



POLICIES AND PROCEDURES

POLICY TYPE:	Training Services Funding Caps and Limitations
EFFECTIVE:	July 1, 2020
REVISED:	July 1, 2024

PURPOSE

The purpose of this policy is to communicate to Lane Workforce Partnership’s Service Provider(s) funding limits for all Adult Services Programs including Workforce Innovation and Opportunity Act (WIOA) and LWP Special Projects funded services as well as the minimum allowable wage limit set for On-the-Job Training (OJT) agreements.

The Lane Workforce Development Board (WDB) has approved the use of program funded services to assist participants in need of training. Each year, funding caps for allowable services are set for the provision of:

- Scholarship Awards
- On-the-Job Training Agreements
- Supportive Services

Lane Workforce Partnership strives to assist all customers in achieving self-sufficiency, through earning wages that allow for basic necessities while not requiring any public aid, support, or external assistance. Self Sufficiency is determined on an individual basis considering family size and other financial contributions to the family income. Direct participant expenditures may not exceed the caps listed below per enrollment episode. Funding caps are not intended to be a lifetime cap. Should a participant exit from services and need to be re-enrolled, Contractor shall seek approval from LWP Director of Workforce Programs prior to providing additional fiscal supports.

Additional detailed guidance about specific items of cost is provided in the LWP Adult Support Service Policy located on the website at: laneworkforce.org.

Implementation

The LWP Director of Workforce Programs will annually issue limits applied to payments made for Supportive Services, On the Job Training, and Scholarship Training Payments. When necessary, the LWP Director of Workforce Programs may modify this policy through the issuance of procedural memorandum or formal policy modification. These documents shall be considered a part of this policy issuance.

Training Scholarship Awards

Scholarship awards are only to be made in accordance with the Lane Workforce Partnership's training policy. The requirements for training scholarship awards are as follows:

- The award cap may not exceed \$5,000.
- Training must be anticipated to end in one year or less from the date of the award.
- For participants engaged in multiple year training programs, only the final year of training may be funded by program funds.

Supportive Services

Supportive Services payments are only to be made in accordance with the Lane Workforce Partnership's Supportive Services Policy. The requirements for Supportive Services are as follows:

- The service is necessary for the participant to successfully complete training and/or career services, which includes job search assistance.
- The mileage reimbursement rate is set at .50 per mile.
- Supportive services are capped at, and may not exceed, \$750. Supportive services caps are inclusive of all supportive services and funds combined.

On-the-Job Training

On-the-Job Training (OJT) payments are only to be made in accordance with the Lane Workforce Partnership's Training Policy. The requirements for OJT are as follows:

- OJT Agreements may not exceed \$5,000.
- The OJT may only reimburse up to 50% of the wage paid to the participant during the training period.
- The OJT wage must be no less than \$17 per hour if employer sponsored benefits are provided and \$20 per hour if employer sponsored benefits are not provided.

ISSUED:

Revision Date: July 1, 2024

LWP Director of Workforce Programs