**TRAINING PART 2**

**CHAT Q & A**

**12/14/2021**

**Q1: Regarding the necessity of exploring Work-Based Learning opportunities for 2021R clients, what do we do if the deadline for enrolling in classroom training is close? If we say they have to explore WBL, they may miss enrollment deadlines.**

A1: We do not want them to miss the enrollment deadline. It's a good idea to have a general idea of WBL training opportunities in your area. When you are alerted to a layoff, you can take a look at the type of work of the affected workers and the types of WBL opportunities in your area. You might be able to make a pretty quick determination. If you have specific questions, please contact us.

**Q2: Do we need to include training comparisons if the customer is already enrolled in the training program we are submitting for approval?**

A2: If the participant is already attending and the training is Trade approvable, two training comparisons would not be required. The participant would not be made to quit a training they are attending to go to a different one.

**Q3: Frequently we do not know at the start of the program where an internship site is going to be at the end of the program. How should we handle it?**

A3: If you know there is an internship, enter as much information about the internship that you have in the 6 criterion case note. When you do have more information, then submit for an IEP modification to include the costs and any other relevant information.

**Q4: Could you discuss considerations we should we apply when someone requests a new computer?**

A4: You must first assess if the purchase is necessary for the participant to continue/complete the training program. If there is a requirement by the training institution that the students in the course have a computer/laptop, then obtain a copy of the syllabus that shows the requirement. The computer purchased should meet the needs of the training program and be at a reasonable cost. For example, you would not purchase a top of the line laptop designed for students in a graphic design program for someone who is enrolled in a Business program.

**Q5: For #6, what do we put in if it is an OJT and there are no other training institutions?**

A5: You would not need comparisons for two other training institutions for an OJT enrollment.

**Q6: Is the ONET code on the IEP service record for the Trade affected job or the training program if applicable?**

A6: I think the ONET was intended to be for the training program but it may not know it at the time. We need to discuss. I wonder why this question has never come up before?!?!?! Does anyone have input?

**Q7: Is a modification required if someone completed training and is now requesting RTAA?**

A7: An IEP modification is necessary when anything changes including ending services or starting new services.

This is what I thought but I didn't see an RTAA option in the modification form on screen.

The option to select on the modification form for adding RTAA would be the **Additional Services** reason.

**Q8: I noticed one of the reasons for modification was a vacation break...would a holiday break like winter break be considered a vacation break?**

A8: A holiday break is considered a Payable Training Interruption in most cases because the number of days for the break is 30 days or less. If the break is more than 30 days, then it would be considered a Vacation Break. To determine the number of days for the break, you start with the first day of the break and count all calendar days, except Saturday, Sunday, and Holidays until the last day of the break.

A Vacation Break is more than 30 days and TRA is not payable so an IEP mod is required because that affects a benefit - TRA.

**Q9: Why would we mark no on ITA training?**

A9: ITA is always NO in Trade. The ITA training option is geared more towards the WIOA training.

**Q10: What do we enter for a winter (semester) break?**

A10: If the break is 30 days or less and scheduled by the training institution, you enter a Payable Training Interruption. TRA will continue. Please note that if someone does not return following a PTI, they will most likely have a TRA overpayment back to the last day of training attendance.

**Q11: Will TAA travel not be a same day service as it's now been made under WIOA?**

A11: Travel is not a same day service under Trade.

**Q12: RE PTI during the time off between semesters.. the start date should be what the academic calendar says not the last day of final.. correct? Even if they have no finals during the second week of finals if finals take two weeks and they finish taking their finals during the first week?**

A12: Yes. Per DOL we go by the academic calendar so as to not punish participants who may not have finals during the second finals week. It is possible in some cases that not attending the second week of finals could throw the participant into a Vacation Break situation instead of a Payable Training Interruption for the semester break between December and January.

**Q13: Back to Paige's question, will it be a problem if the person does not submit a Bi-Weekly form if they finished finals before the date specified in the academic calendar?**

A13: Yes, it would be a problem. DOL says that we must use the training institution academic calendar when determining the dates for breaks in training between semesters. Bi-Weekly Attendance sheets are required to be submitted covering all weeks in the training institution academic calendar for the semester, including any finals weeks even if the participant does not have any classes or finals during those weeks. This ensures the break between semesters is not more than 30 days which would cause entry of a Vacation Break for the participant. Since TRA is not payable to the participant during a Vacation Break, this policy ensures the participant receives the TRA benefit during the break in training.

**Q14: Should we get your approval if the person finds a part time job while attending OCT?**

A14: This is not an IEP Modification unless it affects the training plan like they have to go part time or the end date needs extended.

**Q15:** **If we enter a new job for a participant and enter the RTW, if participant leaves that job and starts another job, do we still check yes to RTW on the employment record each time the participant changes jobs or only for the first new job?**

A15:

**Q16: If a person is only requesting RTAA, is there any special activity or service record to add a 1-DC case management record for the WIOA application?**

A16:

**NOTES:**

WIOA Follow-up must be on the WIOA application since it isn't an allowable service under TAA.