



**Meeting Agenda for March 12, 2026 - 3:00 p.m. to 4:30 p.m.**

Virginia Career Works Henrico Center  
121 Cedar Fork Road  
Henrico, VA 23223

- I. Call to Order –Chairman Maurer
- II. Public Comment – 5 minutes
- III. Minutes from December 12, 2025 Meeting – 5 minutes .....Page 1

**Connect – 45 minutes**

- IV. Time with Virginia Secretary of Labor Jessica Looman ....Page 4  
*An opportunity for remarks from the Secretary and conversation with the Board.*

**Advance – 10 minutes**

- V. Committee Updates:.....Page 5
  - a. Continuous Improvement – Tina Shreve
  - b. Programs and Operations – Kelly King Horne

**Manage – 25 minutes**

- VI. Policy Revisions: .....Page 10
  - a. Policy 102 – On-the-Job Training.....Page 13
  - b. Policy 105 – Eligible Training Provider Certification Process ....Page 17
  - c. Policy 106 – Access to Participant Training.....Page 23
  - d. Policy 110 – Self Sufficiency.....Page 28
  - e. Policy 115 – Business Service Tiers.....Page 30
- VII. Staff Updates (Time Permitting)
- VIII. Adjourn

**Next Meeting: June 11, 2026**



**Capital Region Workforce Partnership & Capital Region Workforce Development Board  
Meeting Minutes - Annual Joint Session –December 12, 2025**

Consortium Members		Alternates	
<b>Chairman – Hon. Steve McClung, Powhatan</b>	x	Sarah Barnett	x
<b>Vice Chairman – Hon. John Moyer, New Kent</b>	x	Rodney Hathaway	-
<b>Hon. Ryan Patterson, Charles City</b>	-	Miranda Venable	-
<b>Hon. Jim Ingle, Chesterfield</b>	x	Dr. James Worsley	-
<b>Hon. Jonathan Christy, Goochland</b>	x	Josh Gillespie	x
<b>Hon. Michael Herzberg, Hanover</b>	-	Ann Glave	x
<b>Hon. Jody Rogish, Henrico</b>	x	Monica Smith-Callahan	x
<b>Hon. Kenya Gibson, Richmond</b>	x	Amy Popovich	-

**Capital Region Workforce Development Board**

Members (15)	Present		Excused	Category (Total Members 14)	Member	Present		Excused
	Yes	No				Yes	No	
Auchmoody, William	X			<b>Community College (1)</b>	Rubin, Beno	X		
Bice, Sarah	X							
Davis, Elizabeth	X							
Dick, Robert	X							
Farthing, Adrienne	X			<b>Economic Development (2)</b>	Robinson, Chance	X		
Franklin, Robert	X				Shreve, Tina	X		
Gilbert, Danielle	X			<b>Education (2) Adult Ed. CTE</b>	Elmore, Jeffrey	X		
Harris, Drexel	X				Roerink, Justin	X		
Hayden, Thomas		X		<b>Employment Service (1)-</b>				
Kincaid, Elizabeth	X				Woodard, Dennis	X		
Maurer, Ilene	X							
Stamper, Eric	X							
White, Amanda		X		<b>Labor, Apprenticeship &amp; CBOs (5)</b>				
Worsley, Shauna	X				Battle, Kevin		X	
Yates, John		X			Conner, Maynard		X	
					Horne, Kelly King	X		
					Spicer, Gregg	X		
					Strite, Amy	X		
				<b>Vocational Rehabilitation (1)</b>	Sherrina Sewell for Batten, Dale	X		
				<b>Social Services (2)</b>	Grable, Suzanne		X	
					Holt, Elizabeth			X
<b>Total Attending</b>	13	2	0		<b>Total Attending</b>	10	3	1

CRWDB Staff: Mr. Brian Davis, Ms. Krishawn Monroe, Mr. Mychael Lee, and Ms. Carla Cosby  
 Equus Staff: Ms. Danielle Bailey, Mr. Roberto Ford, Ms. Denisha Wilson, and Mr. Quinton Phelps.  
 Ross Staff: Ms. Elizabeth Hays.

Other Guests: Mr. Shawn Avery, CEO, Hampton Roads Workforce Council, Ms. Morgan Romeo, Executive Director, Greater Roanoke Workforce Development Board, and Ms. Jackie Davis, Executive Director, Bay Consortium Workforce Development Board.

- I. Welcome and Call to Order - The Honorable Steve McClung and CRWDB Chair Ms. Ilene Maurer. Chair Steve McClung called meeting to order at 9:30 a.m. ACE Event Manager welcomed the Boards and guests to the facility.
- II. Public Comment Period. No public comments were offered.
- III. Approval of Elected Official Consortium Minutes from the October 17, 2025 Meeting. The Honorable Mr. Moyer moved to approve the CLEO minutes as presented, the Honorable Ingle seconded the motion. The motion carried.  
 Mr. Drexel Harris moved to approve the CRWDB minutes from Sept. 11, 2025; Ms. Danielle Gilbert seconded the motion. The motion carried.

#### **Connect**

- IV. Panel Discussion: *Hiring Today – Woes and Wins*

*Moderator – Ilene Maurer, Rhudy and Co.; Shawn Avery, President and CEO, Hampton Roads Workforce Council; Elizabeth Kincaid, CEO of RVA Hospitality; Morgan Romeo, Executive Director, Greater Roanoke Workforce Development Board; Shauna Worsley, Senior Manager of Production Support, Philip Morris USA*

#### **Advance**

- V. **Elected Official Action Items**

- A. Workforce Board Nominations

Two nominations were presented for approval. One representative from Powhatan County, Mr. Daniel Durrbeck, Weight Pack, was nominated. Mr. Moyer made the motion to approve Mr. Durrbeck's nomination; Mr. Rogish seconded the motion. The motion carried.

The second nominee, Mr. David Brame, is with Bryant & Stratton College, a nonprofit institution of higher education located in Chesterfield County. The institution cannot be counted in the education or business category; it may be counted in the "other" category. This nomination would increase Board membership. There is also a precedent to not carry optional members for this reason. The option for Mr. Brame to serve on a committee was presented for consideration.

The CLEO opted not to appoint Mr. Brame for the reasoning above. No further action was required. Mr. Brame will be notified that he is encouraged to consider service on one of the Board's committees, as that does not require Board membership.

## **VI. Joint Action Items for Both Bodies**

### **A. Amendments to PY25 Budget**

The budget was adopted in June 2025 based on estimated revenue of \$6,014,667 and expenses of \$4,941,233; leaving \$1,073,434 unbudgeted in reserve.

Mr. Davis reviewed a series of changes recommended for the original budget. Revenue has been increased by \$250,287, to include a new \$60,000 grant. On the expense side, an additional \$17,000 is proposed to be added to the Special Events line, the new \$60,000 grant will be expensed under the Equus Adult contract, and an additional \$51,200 is requested to increase Ross' out-of-school contract to support eight additional youth in training and for a full-time position to be funded throughout the contract year. Mr. William Auchmoody moved to approve the budget amendments as presented; Ms. Ann Glave seconded the motion. The motion carried.

