

**SOP 18-02**  
**Workforce Innovation and Opportunity Act**  
**WorkINDiana Implementation and Administration (Change 1)**  
**Standard Operating Procedures**  
**Grow Southwest Indiana Region 11**  
**Approval Date: 01/26/2018**  
**Revision Date: 10/26/2018**

**Purpose**

To provide guidance on the implementation and administration of the WorkINDiana training program.

**Rescission**

DWD Policy 2015-05 WorkINDiana; Regional 11 SOP 15-10 WorkIndiana, 09/27/2013, Revised 04/29/2016; Region 11 SOP 18-02.

**Action**

DWD Policy 2017-07 (Change 1) WorkINDiana Policy will be implemented in Region 11 as SOP 18-02 (Change 1).

## **Content**

### ***Overview***

WorkINdiana is a bridge program; the first step on a career pathway for entry level skilled youth and adults. Through WorkINdiana, the Department of Workforce Development (DWD) seeks to increase the rates at which Adult Education students and Jobs for America's Graduates (JAG) graduates transition into post-secondary occupational skills training, attain credentials, and career advancement.

The WorkINdiana program shall be administered under the following guiding principles:

1. Adult Education or JAG students may be concurrently or consecutively enrolled in Workforce Innovation Opportunity Act (WIOA) Title II Adult Education (hereafter Adult Education) and WorkINdiana training to accelerate their learning and help students advance through progressive levels of education as quickly as possible.
2. WorkINdiana training programs are intentionally short term to allow students to complete training quickly and gain the confidence to pursue more advanced training.
3. WorkINdiana training programs do not require a high school diploma or equivalency. [Note: Pre-Apprenticeship Construction Training programs approved by the U.S. Department of Labor, Bureau of Apprenticeship and Training (BAT) is the only exception.]
4. Partnerships among the grantees, WorkOne staff, JAG staff, Adult Education staff, eligible training providers, and employers are encouraged to ensure students are provided a full range of services, supports, and employment opportunities.
5. The WorkINdiana enrollment process must be student-centric, which requires flexibility in order to meet students' individual needs, goals, and career aspirations.

### ***Implementation and Administration***

A. The WorkINdiana program is intended for Adult Education students and JAG graduates at any Educational Functioning Level who demonstrate the ability to complete and benefit from WorkINdiana training.

#### **B. Student Eligibility Requirements**

1. Students must meet the following eligibility requirements:
  - a. Students must be currently enrolled in an Adult Education program (minimum of 12 hours of Adult Basic Education classes); or
  - b. Have been enrolled Adult Education during the current or previous program year; and
  - c. Students must have enrolled in an adult education program to obtain their HSE or have a valid TABE pretest on file with a score in one subject area at or below NRS Level 6; or
  - d. Be a JAG graduate actively engaged in the follow-up year; and
  - e. Have a student record in one of the following databases:
    - I. An Adult Education record in the inTERS data system; or

- II. A JAG record in the Electronic National Data Management System (e-NDMS); and
- f. Completed the Indiana Career Explorer assessment; and
- g. Possess a WorkINDiana referral form (see Attachment A) completed by:
  - I. A WorkOne staff member; or
  - II. An Indiana Adult Education Provider; or
  - III. A JAG Specialist; and
- h. Meet any additional requirements set by the WorkINDiana eligible training provider
- i. For most Region 11 training, a minimum of grade level 11.0 is required; there are a few exceptions that require a TABE score of grade level 8.0.

### C. Eligible Training Programs

1. Eligible training programs must be approved and fundable on the State's WIOA Eligible Training Provider List (ETPL). ETPL requirements can be found in DWD Policy 2017-01.
2. Eligible training programs must then be approved for WorkINDiana designation, which includes meeting the following requirements:
  - a. Eligible training programs must result in an approved WorkINDiana credential. A list of approved credentials can be found at <http://www.in.gov/dwd/2904.htm>.
  - b. Eligible training providers must include the costs of materials, supplies, and certification fees in the training costs on the ETPL.
  - c. Eligible training programs must accept students who do not have a high-school diploma or equivalency but who are pursuing one through an Adult Education program; however, training providers may request an exemption from this requirement on the WorkINDiana Program Approval Form (Attachment B); and
  - d. Eligible training programs must be at least forty (40) instructional hours, and take fourteen (14) weeks or less to complete;
  - e. A training program must lead to an occupation rated as a three or more flames on the Indiana Career Ready website in a region in order to be considered "in-demand" and eligible for WorkINDiana funding. The Indiana Career Ready website can be found at <https://www.indianacareerready.com>; and
  - f. Training providers must agree to the 70/30 payment terms as described in Section 3 of this policy: WorkINDiana Funding and Vouchers.
3. DWD reserves the right to place eligible training programs with extended poor performance on an improvement plan or to remove the approval and designation of such programs as WorkINDiana programs.

### D. WorkIndiana Funding and Vouchers

1. Funds to Service Providers
  - a. Funding will be allocated to service providers that have demonstrated the ability to provide recruitment, enrollment, case management, follow-up, and placement services to WorkINDiana participants.
  - b. WorkINDiana funds may be used to pay for supportive services for WorkINDiana students. Supportive services must be reasonable and directly related to the WorkINDiana training. Grantees are encouraged to utilize other funding streams for

supportive services and wrap around services to ensure students can enroll and have a successful outcome.

