

# Central Western Maine Workforce Investment Board

## WIA Funding Guidelines for Customers with Degrees/Licenses/Certificates

Under the Workforce Investment Act legislation, WIA is considered a work first program meaning that people who are able to obtain employment with the skills they already have are not considered priorities for training and should be served using Core or Intensive services.

Our own Policy & Procedures Governing Adult Enrollment Policy states, "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..."

When training dollars are limited those without a degree need to be the priority.

In addition, our local LWIB is focused on clusters with sector specific training for each of our local CareerCenters.

Keeping the above factors in mind, we will apply the following criteria when individuals with degrees, licenses or certificates request assistance with additional training.

Circumstances under which we most likely would not pay for training:

1. If a person has marketable job skills, even if his/her degree, etc. is older. We should assist this person with job search services and not training. As a rule people with degrees, even older degrees, whose job skills are still marketable, are better able to get employment than people with no degrees at all.
2. If a person has a recent degree, within the last five years, but has not found work in his/her field. Unless there are underlying issues, it is probably the economy that is affecting him/her most and not a lack of skills. Many who are graduating from schools are not getting work right away in their field. We should offer them our workshops, UP or Focus Groups, or have them explore volunteering and keep up their network contacts.
3. If a person whose work history shows that s/he has worked steadily in his/her degree field but now wants to try something else. We should offer job search assistance and give him/her resource information so s/he can help him/herself. We do not have the resources to retrain people just because they want to pursue a new career.
4. If the local labor market shows that a particular degree is still in demand. Again, we do not have the resources to retrain people just because they want to try something new. We should offer job search assistance.
5. If the poor economy is the main reason the person is not finding employment. Everyone struggles to find work in a poor economy, but that by itself is not a reason to do training. If the person would be able to get work in a thriving economy, we should not retrain. Refer this person to our workshops and UP or Focus Groups. Also suggest volunteering and make sure they are networking.

Circumstances under which we most likely would consider paying for training:

1. If a person is unable to work in his/her field due to circumstances such as health, criminal record, etc. and needs to retrain.
2. If the person received a degree but never worked in his/her degree field and the degree is "old" i.e. 10 – 20 years. An old degree which has never been used is of no use to a customer so training could be considered.
3. If the labor market shows that a certain type of degree, etc. is no longer in demand and related jobs are not available, we could consider retraining.
4. If there is a business that would hire the person with a degree/lic/cert but requires the person to get additional training. If additional training would lead directly to a job, it should be considered. We need to verify that the business is legitimate and have them write a letter stating they will hire the person.
5. If the person with the degree/lic/cert researches local businesses and gets signed statements that additional training is necessary to make him/her more employable. The person needs to get contact names so that the CareerCenter can verify. If several businesses point out that additional training is necessary, then we could consider assisting the person.
6. If near the end of a program year there are funds still available and no one without a degree has been turned away because of funding, we could consider training for those with degrees.
7. Remember, if we do consider assisting a person with a degree to retrain, it needs to be within our clusters and a growth occupation. They need to follow the same process as everyone else.