WORKFORCE INNOVATION AND OPPORTUNITY ACT

Adult and Dislocated Worker Policy

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EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENT: All Recipients and sub-recipients/subgrantees must comply with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity.

South Central Oklahoma Workforce Board's Workforce Innovation and Opportunity Act Title I program funding statement can be found at https://scowib.info/funding

Caddo County, Grady County, McClain County, and the City of Chickasha Labor Market Area
Comanche County, Cotton County, Tillman County, and the City of Lawton Fort Sill Labor Market Area

Jefferson County, Stephens County, and the City of Duncan Labor Market Area

ADULT AND DISLOCATED WORKER POLICY

PURPOSE: The purpose of this policy is to provide guidance for the provision of services to adults and dislocated workers under WIOA Title I and individuals served by the Wagner-Peyser Employment Service (ES) program in the South-Central Workforce Development Area (SCWDA).

BACKGROUND: WIOA provides a workforce system that is customer-centered and accessible to all job seekers, as well as training that is job-driven. Oklahoma's workforce system delivers career and training services in the Oklahoma Works American Job Centers (AJCs) across the state. The Adult, Dislocated Worker (DLW), and ES programs provide training and employment services in the AJCs and are required partners by Federal Statute. Under WIOA, partner programs and entities that are jointly responsible for the workforce and economic development, educational, and other human resource programs must collaborate to create a seamless customer-focused AJC network that integrates service delivery across all programs in order to make it easier for individuals to access the services they need to obtain skills and employment.

POLICY: INSTRUCTIONS FOR THE PROVISION OF SERVICES TO WIOA-ELIGIBLE ADULTS AND DISLOCATED WORKERS

WIOA section 134 authorizes employment and training activities for adults and dislocated workers, as defined below.

- **Adult:** WIOA 3(2) defines an adult as an individual who is age 18 or older.
- **Dislocated Worker**: defined at WIOA 3(15), means an individual who meets the requirements of one of the following categories:

  Category 1: Recently Dislocated

  An individual in this category:

  1. Has been terminated or laid off, or has received a notice of termination or layoff, from employment, including a separation notice from active military service (under other than dishonorable conditions); and
  2. (a) Is either eligible for or has exhausted entitlement to unemployment compensation or,
     (b) Has been employed for at least six months, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a state's Unemployment Insurance (UI) law; and
  3. Is unlikely to return to a previous industry or occupation, as defined in TA 02-2021.

  Category 2: Plant Closure or Substantial Layoff

  An individual in this category:

  1. Has been laid off or has received a notice of layoff from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, military installation, or enterprise. A substantial layoff is defined as any reduction in force that is not the result of a plant closing that —
     (a) results in an employment loss at a single site of at least 25 employees over a 30-day period, or

(b) is determined by the Local Rapid Response Team to be a substantial layoff based on other factors that indicate a significant, negative impact on the community and/or local economy. Such factors may include, but are not limited to:

i. The local unemployment rate,
ii. The employer size in comparison to the total number of jobs in the surrounding area,
iii. The business or enterprise has issued a Worker Adjustment Training Notice (WARN),
iv. For rural and small communities, the number of employees that lost employment at a single site may be set by the Rapid Response Coordinator and/or Local Rapid Response Team, or
v. Other determining factors as described in local policy.

2. Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days, or
3. For purposes of eligibility to receive services other than training services described in WIOA section 134(c)Title I (3), career services described in section134(c)(2)(A)(xii) or supportive services, is employed at a facility at which the employer has made a general announcement that such facility or military installation will close.

Category 3: Loss of Self-Employment Income

An individual in this category:

1. Was self-employed (including employment as a farmer, a rancher, a fisherman, or an independent contractor or a consultant not technically an employee of a firm or agency); and
2. Is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.

Category 4: Displaced Homemakers

The term "displaced homemaker" means an individual who has been providing unpaid services to family members in the home and who—

1. (a) has been dependent on the income of another family member but is no longer supported by that income; or
   (b) is the dependent spouse of a member of the Armed Forces on active duty, and whose family income is significantly reduced because of a deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the service member; and
2. is unemployed or underemployed and experiencing difficulty in obtaining or upgrading employment.

Category 5: Military Spouses

An individual in this category

1. Is the spouse of a member of the Armed Forces on active duty who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in the duty station of the active duty member of the Armed Forces, or
2. Is the spouse of a member of the Armed Forces on active duty who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Note: Each DLW's file must document the factors upon which their dislocated worker status is based.

Adult and DLW Eligibility and Program Enrollment Procedures

The enrollment process begins when an individual self-registers in the virtual case management system. Once the self-registration has been completed, the demographic information entered will generate a potential eligibility determination. Staff must then meet with the applicant to review a snapshot of the information entered. Because the demographic snapshot will remain unchanged throughout program participation, information must be verified as accurate by the applicant's virtual self-attestation prior to staff entering the program enrollment. All additional information needed to determine eligibility must be requested at this time. Appropriate documentation of all information used to qualify the individual as eligible for enrollment in a WIOA program must be uploaded into the participant's virtual case file.

Although Labor Exchange (LE) enrollments do not require supervisory approval, both Adult and DLW enrollments are automatically entered into a pending queue for supervisory approval when entered into the virtual case management system by front-line staff. All Adult and DLW enrollments must be approved by a supervisor to verify the client's eligibility and must include a review of uploaded documentation, self-attestation, and program notes before there is any expenditure of funds. All Adult and DLW enrollments must be approved or denied by a supervisor within 30 days of the application for enrollment or the virtual case management system will automatically deny the enrollment. At this point, eligibility must be redetermined and a new enrollment must be completed. If approved within the 30-day window, the enrollment date is the date the enrollment was entered into the pending queue.

The Individual Employment Plan

Each individual enrolled in Title I Adult and/or DLW programs must have an Individual Employment Plan (IEP). The IEP is an ongoing strategy jointly developed by the WIOA participant and their Title I case manager. The IEP must identify the employment goal(s), appropriate achievement objectives (including both long-term and short-term goals), and the appropriate combination of services to achieve the employment success of the individual.

As adults and dislocated workers have diverse needs, each individual's IEP must target the specific needs of that individual. Therefore, each IEP starts with an objective, comprehensive assessment, or evaluation of the participant's needs. The purpose of an assessment or evaluation is to identify an employment goal or career pathway for the individual and to determine the skill levels and service needs necessary for the individual to obtain or retain employment.

