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## Western Arkansas Workforce Development Area Policies and Procedures

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<b>TITLE</b>	Providing and Documenting Services for Adults and Dislocated Workers
<b>NUMBER</b>	P0004-23
<b>TYPE</b>	Policy – Programmatic
<b>APPROVING AUTHORITY</b>	Western Arkansas Planning & Development District
<b>EFFECTIVE DATE</b>	12/12/2023
<b>NEW/REPLACED</b>	New

Career services may be provided to adults and dislocated workers based on individual needs. Clients receiving individualized career services must be entered into the Arkansas Job Link.

Training services may be provided to eligible clients based on the need determined in an interview and/or assessment. The criteria used to determine the need for training services are the following.

- The individual is deemed unlikely or unable to obtain or retain employment, that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services alone.
- The individual needs training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through career services alone; and
- Has the skills and qualifications to successfully participate in the selected program of training services.

Pursuant to WIOA regulations (20 CFR 680.220) documentation demonstrating the need for a client to participate in training services, and how the determination was made will be collected. The documentation will be included in the client file and in AJL. Justification for training is to be included in the ISS and IEP provided in forms issued by the state.

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Approval Signature:

John Craig, Board Chair

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