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FORT HOOD DISLOCATED WORKER SERVICES GRANT POLICY and PROCEDURES MANUAL

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TABLE OF CONTENTS

1.00 GENERAL.....	3.
Discrimination:.....	3.
2.00 POLICY:.....	3.
Eligibility:	3.
Tracking:	3.
Priority of Services	4.
Services & Activities:	4.
Vocational Skills Training Services.....	4.
Support Services	6.
Assessment:.....	6.
Follow-Up	6.
3.00 FORMS:	6.

1.00 GENERAL POLICY

1.01. The Fort Hood National Dislocated Worker Services Grant (DWSG) provides employment and vocational skills training services, to include vocational skills training to develop new skills and/or to attain licensures or certifications that support current skills and enhance employability. Selected support services are also included.

1.02. **EEO:** Workforce Solutions of Central Texas (WSCT) is an equal opportunity employer/program. Auxiliary aids/services are available upon request to persons with disabilities. Relay Texas, dial 711.

1.03. **Discrimination:** persons applying for and receiving services under this grant will not be discriminated against by reasons of race, age, religion, color, disability, national origin, gender, political affiliation, beliefs, genetic tests and information, citizenship, and for beneficiaries only, citizenship or participation in any Workforce Innovation and Opportunity Act (WIOA) financially assisted program.

1.04. All TWIST entries and supporting documents will be completed and sent to the Eligibility Specialist within 5 days of the activity requiring them.

1.05. Pending implementation of the WSCT paperless file and form system, all forms may be found in the WSCT Intranet.

2.00 POLICY

2.01. **Eligibility:** applicants under this grant must have been laid off from their employment or released from active duty on or after January 1, 2013, through no fault of their own and:

2.01.01. have been employees either of the US Civil Service (includes Department of Defense/Army/Navy/Air Force/Marine Corps civilians), a Ft Hood civilian contractor, or a Ft Hood activity (such as PX, Commissary, gymnasiums, clubs, theaters, recreation areas, etc.).

2.01.02. Be active duty soldiers who have been officially notified that they are being involuntarily discharged from military service prior to, or upon completion of (denial of voluntary reenlistment) their service contract date (commonly known as ETS). To qualify, the discharge must be strictly involuntary, not as the result of a request by the service member. The discharge must be either "Honorable" or "General, Under Honorable Conditions" due to the needs of the service such as a reduction in force, medical discharge, forced retirement, or other involuntary administrative action such as a bar from reenlistment. Soldiers, who are to leave the service as the result of a voluntary action such as regular retirement (not forced) or completion of service (ETS) and choosing not to voluntarily reenlist, are not eligible for services under this grant. Soldiers who receive a Bad Conduct, Less than Honorable, or Dishonorable discharge are not eligible.

Medically discharged soldiers must have left military service on or after January 1, 2013.

2.01.03. Questions concerning individual applicant eligibility will be referred to the Workforce Administrator.

2.02. **Tracking:** Customers participating in staff assisted services in a career center under this grant will be tracked at the local Workforce Center and the career center, as applicable.

2.03. Eligible participants may be, but are not required to be, co-enrolled into WIOA.

2.04. **Priority of Services:** Qualified and eligible veterans, and spouses eligible for this grant who are considered qualifying spouses, shall receive front of the line priority for all services. This priority shall not result in removal of a customer already established in services. See WD Letter 25-15 dated October 26, 2015 and WSCT Priority of Service Policy dated February 15, 2017 for specific guidelines concerning veterans' priorities.

2.05. Customer goals and activities will be documented and kept current in the TWIST Service Plan. Other TWIST entries will include case notes, assessment results, and support services.

2.06. **Services and Activities:** include, but are not limited to:

2.06.01. **Job Search Assistance:** includes accessing Work-in-Texas, career development, and job search using career center and other sources. Customers may be informed of job openings and leads through direct contact and prompted e-mail as well as other workforce resources.

2.06.02. Assistance with attainment of licensures or certifications for occupations (see support services 2.06.04), job seeker workshops, and support services. Training providers must qualify as stated in 2.06.03 below.

