

## WDC Coordinating Committee Meeting Agenda

August 11, 2015

3:00-4:30 p.m.

WorkForce Central  
3650 S. Cedar St, Tacoma  
Boardroom

Eric Hahn, Chair

1st Vice-chair

Joyce Conner, 2nd Vice-chair

Robin Baker

Michelle Burreson

April Gibson

Darci Gibson

Mike Johnson

Bruce Kendall

Dale King

Dave Lawson

Mark Martinez

Mary Matusiak

Wayne Nakamura

Sharon Ness

Tim Owens

Dona Ponepinto

Patty Rose

Sheila Ruhland

Ron Thalheimer

James Walker

Blaine Wolfe

1. Welcome/Introductions

2. Public Comments

### Action Items

3. Approve July 14, 2015 meeting notes

4. Approve WDC Committee Member

- Youth & Young Adult Services Committee
  - Kady Kilvention, DVR

5. Approve WIOA Incumbent Worker Training Policy

6. Approve WIOA ITA Policy

### Discussion Items

7. WDC 1<sup>st</sup> Vice Chair nominations

8. WDC membership update – Advanced Manufacturing and IT/Cyber Security openings

9. State board steering committee – WIOA regional planning designation discussion

10. Manchester Bidwell Center for Arts and Technology replication progress

11. Sector Strategies Review

- Review current construction and healthcare sector partnerships
- Looking at IT/Cyber security program academy development
- Career pathways for high demand occupations in key sectors we have identified
- Commission studies for each key sectors

12. Earn-Ability partnership efforts to increase median household income and increase resources to Pierce County to support workforce development

13. Other Business

14. Adjourn

WorkForce Central Staff

Linda Nguyen, CEO

[lnghuyen@workforce-central.org](mailto:lnghuyen@workforce-central.org)

Deborah, Howell, CAO

[dhowell@workforce-central.org](mailto:dhowell@workforce-central.org)

Jan Adams, Executive Assistant

[jadams@workforce-central.org](mailto:jadams@workforce-central.org)

WorkForce Central

3650 S. Cedar St.

Tacoma, WA 98409

Phone: 253.254.7335

Fax: 253.830.5226

[www.workforce-central.org](http://www.workforce-central.org)

## WDC Coordinating Committee Meeting Notes

July 14, 2015 • 3:00-4:30 p.m.

WorkForce Central

3650 S. Cedar St, Tacoma • Boardroom

Eric Hahn, Chair

1st Vice Chair

Joyce Conner, 2nd Vice Chair

Robin Baker

Michelle Burreson

April Gibson

Darci Gibson

Mike Johnson

Bruce Kendall

Dale King

Dave Lawson

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Mary Matusiak

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Tim Owens

Dona Ponepinto

Patty Rose

Sheila Ruhland

Ron Thalheimer

James Walker

Blaine Wolfe

**Attendees:** Ron Thalheimer, Susan Cable, Cheri Loiland, Deborah Howell, Jan Adams, Joyce Conner, MaryEllen Laird, Stephanie McWilliams, Dave Lawson

### 1. **Welcome/Introductions**

Joyce started the meeting with introductions at 3:00

### 2. **Public Comments**

None

### Action Items

### 3. **Approve June 9, 2015 meeting notes**

Motion to approve made by Ron and seconded by Susan. Approved

### 4. **Approve WDC Committee Members**

#### ○ **Adult Services Committee**

– **Luke Upton, Supervisor, ESD**

– **Karen DiPol, Placement Services Manager, Vadis**

#### ○ **Business Services Committee**

– **Ione Turner, Career Pathway Navigator, ESD**

#### ○ **Youth & Young Adult Services Committee**

– **Erin Blades, Supervisor, ESD**

– **Kathy E. Hall, Vice President of Program Services, Vadis**

Cheri noted that the chairs have vetted the candidates. Stephanie confirmed that Robin Baker had vetted both candidates for Adult Services. Ron had a question whether these were recruits or a applicants. Dave shared his candidates with the group. Joyce made comments on the Youth & Young Adult candidates and asked the group for concerns. All candidates are moved forward to the WDC for approval.

