



INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

TO: Indiana's Workforce Investment System

FROM: Teresa L. Voors 
Commissioner, Indiana Department of Workforce Development

DATE: July 28, 2009

SUBJECT: DWD Policy 2009-03
Workforce Acceleration Grant Program
American Recovery and Reinvestment Act--Adult and Dislocated Worker
Training Account Program for Indiana

Purpose

This policy announces the establishment of the Workforce Acceleration Grant (WAG) program, the ARRA-funded WIA Title I Adult and Dislocated Worker Training Account Program for Indiana. This policy also provides requirements and expectations for the implementation of the WAG program throughout Indiana's eleven regions and Marion County.

Background

The American Recovery and Reinvestment Act (ARRA) provided funding to each state for Workforce Investment Act Title I Adult and Dislocated Worker activities. Indiana's State Workforce Innovation Council (SWIC) voted to allocate this ARRA funding to the Balance-of-State Workforce Investment Board for 91 of Indiana's 92 counties and to the Indianapolis Private Industry County, the Marion County Workforce Investment Board. This action follows the allocation formula established for Program Year 2008 by DWD Policy 2007-34, *Final Program Year 2008 Workforce Investment Act Adult, Youth, and Dislocated Worker Formula Allocations*.

The SWIC, acting in its capacity as the Balance-of-State Workforce Investment Board, intends for the ARRA-funding allocated to the Balance-of State Workforce Area for WIA Adult and Dislocated Worker activities to support the Workforce Acceleration Grant (WAG) program. Funds will supplement federal and state student financial-assistance for eligible Hoosiers enrolled in occupationally-centered Associate Degree and post-secondary credentialing programs leading to high-wage or high-demand occupations that support Indiana's economic growth. By relieving adult learners of all or a portion of their unfunded cost of education, and by enrolling them in supportive case management, the program will help individuals choose appropriate courses of study and persist to program completion. The Indianapolis Private Industry Council (IPIC), the Marion County Workforce Investment Board, will also participate in the Workforce Acceleration Grant Program.

Scope of Work

This program will provide eligible participants with Workforce Acceleration Grants of up to \$3,000 to pay for their federally-determined Expected Family Contribution and unfunded cost of education. WAGs will be funded by ARRA-Adult or ARRA-Dislocated Worker funds. Participants receiving WAGs must be eligible for WIA Adult or Dislocated Worker services, be assessed, and develop an individual employment plan in conjunction with a WorkOne case manager. WAGs will only be used for tuition, fees, and books at schools or training institutions which provide accredited Associate Degrees or other post-secondary certificates which the State Student Assistance Commission of Indiana recognizes, and which lead to occupations that are high-wage or high-demand in accordance with regional/IPIC guidelines.

A great emphasis will be placed upon providing meaningful case management to participants in the WAG program. Each Region and IPIC will be expected to track closely the academic progress of participants; to have regular check-ins; and, to help individuals persist in and complete their programs of study and transition into associated employment. WorkOne staff will also be expected to coordinate with eligible institutions of higher education to ensure that funds are being utilized in compliance with federal and state regulations.

Funding for Workforce Acceleration Grants

Each Regional Workforce Board will receive funding for the implementation and operation of the Workforce Acceleration Grant program. The Indianapolis Private Industry Council will use a portion of their ARRA funding for the WAG program. Following the guidance contained in the United States Department of Labor-Employment and Training Administration Training and Employment Guidance Letter (TEGL) 14-08, released on March 18, 2009, titled "Guidance for Implementation for the Workforce Investment Act and Wagner-Peyser Act Funding in the American Recovery and Reinvestment Act of 2009 and State Planning Requirements for Program Year 2009," ARRA funding is to be spent concurrently with other WIA programs and must be used to supplement annual WIA appropriations. For this reason, participants receiving WAGs shall be co-enrolled in all programs for which they are eligible, including WIA Title I Adult, Dislocated Worker, Youth, Wagner-Peyser and TAA.

Regional Workforce Boards and the Indianapolis Private Industry Council will utilize WAG funding for the following activities, explained in more detail below: costs of tuition, supportive services, and case management/administration.

