

# Central/Western Maine Workforce Investment Board

## Policy & Procedures Governing Adult and Dislocated Worker Enrollment

The following policies and procedures will govern the application of enrollment of customers in Adult and Dislocated Worker services provided under the Workforce Investment Act (WIA). These policies and service guidelines assume that all CareerCenter customers will receive universal Core services and 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 for 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 are meant as a guide to case managers and Area III Managers to evaluate individual needs for training:

### Specific WIA Enrollment Considerations:

- Is the customer unable to find employment by using CareerCenter self-directed and informational services only?
- Is the customer enrolled in a partner program? If so, how much, if any, is that program able to assist the customer with his/her employment goals? Does the partner program have funds that can be leveraged with WIA funds?
- Will participation in the program have an impact on increasing employment for those who are unemployed or an impact on increasing wages and retention for those who are underemployed or incumbent workers?
- Will participation in the program have a positive impact on participants retaining employment for six months and longer following program closure? Employment does not have to be with the same employer.
- Will participation in the program result in higher average earnings? Average earnings in the second and third quarter after exit for adults will be based on the average earnings set by MDOL's performance goals for WIA\*.

### General Considerations:

These are things to consider in deciding appropriate activities for customers, 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

### Priority of Service Considerations :

Under WIA Section 134 (d)(4)(E) it states that if funds allocated to a local area for adult employment and training activities are limited, priority for intensive and training services will be established. Customers already enrolled in training will not be displaced even when funds are limited. In addition, customers who apply after funding has been determined as limited must still meet eligibility criteria. Priority of Service in Area III will be as follows:

- Low income veterans and/or their spouses
- Adults receiving public assistance or those who are low income
- Adults with disabilities whose income meets the eligibility criteria

While the WIA adult priority of service does not apply to WIA Dislocated Workers or National Emergency Grants, in Area III if dislocated worker or NEG funds become limited, priority will be given to new customers who meet WIA Dislocated Worker or NEG eligibility criteria as follows:

- Veterans and/or their spouses
- Dislocated workers who have become low income or are receiving public assistance
- Dislocated workers who have disabilities

Dislocated worker or NEG customers already enrolled in training will not be displaced even when funds become limited.

If WIA Dislocated Worker funds are not available, and WIA Adult funds are available, after first considering applicants in the priority of service categories for WIA Adult, WIA Dislocated Workers who are also WIA Adult eligible may be considered.

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