

INDIANA DEPARTMENT OF WORKFORCE DEVELOPMENT



Workforce Ready Grant Non-Credit Bearing Implementation and Procedures Manual

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I. Rationale, Authority and Program Guidelines

Next Level Jobs (NLJ)—part of Governor Holcomb’s Next Level Indiana agenda—aims to equip working-age Hoosiers and Indiana employers with the training and skills they need to succeed in the 21st Century economy. Through the Workforce Ready Grant non-credit bearing (WRG NCB) program, and in partnership with Indiana Department of Workforce Development (IDWD), working-age Hoosiers can enroll in no- to low-cost training programs in any one of Indiana’s 5 high-demand sectors to earn high-value certificates in these areas through approved training providers located throughout the state.

Indiana Code 21-12-8-12 establishes the Workforce Ready Grant non-credit bearing program to provide grants to eligible individuals for occupational training leading to a high demand occupation.

Eligible training must be in one (1) of the following job sectors:

Advanced Manufacturing
IT & Business Services

Transportation & Logistics
Health & Life Sciences

Building & Construction

WRG NCB authorized training programs are intentionally short-term to allow participants to complete training quickly—assisting in securing gainful employment as soon as possible.

II. Program Overview and Requirements

Individuals may qualify for a grant of up to \$5,000 to participate in a WRG NCB authorized occupational training. Individuals are eligible to utilize WRG funding once in their lifetime and are not entitled to the full \$5,000. Authorized WRG NCB training providers and programs must train to an industry recognized certification within a high-priority job sector and that leads to a statewide 5 flame occupation.

Training Provider Requirements

A Training Provider must meet and maintain the following requirements to be eligible as an authorized WRG NCB training provider.

- A. First, a training provider and program must be approved and fundable on the State’s WIOA Eligible Training Provider (ETP) list. ETP list requirements can be found in [DWD Policy 2017-01](#).
- B. Additionally, an eligible training program must be approved for Workforce Ready Grant, which includes meeting the following requirements:
 - i. The eligible training program must result in an approved Workforce Ready Grant credential:
 - a. Credentials must fall within one of Indiana’s high-priority job sectors and lead to a statewide 5 flame occupation as rated on the *Indiana Career Ready* INDemand list. The *Indiana Career Ready* INDemand website can be found at www.indianacareerready.com.
 - ii. An Eligible Training Provider (ETP) must include the costs of tuition, materials,

- supplies, and certification fees in the training costs:
- a. An eligible training program's costs and instructional length must be reasonable and commensurate to like programs; and
 - b. An eligible training program must be in compliance with specific program requirements for occupations that require a license or certification to practice.
- iii. An Eligible Training Provider and program must remain in compliance with state, regional, and/or national accrediting bodies, boards, and commissions.
 - iv. An Eligible Training Provider must agree to the 70/30 payment schedule as described in this document under section [III. Grant Payment Process](#).
 - v. An Eligible Training Provider must review, acknowledge, and accept the *Workforce Ready Grant Non-Credit Bearing Implementation and Procedures Manual* by annually signing and dating a paper or digital copy.

An authorized WRG NCB training provider must adhere to the following provider responsibilities:

An authorized WRG NCB training provider...

- A. must complete the NLJ Dashboard manual training. The training can be found [here](#).
- B. must inform participants of any related program costs in excess of the WRG NCB \$5,000 tuition cap.
- C. must ensure that each participant receives one WRG NCB paid attempt of the associated credential assessment. (This fee must be included in the program costs).
- D. must ensure training is conducted in an appropriate learning environment for course content and provide participants adequate access to all tools, equipment, materials, and technology necessary to successfully complete the training.
- E. is expected to contact new NLJ Dashboard individuals (student leads) within 3 business days.
- F. is required to verify participant eligibility and maintain a paper or digital record as described in this document under section [IV. Outcomes, Monitoring Strategies, and Sanctions](#).
- G. must maintain upkeep of individual data and statuses on the NextLevel Jobs Portal on a minimum of a monthly basis.
- H. must keep accurate attendance records. All attendance records must be signed by both the instructor and participant and maintained on a weekly basis ([Attachment B](#)).
- I. must enforce the following attendance expectations:
 - i. Participants must attend 90% of the training program and within the timeframe allotted.
 - ii. Provider must seek IDWD approval for program extension for emergency exceptions.
- J. must maintain the following WRG NCB annual performance standards:
 - i. 80% Training Completion Rate; and
 - ii. 70% Certification Attainment Rate.
- K. must notify the WRG NCB program administrator of any programmatic changes. Changes made within INTraining do not automatically transfer to the WRG NCB program. Changes to training program costs may not be approved.

