

Phoenix Workforce Connection Youth Program

Section: III-C	Occupational Skills Training	Page 1 of 4
Federal Register/Vol. 65, No. 156 — §664.410 (5), §663.320 Public Law WIA Section 129(c)(2)		

BACKGROUND

Occupational Skills Training (OST) is one of the Workforce Investment Act (WIA) 11 required elements. OST is utilized by youth program service providers to refer participants for training activities. The training assists participants in acquiring and demonstrating the essential occupational competencies and skills that will qualify them for employment plus establish the first-step on a career path toward self-sufficiency. When the youth providers are recommending OST, high demand and industry cluster occupations must be reviewed and explored with participating youth. The youth providers must also utilize career path programs for all occupational training when appropriate.

POLICY

All training services are based upon the availability of WIA funds. The limit for training services through an Occupational Training Authorization (OTA) is up to \$3,000 per participant. All training must be on the State's Eligible Training Provider List at www.ade.az.gov/arizonaheat.

The Community and Economic Development Department and Phoenix Workforce Connection have identified six targeted industry clusters for use of WIA occupational training funds, which includes:

1. Healthcare
2. Biosciences
3. Advanced business services
4. Aerospace/defense
5. High-tech/advanced manufacturing
6. Information Technology/software

Youth providers must ensure that at least 70% of all youth who participate in work experience opportunities will be exposed to the six industry clusters identified as high growth, high wage, and high demand industries. No more than 30% can be spent on other industry clusters in demand occupations.

Youth program service providers must leverage available funds for training, including Pell Grants to ensure that the costs of training and support services are fully paid for participants, and to reduce the likelihood of duplicate payments for such services. The participant must apply and receive verification for Federal Student Aide prior to training service approval.

Phoenix Workforce Connection Youth Program

Section: III-C	Occupational Skills Training	Page 2 of 4
Federal Register/Vol. 65, No. 156 — §664.410 (5), §663.320 Public Law WIA Section 129(c)(2)		

Federal Student Aid ensures that all eligible individuals can benefit from federally funded or federally guaranteed financial assistance for education beyond high school. Case workers should assist WIA eligible youth in filling out the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov/. **Training will not be approved by the city of Phoenix until the FAFSA award letter is available.**

All OTAs must be submitted for approval five (5) business days prior to the OST start date. An additional three days are required for revisions, if corrections are needed. Participants can not take part in an OST activity until the OTA has been approved by the Phoenix Workforce Connection (PWC) Youth Program Coordinator.

Youth program service provider will utilize the following operational procedures for referring participants to OST:

- Ensure that the decision for entry into OST correlates with the participant's Individual Service Strategy (ISS).
- Review labor market information for availability of jobs in the OST area.
- Make OST referrals based on the participant's ability to perform and progress at a reasonable pace, i.e. TABE scores and educational background meet required/appropriate levels for the OST selected.
- Ensure participant successfully completes the respective OST, and acquires the minimum job specific skills, knowledge and abilities necessary to perform related jobs adequately and competitively.
- Refer participant to an appropriate Eligible Training Provider currently on the State's Eligible Training Provider List (ETPL) for OST. The selected trainer listed in the Eligible Training Provider is based upon the following criteria: quality of training, cost of training, length of training, competencies expected to be achieved, and accessibility of training site to participant.

Youth program service provider must obtain OST approval utilizing the OTA approval process. All Occupational Training Authorizations must be sent to the City of Phoenix for approval. Youth program provider staff must prepare the following documents to request occupational training authorizations:

- OTA Training Review Checklist
- OTA Voucher (3-part)
- FAFSA documentation stating youth is eligible or ineligible for financial aid, must also include award amount.
- Skill Attainment Log, if applicable
- ISS indicating that participant goal(s) correlate with proposed training, which includes a clearly stated justification for the OST.
- Eligible Training Provider acknowledgement letter written on letterhead that includes the training curriculum, cost, and Pell Grant funding if applicable.

Phoenix Workforce Connection Youth Program

Section: III-C	Occupational Skills Training	Page 3 of 4
Federal Register/Vol. 65, No. 156 — §664.410 (5), §663.320		
Public Law WIA Section 129(c)(2)		

The OTA Voucher must include the following items:

- The numbers of training hours including the training “Start” and “End Dates”
- Total tuition costs
- Appropriate ancillary costs (community college bookstore costs) are included in the total cost.
- Eligible Training Provider proposed training schedule
- Information noting potential Pell Grant fund amount applied to training costs

Youth provider program manager must review OTA request with youth program service provider staff and initial the OTA form to indicate approval. The youth program provider must obtain the participant’s signature on the OTA and make appropriate copies for the hardcopy file. Staff then must forward the completed OTA packet of required original documentation to the PWC Youth Program Coordinator or designee no later than 5 working days prior to the OST start date. Participants can not take part in OST activities until the OTA has been approved by the PWC Youth Program Coordinator or designee. The PWC Youth Program Coordinator or designee shall review the OTA packet to ensure appropriateness and quality of the training, vendor acknowledgment letter of training content, and approved cost (reasonable and necessary). City staff will also review the ISS and case notes to verify the service mix of each OTA for appropriateness, service strategies, and coordination of Pell Grants.

Approval/Denial Process. Upon OTA approval, the PWC Youth Program Coordinator or designee will sign and date the OTA and return the original OTA and all attachments to the youth program service provider, forward copies to the Community and Economic Development Department (CEDD) Fiscal Section and file a copy according to internal filing practices.

- PWC Staff will return the White and Pink copy of the OTA and all attachments to the Youth Program service provider and notify them by email or phone that it has been approved
- PWC Staff will forward the Yellow copy of the OTA, OTA Checklist & School Cost to the Community and Economic Development Department (CEDD) Fiscal Section and ;
- CEDD Fiscal will return the Yellow Copy of the OTA, OTA Checklist & School Cost documentation back to the PWC Staff and it will be filed in the internal process

If after review, the OTA is not approved and additional information is needed, the PWC Youth Program Service Coordinator or designee will notify the youth program service provider immediately by e-mail and phone. The youth program service provider must

Phoenix Workforce Connection Youth Program

Section: III-C	Occupational Skills Training	Page 4 of 4
Federal Register/Vol. 65, No. 156 — §664.410 (5), §663.320		
Public Law WIA Section 129(c)(2)		

provide the requested documentation and re-submit the OTA. Upon receipt of the corrected OTA, the PWC Youth Program Coordinator or designee has 3 working days to complete the review.

OTA Revision Process. The PWC Youth Program Services Coordinator or designee must be notified of any OTA status changes within 7 calendar days of the occurrence (i.e. delays, terms, placements, etc.) Youth provider staff must document participant status changes on the “Program Status Revision Form” and submit to the PWC Youth Program Coordinator or designee. Status changes include:

- Delay of Training (participant is not able to begin the approved training on the scheduled start date)
- Extensions (due to circumstances participant is not able to complete training by the schedule end date)
- Training Changes (participant does not intend to begin training due to training cost, term, program, and or program changes)

The youth provider must submit all voided OTAs to the PWC Youth Program Coordinator or designee. The PWC Youth Program Coordinator or designee will conduct a monthly review of OTAs, and provide all youth program service providers with a report by the 1st Friday following the end of the previous month for review and reconciliation.

Out-of-Area Training. Requests for out-of-state training will not be accepted in the PWC Youth Program.

ADDENDUMS

OTA Checklist
Copy of OTA Form
OTA Revision
OTA Tracking Form