



## TITLE: Adult & Dislocated Worker Formula Programs – Customized Training Procedures #: 5110P

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**Type:** Program Procedure

**Date Established:** 07/01/2016

**Date Last Revised:**

**Date Posted to Website:** 07/07/2016

**Status:** Final

**Supersedes:** N/A

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### Procedures

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Customized Training opportunities will be developed by PacMtn administration. Upon identification of need for training with an employer(s), a procurement process will be identified to secure an applicable trainer. Contracts will be developed between the employer, training provider and PacMtn to address the specific training and payment requirements.

In order to meet the requirements set forth in the Customized Training policy, the contract with the employer will include, but is not limited to: list of employees/participants to receive training; current wage rates of trainees, potential certificate or credential awarded, advancement potential or wage increases after training has been completed, list of all costs that the employer will incur to show contributions to training program meet minimum requirements, and overall justification that shows industry need of training. After training has occurred, the employer must report on the results of the training, including list of those who completed, employment changes as a result of training, certificates awarded and any other identified deliverable as set forth in the contract. All records and documents pertaining to this contract are subject to further review and monitoring by PacMtn.

The training provider, whether contracted directly with PacMtn or through the employer, must provide detail of the training, which includes, but is not limited to: training fees, outline of training components; course schedules, certificate or credential opportunity, training hours, list of required books, tools or materials, or any other requirements needed to satisfactorily pass the training to receive credential or certificate. All records and documents pertaining to this contract are subject to further review and monitoring by PacMtn.

During contract development, PacMtn will work closely with the contracted service provider responsible for the Adult and Dislocated Worker services to enroll eligible participants, gather the necessary paperwork and complete data entry per the guidance provided below.

For employed individuals, program staff must determine that the training the individual receives would result in employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment. Program staff must also determine that the individual has the skills and qualifications to successfully participate in and complete the training.

#### **WIT System Data Entry Requirements** (*WorkSource Integrated Technology System*)

For all applicable and required WIOA and or Wagner-Peyser applicant or participant Career, Training or Follow-Up Service data entry requirements, to include but not be limited to the following:

- Applicant or Participant Registrations,

- Program Enrollments,
- Eligibility Determinations (as detailed in policy #5000),
- IEPs,
- ITA's and Training Program Enrollments/Service Delivery,
- Training paid by others,
- Training/Program Completions
- Support Services,
- Exits,
- Follow-Up Services, and
- Case Note Entries

Staff must follow all data requirements as necessary per Policy 1020 - Data Integrity and Performance Reporting Requirements and Handbook, as applicable for entry within the WIT System

Please follow all current and future Workforce Integrated Technology (WIT), System guidance, training, instructional materials and direct departmental or program supervisor instruction and policies developed.

If applicant or participant information is already entered in the WIT System, staff must verify that the information is current and/or make updates. If required by program, print out the applicable or necessary document, obtain signatures and place in the hard copy file. Please note all system data updates or changes in case note.

To deliver Career or Training Services, the program staff person is required to enter participant and program specific data which will create an Individual Employment Plan/Service Plan.

**Data Validation Note:**

The date of dislocation entered must be documented in the file with:  
Verification from employer

- Rapid Response list
- Notice of Layoff
- Public announcement with UI cross-match
- Self-attestation for transitioning military by the Army Career Alumni Program (ACAP)
- Self-certification from military applicant

Applicants who identify them self as a veteran must have a copy of their DD214 in their participant file. The dislocation date must have the month, day and year.

*Any discrepancies arising between PacMtn policy and or procedures with federal and state provisions due to current or future revisions will default to the current minimum federal and state regulations and guidance available. PacMtn policy and or procedures may set forth stricter requirements than provided by federal and state guidance, but in no case will PacMtn policy and or procedures not meet minimum federal and state policy.*

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## **References**

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Workforce Innovation and Opportunity Act of 2014  
PacMtn Policy # 5100 - Individual Training Account (ITA)  
Adult & Dislocated Worker Program Eligibility Policy # 5000  
WorkSource System Policy 1019 R3 & Attachment A - Eligibility Handbook  
20 CFR 680.210               WIOA Section 3(14) and (23)  
20 CFR 680.320               WIOA Section 134(c)(3)(G)(ii)  
20 CFR 680.710               WIOA Section 134(d)(4)(D)  
20 CFR 680.760               RCW 82.04.220

**NOTE:** The Eligibility Policy Handbook is based on the best information available at this time per WIOA law, proposed rules, and DOL/ETA guidance. The handbook will be revised and reissued after the WIOA final rules are issued and as relevant DOL/ETA guidance is received.

Compliance with the state’s eligibility policy will be based on the version of the handbook in effect at the time of the action or activity that may be at issue.

**DATE APPROVED: June 4, 2016**

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