- L. must submit digital invoices to IDWD as described in this document under section [III. Grant Payment Process](#).
- M. must respond to all IDWD communications as described in this document under section [IV. Outcomes, Monitoring Strategies, and Sanctions](#).
- N. must adhere to a cohort pre-approval process should IDWD deem such a process necessary in order to sustain funding.¹

Participant Requirements

An individual must meet the following requirements to be eligible for the WRG NCB grant.

A WRG NCB program participant...

- A. must have a high school diploma or equivalent, but less than a college degree (from any accredited institution).
- B. must be a U.S. citizen (or eligible resident).
- C. must be an Indiana resident.
- D. must enroll in a WRG NCB authorized training program.
- E. must have a lead record in the NLJ dashboard.
- F. must have completed a *Participant Rights and Responsibilities* form ([Attachment A](#)).
- G. must not have previously utilized WRG (credit bearing or non-credit bearing) funding—an individual may only enroll into a WRG program once in his or her lifetime².
- H. must meet any additional requirements set by the WRG NCB authorized training provider.

III. Grant Payment Process

The grant invoice and payment process is completely digitalized to lessen the burden on all parties and to make the process as efficient as possible. Grant payments are made directly to the training provider on behalf of the participant.

Funds to an authorized WRG NCB training provider—

- A. A training provider must submit digital invoices through the NLJ Dashboard as outlined in the NLJ Dashboard manual.
- B. Digital invoices must be submitted by the 10th of the following month (i.e. January starters or completers must be submitted on an invoice by the 10th of February).
- C. A training provider shall be reimbursed for the training in two phases:
 - i. 70% of the cost of the program if the participant is present for the first week of the course; and
 - ii. The remaining 30% after the participant completes the requisite coursework.
 - iii. If the participant fails to complete the requisite coursework, the remaining 30% of program costs will not be paid.
- D. Payments may be made up to a \$5,000 cap for program costs and shall not exceed the approved training costs for the Workforce Ready Grant program at the time of participant enrollment.

¹ The cohort pre-approval process will be implemented if program funds drop below \$1,000,000. If the cohort pre-approval process is implemented, additional instructions will be available to training providers at that time.

² Exceptions can be made for participants on a case by case basis for emergencies.

- E. Funding will only pay for approved Workforce Ready Grant training programs appearing on the ETP list with the Workforce Ready Grant designation at the time of participant enrollment.
- F. Workforce Ready Grant voucher(s) shall pay for only one Workforce Ready Grant training program per participant over his or her lifetime.
- G. If an accounting error is identified, IDWD will immediately notify the training provider to investigate and resolve the error. A training providers may be required to submit a refund.

IV. Outcomes, Monitoring Strategies, and Sanctions

The NLJ team utilizes the following strategies to foster continuous improvement and conduct grant oversight.

Participant Record Retention

A training provider is required to accurately maintain the individual records within the NLJ Dashboard. These records are automatically populated by individual application submittal. A training provider will be granted access to the dashboard upon WRG NCB authorization.

NLJ Dashboard individual record—

- A. A training provider must maintain all individual records within the NLJ Dashboard, including contacting new leads and updating existing records.
- B. Prior to his or her enrollment into an authorized program, a participant must have an individual record in the NextLevel Jobs Dashboard. The NextLevel Jobs Dashboard can be found [here](#).

