

Region 13 Policies Regarding Allowable Participant Services and Activities and Support Services including Policy for Obtaining a Credential through On-the-Job Training

Region 13 Local Policies are as follows:

No more than \$3,000 per participant, per program year will be available to assist individuals with their training and supportive service needs with the exception of On-the Job Training (OJT) contracts which may be written for up to \$8,000. In addition, the activities listed below have additional stipulations. Those are:

- Occupational Skills Training (OST) - Those applicants who have already completed one or more terms must submit copies of grades earned. A 2.0 (out of a possible 4.0) grade point average is required to continue receiving services for this activity. Students whose cumulative GPA falls below a 2.0 in a given semester will be given one probationary term to elevate their GPA to the required level. No one who is in default on student loans will be enrolled unless that person has demonstrated that he/she is taking action to repay the loans. No advanced degrees will be funded. However, required certifications for specific occupations, such as teaching, are allowable. Those pursuing baccalaureate degrees must be enrolled in programs that provide specific job skills for which there is a demand in the labor market. The maximum length of enrollment for those enrolled in OST is 48 months of actual training time.
- Internship (INT) - This activity will be paid a wage of up to \$11.00 per hour for time spent in this activity, not to exceed 500 hours per enrollment.
- Skill Upgrading (SUG) - This activity will not exceed 26 weeks except in the case of ESL, which will not exceed 52 weeks.
- Work Experience (WEP) – WEP wages will be paid a wage up to \$11.00 per hour.
- Post Program Services (PPS) – The cost of Post Program Services may not exceed a maximum of \$500.00 per participant per program year. Activities and services that are included as a part of Post Program Services shall not exceed the training and supportive service limits identified in this section.

General Support Services

The American Job Center partners will work in conjunction to ensure that duplication of services does not happen for dual enrolled participants.

Support Service Payments

Support Service Payments may be provided when necessary to enable a participant to participate in WIOA activities. Support Service Payments can be made only when the participant cannot afford to pay for such services and when they are unable to obtain the service through other

programs providing such services.

The need for any amount of Support Service Payments will be documented in the participant's Individual Service Strategy (ISS) or Individual Employment Plan (IEP). Local policies for the Support Services Payments listed below are:

- Clothing - No more than \$250 per participant per year for required clothes, shoes, uniforms and protective gear. In the case that required tools are needed, this limit increases to \$600 per participant per year. Documentation via syllabus or letter on official letterhead stating that tools are required for training, experiential learning activities or employment.
- Counseling - Not to exceed \$250 per participant per year
- Dependent Care - Actual costs of dependent care, not to exceed \$20 per day
- Educational Assistance - Not to exceed \$600 per participant per year.
- Educational Testing - Not to exceed \$500 per participant per year.
- Financial Assistance - No more than \$1000 per participant, per year.
- Health Care - Up to \$300 annually per participant.
- Miscellaneous Services - Bonding is an allowable cost unless funds are available from other resources. If bonding is an occupational requirement, it should be verified that the participant is bondable before the participant is placed in training for that occupation. The cost of Legal Aid Services is allowed. Limit is not to exceed \$500 per participant for the entire training period. Must be required for their Title I sponsored program.
- Needs-Related Payments - May be issued to participants based on participation in classroom training activities and family need with approval from the Title I Director. Payment is \$10 per day and not to exceed \$1,000 per person per fiscal year. Attendance must be documented and verified by an instructor.
- Relocation - A maximum of \$500 per participant.
- Residential/Meals Support - No more than \$60 per day for meals and lodging while the participant is away from home for required training. Campus housing costs for college students will not exceed \$1,000 per semester plus \$500 for summer sessions.
- Services for Individuals with Disabilities - No more than \$250 per participant per year.
- Stipend – Amounts granted should be based on individual need not to exceed \$1,000 per participant per year.

- Supported Employment and Training - Not to exceed 6 months of training per participant.
- Transportation - A maximum of \$0.30 per mile, with a minimum daily payment of \$2.00 and a maximum daily payment of \$25. Bus passes may also be issued to participants. If issuing bus passes, participants will receive one 10-Ride bus pass to begin activity participation. Participants must turn in progress report to verify attendance. After attendance verification is received for first 5 days of activity participation, monthly passes may be issued. Career Planners may end issuing monthly bus passes for non-attendance and will document in the data management system. Participants must turn in progress reports to verify attendance and continue receiving transportation assistance, whether via mileage reimbursement or bus passes.

The maximum dollar amount of any training or support services may be exceeded at the discretion of the WIOA Title I Director.

On-the-Job Training Policies and Procedures

No OJT contract will exceed \$8,000 or six months duration depending on workers current skills and the skills required in new job.

On-the-Job Training occurs when objective assessment indicates that this will be the best process to meet the participant's needs. Specific training lengths are determined by input from the employer as to training time needed according to the skill level of the job and by the applicant's past work experience and vocational training background.

OJT Length

The length of an OJT contract at a rate of 50% or less reimbursement will be approved by the WIOA Title I Director. Current reimbursement rate is 50% of training hours worked; however, contingent upon high budgetary obligations and RWIB approval, the reimbursement rate may be reduced.

The general length of the On-the-Job training contracts is based on skill required for the job; i.e., the higher the skill, the longer the contract. The number of hours is determined by using information coded in two Departments of Labor publications (1) O*NET, Dictionary of Occupational Titles, or Career Infonet and (2) Specific Vocational Preparation Estimates (SVP). To determine the length of training, the following chart will be used:

SVP Level	Hours
1	80
2	160
3	520
4	1,040
5	2,080
6+	4,160

These figures should be considered as a departure point for determining actual WIOA training hours. If the total number of training hours for the OJT position cannot be provided during the maximum contract length allowable, as many training hours as possible will be provided.

