



INSTRUCTION LETTER

REGIONAL INSTRUCTION NUMBER: WIOA R17-01

TO: SC Works Operator/Service Provider

SUBJECT: Allowable Training Activities and Cost Limits for WIOA Training

DATE	DATE	DATE
ISSUED: <u>June 30, 2017</u>	EFFECTIVE: <u>July 1, 2017</u>	EXPIRES: <u>Indefinitely*</u>

***This policy is required to be reviewed and amended by the Greenville County Workforce Development Board (GCWDB) and the Upstate Workforce Board (UWB) and/or a board designated committee not less than annually.**

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. **The maximum, per participant, expenditure amount for any combination of training activities listed below is \$12,000.** 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.

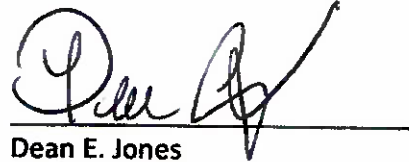
Clearly documented commitments made prior to this instruction shall fall within any applicable previous policy guidelines.

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 Dana Wood at 864-596-2028 ext. 100, TTY 711, or at wood@upstateworkforceboard.org .



Ann Angermeier
Executive Director
Upstate Workforce Board
Development Board



Dean E. Jones
Executive Director
Greenville County Workforce

Source: TEGL 19-16

REPLACES LOCAL UPSTATE INSTRUCTION LETTER 13-12 / REPLACES GCWDB INSTRUCTION LETTER 10-07

Training Activity	Local Requirements	Training Time Limit	Cost Limit (Lifetime)
<p>Targeted In Demand Industries for Greenville County Workforce Development Board and the Upstate Workforce Board</p>	<ul style="list-style-type: none"> • Advanced Manufacturing • Healthcare • Logistics/ Distribution • Information Technology • Construction Trades 	<p>WIOA encourages career pathways and stackable credentials. Time limits exceeding 2 years from enrollment, should be approved using a waiver to the appropriate workforce board.</p>	<p>\$12,000.00 lifetime limit</p>
<p>Training Percentage Requirements</p>	<p>While training in all of the above named industries is allowed, the industries should be given priority based on the statements below.</p> <ul style="list-style-type: none"> • A minimum 20% of training dollars must be available for Advanced Manufacturing training. • A minimum 15% of training dollars must be available for Construction Trades training. • A minimum of 15% of training dollars must be available for Logistics/Distribution. • The remaining 50% of training dollars may be used for any of the targeted in-demand industries (Advanced Manufacturing, Healthcare, Logistics/Distribution, Information Technology, and Construction Trades). 	<p>WIOA encourages career pathways and stackable credentials. Time limits exceeding 2 years from enrollment, should be approved using a waiver to the appropriate workforce board.</p>	<p>\$12,000.00 lifetime limit</p>
<p>Individual Training Accounts – ITA</p>	<p>Training should be for regularly in-demand occupations 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).</p>	<p>WIOA encourages career pathways and stackable credentials. Time limits exceeding 2 years from enrollment, should be approved using a waiver to the appropriate workforce board.</p>	<p>\$6,000 per year</p>
<p>On The Job Training</p>	<p>Standalone training in demand occupations; may be coupled with classroom training only if industry typically requires experience for entry level workers.</p> <p>On-the-Job Training (OJT) is a training option that provides Employers the opportunity to train new employees (Trainees) on the specific knowledge or skills essential to the full and adequate performance of the job. OJT opportunities are formed through a contractual agreement between the Employer and the OJT Service Provider. The OJT Service Provider provides the Employer with a partial wage reimbursement.</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>\$6,000.00 per slot</p> <p>Employer Size Reimbursement Percentage is as follows:</p> <ul style="list-style-type: none"> - A maximum of 50 percent for large employers defined as having a 250 or more employees - A maximum of 65 percent for medium size employers defined as having 50-249 employees - A maximum of 75 percent for small employers with a workforce of 1-49 employees

Training Activity	Local Requirements	Training Time Limit	Cost Limit (Lifetime)
Work Experience	<p>Standalone training in demand occupations; may be coupled with classroom training and/or OJT.</p> <p>The primary purpose of the WIOA Work Experience program is to provide training in a work environment that will enable participants to enhance their employability skills and to increase their potential for obtaining unsubsidized employment. Work experience is designed for those individuals who have not worked for an extended period of time or those who are entering a new career. A temporary short-term work assignment is provided through the Work Experience program to develop good work habits and basic work skills.</p> <p>This Work Experience Training Worksite Agreement will outline the responsibilities of the work experience worksites for delivering hands-on training to eligible WIOA participants.</p>	Up to 12 weeks	Max of \$4,800.00 (\$10.00 per hour)
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.	2 years for GED or ESOL (continuous engagement required, if available) 6 weeks for 215's 12 weeks for all others	\$1,500 (combined, not per activity)
Training Related Costs (required by the school or employer)	Training related costs including books, tools, uniforms, testing for certification/licensure, etc., are considered supportive services. These items should not be included in ITA's. See Supportive Services Policy for details.	N/A	See Supportive Services Policy
Bachelor's Degree Programs	Should a Bachelor's Degree Program be requested by a participant, it must be approved by the appropriate workforce board's Executive Director.	Must be complete within 2 years	\$6,000 per year

All training scholarships (ITA's) must be approved by the SC Works Project Director or designee using the above guidelines. A waiver may be submitted to the appropriate 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.