

APPROVAL SIGNATURE:



Charles Casey, Director
Pima County Community Services, Employment and Training (CSET)

APPROVAL DATE: 09-13-17

ARIZONA@WORK Job Center/One-Stop Career Center

Training Assistance Guidelines

1. Current training dollar cap is \$3,000 for the Workforce Innovation and Opportunity Act (WIOA) Title I Adult program, \$3,000 for WIOA Dislocated Worker (DW) program, and \$3,500 for WIOA Youth. Co-funding for Trade Act co-enrolled participants is \$1,000 with additional funding to \$3,500 DW cap available, if required for a maximum of \$3,500.
2. Eligibility and Priority of Service for Individualized Career Services and Training will be determined by the Intake Unit.
3. Priority for Training Guidelines may be used to determine approval of training plans when training funds are limited. A training committee may be convened to review plans and determine approval based on the Guidelines and the availability of funding.
4. Participants whose files have been negatively terminated will not be eligible for training for one year from date of negative closure.
5. Participants who have received WIA or WIOA training within the last 2 years will not be considered for additional training, unless the initial and additional training are steps in a career pathway.
6. Training will not be provided to out-of-state residents. Training for Arizona residents living outside of Pima County will depend on availability of funds and coordination/co-funding with resident's home county.
7. Participants will be assisted with adult education or literacy instruction if assessment scores and past transcripts indicate skills below the level required to complete the desired training.
8. Only in-state portion of tuition costs will be paid for participants determined to be non-residents by training provider, e.g. University of Arizona and Pima Community College.

9. WIOA training plans must be completed within **two years**. Any exceptions must be justified with ability to benefit factors (Pima Community College pre-requisites, limited to one semester).
10. WIOA will not pay for training expenses incurred prior to WIOA application. WIOA will consider continuation of semester based programs such as those at Pima Community College and the University of Arizona for the upcoming semester if the plan meets all other criteria.
11. Training provider and program **must appear on the Arizona Eligible Training Provider List (ETPL)**.
12. As per WIOA Proposed Rules (Section 680.230); Pell Grants will be used to pay for tuition before any WIOA funding can be applied to tuition costs, unless the participant's Individual Employment Plan includes a detailed budget showing how much of Pell/scholarship is needed to be disbursed to the participant for support costs and what the Pell-WIOA share would be for tuition.
13. Employer tuition reimbursements must be applied to training costs. WIOA funds may be used for co-funding or supportive services and participant may be recommended for an Unemployment Insurance Waiver.
14. Participants may be denied training assistance based on insufficient means of financial support during training. Participants must demonstrate a visible means of basic support before a WIOA training request is approved.
15. Participants claiming homeless status will be referred to the Sullivan Jackson Employment Center (SJEC) or other appropriate agency for housing resolution and training will not be considered until housing situation is stabilized as verified by SJEC or other appropriate agency.
16. Training beyond the Master's level will not be considered. Master level training will only be considered to complete a few courses or certifications to achieve the Degree and only as training relates to direct reemployment, e.g. lacking certification required by industry or employer or documented unsuccessful job search.
17. Incumbent workers, depending upon funding availability, must demonstrate ability to complete training within two years while maintaining current employment. They do not have to attend full time as long as they can finish certification or degree within two years.
18. Only classes required for completion of an industry-recognized credential will be funded by WIOA, unless specific justification is provided showing how the requested coursework will result in employment.
19. Only books and supplies required for approved coursework will be funded.

