



*Program Policies*

## WJI Good Jobs Challenge Program Policy

<b>POLICY #:</b>	<i>P-GJ-1018, Rev. 3</i>
<b>EFFECTIVE:</b>	<i>January 16, 2025</i>
<b>SUPERSEDES:</b>	<i>WJU Good Jobs Challenge Program Policy effective January 10, 2025</i>

### **PURPOSE:**

This policy provides instruction for implementing the Pierce-Spokane Construction WORKS Project and the Manufacturing WORKS Pierce Project funded by the Washington Jobs Initiative (WJI) Good Jobs Challenge program, the U.S. Department of Commerce Economic Development Administration (EDA) and funded by American Rescue Plan Act (ARPA) of 2021.

The policy was updated to highlight required source documentation for validating training completion date.

### **BACKGROUND:**

The U.S. Department of Commerce EDA's Good Jobs Challenge program is an investment in high-quality, locally led workforce systems designed to teach individuals the skills necessary to secure quality jobs that provide family sustaining wages, benefits, and growth opportunities. The impact and goals of the WJI Good Jobs Challenge program are:

- Education: Train 5,000 Washingtonians in high-skill and high-wage careers.
- Employment: Place 3,000 Washingtonians into quality jobs in high-demand industries.
- Equity: Prioritize services to individuals and communities furthest from opportunity, including but not limited to women, Black, indigenous, and people of color (BIPOC); LGBTQIA2S+ individuals; individuals with disabilities; low-income individuals; and other Washingtonians disproportionately impacted by the COVID-19 pandemic.

### **POLICY:**

To properly measure accomplishments of the Pierce-Spokane Construction WORKS Project and Manufacturing WORKS Pierce Project, providers must comply with the guidance outlined in this policy.



## Management Information System (MIS)

Recipient demographics, eligibility, program enrollment, services, and all other aspects of the Pierce-Spokane Construction WORKS Project and Manufacturing WORKS Pierce Project must be recorded in Monday, WorkForce Central's management information system. Subrecipient reimbursement may be delayed if insufficient documentation is recorded in Monday, or the invoice packet is incomplete. Required source documentation for various Good Jobs Challenge data elements must be collected and/or recorded in Monday. Source documentation includes but is not limited to participant intake documentation, participant self-attestation, training provider documentation, and/or Good Jobs program staff case notes. For the full list of acceptable documentation for each of the required data elements, [click here](#).

## Recipient Eligibility & Enrollment

Recipients eligible to receive training and/or wrap around support services from the WJI Good Jobs Challenge program must meet the following eligibility criteria, as documented on the recipient's signed paper or electronic Good Jobs Challenge application, and recorded in Monday:

- **Pierce-Spokane Construction WORKS Project:**
  - Legally entitled to work in the U.S.
  - Age 16 years or older
  - Planning to attend or currently enrolled in an [approved construction training program, see below](#)
- **Manufacturing WORKS Pierce Project:**
  - Legally entitled to work in the U.S.
  - Age 16 years or older
  - Planning to attend or currently enrolled in an [approved manufacturing training program, see below](#)

The following must be completed at program enrollment:

- Completed [online Good Jobs Challenge Program Application](#), which includes the Washington State Freedom from Discrimination-Declaration of Civil Rights Form, or
- Completed paper [Good Jobs Challenge Program Application](#) (uploaded to Monday), and
- [Washington State Freedom from Discrimination-Declaration of Civil Rights Form](#) (uploaded to Monday)

## Services

The following services are **authorized** through the WJI Good Jobs Challenge program.

WorkForce Central does not limit the funding amount of the following services. Service

providers have discretion to deliver services in accordance with their internal policies, budget limitations, and this policy. Service providers must ensure equitable treatment in the provision of services.

- **Career and Job Preparation Services:**
  - Mock interviews
  - Mentoring
  - Coaching
  - Job referrals
  - Networking opportunities
  - Employment placement
  - Resume and portfolio development
  - Unpaid job shadows
  
- **Supportive Services:** Supportive services are only available for individuals enrolled in the WJI Good Jobs Challenge program and should not fund expenses for family members or others who may be sharing the same resource. However, circumstances may arise when paying only the enrolled individual's portion of an expense is challenging or burdensome or if doing so will not prevent eviction, utilities or phones being turned off, or creates some other barrier for the individual to participate in the WJI Good Jobs Challenge program.

