WorkSource Information Notice (WIN)
Employment System Administration and Policy

☑ Policy-related   ☐ Fiscal   ☑ Performance   ☐ Q&A   ☐ Other

Number: WIN 0075 Change 1

Date: July 26, 2016

Expiration Date: N/A

TO: Workforce Development System Partners

FROM: Gary Kamimura, Workforce Policy Director

SUBJECT: Enrollment of incumbent workers into WIOA Dislocated Worker-funded programs in WIT

Purpose:

To provide a standard process for enrollment of incumbent worker training participants into WIOA Title I Dislocated Worker programs (e.g., Dislocated Worker formula grants, National Dislocated Worker Grants, and statewide Rapid Response and local Rapid Response Additional Assistance contracts) in the WorkSource Integrated Technology (WIT) system.

Action Required:

Local areas must use this process for enrollment, documentation, and tracking of WIOA Title I incumbent worker training participants in WIT.

LWDBs and their contractors, as well as ESD Regional Directors, must distribute this guidance broadly throughout the system to ensure that staff and partners in the WorkSource system are familiar with its content.

Content:

Incumbent workers must be employed at the time of enrollment, meet the Fair Labor Standards Act requirements for an employer-employee relationship, and have an established history with the employer for at least six months prior to enrollment per WIOA Title I Policy 5607, Revision 1.

Incumbent workers who are served through WIOA Dislocated Worker grant funds must have an employer and date of dislocation in order to satisfy the requirements of the U.S. Department of Labor's WIA report submission site, which is being used for WIOA reporting until the WIOA-affiliated Participant Individual Record Layout (PIRL) succeeds the Workforce Investment Act Standardized Record Data (WIASRD). This WIN will be re-evaluated once DOL has released final guidance on the PIRL.

To meet this requirement, local areas must use the current employer as the employer of dislocation and the start date of the incumbent worker training contract as the date of dislocation in WIT.

Local areas must also use case notes to document that this is an incumbent worker training activity and that current employer information and contract start date have been captured. Additional case note documentation may be needed to satisfy other requirements for incumbent worker training as indicated in WIOA Title I Policy 5607, Revision 1.

References:

- Public Law 113-128, Workforce Innovation and Opportunity Act of 2014 (WIOA), Section 134
- Training and Employment Guidance Letter (TEGL) 03-15, Section 11
- WIOA Title I Policy 5607, Revision 1 (Employment Criteria and Cost Sharing for Training Provided to Incumbent Workers)

Website:

http://www.wa.gov/esd/1stop/policies/state_guidance.htm

Direct Inquiries To:

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Attachments:

None