Case managers are required to utilize the virtual IEP located in the case management system. The initial IEP requires an entry for each of the 14 components, as they pertain to the individual for whom the IEP is developed. The IEP must include resources and services funded by workforce partners and community-based organizations. Additional goals and services necessary for the attainment and retention of successful employment must be added to the IEP, keeping in mind that an IEP cannot be updated after the participant has exited the program. When the IEP cannot be updated due to program exit, information necessary to the participant's service delivery and career objectives must be entered in Program Notes, as addressed further in the Case Management section, below.

The participant must virtually sign the IEP as an acknowledgment that the plan was jointly developed with their case manager/career planner. Additionally, the IEP and/or program notes need to be modified to reflect any deviations from the individual's original employment and training goals. Modified IEPs require the signature/virtual attestation of the participant when:

- The employment or training goal has been revised,
- Extended training time is necessary,
- There a new training program or provider,
- There is a gap in service,
- There are newly identified needs or barriers, and
- There are any other significant change(s) to the participant's plan.

Additionally, documents must be uploaded to the case management system when necessary to support changes in the IEP, and the participant must always be given the option to receive a virtual or printed copy of the IEP when it is initially created and when the plan is modified. Details on the development of the IEP are found in WSD 25-2024.

Case Management

Case management is defined as the coordination of services on behalf of the participant, including coordinating and/or documenting services provided by an AJC partner or a community-based organization. Appropriate documentation of case management activities is essential to ensure provision of the comprehensive services necessary to achieve the participant's career objectives. All services and activities necessary for attainment and retention of successful employment must be described in the IEP. Additional client information related to eligibility, the need for WIOA Title I services, and case management activities and updates that have not been included in the IEP, including those that occurred after program exit, must be documented in Program Notes. The following information is also required to be addressed in Case/Program Notes, when applicable, for each WIOA eligible participant:

- The participant's employment status at program enrollment, such as:
  - Details pertaining to the participant's current or most recent employment, including the name of the employer and employment end date, if appropriate; and
  - For participants who were laid off, the name of the company from which they were laid off and the date of the layoff.
- Contacts with participants, including the purpose and outcome of the successful contact.
- Attempts to contact the participant, in accordance with local policy, and the result of the attempted contact.
- The attainment of employment, including:
  - The name of the employer/business,
  - The date employment started,
  - The wage at hire,
  - Benefits such as insurance and leave, and
  - How employment information was verified (pay stubs, employer contact, etc.).
- All other activities and information pertinent to the achievement of objectives in the IEP.
- Details regarding coordination of services and resources.

The use of funds from other sources for career or training services does not negate the responsibility of WIOA Title I staff to maintain and document contact with participants enrolled in the Adult and/or DLW Programs. The purpose of regular contact is to determine the need for additional services that are necessary for training

programs and success, to assess training progress, and to ensure performance measures are attained, even when the cost of training is paid by another entity or program. Services provided by other entities, including but not limited to Tribal entities, Trade Adjustment Assistance (TAA), Temporary Assistance for Needy Families (TANF), Department of Rehabilitation Services (DRS), and Adult Basic Education (ABE), must be documented in the IEP.

Participant Contact
Regular contact must be kept with all participants, especially participants in training programs. The minimum length of time between contacts is 30 days. Individuals in short-term training programs, six weeks or less, should be contacted at least every two weeks to ensure they are fully supported and progressing in their training program. This also applies to participants whose training is coordinated with or funded by partner entities.

Career Services
Career services for adults and dislocated workers must be made available in all comprehensive American Job Centers (AJCs). WIOA distinguishes three levels of career services: basic career services, individualized career services, and follow-up services, with no sequential requirement for these services. Career services under this approach provide local areas with the flexibility to target services that meet the needs of the customer, recognizing that all individuals do not need all types of career services and may need different types of career services at different stages in their career pathways.

Basic Career Services
Basic career services are accessible in all Oklahoma Works AJCs statewide and must be made available to all individuals seeking employment and training services. Basic career services include eligibility determinations, initial skill assessments, labor exchange services, provision of information on programs and services, and program referrals, all of which may be provided by both the Adult and DLW programs, as well as by the Wagner-Peyser (WP) Employment Services (ES) program.

Individualized Career Services
Individualized career services must be made available to participants after it is determined by AJC staff that such services are required to obtain or retain employment. The provision of individualized career services must be consistent with any applicable statutory priorities, e.g., Veterans and Eligible Spouses, the Adult Priority of Services, and Priority Populations under WIOA.

Individualized career services must be customized to each individual's needs, and therefore they generally involve significant staff time. Individualized career services are particularly important for individuals with barriers to employment as defined in WIOA 3(24). The provision of individualized career services must be based on the employment needs of the individual as determined jointly by the individual and the career planner/case manager. The provision of any individualized career service triggers participation and therefore performance. All individualized career services must be documented in the IEP.
The following are individualized career services, as listed at 20 CFR §678.430(b)(1)-(11):

1. Comprehensive and specialized assessments of skill levels and service needs, which may include:

   i. diagnostic testing and use of other assessment tools, and
   ii. in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals
2. Development of the IEP to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve their employment goals, including information about eligible training providers
3. Group counseling
4. Individual counseling
5. Career planning
6. Short-term prevocational skills (for example, development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training)
7. Internships and work experiences (including transitional jobs) as described in 20 CFR §680.180
8. Workforce preparation activities
9. Financial literacy services, such as those described in WIOA sec. 129(b)(2)(D) and 20 CFR §681.500
10. Out-of-area job search assistance and relocation assistance
11. English language acquisition and integrated education and training programs.

Recent assessments, interviews, or evaluations completed by workforce partner programs within the last six months may be used by AJC staff to determine if individualized career services are appropriate or necessary for an individual. Assessments that are used to determine eligibility may include but are not limited to the TABE, Tratify, OKCareerGuide, or other approved assessments that ensure eligibility determination procedures are consistent with SCOWB policy and state issuances. The provision of individualized career services must be based on the employment needs of the individual as determined jointly by the individual and the case manager and must be documented in the IEP.

