



**To:** The Workforce System  
**From:** The Department of Workforce Development  
**Date:** November 21, 2017  
**Subject:** DWD Policy #2017-07  
WorkINDiana Implementation and Administration

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## Purpose

This policy provides guidance on the implementation and administration of the WorkINDiana training program.

## Rescission

- DWD Policy 2015-05 WorkINDiana

## Content

### Overview

WorkINDiana is a bridge program; the first step on a career pathway for entry level skilled youth and adults. Through WorkINDiana, the Department of Workforce Development (DWD) seeks to increase the rates at which Adult Education students and Jobs for America's Graduates (JAG) graduates transition into post-secondary occupational training, attain credentials, and career advancement.

The WorkINDiana program shall be administered under the following guiding principles:

1. Adult Education or JAG students may be concurrently or consecutively enrolled in Workforce Innovation and Opportunity Act (WIOA) Title II Adult Education (hereafter Adult Education) and WorkINDiana training to accelerate their learning and help students advance through progressive levels of education as quickly as possible.
2. WorkINDiana training programs are intentionally short-term to allow students to complete training quickly and gain the confidence to pursue more advanced training.
3. WorkINDiana training programs do not require a high school diploma or its equivalent. (Note: Pre-Apprenticeship Construction Training programs approved by the U.S. Department of Labor, Bureau of Apprenticeship and Training (BAT) is the only exception)
4. Partnerships among the grantees, WorkOne staff, JAG staff, Adult Education staff, eligible training providers, and employers are encouraged to ensure students are provided a full range of services, supports, and employment opportunities.
5. The WorkINDiana enrollment process must be student-centric, which requires flexibility in order to meet students' individual needs, goals and career aspirations.

## ***Implementation and Administration***

- A. The WorkINDiana program is intended for Adult Education students and JAG graduates at any Educational Functioning Level who demonstrate the ability to complete and benefit from WorkINDiana training.
- B. Student Eligibility Requirements
1. Students must meet the following eligibility requirements:
    - a. Students must be currently enrolled in an Adult Education program; **OR** have a high school diploma or its equivalent from an Adult Education program and have been enrolled in Adult Education during the current or previous program year; **OR** be a JAG graduate actively engaged in the follow-up year; and
    - b. AE students must have a student record in INTERS; **OR** JAG students must have a record in the Electronic National Data Management System (e-NDMS); Upon Enrollment, **BOTH** must have a student record in the WorkINDiana Portal; and
    - c. Must have completed the Indiana Career Explorer (ICE) assessment; and
    - d. Students must have a referral form (See attachment A) completed by a WorkOne staff member; **OR** an Adult Education provider; **OR** JAG specialist, which shows the student has taken Indiana Career Explorer assessments; and
    - e. Students must have enrolled in an adult education program to obtain their HSE or have a valid TABE pretest on file with a score in one subject area less than 12.9; and
    - f. Must have completed 12 hours of basic Adult Education classes except for JAG graduates; and
    - g. Any additional entry requirements set by the WorkINDiana eligible training provider.
- C. Eligible Training Programs
1. Eligible training programs must be approved and fundable on the State's WIOA Eligible Training Provider List (ETPL). ETPL requirements can be found in *DWD Policy 2017-01*.
  2. Eligible training programs then must be approved for WorkINDiana designation, which includes meeting the following requirements:
    - a. Eligible training programs must result in an approved WorkINDiana credential. A list of approved credentials can found at <http://www.in.gov/dwd/2904.htm>; and
    - b. Eligible training providers must include the costs of materials, supplies, and certification fees in the training costs on the ETPL. If a separate payment must be made, such as to a Health Department for a radiographer license, that amount and to whom must be noted in the program summary; and
    - c. Eligible training programs must accept students who do not have a high-school diploma or its equivalent but who are pursuing one through an Adult Education program; however, training providers may request an exemption from this requirement on the WorkINDiana Program Approval Form (Attachment B); and
    - d. Eligible training must be at least forty (40) instructional hours and take fourteen (14) weeks or less to complete; and
    - e. There must be in-demand job openings within a region. Indiana utilizes a scoring formula to rate occupations to determine if the occupation is an in-demand occupation in a particular region. The formula takes into account the following job characteristics: total job openings, growth openings, percentage change, real-time online job postings, labor market information, and wages. The final score results in a rating of one (1) through five (5) for each occupation, one (1) being least in-demand and five (5) being most in-demand. A training program must

lead to an occupation rated as a three or more in a region in order to be considered “in-demand” and eligible for WorkINDiana funding; and

- f. Training providers must agree to the 70/30 payment terms as described in Section D of this policy: WorkINDiana Funding and Vouchers of this policy.
3. DWD reserves the right to place eligible training programs with extended poor performance on an improvement plan or remove such program as an approved WorkINDiana training program.