## **VII. Workforce Board Action Items**

- A. Revisions to Governance Policy #120 and Adoption of New Attendance Policy #127.** The Board adopted provisions for virtual and electronic meetings and attendance in a single policy in 2023. State Code requires that public bodies with electronic meeting policies must revisit them annually. (It was noted the CLEOs have not elected to adopt an electronic meetings policy). The policy allows the Board and its working committees flexibility to meet virtually for up to 50% of all meetings. Virtual meetings will be recorded, and the public will be notified. If a meeting is all virtual, the meeting link must be made available to the public. Mr. William Auchmoody made the motion to adopt both policy 120 as revised and 127 on Attendance as presented; Mr. Gregg Spicer seconded the motion.

### **B. Election of At-Large Member to Executive Committee**

When action is required between full Board meetings, the Executive Committee may act on behalf of the full Board. The Committee is comprised of the officers, chairs of any standing committees and two at-large members elected from the membership. The Committee also serves as the Board for the new nonprofit Board.

Mr. John Easter retired from his employment and is no longer on the Board; leaving one at-large seat vacant. Mr. John Yates, Hospital to Home, a new Board member and current Vice Chair of the Continuous Improvement Committee, was considered for election to the Executive Committee. The motion to elect was made by Mr. William Auchmoody and seconded by Mr. Gregg Spicer.

## **Inform**

### **VIII. Updates: Programs and Operations Committee and Staff**

Ms. King Horne serves as Chair. The Committee's focus areas are program policy, service delivery, and compliance issues affecting the budget and workforce centers. An informational report on center utilization and related topics will be provided at the April CLEO meeting.

**IX. Adjourn** – There being no further business, the meeting was adjourned.

## Agenda Item IV.

<b>Capital Region Workforce Development Board Agenda Item Summary –Time with Virginia Secretary of Labor Jessica Looman</b>
<p><b><i>What is it?</i></b></p> <p>The Secretary of Labor is Virginia’s newest Cabinet-level post, established by the General Assembly in 2021. The Secretary is responsible to the Governor for the following agencies: the Department of Labor and Industry, the Department of Professional and Occupational Regulation, the Department of Workforce Development and Advancement, and the Virginia Employment Commission.</p> <p>The Secretary is also responsible for serving as the state’s Chief Workforce Development Officer, which carries numerous tasks related to the larger workforce development system which includes the State Workforce Board and Virginia’s 14 local workforce boards.</p>
<p><b><i>What do Board Members Need to Know?</i></b></p> <p>The Honorable Jessica Looman was appointed as Virginia’s third Secretary of Labor by Governor Abigail Spanberger on December 29, 2025.</p> <p>Prior to this post, Ms. Looman was appointed by President Biden and confirmed by the U.S. Senate to serve as Administrator of the U.S. Department of Labor’s Wage and Hour Division, leading the federal labor standards enforcement agency from 2021 to 2025. At the U.S. Department of Labor, Ms. Looman was entrusted with protecting the nation’s foundational federal labor standards laws for 165 million workers at 11 million workplaces nationwide. Her leadership prioritized strategic enforcement of minimum wage and overtime protections for low-wage and vulnerable workers, combating child labor exploitation, addressing the misclassification of employees as independent contractors, preventing retaliation against workers, and modernizing the administration of the federal Davis-Bacon construction prevailing wage program.</p> <p>Ms. Looman also served as Commissioner of the Minnesota Department of Commerce, overseeing energy, insurance, and financial institution regulation. She previously served as Deputy Commissioner of the Minnesota Department of Labor and Industry, where she was responsible for the strategic coordination of the agency’s five worker protection divisions.</p> <p>Most recently, Ms. Looman has served as a Senior Fellow with the NYU Wagner Labor Initiative, focused on developing best practices and supporting state and local governments in protecting workers’ rights, providing guidance on strategic enforcement, child labor, proactive compliance efforts, and building interstate collaboration among enforcement agencies. Ms. Looman also served as Executive Director of the Minnesota State Building and Construction Trades Council, and is a 30-year member of the Laborers’ International Union of North America (LIUNA).</p>
<p><b><i>What do Board Members Need to Do?</i></b></p> <p>No action required. This is an information and engagement opportunity. Secretary Looman has stated her hope to visit with each of the 14 local workforce boards.</p>

## Agenda Item V.

**Capital Region Workforce Development Board  
Agenda Item Summary –Committee Updates**

***What is it?***

The Workforce Board currently has two “working” committees in addition to Executive, Finance and Governance. They are briefly defined as follows:

**Continuous Improvement**

This committee focuses on a framework of strategic elements such as key performance indicators, communication strategies for purposes of awareness and advocacy, and partnerships with the business, economic development and the philanthropic communities. A particular focus area is demonstrating the value of Board efforts through evaluation of performance and customer satisfaction.

**Programs and Operations**

This committee generally focuses on program policies and service delivery, day-to-day operations in the centers, engagement of other community service partners and matters around federal program compliance and efforts to serve targeted populations.

Each committee elects its own chair and sets its own meeting schedule, and support is provided by staff.

***What do Board Members Need to Know?***

- 1) Continuous Improvement Chairman Tina Shreve will provide an update on the Committee’s current work plan, which starts with the attached draft Outreach Plan for the short-term.
- 2) The Programs and Operations Committee, along with two representatives from the Consortium of Local Elected Officials, have been working extensively on an effort to evaluate the three existing workforce centers looking at a variety of factors related to costs, usages, changes to customer patterns and technology among others. The project has been dubbed “Maintain, Pivot or Consolidate”.

The Committee is set to meet Tuesday, March 10<sup>th</sup> (after delivery of this packet) to review a final set of options and deliver a recommendation to the full Board on March 12, 2026. These recommendations will be shared in a presentation at the meeting.

***What do Board Members Need to Do?***

No action required. This is an information and discussion opportunity.

## Short-Term Outreach & Awareness Plan

Purpose: The goal is to improve clarity, engagement, and conversion over the next six months while informing a longer-term branding and outreach strategy.

Timeframe: 6 months

Audience: Job Seekers (Adults, Young Adults (18-24), Dislocated Workers), Employers, Community Partners

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### Key Challenges:

- Confusion caused by multiple organizational names and brands
  - Employers unclear on available services and points of contact
  - Job seekers perceive services as limited to scholarships or training only
  - Insufficient targeting by geography, age, and vulnerability
  - Underutilized partner and peer-to-peer outreach channels
  - The State Board of Workforce Development has recently adopted a policy to change the workforce system brand from Virginia Career Works to Virginia Works. (A brand used by one state agency within the larger system). There may uncertainty at this point or a potential course change with an incoming Administration.
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### Messaging Approach:

Virginia Career Works

#### Guiding Principles:

- Lead with the current and recognizable system name
- Avoid operator names in external outreach (Ross, Equus, Career Advantage, etc.)
- Use plain language to explain roles:
  - Job seekers: Career, training, and support services
  - Employers: Recruitment and workforce solutions through one point of contact

This approach allows messaging to be advanced using current collateral while the state-level brand plan evolves.