Individualized Career Services Provided by Employment Services Staff

. has specific obligations in serving unemployment insurance (UI) claimants and carrying out components of the State's UI program, which include:

- Coordination of basic career services, particularly Labor Exchange services
- Targeting UI claimants for job search assistance and referrals to employment
- Administering UI work test requirements, including obtaining and documenting relevant information for eligibility assessments and providing job search assistance and referrals to employment
- Provision of referrals to UI claimants for training and education resources and programs, including but not limited to Pell Grants, GI Bill, Post 9/11 Veterans Educational Assistance, WIOA, higher education assistance, and Vocational Rehabilitation
- Provision of application assistance to UI claimants for training and education resources and programs, including but not limited to Pell Grants, GI Bill, Post 9/11 Veterans Educational Assistance, WIOA, Postsecondary/higher education assistance, and Vocational Rehabilitation
- Outreach, intake (including identification through the State's Worker Profiling and Reemployment Services system of UI claimants likely to exhaust benefits and related programs, such as the

Reemployment Services and Eligibility Assessment [RESEA] program), and orientation to information and other services available through the AJC network

- Provision of information and assistance regarding filing claims under UI programs, including meaningful assistance to individuals (including individuals with language or other program access barriers) seeking assistance in filing a claim
- Meaningful assistance means providing assistance:
  - In the AJCs, using staff who are well trained in UI claims filing activities, the rights and responsibilities of claimants, and information necessary to file a claim, or
  - By direct linkage via phone or other technology, such as live web chat and video conference, as long as the assistance is provided by appropriately trained and available staff and within a reasonable time.
  - Technology-based approaches to providing meaningful assistance must ensure Oklahoma Works AJC customers have access to appropriately trained staff within a reasonable time. It must be noted that the referral of customers to the OESC self-service website or public phone line where an individual is placed into a queue with all other UI claimants is not considered meaningful assistance, per TEGL 19-16.
  - The cost associated in providing meaningful assistance may be paid for by OESC's UI administrative funding, the WIOA Adult or DLW programs, the ES program, or some combination of these funding sources.
  - OESC provides training to staff statewide ensuring they can answer basic questions about an individual's claim. In addition, the online filing system (ONICv2) allows individuals easily accessible self-service options such as PIN reset, claim balance and payment detail, ability to view fraud or claimant error overpayments, appeals filing, multiple browser compatibility, print or mail 1099, and ability to view non-monetary determinations. Claimants can access these options anywhere there is internet, but specifically at the local office where staff will assist them in navigating the site and answer questions about the claims process.

Follow-up Services

The third type of career services is Follow-up Services, which must be provided for no less than 12 months after the first day of employment for Adult and DLW participants who are placed in, or have attained, unsubsidized employment. SCOWB has established policies to define what are considered to be appropriate follow-up services, as well as when to provide follow-up services to participants. Please see the Follow-Up Policy on SCOWB's website, http://scowib.info/.

Appropriate follow-up services for exited WIOA Title I Adult & DLW participants can include, but are not limited to the following:

- workplace counseling (i.e., strategies for retaining employment),
- career pathway planning,
- referrals to workforce partners or community resources for supportive services necessary to retain employment,
- peer support groups, and

- the provision of information regarding career advancement, educational opportunities, or new employment opportunities, to name a few.

Follow-up services must be more than an attempted contact, or a contact made only for obtaining information about a performance outcome. Follow-up services for adults and dislocated workers occur after the program exit and do not change, delay, or extend the exit date (TEGL No. 10-16, Change 1).

Training Services for Adults and Dislocated Workers

Training services are critical to the employment success of many adults and dislocated workers. When training is necessary to achieve the participant's employment goal(s), the training must be for an in-demand occupation as determined by the SCOWB and, with certain exceptions, must be provided by an eligible training provider (ETP). The receipt of any training service triggers inclusion in participation for performance reporting purposes.

Types of training services that may be provided include:

(a) Occupational skills training, including training for nontraditional employment
(b) On-the-job training (OJT) (§§680.700 – 680.730)
(c) Incumbent worker training (WIOA 134(d)(4), §§680.780 - 680.820, and WSD#35-2024)
(d) Programs that combine workplace training with related instruction, which may include cooperative education programs
(e) Training programs operated by the private sector
(f) Skills upgrading and retraining
(g) Entrepreneurial training
(h) Transitional Jobs in accordance with WIOA 134(d)(5), §§ 680.190 and 680.195, and WSD#35-2024
(i) Job readiness training provided in combination with the training services described in any of clauses (a) through (h), above
(j) Adult education and literacy activities, including activities of English Language Acquisition and integrated education and training programs, provided concurrently or in combination with services provided in any of clauses (a) through (g)
(k) Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training (§§ 680.760 and 680.770).

Although there is no statutory requirement for the provision of career services as a condition to receive training services, the case manager must document in the participant's IEP and/or program notes why an upfront assessment or evaluation was not necessary.

As with the provision of career services, WIOA staff may use previous assessments or evaluations that have been provided by another education or training partner to make training determinations, thus reducing duplication and developing enhanced alignment across partner programs. All assessment results need to be uploaded to the case management system when hard copies are available. The results must be entered in the appropriate enrollment section of the case management system for reporting purposes.

Under WIOA, training services may be made available to adults and dislocated workers who:

- After an interview, evaluation, or assessment and career planning activities by an AJC staff member or partner, are determined:
  - Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through career services alone,
  - In need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, and
  - To have the skills and qualifications to successfully participate in the selected program of training services.
- Select a program of training services directly linked to the employment opportunities in the local area or the planning region, or in another area to which the individual is willing to commute or relocate.
- Are unable to obtain grant assistance from other sources to pay the costs of such training, including sources such as State-funded training funds, Tribal funds, TAA, TANF, and Federal Pell Grants, or require WIOA assistance in addition to other sources of grant assistance, including Federal Pell Grants. LWDBs and service providers must ensure the coordination of available training funds. Provisions relating to funding coordination are found at § 680.230. Guidance for Documenting the Coordination of Funds and Resources is included in the following section of this issuance.
- For training services provided through the Adult funding stream, are determined eligible in accordance with the Adult Priority of Service as described in WIOA sec.134(c)(3)(E), as well as in the Statutory Priority for Adult Funds and Veterans and Adult Priority sections of this issuance.

