

WorkForce West Virginia Guidance Notice No. 8-16

TO: Workforce Development Boards, Local Case Managers, and State NDWG Staff

FROM: Martha Craig-Hinchman
Assistant Director
Employment Service Division

DATE ISSUED: August 9, 2016

SUBJECT: Sector Partnership Enrollment for Participants Currently Receiving WIOA DW Formula Funds

EFFECTIVE DATE: August 9, 2016

I. REFERENCE(S):

- WorkForce Innovation and Opportunity Act: Final Rules, Sec. 3 (15)
- TEGL 2-15 Operational Guidelines for National Dislocated Worker Grants
- TEGL 31-14 Sector Partnership National Dislocated Worker Grant

II. PURPOSE: To provide additional guidance on enrolling WIOA Dislocated Workers into the NDWG Sector Partnership Program. The guidance will include current WIOA DW participants receiving training under WIOA Individual Training Accounts (ITA's) who will transfer to the NDWG Sector Partnership Grant "to provide additional services and flexibilities that can be integrated with WIOA to include enhanced career services and work-based training."

III. BACKGROUND: The State NDWG Unit will coordinate with local Workforce Development Boards (WDBs) and the Community and Technical College System (CTCs) to establish a process for enrollment of participants into specific occupational training at State Community and Technical Colleges. The guidance will expand the capacity to serve more dislocated workers and assist in meeting the needs of eligible participants by facilitating the development of career pathways which leads to an industry recognized credential or certification. The Sector Partnership NDWG will offer Support Services to participants, not available by other agencies, and necessary for participating and successfully completing training within a specific timeframe.

IV. ACTION: The State NDWG will establish a process to include current WIOA Dislocated Workers enrolled in training funded through WIOA DW formula funds to transfer into the Sector Partnership NDWG Program and complete training under the SPNDWG

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funding. The transfer from WIOA DW formula funds training into the SP NDWG program should only occur to offer the participant(s) additional services not available under WIOA DW funding. Documentation for the transfer should be entered into the MACC system under the notes section. The process for direct referrals and enrollment into the SPNDWG program will not change. Participants are referred by the Long-Term Unemployment Specialists (LOTUS) to the Workforce Development Boards Staff (WDBS) for an assessment. The local case managers will complete the process for enrollment into the Sector Partnership Grant.

- 1.) The participant must be registered and enrolled in an approved WIOA DW training program prior to the Sector Partnership Grant being available for eligible WIOA DW participants (January 2016) in the seven Workforce Development Board Regions.**
- 2.) The participant must meet the eligibility criteria for the Sector Partnership Grant and be registered in the SPNDWG program. Once a participant is registered in the SPNDWG and approved for training, the local case managers will complete the WIOA DW ITA service in the MACC and enter the appropriate SPNDWG services.**
- 3.) The training program must be conducted at a Community and Technical College and must be in the Energy (Oil and Natural Gas), Manufacturing, Health Care, or IT industry occupational fields.**
- 4.) The training program must end on or before June 30, 2017.**
- 5.) The training program must be the same program the participant was attending under WIOA.**
- 6.) The training must lead to an industry-recognized credential or certification.**
- 7.) Training contracts must be approved by designated CTCS staff before training begins under the SPNDWG.**

***IMPORTANT:**

The transfer from the WIOA DW to the Sector Partnership NDWG Program must be based on additional services being offered to participants under the SPNDWG not available under WIOA DW Funding.

V. IMPLEMENTATION: Effective August 9, 2016

VI. INQUIRIES: Please direct any questions to Martha Craig-Hinchman or Maureen Persons at (304)558-8414