

Eastern Area Workforce Development Board  
Workforce Innovation and Opportunity Act  
Policy 01-19 Short Term Pre-Vocational Services and  
Workforce Preparation Activities

Effective Date: 09/05/19

Revision Date: n/a

Revision Number: n/a

Revision effective Date: N/A

Approval Date: 09/17/2019

Contact: Inquiries regarding this document should be directed to Administrative Staff of the EAWDB at (575)208-2210.

**1. BACKGROUND:**

The Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker funds in coordination with the Wagner-Peyser Employment Services are pivotal pieces of the one-stop delivery system, which is the foundation of the workforce system. The system provides access to services to enhance the employability of individuals and increase the skills of the workforce.

**2. REFERENCES:**

WIOA P.L. 111-340; TEGL 3-15; 34 CFR 463.34

**3. DEFINITIONS:**

Reserved

**4. ACTION:**

The Eastern Area Workforce Development Board (EAWDB) intends this policy to provide guidance to the system in the use of Title I Adult and Dislocated Worker funds to provide short-term prevocational services and workforce preparation activities to individuals that would benefit from them. Short-term prevocational training or workforce preparation activities can include training provided within the job center or may be training that is paid for through Title I adult and dislocated worker formula funding for Title I eligible individuals that through assessment have been identified to be in need of such services.

- a. Short term prevocational services are individualized career services under WIOA and are appropriate for an individual to obtain or retain employment if the objective assessment determines the individual(s) would benefit from these services. They are intended for individuals who lack occupational credentials/certifications and require short-term services to enhance and upgrade skills for employment. Individuals participating in short-term prevocational services will be enrolled in the New Mexico Workforce Connection Online System's (NMWCOS's) corresponding activity.

Short-term pre-vocational services can be utilized for the development of such things as:

- Learning skills;
- Communication skills;
- Interviewing skills;
- Punctuality;
- Personal maintenance skills; and
- Professional conduct to prepare individuals for unsubsidized employment.

- b. Workforce preparation activities are services that include activities, programs, or services designed to help an individual acquire a combination of basic academic skills; critical thinking skills, digital literacy skills, and self-management skills, including competencies in:
  - Utilizing resources;
  - Using information;
  - Working with others;
  - Understanding systems;

- Obtaining skills necessary for successful transition into and completion of post secondary education, training, or employment; and
- Other employability skills that increase an individual's preparation for the workforce.

Individuals participating in workforce preparation activities will be enrolled in the New Mexico Workforce Connection Online System's (NMWCOS's) corresponding activity.

## **5. DOCUMENTATION:**

Individuals participating in short-term prevocational or workforce preparation activities must have met eligibility requirements for Title I services and through assessment be determined to be in need of such services to obtain, retain or improve employment. Such need as determined by the career coach should be recorded in the customer's individualized service strategy (ISS)/Individualized Employment Plan (IEP) The participant's electronic file must include documentation of eligibility, identification of need based on assessment and the plan. Assessment results may be recording in the plan, case notes or in the case of formalized assessments under the assessment tab in the NMWCOS.

Individuals that attend the training within the job center shall have the corresponding services recorded in the NMWCOS.

The forms for paid services to be utilized are the EAWDB 's individualized career services training agreements or its subsequent replacement. The agreement and supporting documents shall be uploaded to NMWCOS and the activity and voucher created.

## **6. PAYMENT**

The financial claim for payment (FCP) shall be sent to the one stop office responsible for the participant(s). It shall be reviewed for accuracy and completeness and uploaded to the participant's electronic record and sent to the fiscal agent for payment. When processed the fiscal agent will change the status on the voucher to paid and record the payment. The payment shall be uploaded to the electronic record either by the fiscal agent or the field office.

## **7. SUPPORTING DOCUMENTATION**

- EAWDB Individualized career services training agreement
- EAWDB Individualized career services training agreement modification (if applicable)
- EAWDB FCP and Payment documents