

Western Virginia Workforce Development Board
Workforce Center & Services Committee
August 7, 2019, 2:00pm
Virginia Career Works – Roanoke Center
3601 Thirlane Road, Suite 2, Roanoke, VA 24019

I.	Call to Order	Crystal Hall
II.	Public Comment	
III.	Meeting Minutes Approval – May 1, 2019	Crystal Hall
IV.	Old Business	Leah Gibson
	<ul style="list-style-type: none">• GO Virginia Grant• Pathways to the American Dream Grant Update	
V.	WIOA Title I Provider PY18 Performance	Crystal Hall
VI.	New Business	Leah Gibson
	<ul style="list-style-type: none">• WIOA Title I Youth Program Changes• Policy Updates<ul style="list-style-type: none">○ Incumbent Worker Training○ Individual Training Accounts○ On the Job Training○ Work Experience○ Priority of Service○ File and Information Maintenance• Eligible Training Provider Renewal Applications• WIOA Title I Training Funding<ul style="list-style-type: none">○ ITA Maximum○ CDL Training	
VII.	Upcoming Meetings	
	<ul style="list-style-type: none">• Next WCSC Meeting (November 2019)• WVVWDB Meeting – September 26, 2019, 2:30pm, Green Ridge Recreational Center	
VIII.	Adjournment	



BLUE RIDGE REGION

**Western Virginia Workforce Development Board
Workforce Center & Services Committee**

May 1, 2019 – 2:00 PM

Virginia Career Works – Roanoke Center

3601 Thirlane Road NW, Suite 2, Roanoke, VA 24019

Committee Members	Present
Joseph Brinley	
Afira DeVries	
Emmanuel Doss	X
Crystal Hall, Chair	X
Zenith Barrett, Alternate for Mary Ann Gilmer	X
Dr. Milan Hayward	X
Kathy Hodges	X
Katherine Holcomb	X
Karen Michalski-Karney	X
Joyce Kessinger	X
Angela Oginz, Alternate for Steve Martin	X
Susan Martin, ex-officio	X
Jo Nelson	X

Board Staff	Present
Morgan Romeo	X
Leah Gibson	X
Guests	Present
Michelle Brennan	X

CALL TO ORDER

Crystal Hall called the meeting to order at 2:04 PM.

PUBLIC COMMENT

There were no comments from the public.

MEETING MINUTES APPROVAL – NOVEMBER 13, 2018

The February 6, 2019 Workforce Center & Services Committee Meeting minutes were presented to the committee.

Workforce Center & Services Committee Action: Joyce Kessinger made a motion to approve the minutes as presented. Karen Michalski-Karney seconded the motion. The motion was approved.

OLD BUSINESS

GO Virginia Grant

Leah Gibson updated the Committee on the GO Virginia project with Region 2000 and the New River/Mt. Rogers Workforce Development Board. The Memorandum of Understanding for this grant was signed last month. Board staff are now moving forward with implementing the action items of the grant. Board staff are also working diligently to finalize planning details for the Youth Career Expo that will be held in September, as part of this grant.

Involvement with the Prevention Council

Leah Gibson informed the Committee that she is continuing to attend the Collective Response to the Opioid Epidemic in Roanoke monthly meetings. Staff has been in communication with key actors in this project to determine the best ways for the Board to participate and contribute to the efforts in the region.

OnRamp Grant

Leah Gibson reported that the OnRamp staff and the Roanoke Center Management Team have been working diligently to finalize the intake assessment to be implemented as part of the OnRamp grant. The intake assessment will allow staff at the Center to better assess and provide services for all the needs of our customers. TAP staff have been providing additional assistance for the reception and intake area of the Roanoke Center for the last 6 months and have been piloting the implementation of this assessment. The assessment is expected to be finalized in the coming month and implemented at the start of the new fiscal year.

WIOA TITLE I PROVIDER PERFORMANCE

Crystal led the group in a discussion of performance to date of the WIOA Title I program provider. The group discussed that the contracts with Ross for provision of WIOA Title I Adult & Dislocated Worker programs would be renewed for the next year, but a decision regarding the WIOA Title I Youth program was still pending. The current program provider performance report was also shared with the group and reviewed.

NEW BUSINESS

Operational Consultant

Leah Gibson shared with the committee an update on the hiring of an operational consultant. The Executive Committee and CLEO approved the contracting of a consultant to review the operations of the Board staff, program administration and Center operations. Mary Ann Lawrence has been hired to perform this review and will be on-site May 16th and 17th, visiting all three Virginia Career Works Centers as well as the Board staff office. She will also be reviewing our administrative policies and procedures. A summary of her observations and any recommendations will be shared upon receipt.

Roanoke Center Open House

The Roanoke Center Open House will be next week, on May 9th. All committee members, Board members, partners, and the public are invited to attend & bring a friend. The event will be an open house, come & go, from 4:30 – 6:30 with information about Virginia Career Works, the

workforce system, and resources available. Snacks will also be provided as well as raffles for those who attend.

Franklin County Charity Tracker

Leah Gibson informed the committee that, through developing a relationship between Board staff and the United Way of Franklin County, Virginia Career Works – Blue Ridge is now an active member in the Charity Tracker program. United Way has given Board staff access to this electronic community referral system. This will allow other community agencies in the Franklin County area to learn about Virginia Career Works, our services, and make referrals to us within the electronic system.

Eligible Training Providers

Leah Gibson noted that MedCerts has submitted applications to add two additional training programs to the Eligible Training Provider List, HI-6000 Medical Assistant and IT-5000 IT Security and Network Technician. Leah noted that the application included all the required documents and met all the required criteria.

Workforce Center & Services Committee: A motion was made by Kathy Hodges to recommend to the Board that the HI-6000 Medical Assistant and IT-5000 IT Security and Network Technician training programs for MedCerts be added to the Eligible Training Provider List. Karen Michalski-Karney seconded the motion. Jo Nelson and Dr. Milan Hayward abstained. The motion was approved.

Leah Gibson also shared with the committee that the state had provided an updated Equal Opportunity Monitoring Tool with Board staff. This tool was a questionnaire for training providers, approved on the Eligible Training Provider List, to complete regarding accessibility to training programs. The questionnaire had been sent to all training providers and returned to Board staff. The results from one training provider were concerning to Board staff, indicating that training through this provider would only be provided in English, with no accommodations for those who are non-English speakers. The committee discussed accessibility, Equal Opportunity, and requirements under WIOA Section 188.

Workforce Center & Services Committee: A motion was made by Joyce Kessinger to discuss the concern with the training provider, further explain the requirements by the law and program regulations and determine if the questionnaire is accurate. If there are no updates and/or concerns are not resolved by the Board meeting in June, the motion is to remove this training provider from the Eligible Training Provider List, including regulations & guidance in the letter. Jo Nelson seconded the motion. The motion passed.

Statewide Memorandum of Understanding Update

Leah Gibson provided an update, acknowledging that Board staff had received an updated template for the workforce system-wide MOU. As a result, Board staff will be working diligently to update our local MOU, obtain signatures, and implement the new regulations, per guidance from the Virginia Community College System.

