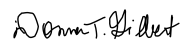


**APRIL 28, 2022**

**TO:** Western Piedmont Workforce Development Area Title I **Service Providers**  
**SUBJECT:** Requirements and Process for Awarding NCWorks Scholarships Policy  
**EFFECTIVE DATE:** Immediately  
**EXPIRATION DATE:** Indefinite  
**CONTACT:** Workforce Development Program Administrator



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Donna Gilbert  
Interim Workforce Development Director

## REQUIREMENTS AND PROCESS FOR AWARDING WIOA SCHOLARSHIPS POLICY

**PURPOSE:** The Western Piedmont Workforce Development Area (WPWDA) policy regarding Workforce Innovation and Opportunity Act (WIOA) criteria and process for awarding Adult, Dislocated Worker and Youth Scholarships. *To rescind WPWDA Requirements and Process for Awarding WIOA Scholarships Policy dated November 8, 2021.*

**BACKGROUND:** WIOA Adult, Dislocated Worker and Youth scholarship funds may be awarded to eligible applicants who have been assessed and need training. Training must be approved by the Western Piedmont Workforce Development Board (WPWDB) and can be secured through an approved training provider.

WIOA is not an entitlement program. This means that even if an applicant fits the description of an individual who may be eligible to receive services under these programs they may still be denied access to a specific service allowable under program rules. This is not considered a violation of the law and may occur for various reasons such as:

- There may not be sufficient funds to enroll an applicant into a program or provide a service at the time they apply or need the service.
- The WPWDA determines the types and mix of services to offer and may have decided not to offer a particular benefit or service. In such instance, there would be no grounds upon which to file a complaint. An applicant may obtain a copy of the applicable policy upon request.
- Under WIOA there are eligibility requirements and prioritization criteria. Individuals who are seeking services but who do not meet the eligibility or prioritization criteria cannot be served with these funds.
- The WPWDA has the flexibility to impose requirements or to develop policies and procedures applicable to the programs and services. Requirements, policies and procedures that have been adopted may restrict access to a program service or may limit the availability of a program service.

**PROCEDURE:** The goal of WIOA is employment. The expectation is that each applicant's goal is to find a job related to their training area upon completion.

Eligibility criteria:

- Applicants whose skills have been assessed and who are determined to need training.
- Training area sought is directly linked to occupations in demand in the WPWDA.
- The training provider is approved by the WPWDB.

- Applicants must meet WIOA eligibility requirements.
- Applicants must be eligible to work in the United States.
- Applicants must be a resident in the WPWDA.

Limitations:

- Training is not to exceed two years.
- Scholarships have a lifetime limit of **\$8,600**.
- Annual scholarships are available for up to **\$4,300** per year.
  - In certain circumstances, training up to \$5,000 per year may be awarded by special approval of the Program Administrator. Special request must be made in writing and may require additional information.
- Scholarship funds can only be used for courses required by the chosen curriculum or those deemed crucial in the development of the skills required for employment in their chosen field.

Considerations:

- Applicants who have previously attended school or training must show satisfactory progress by demonstrating they have maintained a cumulative GPA of 2.0 previously. If they are unable to do so, they will be asked to complete a semester satisfactorily before being considered for a scholarship.
- An applicant showing a history of dropping classes will be asked to complete a semester satisfactorily prior to being considered for a scholarship.
- A thorough assessment will be done for each applicant before a determination of a scholarship award is made.
- All applicants will be assessed for their basic skill level. This is done by reviewing prior grade history and end of course test scores for in-school youth and by reviewing previous grade history, previous diplomas/degrees/certificates, WorkKeys and/or other placement test results for out-of-school youth, adults and dislocated workers. If an applicant did not complete high school, they will be referred to the Adult Basic Skills department at the community college for assessment of their basic skill level and possible referral to the High School Diploma Equivalency program. The applicant may also be referred for an assessment through the community college if no assessment results are available or if they have no grade history within the past 5 years.

WPWDB wants to assist applicants and help them to realize success in a career path where they will thrive. Our application review process includes gathering additional information where needed and making a determination of suitability for the scholarship award.

Notification:

All applicants will receive written notification of the scholarship award decision. This will occur within 2 weeks of receiving an applicant's application and all required documentation. **NOTE:** Notification will not be made until all documentation is received. This will be made through email to the email address provided by the applicant. The notification will include the decision and any related information. If the decision is negative, the notification will include the reason and what may be done for future consideration.

Appeal/Complaints concerning decision:

Any appeals or complaints concerning the decision should follow the Customer Complaint, Appeal and Resolution Policy located at <https://www.wpcog.org/policy-statements>.


# Requirements and Process for Awarding WIOA Scholarships Policy - Final - 4-28-22


Final Audit Report


2022-04-27


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