

Attachment 15



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WIOA Training and Tuition Policy (Training Expenditure Rate/Local Criteria for Training Recipients)

Training is the step needed to help some customers on their pathway to achieve self-sufficiency. For those customers who are eligible and approved to attend training through all the SE WDB Grant Operated Program, the following are the guidelines that must be followed. Occasionally, participants may be in need assistance outside of the guidelines, These circumstances will be reviewed on a case-by-case basis and must be approved by the President/COO of the Workforce Development Board.

1. Customers preparing to receive training paid by WIOA are encouraged to take the National Career Readiness Certification (NCRC) and score the minimum based on the MERIC skill levels for the desired training. Accommodation requests must be made if they are within the NCRC accommodation guidelines. If a participant refuses to take the NCRC, staff must move along and complete all other steps in the approval process. While NCRC is encouraged, it cannot be required.
2. All training programs and institution must be active on the approved Eligible Training Provider list. Additionally, on the Eligible Training Provider List there must be a regional Southeast approval for the program at the beginning of each funding cycle. Documentation of this approval is required in each participants file. Sending a participant to a program or institution not listed on the Eligible Training Provider or not approved by the Southeast Region could be considered a disallowed cost.
3. The Workforce Development Board has established the following limitations.
 - The limit for a participant in non-medical training is \$5,000.00 per contract year for a maximum of two years.
 - The limit for a participant in medical related training is \$7,500.00 per contract year for a maximum of two years.
 - The above amounts are the maximums; participants are not entitled to the maximum amount. The Workforce Development Board requires participants to apply for Pell Grants, Scholarships, and other funding sources prior to utilizing WIOA funds. Participants who receive Pell grants are required to use 100% of their awarded Pell per funding cycle before the Workforce Development Board can be billed. The two year time period is designed to enable a participant to acquire an Associate's degree or to finish a Bachelor's Degree.
 - Training must be in a demand occupation for the Southeast Region. In-Demand occupations can be found in MERIC publication. In-Demand occupations are classified with a Career Outlook grade of C- or above. Program Management must approve any situations outside of this rule prior to obligating funds.
 - In the event of a participant needing pre-requisite classes prior to training; the training provider must be WIOA approved, client must be entered into the appropriate training activity, and must have a detailed service note in the data system. Pre-requisite classes will be included in the two year time limit and the maximum funds for training.
 - If a participant currently holds a degree or certification in an in-demand occupation, Program Management must grant approval prior to utilizing WIOA training dollars.
 - The Southeast Workforce Development Board will not utilize any of our grant resources to pay or repay for a completed or failed course or program for a participant.
 - Online classes may be approved on a case-by-case basis by the Program Management with the Workforce Development Board. The classes will have to meet the following conditions.
 - Classes must have a documented start date and end date.
 - The maximum amount for training costs and time-limit for training are the same as listed above, unless there are special circumstances that have prior approval from the Workforce Development Board President/COO.
4. Once in training, the participant's data system record must reflect all training related expenses. If the expenses are not correctly documented in the data system, the cost may be disallowed. Once training has been completed, the results must be recorded in the data system. Documents that support the successful completion of a training program must be placed in the participants paper file.
5. Copies of all P-201/P-208 forms must be sent along with a current printout showing MoSCores approval to Program Management with the Workforce Development Board.

6. WIOA funding should be viewed as the funding of LAST resort. We highly encourage you to look for ways to braid funds with other providers. WIOA is restricted to the 40/60 expenditure rate listed in the current OWD Issuance.