

WorkForce West Virginia Guidance Notice No. 12-09-01 Change 1
State-wide Coal Mining
National Dislocated Worker Grant (NDWG)

TO: United Mine Workers of America Career Center (UMWACC)

FROM: Martha Craig-Hinchman
Assistant Director
Employment Service Division

DATE ISSUED: September 14, 2012
(Updated on February 2, 2018, to change WIA to WIOA and updated “III. Background” to current status of Grant; Additional procedures added to processing training allowances)

SUBJECT: State-wide Coal Mining National Dislocated Worker Grant (NDWG)
Training Allowance Policy

EFFECTIVE DATE: August 14, 2012

I. REFERENCE(S):

- Federal Regulations Vol. 81, No. 161, Sec. 680-900, Workforce Innovation Opportunity Act (WIOA), WIOA Public Law Sec. 170.
- Training and Employment Guidance Letter (TEGL) No. 2-15, “National Dislocated Worker Grant Policy Guidance”

II. PURPOSE: Based on the U.S. Department of Labor’s (USDOL) recommendation for a written policy of the West Virginia’s State-wide Coal Mining NDWG Training Allowance, this guidance notice is to institute such policy for NDWG participant Training Allowance Requests. WorkForce West Virginia would like to provide the following clarification in accordance with the State-wide Coal Mining Project Operator, UMWACC. These policies and procedures are to ensure that a consistent process is followed for these requests.

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.

- IV. **PROCESS: Eligible individuals:** Individuals enrolled in the Statewide Coalminers NDWG will be eligible to receive a training allowance through the Statewide Coalminers NDWG if they meet the following criteria:

1900 Kanawha Blvd. Bldg. 3, Suite 300, Charleston, WV 25305

1. Participant must be enrolled in an approved WIOA Eligible Training Program.
2. Participant must submit Bi-Weekly Attendance Reports to their UMWACC Counselor at the UMWACC Inc.
3. Participant must obtain verification from the Training Facility of their attendance on the Bi-Weekly Attendance Report.
4. Participant must be in good standing with the Training Institution, UMWA Career Centers, Inc. and Workforce West Virginia.
5. Funds are still available in the NDWG to pay for such allowance.
6. **Amount:** Eligible individuals will be reimbursed \$20 per day for each day they attend training up to \$100 per week.

Procedures for Reimbursement:

1. All participants must have the training institution complete and sign the Bi-Weekly Attendance Report.
2. All participants must sign the Bi-Weekly Attendance Report.
3. Bi-Weekly Attendance Report must be submitted to the UMWA Career Centers, Inc.
4. UMWACC Inc. Counselor must complete a Request for Reimbursement for each participant for each bi-weekly period. UMWA Counselor must sign the Request for Reimbursement for Participant's Form.
5. UMWACC Inc. Counselor sends the Bi-Weekly Attendance Report and the Request for Reimbursement to the UMWACC Inc. Director for approval. Director submits all documents to the Fiscal office in Washington, PA.
6. Fiscal Department will issue payment if all paperwork is complete.
7. Payments will be made directly to the Participant.

