

## Rivers East Workforce Development Board

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RIVERS EAST LA ISSUANCE 2021-16

**SUBJECT:** RIVERS EAST HIGHER DEGREE POLICY

**PURPOSE:** This issuance replaces Region Q LA Issuance 2018-05 and provides updates to the policy when applicants applying for WIOA programs possess a higher degree (Bachelor or Master's).

**ACTION:** Service providers should review the policy for updates and implement accordingly.

**EFFECTIVE DATE:** July 1, 2021

  
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Jennie Bowen  
Workforce Development Director

Attachment

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Mid-East Commission • Workforce Development Department  
"Committed Equal Opportunity Employer/Programs"

"Auxiliary aids and services are available upon request to individuals with disabilities." Relay numbers for the Hearing Impaired: (TT) 1-800-712-6600 (voice) 1-800-735-8262  
[www.mideastcom.org](http://www.mideastcom.org)

## Rivers East Higher Degree Policy

Training services under WIOA are designed to offer skills training to those individuals not having marketable skills or those needing additional training to become employable. WIOA is not a scholarship or entitlement program to help those possessing a strong work history, education, and/or skill sets to make a career change. Pell Grants, scholarships, loans, and individual contributions are available to support these efforts.

Individuals with higher degrees seeking WIOA funded services will be required to:

- Applicant must have been unemployed for six-consecutive months and have six months of documented work search in their area(s) of expertise or comparable field. The applicant can receive “basic career services” but **cannot be enrolled in WIOA Title 1 services**. The Career Advisor must enter a detailed case note, which includes when the degree was obtained, and scan the documented work search in NCWorks. Once complete, the Career Advisor will notify the Local Area. Once the Local Area reviews, a determination will be made and the decision forwarded to the Career Advisor.

*or*

- Applicant must have been “under” employed for six-consecutive months and have six months of documented work search in their area(s) of expertise or comparable field. The applicant can receive “basic career services” but **cannot be enrolled in WIOA Title 1 services**. The Career Advisor must enter a detailed case note, which includes when the degree was obtained and scan the documented work search in NCWorks. Once complete, the Career Advisor will notify the Local Area. Once the Local Area reviews, a determination will be made and the decision forwarded to the Career Advisor.

Work search documentation should include the following:

- Name of employer
- Job title for position applied
- Date applied and how the applicant applied (i.e., phone, online)
- Result of application (interviewed, received offer, was not selected)
- If the position was declined after the interview
- If the position is remote, if applicable

No exceptions will be made in lieu of the six-months of documented work search in the applicant’s area(s) of expertise or comparable field.