

UPPER SAVANNAH WDA INSTRUCTION NUMBER: PY 22-03

TO: Upper Savannah Grantees

ISSUANCE DATE: APRIL 4, 2023

EFFECTIVE DATE: Immediately

SUBJECT: Eligible Training Provider List and Individual Training Account Policies

REFERENCES: PY 21-01

This instruction describes the board's policies for including a provider's program on the Eligible Training Providers List. WIOA Adult and Dislocated Workers who qualify for training are provided with a voucher which they can use for a menu of pre-approved training programs. The list is maintained at scpath.org. The types of training offered are reviewed annually by the Upper Savannah Workforce Development Board.

If a client seeks training which is on the state list but not the Upper Savannah list, the client may request the training be added. If it is consistent with the board's policies and the school agrees to the payment terms it may be added.

The board prioritizes investments in occupations which have the highest wages and most new job openings. Please note, the board has evaluated and declined to put the following training on the list: associate degree transfer programs, barbering/cosmetology and nail programs, medical billing and coding, standalone: nursing assistant and phlebotomy, message therapy, human services, art, photography and funeral science.

Policies Regarding Eligible Training Provider Offerings

1. Must be for an in-demand occupation for the Upper Savannah region and must lead to a self-sufficient wage as defined by WIOA performance guidelines. Upper Savannah provides training for occupations which support manufacturing, skilled healthcare, and construction. The list as of April 2023 includes:

- Accounting
- Air Conditioning Repair
- Business Analyst
- CDL: A, B, Hazmat

CNC Operator
Diesel Equipment Technician
Electrical Lineman
Heavy Equipment Operator
Highway Construction Inspector
Lean Six Sigma
NCCER Core Curriculum
Paramedic
Project Management
Registered Nurse
SC Manufacturing Certificate
Welding

2. Students must be able to complete training and earn a recognized credential within two years. Individual Training Accounts are limited to one year.
3. Training programs which prepare workers for skilled trades (such as machine tool, automotive technology and HVAC) and which prepare workers to be healthcare providers (such as registered nursing, paramedic) must have hand-on instruction so students can learn by guided practice. An exception is refresher courses designed to help a student pass a licensing exam.
4. The maximum cost of training is \$10,000 per client after federal and state financial aid is applied. The cap for Commercial Driving License training is \$6,000. South Carolina has a \$14,000 lifetime cap.
5. Cost is a factor. Options that cost more than twice other alternatives will not be approved.

Policies for Awarding Individual Training Accounts (WIOA Scholarships)

WIOA can only pay tuition for Adult and Dislocated Worker clients when specific criteria are met. Funding is limited to a menu of programs on the local eligible provider list.

Payment Arrangements

1. Qualified Individuals will be issued a training scholarship (Individual Training Account) for training based on their needs and abilities. Scholarships have set amounts and are valid for a specific period. Students are given a voucher that they can take to the school they select.
2. WIOA cannot pay for costs incurred before the voucher is issued. Because a debt may prevent a student from obtaining a credential after training, debts must be resolved prior to WIOA payment. WIOA cannot provide training to someone with a student loan in default.
3. WIOA funding will be used to supplement other types of aid. Students will be required to apply for all applicable aid. Assistance will be applied towards training costs in the following order:

- a. Pell Grants
- b. State Grants
- c. Lottery Funding
- d. WIOA Scholarships

Students are not awarded WIOA funds if other aid covers all required costs.

- 4. The school will provide records showing all expected financial aid and the actual aid received. The information supplied to WIOA will also show if students took a loan.
- 5. If the projected costs are expected to exceed the sum of all financial assistance, the client must pay the estimated balance before WIOA funds are used. For example, if training costs \$14,000 and WIOA awards the student \$10,000, the client must pay \$4,000 out of pocket before WIOA funds will be used.
- 6. WIOA will pay up to the cost listed in SCWOS for training. WIOA will follow the school's written policies on refunds and withdrawals unless an alternate agreement is mutually agreed upon.
- 7. WIOA pays costs as they are incurred. For example, tuition for a two-semester training program will be paid for each semester separately.
- 8. Student progress is monitored. WIOA will require students to give access to grades and attendance records and to share results of basic skills tests and, or credentials. If a student is not making adequate progress, funding will be discontinued.
- 9. Schools must abide by federal, state and local laws and regulations. Upper Savannah should be notified of changes in accreditation.
- 10. Upper Savannah has a scholarship form for training which costs more than \$4,000 which must be approved by two WIOA representatives. (attached.)

Support of Non-Funded Occupational Training (SCWOS code 328 – Non ETPL Training)

WIOA can utilize training funded by other sources without training being on the Eligible Training Providers List. To record the training, it must be consistent with board priorities, it should be able to completed in one year or less, it should provide an opportunity for completers to get a credential and a training-related job which pays self sufficiency wages. Following is a list of training which is pre-approved.

A + Certification	Machine Tool
Accounting	Mechanical Engineering
Automotive Tech	Mechatronics
Building Construction	Nursing (LPN & RN)
Building Inspector	Occupational Therapy Assist.

Business	Paramedic
Cardiovascular Tech	Patient Care Technician
Certified Medical Assistant	PC Tech
Electrical Maintenance	Physical Therapy Assistant
Electronic Engineering	Production Planning
Emergency Medical Tech 1, 2	Purchasing
Engineering Graphics	Radiologic Tech
Heavy Equipment Operator	SC Manufacturing Certificate
HVAC	Total Quality Management
Industrial Electronics	Truck Driver Training
Inventory Control	Welding

Support for Youth Training (SCWOS code 430)

Youth clients may participate in training not on the Eligible Providers List. Training can include the programs listed above and can also include Certified Nursing Assistant Training. The limit for training not on the eligible training providers list is \$4,000. The training should be complete within one year and should have the potential for a credential and self-sufficiency wages.



Ann Skinner
Workforce Development Director

UPPER SAVANNAH COUNCIL OF GOVERNMENTS

Attachment