may be used to demonstrate the need.
- A maximum of \$10,000 per participant for the lifetime of the program

Training services will be limited to the guidelines below:

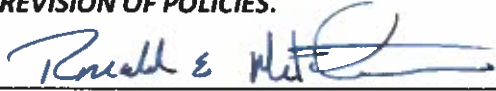
- Maximum amount is \$10,000, per lifetime of the program. The SC Works Operator will be responsible for any payment of funds expended over the maximum amount without prior exception approval from the Executive Director of the BCDCOG.
- Maximum length of training is 24 months per participant, per lifetime of the program.
Exceptions can be made by the Eckerd Youth Alternatives Regional Manager to training that

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exceeds 24 months based on the needs of the participant.

- The amount and length limits are totals, not amounts for each training activity.
- Training costs that are included in the limitation are post-secondary education, occupational skills training, work experience, OJT, and GED training activities.
- Room and board, including meal plans, are not allowable training costs for youth. Costs associated with Employability/ Work Maturity and assessments are not included in this limitation.
- Participants placed in pre-apprenticeship programs must have written approval from the connecting Registered Apprenticeship program that they have been interviewed and are a good candidate for the Registered Apprenticeship Program before the participant can be approved for the Pre-Apprenticeship Program.

NOTE: THE EXECUTIVE DIRECTOR OF THE BERKELEY CHARLESTON DORCHESTER COUNCIL OF GOVERNMENTS HAS THE DISCRETION TO MAKE EXCEPTIONS TO THIS POLICY; SEE *CREATION AND REVISION OF POLICIES*.



Ronald Mitchum, Executive Director
BCDCOG

November 7, 2023

Date

