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**DEPARTMENT OF WORKFORCE SERVICES  
ISSUANCE NUMBER PY 18-07**

**Daryl E. Bassett, Director**

**September 25, 2018**

**TO:** Local Workforce Development Board Directors/Area Administrators/  
Service Providers

**SUBJECT:** Arkansas Work-Based Learning Programs

- I. Purpose:** The purpose of this workforce guidance is to describe and give general guidelines for an Arkansas Work-Based Learning Program (WBLP). Reference ADWS Policy Number: WIOA I-B – 5.1 for more detailed information.
- II. General Information:** The WBLP is a cooperative program between the Arkansas Department of Workforce Services (ADWS), Local Workforce Development Boards (LWDBs), local program providers, partner programs, and business partners. The program is designed to meet the needs of Arkansas businesses, provide job opportunities and training to populations with barriers to employment, and to increase the diversity and quality of training methods in Arkansas.
- III. Action Required:** LWDB’s working through their partnership networks and business services strategies will work with employers to determine whether a WBLP option will provide the appropriate solution to fulfill a given employer’s workforce development need. If so, the LWDB will work with the employer(s) and assist in the completion of the application process which will be submitted to ADWS for review.

Upon approval of the attached application, the LWDB will be notified if the project is preliminarily approved and may at that time submit a subaward to cover both the program and the operations costs, including up to 5% administrative costs. For all WBLP Options excluding the TANF Work-Based Learning Program, the LWDB submitting the subaward for approval must document that the LWDB is at or above a 70% funds utilization rate for both the WIOA Title I Adult and Dislocated Workers funds at the time of the application or provide additional documentation to justify the need for additional assistance. The additional documentation may come in the form of planned activities outside the WBLP that will increase the funds utilization rate for both the WIOA Title I Adult and Dislocated Workers to 70% during the period of performance of the WBLP.

- a. Definitions of WBLP Options:** The WBLP will increase the abilities of local areas to focus on meeting the needs of Arkansas businesses, provide job opportunities and training to populations with barriers to employment, and to increase the diversity and quality of training methods in Arkansas.

- **Option A: On-the-Job Training (OJT)** – OJT is occupational training that is provided through a contract with a participating employer and provided to an eligible participant while engaged in paid productive work in a job that meets WIOA criteria. Under the WBLP, OJT participant wages will be reimbursed to the employer based on inputs that considers the size of the business, if the occupation is in-demand, if the training leads to an industry recognized credential, if the training is also part of a Registered Apprenticeship program, and if the trainee is an individual with a barrier to employment. Participant wage reimbursements of up to 75% are allowable to compensate for the participant’s training. Local areas will be required to determine eligibility of participants. For participants to be determined eligible for OJT, the individual must meet not only Adult, Dislocated Worker, or Out-of-School Youth eligibility requirements for an OJT (reference ADWS Policy Number: WIOA I-B – 3.4) but also eligibility requirements for an OJT as described in ADWS Policy Number: WIOA I-B – 3.4. Participants must be unemployed at the times of being determined eligible for WIOA Title I-B services.

**1. Option A: On-the-Job Training (OJT)-TANF Work-Based Learning Program  
Option**

If the following conditions apply, the business may be eligible for an increased reimbursement amount:

- a. The prospective employee is an Arkansas resident;
- b. The prospective employee is a parent with a child under the age of 18 living in the home, receiving or participating in the TEA program;
- c. The new employee is entitled to the same benefits as similarly situated employees within the company;
- d. The employer agrees to report any changes to the assignment of the employee;
- e. The employer agrees to pay the employee a minimum of \$10/ Hour; and
- f. The employer agrees to hire the employee full-time (35hrs+/week)

Qualifying businesses are eligible for the following:

- a. Receive 100% reimbursement from ADWS for the first six months of the employee’s wages

Participants must be referred to WIOA Title I (Adult, Youth, and Dislocated Workers) and documentation of eligibility maintained in all participant files, even if it is determined that the individual cannot be enrolled in WIOA Title I services. Case management for individuals referred into the TANF WBL will be coordinated among an assigned TEA Case Manager and WIOA Title I service providers if they are determined eligible.

This option will be funded by TANF and are limited to TEA clients, therefore, TEA Case Managers will provide full case management and coordinate with the WIOA Title I case manager for documentation, Individual Employment Plan development, and providing additional services not covered by TANF. The TEA Case Manager will determine eligibility for other TANF services specifically approved for this program and not funded under the award and other services allowed to TEA clients, including:

- a. An employer retention bonus when the employee works six months past the six-month subsidy period and receive an additional subsidy of \$1,500.00. Documentation must be provided to the assigned TEA Case Manager to receive this subsidy.

- b. Reimbursement for required clothing or tools purchased on the employee's behalf
- c. Other TANF Services

NOTE- These services should not be included in the cost proposal section.