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## Priority Target Audiences

### Job Seekers

- Young adults ages 18–26
- Residents in high-unemployment ZIP codes
- Public housing residents
- Individuals connected to social services, adult education, and reentry programs
- Individuals receiving unemployment
- People who have been impacted by mass layoffs (Rapid Response)
- Targeted outreach to graduating seniors not entering college or military

### Employers

- Small and mid-sized businesses
- Employers unfamiliar with workforce programs
- Employers attending job fairs but unclear on system offerings

### Messaging Focus:

“One partner. One conversation. We help you navigate the system so you don’t have to.”

### Partners & Influencers

- Social services agencies and community-based organization serving various opportunity populations.
  - Housing authorities
  - Professional organizations (e.g., SHRM)
  - Economic development and business/industry associations
  - Training Providers (e.g. Community Colleges, JATC)
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## Outreach Strategy Overview

#### Channels:

- Social media (Facebook, Instagram, LinkedIn)
- Targeted digital advertising
- Partner amplification
- Community-based outreach (housing sites, DSS offices, adult education)
- Employer peer sharing (testimonials, webinars)
- TV promotion
- Radio

#### Posting Frequency:

- Social media: ~3 posts per week
  - Paid boosts: 2 targeted posts per month
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#### Targeted Advertising Approach

- Highly targeted by ZIP code, unemployment rates, age (18–26), and employer profiles
  - Budget-conscious boosts (\$50–\$75 per post)
  - Concentrated in Months 1, 3, and 6 for maximum impact
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#### Partner & Peer Amplification

- Monthly partner toolkits (3 posts + 1 graphic)
  - Employer testimonial video and quote graphics
  - Peer-to-peer sharing through professional organizations
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#### New Ideas/Methods

## Digital Strategies

- Job board on website
- AI-based career coaching/chatbots for instant engagement
- Online appointment scheduling for easy access
- Embed career assessment tools (CareersGo, MyNextMove.org, ONetOnline.org) into website
- Gamification of career exploration (quizzes, interactive tools)
- Live chat feature for real-time support
- Survey incentives to boost participation

## Partner Toolkit

- Shareable flyers fit for social media and website postings
- Links to orientation video

## Events and Community Presence

- Career fairs in partnership with schools
- Lunch-and-Learn sessions in community spaces (libraries, schools, community centers, etc.)

## Metrics & Evaluation

### Quantitative

- Reach and engagement
- Website clicks and referrals
- Job seeker enrollments
- Employer inquiries

### Qualitative

- Reduced confusion reported by employers and job seekers
- Improved quality of employer and partner inquiries
- Frontline staff feedback

Findings will inform future outreach investments and long-term branding decisions.

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## Agenda Item VI.

**Capital Region Workforce Development Board  
Agenda Item Summary – Service Policy Revisions**

***What is it?***

Under the Workforce Innovation and Opportunity Act (WIOA), the Workforce Development Board (WDB) has responsibility for developing and adopting policies that locally govern the operations and service delivery aspects under its purview. Certain policies are required under federal provisions in the WIOA, and others are permissible. In either case, the local WDBs generally have some amount of flexibility in the design of policy, provided it is not contrary to or less restrictive than what Federal or state guidelines establish.

***What do Board Members Need to Know?***

Often, changes to local policies are required when there are changes in federal regulations or new guidance issued, or when there are new or revised state policies that require adjustments locally. In addition, it is a good practice to review policies on occasion to make sure they are kept contemporary to WDB thinking and preferences.

At this time, five existing policies are being brought forth for review with some staff recommended revisions for consideration, and to prompt WDB discussion.

**A. Policy #102 – On-the Job Training (OJT)**

OJT is a form of work-based learning permissible with WDB funds wherein a WIOA participant is hired into employment with a training plan developed in concert with the employer. During the defined training period, the employer is reimbursed a percentage of the wages while the new hire is completing the job-specific training. The policy was originally adopted in 2017 with revisions in 2021 and 2023.

Suggested revisions:

- General clarifying language and contemporary reference updates throughout. **(Grammar or clarification that does not change substance).**
- Adding a reference to the new Virginia Board of Workforce Development High-Demand Occupation list at the bottom of page 1. This would align OJT placements to that list. **(State preference that this list be used).**
- Language on page 2 to clarify living wage requirements for OJT contract amounts, and for alignment with the Business Service Tier policy. **(Local preference and clarity with other policies)**
- Deleting the current industry target chart on page that sets contract amounts based on certain demand indicators. **(Local preference.** Reasoning being that an OJT is supporting a job in demand by its very nature).
- Adding language on page 3 that an employer may use “reverse referrals” by sending a potential hire to a center for eligibility determination. **(Stating in writing a practice that is allowed/occurs)**
- Added language on page 3 that a company can’t have people in the same position in a layoff status in the past 120 days. **(Federal requirement)**
- Removing reference to Virginia Community College System on page 4. **(That agency no longer has a state-level WIOA role).**

### B. **Policy 105 – Eligible Training Provider Certification**

The Eligible Training Provider List (ETPL) is a required vehicle for WIOA participants to access occupational skills training either in a classroom or virtually through staff issuance of training vouchers to cover the cost. Before vouchers, known as Individual Training Accounts or ITAs, can be issued, staff must verify that both a provider and the desired training program are listed on the ETPL, which is web-based and maintained by the State.

Historically local areas had to manage a largely manual process where applications were received and reviewed locally, and then once approved by the local board, staff had to key in information to the State's ETPL system. In December of 2025 the Virginia Board of Workforce Development adopted revisions to state policy 404-01 making significant process changes. The suggested local revisions incorporate the following for purposes of conformity:

- Applications will now be submitted online through the state ETPL system.
- The state will have responsibility for initial application review to ensure all required materials and information are captured and then refer the applications to the local area where the provider is located. The local area has 90 days from receipt to conduct any local review and then communicate its recommendations back to the state.
- Subsequent renewals as well as processing of any appeals for denial determinations will all be managed by the state.
- One area of local preference would be that a designated committee of the Board would be the local group to review and convey recommendations back to the state, as opposed to the full Board. The old state policy required full Board action, but now this committee-level flexibility is allowed and could afford for a more streamlined and faster process since committees meet more frequently than the full board. The current committee for this task would be Continuous Improvement, and they would follow the Board-defined parameters.

### C. **Policy 106 – Access to Participant Training Vouchers**

Training vouchers, or ITAs as defined above, are the mechanism by which WIOA staff can pay training costs incurred on a customer's behalf, with payment going directly to the provider. Local areas have wide discretion in what factors can be considered before the issuance of the ITA. This policy, originally adopted in 2016, defines the factors applicable to the Capital Region. Suggested revisions include:

- Grammar and terminology changes throughout.
- On page 2 addition of new funding sources that did not exist prior, and removing a source that no longer exists.
- A "collapsing" of the current four-tiered levels of training cost caps to two. This still drives funds to occupations in demand but streamlines the process for staff.

### D. **Policy 110 – Self-Sufficiency**

Self-sufficiency is a term that is applied when a customer who is already employed seeks training services. The federal requirement is that in such cases, the employed customer wages must be below the self-sufficiency level as locally defined.

In alignment with other wage considerations, the local method in place is using the MIT Living Wage calculator to determine self-sufficiency. The only changes to this policy would be to clarify self-sufficiency is not used for eligibility (page 1), and to remove related confusing and unnecessary language on page 2.

