**TENCO WORKFORCE DEVELOPMENT BOARD**

**ADULT and DISLOCATED WORKER NEED TO TRAIN**

Adults and Dislocated Workers must have documentation supporting the need to train prior to approval of funds for any occupational skills training program per State Policy. Training should only be approved after an interview, evaluation, and/or assessment of skills and interests are conducted. Activities as defined in the State Need to Train policy should be attached to the customer at the completion of the interview, evaluation, and/or assessment. The My Next Move Career Assessment should be used to document career interest to training desired.

The Need to Train must be documented on the IEP in EKOS and in case notes. The IEP should be printed and signed by the customer.

1. **Is suitable employment available with the customer’s current skill set?**  **Yes**  **No**

**There are no 4 or 5 star matches in Focus (Include Focus documentation)**

**(Examples of reasons for non-referral to 4/5 star matches Credential is outdated, person has health issues preventing them from working in their field, matches are outside of commute area, matches include requirements that the customer does not possess, and etc.)**

1. **Will the customer benefit from the appropriate training?**  **Yes**  **No**

**Training provider information indicating credential earned**

**(Example: School brochure/printout from website)**

1. **Is there a reasonable expectation for employment following training?**  **Yes**  **No**

**TENCO approved Occupational Training List Included**

1. **Is training reasonably available in the commute area (30 miles)?**  **Yes**  **No**

**Address documented by mail**

**Mapquest, Google Maps, or other source**

**If no, compare the schools outside of the commute area for cost, program length, performance (if available), and distance.**

**School comparison Form**

**College Navigator**

1. **Cost must be reasonable and/or the customer has alternative means to pay for the cost of the training ($20,998 or less).**  **Yes**  **No**

**Total Cost of Attendance of the Training**

**If the cost exceeds $20,998, does the individual have alternative means to pay for the training?**  **Yes  No**

**Financial Aid Information**

1. **Is the customer qualified to undertake and complete the training?**  **Yes**  **No**

**Test scores that reflect grade level in reading and math**

**Customer budget signed by the participant**

1. **Is the training available on the ETPL**  **Yes**  **No**

**ETPL print out**