

WIOA Operations Manual as of 07/10/24

Disclaimer: Printing the manual material found at this website for long-term use is not advisable. WIOA Operations Manual material is updated periodically and it is the responsibility of the users to check and make sure that the guidance they are researching or applying has the correct effective date for their circumstances.

| SECTION # | TITLE | REVISION |
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| Revisions as of 07/10/24 | | |
| 5.00 5.10 5.20 | Performance Measures Credentials Measurable Skills Gains | These three sections of the WIOA Operations Manual have been updated to: 1) add the exclusions from performance; and 2) clarify when the exclusions apply for Foster Care and Criminal Offender participants |
| Revisions as of 03/25/24 | | |
| 4.60 | Eligible Training Provider | A. Vendors 1) Updated link to access the W-9 for setting up new vendors; 2) Added instructions for adding new objectives and services for existing vendors; 3) Added instructions for staff on how to help potential training providers having questions about the ETPL |
| Revisions as of 01/26/24 | | |
| | Table of Contents | No change |
| ADMINISTRATION | | |
| 1.00 | Purpose of the WIOA Operations Manual | No change |
| 1.20 | Monitoring, Evaluation and Technical Assistance | No change |
| 1.30 | Service Provider Reporting and Audit Requirements | Revised Grant Agreement Closeout Instructions |
| ELIGIBILITY | | |
| 2.00 | General Requirements | No change |
| 2.10 | General Eligibility Determination Process | 1) Revised the services that require formal enrollment for WIOA Adult and Dislocated Worker programs; and 2) Removed staff assisted services |
| 2.20 | Adult Eligibility and Service Priority | 1) Added training and supportive services to the list of services that may not be provided without proof of eligibility; 2) Added supportive services as an additional service that requires an IEP; 3) Removed duplicative Pell grant assistance language. |
| 2.30 | Dislocated Worker Eligibility | No change |
| 2.40 | Youth Eligibility | No change |
| 2.50 | State Displaced Homemaker Eligibility | No change |
| 2.60 | Selective Service Registration Requirements | No change |
| 2.70 | Social Security Number Procedures | No change |
| ASSESSMENT AND PLANNING | | |
| 3.00 | Assessment and Planning | No change |

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| 3.10 | Individual Employment Plan (IEP) | Revised the Service Definition Table as follows: Updated Short-Term Training to specify that the service shouldn't be recorded on the training tab and doesn't require an ITA. Moved Relocation Assistance to the Individualized Career Services section; and Removed the following services: 1) Distance Learning (service inactivated based on guidance from Reporting Analyst); 2) Out-of-Area Job Search Assistance; and 3) Out-of-Area training Assistance |
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| 3.20 | Individual Service Strategy (ISS) | Revised the Service Definition Table as follows: Updated Short-Term Training to specify that the service shouldn't be recorded on the training tab and doesn't require an ITA. Moved Relocation Assistance to the Individualized Career Services section; and Removed the following services: 1) Distance Learning (service inactivated based on guidance from Reporting Analyst); |
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| SECTION # | TITLE | REVISION |
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| | | 2) Out-of-Area Job Search Assistance; and 3) Out-of-Area training Assistance |
| SERVICE AND ACTIVITIES | | |
| 4.00 | Case Management | No change |
| 4.10 | Youth Services and Activities | No change |
| 4.20 | Adult and Dislocated Worker Work Experience (WEX) | No change |
| 4.30 | Youth Work Experience (WEX) | No change |
| 4.40 | On-The-Job Training (OJT) | No change |
| 4.50 | Individual Training Accounts (ITA) | No change |
| 4.60 | Eligible Training Providers | No change |
| 4.70 | Supportive Services | Removed guidance for the following: 1) Electronic signatures; 2) Drug Testing; 3) Background Checks; and 4) Childcare; Added and updated the following guidance: : 1) Subscription Services; and 2) Additional documentation examples for transportation expenses. |
| 4.80 | Follow-up Services and Activities | No change |
| 4.90 | Youth Incentives and Stipends | No change |
| PERFORMANCE | | |
| 5.00 | Performance Measures | No change |
| 5.10 | Credentials | No change |
| 5.20 | Quality Control | No change |
| FISCAL | | |
| 6.00 | Cost Principles, Allowable Costs and Unallowable Costs | No change |
| 6.10 | Cash Management | No change |
| 6.20 | Record Retention | No change |
| 6.30 | Lost or Stolen/Forged Checks | No change |
| MIS | | |
| 7.00 | Data Entry | No change |
| 7.10 | MIS Activation and Inactivation (Staff Access) | No change |
| 7.20 | Recording Activities | No change |

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| 7.30 | MIS WIOA HELP DESK | No change |
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