

## INSTRUCTION LETTER

**REGIONAL INSTRUCTION NUMBER: WIOA R17-01 Change 1**

**TO:** SC Works Operator/Service Provider

**SUBJECT:** Allowable Training Activities and Cost Limits for WIOA Training

**DATE**  
**ISSUED:** May 3, 2023

**DATE**  
**EFFECTIVE:** Immediately

**DATE**  
**EXPIRES:** Indefinitely\*

**BACKGROUND:** WIOA Title I [Section 134]. The development boards are responsible for establishing local policies related to allowable training activities, length of training and cost limits for training. The boards must also determine in-demand occupations and industries within the local area for the purpose of wisely investing local WIOA training dollars.

**POLICY:** The GCWDB and the UWB have determined that the following activities, local requirements, time limits, and cost limits shall apply to all training activities. **There is no locally defined maximum, per participant, expenditure amount for any combination of training activities listed below.. State Instruction 10-02 sets a lifetime limit on ITAs for classroom training at \$14,000 per WIOA participant.** This cap does not include supportive services. Any portion of the total training that is paid with resources other than WIOA funds (i.e., PELL, Lottery, TAA, etc.), will not count towards the training cap. Training-related costs such as books, fees, uniforms, etc., are considered supportive services. Refer to Supportive Services Policy for additional information. Requests for exceptions to these requirements or limits require a completed Waiver Request Form, to be signed and approved by the appropriate board's Executive Director or designee.

***Occupations identified within this policy are not necessarily included in PATH (states system for ETPL). Should the need arise for a program to be added to PATH, a request must be submitted to the proper workforce board office for consideration. Only programs aligning with the current in-demand occupation list will be considered. When approving or denying request for PATH other consideration may include (but are not limited) the following: entry wages, type of credential issued, location of training provider, classroom training vs. online training, labor market information, etc.***

Under limited conditions, as provided in [§ 680.320](#) and WIOA sec. 134(d)(3)(G), GCWDB and/or UWB may contract for training services, rather than using an ITA. Contracts used instead of ITAs only when one or more of the following exceptions apply, and the consumer choice requirements of [680.340](#) fulfilled:

- Customized training

- On-the-job training (OJT)
- Transitional Jobs
- Incumbent Worker Training (Employer Reskill/Upskill)
- When GCWDB and/or UWB determines that there are is an insufficient number of eligible training providers in the local area to accomplish the purpose of a system of ITAs (State Instruction 21-02). A list of in-demand training programs created. A public notice posted for 30 days on GCWDB's website and SCBO to solicit in-demand training programs to apply for the ETPL. Within 15 days after the public notice has expired and no response, then GCWDB and/or UWB will deem there is an insufficient number of in-demand ETPs for an identified in-demand occupation or industry and the only way to procure such training is use of training contracts.
- When GCWDB and/or UWB determines there is a training program of demonstrated effectiveness offered in the area by a community-based organization or another private organization serving underrepresented populations including individuals experiencing systemic barriers to employment. GCWDB and/or UWB will develop criteria for determining demonstrated effectiveness of the training program, particularly as it applies to the individuals receiving services. The criteria may include:
  - a. Financial stability of the organization
  - b. Demonstrated performance in the delivery of services to individuals experiencing systemic barriers to employment through such means as program completion rate; attainment of the skills, certificates, or degrees for the program; placement after training into unsubsidized employment; and retention in employment; and
  - c. Information to support the workforce investment needs identified in the Local Plan.
- When GCWDB and/or UWB determines that it would be most appropriate to contract with an institution of higher education (see WIOA Sec. 3(28)) or other provider of training services to facilitate the training of multiple individuals in in-demand industry sectors or occupations, provided that the contract does not limit consumer choice

When establishing training contracts, the GCWDB and/or UWB must collect aggregate performance data from the training provider and determine that a provider's program of training meets the established negotiated credential attainment performance goal for the applicable WIOA Title I program before entering into a training contract with the training provider. The GCWDB and/or UWB will collect the following performance data from the previous program year (July 1 – June 30) prior to entering into a non-ITA training contract:

- The number of students who exited the program of training (Note: students who exited the program of training includes students who completed the program, either successfully or unsuccessfully, and students who dropped out of the program.)
- The number of students that obtained a credential.

Based on the information gathered above, the percentage of individuals who earned a credential out of the total number of students who exited training must be at or above the negotiated credential measure for the population to be served.

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

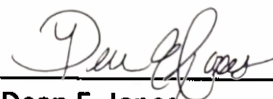
**ACTION:** You are responsible for the immediate distribution and implementation of this instruction.

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



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Ann Angermeier  
Executive Director  
Upstate Workforce Board  
Development Board



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Dean E. Jones  
Executive Director  
Greenville County Workforce

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**Source: TEGL 19-16; State Instruction 10-02; State Instruction 21-02**  
**REPLACES LOCAL UPSTATE INSTRUCTION LETTER 13-12 / REPLACES GCWDB INSTRUCTION LETTER 10-07**