**E. Policy 115 – Business Service Tiers**

This policy was originally adopted in 2018 as a way for the local board to tie business services, which are not required, to jobs that pay self-sufficient wages. The idea is to tier services such that higher-value services are reserved for living-wage job supports. Again, the MIT Living Wage calculator is the tool staff must use to make determinations. Suggested revisions include:

- Changing job posting assistance and job fairs/hiring events from a Silver-level service to a Bronze-level service. (Silver level requires wages at least 75% of the living wage). For context, that would equate to \$17.52 an hour for one person in Richmond. The state's minimum wage requirement will soon be \$15 which closes this gap and so this is simply a debate point for the board.
- Removing reference to Network 2 Work job postings. (The program is no longer supported by the local area).

***What do Board Members Need to Do?***

Review and discuss the suggested revisions and vote either in a block or individually as far as what to adopt. These actions do not go to the Local Elected Officials and would be final.

**Capital Region Workforce Development Board (WBD)**  
**Workforce Innovation and Opportunity Act (WIOA) Service Policy #SP 102**  
**On-the-Job Training (OJT)**

**References:** Workforce Innovation and Opportunity Act (WIOA), Final Rule, Section 134(c) (3)(h), 20CFR 680.530, 20 CFR 680.700 -20 . CFR 680.740

**Date:** **Revision #3, March 12, 2026.**  
 Updates Revision #2, January 11, 2023, :Revision #1, September 23, 2021; and Original, December 15, 2017;

**Purpose:**

To establish requirements and limits for the use of OJT as a tool to connect enrolled WIOA jobseekers into work-based learning opportunities where they earn wages while obtaining job-specific skills identified by the employer.

**Policy Statement:**

The Capital Region Workforce Development Board recognizes the value of OJT as an effective ~~employment and training tool~~ work-based learning activity that supports needs of both the employer and job seeker. This policy shall outline the definitions and other details for use by contracted service providers in developing and executing OJT opportunities in the Capital Region.

~~Definition:~~ Policy Framework:

The term "~~on the job training~~" (OJT) means:

~~OJT is defined as training provided to a WIOA participant who has been hired into employment with a contract developed to meet the employer-defined needs while making the individual proficient in the position. by an employer to a WIOA-referred and hired-enrollee who is hired and will be paid by the employer while the employee is engaged in learning specific skills related to the job for which he/she was hired.~~

~~OJT will require a written agreement. The contract is to be developed~~ between the Virginia Career Works program provider and the employer ~~which and~~ details the specific and agreed upon training period and identifies the specific knowledge, skills and capabilities the ~~trainee-new hire~~ will learn in order to achieve full and adequate performance on the job.

The ~~OJT Agreement contract~~ further stipulates the portion of the trainee's ~~salary-wages~~ that the employer may ~~be~~ reimbursed ~~as for~~ the extraordinary cost of providing training and additional supervision to the trainee.

OJT placements should be limited to occupations which align with the Virginia Board of Workforce Development's most current regionalized High Demand Occupation List maintained by the Virginia Office of Education Economics

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**Duration of OJT Activities:**

OJT ~~agreements~~ contracts will be written to the period of time required for the employee to become proficient in the job for which the training was designed. No agreement or series of agreements for one individual combined should exceed more than 1,040 hours (26 weeks).

In determining the appropriate length of time of the training, consideration will be given to the skill requirements of the job, the academic and occupational skill level of the employee, the prior work experience of the employee, and the participant’s individual service strategy.

Program provider staff will use the Dictionary of Occupational Titles Standard Vocational Practices code as the guideline, or other similar resources, in determining the duration of an OJT training period. The methodology must be documented in the ~~case file~~ participant record.

**Payment of the Agreed Upon Reimbursement to the Employer:**

Employers will be reimbursed in accordance with the agreed upon individual contract amount based on the hourly wage of the ~~participating~~ employee. The starting Minimum wage rates should ~~meet or exceed the regional~~ be at least 75% of the living wage for the locality as set by the MIT living wage calculator in order for the employer to receive a maximum of \$5,000 in wage reimbursement. Wages that are at or above the Living Wage can receive a \$10,000 maximum wage reimbursement. The living wage rate should be verified at the time of writing of the contract and based upon the family size of the employee.

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~~Contract amounts will be limited to maximum reimbursements as follows, unless a waiver is granted by the Workforce Development Board Director. Contracts written prior to the latest revision date of this policy may be honored:~~

<u>Occupations related to:</u>	<u>Maximum Amount</u>
<u>Tier I Targets: Educational Services; Healthcare; Manufacturing; Professional, Scientific and Technical Services and Transportation and Warehousing (logistics)</u>	<u>\$10,000</u>
<u>Tier II Targets: Administrative and Support; Construction; Finance; Hospitality and Retail</u>	<u>\$9,000</u>
<u>Occupations for which the Virginia Employment Commission projects at least 1% annual growth; or those supported by a recent economic development announcement</u>	<u>\$6,000</u>
<u>Occupations supported by a written letter from an employer committing to hire</u>	<u>\$5,000</u>

Employers with more than 50 employees ~~will~~ may be reimbursed up to 50% of wage costs. Those with 50 or fewer employees may be reimbursed at a rate up to 75%.-

To request the reimbursement, the employer will need to send the appropriate time record or other verifiable payroll records and documentation including signatures of the employer

and employee for each month or week of participation depending on the duration of the training. Progress reports will also be required to and a statement of document the employee's progress made in achieving proficiency per the contract.

**Eligible Employees:**

OJT is limited to those workers who:

- (a) Are aA WIOA participants newly hired by the company employer from program referrals who require on the job training as the means of learning the job for which they were hired. The individual hired must have a WIOA Individual Service-Strategy Employment Plan which identifies OJT as the most appropriate training methodology for the individual and the activity has been properly entered in the VOSVAWC system
- (a)(b) An individual being considered for hire that is referred to the WIOA service provider by the employer for determination of WIOA eligibility and enrollment; or
- (b)(c) An individual already employed by the employer that is not earning a "self-sufficient wage" as determined by the Capital Region Workforce Development policy #110, and for whom newer or enhanced skills will result in promotion and/or higher wage employment opportunities within the same company.

**Eligible Employers:**

- (a) May be public, private non-profit or private for profit
- (b) Must have the personnel to provide adequate supervision and training
- (c) Must be willing to provide the agreed upon hourly training wage and agree to continue the trainee as an employee after the training period has ended.
- (d) Must provide the benefits and working conditions at the same level and to the same extent as other trainees or employees working a similar length of time and doing the same type of work
- (e) Must not have a history of or pattern of failing to provide OJT trainees with continued long-term employment with wages, benefits, and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work.
- (e)(f) Must not have workers in a layoff status in the same position as the OJT within the past 120 days.
- (f)(g) Must not have relocated from any location in the United States within 12020 days, if the relocation resulted in any employee losing his or her job at the original location, and
- (e)(h) Must not use OJT assignments to displace regular employees, or to replace any employee on layoff.
- (h)(i) Must be willing to enter into a written agreement for the training that must include an outline of the competencies/skills to be taught and mastered as a condition of the OJT activity for each employee participating, and

~~(i)~~ Must be willing to submit a monthly time record and information about the progress of the employee in completing the training to secure the OJT reimbursement.