Virginia WIOA Title I Funding

Leah Gibson asked the committee to review the Limited Funding policy that was put into place in January. The Board has received their tentative allocations for the coming budget year for the

WIOA Title I programs. The committee discussed the current Individual Training Account (ITA) limit, supportive services funding availability as well as the need to provide work-based learning opportunities to serve both jobseeker and business customers moving forward.

Workforce Center & Services Committee: A motion was made by Kathy Hodges to extend the Limited Funding policy with the following amendments:

1. Apply the policy to all programs, Adult, Dislocated Worker & Youth; and
2. Remove the language regarding payment of supportive services, reinstating the availability of WIOA Title I funds for this item.

The policy will be effective 7/1/19 and will be reviewed quarterly at the committee meetings to determine continuation and/or updates. Jo Nelson seconded the motion. The motion was approved.

UPCOMING MEETINGS

Leah Gibson asked the Committee to review their calendars to set the next meeting date. The Committee noted that August 7, 2019 at 2:00 PM would work for the majority.

The next meeting of the full Western Virginia Workforce Development Board will be Friday, June 21, 2019 with location & time to be determined.

ADJOURNMENT

Crystal Hall adjourned the meeting at 3:15 PM.

Workforce Innovation and Opportunity Act (WIOA) PY18 Performance Report
Participant Goals

Adult Program

<i>Participants Served Goals</i>	
Carryover Participants	48
New Enrollment Goal	152
Total Participant Goal	200

<i>Participants by Month</i>			
Month	New Enrollments	Total Participants	% Enrollment Goal
July	9	57	6%
August	9	66	12%
September	20	86	25%
October	14	100	34%
November	23	123	49%
December	11	134	57%
January	8	142	62%
February	4	146	64%
March	6	152	68%
April	5	157	72%
May	7	164	82%
June	5	169	85%

<i>Participants by Locality</i>		
Locality	Number	%
Alleghany County	3	2%
Botetourt County	2	2%
Covington City	8	7%
Craig County	2	2%
Franklin County	22	18%
Roanoke City	64	53%
Roanoke County	8	7%
Salem City	6	5%
Other	6	5%
TOTAL	121	100%

Dislocated Worker Program

<i>Participants Served Goals</i>	
Carryover Participants	25
New Enrollment Goal	65
Total Participant Goal	90

<i>Participants by Month</i>			
Month	New Enrollments	Total Participants	% Enrollment Goal
July	5	30	8%
August	7	37	18%
September	3	40	23%
October	8	48	35%
November	6	54	45%
December	5	59	52%
January	6	65	62%
February	4	69	68%
March	10	79	83%
April	16	95	108%
May	4	99	110%
June	10	109	121%

<i>Participants by Locality</i>		
Locality	Number	%
Alleghany County	3	4%
Botetourt County	7	8%
Covington City	3	4%
Craig County	0	0%
Franklin County	18	21%
Roanoke City	26	31%
Roanoke County	22	26%
Salem City	5	6%
Other	0	0%
TOTAL	84	100%

Youth Program

<i>Participants Served Goals</i>	
Carryover Participants	38
New Enrollment Goal	77
Total Participant Goal	115

<i>Participants by Month</i>			
Month	New Enrollments	Total Participants	% Enrollment Goal
July	1	39	1%
August	10	49	14%
September	0	49	14%
October	9	58	26%
November	3	61	30%
December	3	64	34%
January	3	67	38%
February	7	74	47%
March	5	79	53%
April	5	84	60%
May	7	91	79%
June	21	112	97%

<i>Participants by Locality</i>		
Locality	Number	%
Alleghany County	2	3%
Botetourt County	1	1%
Covington City	2	3%
Craig County	0	0%
Franklin County	20	27%
Roanoke City	31	42%
Roanoke County	13	18%
Salem City	5	7%
Other	0	0%
TOTAL	74	100%

Title: Incumbent Worker Training	Related Forms: Yes
Effective Date: 1/27/2017	Revised Date: 9/26/2019 9/2018

Purpose:

To ensure that development services for existing workforce are provided to local businesses.

References:

VWL 16-05 Change 1 Incumbent Worker Training
 VWL 16-05 Change 1 Attachment A Incumbent Worker Training Data Entry Process
 VWL 16-05 Change 1 Attachment B Incumbent Worker Training Eligibility Documentation
 VWL 16-05 Change 1 Attachment C Incumbent Worker Training Required Data Elements
 VWL No. 16-05 Incumbent Worker Training
 VWL 16-05 Attachment A Incumbent Worker Training Data Entry Process
 VWL 16-05 Attachment B Incumbent Worker Training Eligibility Documentation
 Virginia Board of Workforce Development Policy Number 15-00, Incumbent Worker Training
 Virginia Board of Workforce Development Policy No. 15-02, Identification of Eligible Providers of Occupational Skills Training
 Workforce Innovation and Opportunity Act of 2014 Section 122 and Section 134
 Training and Employment Guidance Letter (TEGL) WIOA 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
 Workforce Innovation and Opportunity Act; Employment and Training Administration; Labor Final Rule, Subpart F—Work-Based Training Sections 680.700 through 680.840
 Policy 403-04 Incumbent Worker Training

Policy:

WIOA funds may be made available through a process designed to assist local area businesses, which could include a single firm or a group of firms that share similar needs, using a sector strategy approach to meet the skills training needs of their incumbent workforce to either avert potential layoffs or to retain employment, such as increasing the skill levels of employees so they can be promoted within the company and create backfill opportunities for less-skilled employees.

Procedure:

All employees participating in incumbent worker training must meet the eligibility below:

- At least 18 years of age
- A citizen of the United States or a non-citizen whose status permits employment in the United States
- Males born on or after January 1, 1960 must register with the selective service system within 30 days after their 18th birthday or at least before they reach the age of 26

- Meet the Fair Labor Standards Act requirements for employer-employee relations and have an established employment history with the employer for 6 months or more
- A paid, full-time employee to be trained that works at a facility located in Virginia or working for a staffing agency and placed at a Virginia facility
- Has an established employment history with the employer of 6 months or more (NOTE: In the event that IWT is being provided to cohort of employees, not every employee in the cohort must have an established employment history of 6 months with the employer as long as a majority of those in the cohort meet the employment history requirement)
- Has been recommended by their current employer for Incumbent Worker training in order to address changes in the necessary skills to remain in their position, to remain in their company, or avoid a layoff.

Employees are not required to meet adult and dislocated worker eligibility requirements, unless they are also enrolled as a participant in these WIOA programs.