#### D. WorkINDiana Funding and Vouchers

##### 1. Funds to Service Providers

- a. Funding will be allocated to service providers that have demonstrated the ability to provide recruitment, enrollment, case management, follow-up and placement services to Adult Education and JAG students; and
- b. Vouchers may not exceed the training costs posted for the WorkINDiana program on the ETPL at the time of enrollment; and
- c. Funding will only pay for approved WorkINDiana training programs appearing on the ETPL with the WorkINDiana designation; and
- d. WorkINDiana voucher(s) shall pay for only one (1) WorkINDiana training program per customer over their lifetime; and
- e. WorkINDiana funds shall pay for one (1) certification examination. The funds may pay for a second examination if the grantee in consultation with the training provider staff determines there is strong justification for doing so. Staff must document the justification for the second examination in the WorkINDiana Portal.

##### 2. Funds to Training Providers

- a. Training providers shall be paid for the training in two phases:
  - i. 70 percent of the cost of the program if the student is present for the first day of class; and
  - ii. 30 percent after the student completes the requisite coursework. The training provider will not be paid the remaining 30 percent if a student fails to complete the program.
- b. WorkINDiana funds may be used to pay for supportive services for WorkINDiana students. Supportive services must be reasonable and directly related to the WorkINDiana training. Grantees are encouraged to utilize other funding streams for supportive services and wrap around services to ensure students can enroll and have a successful outcome.

## **Effective Date**

Immediately

## **Ending Date**

Upon rescission

## **Contact for Questions**

[policy@dwd.in.gov](mailto:policy@dwd.in.gov)

## **Action**

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

## **Attachments**

**Attachment A** - WorkINDiana Referral Form

**Attachment B** - WorkINDiana Program Approval Form



## Attachment A

**WorkINdiana Referral Form**  
**WorkOne to Adult Education**

Customer Name:		Last 4 SSN:	
Referral Source:		Referred By:	
Phone/Email:		Referral Date:	
Referral to: <input type="checkbox"/> WorkOne <input type="checkbox"/> Adult Education			
JAG Graduate (Yes/No):			
Student Academic Information-		Date of Last TABE Test:	
TABE Reading:	TABE Math:	TABE Language:	
Post TABE test on file (Yes / No):			
Date applicant was fully enrolled with at least 12 hours of attendance in Adult Education (N/A for JAG):			
There is a record of student in InTERS/e-NDMS (Yes / No):			
Date applicant completed ICE:			
High School Diploma (Yes / No):		Date Earned:	
High School Equivalency Diploma (Yes / No):		Date Earned:	
Reason for Referral (Areas to Improve and Student Goals):			
WorkINdiana Program the Student is Interested in:			
Would you like for Adult Education to follow up with you (Yes / No):			
Would you like for WorkOne to follow up with you (Yes / No):			
Referred to the Follow Location -			
Contact Name:		Phone Number:	
Address:			



## Attachment B

**WorkINdiana Program Approval Form**

Training Provider	
1. Name of Training Provider:	
2. Address: City, State, and Zip Code:	
3. Name and Title of Submitter:	4. Telephone/Email:
Program	
5. Program Name:	6. Location: City/State:
7. Program # (from WIOA Eligible Training Provider List):	8. Name of Certification(s):
9. List employment opportunities for graduates or specific employers with job opening:	
Assurances	
10. Agrees to "70/30" reimbursement terms (Y/N):	11. Accepts Adult Education students who are pursuing a high school diploma or equivalency certificate (Y/N):
12. Program length is more than 40 hours & less than 14 weeks (Y/N):	
13. Please use this space for comments or justification for an exception. If a no response to #10 or #11, please provide clarification or justification for an exception to the policy:	
14. Signature:	15. Date:

**Instructions:** Complete and submit this form to [WorkINdiana@dwd.in.gov](mailto:WorkINdiana@dwd.in.gov) for consideration as a WorkINdiana program. **Note:** Programs with extended poor performance may be placed on an improvement plan or removed as an approved WorkINdiana training program.