

M A D E R A C O U N T Y
W O R K F O R C E
I N V E S T M E N T B O A R D

American Recovery and Reinvestment Act
Revised Local Policies

EDD Revision Date:

WIB Review Date: 3/19/09

EXECUTIVE SUMMARY:

In response to the American Recovery and Reinvestment Act of 2009 signed by the President on February 17, 2009 staff has reviewed the local WIB policies to determine the appropriateness, relevance and ability to adequately respond to the ARRA. In doing so and in line with the funding from ARRA that Madera County will receive, staff have determined that the below policies should be temporarily revised during the ARRA funding period specific to workforce development so that the local system may be as responsive as is possible and allowable and to provide maximum services to the members of the community impacted by the economy and the recession. Based on the recommendation and approval of the Executive Committee at the regularly scheduled meeting on February 26, 2009, staff was advised to make the revisions as a blanket document and, due to the anticipated temporary nature of the revisions, upon approval attach this document to each policy revised. The date of these revised policies is February 17, 2009 through September 30, 2010. These revised policies will apply as long as ARRA funding remains available however, staff will review by July 1, 2010 and any revisions will be presented to the WIB prior to expiration.

REVISED POLICIES

Individual Training Account Policy: Increased from \$3,500 to \$6,000 and upon, Executive Director approval, up to \$10,000. All appropriate documentation/justification will be required.

Supportive Services Policy: Miscellaneous increased from \$550.00 to \$1,000. Transportation reimbursement of mileage daily rate will be at the federally approved rate of .55 cents. The minimum miles of 25 miles will remain however there will not be a maximum mileage limit. Child care is an allowed supportive service within the current policy but has been significantly limited due to reduced funding and the contract with Resource and Referral was cancelled – this contract will be re-negotiated in the amount of \$100,000. Upon Executive Director approval, requests for increased supportive services amounts will be considered. All appropriate documentation/justification will be required.

Needs Based Payments Policy: Staff will have to draft a formula and criteria but are requesting approval to do so.

Adult Work Experience Policy: Staff will have to draft language but are requesting approval to do so.



INDIVIDUAL TRAINING ACCOUNT POLICY

EDD Revision Date: n/a

WIB Review Date: 9/11/00; 7/17/06; 3/22/07

EXECUTIVE SUMMARY:

Purpose:

This document establishes the Madera County Workforce Investment Board's policy on training services for adults as provided through Individual Training Accounts.

Policy:

The Individual Training Account (ITA) is established on behalf of a participant. WIA Title I adults and dislocated workers may purchase training services from eligible providers they select in consultation with a Vocational & Career Specialist (or other appropriate Workforce Assistance Center advisor). Payments from ITA's may be made in a variety of ways, including the electronic transfer of funds through financial institutions, vouchers, or other appropriate methods. Payment for ITA's issued by the Madera County Workforce Development Office on behalf of the local Board will be paid incrementally, based on the hours of training successfully completed each month, throughout the participant's training program.

The Workforce Investment Act Final Rules, effective September 11, 2000, allow the State or Local Workforce Investment Board to impose limits on the dollar amount and/or duration for Individual Training Accounts. Limitations established by local Board policy must not undermine, but rather should maximize, customer choice in the selection of an eligible training provider.

Based on the results of an individual assessment and on funding availability, ITA's may be awarded to eligible adults or dislocated workers. Each ITA will be subject to a maximum dollar amount of \$3,500 and a maximum duration of two years. Prior to the issuance of an ITA, justification must be provided which supports that training is necessary for the individual to obtain appropriate employment leading to self-sufficiency, and that the career options following completion of training are in demand in the local area. An ITA will only be issued for those costs in excess of all other available sources of financial assistance, including PELL Grants, Cal Grants, and private or institution-specific scholarships.

The \$3,500 limit is for tuition costs associated with the selected training program and may be waived for extenuating circumstances as determined by the Workforce Investment Board. One example of such extenuating circumstances would be for those dislocated workers who are eligible for training services, but, due to their earnings prior to dislocation, are not eligible for any other form of non-repayable financial assistance, or for whom such financial assistance is

limited. This \$3,500 does not include the costs associated with books, supplies, and other support services required to participate in and successfully complete a training program. When awarding an ITA, consideration must be given to labor market demand in the local area or in the area to which the trainee intends to relocate.

An ITA may only be issued for certified courses published in the Statewide Eligible Training Provider List. Local Community Colleges, Adult Schools, and other public training institutions will always be given priority for training referrals, when the training course is comparable to that offered at a Private Training Institution.

An individual must be enrolled in approved training within 90 days from the date of issuance of the ITA. An individual will be considered “enrolled” in training if they are: 1) pre-registered for classes or on the waiting list on an approved provider; and 2) have a start date for their training; and 3) the start date is not more than one quarter or term away.

An individual must be making satisfactory progress in training to access all payments from their ITA. Satisfactory progress is defined, for local purposes, as receiving passing scores in all courses related to their program and meeting all attendance and behavior requirements mandated by their school of attendance. The educational institution will certify that an individual is making satisfactory progress through official attendance and progress reports signed by the registrar, instructor, or equivalent person designated by the educational institution.

EXCEPTIONS TO INDIVIDUAL TRAINING ACCOUNTS:

The Workforce Investment Act provides for exceptions to the use of ITA’s under certain, limited circumstances. If the Madera County Workforce Investment Board determines that there are an insufficient number of eligible providers in the local area to accomplish the purposes of a system of ITAs, the Local Plan will describe the process to be used in selecting providers under a contract for services. The process will include a public comment period of at least 30 days for interested providers. Additionally, if the Local Board determines that there is a training service or program of demonstrated effectiveness, offered in the local area, by a community-based organization to service special participant populations that face multiple barriers to employment, the Local Board will develop criteria to be used in determining demonstrated effectiveness, particularly as it applies to the special participant population to be served. Typically, locally established performance measures will be used as the starting point to determine demonstrated effectiveness, and may be adjusted by the Local Board to appropriately reflect expected outcome levels based on the population to be served.

Exceptions to the locally established dollar and duration limits for Individual Training Accounts include:

- LVN and RN training programs provided by local Community Colleges
- Law Enforcement and Fire Fighter Academy training programs offered through local Community Colleges or other public education entities
- Training programs in Advanced Manufacturing or related areas that lead to high wage employment in demand occupations.