



## **POLICY FOR THE RENDERING OF TRAINING SERVICES TO ADULT AND DISLOCATED WORKERS**

### **I. INTRODUCTION**

The training services will be offered to the participants of the Adult and Dislocated Workers Programs. These services can be critical for the success of the participants in the workforce. For the individuals that participate of trainings it must be unlikely, or they cannot obtain or retain an employment that leads them to be financially self-sufficient or receive a salary comparable or higher than the one they received only with the offering of the career services.

### **II. LEGAL BASE**

Section 134 (c) (3) - Workforce Innovation and Opportunity Act (WIOA, for its English acronym)

Section 680.210 the Workforce Innovation and Opportunity Act Regulation (WIOA, for its English acronym)

“Training and Employment Guidance Letter” (TEGL) No. 19-16 – “Guidance on Services Provided through the Adult and Dislocated Workers Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner Peyser Act Employment Service (ES), as amended by Title III of WIOA for implementation of the WIOA Final Rules” of March 1, 2017

[Initialed]

### **III. TRAINING SERVICES**

- A. The training services will be available for adults that are employed or unemployed and dislocated workers that:
  - a. After the interview, evaluation, and career planning, it is determined that:
    - i. It must be unlikely, or they cannot obtain or retain an employment that leads them to be financially self-sufficient or receive a salary comparable or higher than the one they received only with the offering of the career services.
    - ii. They are in need of training services to obtain or retain an employment that leads them to be financially self-sufficient or to receive a salary comparable or higher than the one they had in their previous employment.
    - iii. They have the skills and qualifications to successfully participate in the training services.
  - b. They select a training service that is directly linked to the employment opportunities in the local area or economic region, or in other area in which the participant is willing to relocate.
  - c. They are unable to obtain financial assistance from other sources to pay for the training cost.
  - d. If the training services are provided with the Adult Program funds, priorities will be complied with, as established in Section 134 (c) (3) (E) of the WIOA.
- B. The training need determination will be recorded in the participant's file.

[Initialed]

- C. The offering of career services is not a requirement to offer the training service. If the services are not provided, the circumstances that justify said determination will be documented.
- D. There is not a minimum time period to participate in the career services prior to receiving the training services.
- E. The training services will be offered by eligible training providers.
- F. The training services can include:
  - a. Occupational skills training including trainings in nontraditional employments.
  - b. On-the-job training (OJT)
  - c. Training for incumbent workers
  - d. Programs that combine on-the-job training with related instruction
  - e. Training programs operated by the private sector
  - f. Increase of skills and retraining
  - g. Training in entrepreneurial initiatives
  - h. Transitional employments
  - i. Training to prepare for employment
  - j. Adult education and literacy activities
  - k. Tailor-made training
- G. The participant will select the service providers from the authorized registers.
- H. The training services will be offered through Individual Training Accounts (ITA), except for:
  - a. Training services, such as:

[Initialed]

- i. On-the-job training (OJT)
  - ii. Training for incumbent workers
  - iii. Tailor-made training
  - iv. Transitional employment
- b. When there is an insufficient number of eligible training providers in the local area to achieve the purpose of the individual training accounts system.
- c. When there is a training program whose efficiency has been demonstrated offered by a community-based organization or a private organization that serves individuals who face barriers to employment.
- d. When is more appropriate granting a contract to a higher education institution or other training provider that is eligible, to the end of facilitating training to multiple individuals for occupations or sectors in demand.
- e. When it is a pay-for-performance contract.

**VI. APPROVAL AND VALIDITY**

This public policy will take effect immediately as of its approval. It will be the Executive Director's responsibility to inform the personnel within the five (5) days after its approval.

[Signed] \_\_\_\_\_  
Rafael Aparicio Cesanf  
Local Board President

April 25, 2017  
Date