**Performance Information:**

The program operator will be required to provide performance information by company and number of participating employees monthly to the Workforce Development Board.

This information will be used to provide information to potential enrollees about the OJT activities, and will be used by the customer to make decisions about the type of training they would like to access.

**Approval Determinations and Appeals:**

OJT is not an "entitlement" service. The local board director or contracted service providers may deny or alter ~~approval of~~ any submitted request for OJT assistance from an employer. Written reasoning must be provided as to the basis for denial.

Upon receiving such denial or notice of alteration, an employer may file an appeal within 30 days receiving notice to the Workforce Development Board for consideration at the next regularly scheduled meeting of the Board.

Should the Workforce Development Board uphold the staff/provider decision, the employer may file appeal with the State's ~~Director of~~ WIOA Title I ~~Program Administrator, Administration and Compliance at the Virginia Community College System. (Or any successor with such authority).~~

**Capital Region Workforce Partnership  
Workforce Development Board  
WIOA Service Policy #105**

**Eligible Training Provider Certification Process**

**References:** Workforce Innovation and Opportunity Act of 2014; Section 122  
WIOA Final Rule, 20 CFR Parts 680.400 - 500  
Virginia Board of Workforce Development Policy #~~15-02404-01.2~~

**Date:** ~~\_\_\_\_\_~~ **Revision #3, March 12, 2026. Previous versions dated December 1, 2016 and September 23, 2021. December 1, 2016; Revisions Adopted September 23, 2021**

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**Purpose:**

This policy governs the Capital Region Workforce Development Board's (WDB) Training Provider review ~~and approval~~ process for consideration of inclusion of training programs ~~on~~ the Virginia Statewide Eligible Training Provider List (ETPL).

**Background:**

The Workforce Innovation and Opportunity Act (WIOA) seeks to promote a training environment that fosters performance accountability, attainment of skills, credentials, certificates and diplomas that lead to employment in occupations in demand in the local economy and thereby; enhancing quality of life for customers.

The ETPL is the training provider list that must be used to issue Individual Training Accounts for the training of WIOA-enrolled participants when a determination has been made that training is needed to meet the customer's employment and earnings goal. The enrollee can compare the offerings on the ETPL and, with the consultation and advice of Workforce Center Staff, select the ~~best training program for their individual needs~~ most suitable training option.

**I. Program of Training Services Defined:**

~~Capital Region Workforce Development Board and Virginia Board of Workforce Development have For purposes of the WIOA, defined~~ a program of training services is defined as one or more courses or classes, or a structured regimen that leads to a recognized post-secondary credential, secondary school diploma or equivalent, employment, or measurable skills gains towards a credential or employment.

**II. Eligible Program Applicants:**

There are five categories of providers who can apply ~~to the Capital Region Workforce Development Board~~ for consideration to be included on the ETPL:

A. A postsecondary educational institution that is eligible to receive federal funds under Title IV of the Higher Education Act of 1965 and that provides a program that leads to certification or license or college certificate, associate degree, or baccalaureate degree.

B. A postsecondary school that offers formal instructional programs with curricula designed primarily for students who have completed the requirements for a high school diploma or its

equivalent. Such schools include programs of academic-vocational, vocational, and continuing professional education that may lead to a certification or licensure. This category excludes vocational and adult basic education programs.

C. An entity that carries out related instruction under the National Apprenticeship Act that is recognized by the Virginia Department of ~~Labor and Industry~~[Workforce Development and Advancement](#).

D. A provider of a program of occupational training services that under Section 23-276.2 of the Code of Virginia is exempt from SCHEV certification as a postsecondary school in the Commonwealth such as a professional or occupational training program regulated by another state or federal governmental agency other than the SCHEV, any school, institute, or course of instruction offered by any trade association or any nonprofit affiliation of a trade association on subjects related to the trade, business, or profession represented by such association.

E. A provider of adult education and literacy as defined in Title II of the WIOA, if such activities if approved to the list and utilized, are provided in combination with other occupational skills training and defined in the WIOA.

### **III. Other Considerations:**

A. Providers and programs operating in Virginia under all categories shall submit an application ~~through an electronic portal developed and maintained by the Commonwealth of Virginia. (At the time of policy adoption, the portal is known as the Virginia Workforce Connection).~~

B. Programs and providers under categories 1 and 2 must provide evidence as part of their application that they are certified to operate in Virginia and that they have program accreditation/approval from an applicable state agency in order to be considered for approval. ~~by the Capital Region Workforce Development Board.~~

C. For Category 3 providers, a different application form is provided by the state. Such providers must be granted approval if the Virginia Department ~~of Labor and Industry of~~[Workforce Development and Advancement](#) verifies the sponsoring employer and related instruction have been recognized by the state and are in good standing.

Nothing in this policy shall preclude the approval of Bachelors or Masters level programs that otherwise meet these policy requirements.

### **IV. Other Possible Providers may Include:**

~~A. —Distance and Online Training Providers. WIOA funds may be used for programs that are conducted in a completely online format. In these instances, training providers must be follow the same approval and renewal processes. Providers based outside of Virginia offering online courses and approved in that state must still make application for approval in Virginia.~~

~~B. —Out of Staff Training Providers (In Person Training). WIOA funds may be used for approved program from other states. Approved providers and programs based in other states are not required to complete an application for approval in Virginia. The training provider must be listed on a state maintained eligible training provider list from another state.~~

### **V. Applications for Initial Approval:**

~~A. To be considered for inclusion on the ETPL, The Virginia Department of Workforce Development and Advancement (Virginia WorksDWDA) must certify first determine the initial training provider application and all new program applications are complete with all minimum application requirements satisfied. Applications may be submitted at any time, but only those submitted at least 30 days in advance of a regularly-scheduled Board meeting will be considered at that meeting. Only completed applications using the forms required by the Commonwealth will be advanced to the Board and considered. All applications for the ETPL must be submitted through the Virginia Workforce Connection (VaWC), and should include: The training provider must submit an application, including a completed Equal Opportunity and Nondiscrimination Certification Form, through the provider services module.~~

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~~B. All applicants will be subject to requirements outlined in Virginia WorksBoard of Workforce Development Policy 404-01.2 Training program applications must be submitted for each unique "program of training services" sought for approval.~~

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~~C. If approved by the WDB, annual renewals will be required. Once Virginia WorksDWDA has verified that the application meets the minimum qualifications for consideration of inclusion to the ETPL, Virginia WorksDWDA will send application and supporting materials to the Capital Region Workforce board (CRWDB) for review and approval. The CRWDB will have 90 business days from notification notify the local area that application(s) have been routed for local review and consideration.~~

~~D. In order to be reviewed and considered, the application must include responses to all fields of the state provided application, along with associated supporting documentation, addition to the requirements set forth by Virginia Works, t The In addition to state standards, the Capital Region Workforce Development Board also requires any programs seeking factors the additional elements in reviewing an application as follows: approval be either:~~

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- 1) Directly aligned with a targeted industry as identified by the Board, or
- 2) Directly aligned with a demand occupation on the Virginia Office of Education Economic high-demand occupation list or industry as identified by the Virginia Employment Commission, or
- 3) Directly aligned with occupations that have documented evidence of hiring which may include a recent economic development announcement, written letter from an employer committing to hire, job listings in the Virginia Workforce Connection with an incidence of at least 25 in the prior 12-month period, ~~and~~
- 4) Supported by a labor market survey submitted by the applicant that includes at least 20 regional employers, to include sufficient employer contact information for staff verification.

