

## Workforce Innovation and Opportunity Act (WIOA)

### Statewide Service Policies Updated July 1, 2024

**Policy Number:** 01-24

**To:** All WIOA service providers

**From:** Danilo Cabrera, Workforce Programs Administration Bureau Chief *Danilo Cabrera*

**Effective Date:** July 1, 2024

**Subject:** WIOA Statewide Service Policies for service providers

#### I. Purpose:

Provide statewide service policies to assist with the implementation of the Workforce Innovation and Opportunity Act (WIOA). More detail may be found in the state's WIOA Technical Assistance Guide located on this [website](#).

#### II. Policy:

##### A. Residency

Priority for WIOA Adult, Youth, and Dislocated Worker career and training services will be given to Idaho residents eligible for those services. Residents of other states who wish to receive WIOA career and training services will first be referred to the One Stop/American Job Center in their home state to obtain resources for services. In instances where a home state denies or is unable to provide services to a non-Idaho resident, the Idaho One Stop/American Job Center may consider enrollment of an eligible individual if it is in the best interest of the state of Idaho and if funding is available to do so. No qualifying Idaho residents may be denied access to services due to this action.

##### B. Eligibility and Priority of Service

See Idaho's Title I-B [Integrated Eligibility and Priority of Service policy](#), approved by the Idaho Workforce Development Council (WDC) on June 06, 2024.

##### C. Participant Follow-Up

WIOA requires that select Title I-B participants be offered or receive follow-up services for not less than 12 months after program exit.

1. Adults and Dislocated Workers obtaining unsubsidized employment may be offered follow-up services to ensure job retention, wage gains, and career progress. For the 12-month follow-up period after exiting the WIOA Title I-B program, a minimum of one contact with each exiter who received career or training services should be made. The Act states that exited Adults or Dislocated Workers in the 12-month follow-up period

- may not receive paid supportive services.
2. Each Youth participant must be offered an opportunity to receive follow-up services that align with their individual service strategy. The services provided must be determined based on the individual's needs. The type and intensity of follow-up services may differ for each participant. Furthermore, follow-up services must be provided to all participants for 12 months, regardless of whether the participant successfully exited the program.
  3. In addition to those services offered under the Adult and DW programs, follow-up services for youth may also include the following program elements:
    - a) Supportive services,
    - b) Adult mentoring,
    - c) Financial literacy education,
    - d) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services, and
    - e) Activities that help youth prepare for and transition to postsecondary education and training.

#### **D. Work-Based Learning Activities**

The following work-based learning activities are allowable within Idaho's WIOA Title I-B programs. Each activity has an established standard duration for participation. WIOA staff exploring the possibility of extending these activities beyond the established duration should contact AE staff for prior approval. Participants in any of these activities may receive an hourly wage higher than the state or federal minimum wage but never less than this wage.

##### **1. Work Experience Activity**

This activity is structured to ensure participants are engaged in learning basic work maturity skills such as attendance, following directions, and wearing appropriate attire rather than receiving occupational skill training. Work Experience activities take place in a public, private for-profit, or non-profit workplace for a limited duration, generally not exceeding 520 hours. Participants enrolled in a Work Experience activity may receive up to \$15.00 an hour. Work Experience participants are employed by the WIOA service provider and are provided with Federal Insurance Contributions Act (FICA) and workers compensation coverage while participating in this activity.

##### **2. Internship Activity**

An internship is a short-term full-time or part-time work assignment, usually less than 250 hours, with a private for-profit, non-profit, or public employer. An internship provides relevant experience toward career goals and hands-on instruction. All participants enrolled in an internship activity equivalent to the state or federal minimum wage or a higher wage in consideration of the participant's prior training/experience and the hourly wage offered at the worksite to individuals with comparable training/experience.

##### **3. On-the-Job Training**

An on-the-job training (OJT) activity is employer-presented training provided to a paid participant while engaged in productive work in a job that:

- a) Provides knowledge or skills essential to the complete and adequate performance of the job;
- b) Is made available through a program that provides reimbursement to the employer for the extraordinary costs of training and supervision (up to 50 percent of the participant's wage rate) and

- c) Is limited in duration as appropriate to the occupation for which the participant is being trained, considering the content of the training, the participant's prior work experience and their service strategy as appropriate.

OJTs are provided under contract with an employer (or registered apprenticeship program sponsor) in the private, public, or private non-profit sectors. These contracts must be limited to the period required for the participant to become proficient in the occupation for which the training is being provided, usually no longer than six (6) months. The contract length is determined by the participant's individual service strategy, including their prior work experience, academic and occupational skill levels, and the occupation's skill requirements.