Allowable Activities

Workforce Acceleration Grants

The primary focus of this program is to provide Workforce Acceleration Grants to supplement participants' federal and state student-assistance funds for the cost of tuition in Associate Degree or other accredited pre-bachelor's certificate programs. Each eligible participant will be able to receive a WAG of up to \$3,000 to pay for their federally-determined Expected Family Contribution and the unfunded cost of education after accounting for federal financial aid, grants-in-aid awarded by the State Student Assistance Commission of Indiana, and institutional scholarships/awards. Following WIA guidelines, WIA funds must be considered funds of last resort--applied after all eligible federal, state and institutional grants are applied to the cost of tuition. The Regions and IPIC will be charged with the responsibility of working with the institutions of higher education to ensure that these WAG funds be applied to tuition, fees, and books after other federal, state and institutional financial aid is applied.

Based upon regional policy and demonstrated exceptional need, the maximum award of \$3,000 can be exceeded. In addition, in instances where additional training funds are needed for an eligible participant, the Regions and IPIC can utilize regular WIA funds to supplement the ARRA-funded WAG.

Supportive Services

Workforce Acceleration Grant funds may also be utilized for supportive services to eligible participants. The Regions and IPIC may utilize WAG funds in a manner consistent with regional or IPIC supportive services policy. Allowable supportive services may include, but not be limited to the following: books/supplies, transportation assistance, and childcare. Each supportive service provided to a participant must be documented in case notes, and individual supportive services must be tracked and recorded.

Where additional supportive services are needed by an eligible participant, the Regions and IPIC can utilize regular WIA funds to supplement the ARRA-funded supportive services.

Case Management/Administration

Each Region and IPIC is expected to provide core and intensive services to participants utilizing regular WIA funds. Workforce Acceleration Grant funds will be utilized to supplement regular WIA funds, and ensure that each participant receives meaningful case management services that aid in the participant's persistence and completion of training and ultimately, assists the participant in entering a high-wage or high-demand occupation.

Each participant in the WAG program must be determined eligible to receive training-level services following WIA guidelines. The Regions and IPIC shall ensure that each participant develops an individual employment plan with a WorkOne staff person, and that the participant's program of study will lead to a career in a high-wage or high-demand occupation. In addition, the Regions and IPIC shall ensure that each participant is case managed closely during the participant's training. WorkOne staff is expected to check in with all participants on a monthly basis to determine that each participant remains on track to complete his/her education and to assess if the participant needs additional services. Once the participant has completed his/her training, the Regions and IPIC will assist the individual in locating and entering suitable employment in a high-wage or high-demand occupation.

WIA Eligibility-Determination

DWD will work with Regions and IPIC to coordinate outreach to potentially eligible participants for the WAG program. Potential participants will be referred to his/her local WorkOne to receive services. Each customer should be greeted, and if not previously enrolled in TrackOne, given an initial skills assessment, and vetted for WIA eligibility. Once the program application/enrollment information is entered in TrackOne, WorkOne staff must print a copy and ensure that the participant signs and dates the document. A copy of the signed program application/enrollment must be kept in the participant's case file.

Basic eligibility guidelines for this program are provided below.

Participant eligibility for the WAG program follows the same guidelines as WIA Title I Adult and Dislocated Workers, with one important change. Following WIA regulations and guidance contained in TEGL 14-08, priority use of ARRA Adult funds shall be given to recipients of public assistance or other low-income individuals.

ARRA-funded WIA Title I Adult Workforce Acceleration Grants

Previously, Department of Workforce Development policy indicated that regular WIA funds were considered to be unlimited, and all customers would be considered eligible under the WIA Adult eligibility criteria. That is still the case for regular WIA funds; however, funds made available by ARRA are considered to be limited. Therefore, priority for ARRA-funded Adult activities must be given to recipients of public assistance or other low-income individuals. Participants receiving WAG or other services funded by ARRA Adult must meet all WIA Adult eligibility requirements, plus must meet "low income guidelines."

DWD Policy 2007-25, titled "Eligibility Determination and Data Validation Requirements for Integrated Adult Programs Provided by the WorkOne System," defines the eligibility criteria for WIA Adult programs. Based upon that policy, and guidance found in TEGL 14-08 and the Workforce Investment Act, eligible Adults participating in the WAG program must meet the following criteria:

- Aged 18 or over;
- Registered for Selective Service, if male;
- Eligible to work in the United States; *and*
- Is determined to be a "Low Income Individual."

