

TENCO WORKFORCE DEVELOPMENT BOARD

Policy No. 14

Short-Term Pre-Vocational Assistance

Effective: May 8, 2001 (Revised 12/4/01)

Revision Date: July 1, 2008; February 18, 2009; February 16, 2011; May 26, 2011; May 16, 2012

Revision Date: June 7, 2013; May 21, 2014

Participants served by TENCO Workforce Development Area through Individualized Service opportunities may receive funding to support short-term pre-vocational assistance for the following purposes:

Regulatory/Certification Standards: Examples – OSHA, TWIC, tow motor certification, other short-term development of skills that could assist individuals in gaining and/or retaining employment.

Social/Soft skills development - development of learning, communication, interviewing, punctuality, and/or personal maintenance skills; development of professional conduct skills; and skills necessary to prepare individuals for unsubsidized employment or training.

Basic computer classes - Classes that will not lead to a formal credential, but will enhance the participant's employment opportunities

Resources to pay for pre-vocational services will be leveraged through other entities, if possible, prior to WIOA funds being expended.

EKOS shall include the rationale for approving such assistance and describe the assistance to be provided. All other sources of funding shall be accessed prior to obligation of Title I funds for this purpose.

Providers of short-term pre-vocational assistance may include, but are not limited to the following organizations:

- The Workforce Development Area One Stop Career Center;
- Career Center partner agencies;
- Local Educational Institutions (secondary, post-secondary, vocational, or proprietary);
- Public or Private organizations experienced and capable of providing such assistance to those served.

General Guidelines:

Such assistance ***shall not lead to a formal credential***. A list of providers and a description of services will be made available at the career centers. Providers will not be guaranteed the referral of a specific number of individuals. Referrals will be based on participant need and the service to be provided in assisting the individual to obtain long-term employment at a self-sufficient wage. The WDA Career Counselor will document the rationale for referral of individuals to short-term prevocational assistance and will establish a budget for purposes of payment to the pre-vocational assistance provider.

Costs for pre-vocational assistance shall not exceed \$2000.00, and shall not exceed 6 months in duration with a maximum of 2 pre-vocational activities.

Payments will be made to vendors providing pre-vocational assistance at the rate charged to all individuals/organizations for the same service. Charges for specialized activities or materials shall be approved by the Workforce Development Director prior to obligating Title I funds. Participants may be reimbursed for supportive service costs as approved by Board policy.