All employers participating in incumbent worker training must meet the eligibility below:

- The positive relationship of the training to the competitiveness of a participant and the employer
- The relative wage and benefit levels of those employees (pre-training and anticipated upon completion of the training). Employees participating in Incumbent Worker Training activities must earn, or be eligible for a wage gain to earn, at least 150% of the poverty guidelines (self-sufficiency rate set forth by WVWDB) as defined in the Income Guidelines that are released on an annual basis.
- The potential state, regional, and local economic impact, if any, of the training project

~~All training will be for occupations identified as in demand in the labor market and determined to be of priority by the Western Virginia Workforce Development Board (WVWDB) in the Local Plan. All training will be for occupations identified as in demand in the labor market and determined to be of priority by the Western Virginia Workforce Development Board (WVWDB) in the Local Plan, which is reviewed and updated every 5 years. These include existing target industries of Healthcare, Manufacturing, Construction, Transportation & Warehousing, and Financial Services, as well as the emerging target industries of Food & Beverage Manufacturing, Life Sciences, and Information Technology.~~

- Staff may request a waiver for training outside of these target sectors and occupations. Waivers must be requested, with all required documentation, and approved by the WVWDB Director prior to approving funding for the participant. Waiver documentation must include, at a minimum:
 - justification by employer of industry being in-demand;
 - statement by employer noting growth of occupation;
 - and local labor market information including LMI data as well as at least 3 different current job openings paying a self-sufficient wage (as defined in our Eligibility policy) for the occupation connected to the training.

These items must be attached to the waiver request form to the WVWDB Director. Waivers may be available for no more than 5% of funds budgeted annually by line item and by program (i.e.: 5% of the Adult ITA budget, etc.).

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Statewide rapid response and local WIOA funds are available to provide incumbent worker training. The Board may reserve and use up to 20 percent of the WIOA Title I Adult and Dislocated Worker funds allocated to the local area to pay for the Federal share of the cost of providing a training program for incumbent workers.

Employers participating in the program are required to pay for the non-Federal share of the cost of providing the training to incumbent workers of the employers. The non-Federal share shall not be less than:

- 10 percent of the cost, for employers with not more than 50 employees
- 25 percent of the cost, for employers with more than 50 employees but not more than 100 employees and
- 50 percent of the cost, for employers with more than 100 employees.

The non-Federal share provided by an employer participating in an incumbent worker training project may include the amount of the wages paid by the employer to a worker while the worker is participating in the training activity. The employer may provide the share in cash or in-kind, fairly evaluated.

The WVVWDB and its service provider will follow all guidance provided by state & federal agencies as referenced above and any future guidance provided. This includes the file format indicated in VWL 16-05, Change 1.

Related Forms:

Incumbent Worker Training Application

Incumbent Worker Training Employee Eligibility Certification Form

Incumbent Worker Training Employee Eligibility Documentation Sheet

Incumbent Worker Training Grievances Complaints and Equal Opportunity Notification

Incumbent Worker Training Reimbursement Request

Title: Individual Training Accounts (ITA)	Related Forms: Yes
Effective Date: 1/27/2017	Revised Date: 4/6/2018 4/26/2019

Purpose

The purpose of training is to provide eligible customers with the means to obtain the necessary skills to become gainfully employed or re-employed. This policy is intended to define and establish parameters for Individual Training Account (ITA) development and expenditures.

Reference

Workforce Innovation and Opportunity Act (WIOA) Title 1
 00-8 Virginia's Training Voucher System under WIA
 VWL #05-08, Individual Training Accounts for Out-of-School and/or Older Youth

Policy

A WIOA-eligible registrant is enrolled in a training program if the Individual Employment Plan (IEP) supports that the training is necessary to transition the participant into the workforce. The training must support the stated purpose of WIOA and be in accordance with the description of training as contained in the Act. Whenever feasible, training vendors will be requested to allow participants to receive credit for required courses when equivalent courses have been completed and can be documented from other training institutions. Additionally, costs associated with College Level Examination Program (CLEP) Testing will be treated as a training cost if the testing relates to the curriculum of study.

Procedure

Eligibility

All recipients of training funds must be eligible based upon criteria established under the Act. WIOA requires the coordination of training costs with funds available under other grant assistance (Section 134). WIOA funding for training is limited to participants who are unable to obtain grant assistance from other sources, including PELL Grants, to pay the costs of their training or require assistance beyond that available under grant assistance from other sources, including PELL Grants but excluding loans, to pay the costs of such training to avoid duplication of payment. Individuals must maintain an active application status for PELL assistance. The exact mix of funds shall be determined based on the availability of funding for either training costs or supportive services, with the goal of ensuring that the costs of the training program the participant selects are fully paid, and that necessary supportive services are available so that the training can be completed successfully. The total school budget will be supplied by the vendor based upon a formula used by institutions that determine financial aid. This total school budget is not inclusive of childcare assistance.

Occupational Areas of Training

The training provided through ITAs is for the sole purpose of facilitating transition into the workforce. All training will be for occupations identified as in demand in the labor market and determined to be of priority by the Western Virginia Workforce Development Board (WVWDB) in the Local Plan. ~~All training will be for occupations identified as in demand in the labor market~~

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~~and determined to be of priority by the Western Virginia Workforce Development Board (WVWDB) in the Local Plan, which is reviewed and updated every 5 years. These include existing target industries of Healthcare, Manufacturing, Construction, Transportation & Warehousing, and Financial Services, as well as the emerging target industries of Food & Beverage Manufacturing, Life Sciences, and Information Technology.~~

Staff may request a waiver for participants that are interested in training outside of these target sectors and occupations. Waivers must be requested, with all required documentation, and approved by the WVWDB Director prior to approving funding for the participant. Waiver documentation must include, at a minimum:

- justification within the participant's IEP identifying occupation interest and/or aptitude;
- barriers to employment and/or training in the target sectors and occupations;
- and local labor market information including LMI data as well as at least 3 different current job openings paying a self-sufficient wage (as defined in our Eligibility policy) for the occupation connected to the training.

These items must be attached to the waiver request form to the WVWDB Director. Waivers may be available for no more than 5% of funds budgeted annually by line item and by program (i.e.: 5% of the Adult ITA budget, etc.).

Training Selection

Training will be provided for priority occupations only as determined by the Board by an institution or organization certified as meeting the criteria and having completed the procedures outlined in the Eligible Training Provider Certification policy. Participants have choice of any approved provider and approved program that is on the statewide ETPL housed within the system of record, VAWC. Approval for local funding, however, will be based on criteria listed within this policy as well as funding limitations within supportive services that may be required for trainings.

Length of Training

The purpose of training services is to provide eligible customers with the means to obtain the necessary skills to become gainfully employed or re-employed. Training length will vary according to the type of training and the requirements outlined in the vendor agreement. Because entering or returning to the workforce is a priority under WIOA training, training cannot exceed more than 24 calendar months. Training should lead to an industry-recognized certification and employment that earns a sustainable wage. Participants whose IEP includes training lasting more than 24 months must request a waiver from the WVWDB Director PRIOR to beginning the training and expenditure of funds. Participants whose training was planned for less than 24 months but who require additional time to complete the program of study must request a waiver.

Repeat Training

The WVWDB will NOT provide funding for courses/programs previously funded but not successfully completed.

