

WorkForce West Virginia Guidance Notice No. 14-09-19 Change 1 Statewide Coal Mining National Dislocated Worker Grant (NDWG)

TO: WorkForce West Virginia State NEG Unit Staff
UMWA Career Centers, Inc.

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(Updated on March 23, 2018 to change WIA to WIOA. Updated "III. BACKGROUND" to current status of Grant; UMWACC's responsibility for reimbursement of OJT wages to employers).

SUBJECT: Statewide Coal Mining National Dislocated Worker Grant (NDWG) On-the-Job (OJT) Training

EFFECTIVE DATE: September 19, 2014

I. REFERENCE(S):

- Workforce Innovation and Opportunity Act (WIOA), Sec. 170
- Training and Employment Guidance Letter (TEGL) No. 2-15 National Dislocated Worker Grants.

II. PURPOSE: The approved modification for expansion of the Coal Mining NDWG included additional On-the-Job (OJT) Training. Therefore, WorkForce West Virginia has issued this policy guidance to ensure that a uniform process is used statewide for providing consistent OJT employer and participant contracts for the Coal Mining National Dislocated Worker Grant (NDWG). As the United Mine Workers of America Career Centers, Inc. (UMWACC) is serving as the project operator for the Coal Mining NDWG, this guidance provides UMWACC with the procedures for negotiating OJT contracts and processes to be followed in accordance with State guidelines.

III. BACKGROUND: On June 30, 2012, the U.S. Department of Labor's Employment and Training Administration announced the approval of \$1.8 million dollars awarded to West Virginia in National Dislocated Worker Grant (NDWG) Funding for assistance to dislocated coal miners and displaced homemakers to provide the training and job search services. Additional funding was received on the following dates: April 2014, August 2015, May 2016 equaling \$13,246,460.00 with a total funding amount of \$15,046,460.00. This NDWG focuses on assisting dislocated coal miners and displaced homemakers impacted by the

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mass layoffs in West Virginia in the mining industry by providing funding for a comprehensive package of services that meet the needs of West Virginia's dislocated coal miners. The State partnered with UMWACC as the project operator for the Coal Mining NDWG to assist with providing these services that will refocus this target population on new career paths outside of the mining industry and long-term reemployment opportunities.

In accordance with NDWG guidelines, the local Workforce Development Boards (WDBs) are the entities that are usually awarded WIOA NDWG funds and serve as the project operators for NDWG grant activities. However, considering the special target population, UMWACC was selected to serve as the project operator for the Coal Mining NDWG Grant project rather than the local WDBs. Therefore, USDOL has recommended that the State issue a state level policy guidance for this Coal Mining NDWG to provide specific guidance to UMWACC to ensure consistent statewide services for the provision of On-the-Job (OJT) Training services to Coal Mining NDWG participants. Although UMWACC will not be processing the payments for OJT payments (this function will be done through WorkForce West Virginia), they need to be aware of the overall processes for this type of training service so that they can provide proper guidance and assistance to NDWG participants.

- IV. PROCESS:** The Coal Mining NDWG identifies eligible NDWG participants, dislocated workers or displaced homemakers who are in need training services to be appropriately trained for another career opportunity outside of the coal industry leading to a permanent job. In addition to the classroom occupational skills training another viable training option for NDWG participants is On-the-Job (OJT) Training which is based upon an employer hiring the NDWG participant for up to six (6) months, 1,040 hours or \$10,000 whichever occurs first and providing skills training while employed based upon the type of training plans developed by the employer. The employer is reimbursed for a certain percentage of the NDWG participant wages based upon the side of the employer and in accordance with State guidelines. The employer is not required to retain the NDWG participant once the number of OJT training hours have been met, but the intent of OJT training is that once the employer has trained the NDWG participant and that individual is meeting the needs of the employer, the employer will hopefully retain the NDWG participant as a permanent employee. This is a "win win" situation for both the employer and the NDWG participant. Therefore, the Coal Mining NDWG provides funding for eligible NDWG participants to enroll in an OJT with WV Statewide Coal Mining NDWG Employers. However, NDWG participants must meet certain criteria to be eligible for this type of training service as explained in more detail on the following pages.

OJT Contract Process:

UMWACC will be responsible for providing the following On-the-Job (OJT) training services to WV Statewide Coal Mining NDWG OJT participants and WV Statewide Coal Mining NDWG OJT employers in accordance with the State guidelines:

- Recruiting WV Coal Mining NDWG OJT employers.
- Review and submit potential WV Coal Mining NDWG OJT participants for potential OJT contracts based on the requirements of the available OJT positions submitted by WV Statewide NDWG OJT employers.

- Writing OJT contracts for a maximum of \$10,000 up to six (6) months or 1,040 hours and develop skill sets/ training plans for the NDWG participants.
- Entering OJT services and training costs for WV Statewide Coal Mining NDWG participants in the MACC for local and state approval with costs and number of training weeks
- Maintaining WV Statewide Coal Mining NDWG OJT participant files in accordance with State checklist requirements.
- Monitoring participant progress through on-site visits with the NDWG employer and conducting interviews with NDWG participants either in person or by phone depending upon the NDWG participant's work schedule.
- UMWACC will be responsible for processing invoices for wage reimbursements to WV Statewide Coal Mining NDWG OJT employers.

WV Statewide Coal Mining NDWG OJT Employers will be responsible for complying with the following On-the-Job (OJT) Training requirements in accordance with State guidelines:

- Employer will be required to provide a training plan to include an employer's minimum required qualifications for an individual to be hired into a training position. A Job Description will include specific basic or advanced skills; knowledge of specific tools, items of equipment or procedures, licensing requirements, and educational requirements for NDWG OJT participants.
- WV Statewide Coal Mining NDWG OJT employers will be required to provide a Training Task Outline/Developing Specific Skill Sets which lists or described each major area or position tasks consistent with the job description required before the trainee can become an employee. The listing should include specific required methods of performance or use of items of equipment. The Training Task Outline should not include general orientation the employer or training site would normally provide to each employee or trainee.

WV Statewide Coal Mining NDWG OJT employers will be required to abide by all guidelines, regulations, and requirements states in the WV Statewide Coal Mining NDWG OJT contract.