



New Mexico
Workforce Connection
A Proud Partner of the American Job Center Network

The WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)



**Making a difference in New
Mexico's Workforce**

What is WIOA?

The Workforce Innovation and Opportunity Act (WIOA) Title 1b (adult and dislocated worker) is a federally funded program designed to assist job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with these skilled workers.



WIOA provides a full range of services to employers to assist in developing a strong business-driven workforce system.

This workforce system provides for resources and opportunities for job seekers and employers with WIOA activities such as On-the-Job Training, Customized Training, Internships, Transitional Jobs and Individual Training Accounts.

WIOA provides services to both the job seeker and the employer.



What services are provided to Jobseekers?

- ▶ Career Counseling
- ▶ Resume Assistance
- ▶ Interview Preparation
- ▶ Case Management
- ▶ Comprehensive and Specialized Assessments
- ▶ Referrals to partner agencies
- ▶ Development of a career pathway
- ▶ Occupational Training in the form of Classroom or on the job
- ▶ Paid services are always subject to funding availability at the time of application.



Is there eligibility criteria for applicants?

- ▶ All applicants who apply for services must meet WIOA eligibility criteria, documents verifying this are **mandatory** and must be provided **prior** to enrollment.
- ▶ An initial need for services must be determined to ensure the employment and training opportunities are being provided to those who can benefit from and are in need of such opportunities to **obtain or retain employment**
- ▶ WIOA is not an entitlement program and eligibility alone does not entitle an individual to receive services.
- ▶ Eligible veterans and/or spouses of veterans receive priority service.



WIOA BASIC APPLICANT ELIGIBILITY FOR ENROLLMENT

- ▶ **Must** be 18 years of age or older.
- ▶ **Must** Have right to work in the USA; be a citizen of the USA, lawfully admitted permanent resident, refugees, asylees, and other immigrants authorized by the Attorney General of the USA.
- ▶ **Must** be in compliance with the Selective Service Act requirements for males born after 1960 and if claiming Veteran status, must be able to provide documentation to support/verify veteran status.



- ▶ **Must** be unemployed or employed **and** in need of services in order to obtain or retain employment.
- ▶ **Must** be interested in a high demand occupation.
- ▶ **Must** complete assessments deemed appropriate for the activity in which they are being enrolled.



WIOA Categories of Eligibility


When applying for enrollment, applicants must also be eligible under one of the following categories:

Adult

- ▶ An individual who may or may not be working and is receiving Public Assistance (SNAP, TANF, Cash Assistance or SSI)
- ▶ An individual whose total GROSS household income falls into the low income guidelines of the 100% LLSIL for PY2023.
- ▶ An individual whose earnings are less than self-sufficiency and demonstrate the necessity for job skills training in order to advance or retain employment.

Dislocated Worker

- ▶ Has been laid off, has received a letter of termination or layoff from employment; **and** Is eligible UI for or has exhausted unemployment benefits and not returned to work.
- ▶ Was self-employed (including employment as a farmer, rancher or a fisherman) but is currently unemployed as a result of general economic conditions in the community or because of a natural disaster.

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- ▶ Displaced Homemaker – An individual who has been dependent on the income of another family member, and is no longer dependent on that person due to death, divorce or legal separation.
 - ▶ Military spouses who have lost employment as a direct result of a relocation to accommodate a permanent change in duty station of the spouse or to a military spouse whose family income is significantly reduced because of a deployment, a call or order to active duty, permanent change in station, or the service-connected death or disability of the service

WIOA Individual Career & Training Services

- ▶ Our WIOA Case Management Team can assist participants with Individual Career and Training Services to obtain or retain employment that leads to self-sufficiency. Individual Career Services are classes and educational programs that enhance the participant's employability skills (i.e. soft skills). Training Services are provided when a participant requires further training to obtain or retain employment other than what the Individual Career Services can offer. Some examples of training services are certifications and degree programs with approved training providers, in an approved training program (ETPL). There is a funding limit of up to \$9,000.00 per person for training services or \$15,000.00 for stackable credentials in the field of information technology.
- ▶ The program provides funding AFTER Federal Pell Grants and BEFORE student loans (if applicable).
- ▶ Applicants must be interested in high demand occupation that has a job growth rate of at least 11.3% or has a total annual average of 50 or more job openings in the Central Region of New Mexico.
- ▶ Training must be considered full-time and is limited to training programs that lead to employment and not to further training.