Cost Limitation

The local WVVWDB limits training cost to no more than \$5,000 per participant within a twelve-month period, except as approved by the WVVWDB Director prior to the expenditure of funds. Funding of training and supportive services combined may not exceed a total of \$8,000 in a 12-month period. All WIOA registrants will be made aware of any excess cost of training not covered by the program for which they will be responsible. Program operators are expected to work closely with participants to determine the individuals' ability to contribute to the cost of training and negotiate a funding plan that will adequately meet the needs of the participant while using WIOA funding in the most efficient manner possible.

Administration

All requests for ITA funding must be supported in the participant's IEP. Contact with the participant is required. All participants are also required to complete performance reviews with their case manager on a quarterly/ semester/module basis in accordance with the timeframes outlined on the IEP. ITA funding is authorized on a semester/quarterly/module basis and requires documentation that the participant has successfully completed previous work. Discontinuation of funding for students who are not performing or demonstrating satisfactory progress toward completion of training goals is allowed. Students are expected to maintain no less than a cumulative 2.0 grade point average for the year in order to continue to receive WIOA funding. Invoices from training providers must be placed in customer files with vouchers to substantiate payments. Vouchers must have all signature lines successfully signed prior to payments being made. Payment are made to training providers on behalf of an individual participant. Payments are not made to participants directly and are not made as reimbursements for expenses paid by participants prior to program enrollment and/or approval from program operator.

Waivers

A waiver to the above maximum specifications may be requested from WVVWDB director on a case-by-case basis. Waivers must be submitted and approved by the Director prior to the expenditure of funds. The necessity for waiver must be sufficiently justified and documented in order for a waiver to be approved. The Executive Director may approve exceptions to the cost limit up to \$8000 maximum limit for the following: computer & information systems training and certification; healthcare training and certification; and manufacturing & processing training and certification. Please note, the eligible training provider who receives the maximum waiver amount of WIOA funds to serve a WIOA participant will need to include certification testing and placement into employment as part of their training cost.

Related Forms:

Waiver Request

Training Policy & Selection

Training Plan

Training Policy & Selection

Title: On-the-job Training (OJT)	Related Forms: Yes
Effective Date: 1/27/2017	Revised Date: 4/6/2018 9/26/2019

Purpose:

The purpose of this policy and procedure is to establish guidelines for the arrangement of on-the-job training (OJT) where an individual will be able to learn an employment related skill or qualify for a particular occupation through demonstration and practice.

References:

Federal Register [20CFR, Sec. 667.272, Sec. 667.268, Sec. 664.710, 20 CFR Part 652, 20 CFR 663.700]
VCCS Policy 00-8, Virginia's Training Voucher System under WIA and Exceptions
PUBLIC LAW 113–128 Workforce Innovation and Opportunity Act (WIOA)
VCCS Policy 403-03, On-the-Job Training

Policy:

It is the policy of the Western Virginia Workforce Development Board (WVWDB) to allow as part of WIOA program participation, where applicable, eligible individuals to engage in OJT to successfully re-enter and/or remain a part of the workforce.

Procedure:

A. Participant Eligibility:

1. Participants who, after assessment if applicable and in accordance with the Individual Employment Plan (IEP), have a substantial need for OJT;
2. Employed worker(s) when:
 - a. The employee is not earning a self-sufficient wage as determined by WVWDB policy;
 - b. The OJT relates to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes identified by the WVWDB; and
 - c. The OJT is provided through a contract with an employer or registered apprenticeship program sponsor.
3. Participants of a registered apprenticeship can receive funding for the OJT portion of their apprenticeship. OJT funds can be used for the OJT portion only. An ITA may be considered for use for the instructional piece of the apprenticeship.

B. Employer Eligibility:

1. May be in the public, private non-profit, or private sector;
2. Must have adequate personnel to provide sufficient supervision and training;
3. Must provide a minimum of 50% of the employee's wage throughout the training;

4. Must provide benefits and working conditions at the same level and to the same extent as other trainees or employees working a similar length of time and doing the same type of work;
5. Must not have a history or pattern of failing to provide OJT participants with continued long-term employment with wages, benefits, and working conditions that are equal to those provided regular employees who have worked a similar length of time and are doing the same type of work;
6. Must not have relocated from any location in the United States within 120 days, if the relocation resulted in any employee losing his or her job at the original location; and
7. Must not use OJT assignments to displace regular employees, or to replace any employee on layoff;
8. Must agree that the OJT contract is limited to the time needed for the participant to become proficient in the occupation for which training is provided;
9. Must provide a Federal Employer Identification number to demonstrate the business is a legitimate employer with full-time employees, and conducting trade or business at an appropriate worksite;
10. Must maintain workers compensation insurance and provide a Certificate of Insurance issued by the company's insurance carrier;
11. The Employer must be the actual employer of record for all participant wages. A temp or payroll agency may not serve as the employer of record.
12. ~~All training will be for occupations identified as in demand in the labor market and determined to be of priority by the Western Virginia Workforce Development Board (WVWDB) in the Local Plan, which is reviewed and updated every 5 years. These include existing target industries of Healthcare, Manufacturing, Construction, Transportation & Warehousing, and Financial Services, as well as the emerging target industries of Food & Beverage Manufacturing, Life Sciences, and Information Technology. All training will be for occupations identified as in demand in the labor market and determined to be of priority by the Western Virginia Workforce Development Board (WVWDB) in the Local Plan.~~

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Staff may request a waiver for participants that are interested in training outside of these target sectors and occupations. Waivers must be requested, with all required documentation, and approved by the WVWDB Director prior to approving funding for the participant. Waiver documentation must include, at a minimum:

- justification within the participant's IEP identifying occupation interest and/or aptitude;
- barriers to employment and/or training in the target sectors and occupations;
- and local labor market information including LMI data as well as at least 3 different current job openings paying a self-sufficient wage (as defined in our Eligibility policy) for the occupation connected to the training.

These items must be attached to the waiver request form to the WVWDB Director. Waivers may be available for no more than 5% of funds budgeted annually by line item and by program (i.e.: 5% of the Adult ITA budget, etc.).

C. Payments to Employers:

1. Are deemed to be compensation for the extraordinary costs associated with training participants including additional supervision, training and the costs associated with the

lower productivity of the participants, and those extraordinary costs need not be documented by the employer; and

2. Must not be in excess of 50 percent of the wage rate of the OJT participant.

D. Reimbursement Amount:

An OJT contract must be limited to the period required for a participant to become proficient in the job for which the training is designed. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the job, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan.

Reimbursement to the employer shall be provided for 50% of the employee's wages up to a maximum of \$8,000, minus any funds spent on other training methods (i.e.: occupational skills training through an ITA, etc). The length of time on the OJT will depend on the amount of training that the participant will require in the new position and the amount of funding allocated toward the reimbursement.