### 5. **WDC 1<sup>st</sup> Vice Chair Candidates**

• **Blaine Wolf**

• **Darci Gibson**

• **Wayne Nakamura**

These names are just to get the discussion started. Cheri noted they need to be on the WDC and a business member to be eligible for 1<sup>st</sup> Vice Chair. Dave stated this topic should be taken to the whole WDC. The discussion continued and it was agreed to take the topic to the whole group. It was brought up that this person will be groomed to take over the Chair of the WDC when Eric's term ends in two to three years. Dave mentioned that we should check to see if someone will be leaving the council soon, then we should recruit a member that could be in this role.

WorkForce Central Staff

Linda Nguyen, CEO

[lnguyen@workforce-central.org](mailto:lnguyen@workforce-central.org)

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[dhowell@workforce-central.org](mailto:dhowell@workforce-central.org)

Jan Adams, Executive Assistant

[jadams@workforce-central.org](mailto:jadams@workforce-central.org)

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### Discussion Items

**6. AWB Coordinated and Aligned State and Local Planning for WIOA Implementation Letter; Chandler-Johnson Response Letter; WIOA Regional Planning Local Input Response to WTECB Letter**

Deborah led the discussion around the letter and we will need to adjust once we get the state's response to our input. Joyce noted that it was emailed to everyone. Ron asked if this affects the core programs and how it affects what we do moving forward. Cheri clarified what the letters were about and what the general sentiment was that nothing needs to be fixed. The message is from the workforce boards and what is coming. Deborah also pointed out the WorkForce Central input letter was also sent to the state. Cheri noted a difference in implementation dates and it was determined to be an error and everything is due 2016. Joyce asked if a letter needs to go out to clarify the error. Dave asked how we communicate with them, when will we hear from them. Cheri clarified that they were just looking for input in general. The final plans will be out sometime in October. Deborah noted we don't want to slow down the process on a local level. Joyce asked if there was a timeline of when we would hear back from the state. Cheri noted it would be in October. The actual state plan is due to DOL March 3, 2016 and then local plans will be due sometime after that, most likely in the spring.

**7. WIOA Initial Designation Application to WTECB**

There was a short discussion on the letter. Jan will email to committee members.

**8. Report out from Committees**

- Ron gave a report on the One-stop committee noting their plan to address 13 items. They will address four at each meeting. He reported the four items discussed at the first meeting and their action plan for each topic. Deborah noted the work that Brian will do and report out on Aug 4. Susan noted they are hoping to do a joint meeting with other committees in September as there will be a presentation on Career Pathways.
- Dave noted they had a joint meeting with the Adult Services Committee in early June and the focus was on getting budget approved. He noted they would have a joint meeting with Business Services and Adult Services Committees on a quarterly basis. Assigned Darci as back up to the Chair for the Business Services.

Ron asked what we call the person we are helping. MaryEllen noted they are either a customer or participant. Joyce asked if they are truly interchangeable or is one a customer and then participant. Stephanie noted in CA they refer to them as a consumer.

- Stephanie reported on the Adult Services Committee noting they talked about training provider outcomes, the changes in the budget and the candidates for their committee.

**9. Future WDC Meetings**

- Deborah discussed the items on the recommendations from the brainstorming session from the last WDC meeting and how we will try to schedule them at future meetings.
- Recommendation to the WDC about how we refer to customers – use common term of "Customer". Cheri noted there is no law or policy that states what we call them.

**10. Other Business**

None

**11. Adjourn**

Meeting was adjourned at 3:48 p.m.



Pierce County Workforce Development Council  
WDC Committee Application Form

WorkForce Central on behalf of the Workforce Development Council of Pierce County is accepting applications for volunteers to serve on the WDC Committees.

Date: 7/14/2015

Name: Kady Kilventon

Title (If Applicable): Rehabilitation Counselor

Employer (If Applicable): DSHS/DVR

Address: 510 East Main, Suite G

City: Puyallup State: WA Zip: 98372

Please indicate whether this is a home or work address: Work

Primary Day Phone: 253-445-7260 Type of Phone: Work Phone

Alternate Day Phone: 253-445-7266 Type of Phone: Work Phone

Email Address: kilvekb@dshs.wa.gov

Type of entity that you represent: Community Based Organization

Please check the box next to the committee that you are requesting to join. Please complete a separate application for each committee that you want to apply. Please note meeting times. (Double click on box and select "Checked"):

- Business Services Committee
- Adult Services Committee
- Youth and Young Adult Services Committee
- One Stop System Committee

If you represent a community based organization, please indicate the mission of the organization and the populations served: Provide employment services to individuals with disabilities, including students transitioning out of secondary educational institutions, to assist them with gaining and increasing self-sufficiency through employment.

