

Area 14 Workforce Development Board

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Limited Funds Policy

Area 14 Policy 14.24.01

Effective: 11/06/2024

Revised:



Workforce Development Area 14
Athens, Meigs & Perry Counties

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I. Purpose

To define customer application processing, during times in which funding is limited.

II. Effective

Immediately

III. Overview

When the number of enrolled participants and their expected expenditures in WIOA (Adult, Youth, Dislocated Worker) programming is calculated to equal the total expected funding allocated for a program area, the following guidelines will be utilized to process customer applications.

IV. Priority of Service

Program operators will follow all policies regarding priority of service, as found in Area 14.15-20.2 and WIOAPL 15-20.2.

V. Procedure

Customers interested in WIOA programming will be required to apply in their county of residence, per guidance in Area 14 Policy 14.15-09 & 15-10.4.

Once program enrollment is full in a WIOA program (Adult, Youth, Dislocated Worker) applicants will be put on a waiting list by priority of service guidelines. An application will be completed by the individual wishing to receive services. A denial will then be issued to the individual, stating that the application has been denied due to lack of funding. A letter of explanation will be attached to the denial form, stating that the individual will be placed on a waiting list.

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Individuals will be provided with a ranking, according to their priority of service and their date of application.

When an opening in a program occurs, the individual listed first on the waiting list will be sent a letter to return, indicating their interest in the program. The individual will have fourteen (14) calendar days to respond to the letter, which will be noted in the letter. If the letter is returned to the agency due to a change of address and the new address is included, a new letter will be issued to the new address, if it meets residency requirements. If there is no new address identified, the individual will be removed from the waiting list. If the individual fails to respond to the letter, they will be removed from the waiting list. If the individual states that they are still interested in the program, a WIOA case manager will schedule an appointment with the individual to determine WIOA eligibility. If the individual is no longer interested in WIOA programming, is ineligible, or is not deemed as appropriate or suitable to receive training services, the case manager will continue down the waiting list with the same process above to find an eligible participant.

WIOA applications and waiting lists will be held until June 30th of each year. All applicants still on the waiting list will be issued a letter, advising them they will need to reapply for services on July 1st. Letters will be mailed to all participants on the waitlist by June 15th. A new waiting list will be developed on July 1st, as new applications are received. Program Operators will be required to maintain their individual waiting lists. Program Operators will retain applications as per their individual organization's record retention policies and procedures, as well as all federal, state and local guidelines.

VI. Monitoring

The Area 14 Workforce Development Board will conduct oversight of adult, youth and dislocated worker training programs to ensure that participant applications are correctly processed, during instances of limited funding. Program Operators are required to make available to the board and/or contracted monitors all relevant participant files, waiting lists, documents and paperwork resolution processes.

VII. Reference

[Workforce Innovation and Opportunity Act §§ 134 and 170, Pub. L. 113-128.](#)

[USDOL, Training and Employment Guidance Letter No. 2-22: QUEST Disaster Recovery National Dislocated Worker Grants Funding Announcement \(July 5, 2022\).](#)

2 C.F.R. § 200.331.

20 C.F.R. § 683.215.

20 C.F.R. § 687.170.

[WIOAPL15-02.1.pdf](#)

[WIOAPL15_081.pdf](#)

[WIOAPL15-20-2.pdf](#)

[area_14_training_services_policy_14.15-09.4_newest.pdf \(ohioarea14.org\)](#)

[area_14_priority_of_service_for_veterans_and_eligible_spouses_policy_14.15-20.2-new.pdf \(ohioarea14.org\)](#)