

**Southern Nevada Workforce Investment Board
General Policy & Procedure
DEMAND OCCUPATIONS**

EFFECTIVE DATE: July 11, 2003

NUMBER: 3.3r

**Supersedes SNWIB General Policies
and Procedures No. 5.2 dated 7/1/2000**

**AUTHORIZATION:
SNWIB Manager**

BACKGROUND:

Federal and State regulations require that individuals eligible for training services must choose programs of training that are directly linked to employment opportunities in the Southern Nevada Local Workforce Area, or in another area to which they are willing to relocate. [Section 134(d) (4) (A) (iii), §663.310(c)]

I. GENERAL PROVISIONS FOR DEMAND OCCUPATIONS

In order to facilitate determination of training needs and its appropriate documentation, the SNWIB has established guidelines for allowable documentation of Demand Occupations.

II. GENERAL PROVISIONS FOR DOCUMENTING DEMAND OPPUPATIONS

At least one of the following sources must be used to document occupations that are directly linked to employment opportunities. **A copy of such documentation must be included in a participant's file prior to approval of training services:**

- A. Demand occupations listing published by the Department of Employment, Training and Rehabilitation or from an appropriate state agency where the customer is willing to relocate.
- B. Training that is designated on the SNWIB and WISS Approved Training Provider List.
- C. Training agreement signed by the employer such as an On-the-Job or Customized Training contract that must be verified by service provider and/or SNWIB.
- D. Local want ads indicating at least 3 (three) openings. Date of listings and name of publication must be included. Print-outs from internet listings are allowable, as long as the dates and website addresses are included. Prior approval of SNWIB.
- E. Letter or telephone contact with at least 3 (three) employers. This method must be approved by the SNWIB prior to providing training.