



408 Washington Avenue, West Plains, Missouri 65775 ❖ Phone 417-257-2630 ❖ MO Relay 711

Effective: April 23, 2024

Subject: Adult & Dislocated Worker Training Criteria Policy

Training services will be made available based on funding availability, training eligibility of participant, and the needs of the participant in accordance with other local, state, and federal policies. Those living outside the service area will need Executive Director approval before being enrolled. Training services may be made available to employed and unemployed adults and dislocated workers after an interview, evaluation, a comprehensive assessment, and career planning. Staff must provide a detailed explanation on how the individual meets each of the requirements outlined in WIOA sec. 134(c)(3)(A) in the Training Eligibility Justification Case Note.

To document Training Eligibility Justification, the following **must** be answered in the Training Eligibility Justification Case Note must include: The Participant:

- 1. Is unlikely, or unable, to obtain or retain employment that leads to economic self-sufficiency or wages comparable to-or higher than-wages from previous employment through career services.**
- 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.**
- 3. Has the skills and qualifications to participate successfully in training services.**
- 4. Has selected a program of training services that is directly linked to the employment opportunities in the local area or the planning region, or in another area to which the individual is willing to commute or relocate.**
- 5. Is unable to obtain grant assistance from other sources to pay the costs 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 requires WIOA assistance in addition to other sources of grant assistance (including federal Pell Grants).**

If a case manager cannot answer yes to all the above questions and provide a detailed explanation for each in a case note, then training services are **not allowable**. The case note must explain why and how the individual met each requirement. Training services are not an entitlement of the WIOA program. No training service, obligation of payment, or payment may be made prior to the determination and documentation of training eligibility. Training Eligibility Justification is not based on the participant's goal or desired employment but is based off current skills, education, and work history.

Contact: Please direct comments or questions regarding this policy to info@scwib.org