 <small>CITY OF PHOENIX</small> <small>A proud partner of the americanjobcenter network</small>	<i>Effective Date:</i> 09/04/2024	<i>Type:</i> <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure <i>Function:</i> Adult & Dislocated Worker Programs	Page 1 of 2
	<i>Revised Date:</i> 08/27/2024	<i>Section # & Title:</i> 200 – Career Services	
Phoenix Business and Workforce Development Board (approval authority)	<i>Orig. Date Approved:</i> 07/11/2019	<i>Subject # & Title:</i> .206 – Workforce Preparation Activities – Job Readiness	

I. APPLICABILITY/SCOPE

This policy applies to all Workforce Innovation and Opportunity Act (WIOA) Title I-B subrecipients and sub-awardees delivering workforce development Adult, Dislocated Worker and Arizona Quality Jobs, Equity, Strategy, and Training Disaster Recovery National Dislocated Worker Grant (QUEST DWG) programs and services.

II. PURPOSE

The purpose of this policy is to establish guidelines and criteria to be used in Adult and Dislocated Worker Career Services to assist participants of the WIOA Title I-B and QUEST DWG programs with workforce preparation activities.


III. BACKGROUND

Workforce Preparation Activities help individuals acquire a combination of basic academic, critical thinking, digital literacy and self-management skills. These activities can result in competencies in utilizing resources, using information, working with others, obtaining skills necessary for successful transition into and completion of postsecondary education, and other employability skills that increase an individual’s preparation for the workforce.

IV. POLICY

Workforce preparation activities related to job readiness are available to unemployed and underemployed adults and to dislocated workers, to assist them into and completion of postsecondary education, training, or employment.

- a. Workforce preparation activities must be approved and authorized through the use of an authorization form or other preferred method. The cost shall not exceed the maximum allowed per participant as determined by subrecipient for these types of services. Requests exceeding the maximum allowed shall be justified and documented in the participant’s Arizona Job Connection (AJC) record and case file.
- b. Courses that are part of an Eligible Training Provider List program are not eligible for funding.
- c. While some Workforce Preparation Activities are contracted through specific providers by the subrecipients, many may not be which does not prohibit obtaining services from non-contracted providers. When applicable, comparisons among providers/vendors must occur to ensure that costs are reasonable and be documented in program notes.
- d. Below are examples of allowable workforce preparation activities:
 - 1. Computer literacy courses
 - 2. Language courses

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3. Employment preparation courses such as interviewing, resume development and other related topics.
4. Occupational related seminars such as sales techniques, business writing, OSHA safety requirements, first aid classes, and CPR classes.
5. Single course, class or seminar that leads to an occupational license that does not meet the requirements as an Eligible Training Provider List program.

V. POLICY MANAGEMENT REQUIREMENTS

Administrative revisions to the policy may be made by the Phoenix Business and Workforce Development (PBWD) Board Executive Director, with notice to the PBWD Board’s Executive Leadership Committee. All other substantive revisions will go to the PBWD Board’s Executive Leadership Committee for review and recommendation to the PBWD Board for approval.

VI. ADDITIONAL OR MISCELLANEOUS INFORMATION

None