Please indicate the primary age group that you represent or serve. Please click on "Chose an item":  
Youth and Young Adults Ages 14-24

Please provide a detailed explanation of your qualifications and interest in serving on the committee indicated above: (You are not limited to one page or one paragraph. This application may be more than one page in length, once completed.)

I possess a Masters Degree in Rehabilitation Counseling and over 17 years of experience assisting individuals with disabilities gain and maintain employment, address barriers to employment and providing resource and referrals. x

In addition to this application, a resume is required. Please submit a resume to this application.

x  By checking this box, I indicate that the information submitted is accurate to the best of my knowledge and that this form should be considered as electronically signed by the applicant listed above.

Please submit this application form by the deadline indicated above to:

WorkForce Central  
WDC Committee Application Process  
Attn: D. Lean  
3650 South Cedar Street  
Tacoma, WA 98405

Or email to: [dlean@workforce-central.org](mailto:dlean@workforce-central.org)

If you have questions related to this process you may call Cheri Lolland, Chief WIOA Transition Officer at 253.254.7908 or Debbie Lean, Executive Assistant at 253.414-0141. Thank you for your interest in serving on a committee of the Pierce County Workforce Development Council. You will be notified of the status of your application as quickly as possible.

Kady Kilventon

**OBJECTIVE:**

Obtain a position as a Rehabilitation Counselor working with individuals within a medical or rehabilitation facility.

**QUALIFICATIONS:**

- Excellent Communication, Interviewing & Problem Solving Skills
- Proficient in using Various Assessment Tools & Evaluating an Individual's Needs.
- Experience and Formal Training in Working with Individuals with Various Medical & Psychological Diagnoses
- Effectively Collaborate with Various Agencies & Service Providers as part of the Rehabilitation Processes
- Experienced in Gathering & Reviewing Various Medical Documentation
- Proficient in Documenting Case Progress & Services Provided

**WORK EXPERIENCE**

DSHS/DVR, Puyallup, WA

09/2009-Present

Rehabilitation Counselor III

As a Lead Counselor, I am responsible for handling the most difficult cases within the office, perform liaison duties working with disabled youth transitioning out of the secondary educational systems in providing support, guidance and mentoring to other new or existing staff as needed. Conduct client interviews in order to evaluate a client's medical, psychosocial, and vocational histories in order to document their barriers to daily functioning, including employment, to determine eligibility for services. Work collaboratively with various school personnel and other service providers such as outside employment programs, Psychologists, Occupational and Speech Therapists and various medical providers to effectively and efficiently collaborate services. Administer various vocational assessments, provide counseling and guidance, transitional supports to youth and families, as well as assist clients with conducting career exploration based upon their assessment results. Facilitate information and referrals for further comprehensive evaluations and assessments based upon medical or psychological needs. Assist clients with developing Individual Plan for Employment outlining the recommended services to assist them with achieving their goals and overcoming their barriers to employment.

Orion, Federal Way, WA

12/2008-09/2009

Vocational Rehabilitation Counselor

Conducted initial interviews on customers entering the vocational assessment and training programs in order to gather additional medical, psychological, and vocational history. Administered and interpreted vocational assessments and assisted clients with career research and vocational exploration. Assess and evaluate a customer in a work setting to determine interests, aptitudes and barriers to employment. Provide written assessment reports to referral sources outlining the various areas assessed to determine readiness for employment and overall employability, as well as, with recommending viable vocational

goals. Provide individual and group counseling to customers adjusting to their disability, how it impacts their life globally and with identifying barriers to employment that their disability poses. Provide referrals to customers in order to assist them with accessing needed services to address the barriers identified.

Social Security Administration, Las Vegas, NV

04/2008-10/2008

Claims Representative

Conduct initial phone and in-person interviews of prospective applicants for various Social Security Benefit Programs. Accept and process applications for Social Security Benefits, gather and analyze information submitted for the processing of those applications. Maintain and track the status of applications and notify individuals of their eligibility or ineligibility for benefits.

