

PEE DEE LWIA INSTRUCTION NUMBER: WIA-10-013

TO: Pee Dee Local Workforce Investment Area Grantee(s)

SUBJECT: WIA Sponsorship of Training at Four-Year Institutions

ISSUANCE DATE: May 9, 2011

EFFECTIVE DATE: Immediately

EXPIRATION DATE: Indefinite

Purpose: The purpose of this instruction is to transmit the Pee Dee Local Workforce Investment Board's policy regarding the sponsorship of Workforce Investment Act participants in training at four-year colleges and universities.

Background: At the request of the Pee Dee Workforce Investment Board, LWIA staff conducted a study of issues related to the sponsorship of WIA participants in training at four-year institutions. The following was reviewed by staff and presented to an Ad Hoc Committee convened to consider the data and make a recommendation to the full WIB:

1. The LWIA's current policies designed to limit the duration and expense associated with WIA participants enrolled in training, including Individual Training Account yearly and lifetime limits, the LWIA's satisfactory progress policy, the LWIA's periodic review of the Virtual One Stop System's listing of participants who have been in the program for an extended period, the LWIA's policy against multiple training experiences within a five-year period, and the LWIB's preferred occupation listing (initially approved on February 1, 2011).
2. The federal requirement that all other federal financial aid be exhausted prior to the use of WIA funds for training
3. Other LWIAs' policies regarding training at four-year institutions
4. The TRADE policy regarding training at four-year institutions
5. Statistical data regarding expenditures and enrollment for participants at four year institutions. For the past full fiscal year (FY 2009-2010), 20% of the training funds that were expended was for students enrolled at four-year institutions. As of April 7, 2011, of the 617 participants enrolled in training, 59 were enrolled at four-year institutions.
6. Anecdotal data which demonstrate particular instances in which allowing a participant to receive WIA-sponsorship for at a four-year institution appeared to be appropriate.

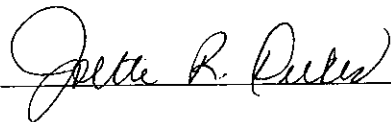
Policy: A WIA participant may pursue a degree at a four-year college or university if the following criteria are met:

1. The participant is within 4 semesters (2 years) of completion of the chosen degree.
2. The participant is making satisfactory progress in accordance with the College's or University's guidelines and, upon approval for WIA sponsorship, will make continued satisfactory progress in accordance with the local area's satisfactory progress policy.
3. The participant has not participated in WIA-sponsored occupational training within the past 5 years.
4. The participant has applied for and used all other sources of financial aid prior to receiving WIA assistance.
5. The participant's total WIA training costs will not exceed the WIB's established yearly or lifetime ITA maximum.
6. Participant has chosen a course of study that is among those targeted by the WIB for investment of its training dollars. The targeted occupations list will be reviewed and periodically updated by the WIB, with training approval based on the WIB's most recently approved list.

A waiver may be requested from the LWIA for participants who do not meet all of the criteria for sponsorship at a four-year college. All requests will be evaluated by staff and reasonable requests will be presented to the Workforce Investment Board for approval. Additional requirements, at the discretion of the WIB and its staff, may apply to individuals who have chosen training in an occupation not listed or who otherwise do not meet the criteria as outlined above. Waivers will be granted in very limited instances, based on workforce need and potential for employment upon completion.

Action: Grantees must ensure that all participant requests for training at four-year institutions have the prior approval of the Workforce Investment Board. The grantee must allow sufficient time for such approvals to be made.

Inquiries: Any questions regarding this instruction should be directed to Joette Dukes at (843)669-3138.



for Vickie P. Tyner, Workforce Development Director