

Fresno Regional Workforce Development Board

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2125 Kern Street, Suite 208 • Fresno, California 93721 • 559.490.7100 • Fax 559.490.7199 • www.frwdb.net

Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 21-21 Rev B

Date Released: September 22, 2022

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: September 22, 2022

Subject: Training Services Guidance – Degreed Participants

Applicable Program: All

Revision History: Initial Release – 9/27/21

This Revision B updates guidance to require that an approved waiver request is required prior to enrollment into Workforce Innovation and Opportunity Act (WIOA).

This Operational Directive (OD) provides guidance to Providers of Services related to providing Training Services to degreed participants. This OD references OD 25-18, Skills Training Process.

WIOA Training Services are not entitlements. To ensure WIOA training funds are provided for those most in need, FRWDB WIOA training funds will be prioritized for those individuals that do not possess a two (2)-year degree or higher.

A waiver request may be considered for participants who possess a two (2)-year or higher degree to receive WIOA training services, if staff has documented they are unable to obtain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment.

The argument that a degreed participant has not, or is not likely, to gain employment in the actual subject area of their degree may be unfounded for purposes of granting a training scholarship. Many jobs are open to individuals with Associate or Baccalaureate degrees regardless of discipline, as possession of the degree indicates an ability to conduct research, retain knowledge, English language level, ability to write, etc.

However, having a two (2)-year degree or higher does not automatically exclude an individual from receiving Training Services.

As soon as a person discloses they have a two (2)-year degree or higher and are interested in receiving Training Services, they need to be informed of this process.

For new enrollments, this process needs to be reviewed with the individual and a waiver request submitted at the time of the Self-Reliance Team (SRT) interview. The waiver must be approved prior to enrollment into the WIOA program.

In order to be eligible for a waiver, Provider of Services staff must first conduct a thorough assessment and verify and document that the participant:

- Lacks skills that are transferable to an industry/occupation outside of their current degree as documented on the Skills and Experience Worksheet (form JOB-014),
- Has the need to upgrade technical skills to meet the needs of the current job market, **and**
- Staff has determined that there are no On-the-Job Training (OJT) opportunities in their field, **and**
- Has completed a Job Search Log (Form JOB-013) documenting unsuccessful job search in the industry/occupation in their field of degree. Participant must log at least ten (10) applications.

The waiver request must include the following:

- Job Track Application (Form JOB-001)
- Skills and Experience Worksheet
- Job Search Log
- Documentation that OJT is not available

The need for training must be documented in the participants Plan (IEP/ISS) and case noted.

If questions, please contact the appropriate FRWDB Program Coordinator.

Forms:

JOB-001, Application for Job Track Services and Activities

JOB-013, Job Search Log

JOB-014, Skills and Experiences Form