Bureau of Vocational Rehabilitation, Henderson, NV

01/2006-04/2008

Lead Rehabilitation Counselor

Supervised employees in an outreach office where Rehabilitation Services were provided. Provide individual and group counseling to customers adjusting to their disability, understanding how it impacts their life globally and with identifying barriers to employment their disability poses. I provided career counseling to individual's seeking to return to work, as well as, administering vocational testing. Assisted clients with developing an Individualized Plan for Employment outlining the services recommended too assist them with reaching their goals. Coordinated and facilitated various evaluations to determine further medical or psychological needs, referrals to other social service providers and vocational vendors in the community. Liaison to Desert Regional Center working with developmentally delayed individuals and assisted them with identifying barriers, gaining and maintaining employment.

DSHS/DVR, Puyallup, WA

11/2000-08/2005

Rehabilitation Counselor III

As a Lead Counselor I am responsible for handling the most difficult cases within the office, perform liaison duties working with disabled youth transitioning out of the secondary educational systems and performed liaison duties working with mentally ill offenders and sex offenders. In addition, I provided support, guidance and mentoring to other new or existing staff as needed. Conduct client interviews in order to evaluate a client's medical, psychosocial, and vocational histories in order to document their barriers to daily functioning, including employment, in order to determine eligibility for services. Work collaboratively with various school personnel and other service providers to effectively and efficiently collaborate services. Administer various vocational assessments, provide counseling and guidance, transitional supports to youth and families, as well as assist clients with conducting career exploration based upon their assessment results. Assisted clients with developing Individualized Plan for Employment outlining the recommended services to assist them with achieving their goals and overcoming their barriers to employment. Performed state-wide training on how to work with, assess barriers and assist mentally ill offenders with transitioning into the community including gaining employment.

EDUCATION

Hudson Valley Community College, Troy, NY, Associates in Criminal Justice, 06/1991

St. Martin's College, Lacey, WA, Bachelors in Criminal Justice/Psychology, 12/1994

Assumption College, Worcester, MA, Masters in Rehabilitation Counseling, 05/1998

Certified Rehabilitation Counselor, CRCC, Cert #00016620, 03/2018



## Workforce Innovation and Opportunity Act (WIOA) Policy

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### WFC WIOA TITLE I-B INCUMBENT WORKER TRAINING POLICY

**POLICY NUMBER: 1001**

**EFFECTIVE DATE: 09-17-2015**

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#### **PURPOSE**

This policy provides criteria to determine which workers, or groups of workers, are eligible for incumbent worker training services and the cost sharing required for incumbent worker training projects. (WIOA Section 134(d)(4)).

#### **BACKGROUND**

Incumbent Worker training is designed to meet the special requirements of an employer (including a group of employers) to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment and conducted with a commitment by the employer to retain or avert the layoff of the incumbent worker. An ideal incumbent worker training would be one where a participant acquires new skills allowing him or her to move into a higher skilled and higher paid job within the company, thus allowing the company to hire a job seeker to backfill the incumbent worker's position. Incumbent Worker training must increase both a participant's and a company's competitiveness.

Under Section 134(d)(4) of WIOA, local boards can use up to 20 percent of their adult and dislocated worker funds to provide for the federal share of the cost of providing Incumbent Worker training.

#### **POLICY**

##### **Incumbent Worker Eligibility Criteria:**

An incumbent worker must be:

1. A U.S. citizen or otherwise legally entitled to work in the U.S.;
2. Age 18 or older;
3. Registered for the Selective Service (males who are 18 or older and born on or after January 1, 1960) unless an exception is justified;
4. Employed;

5. Meet the Fair Standards Act requirements for an employer-employee relationship <http://www.dol.gov/whd>; and
6. Have an established employment history with the employer for six (6) months or more.

*Note: Per proposed 20 CFR 680.780, an incumbent worker does not necessarily have to meet the eligibility requirements for career and training services for adults and dislocated workers under this Act.*

*Note: WIA Title I participants who were enrolled in the WIA prior to July 1, 2015 must be transitioned into WIOA, even if the participant would not otherwise be eligible for WIOA. Additional reassessments are not required to be completed for participants already determined eligible and enrolled under WIA. Furthermore, these participants must be allowed to complete the WIA services specified in their individual employment plan, even if the services are no longer allowable under WIOA. (TEGL 30-14)*

### **Employer Eligibility Criteria:**

The following factors must be considered when determining the eligibility of employers to receive the WIOA share of funds to provide training to incumbent workers using either Adult and/or Dislocated Worker formula funds:

1. The characteristics of the incumbent workers to be trained and how they would benefit from retention or advancement. Consideration should be given to employers who propose to train individuals with barriers to employment as defined in WIOA Section 3(24). (See Attachment A);
2. The quality of training. Whenever possible, the training should allow the participant to gain industry-recognized training experience and/or lead to industry-recognized credentials and/ or an increase in wages;
3. The number of participants the employer plans to train or retrain;
4. The wage and benefit levels of participants (before and after training);
5. The occupation(s) for which incumbent worker training is being provided must be in demand;
6. The employer is:
  - a. In an in-demand industry as determined by ESD labor market information; or
  - b. In an in-balance industry as determined by ESD labor market information; or
  - c. In a declining industry, but there are compelling reasons (e.g., evidence of long-term viability of the employer) justifying investment in incumbent worker training.
7. The employer must not have laid off workers within 120 days to relocate to Washington from another state;
8. The employer is current in unemployment insurance and workers' compensation taxes, penalties, and/or interest or related payment plan.

Each of the above factors leading to the approval of an incumbent worker training project with an employer must be documented and placed in the contract file.

### **Employer Share of Training Costs:**

Employers participating in incumbent worker training are required to pay the non-WIOA (non-federal) share of the cost of providing training to their incumbent workers. (WIOA Sections 134(d)(4)(C) and 134(d)(4)(D) and proposed 20 CFR 680.820).

The employer share is based on the size of the workforce (wages paid to the participant while in training can be included as part of that share and the share can be provided as cash or in-kind that is fairly evaluated) as follows:

- o At least 10 percent of the cost for employers with 50 or fewer employees
- o At least 25 percent of the cost for employers with 51 to 100 employees
- o At least 50 percent of the cost for employers with more than 100 employees

Employer cost share contributions must be tracked and documented in the contract file. In addition, the methodologies for determining the value of in-kind contributions must be documented in the contract file and conform to cost sharing requirements at 2 CFR 200. 306.

**References:**

WIOA Section 3(23)  
WIOA Section 134(d)(4)  
Proposed 20 CFR 680.780, 680.790 and 680.820  
2 CFR 200.306

**INQUIRIES**

Direct Inquiries To:  
WorkForce Central  
3650 South Cedar Street  
Tacoma, WA 98409-5714  
(253) 472-8094 or 1-800-999-8168

**APPROVED**

**APPROVED BY WDC**

\_\_\_\_\_  
Linda Nguyen, WFC CEO  
Date: \_\_\_\_\_

Date \_\_\_\_\_

**EQUAL OPPORTUNITY - EQUAL ACCESS**

WorkForce Central is an equal opportunity employer and provider of employment and training services.  
Free auxiliary aids and services are available upon request for individuals with disabilities. Washington Relay Service – 711.

## Individuals with Barriers to Employment

WIOA Sec. 3(24) and Proposed CFR 680.320(b):

- Displaced Homemaker
- Low-income individuals
- Indians, Alaska Natives and Native Hawaiians
- Individual with disabilities
- Older individuals
- Ex-offenders
- Homeless individuals
- Youth who are in or have aged out of the foster care system
- Individuals who are English language learners, low levels of literacy or facing substantial cultural barriers
- Eligible migrant and seasonal farm workers
- Individuals within 2 years of exhausting lifetime eligibility under Part A of Title IV of the Social Security Act
- Single parents (including pregnant women)
- Long-term unemployed



## Workforce Innovation and Opportunity Act Policies and Procedures

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### WIOA ADULT, DISLOCATED WORKER & YOUTH PROGRAM – INDIVIDUAL TRAINING ACCOUNT (ITA) POLICY & PROCEDURE

**POLICY NUMBER: 1002**

**EFFECTIVE DATE: 07-01-2015**

**SUPERSEDES:** Individual Training Account (ITA) Policy #WFC-WIA-ITA-05-16-2013, Revision 2

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#### **PURPOSE**

This policy outlines WorkForce Central (WFC) directives for providing Individual Training Accounts (ITAs) for WIOA eligible adult, dislocated worker and youth participants.

#### **BACKGROUND**

WIOA Title I-B training services for WIOA eligible adults, dislocated workers and youth are provided through ITAs. Using ITA funds, WIOA eligible adults, dislocated workers and youth purchase training services from eligible training providers they select in consultation with a WFC career planner. Participants are expected to utilize information such as skills assessments, labor market conditions/trends, and training providers' performance, and to take an active role in managing their employment future through the use of ITAs.