Documenting the Coordination of Funds and Resources

To ensure the coordination of funds SCOWB and the service provider must take into consideration the following:

- Pell grants and other grant assistance must be utilized first for the cost of training and mandatory fees.
- Title I funds may be used to supplement a Pell grant and/or other grant assistance that does not cover all training costs but may not supplant a Pell or other grant assistance.
- Training services may be provided to an individual while an application for a Pell Grant is pending, as long as arrangements have been made with the training provider and the WIOA participant regarding the allocation of the Pell Grant. If the participant is subsequently awarded a Pell Grant, the training provider must reimburse the local area the WIOA funds used to underwrite the training for the amount the Pell Grant covers, including any education fees the training provider charged to attend training. Reimbursement is not required from the portion of the Pell Grant disbursed to the WIOA participant for other education-related expenses, per 20 CFR § 680.230.
- The full cost of participation in training services may be taken into consideration, including the cost of support services and other appropriate costs related to training program attendance, as defined by the SCOWB.
- Entertainment and recreation, alcohol, tobacco products, and other such miscellaneous costs are not allowable as costs related to training attendance.
- VA benefits for education and training services do not constitute “other grant assistance” under WIOA’s eligibility requirements. Therefore, eligibility for VA benefits for education or training does not

preclude a veteran or the eligible spouse of a veteran from receiving WIOA-funded services, including training funds. WIOA program operators may not require veterans or spouses of veterans to exhaust their entitlement to VA-funded training benefits prior to allowing them to enroll in WIOA-funded training

- Individuals who are members of a group covered under a petition filed for TAA and who are awaiting a determination may be co-enrolled in Adult and/or DLW programs. If the TAA petition is certified, the worker will transition to TAA-approved training. If the petition is denied, the worker will continue training under WIOA.

All funding streams and resources must be explored by the participant with the aid of the case manager and/or the training or educational provider. Efforts to verify the availability of other services or resources must be addressed in Program Notes.

When the cost of training exceeds the amount of Pell grants and other federal grant assistance, state aid, institutional aid, or any other type of financial aid awarded, the student/trainee may benefit from a combination of their financial assistance with WIOA Title I training funds or WIOA-funded supportive services, including needs-related payments. To provide the most benefit to a participant without duplication of funding, each local area must coordinate and braid resources. Braiding resources allows multiple funding streams to separately and simultaneously provide specific services to support a participant's training and employment goals. All grant assistance provided to individuals for education or training purposes, including assistance from other workforce partners, educational entities, or other grant assistance, must be documented in the IEP and in the Educational Grants section of the case management system.

Except as stated in the preceding paragraph, other financial aid available to a WIOA Title I participant must be utilized prior to WIOA Title I funds.

Serving Individuals in Default Status

An individual whose Federal Student Loan is in default status may be determined eligible for WIOA funds when all factors of eligibility are met. However, WIOA funds cannot be utilized to help individuals get out of default. It is also important to note that training providers are not required to admit, enroll, or provide other financial assistance to individuals who are in default status. Therefore, workforce staff must require an acceptance letter and/or proof of enrollment from the educational entity prior to creating an individual training account (ITA) to utilize Title I training funds.

Financial literacy services and the provision of information regarding repayment of student loans are recommended services for individuals in default status, prior to and/or during training funded with WIOA funds. Information regarding financial planning may be found on the Oklahoma Money Matters website: https://www.oklahomamoneymatters.org/.

Individual Training Accounts

Individual Training Accounts (ITAs) are the primary method used for procuring training services under WIOA. An ITA is a payment agreement with an eligible training provider (ETP), established on behalf of an Adult or DLW program participant. Training services must be linked to in-demand occupations and must be provided in

a manner that maximizes the individual's choice in the selection of a training provider. To accomplish this, SCOWB will make an eligible training provider list (ETPL) as described in the Oklahoma Eligible Training Provider List Policy and Procedures policy, located in the Oklahoma Works website, https://oklahomaworks.gov. Through consultation with the WIOA career planner, including discussion of program quality and ETP performance information, the program participant can make an informed choice when selecting a training provider and program. Once an individual has been determined eligible for training services they may, in consultation with their case manager, select an eligible training provider and program from the ETPL. A referral is then made to the training provider and arrangements for payment of the training services are made through an ITA, utilizing an ITA Training Voucher.

Once an individual has been determined eligible (i.e., is enrolled in) Adult or Dislocated Worker training services, the ITA must be established in a timely manner and may not be prorated. Lack of case management, regardless of the reason (e.g., staff shortages, case management mistakes, delayed approvals by the Service Provider when all information for eligibility has been provided, delays in processing payments, etc.), is not an acceptable reason to prorate payments. However, when an individual has been participating in a program of training prior to applying for Title I Adult or DLW services, the cost of training must be prorated to the date of enrollment.

SCOWB and/or service provider must, to the extent possible coordinate funding for ITAs with available funding from other Federal, State, local, or private job training programs or sources that assist individuals in obtaining training services. Prior to the development of an ITA, an individual's "unmet need" must be determined. Unmet need is defined as the direct cost of training not covered by other grant assistance, educational entities, foundations, or other workforce partners and is documented on the Coordination of Training Funds (COTF) form. Although SCOWB considers the full cost of participating in training services, including supportive services and other appropriate costs related to attendance in a training program, only the costs of education/training listed in Section II of the COTF form that are paid directly to the training institution are considered unmet need. All other resources necessary to enable an individual's participation in training services are considered Supportive Services.

Examples of the ITA Agreement, the ITA Voucher, and the COTF form are included as attachments to the Individual Training Account (ITA) policy. These forms may be modified by the local areas provided that the local forms include, at a minimum, all information provided in the attachments to The ITA policy. The COTF form, the approved ITA Agreement, and the approved ITA Voucher must be uploaded as Enrollment Documents in the virtual case management system.

Training Contracts

Although ITAs are the primary method for procuring training services, in certain circumstances a contract for training services may be developed. Contracts for training services may be used instead of ITAs when at least one of the circumstances below applies, and if the local area has fulfilled the consumer choice requirements of 20 CFR § 680.340. Contracts may be developed when—

- the services provided are on-the-job training (OJT), customized training, incumbent worker training, or work experience, including transitional jobs

- the SCOWB determines there are an insufficient number of eligible training providers in the local area to accomplish the purpose of a system of ITAs. This determination process must include a public comment period for interested providers of at least 30 days and be described in the Local Plan
- the SCOWB determines there is a training services program of demonstrated effectiveness offered in the area by a community-based organization or another private organization to serve individuals with barriers to employment. The SCOWB has developed criteria to be used in determining demonstrated effectiveness, particularly as it applies to the individuals to be served and their specific barriers to employment. The criteria should include:
  - Financial stability of the organization,
  - Demonstrated performance in the delivery of services to individuals with barriers to employment through such means as:
    - program completion rates,
    - attainment of skills, certificates, or degrees the program is designed to provide,
    - placement after training in subsidized employment, and
    - retention in employment, and
  - How the specific program relates to the workforce development needs identified in the local plan
- the SCOWB determines it would be appropriate to contract with an institution of higher education or another provider of training services to facilitate the training of a cohort of multiple individuals for jobs in-demand industry sectors or occupations, provided the contract does not limit consumer choice; and
- the SCOWB is considering entering into a Pay-for-Performance contract and the SCOWB ensures the contract is consistent with 20 CFR § 683.500 and § 683.510. No more than 10% of the total local Adult and DLW allocations can be reserved and used for the implementation of WIOA Pay-for-Performance contract strategies for adult services described in section 134 (c)(3) of WIOA. Pay-for-Performance is defined in section 3(47) of WIOA.

