PY 2021 LOWCOUNTRY WORKFORCE INSTRUCTION NUMBER 13

TO: Lowcountry Workforce Innovation and Opportunity Act Contractors/Service Providers/Sub-recipients/One-Stops

FROM: MICHAEL V. BUTLER Lowcountry Workforce Development Director

ISSUE DATE: July 28, 2021

EFFECTIVE DATE: Immediately

SUBJECT: Sector Policy

EXPIRATION DATE: Indefinite

PURPOSE: The purpose of this instruction is to convey the Lowcountry Workforce Board’s (LWB) allowable training activities including target demand occupations for all Workforce Innovation and Opportunity Act (WIOA) funded activities. This policy guidance replaces Lowcountry Workforce Instruction Number LWIA 58.


BACKGROUND: The Lowcountry Workforce Investment Board is responsible for establishing local policies related to allowable training activities, length of training and cost limits for training. The Board also must align training services with in-demand industry sectors and occupations in the local area for the purpose of investing local WIOA training dollars.

POLICY: The Lowcountry Workforce Board (LWB) has developed and approved a sector strategy, to ensure investment of WIOA funds to "in-demand, high-growth, self-sufficient wage" jobs. The determination is based on available Labor Market Information, input from the LWB, partners, community based organization, the public, employers, and economic development and are identified in the Lowcountry Local Plan.

The LWA target sector strategy supports industry-led, sector partnerships and will prepare and place all customers in high growth/high demand employment sectors. It will offer customers a clear and reliable course of action for building skills to progress in their careers.
The Lowcountry area target sectors:
- Diversified Manufacturing,
- Healthcare,
- Information Technology,
- Transportation and Logistics
- Culinary Arts.

Local Eligible Training Provider: Training Programs not within the Lowcountry Area approved target sectors are disqualified from being placed on the Lowcountry local area approved training provider list (PATH).

Individual Training Accounts and Support Service Awards: WIOA funds (training and/or support service funds) may only be used for Training Programs within Lowcountry Area approved target sectors identified in the Lowcountry Local Area Plan and on the Lowcountry local area approved training provider list (PATH). No WIOA Title I funds (training and/or support services) may be expended toward any costs associated with non-approved sector training, partner funded or otherwise. Staff should use the following to assist in identifying approved sectors and specific training programs.

The Workforce Development Director may approve additional specific training programs that fall within the Plan approved Sectors. Override of the specific programs listed below will be made on an individual basis by the Lowcountry Workforce Development Director (WDD), or assignee. To request override, staff must provide the WDD with detailed written information and justification. The WDD will consider the following when approving a written request for override:
- the availability of local funds,
- the demand for the occupation,
- the skills/qualifications of the participant,
- the applicant's participation record,
- the length of training,
- the historical success of the training provider as published on SCPATH.ORG,
- and the cost of the specific training program.

The WDD will provide a written response to staff authorizing or not authorizing additional specific training programs. This response will be maintained by staff. All decisions are final.

The LWA will not approve a Provider or pay any funds for any "stand-alone class", such as OSHA, SafeServe, C.N.A, CPR or Phlebotomy. Participants must have already met pre-requisites and be accepted (acceptance letter required) into the following programs:

**Diversified Manufacturing**
- Multi Skills Maintenance
- Industrial/Facilities Maintenance/Mechanic
- Welding
- Certified Production Technician
- Aircraft Assembly Technology
- Machine Operators/Technicians including, but not limited to
  - Computer Numeric Control (CNC)
  - Heating and Air (HVAC) installation and repair

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Healthcare
- Patient Care Technician
- Medical Assistant
- Medical Office Assistant
- Emergency Medical Technician
- Paramedic
- Respiratory Care
- Registered Nurse or Licensed Practical Nurse
- Radiological Technologist
- Surgical Technologist
- Physical and Occupational Therapy Assistant
- Medical Laboratory Technology
- Pharmacy Technician

Information Technology
- Network Administration
- Database Administration
- Network Security
- Telecommunications
- Information System Operators

Transportation and Logistics
- Certified Logistics Associate (CLA)
- Certified Logistics Technician (CLT)
- Commercial Driver’s License (CDL)
- Heavy Equipment Operator

Culinary Arts
- Culinary Arts Technology

**Action:** Ensure that all appropriate staff receive and understand this policy. All requirements must be implemented and adhered to. A copy must be maintained in a central location.

**Inquiries:** Questions regarding this instruction should be directed to Shelly Campbell, Lowcountry Workforce Investment Area, Lowcountry Council of Governments, Post Office Box 98, Yemassee, SC 29945, scampbell@lowcountrycog.org.

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