2.06.03. **Vocational Skills Training Services:**

The goal of training is to learn or enhance job skills that enable the customer to obtain or retain full-time, long-term employment. Unless stated otherwise, either in this policy or in the grant itself, the training process will follow the general guidelines contained in the WSCT Training Policy.

Customers will not continue to receive training services if, during training, they relocate outside the Central Texas Workforce Area.

Training will be offered using training providers that currently have at least one training program certified under the Eligible Training Provider System of Texas (ETPS) either by the Central Texas Workforce Board or by another board in the state.

Training may also be offered using training providers that are classified as exempt by TWC under current rules and do not have an ETPS-certified program. In this case a formal contract for specific training services must be executed between the board and the training provider.

Training for occupations not listed on the WSCT demand/targeted occupations list requires approval of the **Chief Operating Officer** or Workforce Administrator concerned.

Upon approval, and prior to entering the training enrollment data into TWIST, the Vocational Program Specialist must be notified and provided the following information:

Exact Name of the Program

School name and address

Occupation being trained for

Estimated start and end dates

Estimated program cost

In and Out-of-State Tuition/Fees: Case Managers should evaluate a discharged veteran's status as it relates to payment of fees/tuition at state schools. A veteran who has not, prior to discharge, declared Texas as their home of record in their military files or on their Leave and Earnings Statement for tax purposes may be charged out-of-state fees and tuition for a period of one year following discharge regardless of whether or not the veteran has lived in Texas for one or more years preceding the discharge. Since out-of-state costs are considerably higher, Case Managers will forward the circumstances to the **Chief Operating Officer** or Workforce Administrator for review and approval prior to sponsorship. The Case Manager will follow-up to ensure that the veteran completes the necessary actions to be recertified as an in state student at the one-year anniversary of discharge.

2.06.04. Support Services: are based upon availability of funds. This policy may be supplemented by the WSCT Support Services Policy. In case of conflict, this policy prevails. Support Services under this grant may include assistance with transportation, child care, lodging, and work-related expenses. Financial assessment is not required for determination of eligibility for support services under this grant except for child care (see below).

Persons needing only short-term activities for the purpose of preparing for the attainment of occupational certifications or licenses, and which are not considered vocational skills training, should enroll the participant in support services for these activities rather than training. Examples include short-term classes that prepare for certification tests such as OSHA certifications, testing for industry-recognized certifications, or other such career enhancing certificates or licenses. The end-result of the certification/licensure must be consistent with the customer's employment goals set forth in the IEP.

Child Care: This service is generally not offered to those in training services (see exception below). It may be offered to those in job search if needed. Financial eligibility must be established using the financial assessment form. If eligible, the customer may receive up to but not exceeding 60 days total care.

For those enrolled in the Military Spouse Corporate Fellowship activity, child care may be offered during paid internship. Child care under this activity may be provided under Child Care Services, if eligible. If not eligible for Child Care Services, child care may be funded, with group approval from the **Chief**

Operating Officer, as part of support services under the DWSG. In this case there is no requirement to complete the Financial Assessment Form.

Transportation: paid at the rate of \$0.30 per mile for assistance with out-of-area job interviews or to fulfill training requirements at a clinical site outside the training city. Transportation will not be paid for travel to and from the attended school regardless of the school's location.

Work-Related Expenses: may be paid upon completion of training and securing of employment. A one-time reimbursement of up to \$100.00 may be paid for items such as clothing, tools, supplies, etc. that are required for use in their employment.

Lodging: Lodging may be approved only on a case-by-case basis for exceptional requirements such as attending out-of-area internships/clinical activities or for an out-of-area job interview. A clear need must be shown by the customer and lodging must be pre-approved by the **Chief Operating Officer** or Workforce Administrator.

2.06.05. **Assessment:** will be offered to assist in employment and training activities.

The Case Manager will prepare an Individual Employment Plan (IEP) as part of assessment.

If entering vocational skills training, required assessment will be administered. The exception is the financial assessment which may be used at the Case Manager's discretion.

2.06.06. **Follow-Up:** includes contacts with the customer to verify placement, mentoring, encouragement, etc.

3.00 FORMS

3.01. Forms used for this grant are those included in the WSCT support services and training policies found in the WSCT Intranet.