

**OhioMeansJobs - Lorain County
Workforce Area 4
Determination of Appropriateness for Training Services**

**(Formerly Suitability Requirements for Adults,
Dependent Adults and Dislocated Workers)
Approved by WIB - August 20, 2010
Amended by WDB – August 31, 2017**

Background:

Pursuant to section 134 (b)(3)(A) of the Workforce Innovation and Opportunity Act (WIOA), training services may be provided to adults or dislocated workers who after an interview, evaluation, or assessment and career planning, have been determined by OhioMeansJobs staff or OhioMeansJobs center partner to be:

- Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than the wages from previous employment through career services;
- In need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment; and
- Have the skills and qualifications to successfully participate in the selected program of training services.

Policy Statement:

Determining an individual's appropriateness for training services will be satisfied through a one-on-one assessment by OhioMeansJobs staff that will occur after successful participation in a Career Development Workshop, or after satisfying similar requirements through previous evaluation or assessment conducted pursuant to another education or training program that occurred within a six (6) month period prior to enrollment.

The assessment process will include but not be limited by this process. It must be determined if the applicant has any barriers or obstacles (lack basic skills, criminal record, transportation or childcare issues) that may prevent him/her from being successful. Assessments of basic skills, through completion of a WorkKeys assessment, or similar assessment, and a career interest assessment may be necessary to determine the customer's academic level and to narrow down career possibilities.

OhioMeansJobs staff will utilize minimum reading, writing and math skills that have been provided by education and training providers for enrollees to successfully complete the training. When education and training providers do not require a pre-assessment, participants will complete WorkKeys or other appropriate assessments in order to assist with establishing readiness for training.

OhioMeansJobs staff will also consider other factors when determining appropriateness for training services which will include, but not be limited to:

- Current or potential barriers
- Work History
- Existing Skills
- Field of Interests
- Available Labor Market

Training Services:

Training requests will be provided to the Lorain County Workforce Development Agency Director, or their designee, to be reviewed and to insure that the individual and training meets federal, state and/or Workforce Development Board established criteria, supports system performance expectations and is consistent with a customer's career and employment goals and that appropriateness for training has been established.