

Technical Assistance Guidance

TAG 42-2020

Issued Date: June 18, 2020

Subject: Interruptions and Changes to Occupational Skills Training Activities

Purpose

This TAG provides guidance regarding interruptions and changes to occupational skills training activities.

References

Public Law P.L. 113-128; Workforce Connections (WC) Policy GEN-050-08 ITAs

Background

WIOA supports a more integrated, effective, job-driven workforce investment system that builds on proven practices such as sector strategies, career pathways, regional economic approaches, and training activities. WIOA provides a workforce system that is universally accessible, customer centered, and training that is demand driven.

Individual Training Accounts (ITAs) are a key tool used in the delivery of training services within the workforce development system. An ITA is used to assist an individual gain access to training services from an approved provider of training on the Eligible Training Provider List (ETPL).

Guidance

Interruptions in Occupational Skills Training

There may be instances when a participant is not able to participate in occupational skills training services for a brief period of time. Below are instances of acceptable occupational skills training interruptions:

- **Up to 14-day Training Interruption** – The participant must provide information to WIOA Title I service provider regarding why they are unable to participate in training. **This must be documented in case note entries in the MIS (currently EmployNV). The WIOA Title I service provider must also notify the training provider per the student agreement.** The service provider must notify their contract administrator via email indicating that the participant's training has been interrupted for up to 14 days. Approval is not required from WC. The service provider must also notify WC's fiscal department via email at traininginvoices@snvwc.org to indicate that the training has been interrupted for up to 14 days.
- **15 to 30-day Training Interruption** – The participant must provide information to WIOA Title I staff regarding why they are unable to participate in the training activity for 15 to 30 days. **This must be documented in case note entries in the MIS (currently EmployNV). The WIOA Title I service provider must also notify the training provider per the student agreement.** The service provider must submit a request for approval, via email, to their WC contract administrator. The WC contract administrator will review the request and indicate if the training interruption is approved. Upon approval from the WC contract administrator, the service provider must also notify WC's fiscal department via email at traininginvoices@snvwc.org to indicate that the training has been interrupted for a period between 15 to 30 days.

- **More than 30-day Training Interruption** – The participant must provide information to WIOA Title I staff regarding why they are unable to participate in the training activity for more than 30 days. **This must be documented in case note entries in the MIS (currently EmployNV).** The WIOA Title I service provider must also notify the training provider per the student agreement. The service provider must contact the WC contract administrator for further guidance regarding whether the training will be approved for extended interruption or will need to be de-obligated.

Revisions in Occupational Training Start Date or Cost

There may be instances when the training start date or cost to the WIOA Title I service provider is revised. In both instances, the WIOA Title I service provider must submit a new fully signed ITA to WC at traininginvoices@snvwc.org. All other revisions still must be communicated to WC's fiscal department via email at traininginvoices@snvwc.org but do not require a new ITA.

Action

Please share this information with all WIOA Title I staff and other interested parties.

WC will continue to provide technical assistance to support the workforce system. For more information and/or updates, please contact your contract administrator at your earliest convenience.

Technical Assistance

Available upon request.