(Please complete the TANF WBLP section in the Application Form)

As stated above, the TANF WBLP option does not require that the LWDB be at or above a 70% funds utilization rate for WIOA Title I Adult and Dislocated Workers funds.

- **Option B: Paid Internships** – Paid internship is a type of work experience and therefore is a planned, structured learning experience that takes place in a workplace for a limited period of time and leads to a career. Under the WBLP, internships may be provided when registered apprenticeships are not available or are not appropriate for the employer. Interns in this program must be unemployed individuals who are determined eligible for the Adult, Dislocated Worker, or Out of School Youth program. Interns must be attending occupational classes in the fields of their internships. The occupational training must lead to a recognized credential. Local program providers are responsible for determining the eligibility of participants for the program, their eligibility for training services, the eligibility of the training program, and the appropriateness of the training program and the workplace for the participant. Each intern will be paid up to 20 hours per week for up to one year while working in a position that provides training in a field for which the intern is attending occupational training. The coordination of funding and the rate of pay to the intern will be determined before the contract is issued to the employer. ADWS Policies WIOA I-B – 3.3 (Occupational Skills Training) and 3.4 (Work Experience) must be followed.
- **Option C: Work Experience** – Paid work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time, and is often needed for individuals with barriers to employment in order to enter or re-enter the workplace. Under the WBLP, Work Experience is for organizations who agree to train individuals with barriers to employment and to help them find unsubsidized jobs. Local areas will help identify businesses, determine eligibility, and needed services for participants, and provide case management and follow-up services. Wages to be paid will be proposed by the employer in the application, but they may be negotiated by the employer, ADWS, and the program provider as appropriate. All regulations and guidance in ADWS Policy No. WIOA I-B – 3.8 must be followed.
- **Option D: Incumbent Worker Training** – Incumbent worker training is training designed to meet the needs of an employer or group of employers to retain a skilled workforce or avert layoffs. This WBLP training option is not permitted to provide occupational training for new hire needs. Unlike other WBLP options, incumbent workers are not individually determined eligible for the program, although they must meet basic eligibility requirements: at least 18 years old, a U.S. citizen or otherwise authorized to work in the United States, and in compliance with selective service requirements. The employers, and not the workers, are chosen for the incumbent worker program. The approved employer chooses the individuals to

be trained consistent with guidance provided in ADWS Policy No. WIOA I-B – 3.6. Approved employers will be reimbursed for a percentage of the cost of training, with the percentage dependent on the size of the business, the demand of the occupation for which the workers are to be trained, whether the training leads to a credential, and if the workers have barriers to employment. All regulations and guidance in ADWS Policy No. WIOA I-B – 3.6 must be followed.

**Multiple WBLP options may be included in one application, but should not be duplicated in the cost proposal section. For example, if the employer is willing to accept TEA clients or WIOA clients for an OJT cohort, both sections in “Option A” should be completed. The flexibility of the employer should be explained in the project description. In the cost proposal, only one position should be included, not a WIOA and TEA version of the same position.**

**If there is no way to avoid duplication, for example, if the employer were willing to provide a part-time internship or a full-time OJT, then separate applications should be submitted.**

#### **TANF/WIOA Work Experience for Resource Rooms-**

- ADWS is also introducing the TEA/WIOA Work Experience Program. This program will allow Local Boards to apply for up to 6 month Work Experience for TEA clients. This program is intended to improve the outcomes of the participants and provide needed resources to workforce system.
- Local Boards may be eligible to receive an award to fund a Work Experience for co-enrolled WIOA and TANF clients.
  1. To be eligible for the program the Local Board must document that they are above the 70% fund utilization rate for WIOA Title I Adult and Dislocated Workers funds at the time of application or can otherwise document that additional resources are need to staff the resource rooms.
  2. The client must be co-enrolled in both TANF and WIOA Title I services.
- The attached Work-Based Learning Application will not be required for this program. A letter addressed as follows:

Re: TANF/WIOA Work Experience for Resource Rooms  
WIOA Assistant Director’s Office  
P.O. Box 2981  
Little Rock, AR 72203

The letter should clearly request an interest in the program and provide attachments to support the financial need as described in paragraph “1.” and “2.” above.

#### **II. Related Resources:**

- Arkansas Work-Based Learning Program - ADWS Policy Number: WIOA I-B – 5.1
- On-the-Job Training – ADWS Policy Number : WIOA I-B – 3.4
- Paid Internships - ADWS Policy Number : WIOA I-B – 3.3 and 3.4

- Work Experience - ADWS Policy Number: WIOA I-B – 3.8
- Incumbent Worker Training - ADWS Policy Number: WIOA I-B – 3.6
- Application – Arkansas Business-Driven Training Program

**III. Inquiries:** Any questions and concerns are welcome and may be submitted to the following email:  
[wioa@arkansas.gov](mailto:wioa@arkansas.gov)

**IV. Expiration Date:** Ongoing