

# Washington State WorkSource Information Notice (WIN)

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**WIN Number:** 0028, Change 1

**WIN Title:** Washington State's Unemployment Insurance Training Benefits Program

**Date:** February 4, 2022

**Expiration:** N/A

## **Purpose:**

This WorkSource Information Notice (WIN) provides guidance on Washington State's Unemployment Insurance (UI) Training Benefits (TB) Program eligibility and deadlines mandated by the Revised Code of Washington (RCW) 50.22.155 and Washington Administrative Code (WAC) 192-270 for claims effective July 1, 2012 and after.

## **Action Required:**

Local Workforce Development Boards (LWDBs) and their contractors, as well as Employment Security Regional Directors, must distribute this guidance broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

Partners are encouraged to rely on the Unemployment Insurance TB Program [website](#) for additional information about the program, including the application process.

## **Content:**

The definition of Dislocated Worker under the Unemployment Insurance TB Program should not be confused with Dislocated Workers under the Workforce Innovation and Opportunity Act (WIOA). The state definition of Dislocated Worker for the Unemployment Insurance TB Program is more limited than the federal definition and applies specifically to that program. In the same way, the status of Dislocated Worker under WIOA does not automatically qualify an individual for the Unemployment Insurance Training Benefits Program.

Although claimants may qualify as dislocated workers, RCW 50.22.155 still requires them to need job-related training to find suitable employment to qualify for TB.

References to dislocated workers in this WIN relates to those who qualify under the state definition required by UI Training Benefits.

## **Eligibility:**

The applicant must be eligible for regular Washington Unemployment Insurance (UI)

benefits or have exhausted those benefits and:

1. Served in the U.S. military or Washington National Guard in the last year or are currently serving in the National Guard and the assessment (provided by TB unit staff) determines job-related training is necessary in order to find suitable employment in the local labor market; or
2. Disabled due to an injury or illness and the department determines they are unable to return to their regular type of work; or
3. A low-income worker (earned less than 130 percent of the Washington state minimum wage); or
4. A dislocated worker:
  - a. Separated because the employer permanently reduced operations, or separated from a declining occupation, or separated from employment due to restrictions related to the escape of non-native finfish, and
  - b. The assessment (provided by TB unit staff) determines job-related training is necessary in order to find suitable employment in the local labor market.

Other criteria reviewed for Training Benefits eligibility:

1. Have a realistic financial plan for completing training in the event that UI benefits (including TB, if approved) are exhausted before training is complete.
2. The school and training program must be on the Eligible Training Provider (ETP) List. Within Washington, that approval is indicated at [Washington Career Bridge](#). Out of State schools must be on the [WIOA Eligible Training Provider](#) list for the state where the school is located.
3. The training must be for a specific occupation that is in demand per the [Occupations in Demand list](#). The county used to determine demand for new occupation will also be used to consider the demand for the previous occupation.
4. The training occupation must increase earning power.
5. General Bachelor's degree or higher are not eligible for TB.
6. Dislocated workers and certain disabled individuals may qualify to attend part-time training. All others must take training that the school deems full-time.
7. Must meet deadlines for application and enrollment.
8. Must not have collected TB within the previous five years (Except for dislocated workers).
9. Cannot be on standby or have a return-to-work date within 6 months.
10. A school representative must confirm in writing:
  - a. Enrollment date,
  - b. Training provider,
  - c. Training program,
  - d. Specific start and end date, and
  - e. Verification of enrollment and satisfactory progress for the approved training program.

If there are questions about a claimant's eligibility for benefits, the UI Training Benefits Unit will contact the claimant for additional information.

Training Benefit Unit staff make a formal determination allowing or denying Training Benefits. The claimant will receive notification of the decision. If Training Benefits are

denied, they will also make a determination for Commissioner-Approved Training (CAT).

**Note:** Changes to an approved Training Benefits plan constitutes a modification and could affect eligibility for Training Benefits and CAT. Modifications must be requested in advance, and must be requested using the Training Benefits Modification Request Form.

**Deadlines:**

Training Benefit application deadlines for claimants with an **Effective Date of Claim (EDC)** after July 1, 2012 are as follows:

<b>Dislocated Workers</b>	<b>Deadlines</b>
Application Deadline	Any time prior to the claimant's Benefit Year End (BYE) date
School Enrollment Deadline	Any time prior to the claimant's Benefit Year End (BYE) date
Full-time school enrollment	No – may attend part-time
Periods of eligibility	Five-year restriction does not apply

<b>Other Categories of Eligibility (military, low income, or disability)</b>	<b>Deadlines</b>
Application Deadline	90 days from the date of notification*
School Enrollment Deadline	120 days
Full-time school enrollment	Yes
Periods of eligibility	Can only collect Training Benefits once in five years

\*Date the claimant receives confirmation of Unemployment Claim or reopens a claim after working.

Note: 90 and 120 day deadlines can be waived with good cause.

**References:**

[Washington State's Unemployment Insurance Training Benefits Program Training Benefits Handbook](#)

Training Benefits – Revised Code of Washington (RCW) [Chapter 50.22.155 \(2\)](#)

Training Benefits - Washington Administrative Code (WAC) [Chapter 192-270](#)

**Website:**

[Workforce Professionals Center](#)

**Direct Policy Inquiries To:**

*Employment System Administration and Policy Unit*

*Employment System Policy and Integrity Division*

*Employment Security Department*

*PO Box 9046*

*Olympia, WA 98507-9046*

[SystemPolicy@esd.wa.gov](mailto:SystemPolicy@esd.wa.gov)

**Direct Training Benefits Inquiries To:**

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Employment Security Department  
PO Box 9046  
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Hotline: 877-600-7701  
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**Attachments:**

None