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**Rivers East**  
WORKFORCE DEVELOPMENT BOARD

## WIOA Training/Job Search Agreement

Participant Name: \_\_\_\_\_ State ID: \_\_\_\_\_

### **The Purpose of the Adult/Dislocated Worker Program**

The purpose of the Workforce and Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker Program is “to strengthen the workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs, and to promote individual and national economic growth, and for other purposes”. The WIOA program provides comprehensive assessment of needs for job seekers, job-related services, on the job training and, where appropriate based on the assessment, assistance with tuition, books, fees and supplies and other training related costs for vocational and technical training for eligible individuals. **The program is not an entitlement program or merely a financial assistance program but is a training program with the goal of unsubsidized employment at the completion of primary services.**

### **Participant Requirements**

- Notify your Career Advisor if your contact information changes (address, phone number, etc.)
- Notify your Career Advisor if you have any changes in your personal situation and/or health that could impact the completion of your training and/or job readiness
- Submit all required paperwork in a timely manner
- Maintain contact with your Career Advisor and meet on a bi-weekly basis (or more often as needed). Inadequate contact may result in denial of funding.

### **Requirements for Training**

- All fund sources, except for loans, will be considered in determining an individual’s need for WIOA funds. The exact mix of funds will be determined based on the availability of funding for training costs and supportive services. You are required to apply for Federal Financial Aid annually.
- Provide your Career Advisor with documentation indicating submission of Financial Aid forms and a copy of the award or denial letter annually.
- Students enrolled in training need to have full time status. As you progress in your curriculum program, there may be times when a full time load cannot be taken due to classes that have already been taken or due to classes not offered for the semester. In this case, a letter can be obtained from your advisor verifying that those are the only classes available for you to take for the semester. Remember that WIOA is training based on individual needs and services and this will be dealt with on a case by case basis.
- Attend classes at your training institution on a regular basis. Attendance sheets must be turned in on a bi-weekly or monthly basis. Travel vouchers need to be turned in according to the date specified by your Career Advisor.
- A 2.0 grad point average (GPA) must be maintained while enrolled in training. If your GPA falls below a 2.0, you will be placed on WIOA probation and have one semester to raise your GPA back to 2.0. After the one semester of probation, if your GPA is not increase to at least a 2.0, WIOA funding will be suspended. After suspension of WIOA funding for low GPA, to have WIOA funding reinstated, you must maintain a GPA of 2.0 or higher for 2 consecutive semesters. The GPA will be calculated as an average of all grades from each community college attended while enrolled in the Adult/DW Program. Your Career Advisor will



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counsel you during the training portion of the program, but the primary responsibility for maintaining acceptable grades lies with the participant.

- If you must change, drop, or withdraw from a class or classes, notify your Career Advisor **in advance**. If is your obligation to withdraw or drop before the school’s drop deadline so that WIOA is not charged for your situation.
- You need to notify your Career Advisor **prior** to changing your major or curriculum. If you change to a curriculum that is not funded by WIOA, you will not receive WIOA assistance. Classes paid for by WIOA funds will be paid one time only. WIOA will not pay for repeat classes and developmental classes.
- Only items required for training will be approved for payment. Required items are defined as items required by all students in the class or program. You must obtain **prior** approval from your Career Advisor if required items are needed that are not included on your ITA Voucher.
- Timely completion of the WIOA training program is mandatory for WIOA funding to continue.

**Requirements for Job Search**

- After completion of training, you will be required to submit training credentials, certifications, or licenses and participate in career planning/job development workshops as directed by your Career Advisor. After you complete training, your Career Advisor will assist you with your job search (development of a job search plan, search databases for openings, resume preparation, cover letters, mock interviewing, etc.) but the primary responsibility for the outcome of unsubsidized employment lies with you.
- Once employed, you must provide your Career Advisor with your employment information including employer’s name, address, telephone number, job title, start date and wage/salary. This information is collected for federal performance measures only and will not be released to other sources. Your Career Advisor may continue to contact you each month for one year following your employment start date.
- **Failure to comply with any of the above terms may result in your termination from the program and/or a loss of funding.**

**I understand the above responsibilities to fulfill my role as a WIOA participant and acknowledge that other responsibilities may be agreed upon for the successful completion of the WIOA program. I accept this agreement and will do my part to successfully complete training and maintain unsubsidized employment.**

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_