Allowable supportive services may include, but are not limited to:

- Transportation
- Childcare
- Rental and utility assistance
- Food assistance
- Health services
- Legal services
- Counseling
- Clothing
- Laptops, wi-fi/internet/hot spots, other learning equipment
- Work supplies

Exceptions to this list of allowable supportive services, where permissible, must first be approved by WorkForce Central in writing. WorkForce Central authorization must be documented in case notes recorded in Monday.

Providers must be familiar with support systems in the community and when appropriate, refer individuals to community resources via the Common Referral System (CRS) powered by United Way 2-1-1.

A supportive service must be recorded in Monday within seven (7) calendar days of service delivery along with a case note documenting the type of wraparound service, cost, and whether it was funded by a partner organization or with Good Jobs.

An itemized receipt and other documentation of proof of purchase that includes the date of purchase and total amount paid must be included in the reimbursement request invoice.

- **Education and Training Services:** Tuition assistance and other allowable training support are authorized for individuals enrolled in the following WJI Good Jobs Challenge training programs:
  - **Construction:**
    - Palmer Pathways Pre-Apprenticeship Program
    - Bates Technical College:
      - Electrical Construction
      - Carpenter Technician
      - Heating and Air Conditioning Services Technician (HVAC)
      - Welding
    - Clover Park Technical College:
      - Construction Technologies
      - Electrician Low Voltage Fire/Security
      - Heating and Air Conditioning Technician (HVAC)
      - Welding Technology
    - Spokane Only:
      - Laborers' International Union of North America (LiUNA!) Local 238
      - Inland Northwest Associated General Contractors (AGC)
      - Construction Industry Training Council (CITC)
      - Anvil
  - **Manufacturing:**
    - Aerospace Joint Apprenticeship Committee (AJAC)
      - Manufacturing Academy
      - Youth Apprenticeship Bootcamp
    - Bates Technical College:
      - Welding
      - Machinist
      - CNC Operator
      - Tool Making Technology
    - Clover Park Technical College:
      - Aviation Maintenance Technician

- Avionics Technician
- Mechatronics Technician
- Manufacturing Engineering Technologies
- Non-Destructive Testing
- Employee Training Grant:
  - WorkForce Central's Employee Training Grant (Incumbent Worker Training) Program
- Funding through the WJI Good Jobs Challenge program may pay for the following training services:
  - Instructor salaries
  - Classroom space
  - Instruction materials
  - Tuition
  - Books
  - Academic fees
  - School supplies
  - Education testing and certification
  - Equipment and tools
  - Prerequisite training for a vocational program if the prerequisite training is required by the educational institution
  - Other required items or services listed on a school syllabus or other official school documentation

A training service must be recorded in Monday within seven (7) calendar days of service delivery along with a case note documenting the training provider, training program, start date, anticipated completion date, and anticipated and actual training support needs provided.

An itemized receipt or other documentation of proof of purchase that includes the date of purchase and total amount must be submitted with the reimbursement request invoice.

Source documentation validating training completion date must be uploaded in Monday, or in ETO for those who are co-enrolled in a WIOA Title I program. Source documentation validating training completion date includes one of the following documents:

- Certificate of completion,
- Documentation from the training provider,
- Report card or transcript, or
- Graduation records.



For a complete list of required source documentation for each of the required data elements, [click here](#).

The following services are **not authorized** through the WJI Good Jobs Challenge program:

- Supportive services purchased prior to the individual's program enrollment.
- Fines and penalties resulting from violations of, alleged violations of, or failure to comply with federal, state, tribal, local, or foreign laws and regulations (e.g., traffic violations).
- Interest payments.
- Entertainment, including tips.
- Contributions or donations.
- Alcohol, tobacco, or marijuana products.
- Pet food.
- Out-of-state job search expenses that are paid for by the prospective employer.
- Relocation expenses that are paid for by the prospective or new employer.
- Admission fees and other expenses associated with graduate degree programs.
- Any other item or service that is not required for the recipient to successfully participate in the WJI Good Jobs Challenge program.

## Monitoring

WorkForce Central will conduct ongoing monitoring and oversight of subrecipient compliance through monthly program and fiscal invoice and performance reviews, in the same frequency and manner as its WIOA Title I programs. In addition, WorkForce Central's Pierce-Spokane Construction WORKS Project and Manufacturing WORKS Pierce Project will be monitored by the Washington State Employment Security Department (ESD) Monitoring Unit at a time and in a manner to be determined in consultation between the ESD Grants Management Office, the ESD Monitoring Unit, and WorkForce Central.

*WorkForce Central is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request for individuals with disabilities.  
Washington Relay Service – 711.*