

## Intensive Training Policy 11 - Order of Selection Process

To ensure that DOL utilizes the remaining WIA Adult and Dislocated Worker ITA funding available effectively, the following selection criteria will be put in place effective Monday, November 31, 2009.

In order to be considered a potential candidate for **WIA Adult ITA** funding the following selection criteria must be met:

1. The individual must meet the definition of Low Income or have a Family Income at or below 70% of the Lower Living Standard Income Level. The definition for Low Income can be found in Intensive Training Policy 4 in Attachment D. The 70% LLSIL Guidelines can be found in Attachment E, Acceptable Eligibility Verification Documentation can found in Attachment G. The policy itself is located on the “V” drive.
2. Individual must have a stable work history. A stable work history will be defined as being employed for two consecutive quarters in the last 48 months for a minimum total of 240 hours per quarter. Since documenting work history is not covered in Policy 4, documenting work history can be done in either one of two ways.
  - First, the case manager can obtain a written letter from the client’s former employer notating dates of employment, hours worked per week, and the hourly wage/salary.
  - Second, the case manager can request an ECHO print-out from their Supervisor. The ECHO print out will capture a minimum of at least two quarters of wages with the client self attesting to the remaining quarters (example below) The self attestation also needs to include dates of employment, hours worked per week, and hourly wage/salary information. The attestation must cover the all four quarters (an attestation is required even when all 2 quarters are obtained through ECHO).

Quarter	Number of Quarters	Wages (ECHO)	Hours (wage/7.25 – must exceed 240 hours per quarter)
Quarter 1		3300	455
Quarter 2		2950	407
Quarter 3		0	0
Quarter 4		0	0
Total		5800	862
Minimum Hours (240)	2		480

In order to be considered a potential candidate for **Dislocated Worker ITA** funding the following selection criteria must be met:

1. Meet the definition of Dislocated Worker. The definition can be found in Intensive Training Policy 4.
2. Individual must have a stable work history. A stable work history will be defined as being employed for six quarters out of the last 48 months for a minimum total of 360 hours per quarter. Since documenting work history is not covered in Policy 4, documenting work history can be done in either one of two ways.
  - First, the case manager can obtain a written letter from the client’s former employer notating dates of employment, hours worked per week, and the hourly wage/salary.
  - Second, the case manager can request an ECHO print-out from their Supervisor. The ECHO print out will capture a minimum of at least six quarters of wages with the client self attesting to the remaining quarters (example below) The self attestation also needs to include dates of employment, hours worked per week, and hourly wage/salary information. The attestation must cover the six quarters.

Quarter	Number of Quarters	Wages (ECHO)	Hours (wage/7.25 – must exceed 360 per quarter)
Quarter 1		3300	455
Quarter 2		6200	345
Quarter 3		4987	688
Quarter 4		4200	579
Quarter 5		5264	726
Quarter 6		2670	368
Quarter 7		0	0
Quarter 8		0	0
Total		26621	3161
Minimum Hours (360)	6		2160

Intensive Training Policy 11 – Order of Selection Process – effective date November 30, 2009  
 Revised – December 11, 2009  
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