In addition to the contract exceptions to an ITA, the SCOWB may determine that a combination of ITAs and contracts is an effective approach for placement into programs such as Registered Apprenticeship (RA) and other work-based training.
Note: Any request for training contracts must be submitted to the SCOWB staff to be approved before any commitment of WIOA funds.

Priority Populations under WIOA
Across all titles, WIOA focuses on serving individuals with barriers to employment and seeks to ensure access to quality services for these populations. Priority and special populations for the Adult and DLW programs are addressed at 20 CFR §§ 680.600 through .660.

The term “individual with a barrier to employment” means a member of one or more of the following populations:

- Displaced homemakers
- Low-income individuals
- Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in WIOA section 166

- Individuals with disabilities, including youth who are individuals with disabilities (as defined in sec. 3 of the Americans with Disabilities Act of 1990 (42 USC 12102) and individuals who are in receipt of Social Security Disability Insurance)
- Older individuals, defined as individuals who are age 55 and older
- Ex-offenders
- Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), or homeless children and youths (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)))
- Youth who are in or have aged out of the foster care system
- Individuals who are:
  - English language learners (WIOA sec. 203(7))
  - Individuals who have low levels of literacy (e.g., basic skills deficient, defined at WIOA 3(5)(B) as an individual who is unable to compute or solve programs, or read, write, or speak English at a level necessary to function on the job, or in the individual's family, or in society)
  - Individuals facing substantial cultural barriers
- Eligible migrant and seasonal farmworkers (as defined in WIOA 167(i)(1-3)
- Individuals within two years of exhausting lifetime TANF eligibility
- Single parents (including single pregnant women)
- Long-term unemployed individuals (unemployed for 27 or more consecutive weeks)

Each priority/special population to which an individual belongs must be listed in the IEP to help ensure the provision of any services necessary for the individual to obtain or retain employment.

The Statutory Priority for Adult Funds

Section 134(c)(3)(E) of WIOA establishes a priority requirement with respect to funds allocated to a local area for adult employment and training activities. When using WIOA Adult funds to provide individualized career services and/or training services, Title I staff must give priority to public assistance recipients, other low-income individuals (as defined in WIOA section 3(36)), and individuals who are basic skills deficient, including individuals who are English language learners, as defined in WIOA 3(5).

The priority established in the previous paragraph does not necessarily mean that these services may only be provided to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient. However, local areas must establish written policies and procedures to ensure priority for the populations described in the paragraph above, for participants served in the WIOA Adult program. As part of regular monitoring and oversight responsibilities, OESC staff will ensure all local areas have developed and implemented such policies, and that the policies demonstrate how the priority of service is tracked for the groups. Additionally, local policies must include how self-sufficiency is determined for serving underemployed adults who fall into the priority categories. LWDBs may find the most recent State guidance on self-sufficiency standards at https://oklahomaworks.gov/local-workforce-boards/wioa-policy-center/.

Under WIOA, there is no exclusion of payments for unemployment compensation, child support payments, and old-age survivors insurance benefits (OASDI, also known as Retirement, Survivors, and Disability

Insurance, or RSDI)) from the income calculations for determining if an individual is low-income. These exclusions, which were previously provided under WIA sec. 101(25), no longer apply.

Veterans and Adult Priority

Veterans and eligible spouses continue to receive priority of service for all DOL-funded job training programs, including the WIOA Title I programs. For the DLW program, the only priority of service is the Veteran's Priority of Service. A veteran must, however, meet each program's eligibility criteria to receive services under the respective employment and training program. For income-based eligibility determinations and for determining priority of service, military pay or allowances paid while on active duty or paid by the Department of Veterans Affairs (VA) for vocational rehabilitation, disability payments, or related VA-funded programs are not to be considered as income, in accordance with 38 U.S.C. 4213 and 20 CFR § 683.230.

When past income is an eligibility determinant for any Federal employment or training program, including the Title I Adult and DLW programs, any amounts received as military pay or allowances by any person who served on active duty and certain other specified benefits, must be disregarded in making an eligibility determination. This applies to the veteran and to other individuals to whom those amounts would normally be applied, e.g., the military spouse. Military earnings are not to be included when calculating income for veterans or transitioning service members for priority of service, in accordance with 38 U.S.C. 4213. To further clarify, VA benefits for education and training services do not constitute "other grant assistance" under WIOA's eligibility requirements. Therefore, eligibility for VA benefits for education or training services does not preclude a veteran or the veteran's eligible spouse from receiving WIOA-funded services, including training funds. Similarly, WIOA program operators may not require veterans or spouses to exhaust their entitlement to VA-funded training benefits prior to allowing them to enroll in WIOA-funded training.

Due to the statutorily required priority for Adult funds, priority must be provided in the following order:

- Priority 1: Veterans and eligible spouses who are also included in the groups given statutory priority for WIOA Adult formula funds. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient receive first priority for services provided with WIOA Adult formula funds for individualized career services and training services.
- Priority 2: Non-covered persons (i.e., individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA Adult formula funds - recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.
- Priority 3: Veterans and eligible spouses who are not low income or receiving public assistance, and those who are not basic skills deficient.
- Priority 4: Any other priority population established by the LWDB. (An example, for non-covered persons who are not included in groups given priority for WIOA Adult formula funds, such as persons living within a designated Promise Zone.) A Priority 4 locally established priority population must be documented in local policy.**
- Priority 5: Non-covered persons outside the groups given priority for WIOA funding. This priority includes individuals who are considered to be particularly vulnerable due to specific barriers to employment, as listed in WIOA 3(24) and in the Priority Populations under WIOA Section of this

Issuance. Priority and special populations for the Adult and DLW programs are also addressed at 20 CFR §§ 680.600 through .660.