A "Low Income Individual" is defined as an individual who:

- A. Receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program;
 - B. Received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved, does not exceed the higher of:
 - The poverty line, for an equivalent period; or
 - 70 percent of the lower living standard income level, for an equivalent period.*
- NOTE: Income determination does not include the following: Unemployment Insurance compensation, child support payments; income-based public assistance payments; and old age and survivor's insurance-benefits received under the Social Security Act.
- C. Is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977.
 - D. Qualifies as a homeless individual, as defined in subsections (a) and (c) of Section 103 of the Stewart B. McKinney Homeless Assistance Act;

*DWD Technical Assistance Bulletin 2008-17, titled "Publication of 2009 Economically Disadvantaged Criteria" provides tables showing the higher of the lower living standard income level or the poverty line.

ARRA-funded WIA Title I Dislocated Worker Workforce Acceleration Grants

Eligibility for ARRA-funded Dislocated Worker services provided through this program follow the basic eligible criteria as required by the Workforce Investment Act. Eligible Dislocated Workers must meet the following eligibility criteria:

- Aged 18 or over;
- Registered for Selective Service, if male;
- Eligible to work in the United States; *and*
- Meeting at least one of the following dislocated worker categories:
 1. Laid off/unlikely to return to previous occupation;
 2. Plant Closure;
 3. Self-Employed;
 4. Displaced Homemaker

DWD Policy 2007-25, titled "Eligibility Determination and Data Validation Requirements for Integrated Adult Programs Provided by the WorkOne System," issued on April 4, 2008 provides detailed instructions for determining Dislocated Worker eligibility requirements. Please refer to that policy for additional guidance pertaining to Dislocated Worker eligibility.

Veteran's Preference

As with all WIA programs, Regions and IPIC are required to provide priority of services for veterans and veterans' spouses under the Jobs for Veterans Act published at 73 Federal Register 78132 on December 19, 2008 if they meet the eligibility requirements for the WAG program.

WAG Eligibility-Determination

Determination of eligibility for Workforce Acceleration Grants shall be consistent with WIA regulations. As stated previously, WAGs will only be used for tuition, fees, and books at schools and/or training institutions that offer accredited Associate Degrees or other post-secondary certificates which the State Student Assistance Commission of Indiana recognizes, and which lead to occupations that are high-wage or high-demand as identified by state or regional labor market information. Eligible participants are those who have submitted a Free Application for Federal Student Aid and have a federally-determined Expected Family Contribution; or who, after accounting for federal financial aid, grants-in-aid awarded by the State Student Assistance Commission of Indiana, and institutional scholarships/awards, have an unfunded cost of education for which they are personally responsible. WAG awards may be used to pay only the Expected Family Contribution and the unfunded cost of education up to a maximum award of \$3,000. Based upon regional policy and exceptional need, the maximum award can be exceeded. An additional amount may be awarded to the student for supportive services based on need and as determined by the case manager.

Eligible Institutions/Programs of Study

Workforce Acceleration Grants funded by ARRA Adult and Dislocated Worker funds may only be used for Associate Degree or accredited pre-bachelor certificate programs of study at institutions recognized by the State Student Assistance Commission of Indiana. A list of these institutions is attached to this policy. Eligible institutions include Ivy Tech Community College, Vincennes University, Harrison College (formerly Indiana Business College), University of Southern Indiana, Indiana Wesleyan University, ITT Technical Institute, and all State Universities (Indiana University, Purdue University, Indiana State University, and Ball State University). Eligible institutions must offer Associate Degrees or accredited pre-bachelor's degree certificate programs. For purposes of this program, the State considers all institutions included on this list to be eligible training providers for WIA purposes.

Eligible programs of study for this program are Associate Degrees or accredited pre-bachelor's degree certificate programs which lead to occupations that are high-wage or high-demand as defined by IPIC and regional guidelines. Regions shall be charged with the responsibility of determining whether the program of study/training leads to an occupation that is high-wage or high-demand. Non-credit certificate programs, Bachelor's Degrees, Master's Degrees, or other professional degrees will not be funded by this program. In instances where participants are pursuing programs of study outside of the scope of this program, Regions and IPIC can utilize regular WIA funds or other available funds at their discretion.

