

**Southern Nevada Workforce Investment Board  
General Policies and Procedures  
ALLOWABLE WIA ACTIVITIES/SERVICES**

**EFFECTIVE DATE: February 28, 2007**

**NUMBER: 3.1#r**

**Supercedes 3.1 dated July 11, 2003**

**Approved by the SNWIB on 2/28/07**

**BACKGROUND:**

The Southern Nevada Workforce Investment Board (SNWIB) **has established activity and service categories that have been determined to be allowable for adults, dislocated workers and youth that must be adhered to** utilized by the local WIA Title I Service Providers. [TEGL7-99(C), WIA Section 101, §663.115, §663.200, §663.310]

**I. GENERAL PROVISIONS FOR ADULT & DISLOCATED WORKER ACTIVITIES/SERVICES:**

A. Core self-service/informational activities/services are defined as follows:

1. Determination of eligibility to receive assistance under Title IB
2. Outreach, intake (which may include WPRS referrals) & orientation to the One-Stop center
3. Initial assessment of skill levels, aptitudes, abilities, & need for supportive services
4. Employment statistics information including job vacancy listings, job skill requirements for job listings, & information on demand occupations
5. Performance information on eligible training providers
6. Performance information on the local One-Stop Delivery system
7. Information on supportive services and referral to supportive services
8. Information regarding filing for Unemployment compensation
9. Assistance in establishing eligibility for welfare-to-work activities and for other training and education programs
10. Resource room usage
11. Internet browsing (job, information and training searches)
12. Internet accounts (Career Kit, Personnel Kit)
13. Initial development of employment plan
14. Talent referrals (informational, e.g., talent scouts, labor exchange referrals of resumes without further screening)
15. Workshops and job clubs – (workshops that would be open to the general public)

B. Core Staff -Assisted Services have been defined as follows:

**The SNWIB has determined that development of the IEP must be the first core service provided.**

1. Staff assisted job search & placement assistance, including career counseling
2. Staff assisted job referrals (such as testing & background checks)
3. Staff assisted job development (working with employer & jobseeker)
4. Staff assisted workshops
5. Staff assisted job clubs
6. Staff assisted support services
7. Staff assisted follow-up services

C. Intensive Services have been defined as follows:

1. Full development of individual employment plan to include comprehensive & specialized assessment, such as diagnostic testing & interviewing.
2. Group Counseling
3. Individual counseling & career planning
4. Short-term pre-vocational services - includes development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.
5. Work Experience - planned structured learning experiences that take place in a workplace for a limited period of time. As stated in §663.200, work experiences may be paid or unpaid. Workplaces may be in the private, for-profit; the non-profit sector; or the public sector.
6. Internships - A work study program which enriches the client's academic knowledge, and offers work experience toward the client's specific career goals."
7. Relocation Assistance - Funds to be expended to provide relocation assistance to WIA Title I adult & dislocated worker participants. Such relocation assistance is permissible, when documented as appropriate, for those individuals who have indicated a willingness to relocate, and who have received a written Letter of Intent to hire from an employer.
8. Literacy activities related to basic workforce readiness

D. Training services have been defined as follows:

1. Adult Education and Literacy activities in combination with training – services or instruction below the postsecondary level for individuals who have attained 16 years of age; who are not enrolled or required to be enrolled in secondary school under State law; and who lack sufficient mastery of basic educational skills to enable the individuals to function effectively in society; do not have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education; or are unable to speak, read, or write the English language.
2. Occupational Skills Training
3. Workplace Training & Cooperative Education programs
4. Private Sector Training Programs
5. Skill Upgrading & Retraining
6. Entrepreneurial Training
7. Job Readiness Training also referred to as Work Readiness Skills
8. Customized Training – training that is designed to meet the special requirements of an employer (including a group of employers); that is conducted with a commitment by the employer to employ an individual on successful completion of the training; and for which the employer pays for not less than 50 percent of the cost of the training.
9. On-the-Job Training - training by an employer that is provided to a paid participant while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance of the job; provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the individual, and the service strategy of the individual, as appropriate.

## II. **GENERAL PROVISIONS FOR YOUTH ACTIVITIES/SERVICES:**

### A. Youth program design elements shall consist of:

1. Tutoring, study skills training, and instruction, leading to completion of secondary school, including dropout prevention strategies;
2. Alternative secondary school services, as appropriate;
3. Summer employment opportunities that are directly linked to academic and occupational learning;
4. As appropriate, paid and unpaid work experiences, including internships and job shadowing;
5. Occupational skill training, as appropriate;

6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate;
7. Supportive services;
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
9. Follow-up services for a period not less than 12 months after the completion of participation, as appropriate; and
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.