



**Crater Regional Workforce Development Board
LWDA-15**

**Policy Number 2016-015
Effective Date: October 5, 2016**

Title: Service Provider Training Policy

Background:

The Crater Workforce Development Board (CRWDB) is charged with directing and controlling the programmatic affairs of the WIOA program in the LWIA XV. Training may be needed to conduct the WIOA program successfully and effectively. Training is available from the state Workforce Innovation and Opportunity Act unit and the CRWDB staff at the local level and from other workforce training entities as deemed appropriate.

Policy:

When training is needed, the Youth and/or Adult provider will request the training through the CRWDB. Adult and youth program service providers will be responsible for requesting training on all WIOA-related elements from the Federal and national offices, the Workforce Innovation and Opportunity Act Unit training and development under/or locally sponsored trainings.

Training may consist of but not limited to:

- Case Management Training
- Performance Measures Training
- Training for Youth
- OJT Training
- Intensive Services Training
- File Format Training
- Billing Procedures Training
- Work Experience Training
- Eligibility Training
- Follow Up Training
- Exit Training
- VWN Data Management Training

Applicability:

The protocol for requesting training and all requests shall be made through the WIOA Coordinator