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**DIVISION OF WORKFORCE SERVICES
ISSUANCE NUMBER PY 19-09**

March 13, 2020

FROM: Charisse Childers, Ph.D., Director

TO: Local WIOA Workforce Development Area Administrators/Service Providers

SUBJECT: Use of WIOA Title I-B Funds for Occupational Skills Training

1. **Purpose:** To explain the permitted use of WIOA title I-B funds in providing funding for education-related expenses for Occupational Skills Training.

2. **References:**

WIOA § 134I(3)(B)(i)(I)
20 CFR 680.210(c) & 680.230
TEGL 19-16
ADWS Policy No. WIOA I-B – 3.3, Change 2

3. **Background:**

In order to receive WIOA title I-B funding for Occupational Skills Training, the participant must be unable to obtain grant assistance from other sources to pay the costs of such training, including such sources as State-funded training funds, Federal Pell Grants, and TANF; or he or she must require assistance in addition to these other sources. In making the determination, WIOA programs may take into account the full cost of participating in training services, including the cost of support services and other appropriate costs [WIOA § 134I(3)(B)(i)(I); 20 CFR 680.210(c); 20 CFR 680.230; TEGL 19-16].

A WIOA title I-B participant may enroll in WIOA-funded training while his or her application for a Pell Grant is pending, as long as the local WIOA title I-B program has made arrangements with the training provider and the WIOA participant regarding allocation of the Pell Grant, if it is subsequently awarded. In that case, the training provider must reimburse the WIOA funds used to underwrite the training for the amount the Pell Grant covers, including tuition and any education fees the training provider charges to attend training. Reimbursement is not required from the portion of Pell Grant assistance disbursed to the WIOA participant for other education-related expenses [20 CFR 680.230].

VA benefits for education and training services may not be included in “other grant assistance” in determining the amount of funding WIOA title I-B can provide. Veterans and eligible spouses are not required to coordinate their entitlement to VA benefits for education and training with any concurrent eligibility that they may have for other training sources. Also, WIOA title I-B program operators may not require veterans or spouses to exhaust their entitlement to VA funded training benefits prior to allowing them to receive WIOA funds for training [TEGL 10-09].

4. **Policy:**

ADWS recognizes that the system of paying tuition, fees, and books with WIOA title I-B funding and allowing Pell to be used for supportive services may be allowable under WIOA law and regulations. However, beginning July 1, 2020, Arkansas policy is that WIOA title I-B funds may be used for tuition and institutional fees for Occupational Skills Training only when other grants and scholarships (excluding VA-funded training benefits) are insufficient to cover the cost of tuition and fees charged by the institution. In those cases, WIOA title I funds may supplement other sources to make the total grants and scholarships the total amount of tuition and institutional fees.

Other supportive services may be provided when need is demonstrated and documented. Cost of attendance may not be used as a basis for documenting the need for supportive services. For Adults and Dislocated workers, there is an additional requirement that the supported services must not be available through non-WIOA sources. These supportive services may include fees paid to entities other than the training provider and fees charged by the institution after the final Pell check for the semester has been distributed to the student. Grants and scholarships in excess of the amount of tuition and fees need not be considered when documenting the need for other supportive services. VA-funded training funds may not be considered when determining the need for other supportive services.

5. **Action Required:** Please provide this information to all appropriate staff.

6. **Inquiries:** Email WIOATA@arkansas.gov

7. **Expiration:** Ongoing