



INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

TO: Indiana's Workforce Investment System

FROM: Jaclyn P. Dowd 
Deputy Commissioner, Policy, Education, and Training

DATE: June 28, 2013

SUBJECT: DWD Policy 2012-10
WorkINdiana Policy

PURPOSE

To provide guidance on the implementation and administration of the WorkINdiana training program.

RESCISSION

None

BACKGROUND

Almost 500,000 working adults in Indiana lack a high school diploma or equivalent¹ and another 400,000 lack the training needed in order to achieve self-sustaining wages². "The cost to our society, both in lost productivity and in the tax burden of public assistance and containment, is enormous. Unless some kind of action is taken, right away, the downward trajectories of a large and growing number of our citizens will only continue."³
The need is urgent.

The WorkINdiana training program is targeted to those who need adult education and occupational training. By participating in WorkINdiana, eligible adult education students receive both high school preparation or remediation and occupational training and a certification valued by employers. These activities may take place concurrently or the occupational training and certification may occur shortly after the students earn a high school diploma, or equivalent,

¹ 2011 American Community Survey

² Indiana's Adult Education and Workforce Skills Performance Report, 2008 Indiana Chamber of Commerce

³ Adult Career Pathway, Richard Hinckley and Dan Hull, 2007

or finish their remediation training through a Workforce Investment Act (WIA) Title II Adult Education Program.

CONTENT

Funding

Funding available for WorkINdiana will be distributed to qualified grantees who demonstrate a commitment to enrolling adult education students into Workforce Investment Act (WIA) services and into short-term training programs resulting in an industry-recognized certification.

Any funds distributed, but not fully obligated by the end of each the program will revert back to the state's general fund.

Student Eligibility Requirements

Students must meet the following eligibility requirements:

- Students must meet any one of the following:
 - Be currently enrolled in a WIA Title II Adult Education program;
 - Have earned their high school diploma or equivalent from a WIA Title II Adult Education program; or
 - Have enrolled in a WIA Title II Adult Education program for purposes of remediation and have a high school diploma or equivalent.
- Students are only eligible for WorkINdiana during their current program year of enrollment in a WIA Title II Adult Education program and the full program year after exiting their adult education program.
- Students must have a student record in the Adult Education InTERS system.
- Students also must be co-enrolled in WIA Title I Adult, Dislocated Worker and/or Youth programs. By being co-enrolled, DWD anticipates that WorkINdiana clients shall receive, at a minimum, case management, career and academic counseling, and job placement services. Other services such as career exploration and workshops to promote employability should be offered on an as needed basis. Since WorkINdiana certification training is not supported by WIA training funds, the eligibility requirements associated with WIA training services (limitations on the amount of the tuition; income requirements; exhaustive career and job search research; and training decisions based on occupational demand lists) are not applicable to WorkINdiana students.
- Students must score, at a minimum, a 4th grade level on the TABE in math and reading to participate in WorkINdiana training programs.
- Students must successfully pass a drug screening test prior to being enrolled in training in accordance with the Workforce Investment Act Participant Drug Screening policy (DWD 2010-22 Change 1).
- There are no age requirements for eligibility except those required for certification and licensure

Eligible Certifications

The Indiana Department of Workforce Development (DWD) has created a framework of eligible certifications (visit www.in.gov/dwd/adultedadmin/workin.htm and click on *WorkINdiana Framework*). At a minimum, all certifications must:

- Validate specific occupational skills within an approved industry sector;
- Demonstrate a student's acquisition of entry-level skills in the occupation (i.e. certifications must be able to be earned while students are pursuing a high school diploma or equivalent).
 - Exceptions may be made for certifications that require a high school diploma or equivalent and/or work experience as long as the student is allowed to finish the coursework and take the certification examination. Upon proof of the high school diploma or equivalent or the required work experience, the certification must be issued to the student provided the student passed the certification examination;
- Have an associated objective skill assessment (preferably by an outside accrediting entity);
- Be short-term in length. The length of time required to train for the certification should not take longer than fourteen (14) weeks; and
- Be valued by industry partners. Verified employers who have or will have job openings that require the skills documented by the certification shall be identified.

Adding a New Certification to the Framework

Anyone may submit a request to DWD to add a new certification to the WorkINdiana framework. The request should include the following:

- Name of the submitter, telephone number and email address;
- Name of the certification; and
- Name of the organization that issues the certification.

DWD program staff will review and conditionally approve the certification as long as the minimum requirements outlined above are met. The State Workforce Innovation Council's Education Review Committee (ERC) will determine whether to approve or deny the certification based upon an analysis of student enrollment data that includes the following:

- Sufficient student demand for the certification; and
- Completion, certification, and employment rates are comparable to other certifications on the framework.

