

TRAINING SERVICES

WIOA Title I is not an entitlement program. The WIOA Title I program is an individual employment assistance program and is not a financial aid program for training providers or employers. Continued WIOA Title I funding is not guaranteed, rather based on availability of program funds.

ELIGIBILITY

Training services may be made available to employed and unemployed adults and dislocated workers, and youth, after an interview, evaluation, or assessment, and career planning with an employment specialist or One-Stop partner if it is determined:

- The participant is eligible for financial assistance, see [Policy 4.1](#);
- The participant is unlikely or unable to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services (WIOA Adults and Dislocated Workers);
- The participant is in need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment (WIOA Adults and Dislocated Workers); and
- The participant has the skills and qualifications to participate successfully in training services.
- The training will assist the individual in obtaining employment upon completion of the training.

Eligibility can also be determined when:

- Select a program training services that is directly linked to the employment opportunities in the local area or the planning region, or in another area to which the individuals are willing to commute or relocate.
- Grant assistance from other sources is inaccessible, including state-funded training resources, Trade Adjustment Assistance (TAA), and Federal Pell Grants, or requires assistance beyond that available under grant assistance from other sources to pay for the cost of such training.
- A WIOA Adult participant is in one of the targeted populations.
- The individual meets eligibility as a dislocated worker.
- A member of a worker group covered under a petition filed for TAA is awaiting a determination (If the petition is then certified, the worker may transition to TAA approved training. If the petition is denied, the worker will continue training under WIOA).

Consumer Choice

Individual Training Account (ITA) is a payment agreement established on behalf of a participant with a training provider. In South Dakota, an ITA is the voucher in SDWORKS. Individuals may select training programs that cost more than the maximum allowed amount for an ITA, if they have other funding sources available to supplement the ITA. Other sources may include Pell Grants, scholarships, loans, severance pay, TANF, etc.

Eligible Training Provider List

If an individual meets the eligibility established above, they may choose a provider from the Eligible Training Provider List (ETPL), a list of approved training providers that may receive WIOA Title I funding through an ITA. The approved list can be found at dlr.sd.gov/workforce_services/individuals/training_opportunities/approved_programs. If the job service office has not exhausted funds for the program year, the employment specialist should refer the individual to the selected provider and establish an ITA to pay for the training.

FUNDING

The maximum funding allowed for Adult and Dislocated Worker, or Youth participant ITAs is \$6,000 per program. *This maximum funding total includes tuition and required fees.* However, the amount to be funded for each participant is on an individual basis and determined by the job service office.

Unallowable expenses:

- × Any tuition or cost associated with training purchased prior to enrollment will NOT be covered
- × Start-up costs for a business
- × Items NOT required for a program

PAYMENT

ITAs are paid per semester or once for a short-term training.

TRAINING SERVICE	APPROVED TRAINING PROVIDER	OUTCOME	ITA
Occupational Skills Training (OST)	ETPL	Credential, Measurable Skills Gain	Yes
Pre-requisite	Non-ETPL	Measurable Skills Gain, Credential, Entry into OST	No
Occupational Skills Training – Non-ETPL	Non-ETPL	Measurable Skills Gain, Credential	No [^]
On-the-Job Training (OJT)*	Non-ETPL	Measurable Skills Gain	No
Customized Training	Non-ETPL	Measurable Skills Gain	No
AEL or ESL with training	Non-ETPL	Credential, Measurable Skills Gain	No
Registered Apprenticeship	OST = ETPL	Credential	Yes
	OJT = Non-ETPL	Measurable Skills Gain	No
Employed Worker Skills Upgrading/Retraining	Non-ETPL	Credential, Measurable Skills Gain	No
TAA Remedial Training	Non-ETPL	Credential, Measurable Skills Gain	No

**OJT & pre-apprenticeship for Title I Youth are considered a work experience, not training.*

Any service that involves an OST would mark “yes” for Individual Training Account in the SDWORKS when entering the service.

[^] OST – Non-ETPL must be approved by a Program Specialist before service entry or enrollment into training.

DOCUMENTATION

The Employment Plan must indicate the need for the training service for the participant’s employment goal to be achieved. All required documentation for a specific training service (OST, OJT, Work Experience, etc.) is outlined in corresponding policies in the [WIOA Manual](#).

Justification Note

A case note must provide justification and eligibility to support the training service. All funding determination must be outlined. Details should be provided in the corresponding policy for the service.

PROGRESS REPORTING

Progress Reports must be completed for any type of training that is beyond 30 days. Specific progress reporting requirements are outlined in the corresponding policy. All determinations must be documented in SDWORKS.

Federal Register §680.200 - §680.350
TEGL: 19-16