



Seattle-King County Workforce Development Council
Technical Assistance Memorandum # 1

TO: All WDC Adult and Youth Service Providers
FROM: Workforce Development Council of Seattle-King County (WDC)
DATE: January 17, 2003 **REVISION 1:** July 1, 2007
SUBJECT: Training Service Guidelines
Re: Workforce Investment Act Public Law 105-220 Sec.134(d)(4)(A-B)

Under the Workforce Investment Act customers may be eligible for training services if:

- 1) they have met the eligibility requirements for intensive services
- 2) (a) through an assessment been determined to be appropriate
(b) in need of training and
(c) have the skills and qualifications to successfully participate
- 3) they select programs directly linked to employment opportunities
- 4) unable to obtain other assistance or in need of additional assistance

When training is determined to be necessary to obtain or retain employment the criteria listed above must be met and documented. Assessment is a necessary and valuable component in the development of a customer's education and employment plan. The career specialist works with the customer to develop an educational plan that includes: evaluation of labor market information, determination of qualifying occupations, eligible training providers, consumer information and aptitude.

When a customer enters a WIA funded program AND is currently attending an approved training provider in a program leading to employment in a demand/neutral occupation, the school and employer information in the training plan must still be completed if WIA funds are used. Assessment of skills, need and appropriateness also remains a requirement.