



**PEE DEE LWDA INSTRUCTION NUMBER: 16-02**

**To:** Pee Dee Local Workforce Development Area WIOA Contractor

**Subject:** Suitability for Receiving WIOA Occupational Skills Training Funds

**Issuance Date:** August 22, 2016

**Effective Date:** Immediately

**Purpose:** The purpose of this instruction is to transmit the Pee Dee Workforce Development Area's policies and procedures regarding an individual's suitability to receive Workforce Innovation and Opportunity Act (WIOA) occupational skills training funds.

**Background:** The Workforce Innovation and Opportunity Act (WIOA) has established a priority requirement to funds allocated to a local area for Adult employment and training activities. The Pee Dee LWDA set forth its Priority of Services Policy in Instruction 16-01. Priority shall be given to recipients of public assistance, other low income individuals and individuals who are basic skills deficient. However, WIOA is not an entitlement program and thus a variety of staff-led screening is required to determine eligibility and suitability, especially suitability for training, for both Adults and Dislocated Workers.

**Policy:** Suitability is determined by staff and the participant during Orientation, Assessment, IEP development and in the selection of activities. The following criteria must be considered in the determination of a participant's suitability for WIOA-funded occupational skills training:

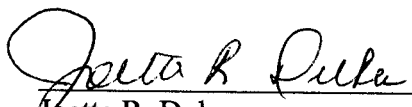
- The participant resides in the Pee Dee LWDA (applies to Adult participants only) ;
- A determination has been made by the career consultant following an interview, evaluation, or assessment and career planning that the participant 1) is unlikely or unable, by only receiving career services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment; 2) is in need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment; and 3) has the skills and qualifications to participate successfully in training services;
- The participant has selected a program of training services that is directly linked to employment opportunities in the local area or the planning region, or in local area to which the individual is willing to commute or relocated (the training identified is for a

targeted high demand occupational sector in the Pee Dee Area via Instruction 13-007 or its replacement);

- The training provider selected is on the SC Eligible Training Provider Listing (ETPL);
- The participant is unable to obtain grant assistance from other sources to pay the cost of such training, including such sources as state-funded training funds, Trade Adjustment Assistance, and federal Pell Grants established under title IV of the Higher Education Act of 1965, or require WIOA assistance in addition to other sources of grant assistance, including Federal Pell Grants;
- The participant is not in default on federal student loans;
- The participant has not received WIA, TAA, WIOA sponsored occupational training within the previous five years (unless the LWDA will issue a waiver);
- The participant has the ability to perform the job for which he/she is seeking trained;
- The participant has signed the Pee Dee LWDA Drug Test/Background Check Acknowledgement Form and selects an appropriate occupational training area or occupation;
- The participant has signed the Customer Commitment Agreement to abide by the WIOA program guidelines;
- The participant has not exhausted his/her lifetime training cap of \$13,500(unless the LWDA will issue a waiver);
- The participant does not have a bachelor's degree or his/her degree is in an occupation that is not in demand as defined by the Local Area;
- For a participant seeking assistance with training at a 4-year institution, he/she must be within 4 semesters (2 years) of completion of the applicable degree and making satisfactory progress as defined by the institution and the LWDA; and,
- Participants who have been identified as basic skills deficient as defined by the LWDA as lacking a high school diploma or equivalent; scoring 8.9 or below on the Test for Adult Basic Education (TABE) or scoring less than a Four on WorkKeys' assessments for Reading for Information, Locating Information or Applied Math; or are enrolled in Title II adult education for English as a Second Language (ESL) **AND are actively engaged in activities to address the deficiencies.**

**Action:** Contractor must evaluate participants using the criteria listed above to determine the participants' suitability to receive WIOA-funding occupational skills training. Individuals who meet all the criteria above are MOST suited to receive WIOA-funded skills training; however, the Career Consultant may use its own professional judgment in making the final decision and must document rationale for funding individuals in occupational skills training.

**Inquiries:** Questions pertaining to this instruction should be directed to Joette Dukes at 843-669-3138.

  
\_\_\_\_\_  
Joette R. Dukes  
Workforce Development Director