

Region 4 Workforce Investment Board
WorkIN Eligibility and Referral Policy

PURPOSE: The purpose of this policy is to provide guidance on the implementation and administration of the WorkINDiana training program.

Background:

WorkINDiana is a bridge program to help Adult Education (AE) students achieve their first step on a career pathway. Through WorkINDiana, the Region 4 Workforce Development Board (R4WDB) seeks to increase the rates at which AE students move into post-secondary occupational skills training, obtain industry-recognized credentials, and access opportunities for career advancement.

The WorkINDiana program shall be administered under the following guiding principles:

- Students should be concurrently or consecutively enrolled in Workforce Innovation Opportunity Act (WIOA) Title II Adult Education and WorkINDiana training to accelerate their learning and help students advance through progressive levels of education as quickly as possible (see Student Eligibility Requirements below).
- WorkINDiana training programs are intentionally short term to allow students to finish training quickly and obtain an entry level certificate, gain or retain employment, and/or pursue advanced employment.
- WorkINDiana training programs do not require a high school diploma or equivalent.
- Strong partnerships between WorkOne staff, Adult Education, training providers, and employers are required to ensure students are provided a full range of services, supports, and employment opportunities.
- The WorkINDiana enrollment process must be student-centric, which requires flexibility in order to meet students' individual needs, goals, and career aspirations.

Student Eligibility Requirements

Students must meet the following eligibility requirements:

- Students must be currently enrolled in an Adult Education program; ***OR*** have a high school diploma or equivalent from an Adult Education program and have been enrolled in Adult Education during the current or previous program year.
- Students must have a student record in InTERS.
- Students must be enrolled in WIOA Title I Adult, Dislocated Worker, and/or Youth programs.
- Students must have a valid pre TABE test on file (refer to Educational Functioning Level Assessment Policy at <http://www.in.gov/dwd/2482.htm>).
- Students must have the referral form (See Attachment A), which shows the student has taken the Indiana Career Explorer assessment.
- Any additional entry requirements, such as TABE score minimums, which may be set by the approved WorkINDiana training provider.

Eligible Training Programs

Eligible training programs must be approved on the State's WIOA Eligible Training Provider List (ETPL or INTraining). Eligible training programs must then be approved for WorkINDiana designation, which includes meeting the following requirements:

- Eligible training programs must result in an approved WorkINDiana credential. A list of approved credentials can found at <http://www.in.gov/dwd/2904.htm>.
- Eligible training providers must include the costs of materials, supplies, uniforms, and certification fees within the training costs on the ETPL record. If a separate payment must be made, such as to a Health Department for a radiographer license, that amount and the organization to which payment is to be made must also be noted in the program summary.
- Eligible training programs must accept students who do not have a high-school diploma or equivalency but who are pursuing one through an Adult Education program; however, training providers may request an exemption from this requirement on the WorkINDiana Program Approval Form (Attachment B).
- Eligible training programs must be at least forty (40) instructional hours and, as a general rule, take fourteen (14) weeks or less to complete.
- There must be job openings within the region that require the occupational skills and knowledge obtained through the training program.
- Training providers must agree to the 70/30 payment terms as described in WorkINDiana Funding and Vouchers section below.

DWD reserves the right to place eligible training programs with extended poor performance on an improvement plan or to remove the approval and designation of such programs as WorkINDiana training programs.

See Attachment A -Region 4 Matrix of Career Pathways for the list of Career Certifications available in our region for use under this grant.

WorkINDiana Funding and Vouchers:

The following criteria must be met:

- Funding will be allocated to eligible providers that have demonstrated the ability to provide recruitment, enrollment, case management, follow-up, and placement services to Adult Education students.
- Vouchers for training costs may not exceed those outlined on the ETPL for the WorkINDiana program.
- Funding will only pay for approved WorkINDiana training programs appearing on the ETPL with the WorkINDiana designation.
- WorkINDiana voucher(s) shall pay for only **one (1) WorkINDiana training program per customer over their lifetime.**
- WorkINDiana funds shall pay for **one (1) certification examination.** The funds may pay for a

second examination if WorkOne staff determines there is strong justification for doing so. Staff must document the justification for the second examination in the case notes in the state's case management system.

- Training providers shall be paid for the training in two phases:
 - 70% of the cost of the program if the student is present for the first day of class; and
 - 30% after the training provider provides documentation that the student has completed the requisite coursework and is prepared to sit for the industry-recognized certification exam. The training provider will not be paid the remaining 30% if a student fails to complete the program.

WorkINdiana funds may be used to pay for supportive services for WorkINdiana students. Supportive services must be directly related to WorkINdiana training and in alignment with regional Supportive Service policy.

ABE Referrals:

Clients who meet the eligibility criteria listed above and interested in WorkIN funded training will be referred to the WorkOne office using the WorkIN referral form developed by DWD. See Attachment B

The ABE provider **will give a referral form to the client to bring to the WorkOne Center** and send referral form electronically to the WorkOne Staff. See Attachment C for staff contact list. ABE providers may wish to send the letter (Attachment D) to recent HSE graduates who meet the above criteria to encourage participation in the WorkIN program.

WorkOne Referrals to Career Pathway Certification trainings:

Referrals to Adult Ed program from WorkOne staff using the designated referral form (Attachment B) will occur when student eligibility requirements are met.

Clients pursuing a *Career Pathway* will require an ITA and WorkOne staff must adhere to the DWD ITA policy (DWD 2010-13 with the following exceptions. Clients do not need to pass the Compass/Accuplacer entrance exam and it is anticipated that a minimum score of 9 on the TABE in both reading and math will be necessary for entry into most of the certification programs. In some cases, the cut-score may be substantially higher. DWD drug testing policy (WIOA (181) must be followed.

