



CATAWBA WIOA INSTRUCTION PY24-03 Change 1

TO: Catawba Workforce Development Area

SUBJECT: Adult and Dislocated Suitability Requirements for WIOA

ISSUANCE DATE: July 1, 2024

EFFECTIVE DATE: July 1, 2024

REVISED: March 6, 2026

EXPIRATION DATE: Indefinitely

PURPOSE:

This instruction is to convey the process for determining suitability and “need” for intensive and training services; including WIOA Adult and Dislocated Worker (DW) funded individual training Accounts (ITA) for clients served in the Adult and Dislocated Worker programs.

BACKGROUND: The WIOA program is designed to provide employment and training opportunities to those who can benefit from and who are most in need of such opportunities. However, WIOA is not an entitlement program and thus a variety of staff-led screening is required to determine eligibility and suitability, especially suitability for training, for both Adults and Dislocated Workers.

Selection of participants for career/training services is based on both need and suitability. While a person may be fully eligible and in need of career services or training, they may not be suitable, pending resolution of an immediate problem or a personal barrier. **Suitability is the assessed ability and the perceived personal commitment of the participant to attend career services or training activities, to successfully complete these activities and to acquire and retain employment that leads to self-sufficiency.**

POLICY: Suitability for WIOA services is determined by staff after eligibility and after all signatures have been captured. Suitability for training should be determined by staff and the participant during enrollment, assessments, IEP development, and in the selection of activities. The following criteria must be considered in the determination of a participant’s suitability for WIOA-funded occupational skills training:

- The participant resides in the Catawba LWDA (Applies to Adult participants only)
- A determination has been made by the career advisor following an interview, evaluation, or assessment and career planning that the participant:
 1. Is unlikely or unable, by only receiving career services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment

2. Is in need of training services to obtain or retain employment leading to economic self-sufficient or wages comparable to or higher than wages from previous employment; and
 3. Has the skills and qualifications to participate successfully in training services.
- The participant has selected program of training services that is directly linked to employment opportunities in the local area or the planning region, or in local area to which the individual is willing to commute or relocate (i.e. training identified is for a targeted high demand occupational sector outlined in the Catawba area)
 - The training provider selected is on the SC Eligible Training Provider List (ETPL);
 - The participant is unable to obtain grant assistance from other sources to pay the cost of such training, including such sources as state-funded training funds, Trade Adjustment Assistance, and federal Pell Grant established under title IV of the Higher Education Act of 1965, or require WIOA assistance in addition to other sources of grant assistance, including Federal Pell Grants;
 - The participant is not in default on federal student loans; if in default the participant has provided evidence of payment plan established with Department of Education.
 - The participant has not received WIOA sponsored occupational training previously (unless a LWDA will issue a waiver)
 - The participant has the ability to perform the job for which he/she is seeking training;
 - The participant has signed the Customer Commitment Agreement to abide by the WIOA program guidelines
 - The participant has not exhausted his/her lifetime training cap of \$12,000 (unless LWDA will issue a waiver)
 - The participant does not have a bachelor's degree, his/her degree is in an occupation that is not in demand as defined by the Local Area, or participant lacks proper certification to obtain a job in a particular field. (Proper labor market information should be researched)
 - The participant is unemployed or underemployed and lacks marketable skills.
 - The participant has not been previously enrolled, and a negative outcome was obtained at exit (unless LWDA will issue a waiver)

Considering the above circumstances that may make a person not suitable for training services includes:

- Ineligible WIOA applicants (automatically not suitable)
- Persons requiring extensive support beyond the ability of WIOA
- Persons whose training needs are more appropriately served by another agency
- Persons whose training desires cannot be met by WIOA funding
- Persons whose lives are in immediate crisis and cannot participate in WIOA activities at this time.
- Persons whose financial situation will not allow them to attend training, even with assistance
- Persons who cannot allocate sufficient time for the required commitment to WIOA training services
- Consistent failure to show for scheduled appointments, career service activities, assessments, or other program services
- Persons lacking transportation to attend training even with WIOA or other agency assistance
- Persons who require or insist on services sooner than WIOA can provide them
- Persons who are admitted to active substance abusers and who are not active in rehabilitation to overcome their dependency.
- Applicants wanting a job now without regard to, or the desire for, vocational training

- Persons considered trained and ready for employment in a demand occupation with wages equal to, or better than, what can be gained through WIOA training services
- Persons currently employed in one of the 5 occupation clusters making self-sufficient wages

ACTION: Contractor must evaluate participants using the criteria listed above to determine the participant's suitability to receive WIOA-funding occupational skills training. Individuals who meet all the criteria above are MOST suitable to receive WIOA-funded skills training, however the career advisor may use their own professional judgement in making the final decision and must document rationale for funding individuals in occupational skills training. A waiver is required for individuals without a GED/High school diploma or other questionable situations.

NOTE: Pre-screening is not allowed in WIOA. All participants must go through the application process to be deemed eligible/ineligible for WIOA services. Staff can and should prep all WIOA documents prior to the appointment but cannot discuss participant suitability/eligibility status until all information has been entered in SCWOS and application has been signed.

INQUIRIES: If you have any questions regarding this instruction, please contact Amanda Baker at (803) 327-9041 or abaker@catawbacog.org.



Amanda Baker, Administrator
Catawba Workforce Development Area

3/12/2020
Date