#### **POLICY**

ITAs are one training option available to eligible and appropriate participants when it is determined by a career planner that they will be unlikely or unable to obtain or retain employment that leads to self-sufficiency or higher wages from previous employment through career services alone. An ITA is limited in cost and duration and must result in employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment.

ITAs are allowed for out-of-school youth ages 18-24 (out-of-school youth ages 16-17 are not eligible for ITAs) per WIOA Section 129(c)(2)(D) and Proposed 20 CFR 681.550.

ITAs are not entitlements and shall be provided to eligible participants on the basis of an individualized assessment of the person's job readiness, employment and training needs, financial, social and supportive needs, labor market demand and potential for successful completion, as documented on the participant's Individual Employment Plan (IEP). Participants choose career training with [Eligible Training Providers](#) in consultation with career planners.

ITA funding for training is limited to participants who:

- Complete an assessment and an IEP that identifies the selected training course;
- Are unable to obtain grant assistance from other sources to pay the costs of training or require assistance beyond available grant resources from other sources, such as Pell Grants in order to complete their training goals;
- Select training programs that are directly linked to an in-demand industry sector or occupation or sectors that have a high potential of sustained demand or growth in the local area or in the

planning region or in another area in which the participant is willing to travel or relocate [WIOA Section 134(c)(3)(G)(iii)]; and

- Maintain satisfactory progress/grades throughout the training program.

**A. Coordination of WIOA Training Funds and Other Federal Assistance** (Proposed 20 CFR 680.230)

WIOA funds are intended to provide training services in instances when there is no grant assistance, or insufficient assistance from other sources such as, but not limited to: Temporary Assistance for Needy Families (TANF); Basic Food Employment & Training (BFET); Title IV Programs such as Federal Pell Grants, Academic Competitiveness Grants, National SMART Grants, Federal Supplemental Educational Opportunity Grants, or Federal Work-Study; GI Bill or other Federal financial aid available to military veterans; and state-funded grants such as the Washington State Need Grant to pay for those costs.

An individual may select training that costs more than the \$5,000 WIOA maximum amount, when other sources of funds are available to supplement the ITA.

Career planners must consider and document in the participant file the availability of other sources of grants, *excluding loans*, to pay for training costs so that WIOA funds are used to supplement but not supplant other sources. The use of WIOA funds to make payments towards a personal loan of an otherwise eligible participant is prohibited. However, the mere existence of a federal loan, *regardless of the status*, must not impact ITA eligibility determinations.

**B. ITA Authorization**

ITAs must be approved by a WIOA program manager prior to issuance.

ITAs are authorized only for training programs listed on the [Eligible Training Provider \(ETP\) list](#), as required in WIOA Section 134(c)(F)(iii). ITA funds are paid directly to the training provider using WFC's fiscal system.

ITAs may be used for pre-apprenticeship programs however, only pre-apprenticeship programs listed on the ETP list may be approved. (Proposed 20 CFR 680.330(a))

ITAs may be authorized for training programs in other states or online training if the training program is listed on the ETP list or there exists reciprocity agreements with other states.

ITAs are not authorized for individualized career services such as short-term prevocational training. Short-term prevocational services may include the development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, professional conduct, or other non-occupation-specific topics that are intended to prepare individuals for unsubsidized employment or training and should not exceed 40 hours of instruction except in documented special circumstances.

**C. ITA Funding Limit**

The limit for ITA contracts is \$5,000. WIOA program managers, or their designees, have the authority to increase the limit of an ITA by \$1,000 depending on the participant's need. Documentation of the manager's approval authorizing the ITA increase must be included in case notes located in SKIES.

The maximum ITA limit is not an entitlement. The amount and duration of each participant's ITA award is determined on an individual basis. Funding amounts will take into account the total costs of the selected training program, any other financial assistance available to the participant, and the WIOA funding available to the Adult, Dislocated Worker or Youth Programs.

The ITA funding can only include the cost of training services such as instructor salaries and benefits, classroom space, instructional materials, tuition, books, individual materials, supplies, tools, and equipment.

An ITA may fund prerequisite training to a vocational training program if it is required by the educational institution.

