

<b>Section-03 Programs and Eligibility</b>	<b>P-0300100</b>	<b>Effective Date: 10/21/2021</b>
<b>Replaces TAWDB Adult and Dislocated Worker Policy dated 2/15/2018 and EWD Adult, Dislocated Workers, Youth Follow-Up Policy</b>		
<b>Delaney Rea, GCWDB Chair</b>		

## **Adult and Dislocated Worker Policy**

WIOA provides resources, services, and leadership tools for the workforce system to help individuals find and maintain good jobs and improve employer prospects for success in the global marketplace. The Green Country Workforce Development Board (GCWDB) shall focus on serving individuals with barriers to employment and seek to ensure these individuals receive access to quality services to eligible individuals under the WIOA Title I Adult and Dislocated Worker Program.

**I. Adult:** Workforce services for eligible adults are available to serve individuals and help employers meet their workforce needs. By preparing individuals in a pathways for economic self-sufficiency, workers will be able to obtain good jobs with staff guidance by providing them with job search assistance and training opportunities.

**II. Dislocated Worker:** The Dislocated Worker program is designed to help workers get back to work as quickly as possible and overcome barriers to employment. When individuals become dislocated workers as a result of job loss, mass layoffs, global trade dynamics, or transitions in economic sectors, the Dislocated Worker program provides services to assist them in re-entering the workforce. Services for dislocated workers are integrated and provided through the American Job Centers (AJCs). The AJCs provide significant resources to implement workforce education, training, and employment programs and help displaced workers.

**III. Career Services:** Enrollment in WIOA Individualized Career Services are provided after staff determine that such services are required to retain or obtain employment. Staff may use recent previous interviews, evaluations, or assessments by partner programs to determine if individual career services would be appropriate. Individualized career services include specialized assessments, developing an individual employment plan, career counseling, training services, work experiences, and more.

A. Transitional Jobs are a type of work-based training offered as an individualized career service. Transitional jobs are time-limited, wage-paid work experiences that are subsidized up to 100 percent. These jobs can be in the public, private, or non-profit sectors and are only available for individuals with barriers to employment who are “chronically unemployed” or who have an “inconsistent work history”. Transitional jobs provide individuals with work experience and an opportunity to develop important workplace skills, including “soft skills” within the context of an employee-employer relationship, in which the program provider generally acts as

EQUAL OPPORTUNITY AND NONDISCRIMINATION: All providers must comply with WIOA’s Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity. Auxiliary aids and services are available upon request to individuals with disabilities. Green Country Workforce is an equal opportunity employer/program. BABEL NOTICE: (29CFR 38.9(g)(3)): This document contains vital service information. If needed, call 918-796-1200 for assistance in the translation and understanding of the information in the document(s) you have received.

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the employer. In addition, transitional jobs are required to be combined with comprehensive career services and supportive services. The goal of transitional jobs is to establish a work history for the individual that demonstrates success in the workplace and develops the skills that lead to entry into, and retention in, unsubsidized employment. Although there is no assumption that the individual will be retained in the transitional job after the work experience is over, retention is the preferred outcome.

B. Registered Apprenticeships: Registered apprenticeship is a potential source for training and employment services local areas are encouraged to use as a career pathway for individuals seeking employment, and as a job-driven strategy for employers and industries.

C. On the Job Training (OJT): OJT continues to be a key method for delivering training services to adults and dislocated workers. GCWDB may provide up to 50 percent of the wage rate of the participant to employers for the costs of training while the participant is in the program.

D. Incumbent Worker Training: Incumbent Worker Training is designed to meet the special requirements of an employer, or a group of employers within the same industry, to retain a skilled workforce or avert the need to lay off employees. Incumbent workers benefit by acquiring the skills necessary to retain employment and/or advancement within the company, or by acquiring the skills necessary to avert a layoff.

E. Customized Training: Customized training is designed to meet the specific requirements of an employer or group of employers with the commitment that the employer(s) hire a participating individual or individuals upon successful completion of the training.

**IV. Priority of Services:** WIOA establishes a priority requirement with respect to funds allocated to a local area for adult employment and training activities. American Job Center staff, when using WIOA Adult funds to provide individualized career services and training services, must give priority to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient. Under WIOA, priority must be implemented regardless of the amount of funds available to provide services in the local area. In addition, veterans receive priority of service in all DOL-funded employment programs.

**V. Equal Opportunity and Nondiscrimination Statement:** All recipients, and subrecipients/subgrantees must comply with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity),

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**VI. Action:** The Executive Director is responsible for compliance of this policy. The Executive Director is responsible for annual review and revisions if needed. Any exceptions to this policy statement will require prior written approval from the Executive Director or chair of the Green Country Workforce Development Board.

This policy will be effective immediately upon approval of the GCWDB membership.

Reference: OOWD 07-2020 Dated 09/28/2020  
Adult and Dislocated Worker Programs



10/21/2021

Chair, Green Country Workforce Development Board / Date

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