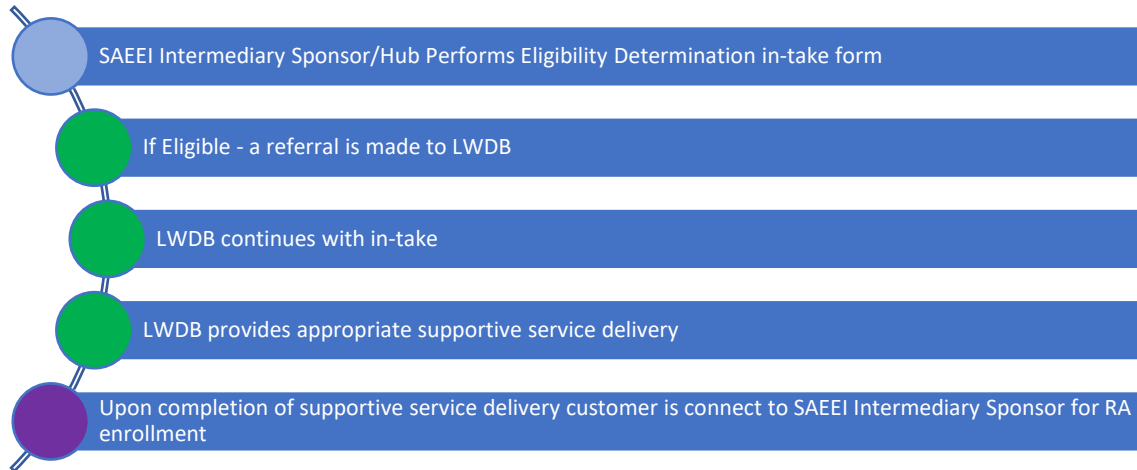


SAEEI Referral Guide

Developed March 2022

Employer Referral from SAEI TO LWDB



LWDB Referral TO SAEI Intermediary Sponsor



Definitions:

Registered Apprenticeship Intermediary/Hub: organizational entity/partnership that is applying to the State of Kansas and the Federal Department of Labor as organizing and providing activities, services, and apprenticeship program registration capabilities related to registered apprenticeship in an industry sector or other partnership.

Cliff notes version: a group that has done the RA Intermediary agreement and works with employers to build Registered Apprenticeship under *their* Hub. They can, but do NOT have to, hold the W2 with the apprentice.

SAEEI Sub-awardee: an organizational entity that has been awarded funding from the SAEEI grants. For the purposes of this grant, except for LWBD, only sub awardees are those who ALSO have Registered Apprenticeship Intermediary/Hub status.

Cliff notes version: they were awarded funds from SAEEI, but NOT ALL Registered Apprenticeship Intermediaries are SAEEI Sub-Awardee's.

Registered Apprenticeship Sponsor: an employer, joint labor-management organization, trade association, ect. that is applying to the State of Kansas/DOL to administer and operate a program under the national apprenticeship system.

Cliff notes version: the entity that holds the W2 for the apprentice, designs the program to meet their needs and administers/tracks the program.

SAEEI Intermediary/SAEEI Participating Employer Quick Self-Assessment

Does individual meet any of the criteria below?	YES	NO
Individual must be 18 years or older (for Adult program)		
Legal right to work in the US		
Registered for selective service if a male gender assigned at birth		
Adult Low-income based on family size (to receive priority of training services)		
Dislocated Worker Terminated or laid off Eligible or exhausted UI benefits Unlikely to return to previous occupation OR Works at a facility that is closing within 180 days		
Less Common		
Displaced Homemaker		
Military Spouse		

Note: Individuals who meet any of the above criteria *may* be good candidate for a referral to your Local Workforce Development Board for WIOA eligibility determination and/or additional service delivery.

COPY OF TEXT FROM ORIGINAL SAEI - RFP

Local Workforce Development Boards may offer supportive services to eligible participants with transportation, education or training equipment, uniforms, tools, child or dependent care, graduation fees, and union fees. All participants must be Registered Apprentices.

Workforce Innovation & Opportunity Act & RA

Kansas's State Apprenticeship Equity, Expansion and Innovation grant (SAEEI) strategies complement existing WIOA programming. For example, Registered Apprenticeship sponsors may be able to access on the job training funds and/or supportive services to help cover a portion of costs for new Registered Apprentices that are Workforce Innovation and Opportunity Act (WIOA)-eligible.

The workforce system established under WIOA is integrated to help both businesses and jobseekers. WIOA envisions connecting businesses with jobseekers, through meaningful partnerships among workforce, education, human services, and economic development entities to ensure optimum results and leveraging of resources. The law addresses the needs of jobseekers through establishing a workforce system that helps them access employment, education, training, and support services to succeed in the labor market. Through American Job Centers (AJCs), WIOA works to address employer needs by matching them to the skilled workers they need to compete in the global economy. WIOA places an emphasis on serving individuals with barriers to employment that hinder them from entering into a fulfilling and meaningful career.

