

## TITLE: Training Services Policy #2.2.3-R1

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**Type:** Program Policy

**Original Policy Date:** 07/01/2016

**Effective Revision Date:** 04/24/2025

**Status:** Final

**Supersedes:** WIA Policy #550R2 & 590R6  
and PacMtn Policy #2.2.3

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### Purpose

This policy provides guidance regarding Training Services for eligible Adult and Dislocated Workers.

Training services can be critical to the employment success of many Adults and Dislocated Workers.

The WIOA Adult and Dislocated Worker formula programs are one pivotal piece of the WorkSource delivery system, which is the foundation of the workforce system. WIOA provides for a workforce system that is universally accessible, customer centered, and training that is job driven.

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### Policy

Adults and Dislocated Workers enrolled in WIOA programs may receive training services if, after an interview, evaluation or assessment, and career planning, the participant is determined to:

- Be unlikely or unable to obtain or retain employment through career services alone;
- Require training to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than previous employment; and
- Possess the skills and qualifications to successfully participate in the selected training program.

There is no sequence requirement between career and training services. Training may be provided first when justified and documented in alignment with 20 CFR 680.220 and TEGL 19-16.

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### Policy Guidelines

Individuals provided training services funded by WIOA Title I must be determined in need of additional service beyond career services to obtain or retain employment. There is no requirement that career services first be provided as a condition of receiving training services.

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. Upon a determination that career services are unlikely to obtain these employment outcomes, the individual may be enrolled in training services.

Individuals for whom training has been deemed appropriate must select a training program linked to employment opportunities in the local area or in an area to which the individual is willing to commute or relocate.

The selection of this training program should be fully informed by the performance of relevant training providers, and individuals must be provided with the performance reports for all training providers who provide a relevant program.

WIOA training services must be provided when other sources of grant assistance are unavailable to the individual.

Training services provided under the WIOA adult formula funding must be provided in accordance with PacMtn's priority system.

### **Significant Staff Involvement**

Enrollment into a WIOA funded program occurs at the point where there is significant staff involvement. Significant staff involvement includes staff's assessment of a participant's skills, education or career objectives to assist the participant in making a decision or accessing information, compared to staff providing a participant with readily available information that does not require an assessment.

*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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### **Definitions**

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### **References**

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Workforce Innovation and Opportunity Act of 2014

WIOA Final Rule; 20 CFR Parts 676,677, and 678; Federal Register, Vol. 81, No. 161, August 19, 2016

WIOA Final Rule; 20 CFR Parts 603, 651, 652, et al; Federal Register, Vol. 81, No. 161, August 19, 2016

WIOA sec. 134(c)(3)

WIOA Section 134(c)(3)(A)(iii)

WIOA sec.129(c)(2)

TEGL 17-05

TEGL 19-16

WorkSource System Policy 1019 (Rev12) – Eligibility Policy and Handbook  
WIOA Title I-B Policy 5602 (Rev5) – Supportive Services & NRPs  
WIOA Title I-B Policy 5620 (Rev1) – Follow-Up Services

PacMtn Procedures Document #2.2.3-P - Training Service  
PacMtn Policy #2.3.1-R1 - Individual Training Account (ITA)

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.

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