

INSTRUCTION LETTER



INSTRUCTION NUMBER: WIOA 13-12 Amendment 2

TO: Upstate Workforce Board (Upstate WB) SC Works Operator

SUBJECT: Allowable Training Activities and Cost Limits for WIOA Training

DATE ISSUED: September 1, 2015 DATE EFFECTIVE: August 17, 2015 DATE EXPIRES: Indefinitely*

***This policy is required to be reviewed and amended by the OneStop Oversight Committee not less than annually. Full Board approval is required once per program year.**

POLICY CHANGES:

This instruction is to convey the revised in-demand occupation list for the Upstate Workforce Area, to include Greenville County data for commuting purposes.

BACKGROUND:

WIOA Title I [Section 134]. The Upstate Workforce Board (Upstate WB) is responsible for establishing local policies related to allowable training activities, length of training and cost limits for training. The Upstate WB must also determine in-demand occupations and industries within the local area for the purpose of wisely investing local WIA training dollars.

POLICY:

The Upstate WIB has determined that the following activities, local requirements, time limits, and cost limits shall apply to all training activities. **The maximum, per participant, expenditure amount for any combination of training activities listed below is \$12,000, excluding supportive services.** Requests for exceptions to these requirements or limits require a completed Waiver Request Form, to be signed and approved by the Upstate WB Associate Director or Executive Director.

Occupations identified within this policy are not necessarily included on the Eligible Training Provider List (ETPL). Should the need arise for a program to be added to the ETPL, a request must be submitted to the Upstate WIB office for consideration. Only programs aligning with the current in-demand occupation list will be considered. Some restrictions may apply (see list for details).

Clearly documented commitments made prior to this instruction shall fall within the previous policy guidelines.

ACTION:

You are responsible for the immediate distribution and implementation of this instruction.

INQUIRIES:

Should you have any questions regarding this instruction, please contact Dana Wood at 864.596.2028, TTY 711, or at dwood@upstatewib.org.



Ann Angermeier
Executive Director

Source: None

REPLACES LOCAL INSTRUCTION LETTER 13-12 Amendment 1

Training Activity	Local Requirements	Training Time Limit	Cost Limit (Lifetime)
Targeted In Demand Industries for Upstate Workforce Investment Area	<ul style="list-style-type: none"> • Advanced Manufacturing • Healthcare • Logistics • Distribution • Retail • Construction Trades <p>WIOA training funds have been prioritized by the Upstate Workforce Board. SC Works Upstate must adhere to the following training percentages when approving clients for training.</p> <ul style="list-style-type: none"> • 60% of training dollars must be available for Advanced Manufacturing training. • 25 % of training dollars must be available for Construction Trades training. • The remaining 15% of funds can be used on occupations that fall within the above in demand occupations (to exclude Advanced Manufacturing and Construction Trades) 	Should not exceed 2 years	<p>\$6,000 per year up to \$12,000 for a max of 2 years</p> <p>Includes all required training related expenses up to \$2000 of the \$12,000 max</p>
Training Percentage Requirements for ITA's		Should not exceed 2 years	<p>\$6,000 per year up to \$12,000 for a max of 2 years</p> <p>Includes all required training related expenses up to \$2000 of the \$12,000 max</p>
Individual Training Accounts – ITA	Subject to the regularly in demand occupation within the industries listed above. Training should not be approved for occupations that do not meet a minimum of \$12.00 per hour entry wage (based on local LMI).	Should not exceed 2 years.	<p>\$6,000 per year up to \$12,000 for a max of 2 years</p> <p>Includes all required training related expenses up to \$2000 of the \$12,000 max</p>
On The Job Training	<p>Standalone training in demand occupations; may be coupled with classroom training only if industry typically requires experience for entry level workers.</p> <p>No more than 5 slots or 25% of an employer's workforce (whichever is less) per year per employer.</p>	<p>6 months maximum (time period should be customized based on the specific skill gaps of the participant)</p> <p>Registered Apprenticeship may be up to 2 years</p>	<p>\$6,000 per slot</p> <p>Up to \$12,000 for Registered Apprenticeship</p>
Work Experience	See Statement of Work for details related to WE program.	12 weeks	\$4,800
Pre-Vocational Training (Includes Skill Upgrades)	GED, ESOL, remedial training, WorkKeys preparation, basic computer skills, skill upgrades, skill gap training and other training that enhances employability in demand occupations.	<p>2 years for GED or ESOL (continuous engagement required, if available)</p> <p>6 weeks for 215's</p> <p>12 weeks for all others</p>	\$3,000 (combined, not per activity)
Training Related Costs (required by the school or employer)	Books, tools, uniforms, testing for certification/licensure, physicals, immunizations, graduation fees (audit fee, not cap and gown), other required.	N/A	\$2,000 of the \$12,000 max (combined, not per item)
Bachelor's Degree Programs	Should a Bachelor's Degree Program be requested by a participant and be deemed appropriate by the I.W/IA the participant must be able to complete the program in two years or less.	Should not exceed 2 years	<p>\$6,000 per year up to \$12,000 for a max of 2 years</p>

All training scholarships (ITA's) must be approved by the SC Works Upstate Project Director or designee using the above guidelines. A waiver may be submitted to the Upstate Workforce Board office should a client be eligible and suitable for training outside the scope of the above boundaries. Labor Market Information is required with waiver requests.