

Below are five areas that are rated and used in the process for determining training accounts. **Other stipulations apply in the final decision.** This system adds validity to ensure that training account decisions are based on applicant's need, potential success in a training program and in training-related employment. An applicant must score 80 points from a maximum of 120. Each of the five areas is worth 24 points. The categories are rated on a scale from 0-6 points.

The following questions for each area/category are designed for the applicant to use for a self-assessment/awareness prior to the completion of their Suitability Account.

### Area I. Need for Training

Categories	<ul style="list-style-type: none"> <li>▪<b>Employment Status</b> How did applicant become unemployed or not self-sufficient?</li> <li>▪<b>Educational Status</b> What is the applicant's educational status?</li> <li>▪<b>Work Ethics/Longevity</b> What is the history of the applicant's employment/work ethics?</li> <li>▪<b>Marketable Skills</b> Are the applicant's credentials and works skills in demand?</li> </ul>
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### Area II. Utilization of Services

Categories	<ul style="list-style-type: none"> <li>▪<b>Core Services</b> How well did the applicant utilize employment services offered by the Local One-Stop Centers?</li> <li>▪<b>Intensive Services</b> How well did the applicant respond to Intensive Services?</li> <li>▪<b>Suitability Application</b> What is the applicant's decision-making abilities? How well did the applicant complete assignments?</li> <li>▪<b>PEOC Course</b> Was participant exempt from PEOC? Did participant complete PEOC? Did participant drop-out?</li> </ul>
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### Area III. Suitability of Services

Categories	<ul style="list-style-type: none"> <li>▪<b>Transportation</b> Does participant have reliable transportation and a back-up plan?</li> <li>▪<b>Child Care</b> Does participant need childcare? If yes, does the participant have a reliable child care provider and back-up plan?</li> <li>▪<b>Financial Stability</b> What are the applicant's expenses compared to income?</li> <li>▪<b>Training Time /Expenses</b> Does training time-frame and expenses exceed authorized time-frame and expenses?</li> </ul>
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### Area IV. Qualifications/Skills to Successfully Complete Selected Training Program

Categories	<ul style="list-style-type: none"> <li>▪<b>Previous School Status</b> What is the applicant's track record for completing training/school?</li> <li>▪<b>Compass/Placement Scores/SAT/TABE/WRAT</b> Does the applicant have the necessary academic skills to be successful in the training program?</li> <li>▪<b>WorkKeys Scores</b> Does the applicant have the necessary work skills to be successful in training-related jobs?</li> <li>▪<b>Career Assessment</b> Does the applicant's interest match the type of training program?</li> </ul>
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### Area V. Labor Market Information for Selected Training Program's Job Opportunities

Categories	<ul style="list-style-type: none"> <li>▪<b>Number of Projected Job Openings/Growth in SC</b> Are training-related jobs in demand or declining?</li> <li>▪<b>Number of Projected Job Openings/Growth in NC</b> Are training-related jobs in demand or declining in contiguous States?</li> <li>▪<b>Commuting Distance</b> What is the commuting distance for training-related job opportunities?</li> <li>▪<b>Average Wage Compared to Self-Sufficiency Wage (SSW)</b> Is the wage from the training-related job self-sufficient?</li> </ul>
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# **WORKFORCE INVESTMENT ACT SUITABILITY APPLICATION FOR TRAINING ACCOUNT**

## **Eligibility To Apply For A Suitability Training Account**

Individuals must meet the following requirements to apply for a Suitability Training Account:

- Unable to obtain/retain employment through core services offered by the local area One-Stop Workforce Centers located in Rock Hill, Chester, and Lancaster and through Intensive Services provided by York Technical College
- Determined to be in need of training by the WIA system.
- Has the skills/qualifications to successfully participate in the selected program.
- Needs training for a job where there is a demand for workers.
- Requires assistance beyond grant assistance provided by programs like the PELL Grant.

## **Information Regarding Suitability Application for Training Account**

The purpose of the Suitability Application for Training Account or Training Account is to help an individual obtain and retain employment that pays enough to support their family. A Training Account allows a person to select between training providers from an approved WIA Provider List. The list provides information about cost, duration of training, and performance statistics. The actual selection and approval of a training provider will be based on total cost of training, time-frames, location of training, and other factors associated with the Training Account assessment and rating.

Eligible applicants may receive a Training Account to help them pay for the cost of tuition, books, required supplies, and fees only for the approved training program. If an applicant is eligible for other financial assistance, such as the PELL Grant, those funds will be applied before any training funds are released. Training Account funding is limited and is not guaranteed. The maximum amount of a Training Account is \$8,000.00 and may be decreased if the area receives a reduction in funding. An individual can apply to attend training that costs more than the maximum training amount; however, such individuals must submit a budget to show how they will pay the difference. If a training program does not cost \$8,000.00, participants will only be approved for the actual cost of the training. Only training programs that can be completed within a two-year duration will be considered for funding. Individuals who do not complete the training program in the two-year duration can apply for a one-year extension. Stipulations apply to any Training Account or requested extensions.