A comparison between the resume and/or the current skills of the participant and the skills/requirements of the job description will be done to calculate the amount of reimbursement provided to the employer. For example, if the job description has ten (10) main functions that are required for an employee to be proficient in the job, and the employee possesses the skills to perform 8 out of 10 of those functions, then the participant will require training on 20% of the job. This percentage (20%) is the percentage of the maximum \$8,000 that can be paid out. Here, the person would have a maximum OJT expenditure of \$1600 (20% of the \$8,000 maximum).

Participants are marketed to employers as eligible for OJT. If interested in a potential contract, the employer is to contact the Business Services Coordinator.

A review of the employer will ensure that the employer has, or forecasts, sufficient work to provide long-term regular employment for the participant.

The employer will provide a job description of the occupation as performed in the company and a concise outline of the OJT to be given, tasks to be learned, and the approximate hours of training required for each task. Once this information is provided, the Business Services Coordinator will determine the length of the training period and the total reimbursement that will be provided by the OJT contract.

If the employer is agreeable to the length of training and the reimbursement amount, then an OJT contract will be prepared. This contract must be in place prior to the start of training. When the contract is completed, it will be provided to the employer for his or her signature. After the employer has signed the contract, the appropriate official will sign for the WIOA program. A completed copy will be given to both the employer and the Business Services Coordinator.

The employer will submit a timesheet and invoice for review and approval. Once the invoice is approved and signed, it will be submitted for payment. The agency will then reimburse the employer for training cost.

Related Forms:

On-the-job Training Contract

OJT Invoice

Title: Work Experience	Related Forms: Yes
Effective Date: 6/8/2017	Revised Date: 9/26/2019 6/2018

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Purpose:

The purpose of this policy is to establish guidelines for the arrangement of Work Experience where an individual will be able to learn an employment related skill or qualify for a particular occupation through demonstration and practice.

References:

20 CFR Part 652
20 CFR 663.700
VEC Policy 00-8
Fair Labor Standards Act

Policy:

It is the policy of the Western Virginia Workforce Development Board (WVWDB) to provide the option of Work Experience to WIOA program participants, where applicable and beneficial. "Work Experience" is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. A work experience workplace may be in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any Work Experience where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists.

Procedure:

Participant Eligibility

Participants can be deemed eligible once assessed and an Individual Employment Plan has been created. In accordance with the IEP, there must be a substantial need for Work Experience such as:

- workplace literacy
- resume building
- or other appropriate purposes

Participants must successfully complete work readiness training prior to entering into a work experience.

Employer Eligibility

An eligible Work Experience employer must meet the following criteria:

- May be in the public, private non-profit, or private sector
- Must have been in business for at least one year
- Must have adequate personnel to provide sufficient supervision and training

- Must provide a job description and working conditions at the same level and to the same extent as other trainees or employees working a similar length of time and doing the same type of work
- Must not have a history or pattern of failing to provide OJT or Work Experience participants with continued employment with wages, benefits, and working conditions that are equal to those provided regular employees who have worked a similar length of time and are doing the same type of work
- Must not have relocated from any location in the United States within 120 days, if the relocation resulted in any employee losing his or her job at the original location
- And must not use Work Experience assignments to displace regular employees, or to replace any employee on layoff.

- ~~All training will be for occupations identified as in demand in the labor market and determined to be of priority by the Western Virginia Workforce Development Board (WVWDB) in the Local Plan. All training will be for occupations identified as in demand in the labor market and determined to be of priority by the Western Virginia Workforce Development Board (WVWDB) in the Local Plan, which is reviewed and updated every 5 years. These include existing target industries of Healthcare, Manufacturing, Construction, Transportation & Warehousing, and Financial Services, as well as the emerging target industries of Food & Beverage Manufacturing, Life Sciences, and Information Technology.~~

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- Staff may request a waiver for participants that are interested in training outside of these target sectors and occupations. Waivers must be requested, with all required documentation, and approved by the WVWDB Director prior to approving funding for the participant. Waiver documentation must include, at a minimum:

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- justification within the participant's IEP identifying occupation interest and/or aptitude;
- barriers to employment and/or training in the target sectors and occupations;
- and local labor market information including LMI data as well as at least 3 different current job openings paying a self-sufficient wage (as defined in our Eligibility policy) for the occupation connected to the training.

These items must be attached to the waiver request form to the WVWDB Director. Waivers may be available for no more than 5% of funds budgeted annually by line item and by program (i.e.: 5% of the Adult ITA budget, etc.).

WIOA is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities.

Because Work Experience is a pre-vocational service, the relationship between the WIOA participant and the employer that volunteers to provide the site for the work experience activity for the WIOA program does not constitute an employer/employee relationship. WIOA payments to participants in Work Experience are incentives for progress and attendance in an intensive service, not compensation for work performed for an employer. The payments are not considered earned income for tax purposes nor are the payments reportable on a 1099-MISC or W-2.

Work Experience payments are to be made from a participant's Individual Training Account (ITA). Total payment amount cannot exceed the ITA limit as referenced in the ITA policy, unless the WVDDB Director approves an exception.

A Work Experience contract must be limited to the period of time required for a participant to become proficient in the job for which the training is designed. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the job, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan. Work experiences must include an academic component of some nature, whether that be to learn work readiness, a specific skill, update or increase math skills, etc. This must be documented within the work experience contract and must be completed either prior to or during the work experience.

Participants will market themselves to employers as eligible for Work Experience, either verbally or with a referral form provided to them. If interested in a potential contract, the employer is to contact the WIOA Program Coordinator at the appropriate One-Stop Center. Work Experiences may not be provided within a One-Stop or Works Center, they must be performed off-site from the Centers.

A review of the employer will ensure that the employer has, or forecasts, sufficient work to provide work experience for the participant. An on-site visit will ensure that the employer has the necessary equipment, materials and supervision to conduct the training.

The employer will provide a job description of the occupation as performed in the company and a concise outline of the Work Experience to be given, tasks to be learned, and the approximate hours of training required for each task. Once this information is provided, the WIOA Program Coordinator will determine the length of the training period and the hourly wage that will be covered by the Work Experience contract. Work Experiences will be paid at a rate of \$10 per hour for no more than 320 hours. All of these pieces are used to create a contract between the employer, participant & the service provider. This contract must be in place prior to the start of training. When the contract is completed, it will be taken to the employer for his or her signature.

The WIOA Case Manager is responsible for ensuring the participant's skill levels will result in the successful completion of the Work Experience activity. The Case Manager must also ensure the following are completed:

- A Training Plan and Work Experience Agreement that articulates the learning that is to take place, the length of the experience and the competencies that must be mastered must be completed and signed prior to the start of the experience.
- The case manager shall make contact with the participant at a minimum once each month and shall keep in the participant's file progress of the participant's work experience. Concerns and corrective action necessary to accomplish the objectives shall be recorded and appropriate action and follow-up shall be documented.
- A minimum of one on-site monitoring visit must be made during the time of active training of a participant at the worksite.
- Time and attendance records must be reviewed prior to forwarding requests for incentive payments.

