

PARTICIPANTS REACHING EMPLOYMENT POTENTIAL

WIOA TITLE I ADULT

Participants Reaching Employment Potential (PREP) is a service delivery model that includes support services, work-based learning opportunities, and joint case management to foster financial sustainability for participants while helping them reach their education and employment goals.

SECONDARY EDUCATION + TRAINING

ELIGIBILITY

PREP is available to participants of the WIOA Title I Adult program as defined in [Policy 4.1](#) who are pursuing their GED® credential.

EMPLOYMENT PLAN DEVELOPMENT

All participants receiving PREP financial assistance will have a joint employment and education plan that is developed in coordination with the DLR staff member and the GED provider. Existing participants can incorporate PREP objectives into their existing plan. The employment plan will be a formalized contract, signed between GED® provider, DLR, and the participant. Participants who do not meet the expectations outlined will be at risk of losing PREP financial support.

The Employment Plan should be reviewed at least monthly and can be modified any time when needed and agreed upon by members of the Integrated Resource Team (IRT). The Employment Plan should offer flexibility to help the participant overcome barriers that might be keeping them from meeting expectations. See [Employment Plan](#) Policy 4.11 for further details and requirements. Monitors will take place with GED providers monthly once the employment plan is signed.

The GED Provider will formalize objectives related to the goal of GED credential by identifying:

- Monthly hours engaged in learning activities;
- Other required details for GED credential; and
- Timelines for testing.

DLR will formalize objectives related to employment by identifying:

- Requirements for Support Service payments;
- Responsibilities related to concurrent training.

Together the representatives from the GED Provider and DLR will identify:

- Procedures for sharing eligibility or case management documentation;
- Who will be referred to PREP;
- How individuals will be referred to PREP; and
- Timelines for Integrated Resource Teams.

PREP SUPPORT SERVICES

PREP offers financial support designed to mitigate barriers and promote meaningful progress towards obtaining a GED credential. Enhanced Support Services will be available to all PREP participants who would benefit from Adult Program funds to assist covering housing related expenses. Reference [Support Services](#) Policy 5.34 for additional details.

Testing Vouchers

Utilize the [voucher request form](#) to pay for fees associated with GED subtests.

Housing

The maximum for housing-related support services are \$3,000 per program year. Flexibility is designed to consider variability in financial status and available assistance throughout the year (ex: differing work hours due to school schedule, financial aid, etc.). Payments should be issued directly to housing providers whenever possible.

Non-PREP Support Services

Support Services offered by the WIOA Title I Adult program not duplicated by the PREP program, can be made available to participants. These determinations must follow existing [Support Services](#) Policy 5.34.

TRAINING

Training services are encouraged to serve as a bridge to GED attainment and employment, but should not be a barrier to participation. PREP participants not currently employed, minimally employed, seeking career advancement, or have career goals in another field will be encouraged to participate in a training service allowing the WIOA Title I Adult program to count the GED as a credential for performance purposes. This training is beneficial to the participant allowing them to gain additional skills and knowledge in a career of interest.

MONITORING OF PARTICIPANT PROGRESS

GED providers, DLR, and the participant must work cooperatively throughout PREP participation. GED providers will provide a monthly monitor of participant progress using the Monitor Progress Report ([Form 22](#)) to DLR regarding the participant's progress towards earning their GED. If concerns are identified, DLR staff must work to address issues in conjunction with the GED provider. To determine if a modification to the employment plan is needed for success, an IRT meeting should be scheduled with the GED provider, DLR, and the participant.

PREP CONTINUATION

The financial commitment of PREP must be re-evaluated every six months. For continuation of support the following must be taken into consideration:

- Completion of a post-test.
- The participant must be meeting expectations outlined in the Employment Plan.

If a participant wants to continue PREP but expectations of the Employment Plan are not being met, an IRT meeting must take place before discontinuing PREP financial support. During this meeting, the following must be taken into consideration:

- Is a modification to the employment plan reasonable and necessary for success?
- Are support services needed to help the participant overcome barriers?
- Have additional resources been explored? Community based supports, academic tutoring, peer mentoring, etc.