Coordination with Eligible Institutions – Workforce Acceleration Grant Application

Following WIA regulations, training funds made available through Workforce Acceleration Grants are limited to participants who are unable to obtain grant assistance from other sources to pay for the costs of their training. The Regions and IPIC will be responsible for coordinating efforts with eligible training institutions to ensure that WAG funds are applied to a participant's tuition, fees, and books after other available federal, state, and institutional scholarships/awards are applied. To this end, Regions and IPIC shall use the attached Workforce Acceleration Grant Application to ensure that information regarding tuition and fees, and other grants, scholarships, or other awards are considered when determining the amount of the Workforce Acceleration Grant.

WorkOne staff shall work with eligible participants and financial aid administrators to ensure that the WAG Application is completed for each eligible participant before the WAG is issued. The Regions and IPIC shall ensure that a copy of the completed WAG Application is retained in the participant's case file. Once the WAG Application is completed, the Regions and IPIC shall follow its regular training voucher process to ensure timely payments are made to training institutions on behalf of the participant.

Case Management Requirements

A key component of the WAG program will be extensive case management provided to participants. Each participant in the program must have access to the full range of services provided through the WorkOne system. As stated earlier, each Region and IPIC is expected to provide core and intensive services to participants and participants shall be co-enrolled in all programs for which they are determined eligible, following the region's integrated service strategy. In order to receive a Workforce Acceleration Grant, each participant must first be determined eligible to receive training-level services following WIA guidelines.

Each Region and IPIC will ensure that each participant in this program will be case managed individually. WorkOne staff will work closely with participants to establish an individual employment plan, to determine the need for an individual training account, and to identify the need for additional services throughout program participation. WorkOne staff persons will be required to check in with participants at least monthly throughout the duration of their training. This check-in should be coordinated with the training institution when possible, and should assess: 1) the participant's academic progress, 2) if the participant is on track to complete his/her education/training, and 3) whether any additional services are needed at the time. WorkOne staff shall document this monthly check-in with detailed case notes.

After completion of the participant's training, WorkOne staff shall coordinate placement services for participants with the WorkOne Employer Services team. Staff shall ensure that all necessary services are provided to participants to assist them in finding suitable employment. All job search assistance and placement services shall be documented, and once the participant is placed into suitable employment, a WorkOne staff person will provide follow-up services to the participant.

Follow-Up Requirements

After a WAG participant has completed his/her training and been placed into employment, WorkOne staff are expected to provide follow-up services to participants on a quarterly basis. This follow-up shall be coordinated with the participant's employer where possible, and should assess the participant's likelihood of retaining his/her employment. The follow-up should also assess whether the participant is in need of any additional services. WorkOne staff shall document this follow-up service with detailed case notes.

Regional Education Coordinator

To oversee the implementation and continued operation and oversight of the Workforce Acceleration Grant program, each Region and IPIC is expected to name one individual as the WAG Coordinator. This staff person will be charged with coordination of this program with WorkOne staff, the Department of Workforce Development, and with staff from institutions of higher education. The Regional WAG and IPIC Coordinators will ensure that connections are made between WorkOne staff persons and staff from the training institutions participating in this project in order to confirm that training funds are being applied only after other available federal or state grants are applied, and that participants in the project are successfully persisting in and completing their programs of study. Regional and IPIC WAG Coordinators will also be responsible for ensuring the timely dissemination of participation and outcomes associated with this program to the Department of Workforce Development.

Reporting Requirements

All services provided to the eligible participants in this program must be reported by funding stream. Workforce Acceleration Grants and other services funded by ARRA-Adult funds will be recorded in TrackOne under the funding stream titled "ARRA- Adult." Workforce Acceleration Grants and other services funded by ARRA-Dislocated Worker funds will be recorded in TrackOne under the funding stream titled "ARRA - Dislocated Worker."

Following performance and reporting guidelines established by the US Department of Labor-Employment and Training Administration for the tracking of ARRA funds, performance outcomes of participants in this program will be included in Common Measures performance outcomes for all regions in the Balance of State Workforce Service Area and Marion County. Additionally, DWD, acting on behalf of the State Workforce Innovation Council, will require additional monthly reports from the Regions and IPIC, detailing the usage of these funds and measuring the success of its implementation and operations. The requirements for these monthly reports will be included in the grant agreements issued to each Region and IPIC.

