

Policy Area: Programs and Services	
Title of Policy: Provision of Training Services	Number: 401-04 (2016)
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I. Purpose

This issuance provides the Virginia public workforce system a comprehensive framework for consistent provision of training services under the Workforce Innovation and Opportunity Act (WIOA).

II. Summary

The Workforce Innovation and Opportunity Act is designed to provide employment and workforce training opportunities to those who can benefit from, and are in need of, such opportunities. WIOA reinforces that training services can be critical to the employment success of adults and dislocated workers. Training services may include occupational skills training that leads to an in-demand workforce credential, on-the-job training (OJT), registered apprenticeship, incumbent worker training, pre-apprenticeship training, workplace training, skill upgrading and retraining, entrepreneurial training, and transitional jobs.

III. References

- Workforce Innovation and Opportunity Act (Pub. L. 113-128)
- Training and Employment Notice No. 03-15, *Guidance on Services Provided through the Adult and Dislocated Worker Program Under the Workforce Innovation and Opportunity Act, and Wagner Peyser, as Amended by WIOA, and Guidance for the Transition to WIOA Services*
- Notice of Proposed Rulemaking (NPRM) Docket No. ETA-2015-0001, RIN: 1205-AB73: Subpart B, § 680.200 through § 680.340
- Occupational Skills Training Policy, VBWD Policy 15-02
- Incumbent Worker Training Policy, VBWD Policy 15-00

IV. Policy

The Virginia Board of Workforce Development (VBWD) requires Local Boards to support the provision of training services to workers and job seekers in need of such training. Training services must be linked to in-demand occupations in the local area or region or in an area where the individual is willing to commute or relocate. Selection of training services should maximize customer choice, be linked to in-demand occupations, and be informed by performance of training providers. Individuals must be provided with performance reports for training providers on the state's eligible training provider list who provide a relevant

program, when requested. Training services should be funded by WIOA Title I when other sources of grant assistance are unavailable to the individual. In the case of Trade Act eligible individuals, Virginia's dual enrollment practice requires that, if other sources of grant assistance are unavailable, Title I funds be expended while trade petitions are under review to ensure expedited service to the client.

There is no sequence of services requirement and staff may determine that training is appropriate regardless of whether an individual has received basic or individualized career services. Individuals may receive training services after an interview, evaluation, assessment, or career planning, if the one-stop partner determines the individual is unlikely or unable to obtain or retain employment by receiving only career services. Case files must document the participant eligibility for training services and explain how the determination was made in order to justify the need for training services.

A Local Board may not be the provider of training services unless the Governor grants a waiver. The intent of any waiver is to provide the option for Local Boards to provide training services in extenuating circumstances only, such as rural areas with limited training providers.

WIOA focuses on serving "individuals with barriers to employment" and establishes priority for these populations. The Virginia one-stop delivery system provides a priority for adult funds to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient, consistent with WIOA. Veterans and eligible spouses continue to receive priority of service, consistent with the Virginia workforce policy on veterans' priority of service and federal law.

For purposes of providing training services, the following definitions shall be used:

Basic Skills Deficient: An individual who is basic skills deficient is generally someone who lacks the necessary math or reading skills to successfully navigate a postsecondary program of study at a community college or other eligible training provider.

In-Demand Occupation: An in-demand occupation is one where there are significant unmet business workforce needs and/or significant job and/or wage growth is expected in a local economy or region of Virginia using a recognized source of data such as the Virginia Labor Market Information system, Bureau of Labor Statistics (BLS), Census Bureau, or local employer survey.

V. Procedures

Local Boards shall identify the priorities, procedures, and monitoring of the provision of training services in their Local Plans and through other documents and manuals. At a minimum, Local Boards are responsible for having policies and procedures about how to align training services with in-demand occupations, how Individual Training Accounts (ITAs) will be available and issued, including integration of informed customer-choice principles, and how information on eligible training providers will be available to consumers

and the public.

Any limitations to the use of ITAs, including limitations on duration or limitations on the amount available per customer, shall be official policy by a Local Board and available to consumers and the public in an easily accessible format such as the Internet.

Local Boards desiring to be a provider of training services must submit a waiver request to the WIOA Title I Administrator for review for approval by the Governor. A waiver request shall be in the form of a memorandum that includes, at a minimum, the rationale for the waiver, the specific training services to be provided by the Local Board, and how those Local Board-provided services complement other training available in the local area or region.