

INSTRUCTION LETTER

REGIONAL INSTRUCTION NUMBER: WIOA R17-07

TO: SC Works Operator/Service Provider

SUBJECT: WIOA Waivers

DATE

ISSUED: February 8, 2018

DATE

EFFECTIVE: July 1, 2017

DATE

EXPIRES: Indefinitely

PURPOSE: To provide guidance to SC Works Greater Upstate staff on items eligible for local waiver consideration.

BACKGROUND: The WIOA program is customer driven and individualized. The local boards try to implement policies and guidance to address the most common circumstances that can be generally applied to the majority of clients. Over the years, both local boards have been presented with situations that warrant consideration for approval outside the scope of local policies. Some participants bring extenuating circumstances. By providing a process for waiver consideration, the board is giving staff the best opportunity to ensure the clients are able to meet their training and employment goals.

POLICY: The Workforce Innovation and Opportunity Act (WIOA) allows local board to set policies regarding spending, in demand occupations, etc. The following details different categories and *suggested* documentation necessary to submit a local waiver for consideration.

Waivers are organized into the following categories:

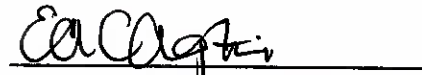
- Individual Training Accounts (ITA)
- On-the-Job Training (OJT)
- Supportive Services
- Selective Service
- In-Demand Industries/Occupations
- Other

A waiver may be submitted to the appropriate workforce board office by using Attachment 1 should a client be suitable for training outside the scope of the boundaries identified in locally issued board policies. Justification is required (e.g., labor market information, extenuating circumstances, etc.).

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

INQUIRIES: Should you have any questions regarding this instruction, please contact Eva Anagnostis at 864-467-8142, TTY:711, or at eanagnostis@greenvillecounty.org Dana Wood at 864-596-2028 ext. 100, TTY 711, or at wood@upstaterworkforceboard.org.


Ann Angermeier
Executive Director
Upstate Workforce Board


Eva Anagnostis
Assistant Director (Acting Director)
Greenville County Workforce Development Board

Source: N/A

SC WORKS GREATER UPSTATE – WAIVER REQUEST FORM

The request is being made to the following LWDB:

- Greenville County Workforce Development Board Upstate Workforce Board

Date of Request:

Effective Date:

Program Type: Adult Dislocated Worker

Customer's Name:

SCWOS ID:

Staff Contact Person:

Staff Telephone Number:

Staff Email Address:

Waiver Request Category (Check all that apply):

- Individual Training Account (ITA)
- Training exceeds \$6,000 per year ITA limit
 - Training falls outside regional in-demand industries/occupations
 - Other: _____
- On-the-Job Training (OJT)
- Training exceeds \$6,000 per year ITA limit
 - Number of OJTs exceeds 5 slots or 25% of an employer's workforce (whichever is less)
 - WorkKeys testing will not take place prior to the start of the OJT
 - Other: _____
- Supportive Services
- Supportive service exceeds limits detailed in R17-02
 - Other: _____
- Selective Service – Customer did not register as required by law
- Other: _____

In order to process your waiver request the following documentation must be submitted and attached to this information sheet.

Describe in detail your request for the waiver. Your narrative must include the following:

1. The specific reason(s) and justification for the waiver;
2. An explanation of how the waiver will help meet the needs of the customer;
3. If the waiver is for training activities, the Scholarship Application must be attached.

Waivers submitted with incomplete or missing information will not be reviewed for approval. (Additional data may be attached)

Signature of Talent Development Specialist

Date of this request

Signature of Project Director/Supervisor

Date of this request

Approved

Denied

Local Board Executive Director or Associate Director

Date: _____