



Spokane Area Workforce Development Council

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Policy Directive No.: C.3
Effective Date: August 7, 2000

SUBJECT: Service Categories for Adult and Dislocated Workers
Core-Intensive – Training Policy

REFERENCE: 20 CFR Part 652 and Part 660 through 671 Preamble
Spokane Operations Plan
(Draft) State Policy
20 CFR 663.160- 663.310
ISS Policy-C.2
ITA Policy Memo December 18, 2000

CANCELLATION: August 7, 2000 Draft

1. **PURPOSE:** To transmit service category policy
2. **BACKGROUND:** Along with Wagner-Peyser labor exchange services, the required adult and dislocated worker services, described as core, intensive, and training services form the backbone of the One-Stop delivery system. The WIA goal of universal access to core services is achieved through close integration of services provided by the Wagner-Peyser, WIA adult and dislocated worker partners and other partners in the One-Stop center and system. Intensive and training services are available to individuals who meet the eligibility requirements for the funding streams and who are determined to need these services to achieve employment, or in the case of employed individuals, to obtain or retain self-sufficient employment. Supportive services, to enable individuals to participate in these other activities may also be provided.

Sequence of Services: WIA provided for three levels of services: Core, intensive and training, with service at one level being a prerequisite to moving to the next level. There was a great deal of concern expressed about how this tiered approach would be implemented. Many were particularly concerned that the Department might require a “failed” job search or a minimum time period in one level of service before moving on to the next level. The regulations establish the concept of a tiered approach but allow significant flexibility at the local level. The Department, in response to the comments received, did not establish a minimum number of “failed” job applications or a minimum time period but, instead, allows localities to establish gateway activities that lead from participation in core to intensive and training services. Any core service, such

as an initial assessment or job search and placement assistance, could be the gateway activity. In intensive services, the gateway activity could be the development of an individual employment plan, individual counseling and career planning or another intensive services. Key to these gateway activities is the determination, made at the local level, that intensive or training services are required for the participant to achieve the goal of obtaining or retaining self-sufficient employment. The three levels of services are discussed separately in the regulations.

3. POLICY: The fundamentals of the tiered approach to service delivery are:
- (1) Labor market tests of ability to obtain employment
 - (2) Identification of gateway activities leading from one level of service to the next, and
 - (3) Creation and maintenance of a participant case file documenting case-by-case decision-making including the identification of barriers to employment and determination of specific services needed to address barriers.

In General the process:

- (1) Must be equitable,
- (2) Result in priority populations being served and
- (3) Must be effective and efficient in terms of timeframes, which participants receive services and end result of services provided.

Specifically, the file must contain determination of need and Individual Service Strategy and tracking of progress as services are provided. The Spokane Operations Plan reiterated the Federal and State decisions by not establishing more than the one required activity or minimum time period before moving to the next level of service. The plan also acknowledges the limitation of funding and the statutory priority for intensive and training services established in the Act/Regulations. Intensive/Training services are not an entitlement.

The plan does, however identify 9 factors to be considered during the intake and assessment process.

“The eligibility determination for significant staff assisted services shall be made on a case-by-case basis at the local level depending upon the needs and individual circumstance of the participant and local economic conditions. (20 CFR 663.160). Individual enrollment decisions are made during the intake and assessment process as to need based on a review of:

- 1) Previous work history
- 2) Amount of education
- 3) Other financial resources
- 4) Previous vocational training
- 5) Length of unemployment
- 6) Significant disabilities
- 7) Other training resources
- 8) Employment prospects without training and

9) Potential for successful participation and completion of the program”

An agency assessment and tracking form should be developed to document determination on need and movement from one level of service to another. Because of scarcity of training funds, the regulations place significant eligibility and appropriateness criteria on provision of training activities in addition to the labor market test. Also addressed in the ITA policy these include the following:

- Training must be in a demand occupation (local or relocation)
- No or inadequate grant assistance from other sources available to pay costs
- Coordination of training costs with other federal sources (i.e. Pell etc.)
- Individual must have the skills and qualification to successfully complete the selected training program
- WIA funds are meant to supplement other available resources

Occupational skills training can be provided after the appropriate above listed review (see also ITA policy) and individual occupational research including LMI, review of job listings, analysis of provider options and financial resources available. To demonstrate the viability of a plan. The participant case file must include a feasibility of success analysis.

The WIA counselor needs to work with the WIA participant to calculate the total funding resources available as well as to assess the full “education and education related costs” (training and supportive services costs) incurred if the participant is to complete the chosen program.

<u>Costs</u>	<u>Resources</u>
Tuition	(All available sources, excluding loans → to determine need for WIA funds)
Books	Pell Grants/Scholarships
Fees	Other WIA Partners
Living Expenses	Other Community Resources
Emergency Needs	Individuals Support System
Etc.	WIA Supported
Etc.	
Etc.	

(See ITA Policy for further detail)

FORMS: At this point, the Consortium does not require a specific mandated form, but your design should address all of the above requirements.

If a consensus results from meeting and discussing standard formats will be developed.

4. ACTION REQUIRED: Distribute information to appropriate staff for planning and implementation of WIA programs.
5. DISTRIBUTION: WIA Subagents

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