On my way to a new career!



WIOA Business Related Services

Customized/Incumbent Worker Training

- ▶ Customized/Incumbent worker training is training designed to meet the needs of a specific employer, or group of employers. It can be provided for the instruction of new technologies, introduction to new production or service procedures, upgrading existing skills, work place literacy, or other appropriate purposes as identified. Participants must meet basic eligibility requirements and if employed less than 6 months make under the self-sufficiency wage of \$33.26.
- ▶ WIOA may reimburse employers 50% to 90% (based on company size) of these training costs upon successful completion by the participants.



On the Job Training

- ▶ On-the-Job (OJT) training provides financial assistance to employers who agree to train suitable eligible WIOA individuals. The financial assistance is compensation for the costs associated with training unskilled new employees.
- ▶ Compensation is calculated at one half of the hourly rate for up to 1040 hours. Minimum reimbursable hourly wage is \$13.30 in the cities of Albuquerque and Rio Rancho.
- ▶ An OJT (Skill Upgrade) may be written for an employed worker as long as they meet all the eligibility requirements and are not earning a self-sufficient wage (\$33.26) at the time of enrollment. The employer must verify that the OJT will relate to the introduction of new technologies, introduction to new production or service procedures or is an upgrade to a new job that requires additional skills.



WIOA Adult Work Experience

Internships

- ▶ Under WIOA, an internship is a planned, structured learning experience that takes place in a workplace for a limited period. Wages for interns will be provided by WCCNM and paid directly to the participant; Workman's Compensation Insurance is covered by WCCNM for the participant.
- ▶ Requirements for Internships:
- ▶ Employer and student will meet WIOA eligibility requirements and conditions for funding.
- ▶ Internship are designed for students who are within one year of graduation from a program that results in their entering the workforce or for those students 6 months post-graduation that have not located employment and are in need of work experience.
- ▶ Interns may work up to 29 hours per week for no more than 120 days, determination of length will be based on the length of time required to learn the skills identified in the learning plan.
- ▶ The intern's wages will be determined at an appropriate percentage of the normal entry-level wage for the identified occupation. Interns will be paid on a bi-weekly basis.
- ▶ Internships will be for only occupations in demand, and will be focused on occupations in Tier 1 industries.
- ▶ Employers will work with WIOA representatives to create a learning plan for each intern and to negotiate a worksite agreement.

Transitional Jobs

- ▶ Under WIOA, a transitional job is one that provides a time-limited work experience for those individuals with barriers to employment who are chronically unemployed or have an inconsistent work history as defined by WCCNM. Transitional jobs are designed to enable an individual to establish a work history, demonstrate work success in an employee-employer relationship, and develop the skills that lead to unsubsidized employment. Wages for Transitional jobs will be provided by WCCNM and paid directly to the participant; Workman's Compensation Insurance is covered by WCCNM for the participant.
- ▶ Requirements for Transitional Jobs:
- ▶ Employer and participant will meet WIOA eligibility requirements and conditions for funding.
- ▶ Transitional jobs are designed only for those WIOA eligible participants with barriers to Employment as defined by the Workforce Connection of Central New Mexico (WCCNM).
- ▶ Transitional job participants may work up to 29 hours per week for no more than 120 days, determination of length will be based on the length of time required to learn the skills identified in the learning plan.
- ▶ Transitional job wages will be determined at an appropriate percentage of the normal entry-level wage for the identified occupation. Transitional job participants will be paid on a bi-weekly basis.
- ▶ Transitional jobs will be for occupations in demand, and have a focus on occupations in Tier 1 industries.
- ▶ Employers will work with WIOA representatives to create a learning plan for each Transitional position and to negotiate a worksite agreement.

Supportive Services

- ▶ **Transportation Assistance:** Bus passes or mileage reimbursement under certain criteria.
- ▶ **Childcare Assistance:** Must meet certain criteria
- ▶ **Certification or licensure testing fees:** Applies when training related and not included in training costs. Can be covered once.
- ▶ **Training materials:** Materials that are required for approved training but not covered under the individual training agreement.
- ▶ **Uniforms or required work apparel:** Up to \$300.00 total, with limits on specific items.



How Do I connect with WIOA?

Call the New Workforce Connection
Operations Number at:

505-843-1900

Call the WIOA information Line at:

505-843-1907

Email an inquiry to WIOA at

WIOA@wccnm.org

We will get back to you right away!