

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: April 28, 2026, 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.
 - 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. On-the-job training contracts with a \$5,000 cap
 - 5. 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 100% 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:

A handwritten signature in blue ink that reads "Brian K. Davis". The signature is written in a cursive style and is positioned above a horizontal line.

Director