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## Training Opportunities POLICY #: 3033 Rev 2

Original Policy Date: 3/9/2016  
Effective Date: 7/27/2023

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### **Purpose:**

To communicate integrated training opportunities and requirements for Workforce Innovation and Opportunity Act (WIOA) Title 1 Youth, Adult, Dislocated Worker, and other WSW funded training programs.

### **Background:**

The Workforce Southwest Washington (WSW) previously maintained separate WIOA funded training policies. In addition, other policies were created regarding specific program requirements (e.g. incumbent worker guidelines, and youth tuition). Together, the numerous policies contain redundancies and make it cumbersome to clarify new guidance relating to some, or all, of the various policies. WSW identified a need to create an integrated training policy that pulls together numerous related documents into a single integrated policy.

The resulting Integrated Training Opportunity policy includes a comprehensive “handbook” which explains requirements and procedure for each type of training service. The new policy accomplishes the following:

- Consolidates, replaces, and rescinds several policy documents;
- Details specific WIOA Adult, Dislocated Worker and Youth training criteria;
- Incorporates supplemental guidance specific to specialized training.

### **Policy:**

#### **a. Requirements**

This policy and handbook addresses requirements for Title 1 Adult, Dislocated Worker, and Youth programs. Service Providers delivering training services through other WSW funded program (non-WIOA) will also follow these requirements.

#### **b. Procedures**

Service providers are required to follow the procedures outlined in the handbook under the specific training opportunity. In addition, the required training forms are included and must be completed accordingly.

### **Supersedes:**

The following guidance documents have been incorporated in the [Training Policy Handbook](#). All of these documents have been superseded by this policy and the accompanying handbook.

### **WSW Policies:**

- #3004 Individual Training Account
- #3017 On-The-Job Training Procedures

- #3020 Youth Tuition
- #3023 Youth Work Experience
- Incumbent Worker Training Guidelines

**References:**

Federal/State Policies

- [Workforce Innovation Opportunity Act \(WIOA\)](#)
- [DOL Final Rules](#)
- [ESD #5601 Rev 2 Individual Training Account](#)
- [ESD #5606 OJT Reimbursement Above 50 Percent to 75 Percent](#)
- [ESD #5607 Rev 5 Incumbent Worker Training Criteria](#)
- [ESD #5608 Rev 1 Self-Employment Training](#)
- [ESD #5616 Rev 1 Customized Training](#)

**Website:**

<http://workforcesw.org/providers#OperationsPolicies>

**Attachments:**

Attachment A: [Training Handbook](#)