

**Local Workforce Investment Area III Inc.
Workforce Partnership
Training Expenditure Policy**

Date Adopted: March 22, 2022

References: State Policy 5-08-00

Purpose:

To describe how Local Workforce Investment Area III Inc. (Workforce Partnership) will spend local allocations on training and training-related services.

Policy Statement:

Workforce Partnership will maintain, at a minimum, a 40% training expenditure rate for funding streams allocable to adults and dislocated workers.

Methodology to document total expenditures

To calculate the training expenditure rate, Workforce Partnership will divide the total training and training-related expenditures made on behalf of adults and dislocated worker participants for the program year by the total training and training-related dollars available to adults and dislocated workers for the program year under all funding streams that include training funds. In addition to WIOA authorized funds, the “total dollars available to adults and dislocated workers” include all public and/or private funds in Workforce Partnership’s operating budget awarded, granted or gifted to the local board that may be spent on adults and dislocated workers for training or training-related costs. If a funding source does not allow any expenditures for training, such source shall not be included in this calculation.

Training Expenditures

Costs used in calculating the expenditure rate will directly benefit the participant and, at a minimum, will include:

- Occupational skills training and/or education defined as training or education to perform actual tasks and technical functions required by certain occupational fields at any level. Allowable costs include, but are not limited to, tuition, fees, books, and other materials and equipment required for participation in the course(s).
- Basic literacy training, including but not limited to, adult basic education, GED, GED Test fees and English language proficiency.
- Supportive services directly benefiting participants in training such as child care, transportation, etc.

- Work-based learning, such as on-the-job trainings, paid internships, work experiences, transitional jobs and registered apprenticeships. Costs may include job coaches and special workplace accommodations when necessary.
- Incumbent worker training and customized training designed to meet the special requirements of an employer who commits to employ an individual, or group of individuals, upon successful completion of the training.
- Short-term courses necessary to acquire marketable skills such as computer software training, welder training, etc.
- Short-term prevocational testing, training and services including, but not limited to, development of communication, interviewing, punctuality, personal maintenance, professional conduct, and learning skills to prepare individuals for unsubsidized employment or training. Testing to assess academic or skills ability in preparation for an occupational skill program. The Kansas *WORKReady!*, and other skill-development and certification products are training related expenditures. NOTE: Interest testing, job matching products, and other non-skills related assessments are not considered training related for the purposes of this policy.
- Needs-based payments and stipends.

Workforce Partnership shall ensure appropriate methodologies, procedures and processes are in place to document training and supportive services expenditures, including, but not limited to, establishing general ledger and KansasWorks expense classifications, developing procedures for entering training-related costs into participant records, and regular calculations by the CFO of the training expenditure rate to ensure progress toward the 40% goal.