

DISLOCATED WORKERS

AGREEMENT OF TIMELIMITS, PROGRESS, AND CASE MANAGEMENT

The following restrictions/regulations have been established for WIOA participants. The Cumberland Workforce Development Area reserves the right to amend any and all policies as need occurs.

Time Limits

- Maximum of two (2) year program.
- My training activity is _____.
- Start date _____ completion date of training activity _____.
- Participant must be accepted into program, if required, before enrollment in WIOA program. No remedial or prerequisite classes will be paid for. Payment for retaking failed classes will be at the expense of the customer.

Progress Requirements

- Meet satisfactory progress requirements, have a 2.0 GPA prior to enrollment (if applicable) and maintain a 2.0 GPA, per semester and stay on schedule to complete training program in two (2) years.
- WIOA participants must be meeting requirements of training provider unless an emergency circumstance deemed necessary by your career manager has been documented and approved.
- Copies of grades or transcripts are required to be presented to the Career Manager at the end of each quarter/semester. Career Manger must have monthly timesheets for quarter or semester before continuance of training will be allowed. **You must provide a copy of diploma/degree/certificate to your case manager.**
- Any changes in status is mandatory to be reported to your career manager.
- All classes/courses taken must be required for degree/diploma in your training activity before WIOA will pay.
- No training program may be changed without prior approval by your WIOA/TAA Career Manager. Failure to obtain prior approval may result in termination of training and/or reimbursement of expenditures for training that was not approved in advance.
- All WIOA program denials as result of maximum time limits and good and satisfactory progress may be appealed in writing to the Cumberland Workforce Development Board. The WDB shall reserve the right to grant waivers of maximum time limits and good and satisfactory progress requirement, if the appellant can provide justification for failing to meet requirements. All appeals must be filed in writing within 30 days from the date of denial. Justification for not meeting requirements must be provided within the written appeal. All appeals shall be presented to the WDB at the next scheduled meeting.

All participants must present a copy of training registration to the career manager in order to be considered for the WIOA program for _____ program year.

You will be in follow up for one year after you complete your training. You will receive an employment questionnaire by mail or contact by phone, e-mail, text, Facebook or Twitter. Federal guidelines require employment information on all individuals who have received Federal WIOA funds.

A mandatory case management visit will be scheduled prior to each semester start date. Monthly contacts are encouraged. These visits are required to be considered eligible for continued assistance. Time sheets are due to case manager by the 7th working day of each month. Time sheets are to be completed with days attended, along with participant's signature and authorized signature.

All training programs are subject to the availability of funds and may cease or change at any time if funds are not available. In the event that additional WIOA monies are needed to complete a training program, a formal request form must be completed by the participant and CWD Career Manager and presented to the CWDB for approval.

I hereby understand and agree to follow these guidelines. I understand that a copy of this agreement will be maintained in my permanent files.

Participant Signature

Date

Revised 7/17