

Title: Training Policy	Date of Issue: 07/01/2021
Approved By: Heather Powell	Last Revised: 1/12/2026

BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) established the requirements for delivery of Training Services through the One-Stop delivery system. One-Stop system is the basic delivery system for Adult, Dislocated Worker and Youth and Young Adult services. Through this system, Adults, Dislocated Workers and Youth can access a continuum of services. The services are organized into Basic Career Services, Individualized Career Services, Follow-Up Career Services, and Training Services.

At a minimum, an individual must receive determination of eligibility for workforce programs before receiving training services. The case file must contain a determination of need for training services, as identified in the Individual Employment Plan (IEP), for Adults and Dislocated Workers, an Individual Service Strategy (ISS) for Youth. There is no required minimum time period for participation in career services before receiving training services.

GENERAL POLICY:

Training services are provided in accordance with local policies and procedures in order to maximize informed consumer choice. Training is an opportunity to access the tools for developing the skills necessary for achieving participant's employment goals and attaining industry credentials, discussed during their career planning and development of their employment plan. The length of time in training may vary by the training program requirements and will be specific to the needs of the participant. Title I funding will be provided following the priority guidelines in TEGL 19-16*

ADULT AND DISLOCATED WORKER TRAINING SERVICES COMPONENTS:

Training services provided to Adult and Dislocated Worker participants are determined on a case-by-case basis to meet the individual needs. Training services may include:

1. Occupational skills training, including training for non-traditional employment
2. Registered Apprenticeship
3. On-the-Job Training
4. Incumbent Worker Training
5. Programs that combine workplace training with related instruction, which may include cooperative education programs
6. Training program operated by the private sector
7. Skill upgrading and retraining
8. Entrepreneurial training

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9. Transitional Jobs
10. Job readiness training provided in combination with service 1 through 8
11. Adult education and literacy activities, including activities of English Language acquisition and integrated education and training programs
12. Customized Training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training

TRAINING POLICY FOR YOUTH:

Funds allocated to a local area for Youth shall be used to provide training services to participants who:

1. Are determined eligible for the Youth program in accordance with the federal, state, and local requirements.
2. Select programs of training services that are directly linked to employment and post-secondary opportunities in the local area of the planning region, or in another area to which the individual is willing to relocate.
3. Are unable to obtain other grant assistance for such services, including Federal Pell grants, from other sources to pay the costs of such training or require WIOA assistance in addition to other sources of grant assistance.

Consideration – In determining whether an individual requires assistance, staff may take into consideration the full cost of participating in training services, including the cost of dependent care and transportation, and other appropriate cost.

YOUTH TRAINING SERVICES COMPONENTS

Training services provided to Youth participants are determined on a case-by-case basis to meet the individual needs. Training services may include:

1. Tutoring, study skills training, instruction, and dropout prevention services
2. Alternative secondary school services, or dropout recovery services, as appropriate
3. Paid and unpaid work experiences that provide Youth with opportunities for career exploration and skill development, which may include:

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- a. Summer employment opportunities and other employment opportunities available throughout the school year
 - b. Pre-apprenticeship programs
 - c. Internship and job shadowing
 - d. On-the-Job training opportunities
4. Occupational skill training, which shall include an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area
 5. Education offered concurrently with and in the same context as workforce preparation activities and training for specific occupation or occupational cluster
 6. Financial literacy education
 7. Entrepreneurial skills training that provides the basics of starting up and operating a small business. Such training must develop skills associated with entrepreneurship

TRAINING APPROVAL

ITA's or contracts for training services must be necessary to the success of the participant's IEP/ISS. Training services are not entitlements and shall be provided on the basis of an individual assessment of the person's job readiness, employment and training needs, financial, social and supportive needs, labor market demand, and potential for successful completion.

The funding level of ITAs shall be determined on a case -by-case basis and shall be limited to the needs identified in each participants IEP/ISS contingent on availability of training resources from WIOA.

WIOA training funds shall be limited to participants who are unable to obtain grant assistance from other sources to pay for their training or require assistance beyond what is available under grant assistance from other sources. If no financial aid is available, ITAs may pay for all the cost of training.

Effective October 1, 2023, Carroll County Workforce Development instituted a cap on funding. There is a limit of \$6,000 per person*. The maximum funding will include any paid services provided to the customer.

- Exception to this funding cap would apply to the Youth and Young Adult program and PWEX with the approval of the Workforce Director (Manager).

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Prior to submittal for training approval, staff will ensure that:

1. Participant meets WIOA eligibility for Youth, Adult or Dislocated Worker programs per TEGL 19-16.
2. MWE application is complete and up to date and notes and services are entered.
3. All eligibility documentation is in MWE system.
4. The training is documented to be in high demand or “Bright Outlook” on O’Net (if applicable)
5. Participant has applied for any funding assistance available, if applicable, ex PELL
6. Staff will check Maryland Judiciary Case Records to ensure no issues will prevent employment in the field of interest and provide a copy of case record search with training packet. (if applicable for employment field)
7. Staff will check the WIOA Eligible Training Provider List (ETPL) on DLLR’s website to ensure training program is on the list. (if applicable)

Standard exceptions to using a provider on the ETPL are listed below:

- When the services provided are on-the-job training, customized training, incumbent worker training or transitional jobs.
- When the Local Board documents determination that an insufficient number of ETP’s exists in the Local Area to accomplish the purpose of a system of ITAs.
- When the Local Board determines that there is a training program of demonstrated effectiveness offered in the area by a community-based organization to serve individuals with barriers to employment as defined by WIOA and Maryland.
- When the Local Board determines that it would be most appropriate to contract with an institution of higher education or other provider of training services in order to facilitate the training of multiple individuals in in-demand industry sectors or occupations, provided that the contract does not limit consumer choice.
- When the Local Board is considering entering into a Pay-for-Performance contract, and the Local Board ensures that the contract is consistent with policy

Once training has been decided upon by participant and staff, the training packet with ITA is signed by the Employment Consultant/Youth Specialist /Youth Coordinator and participant and forwarded to the Employment Services Supervisor for approval, then to the Fiscal Manager for final sign off. Once approved, the ITA is forwarded to the training facility for payment. The training facility will return the ITA to the Fiscal Manager where the obligation is considered fully authorized for payment.

Leveraging Success

Participants will submit weekly attendance to their Employment Consultant/Youth Specialist/Youth Coordinator to document attendance in classes, for online classes, the institution may provide verification of attendance.

Participants will also provide any documentation of measurable skill gains or credentials received including completion certificates, licenses, certification, grades, degrees, or any other results necessary for staff to document attainment of goal.

If an exited participant returns for additional training services and had training services in the past paid for by Federal funds, CCWD will approve training if the training leads to a more marketable career or one that builds on the previous training, and it has been more than 3 years since last training.

Exam Payment Policy

In cases where a training voucher payment to provider is not an option, a procurement card payment will be utilized to purchase an exam required for activities associated with a customer's training and employment goals.

CCWD will pay for the cost of up to two exams for the CCWD customer who is registered in a CCWD approved activity. If the exam is included in the cost of the class, it is considered the "first exam", CCWD has already paid for this "first exam". CCWD will pay for one additional exam.

All payment requests must be approved by Management and Fiscal Manager in advance. When submitting requests for approval, backup of costs should be attached (e.g. a screenshot or printout from the internet of the cost of the exam or service requested, etc.) When an exam is attempted by customer, exam results must be provided to staff by customer.