

# Northwest Workforce Council

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## POLICY AND PROCEDURE DIRECTIVES

**EFFECTIVE DATE:** October 3, 2019

**SUBJECT:** Workforce Preparation Services Workers and  
Short-Term Prevocational Services (Adult and Dislocated  
Worker Policy)

**REFERENCE #:** WIOA 02-03

### Background

The Workforce Innovation and Opportunity Act authorizes both basic career services and individualized career services in sections 134(c)(2)(A)(xii)(VIII) and 134(c)(2)(A)(xii)(VI).

Within this section, Workforce Preparation Services are defined as activities that help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, ***and obtaining skills necessary for successful transition into and completion of post-secondary education, or training or employment.***

Short-term Prevocational Services are defined as services that address the development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training. May include pre-apprenticeship programs.

Workforce Preparation Services are considered short-term in nature and provide baseline knowledge, skills, or certifications needed for training or employment.

### Policy

#### I. Assessment of Need

Only Adults and Dislocated Workers may be provided Workforce Preparation/Prevocational services when assessment results indicate that the service is needed to develop minimum qualifications for an in-demand

occupation, or a cluster of occupations within one of the Northwest Workforce Council's key sectors.

II. Guidelines

- A. The participant has been assessed to need the service and an expected outcome has been identified.
- B. Program management staff pre-approves costs associated with the service.
- C. Workforce Preparation may occur at any time during program participation (i.e. it can occur prior to, concurrently, or after training or other individualized career services).

III. Allowable Workforce Preparation Services

The following list is not meant to be exhaustive but intended to illustrate the types of activities that meet the definition of Workforce Preparation Services. They may include:

- A. Applied mathematics classes
- B. Drivers education classes
- C. Forklift certification
- D. Short term computer classes (CLIC, Excel, etc.)
- E. First Aide and/or Industrial First Aide
- F. Medical Terminology
- G. LEAN
- H. Blueprint Reading
- I. Flagging
- J. Food Handler's Certification

IV. Allowable Pre-vocational services include:

- A. Individualized or classroom-based instruction to address soft skill deficits
- B. Pre-apprenticeship programs that do not lead to a recognized certificate. A pre-apprenticeship program that does not result in a recognized certificate typically lack sufficient occupational skills training components.

V. Limits

- A. Services are limited to no more than \$1200.00 per activity
- B. Services are considered short-term, durational service where the participant is expected to complete the activity within three months.

<i>Service</i>	<i>Limit per activity</i>	<i>Duration</i>
Workforce Preparation/Prevocational	\$1200	One day up to three months

- C. Workforce Preparation Services/Pre-vocational may not be used to complete pre-requisite courses required for admittance to a vocational training program.

#### VI. Waivers

The Deputy Director or designee may waive funding limits, duration, or other restrictions as described above. The Deputy Director shall take into consideration prior funding allocated to the participant, individual circumstance, and labor market information when granting a waiver.

#### VII. References

WIOA section 134(c)(2)(A)(xii)(VIII)

TEGL 3-15 Guidance on Services Provided through the Adult and Dislocated Worker Program under WIOA and Wagner Peyser, as Amended by WIOA and Guidance for Transition to WIOA Services

WIN 0077 Rev.6 WorkSource Services Catalog

TEGL 19-16, Att II