



## INSTRUCTION LETTER

**REGIONAL INSTRUCTION NUMBER: WIOA 17-01**

**TO:** SC Works Operator/Service Provider

**SUBJECT:** Allowable Training Activities and Cost Limits for WIOA Training

**DATE**  
**ISSUED:** June 30, 2017

**DATE**  
**EFFECTIVE:** July 1, 2017

**DATE**  
**EXPIRES:** Indefinitely\*

**\*This policy is required to be reviewed and amended by the Greenville County Workforce Development Board (GCWDB) and the Upstate Workforce Board (UWB) and/or a board designated committee not less than annually.**

**BACKGROUND:** WIOA Title I [Section 134]. The development boards are responsible for establishing local policies related to allowable training activities, length of training and cost limits for training. The boards must also determine in-demand occupations and industries within the local area for the purpose of wisely investing local WIOA training dollars.

**POLICY:** The GCWDB and the UWB have determined that the following activities, local requirements, time limits, and cost limits shall apply to all training activities. **The maximum, per participant, expenditure amount for any combination of training activities listed below is \$12,000.** This cap does not include supportive services. Any portion of the total training that is paid with resources other than WIOA funds (i.e., PELL, Lottery, TAA, etc.), will not count towards the training cap. Training-related costs such as books, fees, uniforms, etc., are considered supportive services. Refer to Supportive Services Policy for additional information. Requests for exceptions to these requirements or limits require a completed Waiver Request Form, to be signed and approved by the appropriate board's Executive Director or designee.

***Occupations identified within this policy are not necessarily included in PATH (states system for ETPL). Should the need arise for a program to be added to PATH, a request must be submitted to the proper workforce board office for consideration. Only programs aligning with the current in-demand occupation list will be considered. When approving or denying request for PATH other consideration may include (but are not limited) the following: entry wages, type of credential issued, location of training provider, classroom training vs. online training, labor market information, etc.***

Clearly documented commitments made prior to this instruction shall fall within any applicable previous policy guidelines.

**ACTION:** You are responsible for the immediate distribution and implementation of this instruction.

**INQUIRIES:** Should you have any questions regarding this instruction, please contact Eva Anagnostis at 864-467-8142, TTY:711, or at [eanagnostis@greenvillecounty.org](mailto:eanagnostis@greenvillecounty.org) Dana Wood at 864-596-2028 ext. 100, TTY 711, or at [wood@upstaterworkforceboard.org](mailto:wood@upstaterworkforceboard.org) .

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Ann Angermeier  
Executive Director  
Upstate Workforce Board  
Development Board

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Dean E. Jones  
Executive Director  
Greenville County Workforce

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**Source: TEGL 19-16**

**REPLACES LOCAL UPSTATE INSTRUCTION LETTER 13-12 / REPLACES GCWDB INSTRUCTION LETTER 10-07**