Policy Letter #2

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

FROM: **Samantha Wullenwaber, Director**

SUBJECT: **WIOA Participant Training Requirements and Conduct Policy**

PURPOSE

This policy establishes the requirements, expectations, and standards of conduct for participants receiving training assistance through Workforce Innovation and Opportunity Act (WIOA) programs administered by the Mid-Carolina Workforce Development Board (Mid-Carolina WDB). It ensures that participants maintain satisfactory progress, adhere to appropriate standards of conduct, and successfully complete approved training activities while receiving WIOA sponsorship.

BACKGROUND

The Mid-Carolina WDB provides training assistance to eligible participants under WIOA to support the development of workforce skills that align with local and regional labor market needs. Participants approved for training are expected to follow the academic standards, attendance requirements, and behavioral expectations established by the training institution, as well as the additional requirements outlined by the Mid-Carolina WDB.

These requirements are designed to ensure accountability for public funds, promote successful training completion, and support participants in achieving sustainable employment outcomes. The rules outlined in this policy supplement, but do not replace, the rules and regulations of the training institution.

ACTION

All participants enrolled in training sponsored by WIOA through the Mid-Carolina WDB must adhere to the following requirements:

1. **Attendance and Participation**
   Participants must attend classes as scheduled by the training institution and actively participate in all phases of approved training activities. This includes, but is not limited to, classroom instruction, laboratory sessions, clinical training, job site visitations, and other required learning components.
2. **Conduct and Behavior**
   Participants are expected to conduct themselves in an orderly and respectful manner at all times. Behavior that disrupts the learning environment or interferes with the rights of other participants, instructors, or staff is prohibited.
3. **Substance Prohibition**
   While at the training site, participants are prohibited from consuming or possessing alcoholic beverages, illegal drugs, or controlled substances as defined by Chapter 90, Article 5 of the North Carolina General Statutes, unless the substance has been lawfully prescribed or dispensed by a licensed physician.
4. **Weapons Prohibition**
   Participants are prohibited from possessing weapons, explosives, incendiary devices, or

any objects considered dangerous while attending training activities or present at the training facility.

5. **Equipment and Property**
   Participants may not remove equipment, tools, or materials from the training facility without written authorization from the instructor. Participants will be responsible for reimbursing the training institution for the cost of any equipment lost, damaged, or not returned upon request.
6. **Bi-Weekly Attendance Verification**
   Participants enrolled in classroom or online training are required to submit a Bi-Weekly Attendance Form verifying class attendance and enrollment status. **Career Advisors must document in case notes when a participant fails to submit the required Bi-Weekly Attendance Form within thirty (30) days**.
7. **Distance Learning Participation**
   Distance learning courses may be accepted as classroom training when they are part of an approved curriculum or course of study. Participants must provide their assigned Career Advisor with documentation such as online test results, exam scores, or other academic records verifying participation and progress.
8. **Participant Contact Information**
   Participants must notify their assigned Career Advisor **immediately** if their address, telephone number, or email address changes and must complete any required forms to update their official records.
9. **Course Load Requirements**
   Participants enrolled in curriculum programs are expected to maintain a full course load consisting of a minimum of twelve (12) credit hours per academic term, unless otherwise approved by the Career Advisor.
10. **Curriculum Changes**
    Participants must obtain approval from their Career Advisor before making any changes to their approved training curriculum. Only one (1) curriculum change will be approved during the participant's period of sponsorship. Unauthorized curriculum changes may result in termination of sponsorship.
11. **Financial Aid Requirements**
    Participants enrolled in curriculum programs are required to apply annually for the Pell Grant and any other available financial aid. Failure to apply for financial aid or provide verification of financial aid eligibility to the Career Advisor may result in termination of sponsorship.
12. **Training Funding Limit**
    Participants approved for WIOA-sponsored training are subject to a lifetime financial assistance cap of $8,000.00 for tuition and required fees. **Books will be charged to supportive services.** Any exception to this funding limit must receive written approval from the Mid-Carolina WDB Director.
13. **Career Advisor Contact Requirement**
    Participants are required to maintain regular communication with their assigned Career Advisor and must make contact at least once per month to review training progress and program participation.
14. **Academic Performance Requirements**
    Participants must maintain a minimum cumulative grade point average (GPA) of 2.0. Participants whose GPA falls below this threshold may be subject to termination from WIOA training sponsorship.

15. **Withdrawal or Course Changes**
    Participants who intend to withdraw from school or drop a class must contact both the training institution and their assigned Career Advisor for guidance prior to taking such action.
16. **Non-Compliance**
    Failure to comply with the requirements outlined in this policy may result in corrective action up to and including termination from WIOA training sponsorship.

These rules are intended to supplement, not replace, the policies and regulations of the training institution. Participants are expected to comply with both institutional policies and the requirements established by the Mid-Carolina WDB.

REFERENCE

Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128

ATTACHMENTS

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

CREATION DATE

July 2022

REVISION DATES

January 2024
December 2024
March 2026
September 2026