

**Kansas Department of Commerce  
Workforce Services  
Policy and Procedures Manual**

**Policy Number:** 5-07-00 (Replaces #3-28-02)

**Originating Office:** Workforce Services

**Subject:** Training Expenditure Policy

**Issued:** August 3, 2016 (KWSB Approved)

**Revised:** July 18, 2016

**Program:** Workforce Innovation and Opportunity Act (WIOA)

**Purpose:** To transmit state policy and guidance on the required minimum percentages local areas must spend on training and training-related services

**References:** WIOA Section 116(b)(2)(B) and State Policy Number 3-22-00.

**Background:** Policy 3-28-01 was adopted July 2007 and updated October 2009. Policy 3-28-01 *set a benchmark for training expenditures and to establish a baseline for future expenditure requirements. After 9 years, this policy addresses available funding discrepancies identified in the calculation and establishes the 40% expenditure rate as an additional State identified performance accountability indicator.*

**Action:** All local boards must develop policies to ensure compliance with a 40% minimum expenditure rate for adult and dislocated worker training and training-related services.

**Contact:** Questions should be directed to (785) 296-0607, TTY: (785) 296-3487, e-mail [workforcesvcs@ks.gov](mailto:workforcesvcs@ks.gov)

**Attachment:** None.

# **TRAINING EXPENDITURE MONITORING POLICY**

## **TABLE OF CONTENTS**

Policy Statement .....	1
Training Expenditures.....	1
Local Policy Requirements .....	2
Local Area Plan Requirements .....	2

# TRAINING EXPENDITURE MONITORING POLICY

## Policy Statement

This state policy establishes, as an additional State identified performance accountability measure, a minimum training expenditures rate (excluding obligations) of 40% for adult and dislocated worker training.

## Training Expenditures

Costs used in calculating compliance with the minimum 40% expenditure rate must be of direct benefit to the participant and, at a minimum, includes:

Occupational skills training defined as training to perform actual tasks and technical functions required by certain occupational fields at any level. Allowable costs include, but are not limited to, tuition, fees, books, and other materials and equipment required for participation in the course.

- Basic literacy training, including but not limited to, adult basic education, GED, GED Test fees and English language proficiency.
- Supportive services directly benefiting participants in training such as child care, transportation, etc.
- Work-based learning, such as on-the-job training, paid internship, work experience, registered apprenticeship. .Costs may include job coaches and special workplace accommodations when necessary.
- Customized training designed to meet the special requirements of an employer who commits to employ an individual upon successful completion of the training.
- Short-term courses necessary to acquire marketable skills such as computer software training, welder training, etc.
- Short-term prevocational testing, training and services including, but not limited to, development of communication, interviewing, punctuality, personal maintenance, professional conduct, and learning skills to prepare individuals for unsubsidized employment or training. Testing must assess academic or skills ability. *WORKReady!*, WIN, and other skill-development and certification products are training related expenditures. Interest testing, job matching products, such as JobFit, and other non-skills related assessments are not considered training related for the purposes of this policy.
- Needs-based payments and stipends.

**The 40% expenditure rate will be reviewed quarterly by the KANSASWORKS State Board. To provide for improvement, a local area performing at or below 35% must submit a brief narrative with the quarterly report explaining why the expenditure rate was not attained. . A local Area performing at or below 35% for three consecutive quarters must submit a local board approved Corrective Action Plan providing a detailed analysis of the failure to attain a minimum 40% training expenditure rate, actions approved to correct the failure, a timeline for meeting the 40% training expenditure rate along with**

**measurable benchmarks or indicators the plan is achieving the expected outcome.Local Policy Requirements**

All local boards must develop and maintain a policy and local operating procedures for the determination of training and training-related costs.

Local policy must include, at a minimum, the following items:

1. Methodology that will be used to document total expenditures. At a minimum, total training and training-related expenditures allocable to Adults and Dislocated workers divided by the total expenditures allocable to Adults and Dislocated Workers equals training expenditure rate.
  - a. Total expenditures SHALL include all WIOA Title I authorized funds expended from the local area operating budget allocable to Adults and Dislocated Workers, including the local area formula allocation as well as other funds awarded or allocated to the local board under WIOA Title I Subtitle D.
  - b. Total expenditures MAY include funds from the total local area operating budget allocable to Adult and Dislocated Workers, including all public and/or private funding awarded, granted or gifted to the local board in addition to WIOA authorized funds when specifically stated in the local policy.
2. Methodology that will be used to document direct training and supportive services expenditures.
3. Procedures for entering training-related costs into a participant's record.
4. Procedures for tracking total training and training-related costs, *by participant and by local area*, whether or not the payment mechanism chosen is an individual training account.

**Local Area Plan Requirements**

The local board must describe in its plan how the 40% adult and dislocated worker training expenditure rate will be accomplished, including whether the 40% expenditure rate will be calculated on all funds expended by the local board or only WIOA Title I expenditures.