The Training Account will be reviewed and rated based on how well an individual utilized Core and Intensive Services, has the need for training, has the skills/qualifications to complete the training program, labor demand for the training program, and other related factors. Only applications that have a score of 80 or more are recommended for funding.

A Training Account is valid only for the program of study approved. Applicants in training must abide by the rules and regulations of the Workforce Investment Act as well as the guidelines outlined in the WIA Intensive Services and Training Handbook, otherwise their Training Account will be terminated.

## PRE-TRAINING ACCOUNT CHECK LIST

**Utilize services at your local One-Stop Workforce Center.**

Work with a Case Manager there to complete the necessary steps in Core Services to be referred to Intensive Services and Training.

**Go through an assessment of your skills and interests.**

Review with your Intensive Services and Training Case Manager options for training, your employment plan and assessment report from Core Services. Attend and complete a Work Keys Assessment and Pre-Employment Occupational Certification Program as part of Intensive Services

**Apply for Financial Aid. Complete the Free Application for Federal Student Aid and submit it electronically.**

Forms entered on the Internet get processed faster. The financial aid website is [www.fafsa.ed.gov](http://www.fafsa.ed.gov). As soon as you apply, provide verification of your submission to your WIA Intensive Services Case Manager. When received, provide a copy of your Financial Aid Determination Letter to your Intensive Services and Training Case Manager.

**Complete the attached Training Account Application.**

If you need assistance completing the application, ask your Intensive Services and Training Case Manager to assist you. Return the completed Training Account to your Intensive Services and Training Case Manager.

You may access the WIA Provider List at [www.scommerce.com/WorkForceDev.html](http://www.scommerce.com/WorkForceDev.html) ; click on “Training Programs/Provider Services from the options on the left side of the screen,” click “Search for Training Services,” click “By Provider” (select a provider from the drop down box), click “Provider Number” (select a course to find statistics/cost associated with chosen training program).

The labor market demand and wage potential information can be found on the Internet at [www.sces.org](http://www.sces.org). For Labor Market Demand information, click on “Links” and then click “PEARS” click “GO” and click “Occupation” tab and choose “Occupational Projections” then select an occupational group to find your employment goal. For Wage Potential information, choose “Occupational Wages” then select an occupational group to find your employment goal wages.

**Upon instruction from your Intensive and Training Services Case Manager, complete and submit an Application for Admission at the training facility approved by the Intensive and Training Services Provider.**

Provide verification of your acceptance into the training facility along with your test scores/placement scores to your Intensive Services and Training Case Manager.

*Do not register for classes until instructed by your Intensive Services and Training Case Manager. If you have already begun training for your selected occupation, please attach a copy of your transcript.*

After you have accomplished the above steps and submitted all required documents correctly, our goal is to notify the applicant within 14 business days concerning the status of the Training Account application. It is required that the Training Account application be submitted correctly before any decision will be made.

# TRAINING ACCOUNT

Date Submitted\_\_\_\_\_

Name\_\_\_\_\_ SSN\_\_\_\_\_

County in which you live\_\_\_\_\_

Funding agency\_\_\_\_\_

WIA Intensive Services and Training  
Case Manager's name\_\_\_\_\_

## Instructions

Complete the following sections and return the completed application to your Intensive Services and Training Case Manager:

1. Labor Market Demand/Wage Potential of Selected Occupation
2. Information About the Training Provider/Training Program
3. Break-Down of Training Program Expenses and Duration For Training Program Completion.
4. Request for Supportive Services
5. Financial Awareness/Time of Commitment

If you need assistance in completing this application, please notify your Intensive Services and Training Case Manager.

## Applicant Statement

I am applying for a Training Account, and I meet the criteria for training. The information in this application is truthful, and I understand that any substantial misrepresentation may result in losing future funding. I also understand the purpose of training is to help me get a job. If I receive a Training Account, I will continue to participate in Workforce Investment activities and abide by the WIA Intensive Services and Training guidelines.

Applicant Signature\_\_\_\_\_ Date\_\_\_\_\_

An Equal Opportunity Employer/Program.  
Auxiliary aids and services available upon request to individuals with disabilities.