** PRIORITY POPULATIONS ESTABLISHED BY THE LOCAL WORKFORCE DEVELOPMENT BOARD

1. Individuals participating or scheduled to participate in a Registered Apprenticeship program
2. Individuals that are committed to an On-the-Job Training opportunity with a local business
3. Individuals that are going into a Critical Demand Occupation and meet the 250% of the Lower Living Standard Income Level income eligibility requirement.

Definition of Eligible Spouse

"Eligible spouse" as defined at section 2(a) of the JVA (38 U.S.C. 4215[a]) includes the spouse of any of the following:

a. Any veteran who died of a service-connected disability
b. Any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
   i. Missing in action
   ii. Captured in the line of duty by a hostile force
   iii. Forcibly detained or interned in the line of duty by a foreign government or power
c. Any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs
d. Any veteran who died while a disability was in existence

A spouse whose eligibility is derived from a living veteran or service member (i.e., categories b. or c. above) would lose his or her eligibility—

- if the veteran or service member were to lose the status that is the basis for the eligibility (e.g., if a veteran with a total service-connected disability were to receive a revised disability rating at a lower level), or
- for a spouse whose eligibility is derived from a living veteran or service member, that eligibility would be lost upon divorce from the veteran or service member.

Serving Separating Service Members and Military Spouses with Dislocated Worker Funds

Service members exiting the military, including, but not limited to, those who receive or are eligible for Unemployment Compensation for Ex-Military members (UCX), generally qualify as dislocated workers. Dislocated Worker funds under Title I can help separating service members to enter or reenter the civilian labor force. A separating service member needs a notice of separation, either a DD-214 from the Department of Defense or other appropriate documentation that shows a separation or imminent separation from the Armed Forces, to meet the required dislocated worker definition. Separating service members on terminal leave from the military may be provided career services while the service member is still part of the Active Duty military, if they have an imminent separation date, provided that their discharge will be anything other than dishonorable. Federal policy requires a separating service member to meet the dislocated worker

requirement of being unlikely to return to his or her previous industry or occupation in the military. Training services, including WIOA-funded registered apprenticeship program (RAP) placements, may not be provided until actual separation from the military has occurred.

Employment Status Clarification/Serving Underemployed Individuals
Adult and DLW funds may provide career and training services to underemployed individuals according to the priority of service requirements described earlier in this issuance. Underemployed individuals may include those who are:

- Employed less than full-time who are seeking full-time employment.
- Employed in a position that is inadequate with respect to their skills and training.
- Employed and meet the definition of a low-income individual.
- Employed with current earnings that are insufficient when compared to the individual's previous earnings from previous employment, per local policy.

The SCOWB's self-sufficiency policy addresses the area's procedures for serving adults and dislocated workers who are determined to be underemployed by local area standards. For policy please visit, http://scowib.info/. NOTE: USDOL's Fair Labor Standards Act (FLSA) does not define full-time employment or part-time employment. The minimum number of hours that constitute full-time employment is generally defined by the employer but may not be less than an average of at least 30 hours per week, or 130 hours per month. Full-time employment often includes benefits not typically offered to part-time or temporary workers, such as annual leave, sick leave, and health insurance. The attainment of self-sufficiency often depends on the availability of sick leave and health insurance.

Work-Based Training
WIOA allows for additional work-based training options and flexibilities for adults and dislocated workers. Work-based training presents opportunities for fostering increased employer engagement, implementing sector strategies, and encouraging industry partnerships by allowing employers to train employees while continuing to be productive members of the workforce. Transitional Jobs, Registered Apprenticeships, On-the-Job Training, Incumbent Worker Training, and Customized Training are examples of work-based training.

Transitional Jobs
SCOWB may use up to 10 percent of their combined total of Adult and Dislocated Worker allocations for transitional jobs as described in §680.190. **Transitional jobs** are a type of work experience LWDBs may provide that are time-limited, wage-paid, and subsidized. Transitional jobs may be in the public, private, or non-profit sectors for those individuals with barriers to employment who are chronically unemployed or have an inconsistent work history, as determined by the SCOWB. These jobs are designed to enable an individual to establish a work history, demonstrate work success in an employee-employer relationship, and develop the skills that lead to unsubsidized employment. Transitional jobs must be combined with comprehensive career services (§680.150) and supportive services (§680.900). For state guidance on transitional jobs, see WSD#35-2024.

Registered Apprenticeship Programs (RAPs)

Registered Apprenticeship is a strategic approach to building a skilled workforce, as well as an allowable training service under WIOA Sec. 134. LWDBs are encouraged to use Registered Apprenticeship as a career pathway for individuals seeking employment and as a job-driven strategy for employers and industries. WIOA provides an opportunity for RAPs to be more directly connected to the public workforce system. RAPs automatically qualify to be placed on the Eligible Training Provider List (ETPL), if they so choose, allowing ITAs to support WIOA-eligible participants in the related instruction component of RAPs while also facilitating a more direct connection of those programs to Oklahoma Works AJCs. It is important to note that RAP Sponsors must opt-in for their programs to be included on the ETPL in accordance with TEGL 8-19 and the WIOA regulations.

OESC is committed to fully integrating RAPs as an employment and training solution for the State's AJCs. LWDBs have maximum flexibility in serving participants and supporting their placement into RAPs as well as pre-apprenticeship programs, including making arrangements with RAPs for AJC staff to initiate applications to become an apprentice(s) on behalf of WIOA participants.

RAPs consist of two primary training components, both of which are allowable training services under WIOA. The on-the-job learning (OJL) component is the core of the earn-while-you-learn strategy, while the related instruction (RI) component supports the OJL. The RI may be provided by community colleges, technical schools, apprenticeship training schools, or by the business itself, and may be delivered at a school or training facility, online, or at the job site.

WIOA Title I funds may be used to support apprentices in the following ways:

- An ITA may be utilized for a participant to receive all or a portion of the related instruction (RI) component of the RAP.
- A contract may be utilized for a participant to receive all or a portion of the on-the-job learning (OJL) component of the RAP.
- A contract may be utilized to support the RI component of a cohort of apprentices. (This is the only time an ITA would not be utilized to support the RI component.)
- A contract may be utilized to support all or a portion of the OJL component of a cohort of apprentices.
- A combination of an ITA to cover the RI along with an OJT contract to cover the OJL of the RAP is allowable.
- Incumbent worker training may be used for upskilling apprentices or journey workers who already have an established working/training relationship with the RAP, provided the requirements of WIOA 134(d)(4) are met.
- Supportive services, in conjunction with career and/or training services, to facilitate a participant's success in a RAP, particularly in the first year when those services can make a critical difference in completion, provided the supportive services are consistent with WIOA section 134(d)(2), section 14 of TEGL No. 19-16, this issuance, and local policies. Supportive services must be tied to the OJL or RI portion of a RAP and cannot be provided as a standalone service.
- In all instances, a participant's eligibility for WIOA must be properly established and documented prior to the commitment of funds for RAPs.