The Capital Region Workforce Development Board WDB reserves the right to not ~~approve~~ recommend approval of any training program applications that ~~is~~ are not determined to meet sufficient occupation demand in the Capital Region.

E. Non-Discrimination and ADA Compliance: Providers must be accessible to individuals with disabilities under Section 504 of the Rehabilitation Act of 1973 in accordance with the Americans with Disabilities Act (ADA). They must also have written policies and procedures in place to protect against discrimination on the basis of an individuals' race, color, religion, sex, national origin, age, political affiliation or belief.

**VI. Initial Review Process:**

~~A. Training provider submits application(s) to Board staff on the VaWC and is certified determined by Virginia WorksDWDA as meeting basic requirements. CRWDB will have 90 business days to take action review and make recommendations on applications upon a referral notification from the DWDA.~~

~~A.~~

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~~B. Staff reviews the application against requirements of this policy and provides information and a recommendation to the designated review committee of the Capital Region Workforce Development Board. designated review committee. (The applicant may be invited to the Committee meeting to make a presentation on their application and answer questions).~~

~~B.~~

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~~C. The designated Committee will make a recommendation or recommendation to approve or deny the application(s) based upon their review and provide notice of determinations to the DWDA. The committee will notify approval or denial the full Board of its action and reasoning.~~

~~C.~~

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~~D. If the Board elects to deny the training provider's program of Training Services and does not recommend it for inclusion on the ETPL, the Training provider will be notified in writing. Reasons for denial may include but not be limited to: incomplete application or information founds to be inaccurate; determination that program is not in demand based on criteria at V. D. above; the program is determined to not be universally accessible; or program does not lead to a credential. While cost alone is not a determining factor in the review process, the Board may factor cost during their review and note concerns. The CRWDB will provide written reasoning for its recommendations to approve or deny to the DWDA.~~

~~D.~~

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E. Provisional approvals – For cases where a participant has identified a program that meets the qualifications to be considered that is not currently listed and timing does not allow for a participant to start the training before wait until the next WDB committee meeting, the Executive Director may grant recommend a provisional approval until such time as the WDB designated next committee next meets to confirm or reverse approval. The Executive Director shall verify that all requirement considerations have been met.

~~A notice of denial will identify the specific program being denied and the reason(s) for denial. The notice shall also advise the applicant of its right to appeal the decision. The Board will review the applicant's request for reconsideration first at the local level, and if the issue is not resolved, the Commonwealth will review the appeal.~~

## VII. Continued Eligibility

After each year that a program has been certified, a renewal verification must be completed directly with Virginia WorksDWDA. The provider must submit performance outcomes, update the provider and program specific information in the VaWC, and inform Virginia WorksDWDA of interest in being considered for renewal. All of the performance criteria can be found in Virginia WorksBoard of Workforce Development Policy 404-01.2.

~~The provider will be required to verify that all information and factors leading to the approval of the initial application remain in place, or to make any such adjustments as may be necessary to reflect the current conditions. Any verification that results in a change of circumstances from the original approval will require a review by the Board, who may elect to remove the program(s) from the list.~~

~~Programs seeking renewal must provide outcomes for all students in any class containing WIOA participants in the prior year to include:~~

1. ~~Training completion rate—50% or more required~~
2. ~~Credential attainment rate—65% or more required~~
3. ~~Entered employment rate~~
4. ~~Post-training earnings~~

~~Reporting shall be in the format and at the timing as communicated by the Virginia Community College System.~~

~~Performance in category 1 and 2 that does not meet or exceed the rates established by the state and identified above will be removed from the ETPL. If the provider maintains that there were extenuating factors beyond their control leading to failure to achieve the required outcomes, such reasons must be noted if such provider wishes to appeal to removal action.~~

~~In either case, a provider failing to provide the requested information within 90 days of receipt will automatically be removed from the ETPL.~~

#### **VIII. Appeal Process:**

~~The following shall apply to both providers whose initial program application is denied or those that are subsequently removed from the list for performance under Section VII. above.~~

1. ~~The provider shall have thirty (30) calendar days from the date the denial or removal notification was given to file a request for reconsideration to the Board. The appeal request must be submitted in writing and signed. At a minimum, the appeal must identify the training program and location(s) denied or removed and must clearly state the reason for the appeal.~~
2. ~~Within sixty (60) calendar days of receipt of the request for reconsideration, the Board shall review the request and issue a written decision that either upholds or reverses the original decision. Instances for a reversal may include, but shall not be limited to, an administrative oversight or instances where additional information submitted by the training provider changes the basis on which the original decision was issued.~~
3. ~~If the Board or its Executive Committee fails to act on the appeal request during the 60-day time period described above, the initial decision shall automatically be reversed.~~
4. ~~If the Board upholds its original decision, the applicant shall be entitled to pursue a state-level appeal as outlined in State Policy 15-02.~~

~~The training provider may appeal the decision to deny a program for inclusion on the ETPL or to terminate the inclusion of a program on the ETPL.~~

First Appeal Request: The training provider must file a written appeal within thirty (30) calendar days after the date of program denial or termination from the ETPL to DWDA. Appeals may be sent electronically to DWDA at [WIOA-ETPL-Appeals@VirginiaWorks.gov](mailto:WIOA-ETPL-Appeals@VirginiaWorks.gov). The subject line should read ETPL Appeal. The appeal must indicate the purpose of the request including identifying the training provider and program(s), information supporting the grounds upon which the appeal is sought, and any vital factors to support the grounds for appeal. A first level appeal must occur before the matter can be appealed to the VBWD.

Second Appeal Request: After receiving notice of the outcome of the first appeal request, the training provider may file a second level appeal by sending a written request to the Director of the VBWD. The written request must clearly state the training provider's desire to appeal the matter to a hearing and the reason(s) the training provider believes the outcome of the first level appeal was incorrect or inaccurate. The email must be sent

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within ten (10) business days after email notification was sent containing the outcome of the first level appeal. The VBWD shall consider an appeal at the next scheduled quarterly full VBWD meeting as long as the appeal is received at least thirty (30) days prior the full Board meeting. At the discretion of the Chair, the VBWD may call a special meeting to consider appeals. The VBWD requires that the individual who files the second appeal, or a designee, appear at the hearing to represent the training provider. If no representative(s) for the institution appears at the scheduled hearing, the institution may lose its right to the hearing. A representative of the LWDB, or other interested parties, may be present at any hearing.

During the appeals process the impacted training provider program(s) will be removed from the ETPL. During the appeals process, if eligibility is reinstated, DWDA will republish the training provider program(s) to the ETPL within five (5) business days from the final determination. Following the appeal, if a training provider program is denied initial eligibility on the ETPL, it may reapply as soon as the training institution addresses the reason for its denial on the list. Following the appeal, if a training provider is denied renewal on the ETPL for a substantial violation, the training provider must wait two years from the date of the final determination before reapplying to the ETPL.

