



## CATAWBA WIA INSTRUCTION PY 11-08

**TO:** All PY'11 WIA Contractors

**ISSUANCE DATE:** 03/21/2012

**EFFECTIVE DATE:** 03/21/2012

**SUBJECT:** Allowable Training Activities

**EXPIRATION DATE:** Indefinite; however, policy will be reviewed by the WIB not less than annually.

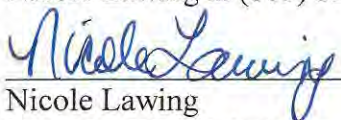
**PURPOSE:** The purpose of this instruction is to convey the allowable training activities, including targeted demand occupations.

**BACKGROUND:** WIA Title I [Section 134]. The Catawba Workforce Investment Board is responsible for establishing local policies related to allowable training activities. The Board also must determine what industries and occupations are in demand in the local area for the purpose of investing local WIA training dollars.

**POLICY:** The Catawba Workforce Investment Board has determined that the following training options shall apply to all training activities, **BUSINESS/LEGAL/OFFICE ADMINISTRATION, COMPUTER & MATHEMATICAL SCIENCE, HEALTHCARE, CONSTRUCTION/ MAINTENANCE/MANUFACTURING AND EDUCATION OCCUPATIONS.** Any exceptions to these training activities require the written approval of the LWIB. *The occupations identified within this policy are not necessarily on the Eligible Training Provider List. Should the need arise for a program to be added it must be submitted to the LWIB office for consideration. Only programs that align with the current in demand occupation list will be considered.* Clearly documented commitments made prior to this instruction letter shall be subject to prior policy as outlined in the Statement of Work or policies in effect at the time the commitment was made.

**ACTION:** Please begin immediately applying these guidelines for any WIA funded training activities initiated as of the date of this instruction letter. Please forward this instruction letter to your staff.

**INQUIRIES:** Should you have any questions concerning this instruction, please contact Nicole Lawing at (803) 327-9041.

  
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Nicole Lawing

Catawba WIA Administrator

*Serving Chester, Lancaster, Union, & York Counties*