

# WORKFORCE SERVICES INFORMATION NOTICE

Number: WSIN15-10

Date: September 16, 2015

Expiration Date: 10/16/17

69:175:rc:17659

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: RELEASE OF DOL WIOA OPERATING GUIDANCE, TEGL 3-15

The Department of Labor (DOL) released Training and Employment Guidance Letter ([TEGL 3-15](#)) on July 1, 2015 to assist with the transition from the *Workforce Investment Act* to the *Workforce Innovation and Opportunity Act* (WIOA). This TEGL is part of a series of WIOA Operating Guidance documents and provides information on services provided through the WIOA adult and dislocated worker formula programs, in coordination with Wagner-Peyser (WP) Employment Services.

Below is a high level summary of some of the guidance provided in the TEGL:

**Career Services** – Career services are broken down into three categories: basic career services, individualized career services, and follow-up services. There is no operational requirement that services have to be provided in a specific sequence, allowing for service delivery strategies to be more targeted to the individual needs of the customer.

**Career Services Provided by WP Staff** – The labor exchange services provided by WP staff fall under basic career services. Basic career services must be made available by WP staff in coordination with other America's Job Center of California<sup>SM</sup> (AJCC) partners. Staff may also make individualized career services available, especially for those with barriers to employment.

**Employment Status Clarification** – In addition to providing career and training services to individuals who are unemployed, there remains a significant population of job seekers who are underemployed. Individuals who are underemployed may still be eligible to receive career and training services, if certain criteria are met.

**Training Services** – There is no sequence of service requirement for career and training services. Staff at the AJCC's may determine training is appropriate regardless of whether the individual has received basic or individualized career services first. After an interview, evaluation or assessment, and career planning, if an individual is found to meet certain criteria, training services may be provided.

**Priority Populations** – When providing individualized career services and training services with WIOA adult funds, priority of service must be given to recipients of public assistance, other low-

*The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

income individuals, or individuals who are basic skills deficient. Veterans and eligible spouses also receive priority of service for all DOL-funded job training programs.

**Sub-State Allocations for WIOA Adult, Youth, and Dislocated Workers** – Guidance regarding the WIOA adult, dislocated worker, and youth sub-state allocations is provided.

**Training Contracts** – Individual Training Accounts (ITAs) are the primary method for procuring training services. However, if the situation falls under one of the exceptions, a contract for training services may be developed instead of an ITA.

**Work-Based Training** – Work-based training options and flexibilities are available for adults and dislocated workers. These include Registered Apprenticeships, on-the-job training, incumbent worker training and transitional jobs.

**Supportive Services and Needs-Related Payments** – Local Workforce Development Areas (local areas) have the discretion to provide supportive services as they deem appropriate, subject to the limited conditions prescribed by the WIOA. Needs-related payments may also be provided in order to help individuals meet their non-training expenses and complete training successfully.

**Coordination with Trade Adjustment Assistance** – Co-enrollment of workers certified as eligible for Trade Adjustment Assistance (TAA) in partnership with WIOA, allows for the timely provision of individualized career services and improves the effectiveness of the TAA Program.

**Other Permissible Local Activities** – In addition to the required career and training services, local areas can use adult and dislocated worker funds to provide additional job seeker services, business services, as well as to facilitate enhanced coordination between other partner programs and entities at the state and local level.

**Rapid Response** – A successful Rapid Response system should promote economic recovery and vitality by developing an ongoing, comprehensive approach to identifying, planning for, or responding to layoffs and dislocations, and preventing or minimizing their impacts on workers, businesses, and communities.

For more in depth information on all of these topics, please refer to [TEGL 3-15](#) .

/S/ JOSÉ LUIS MÁRQUEZ, Chief  
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