Under normal conditions, an OJT contract may not exceed 26 weeks in length. Additional training time above the actual length of an OJT contract can be allowed if approved by the WIOA Title I Director when extenuating circumstances exist, such as a client who is disabled, an older individual (55 years or older) or a member of other targeted groups or having a barrier to employment. The contract length can be extended to a maximum of 50% above the actual length of the contract to a maximum of 26 weeks.

Part-time OJT contracts are permitted if approved by the WIOA Title I Director for participants who are disabled, older individuals (55 years of age or older), members of other targeted groups who are able to work only part-time, or in-school youth participants. Part-time contracts may be written for a length of up to 499 hours and a maximum twelve (12) months' time period.

Part-time OJT's can be written in conjunction with IST training when the employment goals at the end of the training are substantially the same, or the OJT experience would aid the IST graduate when beginning the work search, or the OJT would become full-time upon completion of the IST.

Wages and Benefits

Payment by WIOA to employers is paid as compensation for the extraordinary costs of training participants, including costs of classroom training, and compensation for costs associated with the lower productivity of such participants during training. The payment by WIPA must not exceed fifty percent (50%) of the wages paid by the employer to the participant during the period of the training agreement. Wages are considered to be monies paid by the employer to the participant. Wages do not include tips, commissions, piece-rate based earnings or non-wage employer fringe benefits. Reimbursement will be made at 50% of the regular hourly rate for actual hours worked including overtime hours. Under no circumstances will overtime rates or holiday rates be reimbursed.

Since OJT is employment, State and Federal regulations governing employment situations apply to OJT. Participants must be paid wages not less than the highest of Federal or State Minimum Wage or the prevailing rates of pay for individuals employed in similar occupations by the same employer.

Employer Eligibility

In situations where an employer refers an individual to the WIOA program for eligibility determination with the intent of hiring that individual under an OJT contract, the individual referred to WIOA may be enrolled in an OJT with the referring employer only when the referring employer has not already hired the individual, an objective assessment and the IEP have been completed and support the development of an OJT with the referring employer.

An OJT contract will not be written with an individual's current employer. The WIOA Director may allow exceptions to this rule if an OJT with an individual's current employer would allow them to move from a part-time or temporary status to a full-time permanent status **-and-** the OJT is for a position that is substantially different than the individual's current job with that employer. If a participant is currently on an OJT contract with an employer and has a job classification change, a contract modification will be written to reflect that change. Specifics of job duties, training hours required and other changes will be negotiated with the employer. The SVP codes will be utilized as well as the input of the employer to determine how much additional training time could be authorized with approval of the WIOA Director.

Training not approved in Region 13

Region 13 has elected not to support training plans for Youths, Adults and Dislocated Workers seeking training as cosmetologists, aestheticians, massage therapists, and manicurists due to low wages/part-time hours as evidenced by Region 13 average salary reports.

Eligibility Verification Requirements

Iowa Western Community College (IWCC) Staff will be solely responsible for conducting eligibility determinations for Youth, Adults and Dislocated Workers. One hundred percent (100%) of all participant intensive and training case files will be selected for eligibility verification. All eligibility items for these files will be reviewed to insure appropriate determinations have been made. If the verification process reveals an individual is not eligible, any funds expended for that individual will be reimbursed to the program by IWCC and he/she will be referred for other appropriate services.

Financial Needs Determination Policy and Procedures

The Financial Needs Determination (FND) will provide documentation for participation in institutional skills training and/or entrepreneurial training. In addition, the FND will be used to justify support services, including the amount of unmet need. The Financial Needs Determination developed by the State will be used for all Region 13 WIOA participants who are enrolled in Institutional Skills Training, Entrepreneurial Training or Support Services. When determining the amount of WIOA funds that will be obligated on behalf of a participant, only the Education and Related Expenses and the Education and Related Resources portion of the FND form will be utilized.

However, if a WIOA participant is Trade/Dislocated Worker co-enrolled, the actual household living expenses and resources in addition to education and related expenses and resources will be used in accordance with state guidelines.

Since both expenses and resources often change, the need for financial support of training will be reviewed annually at a minimum, or when significant changes in expenses, financial aid, or resources occur.

Youth Incentive Payment for Youth Programs

Incentive payments to youth participants are allowed for recognition and achievement directly tied to training activities and experiential learning activities. Incentive payments must be:

- (a) Tied to the goals of the specific program;
- (b) Outlined in writing before the commencement of the program that may provide incentive payments;
- (c) Align with the local program's organizational policies; and
- (d) In accordance with the requirements contained in the Uniform Administrative Requirements 2 CFR 200.

Maximum of \$1,000 each fiscal year.

- \$50 may be awarded for successful completion of 60 hours of pre-employment/work maturity skills workshops offered in the American Job Center.
- \$75 may be awarded for earning full academic credit which will be determined and paid on a per term basis.
- \$75 may be awarded for improving Measurable Skills Gain Goal Completion by one grade level.
- \$100 may be awarded upon completion of experiential learning activities with 0 unexcused absences. Excused absences must be approved by Career Planner.
- \$200 may be awarded for completion of High School Diploma or High School Equivalency Diploma.

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