

PEE DEE LWIA INSTRUCTION NUMBER: WIA-10-013 Change 1

TO: Pee Dee Local Workforce Investment Are Grantee(s)
SUBJECT: WIA Sponsorship of Training at Four-Year Institutions
ISSUANCE DATE: January 7, 2014
EFFECTIVE DATE: Immediately
EXPIRATION DATE: Indefinite

Purpose: The purpose of this instruction is to clarify the Pee Dee Local Workforce Investment Board's policy regarding the sponsorship of Workforce Investment Act participants in training at four-year colleges and universities.

Background: In preparing a response to a recent waiver request, the LWIA determined that Instruction Number WIA-10-013 should be revised to clarify that a waiver need not be requested if a WIA participant meets the criteria to pursue a four-year college degree. A waiver is only required if a students does not meet all of the criteria for sponsorship at a four-year college or university.

Policy: A WIA participant may pursue a degree at a four-year college or university if the following criteria are met:

1. The participant is within 4 semesters (2 years) of completion of the chosen degree.
2. The participant is making satisfactory progress in accordance with the College's or University's guidelines and, upon approval for WIA sponsorship, will make continued satisfactory progress in accordance with the local area's satisfactory progress policy.
3. The participant has not participated in WIA-sponsored occupational training within the past 5 years.
4. The participant has applied for and used all other sources of financial aid prior to receiving WIA assistance.
5. The participant's total WIA training costs will not exceed the WIB's established yearly or lifetime ITA maximum.
6. Participant has chosen a course of study that is among those targeted by the WIB for investment of its training dollars. The targeted occupations list will be reviewed and periodically updated by the WIB, with training approval based on the WIB's most recently approved list.

A waiver may be requested from the LWIA for participants who do not meet all of the criteria for sponsorship at a four-year institution. All requests will be evaluated by staff and reasonable requests will be presented to the Workforce Investment Board for approval. Additional requirements, at the discretion of the WIB and its staff, may apply to individuals who have chosen training in an occupation not listed or who otherwise do not meet the

criteria as outlined above. Waivers will be granted in very limited instances, based on workforce need and potential employment upon completion.

Action: Grantees must ensure that all participant **waiver-requests** for training at four-year institutions have the prior approval of the Workforce Investment Board. The grantee must allow sufficient time for such approvals to be made.

Inquiries: Any questions regarding this instruction should be directed to Joette Dukes at (843) 669-3138.



Joette R. Dukes, Workforce Development Director