

PEE DEE LWIA INSTRUCTION NUMBER: WIA-02-09

TO: Pee Dee Workforce Investment Act Contractors and One-Stop Workforce Center Staff

SUBJECT: Satisfactory Progress Policy

ISSUANCE DATE: March 24, 2003

EFFECTIVE DATE: Immediately

Background: The Job Training Partnership Act (JTPA) was repealed July 2000 and the Workforce Investment Act (WIA) implemented that same year in the Pee Dee area. JTPA participants were allowed to carryover into WIA without interruption in services. After three years, there are significant numbers of Job Training Partnership Act carryover participants still receiving training and supportive services under WIA. Waiting lists for new eligible participants are long and resources are short with predictions of greater service needs and less resources in the future. The LWIA staff has developed a satisfactory progress policy to address the length and quality of time all participants are active in WIA activities. This policy was developed in consultation with management personnel from the Pee Dee Workforce Investment Area One Stops, Intensive Services and Youth Services at their March 19, 2003 Manager's meeting.

Purpose: The purpose of this instruction is to disseminate the policy for satisfactory progress in classroom training for participants in the Pee Dee Workforce Investment Area.

Policy: The following shall be the policy for all participants in classroom training in the Pee Dee Workforce Investment Area:

Minimum Standards

Students receiving financial aid for occupational training from the Workforce Investment Act in the Pee Dee region through an Individual Training Account or youth provider are required to make satisfactory academic progress towards a degree, diploma, or certificate. The Local Workforce Investment Area may deny continued financial aid to any participant not making satisfactory measurable progress.

The Pee Dee Workforce Investment Area has adopted standards of academic progress recognized by Federal Title IV and utilized by approved training providers. All case

managers shall have available academic standards applicable to the approved training provider (example: college catalog, recruitment materials, etc.) and shall incorporate an explanation of these standards during career counseling with the participant. This disclosure should be discussed prior to approval by the case manager for adults and dislocated workers to receive an Individual Training Account for the applicable training institution. The minimum standard, grade point ratio or letter/numerical grade, shall be incorporated in the Individual Employment Plan or, for youth, the Individual Service Strategy. Currently enrolled Workforce Investment Act participants shall be advised of these minimum academic standards and the session documented in the participant's file.

Participants attending non-Title IV approved training providers shall be deemed as making satisfactory progress if they attain a cumulative grade point ratio of 2.0 or the letter/numerical grade as defined by the eligible training provider.

Regardless of the classification of the training provider, Title IV eligible or non-Title IV eligible, the following policy will be followed:

1. Participants are allowed only one withdrawal while in their chosen curriculum. All exceptions must be approved by the LWIA.
2. Participants are allowed only one failed class while in their chosen curriculum. All exceptions must be approved by the LWIA.
3. Participants must abide by the attendance policy of the training provider. If attendance policy is violated, the participants will be deemed as making unsatisfactory progress.

The participant and the case manager share the responsibility to assure success for the participant in their chosen curriculum. Participants must report difficulties with grades at the first indication of a problem. This should be impressed on the participant during the initial career counseling session when training is discussed.

Curricula Changes

Participants may not change courses/degree tracks/career fields from their original Individual Employment Plan or Individual Services Strategy without prior approval. The Workforce Investment Act will not be responsible for tuition costs or related expenses associated with occupational training that is not specified in a mutually agreed upon Individual Employment Plan or Individual Services Strategy. The intensive services case manager may present extenuating circumstances to the One Stop Manager for consideration of exceptions to this policy on a case-by-case basis. Under no circumstances may a participant train in more than two curricula during participation in the Workforce Investment Act. This limitation does not apply to successful completion of a course/curriculum that leads to advanced curriculum. An example, would be when an participant completes Certified Nurse Aide and follows with Licensed Practical Nurse

training. The Certified Nurse Aide could provide for income maintenance while pursuing the Licensed Practical Nurse credential.

Youth case managers must also provide detailed case notes on the justification to change curricula. Changes must be approved by the Project Director.

Tutoring/Remediation

While developing the Individual Employment Plan or Individual Service Strategy, it shall be the case manager's responsibility to apprise the participant of tutoring assistance during initial counseling. Local technical colleges offer tutoring assistance. The Success Center at Florence Darlington Technical College is such an example. One on one tutoring subsidized by WIA is an allowable cost. Each intensive services contractor should identify qualified tutors available to assist WIA participants during the contract year.

Timely identification of the need for tutoring is critical. Therefore, all participants in classroom training should be scheduled for counseling as soon after the first two weeks of class as practical. Any problems should be thoroughly discussed and, if tutoring is needed, the Individual Employment Plan or Individual Service Strategy should be revised.

Action: Effective immediately all case managers shall receive a copy of this instruction and incorporate these requirements as a part of career counseling provided to all WIA participants entering classroom training.

Inquires: Questions pertaining to this instruction should be directed to Workforce Development staff at (843) 669-3138.



Vickie P. Tyner

Workforce Development Director