



IMPERIAL COUNTY WORKFORCE DEVELOPMENT BOARD

2799 S. Fourth Street - El Centro, CA 92243 - Tel: (442) 265-4974 - Fax: (760) 337-5005

POLICY	ORIGINAL DATE	LAST REVISION
Occupational Classroom Training Policy	FISCAL YEAR 2020-2021	September 22, 2021

POLICY OVERVIEW:

The purpose of this policy is to provide guidance and criteria to be used by the Imperial County Workforce Development Board (ICWDB), the Imperial County Workforce and Economic Development Office (ICWED) and America's Job Center of California (AJCC) staff regarding Occupational Classroom Training expectations.

REFERENCES:

- Title I of the Workforce Innovation and Opportunity Act (WIOA) of 2014, Sections 108 and 134 (c)(3) Use of funds For Employment and Training Activities
- WIOA Department of Labor-Only Final Rule (81 FR 56072, Aug. 19, 2016).
- WIOA Sections 3(59), 3(60), 134(c)(3)(D), and 134(d)(2)-(3)
- Title 29 *United States Code* (USC) Section 3174(c)(3)(D)
- Title 20 *Code of Federal Regulations* (CFR) Sections 680.200 and 680.900-680.970.
- WSD15-07, Subject: *WIOA Eligible Training Provider List – Policy and Procedures* (November 10, 2015)

BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) requires that training services are provided to eligible Title I participants, in most cases, through use of the Eligible Training Provider List (ETPL) and Individual Training Accounts (ITAs). The intent is to maximize informed customer choice in the selection of qualified training providers. A participant in a Title I formula program, who is seeking specific types of training services, must select an eligible provider of training services from the ETPL. Once selected, the AJCC staff is expected to arrange for payment of services through an ITA. Use of the ETPL and ITAs is required for classroom training, with limited exceptions (Sec. 134(c)(3)(G)), and may include apprenticeship training or other training options. The ETPL and ITAs may also be used as appropriate for out-of-school young adults, ages 16-24, utilizing WIOA Title I Youth program funds.

Under Title I of WIOA, training services must be provided in a manner that maximizes informed customer choice in selecting an eligible provider. The WDB will make the ETPL available to customers. The one-stop delivery system will refer the individual to training and coordinate payment with the eligible training provider through an ITA. The ITA is a payment agreement established on behalf of a participant with a training provider. Only training providers that are on the State's ETPL, and are approved for use of WIOA funding, are able to redeem ITAs for payment.

POLICY AND PROCEDURES:

Through data analysis of employment concentrations and significant economic impact, the ICWDB determines what industry sectors are in-demand. Training assistance may include stackable credentials that are identified as a career pathway and will result in the participant acquiring industry recognized certificates. Classroom training assistance may be offered in conjunction with work-based learning opportunities.

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

Each program year, Local boards must spend at least 30 percent of the combined total of their adult and dislocated worker WIOA formula fund allocation on training services. The minimum training expenditure requirement does not apply to the youth WIOA formula fund allocation. Local Boards may apply designated leveraged resources used for training and supportive services (up to 10 percent of the combined total of their adult and dislocated worker formula fund allocation) toward meeting the minimum training expenditure requirement.

Eligibility

Training services may be made available to employed and unemployed adults, dislocated workers and youth, following an interview, evaluation, or assessment, and career planning with designated AJCC staff. Eligibility requirements include:

- The participant is unlikely or unable to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services (WIOA Adults and Dislocated Workers);
- The participant is in need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment (WIOA Adults and Dislocated Workers); and
- The participant has the skills and qualifications to participate successfully in training services.
- The training will assist the individual in obtaining employment upon completion of the training.

Eligibility can also be determined when:

- Selecting program 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 individuals are willing to commute or relocate.
- Grant assistance from other sources is inaccessible, including state-funded training resources, Trade Adjustment Assistance (TAA), and Federal Pell Grants, or requires assistance beyond that available under grant assistance from other sources to pay for the cost of such training.
- A WIOA Adult participant is in one of the targeted populations.
- The individual meets eligibility as a dislocated worker.
- A member of a worker group covered under a petition filed for TAA is awaiting a determination (If the petition is then certified, the worker may transition to TAA approved training. If the petition is denied, the worker will continue training under WIOA).

Participant Expectations

As a participant in a training program with Imperial County, participants must recognize that they are responsible for their own vocational training. It is the participant's responsibility to dedicate their own time and energy to achieving their goals by:

- Attending regularly, participating in class activities and completing assignments
- Coming to class prepared to learn
- Acting with honesty and integrity to produce their best work
- Learning from others and being willing to share what they have learned
- Working collaboratively with classmates and the instructor

Behavioral Expectations for participants:

- Respect the values, experiences, and the abilities of others
- Take full responsibility for ones actions
- Maintain a clean area while attending an in-person class
- Follow all rules set forth by the facility where the class is taking place
- Show empathy and compassion by listening to others
- Respect private and public property

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

Attendance Requirements:

Participants are expected to attend training sessions, be on time, stay the entire time, participate and engage fully in the lesson. Students may be dropped from training for the following reasons:

- Failing to attend the first training class meeting
- Being absent more than three consecutive class sessions without contacting the instructor
- Attending class irregularly
- Continually arriving late to class or leaving early.

Safety:

Participants are expected to conduct themselves in a safe manner while attending training by doing the following:

- Maintaining a smoke-free and drug-free environment
- Any disability that may affect the safety of the participant or others must be reported in order to be accommodated
- Appropriate attire should be worn both for attending classes and for the profession which they are training. (e.g. Inappropriate attire includes: revealing clothing, gang clothing or clothing with inappropriate words or pictures. Certain training programs have specific dress requirements that must be followed.)

DOCUMENTATION

The Employment Plan must indicate the need for the training service for the participant's employment goal to be achieved. All required documentation for a specific training service (ITA, OJT, Work Experience, ect.) is outlined. A case note must provide justification and eligibility to support the training service.

MONITORING

ICWED is responsible for ensuring oversight of the WIOA Title I funded programs. Monitoring shall take place by means of on-site visits to America's Job Center of California and contracted Service Providers. Site visits shall be performed at a minimum of once a year to ensure adherence to WIOA laws, regulations and policies.

ACTION

Please bring this policy to the attention of the ICWDB, AJCC system staff and appropriate WIOA funded service providers and sub-recipients. This policy is effective immediately. All submitted forms are live documents and subject to change according to local, State, and Federal needs. Once the forms and exhibits pertaining to this policy are approved by the ICWDB, they will not require board approval if other changes occur, unless the change affects protocols. Should you have any questions, please feel free to contact ICWDB staff at (442) 265-4974, (442) 265-4959, (442) 265- 4955 or the Program and Compliance Manager (442) 265-4963.