



VIRGINIA BOARD OF WORKFORCE DEVELOPMENT

Policy Area: Programs and Services	
Title of Policy: Provision of Training Services	Number: 401-04 Change 1
Effective Date: March 19, 2021	Review by Date: June 30, 2024
Approved Date: March 19, 2021	Approved by: 

I. Purpose

This issuance provides the Virginia public workforce system a comprehensive framework for consistent provision of training services under the Workforce Innovation and Opportunity Act (WIOA).

II. Summary

The WIOA is designed to provide employment and workforce training opportunities to those who can benefit from, and are in need of, such opportunities. WIOA reinforces that training services can be critical to the employment success of job seekers and businesses. Training services may include occupational skills training that leads to an in-demand workforce credential, on-the-job training (OJT), registered apprenticeship, incumbent worker training, pre-apprenticeship training, workplace training, skill upgrading and retraining, entrepreneurial training, and transitional jobs.

III. References

- Workforce Innovation and Opportunity Act (Pub. L. 113-128)
- Department of Labor-Employment and Training Administration 20 CFR, Parts 603, 651-658, 675-688.
- Training and Employment Guidance Letter 19-16, *Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules*
- Virginia Board of Workforce Development Policy 403-03, On-the-Job Training
- Virginia Board of Workforce Development Policy 403-04, Incumbent Worker Training

IV. Policy

The Virginia Board of Workforce Development (VBWD) requires the Virginia American job Centers (AJCs) to support the provision of training services to workers and job seekers in cases where a need of such training is determined.

Training services must be linked to in-demand occupations in the local area or region or in an area where the individual is willing to commute or relocate. Selection of training services should maximize customer choice, be linked to in-demand occupations, and be informed by performance of training providers. Individuals served must be provided with performance reports, including program costs that will allow the individual to understand the full cost of the training options available to them, for training programs available on the state's eligible training provider list. Training services should be funded by WIOA when other sources of financial assistance are unavailable to the individual served. In the case of Trade Act eligible individuals, Virginia's dual enrollment practice requires that, if other sources of grant assistance are unavailable, Title I funds be expended while trade petitions are under review to ensure expedited service to the client.

There is no sequence of services requirement and staff may determine that training is appropriate regardless of whether an individual has received basic or individualized career services WIOA Title I. Individuals may receive training services after an interview, evaluation, assessment, or career planning, if the Virginia Career Works Center partner determines the individual is unlikely or unable to obtain or retain employment by receiving only career services. Case files must document the participant eligibility for training services and explain in detail how the determination was made justifying the need and provision of training services.

A Local Workforce Development Board (LWDB) shall not be the provider of training services unless the Governor grants a waiver. The intent of any waiver is to provide the option for LWDBs to provide training services in extenuating circumstances only, such as rural areas with significantly limited availability of training providers.

WIOA focuses on serving "individuals who face barriers to employment" and establishes priority for these populations. The Virginia AJC delivery system establishes a priority for adult funds to recipients of public assistance, other low-income individuals, individuals who are basic skills deficient, and individuals who are limited English proficient, or other priorities as established under the WIOA or Virginia Code. Veterans and eligible spouses continue to receive priority of service, consistent with the Virginia workforce policy on veterans' priority of service and federal law. Vocational rehabilitation must follow their mission of serving individuals with disabilities with the greatest need for vocational rehabilitation assistance to achieve competitive and integrated employment.

For purposes of providing training services, the following definitions shall be used:

Basic Skills Deficient: An individual who is basic skills deficient is generally someone who lacks the necessary math, English reading and speaking, and computing skills to successfully navigate a postsecondary program of study at a community college or other eligible training provider.

In-Demand Occupation: An in-demand occupation is one where there are significant unmet business workforce needs and/or significant job and/or wage growth is expected in a local economy or region of Virginia using a recognized source of data such as the Virginia Labor

Market Information system, Bureau of Labor Statistics (BLS), Census Bureau, or local employer survey.

V. Procedures

LWDBs shall establish policy stating the priorities, procedures, and monitoring of the provision of training services in their Local Plans and through other documents and manuals. At a minimum, LWDBs are responsible for having policies and procedures about establishing in-demand occupations, how to align training services with in-demand occupations, how Individual Training Accounts (ITAs) will be made available and issued, including integration of informed customer-choice principles, and how information on eligible training programs will be made available to consumers and the public.

Any limitations to the use of ITAs, including limitations on duration or limitations on the amount available per customer, shall be included in policy and available to consumers and the public in an easily accessible format such as the Internet.

LWDBs desiring to be a provider of training services must submit a waiver request to the WIOA Title I Administrator for review and presentation for approval by the Governor. A waiver request shall be in the form of a memorandum that includes, at a minimum, the rationale for the waiver, the specific training services to be provided by the LWDB, identify controls to ensure avoidance of conflicts of interest, how those Local Board-provided services complement other training available in the local area or region, and indicate formal review and approval by the Chief Elected Officials within the Local Workforce Development Area.