- The Career Counselor/Case Manager will develop the Academic and Career Plan, post the appropriate case notes and enter all services in the TrackOne.
- Staff will post TABE scores and Drug testing information into the TrackOne. A copy of the InTERS record is scanned into TrackOne
- Staff will have monthly check in with students.
- Supportive services under WIOA funding streams may be available.

Track One Data Entry:

When a client meets the above criteria, select the WorkIN funding stream and Service Type as WorkIN Occupational Training

Enter the Certification type and Training Provider into the Summary Description Box – ex. (CNA-Med Ed). Enter the ABE provider in the Service Notes Field.

Attachment A

Region 4 WorkIndiana Programs/Certifications

	A. Programs/Certifications - EPTL #	B. Provider	C. Location	D. TABE Minimum
1	Excellence in Customer Service/IC3- Customer Service - # 6748	JETS	Lafayette	Minimum 9.0 TABE score
2	Administrative Assistant/Microsoft Office #8062	LARA	Lafayette	Minimum 11.0 TABE score
3	Certified Nursing Assistant/CAN - #3080	MedEd	Lafayette	Minimum 11.0 TABE score
4	Advanced Mfg Work Std Cert (AMSW) #6988	Purdue Polytechnic	Lafayette	Minimum 9.0 TABE score
5	Patient Access/CHAA - #4168	Ivy Tech	Lafayette	Minimum 11.0 TABE score
6	HVAC/ HVAC EPA Cert - #7023	AC/C Tech	Williamsport	Minimum 9.0 TABE score
7	Truck Driver/CDL - #1814	C1	Indianapolis	Minimum 9.0 TABE score
8	Certified Nursing Assistant/CNA - # 7377	Ivy Tech	Kokomo	Minimum 9.0 TABE score
9	Certified Nursing Assistant/CAN - #3047	John Hinds Career Center	Elwood	Minimum 9.0 TABE score
10	Certified Production Technician/MSSC #8061	Ivy Tech	Kokomo	Minimum 9.0 TABE score
11	Certified Production Technician/MSSC – Pending	Ivy Tech	Logansport	Minimum 9.0 TABE score
12	Certified Nursing Assistant/CAN - #5188	Kokomo Area Career Center	Kokomo	Minimum 9.0 TABE score
13	Welder/AWS 3G Carbon Steel Welding Certification - # 4758	Kokomo Area Career Center	Kokomo	Minimum 9.0 TABE score



WorkINDiana Referral Form

Customer Name: _____ Last 4 SSN: _____

Adult Education program/WorkOne office: _____ Referred by: _____

Phone/Email: _____ Referral Date: _____

List WorkINDiana training interests/Student's Goals: _____

Areas to improve/work on (High school diploma or equivalency, WorkKeys, Remediation, Accuplacer, etc.):

Reason for referral: _____

High School Diploma (yes/no): _____ High School Equivalency (yes/no): _____ Date: _____

Most recent TABE results: _____ Date: _____

Reading: _____ Math: _____ Language: _____

Post TABE test on file (yes/no): _____

Date applicant was fully enrolled with at least 12 hours of attendance in Adult Education: _____

There is a record of the student in InTERS (yes/no): _____

Date applicant completed ICE: _____

Please take this form to:

Contact: _____ Phone: _____

Address: _____

WorkOne Contact List

WORKONE Sites	CONTACT:
<p> WorkOne Lafayette Full Service L.A.R.A. WorkOne Express Frankfort WorkOne Express </p> <p> Crawfordsville WorkOne Express Williamsport WorkOne Express Covington WorkOne Express </p> <p> Monticello WorkOne Express Delphi WorkOne Express </p>	<p> Mike Longcor Case Management Team Leader mlongcor@workonewestcentral.org Dolores Dellenbach Academic Career Counselor ddellenbach@dwd.in.gov </p> <p> Mary Sloan Express Team Leader msloan@workonewestcentral.org Debi Scruggs Case Manager dscruggs@workonewestcentral.org </p> <p> Cindy Hicks Express Team Leader cahicks@workonewestcentral.org David Kurth Case Manager dkurth@workonewestcentral.org </p>
<p> WorkOne Kokomo-Full Service Peru WorkOne Express Logansport WorkOne Express </p>	<p> Terri Simons Region 4 – Regional Coordinator-East JobWorks, Inc 574-904-6579 tsimons@workonewestcentral.org </p>



Date:

Name:

Address:

City, State, Zip

Dear Mr./Mrs./Ms. :

Congratulations on your recent HSE attainment! This letter is to inform you that you may be eligible to participate in occupational skills training funded through a Career Pathway program that is currently being offered through WorkOne West Central. This is an opportunity to earn career certifications that are valued by our area employers and are of no cost to you.

You are being notified about this opportunity because you have recently completed your GED/HSE through the Adult Education system.

Career Pathway trainings currently offered are in the following areas of study:

- Advanced Manufacturing
- Certified Nursing Assistant
- Administrative Assistant/Microsoft Office Specialist
- Welding (AWS G-3)
- Patient Access
- Truck Driving/CDL
- HVAC/HVAC EPA Cert
- Customer Service

If you would like to learn more about these training opportunities, please visit your local WorkOne office and bring this letter with you. Locations and hours can be found at www.workonewestcentral.org

Sincerely,

Deborah Waymire

Deborah Waymire

Chief Operations Officer

Region 4 Workforce Board

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Lafayette, Indiana 47905