Related Forms:

Performance Evaluation

Participant Timesheet

Work Experience Agreement

Title: Priority of Service	Related Forms: No
Effective Date: 1/27/2017	Revised Date: 11/1/20189/26/2019

Purpose:

The purpose of this policy is to establish guidelines for priority of service for the WIOA Title I Adult program. These guidelines are not to be considered as eligibility requirements but as procedures established to ensure that recipients of public assistance and other low-income individuals, as well as other identified applicants such as veterans and those who are basic skills deficient, receive priority for services.

References:

PUBLIC LAW 113–128 Workforce Innovation & Opportunity Act (WIOA)
03-03 Priority of Service
VWL #08-09, Priority of Service for Veterans
Training and Employment Guidance Letter WIOA NO. 3-15
Policy 600-01 Veterans' Priority of Service
VWL #18-04 Priority of Service

Policy:

As mandated by federal law, priority of service to receive individualized career and training services under the WIOA Title I Adult program will be given to veterans and their spouses, recipients of public assistance, other low-income individuals and individuals who are basic skills deficient. The Poverty Guidelines and the Lower Living Standard Income Level, as published by the U.S. Department of Labor annually, are to be used in determining low-income status, in addition to the low-income individual definition found in the guidance referenced above

A veteran is defined as a person who served in the active military, naval or air service, and who discharged or released under conditions *other than* dishonorable. Individuals that are spouses of any of the following are considered eligible spouses:

- a. Any veteran who died of a service-connected disability;
- b. Any veteran who has a total disability resulting from a service-connected disability;
- c. Any veteran who dies while a disability so evaluated was in existence; or
- d. Any member of the Armed Forces serving active duty who, at the time of application for assistance, is listed, pursuant to section 556 if title 37 and regulations issued by the Secretary concerned, in one of more of the following categories and has been so listed for a total of more than 90 days:
 - i. Missing in action;
 - ii. Captured in the line of duty by a hostile force; or
 - iii. Forcibly detained or interned in the line of duty by a foreign government of power.

Applicants who are determined to be basic skills deficient will also receive priority of services under the WIOA Title I Adult Program. The term “basic skills deficient” means that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test or who is a youth or adult, that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society.

Procedure:

1. First priority will be provided to veterans and eligible spouses who are also included in the above identified WIOA Priority Groups. This includes veterans and their eligible spouses who are *also* recipients of public assistance, low-income individuals, or individuals who are basic skills deficient.
2. Second priority will be provided to individuals *not* covered under the veteran or eligible spouse criteria, who *are* recipients of public assistance, other low-income individuals or basic skills deficient.
3. Third priority will be veterans and eligible spouses that are *not* recipients of public assistance, other low-income individuals or basic skills deficient.
4. Fourth priority will go to individuals who fall into priority populations as defined by the Governor and/or the local Board. As of the date of this policy, there are no Governor or local-approved additional priority populations.
- ~~5.~~ Lastly, non-veteran or eligible spouses, who are not recipients of public assistance, low-income individuals or individuals who are basic skills deficient.

To monitor implementation of Priority of Service locally, the Western Virginia Workforce Development Board (WVWDB) staff will run reports from the Virginia Workforce Connection (VaWC) quarterly and review the results to ensure there are no discrepancies in implementation of Priority of Service. If any are found, they will be addressed directly with the WIOA Title I Program Operator for remediation, as needed.

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Title: File and Information Maintenance	Related Forms: Yes
Effective Date: 1/27/2017	Revised Date: 5/22/2017

Purpose:

To protect confidentiality of all WVWDB customer private and personal information and maintain files in an organized and relevant manner.

References:

VWL #14-02 Guidance on the Handling and Protection of Personally Identifiable Information
Privacy Protection Act of 1980
VWL #16-03 Standardized Participant File Format
VWL #16-03 Attachment A, Standardized Participant File Format
29 CFR Part 37
VWL #11-03 Record Retention
VWL #14-09

Policy:

The Western Virginia Workforce Development Board (WVWDB) is committed to protecting the personally identifiable information (PII) and other confidential information of all customers. Signed consent forms must be obtained in order for an individual to authorize the release of personal information. Additionally, the WVWDB will follow all state guidelines and guidance regarding file format for WIOA programs. ~~A current printout of most up-to-date services should be placed in Section One of the client file.~~

Procedure:

Protected PII is defined by the US Department of Labor as that which, if disclosed, could result in harm to the individual whose name or identity is linked to that information. Some examples include: social security numbers, addresses, credit card numbers, bank account numbers, home telephone numbers, ages, birthdate, or marital status.

All WIOA customers must be advised of this policy. All WIOA Staff and Service Providers are required to sign a confidentiality pledge which specifies that the individual is aware of the priority placed on confidentiality and the customer's right to privacy. The WIOA Staff/Service Provider pledge will also include an understanding that when/if their role terminates/changes, all PII obtained that is no longer required for job duties must be surrendered to the WVWDB at that time. In projects for feedback, performance or other statistical goals, results may only be reported as group data, no individual results may be reported. This same policy holds true for collection of market opinion surveys, panel or focus group findings and research of satisfaction among other customer groups.

Prior to collection of PII or sensitive personal information:

- a. Individuals shall be notified that such information will only be used for purposes of service under the WIOA-funded grant program and its attendant regulations. As part of the WIOA program application individuals shall sign a release acknowledging such.
- b. Individuals shall also be notified that with written consent, such information may be shared with other partner organizations for purposes of referral and potential coordination of services beyond WIOA.
- c. The individual may agree in writing to release all or portions of their information and be provided the opportunity to indicate what information may or may not be shared. The individual may also indicate if there are specific organization(s) to which their information may not be shared. The consent may be modified or revoked by the individual at any time by providing written notice. Customer initials should be obtained to document customer designations and subsequent changes.

Written consent for release of information will remain in effect from the date of signature for 5 years allowing for the training period and follow up to occur. The customer will be advised of this policy at the time of the signing of the release form. If the customer objects to signing due to the 5-year timeframe, an adjustment in timeframe may be made by WVVDB staff.

In order to protect PII once collected, the following guidelines must be followed:

- a. PII of WIA participants shall not be transmitted by email or stored on CDs, DVDs, thumb drives etc. unless it can be encrypted using federally approved standards. Only the WVVDB may grant such permission with advance written approval and, at the time of the request, will convey the necessary standards to be followed.
- b. All PII data of WIOA participants shall be stored, at all times, in an area that is physically safe from access by unauthorized persons and the data will be processed electronically using the state WIOA system of record as communicated. Accessing, processing and storing of WIOA grant PII data on personally owned equipment, at off-site locations and by non-grantee managed IT services is strictly prohibited unless approved by the Commonwealth of Virginia.
- c. PII and sensitive data will only be retained and destroyed in accordance with state guidance.
- d. No PII or sensitive information will be used for any purpose other than necessary under WIOA. Any information collected for customer service or continuous improvement efforts will be aggregated, reported anonymously without any connection to an individual.

e. When/if there is a change in Service Provider/WIOA Staff, all PII that has been collected by that staff person/provider must be surrendered to the WVDDB in order to transfer it to the new provider/staff.

