



2 South Main Street 2nd Floor Pleasantville, NJ 08232
Telephone: 609.485.0153 Fax: 609.485.0067

Occupational Training Grant Approval and Appeal

Proposal Date: 9-10-19

Purpose: This procedure is created to establish a process for determining the eligibility and requirements necessary for customers to receive WIOA-funded services. The Workforce Innovation and Opportunities Act establishes the statutory requirements for eligibility to receive WIOA-funded services. Under N.J.A.C 12:23-3.3, (a), (b);

(a) Training grants will only be approved if:

1. The training is for a labor-demand occupation, either listed by the New Jersey Occupational Information Coordinating Committee (NJOICC) or as recommended by the local Workforce Development Board (WDB)...based on documented local labor market data and conditions, and projected labor market conditions.
2. The training will substantially enhance the worker's marketable skills and/or earning power; training grants shall not be approved for individuals already possessing identifiable marketable skills in a labor demand occupation, unless those skills need to be upgraded in order for the individual to reach a level of self-sufficiency.
3. The training services are provided in New Jersey by an eligible training provider;
4. It is determined by the individual assessment, evaluation and counseling that the individual is expected to successfully complete the training as indicated in the Individual Employment Plan (IEP);
5. The training is occupational, remedial, or a combination thereof; and
6. Sufficient funding exists in accordance with the Act.

(b) Training grants for remedial education will be approved only if:

1. The education is needed to enable the individual to develop the skills necessary to attain at least the level of self-sufficiency.
2. The education is needed to enable the individual to succeed in occupational training; or
3. The education is needed by the individual to advance in the individual's career.

Procedure: All applicants pursuing training grant funding must participate in the One Stop re-employment orientation. During the re-employment orientation, participants are scheduled for their eligibility appointment and given a list of documents that they must provide to document their eligibility for WIOA-funded services. If customers are found eligible for services, they will be assigned to an employment specialist who will notify them of the next scheduled Career Beacon Workshop #1. Upon completion of Career Beacon Workshop #1, the applicant will be scheduled to attend Career Beacon #2. Upon conclusion of Career Beacon #2, the applicant will meet with their assigned employment specialist to schedule an individual counseling appointment.

In order to validate all customer information related to the training contract, customers must sign all associated documents related to the grant award. These documents include but are not limited to the Assurances and Certification, Participant Handbook, Individual Employment Plan (IEP), and the Self-Pay Agreement. Training grants will not be awarded without the customer's signature on these documents.

APPEAL PROCESS:

Applicants who are ineligible for services as a result of excessive income, failure to register for Selective Service or other reasons documented in statute, regulation, or WDB policy shall receive the notice of denial in writing. The notice of denial will also advise the customer of their right to appeal and the process to do so. The customer has the right to appeal by submitting a request for appeal. The request for appeal must be received or postmarked no later than ten days after the mailing date of the written denial notice. In those cases when the last day for consideration of appeal falls on a Saturday, Sunday or holiday, the appeal will be accepted on the first work day following. The customer must include name, address and the last four digits of the social security number or their birth date on their letter.

Upon timely receipt of appeal letter, the Atlantic County Office of Workforce Development will convene a three-person committee, consisting of the One Stop Coordinator, Assistant Administrative Supervisor of Family Services and the Supervisor of the Monitoring Unit. The customer will be notified of the time and location of the review and will have the right to attend the review. The customer will be notified in writing of the outcome of the review within five (5) business days of the date of review.

If the customer is not satisfied with the local decision, he/she has a right to appeal to the New Jersey Department of Labor see link: [NJWIN12-16ComplaintProcedure.pdf](#). On page 8, the State level appeal process for WIOA related complaints is provided, including the address for where to mail the appeal.

Updated: 11-23-22