



Policy Letter #2

TO: All Mid-Carolina Workforce Development Service Providers and WIOA Title I Eligible Participants

FROM: Mid-Carolina Workforce Development Staff

SUBJECT: Rules and Regulations Governing Workforce Innovation and Opportunity Act (WIOA) Sponsored Participants Policy

PURPOSE

The following rules and regulations will apply to all participants enrolled in the Workforce Innovation and Opportunity Act (WIOA) sponsored training:

1. Participants' will attend classes as scheduled by the training institution.
2. Participants are expected to participate in all phases of the approved training activities, i.e., classroom instructions, clinical, job site visitations, etc.
3. Participants must conduct themselves in an orderly manner to protect the rights of other participants, instructors and staff to prevent class disruptions.
4. While at the training site, participants are prohibited from consuming or having in their possession alcoholic beverages, drugs or controlled substances as defined by chapter 90, Article 5, of the North Carolina General Statute, unless otherwise prescribed or dispensed by a licensed physician.
5. Participants must not have in their possession any weapons, explosives, incendiary devices or objects considered dangerous.
6. Participants must not remove any items or tools from the training facility without written authorization from the instructor. They will be required to pay the cost of equipment lost or not returned upon request by the instructor.
7. Participants enrolled in training must complete a Bi-Weekly Attendance Form. The Bi-Weekly Attendance Form is required to verify attendance and the classes participants are currently enrolled in. **Career Advisor must case note participant's failure to submit the Bi- Weekly Attendance Form within 30 days.**
8. Participants enrolled in online classes are required to complete a Bi-Weekly Entitlement Request form to verify the total number of credit hours they are enrolled in.
9. Distance training may be taken as classroom training when it is a part of the curriculum or course of study. Participants are required to provide their Career Advisor with periodic online tests and exam results as verification of class participation.
10. Participants must notify their Career Advisor **immediately** when their address changes and complete the proper forms to make the change official. Participants must also notify their Career Advisor when their telephone number or email address changes.
11. Participants enrolled in a curriculum are expected to carry a full load (minimum of 12 credit hours).

12. Participants must have all curriculum changes approved by their Career Advisor. Only one (1) curriculum change will be approved during each participant's sponsorship. If the participant changes the curriculum without the approval of the Career Advisor, the sponsorship will be subject to termination.
13. **Participants enrolled/enrolling in curriculum programs are required to apply for the Pell Grant annually.** Failure to do so will subject the participant to termination of sponsorship. Participants are required to provide their Career Advisor with verification of their financial aid eligibility annually.
14. Participants approved for training will have a lifetime financial cap of \$8,000.00 to assist with tuition, books, and fees. Any exception must be approved in writing by the Mid-Carolina Workforce Development Board Director.
15. Participants are required to maintain contact with their assigned Career Advisor at least once a month.
16. Participants are required to maintain a 2.0 cumulative grade point average. If the grade point average falls below 2.0, the participant will be subject to immediate termination from sponsorship.
17. Participants who plan to withdraw from school or drop a class must contact their school and Career Advisor for guidance prior to doing so.

These rules and regulations are not intended to replace those of the training institution. Failure to comply with these rules may subject the participant to termination from WIOA sponsorship.

ATTACHMENT

Attachment A: Rules and Regulations Governing Workforce Innovation and Opportunity Act (WIOA)
Sponsored Participants Form

CREATION DATE

July 2022

REVISION DATE

January 2024

December 2024

June 2025



Rules and Regulations Governing Workforce Innovation and Opportunity Act (WIOA) Sponsored Participants Form

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I understand that the Workforce Innovation and Opportunity Act (WIOA) financial assistance for training is contingent upon the availability of funds.

_____ Participant's Signature	_____ Date
_____ Parent/Guardian's Signature (If Participant is under the age of 18)	_____ Date
_____ WIOA Staff Signature	_____ Date

Revised 12/2024