20. Participants must be able to attend training full-time as defined by the training institution, unless a part-time or approved reduced schedule would allow completion of program within WIOA guidelines. Examples: classes are not offered, only a limited number are needed to complete the program, participant is in stop-gap employment while in training.
21. Participants must demonstrate satisfactory progress as verified by the training providers. For providers using an alphanumeric grading system, participant must maintain a 2.2 grade point average to continue in WIOA-sponsored training (progress reports and/or transcripts will be reviewed).
22. WIOA will not fund repeat classes, books or test fees due to failure of, incomplete status in, or withdrawal from, a class.
23. Participants must maintain monthly contact with Workforce Development Specialist (WDS) in-person, via telephone or e-mail and WDS must document monthly contact in Case Notes in AZ Job Connection database or participant will not be approved for the next semester or continuation in the program.
24. WIOA will not pay for attendance penalties levied by the training provider.
25. Training must be feasible; meaning that participant barriers such as issues with transportation, childcare, legal issues, health issues, etc., must be taken care of before training can be funded.
26. Exceptions to these rules must be authorized by the CSET Director or his/her designated Program Manager.

**ARIZONA@WORK/PIMA COUNTY ONE-STOP CAREER CENTER
PRIORITY FOR TRAINING GUIDELINES**

CATEGORY ONE – LAID OFF: ANY INTENSIVE AND TRAINING SERVICES	POINTS
▪ Laid off due to business/employer closure	2
▪ Other layoff	1
▪ Multiple layoffs – applicant has experienced two or more layoffs within the last 5-year period.	1
▪ Long-term employment with employer of dislocation: applicant has been with the employer of dislocation for a continuous period of at least 5 years.	2
▪ Unemployment Insurance is sole source of income	1
CATEGORY TWO – BASIC SKILLS DEFICIENT: ADULT EDUCATION, ENGLISH-LANGUAGE LEARNING AND/OR LITERACY SERVICES	POINTS
▪ Applicant does not have a high school diploma or GED.	
▪ TABE scores indicate less than required level for training goal.	
▪ Required level is attainable within six months of education services.	
▪ Applicant work history or other factors demonstrate high level of motivation.	
▪ Training plan is presented upon successful attainment of required skills through education.	5
CATEGORY THREE – TARGET-OCCUPATION TRAINING OR SUPPORT SERVICE: AEROSPACE/DEFENSE/PRODUCTION/SECURITY; BUSINESS; LOGISTICS/TRANSPORTATION; INFRASTRUCTURE; HEALTH OR HEALTH SCIENCES	POINTS
▪ Training/employment plan aligns with one of the areas listed above.	3
▪ Training/employment plan fall outside of these areas, but request includes evidence of local labor demand and average pay over \$15 per hour.	3
ALL CATEGORIES – UNMARKETABLE SKILLS: TRAINING OR SUPPORT SERVICES	
▪ Applicant’s skills are in oversupply.	2
▪ Applicant’s skills are obsolete.	2
▪ Applicant lacks requisite certification or license in current field.	2
SUB-TOTAL POINTS:	

ALL CATEGORIES – WORK ETHIC/MOTIVATION: ANY INTENSIVE AND TRAINING SERVICES	
Applicant has been looking for work – documented by job search log - with no offer of employment for six weeks	2
Applicant has at least 5 years of work history and/or volunteer experience	2
Applicant is currently working but underemployed	2
ALL CATEGORIES – BARRIERS TO EMPLOYMENT: ANY INTENSIVE AND TRAINING SERVICES	
Age: Applicant is 55 years of age or older	1
Disability: Applicant has been evaluated and documented as having impairments that need special education and/or specialized employment and training and is cooperating with any applicable treatment plans	1
No other employed wage earners in household	1
Dependents other than self in household	1
Entitled to, but not receiving, child support	1
History of substance abuse/clean and sober for at least six months	1
Ex-offender	1
Formerly-homeless with transitional housing	1
Housing Choice/subsidized housing	1
Supplemental Nutrition Assistance/WIC recipient	1
SNA Employment & Training	1
General Assistance recipient	1
AHCCCS/PCAP/KidsCare recipient	1
TANF/Jobs Program participant	1
Refugee	1
Displaced homemaker	1
ARIZONA@WORK Partner program referral	1
VETERANS' PRIORITY	
Veteran/eligible spouse	5
SUB-TOTAL POINTS:	

SUB-TOTAL POINTS FIRST PAGE: _____
SUB-TOTAL POINTS SECOND PAGE: _____
TOTAL POINTS: _____