

## TRIDENT

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### Trident Workforce Investment Board Workforce Investment Act

#### TRAINING SERVICES POLICY

**TO:** SC Works Trident Operators and Youth Contractor

**ISSUANCE DATE:** August 12, 2014

**EFFECTIVE DATE:** July 1, 2014

**SUPERSEDES:** November 12, 2013, May 15, 2012, February 14, 2012, November 8, 2011, August 9, 2011, July, 27, 2011, July 1, 2010, March 31, 2009, October 7, 2008 and July 1, 2007

**SUBJECT:** TRAINING SERVICES POLICY

**PURPOSE:**

The purpose of this policy is to establish guidelines for training services in accordance with the WIA law and regulations and the Trident Workforce Investment Board.

**POLICY:**

The Trident Workforce Investment Board will invest funds in training programs that fall under the established industry clusters for the tri-county area. Customers must enter into training in one of the industry Clusters below. The industry clusters are as follow:

**Manufacturing  
Transportation & Logistics  
Biomedical/Medical**

**IT Services/Biotech  
Specialty Trade Contractors**

**PROCEDURES:**

Since the goal of the program is to provide training that leads to employment (or education for youth), customers must not be enrolled in training programs that exceed 24 months or enroll in two or four-year degree programs unless the WIA funded program can be completed within 24 months.

In accordance with Section 663.320 of the WIA Regulations, "WIA funding for training is limited to customers who are unable to obtain grant assistance from other sources to pay the costs of their training." Customer files must document that the customer and Workforce Specialist made every effort to secure other funding sources for the training, such as PELL grant, SC Education Lottery and NAFTA-TAA funds. GED training shall not exceed twenty-four months. Per USDOL, a person without a GED or high school diploma does not have marketable employment skills. Therefore, a customer must be placed in a GED program even if the occupational training school does not require it.

**Repayment of a course or exam:**

The cost of an exam and/or certification related to training is an allowable cost from WIA funds. In the event a WIA customer does not successfully pass a course, they will have one opportunity to have only one course repaid during the full training program.

In the event a WIA customer does not successfully pass an exam, they will have one opportunity to repay for an exam during the full training program.

*Supervisor (Adult and Youth) approval is required prior to paying a second time for an exam or course.*

**Training Related Items for Adult Participants:**

The following items may be included in the training budget for adult participants:

- Tools
- Uniforms
- Books
- Exam fees
- Drug screens required by the provider
- Background checks
- Exams fees not attached to a funded WIA training

**Adults & Dislocated Workers:** Training services for adults and dislocated workers will be limited to:

- Customers that meet the definition of not self-sufficient (adult program customer)
- A maximum of \$6,000 per Adult and Dislocated Worker customers for the lifetime of the program

NOTE: All adult and dislocated workers' training services must be recorded and tracked in accordance with the SC Works Trident area's ITA Policy.

- Prior to the start of training, a Training Service Budget and training packet must be completed and signed. This form should be used to track training to ensure the spending limit is not exceeded.

**Youth:** Training services for all youth will be limited to the guidelines below:

- Maximum amount is \$6,000 per youth, per lifetime of the program. The youth contractor will be responsible for any payment of funds expended over the maximum amount.
- Maximum length of training is 24 months per customer, per lifetime of the program. *Exceptions can be made by the Youth Regional Manager to training that exceeds 24 months based on the need of the customer.*
- The amount and length limits are totals, not amounts for each training activity.
- Training costs that are included in the limitation are post-secondary education, occupational skills training, work experience, OJT and GED training activities. Room and board, including meal plans, is not allowable training costs. Costs associated with Employability/ Work Maturity and assessments are not included in this limitation.

**NOTE: THE EXECUTIVE DIRECTOR OF THE BERKELEY CHARLESTON DORCHESTER COUNCIL OF GOVERNMENTS HAS THE DISCRETION TO MAKE EXCEPTIONS TO THIS POLICY; SEE CREATION AND REVISION OF POLICIES.**

  
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Ronald Mitchum, Executive Director  
BCDCOG

August 12, 2014  
Date