

**Workforce Partnership
Local Area III
Workforce Investment Board
Board Policy**

Policy Number: #11-04-01

Subject: Advertising WIA Training Funds and Reverse Referrals

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Programs: Workforce Investment Act Title IB

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The following "Advertising WIA Training Funds and Reverse Referrals" policy shall apply to all Eligible Training Providers approved on the local area Eligible Training Provider list.

To accurately project to the community the various training amounts allocated from WIA program, the following shall apply to local area Eligible Training providers:

- Approval from local area board staff must be made to ensure that the wording of advertisements for the availability of WIA training funds is not misleading
- Advertisements for specific programs must be on the local area Eligible Training Provider list prior to any such advertisements are made
- Local area board staff must respond within three (3) business days to inquiries made regarding advertising the availability of WIA training funds
- If a training program is approved in one State but not another (ex. Missouri and Kansas) the advertisement must delineate the State in which the program has approval

To set realistic expectations with potential WIA participants and with local area Eligible Training providers, the following shall apply:

- Potential WIA participants referred from an Eligible Training provider for the purpose of receiving WIA training dollars will be assessed for eligibility and suitability for either of the WIA Adult, Dislocated Worker or other applicable funding stream by a Career Advisor in a timely manner.
- Career Advisors will educate potential WIA participants on the labor market, Eligible Training programs and available funding options that would best help meet the career goals of such potential WIA participant
- Career Advisors will always keep customer choice as a top priority when developing an Individual Employment Plan (IEP)

Non-adherence to this policy could result in the removal of programs and/or providers from the local area Eligible Training provider list. This policy is meant to reinforce the importance of occupational skills training in the workforce system. Funding streams have limits and limitations. Workforce Partnership is dedicated to diversifying the funds available for training participants in our local area.