Kansas Department of Commerce
Workforce Services
Policy and Procedures Manual

Policy Number: 5-08-00

Originating Office: Workforce Services

Subject: Training Expenditure Policy

Issued:

Revised: February 1, 2022, and June 2, 2026

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); Training and Employment Guidance Letter (TEGL) 16-22

Background: *The State of Kansas Workforce Board has placed a high value on ensuring that WIOA dollars are used for training Kansans for high demand occupations, and as a result, the State Workforce board has set a benchmark for training expenditures and to establish a baseline for future expenditure requirements. 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 funds, and a 20% rate for Youth training and training-related services.

The effective date of this revised policy is October 1, 2026.

Contact: Questions should be directed to e-mail workforcesvcs@ks.gov

Attachment: None.

TRAINING EXPENDITURE MONITORING POLICY

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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 funds, Dislocated Worker funds, and National Dislocated Worker grants. Youth funds shall have a 20% training expenditure requirement as there is already a Federal requirement for 20% expenditure on work experience.

The effective date of this revised policy is October 1, 2026.

Training Expenditures

Costs used in calculating compliance with the minimum 40% expenditure will be taken directly from the 9130 Training Expenditures line item sent to Commerce each month. The allowable costs to include will follow TEGL 16-22 and are defined below:

Adult – costs should consider all training costs including tuition, fees, books, tools, transportation, and supportive services to enable training participation. All forms of training must be included.

Dislocated Worker - costs should consider all training costs including tuition, fees, books, tools, transportation, and supportive services to enable training participation. All forms of training must be included.

Youth - costs should consider all training costs including tuition, fees, books, tools, transportation, and supportive services to enable training participation. All forms of training must be included with the exception of Youth On-the-Job-Training (OJT) as OJT is considered a work experience and not a training service in the WIOA Youth program. In addition, entrepreneurial skill training, job readiness training, and Adult Basic Education/English as a Second Language are not considered training services for the WIOA Youth program and associated expenditures must not be included. Since pre-apprenticeship is considered both work experience and training, costs associated with the training portion of pre-apprenticeship should be included. There is only a 20% training expenditure requirement for Youth funds.

National Dislocated Worker Grants (NDWG) - costs should consider all training costs including tuition, fees, books, tools, transportation, and supportive services to enable training participation. All forms of training must be included.

The 40% expenditure rate will be reviewed quarterly by the KANSAS**WORKS State Board. To provide for improvement, a local area performing at or below 35% (15% for Youth) 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% (15% for Youth) 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% (20% for Youth) training expenditure rate, actions approved to correct the failure, a timeline for meeting the 40% (20% for Youth) training expenditure rate along with measurable benchmarks or indicators the plan is achieving the expected outcome.**

Training Services That Are Included

For Adult and Dislocated Worker, these training services and associated costs shall be included in the 40% calculation:

- Occupational skills training
- On-the-job training
- Incumbent worker training
- Programs that combine worker training with related instruction
- Skills upgrading and retraining
- Entrepreneurial training
- Transitional jobs
- Customized training

For Youth funds, these training services and associated costs shall be included in the 20% calculation:

- Occupational skills training
- Programs that combine worker training with related instruction
- Skills upgrading and retraining
- Transitional jobs
- Customized training

Local Policy

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 training expenditures for 9130 reports.

2. Methodology that will be used to document direct supportive services expenditures tied to training activities.

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, Dislocated Worker, and 20% for Youth training expenditure rate will be accomplished.