



**Wyoming Adult Education  
SEA: Wyoming Community College Commission**

**Policy #03092020: Career Services Course/Training Services**

**Date: March 9, 2020**

**Part I: Introduction**

Section 134 of the Workforce Innovation and Opportunity Act (WIOA) clearly articulates that Career Services are a required component of the law under which Adult Education operates.

Sub-section C (2): Career Services are defined as:

**SERVICES PROVIDED.**—Funds described in paragraph (1) shall be used to provide career services, which shall be available to individuals who are adults or dislocated workers through the one-stop delivery system and shall, at a minimum, include—

- (i) determinations of whether the individuals are eligible to receive assistance under this subtitle;
- (ii) outreach, intake (which may include worker profiling), and orientation to the information and other services available through the one-stop delivery system;
- (iii) initial assessment of skill levels (including literacy, numeracy, and English language proficiency), aptitudes, abilities (including skills gaps), and supportive service needs;
- (iv) labor exchange services, including—
  - (I) job search and placement assistance and, in appropriate cases, career counseling, including—
    - (aa) provision of information on in-demand industry sectors and occupations; and
    - (bb) provision of information on nontraditional employment; and
  - (II) appropriate recruitment and other business services on behalf of employers, including small employers, in the local area, which services may include services described in this subsection, such as providing information and referral to specialized business services not traditionally offered through the one-stop delivery system;
- (v) provision of referrals to and coordination of activities with other programs and services, including programs and services within the one-stop delivery H. R. 803—102 system and, in appropriate cases, other workforce development programs;
- (vi) provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including—
  - (I) job vacancy listings in such labor market areas;
  - (II) information on job skills necessary to obtain the jobs described in sub-clause (I); and (III) information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for such occupations; and
- (vii) provision of performance information and program cost information on eligible providers of training services as described in section 122, provided by program,

and eligible providers of youth workforce investment activities described in section 123, providers of adult education described in title II, providers of career and technical education activities at the postsecondary level, and career and technical education activities available to school dropouts, under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.), and providers of vocational rehabilitation services described in title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.);

- (viii) provision of information, in formats that are usable by and understandable to one-stop center customers, regarding how the local area is performing on the local performance accountability measures described in section 116(c) and any additional performance information with respect to the one-stop delivery system in the local area;
- (ix)
  - (I) provision of information, in formats that are usable by and understandable to one-stop center customers, relating to the availability of supportive services or assistance, including child care, child support, medical or child health assistance under title XIX or XXI of the Social Security Act (42 U.S.C. 1396 et seq. and 1397aa et seq.), benefits under the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), assistance through the earned income tax credit under section 32 of the Internal Revenue Code of 1986, and assistance under a State program for temporary assistance for needy families funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) and other supportive services and transportation provided through funds made available under such part, available in the local area; and
  - (II) referral to the services or assistance described in sub-clause (I), as appropriate;
- (x) provision of information and assistance regarding filing claims for unemployment compensation; H. R. 803—103
- (xi) assistance in establishing eligibility for programs of financial aid assistance for training and education programs that are not funded under this Act;
- (xii) services, if determined to be appropriate in order for an individual to obtain or retain employment, that consist of—
  - (I) comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include—
    - (aa) diagnostic testing and use of other assessment tools; and
    - (bb) in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;
  - (II) development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals, including providing information on eligible providers of training services pursuant to paragraph (3)(F)(ii), and career pathways to attain career objectives;
  - (III) group counseling;
  - (IV) individual counseling;

- (V) career planning;
  - (VI) short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training;
  - (VII) internships and work experiences that are linked to careers;
  - (VIII) workforce preparation activities;
  - (IX) financial literacy services, such as the activities described in section 129(b)(2)(D);
  - (X) out-of-area job search assistance and relocation assistance; or
  - (XI) English language acquisition and integrated education and training programs; and
- (xiii) Follow up services, including counseling regarding the workplace, for participants in workforce investment activities authorized under this subtitle who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.

## **Part II: Federal Reporting on Career Services**

At the end of each year, the State is required to complete Table SPR: Statewide Performance Report which mandates the State identify and report on the following:

- (a) The number of participants who received Career Services and the funds expended for each student.
- (b) The number of participants who received Training Services and the funds expended for each student.

In order to accurately complete TABLE SPR, the State requires that all local providers implement a standardized protocol for how career services and training services are delivered and recorded on LACES.

## **Part III: Standardization of Career Services**

Effective FY 2019/20, local programs in Wyoming were directed to implement this policy as outlined below.

- 1) All students must be enrolled in a Career Services course. (This was formerly known as a Start Smart or a Student Success Course). This should be a co-enrollment course as students should also be enrolled in AE, Bridge, IET, ESL, etc as well.
- 2) New students may have up to 15 hours logged as career services and must include:
  - a. Intake paperwork (up to 1 full hour) **1 HOUR**
    - i. State approved Intake form
    - ii. State approved Goal Sheet
    - iii. State approved Pathways form (if applicable) (i.e. test of choice)
    - iv. State approved Age Waiver (if applicable)
    - v. Referrals
  - b. Testing (up to 5 hours) **5 HOURS**
    - i. TABE 11/12 (up to five hours)
    - ii. ESL
      1. BEST PLUS (1 hour),
      2. BEST Literacy (1 hour)

3. TABE CLAS-E (up to 4 hours)

Note: Effective FY 21/22, BEST PLUS and BEST Literacy will no longer be applicable tests in Wyoming for ESL participants

- c. Career explorations, college readiness, meetings with DWS/VR, soft skills trainings **2 HOURS**
  - d. PowerPath (if used) **2 HOURS**
  - e. Brain-based Learning, Participatory Learning, CCRS, Learning Styles Inventories, Aptitude Tests, Community Service Providers (referrals) **2 HOURS**
  - f. Other program specific topics (if necessary) **3 HOURS**
- 3) A Career Pathways or Classroom Essentials Course can be created and students placed into it for any other career related topics not outlined above for the Career Services course. Local programs may assign hour values to this course as appropriate.
- 4) All returning students must also be registered into a Career Services course which may not exceed 6.5 hours as follows:
- a. Intake process (as defined above) **1 HOUR**
  - b. Testing (as defined above) **5 HOURS**
  - c. Referrals **.5 HOURS**
- 5) Students should be exited from the Career Services course once they have completed the components outlined above.

#### **Part IV: Training Services**

Training services are defined as ‘any training services that AEFLA funds were used to pay for. This could be for an IET, an IELCE, or something else.

Local programs are required to identify these types of training courses in LACES by:

- 1) Creating a LACES course(s) entitled **Training Course: IET-Welding; Training Course: IELCE-C.N.A., etc.**
- 2) Enroll students into the training course. Hours attended should be ‘unlinked hours’ and should reflect total course hours possible.  
Note: Unlinked hours will not count towards overall hours of attendance in Adult Education and will not be reflected in NRS tables.
- 3) All AEFLA funds paid for these trainings, must be identified on:
  - a) LACES:
    - a. under the ‘Comments’ Section under ‘Classes’
    - b. Comments should indicate the cost **per student** for this training as follows:  
“AEFLA funds in the amount of \$200 per student were paid for enrollment into this training program.”
  - b) Quarterly reports must identify how many students were enrolled into training programs in which AEFLA funds were used and the total amount of AEFLA funds expended for trainings in the quarter
  - c) End of year reports: Narratives need to provide a discussion on Training Services provided which used AEFLA funds and the total amount of AEFLA funds spent on Training Services for the year.