

Effective Date: March 9, 2020

## Policy: Local Training Services

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### Summary

WIOA allows eligible program participants of WIOA Title I-B Adult, Dislocated Worker who seek training services to select an eligible provider of training services from the state list of eligible training providers and programs (ETPL) and when using State Dislocated Worker funds, select an eligible provider of training services from the ETPL or a provider of training services that is licensed, registered or exempt from the Minnesota Office of Higher Education. It is strongly encouraged by the Department of Employment and Economic Development (DEED) to solely utilize the ETPL when selecting an eligible provider of training services or training program for all funding streams.

### Relevant Laws, Rules, or Policies

Workforce Innovation and Opportunity Act (WIOA), §122 and 134  
20 CFR 680 Subparts B-D  
TEGL 19-16, and 03-15  
DEED's WIOA Adult and Dislocated Worker Allowable Activities Policy  
DEED's Eligible Training Provider List and WIOA Certification for Training Programs Policy

### Purpose

This policy outlines the Training Services activities for the WIOA Adult, Dislocated Worker and State Dislocated Worker programs. Individuals who are eligible for and are enrolled in the WIOA Adult and/or Dislocated Worker program may be eligible to receive Training Services so long as they meet the criteria outlined in DEED's policies pertaining to allowable activities and the definition of self-sufficiency. Below are additional criteria that has been established by the Hennepin-Carver Workforce Development Area.

### Policy

#### A. Customer Choice

WIOA requires that the local workforce development board (LWDB) ensures informed customer choice in the selection of training programs through the Workforce Development Area's American Job Centers. DEED ensures that the state's ETPL is available in all Local Workforce Development Areas (LWDA). WIOA participants must select, in consultation with an Employment Counselor, an Eligible Training Provider per DEED's WIOA Adult and Dislocated Worker Allowable Activities and Eligible Training Provider List and WIOA Certification for Training Programs policies. Such consultation must consist of the completion of a Training Proposal which should include the comparison of training institutions, cost, availability/start date, length of training and labor market data related to that specific training. WIOA requires that priority consideration be given to programs that lead to recognized postsecondary credentials that are aligned with in-demand, high-growth, industry sectors or occupations in the LWDA.

#### B. Funding

20 CFR §680.230 outlines the requirements for coordination of WIOA training funds and other grant assistance. WIOA funding for training is limited to participants who are unable to obtain grant assistance from other sources to pay the training costs or who require assistance beyond that available under grant assistance from other sources to pay training costs. Therefore, Hennepin-Carver WDA may only pay training costs that are not covered by another funding source.

When differentiating funding expenditures for training services for WIOA funds versus State Dislocated Worker funds, refer to DEED's WIOA Adult and Dislocated Worker Allowable Activities policy.

### C. Training Services

Training services are provided to equip individuals to enter the workforce and retain self-sufficient employment. Training services may include but are not limited to:

- Registered Apprenticeships
- Occupational skills training, including training for nontraditional employment (also known as Credentialed Training or Classroom Training)
- On-the-job Training
- Incumbent Worker Training
- Programs that combine workplace training with related instruction, which may include cooperative education programs
- Training programs operated by the private sector
- Occupationally-specific skill upgrading and retraining Entrepreneurial training programs that assist qualified unemployed individuals who are seriously interested in starting a business and becoming self-employed (note: TAA participants cannot have a goal of self-employment, and entrepreneurial activities are not allowed under TAA law)
- Job readiness training provided in combination with any of the above training services, with the exception of registered apprenticeships (note: job readiness training alone does not constitute a training services)
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training
- Non-credentialed training, which is an organized program or course of study that provides occupationally-specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at intermediate or advanced levels but does not result in an industry-recognized credential when successfully completed

### D. Required Predecessors

An individual must receive an assessment and have an Individual Employment Plan (IEP) developed with their Employment Counselor. The Employment Counselor must document a determination of need for training services as determined through the assessment and career planning informed by local Labor Market Information and the consultation through a Training Proposal. The training services must align with the assessment results and be included in the IEP.

A participant may only receive WIOA Title I-B or State Dislocated Worker funded training if they meet requirements of 20 CFR §680.210 and must document that the participant meets these requirements in the participant file and/or WorkforceOne (WF1).

### E. Limitations

#### (i) Program Limitations

WIOA Adult and Dislocated Worker funds may only cover training programs for an in-demand occupation or sector, as substantiated by labor market information and prioritized by the WIOA Region 4 and Local Plan (Healthcare, Manufacturing, Information Technology, Construction, Public Sector, Professional and Business Services), that leads to self-sufficient wages per DEED's definition in the Definition of Self-Sufficiency and Income Exclusions policy.

#### (ii) Priority for Training Services

When those who are determined eligible for training services per the relevant laws, rules, and policies listed at the top of this policy, and program funding has become limited, priority for training services will be given to program participants who:

- Do not possess a high school credential and/or post-secondary educational attainment; AND
- Are an individual experiencing barriers to employment as defined in WIOA Sec. 3 and the State and Local Plan (individuals of color, individuals with disabilities, individuals facing gender based inequities, disconnected youth, displaced homemakers, low-income individuals, Indians/Alaska Natives/Native Hawaiians, Older individuals, Ex-offenders, Homeless individuals, Youth who are in or have aged out of the foster care system, English language learners, Eligible migrant and seasonal farmworkers, Individuals

within 2 years of exhausting lifetime eligibility under title IV of the Social Security Act, Single parents, Long-term unemployed individuals); AND

- Has a career goal in a high-demand occupation or sector substantiated by labor market information and prioritized by the Minnesota WIOA Region 4 and the Local Plan (Healthcare, Manufacturing, Information Technology, Construction, Public Sector, Professional and Business Services); AND
- Seek training services that lead to self-sufficient wages; **OR**
- Has been referred by MN Vocational Rehabilitation Services, Adult Basic Education, Public Assistance programs, Career Pathways programs and other community partners due to being placed on a waitlist or unavailability of training funds for referring program

\*The priorities for training services identified above do not supersede the Priority of Service policy as it is written in WIOA Law, DEED and local Hennepin-Carver policies for the WIOA Adult program.

F. Procedures

(i) Employment Counselor Responsibilities

Employment Counselors must review and discuss training provider options with a program participant who is seeking training services. A case note must be entered in WF1 or documented on the IEP stating the date on which the ETPL was reviewed with the participant to substantiate informed customer choice.

Program participants must complete a Training Proposal with the guidance of the Employment Counselor if needed, and a Free Application for Federal Student Aid (FAFSA) to see if a Federal Pell Grant may be available to assist with the funding of training and Employment Counselors must document the Training Proposal and proof of the FAFSA application in the file. For training programs that indicate Financial Aid is not available, participants do not need to complete a FAFSA.

(ii) Post-Enrollment Activities

After a program participant has enrolled in a training program, the Employment Counselor must update the training service in the participant's WF1 Activities with the appropriate open and close dates, the name of the training provider, estimated cost of training, and upon completion of the training update the completion results, actual end date, and actual cost. Any credential and/or measurable skill gain received from the training services must be properly documented in the participant's file and added to the participant's WF1 record.

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