

## TRIDENT

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**Trident Workforce Development Board  
Workforce Innovation and Opportunity Act**

**TRAINING SERVICES POLICY**

**TO:** SC Works Trident Operator and Staff

**ISSUANCE DATE:** September 27, 2016

**EFFECTIVE DATE:** July 1, 2016

**SUPERSEDES:** March 10, 2015, July 1, 2014, 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 WIOA law and regulations and the Trident Workforce Development Board.

**POLICY:**

The Trident Workforce Development Board will invest funds in training programs that fall under the established Industry clusters for the SC Works Trident area. Participants must enter into training in one of the Industry clusters below. The Industry clusters are as follows:

- **Diversified Manufacturing**
- **Transportation & Logistics**
- **Healthcare**
- **Information Technology**
- **Construction Trades**
- **Hospitality & Tourism**

**PROCEDURES:**

Since the goal of the program is to provide training that leads to employment (or education for youth), participants must not be enrolled in training programs that exceed 24 months or enroll in two or four-year degree programs unless the WIOA funded program can be completed within 24 months. In the event that we do have a participant unable to achieve a GED within 24 months, WIOA will assist the participant with finding employment with self-sufficient wages. The participant will still be able to work independently with Adult Education on obtaining their GED.

In accordance with Section 663.320 of the WIOA Regulations, "WIOA funding for training is limited to participants who are unable to obtain grant assistance from other sources to pay the costs of their training." Participant files must document that the participant and WIOA Career Coach 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 participant must be placed in a GED program even if the occupational training school does not require it. Participants within 3 months of achieving their GED may have the option to enter into an Occupational Skills Training simultaneously as being in a GED program upon approval from the Operator Regional Manager or designee. The memo of approval from the Operator Regional Manager or designee should be submitted and placed in the hard file or scanned in SCWOS as verification of approval. Participants that received a certificate of completion may have the option to enter training upon approval from the Operator Regional Manager or designee. A memo of approval should be submitted and placed in the hard file and/or scanned in SCWOS as verification of approval.

**Repayment of a course or exam:**

The cost of an exam and/or certification related to training is an allowable cost from WIOA funds. In the event a WIOA participant 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 WIOA participant does not successfully pass an exam, they will have one opportunity to repay for an exam during the full training program. This does not include the GED exam.

If a participant unsuccessfully completes a training to include an OJT, the need for further training will be evaluated and approval made by the Operator Regional Manager or designee based on the circumstances.

*Approval is required prior to paying a second time for an exam or course.*

**Training and/or Employment Related Items for Participants:**

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

- Tools required by the provider
- Uniforms required by the provider
- Books
- Exam fees
- Drug screens required by the provider
- Background checks required by the provider
- Other items required as part of the training program i.e. transcripts to sit for exams

Training services for adults will be limited to:

- Adults that are a part of the priority of service group
- Participants that meet the definition of not self-sufficient (adult program participant)
- Those adults not a part of the priority of service group, but has demonstrated the need for training. Sufficient documentation in case notes and job search logs may be used to demonstrate need.
- A maximum of \$7,500 per participants for the lifetime of the program

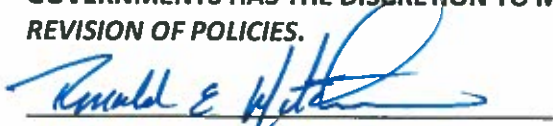
Training services will be limited to the guidelines below:

- Maximum amount is \$7,500, per lifetime of the program. The SC Works Operator will be responsible for any payment of funds expended over the maximum amount without prior exception approval from the Executive Director of the BCDCOG.
- Maximum length of training is 24 months per participant, per lifetime of the program. *Exceptions can be made by the Eckerd Youth Alternatives Regional Manager to training that exceeds 24 months based on the need of the participant.*
- 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 for youth. Costs associated with Employability/ Work Maturity and assessments are not included in this limitation.

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**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*.**



Ronald Mitchum, Executive Director  
BCDCOG

September 27, 2016

Date

