

MARICOPA COUNTY  HUMAN SERVICES DEPARTMENT Workforce Development Division	SECTION/REFERENCE	PAGE 1 OF 2
	ORIGINAL ISSUE DATE December 2006	REVISION DATE June 2012
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SUBJECT: Apprenticeship Programs Process		ADDENDA:

Purpose:

To outline the process for registering and case managing participants co-enrolled in approved Apprenticeship programs and WIA Adult / Dislocated Worker programs.

Responsibility of:

Participant, apprenticeship programs, Career Guidance Specialist, WIA Program Supervisor.

Process Description:

WDD has partnered with local apprenticeship programs to assist eligible first year apprentices with training costs to enable them to successfully begin and complete their first year of occupational training. First year training costs include tuition, books and tools. The first year of training is defined by each Apprenticeship program and may be up to three semesters of training.

WIA funds cannot be used to reimburse apprentices or the Apprenticeship Program if the apprentice has paid for their training.

- Apprenticeship Programs (AP) will refer accepted candidates to the WIA program for potential funding assistance and will coordinate with WDD to schedule a group orientation at their site at least 3 weeks prior to start date of training.
- AP sends announcements to prospective trainees informing them of orientation date, time, and information needed to complete WIA eligibility/registration.
- WDD staff provides an overview of Career Center services and program services and have applicants complete the WIA registration process which includes the AJC Registration, Consent/Employment Verification, Complaint Procedure, and Individual Employment Plan.
- WDD staff makes copies of SSN Cards and Picture IDs, along with any additional information needed such as pay stubs, selective service verification, and DD-214 member copy 4.
- Eligibility is determined base on current WIA state and local policies. Individuals employed at the time of WIA registration must provide documentation of household income received in the last six months which meets the 450% of the current year’s Lower Living Standard Income Level.
- If the apprentice is not able to attend the orientation or fails to attend, another appointment may be scheduled by contacting the Special Projects Career Guidance Specialist or the WIA Program Supervisor.

- WDD staff reviews all paperwork for completeness and creates files.
- The special project Career Guidance Specialist reviews the file and income (if applicable) to verify the applicant meets qualifications and enters information into AJC. The AP is notified if any documentation is missing or if the apprentice does not respond to requests for information.
- An applicant list is developed indicating who is eligible for WIA and who is not eligible. For those that are not eligible the reason(s) is stated. (Most times it is because they have failed to provide documentation.)
- The applicant list is forwarded via email to the apprenticeship training director within 2 weeks of training start date.
- WDD staff complete ITA vouchers for all approved apprentices. The voucher is signed by the client, the CGS and the training program at the orientation. Note: apprentices are assessed by Gateway Community College prior to start of training. MWC does not receive assessment results for the file.
- Upon processing and review of the application, if approved, the Program Supervisor signs the voucher.
- The CGS scans the final voucher to email to the AP and the Program Supervisor.
- AP invoices Finance for tool costs for the first year for each approved apprentice.

Case Management

Apprenticeship programs provide quarterly updates on status of each apprentice – indicating current employment status, pay increases, school grades, drop out date with reason, and any other work-related issues.

Supportive services may be provided as needed in accordance with WDD's Supportive Services policy to enable the apprentice to successfully participate in training.

Apprentices are exited after completion of their first year of training. Follow-ups are conducted with the apprenticeship program for one additional year. Follow-up services may be provided as needed to enable apprentices who have dropped out of training to find employment.