



Short Term Training Policy
Revision/Effective Date: September 18, 2019

I. Purpose:

To provide guidance as to how short term training awards issued through Workforce Solutions for North Central Pennsylvania (North Central Workforce Development Board) will be administered.

Short term training awards are a funding mechanism for classroom and occupational skills training for WIOA eligible adult, dislocated worker and youth participants that can be completed in a year or less and results in a certificate. Considering reasonableness of cost for a selected program of training, the Title I Operators will issue the short term training award up to a prescribed amount, but not to exceed the maximum allowance per person, per enrollment period. (Exceptions to this ceiling would require approval of Workforce Solutions).

II. References:

- DEPARTMENT OF LABOR Employment and Training Administration 20 CFR Parts 603, 651, 652, 653, 654, 658, 675, 679, 680, 681, 682, 683, 684, 685, 686, 687, and 688 Docket No. ETA-2015-0001 RIN: 1205-AB73 Workforce Innovation and Opportunity Act; Final Rule AGENCY: Employment and Training Administration (ETA), Labor
- WIOA Section 134 (c)(G)
- WIOA Section 129 (c) (2) (D)
- Proposed 20 CFR 680.300, 680.320, 680.330
- Proposed 20 CFR 681.550
- TEGL 03-15
- Workforce System Policy (WSP) No. 04-2015, December 23, 2015

II. Background:

WIOA Title I training services for WIOA eligible adults, dislocated workers and youth are typically provided through ITAs. Short term training awards are similar to ITAs. Using training funds, WIOA eligible adults, dislocated workers and youth purchase training services from eligible training providers they select in consultation with an Employability Counselor. Participants are expected to utilize information such as skills assessments, labor market conditions/trends, and training providers' performance, and to take an active role in managing their employment future through the use of short term training awards.

Short term training is one training option available to eligible participants when it is determined by a career planner that they will be unlikely or unable to obtain or retain employment that leads to self-sufficiency through career services alone. Short term training is limited in cost and duration and must result in employment leading to economic self-sufficiency.

Short term training awards are not entitlements and shall be provided to eligible participants on the basis of an individualized assessment of the person's job readiness, employment and training needs, financial and supportive needs, labor market demand and potential for successful completion, as documented on the participant's Individual Employment Plan (IEP).

Short-term training services, when determined appropriate, must be provided either through a request form that includes an Education Cost Worksheet. Short term Training services must be lead to in-demand (HPOs) employment opportunities in the local area or planning region or in a geographic area in which the customer is willing to commute or relocate. The selection of short term training services should be conducted in a manner that maximizes customer choice, is linked to in-demand occupations, informed by the performance of relevant training providers, and coordinated to the extent possible with other sources of assistance (see WIOA sec. 134(c)(3)).

IV. Policy:

- a. Training cap is the maximum amount approved by Workforce Solutions. The current short term training cap is \$2,500 per customer. This is not a guarantee of \$2,500, but rather a maximum funding based on the actual costs of the approved training course / program. Funding will only be used towards the cost of tuition, not for the provision of supportive services.
- b. Short term training awards will only be issued for those occupations that are deemed in demand in the NCWDA through the High Priority Occupation List or on the career pathway leading to an HPO. All short term training and modifications must be approved by Workforce Solutions prior to the start of any award.

EXCEPTIONS: With Proof of demand, exceptions will be considered. Title I provider must send this proof with the request – (i.e. Labor Market Information, Letter from employer expressing the demand, etc.).

- c. The Title I provider must follow Workforce Solutions Priority of Service Policy (including the Veteran's Priority Policy) and other polices as appropriate for the North Central WDA at all times.
- d. Completion of the Educational Cost Worksheet is required in order to show any leveraged funding and resources.

- e. Short Term Training will not be issued to any individual in default of a student loan. The participant must have the default status removed prior to the approval of Title I WIOA funding.

- g. No short term training will be approved for training that is part of the ITA process. (i.e. training results in an Associates' degree, Bachelor's degree, etc.).

VI. Procedures:

- a. Short term training awards are accessed through the established PA CareerLink® centers in the North Central WDA.
- b. Awards must be approved by Workforce Solutions prior to the start of training. A copy of the short term training determination as well as the Educational Cost Worksheet should be sent to Workforce Solutions for final approval. Please send to Susie Snelick and Pam Streich at ssnelick@ncwdb.org and pstreich@ncwdb.org.
- c. Employability Counselors must ensure that all required registrations, workshops and / or assessments are completed and successfully documented in an Individual Employment Plan prior to the issuance of an award.
- d. Employability Counselors are responsible for ensuring that participants are making an informed choice. This would include the sharing of Labor Market Information and Training Facility performance data and will become part of the Individual Employment Plan.
- e. Employability Counselors and participants must complete the "Educational Cost Worksheet" together to identify all costs and financial aid and then coordinate with partners in the PA CareerLink® to identify other resources in order to leverage other funding.
- f. Prior to initial submission of a short term training award, the Title I Provider will review and identify the amount necessary and allowable to meet the needs of the participant. Upon this review, the Title I provider will submit to Workforce Solutions for approval
- g. Because procedures for withdrawal vary from training provider to training provider, when participants receiving short term training do not complete the training, the procedures to recover / refund these funds will coincide with that of the training provider's reimbursement procedures. Documentation of reasons for withdrawal / termination as well as refunds must be included in participant files.

VII. Expiration:

Ongoing

VIII. Inquiries:

Questions should be directed to: Susan R. Snelick ssnelick@ncwdb.org Pam Streich pstreich@ncwdb.org or (814)245-1835

Auxiliary aids and services available upon request to individuals with disabilities.
Equal Opportunity Employer / Program