#### **D. ITA Continued Funding**

Continued funding of an ITA is contingent on availability of WIOA funds and on the participant's satisfactory progress in school. Career planners will review the participant's training progress and expenses quarterly or more frequently depending on the training institution's schedule. An individual's progress will be considered satisfactory upon earning:

- A grade point average that does not fall below 2.0 for two consecutive terms; or
- A grade point average sufficient to graduate from, or receive certification in, the individual's approved area of study; or
- Sufficient credit hours to finish the approved course of study within the timeframe established under the approved training plan.
- In the case of self-paced or ungraded learning programs, satisfactory progress means participating in classes and passing certification examinations within the timeframe established under the approved training plan.

Career planners must arrange to receive training progress reports (i.e. transcripts) from participants in adequate time to process the subsequent tuition payment.

Career planners must develop with participants who are not earning satisfactory progress in their coursework, a service strategy to overcome the barriers impacting progress. WIOA ITA funding may be terminated if participants do not earn satisfactory progress for two (2) or more consecutive school terms (i.e. quarters, semesters, etc.).

#### **E. ITA Modifications**

An ITA may be modified to ensure the individual attains their educational goals and subsequent employment. In some circumstances, such as when a program of training is removed from the ETPL, or when extraordinary program expenses develop, the participant and career planner must agree on whether to complete the plan of training with the existing provider, seek a similar program, or discontinue training. When a program of training is removed from the state ETPL, WIOA participants in that program can complete their training. However, an ITA should not be modified or extended for a participant beyond the original plan approval as it relates to a program of training that is no longer on the ETPL. (WIOA Title I Policy 5611)

Any modifications to the ITA should be documented in case notes located in SKIES.

#### **F. ITA Obligations**

In order to obligate ITA funds a Purchase Order (PO) may be written for individuals identified to receive an ITA award. The obligation would document a three-way commitment between the individual, the service provider, and the training institution. WFC retains the flexibility to decide when to bill actual expenditures with the training provider.

## **G. Recovery of Tuition Funds**

In the event a participant discontinues training, the career planner must do due diligence to ensure the recovery of WIOA funds provided to training institutions. Career planners must verify the following:

- The refund policy of the training provider for early termination from the training program;
- A requirement for the training provider to notify the case manager of early customer dropout;
- The percentage of the advanced payment to be returned;
- Turnaround timeframe for the refund;
- Time spent in training before a refund will no longer be honored.

## **H. Participant File Documentation**

Justification for, and continued funding of an ITA must be supported by the following documentation located in the participant file and/or in case notes entered in SKIES:

1. Assessment results supporting the selected program of study. The assessment must support the need for training including a determination by a case manager that the participant will be unlikely or unable to obtain or retain employment *that leads to* self-sufficiency or higher wages from previous employment through career services alone; and that the selected program of study will result in employment *leading to* economic self-sufficiency or wages comparable to or higher than wages from previous employment;
2. Completed IEP documenting the selected program of study, anticipated and actual start/end dates and training outcomes;
3. Eligibility for other training grant funding;
4. Verification of FAFSA application and award status, if applicable. Authorization of the ITA and any approved increase or modification;
5. Documentation of the participant's willingness and ability to travel to locations outside of Pierce County if the selected training program and/or demand occupation is outside of Pierce County;
6. Case note documenting that the training provider is on the Eligible Training List; and
7. Documentation of the participant's progress and/or grades.

## **DEFINITIONS**

**Individual Training Account (ITA)** – A payment agreement established on behalf of a participant with a training provider. (Proposed CFR 680.300) Based on individual assessment and funds available, an ITA may be awarded to eligible adults, dislocated workers and out of school youth ages 18-24.

**Self-sufficient Wage** – WFC defines self-sufficient wage as having family income equal to or exceeding 100% of the Lower Living Standard.

**Program of Training Services** – One or more courses or classes, or a structured regiment that leads to: a) a recognized post-secondary credential, secondary school diploma or its equivalent, b) employment, or c) measurable skill gains toward such a credential or employment. (Proposed CFR 680.420)

**REFERENCES**

- WIOA Section 134 (c)(G)
- WIOA Section 129 (c) (2) (D)
- Proposed 20 CFR 680.300, 680.320, 680.330
- Proposed 20 CFR 681.550
- [WAC Chapter 192-270](#) – Training Benefits for Dislocated Workers
- ESD WIOA Policy #5601 - Individual Training Accounts
- WIOA Title I Policy 5611, Revision 1 - Governor’s Procedures for Determining Training Provider Eligibility
- WIN #0029 – SKIES Service Data Integrity
- WIN #0061 – SKIES Changes and Data Capture Requirements
- WFC Policy #003, Revision 1 - Case Note Policy