Complete and accurate reporting of RAP participation is vital to both the State's sector strategy and career pathway approaches. Participants who are placed into a RAP with WIOA funds and individuals in a RAP at the time of program entry must be clearly identified. An individual in a RAP at the time of program entry must identify at the time of registration in their demographic profile as a registered apprentice. If on-the-job training (or OJL) or skill upgrading is provided as part of a RAP, a Registered Apprenticeship must be entered as the training service in the participant's Service & Training Plan.

On-the-Job Training (OJT).

OJT, referred to as On-the-Job Learning (OJL) by apprenticeship programs, continues to be a key method for delivering training services to adults and dislocated workers. SCOWB may provide up to 50% of the wage rate of the participant to employers for the costs of training while the participant is in the program. For SCOWB to increase the reimbursement level up to 75%, the following factors must be considered:

- The characteristics of the participants, taking into consideration whether they are individuals with barriers to employment as defined in WIOA 3(24)
- The size of the employer, with an emphasis on small businesses
- The quality of employer-provided training and advancement opportunities (for example, if the OJT contract is for an in-demand occupation and will lead to an industry-recognized credential)
- Other factors the SCOWB may determine appropriate such as, the number of employees participating in the training, the wage and benefit levels of the employees, including both pre-and post-participation earnings, and the relation of the training to the competitiveness of the participant.

SCOWB and the service provider must document the factors used in program notes, when deciding to increase the wage reimbursement levels above 50% and up to a maximum of 75%. SCOWB currently does not reimburse above the 50%.

OJT contracts must not be entered into with an employer who has received payments under previous WIOA or WIA contracts if the employer exhibited a pattern of failing to provide OJT participants with continued long-term employment as regular employees with wages and employment benefits (including health insurance or benefits) and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same work.

An OJT contract must be limited to the period required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's IEP.
OJT contracts may be written for eligible employed workers when:

- The employee is not earning a self-sufficient wage or wages comparable to or higher than wages from previous employment, as determined by SCOWB policy.
- The requirements in this section and § 680.700 are met; and
- The OJT relates to the introduction of new technologies, introduction to new production or service procedures, and upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes identified by the SCOWB in their OJT policy.

Incumbent Worker Training (IWT)

Incumbent Worker Training is designed to meet the special requirements of an employer, or a group of employers within the same industry, to retain a skilled workforce or avert the need to lay off employees. Incumbent workers benefit by acquiring the skills necessary to retain employment and/or advancement within the company, or by acquiring the skills necessary to avert a layoff. IWT must be conducted with a commitment by the employer to retain or avert the layoff of the incumbent worker or workers participating in the training. IWT is governed by 20 CFR 680.780 – 680.820. State guidance on incumbent worker training is found in WSD #28-2024.

Customized Training

Customized training is designed to meet the specific requirements of an employer or group of employers with the commitment that the employer(s) hire a participating individual or individuals upon successful completion of the training. The employer must pay for a significant portion of the cost of training, as determined by the SCOWB. The local board has identified in their policy what constitutes the employer payment, taking into account the size of the employer and other factors the SCOWB determines are appropriate, which may include the number of employees participating in the training, the wage and benefit levels of those employees (at present and anticipated upon completion of the training), the relation of the training to the competitiveness of a participant, and other employer-provided training and advancement opportunities. For the SCOWB Customized Training Policy, visit the board website, http://scowib.info/.

Both OJT and customized training are excluded from the credential attainment performance indicator because they rarely result in a credential. However, LWDBs are encouraged to consider OJT and customized training programs that do result in a credential, whenever possible.

Supportive Services

Supportive services are designed to provide a participant with the resources necessary to enable their participation in career and training services. A key principle in WIOA is to provide local areas with the authority to make policy and administrative decisions and the flexibility to tailor the workforce system to the needs of the local community. To ensure maximum flexibility, this guidance provides local areas the discretion to provide the supportive services they deem appropriate, subject to WIOA's limitations. Supportive services may be made available to any adult or dislocated worker participating in a Title I career or training service who is unable to obtain supportive services through other programs or entities providing such services. Additionally, supportive services must be necessary to enable the individual to participate in career services (with the exception of follow-up career services) or training activities. Individuals identified as needing ongoing supportive services must still be participating in career services (other than follow-up services), training activities, or both to continue to receive supportive services. Uploaded support documentation must include the supportive services request/voucher, the local area's verification or certification that no other services are available, and any other documentation required according to SCOWB policy.

SCOWB, in consultation with AJC partners and other community service providers, has developed policies and procedures for the provision of supportive services that ensure resources and service coordination in their respective local areas. SCOWB's supportive services policy:

- addresses procedures for referrals to supportive services, including how such services will be funded when they are not otherwise available from other sources,
- ensures the supportive services are WIOA-funded only when these services are not available through other agencies or partners, except as allowed through coordination and braiding of services,
- ensures that the supportive services are necessary to participate in Title I activities, and
- addresses how duplication of resources and services will be prevented.

SCOWB has established limits on the amount and duration of supportive services, including a maximum amount of funding and the maximum length of time for supportive services to be available to participants. SCOWB has also established when exceptions may be made to the amount and duration limits set in local policy which can be found at http://scowib.info/.

Supportive Services may include, but are not limited to:

- Assistance with transportation
- Assistance with childcare and dependent care
- Linkages to community services
- Assistance with housing
- Assistance with educational testing
- Reasonable accommodations for individuals with disabilities
- Referrals to healthcare
- Assistance with uniforms or other appropriate work attire and work-related tools, including items such as eyeglasses and protective eye gear
- Assistance with books, fees, school supplies, and other necessary items for students enrolled in post-secondary education classes
- Payments and fees for employment and training-related applications, tests, and certifications
- Legal aid services
- Needs-Related Payments (available only to individuals enrolled in training services and must be consistent with specific criteria as indicated in 20 CFR § 680.940 for Adult program participants and in § 680.950 for DLW program participants).