Registered Apprenticeship is fully aligned with the employer-focused, work-based training that WIOA envisions. Features of Registered Apprenticeship, including its flexibility, opportunities for immediate earnings, and emphasis on partnerships, make it an effective strategy to meet workforce needs.

Supportive Services Offered Through Local Workforce Development Boards

Supportive services provide financial assistance to participants who would not otherwise be able to participate in a program. Local Workforce Development Boards, when suitable, may offer supportive services for eligible Youth Apprentices to assist with becoming a Registered Apprentice, as well as they may offer supportive services to newly Registered Apprentices under this award. Supportive services may include: transportation, uniforms, tools, work or training equipment, child or dependent care, graduation fees, union fees, and/or clothing for interviews or job fairs.

Before approving a program participant for supportive services, Registered Sponsors should have the individual's eligibility evaluated through a Local Workforce Development Board prior to being hired. Sponsors must follow all WIOA Local Area supportive service policies including

submission procedures and payment issuances. All supportive services must be recorded indicating the services provided in KANSASWORKS.com and documented in case notes. Other documentation methods may also be appropriate (e.g. mileage calculation for transportation allowance and quotes for tool cost).

Applicants are encouraged to focus on connecting Kansas’s WIOA target populations to Registered Apprenticeship opportunities and are required to have strong employer participation. Kansas’s WIOA target populations are listed below.

Kansas’s Target Populations: Individuals with Barriers to Employment
Displaced Homemakers.
Low-income individuals.
Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166.
Individuals with disabilities, including youth who are individuals with disabilities.
Older individuals.
Ex-offenders.
Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), or homeless children and youths (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))). (H) Youth who are in or have aged out of the foster care system.
Youth who are in or have aged out of the foster care system.
Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.
Eligible migrant and seasonal farmworkers, as defined in section 167(i).
Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.).
Single parents (including single pregnant women).
Long-term unemployed individuals.
Long-term unemployed individuals.
Such other groups as the Governor involved determines to have barriers to employment.
Individuals facing substantial cultural barriers.
Individuals who have low levels of literacy.

*Veterans – Veterans continue to receive priority of service for all DOL-funded programs.

The Workforce Innovation and Opportunity Act

WIOA Desk Reference Supportive Services

Supportive Services provide participants of WIOA activities with key assistance beyond career and training services necessary to achieve success. Supportive services, like assistance with transportation or child care, allow participants to successfully engage with WIOA career and training activities such as Registered Apprenticeships or classroom training that are vital to entering or re-entering the workforce.

About Supportive Services

Local Workforce Development Boards (WDBs), in consultation with the one-stop partners and other community service providers, must develop a supportive services policy that ensures resource and service coordination in the local area. The policy should address procedures for referral to such services, including how such services will be funded when they are not otherwise available from partners or other sources.

SUPPORTIVE SERVICES FOR ADULTS, DISLOCATED WORKERS, AND YOUTH

Supportive services are services that are necessary to enable an individual to successfully participate in activities authorized under WIOA sec. 134(c)(2) and (3) (adults and dislocated workers) and sec. 129(c)(2) (youth), and defined in WIOA sec. 3(59). The WIOA Final Rules discuss supportive services at 20 CFR 680.900-970 and 681.570. Services may include, but are not limited, to the following:

- ◆ Linkages to community services;
- ◆ Assistance with transportation;
- ◆ Assistance with child care and dependent care;
- ◆ Assistance with housing;
- ◆ Needs-related payments, as described below;
- ◆ Assistance with educational testing;
- ◆ Reasonable accommodations for individuals with disabilities;
- ◆ Legal aid services;
- ◆ Referrals to health care;
- ◆ Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses, protective eye gear and other essential safety equipment;
- ◆ Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and
- ◆ Payments and fees for employment and training-related applications, tests, and certifications.

Local WDBs may establish limits on the provision of supportive services or provide American Job Centers (AJCs) with the authority to establish such limits, including a maximum funding limit and a maximum length of time that supportive services are available to participants. Procedures may also be established to allow AJCs to grant exceptions to those limits.

Learn More About WIOA

Information and **guidance** for WIOA can be found here: doleta.gov/WIOA

ION, the technical assistance initiative for WIOA, can be accessed by visiting **WorkforceGPS** here: ion.workforcegps.org



