

Operational Policy NO. OP- 405

Subject: Service Provider Training

Effective: PY04 – 07/01/2004

BACKGROUND:

The WIA Administrative Entity/Fiscal Agent is charged with directing and controlling the programmatic affairs of the WIA program in the Central Area. Technical Assistance/Training may be needed to conduct the WIA program successfully and effectively.

POLICY:

When technical assistance/training is required, the Youth and/or Adult contractor will request the training through the Administrative Entity/Fiscal Agent in the Central Area. WCCNM adult and youth contractors will be responsible for requesting training on all WIA-related elements from the Federal, national and state offices, and/or locally-sponsored training. Trainings may consist of, but are not limited to:

- Case Management Training
- Performance Measures Training
- Ten Elements Training for Youth
- VOSS Training
- OJT Training
- Customized Training
- Intensive Services Training
- File Format Training
- Billing Procedure Training
- Work Experience Training
- Eligibility Training
- Follow-up Services Training
- Exit Training

APPLICABILITY:

The protocol for requesting training and all requests shall be made through the A/E to the WIA Manager for the Central Area.

INQUIRIES:

WIA Manager 505-247-1750