

24.11 VOCATIONAL EDUCATIONAL TRAINING

Vocational Educational Training includes organized educational programs that are directly related to the preparation of individuals for employment in current or emerging occupations requiring training other than a baccalaureate or advanced degree. This activity is limited to those programs that prepare participants for a specific trade, occupation, or vocation. This training is conducted in a non-work site or classroom setting. Vocational Educational Training programs should be limited to activities that give individuals the knowledge and skills to perform a specific occupation. These programs, while they may last longer than 12 months, and are in an approved Vocational Educational Training program, may not be counted for participation purposes for more than 12 months. Participants in Vocational Educational Training must be supervised daily.

Vocational Educational Training must be provided by education or training organizations, which include but are not limited to:

- Vocational-technical schools
- Community colleges
- Postsecondary institutions
- Proprietary schools
- Non-profit organizations
- Secondary schools that offer vocational education

Unsupervised homework may not count as hours of participation. However, monitored study sessions may count as long as the participation hours can be documented.

NOTE: Attendance in four-year college programs do not fall under vocational educational training for any period of time.

NOTE: Minor parents attending high school in a vocational education track should be counted as participating under “satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence” to avoid triggering the lifetime 12 month limit on the use of Vocational Educational Training.

Types of vocational education programs that would be allowed are listed under “Desk Guides and Participation Hours Charts” on the DFA Intranet website. Questions regarding types of training allowable under Vocational Educational Training are to be directed to the DFA Family Support Policy Unit.

A. PLACEMENT CRITERIA

An individual, who has demonstrated the ability to do the course work and who meets the entrance requirements, may participate in **Vocational Educational Training** when:

- His goal is an occupation that requires completion of a vocational course prior to employment; or
- He has no job skills, or has only obsolete or non-marketable skills and must be retrained to find employment; or
- He does not have a high school diploma/GED, and the skill training has been identified as an alternative which can lead to employment.

B. STANDARDS

The training institution and instructor must meet licensing and certification standards of the appropriate governing agency. Unlicensed or uncertified instructors are not approved for training when licensing or certification standards exist.

A participant's evaluation for an appropriate skill training situation must include appropriate testing when the individual does not have a high school diploma or a GED.

No client may be assigned to **Vocational Educational Training** unless the Worker is assured the client will accept training-related employment upon completion of the training.

C. TRAINING

Participants must be placed into training positions on a no-cost basis if such positions are available through WORKFORCE WV, Department of Education, Veterans Administration and other providers, before additional training positions are developed.

WV WORKS staff may write **training** contracts for individuals without DFA approval for an amount up to \$600. Individual contracts which exceed \$600 must be approved by DFA. Group contracts are written by county staff, but must be approved by DFA, regardless of the amount.

D. PAYMENT LIMITATIONS

Payments are limited to the payment of tuition, books, supplies and expenses associated with completing the course of study. Costs for medical procedures, such as Hepatitis B vaccines or physical exams, are not included. There is a cost limit of \$600/individual. This cost may be exceeded only with approval from DFA. To obtain approval to exceed the limit, a written request must be submitted to the Director of DFA and must include: the client's name, address, SSN, name of the training facility and the occupation for which training is sought. The request must also include the usual pay rate for the occupation as well as the current employment prospects and labor demands.