If it is determined a participant will no longer receive PREP financial support, the participant must be notified and the time and method of notification must be documented in SDWORKS. PREP will make all Incentive and Support Service payments for the month that PREP financial support has been discontinued. **For example:** *If DLR discontinues PREP financial support and notifies the participant on July 7, any Support Service payments for July should still be issued.*

Participants no longer receiving PREP financial assistance can continue to receive assistance through the WIOA Title I or Title II programs. Participants previously receiving PREP assistance can receive PREP financial assistance again at a future time.

POST-SECONDARY TRAINING

Participants Reaching Employment Potential (PREP) is a service delivery package that includes support services, post-secondary training, and comprehensive case management to foster financial sustainability for participants while helping them reach their education and employment goals.

ELIGIBILITY

PREP is appropriate for participants who are:

- Enrolled in WIOA Title 1 Adult programs *and* a recipient of Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (SNAP) *and* working towards a post-secondary credential as identified in [Policy 5.8](#).
- OR**
- Enrolled in the Dislocated Worker program *and* working towards a post-secondary credential as identified in [Policy 5.8](#).

EMPLOYMENT PLAN DEVELOPMENT

All PREP participants will have an employment plan. The Employment Plan should offer flexibility to help the participant overcome barriers that might be keeping them from meeting expectations. See [Employment Plan](#) Policy 4.11 for further details and requirements. Existing participants can incorporate PREP objectives into their existing plan. The Employment Plan should be reviewed at least monthly and can be modified any time deemed necessary. Participants who do not meet the expectations outlined will be at risk of losing PREP financial support.

PREP SUPPORT SERVICES

PREP offers financial support designed to mitigate barriers and promote meaningful progress towards completing post-secondary training. For SNAP E&T and TANF work participants, explore cost-sharing with SNAP E&T support services.

Enhanced Support Services will be available to all PREP participants who would benefit from Adult Program funds to assist covering housing related expenses. Payments should be issued directly to housing providers whenever possible. Reference [Support Services](#) Policy 5.34 for additional details.

Housing

The maximum for housing-related support services are \$3,000 per program year. Flexibility is designed to consider variability in financial status and available assistance throughout the year (ex: differing work hours due to school schedule, financial aid, etc.).

Books and Supplies for Training

In accordance with Support Services Policy 5.34, support services can be made available for books and supplies related to training.

Non-PREP and Support Services

Support Services offered by the WIOA Title I Adult program not duplicated by the PREP program, can be made available to participants. These determinations must follow existing [Support Services](#) Policy 5.34.

TRAINING

PREP participants will be required to participate in post-secondary training as defined in [Policy 5.8](#).

MONITORING

Monitors must be completed by the education provider in accordance with [OST](#) policy 5.27.

PREP CONTINUATION

The financial commitment of PREP must be re-evaluated every six months. For continuation of support the participant must be meeting expectations outlined in the Employment Plan.

If a participant wants to continue PREP, but expectations of the Employment Plan are not being met, an IRT meeting must take place between the DLR, the participant, and a representative from the post-secondary provider (ex: student success coach, academic advisor, etc) prior to discontinuing PREP financial support. During this meeting the following must be taken into consideration:

- Is a modification to the employment plan reasonable and necessary for success?
- Are Support Services needed to help the participant overcome barriers?
- Have additional resources been explored? Community based supports, academic tutoring, peer mentoring, etc.

If it is determined a participant will no longer receive PREP financial support, the participant must be notified, and the time and method of notification must be documented in SDWORKS. PREP will make all Incentive and Support Service payments for the month that PREP financial support has been discontinued. ***For example: If DLR discontinues PREP financial support and notifies the participant on July 7, Support Service payments for July should still be issued.***

Participants no longer receiving PREP financial assistance can continue to receive assistance through the WIOA Title I or Title II programs. Participants previously receiving PREP assistance can receive PREP financial assistance again at a future time.