



Operational Guidance 06-2024 – Occupational Skills Training

This guide is to provide guidance on sponsoring a participant in classroom training. While comprehensive, please recognize that it may not encompass every aspect. It remains the responsibility of the program operator and staff to thoroughly review all relevant policies to ensure proper documentation and allowable expenditures.

If an individual is assessed and determined to need additional training to reach their employment goal, these steps should be followed when sponsoring Occupational Skills Training:

1. Budget Assessment Form
 - a. List all sources of income by month including gross wages and salaries, tips, public assistance, and financial aid; and then list all the expenses by month. Be as detailed as possible. Do not include any assistance WIOA will be providing.
 - b. Multiply the total income and the total expense amounts by the number of months in the semester to determine if the expenses exceed the income. If the expenses do not exceed the income there is no need for WIOA assistance.
2. Financial Award Analysis (FAA)
 - a. Required for all curriculum/long term training
 - b. Should include “total” cost for the semester, as determined by the Budget Assessment Form
 - c. All totals must be updated and calculated to determine resources needed
 - d. ITAs cannot be written for more than the total of resources needed
 - e. Be sure to check the box IF the college representative does not sign
 - f. Documentation used to complete the FAA should be scanned with the FAA
3. Individual Training Account (ITA)
 - a. Training and training provider must be listed on the Approved Trainings List (ETPL) list for Rivers East
 - b. Should be scanned in NCWorks after it has signed by Career Advisor and Program Supervisor
 - c. Registration flyer/summary, class schedule, and needs list need to be scanned into NCWorks Online with the ITA
 - d. Once received back from Training Provider with invoice, the “redeemed” ITA and invoice/receipt must be scanned in NCWorks together
4. Activity Codes
 - a. Projected/actual begin date and the projected end date should match the supporting documentation uploaded to the participant’s file. The training activity must be opened and closed (or extended as needed) by semester.
 - b. When a participant drops or withdraws, the end date of the training activity must match the last date of attendance on the Drop Out Form and the completion code marked as *Dropped out of Activity*.
 - c. If the participant completes the training but does not pass, the training activity should be marked as *Unsuccessful Completion*. Transcripts should be uploaded as documentation, and the dates should match.
 - d. If the participant completes and passes the training, the training activity should be marked as *Successful Completion*. Transcripts or a certificate of completion should be uploaded as documentation, and the dates should match.

5. IEP/ISS
 - a. Training and all supportive services needed must be listed on IEP/ISS and on the OA.
6. Supportive Services
 - a. Make sure all supportive services are listed on IEP/ISS and OA.
 - b. If paying mileage, the class and/or clinical schedule (if applicable) should be scanned into NCWorks Online.
 - c. A needs list is required for items purchased
 - d. The Local Area must approve any purchase above \$500 for tools, equipment, uniforms, etc. Textbooks are an exception.
7. Transcripts
 - a. Are required for data validation
 - b. All participants should sign an Information Release Form during enrollment. Do not wait for the participant to bring their transcripts; you can forward the Information Release to the college and request a transcript yourself.
 - c. Transcripts are required at the end of each semester to monitor GPA and to record and document MSG. Participant must maintain a 2.0 GPA to continue receiving WIOA assistance.
8. Credential/MSG
 - a. Must be recorded in the corresponding tab when the transcript is scanned in NCWorks Online

If a training is included on the Approved Trainings List (ETPL), the appropriate activity code to use is "on ETPL." Conversely, if the training is not listed on the ETPL, regardless of the sponsoring entity, the correct activity code to use is "not on ETPL." The determination is solely based on whether the training appears on the ETPL or not, without regard to who is sponsoring it.

Applicable Policies, TEGs, and other Documents:

<http://riverseastwdb.org/wp-content/uploads/2023/06/2021-09-ss.pdf>

<http://riverseastwdb.org/wp-content/uploads/2022/09/2021-10.Change-1-ITA.pdf>

<http://riverseastwdb.org/wp-content/uploads/PY21PolicyUpdates/Activity-codes-Definitions.pdf>

<http://riverseastwdb.org/wp-content/uploads/2022/07/20220712151422805.pdf>

<http://riverseastwdb.org/wp-content/uploads/2022/06/2021-34-Residency-Requirements.pdf>

<http://riverseastwdb.org/wp-content/uploads/2023/06/2021-33-Change-2-Eligible-Training-Provider.pdf>

<https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEGL/2022/TEGL%2021-22/TEGL%2021-22.pdf>