**Capital Region Workforce Partnership  
Workforce Development Board**  
**Workforce Innovation and Opportunity Act (WIOA) Service Policy #106**

**Access to Participant Training**

**References:** Workforce Innovation and Opportunity Act of 2014; Section 134(c)(3)(F) and (G)  
WIOA Final Rule, 20 CFR Parts 680.300 and 680.310

[Virginia Board of Workforce Development Policy 404-01, change 1](#)

**Date:** [Revision #3 March 12, 2026](#), Revision #2 January 11, 2023. Revision #1 September 23, 2021. Original December 1, 2016

**Purpose:**

The policy conveys the means by which training resources within the Capital Region are allocated through the use of Individual Training accounts funded by WIOA and the manner in which customers can access such services.

**Background:**

The Capital Region Workforce Development Board (WDB) makes training assistance available to customers through funding provided under the Workforce Innovation and Opportunity Act (WIOA) through a variety of methods. Under the WIOA, ~~training assistance is primarily arranged through one such method~~ is the issuance of an Individual Training Account (ITA). Other arrangements are also permissible and are discussed under the "Exceptions to ITA" portion of this policy.

Consumer choice is a component of the training process under WIOA. However, customers are expected to work closely with ~~their case managers staff~~ in planning their employment future through the use of ITA resources in an informed manner. This should include, but not be limited to: skill, interest and ability assessments, labor market conditions and trends, training provider performance, program cost and current and future earning potential.

**I. Eligibility for Training:**

Customers enrolled in a WIOA program may access training services if after interview and consultation with ~~a case managers staff~~, and assessments as described in Section II., it has been determined that:

- A. They are unlikely to obtain or retain employment at self-sufficient wages through provision of career services alone,
- B. They are in need of training to obtain or retain employment leading to higher wages, and
- C. They have been determined to have the skills, qualifications and other supports in place to successfully participate in the desired program of training services.

**II. Assessment Factors:**

In order to accurately assess the customer's ability to be successful in the pursuit of training, the following list should be used by staff in their engagement with the customer during the development of their service plan:

- A. Customer's educational level;
- B. Previous skills training and exposure to or awareness of the desired field;

- C. Employment readiness level and engagement/responsiveness to assessments and service plan development;
- D. Career goals;
- E. Customer's aptitude and interest for the selected training, and tolerance to environmental factors and/or working conditions associated with the training;
- F. Availability, method of instruction and schedule and length of training. (For example, not all participants may be determined to be suited for or successful in virtual or remote only training. Such instance must be documented by staff in case notes);
- G. Cost of training;
- H. Financial ability of customer to undertake and complete training along with any ancillary costs;
- I. Potential for a customer to obtain employment that advances their earning potential beyond wages reported at the time of enrollment and towards self-sufficient wages as may be defined by the WDB;
- J. Physical assessment to determine any limitations that would preclude them from performing work for which participant is being trained;
- K. Criminal background check, if appropriate, to identify barrier crimes that would preclude participant from employment in identified occupation;
- L. Drug testing if it is likely to be required by the training provider or occupation as a condition of employment.

Previously administered assessments less than a year old may be used.

### III. Coordination of Financial Aid:

Once determined eligible for training, ~~case managers/Career Coaches staff~~ should ensure that customers are aware of the additional resources that may be available for training assistance, such as:

- Pell Grants
- Veterans Education Benefits/Tuition Waivers
- Employer/Union Educational Assistance
- Senior Tuition Waiver
- ~~FAA Training Assistance~~  
State-funded programs such as Fast Forward and G3

Board funds are only to be used for training assistance when it has been determined that eligible customers:

- A. Are unable to obtain such other forms of assistance, or
- B. Require assistance in an amount beyond that which the other forms of assistance will cover.

*With respect to PELL, a customer may receive WIOA funding for training if a PELL application is in process and awaiting a decision. In such cases, the Board's contracted service providers must have arrangements in place with training providers to ensure that WIOA funds will be refunded once the PELL award is made.*

### IV. Other Considerations:

- A. Training may only be arranged for programs that are on the state Eligible Training Provider List (ETPL) at the time that training is arranged. (If a program is subsequently removed from the ETPL after enrollment, the customer may continue until completion).
- B. Training programs on the ETPL that are physically located outside the Capital Region may be considered dependent on logistical considerations such as the participant's demonstrated ability to incur extraordinary costs, e.g., living expenses, commuting, childcare, housing. All approved

training must be located within the contiguous United States, and if not in Virginia, providers must be listed on that state's eligible training provider list.

- C. In no case will WIOA funds be used to pay for any training courses that were started prior to the date of a duly-authorized and signed ITA. Staff should maintain documentation in case files showing the training program had an approved status on the date of enrollment. (In the event the program is subsequently removed for the ETPL).
- D. Only those costs directly related to and required for the approved training programs will be covered as follows:
1. Tuition, enrollment fees, and other fees such as lab and testing required for coursework outlined in the required course of study;
  2. Required textbooks as listed on course syllabi;
  3. Required supplies and training materials as listed on course syllabi or supply lists; and required tools as listed on course tool lists.

Additional items may be considered on a case by case basis and must be pre-approved by ~~the trainee's Career Coach and/or staff with authority others assigned~~ to approve ITA's and associated support services.

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- E. Participants are required to make satisfactory progress in training to access continued support of the training costs supported by their scholarship. Satisfactory progress is defined as follows:
1. The participant's grade point average does not fall below 2.0 for more than one consecutive ~~quarter or semester training period~~ if applicable;
  2. The participant maintains a grade point average sufficient to ~~graduate from, or receive certification in, complete~~ their approved area of study if applicable; and
  3. The participant is completing sufficient credit hours or equivalent to finish their approved course of study within the time frame established under their approved training plan. In the case of self-paced or non-graded learning programs, satisfactory progress means participating in classes and passing certification examinations within the time frame established under their approved training plan.

Contact with the ~~Case Manager/Career Coach staff~~ and documentation of satisfactory progress in training must occur, at a minimum monthly and at the end of each training period during the lifetime of the training plan to ensure the individual is making satisfactory progress in training.

Generally grade/competency reports or other appropriate information will be submitted by the student. If the student does not submit the required documentation, within the time frame established by ~~the employment counselor, staff~~ the customer may be declined future ITA funds until the information is received.

- F. ITA Vouchers will be issued in increments appropriate to the training program (such as by quarters, semesters, 3 or 4 quarter school years, or other training program durations) or appropriate to individual training provider's usual billing cycles. Continued issuance is contingent on satisfactory progress in training as defined above, as well as the availability of funding. The contracted service provider must make these factors known on the ITA form that is signed by the customer and training provider.

The customer and the training provider will be notified in writing regarding the discontinuation of funds due to factors outlined in Sections E. and/or F. above.

- G. Modification to Service Plan:

An individual may only modify their service plan with prior approval from the WIB's contracted service provider or designated Resource Staff. In this case, justification which supports that further training is needed in order for this individual to obtain employment is required.

