

# PROCESS for Computing Staff Wages for 40% Training and Career Services

**Date:** 11/17/2021

**Effective:** 07/01/2021

**Reference:** VWL14-17 Change 3 Final

Local Workforce Development Boards in Virginia are required to ensure that a minimum of 40% of the WIOA Title I Adult and Dislocated Worker formula Program Year allocations are expended on allowable training costs. Definition of Training In order to encourage the recruitment and use of high-quality training providers and programs, all training providers must be WIOA-certified under the existing state eligible training provider system. The only exception to this requirement is when the employer is functioning as the training provider. As defined within this policy, the services considered training, for which expenditures will accrue to the 40% requirement, include:

- Occupational Classroom Training
- On-The-Job Training (OJT)
- Work Experience
- Customized Training
- Class-Size Training Contracts
- Transitional Jobs
- Registered Apprenticeship (RA)
- Incumbent Worker Training (IWT)
- Remedial Training/Pre-Vocational Services
- Books, Fees, Travel, Materials, and Related Expenses
- Certification Tests
- Case Management

Allowable case management costs include:

- Case Manager time working directly with participants enrolled in training (not participants seeking training) including time spent researching, creating, monitoring, providing supportive services, ITA development, and closing out an Adult or Dislocated Worker jobseeker training account.
- Case Manager time working to identify and or develop training opportunities, including time spent working with employers and/or training providers to identify and develop training opportunities.
- Case Manager time working with employers to ensure a successful training experience, including time spent managing and evaluating the work experience.
- Case Manager costs are limited to salaries and benefits.

*Case management costs that contribute to the Training Expenditure requirement do not include costs associated with providing basic career services, individualized career services, or follow-up career services. The supervision of case managers is excluded from consideration for inclusion in meeting the 40% training expenditure requirement, but can be counted as Career Services expense.*

The method for accounting of the case management staff costs so that it can be included in the 40% training will be a prorate of the case load of each Program Operator to determine the percentage of cases that are directly related to training and apply the resulting percentage to salary and benefits for inclusion to meet the 40% training expenditure requirement to all frontline case management staff. Documentation of the computation will be submitted with the Program Operators monthly invoice.

The Program Operator will run the 40% Training Report monthly by following instructions attached.