INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

TO: Indiana's Workforce Investment System

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

THROUGH: Dr. Gina DelSanto
Senior Deputy Commissioner for Policy and Performance
Indiana Department of Workforce Development

DATE: February 25, 2010

SUBJECT: DWD Policy 2009-03 – **CHANGE 1**
Workforce Acceleration Grant Program
American Recovery and Reinvestment Act--Adult and Dislocated Worker Training Account Program for Indiana

Purpose
The State Workforce Innovation Council (SWIC), acting in its capacity as Balance of State Workforce Investment Board (SWIC as BOS-WIB), has granted the Indiana Department of Workforce Development (DWD) the authority to waive certain elements of the Workforce Acceleration Grant (WAG) Program policy to Regional Workforce Boards (RWB) based upon a defined process. This Change 1 for DWD Policy 2009-03, Indiana's WAG Policy, explains the revision based on the actions of the SWIC.

Content
At its February 18, 2010 meeting, the SWIC as BOS-WIB voted to provide the Indiana Department of Workforce Development the authority to waive an eligibility requirement of DWD Policy 2009-03 that WAG Dislocated Worker funds may only be used at schools or training institutions that are recognized by the State Student Assistance Commission of Indiana. Refer to the original policy under *Eligible Institutions/Programs of Study* section on pages 5 and 6. In addition, the SWIC as BOS-WIB authorized DWD to develop and implement a protocol for Regional Workforce Boards to request this waiver.

To be clear, the SWIC as BOS-WIB has only authorized DWD to respond to waiver requests to this policy that would allow eligible schools or training institutions outside of the State of Indiana to be included among the schools or training institutions that could receive WAG funds. This waiver request shall only apply to WAG Dislocated Worker funds. All other tenets of DWD Policy 2009-03, including that the school or training institution must provide associate degree programs or other accredited post-secondary certificates, cannot be waived at this time.

Protocol for Regional Workforce Boards to Request a Waiver
Waiver requests must be submitted to the DWD Director of Policy in letter format from the RWB and should include a justification for the waiver that contains the following information, at a minimum:

- Name and location of schools or training institutions to be covered by waiver;
- Assurances the training program and institution are currently listed on the state's eligible training provider list;
- Length of time waiver is requested;
- Expected outcomes if waiver is granted;
- Explanation of the process used to assist eligible WAG participants select training programs; and
- Explanation of the process RWB will utilize to monitor implementation of waiver.

Upon receipt of the waiver request, DWD will review the justification, and if necessary, request additional information from the RWB in support of the waiver request. After the review is completed, DWD will notify the RWB if the waiver is approved or denied.

If approved, the waiver should be kept on file by the Regional Workforce Board. If denied, the RWB can appeal the decision by following the grievance procedures as defined in DWD Policy 2007-10.

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 shall be knowledgeable of the contents of this policy. Regional Workforce Boards and Regional Operators shall ensure that these guidelines are followed if they request a waiver for WAG Dislocated Worker funding to be used for an out-of-state eligible school or training institution.