#### V. Training Investment Guidelines

The Capital Region Workforce Development Board takes seriously its role to be sound stewards of public funds and as such, has identified a tiered set of targeted industries in which to invest its training resources. The use of ~~targeted industries tiers~~ ensures that training funded by the Board will better prepare an individual for jobs that are prevalent in the local economy. As such, maximum training allowances are structured in a way that reserves the highest amounts for those programs that will yield the best return on investment to the Board and most benefit the customer in their employment and earning success. Allowances apply to the individual for the life of their active enrollment. The amounts do not count against other services such as work experience, supportive services or OJT wages. Under special circumstances and with proper justification, a request can be made to the Board Director for a customer to exceed the ITA funding limit.

Category	Maximum Allowance
<del>Tier I</del> <u>Targets: Administrative, Construction/Trades, Educational Services; Finance, Healthcare; Manufacturing; Professional, Scientific and Technical Services and Transportation and Warehousing (logistics)</u>	\$10,000
<del>Tier II</del> <u>Targets: Administrative and Support; Construction; Finance; Hospitality and Retail and those jobs for which there is projected at least 1% annual occupational growth. This must be validated by third-party data sources such as Virginia Department of Workforce Development and Advancement Economic Information Analysis, US Department of Labor Bureau of Labor Statistics or WDB-secured labor intelligence services. (A letter from an employer guaranteeing to hire a participant upon successful completion of training may also suffice for this category).</u>	\$86,000
<del>Occupations for which the Virginia Employment Commission projects at least 1% annual growth; or those supported by a recent economic development announcement</del>	\$6,000
<del>Occupations supported by a written letter from an employer committing to hire</del>	\$5,000

#### VI. EXCEPTIONS TO THE USE OF ITAS FOR THE FUNDING OF TRAINING

- A. When the training services provided are for on-the-job training, incumbent worker training, ~~contract~~ or customized training.
- B. When the Workforce Board determines there is an insufficient number of training providers in the region to meet ITA objectives.
- C. When the Workforce Board determines there are training service programs of demonstrated effectiveness offered in the area by community-based organizations (CBO) or other private organizations to serve individuals with barriers to employment.
- D. When the Workforce Board determines that it would be most appropriate to award a contract to an institution of higher education or other eligible provider of training services in order to facilitate the

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training of multiple individuals in in-demand industry sectors or occupations **AND** such contract does not limit customer choice **AND** the contract is based on pay-for-performance.

| The Capital Region Workforce Development Board through its Director reserves the right to make exceptions to this policy, on a case by case basis, should individual circumstances warrant exception.

**Capital Region Workforce Partnership (CRWP)  
Workforce Development Board (WDB)  
Workforce Innovation and Opportunity Act (WIOA) Service Policy #SP110**

**Self Sufficiency**

**References:**

WIOA sec. 3(36)20 CFR 680.600, Training and Employment Guidance Letter (TEGL) 3-15, WIOA sec. 3(24), 20 CFR 680.640. TEGL 10-09, WIOA sec. 134(c)(3)(A), 20 CFR 680.780 and TEGL 22-04

**Effective Date:** Revision #1, March 12, 2026; Original December 15, 2017

**Replaces:** ~~Resource Management Policy #2~~

**Purpose:**

The purpose of this policy is to provide guidance to Board-contracted service providers with respect to determining eligibility for training services under the Workforce Innovation and Opportunity Act (WIOA).

This policy applies only to Adults and Dislocated Workers who were employed on the date of participation under the WIOA program. It does not apply to individuals who are not employed on the date of participation. **The policy does not govern enrollment into WIOA as far as eligibility.**

**Background:**

In addition to providing career and training services to individuals who are unemployed, there remains a significant population of job seekers who are underemployed. Individuals who are underemployed may include:

- Individuals employed less than full-time who are seeking full-time employment;
- Individuals who are employed in a position that is inadequate with respect to their skills and training;
- Individuals who are employed who meet the definition of a low-income individual; and
- Individuals who are employed, but whose current job's earnings are not sufficient compared to their previous job's earnings from their previous employment **or at the region's living wage as defined by the WDB.** ~~per State and/or local policy~~

In recognition of the above, WIOA regulations allow for training services to be made available to employed and unemployed adults and dislocated workers who, among other criteria, are:

- Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services, **and**
- Are in need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment.

The WIOA allows ~~enrollment~~ **training services for** employed adults and dislocated workers who are not earning a self-sufficient wage. WIOA requires that local workforce boards set the criteria for determining whether an employed applicant needs WIOA Title 1 funded adult or dislocated worker **training services if there wages are not at self-sufficient levels.** ~~to obtain or retain employment leading to self-sufficiency.~~

The regulation provides maximum flexibility, requiring only that self-sufficiency mean employment that pays at least the Lower Living Standard Income Level. The regulation allows self-sufficiency for a dislocated worker to be defined in relation to a percentage of the lay-off wage.

### **Policy**

#### ***Adults***

For adults, self-sufficiency is to be calculated using the Massachusetts Institute's Living Wage Calculator, which may be accessed at: <http://livingwage.mit.edu/>. This site provides a living wage calculation for each jurisdiction in the state, by family size, and should be accessed by staff at the date of determination to document if the participant's current income is providing a living wage.

Many self-sufficiency models are based on poverty levels, but those models do not account for living costs beyond a very basic food budget. The federal poverty measure does not take into consideration costs like childcare and health care that not only draw from one's income, but also are determining factors in one's ability to work and to endure the potential hardships associated with balancing employment and other aspects of everyday life. Further, poverty thresholds do not account for geographic variation in the cost of essential household expenses.

The living wage model is an alternative measure of basic needs. It is a market-based approach that draws upon geographically specific expenditure data related to a family's likely minimum food, childcare, health insurance, housing, transportation, and other basic necessities (e.g. clothing, personal care items, etc.) costs. The living wage draws on these cost elements and the rough effects of income and payroll taxes to determine the minimum employment earnings necessary to meet a family's basic needs while also maintaining self-sufficiency.

~~Limitation: In a program year (July 1 through June 30), only up to 49% of the total number of adults enrolled may be enrolled using the self-sufficiency criteria, 49% of enrolled adults may be above the region's low-income levels for enrollment in accordance alignment with the Board's Priority of Service policy.~~


#### ***Dislocated Workers***

For Employed Dislocated Workers self-sufficiency shall be defined as employment which provides the worker a wage that is equal to or greater than 85% of his or her wage at the time of dislocation.

For calculation purposes, the word "wage" and "income" are interchangeable for this policy. Therefore, the wage/income to meet the 85% criteria may be calculated by either:

- Comparing the hourly wage at time of dislocation to the current hourly wage.
- Comparing the monthly income (total earnings for the month) to the current monthly earnings.

Signed By:

  
Director

**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. **The Massachusetts Institute of Technology (MIT) Living Wage calculator shall be used for certain determinations referenced herein and calculated by staff at time of application or request for service.**


**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. **Title I staff entry of job openings in online platforms to include but not limited to the Virginia Workforce Connection, posting services (Virginia Workforce Connection)**
  5. Work Experience placements
  6. **Job Fairs and hiring events either on site in centers or offsite.**
  
- 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. **5. On-the-job training contracts with a \$5,000 cap**
  7. **6. 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 \$10,000 cap
3. Incumbent Worker Training with a \$10,000 cap per project.
4. Customized Training Contracts

**Signed By:**



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Director