

**WorkForce West Virginia Guidance Notice No. 11-13 Change 1  
Statewide Coal Mining  
National Dislocated Worker Grant (NDWG)**

**TO:** United Mine Workers of America Career Center (UMWACC)  
WorkForce West Virginia State NDWG Unit Staff  
West Virginia WorkForce Development Boards  
Regions I, II, III, IV, V, and VI

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**DATE ISSUED:** November 1, 2013  
(Updated February 2, 2018, Changed WIA to WIOA and updated "III. Background" to current status of Grant)

**SUBJECT:** Statewide Coal Mining National Dislocated Worker  
Grant Registered WIOA Participant Transfer to  
West Virginia Coal Mining NDWG Participant

**EFFECTIVE DATE:** November 1, 2013

**I. REFERENCE(S):**

- WorkForce Innovation and Opportunity Act (WIOA), Section 170
- Training and Employment Guidance Letter (TEGL) No. 2-15 "National Dislocated Worker Grant Policy Guidance"

**II. PURPOSE:** WorkForce West Virginia has issued this policy guidance to ensure that a process is used statewide to transfer eligible dislocated coal miners from Local WorkForce Development Board WIOA Training Funds to West Virginia Statewide Coal Mining National Dislocated Worker Grant (NDWG) Training Funds. This transfer from local WIOA funding to the West Virginia Coal Mining NDWG funding will allow the dislocated coal miner to receive a training allowances of twenty dollars (\$20) per day a week that the participant attends training along with \$5000.00 for training. As the United Mine Workers of America Career Center (UMWACC) is serving as the project operator for the Coal Mining NDWG, this

guidance provides UMWACC with the guidelines that they will utilize for developing appropriate NDWG policies and procedures in compliance with this policy guidance.

**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. The State partnered with UMWACC 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. This training allowance is to subsidize expenditures such as, travel mileage and meals incurred during the participant's classroom training program.

In accordance with the 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.

**IV. PROCESS:** The Coal Mining NDWG eligibility process identifies eligible dislocated workers or displaced homemakers that are in need of training services provided by a West Virginia approved training provider. Therefore, the Coal Mining NDWG provides funding for eligible NDWG participants to receive training assistance. However, NDWG participants must meet certain criteria to be eligible for NDWG services as explained in more detail on the following pages.

### **Dislocated Coal Miner West Virginia Coal Mining NDWG Eligibility**

On August 2013, USDOL informed WorkForce West Virginia that non-WARN dislocated coal miners will be included as possible participants in West Virginia's Statewide Coal Mining NDWG. The direction from USDOL also included a time extension on the current NDWG grant period to December 31, 2014.

Eligibility determination for possible participants will be performed at the One-Stop locations by WIOA eligibility staff. Once an individual has been determined eligible, a referral to UMWA Career Center in Beckley, WV will be made.

## **Statewide Coal Mining National Dislocated Worker Grant (NDWG) Training Allowance Policy**

Participants enrolled in the Statewide Coal Mining NDWG may be eligible to receive training allowances to assist in offsetting some of the expenses they will incur while participating in a NDWG-approved training program, such as travel expenses to attend training (gas), meals, and child care. Participants will receive \$20 per day for each day they attend NDWG-approved training up to \$100 per week.

**NOTE:** The Statewide Coal Mining NDWG Project Operator, UMWACC will develop procedures for processing training allowances to NDWG participants in accordance with this policy.

### **In order to receive a training allowance, NDWG participants must meet the following criteria:**

1. Participants must be registered in the NDWG program and must be enrolled in NDWG-approved training that is also a WIOA-eligible training program.
2. Participants must obtain verification from the Training Facility of their attendance on the Bi-Weekly Attendance Form.

**NOTE:** Attached is a sample Bi-Weekly Attendance Form for UMWACC to use as a guide in developing the appropriate form for tracking participant attendance while participating in NDWG-approved training.

3. Participants must submit Bi-Weekly Attendance Forms to the NDWG Project Operator, United Mine Workers of America Career Centers (UMWACC).
4. Participants must be in good standing with the Training Facility, UMWACC, and WorkForce West Virginia.

### **Procedures for Processing Training Allowances:**

1. In order to request training allowances, the participants must:
  - Have the training facility complete and sign the Bi-Weekly Attendance Form which the participant must also sign.
  - Submit Bi-Weekly Attendance Form to NDWG Project Operator, UMWACC. (The Project Operator will issue training allowance payments to the participants once all paperwork is completed and approved).

**\*Training Allowance payments will be paid to the NDWG participants as long as NDWG funds are available.**