

**Capital Region Workforce Partnership (CRWP)**  
**Workforce Development Board (WDB)**  
**Workforce Innovation and Opportunity Act (WIOA) Service Policy #SP115**  
**Business Services Tiers**

**References:** Workforce Innovation Opportunity Act (WIOA); Secs. 106; 107(d)(4); 133 (c) and (d)

Virginia Board for Workforce Development Policy 403-01

**Revision Date:** March 24, 2022, Original Date September 13, 2018

**Background and Purpose:**

Virginia’s strategic vision for its workforce development system is “every business has access to a qualified, job-ready workforce and every Virginian has the skills needed to connect with meaningful employment and advance in a career.” The Capital Region Workforce Development Board envisions a “coordinated system where business, education, workforce, and government work seamlessly to meet the skill needs of employers and to provide workers with opportunities to earn a living wage and improve their quality of life”.

The purpose of this policy is to set a business services framework for Title I staff that maintains quality, demand-driven services that are responsive to business needs, while also ensuring that investment of public dollars places a priority on employment opportunities that lead to or maintains self-sufficiency and economic independence for job seekers and workers.

**Policy:**

- A. The following business services shall be available to all businesses. These are “Bronze-level” services:
  - 1. Labor Market Information
  - 2. Outplacement assistance
  - 3. Consultation services and information
  - 4. Job posting services (Virginia Workforce Connection)
  - 5. Work Experience placements
  
- B. The following business services will only be available if the average hourly wage of all positions related to the services are at 75 – 99% of the “living wage” for the Capital Region as calculated by the Massachusetts Institute of Technology Living Wage Calculator. These are “Silver-level” services:
  - 1. All “Bronze” level services
  - 2. Staff assistance in screening of job applicants for business interviewing purposes
  - 3. Use of workforce center space for interviews
  - 4. Job posting services in Network2Work
  - 5. Job fairs and hiring events
  - 6. On-the-job training contracts with a \$5,000 cap
  - 7. Incumbent worker training up to \$5,000 per project

C. The following business services will only be available if the average hourly wage of all positions related to the services are at or above the “living wage” as calculated for the Capital Region by the Massachusetts Institute of Technology Living Wage Calculator. These are “Gold-level” services:

1. All “bronze and silver” services
2. On-the-job training contracts with a \$20,000 cap
3. Incumbent Worker Training with a \$20,000 cap per project.
4. Customized Training Contracts

**Signed By:**

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Director