Files should be documented properly for any and all activities with clients. For example, if Staff Assisted Job Search is provided, a copy of the job listing or flyer for the job fair that client was referred to should be placed in file to substantiate action. Each activity should have documentation to explain and show how the activity was provided. Additionally, any & all barriers that are identified should be addressed within each client's IEP (Individualized Employment Plan). For example, if an individual is identified as being basic skills deficient, that barrier should be identified within the IEP with steps and actions to eliminate or mitigate that barrier.

Related Forms:

Consent to Exchange Information

Confidentiality Pledge

Title: Eligible Training Provider Certification	SOP # 1
Effective Date: 10/25/2018	Revised Date:

Purpose:

To outline the process for the approval and renewal of training providers and programs to be added to the statewide Eligible Training Provider List (ETPL) for the Commonwealth of Virginia and the maintenance of these providers and programs in the statewide labor exchange system, the Virginia Workforce Connection (VaWC).

Procedure:

Initial provider & program applications, for those that have not previously been approved, may be submitted throughout the year to the staff of the Western Virginia Workforce Development Board (WVWDB). These applications will be reviewed at the next applicable Workforce Center and Services Committee for recommendation to the WVWDB and Chief Local Elected Officials (CLEO). In order to meet Freedom of Information Act (FOIA) requirements and the Sunshine Policy for public information, applications must be received at least two (2) weeks prior to the quarterly meeting of the Workforce Center and Services Committee to be added to the next agenda. If a provider/program is not received prior to this deadline, the application(s) will not be reviewed until the following Committee meeting. Notification of approval status will be provided to the provider following the WVWDB and CLEO meetings.

Renewal provider & program applications will be requested during the first quarter of each Program Year (July 1st through June 30th) annually with a deadline for submission. The applications will be reviewed at by the Workforce Center and Services Committee for recommendation to the WVWDB and CLEO. Notification of approval status will be provided to the provider following the WVWDB and CLEO meetings.

Initial applications and renewal applications must all follow the required format and include additional documents as outlined in current Virginia Board of Workforce Development policy (<http://www.elevatevirginia.org/wp-content/uploads/2017/07/VWL-16-06-Change-1-ETPL-7-13-2017Final.pdf>) and local WVWDB policy (<http://vbrworks.org/wp-content/uploads/2018/10/5-Eligible-Training-Provider-Certification.pdf>).

To implement the new performance requirements for training programs as set forth by the Workforce Innovation and Opportunity Act (WIOA), Training and Employment Guidance Letter (TEGL) 3-18 (https://wdr.doleta.gov/directives/attach/TEGL/TEGL_3-18_acc.pdf) and policy for the Commonwealth of Virginia, the following procedure has been established for the region. This procedure was established to transition to the new performance data collection requirements and will be revised should the Commonwealth of Virginia receive a waiver for performance data collection and/or after PY2020, whichever occurs first.

- PY2018
 - o All training providers must submit performance for July 1, 2017 through June 30, 2018 for programs currently approved to be included on the statewide ETPL. The performance information includes completion rate, credential attainment rate, and employment rate for all students.

- After the data collection period, the performance information is presented to the Workforce Center and Services Committee for review prior to recommendation to the WVVWDB and CLEO.
 - For PY2018, all current training providers and programs will be re-certified if appropriate information and performance data was collected. WVVWDB staff will provide technical assistance to training providers for how to best collect data, strategies for data improvement, and acknowledge any barriers, discrepancies, and nuances that would affect data and performance.
- PY2019
- WVVWDB staff will request re-certification documentation and information from all local training providers and programs on the ETPL in the first quarter of PY2019.
 - WVVWDB staff will present performance data and re-certification documentation collected from each training provider to the Workforce Center and Services Committee for subsequent recommendation to the WVVWDB and CLEO.
 - The WVVWDB and CLEO will review the recommendation by the Workforce Center and Services Committee and review the performance data and renewal paperwork
 - Any training provider and/or program that is not meeting performance standards as set forth by federal, state, and local policy will be placed on a 1-year probationary status, to have performance reviewed in Fall 2020. Notification of this probationary status will be provided to the training provider as well as communicated to any WIOA Title I participants requesting information on training providers and programs included on the ETPL.
- PY2020 Forward
- WVVWDB staff will request re-certification documentation and information from all local providers and programs on the ETPL in the first quarter of PY2020.
 - WVVWDB staff will present performance data and re-certification documentation collected from each training provider to the Workforce Center and Services Committee for subsequent recommendation to the WVVWDB and CLEO.
 - The WVVWDB and CLEO will review the recommendation by the Workforce Center and Services Committee and review the performance data and renewal paperwork
 - Any training provider and/or program that is not meeting performance standards as set forth by federal, state, and local policy will be removed from the ETPL for the following year. If this occurs, training providers may apply for their organization and programs to be added to the list the following PY.

PY19 ETPL Renewal Applications

Provider	Program Name	Paperwork Completed	EO Compliance	Completion Rate (50% min.)	Credential Rate (65% min.)
Feeding America Southwest Virginia	Culinary Arts	✓	✓	68%	100%

Total Action for Progress	Certified Nurse Aid	✓	✓	88%	76%
Total Action for Progress	Customer Service	✓	✓	88%	100%

Black Diamond School of Beauty	Cosmetology	✓	✓	n/a*	n/a*
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*all students still enrolled

MedCerts	HI-1000 Medical Front Office Assistant & Administration Specialist	✓	✓	93%	54%
MedCerts	HI-1100 Medical Billing Specialist	✓	✓	93%	50%
MedCerts	HI-1200 Medical Front Office Administration Specialist	✓	✓	100%	74%
MedCerts	HI-2000 Medication Care Coordinator	✓	✓	100%	100%
MedCerts	HI-2100 Pharmacy Technician Specialist	✓	✓	80%	14%
MedCerts	HI-3000 Medical Front Office & Electronic Health Records	✓	✓	97%	73%
MedCerts	HI-3100 Electronic Health Records	✓	✓	100%	55%
MedCerts	HI-4000 Electronic Health Records & Reimbursement Specialist	✓	✓	100%	51%
MedCerts	HI-5100 Professional Coder	✓	✓	100%	50%
MedCerts	HI-9000 Allied Healthcare Professional	✓	✓	100%	100%
MedCerts	IT-2000 IT Helpdesk Administrator	✓	✓	100%	50%
MedCerts	IT-2100 PC Technician	✓	✓	100%	n/a*

*all students still enrolled

MedCerts	IT-2200 IT Network Technician	✓	✓	100%	0%
MedCerts	IT-3000 Healthcare IT Technician	✓	✓	100%	50%
MedCerts	IT-5000 IT Security & Network Technician	✓	✓	n/a*	n/a*
MedCerts	HI-6000 Medical Assistant	✓	✓	100%	n/a*
MedCerts	RX-3000 Pharmacy Professional	✓	✓	100%	n/a*
MedCerts	IT-5100 IT Security Specialist	✓	✓	100%	100%

