

## **Central/Western Maine Workforce Investment Board**

### **Policy & Procedures Governing Employed Worker Enrollment Policy**

The Maine Department of Labor has received a waiver from the United States Department of Labor (USDOL) that allows local workforce boards to use local formula funds to serve employed workers. WIA recognizes that employed workers may also require help in order to obtain or retain jobs that lead to self-sufficiency.

The following policies and procedures will govern the application and enrollment of employed workers in services provided under the Workforce Investment Act (WIA). These policies and service guidelines assume that all CareerCenter customers will have full access to Information Center service options, including enrollment in the variety of existing workshops for developing job search and application skills. The policies and procedures outlined below apply to the use of funds for training programs, basic employability skills, and more extensive career transition and technical training skills.

Since training resources are severely limited with demand far outweighing supply, case managers will work with individuals to explore a number of training/career redirection options, including internet resources available to the general public, adult education, community programs for skills development (such as literacy development programs, local training initiatives, faith-based program options). The following guidelines should be followed when evaluating and providing training services to individuals.

#### **Definition of an Employed Worker:**

An "employed worker" is an individual currently working who has been determined to be in need of employment and services in order to obtain or retain employment that allows for self-sufficiency. In Local Area III self-sufficiency for an employed (low income) worker will be based on the average earnings set by MDOL's performance goals for WIA.

#### **Specific WIA Enrollment Considerations:**

- For employed workers served with local WIA adult and dislocated worker funds, a complete OSOS application must be completed and signed by the worker indicating the applicable WIA title funding source (Title A- Low income or Title E – Dislocated worker). Documentation of the required general and program-specific eligibility information must be secured from the worker and verified by the local WIA provider.
- All employed workers served with local funds must follow the three tiered service delivery system identified as core, to include assessment services, intensive, to include case management services, and training services.
- An employed worker, who currently meets the LWIB's definition of self-sufficiency but needs services in order to retain their self-sufficient employment also may be served, if documentation is obtained from the employer that the employee will not be retained unless additional training or services are received.
- Dislocated workers who have become re-employed in "income maintenance" jobs (a job with a lower rate of pay than the job of dislocation) may also be served as long as the wage earned does not exceed the local criteria for self-sufficiency for dislocated workers.
- Employed workers must be given the same customer choice options as other WIA clients (except for eligible employed workers who are enrolled in customized training with their employers).
- Training must be provided in compliance with the Eligible Training Provider and Individual Training Account (ITA) requirements unless it is customized training or On-the-Job Training.
- If people qualify for an NEG grant or for TAA, they should be referred to those programs.
- WIA employed worker services primarily are provided for the benefit of the employed worker but it is recognized that these services may also benefit the employer.
- Priority will be given first to employers or group of employers who are located within the Central /Western Maine LWIB geographic area and second, to employers or group of employers who are located outside of the Central /Western Maine LWIB geographic area but employ workers from the local area.

- Employers or group of employers who are located outside of the Central/Western Maine LWIB geographic area and who do not employ workers from the area will not be considered.
- Employer(s) must agree to release employed workers to participate in training and to meet core and intensive requirements and pay them their wages.
- Employed worker training will follow the same guidelines as the Local Area III ITA policy in terms of cost, length of training, and approval process.
- If workers are part-time, they must be offered full-time employment upon completion of training.
- Employed worker jobsites will be monitored periodically to assure validity and propriety of amounts claimed for reimbursement.
- All contracts must have employee outcomes that meet the WIA common measures.
- The LWIB will allow service providers to change WIA enrollment numbers as necessary to accommodate the number of customized training contracts that are written.

**General Considerations:** These are things to consider in deciding appropriate activities for a customer, not factors to consider in whether to enroll:

- Ability to achieve employment goals without additional services
- Level of work maturity (level of commitment, motivation, focus)
- Developed achievable and realistic employment goals
- Work history (positions in last two years, retention, job progression/history, progression in positions held, for examples)
- Level of reading/math skills (include ESL/ESOL issues)
- Level of writing and verbal communication skills
- Basic computer skills

In no case will Individual Training Accounts [ITAs] be authorized without a CareerCenter Manager's approval.

**Preference for allocation of training funds** for employed workers determined as eligible will be as follows:

- Veterans
- High School Dropouts (aged 19-22)
- Welfare Recipients
- People with Disabilities

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