

<b>Policy # 4</b>	
<b>SUBJECT:</b>	Waivers for Participants with Degrees
<b>DATE ISSUED:</b>	August 8, 2016
<b>DATE EFFECTIVE:</b>	July 1, 2016
<b>REVISION DATE:</b>	September 17, 2021

**BACKGROUND:** Region III Workforce Development Board of Kanawha County (WDB-KC) does not fund ITA’s for individuals who currently have a marketable skill, occupational certification, or hold an Associate’s Degree or higher without prior written approval from the Executive Director of the WDB-KC.

**ACTION:** Participants who currently have a marketable skill, occupational certification, or possess an Associate’s Degree, or higher, must request a Waiver of that degree before they may receive WIOA Adult or Dislocated Worker funding from the WDB-KC. The request must be submitted in writing to a WIOA Career Planner. If the Career Planner does not feel that that waiver should be approved, the Career Planner must supply explanation for their decision to the Executive Director. The final decision will be made by the Executive Director. Upon approval or denial of the request, the participant will receive a letter of notification.

Basis for Approval:

- Eligible to receive WIOA training services; and
- Degree(s) or certificate(s) currently held must not be in an “in-demand” occupation; and
- Training requested must be in an “in-demand” occupation.
- If current degree(s) or certificate(s) are in an “in-demand” occupation; participant must document evidence of attempts to obtain employment in that field.

If approved, the WIOA Career Planner may continue with the training plan.

Basis for Denial:

- Ineligible to receive WIOA training services; or
- Falsification or misrepresentation of any documents, credentials, etc. or
- If participant currently has marketable skills and has not provided evidence showing a good-faith effort to obtain employment; or
- The training requested is not in an “in-demand” occupation serving Region III

WDB-KC “In-Demand” Occupations

The WDB-KC utilizes Local Labor Market Information (LMI) to determine “in-demand” occupations. Occupations must show a minimum of 1% growth in long-term projections, either statewide or on a local level, to be considered “in-demand”. WDB-KC reserves the right to review and approve any occupation that may not meet 1% growth but shows promise of growth in the future. WDB-KC may also, upon review, deny occupations that have shown a decline in growth.

DISCLAIMER: This policy may be subject to change as additional federal regulations and TEGs are released. This policy is not intended to be permanent and should be viewed as a placeholder until final regulations are released.