## Labor Market Demand/Wage Potential of Selected Occupation

What is your selected occupational/employment goal? \_\_\_\_\_

**Note:** Go to [www.careerinfonet.org](http://www.careerinfonet.org). At the top left, click on “browse occupations.” Under Occupation Profile, click on one of the occupational groups listed under Menu Search. Subcategories of jobs will appear. Click on one. Under states, click on South Carolina. Hit the “continue” button. Scroll down to State/National Wages for the wage information for South Carolina. Scroll down to State/National Trends to get percentage of change and number of job openings in South Carolina.

### Labor Market Demand of Selected Occupation “Occupational Projections”

	In South Carolina	In the Catawba Area (If information is available)
Between 2002 and 2012, how many openings are projected per year?		
What is the annual growth percentage?		

### Wage Potential of Selected Occupation “Occupational Wages”

	In South Carolina	In the Catawba Area (If information is available)
What is the average hourly wage for an entry-level worker?		

What was your wage at your last job? \_\_\_\_\_

List several employers who hire people in your selected occupation. Be specific about company names, addresses, and location of employers.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

*Only occupations which are in demand in the local area in which you live or in demand in another area which you are willing to move to or commute to will be considered. If the above information does not support that the occupation is in demand, you may include other research about the occupation with your Training Account to be reviewed and considered.*

## Information about the Training Provider/Training Program

Review the list of eligible training providers to get information about the training institution, projected training time-frame, and training program statistics. Select the provider you wish to attend for your selected occupational training and complete the requested information below.

**Note:** You may access the WIA Eligible Provider List at [www.workforcesouthcarolina.com](http://www.workforcesouthcarolina.com); click “Workforce Resources” from the options on the left side of the screen,” click “Eligible Training Providers,” click “By Provider” (select a provider from the drop down box), click “Provider Number” (select a course to find statistics/cost associated with chosen training program).

Name of training provider considered \_\_\_\_\_

Training provider’s address \_\_\_\_\_

Name of selected occupational training program \_\_\_\_\_

How long will the training last? \_\_\_\_\_

Projected start date \_\_\_\_\_ Projected completion date \_\_\_\_\_

Training applicants must attend full-time. Can you attend training on a full-time basis?

Yes \_\_\_\_\_ No \_\_\_\_\_ (if no, why \_\_\_\_\_)

Name of the degree, diploma or certificate that will be received?

*Degree* \_\_\_\_\_

*Diploma* \_\_\_\_\_

*Certificate* \_\_\_\_\_

What is the above training provider’s published job placement rate for the occupation you selected? \_\_\_\_\_

What is the above training provider’s published average wage for program graduates in your selected occupational training? \_\_\_\_\_ per \_\_\_\_\_

What is the above training provider’s published cost for attending training? \_\_\_\_\_

Will your training take place at the above training provider’s facility? *Circle One:* Yes No

If no, where will the training take place? \_\_\_\_\_

\_\_\_\_\_

## BREAK-DOWN OF TRAINING PROGRAM EXPENSES and DURATION FOR TRAINING PROGRAM COMPLETION

WIA needs verification of all required expenses associated with the training program to calculate total expenses needed and the time-frame for completion. To get an approximate time-frame and break-down of expenses, such as tuition, supplies/fees, books, uniforms, tools, exams and other required/hidden expenses, the *participant* will need to conduct a research at the training facility of interest to gather the requested information below.

Research at the facility of interest may include: ♦Speaking with an Admissions Counselor ♦Speaking with a Department Advisor ♦Getting a catalogue/program brochure that outlines program expenses/time frames ♦Visiting the training facility website

**PLEASE COMPLETE THE BELOW INFORMATION:**

*Documents such as: program course outlines, program expense sheets, program degree audits, and other information pertaining to the training program can be attached as a substitution.*


WIA Participant Name \_\_\_\_\_  
 Name of Training Provider \_\_\_\_\_  
 Training Provider Address \_\_\_\_\_  
 Name of Training Program \_\_\_\_\_  
 Projected No. of Semesters/Quarters for Completion \_\_\_\_\_ (weeks per semester/quarter \_\_\_\_\_)

<b>TRAINING EXPENSES</b> To calculate expenses, see equation →	<b>COSTS PER SEMESTER or QUARTER</b>	<b>NUMBER OF SEMESTERS or QUARTERS</b>	<b>TOTAL COST OF TRAINING SERVICES</b>
Application/Registration Fees			
Tuition			
Books			
<i>Specify the below expenses. Attach additional sheets detailing expenses and items.</i>			
Required Supplies			
Lab Fees			
Uniforms/Shoes/Tools			
Insurance/Physicals			
License/Permits			
Other Required Cost (specify)			
<b>TOTAL COST OF TRAINING EXPENSES →</b>			

<b>OTHER FUNDING SOURCES PARTICIPANT IS ELIGIBLE FOR OR CAN APPLY FOR</b> (PLEASE CHECK AND SPECIFY AWARD TITLES/PROVIDE VERIFICATION OF AWARD LETTERS)	<b>AWARDED PER SEMESTER or QUARTER</b>	<b>AMOUNT AWARDED IF ELIGIBLE</b>
Federal PELL Grant <input type="checkbox"/>		
Scholarships/Grants <input type="checkbox"/>		
Other Sources (specify): <input type="checkbox"/>		

## Request for Supportive Services

In addition to the cost of tuition and books, there are other substantial costs to attending training. Increased transportation and child care expenses can make it difficult to complete school. Limited financial assistance may be available on a temporary basis to help offset training expenses.

