



DWD Issuance 06-2011

Issued: January 26, 2012
Effective: January 26, 2012

Subject: Reporting Training Activities and Outcomes for Adults and Dislocated Workers

1. Purpose: This Issuance is written to provide guidance on the use and tracking of Adult and Dislocated Workers Individual Training Accounts (ITA) or receiving training services from non-Workforce Investment Act (WIA) funds.

2. Background: WIA regulation §663.430 requires ITAs be used to pay for the costs of training activities except for On-the-Job Training, Customized Training, or when the local Workforce Investment Board determines there are an insufficient number of eligible providers in the local area to accomplish the purpose of a system of ITAs.

Local areas must utilize ITAs to pay for the costs of WIA-funded occupational skill training; programs that combine workplace training with related instruction, which may include cooperative education programs; training programs operated by the private sector, skills upgrading and retraining; entrepreneurial training; job readiness training; and adult education and literacy activities when in combination with other training services.

At the implementation of WIA, it was decided any activity that is centered wholly, or in part, in a classroom setting and exceeds 40 clock hours must be considered as a Training service, and the use of an ITA would be required, unless the local area had a longer term, One-Stop Career Center based activity described in their approved plan. This included workshops, job clubs, and pre-vocational services. An activity meeting this definition is required to meet the requirements of WIA Section 122 and comply with certification requirements for eligible training providers through Missouri's Department of Elementary and Secondary Education (DESE).

3. Substance:

Service Reporting:

All customers receiving classroom training services, as defined above, funded wholly, or in part, by WIA must be enrolled in Toolbox activity 301 Occupational Skills Training. These customers will be reported to the U.S. Department of Labor (USDOL) as receiving ITA services.

Customers that receive classroom training services funded entirely by *other resources* (partner programs, Pell Grant, etc.) should be reported in Toolbox by following these steps:

1. Access the customer's Toolbox record at the Seeker Screen; Seeker Info tab
2. Select "Options" from the drop down menu at the top of the screen
3. Select "Seeker Services"
4. Select "Non-WIA Training" from the Service list of values.
5. Save

Information regarding the training the customer is receiving may be posted in the Service Notes. Entering the "Non-WIA Training" service will prevent a record from exiting; and the service must be posted every 90 days for the duration of training. This service should not be posted unless there is verification in the customer's record of training attendance.

It should also be noted, that effective July 1, 2011, the ITA information that was provided by DESE in the Employment Plan ITA tab will no longer be populated.

Outcome Reporting:

It is critical that staff report the outcomes of customers who receive training regardless of funding source. This process consists of reporting the attainment of a certificate or degree and the date of attainment on the Toolbox Exit Snapshot tab. While this is not one of the Common Measures for Adult and Dislocated Worker customers, this is a high-profile measurement used by the USDOL and Congress when evaluating the effectiveness of the workforce investment system. Additional guidance can be found in Toolbox desk aids and associated DWD policy issuances.

4. Action:

Effective immediately, classroom training activities and outcomes should be reported in Toolbox as outlined above and this information must be distributed to appropriate staff. Workforce Investment Regions should continue to track ITAs as specified in the Scope of Work for WIA funding.

5. Contact:

If you have questions regarding this Issuance, please contact Randy Cottrell, Dislocated Worker Program Manager, randy.cottrell@ded.mo.gov or Melissa Woltkamp, Adult and Youth Program Manager, melissa.woltkamp@ded.mo.gov .

6. Rescissions: This Issuance supersedes and replaces DWD Issuance 09-2000 dated March 29, 2001.

7. Attachment: None



Julie Gibson
Director