Once the contract period is complete, the employer is expected to provide the OJT participant continued long-term employment as a regular employee with the same working conditions, employment benefits (including health benefits) and wages as similarly tenured regular employees performing the same work.

To account for the extra costs of training, supervision and possible lower productivity, employers may be reimbursed up to 50 percent of the OJT participant's wage, or up to 75 percent of the wage under certain conditions. \*

Employers are not required to document the extraordinary training costs to receive reimbursement. However, any employer new to the area must ensure no workers have been or will be displaced due to the employer's relocation to the local area.

**\*Conditions for reimbursement rates greater than 50 percent:**

- Up to 75 percent reimbursement rate for hiring an individual with barriers to employment, as determined by the WIOA staff career planner See the list below:

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| <ul style="list-style-type: none"> <li>○ Displaced homemakers</li> <li>○ Low-income individuals</li> <li>○ Indians, Alaska Natives, and Native Hawaiians</li> <li>○ Individuals with disabilities</li> <li>○ Older individuals</li> <li>○ Ex-offenders</li> <li>○ Homeless individuals</li> <li>○ Youth in or aged out of foster care(w/in 6 months?)</li> <li>○ English language learners, individuals with low</li> </ul> | <ul style="list-style-type: none"> <li><i>levels of literacy, and individuals facing substantial cultural barriers</i></li> <li>○ Eligible migrant and seasonal farmworkers</li> <li>○ Former TAFI recipients with benefits exhausted within two years</li> <li>○ Single parents (including pregnant single women)</li> <li>○ Long-term unemployed individuals (26 weeks or more)</li> <li>○ Other groups as determined by the Governor.</li> </ul> |
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- 70 percent reimbursement rate for hiring individuals earning an industry-standard credential (recognized by other employers statewide or nationally) as part of the employer-provided training.
- 70 percent reimbursement rate for employers with 10 or fewer employees at the worksite.

**E. Out-of-Area Job Search Activity**

This service is designed to assist Adults, Dislocated Workers, and Older Youth (as appropriate) seeking employment in areas outside of their normal commuting distance when employment opportunities are not readily available in their local area. WIOA staff may authorize multiple job searches for a single client.

1. Out-of-Area Job Search - Each out-of-area job search is limited to 90 percent of allowable and actual costs, not exceeding \$600.

- a) Out-of-Area Job Search Cash Advance - A job search cash advance is limited to no more than 50 percent of estimated costs, not to exceed \$300.

**F. Relocation Assistance Activity**

Relocation assistance is designed to enable participants to receive financial assistance toward relocating themselves and their family to a labor market outside of their normal commuting distance.

1. Relocation - Relocation assistance is limited to 90 percent of allowable and actual costs, not exceeding \$4,000.
  - a) Relocation Cash Advance - A cash advance for relocation is limited to no more than 50 percent of the estimated costs for the trip, or \$750, whichever is lower.

**G. Individual Training Account (ITA)**

The ITA is a payment agreement established on behalf of an Adult, Dislocated Worker or out-of-school Youth participant when purchasing educational or occupational training services (tuition and books) from an eligible training provider selected from the state-maintained WIOA Eligible Training Provider List (ETPL), in consultation with WIOA provider staff. While there are no monetary limitations on ITAs, WIOA provider staff will ensure each ITA cost is reasonable and necessary. WIOA staff **must** document the coordination of financial assistance with training providers, including Free Application for Federal Student Aid (FAFSA) and scholarships where applicable.

**H. Needs-Related Payments**

Idaho's limited WIOA funding does not allow the state to offer needs-related payments.

**I. Policy on Self-Sufficiency**

An employed Adult shall be considered self-sufficient if the family income exceeds 155 percent of the USDOL's Lower Living Standard Income Level (LLSIL) guidelines. A reemployed Dislocated Worker shall be considered self-sufficient if he/she is employed in a permanent position that pays at least 90 percent of the qualifying layoff wage.

**III. Definitions:**

None.

**IV. References:**

WIOA 101(d)(2),(12)

**V. Rescissions/Cancellations:**

WDC-10-19-2015-WIOA Transmittal #3

Idaho Workforce Development Council Statewide Service Policies for WIOA Service Provision Updated October 25, 2017

**VI. Direct Inquiries to: [WIOATAA@labor.idaho.gov](mailto:WIOATAA@labor.idaho.gov)**