When supportive services are provided to a WIOA participant, the type(s) of supportive services provided and why the services are necessary for the individual's participation in career or training services must be documented in the Supportive Service Needs section of the virtual IEP. There must also be an entry in the Service and Training (S&T) section of the virtual case management system to document the provision of the supportive service(s), including when supportive services are provided by a partner entity or community-based organization. Although supportive services provided by funding sources other than WIOA need to be documented as services in the S&T, the budget and payment section of the S&T is only completed when Title I funds are utilized for supportive services costs.

Supportive services funded with WIOA Title I funds may be coordinated/braided with other supportive services, career services, and/or training services funded by partner programs, community-based organizations, and entities jointly responsible for the workforce and economic development, educational, and

other human resource programs. The separate and simultaneous provision of resources from multiple funding streams will help ensure the highest quality and most comprehensive service provision possible for individuals requiring supportive services to enable their participation in training services. The details of the coordination of services and resources must be documented in the IEP, as well as in Program Notes.

Needs-Related Payments

Needs-related payments are a form of supportive services designed to provide a participant with financial assistance to enable them to participate in training services. Many individuals in need of training services lack the resources to meet their non-training expenses and therefore cannot participate in the training needed to attain employment. Needs-related payments can help individuals meet their non-training expenses and help them to complete the training successfully. The maximum levels of needs-related payments for Adult program participants have been established by the SCOWB and are consistent with 20 CFR § 680.970. Please see the SCOWB Supportive Service Policy on the website, http://scowib.info/.

To be eligible to receive needs-related payments, Adult program participants must:

- Be unemployed,
- Not qualify for, or have ceased to qualify for, unemployment compensation, and
- Be enrolled in a training program described in this issuance and section 134(c)(3)(D) of WIOA.

To receive needs-related payments, dislocated workers must:

- Be unemployed, and:
  - have ceased to qualify for unemployment compensation or trade readjustment allowance under TAA; and
  - be enrolled in a training program described in section 134(c)(3) of WIOA by the end of the 13th week after the most recent layoff that resulted in a determination of the worker's eligibility for employment and training activities for dislocated workers; or if later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed 6 months; or
- Be unemployed and:
  - did not qualify for unemployment compensation or trade readjustment assistance under TAA; and
  - be enrolled in a program of training services under WIOA 134(c)(3).

Needs-related payments for dislocated workers must not exceed the greater of:

- the applicable weekly level of the unemployment compensation benefit, for participants who were eligible UI as a result of the qualifying dislocation; or
- for participants who did not qualify for UI benefits because of the qualifying layoff, an amount equal to the poverty level for an equivalent period, which must be adjusted to reflect changes in total family income, as determined by SCOWB policies.

Coordination with Trade Adjustment Assistance

The Trade Adjustment Assistance (TAA) program, coordinated by OESC, provides additional benefits for dislocated workers laid off by companies directly affected by increased imports or certain shifts of production to other countries. Upon notification that USDOL has certified a business as "trade impacted", affected individuals should contact the local Oklahoma Works AJC for TAA information.

20 CFR 618325(a)(1)] of the TAA Final Rule requires co-enrollment between the TAA Program and the WIOA DLW Program if the trade-affected worker is eligible for the DLW program. Data shows that co-enrollment between the TAA and Title I Dislocated Worker (DLW) programs results in better performance outcomes that are significant and consistent over time. Coordination between the Title I case manager and OESC's TAA staff is essential to ensure successful training completion and allows for the timely provision of individualized career services while improving the effectiveness of both the DLW and TAA Programs. When ES staff identify any supportive needs necessary for the success of TAA participants, they are required to refer TAA-eligible individuals to the appropriate Title I staff member. WIOA staff must then provide supportive services as per this issuance and local supportive services policy. Additional information regarding TAA and DLW co-enrollment may be found in the following documents:

- https://www.doleta.gov/tradeact/taa-data/participant-reporting/docs/Co-Enrollment_FAQ-1.pdf and
- https://www.doleta.gov/tradeact/taa-data/participant-reporting/docs/Co-Enrollment_FAQ-2.pdf

A trade-affected worker has the option of declining co-enrollment with the WIOA DLW program. However, AJC staff must thoroughly explain the benefits of co-enrollment to individuals whose employment is affected by foreign trade. It is recommended that AJC staff obtain a written statement from trade-impacted workers who wish to decline enrollment in the WIOA Dislocated Worker program. The statement should be uploaded to the virtual case management system. Regardless of whether a written statement to decline co-enrollment was provided, AJC staff must document in case/program notes that the benefits of co-enrollment were explained, as well as the individual's stated reason for declining DLW services (i.e., co-enrollment).

TAA covers 100% of tuition, course fees, books, required supplies, and equipment for eligible participants. TAA can also pay training-related mileage above 50 miles (one way) when the participant must travel outside their commuting area, as well as required tolls. However, mileage costs and toll fees must be considered as part of the training approval process to ensure the costs do not result in more than the maximum allowed/approved for training.

The TAA program utilizes the virtual IEP located in the virtual case management system. As with IEPs developed for all adults and dislocated workers, all significant changes to the initial IEP require the IEP to be updated/modified and must be signed by the participant.

More information on TAA, including who may qualify for a job search allowance or a relocation allowance, may be found on the Oklahoma.gov website at https://oklahoma.gov/oesc/individuals/programs/taa.html.

Other Permissible Local Activities

WIOA provides significant flexibility to local areas when providing services with Adult and DLW funds. In addition to the required career and training services, local areas may use these funds to provide additional job seeker services and business services, as well as to facilitate enhanced coordination between other partner programs and entities at the State and local levels. Local areas may also use these funds to develop new types of technical assistance, develop new intake procedures, test new procurement methods that may lead to better outcomes for job seekers, and ensure the provision of robust services for businesses throughout the

workforce system. A list of permissible local activities is found in WIOA 134(d) and section 17 of TEGL No. 19-16. For more information on Oklahoma's Business Services, see WSD #5-2024

Rapid Response

The purpose of Rapid Response is to promote economic recovery and vitality by developing ongoing, comprehensive approaches to identifying, planning for, or responding to layoffs and dislocations, and preventing or minimizing their impacts on workers, businesses, and communities. Rapid Response encompasses the strategies and activities necessary to plan for and respond as quickly as possible following an announcement of closure or layoff, or to a natural or other disasters which result in mass job loss. Rapid Response delivers services to enable dislocated workers to transition to new employment as quickly as possible.

ACTION REQUIRED: This SCOWB Policy is to become a part of your permanent records and must be made available to appropriate staff and sub-recipients.

APPROVED: Full Board 3/9/2023