The Workforce Innovation and Opportunity Act

Supportive Services and Follow-up Services for Adults and Dislocated Workers

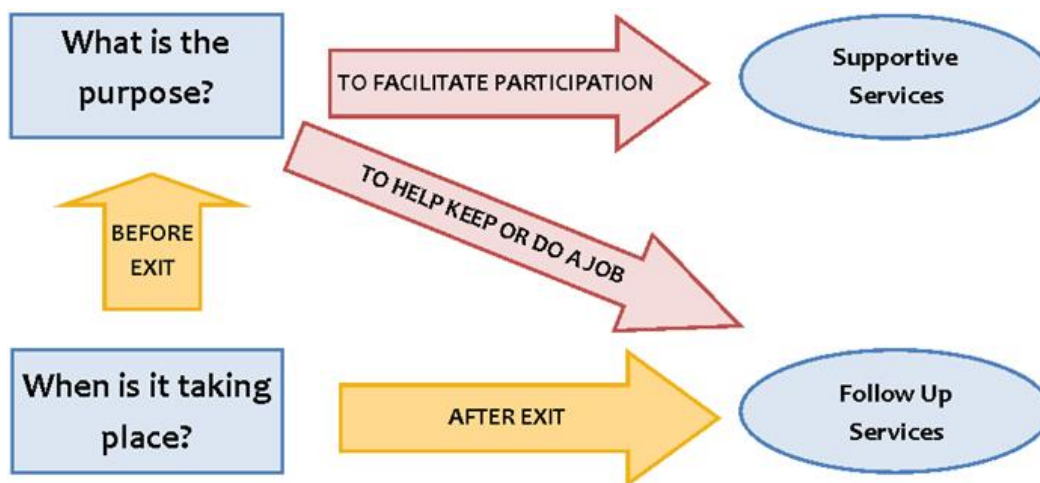
When can supportive services be provided to WIOA title I adult and dislocated worker participants?

Supportive services may be provided to WIOA title I adult and DW participants as necessary to enable an individual to participate in career services and/or training services. As stated in TEGL 19-16, individuals identified as needing ongoing supportive services must still be participating in career services (other than follow-up), training activities, or both to continue to receive supportive services. 20 CFR 680.900 lists examples of supportive services that may be provided to participants in career services and/or training services. Note that for performance reporting purposes supportive services do not make an individual a *participant* or extend participation on their own.

What are follow-up services and when may follow-up services be provided to WIOA title I adult and dislocated worker participants?

Follow-up services may be provided to participants placed in unsubsidized employment, for not less than 12 months after the first date of employment as appropriate (WIOA sec. 134(c)(2)(xiii)). For performance reporting purposes follow-up services do not extend the exit date, but can take place after exit and therefore do not make an individual a participant on their own. TEGL 19-16 says that States and local areas must establish policies that define what are considered to be appropriate follow-up services, as well as policies for identifying when to provide follow-up services to participants. The appropriate follow-up services must also be described in the State and/or Local area policies.

Figure 1. Differentiating between Supportive and Follow-Up Services for performance reporting: Adult and Dislocated Worker Programs



The Workforce Innovation and Opportunity Act

What are Needs-Related Payments?

Needs-related payments, as described in 20 CFR 680.930 through 680.970, provide financial assistance to participants enabling them to participate in training. Unlike other supportive services, in order to qualify for needs-related payments a participant must be enrolled in training. Participants may receive needs-related payments 30 days prior to training; however, States may grant local areas the authority to extend eligibility for exceptional circumstances.

In order to be eligible, **adults** must:

- ◆ Be unemployed;
- ◆ Not qualify for, or have ceased qualifying for, unemployment compensation; and
- ◆ Be enrolled in a program of training services under WIOA sec. 134(c)(3).

In order to be eligible, **dislocated workers** must:

- ◆ Be unemployed; and
 - ◇ Have ceased to qualify for unemployment compensation or trade readjustment under TAA; and
 - ◇ Be enrolled in a program of training services under WIOA sec. 134(c)(3) by the end of the 13th week after the most recent layoff that resulted in a determination of the worker's eligibility as a dislocated worker, or, if later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed 6 months; or
- ◆ Be unemployed and do not qualify for unemployment compensation or readjustment assistance under TAA and be enrolled in a program of training services under WIOA sec. 134(c)(3).

Supportive Services and Follow-up Services for Youth

When can supportive services be provided to WIOA title I Youth?

Supportive services can be provided to WIOA title I Youth during program participation and during follow-up services. There are no specific requirements for when to provide supportive services. They may be provided based on the needs of the participant as identified in the youth's Individual Service Strategy (ISS).

How do support services relate to follow-up services?

Supportive services are 1 of the 5 types of WIOA title I Youth program elements that may be provided during follow-up as discussed in 20 CFR 681.580. If supportive services are provided as a follow-up service, they do not extend the date of exit.

Additional Resources on Supportive Services

- ◆ TEGL 19-16, *Guidance on Services through the Adult and Dislocated Worker Programs under WIOA and the Wagner-Peyser Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules*
 - ◇ https://wdr.doleta.gov/directives/attach/TEGL/TEGL_19-16_acc.pdf
- ◆ TEGL 21-16, *Third WIOA Title I Youth Formula Program Guidance*
 - ◇ https://wdr.doleta.gov/directives/attach/TEGL/TEGL_21-16_Acc.pdf
- ◆ The Supportive Services Program Element Resources page on Youth Connections Community of Practice
 - ◇ <https://youth.workforcegps.org/sitecore/content/sites/youth/resources/2017/01/24/16/00/Supportive-Services>.