In addition, IDWD requires an authorized training provider to verify participant eligibility as described in this document under section II. Program Overview and Requirements and to maintain a paper or digital record of such documentation for all participants.

Participant paper or digital record—

- A. Must contain copies of any documentation that pertains to the participant's eligibility, including the signed *Participant Rights and Responsibilities* form, all attendance records, and any earned credential documentation.
- B. Must be kept in a secured area with limited access, as these files contain Personally Identifiable Information (PII).
- C. Must be kept for a minimum of 3 years.

Program Monitoring

Daily, weekly, and monthly monitoring activities will include dashboard and invoice review. Other monitoring activities will include site-visits and review of participant records at the training provider location. IDWD reserves the right to visit any WRG NCB authorized training provider at any time on-site and unscheduled or to request review of participant records for the purpose of program monitoring.

Monitoring activities may include, but are not limited to:

- A. Site visits (scheduled or unscheduled);

- B. Staff or student interviews (scheduled visits only);
- C. Classroom observation;
- D. Review of full participant records (NLJ Dashboard and digital or paper record);
- E. Review of resources, tools, and curriculum;
- F. Review of any requirements related to a WRG NCB authorized training provider's responsibilities;
- G. Review of any requirements related to ETP list policy.

IDWD reserves the right to place a WRG NCB authorized training provider or program on an improvement plan or to remove a training provider or program's WRG NCB authorization.

Reasons may include, but are not limited to:

- A. Poor performance; or
- B. Misusage of funding; or
- C. Loss of ETPL fundable status; or
- D. Falsification of documentation; or
- E. Observations or findings from monitoring activities, etc.

A WRG NCB authorized training provider must respond within 5 business days to all communications from the IDWD including phone calls, emails, online surveys, or requests for other documentation to assist the Department with ongoing program quality assurance measures.

Grievance Information

An applicant for or participant in any IDWD program or service, including the NextLevel Jobs Workforce Ready Grant program, has the right to file a grievance if the applicant or participant believes there has been:

- A. a violation of the implementation of program; or
- B. discrimination against the applicant or participant on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief; or
- C. fraud, criminal abuse, or other criminal activity.

Any participant wishing to discuss a grievance can contact the IDWD via email at: policy@dwd.in.gov.

V. Program Documents

- [Becoming a NextLevel Jobs Training Provider \(NCB application\)](#)
- Participant Rights and Responsibilities ([Attachment A](#))
- Attendance record template ([Attachment B](#))

VI. Attestation

Please email workforcereadygrant@dwd.in.gov with any questions regarding the content of the *Workforce Ready Grant Non-Credit Bearing Implementation and Procedures Manual*.

I have reviewed and understand the information presented in the *Workforce Ready Grant Non-Credit Bearing Implementation and Procedures Manual* and accept the requirements contained within.

Name (print)	Title
Signature	Date

Attachment A



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Next Level Jobs Workforce Ready Grant (non-credit bearing) Participant Rights and Responsibilities

Next Level Jobs—part of Governor Holcomb’s Next Level Indiana agenda—aims to equip working-age Hoosiers and Indiana employers with the training and skills they need to succeed in the 21st Century economy. Through the Workforce Ready Grant, working-age Hoosiers can enroll in no- to low-cost training programs in any one of Indiana’s 5 high-demand sectors: Advanced Manufacturing, Building & Construction, Health & Life Sciences, IT & Business Services, and Transportation & Logistics. Hoosiers can earn high-value certificates in these areas through approved training providers located throughout the state.

Thank you for showing interest in becoming a Workforce Ready Grant participant. As part of the enrollment process, all participants are to be made aware of and agree to their rights and responsibilities as a Workforce Ready Grant participant.

Participant Rights:

A WRG NCB participant...