Review Date

June 30, 2010

Ownership

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Effective Date

Immediately

Action

All WorkOne staff in the Balance of State Workforce Service Area and in Marion County shall be knowledgeable of the contents of this policy. Regional Workforce Boards, the Indianapolis Private Industry Council, and Regional Operators shall ensure that this program is immediately implemented following the guidelines contained in this policy.

Attachments

Schools Included in the WAG Program

Workforce Acceleration Grant Application

**SCHOOLS INCLUDED IN THE
WAG PROGRAM**

Ancilla College
Art Institute of Indianapolis
Aviation Institute of Maintenance
Ball State University
Brown Mackie College
Brown Mackie College - Merrillville
Calumet College of St. Joseph
Goshen College
Grace College
Harrison - Columbus
Harrison College - Anderson
Harrison College - Corporate
Harrison College - Evansville
Harrison College - Fort Wayne
Harrison College - Indianapolis
Harrison College - Lafayette
Harrison College - Medical
Harrison College - Muncie
Harrison College - Northwest
Harrison College - Terre haute
Holy Cross College
Indiana Institute of Technology
Indiana State University
Indiana University - East
Indiana University - Kokomo
Indiana University - Northwest
Indiana University - South East
Indiana University - South Bend
Indiana Wesleyan University
International Business College
IPFW
ITT Educational Services
ITT Technical Institute
ITT Technical Institute - Indianapolis
ITT Technical Institute - Newburgh
IUPU Columbus
IUPUI
Ivy Tech - All Campuses
Kaplan College
Lincoln Technical Institute - Indianapolis
Marian College
Martin University
Med Tech College
Med Tech College - Greenwood
Oakland City University
Purdue University - Calumet
Purdue University - North Central
Taylor University
Trine University
University of Evansville
University of Indianapolis
University of Saint Francis
University of Southern Indiana
Vincennes University

Instructions:

- PLEASE PRINT CLEARLY OR TYPE
- This form is initiated for each academic year by WorkOne staff for postsecondary students / clients participating in ARRA-funded training programs.
- Part A must be completed by student / client with the assistance of a WorkOne Staff Person.
- Part B must be completed by the Financial Aid Administrator at the designated school, and returned to the WorkOne Office.

Part A - To be Completed by the Student / Client and WorkOne Staff

Last Name	First Name	Middle Initial	Social Security Number XXX-XX-
Address (street, city, ZIP code)		Has Student/Client Completed FAFSA <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of school client plans to attend		Number of credit hours planned per quarter/semester Begin: _____ End: _____	
Student's program/major study area*		Period of Enrollment (month, day, year)	
Highest Level of Education Completed:			
I, the undersigned, hereby authorize the exchange of information between the Indiana Department of Workforce Development (DWD) or its agents and the Financial Aid Administrator (FAA) and providers of student support services at the named school. I also understand that DWD or its agents and school administrators may discuss specifics of my application for financial aid, my intended course of study, my academic progress and my need for additional educational or other support as they pertain to successful completion of study.			
Signature of Student / Client		Date signed	
WorkOne Office Contact Information Form can be returned to: Contact Person, Address, Telephone Number, Fax Number, Email Address			

Part B - To be completed by Financial Aid Officer and Returned to WorkOne Office

School Budget	Financial Resources	Tuition Only	
Tuition/Fees \$	Expected Family Contribution \$		
Books \$	Pell Grant \$	\$	
Student will be attending: <input type="checkbox"/> Full Time <input type="checkbox"/> 3/4 Time <input type="checkbox"/> 1/2 Time <input type="checkbox"/> Less Than 1/2 Time	State Aid \$	\$	
	Other Grants/Scholarships/Awards \$	\$	
		\$	\$
		\$	\$
		\$	\$
	Student has unmet need of: \$		
	Aid is for Period Beginning: _____ Ending: _____		
Name, Address, and Telephone Number of Financial Aid Officer:	Signature		
	Date Signed (month, day, year)		

Part C - To be Completed by WorkOne Staff

Amount Authorized	Purpose (WAG, Support Svc, etc.)	Voucher Issued	Date
\$			
\$			
\$			
Signature of Authorized WorkOne Staff		Date Signed (month, day, year)	

* Program/major of study must lead to an occupation in-demand on the State or Regional Level