**INQUIRIES**

**Direct Inquiries To:**

WorkForce Central  
3650 South Cedar Street  
Tacoma, WA 98409-5714  
(253) 472-8094 or 1-800-999-8168

**ATTACHMENT**

WFC Participant Training Agreement

**APPROVED**

**APPROVED BY WDC**

\_\_\_\_\_  
Linda Nguyen, WFC CEO  
Date:\_\_\_\_\_

Date\_\_\_\_\_

**EQUAL OPPORTUNITY - EQUAL ACCESS**

WorkForce Central is an equal opportunity employer and provider of employment and training services. Free auxiliary aids and services are available upon request for individuals with disabilities. Washington Relay Service – 711.



## PARTICIPANT TRAINING & TOOL AGREEMENT

**Participant Name, Printed:** \_\_\_\_\_

You have been approved for Workforce Innovation and Opportunity Act (WIOA) Title 1-B funding to assist with costs associated with your employment related training. **Participants eligible for WIOA funding must understand, agree and comply with the following:**

- I understand that continued WIOA tuition assistance is contingent on availability of WIOA funding and my satisfactory progress in school.
- My anticipated training start date is: \_\_\_\_\_; anticipated completion date is: \_\_\_\_\_.
- I agree to seek employment upon completion of training and will notify my career planner immediately upon obtaining employment.
- I will be familiar and comply with the training institution's attendance, withdrawal, and code of conduct policies.
- I will apply for financial aid through FAFSA and the Financial Aid Office of the training institution, if applicable.
- To ensure there is no duplication of tuition payment, I will provide my career planner with application results, including award letters from other funding sources, including, but not limited to:
  - TANF
  - Title IV Programs such as Federal Pell Grants, Academic Competitiveness Grants, National SMART Grants, Federal Supplemental Educational Opportunity Grants, or Federal Work-Study;
  - GI Bill or other Federal financial aid available to military veterans;
  - State-funded grants such as the Washington State need Grant; or
  - Private dollars.

I authorize \_\_\_\_\_ (name of school) to release my educational records, including attendance, grades, transcripts and/or progress reports, financial awards, educational expenses, etc. to my career planner.

- I will strive to maintain, at a minimum, satisfactory progress which includes:
  - A grade point average that does not fall below 2.0 for two consecutive terms; or
  - A grade point average sufficient to graduate from, or receive certification in my approved area of study; or
  - Sufficient credit hours to finish the approved course of study within the timeframe established under the approved training plan.
  - In the case of self-paced or ungraded learning programs, satisfactory progress means participating in classes and passing certification examinations within the timeframe established under the approved training plan.
- I will submit copies of grades/progress reports to my career planner at agreed upon timeframes but prior to the start of the next training session. (Attendance forms are required if WIOA funded mileage reimbursement or child care assistance is provided.)
- I will maintain on-going contact with my career planner as documented on my Individual Employment Plan (IEP) but no less than once per training quarter/semester.
- I will resolve issues with the training instructors and training institution directly. If I am unable to resolve them satisfactorily, I will contact my career planner for assistance.
- I will notify my career planner immediately if issues or concerns arise that may impact my continued training participation or require a change to my training program/schedule.
- I will provide my career planner with written notification of my consideration of discontinuing my training program, or dropping a specific course no less than 10 days prior to taking action.
- I will notify my career planner immediately if my contact information changes.

**Initials:** \_\_\_\_\_

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**PARTICIPANT TOOL AGREEMENT**

If training related tools and equipment necessary for my training are purchased with WIOA funds, I agree to the following:

- I understand that I cannot sell or give away my tools, nor use them in an irresponsible manner.
- Tools are not allowed to leave school premises without permission from my career planner. It is my sole responsibility to adequately secure my tools. If my tools are lost, stolen, or broken, it is my responsibility to replace them.
- I will return training related tools and equipment if I do not successfully complete my training.

**Initial:** \_\_\_\_\_

I understand that failure to comply with the terms of this contract may result in my termination from the WIOA program. I have read and agree to the conditions stated on the Participant Training Agreement and Participant Tool Agreement. I received a copy of this agreement.

**Participant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I have reviewed this Participant Training Agreement with the participant and witnessed his/her signature:

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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