1. may receive up to \$5,000 for training program costs. Covered training costs include tuition, ancillary expenses and associated certification assessment fees. The grant amount is paid directly to the training provider on the behalf of the eligible participant. Participants are not entitled to the full \$5,000.
2. has the right to be informed of any training programs in excess of the WRG NCB \$5,000 tuition cap.
3. has the right to one WRG NCB paid attempt of the associated certification assessment.
4. has the right to receive training in an appropriate learning environment including access to all tools, equipment, materials and technology necessary to successfully complete the training.
5. has the right to file a grievance. An applicant for or participant in any Indiana Department of Workforce Development (IDWD) program or service, including the NextLevel Jobs Workforce Ready Grant program, has the right to file a grievance if the applicant or participant believes there has been:
 - a. a violation of the implementation of program;
 - b. discrimination against the applicant or participant on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief; or
 - c. fraud, criminal abuse, or other criminal activity.

Any participant wishing to discuss a grievance can contact the IDWD via email at: policy@dwd.in.gov.

Participant Responsibilities:**Every WRG NCB participant...**

1. must meet WRG NCB eligibility requirements. The individual
 - a. must have a high school diploma or equivalent, but less than a college degree (from any accredited institution).
 - b. must be a U.S. citizen (or eligible resident).
 - c. must be an Indiana resident.
 - d. must enroll in a WRG NCB authorized training program.
 - e. must have a lead record in the NLJ dashboard.
 - f. must have completed a Participant Rights and Responsibility form.
 - g. must not have previously utilized WRG (credit bearing or non-credit bearing) funding—an individual may only enroll into a WRG program one time in his or her lifetime¹.
 - h. must meet any additional requirements set by the WRG NCB authorized training provider.
2. must provide training provider true and accurate documentation to assist with eligibility requirements.
3. is required to pay any costs in excess of the WRG NCB \$5,000 tuition cap.
4. must attend a minimum of 90% of all training sessions or communicate in a timely manner to the training provider any anticipated absences (exceptions will be made on a case-by-case basis for emergency situations).
5. is required to complete the training program within the specified timeframe allotted by the training provider (exceptions will be made on a case-by-case basis for emergency situations).
6. must, in partnership with the training instructor, accurately maintain the weekly attendance record throughout the training program.
7. must complete the certification assessment at the conclusion of the training period and provide the results to the training provider.
8. must respond to all communications from the IDWD, including phone calls, emails, online surveys, or requests for other documentation, to assist the Department with ongoing program quality assurance measures.

¹ Exceptions can be made for participants on a case by case basis for emergencies.

ATTESTATION:

Please email workforcereadygrant@dwd.in.gov with any questions regarding the content of the *Participant Rights and Responsibilities* document.

I have reviewed and understand the information presented in the *Participant Rights and Responsibilities* document and agree to the requirements contained within should I be eligible and selected to participate in the training program.

_____	_____
Name (print)	Title
_____	_____
Signature	Date

Attachment B



**WORKFORCE READY GRANT (WRG)
WEEKLY ATTENDANCE TRACKING**
State Form 56302 (2-20)
DEPARTMENT OF WORKFORCE DEVELOPMENT



STUDENT: By signing this form, you are confirming you attended the training sessions on the dates specified.
INSTRUCTOR: By signing this form, you are confirming the student attended the training sessions on the dates listed.

NOTE: Signature date fields cannot be typed.

Student Name: _____

Student Identification Number: _____

Course Title: _____

Instructor Name: _____ E-mail: _____

Date (mm/dd/yy)	Hours Attended	Student Signature	Date (mm/dd/yy)

Date (mm/dd/yy)	Hours Attended	Student Signature	Date (mm/dd/yy)

Date (mm/dd/yy)	Hours Attended	Student Signature	Date (mm/dd/yy)

Date (mm/dd/yy)	Hours Attended	Student Signature	Date (mm/dd/yy)

Date (mm/dd/yy)	Hours Attended	Student Signature	Date (mm/dd/yy)

Instructor Signature: _____ Date (mm/dd/yy): _____