Removing Certifications from the Framework

The ERC may remove any certification from the framework if there is not sufficient student demand for the certification training or the completion, certification, and employment rates are not comparable to the other certifications listed on the framework.

Eligible Training Providers

Eligible training providers must be approved on INTraining, the WIA approved list of eligible training providers, and they must accept WorkINdiana's 70/30 tuition reimbursement schedule as described in the WorkINdiana Voucher section below.

Eligible Training Programs

Eligible training programs must be approved on INTraining and meet the following WorkINDiana requirements:

- Training must result in an approved WorkINDiana certification. It is permissible for a training program to include more than one related certification as long as the additional training is still within the timeframe of fourteen (14) weeks or less. For example, a training provider may add a forklift certification, which is not an approved WorkINDiana certification, to a related certification such as the Manufacturing Skills Standards Council (MSSC) Certified Logistics Associate (CLA) certification;
- Programs must accept students who do not have a high school diploma or its equivalent but who are pursuing one through a WIA Title II Adult Education program;
- The length of training, as a general rule, must be at least forty (40) instructional hours and take less than fourteen (14) weeks to complete; and
- The program must demonstrate that there is regional demand (job openings) by employers for the occupational skills obtained from the training.

For a training program to be designated as a WorkINDiana training program, the WorkINDiana Approval Form (see Attachment A) must be completed and sent to DWD. DWD staff will review the training program to ensure it meets the above requirements and will recommend approval/denial to the SWIC Educational Review Committee. The person who submitted the form will be notified of the decision as well as each Workforce Investment Board where the training program is offered.

Approved WorkINDiana training programs will be posted on INTraining with an asterisk (*) located at the end of the program name, i.e. Certified Nurse Aide*. These are the only training programs that will be funded with WorkINDiana funds.

DWD encourages each consortium to continue to partner with the WorkINDiana training providers to ensure the best outcome possible for the adult education students.

WorkINDiana Vouchers

Students are eligible for only one WorkINDiana voucher. After completion of the WorkINDiana program, students may qualify for additional ITAs (Individual Training Account) or vouchers using other funding streams, such as WIA Title I. For example, a student may enroll and complete a Certified Nursing Assistant program through WorkINDiana and then the student may be eligible for a WIA ITA for a Licensed Practical Nurse program.

There is no limitation or cap on the amount of the tuition for which a WorkINDiana voucher can be used.

WorkINDiana funds may be used to pay for one certification examination. If the student does not pass the certification examination, the cost to retake the examination is not covered.

A training provider is reimbursed for the cost of training in two phases (70/30 rule):

1. Providers are eligible to receive 70% of the cost of the program if the student is present for the first day of class.
2. After the student completes the requisite coursework and is prepared to sit for the industry-recognized certification in his/her chosen field, providers will be reimbursed the remaining 30% of the program cost. A provider will not be reimbursed the remaining 30% if a student fails to complete the program.

Training providers are encouraged to include the costs of materials, supplies, and certification fees in the tuition. If this is not possible or feasible, these costs may be funded separately using WorkINdiana funds. WorkINdiana funds may be used to pay for supportive services such as transportation or childcare that are directly related to WorkINdiana training. Regional policy should be utilized to determine whether students qualify for supportive services under the WorkINdiana program.

OWNERSHIP

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EFFECTIVE DATE

Immediately

ENDING DATE

Upon rescission

ACTION

Grantees receiving funding to implement and operate WorkINdiana programs shall follow the contents of this policy.

ATTACHMENT

WorkINdiana Program Approval Form

ATTACHMENT



Program Approval Form

Region	
1. Region:	2. Name and title of submitter:
3. Contact information:	4. Organization:
5. List employment plans for graduates and names of employers with job openings:	
Provider	
6. Provider name:	7. City/State:
8. Contact information:	9. Agrees to "70/30" reimbursement terms (Y/N):
10. Accepts adult education students even those without a high school or high school equivalency certificate (Y/N):	11. Program approved on INTraining (Y/N):
Program	
12. Program Name:	13. Approved Certification:
14. Program number as listed on INTraining:	15. Program length is more than 40 hours & less than 14 weeks (Y/N): (If a no response, explain in "Comments" section below.)
16. Comments: (In this section include clarification or additional information i.e. justification for a program length outside the approved 40 hours/14 weeks timeframe goes here.)	
17. Date:	

Instructions: Complete and submit this form to bjohnson@dwd.in.gov for consideration as a WorkINDiana program.

Note: Programs that include a "new" WorkINDiana certification are required to participate in a six-month pilot as a condition for approval. The program will be conditionally approved as a WorkINDiana program. At the end of the six month pilot, performance metrics will be reviewed at which time a final determination will be made.