2. Funds to Training Providers
  - a. Training providers will be paid for the training in two phases:
    - i. 70% of the cost of the program if the student is present for the first day of class; and
    - ii. 30% after the student completes the requisite coursework. The training provider will not be paid the remaining 30% if a student fails to complete the requisite coursework.
3. Additional conditions
  - a. Vouchers may not exceed the training costs posted for the WorkINDiana program on the ETPL at the time of enrollment.
  - b. Funding will only pay for approved WorkINDiana training program appearing on the ETPL with the WorkIndiana designation.
  - c. WorkINDiana voucher(s) shall pay for only one (1) WorkINDiana training program per customer over their lifetime.
  - d. WorkINDiana funds shall pay for one (1) certification examination. The funds may pay for a second examination if the grantee in consultation with the training provider staff determines there is strong justification for doing so. Staff must document the justification for the second examination in the case notes in the WorkIndiana portal and the state's case management system if appropriate.

#### E. Student Record Retention

1. DWD requires all WorkINDiana grantees to maintain a student record in the WorkINDiana Portal and in a student folder (paper-based or digital).
2. Upon their attendance on the first day of training (or within 3 business days), all WorkINDiana participants must have a student record in the WorkINDiana Portal. The WorkINDiana Portal can be found at [www.indygrants.com/login](http://www.indygrants.com/login).
3. Every student folder will contain the following:
  - a. Referral form(s); and
  - b. Original versions of any additional documents pertaining to WorkINDiana enrollment; and
  - c. When applicable:
    - i. Work experience documentation; and/or
    - ii. Employer reimbursement documentation; and/or
    - iii. TANF eligibility documentation.
4. At a minimum, student folders shall be kept for three (3) full program years.
5. Folders will be kept in a secure area (e.g. locked cabinets).
6. In the event of a site or program closure, the student folders must be transferred to the program taking over the students. The incoming program will assume responsibility of those student records.
7. At the expiration of the retention period, folder's content will be disposed of as confidential waste (e.g. paper shredding)

#### F. Site Monitoring

1. DWD reserves the right to place WorkINdiana grantees, eligible training providers, or programs on an improvement plan, or remove such grantees, eligible training providers, or programs. This may include, but is not limited to:
  - a. WorkINdiana Grantee
    - i. Poor performance
    - ii. Misusage of funding
    - iii. Failure to satisfy grant requirements
  - b. WorkINdiana Training Provider
    - i. Poor performance
    - ii. Misusage of funding
    - iii. Loss of ETPL approved and fundable status

### ***Employer Reimbursement Grant Implementation and Administration***

Expenses up to \$500 for reimbursement to employer partners for instructor salaries and administrative or support costs associated with an eligible employee obtaining their High School Diploma or High School Equivalency diploma through a program organized or funded by the employer. No more than 15% may be used for administrative and support costs.

- A. Eligible Provider
  1. An Indiana Employer; or
  2. An Indiana Adult Education provider that has been awarded funds for the current program year.
- B. Eligible Employee
  1. Must be eighteen (18) years of age or older; and
  2. Not enrolled in a school corporation's K-12 educational program; and
  3. A resident of Indiana for at least 30 days prior to enrolling; and
  4. Employed part or full-time in Indiana; and
  5. Does not already have a high school diploma or its equivalent; and
  6. Enrolled into Indiana adult Education.
- C. Eligible Reimbursement
  1. Student must attain their high school diploma or its equivalent; and
  2. Reimbursement are to not exceed out-of-pocket expenses up to \$500 per eligible employee.

### **Ending Date**

Upon rescission

### **Attachments A and B**



**Attachment A**

**WorkINDiana Referral Form**

Student		
Student Name:		Last 4 SSN:
JAG Graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No		Date Graduated:
High School Diploma: <input type="checkbox"/> Yes <input type="checkbox"/> No	Received from Adult Education: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Earned:
High School Equivalency: <input type="checkbox"/> Yes <input type="checkbox"/> No		Date Earned:
Adult Education Provider:		
Date of last TABE test:		Post TABE test on file: <input type="checkbox"/> Y <input type="checkbox"/> N
TABE Reading:	TABE Math:	TABE Language:
Date applicant completed Indiana Career Explorer:		
Is a record of the student in InTERS/e-NDMS: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Date minimum of 12 hours attendance in AE was met:		
Program		
Referral to: <input type="checkbox"/> WorkOne <input type="checkbox"/> Adult Education		Referral Date:
Referred by (person, company):		Phone/E-mail:
Referral source: <input type="checkbox"/> WorkOne <input type="checkbox"/> Adult Education <input type="checkbox"/> JAG Specialist		
Referred to the following location:		
WorkINDiana program the student is interested in:		
INTraining ETPL Number:		
Reason for Referral (areas to improve and student goals):		



**Attachment B**

**WorkINdiana Training Provider Program  
Application**

**Training Provider**

Training Provider Name:

Address:

Name and Title of Submitter:

Telephone/E-mail:

**Program**

Program Name:

Location:

INTraining ETPL Program #:

Certification:

**Assurances**

Agrees to "70/30" reimbursement terms:

Yes

No

Accepts AE students who are pursuing a HSD/HSE:

Yes

No

Request for exception:

Length of Program:

Weeks (14 or less)-

Hours (40 or more)-

Request for exception:

Signature:

Date:

**Instructions**

Complete and submit this form to [WorkINdiana@dwd.in.gov](mailto:WorkINdiana@dwd.in.gov) for consideration as a WorkINdiana program. Note: Programs with extended poor performance may be placed on an improvement plan or removed as an approved WorkINdiana training program.