*new program, all students still enrolled

*new program, has not been 12 months

*new program, has not been 12 months

FastTrack	Nurse Aide	✓	✓	99%	100%
FastTrack	Medication Aide	✓	✓	100%	100%
FastTrack	Phlebotomy Technician	✓	✓	98%	100%
FastTrack	Pharmacy Technician	✓	✓	100%	100%
FastTrack	EKG/ECG	✓	✓	100%	100%
FastTrack	Administrative Medical Assistant	✓	✓	100%	100%
FastTrack	Clinical Medical Assistant	✓	✓	100%	100%
FastTrack	Medical Billing & Coding	✓	✓	100%	100%
FastTrack	Patient Care Technician	✓	✓	93%	100%
FastTrack	Massage Therapy	✓	✓	100%	100%
FastTrack	Esthetician	✓	✓	100%	100%

Virginia Tech Roanoke Center	PMP Certification	✓	✓	100%	n/a*
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*unable to provide data per confidentiality policy, no WIOA Title I participants paid for, per state guidance, continue until concerned

Roanoke Valley Nurse Aide	Cosmetology	✓	✓	100%	40%
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VirginiaWestern Community College	Medical Laboratory Technology, AAS	✓	✓	77%	100%
VirginiaWestern Community College	Advanced Technology in Mechatronics, CSC	✓	✓	67%	100%
VirginiaWestern Community College	Building Trades Technology, CSC	✓	✓	50%	100%
VirginiaWestern Community College	CISCO CCNA Networking, CSC	✓	✓	88%	100%
VirginiaWestern Community College	Early Childhood Development, CSC	✓	✓	59%	100%
VirginiaWestern Community College	Early Childhood Development: Infant & Toddler, CSC	✓	✓	70%	100%
VirginiaWestern Community College	Electrical Wiring, CSC	✓	✓	79%	100%
VirginiaWestern Community College	HIM: Medical Billing, CSC	✓	✓	61%	100%
VirginiaWestern Community College	Information Systems Technology Database & Program Developer, CSC	✓	✓	44%	100%
VirginiaWestern Community College	IT Cyber Security, CSC	✓	✓	70%	100%
VirginiaWestern Community College	IT Desktop Support Technician, CSC	✓	✓	64%	100%
VirginiaWestern Community College	IT Network & Security Administration, CSC	✓	✓	77%	100%
VirginiaWestern Community College	IT: Web Programmer, CSC	✓	✓	45%	100%
VirginiaWestern Community College	Maintenance Technology, CSC	✓	✓	76%	100%
VirginiaWestern Community College	Mechatronics Systems Engineering Tech, Design Eng Tech Specialization, A.A.S.	✓	✓	38%	100%
VirginiaWestern Community College	Mechatronics Systems Engineering Technology	✓	✓	63%	100%
VirginiaWestern Community College	Mechatronics Systems Engineering Technology/Electrical Engineering Technology Spec.	✓	✓	86%	100%
VirginiaWestern Community College	Nursing (RN) - A.A.S.	✓	✓	93%	100%
VirginiaWestern Community College	Phlebotomy, CSC	✓	✓	83%	100%
VirginiaWestern Community College	SHRM CP/SCP Prep	✓	✓	100%	43%

VirginiaWestern Community College	Project Management Exam Prep	✓	✓	100%	25%
VirginiaWestern Community College	CCMA	✓	✓	93%	89%
VirginiaWestern Community College	Medical Billing Support	✓	✓	75%	100%
VirginiaWestern Community College	Pharmacy Tech	✓	✓	91%	57%
VirginiaWestern Community College	CompTIA A+ Certification	✓	✓	100%	23%
VirginiaWestern Community College	IT Fundamentals and Pathways	✓	✓	67%	0%
VirginiaWestern Community College	CompTIA Network+ Certification	✓	✓	100%	0%
VirginiaWestern Community College	Basic Manufacturing Skills	✓	✓	100%	0%
VirginiaWestern Community College	Machining Fundamentals	✓	✓	95%	100%
VirginiaWestern Community College	Machining Turning Operator	✓	✓	0%	0%
VirginiaWestern Community College	Welding FCAW	✓	✓	100%	75%
VirginiaWestern Community College	Welding GMAW	✓	✓	100%	80%
VirginiaWestern Community College	CDL	✓	✓	87%	81%
VirginiaWestern Community College	Medical Office & Billing Support	✓	✓	75%	100%
VirginiaWestern Community College	Medical Office Support	✓	✓	n/a*	n/a*
VirginiaWestern Community College	Precision Machining	✓	✓	69%	100%
VirginiaWestern Community College	Industrial Maintenance Technician	✓	✓	100%	0%
VirginiaWestern Community College	Certified Medical Administrative Assistant	✓	✓	n/a*	n/a*
VirginiaWestern Community College	Certified Billing & Coding Specialist	✓	✓	n/a*	n/a*
VirginiaWestern Community College	Certified Nursing Aide	✓	✓	n/a*	n/a*

*program did not run in the last year

*program did not run in the last year

*program did not run in the last year

*program did not run in the last year

VirginiaWestern Community College	Medication Aide	✓	✓	n/a*	n/a*
VirginiaWestern Community College	Welding & Metal Proessing	✓	✓	100%	78%
VirginiaWestern Community College	Career Switcher	✓	✓	n/a*	n/a*
VirginiaWestern Community College	Machining - Advanced	✓	✓	n/a*	n/a*
VirginiaWestern Community College	Machining - Milling Operator	✓	✓	n/a*	n/a*
VirginiaWestern Community College	Comp TIA A+/Network+ Bundle	✓	✓	92%	17%

*program did not run in the last year

*data tracked through CCWA

*program did not run in the last year

*program did not run in the last year

Title: Limited Funding Policy	Related Forms: No
Creation Date: 1/14/2019	Revised Date: 6/21/2019
Effective Dates: 1/14/2019 – 6/30/2019	Programs Affected: Adult, Dislocated Worker
Effective Dates: 7/1/2019 – 8/31/2019	Programs Affected: Adult, Dis. Worker & Youth
Effective Dates:	Programs Affected:
Effective Dates:	Programs Affected:

Purpose:

To put procedures in place when the Western Virginia Workforce Development Board (WVWDB) determines funding to be low in any/all WIOA Title I programs in order to have services remain available for the duration of the program year.

Policy:

This policy will be in effect only for the dates as noted above. The policy will become effective, for the specified WIOA Title I programs indicated above, at the point in time that they are approved by the WVWDB and will only remain in effect only as long as the WVWDB approves.

When the WVWDB has determined to put this policy into place, the following steps will be taken with the implementation of the local WIOA Title I programs in order to allow for services to continue to be provided through a time of low funding:

- The local funding limitation for an Individual Training Account (ITA), per year, will be reduced to \$3500.
- No waivers for ITA amounts to exceed this dollar amount will be approved by the WVWDB Director.
- The total amount of funding to be approved per participant, between ITAs and other training services, will be reduced to \$6,000 per year.