Only check  and complete the section(s) you are requesting supportive services for.

### **TRANSPORTATION:**

WIA stipulates that transportation allowance is provided for miles traveled to and from the training site from the participant's residence, *in accordance with the participant's semester schedule*. In the Catawba Workforce area, transportation may be reimbursed for mileage **roundtrip** to the training facility at the following rates: **5-15 = \$4**    **16-26 = \$6**    **27-37 = \$8**    **38+ = \$10**

1. What is your current residential address? Please provide entire address.  
\_\_\_\_\_
2. Is your mailing address different than the above? No \_\_\_ or Yes \_\_\_, please provide your entire mailing address. \_\_\_\_\_
3. How far is training from your home **roundtrip**? \_\_\_\_\_
4. What type of transportation will you primarily use to get to training? *Ex: You own your own vehicle (car/truck), will use public transportation, friends, walk, etc.*  
\_\_\_\_\_
5. What is your back-up transportation plan? \_\_\_\_\_
6. If you are TRADE effected, have you applied for a TRA transportation reimbursement? Yes \_\_\_ or No \_\_\_ Are you eligible? Yes \_\_\_ or No \_\_\_ If No, why? \_\_\_\_\_

### **CHILD CARE:**

Participants in need of child care supportive services will need to complete a WIA Child Care Application Packet. *Please see WIA Case Manager*. Payments for child care shall not exceed \$20 per day per child for full-time schedule (12-credit hours or more) and \$10 per day per child for part-time schedule (11-credit hours or less), and shall not exceed \$30 per day for two or more children for full-time schedule and \$15 per day for two or more children for part-time schedule. Continuing Ed classes will be considered full-time for 5 or more hours in classroom per day and part-time for 4 or less hours in classroom per day. *Child care assistance is paid only for training attendance in accordance with the participant's semester schedule.*

Are you eligible for child care support payments from another agency? *Circle One:* Yes    No

If yes, which agency are you receiving child care support payments from? \_\_\_\_\_

### **NEEDS PAYMENTS/STIPENDS:**

Applicants receiving training funds from the WIA Adult Grant or the Older Youth Grant could be eligible to receive a weekly stipend for financial assistance. Participants must be unemployed and economically disadvantaged in accordance with the Lower Living Standard Income Level or receiving public assistance, including Food Stamps, at the time of registration. Maximum amount per week is \$25. Eligible recipients must attend 90% of their required weekly training hours. *See Case Manager for other stipulations.*

## Financial Awareness/Time of Commitment

The information in this section will be reviewed by Intensive and Training Services in conjunction with the assessment for the Training Account. Since training may last several months to several years, you need to consider how you will live financially during this time. Your financial needs may help you decide whether you should go to a shorter or longer training program. These are important factors and play a major role in planning for training.

1. Add together your sources of *income* per month = \$\_\_\_\_\_. Add together your *expenses* per month = \$\_\_\_\_\_. How much *income* do you have left? = \$\_\_\_\_\_.

If your expenses exceed your income, what is your plan for making ends meet while in training?

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2. If you are receiving unemployment insurance, what is the date your benefits will end? \_\_\_\_\_ What is the date your TRADE benefits will end? \_\_\_\_\_ When will your anticipated training program end? \_\_\_\_\_ Will your TRADE benefits/unemployment insurance benefits end before your training program ends? No\_\_\_\_ or Yes\_\_\_\_ Based on these ending dates and the expenses above, would you need to work part time while in training? No \_\_\_\_\_ or Yes \_\_\_\_\_ How many hours a week would you have to work? \_\_\_\_\_ How many hours would be left for commitment to a training program? \_\_\_\_\_

3. Does the cost of the selected training program exceed \$8,000? If so, what is your financial plan for paying the additional cost? Provide award letters for other types of financial assistance to be received.

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4. Please write a statement defining your interest, commitment to training and any family concerns. Use additional sheet if necessary. *Things to consider in your statement should be: Why you want to enter training? How it will affect your family? What are the family concerns? Do they support your decision? What is your plan for making this training a success for you and WIA? etc.*

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